

# ADMINISTRATION OF JUSTICE CERTIFICATE

**PROGRAM DESCRIPTION** The Administration of Justice Program prepares students for careers in the criminal justice field. This course of study offers a broad base of knowledge which is designed to provide the foundation for the pursuit of advanced studies in criminal justice and offers students the opportunity to prepare for careers in law enforcement and corrections. Students learn about the practical aspects of work in these fields, as well as skills such as field tactics in:

- Defensive Tactics
- Weapons
- Physical Fitness

For more information about this program visit <http://www.cerrocoso.edu/cte/programs/admj.htm>.

## **CAREER OPPORTUNITIES**

- Police Officer
- Correctional Officer
- Bailiff
- Legal Support Worker
- Other Protective Service Workers

For more information about related jobs, employment prospects, and wage information visit [http://www.bls.gov/oco/ooh\\_index.htm](http://www.bls.gov/oco/ooh_index.htm) and click on the first letter of the job you are researching.

**ENTRY REQUIREMENTS** The College Placement Exam is offered to determine skill level and readiness in math, reading and writing. See a counselor or advisor for more information regarding placement.

## **CERTIFICATE REQUIREMENTS**

Cerro Coso Community College has developed certificate programs which reflect the needs of its communities. Many certificates can be obtained in a few semesters and are designed to lead to immediate employment opportunities and to provide the opportunity for entry level positions. To qualify for a certificate a student must successfully complete all required coursework listed below with a grade of "C" or better and complete a minimum of 12 units in residence at Cerro Coso. Once the required coursework has been successfully completed, students must file a petition for the certificate with the Cerro Coso Counseling Department. The schedule below is based on a fall start and completion of appropriate prerequisites

<b>FALL SEMESTER</b> 9 units	ADMJ C101 (3 units)	ADMJ C105 (3 units)	ADMJ C111 (3 units)				
<b>SPRING SEMESTER</b> 12 units	ADMJ C121 (3 units)	ADMJ C115 (3 units)	ADMJ Elective (3 units)	ADMJ Elective (3 units)			

# ADMINISTRATION OF JUSTICE DEGREE

## ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

Degree requirements are different than certificate requirements. If you want to pursue an associate of science degree not only will you have to complete the major courses, but you will also have to complete general education courses as well. Students must complete a minimum of 60 degree applicable units with a grade-point average of at least 2.0 or better. A minimum grade of "C" or better is required in English, reading and math courses, as well as each course taken to complete **major** requirements. All students must meet the required proficiency levels in writing, reading, and math. The following schedule is based on students starting at the highest levels needed to meet minimum proficiency requirements. Please contact a counselor or advisor to determine your levels in writing, reading and math. The Associate of Science Degree in Administration Justice will prepare students for careers in the criminal justice field. This course of study offers a broad base of knowledge, which is designed to provide the foundation for the pursuit of advanced studies in criminal justice

*NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution, please contact a counselor or advisor.*

<b>FALL SEMESTER</b> 14 units	ENGL C101 (4 units)	Social & Behavior Science course (3 units)	ADMJ C101 (3 units)	ADMJ C105 (3 units)	IC C075 (1 unit)
<b>SPRING SEMESTER</b> 16 units	MATH C055 (4 units)	Humanities course (3 units)	ADMJ C115 (3 units)	ADMJ Elective (3 units)	Elective (3 units)
<b>FALL SEMESTER</b> 15-16 units	Natural Science course (3-4 units)	Social & Behavior Science course (3 units)	Humanities course (3 units)	ADMJ C111 (3 units)	*Health & Wellness Requirement (3 units)
<b>SPRING SEMESTER</b> 15 units	**Diversity course (3 units)	***Natural Science course (3 units)	ADMJ C121 (3 units)	ADMJ Elective (3 units)	Elective (3 units)

\*There are multiple ways that a student can fulfill the Health & Wellness Requirement. Please see a counselor or advisor for more details.

\*\*The Diversity requirement can be fulfilled by taking a designated diversity class (D) within the Social & Behavioral **OR** Humanities area.

\*\*\*The Natural Science requirement can be fulfilled by taking one science course with a corresponding lab for a total of 4 units. If you do not take a corresponding lab you will have to take an additional science course either in Life Science or Physical Science. Please see a counselor or advisor for clarification.

# ART DEGREE

## ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Degree requirements are different than certificate requirements. If you want to pursue an associate of science degree not only will you have to complete the major courses, but you will also have to complete general education courses as well. Students must complete a minimum of 60 degree applicable units with a grade-point average of at least 2.0 or better. A minimum grade of "C" or better is required in English, reading and math course, as well as each course taken to complete **major** requirements. All students must meet the required proficiency levels in writing, reading, and math. The following schedule is based on students starting at the highest levels needed to meet minimum proficiency requirements. Please contact a counselor or advisor to determine your levels in writing, reading and math.

*NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution, please contact a counselor or advisor.*

<b>FALL SEMESTER</b> 14 units	ENGL C101 (4 units)	Social & Behavior Science course (3 units)	IC C075 (1 unit)	ART Major Course (3 units)	ART Elective Course (3 units)
<b>SPRING SEMESTER</b> 16 units	MATH C055 (4 units)	*Health & Wellness Requirement (3 units)	ART Major Course (3 units)	ART Major Course (3 units)	Elective (3 units) Recommend 200 level Art Course
<b>FALL SEMESTER</b> 15 - 16 units	Natural Science course (3-4 units)	Social & Behavior Science course (3 units)	ART Major Course (3 units)	ART Major Course (3 units)	Elective (3 units) Recommend 200 level Art Course
<b>SPRING SEMESTER</b> 15 units	**Diversity course (3 units)	***Natural Science course (3 units)	ART Elective Course (3 units)	ART Elective Course (3 units)	Elective (3 units) Recommend 200 level Art Course

\*There are multiple ways that a student can fulfill the Health & Wellness Requirement. Please see a counselor or advisor for more details.

