

Fields of Study

Program	Locally Approved Certificates	Certificate of Achievement	AA Degree	AS Degree	AA-T Degree	AS-T Degree
Accounting		X		X		
Administration of Justice						X
Administrative Services		X		X		
Administrative Services I	X					
Administrative Services II		X				
Microsoft Office Applications	X					
Anthropology					X	
Art			X			
Art History					X	
Studio Arts					X	
Automotive Technology				X		
Automotive Electricity and Electronics		X		X		
Automotive Engine Performance		X				
Automotive Brakes and Suspension	X					
Automotive Engine Rebuilding	X					
Automotive Power Trains		X				
Business Administration			X			X
Business Administration for Transfer			X			X
Court Reporting		X		X		
Criminal Justice Administration				X		
Criminal Justice – Corrections		X		X		
Dental Hygiene		X		X		
Direct Support Education		X		X		
Early Care, Education, and Family Studies		X		X		
Child Development – Assistant Teacher	X					
Child Development – Associate Teacher		X				
Child Development – Master Teacher		X				
Child Development – Teacher		X				
Early Intervention Assistant I		X				
Early Intervention Assistant II		X				
Master Teacher: Infant Development	X					
Master Teacher: School Age Care/Development	X					
Master Teacher: Special Needs	X					
Early Childhood Education						X
Energy Technology				X		
Energy Technology Entry Level		X				
Energy Technology Petroleum Engineer		X				
Energy Technology Field Technician		X				
Energy Technology Foundation	X					
Energy Technology Industry Health & Safety		X				
Energy Technology Instrumentation	X					
Engineering				X		
English			X		X	

Program	Locally Approved Certificates	Certificate of Achievement	AA Degree	AS Degree	AA-T Degree	AS-T Degree
General Business				X		
History			X		X	
Information Management & Technology	X	X		X		
Advanced Information Technology & Management	X					
Independent Living Skills	X					
Industrial Health and Safety				X		
Industrial Health and Safety – Entry Level Hazardous Materials	X					
Industrial Health & Safety-Midlevel Cert. of Achievement		X				
Industrial Health and Safety Foundation		X				
Kinesiology						X
Liberal Arts with an Area of Emphasis*						
Allied Health			X			
Arts & Humanities			X			
Business & Technology			X			
Communication			X			
Health & PE			X			
Math & Science			X			
Natural & Life Science			X			
Natural & Physical Science			X			
Social & Behavioral Science			X			
Life Science				X		
Management		X		X		
Management Customer Service	X					
Mathematics			X			X
Multi-Media Journalism			X			
Petroleum Technology Well Control & Drilling Certificates I-V	X					
Physical Education			X			
Physical Science				X		
Psychology						X
Recreation			X			
Sociology						X
Welding Technology				X		
Pipe Code Welding		X				
Structural Code Welding		X				
Gas Tungsten Arc Welding	X					
Gas Metal Arc & Flux Core Arc Welding	X					
Welding Assistant/Helper	X					

Field of Study

Curricula Requirements

ACCOUNTING

DESCRIPTION

Completing this degree or certificate prepares students in the fundamentals in theory, practices and principles of accounting cycles for unincorporated and corporate forms of business, financial, and managerial accounting theory. The major provides skills in entry level accounting positions. 25 units are required in the major.

PROGRAM LEARNING OUTCOMES

After completing the Accounting AS Degree program a student will be able to:

1. Complete their course of study will exhibit high standards of professional practice by demonstrating ethical and social responsibilities in a multi-cultural, team oriented, rapidly changing environment.
2. Complete their course of study will demonstrate competency in preparing financial information for all levels of stakeholders in organizations.
3. Complete their course of study will be able to use accounting information to make informed decisions about management, operations, and investments in organizations.

ACCOUNTING: ASSOCIATE IN SCIENCE

Required Courses:			Units	
BSAD	2220	Introduction to Financial Accounting	4	
BSAD	2221	Introduction to Managerial Accounting	4	
BUSN	2275	Business Law	3	
BUSN	1050	Business Mathematics OR	4+	
BSAD	1560	Introduction to Mathematical Analysis OR	4*	currently inactivated
ECON	1560	Introduction to Mathematical Analysis OR	4*	currently inactivated
MATH	1560	Introduction to Mathematical Analysis	4	
BUSN	1053	Computerized Accounting	1	
BUSN	1059	Electronic Machine Calculations	1	
COSC	1603**	Introduction to Electronic Word Processing – Microsoft Word 2010	1.5	
COSC	1703**	Introduction to Spreadsheets - Microsoft Excel 2010	1.5	
Electives*			5	
Total			25	
*Electives to be selected from the following:				
ECON	2120	Principles of Economics-Micro	3	
BUSN	1500	Introduction to Business	3	
COSC	1532	Basic Internet Skills and Concepts	1	
COSC	1902**	Introduction to Electronic Databases – Microsoft Access 2010	1.5	
COSC	1812**	Introduction to Presentation Graphics – Microsoft PowerPoint 2010	1.5	
ENGL	1500	Composition and Reading OR	3	
ENGL	1000	Interactive Writing and Grammar	3	
STAT	1510	Elementary Statistics	5	

+This course is currently offered at 3 units.

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

CERTIFICATE OF ACHIEVEMENT: ACCOUNTING

DESCRIPTION

This one-year certificate program is designed for those students interested in seeking initial employment in bookkeeping and accounting and to improve the skills of those already in this profession. Upon successful completion of the required and elective courses with a 2.0 GPA, a certificate of achievement will be awarded. 21 units are required for the certificate.

Accounting (cont.)

Required Courses			Units
BSAD	2220	Introduction to Financial Accounting	4
BSAD	2221	Introduction to Managerial Accounting	4
BUSN	2275	Business Law	3
BUSN	1050	Business Mathematics OR	4+
BSAD	1560	Introduction to Mathematical Analysis OR	4*
ECON	1560	Introduction to Mathematical Analysis OR	4*
MATH	1560	Introduction to Mathematical Analysis	4
BUSN	1053	Computerized Accounting	1
BUSN	1059	Electronic Machine Calculations	1
COSC	1703**	Introduction to Spreadsheets - Microsoft Excel 2010	1.5
Elective*			3
Total			21.5

+This course is currently offered at 3 units.

*Electives to be selected from the following:

BUSN	1500	Introduction to Business	3
COSC	1603**	Introduction to Electronic Word Processing – Microsoft Word 2010	1.5
COSC	1703**	Introduction to Spreadsheets – Microsoft Excel 2010	1.5
ECON	2120	Principles of Economics-Micro	3
ENGL	1500	Composition and Reading OR	3
ENGL	1000	Interactive Writing and Grammar	3
STAT	1510	Elementary Statistics	5

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

CAREER OPTIONS/PATHWAYS

Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Accountant & Auditors	\$34.20	7060
Bookkeeping, Accounting, Auditing Clerk	\$19.68	4,310
Tax Preparer	\$22.95	300

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>



ADMINISTRATION OF JUSTICE FOR TRANSFER

DESCRIPTION

The Associate in Science in Administration of Justice for Transfer degree provides a clear and direct route for transfer to upper division work in the Administration of Justice major through structured and semi-structured opportunities for students to develop and master the knowledge, skills, and values consistent with the theory and application of Administration of Justice.

The program curriculum provides an examination of crime, crime control, the justice process, and justice institutions in the United States. The program emphasizes the structure and functions of institutions as a development of changes in theory and philosophy of justice in the United States.

This curriculum provides a solid foundation upon which to build an Administration of Justice Major at a four-year school. The degree guarantees transfer to a CSU as a junior.

To earn an Associate in Science in Administration of Justice degree for Transfer (AS-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

PROGRAM LEARNING OUTCOMES

After completing the Administration of Justice AS-T Degree program a student will be able to:

1. Law Enforcement – Understand Criminal Justice agencies at all levels (Federal, State, and Local), know and describe criminal investigation, leadership, and community oriented policing.
2. Corrections – Comprehend and articulate penological theory at all levels in the United States, including correctional history, current ideologies on rehabilitation and future models of correctional theory.
3. Legal Aspects – Comprehend and demonstrate familiarity with criminal law, legal terms, legal aspects of evidence, ethics, and legal theory. Appreciate theoretical concepts and the impact of emerging Supreme Court decisions.
4. Juvenile Law – Describe the differences between adults and juveniles within the criminal justice system; be able to describe the philosophy, theory, processes, and changes in rehabilitation throughout the United States.

ADMINISTRATION OF JUSTICE: ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER

Required Courses: **6 Units total**

**May be used to meet a major and General Education Breadth requirement*

ADMJ	1501	Introduction to Criminal Justice	3
ADMJ	1502	Concepts of Criminal Law	3

Select two courses from the following: **6 Units total**

ADMJ	1503	Criminal Court Process	3
ADMJ	1504	Legal Aspects of Evidence	3
ADMJ	1505	Criminal Investigation	3
ADMJ	1506	Introduction to Forensics	3
ADMJ	1507	Community and the Justice System	3
ADMJ	1508	Introduction to Corrections	3
ADMJ	1509	Juvenile Procedures	3

Select two courses from the following: **6 - 8 Units**

SOC	1510	Introduction to Sociology	*3
PSYC	1500	Introduction to Psychology	*3
PSYC	2200	Elementary Statistics for the Behavioral and Social Sciences OR	*4
STAT	1510	Elementary Statistics	*5

Any CSU transferable ADMJ lower division course or courses outside the ADMJ discipline that are Articulated as lower division major preparation for the Criminal Justice or Criminology Major at any CSU (*refer to assist.org*)

Total Major Units **18-20**

Administration for Justice (cont.)

CSU G-E AREA	General Education Breadth Requirements:	Units
<i>Flexibility in General Education requirements is allowed; courses listed are recommended</i>		
A.1	SPCH 1511 OR SPCH 1507	3
A.2	ENGL 1500	3
A.3	PHIL 1520 OR ENGL 1600	3-4
B.1	Any course listed in Area B.1 on GE pattern	3-5
B.2	Any course listed in Area B.2 on GE pattern	3-5
B.3	Any course listed in Area B.2 on GE pattern (<i>units included in Area B.1 or B.2</i>)	n/a
B.4	PSYC 2200 or STAT 1510 OR Any course listed in Area B.4 on GE pattern	*0-4
C.1	Any course listed in Area C.1 on GE pattern	3
C.2	Any course listed in Area C.2 on GE pattern	3-5
C.1 or C.2	Any course listed in either Area C.1 or C.2 on GE pattern	3-5
D	SOC 1510 OR Any course listed in Area D on GE pattern	*0-3
D. & US Hist/Gov	HIST 2231 OR HIST 2232	3
D. & US Hist/Gov	POSC 1501	3
E.	PSYC 1500 <i>if not used in CSU GE Area D</i>) OR Any course listed in Area E. on GE pattern	*0-3
Total General Education Units		31-42
Electives	If additional units are necessary for Degree Completion and Transfer the following courses are recommended:	Units
	SOC 2110 recommended for Gender, Race, & Ethnicity requirement at CSUB	3
	INCO 1048 local Taft College requirement for non-transfer AA/AS degrees	1
	Any additional transfer level courses (numbered 1500 or higher)	0-11
	Total additional units	0-11

Total units not to exceed 60 transferrable units

If you have completed more than 60 units, the degree will still be awarded.

Transferability of degrees completed with more than 60 units is not guaranteed.

Please consult with your counselor for additional information.

www.adegreewithaquarter.com

CAREER OPTIONS/PATHWAYS

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

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

Administration of Justice for Transfer (cont.)

CSU APPLICATION DEADLINES ARE BELOW.

Quarter System Campuses	Semester System Campuses
Summer Quarter: Feb 1 - 28	Fall Semester: Oct 1 – Nov 30
Fall Quarter: Oct 1 – Nov 30	Spring Semester: Aug 1 - 31
Winter Quarter: June 1 – 30	
Spring Quarter: Aug 1 - 31	

ADMINISTRATIVE SERVICES

DESCRIPTION

This program provides individuals with foundation educational training and skills in general office principles, procedures, and operations. The program will prepare students to enter entry to mid-level positions in places of business and organizations as office and support personnel. Upon the successful completion of the required courses and general education requirements with a minimum 2.0 G.P.A., an associate in science degree will be awarded.

PROGRAM LEARNING OUTCOMES

After completing the Administrative Services major, a student will be able to:

1. Students completing their course of study will be able to design and complete professional documents to support communication across the business environment.
2. Students completing their course of study will be able to effectively perform routine, clerical, administrative, and business functions.
3. Students completing their course of study will exhibit appropriate dress, professional attitude and customer relations.

ADMINISTRATIVE SERVICES: ASSOCIATE IN SCIENCE

Select 18 Units from the following:			Units
BUSN	1601, 1602, 1603	Beginning Keyboarding	1-1-1
BUSN	2001, 2002, 2003	Intermediate Keyboarding	1-1-1
BUSN	1050	Business Mathematics	4+
BUSN	1051	General Accounting	3++
BUSN	1052	General Accounting	3
BUSN	1054	Office Procedures	2* currently inactivated
BUSN	1055	Office Procedures	2+
BUSN	1053	Computerized Accounting	1
BUSN	1056	Quickbooks	.5
BUSN	1059	Electronic Machine Calculations	1
BUSN	1510	Business Communication	3
COSC	1532	Basic Internet Skills and Concepts	1
COSC	1603**	Introduction to Electronic Word Processing – Microsoft Word 2010	1.5
COSC	1703**	Introduction to Spreadsheets – Microsoft Excel 2010	1.5
COSC	1812**	Introduction to Presentation Graphics – Microsoft PowerPoint 2010	1.5
COSC	1902**	Introduction to Electronic Databases – Microsoft Access 2010	1.5
HLED	1541	Medical Terminology	3
MGMT	1500	Introduction to Human Resources Management	3
MGMT	1560	Capstone Course	1-3
Total			18

+ This course is currently offered at 3 units.

++This course is currently offered at 4 units.

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

CERTIFICATE IN ADMINISTRATIVE SERVICES I (Locally Approved Certificate)

Required courses			Units
BUSN	1601, 1602, 1603	Beginning Keyboarding	1-1-1
BUSN	1054	Office Procedures	2* currently inactivated
COSC	1532	Basic Internet Skills and Concepts	1
COSC	1603**	Introduction to Electronic Word Processing – Microsoft Word 2010	1.5
COSC	1703**	Introduction to Spreadsheets – Microsoft Excel 2010	1.5
Total			9

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

CERTIFICATE OF ACHIEVEMENT: ADMINISTRATIVE SERVICES

Required courses			Units
BUSN	2001	Intermediate Keyboarding	1
BUSN	2002	Intermediate Keyboarding	1
BUSN	2003	Intermediate Keyboarding	1
BUSN	1054	Office Procedures	2* currently inactivated
BUSN	1055	Office Procedures	2+
BUSN	1059	Electronic Machine Calculations	1

Administrative Services (cont.)

COSC	1532	Basic Internet Skills and Concepts	1
COSC	1603**	Introduction to Electronic Word Processing – Microsoft Word 2010	1.5
COSC	1703**	Introduction to Spreadsheets - Microsoft Excel 2010	1.5
COSC	1902	Introduction to Electronic Databases – Microsoft Access 2010	1.5
BUSN	1510	Business Communication OR	
ENGL	1000	Interactive Writing and Grammar OR	
ENGL	1500	Composition & Reading	3
BUSN	1050	Business Mathematics OR	
		Any degree applicable Math	4
Total			20.5

+ This course is currently offered at 3 units.

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

CERTIFICATE OF ACHIEVEMENT: ADMINISTRATIVE SERVICES II

Required courses			Units
BUSN	1050	Business Mathematics OR any degree applicable Math	4+
BUSN	1054	Office Procedures	2* currently inactivated
BUSN	1510	Business Communication	3
BUSN	1601,1602,1603	Beginning Keyboarding	1-1-1
COSC	1532	Basic Internet Skills and Concepts	1
COSC	1603**	Introduction to Electronic Word Processing – Microsoft Word 2010	1.5
COSC	1703**	Introduction to Spreadsheets - Microsoft Excel 2010	1.5
Total			16

+ This course is currently offered at 3 units.

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

CERTIFICATE IN MICROSOFT OFFICE APPLICATIONS (Locally approved)

This certificate program is designed to recognize a student’s achievement and proficiency with key components of the MS Office Suite, including word processing, spreadsheets, presentation graphics, and databases.

Required courses			Units
COSC	1603**	Introduction to Electronic Word Processing - Microsoft Word 2010	1.5
COSC	1703**	Introduction to Spreadsheets - Microsoft Excel 2010	1.5
COSC	1812	Introduction to Presentation Graphics – Microsoft PowerPoint	1.5
COSC	1902	Introduction to Databases – Microsoft Access	1.5
Total			6

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

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Accounting/Bookkeeping Clerk	\$19.68	4,310
Administrative Assistant	\$24.25	4,000
Customer Service Representative	\$17.77	8,520
Office Clerk	\$15.24	9,950
Office Manager	\$17.23	7,430
Receptionist	\$13.93	3,770
Secretary	\$17.99	6,290
Teller	\$13.35	2,570

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/ocguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>


ANTHROPOLOGY FOR TRANSFER
DESCRIPTION

The Associate in Art in Anthropology for Transfer degree (AA-T) provides a clear and direct route for transfer to upper division work in the Anthropology major through structured and semi-structured opportunities for students to develop and master the knowledge, skills, and values consistent with the theory and application of Anthropology.

The Associate in Art in Anthropology for Transfer provides a solid foundation the theory and practices used in the study of humanity. The curriculum includes the study of culture, history, language, biology, and scientific research methodologies as necessary elements for understanding humans.

This curriculum provides a solid foundation upon which to build an Anthropology major at a four-year school. The degree guarantees transfer to a CSU as a junior.

To earn an Associate in Arts in Art History degree for Transfer (AA-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

PROGRAM LEARNING OUTCOMES

After completing the Anthropology for transfer degree major, a student will be able to:

1. Demonstrate understanding of the holistic perspective of anthropology by bringing biological, cultural, social, economic, political, and other appropriate factors to bear on a particular problem.
2. Produce oral and written arguments that are clear, logical, and supported by appropriate evidence, including relevant literature.
3. Evaluate the validity of an argument using knowledge of anthropology theories and methods.
4. Explain archaeological techniques, methods and theories that anthropologists rely upon to reconstruct the past life ways in order to understand cultural adaption to various environments.
5. Articulate the limitations of ethnocentric perspectives and the positive effects of methodological cultural relativism for understanding humans and their cultures.

ANTHROPOLOGY: ASSOCIATE IN ARTS DEGREE FOR TRANSFER

Required Courses			20-23 Units Total
ANTH	1501	Introduction to Biological Anthropology	3
ARCH	1501	Introduction to Archaeology	3
ANTH	1512	Cultural Anthropology	3
List A: Select one course from the following:			
PSYC	2200	Elementary Statistics for the Social and Behavioral Sciences	4
STAT	1510	Elementary Statistics	5
List B: Select one course from the following:			
PSYC	2205	Introduction to Research Methods in the Social Sciences	4
BIOL	2250	Human Anatomy	5
ESCI	1520	Introduction to Earth Science Lecture and Laboratory	4
GEOL	1500	Introduction to Geology	4
		Any course from List A not already used	4-5
List C: Select one course from the following:			
ANTH	1524	Indians of the Southwest	3
PHIL	1531	The World's Living Religions	3
GEOG	1520	Cultural Geography	3
SOC	1510	Introduction to Sociology	3
SOC	2110	Minority Group Relations	3
SOC	2120	American Social Problems	3
SOC	2141	Sociology of Marriage	3
		Any course from List A or List B	4-5
Total Major Units			20-2

Anthropology, AA-T (cont.)

CSU G-E AREA General Education Breadth Requirements:		Units
<i>Flexibility in General Education requirements is allowed; *May be used to meet a major and General Education Breadth requirement</i>		
A.1	SPCH 1511 OR SPCH 1507	3
A.2	ENGL 1500	3
A.3	PHIL 1520 OR ENGL 1600	3-4
B.1	PHYS 2221 OR CHEM 2211	*
B.2	BIOL 2250	*
B.3	BIOL 2250	*
B.4	PSYC 2200 OR STAT 1510	*
C.1	Any course listed in Area C.1 on GE pattern	3
C.2	Any course listed in Area C.2 on GE pattern	3-5
C.1 or C.2	Any course listed in Area C.1 OR C.2 on GE pattern	3-5
D	Any course listed in Area D on GE pattern	3
D. & US Hist/Gov	HIST 2231 OR HIST 2232	3
D. & US Hist/Gov	POSC 1501	3
E.	HLED 1510 OR Any course listed in Area E. on GE pattern	3
Total General Education Units		24-27
Electives	If additional units are necessary for Degree Completion and Transfer the following courses are recommended:	Units
	Any additional transfer level courses (numbered 1500 or higher)	0-6
	Total additional units	0-6
		TOTAL UNITS 60

*Total units not to exceed 60 transferrable units
 If you have completed more than 60 units, the degree will still be awarded.
 Transferability of degrees completed with more than 60 units is not guaranteed.
 Please consult with your counselor for additional information.
www.adegreewithaguarantee.com*

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Anthropologist	\$28.53	120
Archaeologist	\$28.53	120
Museum Curator	\$29.83	40

**Some career options may require additional training and/or education.
 Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited October 9, 2015)*

For additional career resources, please visit: <http://www.bis.gov/ooh>; <http://www.Mynextmove.org>; <http://onetonline.org>

TRANSFER

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses	Semester System Campuses
Summer Quarter: Feb 1 - 28	Fall Semester: Oct 1 – Nov 30
Fall Quarter: Oct 1 – Nov 30	Spring Semester: Aug 1 - 31
Winter Quarter: June 1 – 30	
Spring Quarter: Aug 1 - 31	

ART

DESCRIPTION

The degree provides the student with the foundations in history, theory, design and studio of art. The studio art courses provide an integration of conceptual and practical artistic skills with personal and creative exploration. The core courses provide the student the preparation for university level courses in art and art history. Students must have a minimum of "C" in major courses.

PROGRAM LEARNING OUTCOMES

After completing the Art major, a student will be able to:

1. Create art in various media using the resources of production.
2. Understand, evaluate, and utilize the elements of art and principles of design.
3. Demonstrate an understanding of the history of the development of styles and media.
4. Demonstrate the practices of safety procedures.
5. Critique and objectively evaluate their work and the work of their peers.

ART: ASSOCIATE IN ARTS

Select 18 units from the following:			Units
Select at least 3 units from the following:			
ARTH 1510	Prehistoric to Renaissance Art History		3
ARTH 1520	Renaissance to Contemporary Art History		3
Select at least 3 units from the following:			
ART 1600	Basic Design		3
ART 1610	Advanced Design		3
Select at least 6 units from the following:			
ART 1620	Drawing and Composition		3
ART 1631	Figure Drawing		3
ART 1640	Painting		3
ART 1800	Introduction to Computer Art		3
ART 1820	Computer Imaging –Adobe Photoshop		3
ART 1860	Introduction to Computer Animation for Web or Multimedia OR		3
COSC 1860	Introduction to Computer Animation for Web or Multimedia		3
PHOT 1510	Basic Photography		2+
Electives*			6
Total			18

+ This course is currently offered at 3 units.

*Electives are to be selected from the above list

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Graphic Designer	\$25.30	1,340
Art Director	\$48.69	430
Fine Artists, including painters & sculptors	\$26.02	240

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>


DESCRIPTION

The Associate in Arts in Art History degree for Transfer (AA-T) prepares the student to transfer to the CSU's as a junior to further their studies of the history of the practice and production of visual arts.

The study of art history is the study of objects within their historical, cultural and stylistic context. This is complemented by the requirement of two studio classes where the art history student learns the basic skills and concepts inherent in creating a work of art, in addition to the 60 units which includes the following required courses: ARTH 1510 Prehistoric to Renaissance Art History, ARTH 1520 Renaissance to Contemporary Art History, ARTH 2030 Survey of Asian Art, ARTH 2040 Survey of African, Oceanic, and the Americas Art, ART 1600 Basic Design, ART 1620 Drawing and Composition, and two of the following: HIST 2210 World History to 1600, HIST 2204 Western Civilization from 1600 and HUM 2010 Film Studies.

