

**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.  
AND
3. Have approval of the Cooperative Work Experience Education Coordinator.
4. Have occupational or education goals to which, in the opinion of the Coordinator, the cooperative work experience education will contribute.
5. 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

**Note:** May be taken 4 times

**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.

### COUN 45 Basic Study Skills (1)

1 hour lecture

**Note:** Open entry/Open exit; Pass/No Pass grading only

Non-degree Applicable

Study improvement techniques, time management techniques, memory and note taking skills, and test taking methods.

### COUN 48 Overcoming Test Anxiety (1)

2 hours lecture/laboratory

**Note:** Open entry/Open exit; Pass/No Pass grading only

Non-degree Applicable

Provides instruction in understanding the sources of test anxiety and the techniques for overcoming it.

### COUN 49 Introduction to Financial and Academic Resources (.5)

½ hour lecture

**Note:** Pass/No Pass grading only

Non-degree Applicable

Survey of financial and supportive resources available to students including part-time employment. The course content includes an overview of financial aid programs and eligibility requirements, campus support programs, community support services, money management, and educational planning. This course may be used to fulfill the financial aid orientation requirement.

### COUN 100 Introduction to Basic Counseling Skills (3)

3 hours lecture

**Transfer acceptability:** CSU

An introduction to the principles and practices of counseling and interviewing. A systematic development of the basic skills essential for effective counseling. Combines informal lecture, videotapes, and role playing interactions. Practicum experience will be required.

### COUN 101 Transfer Success (1)

1 hour lecture

**Note:** Pass/No Pass grading only

**Transfer acceptability:** CSU

Introduction to the transfer research process designed for planning long term educational and career goals. Students learn how to evaluate universities, and learn specific transfer requirements. Student will research degrees, housing, financial aid, scholarships and supportive services.

### COUN 110 College Success (3)

3 hours lecture

**Transfer acceptability:** CSU; UC

Provides students with the skills and knowledge necessary to reach their educational goals. Topics include academic learning strategies, college and life skills, diversity awareness and assessment of personal characteristics related to educational success. The role of race, ethnicity, gender, class, sexual orientation and age in higher education and personal identity is a central theme of the course.

### COUN 115 Career/Life Planning (3)

3 hours lecture

**Note:** May be offered on educational television

**Transfer acceptability:** CSU

A course designed to motivate the student to take responsibility for the management of his/her life, recognizing the values of planning as a means of coping with uncertainty, and relating work effectively to one's own life.

**COUN 120 Quest for Identity and Life Skills (3)**

3 hours lecture

**Transfer acceptability:** CSU

An exploration of the dynamics involved in the development of the individual who is in search of identity and self-discovery. An examination of one's value and belief system will be studied and compared and contrasted with other American subcultures. Emphasis will also be placed on the role of cultural traditions and practices as well as a set of life skills that will serve to empower one's identity and understanding of self within a multicultural society. Examples of life skills include coping with the physiological effects of stress and anxiety, communicating effectively with multicultural groups, goal setting, emotional development, problem solving, critical thinking skills, and self-esteem.

**COUN 165 Career Search (1)**

1 hour lecture

**Note:** May be Open entry/Open exit; Pass/No Pass grading only**Transfer acceptability:** CSU

Designed to assist students in selecting a career goal. This will be accomplished by identifying the students' career interests, personality type, work values, and transferable skills as they relate to occupations.

**COUN 170 Major Search (1)**

1 hour lecture

**Note:** May be Open entry/Open exit; Pass/No Pass grading only**Transfer acceptability:** CSU

This course is designed to assist students to select a major goal and create an educational plan. This will be done by identifying academic interests and through researching career options.

**COUN 180 Orientation for International Students (1)**

1 hour lecture

**Note:** Pass/No Pass grading only**Transfer acceptability:** CSU

Orientation for International Students will explore college life and concerns related to cultural and adjustment issues while living in the United States.

**COUN 185 Peer Advising (1)**

1 hour lecture

**Note:** Pass/No Pass grading only**Transfer acceptability:** CSU

This class will teach students how to utilize and provide information from the Palomar College catalog, class schedule, student services, and community resources. Topics covered will be: academic policies, interpersonal communication skills, and peer counseling techniques. This course is required for participation in the Palomar Peer Counselor Program.

**COUN 197 Counseling 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:** Pass/No Pass grading only; may be taken 4 times**Transfer acceptability:** CSU

Topics in Counseling. See Class Schedule for specific topic covered. Course title will designate subject covered.

**Culinary Arts (CUL)****See also ROP Culinary Arts**

Contact the Design and Consumer Education Department for further information.

(760) 744-1150, ext. 2349

Office:

**Associate in Arts Degrees -**

AA Degree requirements are listed in Section 6 (green pages).

- Culinary Arts

**Certificates of Achievement -**

Certificate of Achievement requirements are listed in Section 6 (green pages).

- Culinary Arts

**Certificates of Proficiency -**

Certificate of Proficiency requirements are listed in Section 6 (green pages).

- Culinary Skills
- Patisserie and Baking

**PROGRAMS OF STUDY****Culinary Arts**

Prepares students for employment and career opportunities in various areas of the foodservice industry. The focus is on food preparation and production skills, with supporting coursework in nutrition, food sanitation and safety, menu planning, purchasing and inventory control, kitchen management and employee supervision. Practical hands-on lab activities in a commercial kitchen environment and directed workplace learning opportunities prepare students for foodservice positions in resorts, casinos, and fine dining establishments.

Students will need to possess a current San Diego County Food Handler Card to participate in kitchen/lab activities.

In order to earn a certificate or degree, students must achieve a minimum grade of 'C' in each of the certificate program courses.

**A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT**

Program Requirements		Units
FCS/MICR 110	Microbiology and Foods	3
FCS/HE 165	Fundamentals of Nutrition	3
R CUL/CUL 110	Culinary Essentials I	3
R CUL/CUL 111	Culinary Essentials II	3
R CUL/CUL 120	Patisserie and Baking I	3
R CUL/CUL 121	Patisserie and Baking II	3
R CUL/CUL 130	Pantry/Garde Manger	3
R CSIS/CSIT 120	Computer Applications	3
R CUL/CUL 200	Menu Planning and Purchasing	2
R CUL/CUL 210	Foodservice Management	3
R CUL/CUL 220	Catering and Event Planning	3
R CUL/CUL 298	Culinary Directed Practice I	3
R CUL/CUL 299	Culinary Directed Practice II	3
<b>Electives (Select a minimum of 3 units)</b>		
R CUL/CUL 115	Dining Room Service	2
R CUL/CUL 150	International Cuisine	3
R CUL/CUL 230	Adv Garde Manger/Competition	3
R CUL/CUL 240	Wines and Affinities	1
<b>TOTAL UNITS</b>		<b>41</b>

**Culinary Skills**

With a focus on basic food preparation and production skills, nutrition, and food safety and sanitation, the program prepares students for various entry-level positions in the foodservice industry. Practical hands-on lab activities in a modern commercial kitchen environment provide opportunities for students to master the skills required for employment.

Students will need to possess a current San Diego County Food Handler Card to participate in required kitchen/lab activities.

In order to earn a certificate, students must achieve a minimum grade of 'C' in each of the certificate program courses.

**CERTIFICATE OF PROFICIENCY**

Program Requirements		Units
FCS/MICR 110	Microbiology and Foods	3
FCS/HE 165	Fundamentals of Nutrition	3
R CUL/CUL 110	Culinary Essentials I	3
R CUL/CUL 111	Culinary Essentials II	3