

# CUYAMACA

C O L L E G E

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

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COLLEGE...

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CUYAMACA  
· COLLEGE ·

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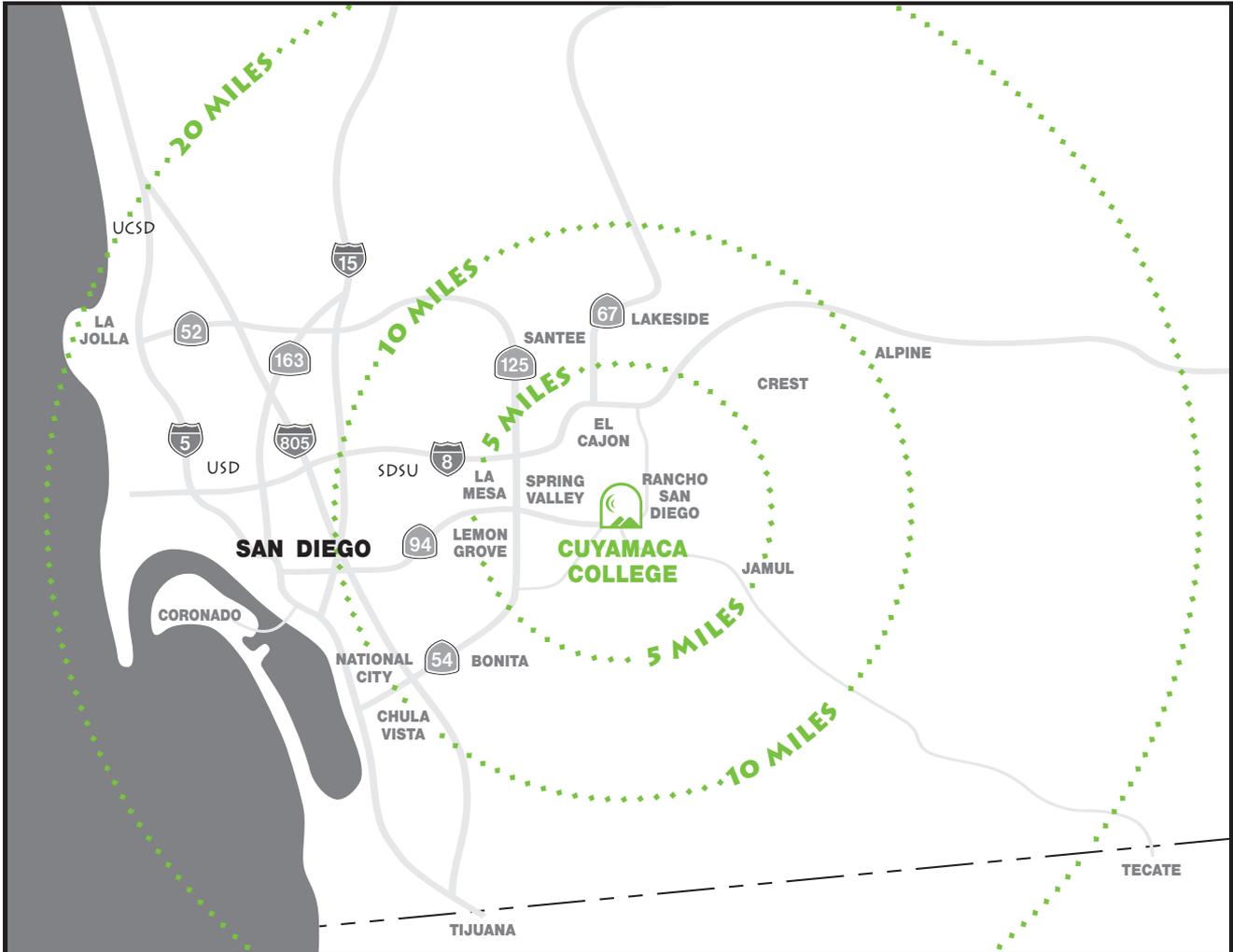
# Cuyamaca College

900 Rancho San Diego Parkway, El Cajon, California 92019-4369

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

619.660.4000

**Minutes from the city of San Diego  
in the community of Rancho San Diego**



**Directions:** From the West, take 5, 805 or 125 to 94E, continue straight onto Jamacha Road. Turn left on Fury Lane and left onto Rancho San Diego Parkway. For detailed maps see inside back cover.

From the East, take 8 to 125S, connect to 94E, continue straight onto Jamacha Road. Turn left on Fury Lane and left onto Rancho San Diego Parkway.



This catalog is available in alternate formats upon request. Please call the Disabled Students Programs and Services Office at (619) 660-4239.

## ACCREDITATION AND AFFILIATIONS

Cuyamaca College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415-506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Accreditation reports are available and may be reviewed at the Office of the President. The College is approved for the education of veterans under the various United States public laws and the California veteran enactments, and is approved by the Bureau of Immigration and Naturalization for foreign student attendance under education visas.

Appropriate courses of study at Cuyamaca College are fully accepted for transfer by the University of California, the California State University system, and private four-year colleges and universities.

### GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT GOVERNING BOARD:

Rick Alexander, Greg Barr, Bill Garrett, Mary Kay Rosinski, Deanna Weeks **STUDENT MEMBERS:** Christopher Enders, Charles Taylor III  
**CHANCELLOR:** Cindy L. Miles, Ph.D. **CUYAMACA COLLEGE INTERIM PRESIDENT:** Cristina Chiriboga, Ed.D.

# PRESIDENT'S MESSAGE:

## Cuyamaca College "Leading the Way"

As President of Cuyamaca College, let me be the first to welcome you to our beautiful college!

Our nearly 440 full time and part time faculty and over 100 caring and supportive staff members are dedicated to ensuring that you meet your educational goals. We currently offer 61 associate degree and 70 certificate programs. Cuyamaca College has been very successful in preparing students for transfer to both the California State University (CSU) and University of California (UC) systems, and to many private colleges and universities, as well as providing our students with an array of in-demand occupational and pre-professional programs.

Cuyamaca College has a well-deserved reputation of 'leading the way' – from developing the region's workforce to providing the highest quality instructional programs in some of the most beautiful and newest facilities. In the past two years, Cuyamaca College has opened a state-of-the-art Science and Technology Center, an award-winning Student Center, and a spectacular Communication Arts Center, which is quickly becoming the center of arts and culture in East San Diego County. Currently, the college is in the process of constructing its fourth new facility – the Business and Technology building. These new and welcomed additions are being complemented by a host of facility renovations and overall campus improvements such as ample parking, easily accessible walkways, and convenient signage.



Additionally, the college is encircled by a protected nature preserve which makes up nearly 30% of the college campus. As well, students attending Cuyamaca College also enjoy spending time at the Heritage of the Americas Museum and the Water Conservation Garden, both located on the college's grounds.

As a Cuyamaca College student, your success is critically important to us, and we will do all we can to help you achieve your educational goals. I strongly encourage you to take advantage of the expertise and services of our friendly and available counselors who can provide you with many worthwhile tips on how to make the most of your educational experience here at Cuyamaca College. Nothing is more important to us than facilitating your academic, personal and professional goals.

Thank you for allowing Cuyamaca College to help you on your path to academic and professional success. On behalf of all the faculty and staff, I would like to express our best wishes for your educational pursuits as you lead the way to your own personal successes!

Sincerely,

A handwritten signature in black ink that reads "Cristina Chiriboga". The signature is written in a cursive, flowing style.

Cristina Chiriboga, Ed.D.  
Interim President

# TABLE OF CONTENTS

<b>ACADEMIC CALENDAR.....</b>	<b>2</b>
<b>COLLEGE &amp; DISTRICT ADMINISTRATION .....</b>	<b>3</b>
<b>COLLEGE HISTORY AND VISION.....</b>	<b>5</b>
<b>GENERAL INFORMATION .....</b>	<b>9</b>
<b>ADMISSION INFORMATION .....</b>	<b>13</b>
<b>SERVICES FOR STUDENTS.....</b>	<b>19</b>
<b>ACADEMIC POLICIES &amp; PROCEDURES .....</b>	<b>27</b>
<b>TRANSFER INFORMATION &amp; DEGREE REQUIREMENTS .....</b>	<b>39</b>
<b>ASSOCIATE DEGREE PROGRAMS &amp; CERTIFICATES.....</b>	<b>47</b>
<b>COURSE DESCRIPTIONS.....</b>	<b>73</b>
<b>NONCREDIT COURSES .....</b>	<b>135</b>
<b>FACULTY, ADMINISTRATION &amp; CLASSIFIED PERSONNEL.....</b>	<b>145</b>
<b>INDEX.....</b>	<b>149</b>

## FALL 2009

July 13 – August 21	Registration
August 17 – 21	Professional Development- Organizational Meetings
<b>August 24</b>	<b>Regular Day &amp; Evening Classes Begin</b>
August 24 – Sept 4	Program Adjustment
September 7	Holiday (Labor Day)
September 8	Census Day
September 25	Last Day to Apply for P/NP (CR/NC) Semester- Length Classes
October 16	Last Day to Apply for Fall 2009 Degree/Certificate
October 16	End of First 8-Week Session
October 19	Second 8-Week Session Begins
November 12	Last Day to Drop Semester-Length Classes
November 13, 14**	Holiday (Veterans' Day Observed)
November 26, 27, 28**	Thanksgiving Holiday
December 11	End of Second 8-Week Session
December 14, 15, 16, 17, 18, 19, 21	Final Examinations
December 21	Close of Fall Semester
December 22	Instructor Grade Deadline
December 21 – January 22	Winter Recess-Students
December 22 – January 22	Winter Recess-Faculty
December 24, 25, 28*, 29, 30, 31, January 1	District Employees Holiday

JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31	23	24	25	26	27	28	29	
							30	31					

SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

## SPRING 2010

November 9 – January 22	Registration
<b>January 4 – 20</b>	<b>Intersession</b>
January 18	Holiday (Martin Luther King Day)
January 19 – 22	Professional Development- Organizational Meetings
<b>January 25</b>	<b>Regular Day &amp; Evening Classes Begin</b>
January 25 – February 5	Program Adjustment
February 8	Census Day
February 12, 13**	Holiday (Lincoln Day)
February 15	Holiday (Washington Day)
February 26	Last Day to Apply for P/NP (CR/NC) Semester- Length Classes
March 19	Last Day to Apply for Spring 2010 Degree/Certificate
March 19	End of First 8-Week Session
March 22	Second 8-Week Session Begins
March 29	Classified Staff Appreciation Day
March 29, 30, 31, April 1	Spring Recess
April 2	District Employees Holiday
April 23	Last Day to Drop Semester-Length Classes
May 21	End of Second 8-Week Session
May 24, 25, 26, 27, 28, 29, June 1	Final Examinations
May 31	Holiday (Memorial Day)
June 1	Close of Spring Semester
June 2	Instructor Grade Deadline
June 2	Commencement

JANUARY							FEBRUARY							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2			1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	
24	25	26	27	28	29	30	28							
						31								

MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1				1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

\*Admission Day is no longer mandated for September 9. Local districts must provide an equivalent holiday for classified employees if not observed on September 9 (Chapter 36, Statutes of 1977, Section 313).

\*\*Campus closed in recognition of Friday holiday. Board Approved November 18, 2008

## CUYAMACA COLLEGE ADMINISTRATION

Cristina Chiriboga, Ed.D.	Interim President
William T. O'Hare, Ph.D.	Interim Vice President, Instruction
Joseph M. Marron, Ed.D.	Vice President, Student Development & Services
Arleen Satele	Vice President, Administrative Services
Henri Migala	Executive Dean, Institutional Advancement
Susan Topham	Dean, Admissions & Records
Joseph M. Marron, Ed.D.	Acting Dean, Counseling & Matriculation
Madelaine Wolfe, Ed.D.	Dean of Instruction, Division I (Automotive Technology, Business & Professional Studies, CADD Technology, Computer & Information Science & Graphic Design, Environmental Health & Safety Management, Exercise Science/Health Education, Mathematical Sciences, Science and Engineering)
Danene Soares	Dean of Instruction, Division II (Art, Child Development, Communication Arts, Education, Foreign Languages, History, Social & Behavioral Science, Humanities & Performing Arts, Ornamental Horticulture, Water/Wastewater Technology)
Darlene Spoor, Ed.D.	Dean of Instruction, Division III (Community Learning)
Connie Elder	Dean, Learning & Technology Resources
Vacant	Associate Dean, Special Funded Programs
Sharon Barrett	Associate Dean, Student Affairs
Frank Gonzales	Assistant Dean, EOPS
Ray Reyes	Director, Financial Aid
Michael Gilchrist	Manager, Campus Bookstore

## GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT ADMINISTRATION

Cindy L. Miles, Ph.D.	Chancellor
Sue Rearic	Vice Chancellor, Business Services
Ben Lastimado, Ed.D.	Vice Chancellor, Human Resources & Labor Relations
Vacant	Interim Associate Vice Chancellor, Districtwide Academic, Student and Planning Services
Bernadette Sampson	Associate Vice Chancellor, District Business Services/Controller
Dana Quittner	Associate Vice Chancellor, Intergovernmental Relations, Economic Development & Public Information
Dale Switzer	Senior Director, Facilities Planning, Development & Maintenance
Vacant	Interim Senior Director, Information Systems
Linda Bertolucci	Director, Purchasing & Contracts
Robert Eygenhuysen, J.D.	Director, Risk Management/Benefits
Amber Green	Director, Employment Services
Joel Javines	Director, Public Safety

## CODE OF ETHICS

Cuyamaca College, as a public community college, and in the fulfillment of its mission, embraces a code of conduct for students, faculty, classified staff, and administrators. We recognize the value and dignity of each individual within the framework of the campus community.

We strive in all our affairs to:

- ❖ respect the opinions, values, and traditions of others,
- ❖ be responsible for our own behavior,
- ❖ be honest, open and trustworthy,
- ❖ be fair and equitable in our treatment of others, and
- ❖ promote democratic principles, good citizenship and the standards of academic freedom.



# COLLEGE HISTORY & VISION



C U Y A M A C A  
· C O L L E G E ·

## COLLEGE MISSION STATEMENT

Cuyamaca College serves a broad and diverse community of individuals who seek to benefit from the college's wide range of educational programs and services. The primary mission of Cuyamaca College in order to fulfill its commitment to student learning is to provide:

- Instructional programs that meet student needs for transfer education, vocational and career education, general education, and developmental courses;
- Community education programs and services; and
- Programs that promote economic development.

To facilitate this mission, Cuyamaca College provides a comprehensive range of support services including outreach and access initiatives, academic and learning resources, student development programs, and multicultural and co-curricular activities. In support of its primary mission to promote student learning, Cuyamaca College structures its planning processes and engages the college community to pursue the following areas of focus:

- Academic Excellence and Program Development
- Student Success
- Facilities and the Physical Environment
- Community Relations
- Resource Development

## COLLEGE VISION "LEARNING FOR THE FUTURE"

### PREAMBLE & VALUES

Cuyamaca College is committed to providing opportunities and excellence in higher education to our community. Our vision, "Learning for the Future," is reflected in our six core values listed below. These values help shape the unique experience that is Cuyamaca College.

- Academic Excellence
- Student Access
- The Natural Environment
- Strong Community Relations
- Innovation and Creativity
- Diversity and Social Harmony

### FOCUS AREAS

**Academic Excellence and Program Development** - To provide high quality, learner centered academic programs that enable students to achieve transfer and career/technical education goals.

**Student Success** - To implement systems and services that promote access, equity and opportunities for individual growth and that serve the diverse college student population.

**Facilities and Physical Environment** - To create well designed and appropriate learning environments that facilitate student success.

**Community Relations** - To enhance the college image, academic reputation and prominence in

the community in order to become its focal point for postsecondary education.

**Resource Development** - To expand resources and maximize the use of existing resources, including fiscal and human.

## EDUCATIONAL OBJECTIVES

In order to maximize the opportunity for the development of individuals' personal, social and intellectual qualities, the college provides:

An **instructional** program:

- **Transfer** courses equivalent to the lower division curriculum of universities and colleges for students who plan to continue their education at a baccalaureate institution.
- **Vocational and career education** courses to provide technical skills and knowledge for beginning employment, retraining and advancement, respond to local business and industry economic development and workforce training directions.
- **General Education** courses to broaden knowledge, skills, attitudes and values, to develop analytical ability and critical thinking, and to foster interest in lifelong learning in the educational, scientific and cultural fields essential for effective participation in a complex society.
- **Developmental** courses to assist inadequately prepared students to succeed in college course work.

A **student development and services** program:

- **Academic, vocational and personal support** services to provide students with sufficient opportunity to achieve educational success.
- **Co-curricular activities** to provide opportunities for personal development and social responsibility.

**Learning resources support** services:

- **Library collection:** A well-rounded collection of print and electronic materials selected to support instructional programs across the curriculum.
- **Information competency:** Instruction designed to teach students how to locate, evaluate and utilize information resources. Preparing students for lifelong learning is the ultimate goal.
- **Research guidance:** One-on-one instruction to assist students with their course-related and individual research needs.

A **community education** program:

- **Continuing education noncredit** courses which are eligible for state support and are designed to provide education and training in areas of local needs.
- **Community services** courses, workshops, seminars, forums and institutes to provide for the special educational, cultural, avocational and recreational needs of the community.

An **economic development** program:

- **Education and training** that contributes to continuous workforce improvement of regional business and industry.

## EDUCATIONAL PHILOSOPHY

The founders of the Grossmont-Cuyamaca Community College District believed that a community college should provide experiences which would greatly broaden the students' educational opportunities and strengthen our society's democratic institutions. The representatives of the community directed the college to provide an education through which students may create rewarding lives, productive for themselves and for society, based on an understanding of the relationship between the past and the challenge of the present and the future.

Cuyamaca College accepts and is committed to these philosophical premises:

- The democratic way of life allows each individual personal freedom and initiative consistent with responsibilities to one another.
- The college recognizes the worth of the individual and the fact that individual needs, interests and capacities vary greatly.
- The maximum development of the personal, social and intellectual qualities of each individual must be encouraged.
- The maximum development and fulfillment of the individual and the development of the general welfare are increasingly interdependent.
- All segments of the college community are encouraged to contribute and participate in the operation of the college.

An educational environment dedicated to these philosophic premises will produce individuals prepared for life and citizenship in a complex, viable society.

## GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT MISSION STATEMENT

**Vision:** Educational Excellence for a Productive Citizenry

**Mission:** The mission of the Grossmont-Cuyamaca Community College District is to provide leadership for learning opportunities that anticipate, prepare for, and meet the future challenges of a complex democracy and a global society. The District facilitates and supports educational programs and services at Grossmont and Cuyamaca Colleges to meet student and community needs.

The Grossmont-Cuyamaca Community College District provides:

- Centralized leadership for coordination of educational services districtwide
- Institutional research and planning
- Human resource programs and development
- Responsible fiscal and business management
- Administrative support
- External relations that inform, advocate and support the district's vision, mission and values
- Conscientious compliance with federal, state and local laws, policies and regulations

### THE WAY FORWARD

The five elements of *The Way Forward* provide the district's guiding principles—the framework for our values and direction.

- **Academic Excellence**

Commitment to institutions focused on teaching, learning and supportive services that lead to student success.

- **Unity**

Commitment to cooperation in good faith throughout the organization and the community to enable progress beyond that of any individual's capacity.

- **Standardization**

Commitment to standardizing systems and processes to save resources, facilitate operations and remove barriers.

- **Alignment**

Commitment to align curriculum and practices to eliminate obstacles to student success and facilitate seamless transition.

- **Resources**

Commitment to secure, sustain and develop human resources; protect, maintain and enhance the physical environment; and pursue technological and fiscal resources to support educational programs and appropriate facilities.

officially opened in Fall 1978. Since then, the college has grown steadily, both in size and sophistication. In 1989, the Learning Resource Center opened and in 1993, the privately funded Heritage of the Americas Museum opened on campus.

In Spring 1995, Rancho San Diego Parkway, the Fury Lane entrance road, was completed providing students easier access to the college. In Fall 1995, the college dedicated a new 20.3 acre physical education facility with a fitness center, gym, tennis and volleyball courts, soccer and ball fields, and an Olympic track. In Spring 1999, the Water Conservation Garden was opened through a Joint Powers Agreement between the College and the Otay and Helix Water Districts.

A new Student Services Center opened in Spring 2001 to provide one-stop student services at the Rancho San Diego Parkway entrance. The Child Development Center and Math Learning Center opened in Fall 2001.

In Spring 2005, the Automotive Technology Complex remodel provided significant improvements to the Automotive Technology Program which included the Ford ASSET Program and General Motors ASEP Program.

In Spring 2007, Cuyamaca College opened a new state-of-the-art Science and Technology Center that provides students with access to the most up-to-date technologies in computer, information, natural and physical sciences. In Fall 2007, the college opened a spectacular Student Center, and a one-of-a-kind Communication Arts Center opened in Spring 2008. These new and welcomed additions are complemented by a host of facility renovations and overall campus improvements which together are greatly expanding the range of instructional programs and student support services that our students have come to enjoy and expect. The college is currently in the process of completing a new Business and Technology building which will open in Spring 2010.