To earn an Associate in Arts in Art History degree for Transfer (AA-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

PROGRAM LEARNING OUTCOMES

After completing the Art History for transfer major, a student will be able to:

1. Apply art history terminology in the analysis and evaluation of works of art and architecture through written tests, presentations, and oral discussions, the intersection of form, content, and patronage in the formation of visual culture.
2. Develop critical interdisciplinary thinking, both in oral and written form, through comparative analysis and development of visual acuity.
3. Discern and appreciate the wide range of ethnically, culturally, and socially diverse art forms, representations, and practices.
4. Identify the interrelationship of form and content in the artworks and architectural monuments of Europe, Asia, Africa, and the Americas.
5. Locate works of art and architecture within diverse historical, political, religious and philosophical contexts.

ART HISTORY: ASSOCIATE IN ARTS DEGREE FOR TRANSFER

Required Courses			12 Units Total
<i>*May be used to meet a major and General Education Breadth requirement</i>			
ARTH	1510	Prehistoric to Renaissance Art History	*3
ARTH	1520	Renaissance to Contemporary Art History	*3
ARTH	2030	Survey of Asian Art	3
ARTH	2040	Survey of African, Oceanic, and the Americas Art	3
Required Studio Art Courses			6 Units
ART	1600	Basic Design	3
ART	1620	Drawing and Composition	3
Select two courses from the following:			6 Units
HIST	2210	World Civilization to 1600	*3
HIST	2204	Western Civilization from 1600	*3
HUM	2010	Introduction to Film Studies	*3
Total Major Units			24

Art History for transfer (cont.)

CSU G-E AREA	General Education Breadth Requirements:	Units
<i>Flexibility in General Education requirements is allowed; courses listed are recommended</i>		
A.1	SPCH 1511 OR SPCH 1507	3
A.2	ENGL 1500	3
A.3	PHIL 1520 OR ENGL 1600	3-4
B.1	Any course listed in Area B.1 on GE pattern	3-5
B.2	Any course listed in Area B.2 on GE pattern	3-5
B.3	Any course listed in Area B.2 on GE pattern (<i>units included in Area B.1 or B.2</i>)	n/a
B.4	Any course listed in Area B.4 on GE pattern	3-5
C.1	ARTH 1510	*
C.2	HIST 2204 OR HUM 2010	*
C.1 or C.2	ARTH 1520	*
D	HIST 2210 OR Any course listed in Area D on GE pattern	*0-3
D. & US Hist/Gov	HIST 2231 OR HIST 2232	3
D. & US Hist/Gov	POSC 1501	3
E.	Any course listed in Area E. on GE pattern	*0-3
Total General Education Units		28-36

Electives	If additional units are necessary for Degree Completion and Transfer the following courses are recommended:	Units
	SOC 2110 recommended for Gender, Race, & Ethnicity requirement at CSUB	3
	INCO 1048 local Taft College requirement for non-transfer AA/AS degrees	1
	Any additional transfer level courses (numbered 1500 or higher)	0-8
Total additional units		0-8

Total units not to exceed 60 transferrable units

If you have completed more than 60 units, the degree will still be awarded.

Transferability of degrees completed with more than 60 units is not guaranteed.

Please consult with your counselor for additional information.

www.adegreewithaguarantee.com

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Curator	\$31.92	40
Museum Technician and Conservators	\$21.44	50
Art History Teacher, Postsecondary	\$36.25	440
Set and Exhibit Designer	\$24.12	120
Historians	\$33.72	n/a
Archivist	\$24.81	n/a

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses	Semester System Campuses
Summer Quarter: Feb 1 - 28	Fall Semester: Oct 1 – Nov 30
Fall Quarter: Oct 1 – Nov 30	Spring Semester: Aug 1 - 31
Winter Quarter: June 1 – 30	
Spring Quarter: Aug 1 - 31	

AUTOMOTIVE TECHNOLOGY (CURRENTLY SUSPENDED)

DESCRIPTION

The Automotive Technology Program provides preparation necessary to take the Automotive Service Excellence (ASE) tests for certification required by the automotive technology industry. The program allows students to complete the various program areas in a reasonable time frame. The program will prepare individuals for initial employment in automotive repair shops, automotive dealerships, and related industry fields. The program is also ideal for those already working in the industry but need additional training and/or education to advance in their careers. The automotive technology program offers five certificate options and an associate in science degree.

PROGRAM LEARNING OUTCOMES

After completing the Automotive Technology major, a student will be able to:

1. Identify and use appropriate automotive tools, equipment, and machines for repair, development, and maintenance.
2. Apply knowledge of automotive principles, repair, maintenance, and other techniques to maximize effective production and vehicle maintenance processes.
3. Demonstrate proper safety practices in automotive maintenance and repair.
4. Pass the National Institute for Automotive Service Excellence (ASE) certifications.

AUTOMOTIVE TECHNOLOGY: ASSOCIATE IN SCIENCE

To earn an Associate in Science Degree in Automotive Technology, students must complete: (1) all automotive technology course requirements (of 18 units selected from various program courses) with a minimum grade of "C" in each course; and (2) completing General Education Graduation Requirements with an overall GPA of 2.0 An Associate in Science Degree in Automotive Technology qualifies an individual to enroll in the Basic Clean Air Car Course, which is a requirement for the Smog Check Mechanic Qualification Examination administered by the State of California Bureau of Automotive Repair.

Select 18 units from the following:			Units
IEA	1010	Automotive Electricity/Electronics	5
IEA	1020	Introduction to Engine Performance & Drivability	5
IEA	1030	Automotive Engine Rebuilding	3
IEA	1031	Advanced Automotive Engine Rebuilding	3
IEA	1040	Manual Drive Train & Transaxles	4
IEA	1050	Advanced Engine Performance & Drivability	5
IEA	1060	Brake Systems	4
IEA	1070	Automotive Suspension & Steering Systems	4
IEA	1080	Automotive Air Conditioning, Heating Accessories	4
IEA	1090	Automotive & Electronic Transmissions & Transaxles	5
IEA	1500	Automotive Principles	3
Total			18

CERTIFICATE OF ACHIEVEMENT: AUTOMOTIVE ELECTRICITY AND ELECTRONICS

This certificate program is designed to prepare students for initial employment in auto repair facilities dealing in aspects of auto repair involving electrical and electronic components. Knowledge and skills in this field are extremely important in the auto repair field since auto systems have become so complex in recent years. This certificate is designed to upgrade the skills for those already employed in these facilities.

Required courses:			Units
IEA	1010	Automotive Electricity/Electronics	5
IEA	1011	Advanced Automotive Electricity & Electronics	5
IEA	1080	Automotive Air Conditioning, Heating Accessories	4
IEA	1091	Industrial Education Special Topics in Automotive	1
IEA	1500	Automotive Principles	3
Total			18

CERTIFICATE IN AUTOMOTIVE BRAKES AND SUSPENSION (Locally Approved Certificate)

This short-term program will provide training for individuals to be employed in facilities providing maintenance and repair in tires, wheels brakes, alignment and other related components.

Required courses:			Units
IEA	1060	Brake Systems	4
IEA	1070	Automotive Suspension & Steering Systems	4
IEA	1500	Automotive Principles	3
Total			11

CERTIFICATE IN ENGINE REBUILDING (Locally Approved Certificate)

This program is designed to prepare students for employment in automotive engine repair facilities and to upgrade the skills of those already employed in these facilities.

Required courses:			Units
IEA	1030	Automotive Engine Rebuilding	3
IEA	1031	Advanced Automotive Engine Rebuilding	3
IEA	1500	Automotive Principles	3
Total			9

CERTIFICATE OF ACHIEVEMENT: AUTOMOTIVE POWER TRAINS

This short-term program will provide training for individuals to be employed in facilities providing maintenance and repair in manual and automatic transmissions as well as transaxles and other related components.

Required courses:			Units
IEA	1040	Manual Drive Train & Transaxles	4
IEA	1090	Automotive & Electronic Transmissions & Transaxles	5
IEA	1500	Automotive Principles	3
Total			12

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Automotive Service Technicians & Mechanics	\$19.57	2,590
Automotive Damage Insurance Appraiser	\$30.81	30

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferrable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

CERTIFICATION/LICENSES

Students interested in working in the industry are expected to take the Automotive Service Excellence (ASE) certifications in any and/or all nine required areas. Please check the www.ase.com or call 1-888-ASE-TEST for more information on the tests.

BUSINESS ADMINISTRATION

DESCRIPTION

The business program is designed for students interested in business with a variety of options from certificates for enhanced employment to associate degrees; for entry level positions and transfer courses; for those interested in an advanced degree. The program is the foundation in accounting, economics and students apply the methodologies to assess fiscal and monetary policies to the marketplace.

PROGRAM LEARNING OUTCOMES

After completing the Business Administration major, a student will be able to:

1. Students completing their course of study will be able to demonstrate a fundamental understanding of sociocultural, legal, and ethical situations to recommend practical alternatives.
2. Students completing their course of study will be able to utilize current technology to analyze, prepare, and present information both orally and in writing.
3. Students completing their course of study will be able to use theory and applied methods to problem-solve in diverse business situations and as a foundation for advanced study.

BUSINESS ADMINISTRATION: ASSOCIATE IN ARTS

Required Courses:			Units
BSAD	2220	Introduction to Financial Accounting	4
BSAD	2221	Introduction to Managerial Accounting	4
BSAD	1560	Introduction to Mathematical Analysis OR	4 currently inactivated
ECON	1560	Introduction to Mathematical Analysis OR	4 currently inactivated
MATH	1560	Introduction to Mathematical Analysis OR	4
MATH	1520	Finite Mathematics	3
ECON	2210	Principles of Economics-Macro	3
ECON	2120	Principles of Economics-Micro	3
STAT	1510	Elementary Statistics	5
Total			22 - 23

TRANSFER

By completing the requirements of the major, students will typically be eligible to transfer and begin work on upper-division level business courses. Upon transfer, students typically select an area of concentration or business specialty. The concentrations are the pathway to the area of employment the student is interested in. Concentration options vary by campus, but include Accounting, Economics, Finance, Management, Management Information System (MIS), Marketing, eBusiness, and Sports Management.

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Accountant/Auditor	\$34.20	7,060
Human Resources Manager	\$54.79	650
Financial Analyst	\$44.05	1,520
Advertising and Promotions Manager	\$53.13	210
Computer and Information Systems Managers (MIS)	\$70.86	1,690

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>



BUSINESS ADMINISTRATION FOR TRANSFER

DESCRIPTION

This Curriculum provides foundational studies in accounting, economics, law, math, and business administration for those students seeking to continue their studies in business administration at the university level. Completion of the program guarantees transfer to the CSU system with junior standing.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both of the following requirements:

1. Completion of 60 semester units or 90 quarters units that are eligible for transfer to the California State University, including:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements,
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district, and
2. Obtain a minimum grade point average of 2.0. There are no local requirements associated with this degree.

BUSINESS ADMINISTRATION: ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER

Required Courses			17 Units Total
<i>*May be used to meet a major and General Education Breadth requirement</i>			
BSAD	2220	Introduction to Financial Accounting	4
BSAD	2221	Introduction to Managerial Accounting	4
BUSN	2275	Introduction to Business Law	3
ECON	2120	Principles of Economics-Micro	*3
ECON	2210	Principles of Economics-Macro	*3
Select one course from the following:			3-4 Units Total
MATH	1520	Finite Mathematics	*3
PSYC	2200	Elementary Statistics for Behavioral and Social Sciences	*4
Select two course from the following:			6 Units Total
BUSN	1500	Introduction to Business OR	3
BUSN	1510	Business Communications	3
COSC	2020	Introduction to Computer Information Systems	3
Total Major Units			26 - 27
CSU G-E AREA General Education Breadth Requirements:			Units
<i>Flexibility in General Education requirements is allowed; courses listed are recommended</i>			
A.1	SPCH 1511 OR SPCH 1507		3
A.2	ENGL 1500		3
A.3	PHIL 1520		3
B.1	Any course listed in Area B.1 on GE pattern		3-4
B.2	Any course listed in Area B.2 on GE pattern		3-4
B.3	Any course listed in Area B.2 on GE pattern (<i>units included in Area B.1 or B.2</i>)		n/a
B.4	MATH 1520 OR PSYC 2200		*
C.1	Any course listed in Area C.1 on GE pattern		3
C.2	Any course listed in Area C.2 on GE pattern		3
C.1 or C.2	Any course listed in either Area C.1 OR C.2 on GE pattern		3
D.	ECON 2120 OR ECON 2210		*
D. & US Hist/Gov	HIST 2231 OR HIST 2232		3
D. & US Hist/Gov	POSC 1501		3
E.	Any course listed in Area E. on GE pattern		3
Total General Education Units			34
Electives	If additional units are necessary for Degree Completion and Transfer the following courses are recommended:		Units
No additional units are necessary for Degree Completion or Transfer to CSU			
Total additional units			0

Business Administration for Transfer (cont.)

Total units not to exceed 60 transferrable units
 If you have completed more than 60 units, the degree will still be awarded.
 Transferability of degrees completed with more than 60 units is not guaranteed.
 Please consult with your counselor for additional information.
www.adegreewithaquarter.com

TRANSFER

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Business Operations Specialist	\$34.17	3,790
Financial Manager	\$60.07	2,400
Economist	\$45.80	290
Market Analyst/Market Specialist	\$33.29	3,830

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

CSU Application deadlines are below.

Quarter System Campuses	Semester System Campuses
Summer Quarter: Feb 1 - 28	Fall Semester: Oct 1 – Nov 30
Fall Quarter: Oct 1 – Nov 30	Spring Semester: Aug 1 - 31
Winter Quarter: June 1 – 30	
Spring Quarter: Aug 1 - 31	

COURT REPORTING

DESCRIPTION

The Court Reporting Program is designed to provide students with the academic foundation and technical training to be certified shorthand reporters. The program prepares students to take the California Court Reporters' Board examination for certification. The courses listed meet the requirements of the Court Reporter's Board of California and for an Associate in Science Degree in Court Reporting at Taft College.

Upon passing school requirements for state certification, students will be eligible to take the Certified Shorthand Reporter examination. Academic courses completed in adult education or a private court reporting school are not transferable. To earn an Associate in Science Degree in Court Reporting, students must complete: (1) all court reporting course requirements with a minimum grade of "C" in each course; (2) 39 - 49 units of General Education Graduation Requirements with an overall GPA of 2.0; (3) achieve a minimum of 200 WPM shorthand speed; and (4) have a demonstrated keyboarding speed of 45 WPM.

PROGRAM LEARNING OUTCOMES

Students will be able to:

1. Effectively perform routine court reporting duties
2. Pass the California Court Reporters Board Examination for Licensure
3. Apply appropriate ethical behavior in the profession
4. Exhibit professional qualities and attitude

PROGRAM REQUIREMENTS

State Requirements

The Court Reporters Board of California issues a certificate upon successful completion of the following requirements and passing of the state examination. The apprenticeship hours are embedded within the program.

<u>Requirements</u>	<u>Hours</u>
English and Vocabulary	240
Medical	120
Legal	150
Transcript Procedures	25
Apprenticeship Training	60
Technology	60
Resource Materials	5
Total Minimum Prescribed Academic Hours	660
Total Machine Shorthand & Transcription Hours	2300

COURT REPORTING: ASSOCIATE IN SCIENCE AND CERTIFICATE OF ACHIEVEMENT

<u>Recommended Speed Building Courses</u>			<u>Units</u>
CTRP	1131	Machine Shorthand Speed Building—60 WPM Literary and Jury Charge	5
CTRP	1132	Machine Shorthand Speed Building—100 WPM Literary and Jury Charge	5
CTRP	1133	Machine Shorthand Speed Building—140 WPM Literary and Jury Charge	5
CTRP	1134	Machine Shorthand Speed Building—180 WPM Literary and Jury Charge	5
CTRP	1141	Machine Shorthand Speed Building—60 WPM 2 Voice	5
CTRP	1142	Machine Shorthand Speed Building—100 WPM 2 Voice	5
CTRP	1143	Machine Shorthand Speed Building—140 WPM 4 Voice	5
CTRP	1144	Machine Shorthand Speed Building—180 WPM 4 Voice	5
CTRP	1151	Machine Shorthand Speed Building – 80 WPM Literary and Jury Charge	5
CTRP	1152	Machine Shorthand Speed Building—120 WPM Literary and Jury Charge	5
CTRP	1153	Machine Shorthand Speed Building—160 WPM Literary and Jury Charge	5
CTRP	1154	Machine Shorthand Speed Building—200 WPM Literary and Jury Charge	5
CTRP	1161	Machine Shorthand Speed Building – 80 WPM 2 Voice	5
CTRP	1162	Machine Shorthand Speed Building—120 WPM 2 Voice	5
CTRP	1163	Machine Shorthand Speed Building—160 WPM 4 Voice	5
CTRP	1164	Machine Shorthand Speed Building—200 WPM 4 Voice	5
<u>Required Courses</u>			<u>Units</u>
CTRP	1010	Machine Shorthand Theory and Lab 1	5
CTRP	1154	Machine Shorthand Speed Building—200 WPM Literary and Jury Charge	5
CTRP	1164	Machine Shorthand Speed Building—200 WPM 4 Voice	5
CTRP	1070	Legal Terminology	3
CTRP	1075	Legal Terminology II	3
CTRP	1080	Court and Deposition Procedures	3
CTRP	1090	Court Reporting Punctuation and Grammar	4
CTRP	1210	Proof Reading	2

Court Reporting (Cont.)

CTRP	1250	CSR Preparation and Review	2
ENGL	1500	Composition and Reading	3

Required Courses			Units
BIOL	2250	Human Anatomy	5
HLED	1541	Medical Terminology	3
BUSN	2275	Business Law OR CJA 2103 Concepts of Criminal Law	3
COSC	2020	Computer Operating Systems	3
Total			49

Recommended Courses			Units
CTRP	1260	Machine Shorthand Speed Building—Dictation/Transcription	1.25

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Court Reporter	\$39.94	80
Medical Transcriptionist	\$22.29	100

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferrable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

CERTIFICATION/LICENSES

Upon successfully completing the program and state requirements, students will be eligible to take the necessary examination for Certification. The certification is administered by the Court Reporters Board of California. Students will have to make arrangements to travel to designated locations determined by Board to take the examinations. For more information on the examination, contact the Court Reporters Board of California at 2535 Capitol Oaks Dr, #230, Sacramento, CA 95833 or by phone at 1-877-327-5272.

CRIMINAL JUSTICE ADMINISTRATION

DESCRIPTION

The criminal justice administration degree or certificate prepares students for a career in criminal justice. The student will gain knowledge to apply principles of the justice system in a variety of settings including law enforcement to corrections. Emphasis is placed on arrest, search and seizure, human relations, and concepts of criminal law. There are pre-employment physical considerations and therefore students are advised to consult with the instructors before applying for a criminal justice position.

PROGRAM LEARNING OUTCOMES

After completing the Criminal Justice Administration major, a student will be able to:

1. Compare and evaluate diverse and competing arguments and analysis in disciplinary contexts.
2. Define and utilize key terms, concepts, and theories in the criminal justice system.
3. Demonstrate an understanding of the history, structure, and processes of law enforcement, the judicial system, corrections system, and juvenile justice system.
4. Demonstrate the ability to communicate effectively, both oral and written, for the results of their analysis and understanding.

CRIMINAL JUSTICE ADMINISTRATION: ASSOCIATE IN SCIENCE

Required Courses			Units
CJA	1501	Introduction to Administration of Justice	3
Electives*			15
Total			18
*Electives to be selected from the following:			
BUSN	1601, 1602, 1603	Beginning Keyboarding OR	1, 1, 1
BUSN	2001, 2002, 2003	Intermediate Keyboarding OR	1, 1, 1
COSC	1603	Introduction to Electronic Word Processing- Microsoft Word 2010	1.5
CJA	2102	The Justice System	3
CJA	2103	Concepts of Criminal Law	3
CJA	2104	Legal Aspects of Evidence	3
CJA	2105	Community Relations	3
CJA	2111	Juvenile Procedures	3
CJA	2112	Problems of Physical Evidence	3
CJA	2113	Criminal Investigation	3
CJA	2115	Patrol Procedures	3
CJA	1521	Introduction to Corrections	3
CJA	2130	Corrections Supervisor Core Course	2.5
CJA	2131	Control and Supervision in Corrections	3
CJA	2133	Legal Aspects of Corrections	3
CJA	2134	Correctional Interviewing and Counseling	3
CJA	2135	Public Safety Communications	3
CJA	1002	Firearms Training OR	1 currently inactivated
CJA	1058	Reserve Officer Training-Firearms Training	.5
CJA	1006	Report Writing	1 currently inactivated
CJA	1004	Defensive Tactics & Weaponless Defense	1
CJA	1011	Probation Officer Core Course	5 currently inactivated
PSYC	1500	Introduction to Psychology	3
PSYC	2018	Crisis Intervention	1
PSYC	2033	Personal and Social Adjustment	3
PSYC	2200	Elementary Statistics for the Behavioral and Social Sciences OR	4
STAT	1510	Elementary Statistics	5
SOC	1510	Introduction to Sociology	3
SOC	2120	American Social Problems	3
SOC	2110	Minority Group Relations	3
SOC	2141	Sociology of Marriage	3

CRIMINAL JUSTICE CORRECTIONS

PROGRAM LEARNING OUTCOMES

Students will be able to:

1. Define and utilize key terms, concepts, and theories in the criminal justice system.
2. Demonstrate an understanding of the history, structure, and processes of law enforcement, the judicial system, corrections system, and the juvenile justice system.
3. Compare and evaluate diverse and competing arguments and analysis in disciplinary contexts.
4. Demonstrate the ability to communicate effectively, both oral and written, for the results of their analysis and understanding.

CRIMINAL JUSTICE ADMINISTRATION-CORRECTIONS: ASSOCIATE IN SCIENCE

Required Courses		Units	
CJA	2103	Concepts of Criminal Law	3
CJA	1521	Introduction to Corrections	3
CJA	2131	Control and Supervision in Corrections	3
CJA	2133	Legal Aspects of Corrections	3
CJA	2134	Correctional Interviewing and Counseling	3
CJA	2135	Public Safety Communications	3
Total			18

CERTIFICATE OF ACHIEVEMENT: CRIMINAL JUSTICE ADMINISTRATION-CORRECTIONS

Required Courses		Units	
CJA	2103	Concepts of Criminal Law	3
CJA	1521	Introduction to Corrections	3
CJA	2131	Control and Supervision in Corrections	3
CJA	2133	Legal Aspects of Corrections	3
CJA	2134	Correctional Interviewing and Counseling	3
CJA	2135	Public Safety Communications	3
Total			18

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Correctional Officer	\$35.17	1,220
Counselor	\$21.09	170
Probation Officer	\$48.49	110
Police/Sheriff Officer	\$42.32	2,570

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

CERTIFICATION/LICENSES

Not applicable for this program. However, students are encouraged to explore information on entrance requirements, training, and career opportunities for correctional officers at the Federal level from the Federal Bureau of Prisons. Internet: <http://www.bop.gov>. Information on locating and applying for job opportunities can be accessed through the Internet at <http://www.usajobs.opm.gov> or through an interactive voice response telephone system at (703) 724-1850 or TDD (978) 461-8404. To obtain general information regarding sheriffs' and to learn more about the National Sheriffs' Association scholarship, contact: National Sheriffs' Association, 1450 Duke St., Alexandria, VA 22314. Internet: <http://www.sheriffs.org>.

To find Federal, State, and local law enforcement job fairs and other recruiting events across the country, contact: National Law Enforcement Recruiters Association, 2045 15th St. North, Suite 210, Arlington, VA 22201. Internet: <http://www.nlera.org>.

DENTAL HYGIENE

DESCRIPTION

Taft College's Dental Hygiene Program has sought to inspire and teach dental care that is comprehensive in its technical excellence and in its orientation to an awareness of the total health needs of the individual patient. Dental hygienists are licensed oral health professionals who focus on preventing and treating oral diseases to protect the oral cavity and also to protect the patients' total health. They are graduates of accredited dental hygiene education programs in colleges and universities, and must pass a written national board examination and a clinical examination to obtain state licensure. The Taft College Dental Hygiene Program gives students the knowledge, experience, and educational requirements necessary to take the state and national board examinations. As the world's understanding of preventive and restorative oral health care grows, so does the need for dental care givers and support staff. Taft College graduates are in demand.

