



**COLLEGE  
OF THE  
REDWOODS**

*A California  
Community College*

***Eureka Campus***

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

***Del Norte Education Center***

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

***Mendocino Coast Education Center***

1211 Del Mar Drive  
Fort Bragg, CA 95437

***Community & Economic  
Development Office  
(Eureka Downtown)***

525 D Street  
Eureka, CA 95501  
Call 707.476.4500  
FAX: 707.443.3417

***Klamath-Trinity Instructional Site***

P.O. Box 529/65 Orchard Road  
Hoopa, CA 95546  
Call 530.625.4846  
TTY Machine 530.625.5556  
FAX 530.625.0086

***Garberville Instructional Site***

286 Sprowl Creek Road  
Garberville, CA 95542

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

[enrollment-services@redwoods.edu](mailto:enrollment-services@redwoods.edu)

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COLLEGE OF THE  
**Redwoods**  
CATALOG  
*of Information & Courses*

**CATALOG DISCLAIMER:**

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

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

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

## PRESIDENT'S WELCOME



*D*ear Student,

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

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

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

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

*Kathryn G. Smith*

Kathryn G. Smith  
President/Superintendent

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## 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

7351 Tompkins Hill Rd., Eureka, CA 95501

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

The Eureka main 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

883 W. Washington Blvd., Crescent City, CA 95531

707-464-7457 | [www.redwoods.edu/delnorte/](http://www.redwoods.edu/delnorte/)

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



### Mendocino Coast Education Center

1211 Del Mar Drive, Fort Bragg, CA 95437

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

The Mendocino Coast Education Center is located in Fort Bragg, 135 miles south of Eureka and eight miles north of Mendocino. The Mendocino Coast Education Center offers university transfer courses as well as specific certificate programs in Fine Woodworking, along with community education classes.



### Klamath-Trinity Instructional Site

65 Orchard St., Hoopa, CA 95546 | 530 625-4821

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



### Garberville Instructional Site

286 Sprowl Creek Road, Garberville, CA 95542

The Garberville Instructional Site offers credit, noncredit and community education classes to serve the Southern Humboldt Community.

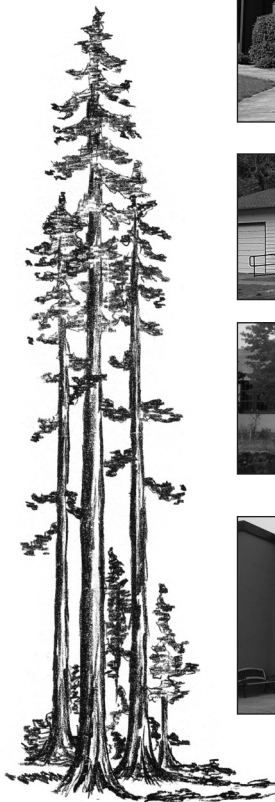


### Community & Economic Development Office

*(Eureka Downtown)*

525 D Street, Eureka, CA 95501 476-4500

Community & Economic Development provides a wide range of educational opportunities throughout the region. Classes, programs, training and workshops are offered as lifelong learning and professional development opportunities. The not-for-credit classes are designed to develop professional skills, enhance career opportunities, enrich personal knowledge, and promote cultural and academic growth.





# COLLEGE CALENDAR

## Fall Semester 2014

Convocation .....	08/21/14 – 08/22/14
Flex Days.....	08/21/14 – 08/22/14
Last Day to Register for classes .....	08/22/14
Semester Begins.....	08/23/14
Last Day to Add a Class.....	08/29/14
All-College Holiday ( <i>Labor Day</i> ).....	09/01/14
Last Day to Drop and Receive a Refund .....	09/05/14
Last Day to Drop Without a "W" ( <i>no refund</i> ).....	09/07/14
Census Day.....	09/08/14
Last Day to File P/NP Option.....	09/19/14
Last Day to Petition to Graduate or Apply for a Certificate.....	10/30/14
Last Day for Student- or Faculty-Initiated Drop.....	10/31/14
All-College Holiday ( <i>Veterans Day</i> ).....	11/10/14
All-College Holiday ( <i>Thanksgiving</i> ) .....	11/27/14 - 11/28/14
No Classes .....	11/29/14
Final Exams.....	12/08/14 - 12/13/14
Semester Ends .....	12/13/14
Winter Break ( <i>Faculty</i> ).....	12/15/14 - 1/14/15
Grades Due.....	12/19/14
Police Academy Graduation .....	12/11/14
All-College Holiday ( <i>Winter Holiday</i> ).....	12/22/14 - 12/26/14
All-College Holiday ( <i>New Year's Day</i> ).....	01/01/15
Grades Available ( <i>Estimated</i> ).....	01/02/15

## Spring Semester 2015

Flex Days.....	01/15/15 - 01/16/15
Last Day to Register for classes .....	01/16/15
Semester Begins.....	01/17/15
All-College Holiday ( <i>Martin Luther King, Jr.'s Birthday</i> ) ....	01/19/15
Last Day to Add a Class.....	01/23/15
Last Day to Drop and Receive a Refund .....	01/30/15
Last Day to Drop Without a "W" ( <i>no refund</i> ).....	02/01/15
Census Day.....	02/02/15
Last Day to File P/NP Option .....	02/12/15
No Classes ( <i>Lincoln's Birthday</i> ) .....	02/13/15
All-College Holiday ( <i>President's Day</i> ) .....	02/16/15
Last Day to Petition to Graduate or Apply for a Certificate.....	03/05/15
No Classes ( <i>Spring Break</i> ).....	3/16/15 - 03/21/15
Last Day for Student- or Faculty-Initiated Drop.....	04/03/15
Final Exams.....	05/08/15- 05/15/15
Semester Ends .....	05/15/15
Commencement - Del Norte.....	05/15/15
Commencement - Eureka.....	05/16/15
Commencement - Klamath-Trinity .....	05/16/15
Commencement - Mendocino .....	05/15/15
Grades Due.....	05/22/15
All-College Holiday ( <i>Memorial Day</i> ) .....	05/25/15
Grades Available ( <i>Estimated</i> ).....	05/29/15
Police Academy Graduation .....	06/11/15

## Summer Session 2015

Summer 2015 Calendar to be determined

<p><b>AUGUST 2014</b></p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p><b>FEBRUARY 2015</b></p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28														
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## ABOUT THE COLLEGE

### Board of Trustees

Vacant  
Student Trustee

Rick Bennett, Area 3  
Del Norte

Sally Biggin, Area 7  
Klamath-Trinity

Tracy Coppini, Area 1  
Ferndale/Garberville

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

### Administration

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President/Superintendent

Lee Lindsey  
Vice President, Administrative Services

Keith Snow-Flamer, Ph.D.  
Vice President, Instruction & Student Development

Ahn Fielding, M.A.  
Director, Human Resources/EEO

### Accreditation Statement

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

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

### Vision

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

### District Mission

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

*\*BP 1200*

*\*BP = Board of Trustees Policy*

### Values

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

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

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

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

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

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

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

## Philosophy

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

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

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

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

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

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

*BP 1201*

## College of the Redwoods Institutional Learning Outcomes

Institutional Learning Outcomes (ILOs) encompass the whole student experience and apply to the whole institution. The ILOs represent a broad cross-section of campus learning related to the student experience. The outcomes include the knowledge, skills, abilities and attitudes that students are expected to develop as a result of their overall experiences with any aspect of the college, including courses, programs and service areas.

### 1. Academic and Career Technical Objectives

Students will successfully acquire program outcomes and complete degrees and/or certificates. The outcome indicates

if the objectives stated for degrees and/or certificates are being met.

Students earning degrees will acquire the College's general education outcomes: Effective Communication, Critical Thinking, and Global/Cultural Context.

### 2. Personal and Professional Development

Students will reach their career, transfer, or personal goals. The outcome indicates if a student's individual goals are being met. This includes the goals of students earning degrees, or of students taking only a few courses for training and/or personal enrichment.

### 3. Community and Global Responsibility

Students will develop the awareness and skills needed to contribute to local and global communities. The outcome indicates if students recognize ways to contribute to their community and the value of effectively engaging in cross-cultural environments.

## Academic Freedom

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

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

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

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

*BP 4030*



# BECOMING A CR STUDENT

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

## High School Graduates

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

## Non-High School Graduates

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

## Younger Students

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

## Degree-Seeking & Transfer Students

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

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

If you have never attended college before, you are required to complete the math and English placement process before you register for classes. Placement results help to determine which courses are appropriate for your skill level. You must have your student ID number prior to participating in the placement process.

## International Students

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

## Student Success Task Force Recommendations

In January 2012, the California Community Colleges Board of Governors endorsed the recommendations of the Student Success Task Force. Once implemented, the 22 recommendations contained in the plan will impact nearly every aspect of how the community colleges operate. Major recommendations address linkages with K-12 schools, student intake and support, instructional programs, and accountability. Taken as a whole, the Task Force recommendations provide a road map that will guide the system as we work to improve the

way our colleges help students identify and achieve their educational goals.

Beginning fall 2014, new students who have completed college orientation, assessment and developed education plans as well as continuing students in good academic standing, have developed education plans, and who have not exceeded 100 units will have priority over students who do not meet these criteria. Among these students, active-duty military and veterans and current and former foster youth will continue to have first call on courses, followed by students in Extended Opportunity Programs and Services and Disabled Students Programs and Services.

## Determining Residency

### California Residency

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

### Out-of-State Residents

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

### Oregon Exchange Program

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



# ENROLLMENT

## The process of becoming a student at College of the Redwoods

### 1. APPLY

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

The following documents may also be required:

#### G.E.D. or High School Equivalency 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.

#### Transcripts of Previous College Work:

If students have attended another college, official transcripts must be ordered as soon as possible, as it can be four weeks or more before the College receives them. If evaluation of these transcripts is needed to meet prerequisites, the student must contact the location he or she plans to attend to request transcripts to be evaluated; evaluation can take up to two weeks.

### 2. COMPLETE THE MATH AND ENGLISH PLACEMENT PROCESS

The math and English placement process is required to assure students enroll in the correct classes. Placement is considered to be a key factor in providing students with important information about their skill levels.

#### Placement testing is required of students who plan to:

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

#### New and returning students may not have to complete the placement process if they can verify that they have:

- taken a comparable state-approved placement exam at Humboldt State University, College of the Redwoods, or another California Community College within the past three years, or;
- taken an English and/or a math course with a "C" grade or higher from any regionally accredited college, or;
- taken a College Entrance Examination Board Advanced Placement Exam in English and/or math and received a score of 3, 4, or 5 or;
- participated in the California State University (CSU) Early Assessment Program (EAP) during Standardized Testing And Reporting (STAR) testing in high school and received exemptions from CSU placement exams in English/Language Arts and/or mathematics. Students who are identified as EAP Conditional in English or mathematics will need to take an approved English or mathematics class and earn a "C" or higher in their senior year of high school in order to be exempt from the CR placement process.

If a student believes the level determined by the CR placement process is inappropriate (either too high or too low), the student should meet with an academic advisor or counselor and discuss options. In addition to placement scores, academic advisors or counselors may use the following indicators to determine the extent to which a student is prepared for college coursework:

- whether or not the student has had any prior college experience;
- highest level of English and math completed at prior college(s);
- the student's previous success at the college level, as reflected in his/her transcripts;

- the student's past study habits;
- the number of employment-related and family obligations the student has; and
- the strength of the student's motivation to achieve his/her educational goal(s).

### English, English as a Second Language and Math Sequences

ENGLISH SEQUENCE				Units
1	Basic Level English	READ-260	Basic Academic Literacy	non-credit
2	Pre-College Level English	ENGL-350	Reading and Writing Skills	6.0
3	Pre-College Level English	ENGL-150	Precollegiate Reading and Writing	3.5
4	Transfer Level English and Writing	ENGL-1A	Analytical Reading and Writing	4.0
<i>See Advisor for appropriate courses beyond ENGL-1A.</i>				

ESL SEQUENCE (NON-CREDIT)			
1	Fundamental English as a Second Language (ESL) – Low Beginning	ESL-200	Develop basic listening comprehension and survival speaking, reading and writing skills
2	Fundamental English as a Second Language (ESL) – High Beginning	ESL-201	Enrich essential listening skills and survival vocabulary, reading and writing skills
3	Intermediate English as a Second Language (ESL) – Low	ESL-210	More complex language skills
4	Intermediate English as a Second Language (ESL) – High	ESL-211	Comprehension of everyday spoken English, reading and writing
<i>Take classes for the number of hours needed to meet the learning outcomes. No minimum or maximum number of hours required.</i>			

MATH SEQUENCE				Units
1	Pre-College Level Mathematics	MATH-372 or MATH-272	Arithmetic	4.0 or 0.0
2	Pre-College Level Mathematics	MATH-376 or MATH-276	Pre-Algebra	4.0 or 0.0
3	Pre-College Level Mathematics	MATH 380	Elementary Algebra	5.0
4	Associate Degree Level Mathematics	MATH-120 MATH-194	Intermediate Algebra Intermediate Algebra for Social Sciences & Business	4.0 4.0
5	Transfer Level Mathematics <i>Choose one after consulting with an Advisor.</i>	MATH-5	Contemporary Mathematics	3.0
		MATH-15	Elementary Statistics	4.0
		MATH-25	College Trigonometry	4.0
		MATH-30	College Algebra	4.0
<i>See an Advisor to select an appropriate higher-level transfer mathematics course.</i>				

### 3. PARTICIPATE IN ORIENTATION

A variety of orientation options are available where students will learn about academic programs, faculty expectations, student support services, and how to navigate the College's online systems.

Academic advisors and counselors are available to help students develop a Student Education Plan (SEP). This plan serves as a roadmap for the student as s/he progresses toward degree or certificate completion. The SEP is based on each student's individual needs, personal/outside commitments, and educational goals. For those who are undecided about their educational goals, it is especially important to meet with an academic advisor or counselor during the first semester of enrollment.

For more information about academic advising and orientation options, please contact the location you plan to attend.

### 4. REGISTER FOR CLASSES

#### Registration

Students may register for classes via the web using WebAdvisor. Assistance using WebAdvisor is available at each campus. All students are 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.

At CR, there are three terms and three registration periods each year: a 16-week fall semester, a 16-week spring semester, and summer sessions.

#### Adding Classes After the Term Begins

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

#### Registering to Audit a Class

When a student audits a class, it means that s/he will attend that class on a regular basis, but does not wish to receive any academic credit for it. Students may audit classes with the instructor's approval on a space-available basis. This determination will not be made until after the first class meeting, to ensure

that students wanting to take the class for credit have every opportunity to enroll before those wishing to audit the class are added.

#### Those wishing to audit a class must:

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

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

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

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

#### Limitations on Enrollment

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

- students on academic and/or progress probation are strongly encouraged to meet with an academic advisor or counselor before registering for classes;
- students who want to register for more than 18 units will need approval from an academic advisor or counselor;
- students who are subject to conduct suspension may only register if they have approval from the Vice President of Instruction & Student Development or his/her designee.
- high school students will need a new concurrent enrollment form on file each term before registering for classes; and
- students who have been dismissed from the College will not be allowed to register for classes for the following semester.



## Student Responsibilities

### Report Changes in Academic Interests to your Academic Advisor or Counselor

Students thinking about making a change in their academic program must meet with an academic advisor or counselor.

### Attend Classes on a Regular Basis

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

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 should notify the instructor. Faculty may drop students for excessive absences.

### Withdrawing from Classes

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

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

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

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

### Process for Petitioning to Graduate or Applying for a Certificate

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

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

If students miss the deadline for petitioning to graduate or applying for a certificate they may apply in the next term by the appropriate deadline. All degrees and certificates are subject to final approval by the College Evaluator. Verification of degrees and certificates are posted to transcripts within two months from the end of the term in which the petition was granted. Certificates of Recognition are not posted to transcripts.

### Report Change of Address to the College

A student who changes his/her mailing address should report the change through WebAdvisor, [www.redwoods.edu/webadvisor](http://www.redwoods.edu/webadvisor).





# STUDENT FEES\*

## Mandatory Fees

*Fees Required as a Condition of Enrollment at the College*

### 1. California Residents

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

- **An enrollment fee**..... currently \$46/unit
- **Audit fee (non-refundable)** ..... \$15/unit
- **A health services fee**
  - Eureka-area, Online .....\$19/semester
  - ..... \$15 summer session
  - Students at Del Norte,  
Klamath-Trinity, Southern Humboldt or Mendocino.....\$6/  
semester
  - .....\$6 summer session

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

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

### An Important Note about the Board of Governors Fee Waiver

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

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

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

Students are responsible for ensuring their account is correct.

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

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

#### AB540:

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

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

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

ation 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 \$236/unit\*\*
- **An enrollment fee**..... currently \$46/unit
- **A health services fee**
  - Eureka-area, Online .....\$19/semester
  - ..... \$15 summer session
  - Students at Del Norte,  
Klamath-Trinity, Southern Humboldt or Mendocino.....\$6/  
semester
  - .....\$6 summer session

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

*Additional information about these fees, as well as a listing of persons who may be exempt from paying the fees listed below may be found in Board of Trustees Policy 5030 and Administrative Procedures 5030. A small number of courses have instructional materials fees. These fees are listed on WebAdvisor. \*\*The non-resident and Oregon Exchange fees include a \$2 per unit capital outlay fee.*



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

\*The non-resident and Oregon Exchange fees include a \$2 per unit capital outlay fee.

**A. Non-Residents Participating in the Oregon Exchange Program**

The college has entered into agreements with two 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; and
- Southern Oregon University;

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

- **Tuition:** an amount equal to 27% of the regular non-resident tuition, rounded to the nearest dollar. .... currently \$66/unit\*
- **An enrollment fee**..... currently \$46/unit
- **A health services fee**  
Eureka-area, Online ..... \$19/semester

- .....  
\$15 summer session
- Students at Del Norte,  
Klamath-Trinity, Southern Humboldt or Mendocino.....  
\$6/semester
- .....  
\$6 summer session

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

\*The non-resident and Oregon Exchange fees include a \$2 per unit capital outlay fee.

**Health Services Fee**

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

Requests for this exemption are made by petition to the District Admissions and Records Office.

The health services fee will not be refunded for students who drop a class or all classes after the class start date.

**OTHER FEES\***

**Parking Fees**

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

**Automobile/Truck:**

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

**Motorcycles:\***

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

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

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

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

**Instructional Materials Fees**

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

**Student Technology Fee**

Students pay a student technology fee of \$10 per term. This fee supports the purchase of student lab technology, maintenance of such technology or other related costs on each campus. Prior to the beginning of each term, students may opt out of this fee by contacting the Cashier in the Business Office.

**Student Activity Fee**

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

The student activity and technology fees will not be refunded for students who drop a class or all classes after the class start date.

**Official Transcripts Fee**

**Need to Request a CR transcript**

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

"Rush" transcript requests are \$15 and are processed and mailed within 48 hours of receipt of payment.

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

**Important Information**

If you want your transcript to include your current semester's

grades you must request your transcripts after your grades have been posted or indicate this on your Transcript Request Form.

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

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

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

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

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

## Refunds

### For Dropped Classes

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

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.

The health services, technology, and student activities fees will not be refunded for students who drop a class or all classes after the class start date.

### 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 Friday of the end of the second week of the term	100% of original fee
Through Friday of the end of the third week of instruction	50% of original fee
Through Friday of the end of 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:

- Transcripts will not be issued.
- Registration will not be processed.
- Degrees or certificates will not be awarded.
- Grades will not be released.

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

## Course Deregistration

Fees must be paid at the time of registration. College of the Redwoods does not bill for unpaid registrations. Students with unpaid accounts risk being dropped from classes for non-payment (Deregistration or D-Reg). Students must pay their bill in full, setup a payment plan and make payments on-time, or have a completed financial aid application on file and the Financial Aid Office must verify your eligibility to avoid being deregistered. Otherwise, students can be dropped from classes to make seats available for other students seeking to register. Waitlisted classes can be dropped as well if the balance is not paid in full for classes in which a student is officially enrolled and fees charged. Do not rely on deregistration if you need to drop a class. Go to WebAdvisor to drop classes. Remember that you and your family, if applicable, are primarily responsible for your educational costs. If you do not pay your bill, it will be turned over for collection.

To avoid D-Reg, check that your account does not have any balance due. You can check your WebAdvisor account online.

## Account Collections Process

Each student or account holder is responsible for paying all fees, charges, and amounts owed to the College of the Redwoods. Nearly all students and accounts holders pay their debts in a timely manner and therefore do not become subject to the account collections process. However, a few accounts incur debts over 120 days past due, which is considered delinquent. Delinquent accounts become subject to the account collections process. The College of the Redwoods may take additional actions to collect monies owed on delinquent accounts, including:

1. The delinquent account may be listed on consumer credit bureaus.
2. The delinquent account may be sent to a collection agency for collection, and the actual fee charged by the collection agency plus a \$25 processing fee will be added to the balance owed (as permitted by California Government Code 16583.1).
3. The delinquent account may be sent to the Chancellor's Office Tax Offset Program (COTOP)/Franchise Tax Board (FTB) for collection, and the actual fee charged by COTOP/FTB plus a \$25 processing fee will be added to the balance owed (as permitted by California Government Code 16583.1).

All other legally available remedies may be pursued.

# FINANCIAL AID PROGRAMS AND SERVICES

Each year, over \$16,000,000 in financial assistance is made available to students attending College of the Redwoods. These funds are provided from federal, state, and local programs.

For specific program information check our website at [www.redwoods.edu/financial-aid](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), are not eligible for federal financial aid at College of the Redwoods, but may be eligible for some state and locally funded aid programs. (*GED info is available on page 20.*)

## Estimated costs of attending CR during the 2014-15 academic year

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

Expenses	Student living with parents	Student on campus Residence Halls	Student living off-campus
Fees (12 units per term)	\$ 1,182	\$ 1,182	\$ 1,182
Books & Supplies	1,746	1,746	1,746
Food & Housing	4,000	7,503	9,900
Transportation	1,180	900	1,324
Miscellaneous/personal	2,014	1,638	2,066
<b>Total for CA Residents</b>	<b>10,122</b>	<b>12,969</b>	<b>16,218</b>
<b>Non-CA Resident* add:</b>	<b>5,664</b>	<b>5,664</b>	<b>5,664</b>
Non-resident tuition			
<b>Total for Non-Residents</b>	<b>\$15,786</b>	<b>\$18,633</b>	<b>\$21,882</b>

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

## How To Apply For Financial Aid

Students must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](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, 2014 as possible when applying for financial aid for the 2014-2015 school year. Students are required to regularly check their student mycr.redwoods.edu email account for updates and required information.

## 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. Priority deadline for completed financial aid files is June 1, prior to the fall term. Additional deadlines are posted on our website. [www.redwoods.edu/Financial-Aid/](http://www.redwoods.edu/Financial-Aid/)

## How To Maintain Eligibility For Financial Aid

### Satisfactory Academic Progress (SAP)

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

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

**Remedial Units:** Students are allowed to receive financial aid for certain remedial units, if the remedial classes are a prerequisite for entrance into a regular college program, up to a maximum of 30 attempted units. Classes considered below the secondary-level are not eligible for financial aid funding.

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

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

## Withdrawal (Official or Unofficial) and Your Financial Aid Eligibility

### Never Attended

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

### Partial Withdrawal

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

### Total Withdrawal

If you withdraw or otherwise fail to complete all of your

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

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

#### Calculation for the Return of Title IV Aid

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

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

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

#### Post-Withdrawal Disbursement

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

#### Amount to Be Returned by the Student

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

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

#### Return to Title IV and Satisfactory Academic Progress:

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

#### Appeal:

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

#### Gainful Employment Program Disclosure Information

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

#### PLUS Loan for Parents

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

**To apply**, students must have a complete financial aid file with CR and meet all federal eligibility requirements. Parents can apply for a PLUS at [www.studentloans.gov](http://www.studentloans.gov).

#### Veterans Resource Center

The Veteran Resource Center (VRC) is available to meet the needs of our Veterans, Active Duty and Reserve/National Guard service members and dependents attending CR. Conveniently located near the cafeteria, the VRC provides assistance to Vets, dependents and military personnel through advising, matriculation, applying for Veterans Education Benefits, Champ VA, referrals and connection to community Veteran resources and more. Our combined lounge/study area, computers with internet and printing capabilities as well as the all-Veteran/Dependent staff is designed to help you with your academic endeavors and transitional needs. For information and assistance, contact the VRC or visit our website at [www.redwoods.edu/vets](http://www.redwoods.edu/vets)

**Veterans Office,  
Student Union  
Main Eureka Campus  
707.476.4110  
[www.redwoods.edu/vets](http://www.redwoods.edu/vets)**

#### Scholarships

In 2013, more than 300 scholarships, ranging from \$100 to \$2,000, were awarded to CR students. Scholarship lists and application forms are available on the web at [www.redwoods.edu/district/scholarships](http://www.redwoods.edu/district/scholarships).

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

**Scholarship Office  
707.476.4191  
[www.redwoods.edu/  
district/scholarships/](http://www.redwoods.edu/district/scholarships/)**

Other sources of scholarship information are the local library, high schools, 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.



## STUDENT SERVICES

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

### Academic Counseling & Advising

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

#### Academic Advising

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

#### Educational Planning

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

#### Academic Problem Solving

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

#### Referrals

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

### Academic Support Center (ASC)

The Academic Support Center helps students reach their educational goals by developing their academic skills and encouraging them to become independent thinkers. Under the auspices of the Academic Support Center, learning support services intended to enhance student success are offered. All locations may offer free instructional support services in a variety of forms: individual and small group tutoring, instruction services, referrals, access to multiple computer stations, DSPS and make-up testing, English and Math skills evaluation, media viewing, private study areas, Math Lab and the Writing Center. The Academic Support Center welcomes all students, faculty, and staff.

### Admissions & Records

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

### Associated Students, College of the Redwoods (ASCR)

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

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

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

### Bookstore

The College of Redwoods Bookstore carries textbooks and supplemental course material required by the college faculty. In addition, the store has a large selection of general books, school supplies, CR logo clothing, gift items, academically priced computer software, and other general merchandise. The Bookstore offers many services to the campus community including a textbook rental program, parking permits, stamps, commencement regalia, and special orders. The Bookstore also conducts a textbook buy-back during the entire year.

#### Bookstore Hours (Eureka Campus)

**Monday – Thursday** 8 a.m. to 6 p.m.

**Friday** 8 a.m. to 4 p.m.

**Summer Hours** 8 a.m. to 4 p.m.

Closed weekends and all major holidays.

**Phone:** 707.476.4130 **Fax** 707.476.4407

**Online ordering and services for all campus locations are available through our website:**  
<http://www.shopredwoods.com>

## California Work Opportunities and Responsibility to Kids (CalWORKs)

The CR CalWORKs program provides comprehensive support services for students receiving CalWORKs cash aid who are also in good standing with their county. The program aims to prepare participants to transition into employment and achieve long term self-sufficiency. Support services include case management and coordination with the county CalWORKs department, academic and career counseling, financial aid assistance, work-study opportunities and job placement assistance. Contact CalWORKs at 707.476.4181 for more information.

## Career Center

The Career Center provides career services to students. Services include Career Café, an online career resource and assessment tool. The Career Center also advertises on- and off-campus job listings. Similar career services are available at the Mendocino Coast and Del Norte Education Centers. Contact the Counseling Office at those locations for more information and assistance.

## Child Development Center (*Eureka Campus*)

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

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

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

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

Parents are invited to visit the CDC with their child. Registration information is available at the Child Development Center, located on the east side of the campus, by the Field House. Additional information is available online at [www.redwoods.edu/eureka/cdc](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 environment 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 a 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), as well as a Transfer Degree in Early Childhood Education. 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.

## Clubs and Organizations

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

## Cooperative Work Experience Education

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

## Creative Arts Gallery (*Eureka Campus*)

Students, faculty, and the general public are encouraged to visit the CR Art Gallery, conveniently located in the center of the Creative Arts Complex. Our gallery program includes a broad variety of exhibitions each semester, featuring the work of locally and internationally recognized artists, the CR art faculty, and students. Exhibitions are professionally curated and prepared by our art department staff, often with the help of CR students who are interested in learning more about gallery work.

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

Admission to the gallery is always free. Call 707.476.4559 for gallery hours and for information on current and upcoming exhibitions. Students interested in gallery sitting should contact Shawn O'Connor at [shawn-oconnor@redwoods.edu](mailto:shawn-oconnor@redwoods.edu).

### Dental Health Center (*Eureka Campus*)

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

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

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

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

### Dining Service (*Eureka Campus*)

A college food service facility serving Eureka campus faculty, staff, students and visitors is located in the Student Union, right next to the Bookstore at the center of the campus. A variety of menu items are available including homemade entrees, a delicatessen/sandwich bar, pizza, burgers, a salad bar, specialty coffees and drinks, ethnic food specialties, vegetarian options, 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 provides a student lounge with vending machines and a microwave. Tables and chairs are available for seating.

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

### Programs and Services for Students with Disabilities (DSPS)

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

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

DSPS provides training to students in the use of assistive technologies such as: speech-activated software, scanners, screen

readers and magnifiers. Braille and electronic text production are also available to students who qualify for alternative media. Most computer labs throughout the district provide access to assistive technologies for students with disabilities.

### Instructional Support and Learning Disabilities Assessment:

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

### 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.

### Distance Education Classes

Distance education is designed for students who want to take a College of the Redwoods' course and prefer to take the course online. Distance education classes offer flexibility in that they are not dependent on a physical location.

Online courses are available to students who have a computer and internet. They have the same course objectives, curriculum, and often the same class syllabus as the classroom sections of the course. 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 and any required software;
- (4) the basic skills to access and navigate websites, send and receive email, and send email attachments, and
- (5) the ability to read carefully and follow written instruction.

**For more information on distance education, go to [www.redwoods.edu/departments/distance](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; and
- EOPS Financial Assistance. Students who qualify may receive assistance with the purchase of books.

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

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

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

### General Education Development (GED)

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

### High School and Community Outreach

#### Academy of the Redwoods (*Eureka Campus*)

The Academy of the Redwoods Early College High School (AR), located on the College of the Redwoods campus, is partnered with Humboldt County Office of Education, Fortuna Union High School District and 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. This can lead to an AA/AS degree or certificate at College of the Redwoods and transferable credits towards a degree at a four-year institution.

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

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

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

#### Klamath River Early College of the Redwoods (*Del Norte Campus*)

The mission of Klamath River Early College of the Redwoods is to create healthy, sustainable communities through transformational education. In partnership with the 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. Initially KRECR was located on the Yurok Reservation in Klamath. Today, at its new location in Crescent City, KRECR remains especially committed to seeing Native American students increase their academic success. In its eighth year as a fully accredited early college high school, KRECR is a standards based, individually focused program that emphasizes hands-on learning opportunities and community involvement for students in kindergarten through 12th grade. The school is one of less than a dozen 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 continue to be valuable contributors to the students' educational experiences. KRECR students can earn up to two years of college units while enrolled in the early college school. Textbook costs are covered by KRECR. California Board of Governor (BOG) fee waivers are available to eligible students. KRECR also assists students with payment of their fees.

#### Upward Bound

Upward Bound at College of the Redwoods is a federally funded TRIO program that provides year-round support to high school students in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance, preparation, and entrance into higher education. Upward Bound serves high school students from low-income families and/or 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—12th grade students who are or will be attending one of the following high schools are encouraged to apply:

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



## Tech Prep

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

**For more information contact the Tech Prep Coordinator at 707.476.4579 or email Pru Ratliff at [pru-ratliff@redwoods.edu](mailto:pru-ratliff@redwoods.edu). [www.redwoods.edu/TechPrep/index2.asp](http://www.redwoods.edu/TechPrep/index2.asp)**

## Del Norte Student Support Services Program (TRIO)

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

## Honors (*Eureka Campus*)

### Honors Program Core Curriculum

The Honors 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 special courses 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 allows students to create a cross-disciplinary portfolio of research projects that will enhance a student's academic body of work prior to transfer;
- it consists of unique courses and co-curricular activities to prepare Honors students for transfer to top colleges and universities and the opportunity to present their research projects at an annual conference at either UC Berkeley or Stanford University;
- unique benefits are available to the few students who complete 15 or more units in honors. Although a student is only required to take one class a semester to be a member of the Honors Program, many choose to take more. Even a single honors course identified on a student's transcript tells admissions offices this student opted for a more rigorous learning experience. Transfer benefits at prestigious four-year universities range from guaranteed admission to scholarships; and
- close connection to faculty members and academic counselors provides excellent scholarship and transfer support for Honors students.

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

**For more information contact Honors Program Co-Coordinator, Dana Maher at 707.476.4539 or Co-Coordinator Susan Nordlof at 707.476.4336. 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. A mandatory meal plan provides students with nutritious meals served in the Corsair Dining Hall.

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

The halls have a full-time Director as well as 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 or email us at [Housing@redwoods.edu](mailto:Housing@redwoods.edu).

## 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:

<b>Women</b>	Basketball, Cross Country & Track, Soccer, Softball, Volleyball
<b>Men</b>	Baseball, Basketball, Cross Country & Track, Football

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

## Library Services

College of the Redwoods (CR), District Libraries are located at the Eureka campus and the Del Norte Education Center. Online Library services can be accessed at [www.redwoods.edu/eureka/library](http://www.redwoods.edu/eureka/library).

CR students, staff, faculty and district residents with legal photo identification may borrow materials.

Current hours of service are posted at each library and on the library web page.

Access to the library databases and other research information is available from the library web page. Online databases provide access to full-text articles from magazines, journals, and e-books, and some databases provide general reference information such as statistics or special reports. Off-campus access to electronic resources may require a password.

Reference services include research advice and assistance, instruction in the use of reference and research tools (including online databases), general orientations, library instruction to classes, and telephone, email, or specialized instruction is provided as needed.

Library facilities are accessible to students with disabilities. Computer workstations provide access to online databases for students in need of adaptive technologies.

Computers in the libraries provide access to the Internet, the library catalog, guides to research, and online databases with access to full-text articles and e-books. All computers have Microsoft Office applications installed for student use in completing assignments.

#### **Learning Resource Center**

The Learning Resource Center (LRC) building, located at the Eureka Campus, houses the following services: the Library, for research resources and instruction; the Academic Support Center for study rooms, testing and tutoring; the Math Lab for intensive Math practice and help; and the Writing Center, for writing instruction and practice.

A Learning Resource Center with quiet study rooms, services

for testing and computer access are available at the Del Norte Education Center.

#### **Student Health Center**

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

#### **Transfer Center**

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

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



# ACADEMIC STANDARDS

## Catalog Rights

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

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

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

## Open Courses

1. Unless specifically exempted by statute, every course, course section, or class at the College shall be fully open to enrollment and participation by any person who has qualified for enrollment at the College and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.
2. Limited English language skills will not be a barrier to admission to the college and to participation in its educational program.

## Classification of Students

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

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

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

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

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

## The Meaning of the Course Numbering System

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

## Prerequisite

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

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

## Corequisite

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

## Recommended Preparation

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

## Prerequisite Challenges

Students who believe they have sufficient academic preparation to enroll in a course despite the prerequisite or limitations on enrollment in a specific course may petition to waive the prerequisite to enroll in a course. The petition form is available on the Admissions webpage 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 regionally accredited college. Any credit granted by College of the Redwoods is subject to reevaluation by other colleges.

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

CR does not grant credit for military service.

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

## Advanced Placement Credit

College of the Redwoods encourages prospective students to prepare themselves for college by taking courses that are rigorous and challenging. High school students may have opportunities available to them, such as College Board Advanced Placement (AP) courses. Students completing various AP courses and earning scores of 3 or higher on AP examinations may earn between 3 and 8 semester units of credit for an AP course. Advanced Placement credits may be used to satisfy specific AA/AS degree General Education requirements at College of the Redwoods or may be applied as elective units toward the degree. Be advised that when a student transfers to another college or university, each institution evaluates advanced placement units in accordance with its own policies. Therefore, advanced placement units remain intact and do not transfer as College of the Redwoods courses. Furthermore, 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.

The table below lists credits awarded by College of the Redwoods for specified AP examination scores. (BP/AP 4235)

AP Examination	Min. Score	Credit	Course Equivalency
Art History	3	6	Art 1A and 1B
Art Studio	3	3	Art 17
Biology	3	3	Biol 1 or 10
Chemistry	3	5	Chem 1A
Computer Science	3	4	CIS 1or 12
Economics			
Macroeconomics	3	3	Econ 1
Microeconomics	3	3	Econ 10
English Language and Composition	3	4	Engl 1A
English Literature and Composition	3	4	Engl 1A
Foreign Language			
French	3	8	French 1A, 1B
Spanish	3	8	Span 1A, 1B
History			
American	3	6	Hist 8, 9
European	3	6	Hist 4, 5
Mathematics			
Calculus AB or AB sub-score*	4	4	Math 50A
Calculus BC	4	8	Math 50A, 50B
Music			
Listening and Literature	3	3	Mus10
Physics			
Physics B	3	3	Phys 10
Physics C	3	4	Phys 2A
Psychology	3	3	Psych 1
Statistics	3	4	Math 15
<i>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.</i>			
<i>*Score of 3 on Calculus AB, BC or AB subscore earns 3 credits towards CR GE (Area D3) and placement into MATH-50A.</i>			

**IB Scores List**

International Baccalaureate is a program designed to provide the most dedicated students with a rigorous academic, cultural, and linguistic curriculum. To earn a diploma, students must pass tests in literature, a foreign language, social studies, mathematics, sciences, and the arts. The tests are graded by teachers around the world and measured against the results of students in several countries. For more information on the IB program please see: <http://www.ibo.org/>.

**International Baccalaureate (IB) Credits**

College of the Redwoods may award college credit for International Baccalaureate (IB) course completion with scores of 4, 5, 6, or 7, if the course work is compatible with the college's curriculum. Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both. Students should verify with a potential transfer institution the acceptance of these posted scores for IB credit. (See opposite page for International Baccalaureate (IB) Credit Table).

**CLEP-College Level Examination Program**

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

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

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

**Credit by Examination**

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

*(BP/\*\*AP 4235) \*\*AP = Administrative Procedure*

**Unit Defined**

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

**"To Be Arranged" (TBA) Hours**

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

**Student Load**

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

**Course Examinations**

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

**Grades; Grade Points**

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



### Grade Point Average (GPA)

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

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

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

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

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

### Pass/No Pass (P/NP)

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

#### Regulations for Pass/No Pass are:

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

3. Unit credit is awarded for a Pass grade.
4. Units on a Pass/No Pass basis shall be disregarded in determining a grade point average for all purposes for which a grade point average is required.
5. The Pass/No Pass option applies only to courses so identified in this catalog’s course descriptions.
6. Students must file their request for Pass/No Pass grading in the Admissions and Records Office at the Eureka campus or Administrative offices at branch campuses or instructional sites. The deadlines to file these requests are listed on the admissions website at [www.redwoods.edu/admissions](http://www.redwoods.edu/admissions). Click on “**Important Dates**” for appropriate term.

### Incomplete Grades

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

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

In addition, students should understand that:

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

IB Exam	CR Course	CR GE AREA	Units	Minimum Score	CSU GE Area	Units	Minimum Scores	IGETC Area	Qtr./Sem Units
Biology SL		A	4	4	B2	4			
Biology HL		A	4	4	B2*	4	5	5B (without lab)	8/5.3
English A1, A2	ENGL-1A	D1	4	4	C2*	3	5 A1 only	1A	8/5.3
History of Americas	HIST 8, 9	B	6	4	D5	SL=3 HL=6	5 HL only	4	8/5.3
Language A1 (any language except English)		C	SL=4 HL=8	4 on HL only*	C2	3	5 on HL only	3B or 4	8/5.3
Language A2 (any language, except English)		C	SL=4 HL=8	4 on HL only*	C2	3	5 on HL only	3B and 6A	8/5.3
Mathematica 1 Studies SL	Placement into MATH-5, 15, 25, 30	D3	3	N/A			N/A		
Mathematics SL	Placement into MATH-5, 15, 25, 30	D3	3	N/A			N/A		
Mathematics HL	Placement into MATH 50A, 4	D3	3	4	B4	3	5	2A	8/5.3
Physics HL		A	3	5	B1	3	5	5A (without lab)	8/5.3
Psychology HL		B	3	4	D9	3	5	4	8/5.3

## Grade Challenges

The grade recorded for a student in any course is determined by the faculty member; and in the absence of error, fraud, bad faith, or incompetence, is final. A student who believes that a grade has been assigned on the basis of error, fraud, bad faith, or incompetence may appeal that grade to the faculty member who assigned it and then, if necessary, to the appropriate Division Dean. If the grade challenge is not resolved or terminated at step 2, the student may file a written appeal to the Course Grade Challenge Committee. A student may appeal the committee's decision to the Board of Trustees only if evidence exists that the Course Grade Challenge policy and procedures were not followed. For more details, see page 171-172.

*In accordance with Cal. Admin. Code Title 5, s55760*

## President's Honor List

The President's Honor List recognizes students who:

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

## Vice President's Honors List

The Vice President's Honors List recognizes students who:

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

## Probation, Dismissal, and Readmission

Beginning fall 2014, students on probation will be ineligible for priority registration.

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 academic probation.

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

If the student's cumulative GPA remains below 2.0; and the term GPA is also less than 2.0 for three consecutive semesters, the student will be dismissed from College of the Redwoods and will not be eligible to register/enroll in classes for the subsequent term. In extreme cases in which a dismissal resulted from extenuating circumstances beyond the control of the student (i.e. medical issues, military orders, death in the family, per California Administrative Code, Title 5, s55024), an appeal may be made. The appeal form is available at: [www.redwoods.edu/admissions](http://www.redwoods.edu/admissions).

## Progress Probation

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

If the student remains on Progress Probation for three consecutive semesters, the student will be dismissed from the College, and will not be eligible to register in classes for the subsequent term. In

extreme cases in which a dismissal resulted from extenuating circumstances beyond the control of the student (i.e. medical issues, military orders, death in the family, per California Administrative Code, Title 5, s55024), an appeal may be made. The appeal form is available at: <http://www.redwoods.edu/admissions>.

## Qualifications for Readmission

After dismissal, a student may apply for readmission:

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

## Academic Renewal

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

## 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.

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

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

## Checklist for Submitting Course Repetition

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

1. Complete all information requested on the petition form.
2. Attach appropriate documentation such as:
  - doctor's verification of illness;
  - accident records; or
  - family death.
3. Submit your signed and completed petition to the Admissions and Records Office.

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

## Remedial Course Work Limitation

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures administered pursuant (Title 5 section 55500) .

However, except as provided in subdivision (C) of this section, no student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial course-work. Students having exhausted the unit limitation shall be referred to appropriate adult noncredit education services provided by a college, adult school, community-based organization, or other appropriate local provider. There is no limit to noncredit remedial work. 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 Title 5 Section 56036.

## Changes in Requirements

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

## General Education at College of the Redwoods

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

## General Education Statement of Philosophy

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

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

## General Education Student Learning Outcomes

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

### 1. Effective Communication.

*Students should be able to:*

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

### 2. Critical Thinking.

*Students should be able to:*

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

### 3. Global/Cultural Context.

*Students should be able to:*

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



COLLEGE  
OF THE  
REDWOODS

## GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE 2014-2015

### OPTION I:

#### Associate of Science in a Specific Program

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

- Completion of CR General Education requirements (18 units).
- Completion of requirements specified for the program area.
- Completion of a minimum of 60 semester units.
- Minimum cumulative GPA of 2.0 at College of the Redwoods.

### OPTION II:

#### Associate in 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."

##### 4. GPA

Minimum cumulative GPA of 2.0 at College of the Redwoods.

### OPTION III:

#### Associate in Arts for Transfer -or- Associate in Science for Transfer


At the time of catalog publication, a student may earn transfer degrees in Mathematics, Psychology, Studio Arts, and Early Childhood Education. Additional majors are being developed.

##### Transfer degrees require the successful completion of all of the following:

- Completion of General Education requirements. (See Option II above for descriptions of Option B or C.) It is recommended that the selection of the General Education Pattern option be made with the assistance of a counselor or advisor.
- Completion of requirements for area of emphasis/major. (See page 34 and 35).
- Completion of a minimum of 60 semester units.
- Minimum cumulative GPA of 2.0 at College of the Redwoods.

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



 COLLEGE OF THE REDWOODS		General Education Requirements for the Associate Degree 2014-2015		Units Required	Units Completed	Units in Progress	Units Remaining
Not Bold Type = CSU Only		Bold Type = CSU & UC					
<b>A. Natural Science</b>	Agriculture <b>3, 17, 23</b> Astronomy <b>10, 11, 15A</b> (lab) Biology <b>1, 2, 3, 5, 8, 9, 15, 20</b> Chemistry <b>1A, 2, 10</b> Computer Electronics 10 Environmental Science <b>10, 12, 15</b>	Geography <b>1</b> Geology <b>1, 2, 10, 15</b> Meteorology <b>1</b> Oceanography <b>10, 11</b> (lab), <b>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, 1B, 2, 3, 5, 6</b> Business <b>10</b> Early Childhood Education 2 Economics <b>1, 10</b> Geography <b>2</b>	History <b>4, 5, 7, 8, 9, 11, 12, 20, 21</b> Journalism <b>5</b> Native American Studies <b>1, 21</b> Political Science <b>1, 2, 3, 10, 12</b> Psychology <b>1, 3, 11, 30, 33</b> Sociology <b>1, 2, 3, 5, 9, 10, 13</b>	3				
<b>C. Humanities</b>	Art <b>1A, 1B, 2, 4, 10, 11, 17</b> Cinema <b>1, 2,</b> Drama <b>24</b> English <b>4, 9, 10, 17, 18, 20, 22, 47, 60, 61</b> Environmental Science <b>11</b>	French <b>1A, 1B</b> Music <b>1, 2A, 10, 12</b> Philosophy <b>1, 2, 10, 12, 15, 20</b> Sign Language <b>1A, 1B</b> Spanish <b>1A, 1B, 2A, 2B</b>	3				
<b>D. Language and Rationality</b>							
<b>1. Writing</b>	English <b>1A</b> or alternative writing course at same level and rigor		3				
<b>2. Oral Communications</b>	Communication Studies <b>1, 6, 7</b>		3				
<b>3. Analytical Thinking</b>	Mathematics 120, 194 or an alternative math course at the same level and rigor or higher: MATH <b>4, 5, 15, 25, 30, 50A</b> Computer Information Systems 1 can be counted towards completion of the Analytical Thinking GE requirement if a student has assessed above the MATH 120 or MATH 194 level.		3				
<b>E. Multicultural Understanding</b>	Choose one course. These courses will double count in one of the other general education areas listed above. Anthropology <b>3, 5</b> ; History <b>11, 12, 20, 21</b> ; Native American Studies <b>1</b> ; Spanish <b>1B, 2A, 2B</b> ;						
<b>Total General Education Units</b>			<b>Minimum</b>	<b>18</b>			
<b>Additional Requirements for Graduation</b>			<b>Units Required</b>				
<p><b>Filing Petition:</b> Student must file a petition to graduate on or before published deadline.</p> <ul style="list-style-type: none"> <li>• For fall consideration, Last Thursday of October</li> <li>• For spring consideration, First Thursday in March</li> <li>• For summer consideration, Last Thursday in June</li> </ul> <p><b>Unit Requirements:</b> 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.</p> <p><b>Minimum GPA Requirements:</b> A minimum cumulative grade point average of 2.0 at College of the Redwoods and a grade of "C" or higher in each course required for the degree except for unrestricted electives.</p> <p><b>Residence Requirement:</b> 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.</p> <p><b>Credit Classes:</b> A maximum of 14 units of pass (P) grades will apply towards the degree, and only the first 14 units of pass grades on the transcript will be used toward the degree.</p> <p><b>Course Limitations:</b> 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.</p>			<p><b>General Education (GE) 18 + AOE 18 + xx Electives = 60 units</b></p>				

Updated 12.15.14

## General Education Requirements for the Associate Degree Course Titles 2014-2015

### Area A: Natural Sciences

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

### Area B: Social Sciences

AJ 1	Intro to Administration of Justice	HIST 7	History of Modern Asia	POLSC 10	US Government & Politics
ANTH 1	Physical Anthropology	HIST 8	U.S. History through Reconstruction	POLSC 12	State & Local Politics
ANTH 1B	Intro to Biological Anthropology Lab	HIST 9	U.S. History Reconstruction to Present	PSYCH 1	General Psychology
ANTH 2	Intro to Archaeology	HIST 11	History of Women in America: Pre-contact - 1877	PSYCH 3	Psychology of Sexuality
ANTH 3	Cultural Anthropology	HIST 12	History of Women in America: 1877 - Present	PSYCH 11	Life Span Development
ANTH 5	Great Archaeological Discoveries			PSYCH 30	Social Psychology
ANTH 6	Intro to Forensic Anthropology			PSYCH 33	Personal Growth & Adjustment
BUS 10	Intro to Business	HIST 21	World History 1500CE to Present	SOC 1	Intro to Sociology
ECE 2	Child Growth & Development	JOURN 5	Intro to Mass Communication	SOC 2	Social Problems
ECON 1	Macroeconomics	NAS 1	Intro to Native American Studies	SOC 3	Human Sexuality
ECON 10	Microeconomics	NAS 21	Native American History	SOC 5	Intro to Race & Ethnic Relations
GEOG 2	Cultural Geography	POLSC 1	Political Controversies	SOC 9	Intro to Women's Studies
HIST 4	Western Civilization to 1600 AD	POLSC 2	Intro to Political Philosophy	SOC 10	Family & Intimate Relationships
HIST 5	Western Civilization: 1600 AD to Present	POLSC 3	Modern World Problems	SOC 13	Environment, Culture, Society

### Area C: Humanities

ART 1A	Art History: Pre-History to Gothic	ENGL 9	World Literature: Early Modern to 20th Century	MUS 1	Intro to Music
ART 1B	Art History: Renaissance to Contemporary	ENGL 10	World Literature: Antiquity to the Early Modern Era	MUS 2A	Beginning Harmony and Musicianship
ART 2	Intro to Art	ENGL 17	American Literature: Beginnings to the Civil War	MUS 10	Music in History
ART 4	Art Appreciation	ENGL 18	American Literature: Civil War-World War II	MUS 12	American Popular Music
ART 10	Color and Design	ENGL 47	Intro to Shakespeare	PHIL 1	Critical Thinking
ART 11	Three-Dimensional Design	ENGL 60	Intro to British Literature: Beginning Through 18th Century	PHIL 2	Intro to Political Philosophy
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
DRAMA 24	Intro to Theatre			PHIL 20	Ethics
ENGL 4	Intro to Literature			SNLAN 1A, 1B	Elementary American Sign Language I, II

### Area D: Language & Rationality

#### 1. Writing

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

#### 2. Oral Communications

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

#### 3. Analytical Thinking

MATH 120 Intermediate Algebra

**or** MATH 194 Intermediate Algebra for Social Sciences and Business

*or an alternative math course at the same level and rigor or higher: MATH-4, 5, 15, 25, 30, 50A*

CIS 1 Computer Information Systems 1 can be counted towards completion of the Analytical Thinking GE requirement if a student has assessed above the MATH 120 or MATH 194.

### Area E: Multicultural Understanding

ANTH 3	Introduction to Cultural Anthropology	HIST 21	World History: 1500 CE to the Present
ANTH 5	Great Archaeological Discoveries	NAS 1	Intro to Native American Studies
HIST 11	History of Women in America: Pre-Contact to 1877	SPAN 1B	Elementary Spanish II
HIST 12	History of Women in America: 1877-Present	SPAN 2A	Intermediate Spanish I
HIST 20	World History: Prehistory to 1500 CE	SPAN 2B	Intermediate Spanish II

## ARTICULATION & TRANSFER

*It is strongly recommended that students consult with a counselor to determine which general education pattern is most appropriate for their individual educational goals.*

### CSU GE-Breadth Requirements:

The CSU GE-Breadth Requirements is a lower division 39 semester unit pattern with selected courses in specific areas of study. Each of the areas has a minimum number of units or courses. California Community College or other certifying institution can certify up to 39 lower-division GE-Breadth semester units. Students who are certified with 39 semester units of lower-division GE-Breadth units will only be required to complete a minimum of 9 semester units of upper division general education work after transfer to the CSU campus. It is important that you request that your California Community College certify completion of California Community College coursework that meets CSU general education requirements. Certification means that CSU will accept these courses to meet the CSU GE-Breadth areas designated by your California Community College.

California Community Colleges can certify each subject area (Area A, B, C, D, E) or the whole pattern.

### Intersegmental General Education Transfer Curriculum (IGETC):

The Intersegmental General Education Transfer Curriculum (IGETC) is a pattern of courses that California community college students can follow to satisfy lower-division general education requirements at any California State University (CSU) or University of California (UC) campus. Students who do not qualify for a full or partial certification of their IGETC before transfer will be required to complete the General Education pattern of the UC or CSU campus to which they transfer.

Students should be aware that additional courses are often required to fully satisfy the General Education requirements of the particular UC or CSU campus to which they transfer. IGETC is not advisable for all transfer students. Students should meet with a counselor to determine the appropriate general education option for their transfer goal. To be eligible for UC admission, students must complete 60 semester units of transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents). No more than 14 semester units may be taken Pass/Not pass.

#### Read more about using the IGETC pattern at:

- <http://admission.universityofcalifornia.edu/counselors/transfer/advising/igetc/>
- [http://icasca.org/Websites/icasca/Images/Final\\_IGETC\\_Standards\\_v1.2.pdf](http://icasca.org/Websites/icasca/Images/Final_IGETC_Standards_v1.2.pdf)

### Transfer Admission Guarantee (TAG)

Six UC campuses, UC Davis, Irvine, Merced, Riverside, Santa Barbara and Santa Cruz, offer guaranteed admission to California community college students who meet specific requirements.

By participating in a Transfer Admission Guarantee (TAG) program, you will receive early review of your academic records, early admission notification and specific guidance about major preparation and general education coursework. Use the online Transfer Admission Planner to complete a TAG application, and review it with your college counselor.

The Fall 2015 TAG Filing period is Sept 1-30 2014.

<http://admission.universityofcalifornia.edu/transfer/guarantee/>

### Articulated Transfer agreements

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). You can also refer to the College of the Redwoods Articulation page for additional articulation information. Use <http://www.redwoods.edu/eureka/counseling/web-articulation.asp>.


#### Important and useful Internet sites

- [www.assist.org](http://www.assist.org)
- <http://extranet.cccco.edu/Divisions/StudentServices.aspx>
- <https://secure.csumentor.edu/>
- <http://admission.universityofcalifornia.edu/transfer/guarantee/>
- <http://cccttransfer.org/>
- <https://secure.californiacolleges.edu/>
- <http://www.cacareercafe.com/>
- <http://www.onetonline.org/>


#### UC Priority Application Filing Periods:

**\*\* Check with a counselor for open filling periods\*\***

- Fall Quarter/Semester: November 1-30
- Winter Quarter: July 1-30
- Spring Quarter: October 1-31 (except Berkeley)
- Spring Semester: UC Merced: July 1-31


 COLLEGE OF THE REDWOODS		Graduation Requirements for the Associate Degree in Liberal Arts 2014-2015		Minimum AOE Units Required	Units Completed	Units in Progress	Units Remaining
This degree requires the successful completion of at least 18.0 semester units which meets the College of the Redwoods minimum for <b>General Education</b> and at least 18 semester units in an <b>"Area of Emphasis"</b> and additional <b>elective college-level courses</b> appropriate to reach a <b>minimum of 60.0 units</b> for the degree. Courses satisfying "Area of Emphasis" requirements may also be used to meet General Education requirements. Total Units can only be counted once. Minimum cumulative GPA of 2.0 at College of the Redwoods.							
<b>Associates Degree major "Area of Emphasis" (AOE) (Select one AOE)</b>		Minimum AOE Units Required		Units Completed		Units in Progress	
<b>Bold Type = CSU &amp; UC</b>		Not Bold Type = CSU Only					
<b>1. Liberal Arts: Agriculture</b>		Agriculture <b>3, 7, 17, 23, 30, 51</b>		18			
<b>2. Liberal Arts: Behavioral and Social Science</b>		Core Courses: <i>minimum of 9 units</i> Additional Courses: <i>minimum of 9 units</i>		18			
Administration of Justice <b>1</b> Anthropology <b>3</b> History <b>8 or 9</b> Political Science <b>10</b> Psychology <b>1</b> Sociology <b>1</b>	Administration of Justice <b>1, 4, 5</b> Anthropology <b>1, 2, 3, 4, 5, or 6</b> Geography <b>2</b> History <b>4, 5, 8, 9, 20, 21</b> Journalism <b>5</b>	Native American Studies <b>1 or 21</b> Political Science <b>1, 3, 10, 12, 13, 20, 30</b> Psychology <b>1, 2, 3, 11, 20, 30, 33, 38</b> Sociology <b>1, 2, 3, 5, 9, 10, 33, 34, 38</b>					
<b>3. Liberal Arts: Business</b>		Business <b>1A, 1B, 10, 18</b>	Economics <b>1, 10, 20</b>	18			
<b>4. Liberal Arts: Fine Arts</b>		Art <b>1A, 1B, 3A, 10, 11, 17, 19, 23, 31A, 35, 43A, 60</b>	Cinema <b>1, 2, 3, 6</b> Drama <b>24, 26, 30A, 30B</b>	18			
<b>5. Liberal Arts: Humanities and Communications</b>		Art <b>1A, 1B</b> Cinema <b>1, 2, 3</b> English <b>1B, 9, 10, 17, 18, 32, 33, 60, 61</b> French <b>1A, 1B</b>	History <b>4, 5, 8, 9, 20, 21</b> Journalism <b>5</b>	18			
<b>6. Liberal Arts: Mathematics</b>		Core Courses: <i>minimum of 8 units</i> Additional Courses: <i>minimum of 10 units</i>		18			
Math <b>50A, 50B</b>		Math <b>4, 45, 50C, 55</b>					
<b>7. Liberal Arts: Science</b>		Core Courses: <i>select 1 from each discipline: minimum 13 units</i> Additional Courses: <i>minimum of 5 units</i>		18			
Chemistry <b>1A or 2</b> Math <b>25, or 30, or 50A</b> Physics <b>2A or 4A</b>	Biology <b>1, 3, 4, 5</b> Chemistry <b>1B, 2, 3, 8</b> Forestry & Natural Resources <b>1, 51</b> Geology <b>1</b>	Math <b>15, 25, 30, 50B</b> Oceanography <b>10, 11, 12</b> Physics <b>2B, 4B, 4C</b>					
<b>8. Liberal Arts: Science Exploration</b>		Core Courses: <i>select 1 Life Science: minimum of 3 units and 1 Physical Science: minimum of 3 units</i> Other (not counted for Core)		18			
<b>LIFE SCIENCES</b> Agriculture <b>23</b> Biology <b>1, 2, 3, 4, 5, 8, 9, 10, 15, 20</b> Environmental Science <b>10</b> Forestry & Natural Resources <b>5, 51</b>	Chemistry <b>1A, 1B, 2, 3, 8</b> Computer & Electronics Technology <b>10</b> Environmental Science <b>12, 15</b> Geography <b>1</b> Geology <b>1, 10, 15</b> Meteorology <b>1</b> Oceanography <b>10, 11(lab), 12</b> Physical Science <b>10</b> Physics <b>2A, 2B, 4A, 10</b>	Math <b>15</b>					
<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			



 <p>COLLEGE OF THE REDWOODS</p> <p>California State University General Education (GE) Requirements for Transfer 2014-2015</p>	Courses from other college or AP exam:	Units Required	Units Completed	Units in Progress	Units Remaining
<p><b>Area A- Communication in the English Language and Critical Thinking: 9 units required</b>  <i>One course from each of the three areas for a total of 9.0 units.                      All courses must be completed with a grade of "C" or better.</i></p>					
<p><b>A-1 Oral Communication</b> - Communication Studies 1, Communication Studies 7</p>		3			
<p><b>A-2 Written Communication</b> - English 1A</p>		3			
<p><b>A-3 Critical Thinking</b> - English 1B, Philosophy 1, 12</p>		3			
<p><b>Area B – Scientific Inquiry and Quantitative Reasoning: 9 units required</b>  <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 *</i></p>					
<p><b>B-1 Physical Science</b> - Agriculture 17*; Astronomy 10, 11, 15A*; Chemistry 1A*, 2*, 10; Computer Electronics Technology 10; Environmental Science 12, 15; Geography 1; Geology 1*, 2*, 10, 15; Meteorology 1; Oceanography 10, 11*, 12; Physical Science 10; Physics 2A*, 4A*, 10</p>		3			
<p><b>B-2 Life Science</b> - Agriculture 23*, Biology 1*, 3*, 8*, 15*, 20*; Environmental Science 10*</p>		3			
<p><b>B-3 Laboratory Activity</b> - Lab courses are marked (*) and are included in B-1 and B-2</p>					
<p><b>B-4 Mathematics/Quantitative Reasoning</b> (Grade "C" or better): Math 5, 15, 25, 30, 50A</p>		3			
<p><b>Area C – Arts and Humanities: 9 units required</b>  <i>With at least one course from the Arts and one from the Humanities.</i></p>		3			
<p><b>C-1 Arts</b> - Art 1A, 1B, 2, 4, 17; Cinema 1, 2, 3; Drama 24; Music 1, 10, 12</p>					
<p><b>C-2 Humanities</b> - English 9, 10, 17, 18, 60, 61; Environmental Science 11; French 1A, 1B; History 20, 21; Philosophy 10, 15, 20; Sign Language 1A, 1B; Spanish 1A, 1B, 2A, 2B</p>		3			
<p><b>C-1 Arts or C-2 Humanities</b></p>		3			
<p><b>Area D – Social Sciences: 9 units required</b>  <i>Choose three courses from at least two disciplines</i></p>					
<p><b>CSU GRADUATION REQUIREMENT: American Institutions in U. S. History, Constitution &amp; American Ideals</b>  <b>Group A:</b> Political Science 10  <b>Group B:</b> History 8, 9</p>					
<p><b>Complete one course:</b>  <b>D-1 Anthropology and Archaeology</b> - Anthropology 1, 2, 3, 5, 6  <b>D-2 Economics</b> - Economics 1, 10, Business 10  <b>D-3 Ethnic Studies</b> - Native American Studies 1  <b>D-4 Gender Studies</b> - Sociology 9  <b>D-5 Geography</b> - Geography 2  <b>D-6 History</b> - History 4, 5, 7, 8, 9, 11, 12, 18, 20, Native American Studies 21  <b>D-7 Interdisciplinary Social and Behavioral Science</b> - Journalism 5  <b>D-8 Political Science, Government, and Legal Institutions</b> - Political Science 1, 10, 12  <b>D-9 Psychology</b> - Psychology 1, 30  <b>D-0 Sociology and Criminology</b> - Administration of Justice 1; Sociology 1, 2, 5, 10</p>		9			
<p><b>Area E – Lifelong Learning and Self-Development: 3 units required</b>                      Early Childhood Education 2; Health Education 1; Health Occupations 15;                      Kinesiology 66; Psychology 3, 11, 33; Sociology 3, 33</p>		3			
<p align="right"><b>Minimum CSU General Education Units Required</b></p>			39		
<p align="right"><b>Major Requirements and Any Possible Electives</b></p>			21		
<p align="right"><b>Minimum Units for Transfer</b></p>			60		
<p align="right"><b>Maximum Units for Transfer</b></p>			70		
<p><i>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></i></p>					

Updated 12.15.14

California State University General Education (GE) Requirements for Transfer		
<b>Category A: Communications and Critical Thinking</b>		
A1 COMM 1	Public Speaking	
A1 COMM 7	Interpersonal Communication	
A2 ENGL 1A	Analytical Reading & Writing	
A3 ENGL 1B	Critical Inquiry & Literature	
A3 PHIL 1	Critical Thinking	
A3 PHIL 12	Logic	
<b>Category B: Scientific Inquiry and Quantitative Reasoning</b>		
B1 AG 17	Intro to Soil Science	
B1 ASTRO 10	Intro to Astronomy	
B1 ASTRO 11	The Solar System & Space Exploration	
B1 ASTRO 15A	Observational Astronomy	
B1 CET 10	Survey of Electronics	
B1 CHEM 1A	General Chemistry	
B1 CHEM 2	Intro to Chemistry	
B1 CHEM 10	Chemistry for the 21st Century	
B1 ENVSC 12	Earth's Changing Climate	
B1 ENVSC 15	Intro to Energy	
B1 GEOG 1	Intro to Physical Geography	
B1 GEOL 1	Physical Geology with Lab	
B1 GEOL 2	Historical Geology with Lab	
B1 GEOL 10	Environmental Geology	
B1 GEOL 15	Earthquakes & Plate Tectonics	
B1 METEO 1	Intro to Meteorology	
B1 OCEAN 10	Intro to Oceanography	
B1 OCEAN 11	Lab in Oceanography	
B1 OCEAN 12	Environmental Oceanography	
B1 PHYSC 10	Intro to Physical Science	
B1 PHYS 2A	General Physics I	
B1 PHYS 4A	Calculus-Based Physics: Mechanics	
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	
<b>Category C: Arts and Humanities</b>		
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 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	
<b>Category C: Arts and Humanities <i>continued</i></b>		
C2 ENGL 9	World Literature: Early Modern to 20th Century	
C2 ENGL 10	World Literature: Antiquity to Early Modern Era	
C2 ENGL 17	American Literature: Beginning to Civil War	
C2 ENGL 18	American Literature: Civil War-WWII	
C2 ENGL 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 1A/1B	Elementary French/Intermediate French	
C2 HIST 20	World History: Prehistory to 1500 CE	
C2 HIST 21	World History: 1500 AD to Present	
C2 PHIL 10	Intro to Philosophy	
C2 PHIL 15	Religions of the World	
C2 PHIL 20	Ethics	
C2 SNLAN 1A, 1B	Elementary American Sign Language	
C2 SPAN 1-2A/1-2B	Elementary Spanish/Intermediate Spanish	
<b>Category D: Social Sciences</b>		
D POLSC 10	American Institutions	
D HIST 8	U.S. History Through Reconstruction	
D HIST 9	U.S. History Reconstruction to Present	
D1 ANTH 1	Physical Anthropology	
D1 ANTH 2	Intro to Archaeology	
D1 ANTH 3	Cultural Anthropology	
D1 ANTH 6	Forensic Anthropology	
D2 BUS 10	Intro to Business	
D2 ECON 1	Macroeconomics	
D2 ECON 10	Microeconomics	
D3 NAS 1	Intro to Native American Studies	
D4 SOC 9	Intro to Women's Studies	
D5 GEOG 2	Cultural Geography	
D6 HIST 4	Western Civilization to 1600	
D6 HIST 5	Western Civilization: 1600 - Present	
D6 HIST 7	History of Modern Asia	
D6 HIST 8	U.S. History Through Reconstruction	
D6 HIST 9	U.S. History Reconstruction to Present	
D6 HIST 11	History of Women in America: Pre-Contact to 1877	
D6 HIST 12	History of Women in America: 1877 to Present	
D6 HIST 18	History of California	
D6 HIST 20	World History: Pre-History to 1500 CE	
D6 NAS 21	Native American History	
D7 JOURN 5	Intro to Mass Communication	
D8 POLSC 1	Political Controversies	
D8 POLSC 10	American Institutions	
D8 POLSC 12	State and Local Politics	
D9 PSYCH 1	General Psychology	
D9 PSYCH 30	Social Psychology	
D0 SOC 1	Intro to Sociology	
D0 SOC 2	Social Problems	
D0 SOC 5	Intro to Race & Ethnic Relations	
D0 SOC 10	Family & Intimate Relationships	
D0 AJ 1	Intro to Administration of Justice	
<b>Category E: Lifelong Learning and Self Development</b>		
E ECE 2	Child Growth & Development	
E HE 1	Health Education	
E HO 15	Nutrition	
E KINS 66	Concepts of Physical Fitness & Exercise	
E PSYCH 3	Psychology of Sexuality	
E PSYCH 11	Life Span Development	
E PSYCH 33	Personal Growth and Adjustment	
E SOC 3	Human Sexuality	
E SOC 33	Death & Dying: Transition & Growth	