Cuyamaca College is growing in response to the ever increasing demands of the surrounding community and to meet the educational needs in the Grossmont-Cuyamaca Community College District. The college is designed to provide a comprehensive curriculum of programs and courses of study and, when completed, will accommodate an enrollment of approximately 15,000 students in 2015.

## HISTORY OF THE COLLEGE

Cuyamaca College is located in the community of Rancho San Diego at 900 Rancho San Diego Parkway in the City of El Cajon on a 165-acre site which was at one time a part of the Old Monte Vista Ranch. Cuyamaca College is one of two colleges serving the Grossmont-Cuyamaca Community College District.

The name for the college was selected by the Board of Trustees as a reflection of the history and heritage of this area of San Diego County. One historian notes that "The very old Indian name 'Cuyamaca' has persisted through Spanish, Mexican and American times," and has, at various times, been "applied to mountains, lakes, valleys and ranches." Writers have interpreted the Indian meaning of the name in various ways, including "above rain," "beyond rain" and "place where the rain comes from heavens."

The building site was acquired by the Board of Trustees in September 1972, and the college



# GENERAL INFORMATION



C U Y A M A C A  
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## ARMY RESERVE OFFICERS TRAINING CORP

Cuyamaca College has entered into an agreement which permits students to enroll in AROTC at San Diego State University. For further information contact the AROTC at (619) 594-2808.

## COMMUNITY LEARNING

Community Learning is the "Pathway to Credit." The Grossmont-Cuyamaca Community College District integrates its resources and functions with community life. Community Learning recognizes that education is a lifelong process of importance to all age groups. Educational opportunities such as noncredit and fee-based courses are provided to all community members through Community Learning.

Community Learning's noncredit and fee-based courses afford students an opportunity to increase their personal and/or professional skills and knowledge in several areas. Noncredit and fee-based classes carry no units of credit and the progress of students is not graded. Classes are held on the college campuses and at various locations throughout our district.

Community Learning offers a wide variety of classes such as Feng Shui, 40-Hour Hazwoper, Painting, Fitness, Food Handler's Training courses and more. Programs for kids in art, science and sports are available. In addition, yoga, computer and several personal and professional skills classes are offered, designed specifically to meet the needs of adults in the community.

The **PREVIEW** schedule of Community Learning classes is distributed three times a year: spring, summer and fall. Request a schedule by calling (619) 660-4350 or the schedule may be viewed online at [www.cuyamaca.edu/preview](http://www.cuyamaca.edu/preview).

## HERITAGE OF THE AMERICAS MUSEUM

Cuyamaca College is the home of the Heritage of the Americas Museum, a cultural and educational center featuring the prehistoric and historic art, culture and natural history of the Americas. Fossils as old as 450 million years are exhibited in the Natural History wing. Artifacts representing ancient cultures of the Americas are presented in the Archaeology and Anthropology wings, and the Art wing displays the art of the world from ancient Chinese jade, including a rare burial suit from the Han Dynasty, to modern painting and sculpture.

The museum also serves as an adjunct to the instructional programs of Cuyamaca and Grossmont Colleges in a variety of academic disciplines. There is a research library of more than a thousand books related to the museum's collections. Students and faculty find the museum to be a valuable research facility and a fascinating place to visit. Admission is free to students.

## LEARNING SKILLS PROGRAM

The Learning Skills Program is designed to assist students in attaining basic proficiency in reading, writing and other skills necessary to succeed in college-level courses. The program components are as follows:

1. **ASSESSMENT:** All new students are encouraged to participate in the assessment process. These results, along with advisement from a counselor, assist a student in selecting courses.
2. **BASIC SKILLS COURSES:** Courses in English, mathematics and personal development have been designed to develop the skills necessary for students to be successful in college-level courses.
3. **TUTORING:** Academic tutoring is available at no cost to students enrolled at Cuyamaca College. Tutoring is available in a variety of subjects at several locations on campus.

## ONLINE COURSES

Cuyamaca College offers a variety of courses entirely online and blended (partially online). Some online courses require on-campus orientations and/or exams. Online courses require that students have dependable access to the Internet through their own Internet Service Provider or through one of the college's computer labs.

If you are self-motivated, self-disciplined, have good basic computer skills, and are able to read and follow instructions carefully, online courses may be a good option for you. Online courses are transferable to most four-year colleges and universities.

## OPEN-ENTRY/ OPEN-EXIT COURSES

Cuyamaca College offers three primary disciplines in the open-entry/open-exit format: Business Office Technology (BOT), Computer and Information Sciences (CIS) and Exercise Science (Fitness Center). Open-entry/open-exit courses are self-paced, individualized courses that allow you to start at different times throughout the semester and to work at your own pace.

## PARKING AND TRAFFIC REGULATIONS

### GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT PARKING REGULATION INFORMATION

The following information is only a summary of the Grossmont-Cuyamaca Community College District Parking Regulations Brochure. The Parking Regulations brochure is published in accordance with the California Vehicle Code and applicable District Policies. For a complete copy, please contact the District Police Parking Unit at (619) 660-4481.

All vehicles must display a valid college-parking permit while parked on campus

property. The responsibility for finding a legal parking space, as well as knowing where and when a parking permit is valid, rests with the vehicle operator and/or owner. The purchase of a permit does not guarantee a space to park. For the safety of the college community, all California Vehicle Codes are enforced. **All persons on college grounds are primarily responsible for their own safety and property.**

### STUDENT PARKING PERMITS

Student parking permits may be purchased during registration (see class schedule for details). Permits not purchased during registration are available at the Cashier's Office. To refund or exchange a parking permit, see "Refund Schedule" under Admission Information or the class schedule.

Motorcycle permits are no longer required if the Motorcycle Parking areas are used.

### AUTO PARKING PERMIT

This type of permit has multiple uses and **MAY BE TRANSFERRED** to another vehicle owned and/or operated by the purchaser. Auto parking permits must be displayed so that the color and/or expiration date is clearly visible and displayed properly.

The Auto Parking Permit is only valid when displayed:

1. Completely attached to the rear window either side, inside lower corner.
2. Convertibles, open vehicles, or vehicles with dark tint on the back windows must completely affix the permit to the front windshield, either side, inside lower corner.
3. Hanging from the rear view mirror completely attached to the plastic permit hanger provided by the College.

### PERMIT HANGERS

A free plastic permit hanger is available from the Admissions and Records Office, the Cashier's Office, most Student Services Offices, and the District Police Office.

### DISABLED PARKING PERMITS

All vehicles utilizing Disabled Parking must have a state issued identification placard, i.e., Department of Motor Vehicles issued placard, DP or DV plates.

**Students who have a current California Disabled Placard are not required to purchase a parking permit.**

### LOST OR STOLEN PERMITS

The college is not responsible for lost or stolen permits. Lost or stolen permits must be replaced by purchasing a new permit at the Cashier's Office.

### REPLACEMENT PERMITS

To replace a damaged permit, bring your old permit to the Cashier's Office and you will be issued a new permit for a \$2 replacement charge.

### VISITOR PARKING

- **Parking Meters** - Meters are expressly intended for visitors. Parking Permits are not valid at meters. All meters have a two-hour time limit.
- **One-Day Permit** - May be purchased from the Yellow Permit Dispensers. One-day permits are valid in student lots only. Dispensers are located between Student Lot 1 and 4 and Lot 5.

### **PARKING CITATION PAYMENTS**

Fees resulting from citations are payable at the Cashier's Office within the first 21 days. Timely payments may also be mailed to the address listed on the citation.

### **CITATION REVIEW PROCEDURES**

You may obtain a Request for an Administrative Review Form at the District Police Office. The Administrative Review must be completed and returned **within 21** days of the date of your citation.

**Remember to remove your keys and lock your vehicle!**

## **POLICIES REGARDING NONDISCRIMINATION**

Cuyamaca College does not discriminate on the basis of race, color, national origin, religion, gender, disability or age in any of its policies, procedures or practices. This non-discrimination policy covers admission and access to, and treatment and employment in, Cuyamaca College's programs and activities, including vocational education.

Inquiries regarding the equal opportunity policies, the filing of grievances, policies on academic accommodations, appeals, substitutions and waivers based on disabilities, or to request a copy of Cuyamaca College's grievance procedures may be directed to:

Section 504 and ADA Coordinator  
Cuyamaca College  
900 Rancho San Diego Parkway  
El Cajon, CA 92019-4304  
(619) 660-4239  
TDD (619) 670-3996

Cuyamaca College recognizes its obligation to provide overall program accessibility for those with disabilities. Contact the Section 504 and ADA Coordinator to obtain information as to the existence and location of programs, services, activities and facilities on campus, and for a geographical accessibility map.

Inquiries regarding Federal laws and regulations concerning non-discrimination in education or the College's compliance with those provisions may also be directed to:

Office for Civil Rights  
U.S. Department of Education  
221 Main Street, Suite 1020  
San Francisco, CA 94105

## **REVISION OF REGULATIONS**

Any regulation adopted by the Grossmont-Cuyamaca Community College District Governing Board has the same force as a printed regulation in the catalog and supersedes any ruling on the same subject which may appear in the catalog or official bulletin of the college.

## **STUDENT EQUITY PLAN**

The Grossmont-Cuyamaca Community College District recognizes that California's economic and social future depends upon the success of all its citizens, particularly those enrolled in

institutions of higher education. Therefore, the District has developed a Student Equity Plan.

The intent of the Student Equity Plan is to move our District toward achieving student equity by ensuring that the composition of students who enroll are retained, transfer or achieve their occupational goals mirrors the diversity of the population of the District's service area. The Student Equity Plan is subject to on-going coordination, evaluation and revision. It guarantees that student equity and student success are explicit and integral parts of the District's priorities.

## **STUDY ABROAD PROGRAMS**

Cuyamaca College annually sponsors Study Abroad Programs which enable students to immerse themselves in a foreign language environment. During these programs students are housed with host families, which not only allows the students to become more proficient in a foreign language, but also gives them the opportunity to experience firsthand a foreign culture. Countries which are usually visited include Mexico, Costa Rica, Guatemala, Peru, Spain and other parts of Europe.

## **SUMMER SESSION**

The College offers a summer session that includes courses and programs also available in the regular academic year. College and legal regulations including residency, fees, veterans and withdrawal procedures apply.



# ADMISSION INFORMATION



C U Y A M A C A  
· C O L L E G E ·

## ADDRESS CHANGE

A change of address and email address should be immediately reported to the Admissions and Records Office. You may change your address information online on **WebAdvisor** ([www.cuyamaca.edu](http://www.cuyamaca.edu)) or in the Admissions and Records Office.

## ADMISSION AND REGISTRATION

The college year is divided into three sessions: fall and spring semesters and a summer session. A spring intersession is also available between the fall and spring semesters. Courses offered during the various sessions are similar in scope and maintain equivalent standards. The same requirements for admission, enrollment and graduation apply to all students, regardless of the time of day or period of the year they attend classes. The college library, laboratories and other facilities are available throughout each session.

## ADMISSION PROCEDURES

Students should observe the following admission procedures:

1. Submit an Application for Admission online at [www.cuyamaca.edu](http://www.cuyamaca.edu)
2. Request official transcripts to be sent to Cuyamaca College from all colleges attended in the United States. An official transcript is one that has either been sent directly to Cuyamaca College from the issuing institution or one that is hand carried in a sealed envelope. Transcripts submitted by students who never enroll are kept on file for two years.  
Cuyamaca College accepts credit from institutions accredited by one of the six regional accrediting associations and foreign transcripts evaluated by either Academic Credentials Evaluation Institute (ACEI) or International Education Research Foundation (IERF). Please refer to the specific guidelines in this catalog regarding the evaluation of foreign transcripts.
3. Take the English and Math Assessment. The recommendations that result from this assessment will be helpful in selecting appropriate English and Math classes and in planning a successful college program. Students may obtain clearance from the assessment process if they have:
  - taken an English and Math class at a college and received a grade of "Pass" or a minimum grade of "C," or
  - earned an Associate Degree or higher, or
  - completed an Advanced Placement Examination, or
  - completed the assessment process at a local college.

To obtain a clearance, you are required to bring to the Counseling Center one of the following:

- a grade report, or
- a transcript or diploma, or

- a copy of your Advanced Placement Examination results with scores of 3, 4 or 5, or
  - assessment scores from any local college.
4. Arrange for a counseling appointment for program advisement.
  5. Complete the formal registration process as outlined in the class schedule.

## ADMISSION REQUIREMENTS

High school graduates or equivalent, or students who are over 18 years of age and have the ability to benefit from the instruction offered, may attend Cuyamaca College.

While it may be advisable for a student to qualify for a high school diploma through a local adult school, non-graduates over 18 years of age may be admitted directly to Cuyamaca College.

Transfers from accredited colleges and universities are eligible for admission to Cuyamaca College.

High school students who are in the 11th and 12th grades may attend with the approval of the appropriate high school official, the appropriate college official and the student's parents.

## ASSESSMENT AND ORIENTATION

Assessment, Orientation and New Student Advising are expected of all new students. Assessment includes validated placement tests and other measures, and is intended to assist students in selecting courses appropriate to their abilities and educational goals. Assessment gives students knowledge of present skill levels in the areas of Mathematics, English, and English as a Second Language (ESL). An Orientation accompanies the placement test. The Orientation, conducted by a counselor, provides important information to students about the programs and services available at the college as well as strategies for student success. The Orientation and Assessment process takes approximately 3 hours to complete. New Student Advising sessions offer an opportunity for the new student to develop an Educational Plan, an important tool to assist students attain goals efficiently. Assessment results are distributed at the New Student Advising session, or may be picked up in the Counseling Center after two business days. New students must complete the Assessment, Orientation and New Student Advising Program before registering for classes.

New, returning, or transfer students may be exempt from the process of Orientation, Assessment and New Student Advising if they:

- Have an Associate's Degree or higher;
- Are taking personal growth courses only;
- Are enrolled in non-credit, Community Learning courses;
- Are taking classes to upgrade their job skills;
- Are concurrently attending another college or university.

In order to meet the placement test requirement, students may instead submit documentation of previous college course work

and/or assessment scores from another college. Scores expire after two years; course work does not expire. Such information should be given to a counselor in the Counseling Center.

The Assessment Office is located in A-200 in the Student Services One Stop Center. The primary mission of the Assessment Office is to assist students through the placement test process. In addition to administering the tests for English, Mathematics and ESL, the Assessment Office also administers the Ability to Benefit (ATB) tests for financial aid purposes. Accommodations are available to students with disabilities. For more information, call (619) 660-4426 or visit the website at [www.cuyamaca.edu/assessment](http://www.cuyamaca.edu/assessment).

## ENROLLMENT VERIFICATIONS

Each student who has an academic record on file at Cuyamaca College and who is not in arrears to the district with regards to fees, tuition, loans or other charges may request verification of enrollment (commonly used to verify enrollment for insurance purposes, scholarships, student worker eligibility, etc.) from the Admissions and Records Office. Verification of enrollment may be obtained at \$3 per copy (processed within 3 to 5 working days). Exception: This charge will not be assessed for student loan deferments. An emergency or rush verification of enrollment will be provided for \$5 per copy (processed within 24 hours).

## FEES

Cuyamaca College is part of the California Community College system and requires enrollment, student center construction and health services fees for all students, payable at the time of registration. Students are dropped from classes for non-payment of fees. The Board of Governors Waiver Program provides methods to assist low income students pay these fees. Eligibility requirements are available in the Financial Aid Office.

Students may purchase daily or semester parking permits. If a student elects to purchase a multi-car parking permit, the permit may be used on any number of vehicles, but entitles the student to the use of a single parking space per permit. See "Parking and Traffic Regulations" for more information.

Students are required to purchase their own textbooks and supplies and may be required to pay for equipment which is lost or broken after it has been issued.

All students are encouraged to support the student activity program through the purchase of a Student Benefit Card.

## INSTRUCTIONAL MATERIALS

Students may be required to purchase instructional and other materials required for a credit or non-credit course, provided that such materials are of continuing value to a student outside of the classroom setting, and provided that such materials are not solely or exclusively available from the district.

# INTERNATIONAL STUDENT PROGRAM

## ADMISSION

- Applications for admission must be received by the following deadlines:
  - Fall semester – June 1
  - Spring semester – November 1

All application materials must be received by the above deadlines.
- TOEFL scores must be submitted in order to be considered for admission. The minimum score is 450 paper based or 133 computer based. The TOEFL test must be completed by the application deadline.
- New students must enroll in the appropriate level English class.

## FULL-TIME STATUS

An international student must maintain a minimum of 12 units with a 2.0 grade point average each fall and spring semester at Cuyamaca College.

## FINANCIAL RESOURCES

- Each international student must submit a complete financial statement. The financial statement must indicate the ability of the student to finance the year's education to the satisfaction of the Admissions and Records Office (approximately \$18,532 per year).
- An international student attending Cuyamaca College must pay international student tuition and other fees as required by the Governing Board.
- Financial aid is not available for international students.
- An international student may not work off-campus while attending college unless approval is granted by the Department of Homeland Security and the International Student Specialist in Admissions and Records. In some instances an international student may, after completing at least two semesters, work on campus for 20 hours per week.

## HEALTH

Cuyamaca College **strongly** recommends that international students obtain a health and accident insurance policy. The Health and Wellness Center has information on where to acquire such a policy.

## HOUSING

Cuyamaca College does not have on-campus housing; however, we do work with a home family agency. Information is available in the Admissions and Records Office. The college assumes no responsibility for providing or supervising such housing facilities.

## GRADING STANDARDS

International students are subject to all Cuyamaca College grading, probation and disqualification standards.

## ADVANCED DEGREES

International students with an associate degree or its equivalent are considered beyond the scope of community colleges and are discouraged from applying to Cuyamaca College.

## NOTIFICATION OF ADMISSION

Students will be notified of their acceptance to Cuyamaca College as soon as their application materials are received and approved. Students need to be available for preregistration orientation and educational counseling approximately two to four weeks prior to the start of each semester.

## REFUND SCHEDULE

The refund schedule for international student tuition, nonresident tuition, enrollment, student center construction and health services fees is as follows:

- Full semester courses:
  - 100% refund through first two weeks of instruction
  - 0% refund after second week of instruction
- 8 week courses:
  - 100% refund through first week of instruction
  - 0% refund after first week of instruction
- Other short-term classes:
  - Contact the Admissions and Records Office or see the current class schedule for dates.

## NONRESIDENT TUITION REFUND

Refunds after the refund deadline will be made for the following reasons only:

- Erroneous determination of nonresident status.* If a student is erroneously determined to be a nonresident and, consequently, a tuition fee is paid, such fee is refundable in full, provided acceptable proof of state residence is presented within the period for which the fee was paid.
- Compulsory military service.*

## RESIDENCY INFORMATION

Each person enrolled or applying for admission to any California community college will provide such information and evidence of residence as deemed necessary by the District Governing Board to determine residence classification. Falsification of residency information may result in admission to the college being denied. Guidelines for determining residency are outlined in the California Administrative and Education Codes. The determination of a person's classification will be made in accordance with the provisions of these policies and the residence determination date for the semester or session for which the person proposes to attend. The following is a summary of residency guidelines and is by no means complete. Changes may have been made in the statutes and regulations since the time this catalog was published. For more information, contact the Residency Specialist in the Admissions and Records Office.

### I. RESIDENCE CLASSIFICATION

- A "resident" is a person who has been both physically present, and has established intent to make California his/her residence for more than one year immediately preceding the residence determination date (Section 54020 of Title 5 of the California

Administrative Code). The "residence determination date" is the day immediately preceding the first day of instruction of the semester or session to which the person seeks admission.

- A "nonresident" is a person who has not been both physically present or established intent to make California his/her residence for more than one year immediately preceding the residence determination date. Persons so classified, unless they qualify under one or more of the exceptions later enumerated, will be required to pay a tuition fee as established by the Grossmont-Cuyamaca Community College District Governing Board.

### II. DETERMINATION OF RESIDENCE

- Residence. To determine a person's place of residence, the following rules are observed:
  - Every person has, in law, a residence.
  - Every person who is married or 18 years of age, or older, and not precluded from doing so, may establish residence.
  - There can only be one residence.
  - Residence is the place where one remains when not called elsewhere for labor or other special or temporary purposes, and to which one returns in seasons of repose.
  - A residence cannot be lost until another is gained.
  - Residence can be changed only by the union of act and intent.
  - A man or woman may establish his or her residence. A person's residence shall not be derived from that of his or her spouse.
- Adults. Persons 18 years of age or older may establish residence in accordance with Section A.
- Minors. Persons under 18 years of age may establish residence in accordance with the following:
  - A married minor may establish his/her own residence.
  - If the parents are permanently separated, the residence of the minor is the residence of the parent with whom the minor lives.
  - If both parents are deceased, and there is no court-appointed guardian, the minor may establish his/her own residence.
  - The residence of an unmarried minor who has a parent living cannot be changed by his or her own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control, unless the minor qualifies for the two-year care and control or the self-support exception.
  - A person who is a minor, and resides with either the father or mother (or both), may be classified as a resident of California if the parent (or parents) with whom the minor lives has established residence in California for more than one year prior to the residence determination date.