PROGRAM LEARNING OUTCOMES

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

1. Providing dental hygiene care for the child, adolescent, adult, geriatric and medically compromised patient.
2. Providing the dental hygiene process of care to include assessment, planning, implementation and evaluation
3. Providing dental hygiene care for all types of classifications of periodontal disease to include moderate to severe periodontal disease.
4. Providing dental hygiene care for all types of classifications of periodontal disease to include moderate to severe periodontal disease.
5. Assessing, planning, implementing and evaluating community-based oral health programs including health promotion and disease prevention activities.
6. Providing appropriate life support measures for medical emergencies that may be encountered in dental hygiene practice.
7. Applying ethical, legal and regulatory concepts in the provision and/or support of oral health care services.
8. Application of self-assessment skills to prepare them for life-long learning.
9. The evaluation of current scientific literature.
10. Problem solving strategies related to comprehensive patient care and management of patients.

DENTAL HYGIENE: ASSOCIATE IN SCIENCE AND CERTIFICATE OF ACHIEVEMENT

<u>Required Courses</u>			<u>Units:</u>
DNTL	1510	Oral Biology	4
DNTL	1511	Oral Radiology	2
DNTL	1512	Head and Neck Anatomy	3
DNTL	1513	Dental Health Education Seminar	2
DNTL	1514	Introduction to Clinic	5.5
DNTL	1517	Critical Thinking for Health Science	1.5
DNTL	2027	Critical Thinking for Health Science	1.5
DNTL	2020	Local Anesthesia and Nitrous Oxide	2
DNTL	2021	General and Oral Pathology	4
DNTL	2024	Clinical Practice I	4
DNTL	2025	Patient Management and Geriatrics	2
DNTL	2026	Nutrition in Dentistry	1
DNTL	2130	Periodontics I	3
DNTL	2131	Pharmacology	2
DNTL	2132	Dental Materials	2
DNTL	2133	Advanced Clinical Topics	2
DNTL	2134	Clinical Practice II	5
DNTL	2240	Periodontics II	1.5
DNTL	2241	Practice and Financial Management	1
DNTL	2243	Clinical Practice III	6
DNTL	2244	Community Oral Health	2
DNTL	2245	Ethics and Jurisprudence	2
Total			59

PREREQUISITES AND SELECTION CRITERIA

Taft College accepts 20-24 qualified students into its Dental Hygiene Program each fall semester. The program is accredited by the American Dental Association (ADA). There are minimum admission requirements that all students must meet in order to be considered for acceptance into the program.

Students must earn a minimum grade of "C" or better in each of the following prerequisite courses:

<u>Prerequisite courses</u>			<u>Units</u>
BIOL	2250	Human Anatomy	5
BIOL	2255	Human Physiology	3
BIOL	2256	Human Physiology Lab	2
BIOL	2260	General Microbiology	5

Dental Hygiene (cont.)

BIOL	2370	Basic Nutrition	3
CHEM	2108	Organic Chemistry	3
CHEM	2109	Organic Chemistry Lab	2
ENGL	1500	Composition and Reading	3

Science program prerequisites have a five-year recency requirement. Fall 2015 program applicants must have completed all science prerequisites dated 2009 or later. Prerequisites must be completed before applying to the program. (No "in-progress" pre-requisite coursework will be considered.) The application period is January 1 to March 31 of each academic year.

The following courses are co-requisites to the program and may be completed either prior to entering the program or after the student is accepted to the program:

Co-requisite courses			Units
SPCH	1507	Group Discussion OR	3
SPCH	1511	Fundamentals of Speech	3
PSYC	1500	Introduction to Psychology	3
SOC	1510	Introduction to Sociology OR	3
SOC	2110	Minority Group Relations	3

Applicants must hold a cumulative GPA of 2.50 or better in all college coursework.

SELECTION CRITERIA

The selection criteria will be applied to those applicants who have met minimum program requirements. There is a cumulative total of 250 points possible in the following categories:

- GPA in prerequisite coursework
- Cumulative GPA in all college coursework
- Number of units completed at Taft College
- Progress towards the completion of general education requirements for the Associate Degree
- Attainment of a degree
- Related work experience
- Quality of the applicant's personal statement
- Letters of recommendation

All points will be determined by consensus of the Selection Committee. Program requirements and selection criteria are subject to change. Students applying to the Dental Hygiene Program must meet catalog and program requirements in effect at the time of application to the Program. Contact the Dental Hygiene Department for current information.

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Dental Assistant	\$17.71	1,640
Dental Hygienist	\$48.23	1,060
Healthcare Manager	\$53.93	1,290
Health Educator/Teacher	\$24.84	320

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferrable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

DIRECT SUPPORT EDUCATION

DESCRIPTION

This program is designed for those students interested in seeking employment working in the field of developmental disabilities. The Direct Support Education Program will equip current and future professionals to be more effective communicators with others and in understanding the system that is part of the developmental disabilities field. Students will learn general guidelines and documentation methods and the importance of confidentiality as well as how to support people in effectively and safely managing their basic health needs including self-advocacy and safety. Courses will also cover topics that deal with a wide variety of personal perspectives, cultures and life circumstances and students will examine general learning principles to more effectively communicate with others in a variety of settings.

PROGRAM LEARNING OUTCOMES

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

1. Develop cultural awareness and understand how to work with people who have a wide variety of personal perspectives, cultures, and life circumstances.
2. Learn methods of working with people who engage in challenging behaviors in ways that are fair, safe, humane, and effective in reducing their use of problem behaviors.
3. Recognize the general guidelines for documentation, recording effective documentation, and the importance of confidentiality and the rights and issues as they relate to individuals with disabilities.
4. Understand how to support people effectively and safely when managing their medications.
5. Understand the history, language, and the basic concepts of services for persons with disabilities.
6. Understand what abuse, neglect, and exploitation are, how to identify suspected cases, how to protect the person who has been the victim of these situations, and how to document these situations effectively.

DIRECT SUPPORT EDUCATION: ASSOCIATE IN SCIENCE

Required Courses			Units
DS	1501	Introduction to Disabilities	3
DS	1502	Disabilities and the Law	3
DS	1503	Introduction to Medication Support	3
DS	1504	Cultural Competency towards Disabilities	3
DS	1505	Teaching Individuals with Developmental Disabilities and Dealing with Challenging Behavior	3
DS	1506	Maltreatment and Safety at Home and in the Community	3
Total			18

CERTIFICATE OF ACHIEVEMENT: DIRECT SUPPORT EDUCATION

This one-year certificate program is designed for those students interested in seeking employment working in the field of developmental disabilities. Upon successful completion of the required courses with a 2.0 GPA, or pass (P), a certificate of achievement will be awarded.

Required Courses			Units
DS	1501	Introduction to Disabilities	3
DS	1502	Disabilities and the Law	3
DS	1503	Introduction to Medication Support	3
DS	1504	Cultural Competency towards Disabilities	3
DS	1505	Teaching Individuals with Developmental Disabilities and Dealing with Challenging Behavior	3
DS	1506	Maltreatment and Safety at Home and in the Community	3
Total			18

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Eligibility Interviewer, Government Programs	\$21.79	690
Special Education Teacher, Secondary School	\$68,853 (median annual salary)	3,110
Human Services Assistant	\$16.02	1,730
Social Worker	\$30.62	400
Rehabilitation Counselor	\$14.35	550
Substance Abuse Worker	\$23.79	440

*Some Career Options may require additional training and/or education.

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information 2012-2013, State of California Employment Development Department, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

Direct Support Education (cont.)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferrable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.



EARLY CHILDHOOD EDUCATION FOR TRANSFER

DESCRIPTION

This program is designed to provide individuals with the foundation into understanding early care, education, and family relations. The program will prepare individuals to enter into a variety of disciplines and careers working with children, families, and communities. The Early Childhood Education for Transfer program will be beneficial to anyone who has children in their lives: parents, teachers (elementary and early childhood education), school psychologists, social workers, counselors, law enforcement, special educators, foster parents, and grandparents. This curriculum provides a solid foundation upon which to build Early Childhood Education major at a four-year school. The degree guarantees transfer to a CSU as a junior, but is not UC transferable.

To earn an Associate in Science in Early Childhood Education degree for Transfer (AS-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

PROGRAM LEARNING OUTCOMES

After completing the Early Childhood Education for Transfer major, a student will be able to:

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

EARLY CHILDHOOD EDUCATION: ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER

Required Core Courses			24 Units Total
<i>*May be used to meet a major and General Education Breadth requirement</i>			
PSYC	2003	Child Growth and Development	*3
ECEF	1500	Introduction to Early Care and Education: Principles and Practices	3
ECEF	1501	Early Care, Education, and Family Studies Curriculum	3
ECEF	1521	Practicum Field Experience	3
ECEF	1531	The Child in Family/Community Relationships	3
ECEF	1571	Child Study and Assessment	3
ECEF	1590	Health, Safety, and Nutrition	3
ECEF	1601	Diversity in Early Care, Education and Family Studies	3
Total Major Units			24

CSU G-E AREA	General Education Breadth Requirements:	Units
<i>Flexibility in General Education requirements is allowed; courses listed are recommended</i>		
A.1	SPCH 1511 OR SPCH 1507	3
A.2	ENGL 1500	3
A.3	PHIL 1520 OR ENGL 1600	3-4
B.1	Any course listed in Area B.1 on GE pattern	3-5
B.2	Any course listed in Area B.2 on GE pattern	3-5
B.3	Any course listed in Area B.3 on GE pattern (units included in Area B.1 or B.2)	n/a

Early Childhood Education for Transfer (cont.)

B.4	Any course listed in Area B.4 on GE pattern	3-5
C.1	Any course listed in Area C.1 on GE pattern	3
C.2	Any course listed in Area C.2 on GE pattern	3-5
C.1 or C.2	Any course listed in either Area C.1 OR C.2 on GE pattern	3-5
D.	PSYC 2003	*
D. & US Hist/Gov	HIST 2231 OR HIST 2232	3
D. & US Hist/Gov	POSC 1501	3
E.	ECEF 1531 (<i>pending approval</i>)	*
Total General Education Units		34-36

Electives	If additional units are necessary for Degree Completion and Transfer the following courses are recommended:	Units
	SOC 2110 recommended for Gender, Race, & Ethnicity requirement at CSUB	3
	INCO 1048 local Taft College requirement for non-transfer AA/AS degrees	1
	Any additional transfer level courses (numbered 1500 or higher)	0-2
	Total additional units	0-2

*Total units not to exceed 60 transferrable units
If you have completed more than 60 units, the degree will still be awarded.
Transferability of degrees completed with more than 60 units is not guaranteed.
Please consult with your counselor for additional information.*

www.adegreewithaquarter.com

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Child Care Worker	\$11.14	3,980
Child Care/Preschool Administrator	\$27.19	350
Elementary School Teacher	\$71,265 (median annual salary)	4,940
Preschool Teacher	\$15.26	1,820
Probation Officer & Treatment Specialist	\$37.19	360
Social & Human Services Assistant	\$16.02	1,730
Child, Family, & School Social Worker	\$22.78	980
Teacher's Aide	\$29,623 (median annual salary)	4,470

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information 2012-2013, State of California Employment Development Department, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:
<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Early Childhood Education for Transfer (cont.)

TRANSFER

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses	Semester System Campuses
Summer Quarter: Feb 1 - 28	Fall Semester: Oct 1 – Nov 30
Fall Quarter: Oct 1 – Nov 30	Spring Semester: Aug 1 - 31
Winter Quarter: June 1 – 30	
Spring Quarter: Aug 1 - 31	

EARLY CARE, EDUCATION, AND FAMILY STUDIES

DESCRIPTION

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

PROGRAM LEARNING OUTCOMES

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

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

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

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

Required Courses			Units
PSYC	2003*	Child Growth and Development OR	3
ECEF	1003	Intro to Child Growth and Development	3
ECEF	1500	Introduction to Early Care and Education: Principles and Practices	3
ECEF	1501*	Early Care, Education, and Family Studies Curriculum OR	
ECEF	1001	Introduction to Curriculum	3
ECEF	1521	Practicum Field Experience	3
ECEF	1531*	The Child in Family/Community Relationships OR	
ECEF	1031	Introduction to the Child in Family/Community Relationships	3
ECEF	1571	Child Study and Assessment	3
ECEF	1590*	Health, Safety and Nutrition OR	
ECEF	1090	Introduction to Child Health and Safety	3
ECEF	1601	Diversity in Early Care, Education, and Family Studies	3
Total			24

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

Required Courses			Units
PSYC	2003*	Child Growth and Development OR	
ECEF	1003	Intro to Child Growth and Development	3
ECEF	1500	Introduction to Early Care and Education: Principles and Practices	3
ECEF	1501*	Early Care, Education, and Family Studies Curriculum OR	
ECEF	1001	Introduction to Curriculum	3
ECEF	1521	Practicum Field Experience	3
ECEF	1531*	The Child in Family/Community Relationships OR	
ECEF	1031	Introduction to the Child in Family/Community Relationships	3
ECEF	1571	Child Study and Assessment	3
ECEF	1581	Introduction to Infancy Development: Infant, Family and Society	3
ECEF	1590*	Health, Safety and Nutrition OR	
ECEF	1090	Introduction to Child Health and Safety	3
ECEF	1601	Diversity in Early Care, Education, and Family Studies	3
ECEF	1611	Children with Special Needs: Birth to Adolescence	3
Total			30

Early Care, Education and Family Studies (cont.)

* Students may take the transferable or non-transferable version of the course

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Child Care Worker	\$11.14	3,980
Child Care/Preschool Administrator	\$27.19	350
Elementary School Teacher	\$71,265 (median annual salary)	4,940
Preschool Teacher	\$15.26	1,820
Probation Officer & Treatment Specialist	\$37.19	360
Social & Human Services Assistant	\$16.02	1,730
Child, Family, & School Social Worker	\$22.78	980
Teacher's Aide	\$29,623 (median annual salary)	4,470

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/ocguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

In order for students to receive the associate in science degree, additional general education and elective courses may need to be taken to fulfill the requirements for graduation. Please see a Taft College counselor or academic advisor for more information.

TRANSFER

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferrable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

CERTIFICATION/LICENSES

To be able to work in child care/preschool centers and programs, individuals must have the necessary permits. The following permits are issued by the State of California Commission on Teacher Credentialing:

Child Development Assistant Permit

Child Development Associate Teacher Permit

Child Development Teacher Permit

Early Care, Education, and Family Studies (cont.)

Child Development Master Teacher Permit

Child Development Site Supervisor Permit

Child Development Program Director Permit

For more information on the permits and the process, please contact the CA Commission on Teacher Credentialing at:

Box 944270

Sacramento, CA 94244-2700

(888) 921-2682

E-mail: credentials@ctc.ca.gov

Website: www.ctc.ca.gov

Early Care, Education, and Family Studies (cont.)

CERTIFICATE OF ACHIEVEMENT: EARLY INTERVENTION ASSISTANT I

An Early Intervention Assistant I assist in providing direct services and in conducting observations and assessments of young children (birth through age five) with special needs in a center or home setting. The Early Intervention Assistant I will work under the direct supervision of an Early Interventionist.

Required Courses			Units
ECEF	1500	Introduction to Early Care and Education: Principles and Practices	3
ECEF	1501	Early Care, Education, and Family Studies Curriculum	3
ECEF	1521	Practicum Field Experience	3
ECEF	1531	The Child in Family/Community Relationships	3
ECEF	1581	Introduction to Infancy Development: Infant, Family and Society	3
ECEF	1590	Health, Safety and Nutrition	3
PSYC	2003	Child Growth & Development	3
Required Specialization Courses			
ECEF	1601	Diversity in Early Care, Education, and Family Studies	3
ECEF	1611	Children with Special Needs Birth to Adolescence	3
Total			27

CERTIFICATE OF ACHIEVEMENT: EARLY INTERVENTION ASSISTANT II

To meet the State of California requirements, a student must: Obtain Infant/Child CPR and First Aid certificates and complete 100 days of at least 3 hours per day of supervised field experience within previous two years.

Required Courses			Units
ECEF	1501	Early Care, Education, and Family Studies Curriculum	3
ECEF	1521	Practicum Field Experience	3
ECEF	1531	The Child in Family/Community Relationships	3
ECEF	1571	Child Study and Assessment	3
ECEF	1581	Introduction to Infancy Development: Infant, Family and Society	3
ECEF	1590	Health, Safety and Nutrition	3
PSYC	2003	Child Growth and Development	3
Required Specialization Courses			
ECEF	1582	Infant Massage	1
ECEF	1583	Using Infant Cues	1
ECEF	1601	Diversity in Early Care, Education, and Family Studies	3
ECEF	1611	Children with Special Needs Birth to Adolescence	3
ECEF	1612	Early Intervention and Inclusion	3
Electives*			6
Total			38

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

ECEF	1511	Creative Experiences for Children	3
ECEF	1541	Movement Activities for the Developing Child	2
ECEF	1551	Elementary Music OR	
ECEF	1561	Introduction to Children's Literature/Storytelling OR	3
ENGL	1507	Introduction to Children's Literature/Storytelling	3 currently inactivated
ECEF	1584	Field Experience for Infant and Toddler Care and Development	2
ECEF	1641	Use of Puppets in the Classroom	1
ECEF	1642	Indoor/Outdoor Activities through Dramatic Play	1
ECEF	1643	Math for Young Children	1
ECEF	1644	Science for Young Children	1
ECEF	2031	Elementary Nutrition	3

To meet the State of California requirements, a student must: Obtain Infant/Child CPR and First Aid certificates, 350 days (3+ hours per day within 4 years) of experience working with typically developing children (birth to age three) within the previous four years. A minimum of 100 hours of experience is to include supervised work with children with special needs.

CHILD DEVELOPMENT PERMIT MATRIX – WITH ALTERNATIVE QUALIFICATION OPTIONS INDICATED					
Permit Title	Education Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)	Authorization	Five Year Renewal
Assistant (Optional)	Option 1: 6 units of Early Care Education and Family Studies (ECEP) or Child Development (CD)	None	Option 2: Accredited HERO program (including ROP)	Assist in the care, development and instruction of children in a child care and development program under the supervision of an Associate Teacher or above.	105 hours of professional growth
Associate Teacher	Option 1: 12 units ECEP/CD including core courses**	50 days of 3+ hours per day within 2 years	Option 2: Child Development Associate (CDA) Credential. CDA Credential must be earned in California	May provide service in the care, development and instruction of children in a child care and development program; and supervise an Assistant Permit holder and an Aide.	Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.
Teacher	Option 1: 24 units ECEP/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	Option 2: AA or higher in ECEP/CD or related field with 3 units supervised field experience in ECEP/CD setting	May provide service in the care, development and instruction of children in a child care and development program, and supervise all above.	105 hours of professional growth
Master Teacher	Option 1: 24 units ECEP/CD including core courses* plus 16 GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECEP/CD, <u>plus</u> 3 units supervised field experience in ECEP/CD setting	May provide service in the care, development and instruction of children in a child care and development program, and supervise all above. Also may serve as a coordinator of curriculum and staff development in a child care & development program.	105 hours of professional growth
Site Supervisor	Option 1: AA (or 60 units) which includes: 24 ECEP/CD units with core courses** 16 GE units* 6 administration units 2 adult supervision units	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults	Option 2: BA or higher (does not have to be in ECEP/CD) with 12 units of ECEP/CD, <u>plus</u> 3 units supervised field experience in ECEP/CD setting; or Option 3: Admin. Credential *** with 12 units of ECEP/CD, <u>plus</u> 3 units supervised field experience in ECEP/CD setting; or Option 4: Teaching credential **** with 12 units of ECEP/CD, <u>plus</u> 3 units supervised field experience in ECEP/CD setting	May supervise a child care and development program operating at a single site: provide service in the care, development and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth
Program Director	Option 1: BA or higher (does not have to be in ECEP/CD including: 24 ECEP/CD units with core courses** 6 administration units 2 adult supervision units	Site Supervisor status and one program year of Site Supervisor experience	Option 2: Admin. Credential*** with 12 units of ECEP/CD, <u>plus</u> 3 units supervised field experience in ECEP/CD setting; or Option 3: Teaching credential**** with 12 units of ECEP/CD, <u>plus</u> 3 units supervised field experience in ECEP/CD setting, <u>plus</u> 6 units administration; or Option 4: Master's Degree in ECEP/CD or Child/Human Development	May supervise child care and development program operated in a single site or multiple-sites; provide service in the care, development and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth

Early Care, Education, and Family Studies (cont.)

NOTE: All unit requirements listed above are semester units. All course work must be completed with a grade of C or better from a regionally accredited college. Spanish translation of matrix available.
 *One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.
 **Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. You must have a minimum of three semester units or four quarter units in the core areas of child/human growth & development and child/family/community.
 ***Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.
 ****A valid Multiple Subject or a Single Subject in Home Economics.
 *****Professional growth hours must be completed under the guidance of a Professional Growth Advisor. Call (209) 572-6085 for assistance in locating an advisor.

**CERTIFICATE IN CHILD DEVELOPMENT ASSISTANT TEACHER
 (Locally Approved Certificate)**

The Assistant Teacher Certificate may be earned by students who satisfactorily complete 6 units of coursework listed below with a grade of “C” or better. Successful completion of the coursework meets the requirements of the Child Development Assistant Teacher Permit as outlined in the Child Development Matrix.

Required Courses			Units
PSYC	2003*	Child Growth and Development OR	
ECEF	1003	Introduction to Child Growth and Development	3
ECEF	1501*	Early Care, Education, and Family Studies OR	
ECEF	1001	Introduction to Curriculum	3
Total			6

* Students may take the transferable or non-transferable version of the course

CERTIFICATE OF ACHIEVEMENT: CHILD DEVELOPMENT ASSOCIATE TEACHER

The Associate Teacher Certificate may be earned by students who satisfactorily complete the 12 units of coursework listed below with a grade of “C” or better. Successful completion of the coursework and work experience meets the requirements of the Child Development Associate Teacher Permit as outlined in the Child Development Matrix.

Required Course			Units
PSYC	2003*	Child Growth and Development OR	
ECEF	1003	Introduction to Child Growth and Development	3
ECEF	1501*	Early Care, Education, and Family Studies OR	
ECEF	1001	Introduction to Curriculum	3
ECEF	1590*	Health, Safety and Nutrition OR	
ECEF	1090	Introduction to Child Health and Safety	3
ECEF	1531*	The Child in Family/Community Relationships OR	
ECEF	1031	Introduction to the Child in Family/ Community Relationships	3
Total			12

To receive an Associate Teacher Permit from the California Commission on Teacher Credentialing a student must also complete 50 days of 3+ hours of experience within a 2 years.

* Students may take the transferable or non-transferable version of the course

Early Care, Education, and Family Studies (cont.)

CERTIFICATE OF ACHIEVEMENT: TEACHER

The Teacher Certificate of Achievement may be earned by students who satisfactorily complete 24 units of coursework listed below with a grade of “C” or better. Successful completion of the coursework and work experience meets the requirements of the Child Development Teacher Permit as outlined in the Child Development Matrix.

Required Courses			Units
PSYC	2003*	Child Growth and Development OR	
ECEF	1003	Introduction to Child Growth and Development	3
ECEF	1500	Introduction to Early Care and Education: Principles and Practices	3
ECEF	1501*	Early Care, Education, and Family Studies OR	
ECEF	1001	Introduction to Curriculum	3
ECEF	1521	Practicum Field Experience	3
ECEF	1531*	The Child in Family/Community Relationships OR	
ECEF	1031	Introduction to the Child in the Family/ Community Relationships	3
ECEF	1571	Child Study and Assessment	3
ECEF	1590*	Health, Safety and Nutrition OR	
ECEF	1090	Introduction to Child Health and Safety	3
ECEF	1601	Diversity in Early Care, Education, and Family Studies	3
Total			24

To receive a Teacher Permit from the California Commission on Teacher Credentialing a student must complete 175 days of 3+ hours of experience per day within 4 years. Students must also successfully complete 16 general education units.

* Students may take the transferable or non-transferable version of the course

CERTIFICATE OF ACHIEVEMENT: MASTER TEACHER

The Master Teacher Certificate of Achievement may be earned by students who satisfactorily complete the required courses listed below with a “C” or better in addition to the adult supervision course and specializations courses required for the Master Teacher Permit as outlined by the Child Development Matrix.

+Specialization units include any 6 units in a specific area of child development (ex. infancy, special needs, school age care, curriculum, etc.)

