

**CT 97 Construction Technology Topics (.5-3)**

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

**Note:** May be taken 4 times

Topics in Construction Technology. May be repeated with new subject matter. See Class Schedule for specific topic offered. Course title will designate subject covered.

## Cooperative Education (CE)

Contact the Cooperation Education Department for further information.  
(760) 744-1150, ext. 2354  
Office: ST-54

### General Cooperative Work Experience

The General Cooperative Work Experience Education Program is designed to give job information and experience to those students employed in jobs not related to coursework in school. Employment may be on or off campus; the student may or may not receive pay depending on where the work is performed. The Cooperative Education Coordinator will assist students in obtaining jobs.

**STUDENT QUALIFICATIONS:** In order to participate in Cooperative Work Experience Education students shall meet the following requirements:

1. Complete no less than seven units (summer session, one course) including Cooperative Work Experience Education.
2. Have approval of the Cooperative Work Experience Education Coordinator.
3. Have occupational or education goals to which, in the opinion of the Coordinator, the Cooperative Work Experience Education will contribute.
4. Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during the previous employment.

The number of units received each semester for on the job experience will be based on the total number of hours worked each semester or summer session as follows:

- 1 unit - 75 paid hours per semester or session; 60 volunteer hours
- 2 units - 150 paid hours per semester or session; 120 volunteer hours

A maximum of six units may be earned in general cooperative work experience, not to exceed three units each semester. In addition to the hours worked, a student must attend a coordinating class. Topics of discussion in the class include choice of occupation, employee information, job application, human relations, and appearance and personality development as related to employment in the vocational field.

### Occupational Cooperative Work Experience

The Occupational Cooperative Work Experience Program is designed to coordinate on the job training and classroom instruction. Supervised employment is related to the occupational goal of the individual student. Employment may be on or off campus; the student may or may not receive pay, depending on where the work is performed. The Cooperative Education Coordinator will assist students in obtaining jobs.

**STUDENT QUALIFICATIONS:** In order to participate in cooperative work experience education students shall meet the following requirements:

1. Be a legally indentured or certified apprentice.
- OR
2. Complete no less than seven units (summer session, one course) including cooperative work experience education.
- OR
3. While working on the alternate semester plan must have completed 12 units. Six units may be earned during regular or summer session.

AND

4. Have approval of the Cooperative Work Experience Education Coordinator.
5. Have occupational or education goals to which, in the opinion of the Coordinator, the cooperative work experience education will contribute.
6. Pursue a planned program of cooperative work experience education which, in the opinion of the Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during the previous employment.

The number of units received each semester for on the job experience will be based on the total number of hours worked each semester or summer session as follows:

- 1 unit 75 paid hours per semester or session; 60 volunteer hours
- 2 units 150 paid hours per semester or session; 120 volunteer hours
- 3 units 225 paid hours per semester or session; 180 volunteer hours
- 4 units 300 paid hours per semester or session; 240 volunteer hours

A maximum of sixteen units may be earned in occupational cooperative work experience, not to exceed four units each semester.

### COURSE OFFERINGS

**CE 100 Cooperative Education (1,2,3,4)**  
*1, 2, 3, or 4 hours lecture*

**Transfer acceptability:** CSU

Supervised on the job training for all occupational students.

**CE 105 Job Hunting Techniques (1,2,3)**

*1, 2, or 3 hours lecture*

**Transfer acceptability:** CSU

Comprises the changing work ethic, updated labor market information, sources of job leads, job opportunities, job search, resume preparation, development of confidence and sound communication skills, interviewing techniques, attitudinal and motivational behavior necessary during the job campaign, job hunting techniques, and related topics.

**CE 110 Cooperative Education – General (2,3)**

*2 or 3 hours lecture*

**Transfer acceptability:** CSU

Supervised on the job training for all students.

**CE 150 Cooperative Education Internship (2-3)**

*10 or 15 hours laboratory*

**Note:** May be taken 4 times

**Transfer acceptability:** CSU

Students learn major-specific knowledge and skills at an internship site that will enhance employment. Students design and complete an internship project in consultation with their internship advisor and job site supervisor.

**CE 197 Cooperative Education Topics (.5-4)**

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

**Note:** May be taken 4 times

**Transfer acceptability:** CSU

Topics in Cooperative Education. See Class Schedule for specific topic offered. Course title will designate subject covered.

## Counseling (COUN)

See also Disability Resource

Contact the Counseling Department for further information.  
(760) 744-1150, ext. 2179

Office: SSC-18A

### COURSE OFFERINGS

Courses numbered under 50 are non-degree courses.

Courses numbered under 100 are not intended for transfer credit.