 <p><b>Intersegmental General Education Transfer Curriculum Requirements 2014-2015</b></p>	Course from other college or AP exam	Units Required	Units Completed	Units in Progress	Units Remaining
<p><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</p> <p><b>Group A: English Composition:</b> English 1A  <b>Group B: Critical Thinking – English Composition:</b> English 1B  <b>Group C: Oral Communication (CSU requirement only):</b> Communication Studies 1</p>		3			
<p><b>Area 2 – Mathematical Concepts and Quantitative Reasoning</b>                      1 course required  <b>Group A:</b> Math 15, 30 or 50A</p>		3			
<p><b>Area 3 – Arts and Humanities</b>                      3 courses required, with at least 1 from the Arts and 1 from the Humanities:</p> <p><b>Group A:</b> Arts: Art 1A, 1B, 4, Cinema 1, 2, 3; Drama 24; Music 1, 10, 12  <b>Group B:</b> Humanities: English 9, 10, 17, 18, 60, 61; Environmental Science 11, History 4, 5, 21; Philosophy 10, 15; Spanish 2A, 2B  <b>Group C:</b> Choose an additional course from either Group A or Group B</p>		3			
<p><b>Area 4 – Social and Behavioral Sciences</b>                      At least 3 courses from at least 2 disciplines or an interdisciplinary sequence</p> <p><b>Group A:</b> Administration of Justice 1; Anthropology 1, 2, 3, 5; Economics 1, 10; 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, 9</p>		3			
<p><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</p> <p><b>Group A: Physical Sciences:</b> Astronomy 10, 11, 15A†; Chemistry 1A†, 2†, 10; Environmental Science 12; Geography 1; Geology 1†, 2†, 10, 15; Meteorology 1; Oceanography 10, 11†, 12; Physics 2A†, 4A†, 10  <b>Group B: Biological Sciences:</b> Biology 1†, 3†, 8†, 15†; Environmental Science 10†</p>		3-4			
<p><b>Minimum IGETC General Education Units Required</b>  <i>To be eligible for UC admission, students must complete 60 units of transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents). The 60 units are comprised of General Education courses, major requirements and electives. See your counselor for more specific transfer information.</i></p>		<b>37</b>			
<p><b>UC REQUIREMENT ONLY: Language other than English</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:</p> <p><input type="checkbox"/> College course(s) that meet the 1B Proficiency level, such as; Spanish 1B, 2A, 2B; or Sign Language 1B.</p> <p><input type="checkbox"/> Completed in high school</p> <p><input type="checkbox"/> Competency: Test name _____ Score _____ Date _____</p>		(4-8)			
<p><b>CSU GRADUATION REQUIREMENT ONLY: U.S. History, Constitution and American Ideals - 6 unit:</b></p> <p><b>Group A:</b> Political Science 10  <b>Group B:</b> History 8, 9</p>		3			
		3			

Updated 12.08.14

# PROGRAMS OF STUDY

## Academic Awards by Location

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

KEY: DN - Del Norte Education Center, MC - Mendocino Coast Education Center, EKA - Eureka Main Campus					
Program Title	Academic Award	Site/Location			Page
[ADCT] Addiction Studies	Certificate of Achievement	EKA	DN		39
[A] Administration of Justice	Associate of Science	EKA			40
[A] Administration of Justice	Certificate of Achievement	EKA			41
[A] Basic Law Enforcement Academy	Certificate of Achievement	EKA			42
[A] Corrections	Associate of Science		DN		42
[A] Corrections	Certificate of Achievement		DN		43
[AG] Agriculture, General	Associate of Science	EKA			44
[AG] Agriculture Production	Certificate of Recognition	EKA			45
[AT] Automotive Technology	Associate of Science	EKA			46
[AT] Basic Automotive Technology	Certificate of Recognition	EKA			47
[AT] Advanced Automotive Technology	Certificate of Achievement	EKA			47
[BUS] Business, General	Associate of Science	EKA			48
[BUS] Business, Small Business Management	Certificate of Achievement	EKA			49
[BUS] Bookkeeping	Certificate of Recognition	EKA			49
[BUS] Management & Supervision	Certificate of Recognition	EKA			50
[BUS] Payroll Clerk	Certificate of Recognition	EKA			50
[BT] Computer Support Specialist	Associate of Science	EKA			51
[BT] Office Professional	Associate of Science	EKA			52
[BT] Word Processing	Certificate of Recognition	EKA			53
[CIS] CIS Networking	Associate of Science	EKA			54
[CIS] CIS Networking	Certificate of Achievement	EKA			55
[CIS] CIS Network Technician	Certificate of Recognition	EKA			55
[CT] Construction Technology	Associate of Science	EKA			56
[CT] Residential Construction I	Certificate of Achievement	EKA			57
[CT] Residential Construction II	Certificate of Achievement	EKA			57
[CT] Residential Wiring	Certificate of Recognition	EKA			58
[CT] Cabinetmaking & Millwork	Certificate of Achievement	EKA			58
[CT] Fine Woodworking I	Certificate of Achievement			MC	59
[CT] Fine Woodworking II	Certificate of Achievement			MC	59
[CT] Solar Thermal Technician	Certificate of Recognition	EKA			60
[CT] Solar Photovoltaic Technician	Certificate of Recognition	EKA			60
[CT] Electrician Trainee	Certificate of Achievement	EKA			61
[DA] Dental Assisting	Associate of Science	EKA			62
[DA] Dental Assisting	Certificate of Achievement	EKA			63
[DM] Digital Media	Associate of Science	EKA			64-65
[DM] Digital Media	Certificate of Achievement	EKA			66-67
[DT] Architectural Drafting	Associate of Science	EKA			68
[DT] Architectural Drafting	Certificate of Achievement	EKA			69
[DT] Civil Design	Associate of Science	EKA			69
[DT] Civil Design	Certificate of Achievement	EKA			70
[DT] Mechanical Drafting	Associate of Science	EKA			70
[DT] Mechanical Drafting	Certificate of Achievement	EKA			71
[ECE] Early Childhood Education	Associate of Science	EKA	DN	MC	72
[ECE] Early Childhood Education	Certificate of Achievement	EKA	DN	MC	73



KEY: DN - Del Norte Education Center, MC - Mendocino Coast Education Center, EKA - Eureka Main Campus					
Program Title	Academic Award	Site/Location			Page
[FNR] Forestry & Natural Resources Technology	Associate of Science	EKA			74
[FNR] Forestry Technology	Certificate of Achievement	EKA			75
[FNR] Geomatics	Certificate of Recognition	EKA			75
[LA] Liberal Arts: Agriculture	Associate of Arts	EKA			76
[LA] Liberal Arts: Behavioral and Social Science	Associate of Arts	EKA	DN	MC	77
[LA] Liberal Arts: Business	Associate of Arts	EKA		MC	78
[LA] Liberal Arts: Fine Arts	Associate of Arts	EKA	DN	MC	78
[LA] Liberal Arts: Humanities, Language & Communication	Associate of Arts	EKA	DN	MC	79
[LA] Liberal Arts: Mathematics	Associate of Arts	EKA			80
[LA] Liberal Arts: Science	Associate of Arts	EKA			80
[LA] Liberal Arts: Science Exploration	Associate of Arts	EKA	DN	MC	81
[MT] Manufacturing Technology	Associate of Science	EKA			82
[MT] Manufacturing Technology	Certificate of Achievement	EKA			83
[MT] CADD/CAM Design & Manufacturing	Associate of Science	EKA			83
[MT] CADD/CAM Design & Manufacturing	Certificate of Achievement	EKA			84
[NH] Natural History	Certificate of Recognition			MC	85
[NURS] Licensed Vocational Nursing	Associate of Science	EKA	DN		87
[NURS] Licensed Vocational Nursing	Certificate of Achievement	EKA	DN		87
[NURS] Registered Nursing	Associate of Science	EKA			88
[NURS] LVN to RN - Career Mobility	Associate of Science	EKA			89
[NURS] LVN to RN - 30-unit Option	Certificate of Achievement	EKA			90
[PMED] North Coast Paramedic	Associate of Science	EKA			90
[PMED] North Coast Paramedic	Certificate of Achievement	EKA			91
[RHM] Restaurant Management	Associate of Science	EKA			92
[RHM] Restaurant Management	Certificate of Achievement	EKA			93
[TRANSFER] English	Associate in Arts for Transfer	EKA			
[TRANSFER] History	Associate in Arts for Transfer	EKA			95
[TRANSFER] Political Science	Associate in Arts for Transfer	EKA			96
[TRANSFER] Psychology	Associate in Arts for Transfer	EKA			97
[TRANSFER] Sociology	Associate in Arts for Transfer	EKA			
[TRANSFER] Studio Arts	Associate in Arts for Transfer	EKA			98
[TRANSFER] Business Administration	Associate in Science for Transfer	EKA			
[TRANSFER] Early Childhood Education	Associate in Science for Transfer	EKA			99
[TRANSFER] Geology	Associate in Science for Transfer	EKA			
[TRANSFER] Mathematics	Associate in Science for Transfer	EKA			100
[TRANSFER] Physics	Associate in Science for Transfer	EKA			101
[WT] Welding Technology	Certificate of Achievement	EKA			102
[WT] Welding, General	Certificate of Recognition	EKA			103
[WT] Electric Arc & Oxyacetylene Welding	Certificate of Recognition	EKA			103
[WT] MIG & TIG Welding	Certificate of Recognition	EKA			104

## ASSOCIATE DEGREES & CERTIFICATES



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

### Definitions

#### Associate Degree

Associate degrees should be more than an accumulation of any degree applicable courses and must contain a minimum of 60 degree applicable units, which include general education units, at least 18 units in the major or area of emphasis, and electives. Colleges may award either an Associate in Arts (A.A) or an Associate in Science (A.S.) degree.

#### Associate Degree for Transfer (ADT)

Associate degrees (A.A.-T/A.S.-T) designed to be fully transferable to California State University and there are no more than 60 units required.

#### Certificate of Achievement

For student completing credit courses in prescribed pathways, a certificate of achievement may be awarded for Chancellor's Office approved program of study of 18 or more units. "Low Unit" certificates may also be offered by a college and consists of 12 to 18 units. This is Chancellor's Office approved and transcriptable.

#### Certificate of Recognition

A credit certificate educational program that does not need Chancellor's Office approval and is not transcriptable.

#### Program Prerequisite

Specific courses that must be completed with a grade of C or better before applying for acceptance into a program.

#### Program Learning Outcomes

Statements that describe what learners will know and be able to do when they graduate or complete a program

#### Core Course

Specific course required for a program that the student must complete with a grade of C or better.

#### Restricted Electives

Courses specifically listed as optional courses from which students may choose to complete a specific number of units required for a degree.

#### Unrestricted Elective

A credit course that is degree applicable. This excludes 200- (noncredit) and 300- (Precollegiate) level courses.

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

## ■ ADDICTION STUDIES

About the program
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.
Degrees/Certificates within this Program:
<ul style="list-style-type: none"> <li>Certificate of Achievement, Addiction Studies</li> </ul>
Similar Degrees/Certificates offered at CR:
<ul style="list-style-type: none"> <li>Associate of Arts, Liberal Arts: Behavioral &amp; Social Science</li> </ul>
Career Opportunities
<p><i>Employment opportunities in this field include:</i></p> <ul style="list-style-type: none"> <li>Drug and alcohol treatment advising</li> <li>Family and youth services</li> <li>Education rehabilitation</li> <li>Community health</li> <li>Mental health</li> <li>Employment assistance programs</li> <li>Senior programs</li> <li>Community based non-profit agencies</li> <li>Case management services</li> </ul>
For more information
<ul style="list-style-type: none"> <li>Health, PE &amp; Athletics Division, 707.476.4213</li> <li>Counseling &amp; Advising, 707.476.4150</li> </ul>

### Program Learning Outcomes

#### Addiction Studies, Certificate of Achievement

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

### Certificate of Achievement, Addiction Studies

		Units
<b>Program Requirements</b>		
<b>Core Courses</b>		<b>30.0</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-Occurring Disorders in Special Populations	3.0
ADCT 15	Intro to Counseling Skills	3.0
ADCT 16	Addiction and the Family System	3.0
ADCT 17	Field Experience II	2.0
ADCT 38	Field Placement Seminar I	
or SOC 38	Field Placement Seminar I	2.0
ADCT 42	Supervised Occupational Work Experience II	2.5
SOC 34	Intro to Social Work	3.0
SOC 42	Supervised Occupational Work Experience I	2.5

#### Restricted Electives 6.0

Choose 6 units from the following:

PSYCH 1	General Psychology	3.0
PSYCH 30	Social Psychology	3.0
PSYCH 33	Personal Growth and Adjustment	3.0
PSYCH 38	Abnormal Psychology	3.0
SOC 1	Intro to Sociology	3.0
SOC 2	Social Problems	3.0
SOC 5	Intro to Race and Ethnic Relations	3.0
SOC 10	Family & Intimate Relationships	3.0

#### Total Units 36.0

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

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

*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

About the program
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.
Degrees/Certificates within this Program:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, Administration of Justice</li> <li>• Certificate of Achievement, Administration of Justice</li> <li>• Certificate of Achievement, Basic Law Enforcement Academy</li> <li>• Associate of Science Degree, Corrections</li> <li>• Certificate of Achievement, Corrections</li> </ul>
Similar Degrees/Certificates offered at CR:
<ul style="list-style-type: none"> <li>• Associate of Arts, Liberal Arts: Behavioral &amp; Social Science</li> </ul>
Career Opportunities
<p><i>Employment opportunities in this field include:</i></p> <ul style="list-style-type: none"> <li>• Patrol officer</li> <li>• Correctional officer in local holding facility</li> <li>• Parole/Probation officer</li> <li>• Natural Resources/Parks law enforcement</li> <li>• Investigations</li> <li>• Private Security</li> <li>• Evidence storage and maintenance</li> <li>• Emergency dispatch</li> </ul> <p><b>For an example of jobs and salaries available, refer to the Peace Officer Standards and Training website at <a href="http://www.post.ca.gov">www.post.ca.gov</a></b></p>
For more information
<ul style="list-style-type: none"> <li>• Administration of Justice Law Enforcement Training Center 707.476.4334   <a href="mailto:police-academy@redwoods.edu">police-academy@redwoods.edu</a> <a href="http://www.redwoods.edu/departments/police1">www.redwoods.edu/departments/police1</a></li> <li>• Counseling &amp; Advising, 707.476.4150</li> </ul>

### Associate of Science Degree, Administration of Justice

	Units
<b>General Education Requirements</b>	<b>18.0</b>
Core Courses (Areas A, C, D1, D2, D3, E)	15.0
<b>Specific Courses</b>	
AJ 1 Intro to Administration of Justice (Area B)	3.0
<b>Program Requirements</b>	
<b>Core Courses</b>	<b>29.0</b>
AJ 2 Intro to Law Enforcement	3.0
or AJ 81	
and AJ 82	
and AJ 83 Basic Academy Module III, and II, and I	31.0
AJ 3 Intro to Corrections	3.0
AJ 4 Criminal Law	4.0
AJ 5 Crime & Delinquency	3.0
AJ 6 Intro to Evidence	4.0
AJ 7 Current Issues in Administration of Justice	3.0
AJ 8 Intro to Investigation	3.0
or AJ 81	
and AJ 82	
and AJ 83 Basic Academy Module III, and II, and I	31.0
AJ 10 Juvenile Justice	3.0
AJ 11 Great American Criminal Trials	3.0
<b>Restricted Electives</b>	<b>13.0</b>
Choose 13 units from the following:	
AJ 190F PC 832 Firearms	0.5
AJ 190S PC 832 Arrest & Control	1.5
AJ 191 Module III Reserve Peace Officer Course	6.0
AJ 199 Advanced Officer Training	0.5-4.0
ANTH 1 Physical Anthropology	3.0
ANTH 3 Cultural Anthropology	3.0
CIS 1 Computer Information Systems	4.0
CE 42 Occupational Cooperative Education	1.0-4.0
PE (Activity classes only)	1.0-4.0
PSYCH 1 General Psychology	3.0
PSYCH 33 Personal Growth & Adjustment	3.0
PSYCH 38 Abnormal Psychology	3.0
SOC 1 Intro to Sociology	3.0
SOC 2 Social Problems	3.0
SOC 3 Human Sexuality	3.0
SOC 5 Intro to Race and Ethnic Relations	3.0
SOC 10 Family & Intimate Relationships	3.0
SPAN 1A Elementary Spanish I	4.0
SPAN 1B Elementary Spanish II	4.0
<b>Total Units</b>	<b>60.0</b>

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



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

**Program Learning Outcomes**

**Administration of Justice, Associate of Science**

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

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

**Certificate of Achievement,  
Administration of Justice**

		Units
<b>Program Requirements</b>		
AJ 1	Intro to Administration of Justice	3.0
AJ 2	Intro to Law Enforcement	3.0
or AJ 81 and AJ 82 and AJ 83	Basic Academy Module I, and II, and III	32.5
AJ 3	Intro to Corrections	3.0
AJ 4	Criminal Law	4.0
AJ 5	Crime & Delinquency	3.0
AJ 6	Intro to Evidence	4.0
AJ 7	Current Issues in Administration of Justice	3.0
AJ 8	Intro to Investigation	3.0
or AJ 81 and AJ 82 and AJ 83	Basic Academy Module 3 Basic Academy Module 2 Basic Academy Module 1	8.0 8.5 16.0
AJ 10	Juvenile Justice	3.0
AJ 11	Great American Criminal Trials	3.0
<b>Total Units</b>		<b>32.0</b>

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

**Program Learning Outcomes**

**Administration of Justice, Certificate of Achievement**

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

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

**Certificate of Achievement,  
Basic Law Enforcement Academy**

		Units
<b>Program Requirements</b>		
AJ 81	Basic Law Enforcement Academy - Module 3	8.0
and AJ 82	Basic Law Enforcement Academy - Module 2	8.5
and AJ 83	Basic Law Enforcement Academy - Module 1	16.0
<b>Total Units</b>		<b>32.5</b>

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

**Program Learning Outcomes  
Basic Law Enforcement Academy, Certificate of Achievement**

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

**Associate of Science Degree,  
Corrections**

		Units
<b>General Education Requirements</b>		<b>18.0</b>
Core Courses (Areas A, C, D1, D2, D3, E)		15.0
<u>Specific Courses</u>		
AJ 1	Intro to Administration of Justice (Area B)	3.0

**Program Requirements**

<b>Core 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

**Restricted Electives 17.0**

Choose 17 units from the following:

ADCT 10	Intro to Addiction Studies	3.0
ADCT 13	Substance Abuse in Special Populations	3.0
AJ 4	Criminal Law	4.0
AJ 11	Great American Criminal Trials	3.0
AJ 190F	PC 832 Firearms	0.5
AJ 190S	PC 832 Arrest & Control	1.5
ANTH 3	Cultural Anthropology	3.0
CIS 1	Computer Information Systems	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

**Total Units 60.0**

Suggested Program Sequence	
Associate of Science Degree - Corrections	
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	
<i>Note: A student can enroll in AJ 6 during their first or third semester. Students can begin the sequence any semester.</i>	

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

**Program Learning Outcomes  
Corrections, Associate of Science**

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

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

**Certificate of Achievement,  
Corrections**

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

<b>Suggested Program Sequence</b>	
Certificate of Achievement - Corrections	
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
<p><b>Note:</b> A student can enroll in AJ 6 during their first or third semester. Students can begin the sequence any semester.</p>	

**Program Learning Outcomes  
Corrections, Certificate of Achievement**

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

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

## ■ AGRICULTURE (AG)

About the program
Programs in this field provide general and specific education opportunities for students seeking careers related to agriculture, agriculture business, and plant and animal science.
Degrees/Certificates within this Program:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, Agriculture, General</li> <li>• Certificate of Recognition, Agriculture Production</li> </ul>
Similar Degrees/Certificates offered at CR:
<ul style="list-style-type: none"> <li>• Associate of Arts, Liberal Arts: Agriculture</li> </ul>
Career Opportunities
<p><i>Employment opportunities in this field include:</i></p> <ul style="list-style-type: none"> <li>• Agriculture Sales and Service</li> <li>• Nursery/Greenhouse Manager</li> <li>• Farm Equipment Operator</li> <li>• Entry Level Livestock/Food/Fiber Industry Positions</li> <li>• Farm/Ranch Owner Operator</li> </ul>
For more information
<ul style="list-style-type: none"> <li>• Franz Rulofson, Professor, Agriculture 707.476.4273, franz-rulofson@redwoods.edu www.redwoods.edu/departments/agriculture/</li> <li>• Career &amp; Technical Division, 707.476.4341</li> <li>• Counseling &amp; Advising, 707.476.4150</li> </ul>

### Associate of Science Degree, Agriculture, General

	Units
<b>General Education Requirements</b>	<b>18.0</b>
Core Courses (Areas B, C, D1, D2, D3, E)	15.0
Specific Courses	
AG 17 Intro to Soils (Area A)	3.0
<b>Program Requirements</b>	
<b>Core Courses</b>	<b>16.0-17.0</b>
AG 23 Intro to Plant Science	3.0
BIOL 5 General Botany	4.0
AG 31 Intro to Agriculture Business	3.0
AG 35 Agriculture Sales and Communication	3.0
AG 42 Agriculture Leadership	1.0
AG 46 Computers in Agriculture Management	3.0
AG 52 Agricultural Mechanics	3.0
<b>Restricted Electives</b>	<b>26.0</b>
Choose 26 units from the following:	
AG 3 Intro to Animal Science	3.0
AG 6 Animal Health	3.0
AG 7 Animal Feeding and Nutrition	3.0
AG 9 Animal Breeding and Reproduction	3.0
AG 12 Livestock Selection and Evaluation	3.0
AG 19 Weed Identification and Control	3.0
AG 21 Plant Propagation	3.0
AG 22 Sustainable Vegetable Production	3.0
AG 27 Nursery Practices	3.0
AG 30 Agriculture Economics	3.0
AG 36 Agriculture Accounting	3.0
AG 39 Field Experience in Agriculture	1.0-4.0
AG 40 Independent Study in Agriculture	0.5-2.0
AG 51 Agricultural Machine Systems	3.0
AG 63 Intro to Organic/Sustainable Agriculture	2.0
AG 64F Intro to Organic/Sustainable Agriculture Lab (Fall)	1.0
AG 64S Intro to Organic/Sustainable Agriculture Lab (Spring)	1.0
ECON 1 Macroeconomics	3.0
<b>Total Units</b>	<b>60.0</b>

### Suggested Program Sequence

Associate of Science Degree - Agriculture, General

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

### Program Learning Outcomes

#### Agriculture, General, Associate of Science

- Describe the importance of the agriculture industry to the local, state and national economies.
- Demonstrate proficiency using technologies as they relate to the agriculture industry.
- Apply best management practices to agriculture production scenarios.

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



**Certificate of Recognition,  
Agriculture Production**

**Units**

**Program Requirements**

**Core Courses 14.0**

AG 3	Intro to Animal Science	3.0
AG 17	Intro to Soil Science	3.0
AG 35	Agriculture Sales and Communication	3.0
AG 43	Intro to Agriculture	2.0
AG 51	Tractor Operations	3.0

**Restricted Electives 3.0**

Choose 3 units from the following:

AG 23	Intro to Plant Science	3.0
AG 41	Agriculture Cooperative Work Experience Education	1.0-3.0
AG 64F	Intro to Organic/Sustainable Agriculture Lab (Fall)	1.0
AG 64S	Intro to Organic/Sustainable Agriculture Lab (Spring)	1.0

**Total Units 17.0**

Suggested Program Sequence	
Certificate of Recognition - Agriculture Production	
FALL START	SPRING START
Semester 1 AG 3*, AG 23, AG 35*, AG 41, AG 64S	Semester 1 AG 17*, AG 23, AG 43*, AG 41, AG 51*, AG 64F
Semester 2 AG 17*, AG 23, AG 43*, AG 41, AG 51*, AG 64F	Semester 2 AG 3*, AG 23, AG 35*, AG 41, AG 64S

*\*Required Courses*

**Program Learning Outcomes**

**Agriculture Production, Certificate of Recognition**

- Describe the importance of the agriculture industry to the local, state and national economies.
- Demonstrate proficiency using technologies as they relate to the agriculture industry.
- Apply best management practices to agriculture production scenarios.

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

## ■ AUTOMOTIVE TECHNOLOGY (AT)

### About the program

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.

### Degrees/Certificates within this Program:

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

### Career Opportunities

*Employment opportunities in this field include:*

- Automotive Service Technician
- Specialty technician
- Parts Manager
- Service Manager

### For more information

- Mike Richards, Professor, Automotive  
707.476.4345 | michael-richards@redwoods.edu  
www.redwoods.edu/Departments/Automotive/
- Career & Technical Division, 707.476.4341
- Counseling & Advising, 707.476.4150

### Associate of Science Degree, Automotive Technology

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

### Program Requirements

AT 12	Automotive Braking Systems	4.0
AT 14	Manual Transmission/Transaxle & Drive Train	4.0
AT 16	Automotive Electrical Systems	4.0
AT 18	Automotive Engine Repair	4.0
AT 20	Automotive Suspension & Steering Systems	4.0
AT 22	Automotive Electronics	4.0
AT 24	Engine Performance	4.0
AT 26	Automotive Air Conditioning and Heating	4.0
AT 28	Advanced Engine Performance	4.0
AT 30	Automatic Transmission/Transaxle	4.0
IT 25	Occupational Safety and Health Management	3.0

**Total Units** **61.0**

### Suggested Program Sequence

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

### Program Learning Outcomes

#### Automotive Technology, Associate of Science

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

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

**Certificate of Achievement,  
Advanced Automotive Technology**

Units

**Program Requirements**

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

**Total Units 46.0**

**Suggested Program Sequence**

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

**Program Learning Outcomes**

**Advanced Automotive Technology, Certificate of Achievement**

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

**Certificate of Recognition,  
Basic Automotive Technology**

Units

**Program Requirements**

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

**Total Units 16.0**

**Suggested Program Sequence**

Certificate of Recognition Basic Automotive Technology	
FALL START	
Semester 1 AT 12, AT 16	Semester 3 AT 24
Semester 2 AT 20	
See Advisor for Spring Start Sequence	

**Program Learning Outcomes**

**Basic Automotive, Certificate of Recognition**

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

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

## ■ BUSINESS (BUS)

About the program
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.
Degrees/Certificates within this Program:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, Business, General</li> <li>• Certificate of Achievement, Small Business Management</li> <li>• Certificate of Recognition, Bookkeeping</li> <li>• Certificate of Recognition, Management and Supervision</li> <li>• Certificate of Recognition, Payroll Clerk</li> </ul>
Similar Degrees/Certificates offered at CR:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, Computer Support Specialist</li> <li>• Associate of Science Degree, Office Professional</li> <li>• Certificate of Recognition, Word Processing</li> </ul>
Career Opportunities
<p><i>Employment opportunities in this field include:</i></p> <ul style="list-style-type: none"> <li>• Business Owner</li> <li>• General Manager</li> <li>• Assistant Bookkeeper</li> <li>• Billing and Posting Clerk</li> <li>• Office Clerk</li> <li>• Payroll Technician</li> </ul>
For more information
<ul style="list-style-type: none"> <li>• Chris Gaines, Professor, Business 707.476.4564   <a href="mailto:chris-gaines@redwoods.edu">chris-gaines@redwoods.edu</a> <a href="http://www.redwoods.edu/departments/business/">www.redwoods.edu/departments/business/</a></li> <li>• Career &amp; Technical Division, 707.476.4341</li> <li>• Counseling &amp; Advising, 707.476.4150</li> </ul>

### Associate of Science Degree, Business, General

	Units
<b>General Education Requirements</b>	<b>18.0</b>
Core Courses (Areas A, C, D1, D2, D3, E)	15.0
Specific Courses	
BUS 10 Intro to Business (Area B)	3.0
<b>Program Requirements</b>	
<b>Core Courses</b>	<b>33.0</b>
BUS 1A Financial Accounting	4.0
BUS 1B Managerial Accounting	4.0
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 Computer Information Systems	4.0
ECON 1 Macroeconomics	3.0
ECON 10 Microeconomics	3.0
<b>Restricted Electives</b>	<b>9.0</b>
Choose 9 units from the following:	
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
<b>Total Units</b>	<b>60.0</b>

#### Suggested Program Sequence

Associate of Science Degree Business, General	
FALL OR SPRING START	
Semester 1 BUS 10, BUS 52, CIS 1	Semester 3 BUS 1A, ECON 10
Semester 2 BUS 18, BUS 35, ECON 1	Semester 4 BUS 1B, BUS 69
Plus 9 units from Additional Courses	

#### Program Learning Outcomes

##### Business, General, Associate of Science

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

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



**Certificate of Achievement,  
Small Business Management**

Units

**Program Requirements**

BUS 4	Advanced Computerized Bookkeeping	3.0
BUS 10	Intro to Business	3.0
BUS 18	Business Law	4.0
BUS 52	Business Communications	
or ENGL 150	Pre-Collegiate Reading and Writing	
or DM 10	Digital Storytelling	3.0
BUS 69	Small Business Entrepreneurship	4.0
BUS 180	Intro to Bookkeeping	3.0
BUS 194	Business Mathematics	3.0
or MATH 194	Intermediate Algebra for Social Sciences & Business	4.0
CIS 1	Computer Information Systems	4.0

**Total Units 27.0**

**Certificate of Recognition,  
Bookkeeping**

Units

**Program Requirements**

BT 51	Spreadsheet Applications	4.0
BT 111	Keyboarding I	3.0
or BT 112	Keyboarding Skill Development	1.0
BUS 4	Advanced Computerized Bookkeeping	3.0
BUS 10	Intro to Business	3.0
BUS 52	Business Communications	3.0
BUS 69	Small Business Entrepreneurship	4.0
BUS 180	Intro to Bookkeeping	3.0
BUS 194	Business Mathematics	3.0
or MATH 194	Intermediate Algebra for Social Sciences & Business	4.0
CIS 1	Computer Information Systems	4.0

**Total Units 28.0**

**Suggested Program Sequence**

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

**Program Learning Outcomes  
Small Business Management, Certificate of  
Achievement**

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

**Suggested Program Sequence**

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

**Program Learning Outcomes  
Bookkeeping, Certificate of Recognition**

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

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

**Certificate of Recognition,  
Management and Supervision**

		Units
<b>Program Requirements</b>		
BUS 40	Independent Study	1.0
BUS 52	Business Communications	3.0
BUS 68	Intro to Principles of Management	3.0
BUS 194	Business Mathematics	3.0
or MATH 194	Intermediate Algebra for Social Sciences & Business	4.0
CIS 1	Computer Information Systems	4.0
<b>Total Units</b>		<b>14.0</b>

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

**Program Learning Outcomes  
Management and Supervision, Certificate of Recognition**

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

**Certificate of Recognition,  
Payroll Clerk**

		Units
<b>Program Requirements</b>		
BT 111	Keyboarding 1	3.0
or BT 112	Keyboarding Skill Development	1.0
BUS 10	Intro to Business	3.0
BUS 180	Intro to Bookkeeping	3.0
BUS 194	Business Mathematics	3.0
or MATH 194	Intermediate Algebra for Social Sciences & Business	4.0
CIS 1	Computer Information Systems	4.0
<b>Total Units (minimum)</b>		<b>14.0</b>

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

**Program Learning Outcomes  
Payroll Clerk, Certificate of Recognition**

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

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

## ■ BUSINESS TECHNOLOGY (BT)

<b>About the program</b>
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.
<b>Degrees/Certificates within this Program:</b>
<ul style="list-style-type: none"> <li>• Associate of Science Degree, Computer Support Specialist</li> <li>• Associate of Science Degree, Office Professional</li> <li>• Certificate of Recognition, Word Processing</li> </ul>
<b>Similar Degrees/Certificates offered at CR:</b>
<ul style="list-style-type: none"> <li>• Associate of Science Degree, Business, General</li> <li>• Certificate of Achievement, Small Business Management</li> <li>• Certificate of Recognition, Bookkeeping</li> <li>• Certificate of Recognition, Management and Supervision</li> <li>• Certificate of Recognition, Payroll Clerk</li> </ul>
<b>Career Opportunities</b>
<p><i>Employment opportunities in this field include:</i></p> <ul style="list-style-type: none"> <li>• Administrative Assistant</li> <li>• Office Clerk</li> <li>• Receptionist</li> <li>• Secretary</li> <li>• Help Desk Support Technician</li> <li>• Office Technology Support</li> </ul>
<b>For more information</b>
<ul style="list-style-type: none"> <li>• Barbara Jaffari, Professor, Business 707.476.4328, barbara-jaffari@redwoods.edu www.redwoods.edu/departments/BusinessTechnology/</li> <li>• Career &amp; Technical Division, 707.476.4341</li> <li>• Counseling &amp; Advising, 707.476.4150</li> </ul>

### Associate of Science Degree, Computer Support Specialist

	<b>Units</b>
<b>General Education Requirements</b>	<b>18.0</b>
Core Courses (Areas A, C, D1, D2, D3, E),	15.0

#### Specific Courses

BUS 10	Intro to Business (Area B)	3.0
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#### Program Requirements

<b>Core 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 158*	Intensive Filing Practice	1.0
BT 112	Keyboarding Skill Development	1.0
BUS 52	Business Communications	3.0
CIS 1	Computer Information Systems	4.0
CIS 30	Networking Essentials	4.0
CIS 31	Network Operating Systems	4.0
CIS 98	PC Computer Repair & Maintenance	4.0

<b>Unrestricted Electives</b>	<b>2.0</b>
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<b>Total Units</b>	<b>60.0</b>
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\* Course inactivated. Please see department for appropriate course substitution.

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

#### Program Learning Outcomes

##### Computer Support Specialist, Associate of Science

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

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

**Associate of Science Degree,  
Office Professional**

		Units
<b>General Education Requirements</b>		<b>18.0</b>
Core Courses (Areas A, C, D1, D2, D3, E)		15.0
<b>Specific Courses</b>		
BUS 10	Intro to Business (Area B)	3.0
<b>Program Requirements</b>		
<b>Core 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	Computer Information Systems	4.0
<b>Restricted Electives</b>		<b>9.0</b>
Choose 9 units from the following:		
BT 50	Database Applications	4.0
BT 178	Intro to QuickBooks	1.0
BUS 1A	Financial Accounting	4.0
BUS 1B	Managerial 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 and Maintenance	4.0
DM 10	Digital Storytelling	4.0
DM 11	Digital Media Design	4.0
DM 70A	Photoshop I	0.5
DM 71	Digital Illustration	0.5
DM 76	Intro to Website Development	0.5
DM 77*	Streaming Media	0.5
<b>Total Units</b>		<b>60.0</b>

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

**Suggested Program Sequence**

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

**Program Learning Outcomes**

**Office Professional Program, Associate of Science**

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

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



**Certificate of Recognition,  
Word Processing**

	Units
<b>Program Requirements</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
<b>Total Units (minimum)</b>	<b>15.0</b>

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

**Program Learning Outcomes**

**Word Processing, Certificate of Recognition**

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

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

## ■ COMPUTER INFORMATION SYSTEMS (CIS)

About the program
This degree program provides educational opportunities for students seeking careers in computer and network support positions in the Information Technology field. The program introduces students to network infrastructure and operating systems, data infrastructures, server management, PC repair, and programming fundamentals.
Degrees/Certificates within this Program:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, CIS Networking</li> <li>• Certificate of Achievement, CIS Networking</li> <li>• Certificate of Recognition, Network Technician</li> </ul>
Similar Degrees/Certificates offered at CR:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, Digital Media</li> <li>• Certificate of Achievement, Digital Media</li> </ul>
Career Opportunities
<i>Employment opportunities in this field include:</i>
<ul style="list-style-type: none"> <li>• Computer and Network Installers</li> <li>• Computer Support Specialist</li> <li>• Technical Support Technicians</li> <li>• Network Technicians</li> <li>• Network Systems Analyst</li> </ul>
For more information
<ul style="list-style-type: none"> <li>• Dan Calderwood, Professor, Computer Information Systems 707.476.4365   dan-calderwood@redwoods.edu www.redwoods.edu/departments/cis/</li> <li>• Career &amp; Technical Division, 707.476.4341</li> <li>• Counseling &amp; Advising, 707.476.4150</li> </ul>

### Program Learning Outcomes CIS Networking, Associate of Science

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

### Associate of Science Degree, CIS Networking

	Units
<b>General Education Requirements</b>	<b>18.0</b>
Core Courses (Areas A, C, D1, D2, E)	13.0
<b>Specific Courses</b>	
BUS 10 Intro to Business (Area B)	3.0
MATH 120 Intermediate Algebra (Area D3)	4.0
<b>Program Requirements</b>	
<b>Core Courses</b>	<b>32.0</b>
BT 50 Database Applications	4.0
CIS 1 Computer Information Systems	4.0
CIS 12 Programming Fundamentals	4.0
CIS 18 Intro to Applications Programming	4.0
CIS 30 Networking Essentials	4.0
CIS 31 Network Operating Systems	4.0
CIS 98 PC Computer Repair and Maintenance	4.0
DM 10 Digital Storytelling	4.0
<b>Restricted Electives</b>	<b>10.0</b>
Choose 10 units from the following:	
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
<b>Total Units</b>	<b>60.0</b>

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

### Suggested Program Sequence

Associate of Science Degree, CIS Networking	
FALL START	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	

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

**Certificate of Achievement,  
Networking**

Units

**Program Requirements**

BT 50	Database Applications	4.0
BUS 10	Intro to Business (Area B)	3.0
CIS 1	Computer Information Systems	4.0
CIS 12	Programming Fundamentals	4.0
CIS 18	Intro to Applications Programming	4.0
CIS 30	Networking Essentials	4.0
CIS 31	Network Operating Systems	4.0
CIS 98	PC Computer Repair and Maintenance	4.0

**Total Units 31.0**

**Suggested Program Sequence**

Certificate of Achievement, CIS Networking

FALL START	SPRING START
Semester 1 BT 50, CIS 1, CIS 12, CIS 30	Semester 1 BUS 10, CIS 1, CIS 98
Semester 2 BUS 10, CIS 18, CIS 31, CIS 98	Semester 2 BT 50, CIS 12, CIS 30
	Semester 3 CIS 18, CIS 31

**Program Learning Outcomes**

**CIS Networking, Certificate of Achievement**

- Implement and manage a simple LAN using contemporary networking hardware, the OSI model and the TCP/IP protocol suite.
- Demonstrate professional and effective communication skills.
- Support end user technology needs
- Configure and troubleshoot TCP/IP networks and verify end-to-end connectivity across local area and wide area networks.
- Develop applications with emphasis on critical thinking approach to programming.
- Apply fundamental security concepts to network communication, infrastructure and operations.

**Certificate of Recognition,  
Network Technician**

Units

**Program Requirements**

CIS 30	Networking Essentials	4.0
CIS 31	Network Operating Systems	4.0
CIS 98	PC Computer Repair and Maintenance	4.0

**Total Units 12.0**

**Suggested Program Sequence**

Certificate of Recognition, Network Technician

FALL START	SPRING START
Semester 1 CIS 30, CIS 98	Semester 1 CIS 31
Semester 2 CIS 31	Semester 2 CIS 30, CIS 98

**Program Learning Outcomes**

**Network Technician, Certificate of Recognition**

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

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

## ■ CONSTRUCTION TECHNOLOGY (CT)

### About the program

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).

### Degrees/Certificates within this Program:

- 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
- Certificate of Achievement, Electrician Trainee
- Certificate of Achievement, Fine Woodworking I
- Certificate of Achievement, Fine Woodworking II
- Certificate of Recognition, Solar Thermal Technician
- Certificate of Recognition, Solar Photovoltaic Technician

### Similar Degrees/Certificates offered at CR:

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

### Career Opportunities

*Employment opportunities in this field include:*

- Carpenter
- Construction Supervisor
- Building Contractor
- Building Inspector
- Construction Estimator
- Cabinetmaker
- Electrician
- Construction Laborer

### For more information

- Bill Hole, Construction Technology  
707.476.4353 | bill-hole@redwoods.edu
- Paul Kinsey, Woodworking  
707.476.4349 | paul-kinsey@redwoods.edu
- Ted Stodder, Student House Project Coordinator  
707.476.4344 | ted-stodder@redwoods.edu
- Laura Mays, Fine Woodworking  
707.964.7056 | laura-mays@redwoods.edu
- www.redwoods.edu/departments/construction/programs/
- Career & Technical Division, 707.476.4341
- Counseling & Advising, 707.476.4150

### Associate of Science Degree, Construction Technology

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

### Suggested Program Sequence

Associate of Science Degree - Construction Technology

#### FALL START

Semester 1 CT 21A, CT 57A, CT 80, CT 90, ENGR 23 or DT 23	Semester 3 CT 70, CT 95, DT 73
Semester 2 CT 56, CT 57B, CT 81, CT 91, DT 71, IT 46	Semester 4 CT 50, CT 96

See Advisor for Spring Start Sequence

### Program Learning Outcomes

#### Construction Technology, Associate of Science

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

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

**Certificate of Achievement,  
Residential Construction I**

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

**Suggested Program Sequence**

Certificate of Achievement, Residential Construction I

For information contact Counseling and Advising  
or the Career & Technical Education Division..

**Program Learning Outcomes**

**Residential Construction I, Certificate of Achievement**

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

**Certificate of Achievement,  
Residential Construction II**

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

**Suggested Program Sequence**

Certificate of Achievement, Residential Construction II

For information contact Counseling and Advising  
or the Career & Technical Education Division..

**Program Learning Outcomes**

**Residential Construction II, Certificate of Achievement**

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

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



**Certificate of Recognition,  
Residential Wiring**

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

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

**Program Learning Outcomes  
Residential Wiring, Certificate of Recognition**

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

**Certificate of Achievement,  
Cabinetmaking and Millwork**

		Units
<b>Program Requirements</b>		
<b>Core 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>Restricted Electives</b>		<b>5.0</b>
Choose 5 units from the following:		
CT 16	Architectural Millwork	3.0
CT 57D	Cabinetmaking and Millwork IV	3.0
CT 152	Open Lab for Woodworking	1.0
<b>Total Units</b>		<b>20.0</b>

Suggested Program Sequence	
Certificate of Achievement - Cabinetmaking & Millwork	
For information contact Counseling and Advising or the Career & Technical Education Division..	

**Program Learning Outcomes  
Cabinetmaking and Millwork, Certificate of Achievement**

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

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

**Certificate of Achievement,  
Fine Woodworking I  
(Mendocino Coast Only)**

Units

**Program Requirements**

CT 130A	Fine Woodworking Theory & Practice	18.0
CT 130B	Fine Woodworking Theory & Practice	18.0

**Total Units 36.0**

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

**Program Learning Outcomes  
Fine Woodworking I, Certificate of Achievement**

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

**Certificate of Achievement,  
Fine Woodworking II  
(Mendocino Coast Only)**

Units

**Program Requirements**

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)*

**Total Units 68.0**

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

**Program Learning Outcomes  
Fine Woodworking II, Certificate of Achievement**

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

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

**Certificate of Recognition,  
Solar Photovoltaic Technician**

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

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

**Program Learning Outcomes**

**Solar Photovoltaic Technician, Certificate of Recognition**

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

**Certificate of Recognition,  
Solar Thermal Technician**

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

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

**Program Learning Outcomes**

**Solar Thermal Technician, Certificate of Recognition**

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

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

**Certificate of Achievement,  
Electrician Trainee**

Units

**Program Requirements**

CET 10	Survey of Electronics	3.0
CET 10L	Electronics Lab	1.0
CT 25	OSHA Construction Safety	1.5
CT 32	Photovoltaics	1.0
CT 72	Electrical Codes	2.0
CT 78A	Residential Wiring 1	2.0
CT 78B	Residential Wiring 2	2.0
CT 78C	Residential Wiring 3	2.0
CT 78D	Residential Wiring 4	2.0
DT 23	Engineering Design Graphics	3.0
HE 7	First Aid/CPR/AED	2.0
MATH 120	Intermediate Algebra	4.0

**Total Units** **25.5**

**Suggested Program Sequence**

Certificate of Achievement - Electrician Trainee

**FALL START**

Semester 1 CT 78A, CT 25, DT 23	Semester 3 CT 78C, CET 10, HE 7
Semester 2 CT 78B, CT 72, CT 32	Semester 4 CT 78D, CET 10L, MATH 120

**Program Learning Outcomes**

**Electrician Trainee, Certificate of Achievement**

- Prepared to pass state of California certification examinations.
- Attain general electrical construction, maintenance and control knowledge.
- An understanding of maintenance and repair procedures of basic electrical systems.
- The ability to perform basic code and trade standard duties to support the proper operation of electrical systems.
- An awareness of State and Federal regulations that drive the electrical industry, and the role of the electrician in protecting public safety and property from the hazards of electricity.

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

## ■ DENTAL ASSISTING (DA)

About the program
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.
Degrees/Certificates within this Program:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, Dental Assisting</li> <li>• Certificate of Achievement, Dental Assisting</li> </ul>
<b>Note:</b> 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 below.
Similar Degrees/Certificates offered at CR:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, Licensed Vocational Nursing</li> <li>• Certificate of Achievement, Licensed Vocational Nursing</li> <li>• Associate of Science Degree, Registered Nursing</li> <li>• Associate of Science Degree, Paramedic/LVN to RN</li> <li>• Certificate of Achievement, LVN to RN</li> <li>• Associate of Science Degree, North Coast Paramedic</li> <li>• Certificate of Achievement, North Coast Paramedic</li> </ul>
Career Opportunities
Employment opportunities in this field include: <ul style="list-style-type: none"> <li>• Registered Dental Assistant</li> </ul>
For more information
<ul style="list-style-type: none"> <li>• Hillary Reed, Professor, Dental Assisting 707.476.4253   hillary-reed@redwoods.edu www.redwoods.edu/Departments/HO/DentalAssisting.asp</li> <li>• Health Occupations Division, 707.476.4214, healthocc@redwoods.edu</li> <li>• Counseling &amp; Advising, 707.476.4150</li> </ul>

### Associate of Science Degree, Dental Assisting

*Prerequisite:* Eligibility for enrollment in ENGL-150 and MATH 376

	Units
<b>General Education Requirements</b>	<b>18.0</b>
Core Courses (Areas A, B, C, D1, D2, D3, E)	18.0
<b>Program Requirements</b>	
<b>Core Courses</b>	<b>29.0</b>
DA 153 Dental Science	2.0
DA 154 Dental Materials and Procedures	3.0
DA 155 Dental Radiography	2.0
DA 156 Dental Assisting Fundamentals (Chairside)	5.0
DA 163 Dental Disease and Oral Health	2.0
DA 164 Dental Specialties and Extended Duties	3.0
DA 165 Advanced Dental Radiography	2.0
DA 166 Dental Front Office Skills	1.0
DA 167 Dental Clinical Experience	6.0
HO 15 Nutrition	3.0
<b>Unrestricted Electives</b>	<b>13.0</b>
<b>Total Units</b>	<b>60.0</b>

#### Suggested Program Sequence

Associate of Science Degree, Dental Assisting	
FULL-TIME FALL START	PART-TIME FALL START
<i>Nutrition (HO 15) and Speech (COMM 1 or COMM 6 or COMM 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.</i>	
Semester 1 DA 153, DA 154, DA 155, DA 156, (HO 15 and COMM 1 or COMM 6 or COMM-7)	Semester 1 DA 153, HO 15, GE Requirement
Semester 2 DA 163, DA 164, DA 165, DA 166, (HO 15 and COMM 1 or COMM 6 or COMM 7)	Semester 2 DA 163, COMM 1 or COMM 6 or COMM-7
	Semester 3 DA 154, DA 155, DA 156, GE Requirement
	Semester 4 DA 164, DA 165, DA 166, DA 167
	Semester 5 GE Requirement (evening)
Plus 13 Elective units	

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

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



**General Education Requirements**

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

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

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

**Program Learning Outcomes**

**Dental Assisting, Associate of Science**

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

**Certificate of Achievement,  
Dental Assisting**

Units

**Program Requirements**

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

**Total Units**

**32.0**

**Suggested Program Sequence**

Certificate of Achievement, Dental Assisting	
FULL-TIME FALL START	PART-TIME FALL START
<i>Nutrition (HO 15) and Speech (COMM 1 or COMM 6 or COMM 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.</i>	<i>Part-time students must complete required courses in the sequence specified by the DA program.</i>
Semester 1 DA 153, DA 154, DA 155, DA 156, (HO 15 and COMM 1 or COMM 6 or COMM 7)	Semester 1 DA 153, HO 15,
Semester 2 DA 163, DA 164, DA 165, DA 166, (HO 15 and COMM 1 or COMM 6 or COMM 7)	Semester 2 DA 163, COMM 1 or COMM 6 or COMM 7

**Program Learning Outcomes**

**Dental Assisting, Certificate of Achievement**

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

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

## ■ DIGITAL MEDIA (DM)

About the program
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.
Degrees/Certificates within this Program:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, Digital Media</li> <li>• Certificate of Achievement, Digital Media</li> </ul>
Similar Degrees/Certificates offered at CR:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, CIS Networking</li> <li>• Certificate of Achievement, CIS Networking</li> <li>• Certificate of Recognition, Network Technician</li> </ul>
Career Opportunities
<p><i>Employment opportunities in this field include:</i></p> <ul style="list-style-type: none"> <li>• Graphic Designer</li> <li>• Desktop Publisher</li> <li>• Video Editor</li> <li>• Motion Graphics Designer</li> <li>• Multimedia Artist &amp; Animator</li> <li>• Game Programmer</li> <li>• Game Artist &amp; Designer</li> </ul>
For more information
<ul style="list-style-type: none"> <li>• Clyde Johnson, Professor, Digital Media 707.476.4372   clyde-johnson@redwoods.edu www.redwoods.edu/Departments/Digital-Media/</li> <li>• Career &amp; Technical Division, 707.476.4341</li> <li>• Counseling &amp; Advising, 707.476.4150</li> </ul>

### Associate of Science Degree, Digital Media

	Units
<b>General Education Requirements</b>	<b>14.0</b>
Core Courses (Areas A, D1, D2, D3, E)	14.0
<b>Specific Courses</b>	
BUS 10 Intro to Business (Area B)	3.0
ART 10 Color & Design (Area C)	3.0
<b>Program Requirements</b>	
<b>Core Courses</b>	<b>34.0</b>
CIS 1 Computer Information Systems	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
<b>Specialization Track</b>	<b>9.0</b>
<b>Choose One Specialization Track ►</b>	
<b>Total Units</b>	<b>63.0-65.0</b>

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

### 2D and 3 D Animation Specialization Track

		Units
DM 24A	Animation Principles	3.0
DM 24B	Cartoon Animation	4.0
DT 80	Modeling and Animation	4.0

**Total Specialization Track units 11.0**

Suggested Program Sequence	
Associate of Science Degree, Digital Media 2D and 3D Animation Specialization	
FALL START	SPRING START
Semester 1 CIS 1, DM 10, DM 11, DM 15	Semester 1 ART 10, BUS 10, CIS 1, DM 10
Semester 2 ART 10, BUS 10, DM 20	Semester 2 DM 11, DM 15, DM 24A
Semester 3 DM 22, DM 24A, DT 80, JOURN 5	Semester 3 DM 24B
Semester 4 DM 24B, DM 30, DM 63	Semester 4 DM 22, JOURN 5, DT 80

### Video/Motion Graphics Specialization Track

		Units
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

**Total Specialization Track units 9.0**

Suggested Program Sequence	
Associate of Science Degree, Digital Media Video/Motion Graphics Specialization	
FALL START	SPRING START
Semester 1 CIS 1, DM 10, DM 11, DM 15, DM 73, DM 74	Semester 1 ART 10, BUS 10, CIS 1, DM 10
Semester 2 ART 10, BUS 10, DM 20, DM 56	Semester 2 DM 11, DM 15, DM 73, DM 74
Semester 3 DM 22, DM 23, JOURN 5	Semester 3 DM 20, DM 30, DM 56, DM 63
Semester 4 DM 30, DM 63	Semester 4 DM 22, DM 23, JOURN 5

### Game Development Specialization Track

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

**Total Specialization Track units 11.0**

Suggested Program Sequence	
Associate of Science Degree, Digital Media Game Development Specialization	
FALL START	SPRING START
Semester 1 DM 10, DM 11, DM 15, DM 24A, CIS 1	Semester 1 ART 10, BUS 10, CIS 1, DM 10
Semester 2 ART 10, BUS 10, DM 7, DM 20	Semester 2 DM 11, DM 15, DM 24A
Semester 3 DM 22, DT 80, JOURN 5	Semester 3 DM 7, DM 20, DM 30, DM 63
Semester 4 DM 30, DM 63	Semester 4 DM 22, DT 80, JOURN 5

### Graphic Design Specialization Track

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

**Total Specialization Track units 10.0**

Suggested Program Sequence	
Associate of Science Degree, Digital Media Graphic Design Specialization	
FALL START	SPRING START
Semester 1 CIS 1, DM 10, DM 11, DM 15, DM 70A or DM 70B	Semester 1 ART 10, BUS 10, CIS 1, DM 10, DM 70A or DM 70B
Semester 2 ART 10, ART 17, BUS 10, DM 20, DM 71	Semester 2 ART 17, DM 11, DM 15
Semester 3 ART 19 or ART 35, DM 22, JOURN 5	Semester 3 DM 20, DM 30, DM 63, DM 71
Semester 4 ART 43A or ART 43B, DM 30, DM 63	Semester 4 ART 19 or ART 35, ART 43A or ART 43B, DM 22, JOURN 5

*Plus 9 units from Additional Art Courses for Graphic Design specialization*

DEGREES AND CERTIFICATES

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

**Certificate of Achievement,  
Digital Media**

		Units
<b>Program Requirements</b>		
<b>Core Courses</b>		<b>34.0</b>
CIS 1	Computer Information Systems	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

**Specialization Track** **9.0**

**Choose One Specialization Track ►**

**Total Units** **43.0-45.0**

**Program Learning Outcomes**

**Digital Media, Certificate of Achievement**

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

**2D and 3 D Animation  
Specialization Track**

		Units
DM 24A	Animation Principles	3.0
DM 24B	Cartoon Animation	4.0
DT 80	Modeling and Animation	4.0

**Total Specialization Track units** **11.0**

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

**Video/Motion Graphics  
Specialization Track**

		Units
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

**Total Specialization Track units** **9.0**

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

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

## Game Development Specialization Track

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

**Total Specialization Track units      11.0**

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

## Graphic Design Specialization Track

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

**Total Specialization Track units      10.0**

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

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



## ■ DRAFTING TECHNOLOGY (DT)

### About the program

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

### Degrees/Certificates within this Program:

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

### Similar Degrees/Certificates offered at CR:

- 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
- Certificate of Achievement, Electrician Trainee
- Certificate of Achievement, Fine Woodworking I
- Certificate of Achievement, Fine Woodworking II
- Certificate of Recognition, Solar Thermal Technician
- Certificate of Recognition, Solar Photovoltaic Technician
- Associate of Science Degree, Forestry and Natural Resources Technology, Forest Technology
- Certificate of Achievement, Forest Technology
- Certificate of Recognition, Geomatics

### Career Opportunities

*Employment opportunities in this field include:*

- Drafter
- Design Technician
- Engineering Assistant
- Cartographer
- 3D Modeler
- Estimator
- Technical sales

### For more information

- Steve Brown, Professor, Drafting  
707.476.4347 | [steve-brown@redwoods.edu](mailto:steve-brown@redwoods.edu)  
[www.redwoods.edu/Departments/Drafting/](http://www.redwoods.edu/Departments/Drafting/)
- Career & Technical Division, 707.476.4341
- Counseling & Advising, 707.476.4150

## Associate of Science Degree, Architectural Drafting

	Units
<b>General Education Requirements</b>	<b>18.0</b>
Core Courses (Areas B, D1, D2, D3, E)	12.0

### Specific Courses

PHYS 10	Intro to Physics (Area A)	3.0
ART 17	Basic Drawing (Area C)	3.0

### Program Requirements

#### Core Courses

**41.0**

CT 70	Building Codes and Standards	2.0
CT 80	Carpentry Theory I	3.0
CT 81	Carpentry Theory II	3.0
DT 23		
or ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer Aided Design and Drafting	4.0
DT 30	Civil Design Drafting	4.0
DT 50	3D CAD Applications	4.0
DT 60	Mechanical Design Drafting Fundamentals	4.0
DT 71	Architectural Drafting Fundamentals	3.0
DT 73	Architectural Drafting - Residential Design	3.0
DT 80	Modeling and Animation	4.0
IT 46	Computers in Industrial Management	3.0
IT 152	Technical Computer Applications Lab	1.0

#### Unrestricted Elective

**1.0**

#### Total Units

**60.0**

### Suggested Program Sequence

Associate of Science Degree, Architectural Drafting	
FALL START	SPRING START
Semester 1 DT 23 <i>or</i> ENGR 23, CT 70, CT 80	Semester 1 DT 23 <i>or</i> ENGR 23, ART 17
Semester 2 CT 81, DT 25, ART 17, DT 71, IT 46	Semester 2 DT 80, CT 70, CT 80, DT 50, IT 46
Semester 3 DT 30, DT 50, DT 73, DT 80	Semester 3 CT 81, DT 25, DT 60, DT 71
Semester 4 DT 60, DT 80, IT 152, PHYS 10	Semester 4 DT 73, DT 30, IT 152, PHYS 10
Plus 1 elective units	

### Program Learning Outcomes

#### Architectural Drafting, Associate of Science

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

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

**Certificate of Achievement,  
Architectural Drafting**

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

Suggested Program Sequence	
Certificate of Achievement, Architectural Drafting	
FALL START	SPRING START
Semester 1 DT 23 or ENGR 23, CT 70, CT 80	Semester 1 DT 23 or ENGR 23
Semester 2 CT 81, DT 25, DT 71	Semester 2 CT 80, DT 50, DT 80
Semester 3 DT 50, DT 73, DT 80	Semester 3 CT 81, DT 25, DT 71
	Semester 4 DT 73, CT 70

**Program Learning Outcomes**

**Architectural Drafting, Certificate of Achievement**

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

**Associate of Science Degree,  
Civil Design**

		Units
<b>General Education Requirements</b>		<b>18.0</b>
Core Courses (Areas B, C, D1, D2, D3, E)		15.0
<b>Specific Courses</b>		
PHYS 10	Intro to Physics (Area A)	3.0
<b>Program Requirements</b>		
<b>Core Courses</b>		<b>41.0</b>
DT 23		
or ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer Aided Design and Drafting	4.0
DT 30	Civil Design Drafting	4.0
DT 50	3D CAD Applications	4.0
DT 60	Mechanical Design Drafting	4.0
DT 71	Architectural Drafting Fundamentals	3.0
DT 80	Modeling and Animation	4.0
FNR 52	Intro to Surveying	4.0
FNR 65	Intro to GIS	3.0
FNR 67	Intro to GPS	1.0
IT 46	Computers in Industrial Management	3.0
IT 152	Technical Computer Applications Lab	1.0
<b>Unrestricted Electives</b>		<b>4.0</b>
<b>Total Units</b>		<b>60.0</b>

Suggested Program Sequence	
Associate of Science Degree - Civil Design	
FALL START	SPRING START
Semester 1 DT 23 or ENGR 23, FNR 52	Semester 1 DT 23 or ENGR 23, IT 46
Semester 2 DT 25, DT 60, IT 46, PHYS10	Semester 2 DT 50, DT 80, FNR 52, FNR 65
Semester 3 DT 30, DT 50, FNR 65, DT80	Semester 3 DT 25, DT 60, DT 71
Semester 4 DT 71, DT 80, IT 152	Semester 4 DT 30, IT 152, PHYS 10

**Program Learning Outcomes**

**Civil Design, Associate of Science**

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

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

**Certificate of Achievement,  
Civil Design**

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

**Total Units 27.0**

Suggested Program Sequence	
Certificate of Achievement - Civil Design	
FALL START	SPRING START
Semester 1 DT 23 or ENGR 23, FNR 52	Semester 1 DT 23 or ENGR 23
Semester 2 DT 25, DT 80	Semester 2 DT 50, DT 80, DT30, FNR 65
Semester 3 DT 32, DT 50, FNR 65	Semester 3 DT 25
	Semester 4 FNR 52

**Program Learning Outcomes**

**Civil Design, Certificate of Achievement**

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

**Associate of Science Degree,  
Mechanical Drafting**

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

**Unrestricted Electives 3.0**

**Total Units 60.0**

Suggested Program Sequence	
Associate of Science Degree - Mechanical Drafting	
FALL START	SPRING START
Semester 1 DT 23 or ENGR 23, IT 60A, MT 10	Semester 1 DT 23 or ENGR 23, MT 10
Semester 2 DT 25, DT 60, PHYS 10, IT 60B	Semester 2 DT 50, DT80, IT 46, IT 60A
Semester 3 DT 50, DT 30, IT 46, DT 80	Semester 3 DT 25, DT 60, DT 71, IT 60B
Semester 4 DT 71, IT 152	Semester 4 PHYS10, IT 152, DT30
Plus 3 Elective units	

**Program Learning Outcomes**

**Mechanical Drafting, Associate of Science**

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

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

**Certificate of Achievement,  
Mechanical Drafting**

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

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

**Program Learning Outcomes**

**Mechanical Drafting, Certificate of Achievement**

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

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

## ■ EARLY CHILDHOOD EDUCATION (ECE)

About the program
Programs in this field prepare students for work with young children in a variety of settings including family child care and center-based child care settings licensed by the State of California. The scope of programs ranges from care for infants and toddlers to preschool and school-age children.
Degrees/Certificates within this Program:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, Early Childhood Education</li> <li>• Certificate of Achievement, Early Childhood Education</li> <li>• Transfer to CSU, Child Development</li> <li>• All levels of the California Child Development Permit from Assistant to the Site Supervisor</li> </ul>
Similar Degrees/Certificates offered at CR:
<ul style="list-style-type: none"> <li>• Associate in Science in Early Childhood Education for Transfer</li> </ul>
Career Opportunities
<p><i>Employment opportunities in this field include:</i></p> <ul style="list-style-type: none"> <li>• Licensed Family Child Care Provider</li> <li>• Preschool Teacher</li> <li>• Infant-Toddler Teacher</li> <li>• School-Aged Child Care Teacher</li> <li>• Mentor/Master Teacher</li> <li>• Child Care Program Director</li> <li>• Resource and Referral Specialist</li> <li>• Respite Worker</li> <li>• Home Visitor</li> <li>• Family Services Worker</li> <li>• Early Interventionist I (Special Needs Aide)</li> <li>• Para-educators (public school classroom aides)</li> </ul>
For more information
<ul style="list-style-type: none"> <li>• Sydney Larson, Professor, Early Childhood Education 707.476.4338   sydney-larson@redwoods.edu</li> <li>• www.redwoods.edu/departments/ece/</li> <li>• Health, PE &amp; Athletics Division, 707.476.4213</li> <li>• Counseling &amp; Advising, 707.476.4150</li> </ul>

### Associate of Science Degree, Early Childhood Education

Units

#### General Education Requirements

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

#### Program Requirements

Core Courses 24.0

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

Restricted Electives 3.0

Choose 3 units from the following:

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

Unrestricted Electives 15.0

Total Units 60.0

Suggested Program Sequence	
Associate of Science Degree, Early Childhood Education	
FALL START	
Semester 1 ECE 1, ECE 2	Semester 3 ECE 6, ECE 9
Semester 2 ECE 5, ECE 7	Semester 4 ECE 10, ECE 12 or ECE 13, ECE 18
Plus 15 Elective units	
See TRANSFER section for Associate in Science in Early Childhood Education for Transfer	

#### Program Learning Outcomes

##### Early Childhood Education, Associate of Science

- Demonstrate knowledge of a variety of types of program for young children, the history of early care and education in the United States and the ethical standards which support ECE professionalism.
- Articulate an understanding of typical and atypical of development of young children from birth through age eight including the health, safety and nutritional aspects of development.
- Develop strategies that promote partnerships between programs, teachers, diverse families, and their communities.
- Design and implement environments and curriculums which support positive development and learning through play for diverse children including the observation, assessment and planning cycle.
- Demonstrate knowledge of the legal, financial, and administrative aspects of operating programs for young children and families.

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



## Certificate of Achievement, Early Childhood Education

Units

### Program Requirements

ECE 1	Principles & Practices of Teaching Young Children	3.0
ECE 2	Child Growth and Development	3.0
ECE 5	The Child in the Family and in the Community	3.0
ECE 7	Intro to Early Childhood Curriculum	3.0

**Total Units** **12.0**

### Suggested Program Sequence

Certificate of Achievement, Early Childhood Education

Semester 1  
ECE 1, ECE 2, ECE 5, ECE 7

### Program Learning Outcomes

#### Early Childhood Education, Certificate of Achievement

- Demonstrate knowledge of a variety of types of program for young children and the history of early care and education in the United States.
- Articulate an understanding of typical and atypical of development of young children from birth through age eight.
- Develop strategies that promote partnerships between programs, teachers, families, and their communities.
- Identify the components of environments and curriculums which support positive development and learning through play for all children.