+See the Child Development Permit Matrix for Alternative Qualifications

Required Courses			Units
PSYC	2003*	Child Growth and Development OR	
ECEF	1003	Introduction to Child Growth and Development	3
ECEF	1500	Introduction to Early Care and Education: Principles and Practices	3
ECEF	1501*	Early Care, Education, and Family Studies OR	
ECEF	1001	Introduction to Curriculum	3
ECEF	1521	Practicum Field Experience	3
ECEF	1531*	The Child in Family/Community Relationships OR	
ECEF	1031	Introduction to the Child in Family/ Community Relationships	3
ECEF	1571	Child Study and Assessment	3
ECEF	1590*	Health, Safety and Nutrition OR	
ECEF	1090	Introduction to Child Health and Safety	3
ECEF	1601	Diversity in Early Care, Education, and Family Studies	3
ECEF	2051	Adult Supervision: Mentoring in a Collaborative Learning Setting	3
Electives*+ 6 units of specialization			6
Total			33

* Students may take the transferable or non-transferable version of the course

Early Care, Education, and Family Studies (cont.)

**MASTER TEACHER SPECIALIZATION CERTIFICATE: SCHOOL AGE CARE AND DEVELOPMENT
(Locally Approved Certificate)**

Required Courses			Units
Students must take 6 units of specialized coursework			
ECEF	2021	Introduction to the Primary Grade Classroom	3
Choose 3 units from the following:			3 Units
ECEF	1654	Discipline Techniques for School-Age Children and Adolescents	1
ECEF	1660	School-Age Curriculum for Before and After School Programs/Interpersonal	1
ECEF	1661	School-Age Curriculum for Before and After School Programs/Activities	1
ECEF	1660	School-Age Curriculum for Before and After School Programs/Theory	1
Total			6

**MASTER TEACHER SPECIALIZATION CERTIFICATE: SPECIAL NEEDS
(Locally Approved Certificate)**

Required Courses			Units
Students must take 6 units of specialized coursework			
ECEF	1611	Young Children with Special Needs Birth to Adolescence	3
ECEF	1612	Early Intervention and Inclusion	3
Total			6

**MASTER TEACHER SPECIALIZATION CERTIFICATE: INFANT DEVELOPMENT
(Locally Approved Certificate)**

Required Courses			Units
Students must take 6 units of specialized coursework			
ECEF	1581	Introduction to Infancy Development: Infant, Family and Society	3
ECEF	1584	Field Experiences for Infant and Toddler Care and Development	2
Choose 1 unit from the following:			1 Unit
ECEF	1582	Infant Massage	1
ECEF	1583	Using Infant Cues	1
Total			6

To receive a Master Teacher Permit from the California Commission on Teacher Credentialing a student must also complete 350 days of 3+ hours of experience per day within 4 years. Students must also successfully complete 16 general education units, 6 specialization units and 2 adult supervision units.

* Students may take the transferable or non-transferable version of the course

Specific Course Numbers at CAP Aligned Colleges

The California Community Colleges Curriculum Alignment Project has engaged faculty from across the state to develop a lower-division program of study supporting early care and education teacher preparation. The Lower Division 8 represents evidence-based courses that are intended to become a foundational core for all early care and education professionals.

As of March 27, 2014 102 Community Colleges in California have agreed to participate in CAP.

The CAP Lower Division 8 courses have been accepted as the required coursework for the newly approved Early Childhood Education Transfer Degree. For information on TMC go to <http://www.c-id.net>

The table below lists the course alignment of a few colleges that participate in CAP. For a complete listing and the most up to date information please visit https://www.childdevelopment.org/cs/cdtc/print/htdocs/services_colleges_aligned.htm.

	Colleges	College Alignment Date	Child Growth & Development	Child, Family & Community	Introduction To Curriculum	Principles & Practices of	Observation & Assessment	Health, Safety & Nutrition	Teaching in a Diverse Society	Practicum
1	Allan Hancock College	12/2011	ECS 100	ECS 101	ECS 106	ECS 104	ECS 105	ECS 102	ECS 116	ECS 118
2	Bakersfield College	1/2011	CHDVB 21	CHDVB 42	CHDVB 36	CHDVB 20	CHDVB 22	CHDVB 49	CHDVB 32	CHDVB 41
3	Barstow College	9/2010	CHLD 4	CHLD 6	CHLD 9	CHLD 11A	CHLD 20	CHLD 14	CHLD 25	CHLD 80
4	Cerro Coso Community College	2/2012	CHDV C106	CHDV C104	CHDV C102	CHDV C100	CHDV C200	CHDV C121	CHDV C125	CHDV C203
5	Cuesta College	5/2012	ECE 201	ECE 202	ECE 203	ECE 205	ECE 206	ECE 204	ECE 215	ECE 210
6	Fresno City College	6/2009	CD 39	CD 30	CD 3	CD 1	CD 20	CD 6	CD 15	CD 37A
7	Reedley College	7/2009	CD 39	CD 30	CD 3	CD 1	CD 20	CD 6	CD 15	CD 37A
8	Taft College	3/2010	PSYC 2003	ECEF 1531	ECEF 1501	ECEF 1500	ECEF 1571	ECEF 1590	ECEF 1601	ECEF 1521
9	Victor Valley College	1/2012	CHDV 100	CHDV 106	CHDV 150	CHDV 110	CHDV 160	CHDV 142	CHDV 200	CHDV 210
10	West Hills College, Coalinga	9/2012	CD 5	CD 10	CD 16	CD 12A	CD 3	CD 18	CD 2	CD 12B
11	West Hills College, Lemoore	4/2012	CD 5	CD 10	CD 16	CD 12A	CD 3	CD 18	CD 2	CD 12B

ENERGY TECHNOLOGY

DESCRIPTION

The Energy Technology program is designed to provide training and education in technical and professional skills to enable individuals to work in the energy industry. Technicians with the education and training can provide support and assistance to engineers, geologists, and operations staff in a variety of career and job types. Skills attained will be transferrable to other related profession such as manufacturing, food processing, renewable/alternative energy fields, etc.

PROGRAM LEARNING OUTCOMES

After completing the Energy Technology program students will be able to:

1. Analyze and take immediate action to communicate with competent authority any major problems or safety-related issues in an energy-related operation or facility through a variety of methods and communication venues.
2. Solve problems as an individual or as part of a team, and take corrective action in an energy-related operation or facility, using their skills in data analysis, reading gauges, and/or observing various other plant performance indicators.
3. Take part in and/or manage teams that can analyze plant performance, externalities that can affect plant performance, and environmental issues, in order to implement proper procedures that will improve upon the capability of an energy-related operation or facility.
4. Clearly demonstrate understanding of regulations and laws governing an energy-related operation or facility, and also apply ethical and other industry-wide acceptable standards that will accentuate professional behaviors.
5. Show through a variety of methods their understanding of scientific, technological, engineering, and mathematical competencies required to safely and efficiently perform assigned requirements in an energy-related operation or facility.

ENERGY TECHNOLOGY: ASSOCIATE IN SCIENCE

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

Required Courses			Units
MGMT	1510	Values and Ethics	.5
MGMT	1515	Communication	.5
MGMT	1520	Team Building	.5
MGMT	1525	Time Management	.5
MGMT	1530	Conflict Resolution	.5
MGMT	1535	Decision Making and Problem Solving	.5
MGMT	1540	Managing Organizational Change	.5
MGMT	1545	Customer Service	.5
MGMT	1550	Attitude	.5
MGMT	1555	Stress Management	.5
ENER	1005	Energy Data Management and Analysis	1
ENER	1010	Basic Instrumentation for Energy Industries	3
COSC	1703**	Introduction to Spreadsheets - Microsoft Excel 2010	1.5
COSC	1603**	Introduction to Electronic Word Processing – Microsoft Word 2010	1.5
COSC	1902**	Introduction to Electronic Databases – Microsoft Access 2010	1.5
COSC	1812**	Introduction to Presentation Graphics – Microsoft PowerPoint 2010	1.5
GEOL	1500	Introduction to Geology*	4
ENER	1510	Introduction to Energy	3
ENER	1520	Introduction to Petroleum Engineering	3
BUSN	1510	Business Communication	3
MGMT	1560	Management Capstone	1-3
Total			31

* Meets general education requirements

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

Required Program General Education (GE) Course

BIOL	1513	Introduction to Environmental Studies with Lab	4
Other GE Courses/Local Requirements			14
Electives (Based on student interest)			11
Total			60

Elective Courses: Elective courses used to meet the 60 unit degree total must be degree applicable courses. A student may count as credit only one course among English 1000 and Reading 1005. Students who intend to transfer should use elective courses to complete the GE Breadth or IGETC pattern.

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

- IES 1050 Hazardous Material (1.5)
- IES 1061 Occupational Health and Safety General Industry (1.5)

*Energy Technology (cont.)***CERTIFICATE OF ACHIEVEMENT: ENERGY TECHNOLOGY ENTRY LEVEL**

This certificate is designed to provide students with entry level technician skills needed in the energy industry with emphasis on petroleum.

Required Courses			Units
ENER	1005	Energy Data Management and Analysis	1
ENER	1025	Oil & Gas Laws and Regulations	1
ENER	1510	Introduction to Energy	3
ENER	1520	Introduction to Petroleum Engineering	3
BUSN	1510	Business Communication	3
COSC	1703**	Introduction to Spreadsheets - Microsoft Excel 2010	1.5
COSC	1902**	Introduction to Electronic Databases – Microsoft Access 2010	1.5
Total			14

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

CERTIFICATE OF ACHIEVEMENT: ENERGY TECHNOLOGY FIELD TECHNICIAN

This certificate is designed to provide students with skills and knowledge necessary to pursue employment as field techs (with emphasis in the petroleum sector).

Required Courses			Units
ENER	1515	Fundamentals of Instrumentation for Energy Industries	3
ENER	1025	Oil & Gas Laws and Regulations	1
ENER	1520	Introduction to Petroleum Engineering	3
ENER	1530	Electricity/Basic Electronics	3
ENER	1540	Fundamentals of Programmable Logic Controllers	3
COSC	1703**	Introduction to Spreadsheets - Microsoft Excel 2010	1.5
COSC	1603**	Introduction to Word Processing – Microsoft Word 2010	1.5
MGMT	1520	Team Building	.5
MGMT	1525	Time Management	.5
Select one course from the following:			
ENER	1005	Energy Data Management and Analysis	1
PETC	1103	Basic Drilling Surface Stack	1
Total			18

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

CERTIFICATE OF ACHIEVEMENT: ENERGY TECHNOLOGY INDUSTRIAL HEALTH AND SAFETY

This certificate is designed to provide students with skills and knowledge interested in field tech and safety career options.

Required Courses			Units
ENER	1025	Oil & Gas Laws and Regulations	1
ENER	1520	Introduction to Petroleum Engineering	3
BUSN	1510	Business Communication	3
BIOL	1513	Introduction to Environmental Studies with Lab	4
IES	1050	Hazardous Material	1.5
IES	1061	Occupational Health and Safety General Industry	1.5
COSC	1603**	Introduction to Electronic Word Processing – Microsoft Word 2010	1.5
COSC	1812**	Introduction to Presentation Graphics – Microsoft PowerPoint 2010	1.5
MGMT	1520	Team Building	.5
MGMT	1530	Conflict Resolution	.5
Total			18

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

CERTIFICATE OF ACHIEVEMENT: ENERGY TECHNOLOGY PETROLEUM ENGINEERING/GEOLOGICAL TECH

This certificate is designed to provide students with skills and knowledge necessary to pursue employment as petroleum engineering/geological techs.

Required Courses			Units
ENER	1005	Energy Data Management and Analysis	1
ENER	1025	Oil & Gas Laws and Regulations	1
ENER	1520	Introduction to Petroleum Engineering	3
GEOL	1500	Introduction to Geology*	4
BUSN	1510	Business Communication	3
COSC	1603**	Introduction to Electronic Word Processing – Microsoft Word 2010	1.5
COSC	1703**	Introduction to Spreadsheets - Microsoft Excel 2010	1.5

Energy Technology (cont.)

COSC	1812**	Introduction to Presentation Graphics – Microsoft PowerPoint 2010	1.5
COSC	1902**	Introduction to Electronic Databases – Microsoft Access 2010	1.5
MGMT	1520	Team Building	.5
MGMT	1525	Time Management	.5
Total			19

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

ENERGY TECHNOLOGY FOUNDATION CERTIFICATE (LOCAL)

This certificate is designed to provide students with the foundation knowledge and understanding of the energy industry.

Required Courses			Units
ENER	1025	Oil & Gas Laws and Regulations	1
ENER	1510	Introduction to Energy	3
ENER	1520	Introduction to Petroleum Engineering	3
GEOL	1500	Introduction to Geology	4
Total			11

ENERGY TECHNOLOGY INSTRUMENTATION CERTIFICATE (LOCAL)

This certificate is designed to provide students with skills and foundation knowledge in instrumentation, electronics, and programmable logic controllers necessary to pursue further education and/or seek entry level employment as technicians.

Required Courses			Units
ENER	1515	Fundamentals of Instrumentation for Energy Industries	3
ENER	1530	Electricity and Basic Electronics	3
ENER	1540	Fundamentals of Programmable Logic Controllers	3
Total			9

SELECTION CRITERIA

It is strongly recommended that students be eligible to enroll in or have completed ENGL 1000 and are eligible for MATH 1050. Students interested in being part of the cohort for the Energy Technology Program will need to submit the required application for the program. Please check with an academic advisor or counselor for more information on the application.

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Engineering Technician	\$31.27	240
Geological and Petroleum Technician	\$25.01	90
Industrial Engineering Technician	\$27.41	90

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferrable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

CERTIFICATION/LICENSES

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

ENGINEERING

DESCRIPTION

The engineering program is designed to provide the foundational courses for a student to successfully complete upper division course work to achieve a B.S. degree in one of seven engineering disciplines throughout the CSU system. Engineers utilize a variety of technical, mathematic, creativity, and problem solving skills to design, develop, produce, and optimize new products and manufacturing methods. This program starts the development of these skills and qualifies the student to transfer and earn one of the following degree types: B.S. Engineering Science, B.S. Mechanical, Aerospace, Civil or Manufacturing Engineering, B.S. Electrical Engineering or B.S. Computer Engineering.

Engineering degrees require intensive math, science, and engineering course curriculum. They are also considered "high unit majors" and may require additional semesters to complete all required course work. Preparations in high school including pre-calculus, physics, chemistry and Project Lead the Way (PLTW) curriculum will minimize any additional course work load. Development of an educational plan with counseling and engineering faculty and meeting with a counselor each semester is strongly encouraged and highly recommended.

ENGINEERING: ASSOCIATE IN SCIENCE

Engineering Core Units			Units
MATH	2100	Analytic Geometry and Calculus I (GE B4)	5
MATH	2120	Analytic Geometry and Calculus II	4
MATH	2130	Analytic Geometry and Calculus III	4
MATH	2140	Ordinary Differential Equations	4
PHYS	2221	General Physics (Calculus) (GE B1, B3)	4
PHYS	2222	General Physics (Calculus)	4
ENGR	1500	Introduction to Engineering	2
ENGR	2000	Circuit Analysis with Lab	4
Engineering Core Sub Total			31

General Education			Units
SPCH 1507 OR 1511		Oral Communication (GE A1)	3
ENGL	1500	Written Communication (GE A2)	3
ENGL	1600 OR		
PHIL	1520	Critical Thinking (GE A3)	3
Various		Biology (GE B2)	3
Various		Arts and Humanities (GE C)	6
HIST 2231 OR 2232		History (GE D)	3
POSC	1501	Social Science (GE D)	3
HLED	1510	Health (GE E)	3
INCO	1548	Information Competency	1
General Education Sub Total			28

Select one of the following engineering Tracks:

Track One: Mechanical, Aeronautical, Civil, Manufacturing Engineering or Engineering Science

ENGR	1510	Engineering Graphics and Introduction to Engineering Design with Lab	3
ENGR	1550	Computer Programming and hardware Interface Controls	3
ENGR	1520	Statics	3
ENGR	1530	Material Science and Engineering with Lab	4
CHEM	2211	General Chemistry	5
Track One Engineering Units			18
Engineering Core Units			31
General Education			28
Total Units			77

Track Two: Electrical Engineering

PHYS	2223	General Physics (Calculus)	4 currently inactivated
CHEM	2211	General Chemistry	5
ENGR	1540	Introduction to Programming Concepts and Methodologies For Engineers with Lab	3
Track Two Engineering Units			12
Engineering Core Units			31
General Education			28
Total Units			71

Engineering (Cont.)

Track Three: Computer Engineering

PHYS	2223	General Physics (Calculus)	4 currently inactivated
ENGR	1540	Introduction to Programming Concepts and Methodologies For Engineers with Lab	3
			<hr/>
			Track Three Engineering Units 7
			Engineering Core Units 31
			General Education <u>28</u>
			Total Units 66

ENGLISH

DESCRIPTION

The English major gives students an appreciation of literature and increased skills in written communication. Through the study of language and literature, students are better able to communicate, to persuade, and to understand human nature. More specifically, superior ability to understand and to use English is necessary for success in most careers, particularly those in education, writing, business, journalism, and the law

PROGRAM LEARNING OUTCOMES

Upon successful completion of the requirements for the major in English, a student will be able to:

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

ENGLISH: ASSOCIATE IN ARTS

Required Courses			4 Units
ENGL	1600	Critical Thinking, Literature and Composition	4
Select two courses (List A)			6 Units
ENGL	2400	American Literature since 1865	3
ENGL	2600	World Literature 1	3
ENGL	2650	World Literature 2	3
ENGL	2700	British Literature 1	3
ENGL	2750	British Literature 2	3
Select two courses (List B)			6 Units
ENGL	1700	Introduction to Creative Writing	3
Any courses from list A not used above			3-6
Select one course (List C)			3-5 Units
Any course from List "A" or "B" not used above.			
AMSL	2001	Intermediate Sign Language	3 currently inactivated
BUSN	1510	Business Communication	3
DRAM	1510	Introduction to Theater	3
ENGL	1507	Introduction to Children's Literature/Storytelling OR	3 currently inactivated
ECEF	1561		
ENGL	1725	Creative Writing: Poetry	3
ENGL	1750	Creative Writing: Fiction	3
ENGL	1775	Creative Writing: Nonfiction	3
ENGL	2200	California Literature and The Great Central Valley	3 currently inactivated
ENGL	2300	Women's Literature through the Ages	3
ENGL	2500	Chicano Literature	3
HUM	1500	Introduction to the Humanities	3
JRNL	1605	Reporting and News Writing	3
SPAN	1601	Elementary Spanish I	4
SPAN	1602	Elementary Spanish II	4
SPAN	2001	Intermediate Spanish III	5
SPAN	2002	Intermediate Spanish IV	5
Total			19-21

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Copywriter/Proofreader	\$20.70	30
Editor	\$28.50	440
Lawyer	\$68.45	2,390
Reporter	\$19.73	210
Technical Writer	\$39.25	360

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

English (cont.)

TRANSFER

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

**DESCRIPTION**

The Associate in Arts in English degree for Transfer (AA-T) is designed to prepare students to transfer to a CSU as a junior with a degree in English. The English major gives students an appreciation of literature and increased skills in written and oral communication. Through the study of language and literature, students are better able to communicate, to persuade, and delve deeply into the arcane mystery of being. More specifically, superior ability to understand and to use English is necessary for success in most careers, particularly those in education, writing, business, journalism, and law.

To earn an Associate in Arts in English degree for Transfer (AA-T), students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

There are no local graduation requirements associated with this degree.

ENGLISH: ASSOCIATE IN ARTS DEGREE FOR TRANSFER

<u>Required Course</u>	<u>4 Units Total</u>
<i>*May be used to meet a major and General Education Breadth requirement</i>	
ENGL 1600 Critical Thinking, Literature and Composition	*4
Area A: Select two courses from the following:	6 Units Total
ENGL 2400 American Literature since 1865	*3
ENGL 2600 World Literature 1	3
ENGL 2650 World Literature 2	3
ENGL 2700 British Literature 1	3
ENGL 2750 British Literature 2	3
Area B: Select two courses from the following:	6 Units Total
ENGL 1700 Introduction to Creative Writing	3
Any courses from Area A (if not used above)	*3-6
Area C: Select one course from the following:	3 Units Total
Any course from area A or Area B (if not used above)	*3
ENGL 1725 Creative Writing: Poetry	3
ENGL 1750 Creative Writing: Fiction	3
ENGL 1775 Creative Writing: Nonfiction	3
ENGL 2200 California Literature and The Great Central Valley	*3 currently inactivated
ENGL 2300 Women's Literature through the Ages	*3
ENGL 2500 Chicano Literature	*3
AMSL 2001 Intermediate Sign Language	*3 currently inactivated
SPAN 1601 Elementary Spanish I	*4
SPAN 1602 Elementary Spanish II	*4
SPAN 2001 Intermediate Spanish III	*5
SPAN 2002 Intermediate Spanish IV	*5
ENGL 1507 Introduction to Children's Literature/Storytelling OR	3 currently inactivated
ECEF 1521	
JRNL 1605 Reporting and News Writing	3
BUSN 1510 Business Communication	3
HUM 1500 Introduction to the Humanities	*3
DRAM 1510 Introduction to Theater	*3
Total Major Units	19-21

English for Transfer (cont.)

CSU G-E AREA General Education Breadth Requirements:		Units
<i>Flexibility in General Education requirements is allowed; courses listed are recommended</i>		
A.1	SPCH 1511 OR SPCH 1507	3
A.2	ENGL 1500	3
A.3	PHIL 1520 OR ENGL 1600	*0-3
B.1	Any course listed in Area B.1 on GE pattern	3-5
B.2	Any course listed in Area B.2 on GE pattern	3-5
B.3	Any course listed in Area B.3 on GE pattern (<i>units included in Area B.1 or B.2</i>)	n/a
B.4	Any course listed in Area B.4 on GE pattern	3-5
C.1	DRAM 1510 or Any course listed in Area C.1 on GE pattern	*0-3
C.2	ENGL 2300 OR ENGL 2400 OR ENGL 2500	*
C.1 or C.2	SPAN 1601/1602/2001/2002 OR HUM 1500 OR Any course listed in Either Area C.1 OR C.2 on GE Pattern	*0-3
D.	Any course listed in Area D or GE pattern	3
D. & US Hist/Gov	HIST 2231 OR HIST 2232	3
D. & US Hist/Gov	POSC 1501	3
E.	Any course listed in Area E or GE pattern	3
Total General Education Units		28-41

Electives	If additional units are necessary for Degree Completion and Transfer the following courses are recommended:	Units
	SOC 2110 recommended for Gender, Race, & Ethnicity requirement at CSUB3	
	INCO 1048 local Taft College requirement for non-transfer AA/AS degrees	1
	Any additional transfer level courses (numbered 1500 or higher)	0-2
	Total additional units	0-13

*Total units not to exceed 60 transferrable units
If you have completed more than 60 units, the degree will still be awarded.
Transferability of degrees completed with more than 60 units is not guaranteed.
Please consult with your counselor for additional information.
www.adegreewithaquarter.com*

TRANSFER

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses	Semester System Campuses
Summer Quarter: Feb 1 - 28	Fall Semester: Oct 1 – Nov 30
Fall Quarter: Oct 1 – Nov 30	Spring Semester: Aug 1 - 31
Winter Quarter: June 1 – 30	
Spring Quarter: Aug 1 - 31	

GENERAL BUSINESS

DESCRIPTION

The General Business Program provides individuals with foundation educational training and skills in general business principles, procedures, and operations. Upon the successful completion of the required courses and general education requirements with a minimum 2.0 G.P.A., an Associate in Science Degree in General Business will be awarded.

PROGRAM LEARNING OUTCOMES

After completing the General Business Program major, a student will be able to:

1. Apply legal and ethical constraints of management to specific business situations.
2. Integrate contemporary business practices and technologies to make effective decisions across many business scenarios.

GENERAL BUSINESS: ASSOCIATE IN SCIENCE

Required Courses			Units
BSAD	2220	Introduction to Financial Accounting and	4
BSAD	2221	Introduction to Managerial Accounting OR	4
BUSN	1051	General Accounting and	3+
BUSN	1052	General Accounting	3
BUSN	1500	Introduction to Business	3
Electives*			7-9
Total			18
+This course is currently offered at 4 units			
*Electives to be selected from the following:			
BUSN	1050	Business Mathematics	4+
BUSN	1053	Computerized Accounting	1
BUSN	1054	Office Procedures	2 currently inactivated
BUSN	1055	Office Procedures	2+
BUSN	1510	Business Communication	3
BUSN	1601, 1602, 1603	Beginning Keyboarding	1-1-1
BUSN	2001, 2002, 2003	Intermediate Keyboarding	1-1-1
BUSN	2275	Business Law	3
COSC	1603**	Introduction to Electronic Word Processing – Microsoft Word 2010	1.5
COSC	1703**	Introduction to Spreadsheets - Microsoft Excel 2010	1.5
COSC	1812**	Introduction to Presentation Graphics – Microsoft PowerPoint 2010	1.5
COSC	1902**	Introduction to Electronic Databases – Microsoft Access 2010	1.5
ECON	2120	Principles of Economics- Micro	3
ECON	2210	Principles of Economics- Macro	3
MGMT	1500	Introduction to Human Resources Management	3
MGMT	1560	Capstone Course	3

+ This course is currently offered at 3 units.