\*\*The Diversity requirement can be fulfilled by taking a designated diversity class (D) within the Social & Behavioral **OR** Humanities area.

\*\*\*The Natural Science requirement can be fulfilled by taking one science course with a corresponding lab for a total of 4 units. If you do not take a corresponding lab you will have to take an additional science course either in Life Science or Physical Science. Please see a counselor or advisor for clarification.

Art Major Courses: ART C105, ART C106, ART C11, ART C115, ART C121

Art Elective Courses (must choose three): ART C131, ART C141, ART C151, ART C165

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

Cerro Coso Community College 2012-2013

# BUSINESS OFFICE TECHNOLOGY CERTIFICATE

**PROGRAM DESCRIPTION** is designed to prepare learners for employment in challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, office procedures, and bookkeeping in order to meet the needs of the technologically dynamic office. Complete each course to be applied toward the certificate with a "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College. For more information about this program visit <http://www.cerrocoso.edu/cte/programs/bsot.htm>.

## CAREER OPPORTUNITIES

- Office Assistant
- Administrative Assistant
- Bookkeeper, Accounts Receivable Clerk, Accounts Payable Clerk, Payroll Clerk
- Receptionist
- Front Office Professional
- Data Entry Clerk, Mail Room Clerk, Sales, Filing Clerk, Inventory Clerk, Clerk I, Clerk II

For more information about related jobs, employment prospects, and wage information visit [http://www.bls.gov/oco/oooh\\_index.htm](http://www.bls.gov/oco/oooh_index.htm) and click on the first letter of the job you are researching.

**ENTRY REQUIREMENTS** The College Placement Exam is offered to determine skill level and readiness in math, reading and writing. See a counselor or advisor for more information regarding placement.

## CERTIFICATE REQUIREMENTS

Cerro Coso Community College has developed certificate programs which reflect the needs of its communities. Many certificates can be obtained in a few semesters and are designed to lead to immediate employment opportunities and to provide the opportunity for entry level positions. To qualify for a certificate a student must successfully complete all required coursework listed below with a grade of "C" or better and complete a minimum of 12 units in residence at Cerro Coso. Once the required coursework has been successfully completed, students must file a petition for the certificate with the Cerro Coso Counseling Department. The schedule below is based on a fall start and completion of appropriate prerequisites.

FALL SEMESTER 9 units	BSAD C070 (3 units)	BSOT C100 (3 units)	CSCI C070 (1 unit)	CSCI C121 (1 unit)	Optional BSOT C131 (1 unit)	
SPRING SEMESTER 8 units	BSAD C072 (3 units)	BSOT Elective (1 unit)	CSCI C123 (1 unit)	CSCI C125 (1 unit)	CSCI C151 (1 unit)	BSOT C132 (1 unit)
FALL SEMESTER 5 units	CSCI C127 (1 unit)	CSCI C153 (1 unit)	CSCI C155 (1 unit)	CSCI C161 (1 unit)	BSOT Elective (1 unit)	
SPRING SEMESTER 6 units	BSOT C154 (3 units)	BSAD C145 (3 unit)	BSOT Elective (1 unit)	BSOT C133 (1 unit)		

# BUSINESS OFFICE TECHNOLOGY DEGREE

## ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

Degree requirements are different than certificate requirements. If you want to pursue an associate of science degree not only will you have to complete the major courses, but you will also have to complete general education courses as well. Students must complete a minimum of 60 degree applicable units with a grade-point average of at least 2.0 or better. A minimum grade of "C" or better is required in English, reading and math courses, as well as each course taken to complete **major** requirements. All students must meet the required proficiency levels in writing, reading, and math. The following schedule is based on students starting at the highest levels needed to meet minimum proficiency requirements. Please contact a counselor or advisor to determine your levels in writing, reading and math. The Associate of Science Degree in Business Office Technology prepares learners for employment in challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, and bookkeeping in order to meet the needs of the technologically dynamic office.

*NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution, please contact a counselor or advisor.*

FALL SEMESTER 14-15 units	BSAD C070 (3 units)	BSOT C100 (3 units)	CSCI C070 (1 unit)	CSCI C121 (1 unit)	BSOT Elective (1 unit)	ENGL C101 (4 units)	IC C075 (1 unit)	Recommend BSOT C131 (1 unit)
SPRING SEMESTER 14 units	BSAD C072 (3 units)	CSCI C123 (1 unit)	CSCI C125 (1 unit)	CSCI C151 (1 unit)	MATH C055 (4 units)	Humanities course (3 units)	BSOT C132 (1 unit)	
FALL SEMESTER 12-13 units	BSOT C133 (1 unit)	CSCI C127 (1 unit)	CSCI C161 (1 unit)	CSCI C153 (1 unit)	CSCI C155 (1 unit)	Natural Science course (3-4 units)	Social & Behavior Science course (3 units)	BSOT Elective (1 unit)
SPRING SEMESTER 12 units	BSOT C154 (3 units)	BSAD C145 (3 units)	BSOT Elective (1 unit)	BSOT Elective (1 unit)	BSOT Elective (1 unit)	*Natural Science course (3 units)		
FALL SEMESTER 12 units	Social & Behavior Science course (3 units)	Humanities course (3 units)	**Health & Wellness Requirement (3 units)	***Diversity course (3 units)				

\*The Natural Science requirement can be fulfilled by taking one science course with a corresponding lab for a total of 4 units. If you do not take a corresponding lab you will have to take an additional science course either in Life Science or Physical Science. Please see a counselor or advisor for clarification.