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

## ■ FORESTRY AND NATURAL RESOURCES TECHNOLOGY (FNR)

About the program
Programs in this field provide basic and advanced educational opportunities for students seeking careers related to forestry and natural resources.
Degrees/Certificates within this Program:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, Forestry and Natural Resources Technology, Forest Technology</li> <li>• Certificate of Achievement, Forest Technology</li> <li>• Certificate of Recognition, Geomatics</li> </ul>
Similar Degrees/Certificates offered at CR:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, Civil Design</li> <li>• Certificate of Achievement, Civil Design</li> </ul>
Career Opportunities
<p><i>Employment opportunities in this field include:</i></p> <ul style="list-style-type: none"> <li>• Forest Technician for private industry, state, or federal agencies</li> <li>• Technician for consultant groups</li> <li>• Wildland Fire Fighting positions with state or federal agencies</li> <li>• Ranger/interpreter position with state or national parks</li> <li>• Biological technician for federal agencies</li> </ul>
For more information
<ul style="list-style-type: none"> <li>• Tim Baker, Professor, Forestry 707.476.4348   tim-baker@redwoods.edu www.redwoods.edu/departments/forest/</li> <li>• Career &amp; Technical Division, 707.476.4341</li> <li>• Counseling &amp; Advising, 707.476.4150</li> </ul>

### Associate of Science Degree, Forestry Technology

	Units
<b>General Education Requirements</b>	<b>19.0</b>
Core Courses (Areas D1, D2, E)	6.0
Specific Courses	13.0
AG 17 Intro to Soils (Area A)	3.0
BUS 10 Intro to Business (Area B)	3.0
ENVSC 11 Environmental Ethics (Area C)	3.0
MATH 15 Statistics	
or MATH 25 Trigonometry	
or MATH 30 College Algebra (Area D3)	4.0
<b>Program Requirements</b>	
AG 46* Computers in Agriculture Management	
or IT 46* Computers in Industrial Management	3.0
FNR 1 Intro to Forestry/Natural Resources	3.0
FNR 5 Forest Ecology and Management	3.0
FNR 10 Timber Harvesting in California	5.0
FNR 51 Dendrology	3.0
FNR 52 Intro to Surveying	4.0
FNR 54 Intro to Natural Resource Inventory Techniques	3.0
FNR 58 Intro to Photogrammetry and Remote Sensing	2.0
FNR 60 Forest 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 Biology and Conservation	3.0

**Total Units** **61.0**

*\*Course has been inactivated. Please see department for appropriate course substitution.*

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

### Program Learning Outcomes

#### Forestry Technology, Associate of Science

- Discuss the history, policy, economics, and management of natural resources including how society utilizes forests and other natural resources.
- Acquire, analyze, and interpret quantitative data about natural resources.
- Identify and describe species and environmental factors in forest ecosystems, and use ecological knowledge about natural resources to analyze predicted outcomes of management.
- Acquire, analyze and interpret geospatial information about natural resources.
- Understand and use safe practices in the field.

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

**Certificate of Achievement,  
Forestry Technology**

Units

**Program Requirements**

AG 17	Intro to Soils	3.0
ENGL 150	Precollegiate Reading and Writing	3.5
FNR 1	Intro to Forestry/Natural Resources	3.0
FNR 5	Forest Ecology and Management	3.0
FNR 10	Timber Harvesting in California	5.0
FNR 51	Dendrology	3.0
FNR 52	Intro to Surveying	4.0
FNR 54	Intro to Natural Resource Inventory Techniques	3.0
FNR 58	Intro to Photogrammetry and Remote Sensing	2.0
FNR 60	Forest 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 Biology and Conservation	3.0
MATH 120	Intermediate Algebra	4.0

**Total Units 49.5**

**Suggested Program Sequence**

Certificate of Achievement - Forestry Technology	
FALL START	
Semester 1 ENGL 150, FNR 1, FNR 51, FNR 67, MATH 120	Semester 3 AG 17, FNR 52, FNR 58, FNR 65
Semester 2 FNR 5, FNR 54, FNR 77, FNR 87	Semester 4 FNR 10, FNR 60, FNR 65
Summer - Job/Internship	

**Program Learning Outcomes**

**Forestry Technology, Certificate of Achievement**

- Discuss the history, policy, economics, and management of natural resources including how society utilizes forests and other natural resources.
- Acquire, analyze, and interpret quantitative data about natural resources.
- Identify and describe species and environmental factors in forest ecosystems, and use ecological knowledge about natural resources to analyze predicted outcomes of management.
- Acquire, analyze and interpret geospatial information about natural resources.
- Understand and use safe practices in the field.

**Certificate of Recognition, Geomatics**

Units

**Program Requirements**

DT 23 or ENGR 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 Special Topics in GIS	3.0
FNR 67	Intro to GPS	1.0

**Total Units 16.0**

**Suggested Program Sequence**

Certificate of Recognition - Geomatics	
FALL START	
Semester 1 FNR 52, FNR 58 ( <i>offered odd years</i> ), FNR 65*, FNR 67	Semester 2 ENGR 23 or DT 23, FNR 66 or FNR 99A*
Please see Advisor for Spring course sequencing	

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

**Program Learning Outcomes  
Geomatics, Certificate of Recognition**

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

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

## ■ LIBERAL ARTS (LA)

### About the program

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.

### Degrees/Certificates within this Program:

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

### Similar Degrees/Certificates offered at CR:

- Associate in Arts in History for Transfer
- Associate in Arts in Psychology for Transfer
- Associate in Arts in Studio Arts for Transfer
- Associate in Science in Early Childhood Education for Transfer
- Associate in Science in Mathematics for Transfer
- Associate in Arts in Political Science for Transfer
- Associate in Science in Physics for Transfer

### For more information

- Counseling & Advising, 707.476.4150

## Associate of Arts Degree, Liberal Arts: Agriculture

Units

### General Education Requirements

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

Option A CR General Ed. Requirements

Option B CSU General Ed. Requirements

Option C IGETC Pattern

### Program Requirements

Core Courses		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

### Restricted Electives

Choose 9 units from the following:

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

**Total Units** **60.0**

### Program Learning Outcomes

#### Liberal Arts: Agriculture

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

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

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

Units

**General Education Requirements**

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

Option A CR General Ed. Requirements

Option B CSU General Ed. Requirements

Option C IGETC Pattern

**Program Requirements****Core Courses 9.0**

AJ 1	Intro to Administration of Justice	3.0
ANTH 3	Cultural Anthropology	3.0
HIST 8	United States History through Reconstruction	
or HIST 9	United States History Reconstruction - Present	3.0
POLSC 10	American Institutions	3.0
PSYCH 1	General Psychology	3.0
SOC 1	Intro to Sociology	3.0

**Restricted Electives 9.0**

Choose 9 units from the following:

AJ 1	Intro to Administration of Justice	3.0
AJ 4	Criminal Law	4.0
AJ 5	Crime and Delinquency	3.0
ANTH 1	Physical Anthropology	3.0
or ANTH 2	Intro to Anthropology	3.0
or ANTH 3	Cultural Anthropology	3.0
or ANTH 4	Folklore	3.0
or ANTH 5	Great Archaeological Discoveries	3.0
or ANTH 6	Forensic Anthropology	3.0
GEOG 2	Cultural Geography	3.0
HIST 4	Western Civilization to 1600 A.D.	3.0
HIST 5	Western Civilization: 1600 A.D. - Present	3.0
HIST 8	United States History through Reconstruction	3.0
HIST 9	United States History Reconstruction - Present	3.0
HIST 20	World History: Prehistory to 1500 C.E.	3.0
HIST 21	World History: 1500 A.D. - Present	3.0
JOURN 5	Intro to Mass Communications	3.0
NAS 1	Intro to Native American Studies	
or NAS 21	Native American History	3.0
POLSC 1	Political Controversies	3.0
POLSC 10	American Institutions	3.0
POLSC 12	State and Local Politics	3.0
POLSC 20	Comparative Politics/Government	3.0
POLSC 30	The Campaign Trail	3.0
PSYCH 1	General Psychology	3.0
PSYCH 2	Research Methods in Psychology	3.0
PSYCH 11	Life Span Development	3.0
PSYCH 20	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
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

**Total Units 60.0****Program Learning Outcomes****Liberal Arts: Behavioral & Social Science**

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

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



**Associate of Arts Degree,  
Liberal Arts: Business**

Units

**General Education Requirements**

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

Option A CR General Ed. Requirements

Option B CSU General Ed. Requirements

Option C IGETC Pattern

**Program Requirements****Choose 18 units from the following**

BUS 1A	Financial Accounting	4.0
BUS 1B	Managerial 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

**Total Units 60.0****Program Learning Outcomes****Liberal Arts: Business**

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

**Associate of Arts Degree,  
Liberal Arts: Fine Arts**

Units

**General Education Requirements**

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

Option A CR General Ed. Requirements

Option B CSU General Ed. Requirements

Option C IGETC Pattern

**Program Requirements****Choose 18 units from the following**

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	Digital Photography	3.0
ART 43A	Intro to Photoshop	3.0
ART 60	Jewelry	3.0
CINE 1	Cinema History - Origins Through the Coming Sound	3.0
CINE 2	Cinema History - Coming of Sound to the Present	3.0
CINE 3	Cinemas of Latin America, Asia and Africa	3.0
CINE 6	Selected Film Authors or Genres	3.0
DRAMA 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 I	1.0
MUS 25L	Intermediate Class Piano II	0.5-1.0

**Total Units 60.0****Program Learning Outcomes****Liberal Arts: Fine Arts**

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

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

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

Units

**General Education Requirements**

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

Option A CR General Ed. Requirements

Option B CSU General Ed. Requirements

Option C IGETC Pattern

**Program Requirements 18.0**

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

**Program Learning Outcomes  
Liberal Arts: Humanities and Communications**

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

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

**Associate of Arts Degree,  
Liberal Arts: Mathematics**

		Units
<b>General Education Requirements</b>		
Choose one of three options. See an advisor for more information		
Option A	CR General Ed. Requirements	
Option B	CSU General Ed. Requirements	
Option C	IGETC Pattern	
<b>Program Requirements</b>		<b>18.0</b>
<b>Core Courses</b>		<b>8.0</b>
MATH 50A	Differential Calculus	4.0
MATH 50B	Integral Calculus	4.0
<b>Restricted Electives</b>		<b>10.0</b>
Choose from the following:		
MATH 4	MATLAB Programming	3.0
MATH 45	Linear Algebra	4.0
MATH 50C	Multivariable Calculus	4.0
MATH 55	Differential Equations	4.0
<b>Total Units</b>		<b>60.0</b>

**Program Learning Outcomes**

**Liberal Arts: Mathematics**

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

**Associate of Arts Degree,  
Liberal Arts: Science**

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

**Program Learning Outcomes**

**Liberal Arts: Science**

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

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

## Associate of Arts Degree, Liberal Arts: Science Exploration

Units

### General Education Requirements

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

Option A CR General Ed. Requirements

Option B CSU General Ed. Requirements

Option C IGETC Pattern

### Program Requirements 18.0

### Core Courses 7.0

Choose a minimum of 3 units from Life Science and a minimum of 3 units from Physical Science.

### Restricted Electives 11.0

Choose additional courses to add to minimum of 18 units

AG 17	Introduction to Soils	3.0
AG 18	Soil Fertility and Fertilizers	3.0
AG 23	Intro to Plant Science	3.0
ASTRO 10	Intro to Astronomy	3.0
ASTRO 11	The Solar System and Space Exploration	3.0
ASTRO 15A	Observational Astronomy	1.0
BIOL 1	General Biology	4.0
BIOL 2	Microbiology	4.0
BIOL 3	Fundamental Cell Biology	4.0
BIOL 4	General Zoology	4.0
BIOL 5	General Botany	4.0
BIOL 8	Human Biology	3.0
BIOL 9	Plants and People	3.0
BIOL 15	Marine Biology	4.0
BIOL 20	Natural History	3.0
CHEM 1A	General Chemistry	5.0
CHEM 1B	General Chemistry	5.0
CHEM 2	Intro to Chemistry	5.0
CHEM 3	Intro to Organic Chemistry	4.0
CHEM 8	Organic Chemistry	5.0
CET 10	Survey of Electronics	3.0
CIS 12	Programming Fundamentals	4.0
CIS 18	Intro to Applications Programming	4.0
ENVSC 10	Intro to Environmental Science	3.0
ENVSC 12	Earth's Changing Climate	3.0
ENVSC 15	Intro to Energy	3.0
FNR 1	Intro to Forestry and Natural Resources	3.0
FNR 5	Applied Forest Ecology	3.0
FNR 51	Dendrology: The Identification and Study of Wood Plants	3.0
FNR 52	Intro to Surveying	4.0
FNR 54	Intro to Natural Resources Inventory Techniques	3.0
FNR 58	Intro to Photogrammetry and Remote Sensing	2.0
FNR 60	Forest 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	Engineering Physics	4.0
PHYS 10	Intro to Physics	3.0
PHYS 10	Intro to Physical Science	3.0

**Total Units 60.0**

### Program Learning Outcomes

#### Liberal Arts: Science Exploration

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

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

## ■ MANUFACTURING TECHNOLOGY (MT)

About the program
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.
Degrees/Certificates within this Program:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, CADD/CAM Design and Manufacturing</li> <li>• Certificate of Achievement, CADD/CAM Design and Manufacturing</li> <li>• Associate of Science Degree, Manufacturing Technology</li> <li>• Certificate of Achievement, Manufacturing Technology</li> </ul>
Similar Degrees/Certificates offered at CR:
<ul style="list-style-type: none"> <li>• Certificate of Achievement, Welding Technology</li> <li>• Certificate of Recognition, General Welding</li> <li>• Certificate of Recognition, Electric Arc &amp; Oxyacetylene Welding</li> <li>• Certificate of Recognition, MIG &amp; TIG Welding</li> </ul>
Career Opportunities
<p><i>Employment opportunities in this field include:</i></p> <ul style="list-style-type: none"> <li>• Machinists</li> <li>• Tool &amp; Die Makers</li> <li>• Mechanical Engineers,</li> <li>• after transferring to a four-year program</li> <li>• Model Makers</li> <li>• Computer Numerical Control Machine</li> <li>• Programmers</li> <li>• Electromechanical Maintenance Technicians</li> <li>• Drafters and Designers</li> </ul>
For more information
<ul style="list-style-type: none"> <li>• Mike Peterson, Professor, Manufacturing Technology 707.476.4350   Mike-Peterson@redwoods.edu www.redwoods.edu/Departments/Manufacturing-Technology/</li> <li>• Career &amp; Technical Division, 707.476.4341</li> <li>• Counseling &amp; Advising, 707.476.4150</li> </ul>

### Program Learning Outcomes

#### Manufacturing Technology, Associate of Science

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

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

### Associate of Science Degree, Manufacturing Technology

	Units
<b>General Education Requirements</b>	<b>18.0</b>
Core Courses (Areas B, C, D1, D2, D3, E)	15.0
<b>Specific Courses</b>	
CET 10 Survey of Electronics (Area A)	3.0
<b>Program Requirements</b>	
<b>Core Courses</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 Advanced Manufacturing Turning	4.0
MT 12 Advanced Manufacturing Milling	4.0
MT 13 Advanced Manufacturing Processes	4.0
MT 52 Ferrous Metallurgy	3.0
MT 54A Intro to Computer Numerical Control	4.0
MT 54B Computer Numerical Control Machining	4.0
MT 59A Mastercam 2D Programming	4.0
MT 59B Mastercam 3D Programming	4.0

<b>Restricted Electives</b>	<b>3.0</b>
Choose from the following:	
DHET 167 Hydraulics and Pneumatics	3.0
DT 23	
or ENGR 23 Engineering Design Graphics	3.0
IT 25 Occupational Safety & Health Management	3.0
IT 46 Computers in Industrial Management	3.0
MT 54L Numerical Control Lab	2.0
WT 53 Welding Procedures	2.0

**Total Units** **61.0**

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

**Certificate of Achievement,  
Manufacturing Technology**

Units

**Program Requirements**

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

**Total Units 40.0**

**Suggested Program Sequence**

Certificate of Achievement - Manufacturing Technology

**FALL START**

Semester 1 IT 60A, MT 10, MT 54A	Semester 3 MT 12, MT 52, MT 59A
Semester 2 IT 60B, MT 11, MT 54B	Semester 4 MT 13, MT 59B
See advisor for Spring start sequence	

**Program Learning Outcomes**

**Manufacturing Technology, Certificate of Achievement**

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

**Associate of Science Degree,  
Manufacturing Technology, CADD/CAM**

Units

**General Education Requirements 18.0**

Core Courses (Areas B, C, D1, D2, D3, E) 15.0

**Specific Courses 3.0**

PHYS 10 Intro to Physics (Area A) 3.0

**Program Requirements**

**Core Courses 41.0**

DT 23		
or ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer-Aided Design & Drafting	4.0
DT 50	3D CAD Application	4.0
DT 62	Mechanical Design Drafting Fundamentals	4.0
DT 63	Mechanical Design Drafting	4.0
IT 60A	Basic Manufacturing Blueprint Reading	3.0
IT 60B	Machine Parts Blueprint Reading	3.0
MT 10	Fundamentals of Manufacturing Technology	3.0
MT 11	Advanced Manufacturing Turning	4.0
MT 52	Ferrous Metallurgy	3.0
MT 54A	Intro to Computer Numerical Control	4.0
MT 59A	Mastercam 2D Programming	4.0

**Unrestricted Electives 1.0**

**Total Units 60.0**

**Suggested Program Sequence**

Associate of Science Degree,  
Manufacturing Technology, CADD/CAM

**FALL START**

Semester 1 DT 23 or ENGR 23, IT 60A, MT 10, MT 54A	Semester 3 DT 50, DT 52, DT 59A,
Semester 2 DT 25, DT 62, IT 60B, MT 11	Semester 4 DT 63, PHYS 10
Plus 1 Elective unit	
See advisor for Spring Start sequence	

**Program Learning Outcomes**

**CADD/CAM Design and Manufacturing, Associate of Science**

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

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



**Certificate of Achievement,  
Manufacturing Technology, CADD/CAM**

Units

**Program Requirements**

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

**Total Units** **39.0**

Suggested Program Sequence	
Certificate of Achievement, Manufacturing Technology, CADD/CAM	
FALL START	SPRING START
Semester 1 DT 23 or ENGR 23, IT 60A, MT 10, MT 54A,	Semester 3 DT 50, DT 52, DT 59A,
Semester 2 DT 25, DT 62, IT 60B, MT 11	Semester 4 DT 63, PHYS 10
<i>See advisor for Spring Start sequence</i>	

**Program Learning Outcomes**

**CADD/CAM Design and Manufacturing,  
Certificate of Achievement**

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

*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)*

About the program
This program provides educational opportunities for students seeking careers related to biological inventories, rare and endangered species, and environmental education.
Degrees/Certificates within this Program:
<ul style="list-style-type: none"> <li>• Certificate of Recognition, Natural History</li> </ul>
Similar Degrees/Certificates offered at CR:
<ul style="list-style-type: none"> <li>• Associate of Arts Degree, Liberal Arts: Science</li> <li>• Associate of Arts Degree, Liberal Arts: Science Exploration</li> </ul>
For more information
<ul style="list-style-type: none"> <li>• For more information contact Eureka Campus Counseling &amp; Advising at 707.476.4150</li> </ul>

### Certificate of Recognition, Natural History

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

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

### Program Learning Outcomes

#### Natural History, Certificate of Recognition

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

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

## ■ NURSING (NURS)

### About the programs

#### Licensed Vocational Nursing (LVN)

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

#### Registered Nursing (RN)

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

#### Paramedic (PMED)

Programs in this field provide educational opportunities for students seeking careers as Paramedics.

### Degrees/Certificates within this Program:

- Associate of Science Degree, Licensed Vocational Nursing
- Certificate of Achievement, Licensed Vocational Nursing
- Associate of Science Degree, Registered Nursing
- Associate of Science Degree, Paramedic/LVN to RN
- Certificate of Achievement, LVN to RN
- Associate of Science Degree, North Coast Paramedic
- Certificate of Achievement, North Coast Paramedic

**Note:** High school completion is required for entry into the LVN & RN program. For program progression and completion, a grade of "C" or better is required in all courses except for HO 170C - P/NP.

### Similar Degrees/Certificates offered at CR:

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

### Career Opportunities

*Employment opportunities in this field include:*

- Licensed Vocational Nurse
- Registered Nurse
- Paramedic

### For more information

*For information on program admission, procedures and prerequisites, obtain the Health Occupations Program Information booklet through the Health Occupations Office or the department webpage at:*

**LVN:** [www.redwoods.edu/departments/ho/LVN.asp](http://www.redwoods.edu/departments/ho/LVN.asp)

**RN:** [www.redwoods.edu/departments/ho/nursingRN.asp](http://www.redwoods.edu/departments/ho/nursingRN.asp)

**Paramedic:** [www.redwoods.edu/departments/paramedic/](http://www.redwoods.edu/departments/paramedic/)

- Contact Health Occupations Division:  
707.476.4214 | [healthocc@redwoods.edu](mailto:healthocc@redwoods.edu)
- Counseling & Advising, 707.476.4150

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

**Associate of Science Degree,  
Licensed Vocational Nursing**

		Units
<b>Program Prerequisite</b>		
HO 110	Basic Patient Care or California CNA Certification	6.0
<b>General Education Requirements</b>		<b>18.0</b>
Core Courses (Areas B, C, D1, D2, D3, E)		15.0
Specific Courses		
BIOL 8	Human Biology (Area A)	4.0
<b>Program Requirements</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 and Children I	6.5
LVN 122	Nursing of Adults and Children II	13.0
LVN 123	Nursing of Adults and Children III	13.0
<b>Total Units</b>		<b>60.0</b>

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

**Program Learning Outcomes**

**Licensed Vocational Nursing, Associate of Science**

- Incorporate principles from nursing, behavioral and physical sciences in the promotion of competent care to clients of different ages with different bio-psychosocial needs.
- Apply knowledge of specific disease conditions in the prevention, treatment, nursing care and rehabilitation of all clients.
- Differentiate the role of the Licensed Vocational Nurse in the health care team.
- Conform to professional standards incorporating legal and ethical responsibilities of the LVN.
- Utilize critical thinking in assessment, planning, intervention and evaluation of client care and in the development and implementation of a teaching plan within the scope of LVN practice.
- Organize, prioritize, and delegate care for a group of clients communicating effectively with members of the health care team.

**Certificate of Achievement,  
Licensed Vocational Nursing\***

		Units
<b>Program Prerequisite</b>		
HO 110	Basic Patient Care or California CNA Certification	6.0
<b>Program Requirements</b>		
BIOL 8	Human Biology	4.0
HO 15	Nutrition	3.0
LVN 110A	Pharmacology - Vocational Nursing I	2.0
LVN 110B	Pharmacology - Vocational Nursing II	2.0
LVN 111	LVN Fundamental Pharmacology Skills	0.5
LVN 118	Psychology for Vocational Nursing	2.0
LVN 121	Nursing of Adults and Children I	6.5
LVN 122	Nursing of Adults and Children II	13.0
LVN 123	Nursing of Adults and Children III	13.0
<b>Total Units</b>		<b>46.0</b>

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

**Program Learning Outcomes**

**Licensed Vocational Nursing, Certificate of Achievement**

- Incorporate principles from nursing, behavioral and physical sciences in the promotion of competent care to clients of different ages with different bio-psychosocial needs.
- Apply knowledge of specific disease conditions in the prevention, treatment, nursing care and rehabilitation of all clients.
- Differentiate the role of the Licensed Vocational Nurse in the health care team.
- Conform to professional standards incorporating legal and ethical responsibilities of the LVN.
- Utilize critical thinking in assessment, planning, intervention and evaluation of client care and in the development and implementation of a teaching plan within the scope of LVN practice.
- Organize, prioritize, and delegate care for a group of clients communicating effectively with members of the health care team.

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

Associate of Science Degree,  
Registered Nursing

<b>General Education Requirements</b>	<b>Units</b> <b>18.0</b>
---------------------------------------	-----------------------------

\*denotes Program Prerequisites

\*\* denotes Specific Program Requirements

Specific Core Courses	min. 18.0
BIOL 1 General Biology (Area A)	3.0
* ENGL 1A Analytical Reading and Writing (Area D1)	4.0
MATH 120, MATH 194 or higher Intermediate Algebra (Area D3)	min. 3.0
** PSYCH 1 General Psychology or PSYCH 11 Life Span Development (Area B)	3.0
** COMM 1 Public Speaking or COMM 6, Small Group Communication, or COMM 7 Interpersonal Communication (Area D2)	3.0
Humanities Choose any course from Area C	3.0

**Major Courses** **59.0**

Specific Courses	15.0
* BIOL 2 Microbiology	4.0
* BIOL 6 Human Anatomy	4.0
* BIOL 7 Human Physiology	4.0
HO 15 Nutrition	3.0

**Additional Courses** **3.0**

Choose from the following:

ANTH 3 Cultural Anthropology	3.0
SOC 1 Intro to Sociology	3.0
SOC 2 Social Problems	3.0

**Program Requirements** **41.0**

NURS 10A Pharmacology in Professional Nursing I	2.0
NURS 10B Pharmacology in Professional Nursing II	2.0
NURS 21 Nursing Science and Practice I	9.0
NURS 22 Nursing Science and Practice II	9.0
NURS 23 Nursing Science and Practice III	9.0
NURS 24 Nursing Science and Practice IV	10.0

**Total Units** **77.0**

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

**Suggested Program Sequence**

Associate of Science Degree - Registered Nursing

**Program Prerequisites:** BIOL 2, BIOL 6, BIOL 7 and ENGL 1A. It is recommended that students take MATH 120 OR MATH 194 (Area D3) before beginning Nursing courses.

FALL START

Semester 1 NURS 10A, NURS 21, PSYCH 1 or PSYCH 11	Semester 3 NURS 23, COMM 1 or COMM 6 or COMM 7
Semester 2 NURS 10B, NURS 22, HO 15	Semester 4 NURS 24, SOC 1 or SOC 2 or ANTH 3, Humanities (Area C)

**Program Learning Outcomes**  
**Registered Nursing, Associate of Science**

- Human Flourishing: Advocate for patients and families in ways that promote self-determination, integrity and on-going growth as human beings.
- Clinical Reasoning and Judgment: Use clinical reasoning and judgments in nursing practice, substantiated with evidence that integrates nursing science in the provision of safe, quality care and that promotes the health of patients within a family and community context.
- Spirit of Inquiry: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve quality of care for patients, families and communities.
- Professional Identity: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy and safe, quality care for diverse patients within a family and community context.
- Apply knowledge from general education coursework in biologic sciences, social sciences, communication and mathematics when understanding and providing safe quality care to patients and their families.

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

**Associate of Science Degree,  
Paramedic/LVN to RN - Career Mobility**

**Units**

**Program Prerequisite**

California Recognition of Licensure as a Vocational Nurse or National Registry Certification - Paramedic

**General Education Requirements 18.0**

**\* denotes Program Prerequisites**

Specific Core Courses minimum 18.0

* BIOL 7	Human Physiology	4.0
* ENGL 1A	Analytical Reading and Writing (Area D1)	4.0
MATH 120		
or higher	Intermediate Algebra (Area D3)	min. 3.0
PSYCH 1	General Psychology	
or PSYCH 11	Life Span Development (Area B)	3.0
COMM 1	Public Speaking	
or COMM 6	Small Group Communication	
or COMM 7	Interpersonal Communication (Area D2)	3.0
Humanities	Choose any course from Area C	3.0

**Specific Courses 15.0**

**\*denotes Program Prerequisites**

* BIOL 2	Microbiology (Area A)	4.0
* BIOL 6	Human Anatomy	
or BIOL 8	or Human Biology	4.0
* HO 15	Nutrition	3.0

**Additional Courses 3.0**

Choose from the following:

ANTH 3	Cultural Anthropology	3.0
SOC 1	Intro to Sociology	3.0
SOC 2	Social Problems	3.0

**Program Requirements 23.0**

NURS 60 A	LVN/Paramedic-RN Transition Concepts Part I	1.0
NURS 60 B	LVN/Paramedic-RN Transition Concepts Part II	1.0
NURS 60 L	LVN/Paramedic-RN Transition Clinical Lab	2.0
NURS 23	Nursing Science and Practice III	9.0
NURS 24	Nursing Science and Practice IV	10.0

**Total Units 60.0**

**Suggested Program Sequence**

Associate of Science Degree, Paramedic /LVN to RN – Career Mobility	
Program Prerequisites: BIOL 2, BIOL 6 or BIOL 8 (with LVN), BIOL 7, ENGL 1A and HO 15. It is recommended that students take MATH 120 (Area D3); PSYCH 1 or 11 (Area B); ANTH 3 or SOC 1 or SOC 2 before beginning Nursing courses.	
SPRING START	
Semester 1 NURS 60A, NURS 60B, NURS 60L	Semester 3 NURS 24
Semester 2 NURS 23	

**Program Learning Outcomes**

**Paramedic/LVN to RN – Career Mobility, Associate of Science**

- Human Flourishing: Advocate for patients and families in ways that promote self-determination, integrity and on-going growth as human beings.
- Clinical Reasoning and Judgment: Use clinical reasoning and judgments in nursing practice, substantiated with evidence that integrates nursing science in the provision of safe, quality care and that promotes the health of patients within a family and community.
- Spirit of Inquiry: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve quality of care for patients, families and communities.
- Professional Identity: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identify as a nurse committed to evidence-based practice, caring, advocacy and safe, quality care for diverse patients
- Apply knowledge from general education coursework in biologic sciences, social sciences, communication and mathematics when understanding and providing safe quality care to patients and their families.

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



**Certificate of Achievement,  
LVN to RN - 30-Unit Option**

Units

**Program Prerequisite**

California Vocational Nursing License

**Program Requirements**

\*denotes Program Prerequisites

* BIOL 2	Microbiology	4.0
* BIOL 6	Human Anatomy	
or BIOL 8	Human Biology	4.0
* BIOL 7	Human Physiology	4.0
NURS 23	Nursing Science and Practice III	9.0
NURS 24	Nursing Science and Practice IV	10.0
*NURS 60A	LVN/Paramedic – RN Transition Concepts Part I	1.0
*NURS 60B	LVN/Paramedic – RN Transition Concepts Part II	1.0

**Total Units 33.0**

Suggested Program Sequence	
Certificate of Achievement -LVN to RN - 30-Unit Option	
Program Prerequisites BIOL 2, BIOL 6 or BIOL 8, BIOL 7, ENGL 1A, NURS 60A and NURSE 60B. It is recommended that students take MATH 120 (Area D3) before beginning Nursing courses.	
FALL START	
Semester 1 NURS 23	Semester 2 NURS 24

**Program Learning Outcomes**

**LVN to RN - 30 Unit Option, Certificate of Achievement**

- Human Flourishing: Advocate for patients and families in ways that promote self-determination, integrity and on-going growth as human beings.
- Clinical Reasoning and Judgment: Use clinical reasoning and judgments in nursing practice, substantiated with evidence that integrates nursing science in the provision of safe, quality care and that promotes the health of patients within a family and community context.
- Spirit of Inquiry: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve quality of care for patients, families and communities.
- Professional Identity: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identify as a nurse committed to evidence-based practice, caring, advocacy and safe, quality care for diverse patients within a family and community context.
- Apply knowledge from general education coursework in biologic sciences, social sciences, communication and mathematics when understanding and providing safe quality care to patients and their families.

**Associate of Science Degree,  
North Coast Paramedic**

Units

**Program Prerequisite 5.0**

HO 159	Emergency Medical Technician I	5.0
or	National Certification	

**General Education Requirements 18.0**

Core Courses (Areas C, D1, D2, D3, E)		18.0
Specific Courses		3.0
BIOL 1	General Biology	3.0
or BIOL 2	or Microbiology (Area A)	4.0
PSYCH 1	General Psychology	
or PSYCH 33	Personal Growth and Adjustment	
or SOC 1	Intro to Sociology	
or SOC 2	Social Problems (Area B)	3.0

**Program Requirements 37.0**

HO 170A	North Coast Paramedic 1	11.0
HO 170B	North Coast Paramedic 2	13.0
HO 170C	North Coast Paramedic 3	9.0

**Unrestricted Electives 4.0**

**Total Units 60.0**

Suggested Program Sequence	
Associate of Science Degree -North Coast Paramedic	
FALL START	
Semester 1 HO 170A	Semester 3 HO 170C
Semester 2 HO 170B	Semester 4 HO 170D

**Program Learning Outcomes**

**North Coast Paramedic, Associate of Science**

- Identify the roles and responsibilities of a paramedic and how these support the roles and responsibilities of other health-care professionals.
- Apply the basic concepts of development, pathophysiology and pharmacology to the assessment and management of emergency patients and communicate the findings to others.
- Integrate pathophysiological principles and assessment findings to formulate a field impression, and implement a treatment plan for emergency patients.
- Apply concepts of social interaction and communications with teams and individuals.
- Manage the scene of an emergency safely and efficiently.
- Achieve national certification as a paramedic.

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

**Certificate of Achievement,  
North Coast Paramedic**

		Units
<b>Program Prerequisite</b>		<b>5.0</b>
HO 159	Emergency Medical Technician I	5.0
or	National Certification	
<b>Program Requirements</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>Total Units</b>		<b>38.0</b>

Suggested Program Sequence	
Certificate of Achievement -North Coast Paramedic	
FALL START	
Semester 1 HO 159	Semester 3 (summer) HO 170B
Semester 2 HO 170A	Semester 4 HO 170C

**Program Learning Outcomes**

**North Coast Paramedic, Certificate of Achievement**

- Identify the roles and responsibilities of a paramedic within an EMS system.
- Apply the basic concepts of development, pathophysiology and pharmacology to the assessment and management of emergency patients and communicate the findings to others.
- Integrate pathophysiological principles and assessment findings to formulate a field impression, and implement a treatment plan for emergency patients.
- Manage the scene of an emergency safely and efficiently.
- Achieve national certification as a paramedic.

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

## ■ RESTAURANT & HOSPITALITY MANAGEMENT (RHM)

About the program
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.
Degrees/Certificates within this Program:
<ul style="list-style-type: none"> <li>• Associate of Science Degree, Restaurant &amp; Hospitality Management</li> <li>• Certificate of Achievement, Restaurant &amp; Hospitality Management</li> </ul>
Career Opportunities
<p><i>Employment opportunities in this field include:</i></p> <ul style="list-style-type: none"> <li>• Chef</li> <li>• Assistant Pastry Chef</li> <li>• Line Cook</li> <li>• Restaurant Manager</li> <li>• Food Service Worker</li> <li>• Food Processing Worker</li> <li>• Caterer</li> <li>• Food Service Manager</li> <li>• Dietician</li> <li>• Server</li> <li>• Baker</li> <li>• Front Desk Clerk</li> <li>• Pastry Chef</li> <li>• Reservations Clerk</li> <li>• Host/Hostess</li> </ul>
For more information
<ul style="list-style-type: none"> <li>• Career &amp; Technical Division, 707.476.4341</li> <li>• Counseling &amp; Advising, 707.476.4150</li> </ul>

### Associate of Science Degree, Restaurant Management

	Units
<b>General Education Requirements</b>	<b>18.0</b>
Core Courses (A, B, C, D1, D2, D3, E)	18.0
<b>Program Requirements</b>	
<b>Core Courses</b>	<b>38.0</b>
HRC 1 Intro to the Hospitality Industry	3.0
HRC 3 Food and Beverage Service	3.0
HRC 5 Hospitality Law	2.0
HRC 6 Hospitality Marketing Management	3.0
HRC 8 Food and Beverage Cost Control	3.0
HRC 10 Culinary Fundamentals	4.0
HRC 14 Restaurant Management	3.0
HRC 16 Hospitality Supervision	3.0
HRC 17 Sanitation - ServeSafe Certification	3.0
HRC 18 Internship - Hospitality	3.0
HRC 19 Hospitality Leadership and Management	2.0
HRC 20 Hospitality Career Development	2.0
HRC 23 Hospitality Training and Development	2.0
HRC 24 Hospitality Human Resource Management	2.0
<b>Restricted Electives</b>	<b>12.0</b>
Choose 4 units from the following courses:	
HRC 9 Nutrition for Culinary Professionals	2.0
HRC 11 Professional Baking I	4.0
HRC 27 Hospitality Basic Accounting	2.0
HRC 28 Hospitality Facilities Management	2.0
<b>Total Units</b>	<b>60.0</b>

*\*RHM Courses can be substituted for HRC. See a counselor or advisor for guidance.*

### Suggested Program Sequence

Associate of Science, Restaurant Management

For information about this program, contact the Career & Technical Education Division.

### Program Learning Outcomes

#### Restaurant Management, Associate of Science

- Identify and apply current public health and safety standards as applied to hotel and restaurant settings.
- Describe methods and techniques to effectively recruit, train, and supervise hospitality and foodservice employees.
- Provide an inventory of methods and processes for maintaining the financial well being of lodging and foodservice facilities, including accounting, marketing, and cost control.

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

**Certificate of Achievement,  
Restaurant Management**

**Units**

**Program Requirements**

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

**Total Units 32.0**

*\*RHM Courses can be substituted for HRC. See a counselor or advisor for guidance.*

**Suggested Program Sequence**

Certificate of Achievement, Restaurant Management

For more information on this program, contact the Career & Technical Education Division.

**Program Learning Outcomes**

**Restaurant Management, Certificate of Achievement**

- Identify and apply current public health and safety standards as applied to hotel and restaurant settings.
- Describe methods and techniques to effectively recruit, train, and supervise hospitality and foodservice employees.
- Provide an inventory of methods and processes for maintaining the financial well being of lodging and foodservice facilities, including accounting, marketing, and cost control.

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

■ TRANSFER (ADT)

**About the program**

The new joint transfer program from the California Community Colleges and the California State Universities makes it easier for students like you to transfer between the two school systems. For the first time in California history, community college students who complete a new AA-T or AS-T will be guaranteed admission to the California State University (CSU) system. With this new degree, you have the opportunity to complete two degrees with only 120 units if you apply and are admitted into a similar degree program.

Through the new program, students who complete an AA-T or AS-T will be given a special GPA advantage when applying to CSU impacted campuses or majors.

The best part of the deal? Students with an AA-T or AS-T enter the CSU system with junior standing. Students who are admitted to a program that has been deemed similar will need only 60 more semester units (or 90 quarter units) to complete a bachelor's degree.

**Completion Requirements**

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

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

**Degrees within this Program:**

- Associate in Arts in English for Transfer
- Associate in Arts in History for Transfer
- Associate in Arts in Political Science for Transfer
- Associate in Arts in Psychology for Transfer
- Associate in Arts in Sociology for Transfer
- Associate in Arts in Studio Arts for Transfer
- Associate in Science in Early Childhood Education for Transfer
- Associate in Science in Geology for Transfer
- Associate in Science in Mathematics for Transfer
- Associate in Science in Physics for Transfer

**Similar Degrees/Certificates offered at CR:**

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

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



**Associate Degree  
for Transfer**  
*A Degree with a Guarantee.™*

**Transfer Opportunities**

- Visit the "A Degree With a Guarantee" website at <http://adegreewithaguarantee.com/> for more information on transfer opportunities.

**For more information**

- Counseling & Advising
- 707.476.4150
- [counseling@redwoods.edu](mailto:counseling@redwoods.edu)

Associate in Arts in English for Transfer				
	Units	CSU GE	IGETC Area	C-ID Descriptor
<b>Required Core</b>	<b>6.0</b>			
ENGL 1B Critical Thinking & Literature	3.0	A3	1B	ENGL 105
ENGL 4 Intro to Literature	3.0			ENGL 120
<b>List A: Select two</b>	<b>6.0</b>			
ENGL 17 American Literature: Beginning to Civil War	3.0	C2	3B	ENGL 130
ENGL 18 American Literature: Civil War - World War II	3.0	C2	3B	ENGL 135
ENGL 60 Intro to British Literature: Beginning to 18th Century	3.0	C2	3B	ENGL 160
ENGL 61 Intro to British Literature: Romanticism to the Present	3.0	C2	3B	ENGL 165
ENGL 10 World Literature: Antiquity to Early Modern Era	3.0	C2	3B	ENGL 140
ENGL 9 World Literature: Early Modern to 20th Century	3.0	C2	3B	ENGL 145
<b>List B: Select one</b> <i>Any course from List A not already used</i>	<b>3.0</b>			
<b>List C: Select one</b> <i>Any course from List A or B not already used or any of the following:</i>	<b>3.0</b>			
ENGL 32 World Literature: Antiquity to Early Modern Era	3.0			
ENGL 32 World Literature: Early Modern to 20th Century	3.0			
JOURN 1 Beginning Reporting	3.0			JOUR 110
BUS 52 Business Communications	3.0			BUS 115
DRAMA 24 Intro to Theater	3.0	C1		THTR 111
<b>Total Units for the Major:</b>	<b>18.0</b>			
Total Units that may be double-counted:	9.0	12.0		
General Education (CSU GE or IGETC) units:	39.0	37.0		
Elective (CSU Transferable) Units	12.0	15.0		
Total Degree Units (maximum):	60.0	60.0		

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



Associate in Arts in History for Transfer				
	Units	CSU GE	IGETC Area	C-ID Descriptor
<b>Required Core</b>	<b>6.0</b>			
HIST 8* US History through Reconstruction	3.0	D6	4A	HIST 130
HIST 9* US History Reconstruction to the Present	3.0	D6	4A	HIST 140
<b>List A: Select two</b>	<b>6.0</b>			
HIST 20* World History: Prehistory to 1500CE	3.0	D6		HIST 150
or HIST 4* Western Civilization to 1600	3.0	D4	3B	HIST 170
HIST 21* World History: 1500CE-Present	3.0	C2	3B	HIST 160
or HIST 5* Western Civilization: 1600-Present	3.0	D6	3B	HIST 180
<b>List B: Select one course from each area</b>	<b>6.0</b>			
<b>AREA 1</b>	<b>3.0</b>			
HIST 21* World History: 1500CE-Present	3.0	C2	3B	HIST 160
HIST 7* History of Modern Asia	3.0	D6	4A	
HIST 11* History of Women in America: Pre-Contact to 1877	3.0	D6	4A	
HIST 12* History of Women in America: 1877-Present	3.0	D6	4A	
NAS 21* Native American History	3.0	D6	4A	
CINE 3* The Cinemas of Latin America, Asia, and Africa	3.0	C1	3A	
SOC 5* Introduction to Race and Ethnic Relations	3.0	D0	4A	
FRNC 1A* Elementary French I	4.0	C2		
FRNC 1B* Elementary French II	4.0	C2	6A	
GERM 1A* Elementary German I	4.0	C2		
GERM 1B* Elementary German II	4.0	C2	6A	
SPAN 1A* Elementary Spanish I	4.0	C2		
SPAN 1B* Elementary Spanish II	4.0	C2	6A	
SPAN 2A* Intermediate Spanish I	4.0	C2	6A	
SPAN 2B* Intermediate Spanish II	4.0	C2	6A	
<b>AREA 2</b>	<b>3.0</b>			
HIST 4* Western Civilization to 1600	3.0	D6	3B	
HIST 5* Western Civilization: 1600-Present	3.0	D6	3B	
HIST 6 The Vietnam War Era	3.0			
HIST 20* World History: Prehistory to 1500CE	3.0	D6		HIST 150
HIST 21* World History: 1500CE-Present	3.0	C2	3A	HIST 160
HIST 18 History of California	3.0			
CINE 1* Cinema History: Origins to Coming of Sound	3.0	C1	3A	
CINE 2* Cinema History: Coming of Sound to Present	3.0	C1	3A	
ANTH 3* Cultural Anthropology	3.0	D1	4A	
ANTH 5* Great Archaeological Discoveries	3.0	D1	4A	
ART 1A* Art History: Pre-History to Gothic	3.0	C1	3A	
ART 1B* Art History: Renaissance to Contemporary	3.0	C1	3A	
MUS 10* Music in History	3.0	C1	3A	
SOC 1* Introduction to Sociology	3.0	D0	4A	
PSYCH 1* General Psychology	3.0	D9	4A	
<b>Total Units for the Major:</b>	<b>18.0-19.0</b>			
Total Units that may be double-counted:	18.0	18.0		
General Education (CSU GE or IGETC) units:	39.0	37.0		
Elective (CSU Transferable) Units	20.0	23.0		
Total Degree Units (maximum):	60.0	60.0		
* Courses with asterisks can be double counted to General Education.				

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

Associate in Arts in Political Science for Transfer				
	Units	CSU GE	IGETC Area	C-ID Descriptor
<b>Required Core</b>	<b>3.0</b>			
POLSC 10* US Government & Politics	3.0	D8	AI	POLS 110
<b>List A: Select three</b>	<b>9.0</b>			
POLSC 2 Intro to Political Philosophy	3.0			POLS 120
POLSC 20 Comparative Politics	3.0			POLS 130
POLSC 3 Modern World Problems	3.0			POLS 140
MATH 15* Elementary Statistics	4.0	B4		MATH 110
<b>List B: Select two</b> <i>Any course from List A not already used and/or any of the following:</i>	<b>6.0</b>			
POLSC 12 State & Local Politics	3.0	D8		
POLSC 13 Environmental Politics & Policy	3.0			
POLSC 1 Political Controversies	3.0			JOUR 110
POLSC 30 Campaigns & Elections	3.0			BUS 115
<b>Total Units for the Major:</b>	<b>18.0-19.0</b>			
Total Units that may be double-counted:	3.0	9.0		
General Education (CSU GE or IGETC) units:	39.0	37.0		
Elective (CSU Transferable) Units	5.0	12.0		
Total Degree Units (maximum):	60.0	60.0		

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

Associate in Arts in Psychology for Transfer				
	Units	CSU GE	IGETC Area	C-ID Descriptor
<b>Required Core</b>	<b>9.0-11.0</b>			
MATH 15* Elementary Statistics	4.0	B4	2A	MATH 110
PSYCH 1* General Psychology	3.0	D9	4A	PSY 110
PSYCH 2 Research Methods in Psychology	3.0			PSY 200
<b>List A: Select one</b>	<b>3.0-4.0</b>			
BIOL 1* General Biology	4.0	B2	5B	
PSYCH 20 Biological Psychology	3.0			PSY 150
<b>List B: Select one</b>	<b>3.0</b>			
<i>Any course from List A not already used or any of the following:</i>				
PSYCH 11* Life Span Development	3.0	E		
PSYCH 30* Social Psychology	3.0	D9	4A	
<b>List C: Select one</b>	<b>3.0</b>			
<i>Any course from List A or B not already used or any of the following:</i>				
PSYCH 3* Psychology of Sexuality	3.0	E		
PSYCH 33* Personal Growth and Adjustment	3.0	E		
PSYCH 38 Abnormal Psychology	3.0			
BIOL 6 Human Anatomy	4.0			
ENGL 1B* Critical Thinking and Literature	3.0	A3	1B	
<b>Total Units for the Major:</b>	<b>19.0-21.0</b>			
Total Units that may be double-counted:	18.0	18.0		
General Education (CSU GE or IGETC) units:	39.0	37.0		
Elective (CSU Transferable) units:				
Total Degree Units (maximum):	60.0	60.0		
* Courses with asterisks can be double counted to General Education.				

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

Associate in Arts in Sociology for Transfer				
	Units	CSU GE	IGETC Area	C-ID Descriptor
<b>Required Core:</b> <i>Take 6 units from the following courses:</i>	<b>9.0</b>			
SOC-1 Intro to Sociology	3.0	D0	4J	SOCI 110
SOC 2 Social Problems	3.0	D9	4J	SOCI 115
SOC 15 Research Methods in Psychology	3.0			SOCI 120
MATH 15 Elementary Statistics	4.0	B4	2A	MATH 110
<b>List A: Select two</b> <i>Any course from Required Core not already used or any of the following:</i>	<b>6.0</b>			
SOC 5 Intro to Race and Ethnic Relations	3.0	D0	4J	SOCI 150
SOC 10 Sociology of Family and Intimate Relationships	3.0	D0		SOC 130
PSYCH 30 Sociol Psychology	3.0	D9	4I	PSY 170
<b>List B: Select one</b> <i>Any course from Required Core or List A not already used or any of the following:</i>	<b>3.0</b>			
SOC 3 Human Sexuality	3.0	E	4J	
SOC 9 Social Psychology	3.0	D9	4A	
SOC 33 Death and Dying: Transition and Growth	3.0	E		
ANTH 3 Cultural Anthropology	3.0	D1	4A	
GEOG 2 Cultural Geography	3.0	D5	4E	
<b>Total Units for the Major:</b>	<b>19.0</b>			
Total Units that may be double-counted:	9.0-15.0	6.0-12.0		
General Education (CSU GE or IGETC) units:	39.0	37.0		
Elective (CSU Transferable) units:	11.0-17.0	10.0-16.0		
Total Degree Units (maximum):	60.0	60.0		
<i>* Courses with asterisks can be double counted to General Education.</i>				

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

Associate in Arts in Studio Arts for Transfer				
	Units	CSU GE	IGETC Area	C-ID Descriptor
<b>Required Core</b>	<b>12.0</b>			
ART 1B* Art History: Renaissance to Contemporary	3.0	C1	3A	ARTS 120
ART 10 Color and Design	3.0			ARTS 100
ART 11 Three-Dimensional Design	3.0			ARTS 101
ART 17* Basic Drawing	3.0	C1		ARTS 110
<b>List A: Select one</b>	<b>3.0</b>			
ART 1A* Art History: Pre-History to Gothic	3.0	C1	3A	ARTS 110
ART 6 ART History: 20th Century and Contemporary	3.0			
<b>List B: Select three</b>	<b>9.0</b>			
ART 19 Figure Drawing	3.0			
or ART 18 Intermediate Drawing	3.0	E	4A	ARTS 205
ART 23 Painting	3.0			ARTS 210
ART 31A Introduction to Ceramics	3.0			ARTS 230
ART 3A Introduction to Sculpture	3.0			ARTS 240
ART 42 Introduction to Digital Illustration	3.0			ARTS 250
ART 35 Photography	3.0			ARTS 260
ART 60 Introduction to Jewelry and Metalsmithing	3.0			
ART 43A Intro to Photoshop	3.0			
<b>Total Units for the Major:</b>	<b>24.0</b>			
Total Units that may be double-counted:	6.0			
General Education (CSU GE or IGETC) units:	39.0	37.0		
Elective (CSU Transferable) units:				
Total Degree Units (maximum):	60.0	60.0		
* Courses with asterisks can be double counted to General Education.				

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

Associate in Science in Early Childhood Education for Transfer				
	Units	CSU GE	IGETC Area	C-ID Descriptor
<b>Required Core</b>	<b>12.0</b>			
ECE 2* Child Growth and Development	3.0	E		CDEV 100
ECE 5 The Child in the Family and the Community	3.0			CDEV 110
ECE 1 Principles and Practices of Teaching Young Children	3.0			ECE 120
ECE 7 Introduction to Early Childhood Curriculum	3.0			ECE 130
ECE 9 Observation and Assessment in Early Childhood Education	3.0			ECE 200
ECE 10 Field Experience in Early Childhood Education	3.0			ECE 210
ECE 6 Child Health, Safety and Nutrition	3.0			ECE 220
ECE 18 Teaching in a Diverse Society	3.0			ECE 230
<b>Total Units for the Major:</b>	<b>24.0</b>			
Total Units that may be double-counted:	3.0			
General Education (CSU GE or IGETC) units:	39.0	37.0		
Elective (CSU Transferable) units:				
Total Degree Units (maximum):	60.0	60.0		
<i>* Courses with asterisks can be double counted to General Education.</i>				

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



Associate in Science in Geology for Transfer				
	Units	CSU GE	IGETC Area	C-ID Descriptor
<b>Required Core</b>	<b>26.0</b>			
GEOL 1* Physical Geology with Lab	4.0	B1	5A	GEOL 101
GEOL 2* Historical Geology with Lab	4.0	B1	5A	GEOL 111
CHEM 1A* General Chemistry	5.0	B1	5A	CHEM 120S
and CHEM 1B General Chemistry	5.0			
MATH 50A* Differential Calculus	4.0	B4	2A	MATH 210
MATH 50B Integral Calculus	4.0			MATH 220
<b>Total Units for the Major:</b>	<b>26.0</b>			
Total Units that may be double-counted:	6.0	6.0		
General Education (CSU GE or IGETC) units:	39.0	37.0		
Elective (CSU Transferable) units:	1.0	3.0		
Total Degree Units (maximum):	60.0	60.0		

\* Courses with asterisks can be double counted to General Education.

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

Associate in Science in Mathematics for Transfer				
	Units	CSU GE	IGETC Area	C-ID Descriptor
<b>Required Core</b>	<b>12.0</b>			
MATH 50A* Differential Calculus	4.0	B4	2A	MATH 210
MATH 50B Integral Calculus	4.0			MATH 220
MATH 50C Multivariable Calculus	4.0			MATH 230
<b>Choose two courses from List A or one from List A and one from List B</b>	<b>7.0-8.0</b>			
<b>List A:</b>				
MATH 55 Differential Equations	4.0	B4	2A	MATH 240
MATH 45 Linear Algebra	4.0			MATH 250
<b>List B:</b>	<b>9.0</b>			
PHYS 4A* Calculus Based Physics	4.0	B1		PHYS 205
MATH 4 MATLAB Programming	3.0			
MATH 15* Elementary Statistics	4.0	B4		MATH 110
<b>Total Units for the Major:</b>	<b>19.0-20.0</b>			
Total Units that may be double-counted:	6.0			
General Education (CSU GE or IGETC) units:	39.0	37.0		
Elective (CSU Transferable) units:	1.0	3.0		
Total Degree Units (maximum):	60.0	60.0		

\* Courses with asterisks can be double counted to General Education.

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

Associate in Science in Physics for Transfer				
	Units	CSU GE	IGETC Area	C-ID Descriptor
<b>Required Core</b>	<b>24.0</b>			
PHYS 4A* Calculus Based Physics: Mechanics	4.0	B1		PHYS 205
PHYS 4B Calculus Based Physics: Electricity and Magnetism	4.0			PHYS 210
PHYS 4C Calculus Based Physics: Heat, Optics, Waves, and Modern Physics	4.0			PHYS 215
MATH 50A* Differential Calculus	4.0	B4	2A	MATH 210
MATH 50B Integral Calculus	4.0			MATH 220
MATH 50C Multivariable Calculus	4.0			MATH 230
<b>Total Units for the Major:</b>	<b>24.0</b>			
Total Units that may be double-counted:	6.0			
General Education (CSU GE or IGETC) units:	39.0	37.0		
Elective (CSU Transferable) units:	1.0	3.0		
Total Degree Units (maximum):	60.0	60.0		
* Courses with asterisks can be double counted to General Education.				

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

## ■ WELDING TECHNOLOGY (WT)

<b>About the program</b>
Programs in this field provide general and specific educational opportunities for students seeking careers requiring knowledge of welding techniques and procedures.
<b>Degrees/Certificates within this Program:</b>
<ul style="list-style-type: none"> <li>• Certificate of Achievement, Welding Technology</li> <li>• Certificate of Recognition, General Welding</li> <li>• Certificate of Recognition, Electric Arc &amp; Oxyacetylene Welding</li> <li>• Certificate of Recognition, MIG &amp; TIG Welding</li> </ul>
<b>Similar Degrees/Certificates offered at CR:</b>
<ul style="list-style-type: none"> <li>• Associate of Science Degree, CADD/CAM Design and Manufacturing</li> <li>• Certificate of Achievement, CADD/CAM Design and Manufacturing</li> <li>• Associate of Science Degree, Manufacturing Technology</li> <li>• Certificate of Achievement, Manufacturing Technology</li> </ul>
<b>Career Opportunities</b>
<p><i>Employment opportunities in this field include:</i></p> <ul style="list-style-type: none"> <li>• Welding supervisors</li> <li>• Welding inspectors</li> <li>• Welding engineers</li> <li>• Educators</li> <li>• Drafters</li> <li>• Equipment repair</li> <li>• Self-Employment</li> <li>• Material/equipment sales</li> </ul>
<b>For more information</b>
<ul style="list-style-type: none"> <li>• Danny Walker, Professor, Welding 707.476.4595   danny-walker@redwoods.edu www.redwoods.edu/Departments/Welding-Technology/</li> <li>• Career &amp; Technical Division, 707.476.4341</li> <li>• Counseling &amp; Advising, 707.476.4150</li> </ul>

### Certificate of Achievement, Welding Technology

Units

#### Program Requirements

IT 60A	Basic Manufacturing Blueprint Reading	3.0
MATH 120	Intermediate Algebra	4.0
MT 10	Fundamentals of Manufacturing Technology	3.0
MT 52	Ferrous Metallurgy	3.0
WT 53	Welding Procedures	2.0
WT 54	Welding Procedures	2.0
WT 56	Welding Procedures Lab	1.0
WT 67	Special Welding Lab	2.0
WT 90	MIG-MAG and TIG Welding	2.0
WT 91	MIG-MAG and TIG Welding Lab	1.0
WT 180*	Welding Fabrication	2.0

**Total Units**

**25.0**

#### Suggested Program Sequence

Certificate of Achievement - Welding Technology	
FALL START	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

#### Program Learning Outcomes

##### Certificate of Achievement, Welding Technology

- Demonstrate safe welding and shop practice.
- Setup and operate hand and power tools, manual or semi-automatic welding equipment, such as SMAW, OAW, OAC, OABW, PAC, AAW, CAC, GMAW, FCAW, MIG and MAG.
- Identify and demonstrate weld procedures, manipulative techniques, processes, layout, concepts, and theory to produce welds common to the weld industry.

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

**Certificate of Recognition,  
General Welding**

		Units
<b>Program Requirements</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 Lab	2.0
WT 80	Welding Fabrication	2.0

**Total Units 15.0**

Suggested Program Sequence	
Certificate of Recognition - General Welding	
FALL START	SPRING START
Semester 1 WT 56, WT 61, WT 67, WT 80	Semester 1 WT 54, WT 60
Semester 2 WT 54, WT 60	Semester 2 WT 56, WT 61, WT 67, WT 80

**Program Learning Outcomes  
Certificate of Recognition, General Welding**

- Demonstrate safe welding and shop practice.
- Setup and operate hand and power tools, manual or semi-automatic welding equipment, such as SMAW, OAW, OAC, OABW, PAC, AAW and CAC.
- Identify and demonstrate weld procedures, manipulative techniques, processes, layout, concepts, and theory to produce welds common to the weld industry.

**Certificate of Recognition,  
Electric Arc & Oxyacetylene Welding**

		Units
<b>Program Requirements</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

**Total Units 10.0**

Suggested Program Sequence	
Certificate of Recognition Electric Arc & Oxyacetylene Welding	
FALL START	SPRING START
Semester 1 MT 52, WT 54, WT 56, WT 80	Semester 1 WT 53
Semester 2 WT 53	Semester 2 MT 52, WT 54, WT 56, WT 80

**Program Learning Outcomes  
Certificate of Recognition, MIG & TIG Welding**

- Demonstrate safe welding and shop practice.
- Setup and operate hand and power tools, manual or semi-automatic welding equipment, such as SMAW, OAW, OAC, OABW, PAC, AAW, MIG and MAG.
- Identify and demonstrate weld procedures, manipulative techniques, processes, concepts, and theory to produce welds common to the weld industry.

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

**Certificate of Recognition,  
MIG & TIG Welding**

**Units**

**Program Requirements**

MT 52	Ferrous Metallurgy	3.0
WT 53	Welding Procedures	2.0
WT 54	Welding Procedures	2.0
WT 90	MIG-MAG and TIG Welding	2.0
WT 91	MIG-MAG and TIG Welding Lab	1.0

**Total Units 10.0**

Suggested Program Sequence	
Certificate of Recognition - MIG & TIG Welding	
FALL START	SPRING START
Semester 1 MT 52, WT 54	Semester 1 WT 53, WT 90, WT 91
Semester 2 WT 53, WT 90, WT 91	Semester 2 MT 52, WT 54

**Program Learning Outcomes**

**Certificate of Recognition, Electric Arc & Oxyacetylene Welding**

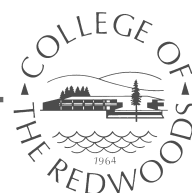
1. Demonstrate safe welding and shop practice.
2. Setup and operate hand and power tools, manual or semi-automatic welding equipment, such as SMAW, OAW, OAC, OABW, PAC, AAW and CAC.
3. Identify and demonstrate weld procedures, manipulative techniques, processes, layout, concepts, and theory to produce welds common to the weld industry.

**DEGREES AND CERTIFICATES**

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



# COURSE DESCRIPTIONS



The following section lists the courses available to be offered by the College at the time this Catalog was printed. Not all courses are offered in any given semester, and additional courses may have been added since publication of this document. Please check WebAdvisor for course offerings available any specific semester.

## ■ Addiction Studies [ADCT]

### ADCT-10 Introduction to Addiction Studies

(3 Units LEC) Grade only  
Transfers to: CSU

Examination of use, abuse and addiction with alcohol and other psychoactive drugs. Includes drug classifications, mental and physical effects and effects on society. Course will include physiology, pharmacology, treatment, prevention and enforcement.

### ADCT-11 Pharmacology and Physiology of Addiction

(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: CSU

An overview of the pharmacological and physiological actions and effects of alcohol and other drugs on the various systems of the body. Course work examines how the body develops tolerance to drugs and how cycles of drug use and dependence develop. Also explored is the impact of drug use/abuse upon families and society.

### ADCT-12 Substance Abuse: Law, Prevention, Treatment & Ethics

(3 Units LEC) P/NP option  
Recommended Prep: ENGL-150  
Transfers to: CSU

An examination of historical and legal parameters that support a broad array of evidence-based substance abuse prevention and treatment programs, with an emphasis on the legal, cultural and ethical standards that guide multi-disciplinary teams and cross-agency interactions.

### ADCT-13 Addictions and Co-Occurring Disorders in Special Populations

(3 Units LEC) Grade only  
Prerequisite: ADCT-10  
Recommended Prep: ENGL-150  
Transfers to: CSU

An examination of the special issues involved in the etiology, treatment and prevention of alcoholism, other types of substance abuse and process addictions and co-occurring disorders among specific populations of high-risk groups, with special

concerns or problems unique to that population.

### ADCT-15 Introduction to Counseling Skills

(3 Units LEC/LAB) Grade only  
Prerequisite: ADCT-10  
Recommended Prep: ENGL-150  
Transfers to: CSU

A presentation of the theoretical concepts of counseling for individuals, families, and groups. Processed role-plays help students to develop effective core counseling skills. Personal values, ethical, legal, and crisis intervention issues are also addressed.

### ADCT-16 Addiction and the Family System

(3 Units LEC) Grade only  
Prerequisite: ADCT-10  
Corequisite: ADCT-10  
Recommended Prep: ENGL-150  
Transfers to: CSU

An exploration of family and community systems and their relationship to individual development from childhood to adulthood, emphasizing intervention to interrupt addictive family patterns.

### ADCT-17 Field Placement Seminar II

(2 Units LEC) Grade only  
If Scheduled TBA: 36 hours required  
Prerequisite: ADCT-15 and ADCT/SOC-38 and SOC-42

Corequisite: ADCT-42  
Recommended Prep: ENGL-150 and SOC-34  
Transfers to: CSU

A seminar focused on discussing the students' experiences in their supervised occupational work experience in ADCT-42. This course provides advanced ADCT certificate candidates the opportunity to analyze and integrate their practical work experiences in ADCT-42 through study, dialogue, and technique demonstration.

### ADCT-38 Field Placement Seminar I

(2 Units LEC) Grade only  
If Scheduled TBA: 36 hours required  
Prerequisite: SOC-34 or concurrent enrollment  
Corequisite: SOC-34 and SOC-42  
Recommended Prep: ENGL-1A  
Transfers to: CSU

A focused exploration of case studies utilizing social work theory, emphasizing the development of social work skills, the principles of agency organization, and the nature of community social need and problems.

Note: Same as SOC-38. Field trips are required and the College does not provide transportation.

### ADCT-42 Supervised Occupational Work Experience II

(2.5 Units FEX) Grade only  
If Scheduled TBA: 135 hours required  
Prerequisite: ADCT-15 and ADCT/SOC-38 and SOC-42  
Corequisite: ADCT-17  
Recommended Prep: ENGL-150 and SOC-34  
Transfers to: CSU

Individualized supervised work experience in an approved addictions treatment services agency. Work experience will provide advanced ADCT candidates with the opportunity to apply previous ADCT learning to practical work experience through dialogue, and skill and technique demonstrations.

Note: This is a capstone course intended for students in their final semester of course work in addiction studies. Field trips are required and the College does not provide transportation. The student, with assistance from the instructor, is responsible for locating and arranging for the contracts with the agency to complete the 135 hours.

## ■ Administration of Justice [AJ]

### AJ-1 Introduction to Administration of Justice

(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU

An introductory course about the criminal justice system. Topics include the operation of the criminal justice system, the roles of criminal justice agents in the system and their relationship with the general public; concepts of crime causation, punishment and rehabilitation; ethics; and education for workers in the criminal justice system.

### AJ-2 Introduction to Law Enforcement

(3 Units LEC) Grade only  
Recommended Prep: ENGL-150

*Transfers to: CSU*

A survey of the field of law enforcement as a profession, historical development, and both the current and future concepts and trends. Among the topics covered are: the roles and functions of law enforcement agencies as components of the criminal justice system; the roles, duties, and responsibilities of law enforcement personnel; and professional career opportunities.

**AJ-3 Introduction to Corrections***(3 Units LEC) Grade only**If Scheduled TBA: 54 hours required**Recommended Prep: ENGL-150**Transfers to: CSU*

An introductory course of the field of corrections. Topics include: historical development; current concepts and practices; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior; survey of professional career opportunities in public and private agencies.

**AJ-4 Criminal Law***(4 Units LEC) Grade only**If Scheduled TBA: 72 hours required**Recommended Prep: ENGL-150**Transfers to: UC and CSU**C-ID: AJ 120*

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.

**AJ-5 Crime and Delinquency***(3 Units LEC) Grade only**Recommended Prep: ENGL-150**Transfers to: CSU*

A course which surveys the major sociological theories of crime causation. Topics include: an introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and juvenile delinquency; the function of law enforcement; the courts, probation; parole and institutions; crime control and treatment processes.