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

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Business Operations Specialists	\$34.17	3,790
Advertising Sales Agent	\$24.98	650
Retail Sales Supervisor	\$19.17	4,940
Office Clerk	\$15.24	9,950

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

This is a terminal degree and it is not a transferrable degree. However, certain courses may be transferrable to other colleges and universities.

HISTORY

DESCRIPTION

History, in the broad sense, is the study of all human experience. It examines the people, institutions, ideas, and events from the past to the present. The study of history contributes to cultural literacy and develops critical thinking and other useful skills while helping students understand the present and plan for the future. Historical study provides a solid, fundamental preparation for careers in business, industry, government, and education. It also serves as excellent preparation for law school, Foreign Service, international work, urban affairs, historical consulting, and library science. The courses listed meet the requirements for an Associate of Art Degree in History at Taft College.

To earn an Associate in Art Degree in History, students must complete: (1) all course requirements with a minimum grade of "C" in each course; and (2) 42 units of General Education Graduation Requirements with an overall GPA of 2.0.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the requirements for the major in History, a student will be able to:

1. Demonstrate knowledge of the changing traditions and values that have operated in western culture.
2. Demonstrate basis knowledge of the changing traditions and values that have operated in non-western or pre-modern societies.
3. Demonstrate understanding of the historical development of events, institutions, and social values.
4. Demonstrate critical thought about the historical questions about the problems that run through human history and about historical continuities and discontinuities.
5. Demonstrate connections between the past and the present by applying a critical perspective to their own place in history.

HISTORY: ASSOCIATE IN ARTS

Required Courses			Units
HIST	2210	World Civilization to 1600	3
HIST	2202	Western Civilization to 1600	3
HIST	2204	Western Civilization from 1600	3
HIST	2231	History of the United States to 1877	3
HIST	2232	History of the United States from 1877	3
PLUS any one of the following:			
ANTH	1512	Cultural Anthropology	3
ARTH	1500	Art Appreciation	3
ENGL	2200	California Literature and The Great Central Valley	3 currently inactivated
HIST	2270	California History	3
SPAN	1601*	Elementary Spanish I	4
SOC	1510	Introduction to Sociology	3
Total			18

*If student has not completed two years of a foreign language in high school.

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Researcher	\$25.63	60
Paralegals and Legal Assistants	\$27.44	1,020
Lawyer	\$68.45	2,390
Historian	\$33.72	n/a

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferrable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.


DESCRIPTION

The History program provides students with the academic foundation History, in the broad sense, and studies all human experience. It examines the people, institutions, ideas, and events from the past to the present. The study of history contributes to cultural literacy and develops critical thinking and other useful skills while helping students understand the present and plan for the future. Historical study provides a solid, fundamental preparation for careers in business, industry, government, and education. It also serves as excellent preparation for law school, Foreign Service, international work, urban affairs, historical consulting, and library science. This curriculum provides a solid foundation upon which to build a history major at a four-year school. The degree guarantees transfer to a CSU as a junior.

To earn an Associate in Arts in History degree for Transfer (AA-T), students must complete: (1) all course requirements with a minimum grade of "C" in each course; and (2) must complete the General Education Breadth pattern for CSUs with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

PROGRAM LEARNING OUTCOMES

After completing the History for Transfer major, a student will be able to:

1. Demonstrate that they are informed and critical consumers and producers of history.
2. Have an understanding of the nature of historical interpretation, the variety of historical sources,
3. Have an awareness of the varieties of cultural experience in history.

HISTORY: ASSOCIATE IN ARTS DEGREE FOR TRANSFER

Required Courses			6 Units Total
<i>*May be used to meet a major and General Education Breadth requirement</i>			
HIST	2231	History of the United States to 1877	*3
HIST	2232	History of the United States since 1877	*3
Area A Select two courses from the following:			6 Units Total
HIST	2202	Western Civilization to 1600	*3
HIST	2204	Western Civilization from 1600	*3
HIST	2210	World Civilization to 1600	*3
Area B Select two course from the following :			6 Units Total
<i>Section 1</i>			
HIST	2210	World Civilization to 1600 (if not used in area A)	*3
ANTH	1512	Cultural Anthropology	*3
ARTH	1510	Prehistoric to Renaissance Art History	*3
ARTH	1520	Renaissance to Contemporary Art History	*3
<i>Section 2</i>			
ANTH	1512	Cultural Anthropology	*3
ANTH	1524	Indians of the Southwest	*3
ECON	2110	Principles of Economics-Macro	*3
ECON	2120	Principles of Economics-Micro	*3
GEOG	1520	Cultural Geography	*3
HIST	2270	California History	*3
POSC	1501	Government	*3
POSC	2005	Contemporary Political Topics	*3
PSYC	1500	Introduction to Psychology	*3
PSYC	2003	Child Growth and Development	*3
PSYC	2030	Human Sexuality	*3
PSYC	2033	Personal and Social Adjustment (<i>not UC transferrable</i>)	*3

History for Transfer (cont.)

PSYC	2038	Gender Studies	*3
SOC	1510	Introduction to Sociology	*3
SOC	2110	Minority Group Relations	*3
SOC	2120	American Social Problems	*3
SOC	2141	Sociology of Marriage (<i>not UC transferrable</i>)	*3
Total Major Units			18

CSU G-E AREA General Education Breadth Requirements: Units

Flexibility in General Education requirements is allowed; courses listed are recommended

A.1	SPCH 1511 OR SPCH 1507	3
A.2	ENGL 1500	3
A.3	PHIL 1520 OR ENGL 1600	3-4
B.1	Any course listed in Area B.1 on GE pattern	3-5
B.2	Any course listed in Area B.2 on GE pattern	3-5
B.3	Any course listed in Area B.3 on GE pattern (<i>units included in Area B.1 or B.2</i>)	n/a
B.4	Any course listed in Area B.4 on GE pattern	3-5
C.1	ARTH 1510 OR ARTH 1520 OR Any course listed in Area C.1 on GE pattern	*0-3
C.2	HIST 2202 OR HIST 2204	*
C.1 or C.2	Any course listed in either Area C.1 OR C.2 on GE pattern	3
D.	HIST 2210 OR ANTH 1512 OR Any course listed in Section 2 above	*
D. & US Hist/Gov	HIST 2231 OR HIST 2232	*
D. & US Hist/Gov	POSC 1501	*0-3
E.	SOC 2141 OR Any course listed in Area E. on GE pattern	*0-3
Total General Education Units		22-37

Electives If additional units are necessary for Degree Completion and Transfer the following courses are recommended: Units

	SOC 2110 recommended for Gender, Race, & Ethnicity requirement at CSUB	3
	INCO 1048 local Taft College requirement for non-transfer AA/AS degrees	1
	Any additional transfer level courses (numbered 1500 or higher)	5-20
Total additional units		5-20

*Total units not to exceed 60 transferrable units
 If you have completed more than 60 units, the degree will still be awarded.
 Transferability of degrees completed with more than 60 units is not guaranteed.
 Please consult with your counselor for additional information.
www.adegreewithaquarter.com*

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Researcher	\$25.63	60
Paralegals and Legal Assistants	\$27.44	1,020
Lawyer	\$68.45	2,390
Historian	\$33.72	n/a

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:
<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

History for Transfer (cont.)

CSU Application deadlines are below.

Quarter System Campuses	Semester System Campuses
Summer Quarter: Feb 1 - 28	Fall Semester: Oct 1 – Nov 30
Fall Quarter: Oct 1 – Nov 30	Spring Semester: Aug 1 - 31
Winter Quarter: June 1 – 30	
Spring Quarter: Aug 1 - 31	

INDEPENDENT LIVING SKILLS

DESCRIPTION

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

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

PROGRAM LEARNING OUTCOMES

Upon successful completion of the requirements for this program, a student will be able to:

1. Independently resolve conflict and problem solve.
2. Possess the job skills necessary for gainful employment.
3. Live independently and successfully manage their personal finances.
4. Transition from Taft College to an independent living situation within their home community.

INDEPENDENT LIVING SKILLS: CERTIFICATE OF COMPLETION

Semester 1:

ILS	0010	Personal Advocacy, Level 1
ILS	0015	Interpersonal Relationships, Level 1
ILS	0020	Meal Preparation, Level 1
ILS	0025	Personal Finance, Level 1
ILS	0030	Personal Safety, Level 1
ILS	0040	Community Transition, Level 1
ILS	0045	Career Education, Level 1
ILS	0055	Conflict Resolution, Level 1
ILS	0060	Personal Health, Level 1
ILS	0075	Pedestrian Safety

Semester 2:

ILS	0011	Personal Advocacy, Level 2
ILS	0016	Interpersonal Relationships, Level 2
ILS	0021	Meal Prep, Level 2
ILS	0026	Personal Finance, Level 2
ILS	0031	Personal Safety, Level 2
ILS	0041	Community Transition, Level 2
ILS	0046	Career Education, Level 2
ILS	0057	Independent Life, Level 2
ILS	0061	Personal Health, Level 2

Semester 3:

ILS	0012	Personal Advocacy, Level 3
ILS	0017	Interpersonal Relationships, Level 3
ILS	0022	Food and Nutrition
ILS	0027	Personal Finance, Level 3
ILS	0032	Personal Safety, Level 3
ILS	0042	Community Transition, Level 3
ILS	0047	Career Education, Level 3
ILS	0056	Conflict Resolution, Level 3
ILS	0070	Travel and Safety, Level 3
ILS	0077	Personal Planning

Semester 4:

ILS	0013	Personal Advocacy, Level 4
ILS	0018	Interpersonal Relationships, Level 4
ILS	0028	Personal Finance, Level 4
ILS	0033	Personal Safety, Level 4
ILS	0043	Community Transition, Level 4
ILS	0048	Career Education, Level 4
ILS	0058	Reaching Independence, Level 4
ILS	0071	Travel and Safety, Level 4

INDUSTRIAL HEALTH AND SAFETY

DESCRIPTION

The program is geared towards providing training and education in various aspects in the industries of health and safety (Oil and Gas, Energy, Construction, Manufacturing, etc.) It is ideal for those wishing to learn more about California Occupational Health Safety Health (Cal OSHA) policies, expectations, and requirements. The program will also be ideal for health and safety officers at places of business and industry, safety trainers and teachers, operations managers and supervisors, field staff, etc. Students may earn a Certificate of Achievement and/or an Associate in Science Degree in Industrial Health and Safety upon the successful completion of program requirements. **Some of the courses in this program are offered exclusively at the WESTEC facility in Shafter, California and surrounding Kern County areas. Please see additional information here: <http://westec.org/>.**

PROGRAM LEARNING OUTCOMES

Upon successful completion of the requirements for the major in Industrial Health and Safety, a student will be able to:

1. Demonstrate knowledge of federal and state standards Occupational Safety and Health Administration (OSHA) in general industries.
2. Apply integrated technical knowledge resulting in functional application of health and safety processed

INDUSTRIAL HEALTH AND SAFETY: ASSOCIATE IN SCIENCE

Required Courses			Units
IES	1050	Hazardous Materials	1.5
IES	1052	Respiratory Protection	1.25
IES	1054	Permit-Required Confined Space	1.25
IES	1058	Occupational Safety and Health Standards for the Construction Industry	1.5
IES	1061	Occupational Safety and Health Standards for General Industry	1.5
IES	1100	Basic Employee Safety for General Industry	.25
IES	1104	Supervisor Safety Training	.25
IES	1116	Hazardous Waste Operations and Emergency Response (40 Hour HAZWOPER)	1
IES	1500	Occupational Health and Safety Compliance	3
COSC	1703**	Introduction to Spreadsheets - Microsoft Excel 2010	1.5
MGMT	1530	Conflict Resolution	.5
MGMT	1540	Managing Organizational Change	.5
BUSN	1510	Business Communication	3
BUSN	1560 or	Capstone	3
MGMT	1560		
Electives*			5
Total			25

*Elective Courses to be selected from the following:

ENER	1025	Oil and Gas Laws and Regulations	1
IES	1053	Principles of Ergonomics	1
IES	1055	Excavation, Trenching, and Soil Mechanics	1.25
IES	1056	Electrical Standards	1.25
IES	1057	Fall Arrest Systems	1
IES	1059	Trainer Course in Occupational Safety and Health Standards for the Construction Industry	1.5
IES	1060	Trainer Update Course in Occupational Safety and Health Standards for the Construction Industry	1
IES	1062	Trainer Course in Occupational Safety and Health Standards for General Industry	1.5
IES	1063	Trainer Update Course in Occupational Safety and Health Standards for General Industry	1
IES	1065	Machinery and Machine Guarding	1.5
IES	1066	Introduction to Machinery and Machine Guarding	.5
IES	1067	Guide to Industrial Hygiene	1.5
IES	1103	Plus Safety Training	.25
IES	1106	Hazardous Materials (HAZMAT) First Responder Awareness	.25
IES	1107	Medic First Aid Training/CPR	.25
IES	1108	Hazardous Waste Operation Emergency Response (HAZWOPER)	.25
IES	1112	Forklift Training for Operators	.25
IES	1114	Confined Space Entrant, Attendant, Supervisor Awareness and Rescue	.5
IES	1118	Confined Space Training for Supervisors	.25
IES	1119	Defensive Driving Course	.25
IES	1125	Passport and Medic First Aid Refresher	.25
MGMT	1500	Human Resource Management	3

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

Industrial Health and Safety (cont.)

Required General Education (GE) courses for this major:

Natural Science: BIOL 1513 Introduction to Environmental Studies with Lab	4
Social and Behavioral Science: PSYC 1500 Introduction to Psychology	
OR SOC 1510 Introduction to Sociology	3

Other GE Requirements:

Humanities: Any Course	3
English Composition: ENGL 1500 Composition and Reading	3
Communication & Analytical Thinking	3

Competency & Local Requirements:

MATH 1060 Intermediate Algebra	4
Health Education	3
American History and Institutions	3
Information Competency	1

Electives: (degree applicable units to be selected based on interest of student) 8

Recommended Elective:

PSYC 2200 Elementary Statistics for the Behavioral and Social Sciences	4
--	---

TOTAL UNITS Required for Associate Degree 60

CERTIFICATE OF ACHIEVEMENT: INDUSTRIAL HEALTH AND SAFETY FOUNDATION

Required Courses			Units
IES	1050	Hazardous Materials	1.5
IES	1052	Respiratory Protection	1.25
IES	1054	Permit-Required Confined Space	1.25
IES	1057	Fall Arrest Systems	1
IES	1058	Occupational Safety and Health Standards for the Construction Industry	1.5
IES	1061	Occupational Safety and Health Standards for General Industry	1.5
IES	1100	Basic Employee Safety for General Industry	.25
IES	1106	Hazardous Materials (HAZMAT) First Responder Awareness	.25
IES	1107	Medic First Aid Training/CPR	.25
IES	1112	Forklift Training for Operators	.25
IES	1116	Hazardous Waste Operations and Emergency Response (40 Hour HAZWOPER)	1
IES	1119	Defensive Driving Course	.25
MGMT	1515	Communication	.5
MGMT	1530	Conflict Resolution	.5
MGMT	1540	Managing Organizational Change	.5
Electives*			6.25
Total			18

***Electives – select 6 units from the following courses:**

IES	1053	Principles of Ergonomics	1
IES	1055	Excavation, Trenching, and Soil Mechanics	1.25
IES	1056	Electrical Standards	1.25
IES	1065	Machinery and Machine Guarding	1.5
IES	1066	Introduction to Machinery and Machine Guarding	.5
IES	1067	Guide to Industrial Hygiene	1.5
IES	1103	Plus Safety Training	.25
IES	1108	Hazardous Waste Operation Emergency Response (HAZWOPER) Annual Refresher	.25
IES	1125	Passport and Medic First Aid Refresher	.25
ENER	1025	Oil & Gas Laws and Regulations	1
BUSN	1510	Business Communication	3

*Industrial Health and Safety (cont.)***INDUSTRIAL HEALTH AND SAFETY: ENTRY LEVEL HAZARDOUS MATERIAL (LOCAL APPROVED CERTIFICATE)**

This certificate is designed to provide entry level training and education on the foundations and basics of hazardous material and industrial safety principles.

Required Courses			Units
IES	1050	Hazardous Materials	1.5
IES	1100	Basic Employee Safety for General Industry	.25
IES	1106	Hazardous Materials (HAZMAT) First Responder Awareness	.25
IES	1109	Emergency Response Technician Training	1
IES	1115	California Oil Producers Confined Space Entry Training	.25
Total			3.25

CERTIFICATE OF ACHIEVEMENT: INDUSTRIAL HEALTH AND SAFETY: MIDLEVEL

The program is geared towards providing training and education in various aspects of health & safety in the industries (Oil & Gas, Energy, Construction, Manufacturing, etc. It is ideal for those wishing to learn more about California Occupational Health Safety Health (Cal OSHA) policies, expectations, and requirements. The program will also be ideal for health & safety officers at places of business & industry, safety trainers & teachers, operations managers & supervisors, field staff, etc.

Required Courses			Units
IES	1050	Hazardous Materials	1.5
IES	1052	Respiratory Protection	1.25
IES	1054	Permit-Required Confined Space	1.25
IES	1058	Occupational Safety & Health Standards for the Construction Industry	1.5
IES	1061	Occupational Safety & Health Standards for General Industry	1.5
IES	1100	Basic Employee Safety for General Industry	.25
IES	1104	Supervisor Safety Training	.25
IES	1116	Hazardous Waste Operations and Emergency Response (40 Hour HAZWOPER)	1
IES	1500	Occupational Health and Safety Compliance	3
COSC	1703	Introduction to Spreadsheets-Microsoft Excel 2010	1.5
MGMT	1530	Conflict Resolution	.5
MGMT	1540	Managing Organizational Change	.5
BUSN	1510	Business Communication	3
BUSN	1560 OR		
MGMT	1560	Capstone	3
		Electives	5
Total			25

Required Electives (Select 5.0 units from the following courses:)			Units
IES	1062	Trainer Course in Occupational Safety & Health Standards For General Industry	1.5
IES	1059	Trainer Course Occupational Safety & Health Standards for The Construction Industry	1.5
IES	1053	Principles of Ergonomics	1
IES	1055	Excavation, Trenching, & Soil Mechanics	1.25
IES	1056	Electrical Standards	1.25
IES	1057	Fall Arrest Standards	1
IES	1060	Trainer Update Occupational Safety & Health Standards For Construction Industry	1
IES	1063	Trainer Update Occupational Safety & Health Standards For General Industry	1
IES	1065	Machinery & Machine Guarding	1.5
IES	1066	Introduction to Machinery & Machine Guarding	.5
IES	1067	Guide to Industrial Hygiene	1.5
IES	1103	Plus Safety Training	.25
IES	1106	Hazardous Materials (HAZMAT) First Responder Awareness	.25
IES	1107	Medic First Aid Training/CPR	.25
IES	1108	Hazardous Waste Operation Emergency Response (HAZWOPER) Annual Refresher	.25
IES	1112	Forklift Training for Operators	.25
IES	1114	Confined Space Entrant, Attendant, Supervisor Awareness and Rescue	.5
IES	1118	Confined Space Training for Supervisors	.25
IES	1119	Defensive Driving Course	.25

Industrial Health and Safety (cont.)

IES	1125	Passport and Medic First Aid Refresher	.25
ENER	1025	Oil & Gas Laws and Regulations	1
MGMT	1500	Introduction to Human Resource Management	3
		Electives	4.75
Total			25

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Compliance Officer	\$36.23	740
Health Specialists	\$37.20	360
Environmental Technician	\$22.43	250

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferrable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

INFORMATION TECHNOLOGY AND MANAGEMENT

DESCRIPTION

This program provides individuals with foundation educational training and skills in principles, operation, and procedures on a variety of technological tools. The program will prepare students to identify, design, or create systems to support technology and information needs of an organization. Upon the successful completion of the required courses and general education requirements with a minimum 2.0 G.P.A., an associate in science degree will be awarded.

PROGRAM LEARNING OUTCOMES

Students will be able to:

1. Manage business information using a variety of technological tools.
2. Identify, design, and create information systems using current information processing tools.
3. Act in a global environment using a variety of technology to manage information needs of an organization.

INFORMATION MANAGEMENT AND TECHNOLOGY: ASSOCIATE IN SCIENCE

Required Courses			Units
BUSN	1051	General Accounting OR	
BSAD	2220	Introduction to Financial Accounting	3+4
BUSN	1052	General Accounting OR	
BSAD	2221	Introduction to Managerial Accounting	3-4
COSC	2002	Computer Operating Systems	1.5
COSC	2020	Introduction to Computer Information Systems	3
COSC	2050	Computer Operating System Installation and Administration	3 currently inactivated
BUSN	1560	Capstone	3
BUSN	1054	Office Procedures	2 currently inactivated
BUSN	1055	Office Procedures	2-2+
Electives*			9
Total			26.5 - 28.5

*Electives to be selected from the following:

BUSN	1053	Computerized Accounting	1
BUSN	1510	Business Communication	3
COSC	1532	Basic Internet Skills and Concepts	1
COSC	1050	Personal Computer Repair	2
COSC	1850	Website Production	3
COSC	1800	Introduction to Computer Art	3

+This course is currently offered at 4 units.

CERTIFICATE OF ACHIEVEMENT: INFORMATION MANAGEMENT AND TECHNOLOGY

Required Courses			Units
BUSN	1051	General Accounting OR	
BSAD	2220	Introduction to Financial Accounting	3+4
BUSN	1052	General Accounting OR	
BSAD	2221	Introduction to Managerial Accounting	3-4
COSC	1760	Microsoft FrontPage 2010	1.5 currently inactivated
COSC	1603**	Introduction to Electronic Word Processing – Microsoft Word 2010	1.5
COSC	1703**	Introduction to Spreadsheets - Microsoft Excel 2010	1.5
COSC	1812**	Introduction to Presentation Graphics – Microsoft PowerPoint 2010	1.5
COSC	1902**	Introduction to Electronic Databases – Microsoft Access 2010	1.5
COSC	2002	Computer Operating Systems	1.5
COSC	2020	Introduction to Computer Information Systems	3
COSC	1532	Basic Internet Skills and Concepts OR	
INCO	1548	Information Competency and Bibliography	1
ENGL	1000	Interactive Writing and Grammar OR	
ENGL	1500	Composition and Reading	3
Mathematics*			3-4
Total			25 – 28

+This course is currently offered at 4 units

*Business 1050 or any degree applicable mathematics course.

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

Information Technology and Management (cont.)

CERTIFICATE IN ADVANCED INFORMATION TECHNOLOGY AND MANAGEMENT

(Locally Approved Certificate)

Required Courses			Units
BUSN	1051	General Accounting OR	3+
BSAD	2220	Introduction to Financial Accounting	4
COSC	1603**	Introduction to Electronic Word Processing – Microsoft Word 2010	1.5
COSC	1703**	Introduction to Spreadsheets - Microsoft Excel 2010	1.5
COSC	1812**	Introduction to Presentation Graphics – Microsoft PowerPoint 2010	1.5
COSC	1902**	Introduction to Electronic Databases – Microsoft Access 2010	1.5
COSC	2002	Computer Operating Systems	1.5
COSC	1532	Basic Internet Skills and Concepts OR	
INCO	1548	Information Competency & Bibliography	1
Computer Science elective			2-3
Total			13.5 – 15.5

+This course is currently offered at 4 units

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

CERTIFICATE IN INFORMATION TECHNOLOGY AND MANAGEMENT

(Locally Approved Certificate)

Required Courses			Units
COSC	1532	Basic Internet Skills and Concepts OR	
INCO	1548	Information Competency & Bibliography	1
COSC	1603**	Introduction to Electronic Word Processing – Microsoft Word 2010	1.5
COSC	1703**	Introduction to Spreadsheets - Microsoft Excel 2010	1.5
COSC	1812**	Introduction to Presentation Graphics – Microsoft PowerPoint 2010	1.5
COSC	1902**	Introduction to Electronic Databases – Microsoft Access 2010	1.5
COSC	2002	Computer Operating Systems	1.5
Total			8.5

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

TRANSFER

This is a terminal degree as it is not a transferrable degree. However, certain courses may be transferrable to other colleges and universities.