\*\*There are multiple ways that a student can fulfill the Health & Wellness Requirement. Please see a counselor or advisor for more details.

\*\*\*The Diversity requirement can be fulfilled by taking a designated diversity class (D) within the Social & Behavioral **OR** Humanities area.

# CHILD DEVELOPMENT CERTIFICATE

**PROGRAM DESCRIPTION** is designed for students interested in infant, toddler, preschool or school-age education. Students may earn an A.A. degree in Child Development or a Teacher Certificate, Master Teacher Certificate or Site Supervisor Certificate for completing a defined course of study that requires fewer units than the A.A. degree. The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required for teaching in programs governed by Title V and funded by contracts with the State of California. Permits are issued by the State Department of Education, California Commission on Teacher Credentialing (not Cerro Coso) and include: Assistant Teacher, Associate Teacher, Teacher, Master Teacher, and Site Supervisor. *All professionals working with children are required to have a clean criminal record, to demonstrate freedom from tuberculosis (TB), and to demonstrate the physical ability to perform all of the duties of a professional position working directly with children.* **For more information about this program visit <http://www.cerrocoso.edu/cte/programs/chdv.htm>.**

**CAREER OPPORTUNITIES (Pre-School/Day Care)**

\*Teaching

\*Parent-Child Education

\*Administration - Curriculum Development, Management, and Training

For more information about related jobs, employment prospects, and wage information visit [http://www.bls.gov/oco/oooh\\_index.htm](http://www.bls.gov/oco/oooh_index.htm) and click on the first letter of the job you are researching.

**ENTRY REQUIREMENTS** The College Placement Exam is offered to determine skill level and readiness in math, reading and writing. See a counselor or advisor for more information regarding placement.

## CERTIFICATE REQUIREMENTS

Cerro Coso Community College has developed certificate programs which reflect the needs of its communities. Many certificates can be obtained in a few semesters and are designed to lead to immediate employment opportunities and to provide the opportunity for entry level positions. To qualify for a certificate a student must successfully complete all required coursework listed below with a grade of "C" or better and complete a minimum of 12 units in residence at Cerro Coso. Once the required coursework has been successfully completed, students must file a petition for the certificate with the Cerro Coso Counseling Department. The schedule below is based on a fall start and completion of appropriate prerequisites

<b>FALL SEMESTER</b> <b>9 units</b>	CHDV C100 (3 units)	CHDV C102 (3 units)	CHDV C106 (3 units)				
<b>SPRING SEMESTER</b> <b>9 units</b>	CHDV C104 (3 units)	CHDV C111 (3 units)	CHDV C125 (3 units)				
<b>FALL SEMESTER</b> <b>9 units</b>	CHDV C121 (3 units)	CHDV C145 (3 units)	CHDV C200 (3 units)				
<b>SPRING SEMESTER</b> <b>3 units</b>	CHDV C203 (3 units)						

# CHILD DEVELOPMENT DEGREE

## ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

Degree requirements are different than certificate requirements. If you want to pursue an associate of science degree not only will you have to complete the major courses, but you will also have to complete general education courses as well. Students must complete a minimum of 60 degree applicable units with a grade-point average of at least 2.0 or better. A minimum grade of "C" or better is required in each English, reading and math course, as well as each course taken to complete **major** requirements. All students must meet the required proficiency levels in writing, reading, and math. The following schedule is based on students starting at the highest levels needed to meet minimum proficiency requirements. Please contact a counselor or advisor to determine your levels in writing, reading and math. The Associate of Science Degree in Child Development is designed for students interested in infant, toddler, preschool or school-age education.

*NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution, please contact a counselor or advisor.*

<b>FALL SEMESTER</b> 14 units	ENGL C101 (4 units)	IC C075 (1 unit)	CHDV C100 (3 units)	CHDV C104 (3 units)	*Health & Wellness Requirement/CHDV C121 (3 units)
<b>SPRING SEMESTER</b> 16 units	MATH C055 (4 units)	Humanities course (3 units)	CHDV C102 (3 units)	CHDV C111 (3 units)	CHDV C106/Social & Behavior Science course (3 units)
<b>FALL SEMESTER</b> 15-16 units	Natural Science course (3-4 units)	**Diversity course/CHDV C125 (3 units)	CHDV C145 OR CHDV C149 (3 units)	CHDV C200 (3 units)	Elective (3 units)
<b>SPRING SEMESTER</b> 15 units	***Natural Science course (3 units)	Social & Behavior Science course (3 units)	Humanities course (3 units)	CHDV C203 (3 units)	Elective (3 units)

\*CHDV C121 will fulfill the Health & Wellness requirement. Please see a counselor or advisor for more details.

\*\*CHDV C125 will fulfill the Diversity requirement.

\*\*\*The Natural Science requirement can be fulfilled by taking one science course with a corresponding lab for a total of 4 units. If you do not take a corresponding lab you will have to take an additional science course either in Life Science or Physical Science. Please see a counselor or advisor for clarification.

## ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

Degree requirements are different than certificate requirements. If you want to pursue an associate of science degree not only will you have to complete the major courses, but you will also have to complete general education courses as well. Students must complete a minimum of 60 degree applicable units to include a minimum of 26 units of General Education with a minimum grade-point average of 2.0 GPA. A minimum grade of "C" or better is required in English, reading and math course, as well as each course taken to complete **major** requirements. All students must meet the required proficiency levels in writing, reading, and math. The following schedule is based on Level 2 proficiency, however based on your college placement exam results you may be required to take additional courses before taking Level 2 proficiency classes. Please contact a counselor or advisor to determine your levels in writing, reading and math.

**NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution contact a counselor or advisor and consult [www.assist.org](http://www.assist.org) for the complete list of courses required for the engineering field and specific university -- the requirements typically total many more than 33 units and the general education areas are often modified.**

FALL SEMESTER 13 units	MATH C151 (5 units)	IC C075 (1 unit)	ENGL C101 (4 units)	General Education Requirement (3 units)	
SPRING SEMESTER 17-19 units	MATH C152 (5 units)	PHYS C111 (5 units)	ENGR C110 (4 units)	ENGR Elective Course (3-5 units)	
FALL SEMESTER 14-16 units	PHYS C113 (5 units)	ENGR Elective Course (3-5 units)	General Education Requirement (3 units)	General Education Requirement (3 units)	
SPRING SEMESTER 16-18	ENGR Elective Course (3-5 units)	General Education Requirement (3 units)	General Education Requirement (3 units)	General Education Requirement (3 units)	Elective Course (4 units) Only needed if you do not have 60 units

Note: There are many choices when choosing your general education classes. It is advised that you work closely with a counselor or advisor.

Engineering Elective Courses (9 units needed):

CSCI C265	(3 units)	Fall offering	PHYS C211	(5 units)	Spring offering
CHEM C111	(5 units)	Fall offering	ENGR C120	(4 units)	Fall offering
DMA C129	(3 units)	Spring offering	ENGR C185	(4 units)	Fall offering
MATH C251	(5 units)	Fall offering	ENGR C210	(3 units)	Fall offering
MATH C255	(4 units)	Spring offering	ENGR C230	(4 units)	Spring offering

Degree Courses Onground

	<u>FALL 1</u>	<u>SPRING 1</u>	<u>FALL 2</u>
	BIOL 105	BIOL 255	BIOL 251
	BIOL 251	BIOL 261	CHEM 101
	PHSC 111	GEOL 111	
		MATH 121	

<b>GENERAL EDUCATION COURSES ONGROUND</b>	<b><u>FALL 1</u></b>	<b><u>SPRING 1</u></b>	<b><u>FALL 2</u></b>
<b><u>AREA 1: NATURAL SCIENCE</u></b>			
- Life Sciences	BIOL 105 BIOL 151	BIOL 155 BIOL 261	BIOL 151
- Physical Sciences	(PHSC 111)	(GEOL 111)	CHEM 101
<b><u>AREA 2: SOCIAL &amp; BEHAVIORAL SCIENCES</u></b>			
- Social	ANTH 111 PSYC 101 (SOCI 101)	PSYC 101 PSYC 241	ANTH 111 PSYC 101 (SOCI 101)
- Econ & Political	ECON 101 POLS 101	ECON 102	ECON 103 POLS 101
- Historical	HIST 131	HIST 131	HIST 131
- Interdis. Studies	SOCI 220	SOCI 210	SOCI 220
- Ethnic Studies			
<b><u>AREA 3: HUMANITIES</u></b>			
- Active Participation	ART 121 ART 131	ART 121 ART 141	ART 121 ART 131
- Music	MUSC 131 MUSC 132	MUSC 131 MUSC 132	MUSC 131 MUSC 132
- Arts	MUSC 101 THEA 101	ART 106	MUSC 101 THEA 101
- Literature		ENGL 102 ENGL 221	
- Philosophy	PHIL 215	PHIL 141	PHIL 161
- Foreign Lang.	SPAN 101	SPAN 101	SPAN 101
- Interdis. Studies	SOCI 220	SOCI 210	SOCI 220
<b><u>AREA 4: LANGUAGE &amp; RATIONALITY</u></b>			
- English Comp.	ENGL 101		ENGL 101
- Analytical Think.		ENGL 102	
	MATH 55	MATH 121	MATH 55
<b><u>AREA 5: INFORMATION COMPETENCY</u></b>			
- Information Comp.	IC 075		IC 075
<b><u>AREA 6: DIVERSITY</u></b>			
	SOCI 220	SOCI 210	SOCI 220
<b><u>AREA 7: HEALTH &amp; WELLNESS</u></b>			
- Option I	HSCI 101		HSCI 101
- Option II	PHED 140	PHED 109	PHED 140



**SPRING 2**

BIOL 145  
BIOL 255  
BIOL 261  
GEOG 111  
MATH 121

**SPRING 2**

BIOL 145  
BIOL 155  
BIOL 261  
GEOG 111

PSYC 101

HIST 131  
SOCI 210

ART 121  
ART 151  
MUSC 131  
MUSC 132  
ART 105

ENGL 102  
ENGL 221  
PHIL 101  
SPAN 101  
SOCI 210

ENGL 102  
MATH 121

SOCI 210

PHED 131



# GENERAL SCIENCES Physical Science Emphasis

## ASSOCIATE OF ARTS DEGREE REQUIREMENTS

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**NOTE: These are NOT the general education requirements for transfer.**  
**If you plan to transfer to a four-year institution, please contact a counselor or advisor.**

FALL SEMESTER 13 units	MATH C151 (5 units)	IC C075 (1 unit)	ENGL C101 (4 units)	General Education Requirement (3 units)	
SPRING SEMESTER 16 units	MATH C152 (5 units)	PHYS C111 (5 units)	General Education Requirement (3 units)	General Education Requirement (3 units)	
FALL SEMESTER 14 units	PHYS C113 (5 units)	General Education Requirement (3 units)	Elective course (3 units)	Elective course (3 units)	
SPRING SEMESTER 17 units	PHYS C211 (5 units)	General Education Requirement (3 units)	General Education Requirement (3 units)	Elective course (3 units)	Elective course (3 units)

Note: There are many choices when choosing your general education classes. It is advised that you work closely with a counselor or advisor.

# HUMAN SERVICES CERTIFICATE

**PROGRAM DESCRIPTION** The Human Services Program prepares students for employment in a broad range of human services settings. It consists of seven core courses and offers additional specialized courses to develop competencies for specific employment settings. Although individual courses are offered online, the full certificate is currently not available in online environments. The A.S. degree requires 60 units total, 26 in the major, in addition to general education requirements and electives.