**AJ-6 Introduction to Evidence***(4 Units LEC) Grade only**If Scheduled TBA: 72 hours required**Recommended Prep: ENGL-150 and AJ-4**Transfers to: CSU*

A course designed to provide students a working knowledge of evidence and case law relating to the admission of evidence

in legal proceedings. Topics include the following: Origin, development, philosophy, and constitutional basis of evidence; constitutional, statutory, and procedural considerations which affect the admissibility of evidence; kinds and degrees of evidence; and case studies viewed from the conceptual level.

**AJ-7 Current Issues in Administration of Justice***(3 Units LEC) Grade only**Recommended Prep: ENGL-150**Transfers to: UC and CSU*

A study of current issues facing the criminal justice system. Such issues include police use of force, unlawful discrimination, capital punishment, mandatory sentencing laws, crime prevention strategies, and juvenile delinquency and gang crime.

**AJ-8 Introduction to Investigation***(3 Units LEC) Grade only**Recommended Prep: ENGL-150**Transfers to: CSU*

A survey of the basic principles of criminal investigations. Topics include: the fundamentals of investigation; techniques of crime scene searches; the collection and preservation of physical evidence, sources of information; interview and interrogation; and follow-up investigations.

**AJ-10 Juvenile Justice***(3 Units LEC) Grade only**Recommended Prep: ENGL-150**Transfers to: CSU**C-ID: AJ 220*

A survey of the history and operation of the juvenile justice system and its component parts. Among the topics to be studied are the classes of juvenile offenders and victims, diversion programs, theories of juvenile behavior; the juvenile justice process, and a comparison of the adult and juvenile justice systems.

**AJ-11 Great American Criminal Trials***(3 Units LEC) Grade only**Recommended Prep: ENGL-150**Transfers to: UC and CSU*

A study of the origin, development, philosophy, and legal basis of the American criminal justice process. Emphasis is given to court decisions which have implemented the U.S. Constitution's guarantee of civil rights into the criminal justice system at the state and national levels.

**AJ-50 Control and Supervision of Inmates***(3 Units LEC) Grade only**Recommended Prep: AJ-1 or AJ-3 and ENGL-150**Transfers to: CSU*

A course in the dynamics of inmate supervi-

sion in a correctional institution, security procedures, contraband control, and prison and jail atmosphere. The course will cover staff responsibilities and their application to inmate culture and institution characteristics.

**AJ-51 Correctional Law***(3 Units LEC) Grade only**Recommended Prep: AJ-1 or AJ-3 and ENGL-150**Transfers to: CSU*

A survey of correctional programs at various levels from conviction to release from a legal perspective. Course will cover laws dealing with organization of prisons and jails, execution of sentences, terms of imprisonment and parole, and regulations governing escapes, executive clemency and prison records.

**AJ-52 Correctional Interviewing and Counseling***(3 Units LEC) Grade only**Recommended Prep: AJ-1 or AJ-3 and ENGL-150**Transfers to: CSU*

A course teaching basic interviewing and counseling processes used by correctional staff in client interviews with inmates. Appropriate techniques and theories in confidence building are taught. The importance of open, receptive attitudes for learning and the necessity of establishing positive rapport and communication are stressed.

**AJ-53 Prison Gangs and the Inmate Subculture***(3 Units LEC) Grade only**Recommended Prep: AJ-1 or AJ-3 and ENGL-150**Transfers to: CSU*

A course introducing the elements of prison gangs and disruptive groups and their impact on prison operations, inmate violence and communities. Students will learn the activities, structures and symbols associated with prison gangs.

**AJ-81 Basic Law Enforcement Academy Module III***(8 Units LEC/LAB) Grade only**If Scheduled TBA: 198 hours required**Recommended Prep: ENGL-150**Transfers to: CSU*

Entry level training in law enforcement. This course is designed to meet the state mandated POST training requirements for the Basic Peace Officer Level III modular training course. Students completing this course will have met all the training requirements for Reserve Officer Level III, or the first of three classes required for full-time Peace Officer. The course also satisfies the arrest and firearms training requirement specified in Penal Code Section 832. The overall course is highly structured and paramilitary in nature. *Note: Before enrolling, students must pass: 1. The POST pre-entry English skills assessment*

exam with a score of T-40 or above. (May be waived if hired by California law enforcement agency prior to Academy). 2. A medical exam by a licensed physician or similar medical professional. 3. A criminal history records check (fingerprinting) pursuant to the California Penal Code. This must be completed and the results obtained before the first day of class. 4. A DMV printout of the student's driving record.

### AJ-82 Basic Law Enforcement Academy Module II

(8.5 Units LEC/LAB) Grade only  
If Scheduled TBA: 243 hours required  
Prerequisite: AJ-81  
Recommended Prep: ENGL-150  
Transfers to: CSU

Level II reserve officer training. This course is designed to meet the state mandated POST training requirements for the Basic Peace Officer Level II modular training course. Students completing this course will have met all the training requirements for Reserve Officer Level II, or the second of the three classes required for full-time Peace Officer. The overall environment is highly structured and paramilitary in nature.

*Note: Before enrolling, students must pass: 1. The POST pre-entry English skills assessment exam with a score of T-42 or above. (May be waived if hired by California law enforcement agency prior to Academy). 2. A medical exam by a licensed physician or similar medical professional. 3. A criminal history records check (fingerprinting) pursuant to the California Penal Code. This must be completed and the results obtained before the first day of class. 4. A DMV printout of the student's driving record. 5. A basic physical fitness test by running 1.5 miles in under 17 minutes, completing 25 situps in one minute or less and 20 pushups (straight leg) in one minute or less.*

### AJ-83 Basic Law Enforcement Academy Module I

(16 Units LEC/LAB) Grade only  
If Scheduled TBA: 504 hours required  
Prerequisite: AJ-82  
Recommended Prep: ENGL-150  
Transfers to: CSU

Final of three parts leading to completion of the POST Basic Law Enforcement Academy. Students completing this module may be appointed as either full-time peace officers or Level I reserve officers. The overall course is highly structured and paramilitary in nature.

*Note: Before enrolling, students must pass: 1. The POST pre-entry English skills assessment exam with a score of T-42 or above. (May be waived if hired by California law enforcement agency prior to Academy). 2. A medical exam by a licensed physician or similar medical professional. 3. A criminal history records check (fingerprinting) pursuant to the California Penal Code. This must be completed and the results obtained before the first day of class. 4. A DMV printout of the student's*

*driving record. 5. A basic physical fitness test by running 1.5 miles in under 17 minutes, completing 25 situps in one minute or less and 20 pushups (straight leg) in one minute or less.*

### AJ-101 Active Shooter Response

(0.5 Units LEC) P/NP only  
Prerequisite: AJ-80 or AJ-83

Law enforcement response to an active shooter situation. This course is designed to train active duty law enforcement officers on current response methods to an active shooter incident by studying previous situations, learning from how those were handled, and applying the lessons learned to staged events.

### AJ-102 Crisis Intervention Team Training

(2 Units LEC) P/NP only

A course of training to enhance skills in dealing with persons with mental illness and other disabilities who are in crisis. This workshop features information regarding law enforcement, the courts, community based organizations and the Humboldt County Department of Health and Human Services. Students will learn about legal issues, officer and citizen safety, and crisis and suicide intervention. The primary goal of the course is to increase knowledge about behavioral health services and issues for law enforcement officers in the field.

*Note: This course is primarily designed for law enforcement and other public safety personnel who encounter people with mental illnesses and disabilities during the course of their work.*

### AJ-103 Radar Operator

(1.5 Units LEC) P/NP only  
Recommended Prep: AJ-80 or AJ-83

A course in the operation of police radar. Students will identify the purpose of radar within law enforcement, as related to its history, application, laws, and principles of speed enforcement. Additionally, students will develop the skills, knowledge and abilities necessary to conduct visual estimations of vehicle speed accurately, and assemble, test, and operate a radar unit in support of visual speed estimations. Course complies with all content requirements per California Vehicle Code Section 40802.

*Note: Scientific calculator required.*

### AJ-105 Probation Firearms

(2 Units LEC/LAB) P/NP only  
Prerequisite: AJ-190F

An intermediate-level course designed for probation officers who are going to be armed with a handgun in the performance of their job. The course covers use of force; working in a coordinated team with law enforcement; concealment, cover and shooting positions; night shooting; role of

the back-up officer; shotgun and rifle familiarization and a review of policies.

*Note: Must be employed as a probation officer whose job will involve carrying a firearm.*

### 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-190F PC 832 Firearms

(0.5 Units 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

(2 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.

## ■ Agriculture [AG]

### AG-3 Introduction to Animal Science

(3 Units LEC/LAB) Grade only  
Recommended Prep: ENGL-150 and MATH-380  
Transfers to: UC and CSU

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.*

### AG-7 Animal Feeding and Nutrition

(3 Units LEC/LAB) Grade only  
Recommended Prep: ENGL-350 and MATH-376  
Transfers to: CSU

An applied introductory course in livestock feeding and nutrition, based on the science of animal nutrition. The concepts of digestion and nutrient absorption in ruminants and non-ruminants are studied, with an emphasis in the formulation of animal rations based on the nutritive value of feeds. By-product feeding is also discussed.

### AG-17 Introduction to Soil Science

(3 Units LEC/LAB) Grade only

Recommended Prep: ENGL-350, MATH-120 and CHEM-100

Transfers to: UC and CSU

The study of soil derivation, classification, and characteristics. Soil use and management including erosion, moisture retention, structure, cultivation, organic matter and microbiology. Laboratory topics include soil type, classification, soil reaction, soil fertility and physical properties of soil.

### AG-21 Plant Propagation

(3 Units LEC/LAB) Grade only

Transfers to: CSU

A study of plant propagation and production practices with emphasis on nursery operations including sexual and asexual reproduction, planting, transplanting, fertilizing, plant pest and disease control. Structures and site layout, preparation and use of propagating and planting mediums will be emphasized.

### AG-22 Sustainable Vegetable Production

(3 Units LEC/LAB) Grade only

Recommended Prep: AG-17 and AG-63

Transfers to: CSU

A course which studies sustainable vegetable production, and which also covers the botany, cultural production, harvesting, processing, growth characteristics, fertility, pests, and marketing of the major warm season and cool season vegetable crops grown in California, especially those of local importance. The commercial scale of vegetable production and sustainable practices are emphasized. Laboratory required.

Note: A field trip to a commercial vegetable farm is required.

### AG-23 Introduction to Plant Science

(3 Units LEC/LAB) Grade only

Recommended Prep: ENGL-350

Transfers to: UC and CSU

A course in basic principles of plant science. This class provides an introduction to plant science including structure, growth processes, propagation, physiology, growth media, biological competitors, and post-harvest factors of food, fiber, and ornamental plants.

Note: Laboratory required.

### AG-30 Introduction to Agriculture Business and Economics

(3 Units LEC) Grade only

Transfers to: CSU

A course in the business and economics of the agricultural industry. This class provides an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system; management principles encountered in the day to day operation of an agricultural enterprise as they relate to the decision mak-

ing process.

### AG-35 Agriculture Sales and Communication

(3 Units LEC) Grade only

Recommended Prep: ENGL-350

Transfers to: CSU

A course in agriculture sales and communications. This course involves the study of principles and practices of the selling process: selling strategies and approaches, why and how people buy, prospecting, territory management, customer service and service after the sale.

### AG-41 Agriculture Cooperative Work Experience Education

(1-8 Units LAB) P/NP only

Repeatability: Maximum of three enrollments

If Scheduled TBA: 75 hours required per unit

Transfers to: CSU

A course designed to assist students in accomplishing learning objectives directly related to their Agriculture career goals or college course work in a supervised work environment that extends classroom-based occupational learning to an on-the-job learning situation.

Note: During fall and spring, students must be enrolled in at least 7 units (including AG CWE) to enroll in AG CWE. If enrolling in the summer, student must have been enrolled in at least 12 units (including AG CWE) in the previous spring semester. Students must take primary responsibility in finding a work experience opportunity and are strongly advised to find such an opportunity before enrolling in the class. Some employers or programs may require fingerprinting, drug testing, and/or background checks. Students should be advised that a maximum of 9 units can be applied toward a degree. Students may enroll a total of 3 times (repeatable twice). Variable 1.0 to 8.0 units, based on 75-600 work lab hours per semester.

### AG-43 Introduction to Agriculture

(2 Units LEC) Grade only

Transfers to: CSU

An introductory course in agriculture career opportunities and job requirements in agriculture business, animal science, and plant science. Students will learn how to prepare documents necessary for employment and get hands on experience in specific careers.

Note: Field trips required.

### AG-44A Agriculture Leadership I

(1 Unit LAB) P/NP only

If Scheduled TBA: 54 hours required

Transfers to: CSU

A course designed to develop introductory-level leadership skills. "Hands-on" techniques will be used to facilitate problem solving, cooperative work ethics, developing initiative, managing and organizing information, flexible thinking and effective

questioning. Participants will gain practical experience in conducting group business.

### AG-44B Agriculture Leadership II

(1 Unit LAB) P/NP only

If Scheduled TBA: 54 hours required

Prerequisite: AG-44A

Transfers to: CSU

A course designed to develop advanced-level leadership skills. "Hands-on" techniques will be used to facilitate problem solving, cooperative work ethics, developing initiative, managing and organizing information, flexible thinking and effective questioning. Participants will gain practical experience in conducting group business.

### AG-51 Tractor Operations

(3 Units LEC/LAB) Grade only

Recommended Prep: ENGL-350, MATH-376

Transfers to: CSU

This course involves design principles, selection, maintenance, adjustment, and safe operation of wheel and track-type tractors used in agriculture and in the construction industry.

### AG-63 Introduction to Organic/Sustainable Agriculture

(2 Units LEC) Grade only

Recommended Prep: ENGL-150

Transfers to: CSU

An introduction to the principles of sustained production of vegetables, fruit and flowers with an emphasis on organic techniques. Topics include soil management, cultivar selection, crop nutrition and pest management as well as common problems faced by producers. Emphasis will be on locally important crops with discussions on practical applications of sustainable techniques.

### AG-64F Introduction to Organic/Sustainable Agriculture Lab

(1 Unit LAB) Grade only

Recommended Prep: AG-63

Transfers to: CSU

A course studying the practice of growing fruits, vegetables, and livestock in the field for the fall season. Techniques of organic and sustainable agriculture will be emphasized.

### AG-64S Introduction to Organic/Sustainable Agriculture Lab (Spring)

(1 Unit LAB) Grade only

Recommended Prep: AG-63

Transfers to: CSU

A course studying the practice of growing fruits, vegetables, and livestock in the field for the spring season. Techniques of organic and sustainable agriculture will be emphasized.



## ■ Anthropology [ANTH]

### ANTH-1 Introduction to Biological Anthropology

(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and their application to the human species. Issues and topics will include, but are not limited to, genetics, evolutionary theory, human variation and biocultural adaptations, comparative primate anatomy and behavior, and the fossil evidence for human evolution. The scientific method serves as foundation of the course. Students may also enroll in the optional lab component, ANTH-1B.

### ANTH-1B Introduction to Biological Anthropology Lab

(1 Unit LAB) Grade only  
Prerequisite: ANTH-1  
Corequisite: ANTH-1  
Recommended Prep: ENGL-150  
Transfers to: CSU

This laboratory course is offered as a supplement to Introduction to Biological Anthropology either taken concurrently or in a subsequent term. Laboratory exercises are designed to introduce students to the scientific method and explore genetics, human variation, human and non-human primate anatomy and behavior, the primate/hominin fossil record and other resources to investigate processes that affect human evolution.

*Note: Students enrolled in ANTH-1 are not required to take ANTH-1B. However, any student seeking the AA degree in Anthropology or seeking to transfer for a BA in Anthropology should take this lab course. ANTH-1B may only be taken by students who have successfully completed ANTH-1 or students currently enrolled in ANTH-1.*

### ANTH-2 Introduction to Archaeology

(3 Units LEC/LAB) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU  
C-ID: ANTH 150

This course is an introduction to the study of concepts, theories, data and models of anthropological archaeology that contribute to our knowledge of the human past. The course includes a discussion of the nature of scientific inquiry; the history and interdisciplinary nature of archaeological research; dating techniques; methods of survey, excavation, analysis, and interpretation; cultural resource management; professional ethics; and selected cultural sequences. This course includes a lab component.

### ANTH-3 Introduction to Cultural Anthropology

(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics and apply their perspectives and skills to understand humans around the globe.

### ANTH-4 Introduction to Folklore

(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU

A course in the collecting, presenting, and analyzing of oral, material, and written forms of folklore, such as urban legends, folk art, foodways, folk music, folkspeech, gestures, and superstitions. Emphasis will be on analysis of collections and the use of folklore as a tool for understanding a variety of cultures.

### ANTH-5 Great Archaeological Discoveries

(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU

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.

### ANTH-6 Introduction to Forensic Anthropology

(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: CSU

An examination of the science of solving crimes with anthropological data 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, age, stature, race and other individual characteristics based on skeletal analysis. This course will outline how forensic anthropologists help identify skeletal remains and cause of death based on skeletal features, trauma and disease, and genetics. This course will also explore the role of forensic anthropology in working with law enforcement agencies, human rights issues, as well as ethical considerations.

## ■ Art [ART]

### ART-1A Art History: Pre-History to Gothic

(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-1A  
Transfers to: UC and CSU

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.

### ART-1B Art History: Renaissance to Contemporary

(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-1A  
Transfers to: UC and CSU

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.

### ART-2 Introduction to Art

(3 Units LEC/LAB) Grade only  
Transfers to: UC and CSU

An introductory course designed to provide students with studio and lecture experience in the visual arts. Concepts covered include line, value, composition, color, and both two- and three-dimensional space. Media used include drawing, painting, printmaking, ceramics, sculpture, and new media.

### ART-3A Introduction to Sculpture

(3 Units LEC/LAB) Grade only  
Transfers to: UC and CSU

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: This course may require field trips and the College does not provide transportation.*

### ART-3B Intermediate Sculpture

(3 Units LEC/LAB) P/NP option

*Recommended Prep: ART-3A*

*Transfers to: UC and CSU*

An intermediate course in sculpture that allows the student to experience working intensively with materials and concepts of his or her choice. The student will learn new techniques and materials such as welding, slip casting, wood, found-objects and soft sculpture.

*Note: Field trips may be required and the College does not provide transportation.*

### ART-4 Art Appreciation

(3 Units LEC) Grade only

*If Scheduled TBA: 54 hours required*

*Recommended Prep: ENGL-150*

*Transfers to: UC and CSU*

This course provides a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures.

### ART-6 20th Century and Contemporary Art

(3 Units LEC) Grade only

*Recommended Prep: ENGL-150*

*Transfers to: UC and CSU*

A detailed survey of modern art and architecture from the mid-nineteenth century to the present. Important artistic movements covered will include Impressionism, Art Nouveau, Fauvism, Cubism, Surrealism, Abstract Expressionism, Pop Art, and Post-Modern Art, among others.

### ART-10 Color and Design

(3 Units LEC/LAB) Grade only

*Transfers to: UC and CSU*

*C-ID: ARTS 100*

An introduction to the elements and principles upon which two-dimensional art forms are structured. Concepts covered include line, shape, value, composition, space, texture, and 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

*Transfers to: UC and CSU*

A course that lays the foundation for all 3-D art forms. Using basic inexpensive materials students will be introduced to the elements and principles of 3-D design and construction.

### ART-14 Gallery Exhibition and Portfolio Development

(3 Units LEC/LAB) P/NP option

*Recommended Prep: College-level studio art course*

*Transfers to: CSU*

An exploration of the various professional careers in the visual arts. The course includes portfolio, resume, and art statement preparation, exhibition installation, and also visits to galleries, museums, and working professionals in the fine and commercial art fields.

*Note: Field trips are required. Students must provide their own transportation.*

### ART-17 Basic Drawing

(3 Units LEC/LAB) Grade only

*Transfers to: UC and CSU*

A beginning level course that introduces students to a variety of concepts for visual literacy and visual expression in drawing: including line, composition, value, color, space, and perspective. Media used includes graphite, charcoal, ink, pastel, and collage.

### ART-18 Intermediate Drawing

(3 Units LEC/LAB) P/NP option

*Recommended Prep: ART-17*

*Transfers to: UC and CSU*

*C-ID: ARTS 205*

An intermediate level course that expands upon skills learned in basic drawing and other introductory art courses. Specialized drawing techniques in dry and wet media will be introduced as well as contemporary, experimental, and conceptual approaches and issues.

### ART-19 Figure Drawing

(3 Units LEC/LAB) Grade only

*Recommended Prep: ART-17*

*Transfers to: UC and CSU*

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.

*Note: Nude and clothed models are used in this course.*

### ART-22 Techniques in Watercolor

(3 Units LEC/LAB) Grade only

*Recommended Prep: ART-10 or ART-17*

*Transfers to: UC and CSU*

A course that introduces the fundamental skills for painting with transparent and opaque watercolor, including color and value mixing, compositional development, and application methods. This course presents both traditional and contemporary techniques and approaches.

*Note: Field trips may be required. Students must provide their own transportation.*

### ART-23 Painting

(3 Units LEC/LAB) Grade only

*Recommended Prep: ART-10 or ART-17*

*Transfers to: UC and CSU*

A course that introduces the fundamentals for oil and acrylic painting, including value, color, composition, space, impasto, and glazing techniques. This course presents both traditional and contemporary techniques and approaches.

*Note: Field trips may be required and the College does not provide transportation.*

### ART-31A Introduction to Ceramics (Hand Building)

(3 Units LEC/LAB) Grade only

*Transfers to: UC and CSU*

An introductory course designed to expose students to the fundamental construction methods and processes of working with clay. In addition, this course is designed to introduce students to ceramic vocabulary as well as glazing and firing techniques.

*Note: Field trips may be required and the College does not provide transportation.*

### ART-31B Introduction to Ceramics (Wheel)

(3 Units LEC/LAB) P/NP option

*Recommended Prep: ART-31A*

*Transfers to: UC and CSU*

An introductory course in ceramics using the potter's wheel to explore both functional and non-functional forms. This course will also provide instruction in basic glaze chemistry and kiln firing procedures.

*Note: Field trips may be required and the College does not provide transportation.*

### ART-32 Experimental Ceramics

(3 Units LEC/LAB) P/NP option

*Recommended Prep: ART-31A or ART-31B*

*Transfers to: UC and CSU*

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.*

### ART-35 Digital Photography

(3 Units LEC/LAB) Grade only

*Transfers to: UC and CSU*

An introduction to digital photography. Concepts explored include tools, materials, and processes, the elements of design, and historical and contemporary trends.

*Note: Field trips may be required and transportation is not provided.*

### ART-42 Beginning Graphic Design

(3 Units LEC/LAB) Grade only



*Transfers to: CSU*

An introduction to the principles, tools, and methodologies of graphic design. Students are introduced to industry-standard software including Adobe Illustrator, InDesign, and Photoshop to execute a series of fine and applied art projects.

**ART-43A Introduction to Digital Art***(3 Units LEC/LAB) Grade only**Transfers to: UC and CSU*

An introduction to fundamental concepts, practices, and theories of digital art. Topics include integration of traditional design, color, and compositional principles with contemporary digital technologies, including Photoshop.

**ART-54 Drawing Lab***(1 Unit LAB) Grade only**Recommended Prep: ART-17**Transfers to: UC and CSU*

A course designed to provide individualized instruction within the classroom context of ART-17. Students will be encouraged to pursue independent directions in drawing.  
*Note: Students cannot enroll in the concurrently offered section of ART-17.*

**ART-56 Figure Drawing Lab***(1 Unit LAB) P/NP option**Recommended Prep: ART-19**Transfers to: UC and CSU*

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.*

**ART-57 Painting Lab***(1 Unit LAB) P/NP option**Recommended Prep: ART-22 or ART-23**Transfers to: UC and CSU*

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.*

**ART-59 Ceramics Lab***(1 Unit LAB) P/NP option**Prerequisite: ART-31A or ART-31B**Transfers to: UC and CSU*

A course providing intermediate-level students an opportunity to focus on specific practices and interests in the field of ceramics.

*Note: Field trips may be required and the College does not provide transportation.*

**ART-60 Introduction to Jewelry and Metalsmithing***(3 Units LEC/LAB) P/NP option**Recommended Prep: ART-10 and ART-11**Transfers to: CSU*

An introduction to the design and production of jewelry and small-scale metal works, including studio safety. Processes explored include surface embellishment, fabrication, tool-making and stone setting, and their integration in student-created art work.

*Note: Field trips may be required. Students must provide own transportation.*

**ART-60L Jewelry and Metalsmithing Lab***(1 Unit LAB) P/NP option**Prerequisite: ART-60**Transfers to: CSU*

A course designed to provide individualized instruction within the classroom context of ART-60. Students will be encouraged to pursue independent directions in jewelry and metalsmithing. Processes students further explore include casting and forming techniques for non-ferrous metals.

*Note: Field trips may be required. Students must provide their own transportation.*

**ART-62 Introduction to Fiber Arts***(3 Units LEC/LAB) Grade only**Transfers to: CSU*

An introduction to the materials, methods, and expressive possibilities of fiber and textile media. Historical, contemporary, and multicultural concepts and approaches in textiles will be explored.

*Note: Field trips may be required. Students must provide their own transportation.*

**ART-62L Introduction to Fiber Arts Lab***(1 Unit LAB) Grade only**Recommended Prep: ART-62**Transfers to: CSU*

A course designed to provide individualized instruction within the classroom context of ART-62. Students will be encouraged to pursue independent directions in Weaving and Fiber Arts.

*Note: This course runs concurrently with ART-62. Students cannot enroll in both sections.*

**ART-99A Museums and Galleries of California***(0.5-3 Units LEC/LAB) Grade only**If Scheduled TBA: Class meets for 18 hours per lecture unit and 54 hours per lab unit*

*Recommended Prep: Some knowledge of Art history will substantially enrich the experience of viewing and discussing the actual subject matter of the courses*

*Transfers to: CSU*

A course designed to introduce students to contemporary art and professional museums and galleries in California with lectures, field trips, and (depending on the selected topic) practical experience as well.

*Note: Field trips may be required. Students must provide own transportation and related expenses.*

**ART-99B Monoprints and Substrates***(1 Unit LEC/LAB) P/NP option**If Scheduled TBA: 36 hours required**Recommended Prep: ART-22**Transfers to: CSU*

A short intensive course for students who wish to expand information presented in ART-22 (Watercolor) and ART-23 (Painting) into an experimental realm. Students will explore unconventional water-based media, including gouache, tempera, watercolor crayons, acrylic ink, and making their own paints. They will experiment with varied techniques and unconventional surfaces (including but not limited to oriental papers, mylar®, and paper mache) informed by contemporary art practices.

**ART-99C Firing Techniques***(2 Units LEC/LAB) P/NP option**If Scheduled TBA: 72 hours required**Recommended Prep: ART-31A or ART-31B**Transfers to: CSU*

A course presenting an opportunity for students of all levels to research a variety of traditional and experimental ceramic firing techniques. Course includes basic thermodynamics/kiln atmospheres, problem-solving specific firing needs, aesthetics of different firing techniques and ceramic process.

*Note: Field trips may be required. Students must provide their own transportation.*

**ART-99F Professional Practices in Ceramics***(3 Units LEC/LAB) P/NP option**If Scheduled TBA: 108 hours required**Prerequisite: ART-31A and ART-31B**Transfers to: CSU*

An exploration of the various professional careers in the field of ceramic art. The course includes portfolio, resume, and artist statement preparation, exhibition installation, and visits to galleries, museums, and working professionals in the fine and commercial art fields. Students will create a body of work in this class and will plan and co-curate an exhibition.

*Note: Field trips are required. Students must provide their own transportation and must pay for their own lodging.*

**ART-99G Professional Practices in Ceramic: Local Exhibition/Portfolio Development***(3 Units LEC/LAB) P/NP option**If Scheduled TBA: 108 hours required**Prerequisite: ART-31A and ART-31B**Transfers to: CSU*

An exploration of the various professional careers in the field of ceramic art. The course includes portfolio, resume, and

artist statement preparation, exhibition installation, and visits to galleries, museums, and working professionals in the fine and commercial art fields. Students will create a body of work in this class and will plan and co-curate an exhibition.

*Note: Field trips are required. Students must provide their own transportation and must pay for their own lodging.*

## ■ Astronomy [ASTRO]

### ASTRO-10 Introduction to Astronomy

(3 Units LEC) Grade only  
Transfers to: UC and CSU

An overview of historical approaches to understanding the science of astronomy and our place in the universe. Students will explore light and its role in the transmission of information, telescopes, the formation of the solar system, the planets and moons and their potential for life, the sun, the evolutionary life cycle and death of stars, black holes, and the formation of the universe.

### ASTRO-11 The Solar System and Space Exploration

(3 Units LEC) Grade only  
Transfers to: UC and CSU

An examination of the geologic processes that have shaped the planets and moons of our solar system. This class will specifically look at the formation of the solar system, the history of space exploration, missions to the moon and Mars, and the search for life.

### ASTRO-15A Observational Astronomy

(1 Unit LEC/LAB) P/NP only  
Prerequisite: Credit for or enrollment in ASTRO-10  
Transfers to: UC and CSU

This course is designed to familiarize students with visual, telescopic and some photographic astronomical observing techniques. The evening sky will be studied from our observatory at the college. Students will work in small groups with their own professional-grade telescope.

### ASTRO-30 Teaching Science With Science Fiction

(2 Units LEC) Grade only  
Transfers to: CSU

A class examining and exploring science through science fiction films. Students will critically examine science fiction movies, distinguishing fact from fiction. Students will also explore the curious phenomenon of how science fiction can become science fact. The class will also examine the underlying message about science and its application to a variety of social, cultural, and economic issues.

## ■ Automotive Technology [AT]

### AT-12 Automotive Braking Systems

(4 Units LEC/LAB) Grade only  
Transfers to: CSU

A course covering theory and principles of modern braking systems. Hydraulic principles, coefficients of friction, and thermodynamics will be discussed. Diagnosis, repair, overhaul, and adjustment procedures of drum, disc/drum, and four-wheel disc systems will be emphasized. Anti-lock Braking Systems (ABS) diagnostics, servicing, and repair procedures will also be covered. The course will cover common domestic, import, and light truck vehicles only. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will prepare the student for the ASE Brakes Certification Examination.

### AT-14 Manual Transmission/ Transaxle and Drivetrain

(4 Units LEC/LAB) Grade only  
Transfers to: CSU

A course covering theory and principles of manual transmissions / transaxles, clutches, driveshafts, half shafts, variable and constant velocity joints, differentials, rear wheel drive axle assemblies, all wheel drives, and four wheel drives. Gear types, ratios, compound ratios, and current noise, vibration, and harshness diagnostic routines will be discussed. Diagnosis, repair, overhaul, and adjustment procedures for common domestic, import, and light truck drivetrain components will be emphasized. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will prepare the student for the ASE Manual Transmission / Transaxle & Drivetrain Certification Examination.

### AT-16 Automotive Electrical Systems

(4 Units LEC/LAB) Grade only  
Recommended Prep: MATH-120  
Transfers to: CSU

A course covering theory and principles of automotive electrical systems. The course includes basic electrical theory, Ohm's Law, series and parallel circuits, electrical symbols and schematics, automotive batteries, charging systems, voltage regulation, starting systems, lighting systems, and various accessories. The laboratory portion of the course will place emphasis on diagnosis and testing techniques required to effectively determine the necessary action in an electrical system failure. The use of schematics, technical specifications, voltmeters, ohmmeters, ammeters, and circuit testers will be required. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will in part prepare the student for the ASE Electrical / Electronic Certification Examination.

### AT-18 Automotive Engine Repair

(4 Units LEC/LAB) Grade only  
Transfers to: CSU

A course covering four stroke cycle theory, engine torque, horsepower, materials, and manufacturing processes as they relate to internal combustion powerplants used in production automobiles and light trucks. The theory, principles, and diagnosis of cooling systems, lubrication systems, and common engine mechanical failures will be emphasized. The laboratory portion of the course will focus on comprehensive engine testing, in-vehicle engine servicing, engine disassembly, precision measuring, and inspection of internal engine components. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will prepare the student for the ASE Engine Repair Certification Examination.

### AT-20 Automotive Suspension and Steering Systems

(4 Units LEC/LAB) Grade only  
Transfers to: CSU

A course covering the theories and principles related to automotive steering and suspension systems. Topics will include tire and wheel balancing, alignment angles, steering system geometry and supplemental restraint systems (SRS). The laboratory portion of the course will include diagnosis, adjustment, repair, and replacement techniques for automotive and light truck suspension and steering components. Automotive alignment measuring and adjusting procedures will be emphasized. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will prepare the student for the ASE Suspension & Steering Certification Examination.

### AT-22 Automotive Electronics

(4 Units LEC/LAB) Grade only  
Prerequisite: AT-16  
Transfers to: CSU

A course covering the principles of semiconductor theory, transistors, diodes, capacitance, inductance, inductive reactance, the motor principle, integrated circuits, and digital logic circuits. The course will place emphasis on the theory, diagnosis, and repair of modern automotive computer systems. Topics will include control modules, bus interface and related components or circuits. The laboratory portion of the course will require extensive use of electronic test equipment, circuit analysis, and diagnostic procedures common to modern automotive accessories and equipment. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will in part prepare the student for the ASE Electrical/Electronic Certification

Examination.

### AT-24 Engine Performance

(4 Units LEC/LAB) Grade only  
Recommended Prep: MATH-120  
Transfers to: CSU

A course covering theory and principles of engine performance related topics. Topics will include the internal combustion process, compression ratios, combustion efficiency, volumetric efficiency, airflow requirements, air-fuel ratios, fuel delivery systems, manifolding, electronic distributor ignition systems, oscilloscope waveform interpretation, ignition timing and advance strategies. The laboratory portion of the course will focus on diagnosis and repair of the following engine performance related problems; mechanical problems, computerized engine control systems, ignition systems, fuel delivery systems, and emission systems. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will in part prepare the student for the ASE Engine Performance Certification Examination.

### AT-26 Automotive Air Conditioning and Heating

(4 Units LEC/LAB) Grade only  
Recommended Prep: AT-16  
Transfers to: CSU

A course covering theory and operation of automotive air conditioning and refrigeration systems. Topics will include the refrigeration cycle, evacuation principles, humidity, heat quantity, heat intensity, latent heat, heat transfer, automotive refrigerants, temperature pressure relationship, greenhouse gases, and proper handling and storage of refrigerants. The laboratory portion of the course will focus on the diagnosis and repair of heating and cooling systems, use of refrigerant recycling-reclaiming equipment, use of evacuation equipment, retrofitting, and environmentally sound refrigeration handling techniques. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will prepare the student for the ASE Air Conditioning and Heating Certification Examination.

### AT-28 Advanced Engine Performance

(4 Units LEC/LAB) Grade only  
Prerequisite: AT-24  
Transfers to: CSU

A course covering advanced theory and principles of engine performance related topics. Topics will include fuel injection systems, distributorless ignition systems (DIS) coil over plug (COP) systems, evaporative emission systems, exhaust gas recirculation, catalytic converters, computer controlled emission systems including OBD II compliant and CAN/BUS systems. The laboratory portion of the course will focus on diagnosis

and repair of common driveability related problems. Five gas analysis, scantools, digital storage oscilloscopes (DSOs) graphing multimeters (GMM), and common electronic test equipment will be used extensively in the course. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will partially prepare the student for the ASE Engine Performance Certification Examination.

### AT-30 Automatic Transmission/Transaxle

(4 Units LEC/LAB) Grade only  
Transfers to: CSU

A course covering theory and principles related to both hydraulic and electronically actuated automatic transmissions/transaxles. Topics will include positive and variable displacement pumps, torque converters, torque converter clutches, hydraulic valves, electronic shift solenoids, governors, and common compound planetary gear arrangements. The laboratory portion of the course will focus on diagnostic and overhaul procedures, in-vehicle testing, and bench testing of various components. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will prepare the student for the ASE Automatic Transmission Certification Examination.

## ■ Biology [BIOL]

### BIOL-1 General Biology

(4 Units LEC/LAB) P/NP option  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU

An introductory course in life science dealing with basic biological concepts including molecular and cell biology, metabolism, heredity, evolution, ecology, natural history, and biodiversity.

*Note: This course is designed for non-science majors and nursing/health occupation students. Not open to students who have completed or who are currently enrolled in BIOL-3.*

### BIOL-2 Microbiology

(4 Units LEC/LAB) Grade only  
Prerequisite: BIOL-1 or BIOL-3  
Corequisite: CHEM-1A or CHEM-2  
Recommended Prep: ENGL-150 and MATH-120  
Transfers to: UC and CSU

A study of microorganisms including anatomy, physiology, genetics, and ecological importance. Emphasis will be on the role of microorganisms in disease and the mechanisms of microbe/host interactions. Laboratory work emphasizes the importance of aseptic techniques, methods of microbial control, and procedures for isolating, culturing microbes, and identifying microorganisms.

### BIOL-3 Fundamental Cell Biology

(4 Units LEC/LAB) Grade only  
Prerequisite: ENGL-150 and MATH-120 and either CHEM-1A or CHEM-2.  
Transfers to: UC and CSU

A course intended for biology majors covering principles and applications of prokaryotic and eukaryotic cell structure and function, biological molecules, homeostasis, cell reproduction and its controls, classical and molecular genetics, cell metabolism, and cellular communication.

### BIOL-4 General Zoology

(4 Units LEC/LAB) Grade only  
Prerequisite: MATH-120 and ENGL-150  
Recommended Prep: CHEM-100  
Transfers to: UC and CSU

An introduction to the anatomy, physiology, and ecology of the major animal taxa in an explicitly evolutionary and comparative framework.

*Note: This course is intended for majors.*

### BIOL-5 General Botany

(4 Units LEC/LAB) Grade only  
Transfers to: UC and CSU

A study of form, function, ecology, natural history, and evolution of members of the plant kingdom.

*Note: This course is designed for those majoring in biological sciences or related fields. UC Admissions requires that students have MATH-120 as a prerequisite or corequisite for this course.*

### BIOL-6 Human Anatomy

(4 Units LEC/LAB) Grade only  
Prerequisite: ENGL-150 and credit for or enrollment in BIOL-1  
Transfers to: UC and CSU

An introduction to human anatomy. The course includes the study of the gross and microscopic structure of all of the organ systems of the human body with special emphasis on the relation between structure and function. Laboratory work includes the study of human cadavers.

### BIOL-7 Human Physiology

(4 Units LEC/LAB) Grade only  
Prerequisite: ENGL-150 and BIOL-1 and BIOL-6 and (CHEM-2 or CHEM-1A)  
Transfers to: UC and CSU

An organ system approach to the study of human physiology. Special emphasis is given to molecular and cellular mechanisms responsible for homeostasis. Labs include experiments on human subjects as well as computerized simulations of complex physiological processes.

*Note: This course is required for application to the nursing program.*

### BIOL-8 Human Biology

(4 Units LEC/LAB) Grade only



*Prerequisite: ENGL-150*

*Transfers to: CSU*

A survey of human biology focusing on concepts in cell biology, genetics, anatomy, physiology, disease, and evolution as they relate to the human body. Students apply and evaluate these concepts in laboratory activities that include microscopy, experimentation, and dissection.

*Note: This course is specifically designed for students in the Licensed Vocational Nursing program and also satisfies life science general education requirements at CR and CSU. Students who have completed BIOL-1 should not take this course unless they are planning on entering the LVN program. Also, students who have successfully completed both BIOL-6 and BIOL-7 are not eligible to enroll in this course.*

### **BIOL-9 Plants and People**

*(3 Units LEC/LAB) P/NP option*

*Recommended Prep: ENGL-150*

*Transfers to: UC and CSU*

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.*

### **BIOL-15 Marine Biology**

*(4 Units LEC/LAB) P/NP option*

*Recommended Prep: ENGL-150*

*Transfers to: UC and CSU*

An introduction to ocean habitats and marine life. Topics covered include physical properties that define marine habitats, the diversity and ecology of marine organisms, and marine resource use and conservation. Labs and field trips focus on local habitats and the identification of local species.

*Note: This course includes required field trips to local marine habitats. The College does not provide transportation.*

### **BIOL-16 Birds of the North Coast**

*(3 Units LEC/LAB) P/NP option*

*Transfers to: CSU*

An introduction to the natural history of North Coast birds, emphasizing anatomy, physiology, and behavior in lectures, and identification and ecology in the field. This course is suitable for beginning and intermediate hobby bird watchers as well as biology majors seeking to expand their taxonomic expertise.

*Note: Field trips are required and the College does not provide transportation.*

### **BIOL-17 Trees, Shrubs, Wildflowers**

### **and Ferns**

*(3 Units LEC/LAB) P/NP option*

*Recommended Prep: ENGL-150*

*Transfers to: UC and CSU*

The study of the identification, structure, function and ecological relationships of North Coast plants.

*Note: Field trips are required, students need to provide their own transportation.*

### **BIOL-18 Natural History of North Coast Mammals**

*(3 Units LEC/LAB) P/NP option*

*Recommended Prep: ENGL-150*

*Transfers to: CSU*

An introduction to the natural history of North Coast mammals. Topics include taxonomy and evolution, habitat ecology, behavior, and field identification.

*Note: Field trips are required and the College does not provide transportation.*

### **BIOL-19 Rare Plants: Species of Special Concern**

*(2 Units LEC) P/NP option*

*Recommended Prep: BIOL-17 or BIOL-22 or FNR-51, and ENGL-150*

*Transfers to: CSU*

The identification and ecology of North Coast plants of special concern as defined by the Department of Fish and Game. Key features used in identification will be covered as well as plants that are often mistaken for rare species. Protocols for botanical surveys will be covered.

### **BIOL-20 Natural History**

*(4 Units LEC/LAB) P/NP option*

*Prerequisite: ENGL-150*

*Transfers to: UC and CSU*

An introduction for non-science majors to the biotic communities of California and the identification, ecology and life history of the organisms living there. Coverage includes principles of ecology and evolution, techniques for studying organisms in the wild, and methods of recording field data.

*Note: Field trips are required. The College does not provide transportation. UC and CSU transferability requires a grade.*

### **BIOL-21 Mushrooms of the North Coast**

*(3 Units LEC/LAB) P/NP option*

*Recommended Prep: ENGL-150*

*Transfers to: UC and CSU*

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 transportation is not provided.*

### **BIOL-22 California Plant Identification**

*(3 Units LEC/LAB) P/NP option*

*Recommended Prep: ENGL-150*

*Transfers to: UC and CSU*

An introduction to the field of plant taxonomy and systematics. Emphasis is placed on keying species using The Jepson Manual. Lecture material covers introductory concepts in plant taxonomy and characteristics of the common flowering plant families in California. Lab time is spent learning sight identification of families and using dichotomous keys to identify representatives of local flora.

### **BIOL-23 Lichens of Northern California**

*(2 Units LEC/LAB) P/NP option*

*Recommended Prep: ENGL-150*

*Transfers to: CSU*

The study of the identification, structure, function and ecological relationships of Northern California Lichens. The economic roles of lichens will also be covered.

*Note: Field trips are required. The College does not provide transportation.*

### **BIOL-24 Introduction to Marine and Anadromous Fishes**

*(3 Units LEC/LAB) P/NP option*

*Recommended Prep: ENGL-150*

*Transfers to: CSU*

A detailed study of marine and anadromous fishes of the northern Pacific Ocean. Topics covered include identification, biology, fisheries history and management, and sampling and census techniques.

*Note: Field trips are required and students need to provide their own transportation*

### **BIOL-25 Marine and Coastal Field Biology**

*(3 Units LEC/LAB) P/NP option*

*Recommended Prep: ENGL-150*

*Transfers to: CSU*

A field-oriented introduction to the inter-relationships 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: Field trips are required and students need to provide their own transportation.*

### **BIOL-26 Introduction to Marine Plankton**

*(2 Units LEC/LAB) P/NP option*

*Recommended Prep: ENGL-150*

*Transfers to: CSU*

An introduction to the identification, biology, ecology, and distribution of marine phytoplankton and zooplankton. Laboratory and field exercises will focus on sampling and analytical procedures and identification techniques.

### **BIOL-27 Biology of Marine Mammals**

(3 Units LEC) P/NP option

Prerequisite: ENGL-150

Transfers to: UC and CSU

An introduction to the biology of marine mammals emphasizing anatomy, physiology, behavior, population ecology, evolution, and conservation.

### BIOL-35 Field Studies in Biology

(1-2 Units LEC/LAB) P/NP option

Transfers to: CSU

A field class designed to give the student practical experience in field identification and field study of the ecology and biology of California's native species in their native habitat.

*Note: This course involves an extended field trip away from the campus. The College does not provide transportation. Units offered may vary by semester. Consult Schedule of Classes for section information.*

### BIOL-99B Identification and Ecology of Grasses

(0.5 Units LEC/LAB) P/NP option

Transfers to: CSU

A hands-on study of selected plant, animal or fungal groups of particular interest and salience to the biological sciences.

*Note: Units offered may vary by semester. Students may not repeat an individual topic.*

### BIOL-99C Ecology of the Pygmy Forest

(1 Unit LEC) P/NP option

Transfers to: CSU

A hands-on study of selected plant, animal or fungal groups of particular interest and salience to the biological sciences.

*Note: Units offered may vary by semester. Students may not repeat an individual topic.*

### BIOL-99D Identification of Northcoast Birds

(1 Unit LEC) P/NP option

Transfers to: CSU

An exploration of a specific topic of contemporary interest in the field of Biology. Students should consult the Schedule of Classes for topics offered in the current semester.

*Note: Units offered may vary by semester. Students may not repeat an individual topic.*

### BIOL-99E Intertidal Ecology

(1 Unit LEC) P/NP option

Transfers to: CSU

An exploration of a specific topic of contemporary interest in the field of Biology. Students should consult the Schedule of Classes for topics offered in the current semester.

*Note: Units offered may vary by semester. Students may not repeat an individual topic.*

### BIOL-99F Ecology of the Redwoods

### Forest

(1 Unit LEC) P/NP option

Transfers to: CSU

An exploration of a specific topic of contemporary interest in the field of Biology. Students should consult the Schedule of Classes for topics offered in the current semester.

*Note: Units offered may vary by semester. Students may not repeat an individual topic.*

### BIOL-99G Marine Mammal of the North Coast

(1 Unit LEC) P/NP option

Transfers to: CSU

An exploration of a specific topic of contemporary interest in the field of Biology. Students should consult the Schedule of Classes for topics offered in the current semester.

*Note: Units offered may vary by semester. Students may not repeat an individual topic.*

### 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 Financial Accounting

(4 Units LEC/LAB) P/NP option

If Scheduled TBA: 108 hours required

Prerequisite: MATH-380

Recommended Prep: CIS-1

Transfers to: UC and CSU

A study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. This course includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

### BUS-1B Managerial Accounting

(4 Units LEC/LAB) P/NP option

If Scheduled TBA: 108 hours required

Prerequisite: BUS-1A

Recommended Prep: ENGL-150

Transfers to: UC and CSU

C-ID: ACCT 120

A study of how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to

cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

### BUS-4 Advanced Computerized Bookkeeping

(3 Units LEC/LAB) P/NP option

Prerequisite: BUS-180 or BUS-1A

Recommended Prep: CIS-1 or BT-51

Transfers to: CSU

A study of advanced bookkeeping procedures utilizing common accounting software. The student will learn to analyze and post complex business transactions in order to create financial and tax reports and manage payroll for small businesses.

### BUS-10 Introduction to Business

(3 Units LEC) Grade only

If Scheduled TBA: 54 hours required

Recommended Prep: ENGL-150 (or equivalent) or appropriate reading and writing scores on placement exam.

Transfers to: UC and CSU

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.

### BUS-18 Business Law

(3 Units LEC) Grade only

If Scheduled TBA: 54 hours required

Recommended Prep: ENGL-150

Transfers to: UC and CSU

C-ID: BUS 125

Fundamental legal principles pertaining to business transactions. This course is an introduction to the legal process in a business setting. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.

### BUS-35 Strategic Marketing

(4 Units LEC) Grade only

Recommended Prep: BUS-10 and ENGL-150

Transfers to: CSU

An overview of the strategic marketing process, including environmental scanning, industry analysis, market analysis, target market definition, marketing strategy creation, financial budgeting and projections. The student will learn the strategic marketing process by creating a professional marketing plan supported by both primary and secondary data sources. Emphasis will be placed on understanding the wants and needs of consumers, differentiating brand identity from competitors, and creating marketing strategies that leverage the competitive advantage of your organization.

### BUS-42 Business Cooperative Work

**Experience Education***(0.5-8 Units LAB) P/NP only**Repeatability: Maximum of three enrollments**If Scheduled TBA: 75 hours required per unit**Transfers to: CSU*

A course designed to assist students in planning and accomplishing meaningful learning objectives relevant to Business occupations, certificates, or degrees at their places of for-profit, nonprofit, or governmental employment or training. To participate in this program students' jobs must be related to their career goals or college course work. Variable 0.5 to 8.0 units based upon 37.5-600 total work "lab" hours per semester, repeatable 2 times.

*Note: During fall and spring, students must be enrolled in at least 7 units (including CWE) to enroll in CWE. If enrolling in the summer, student must have been enrolled in at least 12 units (including CWE) in the previous spring semester. Students must take primary responsibility in finding a work experience opportunity and are strongly advised to find such an opportunity before enrolling in the class. Some employers or programs may require fingerprinting, drug testing, and/or background checks. Students should be advised that a maximum of 9 units can be applied toward a degree.*

**BUS-52 Business Communications***(3 Units LEC) Grade only**Prerequisite: BUS-152 or ENGL-150**Recommended Prep: CIS-100 or equivalent**Transfers to: CSU*

A course in written and oral communications for the business environment. Students analyze various business situations, producing reasoned written or oral responses. Written communications focus on the composition of effective business letters, memorandums, e-mail messages, and short reports. Oral communications include small group participation, oral reports, and electronic presentations.

**BUS-68 Introduction to Management***(3 Units LEC) Grade only**Recommended Prep: BUS-10 and ENGL-150**Transfers to: CSU*

An introduction to modern management theory. Key topics include the role and function of a manager, organizational design and structure, strategic and tactical planning, communication strategies, human resource management, diversity in the workplace, ethics and social responsibility, motivational theories, and management of change.

**BUS-69 Business Plan Development***(4 Units LEC/LAB) Grade only**Recommended Prep: BUS-10 and ENGL-150**Transfers to: CSU*

An overview of the strategic business plan development process, including analysis of

the marketing, operations, management, technology and finance functions of a new business venture. The student will learn the strategic business planning process by creating a professional business plan supported by robust financial projections. Emphasis will be placed on the development of a profitable, differentiated and sustainable business model.

**BUS-70A Special Projects in Business***(4 Units LEC/LAB) P/NP option**If Scheduled TBA: 108 hours required**Prerequisite: BUS-10 or BUS-69 or ECON-1 or ECON-10**Recommended Prep: CIS-1 and ENGL-150**Transfers to: CSU*

A course designed to give students an opportunity to learn how to apply their business and economics skills to a real-world context of consulting or business development.

**BUS-70B Leadership in Business Projects***(4 Units LEC/LAB) P/NP option**If Scheduled TBA: 108 hours required**Prerequisite: BUS-70A**Recommended Prep: CIS-1 and ENGL-150**Transfers to: CSU*

A second-semester course designed to give students an opportunity to learn how to apply their business and economics skills to a real-world context of consulting or business development. Students will take on a leadership role in generating new learning opportunities and mentoring first-semester students.

**BUS-180 Introduction to Bookkeeping***(3 Units LEC/LAB) P/NP option**Recommended Prep: MATH-380 and co-enrollment in MATH-194*

A course introducing the concepts of bookkeeping. The correct posting of business transactions and the creation of financial reports and payroll for small businesses will be emphasized.

**■ Business Technology [BT]****BT-3 Integrated Applications***(4 Units LEC/LAB) Grade only**Recommended Prep: BT-16, BT-17, BT-51;**BT-50 concurrent**Transfers to: CSU*

An intermediate to advanced level course in integrating the components of a software suite. Planning and implementing computer application-based solutions will strengthen students' ability to analyze tasks or projects and examine alternative solutions, using office application software. Students will define tasks, design, develop, and implement solutions. The course includes a lecture and

lab portion with hands-on experience.

**BT-16 Word Processing I***(4 Units LEC/LAB) P/NP option**If Scheduled TBA: 108 hours required**Recommended Prep: CIS-100 and BT-110 or BT-111 or BT-112**Transfers to: CSU*

An introduction to word processing with hands-on experience, including character, paragraph, and page formatting; creating, editing, saving, and printing letters, memos, and other short documents with an introduction to proofing using spelling, grammar, and style features.

**BT-17 Word Processing II***(4 Units LEC/LAB) P/NP option**If Scheduled TBA: 108 hours required**Recommended Prep: BT-16**Transfers to: CSU*

An intermediate to advanced Word processing course with hands-on experience creating business documents, including tables, forms, brochures, and newsletters and utilizing Word features such as newspaper columns, styles, themes, cover pages, headers and footers, pagination, templates, merges, and macros.

**BT-50 Database Applications***(4 Units LEC/LAB) Grade only**Recommended Prep: CIS-1**Transfers to: CSU*

An intermediate to advanced level course in database applications using relational database management software. Students will set up, manipulate, and maintain their own databases.

**BT-51 Spreadsheet Applications***(4 Units LEC/LAB) Grade only**Recommended Prep: CIS-1**Transfers to: CSU*

An intermediate to advanced level course to develop and refine students' understanding of electronic spreadsheet concepts, applications, and integration with other applications (word processing and database). Students will use hardware, software, and documentation to complete lab exercises and projects.

**BT-53 Technical and Professional Office Procedures***(4 Units LEC/LAB) Grade only**If Scheduled TBA: 108 hours required**Prerequisite: CIS-1**Recommended Prep: BT-16, BT-51, BT-111, BUS-152 or ENGL-150**Transfers to: CSU*

A course in advanced preparation for the administrative professional occupation. Students integrate technological knowledge and skills from previous courses that apply to tasks such as filing, handling mail, and



preparing budgets. Stress management strategies, the importance of workplace ethics and effective communication in diverse environments are explored and examined.

### **BT-53A Beginning Technical and Professional Office Procedures**

*(3 Units LEC/LAB) Grade only*

*If Scheduled TBA: 90 hours required*

*Recommended Prep: BT-16 and BT-111 and ENGL-150*

*Transfers to: CSU*

An introductory course in entry-level office tasks including mail receipting, data entry, filing, supplies inventorying, meeting document preparation, telephone and calendaring procedures. Emphasis will be set on application of learned technical skills, setting priorities, and practicing time management.

### **BT-53B Advanced Technical and Professional Office Procedures**

*(3 Units LEC/LAB) Grade only*

*If Scheduled TBA: 90 hours required*

*Recommended Prep: BT-16 and BT-111 and ENGL-150*

*Transfers to: CSU*

A course in advanced preparation for the administrative professional occupation, including budget preparation, proprietary information systems, strategic planning, development of meeting documents, and the importance of workplace ethics and effective communication in diverse environments. Students deal with concepts relevant to resolving issues in business, emphasizing the use of reasoning and analytical skills, team concepts, ethics, diversity, and their application to business decisions.

### **BT-63 Desktop Publishing Applications**

*(4 Units LEC/LAB) Grade only*

*Recommended Prep: CIS-100*

*Transfers to: CSU*

A study and practice in the use of professional desktop publishing software. Students will apply the principles of typography and graphic design to develop documents which combine text, graphics, and photographs on a printed page for personal and business use.

*Note: Same as DM-63.*

### **BT-111 Keyboarding I**

*(3 Units LEC/LAB) P/NP option*

*If Scheduled TBA: 90 hours required*

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.

### **BT-112 Keyboarding Skill Development**

*(1 Unit LAB) P/NP only*

*If Scheduled TBA: 54 hours required*

*Recommended Prep: BT-111*

A course designed to help students improve their keyboarding skills as well as develop 10-key keypad speed and accuracy. Specific drills will be taught to correct individual keyboarding deficiencies. Students at any level will be able to continue their development of keyboard control through repetitive typing of specific drills designed to improve both speed and accuracy.

*Note: Students should be able to touch type at 25 wpm to enroll in this class.*

## **■ Chemistry [CHEM]**

### **CHEM-1A General Chemistry**

*(5 Units LEC/LAB) Grade only*

*Prerequisite: MATH-120 and either CHEM-100 or high school chemistry*

*Transfers to: UC and CSU*

The first semester of a one-year course in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine), mathematics, and engineering. Covers topics such as nomenclature, atomic structure, quantum theory, periodic properties, chemical reactions, stoichiometry, gas laws, molecular structure and bonding, states of matter, solutions, nuclear chemistry, and organic chemistry.

### **CHEM-1B General Chemistry**

*(5 Units LEC/LAB) Grade only*

*Prerequisite: CHEM-1A*

*Transfers to: UC and CSU*

The second semester of a one-year course in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine), mathematics, and engineering. Covers topics such as intermolecular forces, physical states, solutions, kinetics, nuclear chemistry, equilibrium, acids and bases, thermodynamics, electrochemistry, coordination chemistry, and descriptive chemistry of the elements.

### **CHEM-2 Introduction to Chemistry**

*(5 Units LEC/LAB) P/NP option*

*Prerequisite: MATH-380*

*Transfers to: UC and CSU*

An introduction to basic chemical principles. Serves as a beginning course for allied science students, including nursing, and as general education. 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: Safety protection for eyes and scientific calculator required.*

### **CHEM-3 Introduction to Organic Chemistry**

*(4 Units LEC/LAB) Grade only*

*Prerequisite: CHEM-2*

*Transfers to: UC and CSU*

This course is a survey of organic and biochemistry for nursing majors and other allied health fields. Topics include general organic chemistry and biological chemistry as they apply to living systems. The laboratory component will support the course topics, including qualitative and quantitative experiments, and analysis of data.

### **CHEM-8 Brief Organic Chemistry**

*(5 Units LEC/LAB) Grade only*

*Prerequisite: CHEM-1A*

*Transfers to: UC and CSU*

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.

*Note: Safety protection for eyes and scientific calculator required.*

### **CHEM-10 Chemistry and Society**

*(3 Units LEC) P/NP option*

*Prerequisite: MATH-380*

*Recommended Prep: ENGL-150*

*Transfers to: UC and CSU*

An introductory course in basic concepts of chemistry that requires analyses of the socio-cultural contexts within which chemistry plays a central role. The course is designed to provide a general educational exposure to the physical sciences, specifically chemistry, and is not recommended for science majors.

### **CHEM-100 Preparation for General Chemistry**

*(4 Units LEC) P/NP option*

*If Scheduled TBA: 72 hours required*

*Prerequisite: MATH-380*

A brief introduction to the principles of chemistry and the application of mathematics to chemistry. CHEM-100 is intended to prepare students for General Chemistry (CHEM-1A) who did not take high school chemistry or whose prior chemistry is outdated.

*Note: A scientific calculator is required.*

## **■ Cinema [CINE]**

### **CINE-1 Cinema History: From Its Origins to the Coming of Sound**

*(3 Units LEC) Grade only*

*Recommended Prep: ENGL-150*

**Transfers to: UC and CSU**

An introduction to the study of film history from cinema's origins in the 1890s through the widespread transition to sound-on-film technology. Students will consider the historical, production, distribution, exhibition, cultural, and aesthetic contexts of varying cinematic movements from several different parts of the western world. The bulk of this course centers on silent cinema, with attention paid at the end of the course to the development of sound.

**CINE-2 Cinema History - From the Coming of Sound to the Present**

*(3 Units LEC) Grade only*  
*Recommended Prep: ENGL-150*  
*Transfers to: UC and CSU*

An introduction to the study of film history from just after the coming of sound to the present. Students will be required to consider the historical, production, distribution, exhibition, cultural, and aesthetic contexts of varying cinematic movements from the United States and Western Europe.

**CINE-3 The Cinemas of Latin America, Asia, and Africa**

*(3 Units LEC) Grade only*  
*If Scheduled TBA: 54 hours required*  
*Recommended Prep: ENGL-150*  
*Transfers to: UC and CSU*

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.

**■ Communication Studies [COMM]****COMM-1 Public Speaking**

*(3 Units LEC) Grade only*  
*Recommended Prep: ENGL-150*  
*Transfers to: UC and CSU*

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.

**COMM-6 Small Group Communication**

*(3 Units LEC) Grade only*  
*Recommended Prep: ENGL-150*  
*Transfers to: UC and CSU*

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.

**COMM-7 Interpersonal Communication**

*(3 Units LEC) Grade only*  
*Recommended Prep: ENGL-150*  
*Transfers to: UC and CSU*

An introductory survey communication course designed to increase interpersonal awareness and effectiveness in person-to-person 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.

**■ Computer & Electronic Technology [CET]****CET-10 Survey of Electronics**

*(3 Units LEC) Grade only*  
*Recommended Prep: MATH-380*  
*Transfers to: CSU*

An overview of the scientific method as it applies to the field of electronics. Topics include the principles and laws of physics, chemistry, and mathematical analysis as they relate to basic electronics. Additional topics will include AC and DC components, sustainable sources of electrical energy, and current trends in the design of efficient electronic components that reduce energy consumption.

**CET-10L Survey of Electronics - Lab**

*(1 Unit LAB) Grade only*  
*Corequisite: CET-10*  
*Transfers to: CSU*

A lab course designed to familiarize the student with electrical and electronic devices, circuits, systems and test equipment. Instruments used in the study of basic electronics are discussed, demonstrated, and used. Emphasis is placed on safety, interpretation of schematic diagrams, breadboarding, and familiarization with electronic components.

**■ Computer Information Systems [CIS]****CIS-1 Computer Information Systems**

*(4 Units LEC/LAB) Grade only*  
*If Scheduled TBA: 108 hours required*  
*Recommended Prep: CIS-100 and ENGL-150 and MATH-376*  
*Transfers to: UC and CSU*

An intermediate-level course focusing on

the principles and applications of computers, including their role in business and society, the fundamentals of information systems, database management systems, networking, e-commerce, ethics and security, and computer systems hardware and software components.

**CIS-12 Programming Fundamentals**

*(4 Units LEC/LAB) Grade only*  
*If Scheduled TBA: 108 hours required*  
*Recommended Prep: CIS-1 and MATH-376*  
*Transfers to: UC and CSU*

A study of computer programming fundamentals and problem solving techniques. The course includes using basic logic and data structures, flow charts, algorithms, and innovative media-rich tools to design, develop, test, and document object-oriented computer programs in a hands-on setting. This course prepares the student for a first semester course in any formal programming language.

**CIS-18 Object Oriented Programming -Java**

*(4 Units LEC/LAB) Grade only*  
*If Scheduled TBA: 108 hours required*  
*Recommended Prep: CIS-12*  
*Transfers to: UC and CSU*

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.

**CIS-30 Networking Essentials**

*(4 Units LEC/LAB) Grade only*  
*If Scheduled TBA: 108 hours required*  
*Recommended Prep: CIS-1 and CIS-11*  
*Transfers to: CSU*

A study of current technologies of local and wide area networks and the Internet. Students will be presented with the OSI model and the TCP/IP protocol in a combined lecture, demonstration, and lab setting.

**CIS-31 Network Operating Systems**

*(4 Units LEC/LAB) Grade only*  
*If Scheduled TBA: 108 hours required*  
*Recommended Prep: CIS-30*  
*Transfers to: CSU*

An applied introductory course on the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, groups, and disaster recovery.

**CIS-33 CCNA: Scaling and Connecting Networks**

(4 Units LEC/LAB) Grade only

Prerequisite: CIS-30

Transfers to: CSU

A study of the wide area network technologies and network services, and the architecture, components, and operations of routers and switches in a complex network. This is the second in a two-course series that prepares students for certification as a Cisco Certified Network Associate (CCNA)

### CIS-35 Network Security Fundamentals

(4 Units LEC/LAB) Grade only

If Scheduled TBA: 108 hours required

Recommended Prep: CIS-30

Transfers to: CSU

A survey of fundamental network and computer security topics. Topics include: attacks, defense mechanisms, risk mitigation, cryptography, vulnerability assessment, and business continuity.

### CIS-42 Cooperative Education Work Experience in Computer Information Systems

(0.5-8 Units LAB) P/NP only

Repeatability: Maximum of three enrollments

If Scheduled TBA: 75 hours required per unit

Transfers to: CSU

A course designed to assist students in accomplishing learning objectives directly related to their Computer Information System career goals or college course work in a supervised work environment that extends classroom-based occupational learning to an on-the-job learning situation. To participate in this course, the student's placement and course objectives must be related to their career goals or college course work.

*Note: During fall and spring, students must be enrolled in at least 7 units (including CWE) to enroll in CWE. If enrolling in the summer, student must have been enrolled in at least 12 units (including CWE) in the previous spring semester. Students must take primary responsibility in finding a work experience opportunity and are strongly advised to find such an opportunity before enrolling in the class. Some employers or programs may require fingerprinting, drug testing, and/or background checks. Students should be advised that a maximum of 9 units can be applied toward a degree. Students may enroll a total of 3 times (repeatable twice). Variable 0.5 to 8.0 units, based on 37.5-600 work lab hours per semester.*

### CIS-98 PC Computer Repair and Maintenance

(4 Units LEC/LAB) P/NP option

If Scheduled TBA: 108 hours required

Recommended Prep: CIS-1

Transfers to: 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

If Scheduled TBA: 108 hours required

An introduction to entry-level college computer application, online, and operations skills in a lecture/lab setting. Topics include word processing, spreadsheets, electronic presentations, the Internet, email, online course management environments, basic hardware operations (keyboarding, mouse, monitor, printer, disk storage), GUI operating systems, and electronic file management.

## ■ Construction Technology [CT]

### CT-2 Material Science: Wood

(2 Units LEC/LAB) Grade only

Transfers to: CSU

A hands-on practice of traditional uses of wood, joiner and hand tools. Sustainable woodworking practices will 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

Transfers to: CSU

A survey of the traditional applications, uses, and physical properties of stone, brick, terra cotta, cement, plaster, mortars and grouts. The course will include traditional hand applied three-coat plaster conservation and repair techniques, also used in drywall finishing. Masonry deterioration, stabilization, and various repair and cleaning methods will be outlined.

*Note: Field trips are a component of this course and transportation is not provided by the College.*

### CT-4 Material Science: Surface Finishes Materials

(2 Units LEC/LAB) Grade only

Transfers to: CSU

A survey and analysis of historic interior surface materials application for walls and ceilings; topics include paint, wall coverings, and decorative finishes.