### III. FACTORS TO BE CONSIDERED IN DETERMINING RESIDENCE

A. Residence is established only by the union of both physical presence and intent. No one factor is decisive, however, the college may look for certain objective manifestations of subjective intent on the part of one asserting that residence status has been established, or has been maintained in spite of an absence from California.

The following factors may be used to demonstrate evidence of maintaining physical presence:

1. Carrying on of a business or employment in California.
2. Maintaining active savings and checking accounts in California banks.
3. Ownership of residential property or continuous occupancy of rented or leased property in California.
4. Active resident membership in service or social clubs.

The following factors may be used to demonstrate intent to reside in California:

1. Filing California personal income taxes as a resident.
2. Registering to vote and voting in California elections.
3. Possession of a California Driver's License or California Identification Card from the Department of Motor Vehicles.
4. Possession of California resident vehicle license plates.
5. Petitioning for a divorce or lawsuit as a resident of California.
6. Carrying on of a business or employment in California.
7. Possession of a California resident hunting or fishing license.
8. Licensing from California for professional practice.
9. California address on federal income tax forms and W-2 forms.
10. Maintaining a California address as the home of record on military records and on the Leave and Earnings Statement (LES) while in the armed forces.

B. Factors that are inconsistent with a claim for California residence include, but are not limited to, the following:

1. Filing California State income taxes as a nonresident or filing income taxes as a resident in another state.
2. Maintaining a driver's license in another state.
3. Maintaining vehicle registration in another state.
4. Maintaining voter registration and voting in another state.
5. Attending an out-of-state institution as a resident of that state.
6. Petitioning for a divorce or lawsuit as a resident in another state.

C. The Cuyamaca College admissions/residency questionnaire shall contain a variety of questions directed at establishing the residency classification of a person.

#### D. *Exceptions.*

1. Persons who have attended a California high school for at least three years and have graduated from a California high school, or have attained the equivalent status, are exempt from paying nonresident tuition. This exemption applies to persons who would usually be classified as nonresidents, including undocumented immigrants. Nonimmigrant aliens, including persons on F and B visas, are not eligible for this exemption.
2. A minor who remains in California after resident parents establish residence elsewhere (within one year immediately prior to the residence determination date), may retain resident status until the minor has attained the age of majority and has resided in California long enough to establish residence, so long as, once enrolled, continuous full-time attendance is maintained. Nothing in this section will require attendance during summer intersession or any session beyond the normal academic year.
3. A minor who has been entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date, with the intention of acquiring a residence therein, shall be entitled to resident classification until he/she has resided in California the minimum time necessary to become a resident. Certain requirements must be met.
4. A minor shall be entitled to resident classification if, immediately prior to enrolling at a California community college, the minor has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having such control have been domiciled in California for more than one year immediately prior to the residence determination date. This exception shall continue until the student has attained the age of majority and has resided in California the minimum time necessary to become a resident so long as continuous full-time attendance is maintained.
5. An unmarried minor alien will be entitled to resident classification if the minor and the minor's parents have not been precluded by the Immigration and Nationality Act from establishing domicile in the United States, provided that the parents have established residence in California for more than one year prior to the residence determination date for the semester or session for which the minor proposes to attend. An exception is made to minors, for establishing residency, if the minor is a U.S. citizen and his/her parents are undocumented aliens.
6. A person who is an adult alien will be entitled to resident classification if he/she is not precluded by the Immigration and Nationality Act from establishing domicile in the United States, provided that he/she has established residence in California for more than one year prior to the residence determination date for the semester or session for which he/she proposes to attend.
7. A person classified as a nonresident shall not obtain resident classification, as a result of maintaining continuous attendance at an institution, without meeting the other requirements of obtaining such classification.
8. An undergraduate student who is a dependent (natural or adopted child, stepchild or spouse) of a member of the armed forces of the United States stationed in California on active duty, is exempt from paying nonresident tuition for the duration of his/her enrollment at a California community college. Graduate dependents are exempt from paying nonresident tuition for one year from the date of his/her arrival in California. If the member of the armed forces, whose undergraduate dependent is in attendance at Cuyamaca College (1) is transferred, on military orders, to a place outside of California, or (2) retires from active duty, the dependent shall not lose his or her exemption status for the one year duration it takes to establish residency. After one year has elapsed, the dependent is subject to reclassification according to the policies stated in this section.
9. An undergraduate student who is a member of the armed forces of the United States stationed in California on active duty, except a member assigned for educational purposes to state-supported institutions of higher education, shall be exempt from paying nonresident tuition for the duration of his/her enrollment at a California community college. Graduate active military students are exempt from paying nonresident tuition for one year from the date of his/her arrival in California. After one year has elapsed, the student is subject to reclassification according to the policies stated in this section.
10. An undergraduate student who was a member of the armed forces stationed in California on active duty for more than one year immediately prior to being discharged, shall be exempt from paying nonresident tuition for up to one year for the time he/she lives in California after being discharged. This one year waiver after the discharge date allows the time necessary to establish residence. After one year has elapsed, the student is subject to reclassification according to the policies stated in this section.
11. A person who is an apprentice, as defined in Section 3077 of the Labor Code, will be entitled to resident classification.

12. A person holding a valid credential authorizing service in the public schools of California and who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the person enrolls, shall be entitled to resident classification if such person meets any of the following requirements:

- Holding of a provisional public school credential and enrollment in courses necessary to obtain another type of credential authorizing service in the public schools.
- Holding a public school credential issued pursuant to Section 44250 and enrollment in courses necessary to fulfill credential requirements.
- Enrollment in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Section 44259.

13. A person who is a full-time employee of a California community college, California State university or college, the University of California, or the California Maritime Academy; or the child or spouse of that person, may be entitled to resident classification until he/she has resided in California the minimum time necessary to become a resident.

14. For purposes of the nonresident tuition fee, a community college district shall disregard the time during which a person living in the district resided outside of California if:

- The change of residence to a place outside of California was due to a job transfer and was made at the request of the person's employer or the employer of the person's spouse or, in the case of a person who resided with and was a dependent of the person's parents, the change of residence was made at the request of an employer of either of the person's parents.
- Such absence from California was for a period of not more than four years.
- At the time of application for admission to a college maintained by the district, the person would qualify as a resident if the period of the person's absence from California was disregarded.

A nonresident tuition fee shall not be charged to a person who meets each of the conditions specified in subdivisions a. to c., inclusive.

#### IV. REVIEW AND APPEAL OF CLASSIFICATION

Any person, following a final decision on residence classification by the college, may make a written appeal to the Chancellor of the District or designee within 30 calendar

days of notification of final decision by the campus regarding classification. The Chancellor, on the basis of the Statement of Legal Residence, pertinent information contained in the file of the Dean of Admissions and Records, and information contained in the person's appeal, will make the determination and notify the person by United States Mail, postage prepaid.

#### V. RECLASSIFICATION AND FINANCIAL INDEPENDENCE

Students must complete reclassification forms, which are available in the Admissions and Records Office, for a change in classification from nonresident to resident status. Students will be requested to provide appropriate documentation to prove California residence, for more than one year prior to the residence determination date, for the semester or session which the student is claiming resident status. Education Code Section 68044 requires that the financial independence of a nonresident student seeking reclassification as a resident be included in the factors to be considered in the determination of residence.

#### VI. NONRESIDENT TUITION

A person classified as a nonresident will be required to pay nonresident tuition, in addition to other fees required by the college. Nonresident tuition must be paid at the time of registration.

#### VII. INTERNATIONAL STUDENT TUITION

A nonresident person who is a citizen and resident of a foreign country will be required to pay international student tuition, in addition to other fees required by the college. International student tuition must be paid at the time of registration.

## TRANSCRIPTS

Each student who has an academic record on file at Cuyamaca College and who is not in arrears to the district with regard to fees, tuition, loans or other charges may request official transcripts from the Admissions and Records Office. The official transcript includes course work from both Cuyamaca and Grossmont College. Two official transcripts of records are provided without charge; additional copies may be obtained at \$3 per copy (processed within 3 to 5 working days). An emergency or rush transcript will be provided for \$5 per copy (processed within 24 hours).

## TRANSFER CREDIT

#### EVALUATION OF U.S. TRANSCRIPTS

Courses taken at a regionally accredited college or university and designated as appropriate for general education, Associate Degree or baccalaureate credit by that institution will be accepted by Cuyamaca College for credit. Cuyamaca College adheres to California policies governing reciprocity and acceptance of general education credit. The extent to which transfer courses satisfy specific certificate and degree requirements is determined by a review of comparability to courses in the Cuyamaca College curriculum.

Courses completed at institutions without regional accreditation or taken at a regionally accredited institution as part of a professional

program (medical, dental, veterinary, optical, etc.) are not generally accepted.

#### EVALUATION OF FOREIGN TRANSCRIPTS

Transcripts (educational credentials) issued in foreign countries from non-American system institutions and those in languages other than English require special handling. Each foreign transcript must be translated into English and submitted to one of the companies listed below for an official evaluation.

Cuyamaca College accepts the evaluation of foreign transcripts **only** from the following **two** academic evaluations companies:

- Academic Credentials Evaluation Institute, Inc. (ACEI)**  
P.O. Box 6908  
Beverly Hills, CA 90212 USA  
TEL (310) 275-3530  
FAX (310) 275-3528  
[www.acei1.com](http://www.acei1.com)
- International Education Research Foundation (IERF)**  
P.O. Box 366S  
Culver City, CA 90231-366S USA  
TEL (310) 390-6276  
FAX (310) 397-7686

You will need to contact the evaluation company you select for their particular foreign transcripts evaluation procedure. Once completed, have the evaluation report mailed to the Evaluations Office, Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019.

#### CUYAMACA COLLEGE'S PROCEDURE FOR THE EVALUATION OF FOREIGN TRANSCRIPTS

- We must receive a detailed evaluation report from one of the companies listed above with **subject breakdowns, course descriptions** and **grades** from the *official* foreign transcripts. The official report must be in **English** and in a *sealed* envelope.
- The official report will be reviewed by the Cuyamaca College Evaluations Office regarding the possible clearing of general education courses for graduation.
- English** and **speech** courses on any evaluation report will be awarded elective credit only.
- Courses will **only** be used to satisfy major requirements with the approval of the department on a "Modification of Major" form.
- Courses will **not** be used for General Education Breadth or IGETC certifications.
- In some instances, additional documentation such as the course syllabus or detailed course description may be needed before an evaluation of foreign course work can be completed.
- Official transcripts will not be required by Cuyamaca College since the official transcripts are submitted to the evaluation service.

#### TRANSFER CREDIT - MILITARY SCHOOLS

Credit may be granted for military service schools as recommended in the publication *A Guide to Evaluation of Educational Experiences in the Armed Forces*, published by the American Council on Education. Credit will be granted for those training courses substantially similar to course work offered by Cuyamaca College.

Military credit will be counted toward graduation as general education or elective credit only, unless specifically accepted by a department for use within a student's major. A maximum of 20 units of military credit will be allowed.

Students wishing to receive credit for military training should have their official military transcripts sent from the appropriate service (AART, SMART, CGIT, or CCAF) and should then meet with a counselor to request an Evaluation of Military Credit.

## VETERANS SERVICES

Upon filing an application for admission to Cuyamaca College, a veteran should immediately contact the Veterans Specialist in Admissions and Records. Military form DD-214 must be presented to the Veterans Office.

Veterans must request official transcripts of all previous college work be sent to the Admissions and Records Office. An official transcript is one that has been sent directly to Cuyamaca College from the issuing institution or one that is hand carried in a sealed envelope.

Veterans who have completed at least one year of honorable active service will receive two units of credit for Exercise Science. To receive credit for military service, a DD-214 or appropriate military records must be submitted to the Admissions and Records Office.

A veteran may not repeat a course and receive veterans' benefits where a "D" or "F" grade was received unless the course is required for graduation or a grade of "C" is required for the degree.

Veterans should pay special attention to add/drop deadlines and consult the campus Veterans Office when any change in enrollment is made.

If any veteran or dependent receiving VA educational benefits has been on academic or lack of progress probation for two consecutive semesters, Cuyamaca College will not certify the student's enrollment to the VA for payment of benefits until the cumulative GPA at the GCCCD has improved to a 2.0

Any veteran who petitions for readmission to the college following disqualification must meet with a counselor and have the counselor make a recommendation on the petition prior to being considered for readmission.

Veterans should be aware that short-term classes and other flexible schedules may create change of training time affecting benefits. Check with the Veterans Specialist in the Admissions and Records Office before registering for a course that does not begin on the first date of the semester and end on the last date of the semester.

### CALIFORNIA COLLEGE FEE WAIVER (CALVET)

The children and spouses of U.S. veterans with service-connected disabilities or veterans who have died in service or from service-connected disabilities may be eligible for waiver of College fees. The student must complete the BOGW enrollment fee waiver application and submit the VA letter of eligibility to the Financial Aid Office. For more information see the veterans Specialist in Admissions and Records.

### SERVICEMEMBERS OPPORTUNITY PROGRAM (SOC)

As a Servicemember Opportunity College, Cuyamaca College provides academic assistance to active-duty personnel which includes program planning and guidance in understanding educational options, acceptance of traditional and nontraditional learning experiences, tutoring, or similar learning opportunities.



# SERVICES FOR STUDENTS



C U Y A M A C A  
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## ASSOCIATED STUDENT GOVERNMENT OF CUYAMACA COLLEGE (ASGCC)

Cuyamaca College supports the organization of students known as the Associated Student Government of Cuyamaca College (ASGCC). The association promotes the following objectives:

- To serve as an active student voice in the operation of the college, including both shared governance and the management of student activities.
- To provide an opportunity for leadership experience and training for students.
- To enhance, wherever possible, the general excellence of the college, uniting the interests of all persons—students, faculty, administration, staff and the local community.

### ASSOCIATED STUDENT GOVERNMENT (ASG) SHARED GOVERNANCE

Since virtually all major decisions made at Cuyamaca College affect students in some way, student input to the various decision-making bodies is relevant, necessary and welcomed. ASGCC has adopted a constitution which established an organized student voice at Cuyamaca College. This voice is facilitated by the ASGCC and is a critical constituency among the college governance structure.

Associated Student Government meetings are held weekly; dates and times are posted on the ASGCC bulletin board. For more information, please call (619) 660-4273. All members of the college community are welcome to attend. Additional information regarding student government is available in the ASGCC Office and the Student Affairs Office.

### ASSOCIATED STUDENT GOVERNMENT SERVICES AND ACTIVITIES

With the support of the student body, the ASGCC plans, organizes, promotes, sponsors and finances a comprehensive program of activities and services for all Cuyamaca College students. The activities program is organized to achieve the following objectives:

- To provide opportunities for the development of the social and cultural interests of the entire college community.
- To afford avenues for the enrichment of each individual's life through sharing and enjoying a group spirit of mutual responsibility, leadership and creativity.
- To promote college spirit and community awareness. The variety of departments, clubs and facilities permits a student to experience a broad spectrum of interest, including but not limited to, music, art, drama, sports, ecology, community service and business.

### STUDENT AFFAIRS OFFICE

The Associate Dean of Student Affairs acts in an advisory role to the Associated Student Government of Cuyamaca College. Opportunities are provided for students to organize, meet, and work together to extend their academic learning process through campus involvement and participation. By providing this educational culture, the Student Affairs Office helps foster the intellectual, social, and emotional growth of the campus community.

Facilitating student complaints and grievances in compliance with District policies and helping students learn about college policies and procedures is a major component of this office.

In addition, overseeing ASGCC and Student Trustee elections and the yearly commencement ceremonies are some of the primary responsibilities of this office.

Students interested in obtaining club charters and ASGCC candidate petitions should come to the Student Affairs Office which is located in I-120.

### STUDENT BENEFIT "COYOTE" CARD

A Student Benefit "Coyote" Card may be purchased for \$12. This card entitles a student to free admission to all college-sponsored athletic events, 10% off all supplies from the college bookstore (not including textbooks), as well as special college and community discounts.

The Student Benefit "Coyote" Card not only benefits students, it also helps the ASGCC to support various activities and programs on campus.

For additional information, please contact the Associated Student Government Office at (619) 660-4273 or the Student Affairs Office at (619) 660-4491.

### ATHLETICS AND RELATED ACTIVITIES

Cuyamaca College participates in and supports excellent intercollegiate programs. Men's intercollegiate programs include basketball, golf, soccer, track and cross-country. Women's athletic teams include soccer, track, cross-country, basketball, volleyball and tennis.

### HONOR SOCIETY/PHI THETA KAPPA

Phi Theta Kappa (PTK) is an honors organization reflecting the hallmarks of scholarship, leadership, service and fellowship. The programs of the Society are designed to give the members opportunities for personal growth in all areas, encouraging the more balanced individual. The organization was created in 1918. Cuyamaca College has an honor society chapter. The requirements for admission as a provisional member are:

- Academic excellence as defined by a GPA of 3.5 or better,
- Must have completed a minimum of twelve semester units at Cuyamaca College that qualify for an Associate Degree program, and
- Each prospective student must pay a non-refundable administration processing fee of \$65 at the time of filing application and profile forms for provisional membership admission.

Students must apply for membership.

### COLLEGE STUDENT ORGANIZATIONS/CLUBS

Cuyamaca College offers a wide spectrum of special interest and program-related clubs for student participation.

Information on how to organize a new club or join an existing one is available in the Student Affairs Office. College clubs include Sudanese Cultural, Automotive, Club Abled, International Club (ICC) and many others from which to choose.

An Inter-Club Council, consisting of representatives from each college club on campus, exists to coordinate events and activities and share ideas.

In accordance with Sections 76035, 32050 and 32051 of the Education Code of the State of California, the Governing Board of the Grossmont-Cuyamaca Community College District has ruled that secret fraternities, sororities or clubs may not be formed. Moreover, Section 32051 of the Education Code forbids the practice of hazing by organizations or individuals either on or off the Cuyamaca College campus.

### CULTURAL ACTIVITIES

As part of the educational offering, Cuyamaca College presents a year-long series of cultural events. Among the presentations are lectures by persons of note in the political and science disciplines, artists in the fields of music and dance, art festivals, film series, and other events that add variety to the intellectual and cultural life of the college community. These include both day and evening programs which are open to students and the general public.

A selected day each month serves as "College Hour," when college-wide and specialized activities are held as enriching experiences outside of classroom academic life.

## BOOKSTORE

Barnes & Noble Bookstores, Inc., the world's largest bookseller, manages the Cuyamaca College Bookstore. The bookstore carries all required textbooks and supplies, as well as Cuyamaca College emblematic giftware and clothing. A portion of the revenues generated by the bookstore is paid to the Grossmont-Cuyamaca Community College District and reallocated for the improvement and expansion of college programs.

## CAREER AND STUDENT EMPLOYMENT CENTER

The Career and Student Employment Center provides career planning and employment assistance to all students, staff and community members. The Career Center provides assistance in the areas of career assessment, career exploration, goal setting, decision-making, labor market information, and the education and training required. Information regarding various careers is available in the Career Center library, through workshops, career fairs and individual appointments with professional staff. Career assessment tests are available to help students explore their interests, skills, work values and personality type as an aid in making career decisions. A career library is available, as well as computerized occupational information which contains information on local, state and national trends, salaries and skills for various jobs. Internet access is also available.

The Career and Student Employment Center also refers students to on-campus and off-campus job openings and assists students with employment skills such as developing resumes, interviewing and job search skills. Jobs are open to Cuyamaca students and alumni. Jobs are posted on the "Cuyamaca Job Link" on the Internet. For job referral services, students must apply in person at the Center. Jobs are also posted on the Employment Bulletin Board located across from the Administration building. Students register by completing a Student Application Form, presenting their Social Security Card and picture identification. The

use of computers is available to perform job search and create resumes. Over 200 employer files containing employment information are also available in the Center.

The Career and Student Employment Center is located in A221 in the Student Services Center (next to Counseling) or you can call (619) 660-4450. Visit us at our website at [www.cuyamaca.edu/careerserv/](http://www.cuyamaca.edu/careerserv/) for more information.

## CHILD DEVELOPMENT CENTER

The Child Development Center program is a critical component of the academic program and mirrors the teachings of the Child Development Department. Child Development students use the Center as a lab school for observations and work experience. The Center serves children of students, faculty, staff and the community with a professional and quality program. The Center's educational philosophy is built on a partnership of children, families and staff, with respect and value for each participant. The Center is open year-round, following the college schedule for closures. Hours of operation are Monday through Friday, 7:45 am to 5:15 pm. The Center accepts children from 18 months to 5 years old (pre-kindergarten).

## COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a state-funded program designed to recruit and assist single parent students who are EOPS eligible. Eligibility for CARE requires that the student or their dependent child be a current recipient of CalWORKs/TANF, and the student must have one child under the age of 14.

CARE provides support services and possible grant funds to promote academic success and to assist students in attaining their career and vocational goals. For more information contact the CARE program in the Student Services One-Stop Center, or call (619) 660-4293. You may also visit us at our website: [www.cuyamaca.edu/eops/care.asp](http://www.cuyamaca.edu/eops/care.asp)

## COUNSELING AND PERSONAL DEVELOPMENT

The mission of the Counseling Center at Cuyamaca College is to provide quality educational, career, occupational and personal counseling and create a climate and structure in which each student has a maximum opportunity for self-fulfillment. The Counseling Department is committed to helping students achieve their educational and career goals. Whether the goal is to take one course, earn a certificate or an associate degree, or transfer to a four-year college, counselors are available to assist. The department's commitment is to provide quality educational, career, occupational and personal counseling and create a climate and structure in which each student has a maximum opportunity for self-fulfillment.

### PERSONAL COUNSELING

The Counseling Center is staffed with professional counselors who offer individual counseling for students who want assistance in coping with problems they face in everyday life. Issues relating to self-esteem, anxieties, relationships, and academic performance are common obstacles for college students.

### ACADEMIC ADVISING

Planning is an important step in achieving academic success. Each semester, all students are encouraged to meet with a counselor prior to registration for academic advising, course selection and setting up a student educational plan.

### CAREER ASSESSMENT AND ADVISING

The Counseling Center, in conjunction with the Career Center, specializes in assisting students in choosing a college, a particular major and/or career goal.

### TRANSFER PLANNING

The Counseling staff, in conjunction with the University Transfer Center, provides the most current information to assist in the smooth transition to four-year colleges and universities.

Counseling is located in A200 in the Student Services One Stop Center, or you can call (619) 660-4429 or visit us at our website at [www.cuyamaca.edu/counseling](http://www.cuyamaca.edu/counseling).

### ASK A COUNSELOR - ONLINE COUNSELING SERVICE

Cuyamaca College offers online counseling via the "Ask A Counselor" web tool available at [www.cuyamaca.edu/counseling](http://www.cuyamaca.edu/counseling). Online counseling services include general information about Cuyamaca College's programs, classes, degree requirements, transfer advising and educational planning. Students using "Ask A Counselor" can expect a response from a counselor within 48 hours, not including weekends.

### PERSONAL DEVELOPMENT COURSES

Cuyamaca College offers a number of PDC courses to benefit students including PDC 101, Introduction to College, and PDC 124, Lifelong Success, taught by counselors. For resources and more information, see [www.cuyamaca.edu/pdc](http://www.cuyamaca.edu/pdc). For a complete listing of courses, see the Course Descriptions section of the catalog.

A Summer Bridge Program and a First Year Success Program are also offered by the college to help new students adjust to the college experience.

### STUDENT LEARNING OUTCOMES

Expected Student Learning Outcomes for Counseling include: (a) Students will learn to identify available resources to meet their educational goals; (b) Students attending a New Student Advising Session will gain an understanding of their first semester class schedule; (c) Students on probation will understand the criteria for probation and the process to obtain good academic standing; (d) Students attending a transfer advising counseling appointment will be able to identify their general education transfer pattern; (e) Undecided students will learn about PDC 124 and services offered at the Career Center; (f) Students will gain awareness about their behavior which undermines academic goals.

## CUYAMACA COLLEGE CALWORKS S.T.E.P.S.

The Cuyamaca College CalWORKs (California Work Opportunities and Responsibility to Kids) S.T.E.P.S. (Success Through Education Produces Self-Sufficiency) Program helps students who receive family cash assistance fulfill their Welfare-to-Work program requirements and provides additional support services. We assist eligible students with arranging subsidized child care, obtaining necessary textbooks and supplies, and providing on-campus, paid work study. Our CalWORKs counselors work with each student to develop an education plan that leads to self-sufficiency. In addition to providing counseling services, our counselors help students access campus and community resources.

If you are a current Welfare-to-Work participant, or believe that you may be eligible for family cash aid, contact the CalWORKs S.T.E.P.S. office in the Student Services One-Stop Center at 619-660-4340. Let us be your liaison with the County CalWORKs Welfare-to-Work staff.

## DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Disabled Students Programs & Services (DSP&S) provides support services to students with disabilities to enhance their opportunities to experience educational success.

Students who have a disability and require special services and/or equipment in order to access educational opportunities and achieve academic success are asked to contact DSP&S, where qualified staff members are available to assist with such needs. Academic and disability-related counseling is available along with the following services: application and registration assistance, short-term special parking, campus mobility assistance, test proctoring, special equipment, High Tech Lab use, interpreters for the deaf, readers for the blind, note-taking services, learning disability assessment, speech-language assessment and intervention, additional tutoring hours, TTY (619) 660-4386 and referrals to other colleges and outside agencies such as the Department of Rehabilitation, the Access Center and the San Diego Regional Center. Services through DSP&S are authorized based on the documentation of disability available to our office and the functional effects of the student's disability upon his/her educational pursuit.

Cuyamaca College recognizes that a disability may prevent a student from demonstrating required math, reading, and/or writing competencies or from completing course requirements necessary for an AA or AS degree in the same manner as nondisabled students. The college also recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising the student's course of study and the integrity of the student's degree. Contact DSP&S for further information at (619) 660-4239.

Questions regarding accessibility, Sections 504 and 508, Americans with Disabilities Act, Title 5 regulations, and VTEA funding should be addressed with DSP&S personnel.

Note: Affiliation with DSP&S is not mandatory in order to receive accommodations. For further information, contact the college ADA-504 Coordinator.

## DISTRICT PUBLIC SAFETY DEPARTMENT

The Public Safety Department provides 24 hour-a-day police services to persons and property on college grounds, facilities, parking lots, and at adjacent or offsite locations. However, all persons on college grounds are primarily responsible for their own safety and property.

District police officers are sworn officers in compliance with the California Education Code and the California Penal Code, and have full law enforcement authority throughout the state. They are vested with full law enforcement powers and responsibilities as local police and sheriff's deputies in your home community.

In addition to District police officers, the department employs uniformed student community service officers who provide building security, escorts, and assistance with special events.

The District police have established Memorandums of Understanding (MOUs) with local law enforcement agencies in which the two colleges are located. The mutual agreements allow the District police to have primary operational responsibility for law enforcement and investigative services on college district property, with the assurance that local law enforcement agencies can be called for assistance and mutual aid as appropriate. Copies of these agreements are available to the public at the Public Safety Department headquarters located on the Grossmont College campus, and are also available at the Public Safety office at the Student Services One-Stop Center at Cuyamaca College.

### EMERGENCY SPEED DIALING PAY PHONES

At least one phone in each group of pay phones throughout both campuses is equipped with emergency speed dialing. Dialing the pound sign (#) and one (1) will immediately connect the caller to the Public Safety Department. These phones are easily identified by a sign above the phone.

### EMERGENCY CALL BOXES

Emergencies and other requests for services can also be reported to the District police by using one of the colored Emergency Call Boxes located throughout both campuses.

Emergency directions in Braille are also on each phone to assist the visually impaired. More information is available through Disabled Students Programs and Services.

### CRIME REPORTING PROCEDURES

Public Safety Department personnel are available 24 hours a day. Emergencies, criminal activities, or other incidents may be reported at any time, day or night, by calling:

**EMERGENCIES** 911  
**DISTRICT POLICE** (619) 644-7654  
**EL CAJON POLICE** (619) 579-3311  
**S.D. SHERIFF** (858) 565-5200

### OFF-CAMPUS CRIME INFORMATION

The San Diego County Sheriff's Department and the El Cajon Police Department may

provide the district police with crime data for the areas surrounding both college campuses. The district police will notify the college community when security problems arise.

### DISTRICT PROPERTY

District property may not be removed from the campus without prior written authorization from the department dean or area supervisor. Unauthorized removal of district property from the campus is a violation of the law and violators may face prosecution by the district.

### CRIME PREVENTION

One of the most essential ingredients of any successful crime prevention program is an informed public. It is the goal of the District police to inform students and staff in a timely manner of any criminal activity or security problem that may pose a reasonable threat to their safety. Such information will be distributed to students through brochures, newsletters, posted notices, or student publications. Faculty and staff are informed through inter-department memos, bulletins and newsletters.

Individuals who need to be on campus other than during regular scheduled work hours must secure authorization from the department chairperson or supervisor prior to their arrival. The District police should also be notified of their presence. Many campus rooms and areas are protected by intrusion alarms, so before entering these areas, District police should be contacted. It is the responsibility of those using rooms, offices or other areas to lock access doors, turn off lights and close all windows. Facilities Services staff and Public Safety Department personnel will check many campus areas during off-hours, but the primary responsibility for security lies with the user.

### CRIME STATISTICS

Statistics for all criminal offenses specified by federal law are generated annually by the District police and are submitted to the U.S. Department of Education: <http://ope.ed.gov/security>. The following published statistics reflect only those crimes that have occurred within the district's jurisdiction and have been reported to the District police; the primary jurisdiction is the area on both the Grossmont and Cuyamaca College campuses, and the geographic areas contiguous to the campuses or District property, including sidewalks and streets bordering each campus and District property.

INCIDENTS	2006	2007	2008
	GC/CC	GC/CC	GC/CC
GC = Grossmont			
CC = Cuyamaca			
Alcohol Possession	9/2	8/5	1/1
Simple Assault	7/1	15/1	7/1
Aggravated Assault	0/0	0/0	1/0
Auto Burglary	3/5	6/3	5/4
Burglary	4/4	5/1	3/4
Drug/Narcotic Offenses	36/30	55/25	16/3
Hate Crimes	0/0	0/0	0/0
Homicide	0/0	0/0	0/0
Robbery	1/0	2/0	1/0
Rape	0/0	0/0	0/0
Sex Offenses	1/0	2/0	2/0
Stolen Vehicle	4/2	6/1	9/2
Weapons Possession	14/2	9/3	3/0
Arson	0/1	0/0	0/0
Arrests:			
Alcohol	9/2	8/5	0/1
Drug/Narcotics	36/30	55/25	15/3
Weapons Possession	14/2	9/3	1/0

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The EOPS Program at Cuyamaca College is designed to recruit, inform and assist students who have been identified as economically and educationally disadvantaged. Eligible students are provided with the necessary academic and personal support services to enable them to succeed at Cuyamaca College. Services may include, but are not limited to, personal and academic counseling, transfer advising, peer advising and advocacy, financial assistance through work study and/or grants, student orientations, seminars/courses for student success such as academic planning and work experience (WEX), priority registration, and instructional support services.

### UNLIMITED POTENTIAL! (Up!) PROGRAM

The Up! Program, sponsored by EOPS and Financial Aid, is designed to assist students who have been in foster care or guardianships. In addition to EOPS and/or CARE services, students are eligible for counseling case management, personalized financial aid assistance, resource referrals, mentoring, life skills workshops, and community building events and orientations. The EOPS office is located in the Student Services One-Stop Center, Bldg A300. You may contact us at (619) 660-4204 or via our website at [www.cuyamaca.edu/eops](http://www.cuyamaca.edu/eops).

## FINANCIAL AID

### PURPOSE OF FINANCIAL AID

The purpose of financial aid is to help students who might not otherwise be able to attend school. Although the primary responsibility for meeting college costs rests with the student and/or his or her family, it is recognized that many families have limited resources and are unable to meet the cost of post-secondary education. For this reason, financial aid programs have been established to provide assistance to students with documented financial need. Financial need exists when the cost of education exceeds the resources available to a student. The cost of education includes fees, books and supplies, room and board, personal expenses and transportation. Student earnings from employment, as well as savings, veterans benefits, social security, TANF/CalWORKs and/or expected contributions from parents' income and assets, are some of the resources considered available to a student for the cost of education.

Financial need is determined by the information provided by applicants on the Free Application for Federal Student Aid (FAFSA). If need analysis shows financial circumstances are not sufficient to meet need, Cuyamaca College will attempt to meet the need by offering assistance through the financial aid programs available. The total amount of financial aid cannot exceed documented financial need, and the monies must be used solely for educational-related costs while attending Cuyamaca College.

## FINANCIAL AID PROGRAMS

### GRANTS

**Academic Competitiveness Grant (ACG):** The Academic Competitiveness Grant (ACG) is a federal grant that will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study. You must be a full-time student, a U.S. citizen, eligible for a Federal Pell Grant, and have successfully completed a rigorous high school program as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0.

**Board of Governors Waiver:** The State of California through the Board of Governors Waiver Program (BOGFW) provides three ways to help students pay mandatory fees (enrollment fee, health services fee and the student center construction fee). Method A waives the enrollment, health services, and student center construction fees; Method B waives the enrollment and health services fees; Method C waives the enrollment fees; Methods A, B & C waive parking fees over \$20. The program also has a special classification BOGFW that will pay for the enrollment fees only. If applications have not been processed for the Board of Governors Waiver by the time of registration, fees will be charged and a refund will be made upon approval of the application. To apply for the BOGFW, please go to: [www.cuyamaca.edu/finaid](http://www.cuyamaca.edu/finaid). Students who apply for financial aid by submitting a Free Application for Federal Student Aid (FAFSA) will also be considered for a waiver. For more information, please visit the Financial Aid office in the Student Services Center, A300.

**Bureau of Indian Affairs:** BIA grants provide money to help meet the cost of education for Native American students. The amount of the grant varies according to individual agencies of the BIA. Students may apply if they are at least one-quarter American Indian, Eskimo or Aleut as certified by the BIA and/or tribal group serviced by the BIA, have financial aid eligibility and scholastic ability, are working toward an undergraduate degree, and have completed all of the application requirements. To apply, contact the specific agency that serves the tribe where the student or the student's parent(s) are enrolled. The agency will provide the student with a specific BIA Grant application. Complete the appropriate items and send to the Financial Aid Office. FAFSA must also be completed. Watch for deadlines – each agency establishes its own deadline. For more information on the Bureau of Indian Affairs, please visit [www.doi.gov/bia](http://www.doi.gov/bia).

**Cal Grant A:** Cal Grant A is a grant administered by the California Student Aid Commission (CSAC). This grant is for California residents only. It provides assistance to students from low and middle income families who will be attending tuition-charging institutions after leaving Cuyamaca College. Cal Grant A pays all tuition charges at public California colleges or universities and up to \$9,708 of tuition charges at private California colleges or universities. To apply for this program, submit a FAFSA and a GPA Verification form postmarked by March 2, prior to the academic year.

**Cal Grant B:** Cal Grant B is a grant administered by CSAC. It provides access costs for low income students up to \$1,551 per year for up to four years. This grant is for California residents only. To apply for this program, submit a FAFSA and a GPA Verification form postmarked by March 2, prior to the academic year.

**Cal Grant C:** Cal Grant C is a grant administered by CSAC. Cal Grant C is for vocational students from low and middle income families. The maximum award is \$576 at Cuyamaca College. This grant is for California residents only. To qualify, the student must be enrolled in an approved vocational course of study from four months to two years in length. Cal Grant C's are awarded for the length of the vocational course. To apply for this program, submit a FAFSA and a GPA Verification form postmarked by March 2, and September 2, prior to the academic year.

**Cal Grant Community College Deadline:** Community college students who miss the March 2 priority deadline may continue to apply for a limited number of special community college Cal Grants (A or B) until September 2. Students must list a community college first on their FAFSA and submit the FAFSA and a GPA Verification form postmarked by September 2.

**Chafee Grant:** The California Chafee Grant program is available for current or former foster youth to use for career and technical training or college courses. The maximum grant amount is \$5,000 per year. Students must be enrolled in six or more units each semester to be eligible. For questions regarding eligibility, please contact Pam Fleming in the Financial Aid Office at 619-660-4291 or Nora Hinsley in the EOPS Office at 619-660-4293 or go to [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov).

**Child Development Grant:** The Child Development Grant program is administered by the California Student Aid Commission (CSAC). The program is designed for students who are attending a California Community College or four-year institution and pursuing a Child Development permit to teach or supervise in licensed children's centers. You can receive up to \$1,000 each academic year and you must sign a service commitment agreement to provide one full year of service in a licensed children's center for every year you receive the grant.

**Federal Work Study (FWS):** FWS is a federally-funded program which gives students the opportunity to earn part or all of their financial need by working on campus while in school. Jobs available include teacher's aide, clerk, groundskeeper, custodian and lab assistant. The student's wage will be determined by the type and difficulty of the work to which the student is assigned.

**Federal Pell Grant:** The Federal Pell Grant is available for undergraduate study until students receive their first bachelor's degree to a maximum of five years. Federal Pell Grants range from \$609 to \$5,350 per academic year depending upon the "Expected Family Contribution" (as determined by the federal government), the cost of attendance and the student's enrollment status. Undergraduate students who have submitted a valid Student Aid Report (SAR) may qualify for the Federal Pell Grant.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** FSEOG is a federal grant program for undergraduate students who have "exceptional need" and who

have not received a bachelor's degree. First priority will be given to students enrolled full-time with an Expected Family Contribution (EFC) of 900 or below. Generally, the maximum FSEOG award at Cuyamaca College will be \$400 per academic year.

### SCHOLARSHIPS

Scholarships are available throughout the academic year. It is important to research and apply for any available scholarship. Check with the Scholarship Specialist for applications and deadline dates. Expand your search for scholarships at your public and school libraries and the Internet. For additional scholarship search information contact the Cuyamaca College Scholarship Specialist, Ernie Williams, at (619) 660-4537, or visit the Cuyamaca Scholarship web page at [www.cuyamaca.edu/scholarships](http://www.cuyamaca.edu/scholarships)

### LOANS

#### Federal Family Educational Loan Program

**Federal Stafford Loan (FSL):** An FSL is a low-interest loan made to the student by a lender such as a bank, credit union or savings and loan association to help the student pay for his or her education. These loans are insured by the guarantee agency in the student's state and reinsured by the Federal Government. The interest rate is fixed. Grade level one students may borrow up to a maximum of \$5,500 (subsidized and/or unsubsidized Stafford loan) per academic year. Grade level two students may borrow up to a maximum of \$6,500 (subsidized and/or unsubsidized Stafford loan) per academic year. Total borrowing may not exceed \$31,000 for all undergraduate study. To apply for a Subsidized or Unsubsidized Federal Stafford Loan, a student must first apply for federal financial aid via the FAFSA.

**Subsidized Federal Stafford Loan:** These loans are available to students who demonstrate financial need. Students who are eligible to apply for an FSL based upon need qualify to have the Federal Government pay the interest on their loan while they are in school and during deferment periods.

**Unsubsidized Federal Stafford Loan:** These loans are available to students who do not qualify for need-based financial aid. Students are responsible for monthly interest payments (or capitalization of interest) from the date the loan is disbursed.

**Emergency Book Loan Fund:** The Emergency Book Loan program provides 30-day interest free loans to enable students experiencing a temporary shortage of funds to purchase their books. Students must be enrolled in a minimum of six units and are required to have a co-signer who is at least 21 years of age whose full-time employment can be verified. Depending on the student's enrollment status, loans can range from \$75 to \$150. These monies are made available through donations from the Associated Students of Cuyamaca College, Grossmont-Cuyamaca Community College District Foundation, Grossmont-Cuyamaca Alumni Association, Cuyamaca College Faculty and the Spring Valley Rotary Club.

### OTHER SOURCES OF FUNDS

Other assistance programs are available for students through government agencies such as the County Department of Social Services, Social Security Administration and Veterans Administration. When a student applies for assistance through the Financial Aid Office,

documentation of the money received from these programs is required.

Check with the Career and Student Employment Center regarding job announcements. Bulletin boards located in the hallway of the F building and the One-Stop Center have notices of jobs available.

#### WITHDRAWALS AND REPAYMENT OF FINANCIAL AID FUNDS

Students receiving federal financial aid who *withdraw from all of their classes during the first 60% of a term* will be required to repay a portion of the federal grants that they have received. This is because a student must "earn" his/her financial aid. Financial aid is "earned" for each day you are enrolled in the semester.

For example, if a semester starts on August 21 and you withdraw from all of your classes on October 23, you will have "earned" 63 days worth of financial aid eligibility. The amount you have to repay will depend on the number of days you were enrolled compared to the number of days in the semester. For example, if there are 121 days in the semester, you would have only earned 52% of the aid you received (63 days/121 days in the term = 52%). If you had received a \$1,500 Pell Grant award for the semester, you would have only earned \$780 of the Pell Grant ( $\$1,500 \times 52\% = \$780$ ). Because you have received \$720 more financial aid than you "earned" ( $\$1,500 - \$780 = \$720$ ), you will be required to repay half of the amount you did not earn. The amount you would be required to pay back in this case would be no more than \$360.