CERTIFICATION/LICENSES

Not applicable for the program. However, in some career fields additional training and/or certification may be required in certain products, software, and systems.

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Computer Operator	\$20.85	60
Computer System Administrator	\$36.61	1,730
Computer System Analyst	\$40.09	1,330

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>



KINESIOLOGY FOR TRANSFER

DESCRIPTION

This curriculum provides a broad perspective of the discipline or body of knowledge that studies physical activity and human movement. Courses will cover the philosophy, history, and sociology of physical activity and the careers available in the profession of physical activity. Courses will cover the examination of the systems in the human body and the functions and interrelationships of these systems. Courses may also cover principles of biology, which include cell theory, cell division, and heredity, as well as the principles of inorganic and organic chemistry. In addition, they may include the study of modern physics with an emphasis on the appreciation for science and its applications.

This curriculum provides a solid foundation upon which to build a Kinesiology major at a four-year school. The degree guarantees transfer to a CSU as a junior.

To earn an Associate in Arts in Kinesiology for Transfer (AA-T), students must complete: (1) all course requirements with a minimum grade of "C" in each course; and (2) must complete the General Education Breadth pattern for CSUs with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

PROGRAM LEARNING OUTCOMES

After completing the Kinesiology for transfer degree major, a student will be able to:

1. Demonstrate a solid knowledge base of the concepts of Kinesiology, which is the study of physical activity through performance, scholarly analysis, and professional practice.
2. Understand and apply historical, ethical and philosophical concepts as related to the Health and Kinesiology fields.
3. Respect and use critical and creative thinking, in the analysis and approach of Health and Kinesiology.
4. Understand and apply the fundamental concepts of basic movement of Kinesiology and are able to utilize those concepts in everyday life, both personally and professionally.
5. Act and think ethically, and reflect other values that are the underpinnings of Health and Kinesiology as a discipline.

KINESIOLOGY: ASSOCIATE IN ARTS DEGREE FOR TRANSFER

Required Courses			24-27 Units Total
KINE	1500	Introduction to Kinesiology	3
BIOL	2250	Human Anatomy	5
BIOL	2257	Human Physiology with Lab OR	5
BIOL	2255	Human Physiology AND	3
BIOL	2256	Human Physiology Laboratory	2

Select one course maximum from any three of the following areas (3 units maximum):

Aquatics

PHED	1529	Water Aerobics	1
------	------	----------------	---

Fitness

PHED	1523	Beginning Weight Lifting and Physical Fitness	1
PHED	1532	Low Impact Aerobics	1
PHED	1533	Walking for Fitness	1

Team Sports

PHED	1524	Softball	1-2
PHED	1528	Beginning Volleyball	1-2
PHED	1534	Basketball and Physical Fitness	2
PHED	1535	Baseball and Physical Fitness	1-2
PHED	1542	Beginning Soccer	1-2

Kinesiology for Transfer cont:

List A: Select two course from the following :

STAT	1510	Elementary Statistics OR	5
PSYC	2200	Elementary Statistics for the Behavioral and Social Sciences	4
CHEM	2211	General Chemistry	5
PHYS	2221	General Physics (Calculus)	4
Total Major Units			24-27

CSU G-E AREA General Education Breadth Requirements: Units

*Flexibility in General Education requirements is allowed; *May be used to meet a major and General Education Breadth requirement*

A.1	SPCH 1511 OR SPCH 1507	3
A.2	ENGL 1500	3
A.3	PHIL 1520 OR ENGL 1600	3-4
B.1	PHYS 2221 OR CHEM 2211	*
B.2	BIOL 2250	*
B.3	BIOL 2250	*
B.4	PSYC 2200 OR STAT 1510	*
C.1	Any course listed in Area C.1 on GE pattern	3
C.2	Any course listed in Area C.2 on GE pattern	3-5
C.1 or C.2	Any course listed in Area C.1 OR C.2 on GE pattern	3-5
D	Any course listed in Area D on GE pattern	3
D. & US Hist/Gov	HIST 2231 OR HIST 2232	3
D. & US Hist/Gov	POSC 1501	3
E.	HLED 1510 OR Any course listed in Area E. on GE pattern	3
Total General Education Units		30-35

Electives If additional units are necessary for Degree Completion and Transfer the following courses are recommended: Units

Any additional transfer level courses (numbered 1500 or higher)	0-6
Total additional units	0-6
TOTAL UNITS 60	

*Total units not to exceed 60 transferrable units
If you have completed more than 60 units, the degree will still be awarded.
Transferability of degrees completed with more than 60 units is not guaranteed.
Please consult with your counselor for additional information.*

www.adegreewithaguarantee.com

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Health Educators & Community Health Workers	\$25.62	320
Physical Therapist	\$43.96	870
Chiropractor	\$35.65	80
Personal Trainer	\$22.17	640

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

Kinesiology for Transfer cont:

CSU Application deadlines are below.

Quarter System Campuses	Semester System Campuses
Summer Quarter: Feb 1 - 28	Fall Semester: Oct 1 – Nov 30
Fall Quarter: Oct 1 – Nov 30	Spring Semester: Aug 1 - 31
Winter Quarter: June 1 – 30	
Spring Quarter: Aug 1 - 31	

LIBERAL ARTS WITH AN AREA OF EMPHASIS

DESCRIPTION

The Associate in Arts Degree in Liberal Arts with Areas of Emphasis is intended for students not planning to transfer to a 4-year university. This degree is designed to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes necessary for personal and professional success.

AREA OF EMPHASIS: ALLIED HEALTH

These courses provide students the opportunity to gain practical and theoretical knowledge in specific disciplines within the Allied Health field. Career possibilities might include psychological technician, medical assistant, and laboratory assistant.

Courses		Units	
Select 18 units from the following requirements:			
BIOL	2250	Human Anatomy	5
BIOL	2255	Human Physiology	3
BIOL	2256	Human Physiology Laboratory	2
BIOL	2260	General Microbiology	5
BIOL	2370	Basic Nutrition	3
HLED	1541	Medical Terminology	3
HLED	1542	Basic Pharmacology	2 currently inactivated
Maximum of one course to be selected from the following:			
BIOL	1500	Fundamentals of Biology	3
BIOL	1501	Fundamentals of Biology Laboratory	1
BIOL	1513	Introduction to Environmental Studies with Lab	4
CHEM	1510	Introduction to College Chemistry	4
CHEM	2108	Organic Chemistry	3
CHEM	2109	Organic Chemistry Laboratory	2
CHEM	2211	General Chemistry	5
CHEM	2212	General Chemistry and Qualitative Analysis	5
PSYC	1500	Introduction to Psychology	3
PSYC	2200	Elementary Statistics for the Behavioral and Social Sciences	4
STAT	1510	Elementary Statistics	5

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Laboratory Technician	\$20.48	870
Pharmacist	\$65.42	1,050
Physician Assistant	\$49.29	430
Registered Nurse	\$45.87	9,230
Veterinarian	\$48.41	260
Anesthesiologist	\$108.12	2,300

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Liberal Arts with an Area of Emphasis (cont.)

LIBERAL ARTS: ARTS AND HUMANITIES

These courses emphasize the study of cultural activities and artistic expressions of human beings. Students will develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will develop aesthetic understanding and an ability to make value judgments.

Courses		Units		
Select 18 units from the following courses and from 3 different disciplines:				
AMSL	2010	Music and Poetry	3	currently inactivated
ART	1600	Basic Design	3	
ART	1610	Advanced Design	3	
ART	1620	Drawing and Composition	3	
ART	1631	Figure Drawing	3	
ART	1640	Painting	3	
ART	1650	Watercolor Painting	1	
ART	1800	Introduction to Computer Art	3	
ART	1811	Graphic Design	3	
ART	1820	Computer Imaging: Adobe Photoshop	3	
ART	1850	Website Production	3	
ART	2010	Introduction to Printmaking	3	
ARTH	1500	Art Appreciation	3	
ARTH	1510	Prehistoric to Renaissance Art History	3	
ARTH	1520	Renaissance to Contemporary World Art History	3	
ARTH	2040	Survey of African, Oceanic and the Americas Art	3	
ARTH	2030	Survey of Asian Art	3	
DRAM	1510	Introduction to Theatre	3	
DRAM	1535	Elementary Acting	3	
ENGL	1600	Critical Thinking, Literature, and Composition	3	
ENGL	1700	Creative Writing	3	
ENGL	1725	Creative Writing: Poetry	3	
ENGL	1750	Creative Writing: Fiction	3	
ENGL	1775	Creative Writing: Nonfiction	3	
ENGL	2300	Women's Literature through the Ages	3	
ENGL	2400	American Literature since 1865	3	
ENGL	2500	Chicano Literature	3	
ENGL	2600	World Literature 1	3	
ENGL	2650	World Literature 2	3	
ENGL	2700	British Literature 1	3	
ENGL	2750	British Literature 2	3	
HIST	2202	Western Civilization to 1600	3	
HIST	2204	Western Civilization from 1600	3	
HUM	1500	Introduction to the Humanities	3	
HUM	2010	Introduction to Film Studies	3	
MUSC	1510	Music Appreciation	3	
PHIL	1501	Introduction to Philosophy	3	
PHIL	1531	The World's Living Religions	3	
PHOT	1510	Basic Photography	2+	
SPAN	2001	Intermediate Spanish III	5	
SPAN	2002	Intermediate Spanish IV	5	

+This course is currently offered at 3 units.

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Art Director	\$48.69	430
Art, Drama, Music Teacher	\$48.85	390
Curator	\$31.92	40
Fine Artists (Illustrators, Painters, Sculptors)	\$26.02	240
Graphic Designer	\$25.30	1,340
Producers and Directors	\$45.60	1,270
Set Designer	\$24.12	120

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/ocguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Liberal Arts with an Area of Emphasis (cont.)

AREA OF EMPHASIS: BUSINESS AND TECHNOLOGY

These courses provide students the opportunity to gain practical and theoretical knowledge in specific disciplines within the fields of business and management. With proper course selection, students will acquire the discipline specific skills and knowledge necessary for success in business.

Courses			Units
Select 18 units from the following requirements:			
<i>(A minimum of one course per section is needed)</i>			
Select a minimum of one course from the following:			
BSAD	1560*	Introduction to Mathematical Analysis	4* currently inactivated
BSAD	2220	Introduction to Financial Accounting	4
BSAD	2221	Introduction to Managerial Accounting	4
BUSN	1050	Business Mathematics	4+
BUSN	1051	General Accounting	3++
BUSN	1052	General Accounting	3
BUSN	1053	Computerized Accounting	1
BUSN	1054	Office Procedures	2 currently inactivated
BUSN	1055	Office Procedures	2+
BUSN	1059	Electronic Machine Calculations	1
BUSN	1500	Introduction to Business	3
BUSN	1536	Introduction to Exporting	3
BUSN	1601	Beginning Keyboarding	1
BUSN	1602	Beginning Keyboarding	1
BUSN	1603	Beginning Keyboarding	1
BUSN	2001	Intermediate Keyboarding	1
BUSN	2002	Intermediate Keyboarding	1
BUSN	2003	Intermediate Keyboarding	1
BUSN	2275	Business Law	3
Select a minimum of one course from the following:			
COSC	1532	Basic Internet Skills and Concepts	1
COSC	1603**	Introduction to Electronic Word Processing- Microsoft Word 2010	1.5
COSC	1703**	Introduction to Spreadsheets-Microsoft Excel 2010	1.5
COSC	1812**	Introduction to Presentation Graphics- Microsoft PowerPoint 2010	1.5
COSC	1902**	Introduction to Electronic Databases- Microsoft Access 2010	1.5
COSC	2002	Computer Operating Systems	1.5
COSC	2020	Introduction to Computer Information Systems	3

+This course is currently offered at 3 units.

++This course is currently offered at 4 units.

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

Select a minimum of one course from the following:			
MGMT	1500	Introduction to Human Resources Management	3
MGMT	1505	Principles of Supervision	3
MGMT	1515	Communication	.5
MGMT	1520	Team Building	.5
MGMT	1525	Time Management	.5
MGMT	1530	Conflict Resolution	.5
MGMT	1535	Decision Making and Problem Solving	.5
MGMT	1540	Managing Organizational Change	.5
MGMT	1545	Customer Service	.5
MGMT	1550	Attitude	.5
MGMT	1555	Stress Management	.5
Additional courses to be selected from:			
ART	1855	Electronic Commerce	1
COMM	1510**	Mass Communication and the Individual	3
ECON	1560	Introduction to Mathematical Analysis	4 currently inactivated
ECON	2120	Principles of Economics-Micro	3
ECON	2210	Principles of Economics-Macro	3

Liberal Arts with an Area of Emphasis (cont.)

ENGL	1000	Interactive Writing & Grammar OR	3
ENGL	1500	Composition and Reading	3
JRNL	1510**	Mass Communication and the Individual	3
MATH	1520	Finite Mathematics	3
MATH	1560	Introduction to Mathematical Analysis	4
SPCH	1507	Group Discussion	3
SPCH	1511	Fundamentals of Speech	3
STAT	1510	Elementary Statistics	5

**COMM 1510 or JRNL 1510

***BUSN 1730 or COSC 1730

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Accountant	\$34.20	7,060
Bookkeeping Clerk	\$19.68	4,310
Customer Service Representative	\$17.77	8,520
Executive Secretary	\$27.49	1,570
General Manager	\$50.60	8,940
Office Clerk	\$15.24	9,950
Office Support Supervisor	\$26.84	6,490
Teller	\$13.35	2,570

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit: <http://www.bls.gov/o>

Liberal Arts with an Area of Emphasis (cont.)

AREA OF EMPHASIS: COMMUNICATION

These courses emphasize the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of spoken and written communication.

PROGRAM LEARNING OUTCOMES

After completing the Area of Emphasis: Communication courses, students will be able to:

1. Prepare and present clear presentations.
2. Evaluate, organize, and present information
3. Use cultural contexts to create appropriate presentations
4. Create evidence-based arguments

Courses			Units	
Select 18 units from the following requirements from 3 different disciplines:				
AMSL	1510	Beginning Sign Language	4	currently inactivated
AMSL	2001	Intermediate Sign Language	3	currently inactivated
AMSL	2005	Advanced Sign Language	3	currently inactivated
AMSL	2010	Music and Poetry	3	currently inactivated
BUSN	1510	Business Communication	3	
COMM	1510*	Mass Communication and the Individual	3	
ENGL	1500	Composition and Reading	3	
ENGL	1600	Critical Thinking, Literature, and Composition	4	
FRNC	1501	Elementary French	4	currently inactivated
FRNC	1502	Elementary French	4	currently inactivated
FRNC	2001	Intermediate French	4	currently inactivated
FRNC	2002	Intermediate French	4	currently inactivated
JRNL	1510*	Mass Communication & the Individual	3	
JRNL	1605	Reporting and News Writing	3	
JRNL	1610	Reporting and Feature Writing	3	
JRNL	2105	News Media Practicum	2	
JRNL	2110	Advanced News Media Practicum	2	
PHIL	1520	Critical Thinking	3	
SPAN	1601	Elementary Spanish I	4	
SPAN	1602	Elementary Spanish II	4	
SPAN	2001	Intermediate Spanish III	5	
SPAN	2002	Intermediate Spanish IV	5	
SPCH	1507	Group Discussion	3	
SPCH	1511	Fundamentals of Speech	3	
*COMM 1510 or JRNL 1510				

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Advertising, Marketing, Promotions Manager	\$53.13	210
Broadcast Technician	\$20.28	110
Editor	\$28.50	440
Lawyer	\$68.45	2,390
Public Relations Specialist	\$31.19	1,130
Radio and Television Announcers	\$29.17	150
Reporters and Correspondents	\$20.02	170
Writers and Authors	\$35.21	690

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited March 3, 2014)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Liberal Arts with an Area of Emphasis (cont.)

AREA OF EMPHASIS: HEALTH AND PHYSICAL EDUCATION

The health and nutrition courses emphasize practical and theoretical knowledge necessary for maintenance of physical and mental health. The physical education and intercollegiate athletic courses provide students the opportunity to develop active and healthy life styles.

Courses		Units		
Select 18 units from the following requirements:				
BIOL	2250	Human Anatomy	5	
BIOL	2255	Human Physiology	3	
BIOL	2256	Human Physiology Laboratory	2	
BIOL	2370	Basic Nutrition	3	
HLED	1510	Principles of Healthful Living	3	
PHED	1644	Introduction to Physical Education	3	
PSYC	1500	Introduction to Psychology	3	
RECR	1510	Introduction to Recreation and Leisure Service	3	
RECR	1516	Outdoor Recreation	3	
SPCH	1511	Fundamentals of Speech	3	
PHED	1539	Fundamentals of Baseball	3	
PHED	1643	Sports Officiating	3	
PHED	1646	Techniques in Athletic Taping I	1	
PHED	1649	Beginning Athletic Training	3	
PHED	2146	Techniques in Athletic Taping II	1	
PE activity courses numbered 1522-1537, 1542 and/or Intercollegiate Athletic courses 1507-1514 and 2507-2514 (maximum 6 units):				
PHED	1507	Intercollegiate Softball	2	
PHED	1508	Women's Intercollegiate Basketball	2	
PHED	1509	Women's Intercollegiate Volleyball	2	
PHED	1510	Women's Intercollegiate Soccer	2	
PHED	1511	Men's Intercollegiate Soccer	2	
PHED	1514	Intercollegiate Baseball	2	
PHED	1522	Exercising for Fitness	1-2	currently inactivated
PHED	1523	Beginning Weight Lifting and Physical Fitness	1	
PHED	1524	Softball	1-2	
PHED	1525	Self-Defense	1	
PHED	1526	Golf	1	
PHED	1527	General Physical Education Activities	1	currently inactivated
PHED	1528	Beginning Volleyball	1-2	
PHED	1529	Water Aerobics	1	
PHED	1530	Aerobic Exercise	1	
PHED	1531	Foundations for Movement	1	
PHED	1532	Low Impact Aerobics	1	
PHED	1533	Walking for Fitness	1	
PHED	1534	Basketball and Physical Fitness	2	
PHED	1535	Baseball and Physical Fitness	.5, 1, 2	
PHED	1537	Baseball/Softball and Physical Fitness	1	currently inactivated
PHED	1542	Beginning Soccer	1-2	
PHED	2507	Advanced Intercollegiate Softball	2	
PHED	2508	Advanced Women's Intercollegiate Basketball	2	
PHED	2509	Advanced Women's Intercollegiate Volleyball	2	
PHED	2510	Advanced Women's Intercollegiate Soccer	2	
PHED	2511	Advanced Men's Intercollegiate Soccer	2	
PHED	2514	Advanced Intercollegiate Baseball	2	

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Fitness/Personal Trainer	\$22.93	640
Coach	\$42,683 (median annual salary)	1,560
Physical Therapist	\$43.83	870
Recreational Therapist	\$32.40	50
Recreation Worker	\$11.44	1,010

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

Liberal Arts with an Area of Emphasis (cont.)

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/ocguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/oooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

AREA OF EMPHASIS: MATH AND SCIENCE

The mathematics courses encourage the understanding of basic mathematical concepts, quantitative reasoning and their applications. The natural science courses emphasize experimental methodology, testing hypotheses, and the power of systematic questioning. Students will develop a comprehension of the basic concepts of physical and biological sciences, and a sophisticated understanding of science as a human endeavor, including the limitations as well as the power of scientific inquiry.

Courses			Units
Select 18 units from the following requirements:			
(A minimum of one course per section is needed)			
Select a minimum of one course from the following:			
MATH	1500	Math for Modern Society-A Liberal Arts Course	4
MATH	1520	Finite Mathematics	3
MATH	1530	Plane Trigonometry	3
MATH	1540	Precalculus Mathematics	4
MATH	1560	Introduction to Mathematical Analysis	4
MATH	2100	Analytical Geometry and Calculus I	5
MATH	2120	Analytical Geometry and Calculus II	4
MATH	2130	Analytical Geometry and Calculus III	4
MATH	2140	Ordinary Differential Equations	4
STAT	1510	Elementary Statistics	5
Select a minimum of one course from the following:			
ASTR	1511	Introduction to Astronomy with Lab	4
BIOL	1500	Fundamentals of Biology	3
BIOL	1501	Fundamentals of Biology Laboratory	1
BIOL	1513	Introduction to Environmental Studies with Lab	4
BIOL	2201	Introductory Biology-Cells	4
BIOL	2202	General Zoology	5
BIOL	2203	General Botany	4
BIOL	2204	Introduction to Vertebrate Zoology	5
BIOL	2250	Human Anatomy	5
BIOL	2255	Human Physiology	3
BIOL	2256	Human Physiology Laboratory	2
BIOL	2260	General Microbiology	5
BIOL	2370	Basic Nutrition	3
CHEM	1510	Introductory College Chemistry	4
CHEM	2108	Organic Chemistry	3
CHEM	2109	Organic Chemistry Laboratory	2
CHEM	2211	General Chemistry	5
CHEM	2212	General Chemistry and Qualitative Analysis	5
ESCI	1520	Introduction to Earth Science Lecture and Lab	4
GEOG	1510	Physical Geography	3
GEOL	1500	Introduction to Geology	4
GEOL	1501	Historical Geology	4
PHYS	1510	Descriptive Physics	3
PHYS	2201	General Physics (Non-Calculus)	4 currently inactivated
PHYS	2202	General Physics (Non-Calculus)	4 currently inactivated
PHYS	2221	General Physics (Calculus)	4
PHYS	2222	General Physics (Calculus)	4
PHYS	2223	General Physics (Calculus)	4 currently inactivated
PSCI	1520	Introduction to Physical Science Lecture and Lab	4

Liberal Arts with an Area of Emphasis (cont.)

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Aerospace Engineer	\$53.32	660
Computer Programmer	\$42.37	1,530
Environmental Scientist	\$38.81	880
Pharmacist	\$65.42	1,050
Physicist	\$52.59	160
Statistician	\$48.21	190

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

*Liberal Arts with an Area of Emphasis (cont.)***AREA OF EMPHASIS: NATURAL SCIENCE-LIFE SCIENCE**

These courses emphasize experimental methodology, testing hypotheses, and the power of systematic questioning. Students will develop a comprehension of the basic concepts of physical and biological sciences, and a sophisticated understanding of science as a human endeavor, including the limitations as well as the power of scientific inquiry.

Courses			Units
Select 18 units from the following requirements:			
BIOL	1500	Fundamentals of Biology	3
BIOL	1501	Fundamentals of Biology Laboratory	1
BIOL	1513	Introduction to Environmental Studies with Lab	4
BIOL	2201	Introductory Biology-Cells	4
BIOL	2202	General Zoology	5
BIOL	2203	General Botany	4
BIOL	2204	Introduction to Vertebrate Zoology	5
BIOL	2250	Human Anatomy	5
BIOL	2255	Human Physiology	3
BIOL	2256	Human Physiology Laboratory	2
BIOL	2260	General Microbiology	5
BIOL	2370	Basic Nutrition	3
Maximum of one course to be taken from the following:			
CHEM	2108	Organic Chemistry	3
CHEM	2109	Organic Chemistry Laboratory	2
CHEM	2211	General Chemistry	5
CHEM	2212	General Chemistry and Qualitative Analysis	5
GEOL	1500	Introduction to Geology	4
GEOL	1501	Historical Geology	4
MATH	1540	Precalculus Mathematics	4
MATH	2100	Analytical Geometry and Calculus I	5
PHYS	2201	General Physics (Non-Calculus)	4 Currently Inactivated
PHYS	2202	General Physics (Non-Calculus)	4 Currently Inactivated
STAT	1510	Elementary Statistics	5

*Liberal Arts with an Area of Emphasis (cont.)***AREA OF EMPHASIS: NATURAL SCIENCE-PHYSICAL SCIENCE**

These courses emphasize experimental methodology, testing hypotheses, and the power of systematic questioning. Students will develop a comprehension of the basic concepts of physical and biological sciences, and a sophisticated understanding of science as a human endeavor, including the limitations as well as the power of scientific inquiry.