*Note: Field trips are a component of this course. Transportation is not provided by the College. A \$25 lab fee required.*

### CT-7 Material Sciences: Glass

(4 Units LEC/LAB) Grade only

Transfers to: CSU

A survey of glass and traditional glazing practices used in modern and historic buildings. Studies include glass manufacture, casting, etching, and "staining," glazing techniques using lead came and copper

foil. Materials conservation and restoration strategies will be outlined. Students will learn how to identify/repair/replace wooden window glazing defects.

*Note: Field trips are a component of this course. Transportation is not provided by the College. A \$55 lab fee required.*

### CT-8 Material Sciences: Casting and Mold Making

(4 Units LEC/LAB) Grade only

Transfers to: CSU

A hands-on study and application of traditional and modern materials and techniques used to make molds of clay and plaster architectural ornament. Natural latex rubber, synthetic polyurethane, and silicon mold materials will be studied using a variety of mold making and casting techniques.

*Note: \$60 lab fee required.*

### CT-10 Introduction to Building Preservation and Sustainability

(3 Units LEC) Grade only

Recommended Prep: ENGL-150

Transfers to: CSU

An introductory course that examines the intersection of "preservation" with "sustainability" and "green building," with a particular emphasis on how historic preservation fits within the broader context of sustainability. Preserving historic buildings is an essential means by which a community can achieve broader economic, social, and environmental goals—the three pillars of sustainability. Conserving buildings not only prevents demolition waste from entering landfills but encourages the study of cultural history and an economic revitalization of our existing communities. Architectural styles and terminology, along with the links between government and private organizations and current challenges in the field of historic preservation will be elements of this course.

*Note: Field trips are required and the College does not provide transportation.*

### CT-11 Architectural History

(3 Units LEC) Grade only

Transfers to: CSU

A survey of American architecture with an emphasis on the Western United States, emphasizing indigenous building types and construction evolution relative to European influences, settlement patterns, vernacular and regional architectural traditions and styles.

### CT-12 Research and Documentation

(3 Units LEC) Grade only

Recommended Prep: CT-10

Transfers to: CSU

A study in the field of historic preservation with an emphasis on historic plans and details. National historic building standards



for documentation and Secretary of Interior's Standards will be introduced. Students will conduct both primary and secondary historical research, develop a working architectural vocabulary and gain knowledge of restoration procedures. Course will emphasize necessary skills for sketching and designing components of a structure to scale proportions.

*Note: Field trips are required and the College does not provide transportation.*

### CT-13 Building Conditions and Analysis

(3 Units LEC) Grade only  
Transfers to: CSU

The assessment of buildings with an emphasis on analyzing existing conditions, qualities and deterioration of building materials, and individual components. Learn techniques to perform a thorough building evaluation, document and write a conditions assessment. Weatherization, stabilization and whole building energy performance plans all require analysis and recommendations based on data.

*Note: Field trips required and the College does not provide transportation.*

### CT-14 Advanced Carpentry Field Techniques

(2 Units LAB) Grade only  
Prerequisite: CT-15  
Transfers to: CSU

An advanced, hands-on study of building sustainability and rehabilitation involving construction field work. The Field School format focuses on safe practices and current trade techniques for the conservation and reuse of existing buildings. The focus and scope of work will vary each semester with different projects.

*Note: Personal safety equipment and appropriate work clothes will be required of students. Personal carpentry tools will be helpful.*

### CT-15 Carpentry Techniques for Existing Buildings

(3 Units LEC/LAB) Grade only  
Transfers to: CSU

Hands-on carpentry training using existing buildings as a field school. A comprehensive study of repairing and rehabbing existing and historic buildings. This course highlights sustainable building by teaching trade skills that will prepare the student for repair and preservation specialist jobs to reuse existing buildings.

*Note: Personal safety equipment and appropriate work clothes will be required of student. Personal carpentry tools may be used.*

### CT-16 Architectural Millwork

(3 Units LEC/LAB) Grade only  
Recommended Prep: CT-21B  
Transfers to: CSU

Practice of traditional woodworking skills and modern procedures required to produce new wood molding, and conserve historic millwork. Students will learn the safe use of woodworking equipment, hand and power tools. A course in a sustainable building series that will prepare students for reusing existing materials to accomplish restoration and reproduction of existing building millwork.

*Note: Field trips will be a component of this course and the College does not provide transportation. Basic shop use and machine tool training are recommended.*

### CT-17 Advanced Material Sciences

(1-2 Units LAB) Grade only  
If Scheduled TBA: 54 hours required per unit  
Prerequisite: CT-2, CT-3, CT-4, CT-7, CT-8 or CT-15  
Transfers to: CSU

A practice of skills in working with various construction materials. This course will allow students who have taken other Material Science courses an advanced learning environment to design and develop projects of their choice

### CT-21A Survey of Wood Technology

(3 Units LEC/LAB) P/NP option  
Transfers to: CSU

An introductory woodworking course with lectures and labs. Students will receive instruction in project planning, wood technology, wood finishing, woodworking related literature and the safe use and operation of hand and power woodworking tools. Project work includes assigned and free-choice projects. This course is required for all Construction Technology degrees and certificates at College of the Redwoods.

### CT-21B Intermediate Wood Technology

(3 Units LEC/LAB) P/NP option  
Prerequisite: CT-21A  
Transfers to: CSU

An intermediate level woodworking course. Project-based instruction includes the set-up and use of woodworking hand tools and machinery, furniture joinery, wood turning, veneering, surface preparation and wood finishing.

### CT-25 OSHA Construction Safety

(2 Units LEC) P/NP option  
Recommended Prep: CT-21A or CT-57A or CT-78A or CT-90  
Transfers to: CSU

A course in construction industry safety. Using OSHA standards as a guide, students will receive instruction in construction safety and health principles to help prevent injury. Special emphasis is placed on those areas that are the most hazardous. Topics include but are not limited to: OSH Act, Safety Pro-

grams, Fall Protection, Personal Protective Equipment, Stairs and Ladders, Excavations and Confined Space Entry.

*Note: Students that successfully complete this course receive the OSHA 30 Hour Construction Safety and Health card.*

### CT-30 Solar Thermal Design and Installation

(1 Unit LEC/LAB) Grade only  
Transfers to: CSU

An introduction to the design and installation of solar hot water systems. Students in this course will become familiar with solar thermal equipment, terminology, installation and the integration of solar thermal components.

### CT-31 Introduction to Solar Thermal Systems

(3 Units LEC) Grade only  
Recommended Prep: CT-78A  
Transfers to: CSU

A course designed to provide students with essential information to work with solar thermal systems including system design and sizing residential projects, system components, estimating installation costs and return on investment, system maintenance and building codes.

*Note: Field trips are required and the College does not provide transportation.*

### CT-32 Photo-Voltaic System Design and Installation

(1 Unit LEC/LAB) Grade only  
Transfers to: CSU

A basic overview of the design and installation of an utility-intertie Photo-voltaic system. Successful completion of this course will provide the student with the entry level skills of a Photo-voltaic system installer.

### CT-33 Introduction to Solar Photovoltaic Systems

(3 Units LEC) Grade only  
Recommended Prep: CT-78A  
Transfers to: CSU

A course designed to provide students with essential information and training to work with residential solar photovoltaic systems including providing fundamentals of AC/DC, the National Electric Code, and principles of a residential solar photovoltaic systems. The course content is aligned with the North American Board for Certified Energy Practitioners NABCEP) PV Entry Level Exam. Students will be given the opportunity to sit for the NABCEP exam at the conclusion of the course.

*Note: Field trips are required and the College does not provide transportation.*

### CT-42 Cooperative Education Work Experience Construction Technology

(0.5-8 Units LAB) P/NP only

*Repeatability: Maximum of three enrollments  
If Scheduled TBA: 75 hours required per unit  
Transfers to: CSU*

A course designed to assist students in accomplishing learning objectives directly related to their Construction Technology career goals or college course work in a supervised work environment that extends classroom-based occupational learning to an on-the-job learning situation. To participate in this course, the student's placement and course objectives must be related to their career goals or college course work.

*Note: During fall and spring, students must be enrolled in at least 7 units (including CWE) to enroll in CWE. If enrolling in the summer, student must have been enrolled in at least 12 units (including CWE) in the previous spring semester. Students must take primary responsibility in finding a work experience opportunity and are strongly advised to find such an opportunity before enrolling in the class. Some employers or programs may require fingerprinting, drug testing, and/or background checks. Students should be advised that a maximum of 9 units can be applied toward a degree. Students may enroll a total of 3 times (repeatable twice). Variable 0.5 to 8.0 units, based on 37.5-600 work lab hours per semester.*

#### **CT-50 Construction Estimating**

*(4 Units LEC) Grade only  
Recommended Prep: CT-80  
Transfers to: CSU*

An introduction to the techniques and methods of building construction estimating. This course includes a study of employer's cost of labor including payroll, taxes, insurance and overhead. Worker hours and material are computed for each component needed to complete the total building. This class will start with manual estimating skills and then

#### **CT-55 Advanced Wood Technology**

*(2 Units LAB) Grade only  
Prerequisite: CT-21B  
Transfers to: CSU*

A woodworking lab providing students the opportunity to hone the skills and techniques acquired in CT-21A and CT-21B. Individual project work and instruction will be determined through consultation between student and instructor.

#### **CT-56 Construction Layout**

*(2.5 Units LEC/LAB) Grade only  
Transfers to: CSU*

An introductory course that teaches layout techniques for a residential construction project. This course will cover the use and care of leveling instruments, tools used in laying out buildings, establishing grade elevations, and staking out a building using batter boards and string. Study of applied construction math, interpreting property

maps, building placement, and construction plans are components of this course. Students will also learn to layout roof rafters and basic stair units. Hands-on lab experience will strengthen lecture topics.

#### **CT-57A Cabinetmaking and Millwork I**

*(3 Units LEC/LAB) Grade only  
Transfers to: CSU*

A course in beginning cabinetmaking for residential applications. Topics include the safe use of power equipment and hand tools, cabinetmaking methods, cabinet layout, joinery, casework, woodworking industry standards, materials, and machinery specific to cabinet construction. Participants will have hands-on experience with a complete set of residential cabinets for the student-built house.

#### **CT-57B Cabinetmaking and Millwork II**

*(3 Units LEC/LAB) P/NP option  
Prerequisite: CT-57A  
Transfers to: CSU*

A course in intermediate cabinetmaking for residential applications. Topics include: machinery and hand tool safety, European construction, drawer and door construction, shelves and cabinet interiors, counter tops, cabinet installation, wood finishing, and current topics in cabinetmaking. Students participate in the construction of a set of residential cabinets for the student-built house.

#### **CT-57C Cabinetmaking and Millwork III**

*(3 Units LEC/LAB) P/NP option  
Prerequisite: CT-57B  
Transfers to: CSU*

A course in cabinetmaking, offering a hands-on opportunity for students interested in advanced techniques in cabinetmaking. Participants work on cabinets of their own design and choice. Topics include, cabinet history and design, job safety analysis, advanced machinery set-up and techniques, wood bending, wood turning, laminating, inlay, dyeing, coloring and finishing.

#### **CT-57D Cabinetmaking and Millwork IV**

*(3 Units LEC/LAB) P/NP option  
Prerequisite: CT-57C  
Transfers to: CSU*

A second semester course in advanced cabinetmaking. Participants work on cabinets of their own design and choice while expanding upon topics covered in Cabinetmaking III. Topics include, 20th and 21st century cabinet history and design, job safety analysis, advanced machinery set-up and techniques, wood bending, wood turning, laminating, inlay, dyeing, coloring and finishing, laser engraving and cabinet installation.

#### **CT-70 Building Codes & Standards**

*(2 Units LEC) Grade only  
Recommended Prep: CT-80  
Transfers to: CSU*

A course covering technical information and pertinent sections of the International Building Code. This course provides Code information necessary for building inspectors and students enrolled in Architecture and Construction Technology programs. Enrollment in Architecture or Construction Technology courses, or construction trade experience is recommended.

#### **CT-72 Electrical Codes and Standards**

*(2 Units LEC) Grade only  
Recommended Prep: CT-78A or CT-80 or DT-73  
Transfers to: CSU*

A course covering technical information and pertinent sections of the National Electrical Code. This course provides discussion and practice using the NEC by applying its provisions to technical examples and questions. Special emphasis will be placed upon examples related to residential requirements. *Note: Concurrent enrollment in Architecture or Construction Technology courses, or concurrent construction trade experience is recommended.*

#### **CT-78A Residential Wiring I**

*(2 Units LEC/LAB) Grade only  
Transfers to: CSU*

A study of the basic electrical wiring as it relates to residential construction. Topics include electrical theory, residential wiring circuits, blueprint reading, materials selection, installation methods, basic code requirements, and practice in wiring the student project house.

#### **CT-78B Residential Wiring II**

*(2 Units LEC/LAB) Grade only  
Prerequisite: CT-78A  
Transfers to: CSU*

A continuation of the electrical theory, principles and skills learned in CT-78A. Topics include service calculations, installation of residential wiring circuits and fixtures, use of conduit in wiring, remodel wiring, estimation and line drop calculations and completion of the wiring of the student project house.

#### **CT-78C Residential Wiring III**

*(2 Units LEC/LAB) Grade only  
Prerequisite: CT-78B  
Transfers to: CSU*

A continuing study 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, high efficacy lighting and electronic controls required for the completion of the student project house.

**CT-78D Residential Wiring IV***(2 Units LEC/LAB) Grade only**Prerequisite: CT-78C**Transfers to: CSU*

A continuing study 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, low voltage circuits and electrical finish required for the completion of the wiring of the student project house.

**CT-80 Carpentry Theory I***(3 Units LEC) Grade only**Transfers to: CSU*

A study of residential construction methods and materials. This class parallels progress on the student built project house. Topics will include: building layout, foundations, floor, wall and roof framing, wall and roof sheathing, windows and doors.

**CT-81 Carpentry Theory II***(3 Units LEC) Grade only**Prerequisite: CT-80**Transfers to: CSU*

A study of residential construction methods and materials. This class parallels progress on the student built project house. Topics will include exterior trim and siding, thermal and sound insulation, drywall, interior doors and trim, stairs and ramps, flooring, and alternative construction techniques.

**CT-90 Beginning Carpentry I***(3 Units LAB) Grade only**Corequisite: CT-80**Transfers to: CSU*

A practical lab where students physically build a house. Students will lay out the building, form and pour the foundation, frame the floor, walls, and roof, install roof and wall sheathing, install exterior trim and siding, install fascia, roofing and windows.

**CT-91 Beginning Carpentry II***(3 Units LAB) Grade only**Prerequisite: CT-90**Corequisite: CT-81**Transfers to: CSU*

A practical lab where students physically build a house. Students will install windows, exterior trim, siding, interior trim, doors, misc. hardware, layout frame and finish decks, form and pour flatwork.

**CT-95 Intermediate Carpentry I***(3 Units LAB) Grade only**If Scheduled TBA: 162 hours required**Prerequisite: CT-91**Transfers to: CSU*

A lab to practice and reinforce skills through

hands-on experience. Students will lay out the building, form, and pour the foundation (or lay a block foundation); frame the floor, walls, and roof; install roof and wall sheathing; fascia and roofing, and windows.

**CT-96 Intermediate Carpentry II***(3 Units LAB) Grade only**If Scheduled TBA: 162 hours required**Prerequisite: CT-95**Transfers to: CSU*

A course to strengthen and reinforce skills through hands-on experience. Includes instruction in hanging interior doors, installing paneling, building wardrobe and clothes closets, installing baseboards, window jambs, casing, stools and aprons, installing masonry work for wood stove, installing wood stove, completing cathedral ceilings and setting finish hardware.

**CT-98 Advanced Carpentry***(3 Units LAB) P/NP option**If Scheduled TBA: 162 hours required**Prerequisite: CT-96**Transfers to: CSU*

A practical lab to master carpentry skills through hands-on construction and leadership experience.

**CT-130A Fine Woodworking: Theory and Practice***(18 Units LEC/LAB) P/NP option**If Scheduled TBA: 864 hours required**Prerequisite: CT-57B or equivalent coursework or experience*

An introduction to traditional and contemporary cabinetmaking. Students study refinements in the use of joinery, tools, the elements of design, and incorporation of these into individual projects is included.

**CT-130B Fine Woodworking: Theory and Practice***(18 Units LEC/LAB) Grade only**If Scheduled TBA: 864 hours required**Prerequisite: CT-130A*

The second class in a series in Fine Woodworking. Students will have the opportunity to learn and apply fundamental furniture-making skills and to improve and strengthen their existing skills through different applications. A survey of the aesthetics of project design, construction procedures, and advance techniques will be presented.

**CT-133A Fine Woodworking: Special Studies in Cabinet Making***(16 Units LAB) Grade only**If Scheduled TBA: 864 hours required**Prerequisite: CT-130B*

The first class in a series of 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 meth-

ods, 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.

**CT-133B Fine Woodworking: Advanced Special Studies in Cabinet Making***(16 Units LAB) Grade only**If Scheduled TBA: 864 hours required**Prerequisite: CT-133A*

The second class in a series of 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.

**CT-135 Woodworking Hand Tools and Techniques***(2 Units LEC/LAB) Grade only**If Scheduled TBA: 120 hours required*

A course in the use and techniques of woodworking hand tools and hand tool joinery. Students will receive instruction in the making, tuning, and proper use of wooden hand planes and lay-out tools. Traditional woodworking joinery techniques will be studied and performed at the bench including: edge joining, dowelling, hand-cut dovetails, and mortise and tenon joinery.

**CT-152 Open Lab for Woodworking***(1 Unit LAB) Grade only**If Scheduled TBA: 54 hours required*

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 Work Experience Education [CE]****CE-41 General Cooperative Education Work Experience***(0.5-3 Units WEX) P/NP only**If Scheduled TBA: 75 hours required per unit**Transfers to: CSU*

A course designed to assist students in planning and accomplishing meaningful learning objectives at their place of for-profit, nonprofit, or governmental employment or training. 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 educa-



tional/career goals or college course work. Work-study students are encouraged to participate. Variable 0.5 to 4.0 units based upon 37.5-225 total "work" lab hours per semester. Repeatable 3 times.

*Note: Students taking CE-41 for the first time must also be enrolled in GUID-41. During fall and spring, students must be enrolled in at least 7 units (including CWE) to enroll in CWE. If enrolling in the summer, student must have been enrolled in at least 12 units (including CWE) in the previous spring semester. Students must take primary responsibility in finding a work experience opportunity and are strongly advised to find such an opportunity before enrolling in the class. Students should be advised that a maximum of 9 units can be applied toward degree.*

### CE-42 Occupational Cooperative Education Work Experience

(0.5-8 Units WEX) P/NP only

*Repeatability: Maximum of three enrollments If Scheduled TBA: 75 hours required per unit Transfers to: CSU*

A course designed to assist students in planning and accomplishing meaningful learning objectives relevant to their particular occupation or major at their place of for-profit, nonprofit, or governmental employment or training. To participate in this program the student's job must be related to educational/career goals or college course work. Work-study students are encouraged to participate. Variable 0.5 to 8.0 units based upon 37.5-600 total work "lab" hours per semester. Repeatable once.

*Note: During fall and spring, students must be enrolled in at least 7 units (including CWE) to enroll in CWE. If enrolling in the summer, student must have been enrolled in at least 12 units (including CWE) in the previous spring semester. Students must take primary responsibility in finding a work experience opportunity and are strongly advised to find such an opportunity before enrolling in the class. Some employers or programs (ex: Administration of Justice, Early Childhood Education) may require fingerprinting and/or background checks. Students should be advised that a maximum of 9 units can be applied toward degree.*

## ■ Dental Assisting [DA]

### DA-153 Dental Science

(2 Units LEC) Grade only

*Recommended Prep: ENGL-350 and MATH-372*

A basic introduction to biomedical science as applicable to dental assisting. Identification of anatomical structures and recognition of functions are emphasized. Growth and development of oral tissues are examined. Customary terms and proper vocabulary are practiced in preparation for clinical competency in patient care.

*Note: Acceptance into the program is required prior to enrollment. Applications are accepted February - August.*

### DA-154 Dental Materials and Procedures

(3 Units LEC/LAB) Grade only

*Corequisite: DA-153 and DA-155 and DA-156 Recommended Prep: ENGL-350 and MATH-372*

A basic introduction to materials as applicable to dental assisting. Implementation of safety measures and technique development are emphasized in utilizing common products in clinical dentistry. Customary duties are practiced in preparation for clinical competency in patient care.

*Note: Acceptance into the program is required prior to enrollment. Applications are accepted February - August. Instructional supplies purchased in DA 156 will be used in this course.*

### DA-155 Dental Radiography

(2 Units LEC/LAB) Grade only

*Corequisite: DA-153 and DA-154 and DA-156 Recommended Prep: ENGL-350 and MATH-372*

A basic introduction to radiographic principles as applicable to dental assisting. Implementation of safety measures and skill development in intra-oral imaging are emphasized in exposing diagnostic quality radiographs. Customary duties are practiced in preparation for clinical competency in patient care.

*Note: Acceptance into the program is required prior to enrollment. Applications are accepted February - August. Instructional supplies purchased in DA-156 will be used in this course.*

### DA-156 Dental Assisting Fundamentals (Chairside)

(5 Units LEC/LAB) Grade only

*Corequisite: DA-153 and DA-154 and DA-155 Recommended Prep: ENGL-350 and MATH-272*

A basic introduction to chairside dental assisting. Implementation of safety measures and proficiency development in performing fundamental functions of four-handed clinical dentistry are emphasized. Customary duties are practiced in preparation for clinical competency in comprehensive patient care. Patient care begins mid-semester on-campus in the Dental Health Center (90 Clinical Hours).

*Note: Acceptance into the Program is required prior to enrollment. Applications are accepted February - August. Supplies purchased will be used in DA-154, DA-155, DA-156, and throughout the spring semester.*

### DA-163 Dental Disease and Oral Health Issues

(2 Units LEC) Grade only

*Prerequisite: DA-153*

*Recommended Prep: ENGL-350 and MATH-372*

A continuation of introductory biomedical science as applicable to dental assisting. Preventative patient education is emphasized. Patient assessment, pathology, and pharmacology are examined. Customary terms and proper vocabulary are practiced in preparation for clinical competency in

patient care.

*Note: Acceptance into the Program is required prior to enrollment. Applications are accepted February - August.*

### DA-164 Dental Specialties and Expanded Duties

(3 Units LEC/LAB) Grade only

*Prerequisite: DA-153 and DA-154 and DA-155 and DA-156*

*Corequisite: DA-163 and DA-165 and DA-167 Recommended Prep: ENGL-350 and MATH-372*

A continuation of comprehensive dental care as applicable to dental assisting. Delivery of permitted duties in pedodontics, orthodontics, oral surgery, periodontics, prosthodontics, and endodontics are emphasized. Customary duties are practiced in preparation for clinical competency in patient care.

*Note: Acceptance into the Program is required prior to enrollment. Applications are accepted February - August. Supplies purchased in DA-156 (fall semester) will be used in DA-164.*

### DA-165 Advanced Dental Radiography

(2 Units LEC/LAB) Grade only

*Prerequisite: DA-153 and DA-154 and DA-155 and DA-156*

*Corequisite: DA-163 and DA-164 and DA-167 Recommended Prep: ENGL-350 and MATH-372*

A continuation of radiographic principles as applicable to dental assisting. Implementation of skill development and error analysis are emphasized in exposing both intra- and extra-oral diagnostic quality radiograph images. Clinical competency in patient care is required throughout the semester.

*Note: Acceptance into the program is required prior to enrollment. Applications are accepted February - August. Supplies purchased in DA-156 (fall semester) will be used in DA-165.*

### DA-166 Dental Front Office Skills

(1 Unit LEC) Grade only

*Prerequisite: DA-153*

*Recommended Prep: ENGL-350 and MATH-372*

A basic introduction to business office procedures as applicable to dental assisting. Communications and practice management operations are emphasized. Customary terms and proper vocabulary are practiced in preparation for clinical competency in patient care.

*Note: Acceptance into the program is required prior to enrollment. Applications are accepted February - August. Early start class, class begins and ends prior to the beginning of spring semester.*

### DA-167 Dental Clinical Experience

(6 Units LEC/LAB) Grade only

*Prerequisite: DA-153 and DA-154 and DA-155 and DA-156*

*Corequisite: DA-163 and DA-164 and DA-165*

A capstone course performing fundamental chairside assisting functions and permitted duties in clinical dentistry. Students provide



patient care in the Dental Health Center and in extramural clinical sites contracted with the College to further develop skills and aptitudes. Teamwork, patient management, and interpersonal communication are emphasized. Clinical competency in patient care is required throughout the semester (270 Clinical Hours).

*Note: Acceptance into the program is required prior to enrollment. Applications are accepted February - August. Supplies purchased in DA-156 (fall semester) will be used in DA-167.*

## ■ Digital Media [DM]

### DM-7 Introduction to Game Development

(4 Units LEC/LAB) Grade only  
If Scheduled TBA: 108 hours required  
Recommended Prep: DM-10 and CIS-1  
Transfers to: CSU

A study of game development fundamentals. Includes a survey of game development, game design, creating game art objects, game scripting, and game documentation.

### DM-10 Digital Storytelling

(4 Units LEC/LAB) P/NP option  
If Scheduled TBA: 108 hours required  
Recommended Prep: CIS-100  
Transfers to: CSU

An introduction to storytelling with media, featuring digital media tools and techniques. Students conceptualize a short story and follow a development process to story delivery in digital format, using text, graphics, audio, video, animation, and interactivity. Course includes a survey of digital media applications, fundamentals, and issues relating to the use of digital media.

### DM-11 Digital Media Design

(4 Units LEC/LAB) P/NP option  
If Scheduled TBA: 108 hours required  
Recommended Prep: DM-10  
Transfers to: CSU

An introductory course in visual design principles and concepts as applied to digital media-based projects with emphasis on the use of raster and vector graphic development tools.

### DM-15 Pre-Production

(3 Units LEC) Grade only  
Transfers to: CSU

A course in concept development through scripts and storyboards that can be used in animation, video, websites, games, and other media productions.

### DM-20 Media Development for the Web

(4 Units LEC/LAB) P/NP option  
If Scheduled TBA: 108 hours required

*Recommended Prep: DM-10 and DM-11*  
*Transfers to: CSU*

A study and practice in developing interactive media for the Web utilizing time lines and basic scripting. Students learn introductory skills using industry standard software to create, edit, and process digital media content for use in specific applications such as interactive Web sites, nonlinear, and linear productions.

### DM-22 Digital Publishing

(4 Units LEC/LAB) Grade only  
Recommended Prep: DM-10 and DM-20  
Transfers to: CSU

A study in the use of professional software for developing digital media products and publishing on the Internet. Student teams follow a production process: concept, design, content development, product testing, and publishing.

### DM-23 Motion Graphics

(4 Units LEC/LAB) Grade only  
Recommended Prep: DM-56  
Transfers to: CSU

An intermediate course in motion graphics. Students will create visual effects and animated graphics for television, film, web, and other types of multimedia productions using professional development software.

### DM-24A Animation Principles

(3 Units LEC/LAB) Grade only  
Transfers to: CSU

A study in the principles of animation as defined by Disney animators and recognized as the essence of animation magic and the illusion of life as applied to 2D and 3D animation. Course includes the history of animation from early black-and-white cartoons to modern 2D and 3D productions. Students learn how scripts, storyboards, and short animation sequences are developed using traditional and computer techniques.

### DM-24B Cartoon Animation

(4 Units LEC/LAB) Grade only  
Recommended Prep: ART-17 and DM-10 and DM-24A  
Transfers to: CSU

An introductory- to intermediate-level course in cartoon animation. Students conceptualize and develop 2-D characters to be used in frame-based animation software. Students learn industry-standard animation techniques for creating characters that walk, talk, and show expressions

### DM-30 Interactive Media

(4 Units LEC/LAB) Grade only  
Recommended Prep: DM-10 and DM-20 and DM-22  
Transfers to: CSU

A course using professional-level software

to develop interactive media products for entertainment and/or educational use. Students follow a production process to design and develop content to meet defined objectives and delivery requirements.

### DM-42 Cooperative Education Work Experience Digital Media

(0.5-8 Units LAB) P/NP only  
Repeatability: Maximum of three enrollments  
If Scheduled TBA: 75 hours per unit  
Transfers to: CSU

A course designed to assist students in accomplishing learning objectives directly related to their Digital Media career goals or college course work in a supervised work environment that extends classroom-based occupational learning to an on the job learning situation. To participate in this course, the student's placement and course objectives must be related to their career goals or college course work.

*Note: During fall and spring, students must be enrolled in at least 7 units (including CWE) to enroll in CWE. If enrolling in the summer, student must have been enrolled in at least 12 units (including CWE) in the previous spring semester. Students must take primary responsibility in finding a work experience opportunity and are strongly advised to find such an opportunity before enrolling in the class. Some employers or programs may require fingerprinting, drug testing, and/or background checks. Students should be advised that a maximum of 9 units can be applied toward a degree. Students may enroll a total of 3 times (repeatable twice). Variable 0.5 to 8.0 units, based on 37.5-600 work lab hours per semester.*

### DM-56 Video Production

(4 Units LEC/LAB) Grade only  
Recommended Prep: DM-10 and DM-15  
Transfers to: CSU

An introduction to digital video production providing design theory and hands-on with camera technique and non-linear editing. Students will practice the production process from live shoot to final edit.

### DM-63 Desktop Publishing Applications

(4 Units LEC/LAB) Grade only  
Recommended Prep: CIS-100  
Transfers to: CSU

A study and practice in the use of professional desktop publishing software. Students will apply the principles of typography and graphic design to develop documents which combine text, graphics, and photographs on a printed page for personal and business use.

*Note: Same as BT-63.*

### DM-70A Photoshop I

(0.5 Units LAB) P/NP option  
Transfers to: CSU

An introduction to the concepts of Adobe Photoshop. In this hands-on course, students learn basic Photoshop techniques for image development and optimization for various delivery formats.

#### **DM-70B Photoshop II**

*(0.5 Units LAB) P/NP option*

*Prerequisite: DM-70A*

*Transfers to: CSU*

Intermediate studies and hands-on skill development with masks, blending modes, alpha channels, and other common Photoshop techniques.

#### **DM-71 Digital Illustration**

*(0.5 Units LAB) P/NP option*

*Repeatability: Maximum of two enrollments*

*Transfers to: CSU*

An introduction to the concepts and use of digital illustration software. In this hands-on course, students work in a computer lab to develop vector graphics using industry standard graphics software and hardware.

#### **DM-73 Introduction to Digital Audio**

*(0.5 Units LAB) P/NP option*

*Transfers to: CSU*

A hands-on course in which students are introduced to digital audio. Students will capture, create, and edit sound files for media productions and various delivery formats.

#### **DM-74 Introduction to Digital Video**

*(0.5 Units LAB) P/NP option*

*Transfers to: CSU*

A hands-on course in which students are introduced to digital video. Students will capture, create, and edit video files for media productions and various delivery formats.

### ■ Drafting Technology [DT]

#### **DT-23 Engineering Design Graphics**

*(3 Units LEC/LAB) Grade only*

*Recommended Prep: CIS-100*

*Transfers to: CSU*

A study of technical graphics techniques for engineers and drafters with an emphasis on computer-aided design applications, visualization, the design process, design documentation, and technical sketching.

*Note: Same as ENGR-23.*

#### **DT-25 Computer Aided Design and Drafting**

*(4 Units LEC/LAB) Grade only*

*Prerequisite: ENGR-23 or DT-23*

*Transfers to: UC and CSU*

An intermediate level study of Computer-Aided Design and Drafting. Students will expand their ability to use CAD software to create, modify, and plot 2D architectural, mechanical, and civil design drawings with consideration for productivity and industry standard practices.

#### **DT-30 Civil Design Drafting**

*(4 Units LEC/LAB) Grade only*

*Prerequisite: DT-23 or ENGR-23*

*Transfers to: CSU*

A study of civil design drafting with a focus on the preparation of drawings used in the civil engineering industry. Students will develop proficiency in the application of civil design CAD software to draft designs per industry standards.

*Note: This course is not available to students who have previously taken DT-31 and DT-32.*

#### **DT-42 Cooperative Education Work Experience Drafting Technology**

*(0.5-8 Units LAB) P/NP only*

*Repeatability: Maximum of three enrollments*

*If Scheduled TBA: 75 hours required per unit*

*Transfers to: CSU*

A course designed to assist students in accomplishing learning objectives directly related to their Drafting Technology career goals or college course work in a supervised work environment that extends classroom-based occupational learning to an on-the-job learning situation. To participate in this course, the student's placement and course objectives must be related to their career goals or college course work.

*Note: During fall and spring, students must be enrolled in at least 7 units (including CWE) to enroll in CWE. If enrolling in the summer, students must have been enrolled in at least 12 units (including CWE) in the previous spring semester. Students must take primary responsibility in finding a work experience opportunity and are strongly advised to find such an opportunity before enrolling in the class. Some employers or programs may require fingerprinting, drug testing, and/or background checks. Students should be advised that a maximum of 9 units can be applied toward a degree. Students may enroll a total of 3 times (repeatable twice). Variable 0.5 to 8.0 units, based on 37.5-600 work lab hours per semester.*

#### **DT-50 3D CAD Applications**

*(4 Units LEC/LAB) Grade only*

*Prerequisite: ENGR-23 or DT-23*

*Transfers to: CSU*

An intermediate level study of 3D modeling and presentation methods used in the design and drafting industry. Students will study the creation and application of wire-frame, surface, solid, and parametric CAD models as well as design visualization techniques and rapid prototyping processes.

#### **DT-60 Mechanical Design Drafting**

*(4 Units LEC/LAB) Grade only*

*Prerequisite: DT-23 or ENGR-23*

*Transfers to: CSU*

A study of mechanical drafting with a focus on the development of 3D feature-based parametric part and assembly models. Students will develop proficiency in the application of mechanical CAD software to draft

designs per industry standards. Additional topics include threads and fasteners, weldments, sheet metal, and tolerancing.

#### **DT-71 Architectural Drafting Fundamentals**

*(3 Units LEC/LAB) Grade only*

*Prerequisite: ENGR-23 or DT-23*

*Transfers to: CSU*

A study of architectural drafting that emphasizes the creation of building information models (BIM). Students will develop proficiency in the application of architectural CAD software to develop residential architectural plans.

#### **DT-73 Architectural Drafting - Residential Design**

*(3 Units LEC/LAB) Grade only*

*Prerequisite: DT-71*

*Transfers to: CSU*

A study of architectural drafting with an emphasis on the creation of a building information model and the resulting residential architectural plans. Students will develop complete plan sets with consideration for aesthetics, methods of construction, building codes, and common industry practices.

#### **DT-80 Modeling and Animation**

*(4 Units LEC/LAB) Grade only*

*Recommended Prep: CIS-100*

A study of 3D computer modeling, animation, and visualization. Students will use commercial grade software to create 3D content with consideration for design, color, texture, light, and output requirements.

### ■ Drama [DRAMA]

#### **DRAMA-24 Introduction to Theatre**

*(3 Units LEC) Grade only*

*Transfers to: UC and CSU*

*C-ID: THTR 111*

Surveys the evolution of Western drama from classical Greece to the present. Addresses significant genres and dramatic forms in their historical and cultural contexts, as well as the nature of the collaborative process between playwright, director, actor, technical designer, and audience.

#### **DRAMA-26 Theatre Production**

*(1-2 Units LAB) Grade only*

*If Scheduled TBA: 54 hours required per unit*

*Transfers to: UC and CSU*

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*

*Transfers to: UC and CSU*

*C-ID: THTR 151*

A course that addresses the fundamental aspects of the art of acting with a focus on physical movement and gesture. Emphasis is placed on improvisation and practical exercises leading to formal scene work. The ultimate goal is to develop a firm foundation in basic acting technique.

### **DRAMA-30B Acting II**

*(3 Units LEC/LAB) Grade only  
Recommended Prep: DRAMA-30A  
Transfers to: UC and CSU*

Study of acting styles with emphasis on character development and script analysis, with continuing work on voice and movement.

### **DRAMA-34 Musical Theatre Production**

*(1-2 Units LAB) Grade only  
If Scheduled TBA: 54 hours required per unit  
Transfers to: UC and CSU*

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  
If Scheduled TBA: 108 hours required  
Transfers to: CSU*

Practical application of dramatic arts through supervised placement at approved local community theatre. Students will contract with community theatres for a semester of experiential service learning in their area of interest.

## **■ Early Childhood Education [ECE]**

### **ECE-1 Principles and Practices of Teaching Young Children**

*(3 Units LEC) P/NP option  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-150  
Transfers to: CSU  
C-ID: ECE 120*

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity.

### **ECE-2 Child Growth and Development**

*(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-150*

*Transfers to: CSU*

*C-ID: CDEV 100*

An examination of the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

*Note: This is a Title 22 core course.*

### **ECE-5 The Child in the Family and in the Community**

*(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-150  
Transfers to: CSU  
C-ID: CDEV 110*

An examination of the developing child in a societal context focusing on the interrelationship of family, school, and community with emphasis on historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

*Note: This is a Title 22 core course.*

### **ECE-6 Child Health, Safety and Nutrition**

*(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-150  
Transfers to: CSU  
C-ID: ECE 220*

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. Focus on integrating the concepts into everyday planning and program development.

### **ECE-7 Introduction to Early Childhood Curriculum**

*(3 Units LEC/LAB) Grade only  
Recommended Prep: ECE-1, ECE-2 and ENGL-150  
Transfers to: CSU  
C-ID: ECE 130*

An overview of knowledge and skills related to providing appropriate curriculum and environments for infants and young children. Students will examine the teacher's role in supporting development by using observation and assessment strategies and emphasizing the essential role of play. An overview of content areas will include but not

be limited to the following: 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.*

### **ECE-9 Observation and Assessment in Early Childhood Education**

*(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ECE-2 and ENGL-150  
Transfers to: CSU  
C-ID: ECE 200*

A course focusing on the appropriate use of a variety of assessment and observation strategies to document child development and behavior. Child observations will be conducted and analyzed.

### **ECE-10 Field Experience in Early Childhood Education**

*(3 Units LEC/LAB) Grade only  
If Scheduled TBA: 136 hours required  
Prerequisite: ECE-1 and ECE-2 and ECE-5 and ECE-7  
Recommended Prep: ENGL-150  
Transfers to: CSU*

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.

*Note: This course includes six hours of field experience per week at a site approved by the faculty member. Specific criteria will be required for site approval.*

### **ECE-11 Infant-Toddler Care and Education**

*(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ECE-2 and ENGL-150  
Transfers to: CSU*

An introduction to the principles and practices of quality infant-toddler caregiving. Emphasis is on the relationship between infant-toddler development and the typical and atypical conditions that foster development of security, confidence, and identity in infants and toddlers. Cultural issues, children with special needs in group care, and parent provider communication will also be explored.

*Note: This course may be used to partially fulfill ECE unit requirements for the Master*



*Teacher Child Development Permit 6-unit Specialization.*

### **ECE-12 Administration I: Programs in Early Childhood Education**

*(3 Units LEC) Grade only*

*If Scheduled TBA: 54 hours required*

*Recommended Prep: ECE-2 and ECE-5 and ECE-7 and ENGL-150*

*Transfers to: CSU*

An introductory course in the administration of early childhood programs. The course covers program types, budget management, regulations, laws, development and implementation of policies and procedures. Students will also examine administrative tools, philosophies, and techniques needed to organize, open, and operate and early care and education program.

*Note: Meets the Administration requirement of Community Care Licensing and for the Child Development Permit.*

### **ECE-13 Administration II: Personnel and Leadership in Early Childhood Education**

*(3 Units LEC) Grade only*

*If Scheduled TBA: 54 hours required*

*Recommended Prep: ECE-2 and ECE-5 and ECE-7 and ENGL-150*

*Transfers to: CSU*

A course in effective strategies for personnel management and leadership in early care and education settings. Students study legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program.

*Note: Meets the Administration requirement of Community Care Licensing and for the Child Development Permit.*

### **ECE-14 Care and Early Intervention for Young Children With Special Needs**

*(3 Units LEC) Grade only*

*If Scheduled TBA: 54 hours required*

*Recommended Prep: ECE-2 and ENGL-150*

*Transfers to: CSU*

An introduction to the field of special education and early intervention for young children. This course will cover the legal mandates for education of young children with special needs, the history of services, and methods to identify and refer children to services. The course will also explore current best practices in the special education/early intervention field for a variety of special needs and methods to work effectively with families.

*Note: This course may be used to partially fulfill ECE unit requirements for the Master Teacher Child Development Permit 6-unit Specialization.*

### **ECE-18 Teaching in a Diverse Society**

*(3 Units LEC) Grade only*

*If Scheduled TBA: 54 hours required*

*Recommended Prep: ECE-2 and ENGL-150*

*Transfers to: CSU*

*C-ID: ECE 230*

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.

### **ECE-20 Mentoring and Adult Supervision in Children's Programs**

*(2 Units LEC) Grade only*

*If Scheduled TBA: 36 hours required*

*Recommended Prep: ECE-2 and ECE-5 and ECE-7 and ENGL-150*

*Transfers to: CSU*

A course in methods and principles of supervising student teachers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders.

*Note: Meets the Adult Supervision requirement of the Child Development Permit.*

### **ECE-23 Literacy & Language Development of Young Children**

*(3 Units LEC) Grade only*

*If Scheduled TBA: 54 hours required*

*Recommended Prep: ECE-2 and ENGL-150*

*Transfers to: CSU*

An exploration of strategies for fostering language and literacy development during the early childhood years. Students will learn about resources available to support language and literacy competence in young children.

*Note: This course may be used to partially fulfill ECE unit requirements for the Master Teacher Child Development Permit 6-unit Specialization.*

## **■ Economics [ECON]**

### **ECON-1 Macroeconomics**

*(3 Units LEC) Grade only*

*If Scheduled TBA: 54 hours required*

*Prerequisite: MATH-380*

*Recommended Prep: ENGL-150 and MATH-120 or MATH-194*

*Transfers to: UC and CSU*

An introductory course focusing on aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth.

### **ECON-10 Microeconomics**

*(3 Units LEC) Grade only*

*If Scheduled TBA: 54 hours required*

*Prerequisite: MATH-380*

*Recommended Prep: ENGL-150 and MATH-120 or MATH-194*

*Transfers to: UC and CSU*

An introductory course focusing on choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure.

## **■ Education [EDUC]**

### **EDUC-202 Beginning Basic Education**

*(0 Units LEC/LAB) P/NP only*

*Repeatability: No limit to enrollments*

This course in basic education is designed to meet the needs of that portion of the population whose education was interrupted below the eighth grade level. The course will be basic, dealing with first through third grade subject matter; and the study area will be concentrated in reading, writing, and arithmetic.

### **EDUC-207 Getting Started With Computers**

*(0 Units LAB) P/NP only*

*Repeatability: No limit to enrollments*

A course in basic computer skills development designed for students who have little or no experience using a computer. Topics include fundamental components of computer and program operation such as an introduction to internet usage, MyCR, email, and file system management and navigation.

### **EDUC-210 Adult Basic Education**

*(0 Units LAB) P/NP only*

*Repeatability: No limit to enrollments*

A noncredit class at the elementary education level to help learners improve their basic reading, writing, and math skills for employment or to prepare for high school equivalency or GED classes.

### **EDUC-225 High School Equivalency/ GED Preparation**

*(0 Units LEC) P/NP only*

*Repeatability: No limit to enrollments*

*Recommended Prep: EDUC-210*

Provides an overview of the four academic subject areas that comprise the 2014 GED and other high school equivalency tests (i.e., Language Arts, Mathematics, Social Studies, and Science). Computer skills necessary for passing current high school equivalency tests will also be covered. Through the use of diagnostic pretests, course content will emphasize students' needs.

## **■ Engineering [ENGR]**

**ENGR-1 Introduction to Engineering***(2 Units LEC) P/NP option**Transfers to: CSU*

An introduction to the field of engineering. Students discover the role of engineering and technology in society, and the experiences and expectations of engineers in academic and industry settings. Group projects, group assignments, guest speakers and job hunting skills such as resume writing and networking are emphasized. Course encourages information gathering toward making informed decisions about career paths, schools, and majors.

**ENGR-18 Electrical Circuits***(4 Units LEC/LAB) Grade only**Prerequisite: PHYS-4B**Transfers to: CSU*

An introduction to circuit analysis techniques. Topics covered include circuit laws; resistors, capacitors, and inductors within circuits; natural, forced, and complete response of circuits; steady-state AC circuits and operational amplifiers. Laboratory assignments include physical construction of electrical circuits, use of meters, and use of oscilloscope.

**ENGR-23 Engineering Graphics***(3 Units LEC/LAB) Grade only**Recommended Prep: CIS-100**Transfers to: UC and 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 DT-23.***ENGR-35 Statics***(3 Units LEC) Grade only**Prerequisite: PHYS-4A**Transfers to: UC and CSU*

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.

**ENGR-88A Introduction to Engineering***(1 Unit LEC) Grade only**Transfers to: CSU*

An introduction to the field of engineering. Students discover the role of engineering in society and the experiences of engineers in academic, government, and industry settings. Guest speakers, career exploration, and resume preparation are emphasized. The course prepares students to make informed decisions regarding career paths, university transfer options, and engineering majors.

**English [ENGL]****ENGL-1A Analytical Reading and Writing***(4 Units LEC) Grade only**If Scheduled TBA: 72 hours required**Prerequisite: ENGL-150**Transfers to: UC and CSU*

A transfer-level course in critical reading and reasoned writing. Students analyze issues and claims presented in visual, oral, or written arguments and write analytical and argumentative essays based on those issues. Research and source-based writing, employing correct MLA documentation, is required.

**ENGL-1B Critical Inquiry and Literature***(3 Units LEC) Grade only**Prerequisite: ENGL-1A**Transfers to: UC and CSU**C-ID: ENGL 105*

A course using literature as a basis for critical thinking and composition. Students analyze issues, problems, and situations represented in literature and develop effective short and long written arguments (6000 minimum word total) in support of an analysis. This course is designed for those students who seek to satisfy both the full year composition and the critical thinking transfer requirements.

**ENGL-4 Introduction to Literature***(3 Units LEC) Grade only**Recommended Prep: ENGL-1A**Transfers to: UC and CSU*

A course introducing representative works from major forms and genres, developing students' close reading and analytical writing skills, and promoting appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature.

**ENGL-9 World Literature: Early Modern to 20th Century***(3 Units LEC) Grade only**Recommended Prep: ENGL-1A**Transfers to: UC and CSU*

A comparative study of world literature from the 16th through the 20th century. Students will read and discuss a variety of translated and English works in a wide range of genres to develop the critical and analytical skills necessary for the appreciation of diverse literatures and cultures.

**ENGL-10 World Literature: Antiquity to The Early Modern Era***(3 Units LEC) Grade only**Recommended Prep: ENGL-1A**Transfers to: UC and CSU*

A comparative study of world literature to the 16th century. Students will read critically

and analytically in and respond to translated works covering a broad range of time and places, including literatures of Classical Mediterranean cultures, Asia, Africa, Latin and Native America, and the Middle East.

**ENGL-17 American Literature: Beginnings to the Civil War***(3 Units LEC) Grade only**Recommended Prep: ENGL-1A**Transfers to: UC and CSU*

A survey of early American literature from pre-conquest and early contact, up to the Civil War. Students will read critically and analytically in genres ranging from transcribed oral legends through exploration and captivity narratives, religious tracts, letters, philosophical essays, diaries, novels, short stories, and poems

**ENGL-18 American Literature: Civil War - World War II***(3 Units LEC) Grade only**Recommended Prep: ENGL-1A**Transfers to: UC and CSU*

A survey of American literature from the Civil War through World War II. Students will read critically and analytically to understand ideas and historical and cultural implications of major works of American literature.

**ENGL-32 Creative Writing: Poetry***(3 Units LEC) P/NP option**Recommended Prep: Eligibility for ENGL-150**Transfers to: CSU*

A study in developing the art of writing poetry, emphasizing communication, clarity, and economy. Students read and analyze many types of poetry while they generate, develop, critique, and revise their own and others' poems.

**ENGL-33 Creative Writing: Prose***(3 Units LEC) P/NP option**Recommended Prep: ENGL-150**Transfers to: CSU*

A study in the art of writing fiction, emphasizing communication, clarity, and development. Students read and analyze many types of stories while they generate, expand, critique, and revise their own and others' stories.

**ENGL-41 English Skills Tutoring***(3 Units LEC/LAB) Grade only**If Scheduled TBA: 90 hours required**Prerequisite: ENGL-1A**Transfers to: CSU*

A collegiate tutor training course emphasizing instruction in specific skills and techniques of tutoring while simultaneously requiring supervised tutoring of developmental level students in English in the Writing Center. Students will learn how to question and to listen more effectively,

how to evaluate, diagnose, and remediate writing problems, and how to assess which tutoring strategy is most appropriate for the individual learning situation.

### ENGL-52 English Lab Practicum

(0.5-2 Units LAB) P/NP only

If Scheduled TBA: 54 hours required per unit  
Transfers to: CSU

Individualized instruction to help students identify and address needed English skills, such as critical reading, standard written English conventions, and all stages of the writing process. Tutorial support and other resources for reading and writing are provided.

*Note: 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-53A English Lab for ENGL-1A 20th Century

(0.5-1 Units LAB) P/NP only

If Scheduled TBA: 54 hours required per unit  
Corequisite: ENGL-1A  
Transfers to: CSU

Individualized instruction to help students improve reading, writing, and critical thinking skills needed to succeed in English 1A. Tutoring and other resources for academic reading, analytical and source-based writing, standard written English conventions, and all stages of the writing process are provided.

### ENGL-53B English Lab for ENGL-1B 20th Century

(0.5-1 Units LAB) P/NP only

If Scheduled TBA: 54 hours required per unit  
Corequisite: ENGL-1B  
Transfers to: CSU

Individualized instruction to help students improve reading, writing, and critical thinking skills needed to succeed in English 1B. Tutoring and other resources for academic reading, literary analysis and interpretation, analytical writing, standard written English conventions, and the writing process are provided.

### ENGL-54 English Lab for Arts, Humanities and Communications

(0.5-1 Units LAB) P/NP only

If Scheduled TBA: 54 hours required per unit  
Transfers to: CSU

Individualized instruction to help students improve reading, writing, and critical thinking skills needed to succeed in Arts, Humanities, and Communications courses. Tutorial support and other resources for analytical, expository, and interpretive reading and writing are provided, including standard written English conventions and the writing process.

*Note: To earn credit for ENGL-54, students*

*must be enrolled in at least one Art, Humanities, or Communication course requiring writing and/or critical reading. Appropriate subject areas for ENGL-54 co-enrollment include History, Art, Music, Cinema, Philosophy, Environmental Ethics, Speech, Journalism, and Literature(English).*

### ENGL-55 English Lab for Behavioral and Social Sciences

(0.5-1 Units LAB) P/NP only

If Scheduled TBA: 54 hours required per unit  
Transfers to: CSU

Individualized instruction to help students improve reading, writing, and critical thinking skills needed to succeed in Behavioral and Social Science courses. Tutoring and other resources for successful writing in BSS disciplines, including standard written English conventions.

*Note: To earn credit for ENGL-55, students must be enrolled in at least one Behavioral or Social Science course requiring writing and/or critical reading. Appropriate subject areas for ENGL-55 co-enrollment include Anthropology, Economics, Education, Geography, Political Science, Psychology and Sociology.*

### ENGL-60 Introduction to British Literature: Beginnings Through the 18th Century

(3 Units LEC) Grade only

Recommended Prep: ENGL-1A  
Transfers to: UC and CSU

An introduction to British literature from the middle ages through the eighteenth century. Students will explore the ideas and literary features of major works within their historical and cultural contexts.

### ENGL-61 Introduction to British Literature: Romanticism to the Present

(3 Units LEC) Grade only

Recommended Prep: ENGL-1A  
Transfers to: UC and CSU

An introduction to British literature from the Romantic period to the present. Students will explore the ideas and literary features of major works within their historical and cultural contexts.

### ENGL-102 Accelerated Precollegiate Analytical Reading and Writing

(4.5 Units LEC/LAB) P/NP only

An accelerated pre-collegiate-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. Close analytical reading of and sustained written response to complex argumentative texts is required as preparation for English 1A.

*Note: This course is designed for students who have placed into ENGL-350 but want the increased challenge of moving through the precollegiate preparation in a rigorous,*

*intensive, single-semester class.*

### ENGL-103 College Essay Review Reading and Writing

(1 Unit LEC) P/NP only

Prerequisite: ENGL-150

An intensive review course of writing college-level argumentative essays.

### ENGL-150 Precollegiate Reading and Writing

(3.5 Units LEC/LAB) Grade only

If Scheduled TBA: 81 hours required  
Prerequisite: ENGL-350

A course in the development of college-level reading, writing, and critical thinking skills, emphasizing basic argumentation. Students analyze ideas and structure in assigned readings and compose essays supporting arguable thesis statements. The lab component of the course is scheduled in the Writing Center, where students receive individualized instruction in critical reading, in the conventions of standard written English, and in all stages of the writing process.

### ENGL-350 Integrating Reading and Writing

(6 Units LEC/LAB) Grade only

If Scheduled TBA: 144 hours required  
Prerequisite: READ-260

A competency-based course emphasizing the integration of academic reading and writing skills. Students develop reading strategies necessary for academic reading and write extended formal paragraphs and reading-based expository essays. The lab component is scheduled in the Writing Center where students receive essential tutorial support in reading, writing, and sentence skills.

## ■ English as a Second Language [ESL]

### ESL-102 ESL Beginning Level, Part III

(3.5 Units LEC/LAB) Grade only

If Scheduled TBA: 72 hours required  
Prerequisite: ESL-302B

The third course in a series of pre-collegiate, competency-based courses emphasizing the acquisition and integration of academic reading and writing skills for English-speaking and other language students. Students continue to develop reading strategies necessary for academic reading and to write extended formal paragraphs and thesis-driven, argumentative essays within a sequence of courses that will enable learners to improve communication with English speakers outside the classroom in both spoken and written English.

### ESL-200 Fundamental English as a Second Language (ESL) - Low Beginning



(0 Units LAB) P/NP only

Repeatability: No limit to enrollments

Develop basic listening comprehension skills and initiate survival speaking skills for low beginning ESL students. Introduce essential reading and some writing skills. Communicative- and contextually-based instruction.

### ESL-201 Fundamental English as a Second Language (ESL) - High Beginning

(0 Units LAB) P/NP only

Repeatability: No limit to enrollments

Recommended Prep: ESL-200

Enrich essential listening skills and survival speaking skills through vocabulary development for high beginning ESL students. Instruction in essential reading and writing skills. Communicative- and contextually-based instruction.

### ESL-202B ESL Beginning Level, Part 2

(0 Units LAB) P/NP only

Repeatability: No limit to enrollments

If Scheduled TBA: 90 hours required

Recommended Prep: ESL-202A

A course in basic integrated skills focusing on the development of beginning grammar and vocabulary through reading, writing, listening, and speaking. This is the second in a sequence of courses that will enable learners to improve communication with other English speakers outside the classroom in both spoken and written English. Designed for non-native speakers of English.

### ESL-205 Fundamental Career and Educational Vocabulary for ESL Students

(0 Units LAB) P/NP only

Repeatability: No limit to enrollments

Introduce students to contextual vocabulary of community college practices, career options and job requirements, educational pathways and resources available to them. Students use this knowledge to craft a Student Education Plan.

### ESL-207 Fundamental Computer Vocabulary for ESL Students

(0 Units LAB) P/NP only

Repeatability: No limit to enrollments

Introduction to essential vocabulary and basic English writing skills on personal computers for ESL students. Basic writing and vocabulary development in workplace-related topics and cultural literacy, with emphasis on career skills abilities and targeted vocabulary development in web searching strategies.

### ESL-210 Intermediate English as a Second Language (ESL) - Low

(0 Units LAB) P/NP only

Repeatability: No limit to enrollments

Recommended Prep: ESL-201

Build on developed listening comprehension skills and cultivate more complex speaking skills for Low Intermediate ESL students. Instruction in essential reading and writing skills. Communicative- and contextually-based instruction.

### ESL-211 Intermediate English as a Second Language (ESL) - High

(0 Units LAB) P/NP only

Repeatability: No limit to enrollments

Recommended Prep: ESL-210

Cultivate competence and confidence in reading and writing, sentence and paragraph structure, verbal communication skills, comprehension of everyday spoken English; development of life skills competencies. Communicative- and contextually-based instruction.

### ESL-215 Intermediate Career and Educational Vocabulary for ESL Students

(0 Units LAB) P/NP only

Repeatability: No limit to enrollments

Recommended Prep: ESL-200 and ESL-201 and ESL-205

Presents students with career options, educational pathways and resources available to them, and develops target contextual vocabulary. Students make decisions needed for formation of Student Education Plan and are afforded opportunities to engage in conversations with professionals and students in fields of interest.

### ESL-217 Intermediate Computer Vocabulary for ESL Students

(0 Units LAB) P/NP only

Repeatability: No limit to enrollments

Development of English vocabulary, and reading and writing skills, using personal computers for ESL students. Vocabulary development in skills areas of Word Processing and Keyboarding; special emphasis Web browsing with focus on English language Web search and career search abilities and targeted vocabulary development.

### ESL-302A ESL Beginning Level, Part 1

(5 Units LEC) Grade only

If Scheduled TBA: 90 hours required

A course in basic integrated skills focusing on the developing of beginning grammar and vocabulary through reading, writing, listening, and speaking. This is the first in a sequence of courses that will enable learners to improve communication with other English speakers outside the classroom in both spoken and written English. Designed for non-native speakers of English.

### ESL-302B ESL Beginning Level, Part 2

(6 Units LEC/LAB) Grade only

If Scheduled TBA: 144 hours required

Prerequisite: ESL-302A

A pre-collegiate, competency-based course emphasizing the acquisition and integration of basic academic reading and writing skills for English-speaking and other-language students. Students develop reading strategies necessary for simple academic reading and write extended formal paragraphs and basic expository essays. This is the second in a sequence of courses that will enable learners to improve communication with other English speakers outside the classroom in both spoken and written English.

## ■ Environmental Science [ENVSC]

### ENVSC-10 Introduction to Environmental Science

(4 Units LEC/LAB) P/NP option

Recommended Prep: ENGL-150

Transfers to: UC and CSU

A study of current and historical issues in the environmental sciences. This course emphasizes the interdisciplinary nature of environmental science, including physical and biological sciences as well as integrating social, economic, and ethical viewpoints in dealing with environmental problems. Laboratories augment lecture topics and include both lab and field work.

Note: This course is designed for non-science majors. Field trips are required and transportation is not provided.

### ENVSC-11 Environmental Ethics

(3 Units LEC) Grade only

Transfers to: UC and CSU

An examination of issues arising out of ethical considerations related to the general environment and specific ecosystems, life forms, and places. Students will engage scientific, philosophical, and cultural concepts of nature and explore the social and personal ramifications for current ethical choices regarding local, regional, national, and global issues.

### ENVSC-12 Earth's Changing Climate

(3 Units LEC) Grade only

Transfers to: UC and CSU

A planet-scale examination of the Earth's atmosphere and climate. This course will include an in-depth look at the factors controlling climate, its changes over time, and the timeline of global climatic changes. This course is an interdisciplinary introduction to the Earth's climatic systems and interactions.

### ENVSC-15 Introduction to Energy

(3 Units LEC) P/NP option

Transfers to: UC and CSU

An introductory study of humanity's past and present use of available energy resources and an examination of potential future directions in energy use. Students will learn about the physical principles of energy resources and consider issues of environmental impact, economics, and sustainability.

### ENVSC-22 Solar Heating Design

(2 Units LEC) Grade only  
Recommended Prep: MATH-380  
Transfers to: CSU

A course in passive solar design for space heating, cooling and domestic water heating. Remodeling existing structures, discussion of new construction and collector sizing will be covered.

### ■ Fire Technology [FT]

#### FT-120 Fire Prevention 1 for Company Officers (RT-300FS)

(1.5 Units LEC) P/NP only  
If Scheduled TBA: 32 hours required

An insight on the function and responsibilities of a fire prevention organization. Students receive information on the codes, ordinances, and other regulations relevant to fire protection, causes of fire, occupancy classifications, types of construction, and related hazards. Students also receive information regarding the relationship of fire protection and life safety to building construction and information on the principles and operational readiness of fire protection and detection systems. Additionally students will receive information necessary to conduct company fire inspections.

*Note: Designed for the entry-level Company Officer. Certification requirements include an additional 5 hours of lab for a total of 32 hours.*

### ■ Forestry and Natural Resources [FNR]

#### FNR-1 Introduction to Forestry and Natural Resources

(3 Units LEC/LAB) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU

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.

*Note: Field trips are required and the College does not provide transportation.*

#### FNR-5 Forest Ecology and Management

(3 Units LEC/LAB) Grade only  
Recommended Prep: ENGL-150  
Transfers to: CSU

An introduction to the basic theories of forest ecology and better management strategies. While generally broad-based, the course will focus on topics such as disturbance, competition, and regeneration ecology more closely because of their direct relationship to management activities. Laboratory exercises will provide collaborative and experiential learning opportunities as linkages between the field and theory are examined.

*Note: Field trips are required and the College does not provide transportation.*

#### FNR-10 Timber Harvesting in California

(4.5 Units LEC/LAB) Grade only  
Prerequisite: FNR-1, FNR-5, FNR-51 and FNR-54  
Recommended Prep: FNR-52, FNR-58, and MATH-15  
Transfers to: CSU

A lecture, discussion and intensive field laboratory course covering the laws and regulations that govern the practice of forestry and timber harvesting in California. Students will learn how to find and interpret the various agency rules and policies as they apply to preparing documents associated with timber harvest plans. The lab component will demonstrate the practical application of these rules on the ground in preparation of mock harvest documents.

*Note: Lab has a significant field component in rough terrain and adverse weather with off-campus travel required.*

#### FNR-51 Dendrology: the Identification and Study of Woody Plants

(3 Units LEC/LAB) P/NP option  
Recommended Prep: ENGL-150  
Transfers to: CSU

The identification and classification of woody plants that occur in regional forest communities. Discussions will cover the technical language of plant taxonomy and nomenclature as well as botanical and ecological characteristics of trees. Lectures will also include important forest species found outside the region and across the U.S.

*Note: Field trips may be required and the College does not provide transportation.*

#### FNR-52 Introduction to Surveying

(4 Units LEC/LAB) Grade only  
Prerequisite: MATH-380  
Recommended Prep: ENGL-150  
Transfers to: CSU

An introduction to the various techniques for planning and conducting land surveys. Lab exercises progress from compass and pacing through the use of Total Stations.

Basic mapping exercises are conducted using field data. Discussions cover the theory of surveying, associated math principles, and the various methods of legal property description.

*Note: Field trips are required and the College does not provide transportation.*

#### FNR-54 Introduction to Natural Resources Inventory Techniques

(3 Units LEC/LAB) Grade only  
Recommended Prep: FNR-1 and MATH-15  
Transfers to: CSU

An introduction to various techniques used in the measurement and inventory of natural resources. Topics include map reading and drawing, land navigation, tree measurement, sampling methods and data analysis. Students will work with a variety of biometric devices in field settings to gain practical experience in their application and use.

*Note: Field trips are required and the College does not provide transportation.*

#### FNR-58 Introduction to Remote Sensing Remote Sensing

(2 Units LEC/LAB) Grade only  
Recommended Prep: ENGL-150 and MATH-380  
Transfers to: CSU

An introduction to the interpretation and use of aerial photographs, electronically generated imagery, and remote-sensing data. Students will learn the theory and practice of gathering and examining remote-sensing data, the classification of land areas, and the measurement of ground-based objects from aerial photographs.

*Note: Field trips are required and the College does not provide transportation.*

#### FNR-60 Forest Health and Protection

(3 Units LEC) P/NP option  
Recommended Prep: ENGL-150, FNR-1, FNR-51  
Transfers to: CSU

A survey of forest health and application in local and regional ecosystems. Discussion topics include pest identification and pest complexes, disease symptoms and recognition, identification of abiotic disorders, and prevention strategies to protect forest values. Field Trips will showcase local forest health problems and protection techniques.

*Note: Weekend field trips required and the College does not provide transportation.*

#### FNR-65 Introduction to Geographic Information Systems

(3 Units LEC/LAB) P/NP option  
Recommended Prep: CIS-1 and ENGL-150  
Transfers to: CSU

An introduction to the concepts and technology of Geographic Information systems (GIS). Students will learn the basic theory and application of spatial data and develop skills with computer software to analyze and display locational data.

**FNR-66 Spatial Data Analysis in GIS***(3 Units LEC/LAB) P/NP option**Prerequisite: FNR-65**Recommended Prep: FNR-67**Transfers to: CSU*

A continuation of the introductory course to GIS and covers more advanced concepts of analyzing spatial data in Geographic Information Systems (GIS). Students will learn techniques for rectifying data sources, acquiring, structuring and importing data sets and developing more advanced queries and maps.

**FNR-67 Introduction to Global Positioning Systems (GPS)***(1 Unit LEC/LAB) P/NP option**Transfers to: CSU*

An introduction to the concepts and utility of Global Positioning System (GPS) technology. Students will explore how the system functions, how to gather, label, and transfer positional data, and how to plan missions for gathering data. Topics will also include limitations of GPS, differential correction techniques and integration with GIS databases.

*Note: Field trips are required and the College does not provide transportation.*

**FNR-77 Introduction to Wildland Fire***(3 Units LEC) P/NP option**Transfers to: CSU*

An introduction to wildland fire ecology, behavior and suppression. Discussions will include: the role of fire in ecosystems; fuels, weather and fire behavior; suppression, safety, tools, and strategies; fuel treatments; organizational structures and wildland fire careers.

*Note: Field trips are required and the College does not provide transportation.*

**FNR-80 Introduction to Watershed Management***(3 Units LEC/LAB) Grade only**Recommended Prep: ENGL-150 and MATH-120**Transfers to: CSU*

An introduction to hydrology and the science of managing watersheds. Topics include atmospheric inputs, run-off and erosion, storm-flow components, evapotranspiration 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.*

**FNR-87 Wildlife Biology and Conservation Management***(3 Units LEC/LAB) P/NP option**Recommended Prep: ENGL-150**Transfers to: CSU*

An introduction to the theories and applications of wildlife ecology and conserva-

tion. Lectures and discussions will include population dynamics, habitat requirements, animal behavior, and human interactions with wildlife. Field exercises include identifying wildlife species and habitat, as well as other common wildlife techniques.