*Please note: If you fail all of your classes in a term, you will have only earned 50% of the Pell and/or SEOG that you received and you will be billed for the amount you did not earn. This rule applies even if you were enrolled in classes for the whole term.*

If you are required to repay funds to the federal government, you will be billed and have 45 days to repay the funds in full or to set up a repayment schedule. You will be ineligible for any further financial aid at any college in the United States until you have repaid the funds in full or you have set up a repayment schedule and make repayments according to the repayment schedule.

#### BUDGETS

Cuyamaca College has a diverse student population which means that people have different economic lifestyles and obligations. The budgets used by the Financial Aid Office are expressions of average costs for the student population; they are intended to provide sufficient funds for most students in most circumstances. These budgets are not and cannot be intended to meet each person's full financial responsibilities. For a student who comes to Cuyamaca College relatively free of past obligations, these budgets should provide a sufficient economic base for a student to survive financially and attend school.

Since one purpose of the budget is to fairly distribute the available dollars among all eligible students, it is impossible to take into account all of the situations in which people find themselves or all of the consumer choices they make. People make their own budget decisions about what is most important to them. They may choose to share a low-rent apartment in order to have a car, or they may choose to

live alone within biking distance of the campus. The choices are there for each individual.

The following budgets\* for the 2009-2010 academic year are based on full-time (12 semester units or more) enrollment at Cuyamaca College:

Housing Status	Living with Parent(s)	Living away from Parent(s)	Living with Relatives/Friends
Fees	\$ 600	\$ 600	\$ 600
Books and Supplies	1,500	1,500	1,500
Food and Housing	3,700	10,200	7,100
Personal Expenses	1,700	2,000	2,000
Transportation	1,000	1,000	1,000
<b>TOTAL</b>	<b>\$8,500</b>	<b>\$15,300</b>	<b>\$12,200</b>

\*Amounts subject to change. Contact the Financial Aid Office or go to [www.cuyamaca.edu/finaid](http://www.cuyamaca.edu/finaid) for current budget amounts.

For disabled students, additional allowances may be made for documented special costs that are educationally related but not covered by other assisting agencies. For the current academic year budget, please check with the Financial Aid Office.

Contact the Financial Aid Office, located in the Student Services One-Stop Center, for further information regarding eligibility, programs available, applications or other information.

## HEALTH & WELLNESS CENTER

Room I-134 Telephone: (619) 660-4200

To promote the health and well-being of students, the Health & Wellness Center is maintained by a registered nurse and support staff who evaluate and care for the health needs of Cuyamaca College students. Services are available on a confidential basis. Services include first aid and urgent care; blood pressure, glucose, vision and hearing screenings; tuberculosis clearance testing; body composition analysis; and illness and injury assessment, care and referral to community resources. The Health & Wellness Center is also a health education resource providing up-to-date information and direction on subjects including nutrition, illness prevention, substance abuse, birth control, sexually transmitted diseases, and much more.

The mandatory health fee which supports these services also provides for insurance coverage should a student be injured during a supervised, on-campus or school-related activity. Report all accidents and injuries to the Health & Wellness Center. Insurance forms are available.

Students that depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the health fee by submitting a written request to the Office of Admissions and Records. Requests for exemptions will be reviewed by the Dean of Admissions and Records and the Associate Dean for Student Affairs.

## HIGH SCHOOL AND COMMUNITY RELATIONS (OUTREACH)

The office of High School and Community Relations (Outreach) is the official representative of Cuyamaca Community College. Outreach is Cuyamaca's link to local high schools and the community. For information about admissions requirements, academic programs, and other student services, the Outreach office is the campus resource.

Specific services provided by the Outreach staff include distribution of printed information about the college and its programs to students, teachers, counselors, and members of the community. Visits to schools for career fairs, college nights, peer advising, and interactive multimedia presentations are also part of the Outreach program. Tours of the college campus are provided for individuals, classes and schools.

Outreach invites all prospective students and interested members of the community to take advantage of the programs and services offered. To find out how, please contact the High School and Community Relations (Outreach) office, located in I-122 or call (619) 660-4422.

## INTERCOLLEGIATE ATHLETICS

The mission of the Cuyamaca College Athletics Department is to provide all student athletes quality intercollegiate sports that will complement the college's instructional programs, enhance student life on campus, and foster community interest and support.

The Cuyamaca College Coyotes' cross country, soccer, volleyball, basketball and tennis teams compete in the Pacific Coast Conference, which consists of the following colleges: Grossmont, Imperial Valley, MiraCosta, Palomar, San Diego City, San Diego Mesa, San Diego Miramar, and Southwestern. Men's golf is hosted into the Orange Empire Conference and competes against Cypress, Fullerton, Golden West, Irvine Valley, Orange Coast, Riverside, Saddleback, Santa Ana, Palomar, and Santiago Canyon Colleges. Track and field is hosted in the Foothills Conference.

Cuyamaca College has won conference championships in women's tennis, men's and women's soccer, men's and women's cross country, and men's and women's track and field. State championships have been awarded to men's and women's cross country and many track and field individual events. Cuyamaca coaches have had numerous coaching excellence awards in soccer, tennis, cross country and track and field.

Student athletes must be continuously and actively enrolled in 12 or more units during the sport season. 24 units must be completed for eligibility between the first and second season of competition. Athletes follow an educational plan and maintain a minimum 2.0 GPA. Authority for eligibility must be verified by the Athletics Director. Academic achievement and high level athletic performance is strongly connected for Cuyamaca sports participation.

Advancing student athletes to four-year universities is a primary goal of the Athletics Department.

## LEARNING RESOURCES CENTER (LIBRARY SERVICES) – LRC

The LRC offers both print and electronic information resources for students. Librarians assist students in using the online public access catalog, electronic periodical databases and the Internet to locate books, e-books, periodical articles and other print and electronic resources. Materials not available at the Cuyamaca Library are routinely provided through interlibrary loan.

Students are actively encouraged to become trained researchers in the complex and changing world of information literacy. Learning opportunities range from one-on-one reference assistance to formal group orientations designed to meet specific course objectives. A one unit online course (LIR 110 *Research Methods in an Online World*) is available to students who would like a more comprehensive introduction to research methods.

The Open Computer Lab is located on the first floor of the H Building (Science and Technology Center). This lab contains PC and Macintosh computers. Software necessary to support the instructional program is provided. This lab is available to faculty and to currently enrolled Cuyamaca and Grossmont College students for general use.

## STUDENT PICTURE I.D. CARD

A Student Picture I.D. Card is required for access to library check-out services, the Fitness Center, Tutoring Center, and may be required for some laboratory classes. After you have completed the registration process (new students must wait 24 hours), please come to the Student Picture I.D. Office for this FREE card. You must present a valid government issued identification card. The office is in the Student Services Center, Building A200, in room 202 next to Counseling. Every Cuyamaca College student is issued one Student Picture I.D. Card while attending Cuyamaca College.

## STUDENT SUCCESS PROGRAM

### MATRICULATION

Matriculation is a process that promotes and sustains the efforts of community college students to achieve their educational goals successfully through a coordinated program of instruction and support services. The college provides an admissions process, orientation, basic skills assessment, advising and counseling. See "Student and College Responsibilities/Expectations" under Academic Policies. Within Matriculation, there are five components that help insure student success:

1. **Admission** – A current application must be on file with the Admissions and Records Office in order to receive a registration appointment.

2. **Orientation** – An orientation session introduces the student to the College's programs, services, academic regulations, expectations and campus facilities. All new students should attend an orientation session.

3. **Assessment** – Multiple measures are used to recommend placement into English and/or math courses. These measures include testing and other validated criteria. All new students should participate in assessment. To receive an exemption from this component, review the "Exemption Criteria" below and see a counselor.

**Exemption Criteria** - Students may be exempted from assessment if they meet one of the following criteria:

- Completed an AA degree or higher at another accredited college or university.
- Concurrently matriculated at another accredited college or university and have documentation of matriculated status, i.e., assessment scores.
- Enrolling in a course for educational/personal enrichment that does not require English or math as a prerequisite, corequisite or advisory (recommended preparation).

NOTE: Students should see a counselor if they meet the above criteria.

**Review of Placement Recommendation** – If a student does not agree with the recommended course placement, contact the Assessment Office at 619-660-4426 for challenge procedures.

4. **Counseling and Advisement** – Each student should meet with a counselor to initiate a Student Educational Plan (SEP) that outlines the appropriate courses needed to reach the student's identified educational goal. The student should meet with a counselor on an on-going basis to revise and/or update the SEP, as necessary. Please contact the Counseling Center at (619) 660-4429 for an appointment.
5. **Follow-up** – The faculty will notify students about their academic progress. Students are advised to contact their instructor(s) to discuss specific challenges they are encountering in class. Students are also encouraged to utilize the Counseling Center, Career Center and Tutoring Center to receive assistance when needed.

## TUTORING

### GENERAL TUTORING CENTER

The General Tutoring Center provides assistance at no cost to currently enrolled Cuyamaca College students seeking help with course work. Tutoring is available in a variety of subjects including business, child development, computer science, foreign languages, graphic design, all sciences and social science courses. Study groups are available for certain subjects.

The General Tutoring Center is located in the LRC, with all tutoring by appointment only. Appointments can be made by stopping by the Center. For more information call (619) 660-4306.

### MATH STUDY CENTER

The Math Study Center is located in L104. Free tutoring assistance is available for students enrolled in any Cuyamaca College math class. For more information, call (619) 660-4396.

### WRITING CENTER

The Writing Center, located in B167, provides support for students in any course who would like assistance with reading, writing, or ESL skills. Thirty minute tutoring sessions are available by appointment. Drop-in clients are also served when scheduling permits. The Writing Center's computer lab with wireless internet access provides a supportive environment in which students may work on course-related assignments. Reading, writing, and ESL skill-building software is available for self-paced study. For more information, please call (619) 660-4463.

## UNIVERSITY TRANSFER CENTER

The University Transfer Center assists students with the process of transferring to four-year colleges and universities by providing the most current information available to ensure a smooth transition. This is achieved by providing quality programs and services that support student success through a Transfer Resource Center. The community college is the crucial link between the K-12 system and four-year academic institutions, and the University Transfer Center is the focus for that smooth transition. It promotes coordination with student services units and instruction within the college, and attempts to strengthen ties with the external agencies that affect student transfer.

Students have access to a current catalog collection of California public universities, articulation agreements, CSU and UC admissions applications, college handbooks, and a video collection of four-year universities and private colleges. In addition, the Center has a computer lab which allows students to access the various university web pages. Some of the top web locations for students are: [www.csumentoredu](http://www.csumentoredu); [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu); and [www.assist.org](http://www.assist.org). Our website, [www.cuyamaca.edu/transfer\\_center](http://www.cuyamaca.edu/transfer_center), provides the student with comprehensive transfer information to assist in the transfer process.

The University Transfer Center hosts representatives from four-year universities to assist students in planning for transfer, provides application workshops for transfer to the UC and CSU, and holds a Transfer Achievement Celebration to honor those students who will be going on for a bachelors degree. For additional information, stop by the University Transfer Center in A200 in the Student Services One Stop Center or call (619) 660-4425.



# ACADEMIC POLICIES & PROCEDURES



C U Y A M A C A  
· C O L L E G E ·

## STUDENT AND COLLEGE RESPONSIBILITIES/EXPECTATIONS

### COLLEGE RESPONSIBILITIES

1.  Provide quality instructional programs.
2.  Provide a list of course objectives, instructor expectations as to class attendance, grading and assignments. Treat students with respect and courtesy.
3.  Publish a statement of required materials a student must submit.
4.  Publish steps that must be completed prior to registering for classes.
5.  Publish important information in the catalog, schedule of classes, matriculation handbook and on college forms.
6.  Publish deadlines, procedures and forms for class schedule changes, withdrawals, refunds, grade options, certificate or degree requirements and graduation.
7.  Publish policies, procedures and forms necessary for completion of educational goal.
8.  Provide services to assist in the academic and personal growth of the student.
9.  Provide activities, events, and services that may bring enjoyment and personal growth to the student.
10.  Publish fee charges.
11.  Publish a student code of conduct and administer it consistently.

### COLLEGE EXPECTATIONS OF STUDENT

Student will make a commitment to the college.

Student will attend classes and obtain written materials on instructor expectations and class objectives.

Student will be aware of required materials and submit them by the deadline.

Student will seek out information about, attend and participate in all college-required activities.

Student will purchase a college catalog. Student will obtain and read information published.

Student will read published materials and obtain required forms to complete in an efficient manner and submit in a timely fashion.

Student will determine educational goal and major as early in the college experience as possible.

Student will determine what service would be of benefit and will seek the assistance of faculty/staff to provide it.

Student will select those activities and services which may help the college experience become personally rewarding.

Student will read and be aware of fee charges.

Student will be aware of and observe all college rules and regulations.

### STUDENT RESPONSIBILITIES

- Attend **all** sessions of **all** classes. Arrive **on time** to all class sessions.
- Read all materials distributed. Prepare all class assignments. Hand in all homework **by the deadline**. Treat faculty and staff with respect and courtesy.
- Submit an application; request transcripts from other colleges; take assessment test and/or obtain a waiver if applicable.
- Participate in** assessment, orientation and advisement sessions.
- Obtain and read** published materials. Request clarification of any information that is not clear.
- Read procedures. Seek clarity if needed. Accurately complete forms. **Submit information by deadline**.
- Seek assistance from a counselor in determining an **educational goal**, a **major** and in developing an **educational plan**.
- Determine help needed and seek provider of service. **Ask** professional staff to direct you.
- Select and become actively involved through participation in college events/services.
- Pay** all charges and **debts by due date**.
- Observe all college rules and regulations.

## ACADEMIC HONESTY

Academic honesty is required of all students. Plagiarism—to take and pass off as one's own work the work or ideas of another—is a form of academic dishonesty. Penalties may be assigned for any form of academic dishonesty. Questions or clarification as to how to include the ideas and statements of others or how to avoid other forms of academic dishonesty should be discussed with your instructor to avoid unintentional academic dishonesty.

## ACADEMIC HONESTY/ DISHONESTY POLICIES

Your instructors are eager to help you succeed in your studies at Cuyamaca College. But success means more than just receiving a passing grade in a course. Success means that you have mastered the course content so that you may use that knowledge in the future, either to be successful on a job or to continue with your education.

Your success depends on a combination of the skills and knowledge of your instructors and your own hard work. You will reach your future goals only if you gain new knowledge from every course you take. That knowledge becomes yours, and can be used by you only if it is gained through your own personal efforts. Receiving a grade in a course without acquiring the knowledge that goes with it diminishes your chances for future success.

While in college, you are also shaping the principles which will guide you throughout the rest of your life. Ethical behavior and integrity are a vital part of those principles. A reputation for honesty says more about you, and is more highly prized, than simply your academic skills.

For that reason, academic honesty is taken very seriously by the Cuyamaca College faculty. The following guidelines have been prepared so that you will understand what is expected of you in maintaining academic honesty.

- Academic dishonesty is normally dealt with as an academic action by the instructor, reflected in the student's grade in the particular course rather than through college disciplinary procedures.
- No specific departmental, divisional or institutional procedures are established for academic dishonesty other than the normal process for review and appeal of an instructor's grading procedures.
- Other disciplinary procedures (e.g., dismissal, suspension, etc.) will be used only if the student disrupts the class or is otherwise abusive or threatening or violates any other college policy.
- Academic dishonesty is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of academic dishonesty would include but not be limited to the following:
  - Copying either in part or in whole from another's test or examination;
  - Discussion of answers or ideas relating to the answers on an examination or test when such discussion is prohibited by the instructor;

- Obtaining copies of an exam without the permission of the instructor;
- Using notes, "cheat sheets," or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;
- Altering a grade or interfering with the grading procedures in any course;
- Allowing someone other than the officially enrolled student to represent the same;
- Plagiarism, which is defined as the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.

Options may be taken by the faculty member to the extent that the faculty member considers the cheating or plagiarism to manifest the student's lack of academic performance in the course. One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing:

- Review – no action.
- An oral reprimand with emphasis on counseling toward prevention of further occurrences.
- A requirement that work be repeated.
- A reduction of the grade earned on the specific work in question, including the possibility of a failing grade or no credit for the work.
- A reduction of the course grade as a result of item 4 above including the possibility of a failing grade for the course, if a failing grade for the work produces such a result.
- Referral to the office of the Associate Dean of Student Affairs for further administrative action, such as a failing grade for the course, suspension or expulsion.

### COMPUTER SOFTWARE COPYRIGHTS

Computer software is protected by the Federal Copyright Act of 1976. The following guidelines apply to the use of college-acquired software:

- No copies of software may be made except in the following cases:
  - Normally an archive copy of software is allowed for protection against accidental loss or damage. Archive copies of software should be securely stored and not used except to be recopied if the operational copy becomes damaged.
  - Some software, when site licensed by the producer, may permit unlimited copies for use within the college. Such copies must be made only by the person or persons authorized to make copies by the terms of the site license. In this case, duplicates shall be clearly labeled as Cuyamaca College copies of licensed software.
  - Some software, in particular programming languages, allow code to be copied and incorporated within user-written software. Such use is generally permitted as long as the software is for personal use and not sold, rented or leased. If distribution or commercial use is intended for software so produced, clearance must be secured from the copyright owner for the use of the incorporated code, and with the college for use of the equipment during production.
- The intended or unintended piracy, damage, alteration or removal of any college-acquired software may be treated as an act of theft or malicious destruction. Cuyamaca College

may elect not to extend computer services to persons who have been identified as engaging in these acts.

- The user is responsible for complying with whatever terms or conditions are specified in the license agreement or copyright statement which accompanies individual software acquisition.

## ACADEMIC RENEWAL

When previously recorded Cuyamaca College work is substandard and not reflective of a student's present level of demonstrated ability, and when a student would be required to take additional units simply to raise the grade point average (GPA) to meet an educational goal, this policy will allow alleviation of substandard work. If a student is otherwise eligible for graduation, academic renewal may not be used to raise the GPA in order to qualify for graduation with honors. Academic renewal cannot be used to set aside semesters containing course work which has been used to meet degree, certificate or certification requirements. Two semesters may be alleviated; only complete semesters may be alleviated, i.e., not individual courses. Summer session, if it is to be alleviated, will be counted as a semester.

When courses are alleviated, grades in courses taken during the semester to be alleviated remain on the student's record but are not used in the computation of the GPA.

### CRITERIA

Substandard work completed at Cuyamaca College may be alleviated subject to all of the following criteria:

- The student has requested the action formally and has presented evidence that work completed in the semester(s) under consideration is substandard and not representative of present scholastic ability and level of performance.
- Since the end of the semester to be alleviated, one or more years have elapsed and the student has completed 20 units with at least a 2.5 GPA, or 30 units with at least a 2.0 GPA. Work completed at another accredited institution can be used to satisfy this requirement. Units completed with "P" (Pass) grades will be excluded and not counted toward fulfillment of this requirement.

### PROCEDURE

- The Petitions Committee shall review all requests for academic renewal.
- The student must formally request a review of substandard work to be alleviated. The committee will determine if all criteria have been met and if one or two semesters shall be alleviated. Determination by the committee shall be final.
- In the event of admission to Cuyamaca College as a transfer student from other colleges where course work has been alleviated, such alleviated course work will be counted toward the maximum of alleviated work allowed. (A student is allowed a total of two semesters, regardless of the number of institutions attended.) If the other institution allowed alleviation of partial semesters, the work in question shall be counted as one semester of alleviation for the purposes of this policy.

4. When such action is taken, the student's permanent academic record shall be annotated so that it is readily evident to all users of the record that no work taken during the alleviated semester(s), even if satisfactory, may apply toward degree requirements. However, all work will remain legible on the record insuring a true and complete academic history.

## ACCESS TO EDUCATIONAL PROGRAMS

It is the policy of the Grossmont-Cuyamaca Community College District Governing Board that, unless specifically exempted by statute, every course, course section or class reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to Cuyamaca College and who meets such prerequisites as may be established pursuant to Title 5 of the California Code of Regulations, Sections 55200-55202 and 58102-58108.

## ADDING COURSES

During the official add period for each class, a student may add courses by following the procedure as outlined in the class schedule. Please see the class schedule for specific dates for last day to add all classes.

Students may not enroll in more than 18 units a semester (or 8 units in summer session) without the approval of a counselor.

## ATTENDANCE REQUIREMENTS

Instructors are obligated at the beginning of the semester to announce their policy regarding excessive absence. When absences exceed twice the number of hours that a class meets in one week for full semester-length classes, the instructor may institute an excessive absence drop. For short-term classes, the number of acceptable absences is proportionately shorter. Failure to attend the first class meeting may result in the student being dropped from the class.

It is the student's responsibility to officially withdraw from any classes not attended and to discuss anticipated absences with the instructor. Make-up work for absences is the responsibility of the student and must be completed to the satisfaction of the instructor.