PROGRAM LEARNING OUTCOMES

After completing the Liberal Arts Area of Emphasis: Natural Science-Physical Science major, a student will be able to:

1. Employ evidence based reasoning when analyzing information in the completion of non-computational physical science problems.

Courses		Units		
Select 18 units from the following requirements:				
ASTR	1511	Introduction to Astronomy with Lab	4	
CHEM	1510	Introduction to College Chemistry	4	
CHEM	2108	Organic Chemistry	3	
CHEM	2109	Organic Chemistry Laboratory	2	
CHEM	2211	General Chemistry	5	
CHEM	2212	General Chemistry and Qualitative Analysis	5	
CHEM	2250	Quantitative Analysis	4	
ESCI	1520	Introduction to Earth Science Lecture and Lab	4	
GEOG	1510	Physical Geography	3	
GEOL	1500	Introduction to Geology	4	
GEOL	1501	Historical Geology	4	
PHYS	1510	Descriptive Physics	3	
PHYS	2201	General Physics (Non-Calculus)	4	currently inactivated
PHYS	2202	General Physics (Non-Calculus)	4	currently inactivated
PHYS	2221	General Physics (Calculus)	4	
PHYS	2222	General Physics (Calculus)	4	
PHYS	2223	General Physics (Calculus)	4	currently inactivated
PSCI	1520	Introduction to Physical Science Lecture and Lab	4	
Maximum of one course to be taken from the following:				
MATH	1540	Precalculus Mathematics	4	
MATH	2100	Analytical Geometry and Calculus I	5	
STAT	1510	Elementary Statistics	5	

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Biochemist	\$44.96	350
Chemist	\$36.01	560
Civil Engineer	\$46.66	1,670
Geological and Petroleum Technician	\$25.01	90
Mapping Technician	\$29.96	100
Physicist	\$52.59	160
Surveyor	\$41.30	120
Forensic Science Technician	\$35.74	90

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Liberal Arts with an Area of Emphasis (cont.)

AREA OF EMPHASIS: SOCIAL AND BEHAVIORAL SCIENCES

These courses allow students to gain a basic knowledge of the cultural and social organizations in which they exist as well as the behavior and social organizations of other human societies. Students will develop an understanding of the perspectives and methods of the social and behavioral sciences.

Courses			Units
Select 18 units from the following requirements:			
ANTH	1512	Introduction to Cultural Anthropology	3
ARCH	1501	Introduction to Archaeology	2
BSAD	1560*	Introduction to Mathematical Analysis	4 currently inactivated
CJA	1501	Introduction to the Administration of Justice	3
CJA	1521	Introduction to Corrections	3
DS	1501	Introduction to Disabilities	3
ECON	1560*	Introduction to Mathematical Analysis	4 currently inactivated
HIST	2202	Western Civilization to 1600	3
HIST	2204	Western Civilization from 1600	3
HIST	2210	World Civilization to 1600	3
MATH	1560*	Introduction to Mathematical Analysis	4
PHIL	1501	Introduction to Philosophy	3
PHIL	1531	The World's Living Religions	3
PSYC	1500	Introduction to Psychology	3
PSYC	2033	Personal and Social Adjustment	3
PSYC	2200	Elementary Statistics for the Behavioral and Social Sciences	4
SOC	1510	Introduction to Sociology	3

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Counselor	\$21.09	170
Detective and Criminal Investigator	\$47.26	300
Marriage and Family Therapist	\$24.66	270
Police and Sheriff Officers	\$42.32	2,570
Probation Officer	\$37.19	360
Social Workers	\$30.62	400
Substance Abuse Counselor	\$22.45	370

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

LIFE SCIENCE

DESCRIPTION

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

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

PROGRAM LEARNING OUTCOMES

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

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

LIFE SCIENCE: ASSOCIATE IN SCIENCE

Courses	Units
<i>Select 18 units from the following:</i>	
BIOL 1500	Fundamentals of Biology 3
BIOL 1501	Fundamentals of Biology Laboratory 1
BIOL 1513	Introduction to Environmental Studies with Lab 4
BIOL 2201	Introductory Biology-Cells 4
BIOL 2202	General Zoology 5
BIOL 2203	General Botany 4
BIOL 2204	Introduction to Vertebrate Zoology 5
BIOL 2250	Human Anatomy 5
BIOL 2255	Human Physiology 3
BIOL 2256	Human Physiology Laboratory 2
BIOL 2260	General Microbiology 5
BIOL 2370	Basic Nutrition 3
Total	18

TRANSFER

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

Students with intent to transfer to the UC universities should take BIOL 2201, prior to taking BIOL 2202 or 2203. BIOL 1500 and 1501 are designed for non-biology majors.

CERTIFICATION/LICENSES

Not applicable for this program. However, for a list of accredited associate, baccalaureate, and graduate nursing programs and schools, please visit <http://www.rn.ca.gov/>. For information on the NCLEX-RN exam and a list of individual State boards of nursing, contact: National Council of State Boards of Nursing, 111 E. Wacker Dr., Suite 2900, Chicago, IL 60601. Internet: <http://www.ncsbn.org>. For additional information on registered nurses, including credentialing, contact: American Nurses Association, 8515 Georgia Ave., Suite 400, Silver Spring, MD 20910. Internet: <http://nursingworld.org>

MANAGEMENT

DESCRIPTION

The program is designed to prepare students to step into leadership and management roles in the workplace. The management program is also ideal for individuals wanting to advance their careers into management positions from communication and customer service to conflict resolution, managing organizational change, and general business operations; skills in these areas are needed by businesses and organizations in order to be successful. Students may earn a Certificate of Achievement and/or an Associate in Science Degree in Management.

PROGRAM LEARNING OUTCOMES

After completing the Management major, a student will be able to:

1. Synthesize business and personal growth skills into strategies useful in public and private sectors.
2. Utilize specific business concepts to work effectively in personal and business environments.
3. Exhibit a high standard of professional practice by demonstrating ethical and social responsibility in a multi-cultural team oriented rapidly changing environment.

MANAGEMENT: ASSOCIATE IN SCIENCE

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

Courses:			Units
<i>Select 21-23 units from the following courses:</i>			
BUSN	1500	Introduction to Business	3
BUSN	1510	Business Communication	3
BUSN	1051	General Accounting OR	3+
MGMT	1500	Introduction to Human Resources Management	3
MGMT	1505	Principles of Supervision	3
MGMT	1510	Values and Ethics	.5
MGMT	1515	Communication	.5
MGMT	1520	Team Building	.5
MGMT	1525	Time Management	.5
MGMT	1530	Conflict Resolution	.5
MGMT	1535	Decision Making and Problem Solving	.5
MGMT	1540	Managing Organizational Change	.5
MGMT	1545	Customer Service	.5
MGMT	1550	Attitude	.5
MGMT	1555	Stress Management	.5
MGMT	1560	Management Capstone	1-3
Electives**			3
Total			21-23

+This course is currently offered at 4 units

*Required General Education Courses

SOC	2110	Minority Group Relations	3
SPCH	1507	Group Discussions OR	3
SPCH	1511	Fundamentals of Speech	3

**Electives to be selected from the following:

COSC	1603***	Introduction to Electronic Word Processing- Microsoft Word 2010	1.5
COSC	1703***	Introduction to Spreadsheets- Microsoft Excel 2010	1.5
COSC	1812***	Introduction to Presentation Graphics- Microsoft PowerPoint 2010	1.5
PSYC	2033	Personal and Social Adjustment	3
BUSN	1601, 1602, 1603	Keyboarding	1-1-1

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

Management (cont.)

CERTIFICATE OF ACHIEVEMENT: MANAGEMENT

To earn a Certificate of Achievement in Management, students must complete all course requirements with a minimum grade of "C" in each course with an overall GPA of 2.0.

BUSN	1500	Introduction to Business	3
BUSN	1051	General Accounting OR	3+
MGMT	1500	Introduction to Human Resources Management	3
MGMT	1505	Principles of Supervision	3
MGMT	1510	Values and Ethics	.5
MGMT	1515	Communication	.5
MGMT	1520	Team Building	.5
MGMT	1525	Time Management	.5
MGMT	1530	Conflict Resolution	.5
MGMT	1535	Decision Making and Problem Solving	.5
MGMT	1540	Managing Organizational Change	.5
MGMT	1545	Customer Service	.5
MGMT	1550	Attitude	.5
MGMT	1555	Stress Management	.5
MGMT	1560	Management Capstone	1-3
Electives*			3
Total			18-20

+This course is currently offered at 4 units

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

COSC	1603**	Introduction to Electronic Word Processing- Microsoft Word 2010	1.5
COSC	1703**	Introduction to Spreadsheets-Microsoft Excel 2010	1.5
COSC	1812**	Introduction to Presentation Graphics- Microsoft PowerPoint 2010	1.5
PSYC	2033	Personal and Social Adjustment	3

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

CERTIFICATE IN MANAGEMENT - CUSTOMER SERVICE:**(Locally Approved Certificate)**

The purpose of the program is to prepare and remind professionals in the workplace of unique attitudes, characteristics, and skills needed to address customer needs and meet or exceed customer expectations. The course content in this program is applicable to customer service in places of employment and business in the private and public sector including government, non-profit agencies, educational institutions and essentially any entity that serves the public. Upon successful completion of the required courses with a 2.0 or better (C) grade point average, a Certificate in Customer Service will be awarded.

PROGRAM LEARNING OUTCOMES

After completing the Customer Service certificate, a student will be able to:

1. Make effective business decisions using systematic evaluative information based approaches.
2. Exhibit a high standard of professional practice by demonstrating ethical and social responsibility in a multicultural team orientated rapidly changing environment.
3. Use business terms and concepts to effectively communicate them in business language.

Required Courses			Units
MGMT	1510	Values and Ethics	.5
MGMT	1515	Communication	.5
MGMT	1520	Team Building	.5
MGMT	1525	Time Management	.5
MGMT	1530	Conflict Resolution	.5
MGMT	1535	Decision Making and Problem Solving	.5
MGMT	1540	Managing Organizational Change	.5
MGMT	1545	Customer Service	.5
MGMT	1550	Attitude	.5
MGMT	1555	Stress Management	.5
Total			5.0

Management (cont.)

TRANSFER

This is a terminal degree as it is not a transferrable degree. However, certain courses may be transferrable to other colleges and universities.

CERTIFICATION/LICENSES

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

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Production and Operating Supervisor	\$26.70	800
Office Support Supervisors	\$26.75	7,430
Administrative Service Managers	\$43.12	1,160
Food Service Managers	\$23.04	1,510
Distribution Managers	\$41.36	460

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

MATHEMATICS

DESCRIPTION

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

PROGRAM LEARNING OUTCOMES

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

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

MATHEMATICS: ASSOCIATE IN ARTS

Required Courses			Units
MATH	2100	Analytic Geometry and Calculus I	5
MATH	2120	Analytic Geometry and Calculus II	4
MATH	2130	Analytic Geometry and Calculus III	4
STAT	1510	Elementary Statistics	5
Total			18

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Engineer	\$49.87	550
Mathematician	\$51.71	n/a
Software Developers	\$52.47	4,020
Statistician	\$48.21	190

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

Recommended Courses for transfer:		Units
PHYS 2221	General Physics (Calculus)	4
PHYS 2222	General Physics (Calculus)	4

CERTIFICATION/LICENSES

Not applicable for this program. However, in some career fields additional training and/or certification may be required in certain products, software, and systems.



MATHEMATICS FOR TRANSFER

DESCRIPTION

The Associate in Science in Mathematics for Transfer (AS-T) is designed to prepare students to transfer to a CSU as a junior with a degree in Mathematics. This degree provides students with the foundation classes to support ongoing interest in the field of mathematics. The core consists of the calculus sequence required for transfer, in which students acquire a conceptual understanding of the principles of differential and integral calculus for functions in one and several variables, as well as the ability to apply calculus techniques in a variety of applications.

To earn an Associate in Science in Mathematics degree for Transfer (AS-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

There are no local requirements associated with this degree.

MATHEMATICS: ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER

Required Courses 18 Units Total

**May be used to meet a major and General Education Breadth requirement*

MATH	2100	Analytic Geometry and Calculus I	*5
MATH	2120	Analytic Geometry and Calculus II	4
MATH	2130	Analytic Geometry and Calculus III	5
MATH	2140	Ordinary Differential Equations	4

Select one course from the following: 4-5 Units Total

PHYS	2221	General Physics (Calculus)	*4
STAT	1510	Elementary Statistics	*5

Total Major Units **22-23**

CSU G-E AREA General Education Breadth Requirements: Units

Flexibility in General Education requirements is allowed; courses listed are recommended

A.1	SPCH 1511 OR SPCH 1507	3
A.2	ENGL 1500	3
A.3	PHIL 1520 OR ENGL 1600	*0-5
B.1	PHYS 2221 OR Any course listed in Area B.1 on GE pattern	3-5
B.2	Any course listed in Area B.2 on GE pattern	3-5
B.3	Any course listed in Area B.2 on GE pattern (<i>units included in Area B.1 or B.2</i>)	n/a
B.4	MATH 2100	*
C.1	Any course listed in Area C.1 on GE pattern	3
C.2	Any course listed in Area C.2 on GE pattern	3
C.1 or C.2	Any course listed in either Area C.1 OR C.2 on GE pattern	3-5
D	Any course listed in Area D on GE pattern	3
D. & US Hist/Gov	HIST 2231 OR HIST 2232	3
D. & US Hist/Gov	POSC 1501	3
E.	Any course listed in Area E. on GE pattern	3
Total General Education Units		33-38

Electives **Units**

If additional units are necessary for Degree Completion and Transfer the following courses are recommended:

SOC 2110 recommended for Gender, Race, & Ethnicity requirement at CSUB	3
INCO 1048 local Taft College requirement for non-transfer AA/AS degrees	1
Any additional transfer level courses (numbered 1500 or higher)	0-5
Total additional units	0-5

Mathematics for Transfer (cont.)

Total units not to exceed 60 transferrable units
 If you have completed more than 60 units, the degree will still be awarded.
 Transferability of degrees completed with more than 60 units is not guaranteed.
 Please consult with your counselor for additional information.
www.adegreewithaguarantee.com

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Engineer	\$49.87	550
Mathematician	\$51.71	n/a
Software Developers	\$52.47	4,020
Statistician	\$48.21	190

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses	Semester System Campuses
Summer Quarter: Feb 1 - 28	Fall Semester: Oct 1 – Nov 30
Fall Quarter: Oct 1 – Nov 30	Spring Semester: Aug 1 - 31
Winter Quarter: June 1 – 30	
Spring Quarter: Aug 1 - 31	

MULTI-MEDIA JOURNALISM

DESCRIPTION

Writers and editors produce a wide variety of written materials delivered to an audience in an increasing number of ways. They develop content using any number of multimedia formats for readers, listeners, or viewers. Although many people write as part of their primary job, or on on-line chats or blogs, only writers and editors who are paid for their work are included in this occupation.

News analysts, reporters, and correspondents gather information, prepare stories, and make broadcasts that inform us about local, state, national, and international events; present points of view on current issues; and report on the actions of public officials, corporate executives, interest groups, and others who exercise power.

PROGRAM LEARNING OUTCOMES

After completing the Multi-Media Journalism major, a student will be able to:

1. Construct, evaluate, and critique journalistic works, including all media determined as viable for the work.
2. Correctly use elements of associated Press style.
3. Define libel and legitimate sources for journalistic pieces.

MULTI-MEDIA JOURNALISM: ASSOCIATE IN ARTS

Required Courses			Units
Select at least 19 units from the following:			
Journalism:			
JRNL	1510	Mass Communication and the Individual	3
JRNL	1605	Reporting and News Writing	3
Media:			
ART	1820	Computer Imaging – Adobe Photoshop	3
ART	1850	Web Site Production	3
Capstone:			
JRNL	2105	News Media Practicum	2
JRNL	2110	Advanced News Media Practicum	2
Select 3 elective units from the following:			3
JRNL	1610	Reporting and Feature Writing	3
ART	1860	Introduction to Computer Animation for Web and Multimedia OR	
COSC	1860	Introduction to Computer Animation for Web and Multimedia	3
Total			19
Recommended Support Courses:			
ENGL	1500	Composition & Reading	3
ENGL	1600	Critical Thinking, Literature & Composition	4
SPCH	1511	Fundamentals of Speech	3
JRNL	2105	News Media Practicum	2
JRNL	2110	Advanced News Media Practicum	2
STAT	1510	Elementary Statistics	5

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Proofreaders and Copy Markers	\$20.70	30
Editor	\$28.50	440
Graphic Designer	\$25.30	1,340
Public Relations Specialists	\$30.57	610
Reporter	\$19.73	210

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different requirements needed for the bachelor's degree. Check with your counselor or advisor for transfer degree requirements for the college or university of your choice.

PETROLEUM TECHNOLOGY WELL CONTROL AND DRILLING CERTIFICATES I - IV

DESCRIPTION

This program is designed to provide training and education in petroleum technology specific to well control and drilling. The certificate options are designed to provide training and knowledge in oilfield blow-out prevention, off-shore drilling operations, well control, drilling and coiled tubing. Each certificate option is built upon one another. Therefore, students may earn one or all of the certificate options offered. Some of the classes in the program are offered in partnership with our WESTEC location.

CERTIFICATE IN PETROLEUM TECHNOLOGY WELL CONTROL & DRILLING CERTIFICATE I (Locally approved)

This beginning level certificate program is designed to provide skills to perform safe work practices to prevent blow-outs at drilling locations.

Required Courses			Units
PETC	1100	Introductory Well Control	.25
PETC	1102	Basic Drilling and Workover Surface	1.25
Total			1.50

CERTIFICATE IN PETROLEUM TECHNOLOGY WELL CONTROL & DRILLING CERTIFICATE II (Locally approved)

This certificate program is designed to provide advance training and knowledge on oilfield blow-out prevention.

Required Courses			Units
PETC	1100	Introductory Well Control	.25
PETC	1103	Basic Drilling Surface Stack	1.00
Total			1.25

CERTIFICATE IN PETROLEUM TECHNOLOGY WELL CONTROL & DRILLING CERTIFICATE III (Locally approved)

This certificate program is designed to provide advance training and knowledge about off-shore drilling operations.

Required Courses			Units
PETC	1100	Introductory Well Control	.25
PETC	1104	Basic Drilling and Workover Sub-Sea	1.50
Total			1.75

CERTIFICATE IN PETROLEUM TECHNOLOGY WELL CONTROL & DRILLING CERTIFICATE IV (Locally approved)

This certificate program is designed to provide advance training and knowledge on well control and coiled tubing.

Required Courses			Units
PETC	1100	Introductory Well Control	.25
PETC	1105	Coiled Tubing for Supervisors	1.25
Total			1.50

CERTIFICATE IN PETROLEUM TECHNOLOGY WELL CONTROL & DRILLING CERTIFICATE V (Locally approved)

This certificate program is designed to provide advance training and knowledge about petroleum industry and the associated operations of well control and drilling production.

Required Courses			Units
PETC	1100	Introductory Well Control	.25
PETC	1104	Basic Drilling and Workover Surface	1.25
PETC	1103	Basic Drilling Surface Stack	1.0
PETC	1104	Basic Drilling and Workover Sub-Sea	1.5
PETC	1105	Coiled Tubing for Supervisors	1.25
COSC	1703	Introduction to Spreadsheets-Microsoft Excel 2010	1.5
ENER	1520	Introduction to Petroleum Engineering	3.0
MGMT	1510	Values and Ethics	.5
MGMT	1515	Communication	.5
MGMT	1520	Team Building	.5
MGMT	1530	Conflict Resolution	.5
Total			11.75

PHYSICAL EDUCATION

DESCRIPTION

The Physical Activity Department provides opportunities for students to participate in activity classes, pursue a professional career, and transfer and complete in intercollegiate athletics. The degree provides an introduction to the profession with the ability to utilize principles of human anatomy, physiology, and behavioral processes.

PROGRAM LEARNING OUTCOMES

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

1. Demonstrate the skills necessary to participate, perform, and progress in a variety of sport and/or exercise classes.
2. Identify and explain the rules, concepts and vocabulary used in the Physical Education curriculum.
3. Apply the cognitive and/or movement experiences from the Physical Education curriculum in order to participate in lifelong fitness.

PHYSICAL EDUCATION: ASSOCIATE IN ARTS

Required Courses			Units
PHED	1644	Introduction to Physical Education	3
BIOL	2250	Human Anatomy	5
Electives*			10
Total			18

*Electives to be selected from the following:

BIOL	2255	Human Physiology	3
BIOL	2256	Human Physiology Laboratory	2
CHEM	1510	Introductory College Chemistry	4
HLED	1510	Principles of Healthful Living	3
RECR	1510	Introduction to Recreation and Leisure Service	3
PHED	1539	Fundamentals of Baseball	3
PHED	1643	Sports Officiating	3
PHED	1646	Techniques in Athletic Taping I	1
PHED	1649	Beginning Athletic Training	3
PHED	2146	Techniques in Athletic Taping II	1
PHYS	1510	Descriptive Physics	3

Physical Education activity courses 1522, 1523-1537, 1542 and/or

Intercollegiate Athletic courses 1507-1514 and 2507-2514 (limit 6 units):

PHED	1507	Intercollegiate Softball	2
PHED	1508	Women's Intercollegiate Basketball	2
PHED	1509	Women's Intercollegiate Volleyball	2
PHED	1510	Women's Intercollegiate Soccer	2
PHED	1511	Men's Intercollegiate Soccer	2
PHED	1514	Intercollegiate Baseball	2
PHED	1522	Exercising for Fitness	1-2 currently inactivated
PHED	1523	Beginning Weight Lifting and Physical Fitness	1
PHED	1524	Softball	1-2
PHED	1525	Self-Defense	1
PHED	1526	Golf	1
PHED	1527	General Physical Education Activities	1 currently inactivated
PHED	1528	Beginning Volleyball	1-2
PHED	1529	Water Aerobics	1
PHED	1530	Aerobic Exercise	1
PHED	1531	Foundations of Movement	1
PHED	1532	Low Impact Aerobics	1
PHED	1533	Walking for Fitness	1
PHED	1534	Basketball and Physical Fitness	2
PHED	1535	Baseball and Physical Fitness	.5, 1, 2
PHED	1537	Baseball/Softball and Physical Fitness	1 currently inactivated

Physical Education (cont.)

PHED	1542	Beginning Soccer	1
PHED	2507	Advanced Intercollegiate Softball	2
PHED	2508	Advanced Women's Intercollegiate Basketball	2
PHED	2509	Advanced Women's Intercollegiate Volleyball	2
PHED	2510	Advanced Women's Intercollegiate Soccer	2
PHED	2511	Advanced Men's Intercollegiate Soccer	2
PHED	2514	Advanced Intercollegiate Baseball	2

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Fitness Trainer/Aerobics Instructor	\$22.93	640
Coaches and Scouts	\$19.53	1,190
Umpire, Referee, & Other Sports Official	\$12.14	90

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

Recommended Courses for Transfer:			Units
SPCH	1511	Fundamentals of Speech	3
STATS	1510	Elementary Statistics OR	5
PSYC	2200	Elementary Statistics for the Behavioral and Social Sciences	4

Please see your counselor or advisor regarding specific transfer requirements for Kinesiology, Physical Education Teacher Education or pre-Physical Therapy majors.

CERTIFICATION/LICENSES

Not applicable for this program. However, in some career fields additional training and/or certification may be required. To officiate at high school athletic events, officials must register with the state agency that oversees high school athletics and pass an exam on the rules of the particular game. For college refereeing, candidates must be certified by an officiating school and be evaluated during a probationary period. Some larger college sports conferences require officials to have certification and other qualifications, such as residence in or near the conference boundaries, along with several years of experience officiating at high school, community college, or other college conference games. For those interested in becoming a tennis, golf, karate, or other kind of instructor, certification is highly desirable. Often, one must be at least 18 years old and certified in cardiopulmonary resuscitation (CPR). There are many certifying organizations specific to the various sports, and their training requirements vary. Participation in a clinic, camp, or school usually is required for certification. Part-time workers and those in smaller facilities are less likely to need formal education or training.