*Note: Field trips are required in adverse conditions; and the College does not provide transportation.*

**FNR-99A Selected Topics in Geographic Information Systems (GIS)***(3 Units LEC/LAB) P/NP option**Prerequisite: FNR-65**Recommended Prep: ENGL-150**Transfers to: CSU*

An examination of special topics relating to Geographic Information Systems (GIS). Students will improve their analytical and map-production skills (using ESRI ArcGIS 9.3 software or current version) with an independent project, culminating in a poster or lecture presentation. Students will explore advanced GIS topics of interest, such as the integration of GPS and remotely-sensed data, the use of interpolation and spatial statistics, the successful application of cartographic techniques and geovisualization, and GIS project planning and management.

**■ French [FRNC]****FRNC-1A Elementary French I***(4 Units LEC) Grade only**Recommended Prep: ENGL-150**Transfers to: UC and CSU*

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.

**FRNC-1B Elementary French II***(4 Units LEC) Grade only**Prerequisite: FRNC-1A**Recommended Prep: ENGL-150**Transfers to: UC and CSU*

Continuation of French 1A. This course presents the fundamentals of French and provides the tools for students to acquire elementary linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the French-speaking world.

*Note: This course is not appropriate for students who have taken and passed two or more years of French within the past three years.*

**■ General Studies [GS]****GS-1 College Success***(3 Units LEC) Grade only**If Scheduled TBA: 54 hours required**Recommended Prep: ENGL-150**Transfers to: CSU*

Academic success preparation for the university-bound student. Students will learn how to navigate the challenges of higher education by practicing advanced reading, note and test-taking skills, higher-order thinking, and academic research, while establishing college and career paths and accessing the resources to support their goals.

**GS-6 First Year Experience***(3 Units LEC) Grade only**If Scheduled TBA: 54 hours required**Recommended Prep: READ-360**Transfers to: CSU*

A first year experience course focusing on the development of academic and personal skills necessary to succeed in college and beyond. Students will learn how to manage time, understand classroom dynamics, and improve note-taking and test-taking skills. Students will be able to identify campus services and understand the technology used in higher education. Students will be directed towards specific educational goals and develop a comprehensive student education plan.

**GS-41 Service Learning and Field Experience***(2 Units LAB) P/NP option**If Scheduled TBA: 108 hours required**Transfers to: CSU*

A course guiding learning through work experience in for-profit, nonprofit, or governmental workplaces. Students will be required to actively engage in weekly reflection activities to evaluate the activities, procedures, norms, organization and management structure of an organization. Students must take primary responsibility in finding a work experience/service learning opportunity and are strongly advised to find such an opportunity before enrolling in the class. Failure to find and complete this opportunity will result in failing the class.

*Note: Students must take primary responsibility in finding a work experience/service learning opportunity and are strongly advised to find such opportunity before enrolling in the class. Students must arrange their own transportation to service learning/field work experience sites.*

**■ Geography [GEOG]****GEOG-1 Introduction to Physical Geography***(3 Units LEC) P/NP option**Recommended Prep: ENGL-150**Transfers to: UC and CSU*



C-ID: GEOG 110

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

*Recommended Prep: ENGL-150*

*Transfers to: UC and CSU*

An introduction to the spatial distribution and organization of human activity. This includes an investigation of the relationship between cultural development and environmental influences. Students will explore the relationships of physical geography to the customs, arts, social institutions, and achievements of cultures. Topics include migration, population growth, economic development, urbanization, and energy demands.

## ■ **Geology [GEOL]**

### **GEOL-1 Physical Geology with Lab**

(4 Units LEC/LAB) Grade only

*If Scheduled TBA: 108 hours required*

*Recommended Prep: ENGL-150*

*Transfers to: UC and CSU*

An introductory study of physical geology with an emphasis on geologic principles and processes. The course explores the internal structure, processes, and origin of the Earth, and the processes of water, wind, gravity, and plate tectonics that contribute to the formation of the Earth's surface. The laboratory component focuses on the identification of rocks and minerals, the reading and interpretation of topographic and geologic maps, and field studies. Students 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-2 Historical Geology with Lab**

(4 Units LEC/LAB) Grade only

*Recommended Prep: ENGL-150*

*Transfers to: UC and CSU*

An introduction to the geologic history of Earth, including past positions of tectonic plates, changes in the composition and structure of Earth's crust and the development of environments and organisms. Concepts of age dating, sedimentary analysis and the analysis of sedimentary rocks and the fossils they contain are used to understand environmental and evolutionary changes throughout

Earth's history. The laboratory component includes the study of rocks, fossils, geologic maps, and paleogeography to interpret ancient environments, tectonic settings, and geologic history. Age dating, the geologic time scale, extinction events, sedimentary environments, and correlation of rock and time units are also explored in the laboratory as a means of understanding the 4.6 billion years of Earth history.

*Note: Field trips are required and the College does not provide transportation.*

### **GEOL-10 Environmental Geology**

(3 Units LEC) P/NP option

*If Scheduled TBA: 54 hours required*

*Recommended Prep: ENGL-150*

*Transfers to: UC and CSU*

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.

### **GEOL-15 Introduction to Earthquakes and Geologic Hazards**

(3 Units LEC) P/NP option

*Recommended Prep: ENGL-150*

*Transfers to: UC and CSU*

An investigation of geologic and plate-tectonic processes and their relationships to faults, earthquake activity, mountain building, volcanism, landform development, and natural disasters. The course explores plate interactions and the connection to historic geologic disasters including earthquakes, tsunami, and volcanic eruptions. Students will learn about hazard prediction, preparedness, and societal responses to living within a dynamic geologic environment.

## ■ **Guidance [GUID]**

### **GUID-8 Career Planning**

(2 Units LEC) P/NP option

*If Scheduled TBA: 36 hours required*

*Recommended Prep: ENGL-150*

*Transfers to: CSU*

A course introducing students to career/life planning and decision making including education, work and leisure alternatives, lifestyles, and personal satisfaction.

### **GUID-47 Leadership Development**

(2 Units LEC) P/NP option

*If Scheduled TBA: 36 hours required*

*Transfers to: 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 contempo-

rary models are explored.

### **GUID-111 Extended Orientation**

(0.5 Units LEC) P/NP only

*If Scheduled TBA: 9 hours required*

A course designed to help new students transition to a college environment. It will provide information about expectations of the college and faculty, an explanation of student services, and an introduction to the skills needed for student success. Specific topics include how to access student information via WebAdvisor, what programs and degrees are available, the basics of transferring, and how to discuss problems with instructors. Students will develop an educational goal and complete a student education plan.

### **GUID-143 Individualized Assessment and Academic Planning**

(0.5 Units LEC/LAB) P/NP only

*If Scheduled TBA: 28 hours required*

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**

(1-4 Units LEC/LAB) P/NP only

*Repeatability: Maximum of sixteen enrollments*

*If Scheduled TBA: 36 hours required per unit*

Development and application of adaptive study strategies. Students receive one-on-one and small group instruction in study strategies designed to enhance success in mainstream coursework. Strategy-based learning is stressed in an effort to address a student's learning disability and/or learning difference. Independence and self advocacy are stressed throughout this lecture/lab course.

*Note: Students must be enrolled in at least one mainstream class in order to enrolling GUID-145.*

### **GUID-146 Applied Study Skills & Strategies for English**

(1-4 Units LEC/LAB) P/NP only

*Repeatability: Maximum of sixteen enrollments*

*If Scheduled TBA: 36 hours required per unit*

Development and application of adaptive study strategies for English skills. Students receive one-on-one and small group instruction in study strategies designed to enhance success in mainstream coursework in English

and the humanities. Strategy-based learning is stressed in an effort to address a student's learning disability and/or learning difference. Independence and self advocacy are stressed throughout this lecture/lab course.

*Note: Students must be enrolled in at least one mainstream class in order to enroll in GUID-146.*

#### **GUID-147 Applied Strategies for Math** (1-4 Units LEC/LAB) P/NP only

*Repeatability: Maximum of sixteen enrollments  
If Scheduled TBA: 36 hours required per unit*

Development and application of adaptive study strategies for math. Students receive one-on-one and small group instruction in study strategies designed to enhance success in mainstream math related coursework. Strategy-based learning is stressed in an effort to address a student's learning disability and/or learning difference. Independence and self advocacy are stressed throughout this lecture/lab course.

*Note: Students must be enrolled in at least one mainstream class in order to enroll in GUID-147.*

#### **GUID-148 Applied Study Skills/ Strategies for Science**

(1-4 Units LEC/LAB) P/NP only

*Repeatability: Maximum of sixteen enrollments  
If Scheduled TBA: 36 hours required per unit*

Development and application of adaptive study strategies for science. Students receive one-on-one and small group instruction in study strategies designed to enhance success in mainstream chemistry or biology coursework. Strategy-based learning is stressed in an effort to address a student's learning disability and/or learning difference. Independence and self advocacy are stressed throughout this lecture/lab course.

*Note: Students must be enrolled in at least one mainstream class in order to enroll in GUID-148.*

#### **GUID-180 Assistive Technology and Computers**

(0.5-4 Units LEC/LAB) P/NP only

*Repeatability: Maximum of sixteen enrollments  
If Scheduled TBA: 36 hours required per unit*

Specific training in individualized assistive computer instruction. Individual assessments assist in determining appropriate assistive hardware and software designed to meet each student's 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

*Repeatability: No limit to enrollments  
If Scheduled TBA: 90 hours required*

A course that provides individual, supervised tutoring and learning support to supplement course-based learning activities

in a variety of academic disciplines.

*Note: Students register in Supervised Tutoring after referral by a counselor or an instructor on the basis of an identified learning need.*

#### **GUID-206 Basic Computer Skills for Students with Disabilities**

(0 Units LEC/LAB) P/NP only

*Repeatability: No limit to enrollments  
If Scheduled TBA: 90 hours required*

A course designed for students with developmental or learning disabilities. Students will learn skills necessary for computer use.

#### **GUID-207 Life Management and Career Preparation for Students with Disabilities**

(0 Units LEC/LAB) P/NP only

*Repeatability: No limit to enrollments  
If Scheduled TBA: 90 hours required*

A course geared for students with developmental or learning disabilities. Students will learn to promote independence by learning everyday-living skills in such areas as nutrition, personal development, mental health, safety, and career preparation.

#### **GUID-208 Functional Money Skills for Students with Disabilities**

(0 Units LEC/LAB) P/NP only

*Repeatability: No limit to enrollments  
If Scheduled TBA: 90 hours required*

A course designed for students with developmental or learning disabilities. Students learn skills necessary for performing accurate money exchanges, including counting money and solving real-life shopping problems involving money.

#### **GUID-209 Social Opportunities for Students with Disabilities**

(0 Units LEC/LAB) P/NP only

*Repeatability: No limit to enrollments  
If Scheduled TBA: 90 hours required*

A course designed to help students with disabilities learn how to create social lives for themselves. Students learn how to meet people, engage in discussion, make friends, identify low-cost activities, participate in age-appropriate games with guests, practice social manners, as well as plan and carry out a social event.

#### **GUID-210 Survival Vocabulary and Basic Literacy for Students with Disabilities**

(0 Units LEC/LAB) P/NP only

*Repeatability: No limit to enrollments  
If Scheduled TBA: 90 hours required*

A course designed for adults with disabilities to learn survival vocabulary, reading, and writing skills.

#### **GUID-211 Community Resources for Students with Disabilities**

(0 Units LEC/LAB) P/NP only

*Repeatability: No limit to enrollments  
If Scheduled TBA: 90 hours required*

A class for students with developmental or learning disabilities. Students will learn skills necessary to independently take part in typical community activities by traveling to various area locations. Lessons learned in the classroom will be practiced in the community.

#### **GUID-212 Ready, Set, Go to College**

(0 Units LAB) P/NP only

*Repeatability: No limit to enrollments  
If Scheduled TBA: 90 hours required*

A course designed to assist students in their educational planning and determination of academic direction. Students will complete online orientations to applicable special programs and/or services on campus as well as participate in face to face discussion and online orientation to the college.

#### **GUID-213 Explore Your Career Options**

(0 Units LAB) P/NP only

*Repeatability: No limit to enrollments  
If Scheduled TBA: 90 hours required*

A course for students who are undecided about their career path, and would like guidance to discover good academic choices. Students will survey their interests and skills, and connect that information to career options. Researching and using campus resources, students will evaluate options and create a noncredit student education plan.

#### **GUID-379 Introduction to Assistive Technology And Computers**

(0.5-4 Units LEC/LAB) P/NP only

*Repeatability: Maximum of sixteen enrollments  
If Scheduled TBA: 36 hours required per unit*

Training in assistive computer hardware, software and related applications. Individualized assessments are completed to select appropriate goals and objectives. Training in keyboarding for assistive computer use is also provided.

*Note: Students must be referred from Disabled Students Programs and Services.*

### ■ Health Education [HE]

#### **HE-1 Health Education**

(3 Units LEC) Grade only

*If Scheduled TBA: 54 hours required  
Transfers to: UC and CSU*

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 Women's Health Issues***(3 Units LEC) P/NP option**Transfers to: UC and CSU*

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 Emergency Response: First Aid/CPR/AED***(3 Units LEC) P/NP option**If Scheduled TBA: 54 hours required**Transfers to: UC and CSU*

A course designed to teach theory and detailed demonstration of the first aid/CPR/AED care of the injured. This includes an assessment and intervention of an individual's condition and incorporation of proper treatment. Standard American Red Cross first aid, CPR, and AED certification granted upon successful completion of requirements.

*Note: In order to receive a course completion certification from the American Red Cross, students need to be physically able to perform lab skills.*

**Health Occupations [HO]****HO-15 Nutrition***(3 Units LEC) Grade only**If Scheduled TBA: 54 hours required**Recommended Prep: ENGL-350 and MATH-376**Transfers to: UC and CSU*

A study of nutrient requirements for healthy living in adults. The focus is on basic nutrients (including fats, carbohydrates, protein, vitamins, minerals and water), food sources and nutrient utilization in the human body. This course covers nutritional needs across the life span, the health implications associated with nutrition, food safety concerns and controversial aspects of human nutrition.

**HO-101 Health Occupations Study Skills For Health Occupations Students***(1-2 Units LEC/LAB) P/NP only**If Scheduled TBA: 18 hours required per lecture unit and 54 hours required per lab unit*

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 RN/LVN course required for the Nursing 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**If Scheduled TBA: 216 hours required*

A basic course in personal care service and maintenance of safe and healthful environ-

ment. 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**If Scheduled TBA: 126 hours required*

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-170A North Coast Paramedic Program 1***(11 Units LEC/LAB) P/NP option**If Scheduled TBA: 306 hours required**Prerequisite: HO-159**Recommended Prep: ENGL-150 and MATH-372*

The first course in a comprehensive study of pre-hospital emergency medicine to meet State of California requirements for an Emergency Medical Technician-Paramedic license. The course meets accreditation requirements of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). The course will teach pre-hospital emergency medical care at the advanced life support (ALS) level in accordance with the National Highway Traffic Safety Administration's National EMS Education Standards.

*Note: 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.*

**HO-170B North Coast Paramedic Program 2***(13 Units LEC/LAB) P/NP option**If Scheduled TBA: 414 hours required**Prerequisite: HO-170A*

The second course in a comprehensive study of pre hospital emergency medicine to meet State of California requirements for an Emergency Medical Technician-Paramedic license. The course meets accreditation requirements of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). The course will teach pre-hospital emergency medical care at the advanced life support (ALS) level in accordance with the National Highway Traffic Safety Administration's National EMS Education Standards.

**HO-170C North Coast Paramedic Program 3***(1-8 Units LAB) P/NP only**If Scheduled TBA: 54 hours required per unit**Prerequisite: HO-170B*

The third course in a comprehensive study of pre-hospital emergency medicine to meet State of California requirements for a paramedic license. Under the direct supervision of a licensed paramedic, students will begin a field internship experience on a designated advanced life support unit. This course allows the student patient care experience in the pre-hospital environment.

**HO-170D North Coast Paramedic Program 4***(1-8 Units LAB) P/NP only**If Scheduled TBA: 54 hours required per unit**Prerequisite: HO-170B*

The fourth and final course in a comprehensive study of pre-hospital emergency medicine to meet State of California requirements for a 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.

**History [HIST]****HIST-4 Western Civilization to 1600***(3 Units LEC) Grade only**If Scheduled TBA: 54 hours required**Recommended Prep: ENGL-150**Transfers to: UC and CSU*

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.

### **HIST-5 Western Civilization: 1600 - Present**

*(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU*

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.

### **HIST-6 The Vietnam War Era**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU*

An examination of the history of U.S. involvement in Vietnam and the fractured U.S. homefront during the period of U.S. involvement overseas. The class will provide an in-depth analysis of the years of deepest U.S. involvement in the War, 1954-1975, and also emphasize the social, cultural, and political movements that emerged in the United States at that time.

### **HIST-7 History of Modern Asia**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU*

A survey of the cultural, social, and political evolution of Asia from the 18th century to the present. This course explores how China, India, and Japan came into contact with and were subordinated to the interests of powerful Western nation-states. It examines the transformation of these societies as they overcame or adapted to Western hegemony, colonialism, and the rise of nationalism.

### **HIST-8 US History Through**

### **Reconstruction**

*(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU*

An exploration in the history of the United States from the original inhabitants of the North American continent to the end of the Reconstruction period after the American Civil War. Of special importance is how the social, political, diplomatic, cultural, ethnic, and economic relations and institutions changed over time. The course will also introduce students to the nature of historical interpretation and how to interpret sources written during the historical time periods investigated in the class.

### **HIST-9 US History Reconstruction to the Present**

*(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU*

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.

### **HIST-11 History of Women in America: Pre- Contact to 1877**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU*

An in-depth historical study of the social, cultural, political, and economic developments in North America from the perspective of women, from the period just prior to European contact through the end of Reconstruction. Special emphasis is placed upon the varying ways in which women of diverse classes, races, and ethnicities have both contributed to and been affected by the larger historical patterns in U.S. history. The course will introduce students to the nature of historical interpretation, enable students to interpret sources written during the historical time periods investigated in the class, and familiarize students with gender-related issues in the American past.

### **HIST-12 History of Women in America: 1877- Present**

*(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU*

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.

### **HIST-18 History of California**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU*

A survey of economic, social, political, and cultural developments in California from the precolonial period to the present which emphasizes California as a cultural crossroads. The course examines the contributions of and interactions among Native American, European, Latino, and Asian peoples. There is a focus on the ways in which social relations and political power are shaped by race, class, gender and ethnicity.

### **HIST-20 World History: Prehistory to 1500 CE**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU*

An overview of the world from prehistory to 1500 CE. This course examines the cultures, social structures, politics, religions, and economic development of human societies throughout the world. Particular attention is paid to human migrations, to the effects of cultural adaptation and diffusion, and to the evolution of civilizations around the globe.

### **HIST-21 World History: 1500 CE- Present**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU*

An overview of world history from 1500 CE to the present. The cultures, politics, religions, and economic development of societies and 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 among societies and within civilizations.

## **■ Industrial Technology [IT]**

### **IT-25 OSHA General Industry Safety Management**

*(3 Units LEC) P/INP option  
Recommended Prep: MT-10 or WAT-20 or AT-12 or CT-15  
Transfers to: CSU*

A study of the principles and practices of safety in the work place. Coverage includes the components of safety programs plus federal and state laws/standards enacted to improve the safety of workers, the work place, and the environment.

**IT-60A Basic Manufacturing Print Reading**

(3 Units LEC) Grade only  
Transfers to: CSU

This course will cover blueprint reading for the metals field which will include the symbols and interpretation necessary to construct, machine, and inspect machined parts and assemblies. Also covered will be the necessary mathematical calculations for decimals, fractions, and right triangle measurements. In-depth coverage of the geometric dimensioning system with emphasis on calculations of maximum (MMC) and minimum material condition (LMC) as they relate to manufacturing processes is also included.

**IT-60B Machine Parts Print Reading**

(3 Units LEC) Grade only  
Prerequisite: IT-60A  
Transfers to: CSU

Continuation of blueprint reading for the manufacturing field, especially machined parts. This course expands the terminology and basic techniques acquired in IT-60A to interpretation of advanced blueprints using authentic blueprints from industry.

**IT-88A Introduction to Industrial Robots**

(3 Units LEC/LAB) Grade only  
Transfers to: CSU

An introductory course in industrial robots. Students will learn to program, set up, and operate industrial robot arm equipment, including interfacing robot control systems and various sensors and peripherals. Topics will include structured programming of pick and place routines, manufacturing simulations, automated assembly, as well as interfacing robots with vision systems.

**IT-125 OSHA Ten Hour General Industry Safety**

(0.5 Units LEC) P/NP only

A ten hour awareness course in general industry safety. Using OSHA standards as a guide, students will receive instruction in general industry safety and health principles. Special emphasis is placed on those areas that are the most hazardous. Topics include but are not limited to: OSH Act, Focus Four, Fall Protection, Personal Protective Equipment, Stairs and Ladders, Bloodborne Pathogens, Medical and First Aid, Walking and Working Surfaces, Hazard Communications and Occupational Health.

*Note: Students that successfully complete this course will receive an OSHA 10 hr. card from the U.S. Department of Labor.*

**IT-152 Technical Computer Applications Lab**

(1 Unit LAB) Grade only

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.*

**Journalism [JOURN]****JOURN-1 Beginning Reporting**

(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: CSU  
C-ID: JOURN 110

An introduction to the basic principles of newsgathering and newswriting with an emphasis on journalistic style. Students will explore and analyze basic news story structure and development, newsgathering methods and presentation modes, interviewing, ethics, news analysis, and media law.

**JOURN-5 Introduction to Mass Communications**

(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU

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.

**Kinesiology [KINS]****KINS-65 Foundations of Kinesiology**

(3 Units LEC) Grade only  
Transfers to: UC and CSU

A course designed to familiarize students with the fields of kinesiology, exercise science, and sport studies. Students will examine the systems, dynamics, and principles involved in human development and physical activity within the context of society. An emphasis will be placed on relevant experience, research, and professional practice. In addition, students will discuss current issues and areas of career opportunities.

**KINS-66 Concepts of Physical Fitness and Exercise**

(3 Units LEC) Grade only  
Transfers to: UC and CSU

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.

**Library [LIBR]****LIBR-5 Research Skills**

(1 Unit LEC) P/NP option  
If Scheduled TBA: 18 hours required  
Recommended Prep: ENGL-150 and CIS-100 or CIS-1; or BT-81 and BT-83  
Transfers to: CSU

Introduction to academic research skills and practice. Students will learn how to find, evaluate, use, analyze, and correctly cite information in a variety of print and online formats. This class is designed to teach and strengthen life-long research and information literacy skills. Students will learn research skills required for term papers or presentations for transfer-level classes or for personal research projects.

**Licensed Vocational Nursing [LVN]****LVN-110A Pharmacology - Vocational Nursing I**

(2 Units LEC) Grade only  
If Scheduled TBA: 36 hours required  
Corequisite: LVN-111 and LVN-121  
Recommended Prep: ENGL-150 and MATH-380

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.*

**LVN-110B Pharmacology - Vocational Nursing II**

(2 Units LEC) Grade only  
If Scheduled TBA: 36 hours required  
Prerequisite: LVN-110A, LVN-111 and LVN-121  
Corequisite: LVN-118 and LVN-122

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.*

**LVN-111 LVN Fundamental Pharmacology Skills**

(0.5 Units LAB) Grade only

*Corequisite: LVN-110A and LVN-121*

*Recommended Prep: ENGL-150 and MATH-380*

A Pharmacology Skills course stressing accuracy in measurements, basic math and dosage calculations. Preparation and administration of medications to clients of all ages via various routes except intravenous are covered. Performance evaluations are a large portion of this course.

*Note: Admission to the LVN program is required.*

### LVN-118 Psychology for Vocational Nursing

*(2 Units LEC) Grade only*

*Prerequisite: LVN-121*

A foundation course in psychiatric-mental health nursing. 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 nursing and therapeutic communication to patient care.

### LVN-121 Nursing of Adults and Children I

*(6.5 Units LEC/LAB) Grade only*

*If Scheduled TBA: 246 hours required*

*Prerequisite: HO-110*

*Corequisite: BIOL-8 and HO-15 and LVN-110A and LVN-111*

*Recommended Prep: ENGL-150 and MATH-380*

The first of three courses for Vocational Nursing students in the care of adults and children. The role and legal/ethical responsibilities of the vocational nurse and principles of health, illness and disease are covered. Nursing care of the elderly and the terminally ill are presented. Common body system disorders are discussed. Application of skills and concepts takes place in the clinical setting and in Simulation Lab.

*Note: Admission to the LVN program is required.*

### LVN-122 Nursing of Adults and Children II

*(13 Units LEC/LAB) Grade only*

*If Scheduled TBA: 450 hours required*

*Prerequisite: LVN-121 and LVN-110A and LVN-111 and BIOL-8 and HO-15*

*Corequisite: LVN-110B and LVN-118*

This is the second of three courses for Vocational Nursing students in the care of adults and children. A continuation of the body systems is covered. Students participate in at least 18 hours of clinical a week.

*Note: Current CPR certification. Student must meet physical examination requirements for clinical practice.*

### LVN-123 Nursing of Adults and Children III

*(13 Units LEC/LAB) Grade only*

*If Scheduled TBA: 612 hours required*

*Prerequisite: LVN-110B, LVN-118 and LVN-122*

The final course in the care of adults and children for vocational nursing students.

Maternal-child health and pediatrics are the major focus. Concepts in leadership and management for the LVN are discussed.

*Note: Current CPR certification required. Students must pass physical examination requirements for clinical practice.*

## ■ Manufacturing Technology [MT]

### MT-10 Fundamentals of Manufacturing Technology

*(3 Units LEC/LAB) Grade only*

*Transfers to: CSU*

An introduction to the basic concepts of manufacturing and operation of machine tools. Topics covered include proper use of layout and measuring tools, setup and operation of machine tools to industry standards, and calculating the proper feeds and speeds to accurately and efficiently produce a manufactured part.

### MT-11 Advanced Manufacturing - Turning

*(4 Units LEC/LAB) Grade only*

*Prerequisite: MT-10 or concurrent enrollment*

*Transfers to: CSU*

A course combining theories of lathe and grinding machine operations along with technical information to manufacture parts to Industry standards. Coursework includes a review of basic lathe and grinding machine operations progressing into intermediate level techniques and setups used in modern manufacturing.

*Note: MT-10 can be taken as a prerequisite or concurrently with MT-11.*

### MT-12 Advanced Manufacturing - Milling

*(4 Units LEC/LAB) Grade only*

*Prerequisite: MT-10 or concurrent enrollment*

*Transfers to: CSU*

An in depth study of milling machine operations and practices. Course content includes concepts and practices required and used by contemporary industry and the application of theory and machine operation to complete projects. Projects include general and rotary milling, precise boring, indexing, and gear manufacturing. In addition the proper application of modern cutting tool materials is discussed.

*Note: MT-10 can be taken as a prerequisite or concurrently with MT-12.*

### MT-13 Advanced Manufacturing Processes

*(4 Units LEC/LAB) Grade only*

*Prerequisite: MT-10*

*Recommended Prep: MT-12, MT-54B, and MT-59B*

*Transfers to: CSU*

A course covering the processes and the latest technology at the high-end of manufacturing. Course work includes four and

five-axis manufacturing, plunge and wire electrical discharge machining (EDM), rapid prototyping systems, and laser cutting and engraving.

### MT-42 Cooperative Education Work Experience in Manufacturing Technology

*(0.5-8 Units LAB) P/NP only*

*Repeatability: Maximum of three enrollments*

*Transfers to: CSU*

A course designed to assist students in accomplishing learning objectives directly related to their Manufacturing Technology career goals or college course work in a supervised work environment that extends classroom-based occupational learning to an on-the-job learning situation. To participate in this course, the student's placement and course objectives must be related to their career goals or college course work.

*Note: During fall and spring, students must be enrolled in at least 7 units (including CWE) to enroll in CWE. If enrolling in the summer, students must have been enrolled in at least 12 units (including CWE) in the previous spring semester. Students must take primary responsibility in finding a work experience opportunity and are strongly advised to find such an opportunity before enrolling in the class. Some employers or programs may require fingerprinting, drug testing, and/or background checks. Students should be advised that a maximum of 9 units can be applied toward a degree. Students may enroll a total of 3 times (repeatable twice). Variable 0.5 to 8.0 units, based on 37.5-600 work lab hours per semester.*

### MT-52 Introduction to Metallurgy and Material Science

*(3 Units LEC/LAB) Grade only*

*Transfers to: CSU*

A course in ferrous and nonferrous metals as related to industry. Students will study metals from the ore state to manufactured products. Iron-carbon and time temperature transformation diagrams will also be covered. The course includes coordinated lab experience in specimen heat treating, tensile testing, and microscopic examination. In addition, other materials of Industry will be discussed.

### MT-54A Introduction to Computer Numerical Control

*(4 Units LEC/LAB) Grade only*

*Recommended Prep: MT-10*

*Transfers to: CSU*

An introduction to Computer Numerical Control (CNC) including its history, application, control units, types of machine tools, programming, and transfer mediums. The course will focus on manual and automatic operation of Bridgeport and Fanuc style CNC machine tools. Students will learn to control machine tools by writing computer



programs using industry standard programming protocols.

### MT-54B Computer Numerical Control Machining

(4 Units LEC/LAB) Grade only

Prerequisite: MT-54A

Transfers to: CSU

An advanced course in programming, setup, and operation of CNC milling machines and lathes. Students in this class will learn programming of Fanuc style controllers (standard G & M codes) and their applications in the manufacturing industry. This course prepares students for occupations in the CNC machining industry.

### MT-54L Numerical Control Lab

(2 Units LAB) Grade only

If Scheduled TBA: 108 hours required

Prerequisite: MT-54A

Transfers to: CSU

A laboratory in programming, setup, and operation of CNC milling machines and lathes. Students in this class will program and operate CNC machines. This lab prepares students for occupations in the CNC machining industry.

### MT-59A Mastercam 2-D Programming

(4 Units LEC/LAB) Grade only

Recommended Prep: MT-54A or DT-25

Transfers to: CSU

A beginning course in computer assisted manufacturing using Mastercam X3. Students in this class will learn two-dimensional CAD drafting techniques, solid modeling, tool path programming for three-axis machine tools, and applications for CAM systems in manufacturing. This course prepares students for occupations in the CNC machining industry.

### MT-59B Mastercam 3-D Programming

(4 Units LEC/LAB) Grade only

Prerequisite: MT-59A

Transfers to: CSU

An advanced course in computer-assisted manufacturing, using Mastercam software. Students will learn three-dimensional computerized drafting techniques to create complex surfaces and solid models, tool path programming for advanced multi-axis machine tools, and applications for CAM systems in manufacturing.

### MT-230 Introduction to Mechatronics

(0 Units LAB) P/NP only

Repeatability: No limit to enrollments

An entry-level, noncredit course introducing the knowledge and skills needed to design, manufacture, maintain, troubleshoot, and repair mechatronics systems. A variety of

topics will be covered including problem solving, mechanical systems, electricity, electronics, robotics, fluid power, applied mathematics, and work readiness skills. Instructional training will include computer-based classroom activities.

## ■ Mathematics [MATH]

### MATH-4 MATLAB Programming

(3 Units LEC) Grade only

Prerequisite: MATH-25 and MATH-30

Recommended Prep: Previous or concurrent enrollment in MATH-50A.

Transfers to: UC and 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.

### MATH-5 Contemporary Mathematics

(3 Units LEC) Grade only

If Scheduled TBA: 54 hours required

Prerequisite: MATH-120 or MATH-194

Transfers to: CSU

An approved CR and CSU General Education course designed primarily for non-science majors. This course is a study of selected topics from contemporary mathematics. Typical topics, which are chosen by the instructor, will be from areas including: inductive and deductive reasoning, mathematical modeling and analysis of linear and exponential functions, geometric symmetries, geometry of fractals, sequences and series, dynamics of population growth, statistics, mathematics of finance and management science, mathematics of methods of voting, fair division, and problem-solving techniques.

Note: Graphing calculator required; TI-83 or TI-84 recommended.

### MATH-5L Math Lab for Contemporary Mathematics

(0.5-1 Units LEC) P/NP only

If Scheduled TBA: 54 hours required per unit

Transfers to: CSU

A course which offers instructional support for students taking Contemporary Mathematics (MATH-5), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-5.

Note: Students should be enrolled in MATH-5.

### MATH-15 Elementary Statistics

(4 Units LAB) Grade only

If Scheduled TBA: 72 hours required

Prerequisite: MATH-120 or MATH-194

Recommended Prep: ENGL-150

Transfers to: UC and CSU

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.

### MATH-15L Math Lab for Elementary Statistics

(0.5-1 Units LAB) P/NP only

If Scheduled TBA: 54 hours required per unit

Transfers to: CSU

A course which offers instructional support for students taking Elementary Statistics (MATH-15), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-15.

Note: Students should be enrolled in MATH-15.

### MATH-25 College Trigonometry

(4 Units LEC) Grade only

If Scheduled TBA: 72 hours required

Prerequisite: MATH-120

Transfers to: CSU

A study of trigonometric functions, radian measure, solution of right triangles, graphs of the trigonometric functions, inverse trigonometric functions, trigonometric identities and equations, laws of sines and cosines, solution of oblique triangles, polar coordinates, complex numbers in trigonometric form, De Moivre's theorem, and conic sections.

Note: A graphing calculator is required.

### MATH-25L Math Lab for College Trigonometry

(0.5-1 Units LAB) P/NP only

If Scheduled TBA: 54 hours required per unit

Transfers to: CSU

A course which offers instructional support for students taking College Trigonometry (MATH-25), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-25.

Note: Students should be enrolled in MATH-25.

### MATH-30 College Algebra

(4 Units LEC) Grade only

If Scheduled TBA: 72 hours required

Prerequisite: MATH-120

Transfers to: UC and CSU

A course covering first-degree and absolute

value equations and inequalities; composite and inverse functions; polynomial, rational, exponential, and logarithmic functions; systems of equations; matrices; sequences and series; mathematical induction; binomial expansion theorem; and complex numbers.

*Note: Graphing calculator required, TI-83 or 84 recommended.*

### **MATH-30L Math Lab for College Algebra**

*(0.5-1 Units LAB) P/NP only*

*If Scheduled TBA: 54 hours required per unit  
Transfers to: CSU*

A course which offers instructional support for students taking College Algebra (MATH-30), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-30.

*Note: Students should be enrolled in MATH-30.*

### **MATH-45 Linear Algebra**

*(4 Units LEC) Grade only*

*Prerequisite: MATH-50A*

*Transfers to: UC and CSU*

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. Course is offered once a year.*

### **MATH-50A Differential Calculus**

*(4 Units LEC) Grade only*

*If Scheduled TBA: 72 hours required*

*Prerequisite: MATH-25 and MATH-30*

*Transfers to: UC and CSU*

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.*

### **MATH-50B Integral Calculus**

*(4 Units LEC) Grade only*

*If Scheduled TBA: 72 hours required*

*Prerequisite: MATH-50A*

*Transfers to: UC and CSU*

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.

*Note: A graphing calculator is required.*

### **MATH-50C Multivariable Calculus**

*(4 Units LEC) Grade only*

*If scheduled TBA: 72 hours required*

*Prerequisite: MATH-50B*

*Transfers to: UC and CSU*

The third in the series of three calculus courses. Multivariable Calculus applies the techniques and theory of differentiation and integration to a thorough study of vectors in two and three dimensions, vector-valued functions, calculus of functions of more than one variable, partial derivatives, multiple integration, Green's Theorem, Stokes' Theorem, Divergence Theorem; includes motion in two and three dimensions, curves and surfaces.

*Note: Extensive computer visualization is an integral component of this course.*

### **MATH-52 Math Lab for Transfer Level Mathematics**

*(0.5-1 Units LAB) P/NP only*

*Repeatability: Maximum of four enrollments*

*If Scheduled TBA: 54 hours required per unit*

*Transfers to: CSU*

A course which offers 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. 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*

*If Scheduled TBA: 72 hours required*

*Prerequisite: MATH-50B*

*Transfers to: UC and CSU*

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, and techniques for obtaining solutions, including series solutions and Laplace transforms.

*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. Course is offered once a year.*

### **MATH-101 Elementary & Intermediate Algebra Review**

*(0.5 Units LEC) P/NP only*

A review course for students who have suc-

cessfully completed course work in elementary or intermediate algebra. This review course will include 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.

*Note: This is a review course. Extensive work on a computer homework system will be required.*

### **MATH-120 Intermediate Algebra**

*(4 Units LEC) Grade only*

*If Scheduled TBA: 72 hours required*

*Prerequisite: MATH-380*

A course in which functions are investigated graphically, numerically, symbolically and verbally in real-world settings. Linear, quadratic, polynomial, rational, radical, exponential, and logarithmic equations and functions are explored. Technology is integrated into all aspects of the course.

*Note: Graphing calculator required, TI-83 or TI-84 recommended.*

### **MATH-120L Math Lab for Intermediate Algebra**

*(0.5-1 Units LAB) P/NP only*

*If Scheduled TBA: 54 hours required per unit*

A course which offers instructional support for students taking 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.

*Note: Students should be enrolled in MATH-120.*

### **MATH-194 Intermediate Algebra for Social Sciences and Business**

*(4 Units LEC) Grade only*

*If Scheduled TBA: 72 hours required*

*Prerequisite: MATH-380*

A course in which functions are investigated graphically, numerically, symbolically, and verbally in real-world settings with an emphasis on applications to social sciences and 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: A graphing calculator is required; TI-83 or TI-84 recommended. This course meets the prerequisite for MATH-5 and MATH-15, and does not meet the prerequisite for MATH-25 or MATH-30.*

### **MATH-194L Math Lab for Intermediate Algebra for Social Sciences and Business**

*(0.5-1 Units LAB) P/NP only*

*If Scheduled TBA: 54 hours required per unit*

A course which offers instructional support for students taking Intermediate Algebra



for Social Science and Business (MATH-194), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-194.

*Note: Students should be enrolled in MATH-194.*

### **MATH-252 Supervised Tutoring in Mathematics**

(0 Units LAB) P/NP only

*Repeatability: No limit to enrollments*

A course which offers instructional support for students needing help in mathematics given in a self-paced lab environment. This course supports basic skills mathematics classes. Students receive one-on-one and small-group instruction designed to enhance success in mathematics across the curriculum.

*Note: Students register for Supervised Tutoring in mathematics after referral by a counselor or instructor on the basis of an identified learning need. This course is for students enrolled in basic skills mathematics courses.*

### **MATH-272 Arithmetic for College Preparation**

(0 Units LEC) P/NP option

*Repeatability: No limit to enrollments*

A noncredit, basic skills course, as entry-level preparation for college mathematics. Topics include addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals, with an emphasis on critical-thinking and problem-solving. Includes applications of proportions and percents, measurement unit conversion, and averages. Communication of mathematical ideas is integral to the course. The use of scientific calculators will also be introduced.

### **MATH-276 Pre-Algebra for College Preparation**

(0 Units LEC) P/NP option

*Repeatability: No limit to enrollments*

*Recommended Prep: MATH-272*

A non-credit course, including 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 will also be introduced. Problem solving, estimation and the communication of mathematical ideas are an integral part of the course. Use of a scientific calculator will be introduced.

*Note: A scientific calculator is required.*

### **MATH-301 Prealgebra Review**

(1 Unit LEC) P/NP only

*Recommended Prep: High School Algebra I*

A review course covering material from MATH-376 (Prealgebra). This review course is designed for students preparing to place into MATH-380 (Elementary Algebra).

Content will include: review of arithmetic operations involving fractions, decimals, and signed numbers; review of problem-solving strategies for problems involving ratios, percents, and geometry; review of basic algebra concepts; review of techniques for simplifying algebraic expressions and solving linear equations.

*Note: This is a review course. Extensive work on a computer homework system will be required.*

### **MATH-302 Elementary Algebra Review**

(1 Unit LEC) P/NP only

*Recommended Prep: High School Algebra I and Geometry or MATH-380*

A review course covering material from MATH-380 (Elementary Algebra). This review course is designed for students preparing to place into MATH-120 (Intermediate Algebra). Content will include: review of linear equations and linear inequalities in one variable; review of linear equations in two variables; review of systems of linear equations; review of integer exponents and polynomials; review of factoring; and review of radical expressions and equations.

*Note: This is a review course. Extensive work on a computer homework system will be required.*

### **MATH-303 Intermediate Algebra Review**

(1 Unit LEC) P/NP only

*Recommended Prep: High School Algebra II and Geometry or MATH-120*

A review course covering material from MATH-120 (Intermediate Algebra). This review course is designed for students preparing to place into a transfer level mathematics course. Content will include: review of linear equations and inequalities in one variable; review of logic; review of linear functions; review of quadratic and polynomial functions; review of rational functions; review of exponential and logarithmic functions; review of radical functions.

*Note: This is a review course. Extensive work on a computer homework system will be required.*

### **MATH-372 Arithmetic for the College Student**

(4 Units LEC) Grade only

A study of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals, with an emphasis on applications. Includes applications of proportion and percents, unit conversion, and averages. Problem solving, estimation, small group work, exploratory activities, and the communication of mathematical ideas are an integral part of the course. The use of scientific calculators will also be introduced.

### **MATH-372L Math Lab for College Arithmetic**

(0.5-1 Units LAB) P/NP only

*If Scheduled TBA: 54 hours required per unit*

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) P/NP option

*Prerequisite: MATH-372*

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. Use of a scientific calculator will be introduced.

*Note: Scientific calculator is required.*

### **MATH-376L Math Lab for Pre-Algebra**

(0.5-1 Units LAB) P/NP only

*If Scheduled TBA: 54 hours required per unit*

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) P/NP option

*Prerequisite: MATH-376*

A study of the real number system, first-degree linear equations and inequalities, polynomial expressions and equations, factoring, radicals, quadratic equations and the quadratic formula, interpretation of graphs, and problem-solving techniques. Small group work and exploratory activities (including the use of the graphing calculator) are involved in this course.

*Note: Graphing calculator required, TI-83 or TI-84 recommended.*

### **MATH-380L Math Lab for Elementary Algebra**

(0.5-1 Units LAB) P/NP only

*If Scheduled TBA: 54 hours required per unit*

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

*If Scheduled TBA: 54 hours required*

*Recommended Prep: ENGL-350 and MATH-376*

An introduction to medical terminology and the structure of medical words including prefixes, suffixes, roots and combining forms. Course includes the study of pronunciation, spelling, and definitions of medical terms, as well as anatomical, pathological and surgical terminology as related to the body's system.

*Note: Course is open to non-majors.*

## ■ Meteorology [METEO]

### METEO-1 Introduction to Meteorology

*(3 Units LEC) Grade only  
Transfers to: UC and CSU*

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 [MUS]

### MUS-1 Introduction to Music

*(3 Units LEC) Grade only  
Recommended Prep: MATH-372  
Transfers to: UC and CSU*

An introduction to the fundamentals of music theory, notation and performance. The course addresses rhythm notation; note reading on the treble, bass, alto and tenor staves; the keyboard; scales; the circle of fifths; and key signatures. The course also includes clapping exercises, recorder playing, and review writing.

### MUS-2A Beginning Harmony and Musicianship

*(3 Units LEC) Grade only  
Recommended Prep: MUS-1  
Transfers to: UC and CSU*

An introduction to harmony and musical form. Topics addressed include intervals and their inversions, triads and their inversions, part-writing, roman numeral analysis, and chord progressions involving the primary triads. The course also includes sight-singing and training in aural recognition of intervals.

### MUS-2B Intermediate Harmony and Musicianship

*(3 Units LEC) Grade only  
Recommended Prep: MUS-2A  
Transfers to: UC and CSU*

An intermediate study in harmony and musical form. Topics addressed include secondary triads, non-harmonic tones, seventh chords, and the composition and harmonization of short diatonic melodies. The

course also includes part-writing exercises, roman numeral analysis of short compositions, sight-singing, and training in the aural recognition of intervals.

### MUS-3 Advanced Harmony and Musicianship

*(3 Units LEC) Grade only  
Recommended Prep: MUS-2B  
Transfers to: UC and CSU*

An advanced study in harmony and musical form. Topics addressed include secondary dominants, augmented sixth, neapolitan, and borrowed chords, pedal points, and modulation. The course also includes the composition and harmonization of melodies, part-writing exercises, roman numeral analysis of short compositions, sight-singing, and training in the aural recognition of intervals.

### MUS-10 Music in History

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-1A  
Transfers to: UC and CSU*

A survey of Western art music from the Middle Ages through the twentieth century. The course addresses basic musical terminology and concepts, traces changes in styles, genres, and forms through successive historical periods, introduces major composers and representative instruments, and explores the changing social contexts of music in Western culture.

### MUS-12 American Popular Music

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-1A  
Transfers to: UC and CSU*

A survey of American popular music 1820-2000. Includes basic musical concepts and terminology; the evolution of the music industry and music-related media and technology; American popular song and musical theater; the blues-ragtime-jazz axis; country-and-western; rock music; and the soul-funk-disco-hip-hop axis.

### MUS-22B Beginning Band Instruments: Brass

*(1 Unit LAB) Grade only  
Transfers to: CSU*

Class instruction in the fundamentals of performance on brass instruments commonly used in a concert band setting.  
*Note: Student must own or rent an instrument.*

### MUS-22P Beginning Band Instruments: Percussion

*(1 Unit LAB) Grade only  
Transfers to: CSU*

A course of class instruction in the fundamentals of performance on percussion instruments commonly used in a concert band setting.

### MUS-22W Beginning Band Instruments: Woodwinds

*(1 Unit LAB) Grade only  
Transfers to: CSU*

A course of class instruction in the fundamentals of performance on woodwind instruments commonly used in a concert band setting.  
*Note: Student must own or rent an instrument.*

### MUS-24A Beginning Class Piano I

*(1 Unit LEC/LAB) Grade only  
Transfers to: CSU*

A course of instruction in piano in both group and individual formats. The course introduces students to the keyboard, rhythm notation and counting, note reading in the treble and bass staves, fingering techniques, simple chord patterns, basic elements of interpretation (tempo, dynamics, phrasing), and development of two-hand independence.  
*Note: Course includes recitals.*

### MUS-24B Beginning Class Piano II

*(1 Unit LAB) Grade only  
Recommended Prep: MUS-24A  
Transfers to: CSU*

A course in the continued development of piano skills in both group and individual formats. Use of the damper pedal, simple two-part polyphony, extended hand positions, and beat divisions in simple time are introduced. Course fosters further development of finger technique, hand-to-hand independence, and subtlety of articulation.  
*Note: Course includes recitals.*

### MUS-25A Intermediate Class Piano I

*(1 Unit LAB) Grade only  
Recommended Prep: MUS-24B  
Transfers to: CSU*

Continued development of piano skills in both group and individual formats. Major scales, secondary triads, shifting and extended hand positions, additional articulation symbols, rolled chords, and swing eighths are introduced. Further development of finger technique, hand-to-hand independence, and subtlety of articulation through a repertoire encompassing all periods.  
*Note: Course includes recitals.*

### MUS-25B Intermediate Class Piano II

*(1 Unit LAB) Grade only  
Recommended Prep: MUS-25A  
Transfers to: CSU*

Continued development of piano skills in both group and individual formats. Minor scales, shifting and extended hand positions in a variety of keys, and performance practices appropriate to specific periods and styles are introduced. Further development of finger technique, hand-to-hand independence, and subtlety of articulation through a repertoire encompassing all periods.

*Note: Course includes recitals.*

### **MUS-26A Beginning Class Voice I**

*(1 Unit LEC/LAB) Grade only  
Transfers to: CSU*

A course of group instruction at the beginning level in the development of solo vocal techniques. Breathing techniques, tone quality, and stage presence are covered in a variety of musical styles.

### **MUS-26B Beginning Class Voice II**

*(1 Unit LAB) Grade only  
Recommended Prep: MUS-26A  
Transfers to: CSU*

A continued development of vocal skills in a group format. Emphasis is placed on further development of solo voice techniques, practice skills, and performance approaches in various musical styles.

*Note: Students enrolling should be able to read music and be aware of basic techniques of breathing, tone quality, and stage presence.*

### **MUS-27A Intermediate Class Voice I**

*(1 Unit LAB) Grade only  
Recommended Prep: MUS-26B  
Transfers to: CSU*

A course in the continued development of vocal skills in a group format. Emphasis is placed on further development of solo voice techniques, practice skills, and performance approaches in various musical styles. The international phonetic alphabet is introduced.

*Note: Student enrolling should be able to read music and be aware of basic breathing techniques, tone quality, and stage presence as taught in MUS-26B.*

### **MUS-27B Intermediate Class Voice II**

*(1 Unit LAB) Grade only  
Recommended Prep: MUS-27A  
Transfers to: CSU*

A course in the continued development of vocal skills in a group format. Emphasis is placed on further development of solo voice techniques, practice skills, and performance approaches in various musical styles. Further work with the international phonetic alphabet.

*Note: Students enrolling should be able to read music and be aware of techniques of breathing, tone quality, and stage presence as taught in MUS-27A.*

### **MUS-29A Beginning Class Guitar I**

*(1 Unit LEC/LAB) Grade only  
Transfers to: CSU*

A course of group instruction in guitar at the beginning level. Course includes familiarization with the fretboard, fundamental rhythmic notation and chord symbols, common chord progressions, major scales, and the development of finger independence.

### **MUS-29B Beginning Class Guitar II**

*(1 Unit LAB) Grade only*

*Recommended Prep: MUS-29A*

*Transfers to: CSU*

Continued development of guitar skills in both group and individual formats. Students continue to develop finger independence, chord symbol recognition, and chord construction abilities, and are introduced to minor scales, common modes, and arpeggios, as well as improvisation over common chord changes.

### **MUS-29C Intermediate Class Guitar**

*(1 Unit LAB) Grade only  
Recommended Prep: MUS-29B  
Transfers to: CSU*

Continued development of guitar skills in both group and individual formats. Students improvise over progressively more challenging chord change patterns, are introduced to reading notes from the treble staff, and develop facility in applying performance practices appropriate to specific musical styles.

### **MUS-44 Opera Production**

*(1-2 Units LAB) Grade only  
Repeatability: Maximum of four enrollments  
Transfers to: UC and CSU*

The study and performance of a particular light opera with appropriate accompaniment, costumes, makeup, lighting, and scenery.

*Note: Audition required for performance roles.*

### **MUS-59 Chorale**

*(1 Unit LAB) Grade only  
Repeatability: Maximum of four enrollments  
Recommended Prep: MUS-26  
Transfers to: UC and CSU*

The study and performance of choral selections from the eighteenth, nineteenth, and twentieth centuries. Course addresses vocal techniques, performance practice issues, and historical background.

### **MUS-61 Concert Band**

*(1 Unit LAB) Grade only  
Repeatability: Maximum of four enrollments  
Recommended Prep: MUS-22*

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.

### **MUS-62 Jazz Orchestra**

*(1 Unit LAB) Grade only  
Repeatability: Maximum of four enrollments  
Recommended Prep: MUS-22  
Transfers to: UC and CSU*

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.

### **MUS-63 Wind Ensemble**

*(1 Unit LAB) Grade only*

*Repeatability: Maximum of four enrollments*

*Recommended Prep: MUS-22*

*Transfers to: UC and CSU*

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.

### **MUS-64 Studio Band**

*(1 Unit LAB) Grade only  
Repeatability: Maximum of four enrollments  
Recommended Prep: MUS-22  
Transfers to: UC and CSU*

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.

### **MUS-70 Oratorio Choir**

*(1 Unit LAB) Grade only  
Repeatability: Maximum of four enrollments  
Recommended Prep: MUS-26  
Transfers to: UC and CSU*

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.

## **■ Native American Studies [NAS]**

### **NAS-1 Introduction to Native American Studies**

*(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Transfers to: UC and CSU*

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  
If Scheduled TBA: 54 hours required  
Transfers to: UC and CSU*

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  
 If Scheduled TBA: 54 hours required  
 Recommended Prep: MATH-372  
 Transfers to: UC and CSU

A survey from pre-Columbian origins to the present. This course examines the trajectories of indigenous societies, their interactions with European invaders, and their vital role in the development of a multiethnic nation-state in North America. It examines the historical context of contemporary Native American political, cultural, legal, and economic conditions, and the role of Native Americans in contemporary society.

**■ Nursing [NURS]****NURS-10A Pharmacology in Professional Nursing - I**

(2 Units LEC) Grade only  
 If Scheduled TBA: 36 hours required  
 Corequisite: NURS-21  
 Transfers to: CSU

Introduction to pharmacology in the practice of nursing that incorporates the legal, cultural, psychological, professional, and ethical aspects of medication administration across the lifespan. Clinical judgment and reasoning skills as well as client education programs will be delineated and integrated throughout the course.

*Note: Admission to the ADN Program required for enrollment. Appropriate for licensed professionals for update or review with permission of the instructor.*

**NURS-10B Pharmacology in Professional Nursing - II**

(2 Units LEC) Grade only  
 If Scheduled TBA: 36 hours required  
 Prerequisite: NURS-10A and NURS-21  
 Corequisite: NURS-22  
 Transfers to: CSU

Further study of drug classifications not covered in NURS-10A. Reinforcement of clinical reasoning and judgment skills as they relate to drug therapy. Safety associated with medication administration and development of more complex patient education plans emphasized.

*Note: Admission to the ADN Program required for enrollment. Appropriate for licensed professionals for update or review with permission of the instructor.*

**NURS-21 Nursing Science and Practice I**

(9 Units LEC/LAB) Grade only  
 If Scheduled TBA: 306 hours required  
 Corequisite: NURS-10A  
 Transfers to: CSU

A course in the 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. Concurrent clinical experiences occur in health care facilities.

*Note: Prior admission to the RN Program is required.*

**NURS-22 Nursing Science and Practice II**

(9 Units LEC/LAB) Grade only  
 If Scheduled TBA: 306 hours required  
 Prerequisite: NURS-10A and NURS-21  
 Transfers to: CSU

A course in the application of the nursing process in collaborative, holistic care of individual and family clients across the life-span, who are 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.

**NURS-23 Nursing Science and Practice III**

(9 Units LEC/LAB) Grade only  
 If Scheduled TBA: 306 hours required  
 Prerequisite: NURS-10B and NURS-22; or admission to the LVN-RN career mobility program and NURS-60A and NURS-60B.  
 Transfers to: CSU

A course focusing 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 healthcare facilities, psychiatric settings and community health placements. This course emphasizes the roles and responsibilities of the nurse meeting immediate and long term client care needs.

**NURS-24 Nursing Science and Practice IV**

(1 Unit LEC) Grade only  
 If Scheduled TBA: 396 hours required  
 Prerequisite: NURS-23  
 Transfers to: CSU

A course which synthesizes the major concepts of the client, environment, health, holism and the art and science of nursing. This course focuses on critical thinking and professional behaviors essential to enhancing a caring-collaborative relationship in nursing practice. The concepts of nursing management and leadership of other health care workers are incorporated within the provision and management of care of clients with complicated and critical pathophysiological conditions.

**NURS-60A LVN/Paramedic-to-RN Transition Concepts Part I**

(1 Units LEC) Grade only  
 If Scheduled TBA: 18 hours required  
 Transfers to: CSU'

This course explores practice concepts related to role transition for the Licensed Vocational Nurse or Paramedic seeking Registered Nurse licensure. Topics include but are not limited to role theory, distinction between LVN/Paramedic/RN roles, nursing process, clinical reasoning, therapeutic communication, client teaching, and nursing skills related to nursing fundamentals and pharmacology. Students will be introduced to the RN Associate Degree curriculum model, and the roles and responsibilities of the Registered Nurse.

*Note: Students must have waitlist number for the LVN/Paramedic-RN Career Mobility Program and current licensure as an LVN or Paramedic in order to enroll. Didactic and clinical competency will be assessed through standardized exams and skills testing.*

**NURS-60B LVN/Paramedic-to-RN Transition Concepts Part II**

(1 Units LEC) Grade only  
 If Scheduled TBA: 18 hours required  
 Prerequisite: NURS-60A  
 Transfers to: CSU'

This course explores nursing practice concepts related to role transition for the Licensed Vocational Nurse or Paramedic seeking Registered Nurse licensure. Topics include but are not limited to nursing care plan development, RN licensure process and requirements, leadership, legal ethical issues, family centered and holistic nursing and nursing skills related to Maternal-Child Health and Pediatrics.

*Note: Students must have waitlist number for the LVN/Paramedic-RN Career Mobility Program, current licensure as an LVN or Paramedic and completion of NURS-60A in order to enroll. Didactic and clinical competency will be assessed through standardized exams and skills testing.*

**■ Oceanography [OCEAN]****OCEAN-10 Introduction to Oceanography**

(3 Units LEC) P/NP option  
 Recommended Prep: ENGL-150  
 Transfers to: UC and CSU

An introduction to the Earth's ocean including marine environments, geology, plate tectonics, fundamental chemical and physical properties of seawater, atmospheric-oceanic relationships, oceanic circulation, coastal environments and biological productivity.

**OCEAN-11 Laboratory in Oceanography**

(1 Unit LAB) P/NP option

*Prerequisite:* OCEAN-10  
*Corequisite:* OCEAN-10  
*Recommended Prep:* ENGL-150  
*Transfers to:* UC and CSU

An exploration of the conceptual material presented in OCEAN-10. Students will acquire practical laboratory and field experience using oceanographic skills, tests, and procedures. Laboratory exercises focus on chart reading, measurements of seafloor movement, seawater chemistry, wave celerity, and microscopic analysis. Field experience includes examination of coastal geology, wave and beach processes, habitats and marine organisms.

*Note:* This course includes field trips to various marine and coastal areas. The College does not provide transportation.

### **OCEAN-12 Environmental Oceanography**

*(3 Units LEC) P/NP option*  
*Recommended Prep:* ENGL-150  
*Transfers to:* UC and CSU

A study of the fundamental principles of oceanography and the resources available from the sea. The basic concepts of physical, chemical, geologic, and biological oceanography will be explored in discussions on marine mineral resources, ocean energy, living resources of the sea, marine pollution, and ocean management.

## ■ Philosophy [PHIL]

### **PHIL-1 Critical Thinking**

*(3 Units LEC) Grade only*  
*Prerequisite:* ENGL-1A  
*Transfers to:* UC and CSU

A study of thinking and its qualities with a focus on effective decision making and practical reasoning skills. Students will practice evaluating arguments and gathering and analyzing information and reasoning to justify a conclusion. The course examines the uses of language, formal and informal fallacies, argument forms, deductive and inductive logic, and methods for evaluating arguments.

### **PHIL-2 Introduction to Political Philosophy**

*(3 Units LEC) Grade only*  
*Prerequisite:* ENGL-150  
*Transfers to:* CSU

A course examining the key texts and political thinkers of western political thought from Plato to the present. Students will be introduced to: (1) historical and contemporary debates about the most desirable cultural values, political regimes, institutional forms, economic systems, and laws to achieve "the good life;" and (2) political theorists' answers to contentious questions about the nature of justice, freedom, and equality.

*Note:* Same as POLSC-2.

### **PHIL-10 Introduction to Philosophy**

*(3 Units LEC) Grade only*  
*Recommended Prep:* ENGL-150  
*Transfers to:* UC and CSU

An introduction to the central and enduring philosophical problems and the arguments historical and contemporary philosophers have made about them. Topics to be addressed include epistemology; metaphysics; the relation between the mind and the body; the nature of free will; the existence of God; the foundations of morality; aesthetics; and social justice. Emphasis is on using methods of philosophic inquiry to develop and defend individual responses to perennial questions.

### **PHIL-12 Introduction to Logic**

*(3 Units LEC) Grade only*  
*Prerequisite:* ENGL-1A  
*Recommended Prep:* MATH-380  
*Transfers to:* UC and CSU  
*C-ID:* PHIL 110

An introduction to the nature of argument with emphasis on informal and formal logic. Students will practice inductive and deductive reasoning and learn to use Venn diagrams, squares of opposition, and truth tables to assess ordinary language and symbolic arguments. Topics such as justification, validity, language and thought, and formal and informal fallacies will be discussed.

### **PHIL-15 Religions of the World**

*(3 Units LEC) Grade only*  
*Recommended Prep:* ENGL-150  
*Transfers to:* UC and CSU

An introductory examination of religious thought, experience, and expression associated with living religions of the world. Religions that may be studied include Hinduism, Jainism, Buddhism, Confucianism, Taoism, Sikhism, Zoroastrianism, Judaism, Christianity, Islam, and Primal

### **PHIL-20 Introduction to Ethics**

*(3 Units LEC) Grade only*  
*Recommended Prep:* ENGL-150  
*Transfers to:* UC and CSU  
*C-ID:* PHIL 120

An introduction to major ethical theories and the practice of moral reasoning and decision making. Students will practice using ethical theories and methods of moral reasoning to reach justified ethical conclusions in response to a variety of current ethical issues related to stem cell research, war, computer technology, religious practice, the treatment of animals and the environment, etc.

## ■ Physical Education [PE]

### **PE-8A Beginning Golf**

*(0.5-1 Units LAB) P/NP option*  
*Transfers to:* UC and CSU

This course is designed to introduce students to the basic golf fundamentals of the grip, stance and swing. The basics in scoring and etiquette will be emphasized for a standard round of golf.

*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*  
*Repeatability:* Maximum of four enrollments  
*If Scheduled TBA:* 54 hours per lab unit  
*Transfers to:* UC and CSU

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:* Field trip oriented class, hiking off campus.

### **PE-10 Running and Walking**

*(0.5-1 Units LAB) P/NP option*  
*If Scheduled TBA:* 54 hours per lab unit  
*Transfers to:* UC and CSU

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*  
*Transfers to:* UC and CSU

A course designed to teach basic tennis skill fundamentals, rules of the game, scoring, and tennis etiquette.

*Note:* Student needs to provide their own racquet and three new tennis balls.

### **PE-12 Weight Training**

*(1 Unit LAB) P/NP option*  
*Transfers to:* CSU

The application of resistance in the form of weight machines, free-weights, and body resistance exercises to condition the muscular system of the body. Training programs will be adapted to individuals weight training level.

### **PE-13 Boot Camp Fitness**

*(0.5-1 Units LAB) P/NP option*  
*Transfers to:* CSU

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 option

Repeatability: Maximum of four enrollments  
Transfers to: CSU

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

Transfers to: UC and CSU

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-20 Baseball Conditioning

(2 Units LAB) P/NP option

Repeatability: Maximum of two enrollments  
Transfers to: CSU

A course designed to prepare to students for intercollegiate baseball competition. Students will learn how a variety of athletic conditioning activities promote the individual skills necessary to compete successfully in baseball.

#### PE-21 Basketball

(0.5-1 Units LAB) P/NP option

Repeatability: Maximum of four enrollments  
Transfers to: UC and CSU

A course designed to teach the basic skill fundamentals of the game of basketball with emphasis on movement, rules of the game, strategies, and team play.

#### PE-22 Soccer

(0.5-1 Units LAB) P/NP option

Transfers to: UC and CSU

A course designed to teach the basic skills, techniques, rules, and strategies to play organized soccer.

#### PE-23 Fastpitch Softball

(2 Units LAB) P/NP option

Repeatability: Maximum of two enrollments  
Transfers to: UC and CSU

A course designed to prepare students for intercollegiate fastpitch softball competition. Students will learn individual skills and strategy tactics with an emphasis on athletic conditioning.

#### PE-24 Touch Football

(1 Unit LAB) P/NP option

Transfers to: UC and CSU

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

Transfers to: UC and CSU

A volleyball course that emphasizes movement, rules of the game, basic skill fundamentals, and team play.

#### PE-27 Power Weight Lifting

(0.5-1 Units LAB) P/NP option

Recommended Prep: PE-12

Transfers to: CSU

A course designed to introduce the application of resistance in the form of free-weights, Olympic Power Weight Lifting, and body resistance exercises in order to condition the muscular system. Training programs will be adapted to individual's weight training level.

#### PE-31 Jazz Dance

(0.5-1 Units LAB) P/NP option

Transfers to: UC and CSU

A course providing 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. Instruction varies with the skills and backgrounds of the individual student. A live performance on the Forum Theater stage at the end of the semester and a written critique of a dance performance is required.

*Note: Required to attend and critique a community dance production. Student will be responsible for own transportation.*

#### PE-32 Cross-Fit Circuit Training

(0.5-1 Units LAB) P/NP option

Recommended Prep: PE-12A

Transfers to: CSU

A course designed to train students in cross-fit & timed interval exercise sessions. Sessions will train all major muscle groups and include the use of free weights, machines and aerobic conditioning activities at a variety of workloads and pace. Core abdominal work and flexibility will also be emphasized.

#### PE-36 Hip Hop Dance

(0.5-1 Units LAB) P/NP option

Transfers to: UC and CSU

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

If Scheduled TBA: 54 hours required

Transfers to: CSU

Improvement of cardiovascular fitness through road cycling. Prepares the student for participation in local riding events such as the Tour of the Unknown Coast. Emphasis is on fitness riding not racing. Proper bike fit, training methods, roadside repairs, bike safety, bike handling skills, bike anatomy, and minor maintenance will be covered.

*Note: You will need to provide your own bicycle that is in good working condition as well as a bicycle helmet. Rides will be off campus (across freeway - Hookton, Copenhagen, and Eel River Drive).*

#### PE-49 Intercollegiate Soccer - Men

(2 Units LAB) Grade only

Repeatability: Maximum of four enrollments

If Scheduled TBA: 108 hours required

Transfers to: UC and CSU

Advanced level instruction for men interested in participating in competitive intercollegiate soccer.

*Note: Must meet all eligibility requirements of the State Athletic Code for participation. Consult class schedule for section information.*

#### PE-50 Intercollegiate Baseball

(2 Units LAB) P/NP option

Repeatability: Maximum of two enrollments

If Scheduled TBA: 108 hours required

Recommended Prep: PE-20

Transfers to: UC and CSU

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. All students participating must meet State eligibility requirements provided by the CCCAA.

#### PE-51 Intercollegiate Basketball - Women

(1 Unit LAB) Grade only

Repeatability: Maximum of four enrollments

If Scheduled TBA: 58 hours required

Transfers to: UC and CSU

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

(1 Unit LAB) P/NP option

Repeatability: Maximum of four enrollments

If Scheduled TBA: 54 hours required

Transfers to: UC and CSU

A course for those participating in competitive basketball at the intercollegiate level. Students will learn advanced level basketball skills and techniques, game strategies, and leadership skills, then apply them in intercollegiate competitions.

Note: All students participating must meet state eligibility requirements provided by the CCCAA.