## AUDITING COURSES

Based on GCCCD Governing Board policy, Cuyamaca College permits auditing of courses as follows:

1. Audit enrollment will not be permitted until students have completed the allowable number of repeats in practice or performance courses. Courses are determined through agreement between the department and the appropriate administrator. Priority class enrollments are

given to students desiring to take the course for credit. No student will be permitted to enroll for audit purposes until Monday of the second week of instruction.

2. A nonrefundable audit fee of \$15 per unit plus any required student or instructional materials fee (e.g., health fee, materials fee) shall be payable at the time of enrollment as an auditor. **Fees are not refundable.**
3. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer units per semester. If the student drops below the 10-unit level, the \$15 per unit audit fee will be assessed.
4. Audit enrollment will be based on "seats available" and will not be used to count toward minimum enrollment requirements. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit students. Instructor discretion is strongly recommended. Audit enrollments which allow faculty to be eligible for a large class bonus will not be counted.
5. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for that course.
6. Permission to audit a class is done at the discretion of the instructor and with the instructor's signed permission.
7. No credit will be received for auditing a course. The college will not maintain any attendance or academic records for MIS reporting.

Check the class schedule for courses approved for audit.

## CANCELLATION OF COURSES

Cuyamaca College reserves the right to cancel any course for which there is insufficient enrollment.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Cuyamaca College awards credit for CLEP examinations in accordance with the policy listed below. Students are cautioned that CLEP policies vary among colleges in both the number of units awarded and acceptable scores for receiving credit. Students intending to transfer should check with the college counseling office or transferring institution to determine their policy.

To receive credit for CLEP scores, students must submit an official transcript to the Admissions and Records Office. Contact the College Entrance Examination Board (CEEB) or the Defense Activity for Non-Traditional Education Support (DANTES) to request a transcript. The student's academic transcript will be annotated to designate credit awarded by credit-by-examination.

### CLEP General Education

A student may earn up to a maximum of 18 units on the general examinations of CLEP. Credits received under CLEP are applicable to appropriate General Education requirements for

the AA and AS degrees at Cuyamaca College. Note that CLEP cannot be used in GE Breadth and is not permissible towards requirements for the University Studies degree. Credit will be awarded in the following manner:

### English Composition with Essay

It is mandatory that the essay portion of the CLEP exam be satisfactorily completed or no credit will be awarded. This exam will satisfy the English and Reading competency requirements (Area A-1).

Minimum score: 500 Units granted: 3

### Humanities

This exam will satisfy the Humanities General Education requirement (Area C).

Minimum score: 450 Units granted: maximum of 6

### MATHEMATICS\*

This exam will satisfy the Analytical Thinking General Education requirement (Area A-2).

Minimum score: 500 Units granted: 3

### Natural Sciences

This exam will satisfy a Natural Sciences General Education requirement (Area B). No lab credit will be given for any Natural Science CLEP courses. Three units of elective credit for students electing the two course option in Natural Sciences for General Education.

Minimum score: 450 Units granted: 3

### SOCIAL SCIENCES AND HISTORY

This exam will satisfy the Social Sciences General Education requirement (Area D).

Minimum score: 450 Units granted: maximum of 6

### CLEP Subject Examinations

Additional CLEP credit may be awarded for each satisfactory score on the CLEP subject examination. Please see a counselor for specific information regarding subject examinations.

**\*NOTE:** Students may not receive subsequent credit for any of the following courses: MATH 080, 088, 090.

## CONTINUOUS ATTENDANCE

Students are considered in "continuous attendance" for any semester in which they enroll and for the following semester. This allows a student to "stop out" for one semester and not enroll in classes while still maintaining continuing student status. Summer sessions are not included under this policy.

## COURSES TAKEN OUT OF SEQUENCE

In all cases, a student enrolled in a course must have met course prerequisites.

Satisfactory completion of courses (i.e., English, mathematics, foreign languages, etc.) implies competency in the prerequisite courses; therefore, the college does not grant credit toward graduation for courses taken out of sequence.

## DROPPING COURSES

A student desiring to drop courses or an entire program must use **WebAdvisor**. The student must initiate this withdrawal prior to the established deadline. Drops during the adjustment period do not appear on the transcript. Drops initiated after the adjustment period will result in a transcript entry of "W," which will be taken into consideration in determining lack-of-progress probation and disqualification. Students must clear all obligations to the college prior to withdrawal.

Withdrawal from a class after the drop deadline shall be authorized in the event of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. The student must file a petition in the Admissions and Records Office with documentation for review by the Petitions Committee.

Military withdrawals shall be authorized when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Military withdrawals shall not be counted in progress alert and probation or disqualification calculations.

**It is the student's responsibility to officially drop courses they are no longer attending. If a course is not officially dropped, you may receive an "F" for the course.**

## EMERGENCY ABSENCES OF SHORT DURATION

Emergency absences may be requested through the instructor. Instructors may be requested to provide make-up assignments for all work. Emergency absences will not be granted at the end of the semester when finals would be missed or course requirements not fulfilled.

## EXAMINATIONS

### FINAL EXAMINATIONS

Students may not be excused from final examinations. Instructors should not give final examinations at other than the regularly scheduled time. The instructor shall notify the Office of Instruction in writing if an early examination is being given to a student. This notification should include the title of the course, the reason why the early examination is authorized and the name of the student. In the event that severe illness or other emergency prevents the student from taking a final examination during the regularly scheduled time, the instructor may allow the student to make up the final examination according to provisions of the incomplete grade policy.

### CREDIT BY EXAMINATION

Credit may be granted, subject to approval of the appropriate Department Chair, to any student who satisfactorily passes an examination approved and conducted by the appropriate department. Such credit requires that:

1. The student be registered at Cuyamaca College and be in good standing.
2. The course be listed in the Cuyamaca College catalog and identified in the class schedule as one for which Credit by Examination may be granted.
3. The unit value may not be greater than that listed for the course in the catalog.
4. Units earned in this manner do not count toward the 12 units required in residency.
5. Students have not enrolled in, or completed, the same course or an advanced course at any college in the area in which Credit by Examination is requested.
6. Petitions for Credit by Examination must be submitted by the end of the second week of classes for a semester or by the end of the first week of classes for a summer session.

### CREDIT BY EXAMINATION PROCEDURE

1. Obtain and complete a petition for Credit by Examination from the Admissions and Records Office.
2. Make sure all college transcripts are on file.
3. Obtain approval for taking an examination from the designated instructor. This approval should be obtained before the student registers for classes.
4. Take an examination on the established date.
5. Instructor forwards to the Admissions and Records Office certification that the examination was passed satisfactorily.
6. The student's academic transcript will be annotated for Credit by Examination credit.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Cuyamaca College accords to students all rights under the Family Educational Rights and Privacy Act. No one outside the institution shall have access to nor will the institution disclose any information from the students' education records without the written consent of students except to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. At Cuyamaca College, only those employees acting in the students' educational interests are allowed access to student education records within the limitations of their need to know.

Cuyamaca student data is also submitted to the National Student Clearinghouse so that research may be conducted which informs studies regarding transfer rates, college performance and other college success indicators. The information shared is maintained with the strictest of confidence; individual names or data are not disclosed. If students wish to restrict their data from being shared with the National Student Clearinghouse, they may complete a form at Admissions and Records which will restrict the release of their student data.

The Act provides students with the right to inspect and review information contained in their education records, to challenge the

contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable. The Dean of Admissions and Records has been designated by the institution to coordinate the inspection and review procedures for student education records.

## GRADE FORGIVENESS

Grade forgiveness, as defined by Cuyamaca College, is the omission of courses in which "D" or "F" grades are earned when computing GPA for granting of degrees.

Under the Cuyamaca College forgiveness policy, degree candidates must meet all the requirements as stated in the college catalog with the following exception:

Any course in which a "D" or "F" grade is earned may be forgiven without repeating only if that particular course is NOT being used to meet a degree requirement, and when the grade point average prior to forgiveness is below a 2.0, and the grade point average after grade forgiveness is 2.0 or better.

The grade forgiveness policy is automatically applied at the time of graduation.

## GRADE NOTIFICATION

Final grades are available approximately two weeks after the end of each term. Students may receive grades in the following ways:

- **VIA THE INTERNET** - Grades are available by logging on to **WebAdvisor** at [www.cuyamaca.edu](http://www.cuyamaca.edu). Select the View/Print Grades option for the requested semester and year.
- **IN PERSON** - Grades for the previous semester are available to students who present a photo I.D. at the Admissions and Records Office.
- **BY MAIL** - Students may have their grades mailed to them by submitting a written request (including their student identification number) and a stamped, self-addressed envelope to the Admissions and Records Office.

## GRADES-FINAL

In the absence of mistake, fraud, incompetency or bad faith, the determination of the student's grades by the instructor shall be final once they have been filed in the Admissions and Records Office. Questions regarding final grades should be brought to the attention of the Dean of Admissions and Records.

## GRADING SYSTEM

Grades are earned in each course and recorded on a semester basis on the student's permanent record. A copy of the permanent record is the transcript. Grades should be interpreted as follows:

- A+**
- A** Excellent
- A-**
- B+**
- B** Good
- B-**
- C+**
- C** Satisfactory
- D** Passing, less than satisfactory
- F** Failing
- W** Withdrawal (issued to students who withdraw before the final drop deadline). Students who are enrolled after the final drop date must receive a letter grade (A-F).
- MW** Military Withdrawal awarded to active or reserve military personnel upon receipt of military orders compelling a withdrawal from courses.
- P** Pass formerly CR (Credit), (C or higher) units are not calculated in GPA.
- NP** No Pass formerly NC (No Credit), (less than a C) units are not calculated in GPA. Pass or No Pass may be assigned only if the course is indicated as pass/no pass or if the student has elected this option.
- I** Incomplete - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term, may result in an "I" symbol being entered in the student's record. An incomplete grade may be given only after the student has contacted the instructor; awarding of an "I" is at the discretion of the instructor.  
The "I" may be made up no later than one semester following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A student may petition for extension of the time limit for removal of the incomplete. The petition must include evidence of approval from the instructor.  
Both the instructor and the student must complete and sign the Incomplete Grade Contract form. Procedural details are printed on the back of that form and under the catalog section titled Incomplete Grades.
- IP** In progress - The IP symbol shall be used only in courses which are offered on an "open entry/open exit" basis. It indicates that work is "in progress," but that assignment of a grade must wait its completion. The IP symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and will appear on the student's permanent record for the term in which the course is completed. The IP shall not be used in calculating grade point averages.

If a student enrolled in an "open entry/open exit" course is assigned an IP at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor will assign a grade to be recorded on the student's permanent record for the course.

- RD** Report Delayed - The RD symbol may be assigned by the Admissions and Records Office only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" is not used in calculating GPA.

P, NP, W, MW, I, IP and RD grades are not used in computation of grade point average but the W, NP and I are used for purposes of progress alert and disqualification status.

### GRADE POINT AVERAGE

Academic achievement is reported in terms of grade point average (GPA). This is derived from the following weighting system:

- A+** 4.0 grade points per unit earned
- A** 4.0 grade points per unit earned
- A-** 3.7 grade points per unit earned
- B+** 3.3 grade points per unit earned
- B** 3.0 grade points per unit earned
- B-** 2.7 grade points per unit earned
- C+** 2.3 grade points per unit earned
- C** 2.0 grade points per unit earned
- D** 1.0 grade points per unit earned
- F** 0.0 grade points per unit attempted

Grade point average is computed by dividing total units attempted into total grade points earned. Decisions on probation and disqualification, scholarship, eligibility for graduation, and transfer are all influenced or determined by grade point average; hence, students should pay constant attention to their own grade point standing.

## GRADUATION CEREMONY

The Cuyamaca College Commencement ceremony is held each May or June, recognizing those students who have received their Associate Degrees and/or Certificates of Achievement the previous summer, fall and current spring semester. Information regarding the commencement ceremony is available in the Student Affairs Office. Students wishing to apply to receive a degree or certificate must file a Petition for Graduation in the Admissions and Records Office. Deadlines are printed in the class schedule each semester.

## GRADUATION WITH HONORS

Students who have earned a 3.5 or better GPA in all college work attempted graduate with honors.

Official transcripts from all colleges attended must be on file in the Admissions and Records Office. However, if no course work on a transcript from another college is used to meet any degree requirement, students may exclude that entire transcript from being used to compute their overall GPA for graduation. Students electing this option need to make this request at the time they file an Evaluation for Graduation Request form in the Admissions and Records Office. An official transcript must be on file prior to request for exclusion. This option only applies to the GPA used to determine graduation with honors from Cuyamaca College. It will not affect transfer GPA and other colleges and universities may not calculate GPA for honors status the same way.

## HONORS

Students carrying 12 or more units at Cuyamaca College in which letter grades are earned ("Pass" grades not included), who maintain a 4.0 GPA during any semester, are placed on the President's List. Students who maintain a 3.5 or better GPA during any semester are placed on the Dean's List.

Students carrying less than 12 units at either Cuyamaca College or Grossmont College, but carrying 12 or more units in which letter grades are earned ("Pass" grades not included) at Cuyamaca and Grossmont Colleges, who maintain a 4.0 GPA during any semester, are placed on the District President's List. Students who maintain a 3.5 or better GPA during any semester are placed on the District Dean's List.

Part-time students are eligible for the Dean's List if they (1) complete 12 units at Cuyamaca College in one academic year (July 1 through June 30) with a GPA of 3.5 or better ("Pass" grades not included) and (2) were enrolled in fewer than 12 units per semester.

## MATRICULATION APPEALS INFORMATION

### PARTICIPATION IN MATRICULATION SERVICES

All students are encouraged to participate in Matriculation services which include assessment, orientation, counseling and advisement; however, if a student does not wish to take part in any or all of these services, the student shall meet with a counselor to discuss Non-Participation in Matriculation Services.

### COMPLAINT OF UNLAWFUL DISCRIMINATION

If a student feels that assessment, orientation, counseling, prerequisites or any other Matriculation procedure is being applied in a discriminatory manner, a process has been established to achieve a satisfactory resolution of the problem. This process includes:

Level 1 Meet with the Chairperson of Counseling (or designee) to discuss the situation and seek solutions to the problem within three working days. A record of the discussion and the solution is filed at this time.

Level 2 In the event a student complaint is not resolved at Level 1, the Chairperson of Counseling (or designee) will refer the student to the Dean of Counseling/Matriculation. The Dean will discuss the complaint with the student and, if necessary, assist the student in preparing a written complaint to the Appeal Panel. An Appeal Panel composed of the Vice President of Student Development and Services, a counselor, the Gender Equity Coordinator, one student and one instructional faculty member will review the complaint and respond appropriately within 10 working days.

NOTICE: If the above procedure is followed and the student is not satisfied, and the complaint is predicated on an alleged unlawful discrimination on the basis of ethnic group identification, religion, age, gender, color, or physical or mental disability, and this complaint is not resolved to his/her satisfaction within 30 days of its filing, the student may file a formal complaint. If the student is interested in pursuing this option, please contact:

Vice Chancellor of Human Resources and Labor Relations  
Grossmont-Cuyamaca Community College District  
8800 Grossmont College Drive  
El Cajon, CA 92020

## MINIMUM LOAD REQUIREMENTS

Cuyamaca College does not specify a minimum load except when the student desires to meet certain requirements such as:

1. Certification to the Department of Health, Education and Welfare that the student is attending full-time. Requirement: 12 or more units a semester, but a student should average 30 units a year.
2. Veteran Affairs certification for Chapters 30, 31, 32, 35 and 1606.

### Fall or Spring Semester

Full-time . . . . .12 units  
Three-quarter time . . . .9-11 1/2 units  
One-half time . . . . .6-8 1/2 units  
One-quarter time . . . .3-5 1/2 units

### Summer Session

Calculated on an individual class basis. Contact the Veterans Specialist in the Admissions and Records Office for detailed information.

3. International students with an "F-1" visa issued by Cuyamaca College. Requirement: 12 or more units a semester.
4. Enrollment verifications for insurance benefits that a student is attending full-time. Requirement: 12 or more units a semester or 5 or more units for summer session.
5. Athletics - Eligibility to participate in Pacific Coast Conference intercollegiate athletics. Requirement: 12 or more units in courses for

which NEW units of credit may be earned. Students should see Pacific Coast Conference and Cuyamaca College regulations for additional requirements.

6. Student Government - Eligibility to participate in student government as an office holder or in intercollegiate activities other than athletics. Requirement: 6 or more units during the semester of participation.

## PASS/NO PASS GRADING OPTION

The Pass/No Pass (P/NP) grading option is offered so that students may explore subject areas of interest outside those of their known abilities or assumed competence without competing for grades with students who are majoring in that subject. Cuyamaca College encourages this kind of exploration.

In any course offered at Cuyamaca College, a student may elect to be graded on a "P/NP" basis providing the course is not part of the major (this applies to the two-year AA and AS degree majors only). In all cases, a student enrolled in a course must have met course prerequisites.

A maximum of 12 credit units earned at Cuyamaca College with "P" grades may be counted toward satisfaction of General Education and elective curriculum requirements for graduation. Grades received from other accredited institutions, as well as credits authorized for military courses and Advanced Placement examinations, may be applied as "P," when appropriate, toward graduation.

Some courses in the curriculum are offered exclusively on a "P/NP" basis. Credit units earned in these courses are exempt from the 12 unit restrictions. In all other non-major courses, the election to be graded on a "P/NP" basis is at the option of the student. Students electing to be graded on a "P/NP" basis shall establish that option in writing by the end of the fifth week of the semester. (Short-term classes will be allowed a proportionate amount of time.) Once the "P/NP" deadline has passed, the decision is irrevocable.

A "P" grade shall represent at least a satisfactory ("C" grade) level of performance but shall not be counted as units attempted in computing GPA.

A "NP" grade indicates unsatisfactory completion of course requirements but will not be counted as units attempted in computing GPA. "NP" grades will be taken into consideration in the determination of lack-of-progress probation and disqualification status.

Students intending to transfer to four-year colleges or universities should check the specific policies of those institutions pertaining to transferability of "P" grades.

## POLICIES RELATING TO STUDENTS

POLICY	WHERE TO FIND IT
<b>Academic Accommodations</b>	<i>Disabled Students Programs &amp; Services</i>
<b>Academic Appeals</b>	<i>Disabled Students Programs &amp; Services</i>
<b>Academic Policies and Procedures</b>	<i>Admissions and Records College Catalog</i>
<b>Americans with Disabilities Act (ADA)</b>	<i>Vice President, Student Development &amp; Services</i>
<b>Bulletin Board</b>	<i>Student Affairs</i>
<b>Campaign and Election</b>	<i>ASGCC Office Student Affairs</i>
<b>Compliance with Students with Disabilities Regulations Section 504 of the 1973 Rehabilitation Act</b>	<i>Disabled Students Programs &amp; Services</i>
<b>District Drug and Alcohol</b>	<i>District Public Safety Health Services</i>
<b>Family Educational Rights and Privacy Act</b>	<i>Admissions and Records College Catalog</i>
<b>Matriculation Plan and Appeal Process</b>	<i>Dean of Counseling/Matriculation</i>
<b>Petition to Challenge Course Prerequisites, Corequisites and Limitations on Enrollment</b>	<i>Counseling Center College Catalog</i>
<b>Sexual Harassment</b>	<i>College Catalog Vice Chancellor of Human Resources and Labor Relations Vice President, Student Development &amp; Services Reference Copies: Student Affairs</i>
<b>Smoke/Tobacco Free Facility</b>	<i>Vice President, Administrative Services</i>
<b>Student Code of Conduct</b>	<i>Student Affairs Vice President, Student Development &amp; Services College Catalog</i>
<b>Student Grievance and Due Process Procedures</b>	<i>Student Affairs College Catalog Vice President, Student Development &amp; Services</i>
<b>Title IX Prohibiting Sex Discrimination in Education</b>	<i>Dean of Counseling/Matriculation</i>

## PREREQUISITES, COREQUISITES, RECOMMENDED PREPARATIONS, AND LIMITATIONS ON ENROLLMENT

A *prerequisite* is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

A *corequisite* is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

An *advisory or recommended preparation* is a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

*Limitations on enrollment* are conditions for enrollment in Honors courses or courses which include public performance or intercollegiate competition.

All courses shall be open for enrollment to any student who has been admitted to the college, except that students may be required to meet necessary and valid prerequisites. In addition, the District may also limit enrollment in a course based on health and safety considerations, facility limitations, or legal requirements imposed by statute or regulations.

### GROUND FOR CHALLENGE ARE:

1. Student can demonstrate that the prerequisite has not been established following the District's policy or in accordance with Title 5.
2. Student can demonstrate that the course is discriminatory or applied in a discriminatory manner.
3. Student can demonstrate knowledge or skill needed to succeed in the course without the prerequisite.
4. Student can demonstrate that attainment of his/her educational goal will be unduly delayed because the prerequisite has not been made reasonably available (impacted programs).
5. Student can demonstrate that no threat is posed to self or others in a course which has a prerequisite established to protect health and safety.