PHYSICAL SCIENCE

DESCRIPTION

The Physical Science major provides a board background in the sciences. The degree utilizes problem solving, proficiencies in the laboratory techniques and analysis of experimental data and will demonstrate an ability to communicate effectively using written, oral, electronic, and graphical means. The major consists of a combination of courses selected from astronomy, chemistry, physical geography, geology, and physics.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the Physical Science major, a student will be able to:

- 1 Demonstrate the safe and correct operating procedures in the use and treatment of common laboratory equipment and materials.
- 2 Employ the scientific method by proposing hypotheses based on observations, testing the hypotheses, critically analyzing experimental data, and formulating conclusions based on the experimental data.
- 3 Demonstrate proficiency in physical science computations.
4. Employ evidence based reasoning when analyzing information in the completion of non-computational physical science problems.

PHYSICAL SCIENCE: ASSOCIATE IN SCIENCE

Select 18 units from the following:			Units
ASTR	1511	Introduction to Astronomy with Lab	4
CHEM	1510	Introduction to College Chemistry	4
CHEM	2211	General Chemistry	5
CHEM	2212	General Chemistry and Qualitative Analysis	5
CHEM	2250	Quantitative Analysis	4
GEOG	1510	Physical Geography	3
GEOL	1500	Introduction to Geology	4
GEOL	1501	Historical Geology	4
PHYS	1510	Descriptive Physics	3
PHYS	2201	General Physics (Non-Calculus)	4 Currently Inactivated
PHYS	2202	General Physics (Non-Calculus)	4 Currently Inactivated
PHYS	2221	General Physics (Calculus)	4
PHYS	2222	General Physics (Calculus)	4
PSCI	1520	Introduction to Physical Science Lecture and Lab	4
Total			18

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Cartographer	\$31.43	80
Chemist	\$36.01	560
Geographer	\$38.52	n/a
Physicist	\$52.59	160
Surveyor	\$41.30	120

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

CERTIFICATION/LICENSES

Not applicable for this program. However, in some career fields additional training and/or certification may be required in certain products, software, and systems. A GIS (Geographic Information Systems) Certificate and familiarity with other mapping systems may be helpful for certain career fields.



PSYCHOLOGY FOR TRANSFER

DESCRIPTION

This curriculum provides a broad perspective on the human condition and skills essential to any educated person. Courses span the areas of human behavior from birth to death, dealing with the many problems and potentialities experienced along the way. Courses examine the theories, techniques, and principles basic to the study of human behavior and psychology including such topics as perception, learning, memory, motivation, personality, psychopathology, education, human growth and development, social psychology, and experimental analysis and design.

This curriculum provides a solid foundation upon which to build a psychology major at a four-year school. The degree guarantees transfer to a CSU as a junior.

To earn an Associate in Arts in Psychology degree for Transfer (AA-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The California State University General Education-Breadth Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

PROGRAM LEARNING OUTCOMES

Upon successful completion of the Psychology for Transfer major, a student will be able to:

1. Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
2. Understand and apply basic research methods in psychology, including research design, data analysis, and interpretation.
3. Respect and use critical and creative thinking, skeptical inquiry, and, when possible, the scientific approach to solve problems related to behavior and mental processes.
4. Understand and apply psychological principles to personal, social, and organizational issues.
5. Value empirical evidence, tolerate ambiguity, act ethically, and reflect other values that are the underpinnings of psychology as a science.

ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER

Required Courses			21-22 Units Total
<i>*May be used to meet a major and General Education Breadth requirement</i>			
<i>**Only one course can be used for General Education Breadth Area D; PSYC 2003, or SOC 1510</i>			
PSYC	1500	Introduction to Psychology	*3
PSYC	2205	Introduction to Research Methods in the Social Sciences	4
BIOL	1500	Fundamentals in Biology	*3
BIOL	1501	Fundamentals in Biology Laboratory	*1
PSYC	2003	Child Growth and Development	**3
SOC	1510	Introduction to Sociology	**3
Plus one (1) of the following courses:			
PSYC	2200	Elementary Statistics for the Behavioral and Social Sciences OR	*4
STAT	1510	Elementary Statistics	*5
Total Major Units			21-22

CSU G-E AREA General Education Breadth Requirements: Units

Flexibility in General Education requirements is allowed; courses listed are recommended

A.1	SPCH 1511 OR SPCH 1507	3
A.2	ENGL 1500	3
A.3	PHIL 1520 OR ENGL 1600	3-4
B.1	Any course listed in Area B.1 on GE pattern	3-5
B.2	BIOL 1500	*
B.3	BIOL 1501	*
B.4	PSYC 2200 OR STAT 1510	*
C.1	Any course listed in Area C.1 on GE pattern	3
C.2	Any course listed in Area C.2 on GE pattern	3-5
C.1 or C.2	Any course listed in either Area C.1 OR C.2 on GE pattern	3-5

Psychology for Transfer (cont.)

D.	PSYC 2003 OR SOC 1510	**
D. & US Hist/Gov	HIST 2231 OR HIST 2232	3
D. & US Hist/Gov	POSC 1501	3
E.	PSYC 1500	*
Total General Education Units		22-37

Electives	If additional units are necessary for Degree Completion and Transfer the following courses are recommended:	Units
	SOC 2110 recommended for Gender, Race, & Ethnicity requirement at CSUB	3
	INCO 1048 local Taft College requirement for non-transfer AA/AS degrees	1
	Any additional transfer level courses (numbered 1500 or higher)	4-12
Total additional units		4-12

*Total units not to exceed 60 transferrable units
 If you have completed more than 60 units, the degree will still be awarded.
 Transferability of degrees completed with more than 60 units is not guaranteed.
 Please consult with your counselor for additional information.*

www.adegreewitha guarantee.com

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities in the following areas:	Median Hourly Rate, CA	Annual Job Openings, CA
Clinical, Counseling, & School Psychologists	\$39.57	910
Educational, Vocational, & School Counselors	\$29.38	1,100
Psychology Teacher, Postsecondary	\$39.69	160
Social and Human Services Assistants	\$16.02	1,730
Research Assistant	\$23.81	180

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses	Semester System Campuses
Summer Quarter: Feb 1 - 28	Fall Semester: Oct 1 – Nov 30
Fall Quarter: Oct 1 – Nov 30	Spring Semester: Aug 1 - 31
Winter Quarter: June 1 – 30	
Spring Quarter: Aug 1 - 31	

CERTIFICATION/LICENSES

In most states, practicing psychology or using the title of “psychologist” requires licensure or certification. Licensing laws vary by state and type of position.

For more information on state licensing requirements, visit [Association of State and Provincial Psychology Boards](http://www.associationofstateandprovincialpsychologyboards.org)

For more information on licensing and certification for school psychologists, visit [National Association of School Psychologists](http://www.nationalassociationofschoolpsychologists.org)

For more information about psychology specialty certifications, visit [American Board of Professional Psychology](http://www.americanboardofprofessionalpsychology.org)

RECREATION

DESCRIPTION

People spend much of their leisure time participating in a wide variety of organized recreational activities, such as arts and crafts, the performing arts, camping, and sports. Recreation workers plan, organize, and direct these activities in local playgrounds and recreation areas, parks, community centers, religious organizations, camps, theme parks, and tourist attractions. Increasingly, recreation workers also are found in businesses where they organize and direct leisure activities for employees.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the Recreation major, a student will be able to:

1. Demonstrate a method of inquiry to be used in decision making.
2. Evaluate how theories are applied to the development of leisure activities.
3. Demonstrate how recreation and leisure are related to human development.

RECREATION: ASSOCIATE IN ARTS

Select 18 units from the following:			Units
RECR	1510	Introduction to Recreation and Leisure Service	3
RECR	1516	Outdoor Recreation	3
PSYC	1500	Introduction to Psychology	3
PSYC	2003	Child Growth and Development	3
PSYC	2033	Personal and Social Adjustment	3
SPCH	1511	Fundamentals of Speech	3
BIOL	1500	Fundamentals of Biology	3
ANTH	1512	Cultural Anthropology	3
DRAM	1535	Elementary Acting	3
Total			18

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Amusement/Recreation Attendant	\$10.05	2,200
Recreation Worker	\$11.44	1,010
Recreational Therapist	\$32.40	50
Conservation Scientists	\$34.51	60

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

**DESCRIPTION**

This curriculum provides a systematic study of human behavior in social groups. The primary focus is on the importance of social groups within the larger society, sociology seeks to explain the broad range of human behavior as it is influenced by the social context. It focuses on how people coordinate their activities to achieve both individual and collective goals. Courses examine the theories, techniques, and principles basic to the study of human behavior within social groups. This curriculum provides a solid foundation upon which to build the sociology major at a four-year school. The degree guarantees transfer to a CSU as a junior.

To earn an Associate in Arts in Sociology degree for Transfer (AA-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The California State University General Education-Breadth Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

PROGRAM LEARNING OUTCOMES

After completing the Sociology for Transfer major, a student will be able to:

1. Accessing, reviewing, and analyzing current sociological literature.
2. Diversity of research methodologies.
3. Diversity of social life, inequality, social conflict, and relations of power.
4. Integrating life goals and professional and career interests with a sociological perspective.
5. Theoretical perspectives that inform sociological analysis.
6. Major substantive areas of sociological analysis.

ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER

Required Courses			20-21	Units Total
<i>*May be used to meet a major and General Education Breadth requirement</i>				
<i>**Only one course can be used for General Education Breadth Area D.; SOC 1510, or SOC 2120</i>				
SOC	1510	Introduction to Sociology		**3
PSYC	2200	Elementary Statistics for the Behavioral and Social Sciences OR		*4
STAT	1510	Elementary Statistics		*5
PSYC	2205	Introduction to Research Methods in the Social Sciences		4
SOC	2120	American Social Problems		**3
SOC	2141	Sociology of Marriage		*3
SOC	2110	Minority Group Relations		*3
Total				20-21

CSU G-E AREA	General Education Breadth Requirements:	Units
<i>Flexibility in General Education requirements is allowed; courses listed are recommended</i>		
A.1	SPCH 1511 OR SPCH 1507	3
A.2	ENGL 1500	3
A.3	PHIL 1520 OR ENGL 1600	3-4
B.1	Any course listed in Area B.1 on GE pattern	3-5
B.2	Any course listed in Area B.2 on GE pattern	3-5
B.3	Any course listed in Area B.3 on GE pattern (units included in Area B.1 or B.2)	n/a
B.4	PSYC 2200 OR STAT 1510	*
C.1	Any course listed in Area C.1 on GE pattern	3
C.2	Any course listed in Area C.2 on GE pattern	3-5
C.1 or C.2	Any course listed in either Area C.1 OR C.2 on GE pattern	3-5
D.	SOC 1510 OR SOC 2120	**
D. & US Hist/Gov	HIST 2231 OR HIST 2232	3
D. & US Hist/Gov	POSC 1501	3
E.	SOC 2141	*
Total General Education Units		31-39

Sociology for Transfer (cont.)

Electives	If additional units are necessary for Degree Completion and Transfer the following courses are recommended:	Units
	INCO 1048 local Taft College requirement for non-transfer AA/AS degrees	1
	Any additional transfer level courses (numbered 1500 or higher)	4-12
	Total additional units	4-12

*Total units not to exceed 60 transferrable units
 If you have completed more than 60 units, the degree will still be awarded.
 Transferability of degrees completed with more than 60 units is not guaranteed.
 Please consult with your counselor for additional information.
www.adegreewithaquarter.com*

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Sociologist	\$38.99	n/a
Research Assistant	\$23.81	180
Post-Secondary Sociology Teacher/Instructor	\$46.35	30

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/ocguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses	Semester System Campuses
Summer Quarter: Feb 1 - 28	Fall Semester: Oct 1 – Nov 30
Fall Quarter: Oct 1 – Nov 30	Spring Semester: Aug 1 - 31
Winter Quarter: June 1 – 30	
Spring Quarter: Aug 1 - 31	



STUDIO ARTS FOR TRANSFER

DESCRIPTION

The Associate in Arts in Studio Arts prepares students to transfer to a four year institution to further their studies of the practice and production of visual arts.

The Associate in Arts degree for Transfer (AA-T) or the Associate in Science degree for Transfer (AS-T) is granted upon successful completion of a program of study with a minimum of 60 semester units with an overall average grade of 'C' or higher. The following is required for all AA-T or AS-T degrees for transfer to the California State University system.

To earn an Associate in Arts in Studio Arts degree for Transfer (AA-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

PROGRAM LEARNING OUTCOMES

After completing the Studio Arts for transfer degree major, a student will be able to:

1. Create art that engages and builds on historical and contemporary practices, theories, and materials.
2. Critically analyze and assess diverse historical and contemporary works of art, architecture, and design.
3. Evaluate and critique their own artwork and receive criticism from others.
4. Express artistic concepts and intents in written and oral formats.
5. Present finished artwork for peer and academic review.
6. Translate concepts and visual experience into images or tactile forms.

PROGRAM REQUIREMENTS

Required Courses	12 Units Total
<i>*May be used to meet a major and General Education Breadth requirement</i>	
ART 1600 Basic Design	3
ART 1610 Advanced Design	3
ART 1620 Drawing and Composition	3
ARTH 1520 Renaissance to Contemporary Art History	*3
Select one course from the following:	
3 Units Total	
ARTH 1510 Prehistoric to Renaissance Art History	*3
ARTH 2030 Survey of Asian Art	*3
ARTH 2040 Survey of African, Oceanic, and the Americas Art	*3
Select three courses from the following:	
9 Units Total	
ART 1625 Color Theory	3
ART 1631 Figure Drawing	3
ART 1640 Painting	3
ART 1800 Introduction to Computer Art	3
ART 1811 Graphic Design	3
ART 1820 Computer Imaging: Adobe Photoshop	3
ART 2010 Introduction to Printmaking	3
Total Major Units	24

Studio Arts for Transfer (cont.)

CSU G-E AREA	General Education Breadth Requirements:	Units
<i>Flexibility in General Education requirements is allowed; courses listed are recommended</i>		
A.1	SPCH 1511 OR SPCH 1507	3
A.2	ENGL 1500	3
A.3	PHIL 1520 OR ENGL 1600	3-4
B.1	Any course listed in Area B.1 on GE pattern	3-5
B.2	Any course listed in Area B.2 on GE pattern	3-5
B.3	Any course listed in Area B.3 on GE pattern (units included in Area B.1 or B.2)	n/a
B.4	Any course listed in Area B.4 on GE pattern	3-5
C.1	ARTH 1520	*
C.2	Any course listed in Area C.2 on GE pattern	3-5
C.1 or C.2	ARTH 1510 OR ARTH 2030 OR ARTH 2040	*
D.	Any course listed in Area D on GE pattern	3
D. & US Hist/Gov	HIST 2231 OR HIST 2232	3
D. & US Hist/Gov	POSC 1501	3
E.	Any course listed in Area E on GE pattern	3
Total General Education Units		34-37
Electives	If additional units are necessary for Degree Completion and Transfer the following courses are recommended:	Units
	SOC 2110 recommended for Gender, Race, & Ethnicity requirement at CSUB	3
	INCO 1048 local Taft College requirement for non-transfer AA/AS degrees	1
	Any additional transfer level courses (numbered 1500 or higher)	0-2
	Total additional units	0-2

*Total units not to exceed 60 transferrable units
 If you have completed more than 60 units, the degree will still be awarded.
 Transferability of degrees completed with more than 60 units is not guaranteed.
 Please consult with your counselor for additional information.*

www.adegreewithaquarter.com

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Art Director	\$48.69	430
Commercial and Industrial Designer	\$31.30	170
Studio Arts Teacher, Postsecondary	\$93,800 (median annual salary)	390
Fine Artist/Painting & Sculpting	\$26.02	240
Graphic Designer	\$25.30	1,340

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses	Semester System Campuses
Summer Quarter: Feb 1 - 28	Fall Semester: Oct 1 – Nov 30
Fall Quarter: Oct 1 – Nov 30	Spring Semester: Aug 1 - 31
Winter Quarter: June 1 – 30	
Spring Quarter: Aug 1 - 31	

WELDING TECHNOLOGY

DESCRIPTION

The program is designed to provide comprehensive occupational training in common types of welding methods as related to today's welding industries. This program will provide students with manipulative skills and technical knowledge required to perform in a variety of entry to mid-level welding careers in manufacturing, petroleum, fabrication, and others. The courses and training will prepare students to take the necessary code tests required in several occupational fields for employment. The welding technology program offers five certificate options and an associate in science degree.

PROGRAM LEARNING OUTCOMES

After completing the Welding Technology degree, a student will be able to:

1. Demonstrate proper safety practices when working in a welding environment.
2. Demonstrate technical welding skills and knowledge sufficient to meet industry standards and perform various welding projects.
3. Apply various hand, measuring, and layout tools to weld projects.
4. Apply skills in reading and applied mathematics as related to welding.
5. Demonstrate work attributes that contribute to personal success and contribute to the goals of an organization for which one is or will be employed.
6. Pass industry code testing certifications required for employment based upon area of interest.

WELDING TECHNOLOGY: ASSOCIATE IN SCIENCE

To earn an Associate in Science Degree in Welding Technology, students must complete: (1) all welding technology course requirements with a minimum grade of "C" in each course; and (2) General Education Graduation Requirements with an overall GPA of 2.0.

Required courses			Units
WELD	1500	Welding Processes	3
WELD	1010	Gas Metal Arc Welding and Flux Core Arc Welding	3
WELD	1020	Gas Tungsten Arc Welding	3
WELD	1030	Pipe Code Welding	3
WELD	1040	Shielded Metal Arc Welding	3
WELD	1560	Blueprint Reading	3
INTC	1100	Industrial Technology Capstone	3
Total			21

CERTIFICATE OF ACHIEVEMENT: STRUCTURAL CODE WELDING

Required Courses			Units
WELD	1500	Welding Processes	3
WELD	1040	Shielded Metal Arc Welding	3
WELD	1560	Blueprint Reading	3
INTC	1000	Career Readiness in Industrial Technology	3
Total			12

CERTIFICATE OF ACHIEVEMENT: PIPE CODE WELDING

Required Courses			Units
WELD	1500	Welding Processes	3
WELD	1040	Shielded Metal Arc Welding	3
WELD	1030	Pipe Code Welding	3
INTC	1000	Career Readiness in Industrial Technology	3
Total			12

CERTIFICATE IN GAS TUNGSTEN ARC WELDING

(Locally Approved Certificate)

Required Courses			Units
WELD	1500	Welding Processes	3
WELD	1020	Gas Tungsten Arc Welding	3
INTC	1000	Career Readiness in Industrial Technology	3
Total			9

CERTIFICATE IN GAS METAL ARC and FLUX CORE ARC WELDING

(Locally Approved Certificate)

Required Courses			Units
WELD	1500	Welding Processes	3
WELD	1010	Gas Metal Arc Welding and Flux Core Arc Welding	3
INTC	1000	Career Readiness in Industrial Technology	3
Total			9

Welding Technology (cont.)

**CERTIFICATE IN WELDING ASSISTANT/HELPER
(Locally Approved Certificate)**

Required Courses			Units
WELD	1500	Welding Processes	3
INTC	1000	Career Readiness in Industrial Technology	3
Total			6

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Welders, Cutters, Solderers, and Brazers	\$18.84	770
Fabricator	\$13.13	570
Sheet Metal Worker	\$26.28	480

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

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, *California Occupational Guides*, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 27, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

This is a terminal degree as it is not a transferrable degree. However, certain courses may be transferrable to other colleges and universities.

CERTIFICATION/LICENSES

There are various welding certifications. To find out more about welding and related certifications, contact the American Welding Society at 550 N.W. LeJeune Road, Miami, Florida 33126, phone (800) 443-9353/(305) 443-9353, www.aws.org.

PRE-PROFESSIONAL PROGRAMS

Taft College offers a variety of courses designed to prepare students who wish to pursue professional programs in forestry, nursing, physical therapy, dentistry, medicine, law, and pharmacy. The following course lists may be helpful in planning the student's program and could be incorporated into the student's area of concentration for their degree. Most students transfer to a four-year institution, where the suggested preparation classes can continue to be taken. **Students requiring preparation for these professions should consult with a counselor.**

Courses		Units	
PRE-FORESTRY			
Suggested Preparation:			
BIOL	1513	Introduction to Environmental Studies with Lab	4
BIOL	2202	General Zoology	5
BIOL	2203	General Botany	4
BIOL	2204	Introduction to Vertebrate Zoology	5
CHEM	2211	General Chemistry	5
CHEM	2212	General Chemistry and Qualitative Analysis	5
MATH	2100	Analytic Geometry and Calculus I	5
PRE-NURSING			
Suggested Preparation:			
BIOL	2250	Human Anatomy	5
BIOL	2257	Human Physiology and Laboratory	5
BIOL	2260	General Microbiology	5
CHEM	1510	Introductory College Chemistry	4
ENGL	1500	Composition and Reading	3
ENGL	1600	Critical Thinking, Literature and Composition OR	4
PHIL	1520	Critical Thinking*	3
SPCH	1511	Fundamentals of Speech	3
STAT	1510	Elementary Statistics or	5
PSYC	2200	Elementary Statistics for the Behavioral and Social Sciences	4
Recommended Support Courses:			
BIOL	2370	Basic Nutrition	3
PSYC	1500	Introduction to Psychology	3
SOC	1510	Introduction to Sociology	3
PRE-PHYSICAL THERAPY			
Suggested Preparation:			
BIOL	2201	Introduction Biology – Cells*	4
BIOL	2202	General Zoology	5
BIOL	2203	General Botany	4
BIOL	2250	Human Anatomy	5
BIOL	2257	Human Physiology and Laboratory	5
BIOL	2260	General Microbiology	5
CHEM	2211	General Chemistry	5
CHEM	2212	General Chemistry and Qualitative Analysis	5
KINE	1500	Introduction to Kinesiology	3
PSYC	1500	Introduction to Psychology	3
PSYC	2003	Child Growth and Development	3
STAT	1510	Elementary Statistics	5
<i>*Should be completed prior to BIOL 2202 and BIOL 2203</i>			
Recommended Support Courses:			
ENGL	1600	Critical Thinking, Literature and Composition	4
SOC	1510	Introduction to Sociology	3
SPCH	1511	Fundamentals of Speech	3
PRE-DENTISTRY/PRE-MEDICINE			
Suggested Preparation:			
BIOL	2201	Introductory Biology – Cells*	4
BIOL	2202	General Zoology	5
BIOL	2203	General Botany	4
BIOL	2204	Introduction to Vertebrate Zoology	5
BIOL	2250	Human Anatomy	5

Pre-professional Programs (cont.)

BIOL	2257	Human Physiology and Laboratory	5
BIOL	2260	General Microbiology	5
CHEM	2211	General Chemistry	5
CHEM	2212	General Chemistry and Qualitative Analysis	5
ENGL	1600	Critical Thinking, Literature and Composition	4
		Foreign Language (may be required)	
MATH	2100	Analytic Geometry & Calculus I	5
PSYC	1500	Introduction to Psychology	3
SOC	1510	Introduction to Sociology	3

**Should be completed prior to BIOL 2202 & BIOL 2203*

PRE-LAW

There is no prescribed pre-legal program. Students are generally admitted to law schools after they have received their B.A. degrees and passed the Law School Admission Test. Most pre-legal students pursue Bachelor's Degrees in economics, business administration, political science, or liberal arts. Courses in English, speech, psychology, philosophy, accounting, economics, history, and political science form a basic recommended core.

PRE-PHARMACY**Suggested Preparation:**

BIOL	2201	Introductory Biology – Cells*	4
BIOL	2202	General Zoology	5
BIOL	2203	General Botany	4
BIOL	2250	Human Anatomy	5
BIOL	2257	Human Physiology and Laboratory	5
BIOL	2260	General Microbiology	5
CHEM	2108	Organic Chemistry	3
CHEM	2109	Organic Chemistry Laboratory	2
CHEM	2211	General Chemistry	5
CHEM	2212	General Chemistry and Qualitative Analysis	5
CHEM	2250	Quantitative Analysis	4
ENGL	1600	Critical Thinking, Literature and Composition	4
MATH	2100	Analytic Geometry & Calculus I	5
MATH	2120	Analytic Geometry & Calculus II	4
PHYS	2221	General Physics (Calculus)*	4
PHYS	2222	General Physics (Calculus)*	4
PSYC	1500	Introduction to Psychology	3

**Should be completed prior to BIOL 2202 & BIOL 2203*

Recommended Support Courses:

ECON	2120	Principles of Economics-Micro	3
ECON	2210	Principles of Economics-Macro	3
		Any Foreign Language	4
PSYC	1500	Introduction to Psychology	3
SPCH	1511	Fundamentals of Speech	3
SOC	1510	Introduction to Sociology	3