### PE-53 Intercollegiate Cross Country

(2 Units LAB) Grade only

Repeatability: Maximum of four enrollments

If Scheduled TBA: 108 hours required

Transfers to: CSU

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

Repeatability: Maximum of two enrollments

If Scheduled TBA: 175 hours required

Transfers to: UC and CSU

Designed for those participating in competitive football at the intercollegiate level. This course provides opportunities for students to receive advanced-level instruction and training in football skills, techniques, strategies, and leadership.

Note: Must meet all eligibility requirements of CCCAA.

### PE-56 Intercollegiate Fastpitch Softball

(2 Units LAB) P/NP option

Repeatability: Maximum of two enrollments

If Scheduled TBA: 175 hours required

Transfers to: UC and CSU

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

Repeatability: Maximum of four enrollments

If Scheduled TBA: 108 hours required

Transfers to: UC and CSU

Advanced level instruction for men and women interested in participating in com-

petitive 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) Grade only

Repeatability: Maximum of two enrollments

If Scheduled TBA: 175 hours required

Transfers to: UC and CSU

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

Repeatability: Maximum of two enrollments

If Scheduled TBA: 175 hours required

Transfers to: UC and CSU

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) P/NP option

Transfers to: UC and CSU

A science based examination of strength training with an emphasis on designing individual strength-training programs. Students will examine how the body responds and adapts to various strength training programs and modalities.

### PE-65 Introduction to Physical Education

(3 Units LEC) Grade only

Transfers to: UC and CSU

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-67 Theory of Football

(1 Unit LAB) P/NP option

Repeatability: Maximum of two enrollments

Transfers to: UC and CSU

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 inter-

collegiate sport requiring coach's or academic athletic advisor's approval.

### PE-67B Theory of Football 2

(1 Unit LAB) P/NP option

Recommended Prep: PE-67A

Transfers to: UC and CSU

An advanced course in the continued development of theory, practice, and game performance of football. Through lecture, discussion, and DVD analysis, students will focus on advanced-level theories of football skills, technique, 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) Grade only

Transfers to: UC and CSU

A course in the care and prevention of sports injuries. Intended for exercise enthusiasts and students interested in coaching, physical education, athletic training and the fitness profession, this course provides basic information on a variety of topics relating to health care for physically active and competitive athletes.

### PE-80 Athletic Conditioning

(0.5-2 Units LAB) P/NP option

Repeatability: Maximum of four enrollments

If Scheduled TBA: 54 hours per lab unit

Transfers to: UC and CSU

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 only

Repeatability: Maximum of four enrollments

Transfers to: UC and CSU

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 only

Repeatability: Maximum of four enrollments

Transfers to: UC and CSU

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

Repeatability: Maximum of sixteen enrollments

If Scheduled TBA: 54 hours required

Transfers to: UC and CSU

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

Repeatability: 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

Repeatability: 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 [PHYSIC]

### PHYSIC-10 Introduction to Physical Science

(3 Units LEC) P/NP option

Recommended Prep: MATH-380 and ENGL-150

Transfers to: UC and CSU

A survey for non-science majors covering basic topics of physics, chemistry, geology and astronomy. Topics include matter and energy, thermodynamics, electricity and magnetism, light, atomic structure, chemical change, organic chemistry, earth structure and composition, plate tectonics, the solar system and the stars.

## ■ Physics [PHYS]

### PHYS-2A General Physics I

(4 Units LEC/LAB) Grade only

Prerequisite: MATH-25

Transfers to: UC and CSU

C-ID: PHYS 105

An introduction to the structure and language of physics through the study of mechanics, thermodynamics, vibrations, and waves.

### PHYS-2B General Physics II

(4 Units LEC/LAB) Grade only

Prerequisite: PHYS-2A

Transfers to: UC and CSU

C-ID: PHYS 110

A continuation of the study of the structure and language of physics. The subject matter includes electricity and magnetism, optics, and modern physics.

### PHYS-4A Calculus-Based Physics: Mechanics

(4 Units LEC/LAB) Grade only

Prerequisite: MATH-50A

Transfers to: UC and CSU

C-ID: PHYS 205

An introductory course in calculus-based physics for physical science and engineering majors. The subject matter of the course is classical mechanics, including analysis of motion, force, momentum, and energy.

### PHYS-4B Calculus-Based Physics: Electricity & Magnetism

(4 Units LEC/LAB) Grade only

Prerequisite: PHYS-4A and MATH-50B

Transfers to: UC and CSU

C-ID: PHYS 210

A continuation of the introductory course in calculus-based physics for physical science and engineering majors. The subject matter of the course is electricity and magnetism, including static electricity, magnetic phenomena, direct and alternating current circuits, and electromagnetic waves.

### PHYS-4C Calculus-based Physics: Heat, Optics, Waves and Modern Physics

(4 Units LEC/LAB) Grade only

Prerequisite: PHYS-4A and MATH-50B

Transfers to: UC and CSU

C-ID: PHYS 215

A continuation of the introductory treatment of physics for physical science and engineering majors. The subject matter includes geometric and physical optics, the mechanics of solids and fluids, wave motion, thermal physics, and an introduction to relativity and quantum physics.

### PHYS-10 Conceptual Physics

(3 Units LEC) Grade only

Recommended Prep: MATH-380

Transfers to: UC and CSU

An introductory level course in physics examining the subject from a broad, interdisciplinary perspective. Topics may include motion, falling objects, energy, electricity and magnetism, momentum, and waves.

## ■ Political Science [POLSC]

### POLSC-1 Political Controversies

(3 Units LEC) Grade only

Recommended Prep: ENGL-150

Transfers to: UC and CSU

An introduction to current controversies in US politics. Students will become familiar with contemporary issues, critique different viewpoints, and construct policy solutions while learning about constitutional principles and government institutions.

### POLSC-2 Introduction to Political Philosophy

(3 Units LEC) Grade only

Prerequisite: ENGL-150

Transfers to: UC and CSU

A course examining the key texts and political thinkers of western political thought from Plato to the present. Students will be introduced to: (1) historical and contemporary debates about the most desirable cultural values, political regimes, institutional forms, economic systems, and laws to achieve "the good life;" and (2) political theorists' answers to contentious questions about the nature of justice, freedom, and equality.

Note: Same as PHIL-2.

### POLSC-3 Modern World Problems

(3 Units LEC) Grade only

Recommended Prep: ENGL-150

Transfers to: UC and CSU

An introductory analysis of international political systems emphasizing the causes and ramifications of contemporary international issues such as war, proliferation of weapons of mass destruction, ethnic and religious conflict, peace keeping, terrorism, political and economic globalization, and environmental conflict.

### POLSC-10 US Government and Politics

(3 Units LEC) Grade only

If Scheduled TBA: 54 hours required

Recommended Prep: ENGL-150

Transfers to: UC and CSU

A course addressing 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.

### POLSC-12 State and Local Politics

(3 Units LEC) Grade only

Recommended Prep: ENGL-150 and POLSC-10

Transfers to: CSU

An introduction to state and local politics and government with emphasis on California. Specific topics include governors, state legislatures, state courts, local governments,



current issues in state and local politics, California political history, and the California Constitution.

### **POLSC-13 Environmental Politics and Policy**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: CSU*

A course examining the history, organizations, interests, and processes that shape environmental policy in the United States. Students will examine the policy making process and explore case studies to better understand the role of US politics, economics, and culture in developing environmental policies and law. By the end of the course students will have the knowledge to make sense of environmental problems, critique different viewpoints, and construct policy solutions.

### **POLSC-20 Comparative Politics**

*(3 Units LEC) Grade only  
Transfers to: UC and CSU*

A course examining the similarities and differences among political systems. Students will be introduced to diverse theoretical approaches and concepts in Comparative Politics in order to understand the political, economic, and social development of a variety of states.

### **POLSC-30 Campaigns and Elections**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150 and POLSC-10  
Transfers to: CSU*

An introduction to the theory and practice of U.S. political campaigns and elections. Students will learn about the purpose, significance, and impact of campaigns and elections through exploring and participating in political campaigns. Emphasis will be placed on electoral structures and institutions; changes in process and outcomes over time; and the determinants of vote choice.

## ■ Psychology [PSYCH]

### **PSYCH-1 General Psychology**

*(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU  
C-ID: PSY 110*

A course focusing on the scientific study of behavior and mental processes. The content of the course focuses on the exploration of major theories and concepts, methods, and research findings in psychology. Topics include biological foundations, perception, learning, cognition, emotion, motivation, development, personality, social psychology, psychological disorders and therapies, and

applied psychology. This course is transferable to four-year colleges and is a prerequisite for most upper division psychology courses.

### **PSYCH-2 Research Methods in Psychology**

*(3 Units LEC) Grade only  
Prerequisite: PSYCH-1 and MATH-15  
Recommended Prep: ENGL-1A  
Transfers to: UC and CSU  
C-ID: PSY 200*

A course that surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the subdisciplines of psychology.

### **PSYCH-3 Psychology of Sexuality**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: CSU  
C-ID: PSY 130*

A comprehensive study of sexuality with an emphasis on individual differences. The course includes a study of sexual anatomy, sexual response, love and communication, sexual orientations, sexual identities, sexually transmitted infections (STI's) as well as maturation and transitions throughout the lifespan, sexual adaptations and disorders. The course is a scientific one and students are encouraged to apply research findings to their own lives.

*Note: This course involves explicit discussions of sex and sexuality.*

### **PSYCH-11 Lifespan Development**

*(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU  
C-ID: PSY 180*

A course covering the scientific study of human development across the lifespan. The content of the course focuses on the exploration of major theories and concepts, methods, and research findings in lifespan development. Topics include biological, cognitive, and psycho-social processes in the context of prenatal, infant, child, adolescent, and adult development.

### **PSYCH-20 Biological Psychology**

*(3 Units LEC) Grade only  
Prerequisite: PSYCH-1  
Recommended Prep: ENGL-1A  
Transfers to: UC and CSU  
C-ID: PSY 150*

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 biopsychosocial model of human behavior. Students should be able to read and write at the college level.*

### **PSYCH-30 Social Psychology**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU  
C-ID: PSY 170*

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.

### **PSYCH-33 Personal Growth and Adjustment**

*(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-350  
Transfers to: CSU  
C-ID: PSY 115*

A course that has a focus in applied psychology. The course surveys psychological theories and empirical research as applied to personal growth, personality development and 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.

### **PSYCH-38 Abnormal Psychology**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU  
C-ID: PSY 120*

A course in the scientific study of abnormal behavior. Various theoretical frameworks to evaluate behavior will be presented. Psychological and cognitive disorders will be studied, including diagnostic criteria, prevalence, etiology, and treatments.

### ■ Reading [READ]

#### READ-10 Book of the Year Discussion Group

(1 Unit LEC) P/NP option  
If Scheduled TBA: 18 hours required  
Recommended Prep: ENGL-150

Transfers to: CSU A discussion-driven study and exploration of selected topics related to the current Book of the Year selection. Students will analyze and discuss different aspects of the diverse viewpoints represented in and raised by the book.

#### READ-260 Developing Literacy

(0 Units LAB) P/NP only  
Repeatability: No limit to enrollments  
If Scheduled TBA: 90 hours required

A course designed to develop the basic reading and writing skills for those whose placement scores indicate a need for additional preparation before moving into the developmental English credit course sequence.

### ■ Restaurant & Hospitality Management [RHM]

#### RHM-1 Introduction to the Hospitality Industry

(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: CIS-100  
Transfers to: CSU

A course offering an historical perspective of the hospitality industry including industry globalization, technology, and ecotourism/green hospitality. The course covers all lodging and food service areas to provide students with understanding of each department and how it operates. Emphasis is placed on quality customer service and a positive guest experience.

#### RHM-3 Bar and Beverage Management

(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: CIS-100  
Transfers to: CSU

A course exploring the legal aspects of alcoholic beverage service in the hospitality industry. Examines professional beverage service, bar management and responsible beverage product marketing. Production of beer, wine, and spirits is explained. ServSafe Alcohol certificate from National Restaurant Association is awarded upon successful

completion of exam.

#### RHM-6 Hospitality and Restaurant Marketing

(3 Units LEC) Grade only  
Recommended Prep: CIS-100  
Transfers to: CSU

A course exploring the practical applications of marketing and themes unique to hospitality and tourism. The course provides students with tools they need to successfully execute marketing campaigns for hospitality and restaurant business, including the market environment, customer behavior, marketing plans, product pricing, communications, and advertising and sales programs.

#### RHM-8 Controlling Foodservices Costs

(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: CIS-100 and BUS-10  
Transfers to: CSU

A course providing comprehensive resources and specific tools needed to maintain cost controls in a food and beverage operation. The course provides students with the skills necessary to apply standard cost control procedures in all aspects of operations.

#### RHM-10 Culinary Fundamentals

(4 Units LEC/LAB) Grade only  
Prerequisite: RHM-17  
Transfers to: CSU

Introduction to the professional kitchen. The emphasis of the course is on classical cooking techniques and the study of and training on commercial equipment, tools, ingredients, and basic cooking methods of the modern professional kitchen.

#### RHM-14 Hospitality & Restaurant Management

(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: CIS-100 and BUS-52  
Transfers to: CSU

A course examining the dynamics of leadership in the hospitality industry including facilitation in the planning process, effective communications, employee performance, teamwork concepts, scheduling, daily operations, effective meeting management, managing compensation programs, and employee retention and terminations.

#### RHM-17 Sanitation - ServeSafe Certification

(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: CIS-100  
Transfers to: CSU

A course utilizing the National Restaurant Association ServeSafe program, the industry

standard in food-safety training. Course provides up-to-date information for all levels of employees and students on all aspects of handling food, from receiving and storage to preparation and service. Completion of certified exam meets the nation-wide food handler permit requirement.

#### RHM-24 Hospitality Human Resource Management

(3 Units LEC) Grade only  
Recommended Prep: CIS-100  
Transfers to: CSU

A course detailing the rapid changes in human resource management in the hospitality industry. The course examines employment laws, employee orientation and training, work performance evaluations, compensation/labor issues, workplace safety, and ethical concerns in hospitality employment.

#### RHM-32 Hospitality Business Ownership

(3 Units LEC) Grade only  
Recommended Prep: CIS-100  
Transfers to: CSU

A course examining aspects of hospitality small business ownership including forms of ownership, legal operations, business plans, mission and vision statements, finances, market potentials, sales, customer service, and revenue streams. Special emphasis is placed on purchasing, vendor selection, quality and quantity requirements, and effective ordering procedures.

#### RHM-42 Restaurant and Hospitality Management Cooperative Work Experience Education

(0.5-8 Units LAB) P/NP only  
Repeatability: Maximum of three enrollments  
If Scheduled TBA: 54 hours required per lab unit  
Recommended Prep: CIS-100  
Transfers to: CSU

A course designed to assist students in accomplishing learning objectives directly related to their restaurant and hospitality career goals or college course work in a supervised work environment that extends classroom-based occupational learning to an on the job learning situation. To participate in this course, the student's placement and course objectives must be related to their career goals or college course work.

### ■ Sign Language [SNLAN]

#### SNLAN-1A Elementary American Sign Language I

(4 Units LEC) Grade only  
Transfers to: UC and CSU

A course introducing the basics of American Sign Language (ASL) through exposure to questions, commands, and other simple



sentence structures. Students will develop a rudimentary conversational skill in ASL. Additionally, information about Deaf culture will be introduced.

*Note: This course is not appropriate for students who have taken and passed two or more years of American Sign Language within the past three years.*

### **SNLAN-1B Elementary American Sign Language II**

*(4 Units LEC) Grade only  
Prerequisite: SNLAN-1A  
Transfers to: UC and CSU*

A course building on skill development begun in Elementary American Sign Language I by refining the use of basic sentence types. Students will learn intermediate ASL skills used in a variety of situations. Deaf cultural themes are examined throughout the course.

*Note: This course is not appropriate for students who have taken and passed three or more years of SNLAN within the past three years.*

## **■ Sociology [SOC]**

### **SOC-1 Introduction to Sociology**

*(3 Units LEC) Grade only  
If Scheduled TBA: 54 hours required  
Recommended Prep: ENGL-150 or equivalent  
Transfers to: UC and CSU  
C-ID: SOCI 110*

An introduction to the discipline of sociology including major theories, concepts and methods. Topics include: Sociological imagination, social structure and interaction, culture, social groups and organizations, and social institutions. Also includes inquiry into social inequalities such as race/class/gender/global stratification.

### **SOC-2 Social Problems**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150 or equivalent  
Transfers to: UC and CSU  
C-ID: SOCI 115*

Students learn to identify and examine social problems using a sociological perspective. Sociological concepts and theories are used to analyze social problems. Social movements and solutions for social change are explored.

### **SOC-3 Human Sexuality**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU*

A comprehensive introduction to the study of sexuality, including topics such as media and sexuality, female and male anatomy and sexual response systems, communication and variations, violence, lifespan sexual development, sex work, pregnancy and child birth, contraception, and Sexually Transmitted Infections. Social psychological and socio-political aspects of sexuality

are emphasized. This class is academic and focuses on development of personal sexual philosophy.

### **SOC-5 Introduction to Race and Ethnic Relations**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: UC and CSU*

An introduction to the social construction of race and ethnic relations using an historical-comparative approach in global perspective. Examines the cultural, political, and economic practices and institutions involved in racial formation, racial and ethnic inequalities, and patterns of interaction among ethnic groups in the United States and abroad.

### **SOC-9 Introduction to Women's Studies**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150 or equivalent  
Transfers to: UC and CSU*

Introduction to concepts and analytical tools used within a feminist framework to study intersections of social oppressions such as class, race and ethnicity, sexuality, age, dis/ability, and gender. Course focuses on the central roles played by socialization, social institutions, resistance movements, sociopolitical practices, and cultural representations of gender.

### **SOC-10 Family and Intimate Relationships**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: CSU*

An introduction to the sociology of families and intimate relationships, primarily through an examination of changing family forms and household structures in the United States and abroad. The course examines historical, cross-cultural, and socioeconomic variation in families and intimate relationships. Students will learn to use a comparative perspective in the assessment of the relationship between social policy and family resilience.

### **SOC-13 Environment, Culture, Society**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: CSU*

A comprehensive introduction to the critical and scientific study of societies in their environments. This course covers the basics of a comparative approach to the social mediation of sustainability, including the construction, analysis, and decision making involved in applying sociological knowledge to environmental issues. Topics include the study of institutions, development, labor, technology, population, governance, culture,

conflict, inequalities, and social change.

### **SOC-15 Introduction to Social Research Methods**

*(3 Units LEC) Grade only  
Prerequisite: SOC-1 and ENGL-1A and MATH-15  
Corequisite: MATH-15  
Transfers to: CSU*

An introduction to qualitative and quantitative methods used in the social sciences. Includes an overview of the relationships between social inquiry and research design, ethics and standards, the connections between social theory and methods, implications of sampling procedures for social inclusion, issues of validity and reliability, and the critical analysis and interpretation of professional research findings. Students will conduct and independent literature review and develop their own research project as part of the course.

### **SOC-33 Death and Dying: Transition and Growth**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150 or equivalent  
Transfers to: CSU*

A cultural, psychosocial, medical, and spiritual examination of the process of dying. Sociological Imagination is used with a multicultural approach in focusing on death, dying and bereavement in US society. Topics include euthanasia, suicide, the stages of dying, children and death, and the funeral industry.

### **SOC-34 Introduction to Social Work**

*(3 Units LEC) Grade only  
Recommended Prep: ENGL-150  
Transfers to: CSU*

An introduction to the central ideas, values and methods of social work practice, studied from the historical background and contemporary fields of service. The generalist method of social work will be introduced and human diversity will be emphasized.

### **SOC-38 Field Placement Seminar I**

*(2 Units LEC) Grade only  
Prerequisite: Completion of SOC-34 or concurrent enrollment  
Corequisite: SOC-42  
Recommended Prep: ENGL-150  
Transfers to: CSU*

A focused exploration of case studies utilizing social work theory, emphasizing the development of social work skills, the principles of agency organization, and the nature of community social need and problems.

*Note: Same as ADCT-38. Field trips are required and the College does not provide transportation.*

### **SOC-42 Supervised Occupational Work Experience 1**

*(2.5 Units FEX) Grade only*

*If Scheduled TBA: 135 hours required*

*Prerequisite: SOC-34*

*Recommended Prep: ENGL-150*

*Transfers to: CSU*

A supervised work experience at a local community or campus social service agency providing the opportunity for the integration of social work theory, developing hands-on skills, understanding agency organization, and creating a knowledge base regarding community social need and problems.

*Note: Field trips are required and the College does not provide transportation. The student, with assistance from the instructor, is responsible for locating and arranging for the contracts with the agency to complete the 135 hours.*

## ■ Spanish [SPAN]

### SPAN-1A Elementary Spanish I

*(4 Units LEC) Grade only*

*Recommended Prep: ENGL-350*

*Transfers to: UC and CSU*

A beginning course that presents the fundamentals of Spanish and provides the tools for students to acquire elementary linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world.

*Note: This course is not appropriate for students who have taken and passed two or more years of Spanish within the past three years.*

### SPAN-1B Elementary Spanish II

*(4 Units LEC) Grade only*

*Prerequisite: SPAN-1A*

*Recommended Prep: ENGL-350*

*Transfers to: UC and CSU*

A continuation of SPAN-1A, this course presents the fundamentals of Spanish and provides the tools for students to improve linguistic proficiency. The course emphasizes the communicative use of all four language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world.

*Note: This course is not appropriate for students who have taken and passed three or more years of Spanish within the past three years.*

### SPAN-2A Intermediate Spanish I

*(4 Units LEC) Grade only*

*Prerequisite: SPAN-1B*

*Recommended Prep: ENGL-350*

*Transfers to: UC and CSU*

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 linguis-

tic proficiency. Special focus is placed on cultural awareness and appreciation of the diversity of the Spanish-speaking world.

### SPAN-2B Intermediate Spanish II

*(4 Units LEC) Grade only*

*Prerequisite: SPAN-2A*

*Recommended Prep: ENGL-350*

*Transfers to: UC and CSU*

A continuation of Intermediate SPAN-2A, this course emphasizes real and meaningful communication to develop and refine students' speaking, listening, reading and writing Spanish language skills. It provides the tools for students to acquire mid to high intermediate linguistic proficiency. Special focus is placed on cultural awareness and appreciation of the diversity of the Spanish-speaking world.

### SPAN-11A Beginning Conversational Spanish I

*(3 Units LEC) P/NP option*

*Recommended Prep: ENGL-350*

*Transfers to: CSU*

A beginning course in conversational Spanish that emphasizes pronunciation, vocabulary building, and speaking. Students acquire elementary linguistic proficiency through situational practice. The concepts and vocabulary presented are designed to be useful in routine communication with Spanish speakers. Additional emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world.

*Note: This course is not appropriate for students who have taken and passed two or more years of Spanish within the past three years.*

### SPAN-11B Beginning Conversational Spanish II

*(3 Units LEC) P/NP option*

*Prerequisite: SPAN-11A*

*Recommended Prep: ENGL-350*

*Transfers to: CSU*

A continuation of SPAN-11A that emphasizes pronunciation, vocabulary building, and speaking. Students improve elementary linguistic proficiency through situational practice. The concepts and vocabulary presented are designed to be useful in routine communication with Spanish speakers. Additional emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world.

*Note: This course is not appropriate for students who have taken and passed two or more years of Spanish within the past three years.*

### SPAN-99A Latin American Cinema

*(1 Unit LEC) P/NP option*

*Transfers to: UC and CSU*

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.*

### SPAN-99B International Latino Film Festival Workshop

*(1 Unit LEC) P/NP option*

*Recommended Prep: ENGL-350*

A workshop that will study and explore selected films from the Hispanic World. Students will analyze and discuss different aspects of the diverse Hispanic cultures and the issues raised in the films. The contents and modes of representation will be discussed and compared through multiple perspectives. A well-known film director or scholar will introduce the film, and an interdisciplinary panel discussion will follow the screening of each movie.

## ■ Water and Wastewater Treatment [WAT]

### WAT-10 Introduction to Water & Wastewater Technology

*(3 Units LEC) Grade only*

*If Scheduled TBA: 54 hours required*

*Recommended Prep: CIS-100*

*Transfers to: CSU*

An introduction to water and wastewater systems and operations. Topics will include the principles and practices of wastewater collection, water distribution, the treatment of water and wastewater, the role of water and wastewater operators, and operator certification requirements. Other topics include watershed protection and State and Federal regulations.

*Note: It is recommended that students enroll in WAT-180 concurrently with this course.*

### WAT-180 Analytical Methods for Water and Wastewater

*(3 Units LEC) P/NP option*

*Recommended Prep: Completion of MATH-372 with the grade of "C" or better, or appropriate math placement level.*

A study of analytical techniques used to solve problems directly related to water and wastewater treatment system process control. Topics will include tank volumes, flow rates, chemical dosing, concentrations, efficiencies, and plant loadings. Problem solving, estimation, exploratory activities, and the communication of analytical solutions are an integral part of the course.

*Note: Students should consider enrolling in MATH-372L to receive additional learning support with math applications.*

## ■ Welding Technology [WT]

### WT-53 Welding Procedures

(2 Units LEC/LAB) P/NP option

Transfers to: CSU

An introduction to and practice in oxyacetylene (OAW) and electric arc welding (SMAW) theory, equipment, and processes. Students will produce and analyze welds and cuts to accepted industry standards. No prior experience in welding is needed. Includes coordinated lab experience.

### WT-54 Welding Procedures

(2 Units LEC/LAB) Grade only

Transfers to: CSU

An introduction to and practice in oxyacetylene (OAW), electric arc welding (SMAW), braze welding (OABW), soldering (AAW), and repair welding theory, equipment, and processes. Students will produce, analyze and test welds to accepted industry standards. No prior experience in welding is needed. Includes coordinated lab experience.

### WT-56 Welding Procedures Lab

(1 Unit LAB) Grade only

*Prerequisite:* Completion of or concurrent enrollment in one of following courses: WT-53, WT-54, WT-60, WT-61 WT-63, or WT-64.

Transfers to: CSU

An intermediate to advanced lab for students to increase their skill levels in oxyacetylene welding (OAW), cutting (OAC), and shielded metal arc welding (SMAW). Students will produce, analyze and test flat and out of position welds on mild steel.

*Note:* Students provide their own safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses required at first class meeting.

### WT-60 Welding Technology: Gas and Arc Welding And Cutting

(4 Units LEC/LAB) P/NP option

Transfers to: CSU

An introduction to oxy-acetylene welding (OAW), cutting(OAC), and electric arc welding (SMAW) theory, equipment, and processes. Students will produce and analyze welds and cuts on mild and low alloy steel to accepted industry standards. NO prior experience in welding is needed. Includes coordinated lab experience.

*Note:* Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses required by second class meeting.

### WT-61 Welding Technology: Gas and Arc Welding, Brazing, and Cutting

(4 Units LEC/LAB) P/NP option

Transfers to: CSU

An introduction to oxy-acetylene braze (OABW), gas(OAW), electric (SMAW) welding, cutting(OAC) and (CAC), brazing and soldering (AA) theory, equipment, and processes. Students will produce and analyze welds and cuts on mild and low alloy steel, and

copper pipe to accepted industry standards. NO prior experience in welding is needed. Includes coordinated lab experience.

*Note:* Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses required by second class meeting.

### WT-63 Welding Technology: Repair and Qualification Procedures, Inspection, Testing, Layout, Pattern Cutting, and Resistance Welding

(4 Units LEC/LAB) P/NP option

Transfers to: CSU

A course in repair and qualification procedures, inspection, testing, layout, pattern cutting, and resistance welding. Students will produce and analyze welds and cuts on mild, low alloy, and sheet steel to accepted industry standards. Coordinated lab experience is included, and no prior experience in welding is needed.

*Note:* Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses required by second class meeting.

### WT-64 Welding Technology: Surfacing, Lancing, Alloy and Automated Welding/Cutting, Plasma Cutting

(4 Units LEC/LAB) P/NP option

Transfers to: CSU

A course in metal hard surfacing, automated welding and cutting, oxygen lance and plasma cutting. Students will produce and analyze welds and cuts on mild and alloy (tool, die, stainless) steels. Coordinated lab experience is included, and no prior experience in welding is needed.

*Note:* Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA-approved safety glasses required by second class meeting.

### WT-67 Special Welding Laboratory

(2 Units LAB) Grade only

*Prerequisite:* Completion of or concurrent enrollment in one of the following courses: WT-53, WT-54, WT-60, WT-61, WT-63, or WT-64.

Transfers to: CSU

An advanced lab in oxyacetylene welding (OAW), cutting (OAC), electric arc welding (SMAW) and (GMAW). Students will produce, analyze and test welds to accepted industry standards. This class prepares students to take the American Welding Society (AWS) welder certification exam.

*Note:* Students must provide safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses needed for first class meeting.

### WT-80 Welding Fabrication

(2 Units LEC/LAB) Grade only

*Prerequisite:* WT-53, WT-54, or WT-60

Transfers to: CSU

An introductory level practice of welding fabrication and weld print reading. The student will learn how steel is made, processed, formed, typed, gauged. Also how to choose structural shapes and weld with appropriate techniques to industry standards. Includes coordinated lab experience.

*Note:* Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses needed first class meeting.

### WT-90 MIG-MAG and TIG Welding

(2 Units LEC/LAB) Grade only

*Prerequisite:* WT-53, WT-54, or WT-60

Transfers to: CSU

An introduction to and practice in metal inert-active gas (MIG-MAG), tungsten inert gas (TIG) welding, and plasma cutting theory, equipment, and processes. Students produce, analyze, test welds and cut both ferrous and nonferrous materials such as mild steel, aluminum and stainless steel. Includes coordinated lab experience.

*Note:* Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses needed first class meeting. Safety test must be on record.

### WT-91 MIG-MAG and TIG Laboratory

(1 Unit LAB) Grade only

*Recommended Prep:* Enrollment in or successful completion of WT-90

Transfers to: CSU

Provides the advanced MIG and TIG welding student with the opportunity to further develop skills, to become more efficient, and to acquire advanced manipulative skills in the areas of tungsten gas arc welding (TIG), metallic gas arc welding (MIG-MAG), and fluxcore arc welding (FCAW).

*Note:* Student may be co-enrolled in WT-90. Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses needed first class meeting.

## ■ Work [WORK]

### WORK-201 Work Readiness Skills for the 21st Century

(0 Units LAB) P/NP only

*Repeatability:* No limit to enrollments

A course in developing 21-century career readiness skills. These may include preparing for one's career, workplace skills, and career readiness skills, including workplace communication, workplace effectiveness, and teamwork.

### WORK-220 Excellent Customer Service

*(0 Units LAB) P/NP only*

*Repeatability: No limit to enrollments*

A course on 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.

### **WORK-221 Stress Management**

*(0 Units LAB) P/NP only*

*Repeatability: No limit to enrollments*

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.

### **WORK-222 Communication in the Workplace**

*(0 Units LAB) P/NP only*

*Repeatability: No limit to enrollments*

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.

### **WORK-223 Happiness and Success at Work**

*(0 Units LAB) P/NP only*

*Repeatability: No limit to enrollments*

A study of personal attitude and its effects in the workplace and at home. Students will explore how attitudes are communicated and how to turn negative thinking into positive thinking. This course enhances cooperation, loyalty, and productivity so that students can become happy and successful in their lives and careers.

### **WORK-224 Conflict Management**

*(0 Units LAB) P/NP only*

*Repeatability: No limit to enrollments*

An introduction to conflict management, including strategies for dealing with difficult people and interpersonal discord.

### **WORK-225 Decision Making and Problem Solving**

*(0 Units LAB) P/NP only*

*Repeatability: No limit to enrollments*

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.

### **WORK-226 Handling Organizational Change**

*(0 Units LAB) P/NP only*

*Repeatability: No limit to enrollments*

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.

### **WORK-227 Team Building**

*(0 Units LAB) P/NP only*

*Repeatability: No limit to enrollments*

An introduction to workplace teamwork and team building strategies. Students will learn to recognize various personalities and how their strengths and weaknesses impact a team. Guided classroom activities will build skills in effective team management.

### **WORK-228 Ethics and Values**

*(0 Units LAB) P/NP only*

*Repeatability: No limit to enrollments*

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.

### **WORK-229 Time Management**

*(0 Units LAB) P/NP only*

*Repeatability: No limit to enrollments*

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.

## **■ Independent Study 40 & 140 Classes**

Independent Study projects are individual arrangements between instructor and student, and each academic department within College of the Redwoods has the option to offer Independent Study courses.

### **XXXXX 40 Independent Study**

*(0.5-2 Units LAB) P/NP option*

*Transfers to: CSU*

Students taking independent study courses must have a contract on file. An individualized course that allows a student to work independently on a research project or to participate in an activity in the field of XXXXX. Specific projects will be determined upon consultation with the instructor. Laboratory hours will be arranged as appropriate. At least one piece of student-generated writing and instructor evaluation of the work completed is required.

### **XXXXX 140 Independent Study**

*(0.5-2 Units LAB) P/NP option*

Students taking independent study courses must have a contract on file. An individualized course that allows a student to work independently on a research project or to participate in an activity in the field of XXXXX. Specific projects will be determined upon consultation with the instructor. Laboratory hours will be arranged as appropriate. At least one piece of student-generated writing and instructor evaluation of the work completed is required.



## COMMUNITY & ECONOMIC DEVELOPMENT



525 D Street, Eureka, CA 95501 | 707.476.4500

*Community Economic Development office 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.*

### Community Education

Class offerings may include vocational subjects such as art, computers, consumer issues, self improvement, home and garden, and photography. Classes may also be designed to meet the specific needs of a business or organization. Community Education classes may be offered during the day, evening, weekend, and on-line. These are not-for-credit classes and workshops are fee-based.

### Professional Development

Professional Development educational opportunities range from job-related workshops and seminars to full-semester courses. Typical not-for-credit courses include Computer Software Training, Management Skills, Conflict Resolution, Customer Service, and Spanish for the Workplace.

### 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, Excel, and more.

### Business Training Center

The Business Training Center (BTC) focuses on increasing the employment related skills of the region's workforce by providing appropriate practical training to present and future employees. The BTC provides support to businesses to grow and compete by providing quality, timely, and relevant training to their employees. Classes range from several hours to week-long trainings that meet the needs of the community. College of the Redwoods is especially interested in meeting the needs of all businesses, small and large.

### 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, grammar, writing, and publishing.

### Truck Driving

This program provides training and a background for many kinds of truck driving jobs. It involves lecture and driving time. Topics include gauges and instruments, safety, shift patterns for various transmissions, brake systems and adjustment. Students also receive "S"CAM Brake Certification. Upon successful completion of the course, students receive a certificate and will be accompanied to the DMV for their Class A License test.

### Real Estate License Preparation

Training approved to meet the requirements to sit for the California Real Estate License examination is offered through either a distance learning program, which is completed at home with no classroom attendance, or through in-person classes. (DRE ID#S0086)

### Health Care

Certain not-for-credit health care classes are available, such as Phlebotomy, Certified Medical Assistant, Injections and Venipuncture for Medical Assistants under the supervision of a Physician. EMT and CPR refresher as well as IV Therapy and First Responder courses are also available.

### CR Plus

CR Plus is ageless learning for those over 50. CR Plus offers a variety of classes including beginning and intermediate computer skills, drawing, Pilates, and other personal enrichment topics. Classes are not-for-credit, but do help seniors learn new skills and have fun. Classes start throughout the year and meet at various CR locations throughout the District.

Visit [www.redwoods.edu/departments/community-ed](http://www.redwoods.edu/departments/community-ed) for the current class schedule.



## 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	1992-93	Glenn Stockwell	2005-2006	Pam Kessler (EKA)
1971-72	Florence Brown	1993-94	Jerrold Moore		Mark Renner (DN)
1972-73	James McAuley	1994-95	Steve Durham		Martha Racine (MC)
1973-74	Robert Thomas	1995-96	Bill Treglown	2006-2007	Allen Keppner (EKA)
1974-75	Rae Graham	1996-97	Sandra Vrem		Becky Blatnick (DN)
1975-76	Jack Storm	1997-98	Patricia McCutcheon		John Johnston (MC)
1976-77	Dennis McKenzie	1998-99	David Banducci	2007-2008	Dave Bazard (EKA)
1977-78	John Cooper	1999-2000	Bert Walker (EKA)		Carol Mathews (DN)
1978-79	Wilson Kale		Carol Mathews (DN)		Aeron Ives (MC)
1979-80	David Mills		Teresa Sholars (MC)	2008-2009	John Johnston (EKA)
1980-81	Mary Zinselmeir	2000-2001	Bob O'Connell (EKA)		Ken Letko (DN)
1981-82	Wallace Pedrotti		Ken Letko (DN)	2009-2010	Jan Tatum (EKA)
1982-83	Norman Ladd		Bob Winn (MC)		Ruth Rhodes (DN)
1983-84	Floyd Bettiga	2001-2002	Dave Arnold (EKA)		Bob Rhoades (MC)
1984-85	David Harris		Sharon Mellett (DN)	2010-2011	David Holper (EKA)
1985-86	Harold Snelgrove	2002-2003	Steve Brown (EKA)		Melody Pope (DN)
1986-87	John Regli		Darlene McClure (DN)	2011-2012	David Gonsalves (MC)
1987-88	Ben Hawkins		James Ritter (MC)		Peter Blakemore (EKA)
1988-89	Marian Perry	2003-2004	Karen Sperry (EKA)		Becky Blatnick (DN)
1989-90	Carole Bright		Tom Owen (DN)	2012-2013	Michael Burns (MC)
1990-91	Bill Henry		Greg Grantham (MC)		Justine Shaw (EKA)
1991-92	Barbara Morrison	2004-2005	Paul Farnham (EKA)		Mike Haley (DN)
			Bob Mize (DN)		Martha Racine-Taylor (MC)
			Teresa Sholars (MC)		Gregory Grantham (MC)

### Outstanding Associate Faculty Member

1989-90	Richard Kandus	2001-2002	Ann Marie Woolley (EKA)	2007-2008	Nezzie Wade (EKA)
1990-91	Hal Genger		Mike Selfridge (DN)		Barry Bates (DN)
1991-92	Maralyn Renner		Suzanne Byerley (MC)	2008-2009	Danny Walker (EKA)
1992-93	Bill Harger	2002-2003	Jack Stafford (DN)		Susan Andrews (DN)
1993-94	Judith Hinman		Bill Hiney (EKA)		Charlotte Gullick (MC)
1994-95	Chris Christensen	2003-2004	Nancy Schafer (EKA)	2009-2010	Colette Beaupré (EKA)
1995-96	Darrel Durst		Wayne Bricco (DN)		Skip Hunter (DN)
1996-97	Susan Brant		Steve Jordan (MC)	2010-2011	Sean Herrera-Thomas (EKA)
1997-98	Bill Crowe	2004-2005	Jannez Wade (EKA)		Jennifer Gardner (DN)
1998-99	All Associate Faculty		Kirk Olesen (DN)	2011-2012	Robert Horel (DN)
1999-2000	Gay Scott (EKA)	2005-2006	Lisa Townsend-Schmitt (EKA)	2012-2013	Amber Buntin (EKA)
	Carolyn Steinbuck (MC)		Tom Walradt (DN)		Deborah Gerth (DN)
2000-2001	Mimi La Plant (EKA)	2006-2007	Adria Zimmerman (EKA)		
			Kathy Imfeld (DN)		

## EMERITUS

<b>ADAMS, Richard A.</b> Business	<b>COOPER, John</b> Psychology	<b>GUFFEY, Jerome</b> Business	<b>KORN, Gary</b> Librarian
<b>ANDERSON, Bryant (Brooks)</b> Counselor	<b>COYLE, Bill J.</b> Computer & Electronic Technology	<b>HAMMEL, Barbara</b> Psychology/Sociology	<b>KRENOV, James</b> Fine Woodworking
<b>BALLANTYNE, Orrel</b> Biology	<b>CROSSAN, Thomas (Tom)</b> Applied Technology	<b>HANCHETT, Warren C.</b> Forestry	<b>LEACH, Albert C.</b> Music
<b>BARTLEY, Jerrie</b> Early Childhood Education	<b>DART, Richard E.</b> Truck Driving	<b>HANNAH, Thomas S.</b> Dean, Administrative Services	<b>LEMLEY, William D.</b> English
<b>BENNETT, Richard</b> Dean CRDN	<b>DAWSON, Lawrence (Larry)</b> Psychology	<b>HARRIS, Dave</b> Computer Information Systems	<b>LUCCHESI, Charles,</b> Physical Education, V.P. Student Personnel
<b>BENSON, Bob</b> Art	<b>DOYLE, Larry</b> Machine Tool Technology/ Industrial Technology	<b>HARTNACK, Wilhelmine (Willie)</b> French/German	<b>LUDE, Carl J.</b> Counselor
<b>BETTIGA, Floyd</b> Art	<b>DRESSER, Judy</b> Business	<b>HAWKINS, Bernard (Ben)</b> Biology	<b>MATHEWS, Carol J.</b> Counselor
<b>BOYD, Dean</b> Music/Speech	<b>DURHAM, Steve</b> Sociology	<b>HENRY, William D. Jr.</b> Construction Tech	<b>MCAULEY, James (Jim)</b> Physical Education
<b>BREWER, Samuel A.</b> Spanish and French	<b>EMMONS, Jerry</b> Speech	<b>HINMAN, Judith</b> English	<b>MCCLLURE, Darlene</b> Business/Computer Information Systems
<b>BRIGGS, Ellsworth R.</b> V. P. Instruction	<b>ERICKSON, Erick A.</b> Electronics	<b>HOOPEs, Bill</b> English	<b>MCCORKENDALE, Thomas (Tom)</b> Applied Technology
<b>BRIGHT, Carole</b> Sociology/Counselor	<b>FARNHAM, Paul</b> Chemistry	<b>HOOPEs, Chad</b> History	<b>MCCUTCHEON, Patricia</b> English
<b>BROWN, Florence</b> Reading Laboratory	<b>FORTHUN, Philip L.</b> Journalism	<b>JENKINS, Diane</b> Business	<b>MCKNIGHT, Gregory</b> Cooperative Education Program
<b>BUMPUS, Ralph E.</b> Auto Mechanics	<b>FRAZIER, Larry</b> English	<b>JOHNSON, Allen</b> Applied Technology	<b>MACKEY, Miles</b> Chemistry
<b>BURNS, Michael</b> Fine Woodworking	<b>FREITAS, Milton (Milt)</b> Applied Technology	<b>JOHNSON, Bert B.</b> English	<b>MEASE, Ana Maria</b> Spanish
<b>BUTZ, Alfred,</b> Science/Math/ Engineering/Geology/ Geography	<b>FURBER, Robert (Bob)</b> Information Science	<b>JOHNSON, Milo</b> Chemistry	<b>MELLETT, Sharon</b> Lic. Vocational Nursing/ Registered Nursing
<b>CABLES, Merle L.</b> Economics	<b>GIACOMINI, Thomas</b> Physical Education	<b>KALE, Wilson (Will)</b> Forestry	<b>MILLER, Robert (Bob)</b> Legal Assistancy Court Reporting
<b>CARRANCO, Lynwood</b> English	<b>GIBBS, Janne</b> Nursing	<b>KALOOSTIAN, Rodney</b> Special Programs	<b>MILLS, David</b> Physics
<b>CINNAMOND, Roger H.</b> Art	<b>GINSBURG, Arlin</b> History	<b>KAVANAUGH, Joan</b> Health Occupations	<b>MIZE, Robert</b> Biology
<b>CIVILETTI, Margaret</b> Information Science	<b>GRAHAM, Rae J.</b> Court Reporting	<b>KEPPNER, Allen J.</b> Director, Transfer Center/ Counselor	<b>MOORE, Jerrold (Jerry)</b> Music
<b>COLLINS, Dale</b> Assist. to Exec. Vice President	<b>GRANTHAM, Gregory</b> Marine Science	<b>KILPATRICK, Ron</b> Administration of Justice	<b>MORRIS, Charles S.</b> Dean, Community Services
<b>COOLEY, Donald A.</b> Aeronautics/Applied Tech	<b>GREENE, Richard (Pat)</b> Science	<b>KOBRIN, LaRue</b> Psychology	

<b>MORRIS, William</b> English	<b>REID, Ellen</b> Business	<b>SLOAN, Garland V.</b> Construction Technology	<b>VALDI, Gary</b> Counselor
<b>MORRISON, Barbara</b> English	<b>REINER, Ralph</b> Biology	<b>SMITH, Vernon A.</b> History/Political Science	<b>VELLIS, Lewis J.</b> Construction Technology; Dean, Counseling; Counselor
<b>NASH, Lewis H.</b> Philosophy	<b>RHOADES, Robert</b> Art	<b>SNELGROVE, Harold (Hal)</b> English	<b>VREM, Sandra</b> Mathematics
<b>O'CONNELL, Robert (Bob)</b> Astronomy	<b>RICHTER, L. E.</b> Director, Occupational Education	<b>SOPER, Ernest W.</b> Metals Technology	<b>WALKER, Bert</b> Agriculture
<b>OLSEN, Michele</b> Mathematics	<b>RITTER, James (Jim)</b> Counselor	<b>SPENCER, Walter A.</b> Mathematics	<b>WARES, Dorothy</b> Nursing
<b>OWEN, Thomas S.</b> History/Political Science	<b>ROSETH, Sonja (Velasco)</b> Special Ed/ DSP&S	<b>SPERRY, Karen</b> Dental Assisting	<b>WELLS, Michael J.</b> Administration of Justice
<b>PADILLA, Patricia</b> Spanish	<b>SARBOE, Philip J.</b> Athletic Director and Chairperson, Health, Physical Education and Recreation	<b>SPRANKLE, Maureen</b> Information Science	<b>WILKINS, Robert E.</b> Business
<b>PATTERSON, Ben</b> Applied Technology	<b>SARLEY, Virginia</b> English	<b>STEWART, Margaret</b> Nursing	<b>WINN, Robert</b> English/History
<b>PEDROTTI, Wallace</b> Physics/Mathematics	<b>SAVAGE, Barry</b> Research Development	<b>STOCKWELL, Glenn</b> Political Science	<b>WININGER, Keith</b> Diesel Mechanics
<b>PERRY, Marian</b> Health/Physical Education	<b>SEAMAN, Bob</b> PE/Athletics	<b>STORM, Richard J. (Jack)</b> Anthropology/History	<b>WOLD, Cristie</b> Nutrition/Family Life Education
<b>PHILLIPS, Jerry</b> Counselor	<b>SHAPEERO, Bill</b> Biology	<b>TANNER, Van H.</b> Police Science; Director, Public Safety	<b>WOOLLEY, Ann Marie</b> Early Childhood Education
<b>RACINE-TAYLOR, Martha N.</b> Business/Spanish	<b>SIX, Gerald P.</b> Dean, Student Services	<b>TAYLOR, Sandra</b> Mathematics	<b>ZINSELMEIR, Mary</b> Counselor
<b>REED, Malcolm</b> Business		<b>THOMAS, Robert</b> Biology	
<b>REGLI, John T.</b> Agriculture/Economics			



# FACULTY AND ADMINISTRATION

**ARNOLD, David W.**

**Mathematics**

B.A., M.A., University of California,  
Los Angeles

**BAKER, Tim**

**Forestry/Natural Resources**

B.S., M.S., University of Georgia  
Ph.D., North Carolina State University

**BAZARD, David R.**

**Earth Sciences**

B.A., Humboldt State University  
M.S., Western Washington University  
Ph.D., University of Arizona

**BLAIR, Patricia**

**Lead Learning Disabilities Specialist**

B.S., M.Ed., Ph.D., University of Alberta

**BLAKEMORE, Peter**

**English**

B.A., University of Iowa  
M.A., M.F.A., University of Montana  
Ph.D., University of Oregon

**BLATNICK, Becky A.**

**Counselor**

B.A., M.A., Humboldt State University

**BROWN, Robert**

**Physical Education, Baseball Coach**

A.S., Treasure Valley College  
B.S., Eastern Oregon University  
M.S., Humboldt State University

**BROWN, Steve**

**Drafting**

A.A., Golden West College  
B.A., M.A., California State University,  
Long Beach

**BUTLER, Michael P.**

**Mathematics**

A.A., Santa Rosa Junior College  
B.A., M.S., Humboldt State University

**CALDERWOOD, Dan**

**Computer Information Systems**

B.S., Humboldt State University  
M.A., University of Phoenix

**CARLSEN, Kristy**

**Spanish**

B.A., California State University, Chico  
M.A., University of California, Davis

**DENNIS, Michael**

**Economics/Business**

B.A., Stanford University  
Ph.D. University of California, Berkeley

**DRAGTEN, Jeroen "Jay"**

**Counselor**

B.A., California State University, Chico  
M.A., University of Phoenix

**DUNLEAVY, Kady**

**Nursing**

B.S.N., D'Youville College  
M.A., New York University

**EMENAKER, Ryan**

**Political Science**

B.A., M.A., Humboldt State University

**FARRAR, Roberta**

**Nursing**

A.S.N. & B.S.N, Regents College

**FIELDING, Ahn**

**Director, Human Resources**

B.A., M.A., Humboldt State University

**FISHER-LARSON, Sydney**

**Early Childhood Education**

B.A., Humboldt State University  
M.A., Pacific Oaks College

**FRENEAU, Philip**

**Early Childhood Education**

B.S. & M.A., Arizona State University  
M.Div. & Th.D., Claremont Graduate School

**GAINES, Christopher**

**Business**

B.S., M.B.A., Humboldt State University

**GLEAVE, Marla**

**Dean, Career & Technical Education**

B.S., Valley City State University  
M.A., Humboldt State University

**GONSALVES, David**

**Counselor**

B.A., Humboldt State University  
M.A., St. Mary's College

**HAGGERTY, Michelle**

**Psychology**

B.A., Michigan State University  
M.A., Western Michigan University

**HALEY, Mike**

**Mathematics**

B.A., M.S., Humboldt State University  
M.S., Colorado State University

**HASH, Joseph**

**Dean, Health, Physical Education and Athletics**

B.S., M.A., Humboldt State University

**HERRERA-THOMAS, Deanna**

**Psychology**

B.A., Humboldt State University  
M.A., Ed.D., University of San Francisco

**HERRERA-THOMAS, Sean**

**English**

B.A., Humboldt State University  
M.A., Ph.D., University of California,  
Santa Cruz

**HILL, Angelina**

**Director, Institutional Effectiveness**

B.A. University of California, Santa Cruz  
M.A., Ph.D., University of Notre Dame

**HOGUE, Jeff**

**Biology/Botany**

B.A., Pomona College  
M.A., Claremont Graduate School  
Ph.D., Cornell University

**HOLE, William D.**

**Construction Technology**

A.A., Diablo Valley College  
B.S., Humboldt State University

**HOLPER, David E.**

**English**

B.A., Humboldt State University  
M.F.A., University of Massachusetts,  
Amherst

**HOOPER, Cynthia**

**Art**

B.A., University of California, Berkeley  
M.F.A., San Francisco Art Institute

**HOWARD, Jessica**

**Nursing**

A.S.N., College of the Redwoods  
B.S.N., Humboldt State University  
M.S.N., Sonoma State University

**JACKSON, Stephen**

**Mathematics**

B.A., M.S., Humboldt State University

**JAFFARI, Barbara**

**Computer Information Systems**

B.A., M.A., California Polytechnic State  
University, San Luis Obispo

**JOHNSON, Clyde**

**Multimedia**

A.A., A.S., College of the Redwoods  
B.A., Humboldt State University

**JOHNSON, Garth**

**Art**

B.F.A., University of Nebraska, Lincoln  
M.F.A., Alfred University

**JOHNSTON, John**

**English**

B.A., M.A., California State University,  
Long Beach

**KESSLER, Pamela**

**English/Reading**

B.A., Tufts University  
M.A., New York University

**KINSEY, PAUL**

**Construction Technology**

B.A., Humboldt State University  
M.S., Utah State University

**KRAMER, Erik**

**Physics**

B.S., M.S., Ph.D., University of California,  
Santa Cruz

**LaPENTA, Diqui**

**Biology**

B.S., Trinity University  
Ph.D., University of Minnesota

**LETKO, Kenneth G.**

**English**

B.S., University of Wisconsin, Stevens Point  
M.A., M.F.A., Bowling Green State  
University

**LINDSEY, Lee**

**Vice President, Administrative Services**

B.A., Louisiana Tech University

**MACAN, Ed**

**Music**

B.M., Oakland University  
M.A., University of California, Riverside  
Ph.D., Claremont Graduate University

# FACULTY AND ADMINISTRATION

**MAHER, Dana**

**Sociology**

B.A., M.A., California State University,  
Sacramento  
Ph.D., University of Nevada, Las Vegas

**MANCUS, Philip**

**Psychology/Sociology**

B.A., Berry College  
M.A., University of West Georgia  
Ph.D., University of Oregon

**MATSUMOTO, Teresa**

**Mathematics**

B.A., M.S., Humboldt State University

**MAYER, Kerry**

**Speech**

B.A., Humboldt State University  
M.A., University of California,  
Santa Barbara

**MAYS, Laura**

**Fine Woodworking**

C.A., College of the Redwoods  
B.A., University College Dublin, Ireland  
M.A., National College of Arts & Design,  
Dublin, Ireland

**MOON, Ruth**

**Librarian**

B.A., Humboldt State University  
M.L.I.S., University of Hawaii, Manoa

**NORDLOF, Susan**

**English**

B.A., University of Arizona  
M.A., Humboldt State University

**OLSEN, Todd**

**Mathematics**

B.A., M.S., Humboldt State University

**PEDICINO, Jon**

**Astronomy**

B.A., Dartmouth College  
Ph.D., University of Arizona

**PELOSO, Vincent F.**

**General Studies**

B.Ed., M.Ed., University of Massachusetts,  
Amherst

**PETERSON, Mike**

**Manufacturing Technology**

2 C.A., College of the Redwoods  
B.A., Humboldt State University  
M.S., Purdue University

**POPE, Melody**

**Nursing**

A.S., John A. Logan College  
B.S., McKendree College  
M.S., Eastern Illinois University  
M.S., Ed.D., University of Phoenix

**POTAMIANOS, George**

**History**

B.A., University of Illinois  
M.A., Ph.D., University of Southern  
California

**PYKE, Harry**

**Counselor**

B.A., Occidental College  
M.A., California State University, Chico  
Ed.D., University of San Francisco

**REED, Hillary M.**

**Dental Assisting**

A.S., A.A., College of the Redwoods  
B.S., Franklin University

**REISS, Karen**

**Biology**

B.A., University of California, Santa Cruz  
M.S., Ph.D., Cornell University

**RENNER, Mark**

**Geology/CIS**

A.S., Northwest College  
B.S., M.S., University of Wyoming

**RHODES, Ruth**

**English**

B.A., Binghamton University  
M.A., Case Western Reserve University

**RICHARDS, Michael**

**Automotive Technology**

A.A., Tarrant County Junior College  
B.A., University of North Texas

**RIES, Richard**

**Mathematics**

B.A., B.S., M.S., University of California,  
Riverside

**RIGGS, Wendy**

**Biology/Life Science**

B.S., Humboldt State University  
M.S., University of Maryland

**ROMERO, Christian**

**Computer Information Systems**

B.S., University of California, Los Angeles  
M.S., Regis University

**RULOFSON, Franz**

**Agriculture**

A.A., Shasta College  
B.S., California Polytechnic State  
University, San Luis Obispo  
M.S., University of Nevada

**SARTORI, Anthony**

**Chemistry**

B.S., Humboldt State University  
M.S., University of Washington

**SAYLES, Lisa**

**Speech**

B.S., M.S., Portland State University  
M.F.A., The Art Institute of Boston

**SHAW, Justine M.**

**Anthropology**

B.A., University of Arizona  
M.A., Ph.D., Southern Methodist University

**SMITH, Kathryn G.**

**President/Superintendent**

B.S., University of Kansas  
M.B.A., University of New Mexico

**SNOW-FLAMER, Keith R.**

**Vice President of Instruction & 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

**STEWART, Angela**

**Counselor**

A.A., College of the Redwoods  
B.A., Humboldt State University  
M.S.W., Humboldt State University

**STODDER, Ted**

**Construction Technology**

B.S., California State University, Pomona  
M.B.A., Humboldt State University

**STULL, Alison**

**Director, Nursing & Health Occupations**

A.A., Dickinson State College  
B.S.N., Dickinson State University  
M.S., University of North Dakota  
Ph.D., University of Nebraska, Lincoln

**SULLIVAN, Shannon**

**Art**

B.F.A., University of Wisconsin, Eau Claire  
M.F.A., University of North Texas

**THOMAS, Tracey**

**Dean, Math, Science, Behavioral and Social Sciences**

B.A., M.A., Bowling Green State University

**TUCKER, Cheryl**

**Director, Special Programs**

B.A., M.A., Humboldt State University

**URBAN, Sally**

**Nursing**

B.S.N. Humboldt State University  
M.S.N. Sonoma State University

**WAGNER, Bruce**

**Mathematics**

B.A., University of California, Santa Cruz  
M.A., Ph.D., University of California,  
Berkeley

**WALKER, Danny**

**Welding**

B.A., Humboldt State University

**WALL, Erin**

**Dean, Arts & Humanities**

B.S., M.A., Oregon State University

**WHITE, Maggie**

**Health/Physical Education**

B.S., M.S., Humboldt State University

**WINTER, L. Mark**

**Psychology**

B.A., University of California,  
Santa Barbara  
M.A., California State University, Chico  
Ph.D., University of Utah

**WOLFSEN, Connie**

**Nursing**

A.S.N., Pacific Union College  
B.S.N., M.S., University of California,  
San Francisco

**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; and
- the College is not prepared to deliver telephone messages except in cases of medical emergency.

### Smoking – BP/AP 3570

For the purposes of this policy, smoking shall mean all uses of tobacco, including but not limited to cigar smoking, cigarette smoking, pipe smoking, and chewing tobacco.

In order to protect students and staff who choose not to smoke from an unhealthy environment, the Board prohibits smoking within buildings or facilities owned or leased by the District. Smoking is not allowed except in designated smoking areas and campus parking lots which are at least twenty-five feet from buildings.

These designated areas will be clearly marked as “Smoking Areas” and are noted on campus maps. All other smoking and tobacco use in and on College of the Redwoods is expressly prohibited. Furthermore, smoking is not allowed in college owned or leased vehicles.

Violators will be subject to appropriate disciplinary action.

Tobacco and related products will not be sold or promoted on any other campus of the District.

### Student Parking

(also see p. 13, 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 Bookstore.

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 Public Safety 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 Safety.

### Permits – Eureka Campus

(also see Page 13, 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 Public Safety 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 Public Safety may void a citation when the citation is properly appealed.

### Motorist Assistance Program

As a courtesy, the Public Safety 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. Public Safety personnel will supervise the changing of a flat tire. Each situation and vehicle differs, and the responding officer may be forced to recommend outside commercial assistance for some vehicles or situations.

### Skateboards/Wheeled Toys

Board of Trustees Administrative Regulation No. 805 prohibits use of skateboards and/or other wheeled toys on campus. First time offenders will be warned. Subsequent offenses will be cited and referred to the Vice President, Instruction & Student Development for disciplinary action.

### Domestic Animals on Campus

Domestic animals or livestock (including dogs and cats) are not allowed on campus, that includes not being in your vehicle. Exceptions are animals used in an instruction program of the college or animals certified for service to assist the disabled and under control of the owner. Lost and stray animals and animals left unattended in vehicles will be referred to the appropriate Animal Control agency for removal from the campus grounds.

# STUDENT CODE OF CONDUCT STANDARDS

## REDWOODS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURE AP 5500

### Student Conduct Code and Disciplinary Procedures

#### Article I. Purpose of the Code

The purpose of this code is to recognize student's rights within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of education; and to the reasonable use of services and facilities of the College. Consistent with the College of the Redwoods' mission is an expectation that students will govern themselves in a manner that demonstrates appropriate behavior with emphasis on self-respect and respect for others. It is the practice of all employees and representatives of the College to respect the properly exercised rights of its students.

The College has adopted a Student Conduct Code and Disciplinary Procedure in order to maintain a learning environment of respect, civility, safety, and integrity for all members of the College community. In addition to the code, students must also recognize and comply with the standards of classroom behavior as stated in their individual course syllabi. Acts of academic dishonesty, disruptive student behavior in the classroom, and appeals to sanctions imposed in each case, are under the jurisdiction of the faculty member and the academic department administrator. Further, students must understand that threats of violence are considered a serious infringement upon the learning environment and will be acted upon accordingly.

#### Article II. Student Conduct Policies

Procedural fairness and due process are basic to the proper enforcement of all College regulations. Accordingly, no disciplinary action shall be initiated or sanction imposed against students or student organizations until they have been notified in writing of the charges against them and their rights under this Code, and given the opportunity to be heard, with the exception that a hold status (may, shall, or will) be placed on student records until the specific complaints have been resolved, and except in cases where interim suspension is warranted for the health and safety of the community.

All College regulations and policies pertaining to student discipline shall be published, distributed, or posted in such a manner as to furnish adequate notice of their contents to students or student organizations. Each student is responsible for knowledge and compliance with the Student Conduct Code and Disciplinary Procedure.

#### Article III. Chief Student Services Officer

In general, the District President/Superintendent delegates authority for implementation of this regulation to the Chief Student Services Officer (CSSO), or in the case of the Education Centers, the Campus administrator. The CSSO may designate other College officials to conduct investigations and student disciplinary hearings, if appropriate.

The CSSO shall be responsible for maintaining complete records pertaining to all activities relating to the implementation of the Student Conduct Code. Those records shall include a summary of the business of the Conduct Review Committee and report of the disposition of each disciplinary case handled by any person or group authorized to impose disciplinary sanctions or other recommendations in the name of the College.

The CSSO will provide written reports annually to the Board of Trustees of the disposition of student conduct cases reviewed during that academic year. Student Conduct activities will be reviewed and analyzed as a program of the College through the annual program review process.

#### Article IV. Student Rights

Any student facing possible disciplinary action is entitled to the following procedural rights:

1. The right to be notified in writing of the charges against him/her;
2. The right to know the nature of the evidence against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es));
3. The right to present information and witnesses relevant to his/her defense;
4. The right to freedom from compulsory self-incrimination; and
5. The right to appear with an advisor.

#### Article V. Proscribed Conduct of the College

Sanctions may be imposed for prohibited conduct, which occurs on College premises, at offcampus instructional sites (e.g., experiential coursework, internships, lab, or clinical sites), at College-sponsored extra-curricular activities or events when a student serves as a representative of the College, or in the course of using College technology or property. Sanctions may also be imposed for conduct that materially and substantially interferes with the College's operation or education programs or the safety and welfare of the College community. Examples of prohibited conduct are described in **Article VII. Code of Conduct Violations and Sanctions.**

Jurisdiction is maintained between periods of enrollment unless the accused individual's official record in the Records Office shows a complete withdrawal prior to the expiration of the published deadline for registration for the succeeding period of enrollment. For students enrolled in the spring term, jurisdiction is maintained until the expiration of the published deadline for registration for the succeeding fall term.

Unless state or federal law requires disclosure or unless the student and the College determine otherwise, proceedings under this regulation shall be confidential. Records created and maintained by a law enforcement unit of an educational institution (e.g., campus security), which were created by that law enforcement unit for purposes of law enforcement, are not considered "student records" under the Family Educational Rights and Privacy Act (FERPA) and may be released to third parties as necessary without violating FERPA.

#### Article VI. Student Code of Conduct Procedures

##### A. Complaint, Notice, and Response

Any member of the College community may file a complaint against any student for alleged prohibited misconduct. Complaints must be presented in writing to the CSSO or his/her designee and should be submitted as soon as possible after the event takes place, preferably within fifteen business days.

Within five business days of receiving a complaint, the CSSO or his/her designee will notify the accused student in writing of the complaint and afford the student an opportunity to meet with the CSSO or designee to respond to the complaint and/or evidence provided in relation to the complaint.

A student against whom a complaint has been filed and/or disciplinary charges are pending will have a hold status placed on his/her records and will not be permitted to withdraw from the College with a clear education record (e.g., a record without notation of disciplinary charges and sanctions) until such charges have been resolved.

## B. Investigation and Notice to Student

Upon receiving a report regarding alleged violation(s), the CSSO or designee will review the information provided by the reporting party and will conduct further investigation. If the CSSO or designee determines that there is not sufficient information to proceed with the student conduct hearing process, the CSSO or designee will provide written notice of that determination to the reporting party.

If the CSSO or designee determines that there is sufficient information to proceed with the student conduct hearing process, the CSSO or designee will provide written notice to the student that he or she has allegedly engaged in prohibited behavior under College policy or campus regulations and that, if repeated, such behavior may be subject to the disciplinary process.

### 1. This written "Notice to the Student" will address the following:

- a) A description and outline of the student conduct procedures, including timelines;
- b) A clear statement to the student that he/she has five days from the date of the "Notice to Student" to contact the Office of the CSSO or designee for the purpose of scheduling an initial meeting, and that the meeting shall be scheduled within seven days of the date the student contacted the Office;
- c) The nature of the conduct in question and the basis for the allegation, including a brief statement of the factual basis of the charges, including the date or period of time and the location of the alleged incident, as well as the College policies and/or campus regulations allegedly violated;
- d) A clear statement to the student that if he/she does not contact the CSSO or designee within the five-day period, or fails to keep any scheduled appointment, a hold status may be placed on the student's records and the student will be notified that this action has been taken. The placement of hold status on the student's records may, for example, prevent the student from registering and from obtaining transcripts, verifications, or a degree from the College. The Hold status will be removed only after the student either attends a scheduled meeting, or requests in writing that the case be referred to the Student Conduct Committee for a hearing; and the Hold status will not be lifted, and no degree may be conferred on a student, until any pending disciplinary charges against a student are fully resolved.
- e) The CSSO or designee may direct the student to act or refrain from acting in a manner specified. These may include directing the student not to intentionally contact, telephone, or otherwise disturb the peace of others specifically named for a specified period of time.

These directions will not terminate the student's status as a student, and will not be construed as a finding of responsibility on the part of any student. Violation of these directions is separate misconduct under Article VII, Section A, item 21 (Failure to Comply).

### 2. At the initial meeting with the student, the CSSO or designee will:

- a) Ensure that the student has been provided information on how to access the Student Conduct Code;
- b) Confirm with the student the confidentiality of all meetings and proceedings. Inform the student that the content of this and all subsequent communication with the Office of the CSSO or designee regarding information not relevant to the case will, insofar as allowed by law, be treated confidentially, unless such confidentiality is waived by the student; and that information relevant to the case may be divulged to those who have a legitimate educational interest, including but not limited to the Student Conduct Committee;
- c) Describe to the student as completely as possible the nature of the conduct in question, and the College policy(ies) and/or campus regulation(s) allegedly violated, hear the student's response to such allegations, and counsel the student as appropriate; and
- d) Provide the student with an opportunity to inspect all documents relevant to the case which are in the possession of the Office of the CSSO or designee. (Note: all documents will be redacted to comply with state and federal laws and regulations and College policies.)