The Human Services field is very broad covering mental health, substance recovery, families support, domestic violence, child and elderly neglect and abuse, the exceptional child, and the homeless. It is a career concerned with meeting human needs and improving the overall quality of people's lives.

Human Services professionals assist other professionals from a wide variety of fields, from psychology to rehabilitation. They provide client services and support for families. Among the services provided by Human Services professionals may be helping clients identify benefits or social and community services available to them. They also assist social workers in a variety of ways helping to build human and family relationships, address substance abuse situations, and provide rehabilitation or adult day care services. With such a wide range of opportunities available, a Human Services professional has a world of opportunities available to them.

## CAREER OPPORTUNITIES

- \* Human Services Technician
- \* Family Development Specialist
- \* Case Worker
- \* Mental Health Technician
- \* Independent Living Specialist

For more information about related jobs, employment prospects, and wage information visit [http://www.bls.gov/oco/oooh\\_index.htm](http://www.bls.gov/oco/oooh_index.htm) and click on the first letter of the job you are researching.

**ENTRY REQUIREMENTS** The College Placement Exam is offered to determine skill level and readiness in math, reading and writing. See a counselor or advisor for more information regarding placement.

## CERTIFICATE REQUIREMENTS

Cerro Coso Community College has developed certificate programs which reflect the needs of its communities. Many certificates can be obtained in a few semesters and are designed to lead to immediate employment opportunities and to provide the opportunity for entry level positions. To qualify for a certificate a student must successfully complete all required coursework listed below with a grade of "C" or better and complete a minimum of 12 units in residence at Cerro Coso. Once the required coursework has been successfully completed, students must file a petition for the certificate with the Cerro Coso Counseling Department. The schedule below is based on a fall start and completion of appropriate prerequisites.

FALL SEMESTER 8 units	HMSV C101 (3 units)	ENGL C101 (4 units)	CSCI C070 (1 unit) *can be waived	
SPRING SEMESTER 6 units	HMSV C102 (3 units)	HMSV C103 (3 units)		
FALL SEMESTER 7 units	HMSV C104 (4 units)	HMSV Elective (3 units)		
SPRING SEMESTER 6 units	HMSV C116 (3 units)	HMSV Elective (3 units)		

### HMSV Elective class choices (two courses only):

PYSC C101 General Psychology  
 PSYC C241 Abnormal Psychology

PSYC C112 Introduction to Substance Abuse  
 HMSV C113 Intervention Skills  
 PSYCH C211 Life Span Development

SPCH C105 Interpersonal Communication  
 CHDV C106 Child Development  
 CHDV C241 The Exceptional Child



# HUMAN SERVICES DEGREE

## ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

Degree requirements are different than certificate requirements. If you want to pursue an associate of science degree not only will you have to complete the major courses, but you will also have to complete general education courses as well. Students must complete a minimum of 60 degree applicable units with a grade-point average of at least 2.0 or better. A minimum grade of "C" or better is required in each English, reading and math course, as well as each course taken to complete **major** requirements. All students must meet the required proficiency levels in writing, reading, and math. The following schedule is based on students starting at the highest levels needed to meet minimum proficiency requirements. Please contact a counselor or advisor to determine your levels in writing, reading and math. The Associate of Science Degree in Human Services prepares students for employment in a broad range of human services settings. It consists of seven core courses and requires an additional two electives or other approved specialized courses to develop competencies for specific employment settings.

*NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution, please contact a counselor or advisor.*

<b>FALL SEMESTER</b> 12 units	ENGL C101 (4 units)	IC C075 (1 unit)	Social & Behavior Science course (3 units)	HMSV C101 (3 units)	CSCI C070 (1 unit) <i>can be waived</i>
<b>SPRING SEMESTER</b> 16 units	MATH C055 (4 units)	Humanities course (3 units)	*HMSV C102 (3 units)	HMSV C103 (3 units)	**Health & Wellness Requirement (3 units)
<b>FALL SEMESTER</b> 16-17 units	Natural Science course (3-4 units)	Social & Behavior Science course (3 units)	Humanities course (3 units)	HMSV C104 (4 units)	HMSV Elective (3 units)
<b>SPRING SEMESTER</b> 16 units	***Natural Science course (3 units)	HMSV C116 (3 units)	HMSV Elective (3 units)	Elective (3 units)	Elective (4 units)

\*HMSV C102 will meet the general education Diversity requirement.

\*\*There are multiple ways that a student can fulfill the Health & Wellness Requirement. Please see a counselor or advisor for more details.

\*\*\*The Natural Science requirement can be fulfilled by taking one science course with a corresponding lab for a total of 4 units. If you do not take a corresponding lab you will have to take an additional science course either in Life Science or Physical Science. Please see a counselor or advisor for clarification.

<b>KRV : OFFICE CLERK CERT. OF PROFICIENCY (12)</b>	<b>FALL 1</b>	<b>SPRING 1</b>	<b>FALL 2</b>	<b>SPRING 2</b>
Degree Courses Onground	CSCI 70 CSCI 123	CSCI 70 CSCI 121	CSCI 70 CSCI 125	CSCI 70
Degree Courses Online (see dept for semester)	BSAD 70	BSOT 131	BSAD 154	CSCI 127

<b>KRV : OFFICE ASSISTANT CERTIFICATE 18</b>	<b>FALL 1</b>	<b>SPRING 1</b>	<b>FALL 2</b>	<b>SPRING 2</b>
Degree courses onground	CSCI 153	CSCI 151	CSCI 155	
Degree Courses Online (see dept for semester)	BSAD 70 BSOT 154	BSAD 72 CSCI 171	BSAD 145 CSCI 129	BSOT 132 CSCI 135

# LIBERAL ARTS – Math & Science

## ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Degree requirements are different than certificate requirements. If you want to pursue an associate of science degree not only will you have to complete the major courses, but you will also have to complete general education courses as well. Students must complete a minimum of 60 degree applicable units with a grade-point average of at least 2.0 or better. A minimum grade of "C" or better is required in English, reading and math course, as well as each course taken to complete **major** requirements. All students must meet the required proficiency levels in writing, reading, and math. The following schedule is based on students starting at the highest levels needed to meet minimum proficiency requirements. Please contact a counselor or advisor to determine your levels in writing, reading and math.