Students should plan their schedules early and see a counselor for assistance.

### CHALLENGE PROCEDURE

Students who believe that they have sufficient grounds may challenge a prerequisite, corequisite, or limitation on enrollment. A student may obtain a Petition to Challenge Prerequisites, Corequisites, and Limitations on Enrollment as well as a copy of the challenge procedure in the Counseling Center no later than 10 working days prior to the published add deadline for the course being challenged. Students who challenge a prerequisite or corequisite after the start of the semester should speak with a counselor. Contact the Counseling Center for additional information.

## PROBATION AND DISQUALIFICATION

Cuyamaca College believes that students who can profit from higher education should be allowed admission free of probationary status. Grades earned at other schools prior to admission to Cuyamaca College shall not be considered in determining probationary status.

### PROBATION

1. *Academic Probation:* Any student who has attempted a minimum of 12 semester units at Grossmont-Cuyamaca Community College District (GCCCD) and whose cumulative college grade point average falls below a 2.0 in courses receiving letter grades shall be placed on academic probation.
2. *Lack-of-Progress Probation:* Any student who has enrolled in a total of at least 12 semester units (beginning with the Fall 1981 semester) at GCCCD shall be placed on lack-of-progress probation when the student's cumulative units indicate 50 percent or more units of "W," "I," "NC" or "NP."
3. *Removal from Probation:*
  - a. Any student placed on academic probation shall be removed from probation when the cumulative GPA at GCCCD has improved to 2.0.
  - b. Any student placed on lack-of-progress probation shall be removed from probation when the cumulative units of "W," "I," "NC" or "NP" recorded at GCCCD are less than 50 percent of the total units attempted.

### DISQUALIFICATION

Any student disqualified from a college within the Grossmont-Cuyamaca Community College District may not attend any college within the District during the next consecutive semester. The student may, however, attend the summer session.

1. *Academic Disqualification:* Any student on academic probation whose semester GPA falls below 2.0 shall be academically disqualified. Any student on academic probation whose semester GPA equals or exceeds 2.0, but whose cumulative GPA for all units attempted remains below 2.0, shall be continued on probation.
2. *Lack-of-Progress Disqualification:* Any student who is on lack-of-progress probation and whose semester work indicates 50 percent or more units of "W," "I," "NC" or "NP" will be disqualified. Any student on lack-of-progress probation whose semester work indicates fewer than 50 percent units of "W," "I," "NC" or "NP," but whose cumulative records show 50 percent or more units of "W," "I," "NC" or "NP," will be continued on lack-of-progress probation.

### REINSTATEMENT

Any student believing to be unjustifiably disqualified may file a petition with the Admissions and Records Office requesting that such disqualification be reconsidered. Students are encouraged to see a counselor for assistance with petitions. To facilitate the official adding of courses prior to the published add deadline, a petition for reinstatement should be submitted no later than ten working days prior to the published add deadline.

Any veteran who petitions for readmission to the college following disqualification must meet with a counselor and have the counselor make a recommendation on the petition prior to being considered for readmission.

## REMEDIAL COURSE LIMIT

Students may not receive credit for more than 30 units of remedial course work. This limit shall not apply to the following students:

- Students enrolled in one or more courses of English as a Second Language.
- Students identified by a college in the District as having a learning disability.

Students may be granted a waiver to the limitation upon petition to a college in the District. Waivers will be granted only when the student shows significant and measurable progress toward the development of skills necessary for college-level courses. Such waivers will be given only for a specified period of time or for a specified number of units.

## REPETITION OF COURSES

A student is not obligated to repeat a course which he/she has failed unless it is a course required for graduation, transfer or is a prerequisite to another required course.

### SUBSTANDARD WORK

1. A student may repeat any course in which a substandard final grade ("D," "F," "NC" or "NP") was earned. If the course is offered at both colleges in the District, the student may repeat the course at either college. A course may be repeated twice under this policy.
2. Upon completion of a repeated course, the original grade will be annotated and removed from the cumulative totals on the academic transcript in such a manner that all work remains legible, insuring a true and complete academic history. Only the last grade will be included in determining GPA and academic standing, and only those units will be counted toward graduation. No assurance can be provided that repeated course(s) will be treated in this manner by other institutions.

### SPECIAL CIRCUMSTANCES

#### SPECIAL NEEDS

Subject to the provisions above, additional repetitions of special specific classes are permitted to provide accommodations to a student's educational limitations pursuant to state and federal nondiscrimination laws when such repetitions are essential to completing a student's preparation for enrollment into other regular or special classes.

#### PASSED COURSE

A student may not repeat a course in which a grade of "P" or "C" or higher was earned except by petition under extenuating circumstances and must be needed to meet an educational or occupational objective. A minimum of two years since the completion of the course must have elapsed before a petition can be filed. If such circumstances do exist, the grade earned in the repeated course shall not be counted in calculating the student's GPA.

**MANDATED TRAINING**

Courses that are required for mandated training are petitionable within the two-year time period.

## SEXUAL HARASSMENT

The Grossmont-Cuyamaca Community College District is committed to providing an academic and work environment that respects the dignity of individuals and groups. As per Board Policy 3430, the District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. The District shall also be free of unlawful harassment pertaining to: ethnic group identification, national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of those characteristics. Harassment based on any of the protected status is prohibited and will not be tolerated. It is illegal to retaliate against any individual who filed a sexual harassment complaint or for participating in a sexual harassment investigation. The District's policy in its entirety may be found in the Student Affairs office or the District Human Resources and Labor Relations office.

## STUDENT CODE OF CONDUCT

**GROUND FOR DISCIPLINARY ACTION**

Student conduct must conform to District and College rules and regulations. If a Student Code of Conduct violation occurs while a student is enrolled in any program of instruction within the District, to include distance programs, he or she may be disciplined for one or more of the following causes that must be District related. These categories of behavior are not intended to be an exhaustive list, but are examples of causes and are good and sufficient causes for discipline, including but not limited to the removal, suspension or expulsion of a student. Other misconduct not listed may also result in discipline if good cause exists (Education Code Section 76034).

- Academic dishonesty such as cheating or plagiarism, or knowingly furnishing false information to the District and/or the College by any method including but not limited to any electronic mail, text messaging, media, or online course.
- Forgery, alteration or misuse of District or College documents, records, or identification.
- Obstruction or disruption of instructional, counseling, administrative, public service or other authorized District or College functions or activities.
- Assault, battery, abuse, harassment or any threat of force or violence or hazing directed toward any person on District-owned or controlled property, or at District or College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person, or stalking of any District or College student or staff member by any method including but not limited to any electronic mail, or other media.

- Theft of or willful damage to District property or theft or willful damage to property of a member of the District or College community, such as visitors, students or employees on District property or at an authorized District or College activity.
- Unauthorized entry onto or use of District or College facilities including but not limited to administrative offices and instructional classrooms.
- Violation of District or College rules or regulations including District or College policies concerning student organizations, use of District or College facilities, or the time, place, and manner of student expression (Education Code 76120).
- Use, possession, or distribution of alcoholic beverages, narcotics, or controlled substances, including related paraphernalia on campus, except as expressly permitted by law, or presence on District property or at a District or College authorized event while under the influence thereof.
- Willful failure to comply with directions of District or College officials, including faculty and staff acting in the performance of their duties.
- Disorderly, lewd, indecent, or obscene conduct, expression, or language on District-owned or controlled property, to include but not limited to computers or servers, or at District or College-sponsored or supervised functions.
- Use of slander, libel or in any way across any medium including electronic mail, text messaging, web sites, or blogs to cause defamation.
- Possession or use of explosives, dangerous chemicals, deadly weapons including but not limited to knives, firearms, martial and physical arts training or implements (not expressly required for an academic or non-credit course of instruction), or any item used to threaten bodily harm to any person on District property or at a District or College function without prior authorization of the Chancellor or designee.
- Misrepresentation of oneself or of an organization to be an agent of the District or College.
- Conduct that is in violation of Federal, State, or local laws or ordinances while on District premises or at District or College-sponsored or supervised activities.
- Abuse of computer facilities, not limited to but including servers, the Internet and telephones or use of computers for other than authorized assigned work including, but not limited to: unauthorized entry into a file to read, use, copy, or change its contents; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of District or College computing facilities to interfere with the work of another member of the District or College community; use of computers for unauthorized activities; unauthorized use of computers to display material of a sexual nature or other material that creates a hostile environment for persons in the immediate vicinity; and by any method including but not limited to any electronic mail, media (BP/AP 3720).
- Attempting any of the causes for disciplinary action identified above.

**TYPES OF DISCIPLINARY ACTIONS**

Disciplinary actions that may be imposed for violations of the Student Code of Conduct include the following:

- **Warning:** Written or oral notice to the student that continuation or repetition of misconduct may be cause for further disciplinary action.
- **Reprimand:** Written censure for violation of specific regulations.
- **Disciplinary Probation:** Specific period of conditional participation in campus and academic affairs that may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, or is charged a second time with a violation of the Standards of Student Conduct during the probationary period, it shall be grounds for revocation of the student's probationary status and for further disciplinary action to be taken in accordance with these procedures.
- **Faculty-Initiated Suspensions:** A faculty member may remove for good cause any student from his or her class for up to two (2) class sessions. The student shall not return to the class during the period of the removal without concurrence of the instructor and, if required, the consent of the CSSO or designee. Nothing herein will prevent the College President, the CSSO, or designee from recommending further discipline in accordance with these procedures based on the facts that led to the removal. As used in this rule, "good cause" includes those offenses listed in the Student Code of Conduct. The faculty member shall immediately report the suspension to the respective division administrator and to the CSSO or designee. If the student is a minor, the College President, the President's designee or the CSSO shall schedule a conference with the student and the student's parent or guardian regarding the suspension. The faculty member is not obliged to provide makeup opportunities for class work missed during the two (2) class periods of suspension.
- **Suspension or Termination of Financial Aid:** In the event a student is suspended for willfully and knowingly disrupting the orderly operation of the campus, this action will result in ineligibility for state financial aid, as defined in Education Code Section 69813, for the period of suspension (Education Code Section 69810).
- **Immediate Interim Suspension:** The College President, the President's designee or the CSSO may order immediate suspension of a student when he or she concludes that immediate interim suspension is required to protect lives or property and to ensure the maintenance of order provided that a reasonable opportunity be afforded the suspended person for a hearing within ten (10) days of the time that the CSSO or designee, or the College President became aware of the infraction unless mutually agreed upon by the student and the designated College administrator that more time is required.
- In cases where an immediate interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student according to the provisions above.

- In the event that a student does not request a hearing within the ten (10) days or contact the CSSO or his or her designee, or the College President to establish a mutually agreed upon time for a hearing, the college where the infraction occurred will proceed with a due process hearing twenty (20) days after the point that the aforementioned administrators became aware of the infraction with or without the accused student being present. Students placed on Immediate Interim Suspension shall have holds placed on all records and transcripts pending the outcome of the due process hearing (Education Code Section 66017).
- **Withdrawal of Consent to Remain on Campus:** The College President, the President's designee or the CSSO, may notify any person as to whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus by District Public Safety. If consent is withdrawn by the College President, the President's designee or the CSSO, a written report must be promptly made to the College President. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted no later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with provisions of this procedure relating to interim suspensions. In no case shall consent be withdrawn for longer than fourteen (14) days from the date upon which consent was initially withdrawn. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (California Penal Code 626.4).
- **Short-Term Suspension:** Temporary exclusion from student status or other privileges or activities for a specified period of time not to exceed ten (10) days (Education Code Section 76031).
- **Long-term Suspension:** Temporary exclusion from student status or other privileges or activities for the remainder of the current semester.
- **Expulsion Subject to Reconsideration:** Permanent termination of student status, subject to reconsideration by the Board of Trustees after a specified length of time. Reconsideration may be requested in accordance with the procedure for reconsideration.
- **Permanent Expulsion:** Permanent termination of student status. There shall be no right of reconsideration of a permanent expulsion at any time. On its own motion, the Board of Trustees may reconsider such actions at any time.
- **Restitution:** Appropriate restitution shall be sought from any student found guilty of theft, vandalism or willful destruction of District or College property.

## STUDENT GRIEVANCE AND DUE PROCESS PROCEDURES

The educational philosophy of the Grossmont-Cuyamaca Community College District set forth by Governing Board Policy 1300 states that "The Colleges recognize the worth of the individual and the fact that individual needs, interests, and capacities vary greatly." With acceptance of this principle comes the recognition that divergent viewpoints may result and that a process by which these viewpoints can be aired and resolved must be established.

The purpose of these procedures is to provide a prompt and equitable means for resolving student grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the campus community. The grievance procedure may be initiated by a student who reasonably believes he or she has been subject to unjust action or denied rights that have adversely affected his or her status, rights, or privileges as a student. It is the responsibility of the student to submit proof of alleged unfair or improper action.

Grievances pertaining to grades are subject to the California Education Code Section 76224(a) which states: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the faculty member of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

This Student Grievance and Due Process Procedure does not apply to the challenge process for prerequisites, corequisites, recommended preparations (advisories), and limitations on enrollment; an appeal of residence decision determination; or the determination of eligibility, disqualification or reinstatement of financial aid. These processes should be directed to the administrator in charge of the specific area of concern. Alleged violations of sexual harassment policies, actions dealing with student discipline, alleged discrimination on the basis of ethnic group identification, religion, age, gender, color, sexual orientation, physical or mental disability should be directed to the Associate Dean of Student Affairs. This procedure does not apply to police citations (i.e., "tickets"). Complaints regarding citations must be directed to the Public Safety Office.

If it is reasonable to conclude that, if substantiated, discipline of an employee may follow from a violation, such grievance is not subject to this process. Allegations of this nature will be directed to the appropriate College administrator.

If the grievance is predicated on an alleged unlawful discrimination on the basis of ethnic group identification, religion, age, gender, color, sexual orientation, physical or mental disability, a complaint may be filed with the:

Vice Chancellor of Human Resources and Labor Relations  
Grossmont-Cuyamaca Community College District  
8800 Grossmont College Drive  
El Cajon, CA 92020

Information about grievance procedures and a copy of this document should be available to

grievant(s) and/or the student respondent(s) upon request.

The appeal procedure for eligibility, disqualification, and reinstatement of financial aid may be obtained in the Financial Aid Office. Information about other procedures is listed in the schedule of classes, the College catalog, or may be obtained from the Chief Student Services Officer.

### INFORMAL RESOLUTION

All parties involved should be encouraged to seek an informal remedy. Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of the dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have assumed official or public positions that might tend to polarize the dispute and render a solution more difficult.

In an effort to resolve the matter in an informal manner, the student may, if appropriate, schedule a meeting with the person with whom the student has the grievance, schedule a meeting with the person's immediate supervisor, and/or schedule a meeting with the appropriate College administrator.

If the matter is not resolved in an informal manner, the student may, if appropriate, schedule a meeting with the Associate Dean of Student Affairs to explore student rights and responsibilities and receive assistance with an informal resolution.

- The Associate Dean of Student Affairs may gather information, communicate with all parties and attempt to mediate an informal resolution.
- If the student believes the issue has not been resolved satisfactorily, the student may submit a written Statement of Grievance to the Associate Dean of Student Affairs, specifying the time, place, nature of the complaint, the specific policy or regulation alleged to have been violated if any, and remedy or correction requested.

This statement must be submitted to the Associate Dean of Student Affairs within thirty (30) days of the incident or thirty (30) days after the student learns of the basis for the grievance, whichever is later, but not to exceed one (1) year of the occurrence.

- At the end of ten (10) days following the receipt of the written Statement of Grievance by the Associate Dean of Student Affairs, if there is no informal resolution of the complaint, the student(s) shall have the right to request a Formal Grievance Hearing.

### FORMAL GRIEVANCE HEARING

- The student grievant(s) shall file a Formal Grievance Hearing Request Form with the Associate Dean of Student Affairs no sooner than ten (10) days, but not more than fifteen (15) days from filing the written Statement of Grievance.
- The grievant(s) and/or the respondent(s) may request from the Associate Dean of Student Affairs the assistance of a Student Advocate. The grievant(s) or the respondent(s) shall select an advocate from the panel established by the College President.
- Within five (5) days following receipt of the Formal Grievance Hearing Form, the Associate Dean of Student Affairs shall meet

with the grievant and all parties to outline their rights and responsibilities.

### FORMAL GRIEVANCE HEARING COMMITTEE COMPOSITION

The College President shall establish annually a standing panel from which one or more Formal Grievance Hearing Committees may be appointed. The panel shall consist of a minimum of:

- Five (5) students recommended by the Associated Student Government of Cuyamaca College;
- Five (5) faculty members recommended by the Academic Senate;
- Five (5) administrators, supervisors or staff selected by the College President.

The College President shall appoint a Formal Grievance Hearing Committee from the standing panel. The College President shall ensure that these Committee members have no possible conflict of interest in hearing the grievance. The Committee shall include two (2) students, two (2) faculty members, and one (1) College administrator, supervisor or staff member selected from the panel described above.

The Formal Grievance Hearing Committee shall select a chairperson from among its members. Once a Formal Grievance Hearing has commenced, only those Committee members present throughout the Hearing may vote on the recommendation.

No person shall serve as a member of the Formal Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any public statement on the matters at issue, or could otherwise not act in a neutral manner. The grievant(s) or the respondent(s) may challenge for cause any member of the Formal Grievance Hearing Committee prior to the beginning of the Hearing by addressing a challenge, in writing, to the College President who shall determine whether cause for disqualification has been shown. If the College President believes that sufficient grounds for removal of a member of the Formal Grievance Hearing Committee have been presented, the College President shall remove the challenged member or members and replace them with another member or members from the standing panel.

Within ten (10) days following receipt of the Formal Grievance Hearing Request Form, the Formal Grievance Hearing Committee shall meet to select a chairperson and to determine if the Formal Grievance Hearing Request fulfills all of the following requirements:

- The request contains facts/documentation which, if true, would constitute a grievance;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievant conformed with the grievance procedures and the grievance was filed in a timely manner;
- The grievance is not clearly frivolous or without foundation, or not clearly filed for purposes of harassment.

If the Formal Grievance Hearing Committee rejects the request for a Formal Grievance Hearing, the grievant and the Associate Dean of Student Affairs shall be notified in writing, within five (5) days, by the Committee's

Chairperson. The specific reason(s) for rejection and the appeal process outlined in this document shall be included in this notification.

If the grievant(s) is dissatisfied with the decision of the Formal Grievance Hearing Committee not to grant a Formal Grievance Hearing, a written appeal may be filed with the Grievance Council within five (5) days after receipt of the Formal Grievance Hearing Committee's decision.

The Grievance Council's decision on the appeal is final.

If the request for a Formal Grievance Hearing satisfies all of the requirements listed above, the Committee Chairperson shall notify the grievant and the Associate Dean of Student Affairs, in writing, within five (5) days.

The Associate Dean of Student Affairs shall schedule a Formal Grievance Hearing which shall commence within ten (10) days following the decision to grant a Formal Grievance Hearing. All parties to the grievance shall be given no less than five (5) days notice of the date, time and place of the Hearing.

The student may represent him or herself or may be assisted by another person except that an attorney shall not represent him or her.

### CONDUCT OF THE HEARING

**Opening:** The Committee Chairperson shall call the Hearing to order, introduce the participants, and announce the purpose of the Hearing.

**Burden of Proof and Producing Evidence:** Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the grievance. The grievant(s) and the respondent(s) have the right to question all witnesses and to review all documents presented to the Formal Grievance Hearing Committee.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

The burden shall be upon the grievant to prove by a preponderance of the evidence that the facts alleged are true.

**Student Advocacy:** The grievant(s) or the respondent(s) shall have the right to be assisted by a Student Advocate or by an individual of their choice. The grievant and the respondent(s) may assist him or herself, or may be assisted by a person of the party's choice, except that neither the grievant(s) or the respondent(s) shall be entitled to representation by legal counsel.

**Exclusion of Witnesses:** The Hearing shall be closed and confidential, unless it is the request of both parties that the Hearing be open to the public. Any such request must be made in writing no less than five (5) days prior to the date of the Hearing.

In a closed Hearing, witnesses shall not be present at the Hearing when not testifying unless both parties and the Formal Grievance Hearing Committee agree to the contrary.

**Tape Recording:** The Hearing shall be tape-recorded in accordance with the following procedures:

- All oral testimony shall be tape-recorded. If a person called upon to give oral testimony refuses to consent to being recorded, they may not testify at the Hearing.
- At the beginning of every Hearing, all parties present for the Hearing shall orally identify themselves by name for the tape recording.

- The Committee chairperson shall instruct all parties present for the Hearing to identify themselves when speaking and instruct all present that only one person is to speak at a time so the tape recording will be understandable.
- Only one tape recorder shall be allowed at the Hearing. No other recording device shall be allowed.

When the presentation of evidence is concluded, the Formal Grievance Hearing Committee's deliberations shall be confidential and closed to all parties. The Formal Grievance Hearing Committee's deliberations shall not be tape-recorded. Only those Committee members present throughout the entire Hearing may vote on the decision.