### 3. Any documents relevant to the case arriving in the Office of the CSSO or designee after the case has been referred to the Student Conduct Committee will be forwarded to the Hearing Coordinator.

*(Note: all documents will be redacted to comply with state and federal laws and regulations and College policies.)*

Although meeting with the CSSO or designee provides the student with an opportunity to resolve the case without a hearing before the Student Conduct Committee, the student may opt to forgo a meeting with the CSSO or designee by requesting, in writing, that the case be forwarded to the Student Conduct Committee for a hearing.

If a student absents herself or himself from the disciplinary process, or has withdrawn from the College while subject to pending disciplinary action, the case may be referred to the Student

Conduct Committee, where it may proceed to disposition without the student's participation.

## C. Preliminary Investigation

The CSSO or his/her designee will conduct a preliminary investigation to determine if the complaint has merit and/or if the complaint can be disposed of administratively or by mutual consent of the parties involved. The CSSO, his/her designee or campus administrator shall conduct an investigation, inform the student of options and rights, and take any of the following actions:

- a) Make findings of fact on the nature of the complaint;
- b) Dismiss the case;
- c) Create an Agreement of Resolution (behavior contract) in conjunction with the student and faculty;
- d) Refer the student for counseling; or

- e) With or without the student's agreement, refer the case to a formal disciplinary hearing and give the student proper notice.

If the complaint can be disposed of at the preliminary investigation stage, such disposition will be final, and there will be no subsequent proceedings. If it is determined that the complaint has merit, and if the complaint cannot be disposed of after the accused student meets with the CSSO or designee then the CSSO or designee will, within five business days after meeting with the student, notify the student in writing that the charged misconduct will be referred for an informal student disciplinary hearing, or formal hearing by the Conduct Review Committee.

#### D. Disposition of the Case by the CSSO

After conducting any further necessary investigation, the CSSO or designee may take one of several actions listed below. The CSSO or designee will confirm that action in a notice to the student within seven days of the action.

Additionally, the results of any disciplinary action or Agreement of Resolution by the College regarding an allegation of theft, stalking, sexual harassment or sexual assault, sexual misconduct or violent physical assault, will be disclosed to the alleged victim by the Office of the CSSO or designee. The scope of information to be provided under this provision will be:

- a) the College's final determination with respect to the alleged theft, stalking, sexual harassment, sexual assault or sexual misconduct or other violent physical assault; and
- b) any sanction that is imposed against the alleged offender with respect to the alleged theft, stalking, sexual assault or sexual misconduct or other violent physical assault.

##### 1. Imposing Sanctions

If the student does admit responsibility, and if the CSSO or designee concludes that there is sufficient information to sustain a finding of responsibility, the CSSO or designee may impose or defer one or more of the sanctions listed under Article VII. Code of Conduct Violations and Sanctions. No sanction involving separation from the College (i.e., Suspension or Expulsion) will be imposed by the CSSO or designee. Such sanctions are to be recommended to the President by the Student Conduct Committee. Where a student has committed a violation of the code, the College may request that the student provide relevant medical information to consider the severity of the offense or the likelihood of recurrence. Similarly, the student may request that the College consider this information in the context of the disciplinary proceeding.

##### 2. Referral to the Student Conduct Committee

The CSSO or designee will refer the case to the Student Conduct Committee for a hearing when:

- a) The student does not admit responsibility;
- b) The CSSO or designee concludes that an Agreement of Resolution (see below) is not appropriate; and
- c) The CSSO or designee concludes there is sufficient information such that a Student Conduct Committee would be more likely to find that the student has not violated the Student Conduct Code.
- d) At any time before the Student Conduct Hearing occurs, if the CSSO or Designee receives new information that establishes a clear lack of truth of prior information submitted to the CSSO or designee such that it determines that the prior evidence must be disregarded and if in disregarding that prior information the CSSO or designee

concludes that there is insufficient information to sustain a finding of responsibility, then the CSSO or designee will withdraw the case from Committee. This disposition is binding and terminates all Student Conduct Committee proceedings.

- e) At any time until the Student Conduct Committee or Hearing Officer makes its report to the CSSO, the student may make an admission of responsibility to the CSSO or designee. The CSSO or designee may then withdraw the case from Committee and impose or defer one or more of the sanctions listed in the Code, with the exception of sanctions involving separation from the college (i.e., Suspension or Expulsion). This disposition is binding and terminates all Student Conduct Committee proceedings.

##### 3. Insufficient Evidence

If the CSSO or designee concludes that there is insufficient information to find the student responsible, the case will not be referred to the Student Conduct Committee for a hearing.

##### 4. Agreement of Resolution (aka Behavior Contract)

When the CSSO or designee and the student agree that the above dispositions are not appropriate, an Agreement of Resolution may be used to conclude the matter. This Resolution, while not considered to be a finding of responsibility, is binding. If the student fails to abide by the terms of the Agreement of Resolution, that failure may be regarded as actionable misconduct and may subject the student to disciplinary action by the College. An Agreement of Resolution may include such terms as:

- a) Agreement by the student to refrain from specific behaviors, and/or to refrain from contacting others involved in the case;
- b) Agreement by the student to participate in specified educational programs and/or reconciliation processes such as mediation; and/or
- c) Agreement by the student to participate in specified community service activities.

The Agreement of Resolution is not a formal disciplinary action but will be retained in the case file in the Office of the CSSO for seven years from the date of the Agreement. During that time, should the CSSO or designee have a reasonable basis to believe that the student has engaged in misconduct related in nature to the conduct which occasioned the Agreement, both cases may be the subject of College disciplinary action.

#### E. Formal Hearing

##### 1. Conduct Review Committee

The accused student may request, or the CSSO may require, that the charges be resolved at a formal hearing provided by Conduct Review Committee. The CSSO shall consider the preference of the accused student, the nature of the charges, and the availability of the committee members when assigning the case for a hearing. The Conduct Review Committee will hear cases and make decisions on appropriate sanctions. The Committee will be established at the beginning of each academic year and will be composed of:

- a) One member of the administration (and an alternate) appointed by the President/Superintendent.
- b) Two members (and an alternate) of the classified staff appointed by the President of the College from a list of staff members submitted by the classified bargaining unit. Vacancies of classified staff members shall be filled



by action of the classified bargaining unit.

- c) Two members (and an alternate) of the faculty appointed by the President/Superintendent from a list of faculty members submitted by the Academic Senate. Each faculty member must be a full-time or part-time faculty member at the College. Vacancies of faculty members shall be filled by action of the Senate.
- d) Two members (and an alternate) of the student body appointed by the President/Superintendent from a list of students submitted by the President of the ASCR. Each student must be enrolled not less than half-time (6 units minimum) and have a cumulative GPA of at least 2.0. Vacancies of student members shall be filled by recommendation of the Associated Students.
- e) The President of the College will appoint the chair of the Conduct Review Committee.

Conduct Review Committee members and alternates serve on the committee for the academic year. Alternate members may be reappointed to serve as full members for the next academic year.

The CSSO or designee shall serve as non-voting Secretary and advisor to the Conduct Review Committee.

No Conduct Review Committee member may sit on the Committee during a hearing if that member is a complainant, witness, has a direct or personal interest in the outcome of the hearing, or has previously acted in an advisory capacity to the accused student. The Chair of the Conduct Review Committee may establish a hearing format consistent with this Code. In cases involving more than one accused student, the Chair of the Conduct Review Committee and the CSSO or designee will determine if hearings or conferences concerning each student will be conducted jointly or separately. The decision of the Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by other members of the panel to the contrary.

## 2. Formal Hearing Process

Formal hearings will be conducted by the Conduct Review Committee according to the following guidelines:

Quorum for a hearing requires that five (5) of the seven Conduct Review Committee members are present for the hearing. If the case is to be heard at the Mendocino or Del Norte site, a quorum will be three (3) members of the Committee.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five days prior to the date of the hearing. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the Chair of the committee agree to the contrary.

The student will be notified by certified mail of a hearing at least seven business days in advance of the hearing. The letter will inform the student of:

- a) The charges alleged to have been violated and sufficient details of the complaint for the basis of the allegation to be understood;
- b) The time, location and place of the hearing;
- c) A statement of the respondent student's rights as stated in the Code; and
- d) The name of the person(s), group, or College office filing the charges.

In all cases, the evidence in support of the charges will be presented and considered whether or not either party is in attendance.

The accused student may be accompanied by an advisor if so desired conditional on 24-hour notice to and approval of the CSSO or designee. The advisor may attend the hearing with the student to counsel him/her and suggest questions. The accused student and advisor may be present during the entire time of the hearing, except during the deliberations of the Conduct Review Committee. In no event may the advisor participate directly by speaking for either party or questioning witnesses. Admission of any other person to the hearing will be at the discretion of the Chairperson.

The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice. Except that the student shall not be represented by an attorney unless, in the judgment of the Conduct Review Committee Chair, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented with the name and office address of the attorney not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the College representative may request legal assistance. The Conduct Review Committee may also request legal assistance; any legal advisor provided to the committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

The facts regarding the case shall be presented by a College representative.

The accused student, the complaining parties, and the College representative may present evidence, including witnesses and written statements. The Conduct Review Committee Chair will determine the format of the hearing, and the admissibility of witnesses or written statements, and may elect not to hear such testimony if deemed redundant or irrelevant.

The accused student is not required to answer questions of an incriminating nature. The Chair of the Conduct Review Committee retains authority to question witnesses and parties to the alleged violations and will determine the appropriateness of questions posed by the parties.

Pertinent and relevant information may be reviewed without regard to the legal rules of evidence.

The Chair of the Conduct Review Committee may opt to hear the testimony of witnesses separately.

Unless the Committee Chair decides otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.

There will be a single verbatim record, such as a tape recording, of all hearings before the Conduct Review Committee. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the committee chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recordings shall remain in the custody of the College at all times, unless released to a professional transcribing service. Access is limited to reviewing the verbatim record only on College premises and in the presence of the CSSO or designee. The verbatim record will be the property of the College.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless



the witness is unavailable to testify. A witness who refuses to be tape recorded is not considered unavailable.

The Conduct Review Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where as determined in the sole judgment of the CSSO to be appropriate and in the best interests of the College.

Determination of violations shall be made based on the preponderance of evidence.

Decisions by the Conduct Review Committee shall be by majority vote.

The CSSO shall notify the accused student via certified mail, return receipt requested, of the Conduct Review Committee's findings within the shortest reasonable time after the decision has been rendered (not to exceed ten business days of the hearing). The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of Student Conduct Code were violated. The decision shall also include the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

If the student is found not to be in violation of the Student Code of Conduct, and if coursework has been missed as a direct result of action taken against the student, appropriate action will be taken in order to assist the student to complete the course, reimburse the cost of tuition, or reach other alternatives.

### 3. Appeals of Formal Hearing Decisions

A decision reached and/or sanction imposed by the Conduct Review Committee at the formal hearing may be appealed by the accused student in writing by certified mail within ten calendar days after receipt of the Committee's decision to the President/Superintendent. The President/Superintendent will not hold a hearing. Rather, resolution of the appeal shall be based upon the written findings and decision from the Conduct Review Committee, the record of the hearing, as well as any written documentation submitted by either party during the hearing. The CSSO or designee will provide all relevant documentation to the President/Superintendent.

The appeal must include the name of the individual making the appeal, the action that is being appealed, the date the action took place, and the grounds for appeal. Appeals, including rationale, must be made on the basis of one or more of the following:

- a) The sanction imposed is too severe for the offense and is unwarranted;
- b) The student's due process rights were violated; or
- c) New evidence has come to light which clearly alters the circumstances on which the action was taken.

The President/Superintendent shall render a decision within ten business days after receipt of the appeal and shall inform the student immediately by certified mail.

In all cases but expulsion, the President/Superintendent's decision regarding the appeal will be final.

If the President/Superintendent upholds an expulsion decision

that the student wishes to contest further, the student may appeal in writing to the Board of Trustees. In this instance, the following procedure will be followed:

The Board of Trustees shall consider any appeal at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures.

The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, the Board of Trustees will hold any discussion that might be in conflict with the right to privacy of any student, other than the student requesting the public meeting, in closed session.

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the President/Superintendent and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the College.

## Article VII. Code of Conduct Violations and Sanctions

### A. Violations

Students are expected to demonstrate qualities of morality, integrity, honesty, civility, honor, and respect. Students are required to engage in responsible social conduct that reflects credit upon the CR Community and to model good citizenship in any community. Disciplinary action may be initiated by the College and sanctions imposed against any student or student organization found responsible of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

#### 1. Academic Dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left solely to the discretion of the faculty member. In such cases, where the College representative determines that a student has demonstrated academic dishonesty, the representative is encouraged to report the incident of dishonesty to the CSSO or designee in order to discern potential patterns of egregious dishonesty. Acts of academic dishonesty for which sanctions may be imposed includes, but is not limited to, the following:

##### a) Cheating which includes, but is not limited to:

- i. The use of any unauthorized assistance in taking quizzes, tests, or examinations.
- ii. Having another individual take an exam.
- iii. Submitting the same paper in two different courses without specific permission of the current faculty

member(s).

- iv. Falsifying a laboratory experiment or report of an experiment.
- v. Dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments.
- vi. The surreptitious or unauthorized acquisition of testing materials or other academic material belonging to a member of the College community. Students need not employ the materials; they need only to possess them in order to violate this code.
- vii. Electronic devices, which include, but are not limited to: abuse of cellular devices with photographic capability for the purposes of photographing test questions or other notes and materials.
- viii. Furnishing false information to any CR official, faculty member, or office.
- ix. Forgery, alteration, or misuse of any CR document, record, or instrument of identification.
- x. Knowingly helping another to commit an act of academic dishonesty.

**b) Plagiarism which includes, but is not limited to:**

- i. Using, by paraphrase or direct quotation, of the published or unpublished work of another person without full, clear, and accurate acknowledgement.
- ii. The unacknowledged use of another writer's ideas without proper citation. Borrowing all or part of another individual's work or using someone else's outline to write your own work.
- iii. Copying another individual's computer printout and/or computer files and using it as one's own.
- iv. Using an agency or Internet website engaged in the selling of term papers or other academic materials.

**c) Hampering or discrediting the academic work of others by, but not limited to, the following:**

- i. Misusing, damaging, hiding, or stealing library resources.
- ii. Altering or misusing computer programs or equipment.
- iii. Interfering with the rightful computer access of others.

**2. Disrupting or Obstructing the Work and Operation of the College**

- a) Making false statements to any College official.
  - b) Physical abuse or other conduct which threatens or endangers the health or safety of any person.
  - c) Verbal threats, harassment, intimidation, and/or similar threatening conduct that disrupts the educational environment or members of the College community.
  - d) An individual shall not engage in any activity involving hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, mental harm, or personal degradation or humiliation.
3. Defamation: An individual shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that: (1) are false and/or expose any person or the college to hatred, contempt, ridicule, disgust or an equivalent reaction; or (2) are false and have a tendency to impugn a person's occupation, business, or office. Initiation of or participation in a hate crime.

4. Using electronic technology which includes, but is not limited to: internet, e-mail, telephone, fax machines, or instant messaging to intimidate another member of the College community.

5. Theft (actual or attempted) or destruction of College property or property belonging to a member of the College community or other abuse of College computer facilities, programs, technology and equipment, including, but not limited to:

- a) Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
- b) Unauthorized transfer of a file including the use of peer-to-peer-file-sharing.
- c) Unauthorized use of an individual's identification and password.
- d) Use of computing facilities to interfere with the work of a student, faculty member or College official.
- e) Use of computing facilities to interfere with operation of the College computing systems.
- f) Unauthorized use or copying of copyrighted software.
- g) The unauthorized installation or use of an unauthorized program.
- h) Unauthorized use of computer time for personal or business purposes.
- i) Use of the College computer facilities, programs, equipment or technology to send obscene or abusive messages.
- j) Unlawful or unauthorized use of the Internet; the unauthorized connection of technological and computing equipment to the College's computers and/or network.
- k) The unauthorized use of any form of a digital camera or imaging equipment.
- l) Unauthorized use of cell phones, pagers and other communication devices in all instructional areas and the Library, including all labs and classrooms during instructional sessions.

6. Coercion, which is defined as attempting to compel, control, or manipulate another through the threat of force, intimidation, exploitation of fear or anxiety, including explicit and implied physical and verbal threats against another person.

7. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other CR activities, including its public service functions on or off campus, or of other authorized non-CR activities when the conduct occurs on CR premises. Intentionally obstructing or denying access to facilities or services to individuals entitled to use such services or facilities. Intentionally interfering with the lawful rights of other persons on campus.

8. Sexual harassment which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when such conduct has the purpose or effect of substantially interfering with an individual's work performance, or participation in extracurricular activities. Sexual harassment and/or actions of a sexual nature as defined by law or by College policies, which creates an intimidating, hostile, or offensive working or educational environment.

9. Violation of local, county, state, or federal law, whether it be on or off campus, only when a definite College interest is involved and where the student misconduct distinctly and adversely affects the College's pursuit of its educational mission. Violation of these laws may lead to prosecution by law enforcement agencies in addition to sanctions by the College.

10. The College prohibits anyone from wearing, transporting,

storing, or possession of firearms or other weapons on College property (including College-owned vehicles and parking lots), at College-sponsored or College-related functions or events, and during times when acting as a representative of the College whether on or off College premises. Individuals who commit such acts may be removed from College premises and/or subject to disciplinary action, criminal penalties, or both.

Possession of “weapons”, which includes but is not limited to firearms (including any gun, rifle, shotgun, pistol, BB or pellet gun, any firearm or device from which a projectile may be fired by an explosive, any firearm or device operated by gas or compressed air), knives (including any bowie knife, spring blade knife, dagger, switchblade knife), explosives, chemical or biological weapons, slingshot, metal knuckles, blackjack, any object which by use, design, or definition may be used to inflict injury upon a person, and any object if used, attempted to be used, or threatened to be used to cause bodily harm. “Weapons” does not include mace or pepper spray type products designed and carried solely for the purpose of self-protection. This does not apply to knives kept in College kitchen facilities.

This does not apply to any certified law enforcement personnel engaged in official duties. Activities requiring use of the prohibited items may be conducted on approval of the activity by the President or his/her designee.

11. Intentional obstruction of the freedom of movement of pedestrian or vehicular traffic on College premises. This does not apply to any certified law enforcement personnel in official duties or law enforcement students engaged in official course activities.

12. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community.

13. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

14. Detention or physical abuse of any person or conduct which is intended to threaten imminent bodily harm or endanger the health or safety of any person on any property owned or controlled by the College or at any College sponsored or supervised functions.

15. Failure to comply with reasonable directions of College officials or public safety officers acting in performance of their duties on campus or affecting conduct on campus.

16. Unauthorized possession, duplication or use of keys to any CR premises or unauthorized entry to or use of CR premises.

17. Being an accessory to any person on the College campus who is or who is not a member of the College community who violates this code.

18. Violation of College Board policies, published college policies, rules, procedures, or regulations.

19. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on CR premises or at functions sponsored by, or participated in by, CR or members of the College community.

20. Abuse of the Student Code of Conduct, including but not limited to:

- a) Failure to obey the notice from the Conduct Review Committee or CR official to appear for a meeting or hearing as part of the Conduct Review Committee.
- b) Falsification, distortion, or misrepresentation of information before the Conduct Review Committee.
- c) Disruption or interference with the orderly conduct of the Conduct Review Committee proceeding.

- d) Institution of a student conduct code proceeding in bad faith.
- e) Attempting to discourage an individual's proper participation in, or use of the student conduct system.
- f) Attempting to influence the impartiality of a member of the Conduct Review Committee prior to, and/or during the course of, the Student Conduct Board proceeding.
- g) Harassment (verbal or physical) and/or intimidation of a member of the Conduct Review Committee prior to, during, and/or after a student conduct code proceeding.
- h) Failure to comply with the sanctions(s) imposed under the Student Code.
- i) Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

21. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

22. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.

23. Willful misconduct that results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.

24. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.

25. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College regulations, or the substantial disruption of the orderly operation of the College.

26. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

27. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

28. Knowing possession or use of explosives, dangerous chemicals, or deadly weapons without prior authorization of the President/Superintendent.

29. Disengaging smoke or fire detection equipment.

## B. Sanctions

Any time a sanction is specifically provided for herein, the employee or officer authorized to impose such sanctions may impose a lesser sanction. For the purposes of this rule, expulsion is the most severe sanction, followed by suspension, probation, and written and oral warning. A student may be given an interim suspension and, subsequently, may be subjected to further disciplinary action by the College, up to and including expulsion, if such further sanction is found to be appropriate in light of the conduct of the student. In all such cases, the fact of the earlier sanction shall be taken into consideration in determining the extent of any further sanctions. Disciplinary actions will be enforced by the College. Consequently, each campus, education center, or instructional site within the

District will honor sanctions imposed by the College.

### 1. Individual Sanctions.

- a) Warning - a written or oral notice to the student that continuation or repetition of certain conduct may be cause for disciplinary action under this regulation.
- b) Probation - a reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s). If a student violates any condition of probation or again is charged with a violation of the standards of student conduct during the probationary period, such action shall be grounds for revocation of the student's probationary status and for further disciplinary action to be taken in accordance with this regulation.
- c) Loss of Privilege - a denial of specified privileges for a designated period of time. This may include, but is not limited to, access to facilities, services or offices or participation in clubs, organizations, or College-sponsored events.
- d) Restitution - a requirement of any student who has caused non-accidental damage to College property to pay the College the cost of replacing or repairing the property in question. The College may withhold, after appropriate written notice to the student, grades, transcripts, certificates, diplomas, registration privileges, or any combination thereof from any student who fails to repay or refuses to repay any valid debt owed to the College (Education Code Section 72237).
- e) Community Service - the performance of community service as a sanction for misconduct. Determination of the type of work to be performed, the number of hours of service, and the responsibility for supervising the service will be made in consultation with the CSSO.
- f) Withdrawal from class - an administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.
- g) Limited Access - an administrative restriction to selected parts/locations of campus buildings.
- h) Other penalties - the student may be denied a transcript or degree until all of the obligations specified by a disciplinary body are met or other penalties as may be imposed as ones determined to fit the misconduct.
- i) College suspension - the separation of the student with consequent loss of tuition and fees from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- j) College expulsion - the permanent separation with consequent loss of tuition and fees of the student from the College.
- k) Discretionary Sanctions - a work assignment, service to the College or neighboring communities, or other related discretionary assignments (such assignments must have the prior approval of the disciplinary advisor).
- l) Counseling or Education Seminars - the requirement to participate in counseling seminars or educational workshops in lieu of, or in addition to, the imposition of sanctions.
- m) Revocation of Admission or Degree - the admission to the College may be revoked based on fraud, misrepresentation or other forms of misconduct related to the admissions process. The granting of a degree by the Col-

lege may be revoked based on fraud, misrepresentation or other forms of misconduct related to obtaining the degree.

- n) Deactivation - the loss of privileges, including College recognition, for a specified period of time for any student club, group, or organization.
- o) Mental Health Clearance: A mental health clearance is a restriction that requires a student to obtain the opinion of a mental health professional indicating whether the student (a) presents a danger to himself/herself or others or (b) is likely to repeat the same or similar misconduct. A student shall not be required to provide a mental health clearance unless such requirement is imposed by the College's Student Conduct Review committee or Behavior Intervention Team.

## C. Disruptive Classroom Behavior

### 1. Instructors

Course instructors at College of the Redwoods Community College District have the professional responsibility and authority to maintain order in instructional settings, which include but are not limited to classrooms, libraries, group meetings, tutorials, lab sessions, office hours, and off-campus venues. To assure the best presentation of the course material, a course instructor shall determine the manner and times during which students may ask questions, request clarification or express opinions or points of view in the instructional setting.

### 2. Students

Student behavior or speech that disrupts the instructional setting or is clearly disrespectful of the instructor or fellow students will not be tolerated. Disruptive conduct may include, but is not limited to: rude or disrespectful behavior unwarranted interruptions failure to adhere to instructor's directions vulgar or obscene language, slurs or other forms of intimidation physically or verbally abusive behavior.

### 3. Records

Instructors are advised to keep careful written records regarding any incident of disruptive behavior, including dates, times, names of those present, and details of the incident. Instructors should inform their department chair or supervising faculty and the CSSO Office of any such incidents and provide written documentation, if requested. The parties involved, in conjunction with the department chair or supervising faculty and appropriate administrator, should strive for acceptable solutions or mediate appropriate intervention strategies.

### 4. Removal from Class

Any faculty member may, for good cause, order a student removed from his or her class for the day of the removal and the next class meeting. (Education Code Section 76032)

The faculty member shall immediately report the removal to the Division Representative and the CSSO or designee. The CSSO or designee shall arrange for a conference between the student and the faculty member regarding the removal. If the faculty member or the student requests, the CSSO or designee shall attend the conference.

The student shall not be returned to the class during the period of the removal without the concurrence of the faculty member. Nothing herein will prevent the CSSO or designee from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.



## 5. Appeals

The student may only appeal the decision of a faculty member to the appropriate Academic administrator on the following grounds:

- a) The sanction imposed is too severe for the offense and is unwarranted;
- b) The student's due process rights were violated; or
- c) New evidence has come to light which clearly alters the circumstances on which the action was taken.

When the faculty member or academic administrator determines that College disciplinary action beyond that taken by the faculty member is appropriate, the matter shall be referred to the CSSO who will review the case.

## 6. Students Who May Present a Danger to Themselves or Others

The College seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. The Code of Conduct prohibits a student from engaging in violent conduct and threatening behaviors toward any member of the College community, including a student's threat to harm him or her self. In cases of this type, the special procedures set out in this section below may be used to attempt to determine if the student (1) presents a danger to himself/herself or others, and/or (2) is likely to repeat the misconduct. All threats or threats to do violence must be taken seriously and responded to immediately.

## 7. Responding to Student Conduct Involving Threats or Violence

Any College employee, student, or visitor who observes or otherwise becomes aware of violent or threatening student conduct, including a student's threat to injure himself/herself, or any other student conduct that indicates that the student may present a danger to himself/herself or others, should do the following:

In the case of an emergency, immediately contact the College's Security office by calling the emergency number 476-4111. In severe cases, call 911. In these cases, Security will write an incident report to be filed in situations where an incident report is deemed warranted.

In cases that do not involve an immediate emergency, promptly either (a) file an incident report with Security or (b) inform either the Dean of the campus or site, or the CSSO or his/her designee campus of the situation. Once the information is provided to the CSSO or designee, the CSSO or designee shall promptly inform the appropriate administrator and the Behavior Intervention Team of the situation.

If a student misconduct incident report has not been prepared by the person reporting the matter, the campus dean or administrator shall prepare an incident report if he/she determines that preparation of an incident report is warranted.

In the event of any threat on a person's life, whether spoken or written, the following procedure will be undertaken even if the person hearing/seeing the threat does not believe it is viable: The police will be immediately called.

The person(s) threatened will be immediately informed.

The person(s) doing the threatening will be referred to a psychologist/psychiatrist/counselor for evaluation as to the viability of the threat and a recommendation made to the District.

A letter of immediate suspension will be issued and conditions placed upon the person(s) return.

Parents will be notified of the person(s) behavior (if FERPA conditions are met) and violation of the college's code of conduct. The College will continue to follow-up with faculty, staff, law enforcement, parents, etc. and communicate essential information to one another.

## Article VIII. Immediate Suspension and Denial of Access

### A. Immediate Suspension

The President/Superintendent may impose an immediate suspension on a student only where such action is required in order to protect lives or property and to ensure the maintenance of order on the campus or at a campus function. To the extent the circumstances reasonably permit, the District's legal advisor will be consulted on the issue of whether an immediate suspension is appropriate.

If a student engages in conduct that is alarming and threatening, but does not violate the student code of conduct, and the behavior is likely a "direct threat" to himself or others, the College may act promptly to require a mandatory assessment to determine if the student is in fact a "direct threat." A "direct threat" is defined as "a high probability of substantial harm" to the health or safety of the student or others. In making the "direct threat" determination, the College will make an individualized assessment of the student's behavior considering the relevant factors outlined in the threat assessment outline in Appendix A.

Notice of such suspension shall be given to the student either orally or in writing. Such notice shall advise the student of the right to a hearing. If it is determined that a "direct threat" is imminent, the College may defer due process so that the College can immediately address the exigent circumstance, typically a referral to the police in accordance with Welfare and Institutions Code section 5150.

Within 48 hours of ordering an immediate suspension, the President/Superintendent or designee shall forward written notice to the student of the basis for the action. Such notice shall be addressed to the student's last known address and shall advise the student of a right to a hearing and the time and location of such hearing. Unless the student agrees otherwise, such hearing shall be held no later than ten (10) days following suspension.

### B. Withdrawal of Consent to Remain on Campus

The CSSO or his/her designee may notify a student that the consent to remain on campus or other facility under the control of the College has been withdrawn whenever there is reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility. To the extent the circumstances reasonably permit, the College's legal advisor will be consulted on the issue of whether consent to remain on campus should be withdrawn.

Whenever consent is withdrawn by any authorized officer or employee other than the President/Superintendent, such officer or employee shall, as soon as is reasonably possible, submit a written report to the President/Superintendent. Such report shall contain all of the following:

- a) Description of the person from who consent was withdrawn, including, if available, the person's name, address, and telephone number.
- b) A statement of the facts giving rise to the withdrawal.

If the President/Superintendent or designee, upon reviewing the report, finds that there was reasonable cause to believe



that such person has willfully disrupted the orderly operation of the campus or facility, he or she may enter written confirmation upon the report of the action taken by the officer or employee.

If the President/Superintendent or designee does not confirm the action of the officer or employee within 24 hours after the time the consent was withdrawn, the action of the officer or employee shall be deemed void and of no force or effect.

The notice given to the student may be given orally or in writing and shall advise the student of the right to a hearing as set out herein.

In no case shall summary withdrawal of consent under this Article be withdrawn for longer than 14 days from the date upon which the consent was initially withdrawn.

Consent to return to the campus within the maximum 14-day period shall be reinstated by the President/Superintendent whenever he or she has reason to believe that the presence of the student from whom consent was withdrawn will not constitute a substantial and material threat to the orderly operation of the campus or facility.

### C. Denial of Access

After a hearing, any suspension or expulsion based on conduct that disrupted the orderly operation of a campus or other facility and that also violates a provision of a California statute may include denial of access to the campus or facility as a condition of such suspension or expulsion for the period of the suspension or in the case of expulsion for a period not to exceed one year (Penal Code, Section 626.2). A student who willfully and knowingly enters the campus or facility during the period for which access has been denied is guilty of a misdemeanor pursuant to Penal Code, Section 626.2. In the case of a suspension, such entry may be grounds for further disciplinary action.

### D. Disciplinary Action by a Faculty Member

Any College faculty member, for good cause, may remove any student from his or her class for the day of the suspension, or the day of the suspension and the next class day.

Except where circumstances require immediate action, a faculty member, before ordering the suspension of any student from his or her class, shall first give or make reasonable efforts to give the student an oral notice of the reasons for the proposed suspension.

Upon delivery to the student of the notice, the faculty member shall give or make reasonable efforts to give the student an opportunity to present any oral rebuttal to the accusation or otherwise to offer relevant comment on the proposed suspension.

After considering any rebuttal or any other information relevant to the issue offered by the student, the faculty member shall then decide whether to revoke, modify, or proceed with the proposed suspension. The faculty member's decision may be given to the student either orally or in writing.

The student may only appeal the decision of a faculty member to the appropriate Academic administrator on the following grounds:

- a) The sanction imposed is too severe for the offense and is unwarranted;
- b) The student's due process rights were violated; or
- c) New evidence has come to light which clearly alters the circumstances on which the action was taken.

Following the suspension the faculty member shall notify the appropriate Academic administrator and the CSSO of the suspension in writing and shall provide both parties with copies of all documentation related to the incident. A copy will also be provided to the student.

In no instance shall a student be returned to the class from which he or she was suspended under this Article during the period of suspension without the concurrence of the faculty of the class and the appropriate Academic administrator.

## Article IX. Fees, Denial of Aid, and Readmission

### A. Fees

No fees paid by or for a student for the semester, summer session, or other term in which he or she is suspended or expelled shall be refunded, except as may be required by law. If the student is readmitted before the close of the semester, summer session, or other term in which he or she is suspended, the student will not be charged any additional fees as a result of the suspension.

### B. Denial of Aid

Any recipient of financial aid who willfully and knowingly commits any act likely to disrupt the peaceful conduct of College activities, and who is arrested and convicted of a public offense arising from such act, may be determined to be ineligible for any financial aid for a period not to exceed the ensuing two academic years.

Any recipient of such financial aid who, after a disciplinary hearing, is found to have willfully and knowingly disrupted the orderly operation of the College but who has not been arrested and convicted may be determined to be ineligible for any further financial aid for such period not to exceed the ensuing two academic years.

Any such recipient who is suspended from the College for such acts shall be ineligible for financial aid for a period not less than the time of such suspension.

### C. Admission or readmission

Admission or readmission may be denied to any person who, while not enrolled as a student, commits such acts which, were he or she enrolled as a student, would be the basis for disciplinary proceedings under this regulation. In addition, admission or readmission may be denied to any person who, while a student, commits acts that are subject to disciplinary action pursuant to this regulation. Any conduct for which admission or readmission may be denied must be related to a College activity or College attendance. Appeals regarding denial of admission or readmission shall be made to the CSSO or, in the case of the education centers, the Campus administrator.

## Article X. Definitions

**Attorney:** Any person who is admitted to practice law before any state or federal court.

**Behavior:** Shall include conduct and expression.

**Cheating:** Intentionally using or attempting to use unauthorized materials in any academic exercise.

**Class:** Any duly authorized class session or other College function, whether on or off campus, whether for credit or not, whether offered in a day, evening, or summer program, and shall include any duly scheduled field trip, excursion, field placement, or work experience program under the

auspices of the College and the faculty member.

**College:** The Redwoods Community College District

**College premises:** Includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).

**College property:** Real or personal property in the possession of, or under the control of, the Board of Trustees of the Redwoods Community College District; College food, bookstore, or retail facilities, whether operated by the College or by the students of the College; and other property or facilities leased or rented by the College.

**College-sponsored event:** Any event or activity on or off College premises that is directly initiated, sponsored, supported, or supervised by the College.

**Complainant:** Any person who submits a charge alleging that a student violated this Student Code and the term "Accused Student" means any student accused of violating this Student Conduct Code.

**Complicity:** Knowingly helping another to commit an act of academic dishonesty.

**Conduct Review Committee:** Refers to the disciplinary board.

**Days:** A day during which the College is in session and regular classes are held, including summer session days and excluding Saturdays and Sundays, unless otherwise specified in this regulation.

**Deadly Weapons:** Includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, slingshot, billy, sand-club, sandbag, or metal knuckles; any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade; a pistol, revolver, or any other firearm; any metal pipe or bar used or intended to be used as a club; or any other dangerous object of no reasonable use to the student.

**Expulsion:** Exclusion of the student from all College premises for one or more terms. Permanent separation of the student from all courses and activities offered by the District. **Faculty Member:** Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

**Hazing:** Any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger or physical or emotional harm to any member of the College community; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

**Lewd or indecent:** A person who removes his/her underclothing and exposes himself or herself, masturbates, engages in voyeurism, or performs any other act in a public place or under circumstances which the person should know will likely cause affront or alarm to another person.

**Long-term Suspension:** Exclusion of the student for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the College for one or more terms.

**Member of the College Community:** Community College District trustees, certificated, classified and administrative personnel; students; and other persons while such other

persons are on College property or at a College function.

**Plagiarism:** Using another's work or ideas as if they were one's own without giving credit to the source.

**Preponderance of evidence:** When considering all the evidence in the case, the decision maker is persuaded that the allegations are probably more true than not.

**Removal from class:** Exclusion of the student by a faculty member for the day of the removal and the next class meeting.

**Rules of Privilege:** The rules of privilege adopted by the California Legislature. Rules of privilege exist because maintenance of confidentiality of certain relationships is considered of greater value than the disclosure of evidence which is acquired within those relationships. Examples of such communications are those made in the course of the lawyer-client, physician-patient, and psychotherapist-patient relationship.

**Short-term Suspension:** Exclusion of the student for good cause from one or more classes for a period of up to ten consecutive days of instruction.

**Student:** Any person currently enrolled as a student at any college or in any program offered by the District.

**Withdrawal of Consent to Remain on Campus:** Withdrawal of consent by the CSSO or his/her designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the CSSO or his/her designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

**Written or verbal reprimand:** An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the District for a period of up to one year.

## Article XI. Interpretation and Revision

Any question of interpretation regarding the Standards of Student Conduct and Disciplinary Process will be referred to the CSSO or his/her designee for final determination.

Technical departures from the provisions of this regulation and errors in their application shall not be grounds to void the College's right to take disciplinary action against a student, unless, in the opinion of the President/Superintendent, the technical departure or error prevented a fair determination of the issue.

This regulation is applicable to actions taken against a student based on that student's failure or refusal to abide by the Code of Conduct. This regulation is not applicable to matters that are covered by student grievance procedures such as those that arise under Title IX (sex discrimination), College Policies regarding sexual harassment, or Federal Rehabilitation Act of 1973, Section 504 (students with disabilities); residence hall licensure terminations; withholding of services, including certificates, diplomas, or transcripts for non-payment of debts to the College; student activity members, such as student councils; residence determination; and academic matters such as, but not limited to, admission and enrollment decisions, the assignment of classes or grades, and probation, suspension or dismissal for academic reasons.

The Campus Security Act of 1992 requires statistics on various kinds of crimes, including sex offenses. Statistics are required on forcible and non-forcible sex offenses. Forcible sex offenses are "any sexual acts directed against another person, forcibly and/or

against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent," and include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Nonforcible sex offenses are acts of "unlawful," non-forcible sexual intercourse," and includes incest and statutory rape. (Complying with the New Federal Laws: Sex Offenses on Campus, prepared by the American Council on Education and National Association of Student Personnel Administrators, March 1993).

### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

References: California Education Code Sections 66300, 66301, 72122, 76030; Accreditation Standard II.A.7.b

Approved: 11/06/2007, Revised: 02/07/2012  
Former Administrative Regulation #505.01, "Student Code of Conduct," Approved: 2/80  
Revised: 10/4/93; 2/2/98; 5/17/04; 4/4/05;  
"Appendix for Student Code of Conduct," Approved by the Academic Senate: 2/20/04

### Student Right-to-Know Rates

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Redwoods Community College District and College of the Redwoods to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2000, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at College of the Redwoods, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 26.9 percent attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2000 to Spring 2003. Students who are 'transfer-prepared' have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 18.9 percent transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 2001 to Spring 2003.

## STUDENT RECORDS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) and Board Policy 5040 (Student Records) afford eligible students certain rights with respect to their education records at College of the Redwoods. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 15 days after the day College of the Redwoods receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, s/he will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
4. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
5. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to college officials with legitimate educational interests. A college official is a person employed by College of the Redwoods in an administrative, supervisory, academic, research, or support staff position (including security personnel and health center staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A college official also may include a volunteer or contractor outside of College of the Redwoods who performs an institutional service or function for which the college would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agency, or a student volunteering to assist a college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for College of the Redwoods.
7. Upon request, the college also discloses education records without consent to officials of another college in which the

student seeks or intends to enroll.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by College of the Redwoods to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to college officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires to institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other college officials, including instructors, employed by College of the Redwoods, whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another college where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the college's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31 (a)(3) and §99.35))
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31 (a)(4))
- To organizations conducting studies for, or on behalf of, the college, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31 (a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31 (a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31 (a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31 (1)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31 (a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31 (a)(11))
  - Directory Information (DI) at College of the Redwoods 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
    - Any other information authorized in writing by the student
  - Students are asked on the Application to authorize the release of DI. If the answer is "yes", then DI may be released. If the answer is "no" then DI will not be released unless a provision listed above authorizes the release.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31 (a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the college determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college's rules or policies with respect to the allegation made against him or her. (§99.31 (a)(14))
- To the parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the college determine the student committed a disciplinary violation and the student is under the age of 21. (§99.31 (a)(15))

For additional information about student rights under the Privacy Act, please visit the FERPA website: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



## NON-DISCRIMINATION - EQUAL OPPORTUNITY

College of the Redwoods is committed to equal opportunity in employment, admission to the College, and in the conduct of all of its programs and activities.

CR's policy complies with *California Education Code* and *Title 5 of the California Administrative Code*, and with related federal laws (*Title VI and VII of the Civil Rights Act of 1964*, *Title IX of the Educational Amendments of 1972*, and *Section 504 of the Rehabilitation Act of 1973*).

Under these regulations, College of the Redwoods guarantees that no person shall be subjected to discrimination on the basis of ethnic group identification, religion, age, gender, sexual orientation, color, or physical or mental disability under any of its programs or activities.

All classes are open to those who have met the academic prerequisites. The College also affirms its commitment to equal opportunity employment as a part of its Equal Employment Opportunity District Plan.

The Director of Human Resources is the college officer responsible for insuring District compliance with these regulations. Inquiries concerning the application of the above federal and state laws as well as the following:

- **I. Unlawful discrimination - Equal Opportunity**  
Title 5 C.A.C., Title IX/Title VI and VII:
- **II. Section 504**  
Staff Diversity Coordinator 707.476.4144  
should be directed to the Director of Human Resources.

### Sexual Harassment

*Sexual harassment* is a form of unlawful discrimination. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, written, or physical conduct of a sexual nature which makes the work or educational environment offensive, hostile, intimidating, or unpleasant or which interferes with work or academic performance.

CR endeavors to provide students and employees with an educational work environment free from sexual harassment and other prohibited discrimination. While on the campus, College employees and students are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees, students, and to the public. The District will not tolerate sexual harassment in any employment setting or in any academic program or activity. If you need to file a sexual harassment complaint, contact the Director of Human Resources 707.476.4144.

### Academic Accommodations

Under federal and state laws, the college is required to make modifications to academic requirements and practices as necessary in order to ensure that they do not discriminate against a qualified student with a disability. The college is also required to have a policy and procedure for responding to students with verified disabilities who request academic accommodations. Students with disabilities have the right to receive reasonable academic accommodations in order to create an educational environment where they have equal access to instruction, without fundamentally altering any course, educational program, or degree. Reference: the Americans with Disabilities Act (Pub. L. 101-336); the Rehabilitation Act of 1973, Part 504 [34 C.F.R. § 104.3(j)(1) and (k)(3) and §104.44(a) and (b)(1)(ii)]; the Family Educational Rights and Privacy Act of 1974; and Title 5 of the California Code of Regulations.

For more information see BP/AP 5140 Disabled Student Services.

### Requests for Academic Accommodations

The Disabled Students Programs and Services (DSPS) Office is a resource for the general college community for information about and implementation of academic accommodations. DSPS evaluates the need for reasonable accommodations based on student need.

If you need academic accommodations, meet with one of the DSPS Counselors to complete a Support Services Agreement (SSA).

Share information from SSA with your instructor(s). If the instructor agrees, the accommodation is then implemented.

While the right to accommodations is not negotiable, its implementation is. If the instructor questions the implementation, the student, the DSPS Director and the instructor continue to talk until an agreement is reached. (*Note: this may mean that an alternative accommodation may be implemented.*)

If the rare circumstance occurs that no agreement can be reached, the accommodation is temporarily implemented (per Board Policy 533) pending final resolution by the Academic Accommodations Committee.

The Academic Accommodations Committee meets and reviews all information regarding the request. The committee will either approve, deny, or recommend a third accommodation. The decision is then final.

### What to Do if You Have A Concern About Academic Programs or College Services

We at College of the Redwoods recognize that there may be times when students have concerns about educational programs and services. To assist students, we have established a process which allows us to resolve issues informally and protect student rights. The information below will help explain the procedures to be followed to resolve concerns.

### Grade Changes

#### Redwoods Community College District Board of Trustees Policy | BP 4231

The President/Superintendent or his/her designee shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

### Grade Changes

#### BP 4231 /AP 4231

#### Course Grade Challenge

The course grade given to each student shall be determined



by the instructor(s) of the course. The determination of the student's grade by the instructor(s), in the absence of mistake, fraud, bad faith, or incompetence, shall be final (Ed. Code 76232). A student who has evidence that the course grade awarded to him/her by the instructor(s) of the course is based upon mistake, fraud, bad faith, or incompetence may appeal the grade by following the steps below. The course grade challenge process is not a legal proceeding. Advocates may attend but cannot act as legal counsel.

Grades will be reviewed within the following context:

1. **Mistake** – an error in calculation, or an error in marking the roll book relevant to grades, or attendance. Additionally, mistakes may occur when physically assigning grades or when grades are scanned into the computer system.
2. **Bad Faith** – disregarding or changing the basis of assigning grades after publication in the course syllabus or using a system of grading other than that found in the syllabus without prior notification to the students.
3. **Fraud** – selling grades or asking students to perform non-relevant activity in exchange for grades.
4. **Incompetence** – impaired ability (due to accident or illness) to adequately judge the student's performance.

**Step 1: Consultation with the Instructor(s).** No later than the second week of the academic semester following the award of the grade, a student must attempt to resolve the course grade dispute through consultation with the instructor of the course. In the event the course instructor is no longer at the college, is on leave of absence, or refuses to consult with the student, the student may proceed to the next step. However, during times when faculty are not under contract to teach, the course instructor is not required to respond to requests for course grade consultation or to meet with students. Students may need to wait until the beginning of the semester following the award of the disputed course grade for a response to their request for a consultation. Upon resuming their contract to teach, the course instructor shall respond to a course grade challenge within fourteen (14) calendar days of the first instructional day of the term or within fourteen (14) calendar days of the student's grade challenge request.

**Step 2: Appeal to the Instructor's(s) Immediate Supervisor.** If the student is not satisfied with the result of Step 1, the student may appeal the matter to the instructor's immediate supervisor using the Course Grade Challenge form. The Course Grade Challenge form may be obtained from Enrollment Services or center campus office. The student must complete the form and supply all supporting evidence in writing to the instructor's immediate supervisor within fourteen (14) calendar days of completion of Step 1. Failure to submit these materials within fourteen (14) calendar days terminates the course grade challenge.

The immediate supervisor will inform the instructor that the student has completed a course grade challenge form. The instructor is responsible for providing the criteria used in determining the course grade. Following the review of these materials, the instructor's immediate supervisor shall meet, when possible, with the student and the instructor together to attempt to resolve the dispute regarding the contested grade. If the course grade challenge is not resolved or terminated at this step, the student may then proceed to Step 3.

**Step 3: Appeal to the Course Grade Challenge Committee.** If the course grade challenge is not resolved or terminated at Step 2, the student may file a written request with the Chief Instructional Officer for a review of the evidence with a the Course Grade Challenge Committee. The written request for a review must be submitted within fourteen (14) calendar days of the completion of Step 2. Failure to submit this request within fourteen (14) calendar days terminates the course grade challenge.

Upon receipt of this request, the Chief Instructional Officer shall take the steps necessary to acquire the materials and convene a Course Grade Challenge Committee comprised of two faculty members, two students, and the Chief Instructional Officer who shall serve as the non-voting chair. It is at the committee's discretion to determine if sufficient evidence exists to make a determination on the basis of the written record or to go to a hearing.

If the committee decides to go to a hearing, the chair shall advise the student and the instructor of the date, time and location of the appeal hearing. The hearing shall be informal and shall take place before the entire Course Grade Challenge Committee. No formal witnesses representing either party may attend. However, each party may have an advocate that does not act as legal counsel. The format and duration of the hearing shall be left to the discretion of the committee. The burden of proof rests with the student. The student and the instructor shall answer questions related to the materials submitted in Step 2.

At the close of the review of the written record or hearing, as the case may be, the course grade challenge shall be determined by a vote of three out of four of the voting members. The decision to change a grade shall be based solely upon substantiation of mistake, fraud, bad faith, or incompetence (Ed. Code 76232). The decision of the committee shall be final. The committee shall submit a written report of its decision to the Chief Instructional Officer within three (3) working days of the hearing or review of the written record, as the case may be. The Chief Instructional Officer shall notify the instructor and the student within three working days after receiving the committee's written report.

**Step 4: Notification to the Board of Trustees.** A student may appeal the committee's decision to the Board of Trustees only if evidence exists that the Course Grade Challenge policy and procedures were not followed. Within 14 calendar days, the student shall notify the Chief Instructional Officer in writing identifying specifically where the process was not followed. Failure to submit this written appeal within 14 calendar days shall terminate the course grade challenge. The Chief Instructional Officer will forward the written appeal to the Board of Trustees. The Board of Trustees will review the written appeal to verify whether or not the process was followed. The Board of Trustees shall refer the matter back to the committee if it finds that the course grade challenge policy and procedures were not followed. Otherwise, the decision of the committee shall stand.

#### Late Withdrawal

Students who have extenuating circumstances beyond their control (i.e., medical issues or military orders) may petition for a withdrawal after the deadline. Students must complete a petition, include detailed information and attach verifying documentation within one year of the term in question.

#### Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by

the Vice President of Student Development or his/her designee. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice President of Student Development or his/her designee immediately. The designee shall immediately take steps to lock the grade storage system entirely while an investigation is conducted. If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

## Student Complaints other than Academic Complaints or Unlawful Discrimination

### AP 5530

If a student wishes to lodge a complaint other than academic complaints or unlawful discrimination, he or she may seek redress through the following procedures. Student complaints adjudicated under this regulation are those complaints brought against a decision made or action taken by the College that is alleged to adversely affect a student's status or privileges. These complaints may include matters such as: complaints about college staff, a challenge to a student's academic record, or complaints about a service or program. Student complaints within the purview of this regulation must be filed with the Chief Student Services Officer (CSSO) within thirty (30) days of the decision, action, or incident that is the source of the complaint.

#### A. Informal Resolution Process

Many complaints are simply the result of misunderstanding or miscommunication. The parties involved are recommended to first seek to resolve any complaints informally and amicably. For most complaints, a direct discussion with the immediate supervisor of the employee, program, service, or area of responsibility relevant to the complaint, may be adequate to resolve the matter to the satisfaction of both parties.

##### 1. Discuss Complaint with Supervisor

The student shall first attempt to resolve the complaint through informal consultation with the specific area administrator or supervisor of the employee, program, or service against whom the complaint is lodged. Such a meeting should be held in private within ten (10) working days after the decision, action or incident. All issues involved should be clearly defined so they may be discussed as objectively

as possible. Both parties should openly discuss the student complaint/concern and attempt to understand the other's perspectives, explore options/alternatives, and attempt to arrive at a satisfactory resolution to the complaint. At the student's request, an Associated Student, College of the Redwoods (ASCR) member, or CR College Staff or faculty member, may be invited and/or assigned to assist the student in clarifying the complaint process, writing the complaint, and/or supporting the student throughout the complaint process.

#### 2. Express Complaint in Writing

If the student is dissatisfied with the results of the discussion with the supervisor, the student should submit a "Statement of Complaint" (see form below) that clearly expresses in writing the complaint and the desired solution. This statement shall be submitted to the CSSO within five (5) business days following the meeting with the specific area administrator or supervisor as described above.

#### 3. Supervisor Conference

On receipt of the student's "Statement of Complaint," the immediate supervisor will, within ten (10) working days, arrange a conference or meeting with the employees, service area personnel, and any other relevant staff. The purpose of this meeting will be to determine if there are any legitimate grounds for the complaint, if staff have any suggestions for resolution or improvement, and to discuss any possible actions. The student complainant may or may not be asked to attend, at the discretion of the supervisor. After discussion with staff or employees and review of relevant materials or evidence, the supervisor shall render a decision on the complaint to all parties and shall within five (5) business days provide a written copy of that decision to each involved party. The supervisor will then forward all relevant documents, evidence, meeting notes, the "Statement of Complaint" form, and any other materials, to the CSSO.

#### B. Formal Resolution Process

If the complaint cannot be satisfactorily resolved at the informal level, then the Formal Resolution Process shall be followed:

##### 1. Student Files a Request for Hearing

The student must complete and deliver to the CSSO (or Campus Dean at the Education Centers), the "Request for Hearing" form within ten (10) business days of receiving the written decision rendered by the area supervisor as described above.

##### 2. CSSO Convenes the College Hearing Committee

The CSSO (or Campus Dean at the Education Centers) or designee shall then convene the College Hearing Committee within a period of fifteen (15) business days following receipt of the Request for Hearing to consider the complaint. The CSSO shall consider the preferences of the accused student, the nature of the complaint, and the availability of the committee members when assigning the case for a hearing. The College Hearing Committee shall be composed of the following:

- Two students appointed by the ASCR President
- Two faculty members appointed by the Academic Senate President
- One classified member appointed by the CSEA President
- One administrator, who shall chair the committee, appointed by the College President or designee

All committee members shall be selected from among persons with little or no connection to the source of the complaint and that had no involvement in the decision, action, or incident. The CSSO or Campus Dean shall also confirm that all prospec-

tive members are not related in any way to the complainant.

### 3. Hearing Procedures

The Chair of the College Hearing Committee will establish a hearing format consistent with this administrative procedure. Formal hearings will be conducted by the committee according to the following guidelines:

- 1) In complaints involving more than one student complainant, the Chair of the College Hearing Committee will determine if hearings concerning each student will be conducted jointly or separately. The decision of the Chair shall be final on all matters relating to the process of the hearing unless there is a vote by other members of the panel to the contrary.
- 2) The student(s) will be notified by certified mail of the hearing at least five business days in advance of the hearing. The letter will inform the student of the time, location and place of the hearing and include a copy of this administrative procedure.
- 3) All parties shall be present at the hearing. In the willful absence of the complainant and/or a representative of his/her choice, the complaint will be dismissed.
- 4) Hearings shall be closed and confidential unless the one of the parties requests that it be open to the public. Any such request must be made no less than five days prior to the date of the hearing. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the Chair agree to the contrary.
- 5) Quorum for a hearing requires that four (4) of the six College Hearing Committee members are present for the hearing. If the case is to be heard at the Mendocino or Del Norte site, a quorum will be three (3) members of the Committee.
- 6) The parties may be accompanied by an advisor if so desired. The advisor may attend the hearing with the student to counsel him/her and suggest questions. The parties may be present during the entire time of the hearing, except during the deliberations of the Committee. In no event may the advisor participate directly by speaking for either party or questioning witnesses. Admission of any other person to the hearing will be at the discretion of the Chair.
- 7) The student may represent him or herself, and may also have the right to be represented by a person of his or her choice, with the exception that the student shall not be represented by an attorney unless agreed to in advance of the hearing by the Chair. The student must note on the Request for a Hearing form if the student wishes to be represented by an attorney. If the student is permitted to be represented by an attorney, the Committee may also request legal assistance. Any legal advisor provided to the Committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
- 8) The parties may present evidence, including witnesses and written statements. The Chair will determine the format of the hearing, and the admissibility of witnesses or written statements, and may elect not to hear such statements if deemed redundant or irrelevant.
- 9) The Chair retains authority to question witnesses and parties to the alleged violations and will determine the appropriateness of questions posed by the parties. Other committee members should request and receive the permission of the Chair before asking questions of the witnesses. Employees against whom complaints have been

filed will be advised of their right to remain silent, and may choose not to respond to any questions.

- 10) Pertinent and relevant information may be reviewed without regard to the legal rules of evidence.
- 11) The person making the complaint shall assume the burden of proof.
- 12) There will be a single verbatim recording, digital or taped, of all hearings before the Committee. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Recordings shall remain in the custody of the College at all times, unless released to a professional transcribing service. Access is limited to reviewing the verbatim record only on College premises and in the presence of the CSSO or designee. The verbatim record will be the property of the College.
- 13) The College Hearing Committee may accommodate concerns for the personal safety, well-being, or fears of confrontation of the complainant, staff or other witnesses during the hearing by providing separate facilities, by using a visual screen, or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, as determined in the sole judgment of the Chair to be appropriate and in the best interests of the parties.
- 14) Following testimony of witnesses, the Committee shall consider the complaint and determine if the complaint is valid. Determination of validity shall be made based on the preponderance of evidence.
- 15) The Committee shall then decide, by majority vote, if any remedy, action, or decision is required or necessary. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student and staff, and the oral and written evidence produced at the hearing. The Committee need not limit its recommendations to the remedy requested by the student.
- 16) The Committee shall submit in writing its findings of validity and recommend action to the President. The President may accept or modify part or all of the Committee's recommendation and shall submit the decision, with stated reasons, to all concerned within the shortest reasonable time after the decision has been rendered, but not to exceed ten (10) business days after the hearing.
- 17) The decision shall include whether the complaint is valid or invalid, and may include specific recommendations for further action.
- 18) The student shall have the right to submit a written statement of response to the decision of the President. This statement shall be included with all other compiled records of the complaint.
- 19) The decision of the President shall be final.
- 20) The President shall refer all records to the CSSO or designee for retention.

Approved: 02/07/2012

Former Administrative Regulation #528.02, "Regulation Re: Student Complaints other than Unlawful

Discrimination," Approved: 3/16/82 Revised 6/6/94, 10/9/95 Adopted by Board of Trustees March 16, 1982 Revised: June 6, 1994; October 9, 1995

## SAFETY AT COLLEGE OF THE REDWOODS

*This section of the catalog is published in accordance with Section 201, P.L. 101-542, the "Crime Awareness and Campus Security Act of 1990."*

### Crime Reporting Procedures

Safety at College of the Redwoods is everybody's business. No community can be totally risk free in today's society. Students, faculty, staff and visitors are partners in creating an environment that is safe and conducive to learning. To that end College of the Redwoods maintains a Public Safety Department with personnel available twenty-four hours a day. A person may report any criminal activity or any other emergency at any time, day or night, by dialing extension 4111 from any campus courtesy or office phone. If dialing from a pay phone or off-campus phone, the 476 prefix must be added (707.476.4111). The District's Public Safety office is located on the Eureka Campus on the lower-level of the Redwoods Business Complex -A (Old Administration Building).

### CR Has a Tip Line

Call 707.476.4555 or email CRTip@redwoods.edu.  
The Tip Line is confidential!  
Help make CR a safe and comfortable place to learn.

### Access to Campus Facilities

Most campus buildings are open from 7:00 a.m. until 10:00 p.m. during periods that classes are in session. Individual rooms may be locked due to sensitive contents such as computers, medical equipment, etc., until the arrival of the specific instructor.

Individuals who need to be in campus buildings or areas other than during regularly scheduled work hours should notify their department chairperson or supervisor as well as the campus Public Safety Officer on duty so that they can be checked on for their safety. Several campus rooms are protected by intrusion alarms. Before entering such areas, the Public Safety Department should be called.

Campus buildings are normally locked from 5:30 p.m. Friday until 7:00 a.m. Monday. College Public Safety Officers will unlock doors for weekend classes and other events as published in the Facilities Use Schedules which are prepared by Facilities and Grounds. It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows. College Public Safety and Custodial staff will check the entire campus during off hours, but the primary responsibility lies with the facility user.

Keys are provided to individual staff members on a need-to-enter basis as determined by the appropriate supervisor. Keys are issued by Facilities and Grounds. Lost keys should be immediately reported to one's supervisor, Facilities and Grounds and Public Safety. Keys should never be loaned to other staff members or students. College Public Safety personnel will confiscate any keys which have not been specifically issued to a particular individual. Duplication of District keys is a misdemeanor.

District owned property is not to be removed from the campus without expressed written authorization from the department chairperson or area supervisor. Unauthorized removal of District property from the campus is a violation of the law and may be prosecuted by the District.

### Law Enforcement, Security Authority and Prompt Reporting

It is the policy of the College of the Redwoods Board of Trustees to provide reasonable protection to the college community using methods that fit within and contribute to the educational philosophy of the institution. This protection extends to both the users of college facilities, and the facilities themselves. Law enforcement for the campus is provided by the Humboldt County Sheriff's Department who investigates crimes of violence and other felonies. College Public Safety 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 Public Safety personnel are not peace officers and do not have the arrest authority of a peace officer. They may perform citizen's arrests on behalf of the College at the request of law enforcement personnel.

College of the Redwoods has a formal memorandum of understanding with the Humboldt County Sheriff's Department to provide investigative and response assistance for violent crimes, or those crimes beyond the capabilities of the Public Safety personnel. The Sheriff's Department is called at any time that an arrest is anticipated.

College of the Redwoods also employs student parking enforcement personnel with local training specific to parking enforcement. They are not peace officers. All college personnel are instructed to promptly report criminal or other suspicious behavior to the Public Safety Department for investigation. The public is encouraged to do the same.

### Crime Prevention

An essential ingredient to any successful crime prevention program is an informed public. It is the intent of College of the Redwoods to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a threat to their physical safety or the protection of their property. Such information is normally distributed to students through messages posted on kiosks and bulletin boards throughout the campus, and more heavily in the area affected by the activity. Staff members are informed through memos and/or e-mail.

Public training is also a critical element to a campus safety program. Departments within Student Development including Student Health, Housing, and Counseling sponsor programs on various topics ranging from sexual assault awareness to substance abuse prevention. Public Safety also provides programs suitable for college success classes on general safety, proactive self-protection and crime prevention on campus.

Finally, an effective crime prevention program includes at least some measure of people watching out for one another. All staff and students are asked to be alert, security conscious and willing to be involved. Call the college Public Safety staff at extension 4111 whenever you observe suspicious behavior on campus.

### Off-Campus Crime

The Humboldt County Sheriff's Department provides law enforcement coverage for the areas adjacent to the college campus. While a formal agreement does not exist, the Sheriff's Department provides information concerning serious crime in areas adjacent to the college and such information is



disseminated in the fashion described in crime prevention.

### Substance Abuse

In compliance with Public Law 101-226, the “Drug Free Schools and Communities Act Amendment of 1989,” the Board of Trustees of College of the Redwoods prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College of the Redwoods property and/or as part of any College of the Redwoods sponsored or sanctioned activity.

Any student or employee in violation of this policy is also in violation of the Student Code of Conduct, and is subject to disciplinary action up to, and including, expulsion from College of the Redwoods, or termination from District employment.

The possession, use and sale of alcoholic beverages by anyone on College of the Redwoods property is a misdemeanor per California Business Code Section 25608 and a violation of the Student Code of Conduct. The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest by federal, state or local law enforcement authorities.

The decision to take disciplinary action as a result of these violations rests with the President of College of the Redwoods by authority delegated by the Board of Trustees. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

### Sexual Assault Programs & Procedures

College of the Redwoods offers a variety of sexual assault prevention programs through the Student Health Center, Counseling and Housing that address assaults including rape, acquaintance rape, forcible and non-forcible sex offenses. The North Coast Rape Crisis Team can be contacted at 707.445.2881, or North County Rape Crisis Services at 805.922.2994 if the individual prefers counseling from an off campus source.

In the event that a sexual assault takes place, Campus Public Safety recommends that the following procedures be followed:

- Public Safety 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.
- 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.
- 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.
- 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.
- 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.
- 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, Instruction & Student Development to make those arrangements.

- Be aware that all parties involved in sexual assault cases are entitled to have others present during a disciplinary proceeding. The parties will be kept informed of the college’s final determination with respect to the sex offense, including any sanction that is imposed against the accused.

**Additional resource information may be obtained from the following CR website:**  
<http://www.redwoods.edu/eureka/sexualhealth/>

### College of the Redwoods Campus Crime Statistics

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” hereafter referred to as the “Clery Act,” requires the publication and distribution of statistical data on selected crimes and incidents. This publication is intended to meet the requirements of that Federal law. These statistics represent **alleged** criminal offenses **reported** to our local security personnel. Therefore, **these data do not necessarily reflect prosecutions or convictions for crime.**

<b>On-Campus</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Murder/Non-negligent Manslaughter	0	0	0
Nonforcible sex offenses	0	1	0
Robbery	0	0	0
Aggravated Assault	1	3	2
Burglary	4	4	8
Motor Vehicle Theft	0	0	1
Arson	0	0	0
Negligent Manslaughter	0	0	0

*Note: The following statistics are also included in the on-campus statistics above.*

<b>On-Campus, In Residence Halls</b>	<b>2011</b>	<b>2012</b>	<b>2013</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

*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.*

<b>Non-Campus Buildings</b>	<b>2011</b>	<b>2012</b>	<b>2013</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



<b>Public Property</b>	<b>2011</b>	<b>2012</b>	<b>2013</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>2011</b>	<b>2012</b>	<b>2013</b>
Murder/Non-negligent manslaughter	0	0	0
Forcible Sex Offenses	0	1	0
Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	1	3	2
Burglary	4	4	8
Motor Vehicle Theft	0	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>2011</b>	<b>2012</b>	<b>2013</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>2011</b>	<b>2012</b>	<b>2013</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>2011</b>	<b>2012</b>	<b>2013</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>2011</b>	<b>2012</b>	<b>2013</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>2011</b>	<b>2012</b>	<b>2013</b>
Liquor law violations	0	0	1
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0
<b>On-Campus Disciplinary Actions/Judicial Referrals</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Liquor law violations	15	5	2
Drug law violations	16	12	7
Illegal weapons possessions	0	0	3

The following is a comparative summary of Public Safety/Security's activities from January 1 through December 31 for the three previous years.

<b>CRIMES/INCIDENTS</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Assaults	1	3	4
Bomb Threats	0	0	1
Burglary	4	4	7
Disturbing the peace	13	16	12
Drug Related*	16	12	7
Fraud	0	0	0
Hate Crimes	0	0	0
Larceny/Theft	14	16	9
Liquor Related*	15	5	2
Maintenance	0	0	0
Medical	35	21	21
Miscellaneous	3	0	4
Missing Person	0	0	1
Motor Vehicle Theft	0	0	2
Murder	0	0	0
Other Incident	27	27	7
Phone Harassment	0	2	0
Rape	0	0	0
Reckless Driving/Speeding	1	6	1
Robbery	0	0	0
Safety (Fire & Alarms)	4	1	17
Other Sex Offenses	0	1	0
Traffic Accident (injury):	1	0	1
Traffic Accident (non-injury)	6	7	7
Trespass	0	0	2
Vandalism	14	28	18
Weapons Confiscation	0	0	3
<b>Total Incidents:</b>	<b>154</b>	<b>149</b>	<b>126</b>

\* Includes Statistical Data from Housing

<b>DORM FIRE SAFETY</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Fires	0	0	0
Injuries	0	0	0
Deaths	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>

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