**NOTE: These are NOT the general education requirements for transfer.**  
**If you plan to transfer to a four-year institution, please contact a counselor or advisor.**

<b>FALL SEMESTER</b> 14-15 units	+ Science course Liberal Arts Major (3-4 units)	IC C075 (1 unit)	ENGL C101 (4 units)	General Education Requirement (3 units)	Elective (3 units)
<b>SPRING SEMESTER</b> 16-17 units	+ Science course Liberal Arts Major (3-4 units)	+ Math Course Liberal Arts Major (4 units)	General Education Requirement (3 units)	General Education Requirement (3 units)	Elective (3 units)
<b>FALL SEMESTER</b> 16 units	Liberal Arts emphasis course (3 units)	General Education Requirement (3 units)	Elective (3 units)	Elective (3 units)	
<b>SPRING SEMESTER</b> 14 units	Liberal Arts emphasis course (4 units)	General Education Requirement (3 units)	General Education Requirement (3 units)	Elective (4 units)	

+For the Liberal Arts Math and Science degree you must complete 18 units within the major and must include two science courses including one corresponding lab **AND** one math course. Additional courses within the major will be needed to reach the 18 unit requirement.

Note: There are many choices when choosing your general education classes. It is advised that you work closely with a counselor or advisor.

For the Liberal Arts Math & Science degree select courses from the following areas:

Biology	Geology	Geography	Computer Science (specifically CSCI C251, C252, or C265)
Chemistry	Math	Physical Science	Physics

# MATHEMATICS

## ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Degree requirements are different than certificate requirements. If you want to pursue an associate of science degree not only will you have to complete the major courses, but you will also have to complete general education courses as well. Students must complete a minimum of 60 degree applicable units with a grade-point average of at least 2.0 or better. A minimum grade of "C" or better is required in English, reading and math course, as well as each course taken to complete **major** requirements. All students must meet the required proficiency levels in writing, reading, and math. The following schedule is based on students starting at the highest levels needed to meet minimum proficiency requirements. Please contact a counselor or advisor to determine your levels in writing, reading and math.

*NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution, please contact a counselor or advisor.*

<b>FALL SEMESTER</b> 15 units	ENGL C101 (4 units)	Social & Behavior Science course (3 units)	IC C075 (1 unit)	MATH C151 (5 units)	Elective (2 units)
<b>SPRING SEMESTER</b> 14-15 units	MATH C152 (5 units)	*Health & Wellness Requirement (3 units)	Humanities course (3 units)	Math major elective (3-4 units)	
<b>FALL SEMESTER</b> 14-16 units	Natural Science course (3-4 units)	Social & Behavior Science course (3 units)	MATH C251 (5 units)	Math major elective (3-4 units)	
<b>SPRING SEMESTER</b> 17 units	**Diversity course (3 units)	***Natural Science course (3 units)	Humanities course (3 units)	MATH C255 (4 units)	MATH C257 (4 units)

\*There are multiple ways that a student can fulfill the Health & Wellness Requirement. Please see a counselor or advisor for more details.

\*\*The Diversity requirement can be fulfilled by taking a designated diversity class (D) within the Social& Behavioral **OR** Humanities area.

\*\*\*The Natural Science requirement can be fulfilled by taking one science course with a corresponding lab for a total of 4 units. If you do not take a corresponding lab you will have to take an additional science course either in Life Science or Physical Science. Please see a counselor or advisor for clarification.

# OFFICE ASSISTANT CERTIFICATE

**PROGRAM DESCRIPTION** This course of study equips the student with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Completers master skills in communication, bookkeeping, office skills, and an essential selection of intermediate computer applications for business. Those completing the Office Assistant Certificate may choose to continue with the Business Office Technology Associate of Science Degree. For more information about this program visit <http://www.cerrocoso.edu/cte/programs/bsot.htm>.

## CAREER OPPORTUNITIES

For more information about related jobs, employment prospects, and wage information visit [http://www.bls.gov/oco/oooh\\_index.htm](http://www.bls.gov/oco/oooh_index.htm) and click on the first letter of the job you are researching.

**ENTRY REQUIREMENTS** The College Placement Exam is offered to determine skill level and readiness in math, reading and writing. See a counselor or advisor for more information regarding placement.

## CERTIFICATE REQUIREMENTS

Cerro Coso Community College has developed certificate programs which reflect the needs of its communities. Many certificates can be obtained in a few semesters and are designed to lead to immediate employment opportunities and to provide the opportunity for entry level positions. To qualify for a certificate a student must successfully complete all required coursework listed below with a grade of "C" or better and complete a minimum of 12 units in residence at Cerro Coso. Once the required coursework has been successfully completed, students must file a petition for the certificate with the Cerro Coso Counseling Department. The schedule below is based on a fall start and completion of appropriate prerequisites.

FALL SEMESTER 9 units	BSAD C070 (3 units)	BSOT C100 (3 units)	BSOT C132 (1 unit)	CSCI C121 (1 unit)	CSCI C123 (1 unit)	
SPRING SEMESTER 9 units	BSAD C072 (3 units)	BSAD C145 (3 unit)	CSCI C125, 129, or 135 (1 unit)	CSCI C151 (1 unit)	CSCI C153 (1 unit)	

# OFFICE CLERK CERTIFICATE

## PROGRAM DESCRIPTION

For more information about this program visit <http://www.cerrocoso.edu/cte/programs/bsot.htm>.

## CAREER OPPORTUNITIES

For more information about related jobs, employment prospects, and wage information visit [http://www.bls.gov/oco/oooh\\_index.htm](http://www.bls.gov/oco/oooh_index.htm) and click on the first letter of the job you are researching.

**ENTRY REQUIREMENTS** The College Placement Exam is offered to determine skill level and readiness in math, reading and writing. See a counselor or advisor for more information regarding placement.

## CERTIFICATE REQUIREMENTS

Cerro Coso Community College has developed certificate programs which reflect the needs of its communities. Many certificates can be obtained in a few semesters and are designed to lead to immediate employment opportunities and to provide the opportunity for entry level positions. To qualify for a certificate a student must successfully complete all required coursework listed below with a grade of "C" or better and complete a minimum of 12 units in residence at Cerro Coso. Once the required coursework has been successfully completed, students must file a petition for the certificate with the Cerro Coso Counseling Department. The schedule below is based on a fall start and completion of appropriate prerequisites.

FALL SEMESTER 8 units	BSAD C070 (3 units)	BSOT C100 (3 units)	BSOT C131 (1 unit)	CSCI C070 (1 unit)		
SPRING SEMESTER 4 units	BSOT C121 (1 unit)	BSOT C127 (1 unit)	CSCI C123 (1 unit)	CSCI C125 (1 unit)		

# VOCATIONAL NURSING

**PROGRAM DESCRIPTION** Vocational Nursing is an intensive program approved by the California Board of Vocational Nursing and Psychiatric Technicians. The Program's hours include anatomy and physiology, psychology, nursing theory, and supervised clinical nursing experiences. Concepts of the fundamentals of nursing, geriatrics, nutrition, and pharmacology are integrated in the first semester of the Program. Nursing care of clients with varied adult medical-surgical conditions is integrated throughout the three semesters of the program. Course content also includes concepts of normal obstetrics and pediatrics. After successful completion of the program, the student is eligible to take the licensure examination provided by the National Council of State Boards of Nursing (NCLEX-PN). **For more information about this program visit <http://www.cerrocoso.edu/cte/programs/nursing.htm>.**

## CAREER OPPORTUNITIES

- Licensed Vocational Practical Nurse (LVN/PN)

For more information about related jobs, employment prospects, and wage information visit [http://www.bls.gov/oco/oooh\\_index.htm](http://www.bls.gov/oco/oooh_index.htm) and click on the first letter of the job you are researching.

**ENTRY REQUIREMENTS** The College Placement Exam is offered to determine skill level and readiness in math, reading and writing. See a counselor or advisor for more information regarding placement.

## CERTIFICATE REQUIREMENTS

Cerro Coso Community College has developed certificate programs which reflect the needs of its communities. Many certificates can be obtained in a few semesters and are designed to lead to immediate employment opportunities and to provide the opportunity for entry level positions. To qualify for a certificate a student must successfully complete all required coursework listed below with a grade of "C" or better and complete a minimum of 12 units in residence at Cerro Coso. Once the required coursework has been successfully completed, students must file a petition for the certificate with the Cerro Coso Counseling Department. The schedule below is based on a fall start and completion of appropriate prerequisites

FALL SEMESTER 4 units	CSCI C070 (1 unit)	HCRS C150 (3 units)				
SPRING SEMESTER 12 units	HCRS C055 (5 units) <small>**Required**you can take HCRS C055 during any semester, recommended in the Summer</small>	PSYC C101 (3 units)	BIOL C251 (4 units)			
FALL SEMESTER 4 units	*BIOL C125 OR BIOL C255 (4 units)					
<b>Apply to the Nursing Program in October, if prerequisites are fulfilled or are in progress.</b>						
SPRING SEMESTER 14.5 units	HCRS C101 (8 units)	HCRS C111 (6 units)	HCRS C070/EMTC C070 (0.5 units)			
FALL SEMESTER 14 units	HCRS C102 (8 units)	HCRS C112 (6 units)				
SPRING SEMESTER 14 units	HCRS C201 (8 units)	HCRS C211 (6 units)	***HCRS Elective (3 units)			

HCRS Elective Courses (choose one):

HCRS C230      HCRS C250      HCRS C260  
HCRS C240      HCRS C255

# VOCATIONAL NURSING

## ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

Degree requirements are different than certificate requirements. If you want to pursue an associate of science degree not only will you have to complete the major courses, but you will also have to complete general education courses as well. Students must complete a minimum of 60 degree applicable units with a grade-point average of at least 2.0 or better. A minimum grade of "C" or better is required in each English, reading and math course, as well as each course taken to complete **major** requirements. All students must meet the required proficiency levels in writing, reading, and math. The following schedule is based on students starting at the highest levels needed to meet minimum proficiency requirements. Please contact a counselor or advisor to determine your levels in writing, reading and math.

*NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution, please contact a counselor or advisor.*

FALL SEMESTER 13 units	CSCI C070 (1 unit)	HCRS C150 (3 units)	HCRS C055 (5 units) **Required**you can take HCRS C055 during any semester, recommended in the Summer	ENGL C101 (4 units)
SPRING SEMESTER 11 units	PSYC C101 (3 units)	IC C075 (1 unit)	BIOL C251 (4 units)	PHIL C141/ Humanities course (3 units)
FALL SEMESTER 14 units	HIST C131/Social & Behavior Science course (3 units)	*Diversity course/ Humanities (3 units)	**BIOL C125 OR BIOL C255 (4 units)	MATH C055 (4 units)
<b>Apply to the Nursing Program in October, if prerequisites are fulfilled or are in progress.</b>				
SPRING SEMESTER 14.5 units	HCRS C101 (8 units)	HCRS C111 (6 units)	HCRS C070/EMTC C070 (0.5 units)	
FALL SEMESTER 14 units	HCRS C102 (8 units)	HCRS C112 (6 units)		
SPRING SEMESTER 14 units	HCRS C201 (8 units)	HCRS C211 (6 units)	***HCRS Elective (3 units)	

\*The Diversity requirement can be fulfilled by taking a designated diversity class (D) within the Humanities area. It is strongly recommended that you take a Humanities/Diversity course to full this requirement.

\*\*RN or BSN Program: if you are planning to pursue the RN or BSN program at another college please be advised that the BIOL C125 will not be accepted. The RN or BSN program requires Anatomy (BIOL C251) and Physiology (BIOL C255). BIOL C251 and C255 can also be used to meet the prerequisites for the Vocational Nursing program at Cerro Coso.

\*\*\*HCRS Elective Courses (choose one): HCRS C230, C240, C250, C255, C260

Note: the Health & Wellness Requirement for general education is waived upon completion of the Vocational Nursing program.

# WEB DESIGN CERTIFICATE

**PROGRAM DESCRIPTION** The Web Design Program provides students with fundamentals in software tools, design theory, and current practices in Web Design. Working in teams and individually, students develop their creativity and learn to solve design problems in innovative ways. The core courses provide a broad foundation of skills. Students can then use the specified electives to tailor their certificate or degree for a specific niche area of web design, such as graphic design, programming, animation, multimedia, content development, or portfolio development. This program prepares students for entry-level work in Web Design and/or preparation for transfer to a four-year design program at a university.

For more information about this program visit <http://www.cerrocoso.edu/cte/programs/webdesign.htm>

## CAREER OPPORTUNITIES

- Web Designer
- Flash Animator
- Graphic Designer
- Multimedia Developer
- Web Programmer

For more information about related jobs, employment prospects, and wage information visit [http://www.bls.gov/oco/ooh\\_index.htm](http://www.bls.gov/oco/ooh_index.htm) and click on the first letter of the job you are researching.

**ENTRY REQUIREMENTS** The College Placement Exam is offered to determine skill level and readiness in math, reading and writing. See a counselor or advisor for more information regarding placement.

## CERTIFICATE REQUIREMENTS

Cerro Coso Community College has developed certificate programs which reflect the needs of its communities. Many certificates can be obtained in a few semesters and are designed to lead to immediate employment opportunities and to provide the opportunity for entry level positions. To qualify for a certificate a student must successfully complete all required coursework listed below with a grade of "C" or better and complete a minimum of 12 units in residence at Cerro Coso. Once the required coursework has been successfully completed, students must file a petition for the certificate with the Cerro Coso Counseling Department. The schedule below is based on a fall start and completion of appropriate prerequisites.

FALL SEMESTER 16 units	DMA C102 (3 units)	DMA C111 (3 units)	DMA C115 (4 units)	DMA C211 (3 units)	DMA Elective (3 units)
SPRING SEMESTER 15 units	ENGL C151 (3 units)	DMA C113 (3 units)	DMA C117 (3 units)	DMA Elective (3 units)	DMA Elective (3 units)
SUMMER SEMESTER 3 units	DMA C280 (3 units)				

# WEB DESIGN DEGREE

## ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

Degree requirements are different than certificate requirements. If you want to pursue an associate of science degree not only will you have to complete the major courses, but you will also have to complete general education courses as well. Students must complete a minimum of 60 degree applicable units with a grade-point average of at least 2.0 or better. A minimum grade of "C" or better is required in English, reading and math courses, as well as each course taken to complete **major** requirements. All students must meet the required proficiency levels in writing, reading, and math. The following schedule is based on students starting at the highest levels needed to meet minimum proficiency requirements. Please contact a counselor or advisor to determine your levels in writing, reading and math. The Associate of Science Degree in Web Design provides students with fundamentals in soft ware tools, design theory, and current practices in the Web Design. Working in teams and individually, students will also develop their creativity and learn to solve design problems in innovative ways. The core courses provide a broad foundation of skills. Students can then use the specified electives to tailor their certificate or degree for a specific niche area of web design, such as graphic design, programming, animation, multimedia, content development, or portfolio development. This program prepares students for entry-level work in Web Design.

*NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution, please contact a counselor or advisor.*

FALL SEMESTER 16 units	MATH C055 (4 units)	Social & Behavior Science course (3 units)	DMA C102 (3 units)	DMA C111 (3 units)	DMA Elective (3 units)	
SPRING SEMESTER 14 units	ENGL C151 (3 units)	IC C075 (1 unit)	Humanities course (3 units)	*DMA C113 (3 units)	DMA C117 (3 units)	Elective (1 unit)
FALL SEMESTER 16-17 units	Natural Science course (3-4 units)	**Health & Wellness Requirement (3 units)	DMA C115 (4 units)	DMA C211 (3 units)	DMA Elective (3 units)	
SPRING SEMESTER 15 units	***Natural Science course (3 units)	Social & Behavior Science course (3 units)	Humanities course (3 units)	DMA Elective (3 units)		
SUMMER SEMESTER 3 units	DMA C280 (3 units)					

\* DMA C113 will meet the general education Diversity requirement

\*\*There are multiple ways that a student can fulfill the Health & Wellness Requirement. Please see a counselor or advisor for more details.

\*\*\*The Natural Science requirement can be fulfilled by taking one science course with a corresponding lab for a total of 4 units. If you do not take a corresponding lab you will have to take an additional science course either in Life Science or Physical Science. Please see a counselor or advisor for clarification.