The grievance file, including tapes and all documents, shall be retained in a secure location on campus for a period of four (4) years. The grievant(s) and the respondent(s) may have access, upon request, to the files and tapes through the Associate Dean of Student Affairs. The individual making the request pursuant to Board Rule shall pay the costs of any copies requested.

The Formal Grievance Hearing Committee shall meet and consider the relevance and weight of the testimony and evidence presented. This Committee shall reach a decision only upon the record of the Hearing and shall not consider matters outside of that record. Within five (5) days following the conclusion of the Hearing, this Committee shall issue a written recommendation that includes a statement of reasons for its conclusions.

The Committee's recommendation shall be forwarded to the Grievance Council through the Chief Student Services Officer with copies to the grievant(s) and the student respondent(s).

### GRIEVANCE COUNCIL

The Grievance Council shall be composed of the Chief Student Services Officer, the Vice President of Instruction, and the Chief Business Officer of the College or designees.

Upon receipt of the Formal Grievance Hearing Committee's recommendation, the Chief Student Services Officer shall call a meeting of the Grievance Council.

The Grievance Council shall consider the Committee's recommendation, and any materials pertinent to the grievance, but shall not consider matters outside of the record. The Grievance Council shall render a written decision to the grievant(s) and the respondent(s) within five (5) days of receipt of the Formal Grievance Hearing Committee's recommendation.

### APPEAL PROCESS

If either party is dissatisfied with a Grievance Council's decision, a written appeal may be filed with the College President within five (5) days of receipt of the Grievance Council's decision. If the College President is a party to the grievance, the appeal will be submitted directly to the District Chancellor.

Within five (5) days, the Grievance Council, or the College President (or District Chancellor if the President is a party to the grievance) shall send copies of the appeal to each party.

The College President (or the District Chancellor if the President is a party to the grievance), after reviewing the record of the Formal Grievance Hearing Committee, shall

make a decision on the appeal and notify the parties in writing within five (5) days.

The College President's (or the District Chancellor's if the College President is a party to the grievance) decision shall be in writing and shall include a statement of reasons for the decision. The College President's (or District Chancellor's) decision shall be final.

#### STUDENT ADVOCATE - PANEL COMPOSITION AND ROLE

The College President shall annually establish a standing panel from which the student who files the grievance or the respondent select Student Advocates. The panel shall consist of a minimum of:

- Two (2) students recommended by the Associated Student Government;
- Two (2) faculty members recommended by the Academic Senate;
- Two (2) administrators, supervisors or staff selected by the College President.

The Associate Dean of Student Affairs will train the Student Advocate(s) regarding process, regulations and procedures. This training shall take place prior to the Student Advocate's assumption of the duties of this position.

The Student Advocate(s) shall assist the grievant(s) or the respondent(s) in understanding the grievance procedures, filing the appropriate forms, meeting all the timelines of these procedures, and communicating with College officials.

#### TIME LIMITS

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

## STUDENT RIGHT-TO-KNOW RATES

**COMPLETION RATE: 19.27%**

**TRANSFER RATE: 36.61%**

From 2004 Cohort Data

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the District to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2004, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students was tracked over a three-year period. The completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2004 to Spring 2007. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered "transfer-prepared." Students who transferred to another post-secondary institution prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five semester period, from Spring 2005 to Spring 2007, are transfer students.

## UNIT VALUE AND STUDENT LOAD

A Carnegie unit—the conventional college unit of credit—represents a minimum of three hours of the student's time each week for one semester: one hour in scheduled classroom lecture or discussion and two hours minimum per unit in outside preparation. (Outside preparation time may vary per individual student, based on ability and experience.) For laboratory, the college unit represents three hours of work in the laboratory or in comparable experience under classroom supervision. Unit value may differ in certain courses where field experience is involved.

The usual unit load for a college student per semester is 15-16 semester units. No student will be allowed to register in more than 18 semester units a semester (or eight units in summer session) without the approval of a counselor.

## WORK EXPERIENCE REQUIREMENTS

The unit value for work experience or field experience is one semester unit for each five hours of paid work experience per week or four hours of unpaid work experience per week completed during the course. Units will be awarded based upon a 15-week semester. The maximum occupational work experience units allowable in one semester is four. In order to participate in Cooperative Work Experience Education, students shall be enrolled as specified in Title 5, Section 55254.

Specific work experience agreements between the employer-supervisor, the student and the instructor are required by the Grossmont-Cuyamaca Community College District Plan for Cooperative Work Experience Education. All requirements specified in the Plan must be met, including the submittal of records validating attendance and satisfactory completion of course objectives.

## 198 COURSES—SUPERVISED TUTORING

Supervised tutoring courses use a variety of educational tools to assist students with various learning needs. These courses can be used to assist students to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while enrolled in another course. Supervised tutoring courses may be repeated with different content in various departments. There is no fee charged and no credit given for supervised tutoring.

## 199 COURSES—SPECIAL STUDY

The special study or project (199) is for the purpose of allowing students to increase their knowledge of a subject matter not included in regular course offerings.

Special studies shall be available to those students who have accumulated the skills and breadth of academic experience necessary to utilize this special learning method. Special study credit shall be limited to nine semester units at Cuyamaca College. The unit value for a special study or project will be determined on the basis of one semester unit for each 48 hours of work.

A typewritten one-page paper describing the goals and methods of the special study or project is to be written by the student and attached to the contract. This paper will be used as a criterion for acceptance or rejection of the proposal. This paper will also be used by the instructor to evaluate the extent to which the stated goals of the special study have been achieved. Grades will be assigned by the instructor based on the level of this achievement. The Cuyamaca College grading policy applies to 199's.

Contracts for special studies or projects are available in the Admissions and Records Office. The deadline for enrolling in a special study or project will be the end of the second week for full-term classes and the end of the first week for eight week and summer session classes.

## 298 COURSES—SELECTED TOPICS

Courses of this type are new and experimental and may be found in the various disciplines of the college. They are not regular catalog offerings and may be offered in a seminar, lecture and/or laboratory format. Course content and unit credit will be determined by the discipline offering the course. These courses are Pass/No Pass only, non-associate degree applicable.

## 299 COURSES—SELECTED TOPICS

Courses of this type are new and experimental and may be found in the various disciplines of the college. They are not regular catalog offerings and may qualify for general education credit or transfer on a course by course basis upon approval of the Curriculum Committee. May be offered in a seminar, lecture and/or laboratory format. Course content and unit credit will be determined by the discipline offering the course. These courses are associate degree applicable.



# TRANSFER INFORMATION & DEGREE REQUIREMENTS



## TRANSFER INFORMATION

The following section of the catalog is designed primarily to assist students who plan to further their education in a four-year institution. Although every effort has been made to assure the accuracy of the following transfer information at the time of catalog publication, changes may occur. Students are encouraged to make an early selection of the four-year institution and to check its catalog for more precise information. Counselors are available to assist students with program selection and planning. It is recommended that students utilize ASSIST ([www.assist.org](http://www.assist.org)) to access course equivalencies with many UC and CSU campuses. ASSIST is the recognized source of statewide articulation data.

Students who plan to transfer to a four-year institution may meet general education transfer requirements through the University Studies major. For requirements, see "University Studies" under Associate Degree Programs and Certificates.

## INTERNATIONAL BACCALAUREATE (IB) CREDIT

Cuyamaca College will grant up to six (6) units of credit for each International Baccalaureate Higher Level (HL) Subject Examination passed with a score of 4 or better. To receive credit, students must request that their IB transcript of grades be sent to the Admissions & Records Office at Cuyamaca College. Examinations will be evaluated for course credit by the appropriate instructional department. Credit may not be earned at Cuyamaca College for courses which duplicate credit allowed for IB Examinations listed as course equivalents.

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2009-2010

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education package which community college transfer students can take to fulfill lower division general education requirements for either the CSU or UC system.

Completion of the IGETC is not a requirement for transfer to a CSU or UC campus, nor is it the only way to fulfill lower division general education requirements. Students should see a counselor before deciding on an alternative that best meets their own needs.

Attention students: IGETC choices for transfer may differ between Cuyamaca and Grossmont. If you plan to attend both colleges, it is strongly recommended that you visit the Counseling Centers or visit the individual college websites at [www.gcccd.edu](http://www.gcccd.edu) for specific information.

Up-to-date at time of catalog printing. Please see a counselor for changes.

## ADVANCED PLACEMENT (AP) CREDIT 2009-2010

Cuyamaca College grants credit toward its associate degrees for successfully passing AP examinations. AP Exams may also be used to certify areas on CSU GE-Breadth and IGETC. The chart below shows the exam, the equivalent course at Cuyamaca College, and the specific area of CSU GE-Breadth and IGETC that may be cleared. Semester units apply. Additional units may count toward eligibility for admission to a CSU; see a counselor. AP scores must be 3 or above. For exams not on this list, see the Articulation Officer.

AP Exam	Cuyamaca College Equivalent Course	CSU GE	IGETC
Art History	6 units, ART 140, 141	3 units, Area C1 or C2	4 units, Area 3A or 3B
Biology	4 units, BIO 130, 131	4 units, Area B2 & B3	4 units, Area 5B w/lab
Calculus AB*	5 units, MATH 180	3 units, Area B4	3 units, Area 2A
Calculus BC*	5 units, MATH 280	3 units, Area B4	3 units, Area 2A
Chemistry	10 units, CHEM 141, 142	4 units, Area B1 & B3	4 units, Area 5A w/lab
Chinese Lang & Culture	N/A	3 units, Area C2	3 units, Area 3B
Comp Sci A	4 units, CS 182	N/A	N/A
Economics			
Macroeconomics	3 units, ECON 120	3 units, Area D2	3 units, Area 4B
Microeconomics	3 units, ECON 121	3 units, Area D2	3 units, Area 4B
English Lang & Comp	3 units, ENGL 120	3 units, Area A2	3 units, Area 1A
English Lit & Comp	6 units, ENGL 120, 122	6 units, Area A2 & C2	3 units, Area 1A or 3B
Environmental Science	N/A	4 units, Area B1 & B3	3 units, Area 5A w/lab
French Language	10 units, FREN 120, 121	3 units, Area C2	3 units, Area 3B and 6A
French Literature	N/A	N/A	3 units, Area 3B and 6A
German Language	N/A	3 units, Area C2	3 units, Area 3B and 6A
Govt & Politics: Comp	3 units, POSC 124	3 units, Area D8	3 units, Area 4H
Govt & Politics: US	3 units, POSC 121	3 units, Area D8	3 units, Area 4H
History			
European History	6 units, HIST 105, 106	3 units, Area D6 or C2	3 units, Area 3B or 4F
United States History	6 units, HIST 108, 109	3 units, Area D6 or C2	3 units, Area 3B or 4F
World History	6 units, HIST 100, 101	(US-I, American Ideals)	3 units, Area 3B or 4F
Human Geography	3 units, GEOG 130	3 units, Area D6 or C2	3 units, Area 4E
Italian Lang & Culture	N/A	3 units, Area D5	3 units, Area 4E
Japan Lang & Culture	N/A	3 units, Area C2	3 units, Area 3B and 6A
Latin: Virgil	N/A	3 units, Area C2	3 units, Area 3B and 6A
Music Theory	8 units MUS 105, 106	3 units, Area C2	3 units, Area 3B and 6A
Physics B	N/A	N/A	N/A
Physics C: Elect & Mag	N/A	4 units, Area B1 & B3	4 units, Area 5A w/lab
Physics C: Mechanics	5 units, PHYC 190	4 units, Area B1 & B3	3 units, Area 5A w/lab
Psychology	3 units, PSY 120	4 units, Area B1 & B3	3 units, Area 5A w/lab
Spanish Language	10 units, SPAN 120, 121	3 units, Area D9	3 units, Area 4I
Spanish Literature	N/A	3 units, Area C2	3 units, Area 3B and 6A
Statistics	3 units, MATH 160	3 units, Area C2	3 units, Area 3B and 6A
		3 units, Area B4	3 units, Area 2A

\*Only one exam may be applied on CSU GE-Breadth

There is no catalog year or rule of continuing attendance for IGETC certification. A course is certifiable if, and only if, it was on the IGETC list at the time the course was taken. Please check with a counselor if you have any questions.

All courses must be completed with a grade of "C" or better or "Pass." There is a limit to the number of courses taken with a grade of "Pass." Check with a counselor.

### AREA 1 – ENGLISH COMMUNICATION

CSU: 3 courses required, one from each group  
UC: 2 courses required, one from groups A and B

**A. English Composition:** ENGL 120

**B. Critical Thinking:** ENGL 124

**C. Oral Communication:** COMM 122

### AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 course, 3 semester units)

BIO 215\*

MATH 120\*, 125\*, 126\*, 160, 175, 176, 178\*, 180\*, 245, 280, 281, 284, 285

PSY 215\*

### AREA 3 – FINE ARTS AND HUMANITIES

(At least 3 courses, 9 semester units)

At least one course from Fine Arts and one from Humanities.

**A. Fine Arts:**

ART 100, 140, 141, 144, 145

MUS 110, 111, 114, 115, 116, 117

THTR 110, 120, 121

### B. Humanities:

ARAM 220

ARBC 121, 145, 220, 221

ASL 121, 220, 221

ENGL 122, 201, 202, 207, 214, 221, 222, 231, 232, 270, 271

FREN 121, 220, 221

HIST 100, 101, 105, 106, 210

HUM 110, 120, 140, 155

ITAL 121, 220

NAKY 121, 220, 221

PHIL 110, 115, 117, 140, 160, 170

RELG 100, 120, 130, 140, 150, 200, 210, 215

SPAN 121, 141, 220, 221

### AREA 4 – SOCIAL AND BEHAVIORAL SCIENCES

(At least 3 courses, 9 semester units)

Courses from at least two categories and two disciplines.

**A. ANTH 120**

**B. ECON 110\*, 120, 121**

**C. HIST 118\*, 119\*, 130\*, 131\*, 132, 133, 180\*, 181\*; PSY 125**

**D. HIST 122\*, 123\***

**E. GEOG 106, 130**

**F. HIST 100, 101, 105, 106, 108, 109, 114, 115, 118\*, 119\*, 122, 123, 124, 130\*, 131\*, 132, 133, 275, 276, 277**

**G. CD 125; COMM 110, 124**

**H. POSC 120, 121, 124, 130**

**I. PSY 120, 125, 134, 138, 140, 165, 170, 220; CD 125**

**J. SOC 120, 125, 130; PSY 138**

## AREA 5 – BIOLOGICAL AND PHYSICAL SCIENCES

(At least 2 courses required, 7-9 semester units)  
One Biological Science course and one Physical Science course; at least one must include a laboratory (laboratory courses are underlined). Laboratory courses must correspond to related lecture courses.

### A. Physical Sciences:

ASTR 110, 112  
CHEM 102\*, 113\*, 115\*, 116\*, 120\*, 141, 142, 231  
GEOG 120, 121  
GEOL 104, 110, 111  
OCEA 112, 113  
PHYC 110\*, 120\*, 121, 130\*, 131\*, 190\*, 200\*, 210\*  
PSC 110, 111

### B. Biological Sciences:

ANTH 130  
BIO 112, 128, 130, 131, 140, 141, 141L, 210, 220\*, 221

## AREA 6 – LANGUAGE OTHER THAN ENGLISH

UC: 1 course, 3 semester units, any of the following courses.

Students shall demonstrate proficiency in a language other than English equal to two years of high school study. Those students who have satisfied the CSU or UC freshman entrance requirement in a language other than English will have fulfilled this requirement.

ARAM 121, 220  
ARBC 120, 121, 220, 221  
ASL 120, 121, 220, 221  
FREN 120, 121, 220, 221  
ITAL 120, 121, 220  
NAKY 120, 121, 220, 221  
SPAN 120, 120B, 121, 220, 221

## AMERICAN INSTITUTIONS REQUIREMENT: CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS

(2 courses, 6 semester units)  
(Not part of IGETC; may be completed prior to transfer)

Courses used to meet this requirement may not be used to satisfy requirements for Area 4 Social Sciences in IGETC. UC students meet the American Institutions requirement with a one-year course in U.S. history and government in high school with a grade of "C" or better. Students who have not met this requirement should discuss with a counselor ways to meet this deficiency. Check with a counselor for approved combinations of courses or go to [www.assist.org](http://www.assist.org).

\*Indicates that transfer credit may be limited by UC or CSU or both. Please consult with a counselor.

## LOWER DIVISION TRANSFER PATTERN (LDTP)

The Lower-Division Transfer Pattern project, sponsored by the California State University (CSU), when fully implemented, is intended to present potential transfer students with a set of road maps to follow that will ensure appropriate academic preparation for studies at CSU and that will decrease time to graduation once these students enter the CSU. Policies and timetables for students entering into LDTP agreements are still under discussion and

updates will be given when more information is available.

Cuyamaca College courses that have received a Transfer California State University (TCSU) number are listed below:

ANTH 120 ..... TCSU ANTH 120  
ANTH 130 ..... TCSU ANTH 110  
ART 120 ..... TCSU ART 230  
ART 124 ..... TCSU ART 210  
ART 140 ..... TCSU ART 110  
BUS 120 ..... TCSU BUS 110  
BUS 121 ..... TCSU BUS 120  
CHEM 115 & 116 ..... TCSU CHEM SEQ B  
CHEM 116 ..... TCSU CHEM 140  
CIS 110 ..... TCSU IS 120  
COMM 120 ..... TCSU COMS 130  
CS 181 ..... TCSU CSCI 110  
CS 182 ..... TCSU CSCI 110  
CS 281 ..... TCSU CSCI 120  
CS 282 ..... TCSU CSCI 120  
GEOG 120 ..... TCSU GEOG 110  
GEOG 120 & 121 ..... TCSU GEOG 130  
GEOG 130 ..... TCSU GEOG 120  
HED 255 ..... TCSU NUTR 110  
HIST 100 ..... TCSU HIST 150  
HIST 101 ..... TCSU HIST 160  
HIST 108 ..... TCSU HIST 130  
HIST 109 ..... TCSU HIST 140  
MATH 180 ..... TCSU MATH 210  
MATH 180 & 280 ..... TCSU MATH SEQ A  
MATH 280 ..... TCSU MATH 220  
MATH 284 ..... TCSU MATH 250  
MUS 132 ..... TCSU MUS 210  
SOC 120 ..... TCSU SOC 110  
SPAN 120 ..... TCSU SPAN 130  
SPAN 221 ..... TCSU SPAN 140  
SPAN 220 & 221 ..... TCSU SPAN SEQ B  
SW 120 ..... TCSU SW 110

Additional courses are currently under review and others will be submitted for review in the future. Check with the Counseling Center for updates.

## UNIVERSITY OF CALIFORNIA

The University is an integral part of the public education system of California. Its campuses usually accept at full unit value transfer courses completed with satisfactory grades in the public community colleges of the state. Students intending to continue their studies at the University will find it advantageous to complete their lower division requirements at Cuyamaca College. A maximum of 70 semester units, acceptable toward an advanced degree, is honored by the University campuses. However, students should become familiar with specific requirements of the particular campus to which transfer is planned by examining the University catalogs and separate bulletins of the various schools and colleges of the University. Counselors should be consulted in planning transfer programs.

Any applicant who was ineligible for admission to the University in freshman standing because of low scholarship or a combination of low scholarship and incomplete subject preparation (omission, or grades of "D" or lower) may be admitted when the following conditions are met: he/she has established a minimum of 60 acceptable semester units passed with a GPA of 2.4 or better, and has satisfied by appropriate courses subject requirements for admission in freshman standing.

The campuses of the University of California are located in:

Berkeley	Riverside
Davis	San Diego
Irvine	San Francisco (Medical Center)
Los Angeles	Santa Barbara
Merced	Santa Cruz

Articulation agreements have been completed with most campuses of the University of California (see [www.assist.org](http://www.assist.org)). An Intersegmental General Education Transfer Curriculum pattern acceptable at all University of California campuses is available. Specific courses required for major preparation should be discussed with a counselor.

To apply for admission to the University as an undergraduate, please see Cuyamaca's Transfer Center staff. Submit your completed application and the related materials to the same office on or soon after the appropriate date.

## UCSD TRANSFER ADMISSION GUARANTEE (TAG) 2009-2010

The following requirements must be met in order to qualify for the UCSD TAG:

- Students must have a full certification of the IGETC general education pattern. No partial IGETC is allowed. See published deadlines in the University Transfer Center.
- Students must enroll in one or more California community colleges for at least two regular terms (excludes summer sessions).
- The last college before UCSD admission must be a California community college (excludes summer sessions).
- Students must complete at least 30 UC-transferable units at a California community college.
- Students must complete the required courses in English composition and math with "C" grades by Fall 2009 if applying for Fall 2010, or Summer 2010 if applying for Winter 2011.
- Students must complete 60 UC transferable units by Spring 2010 if applying for Fall 2010, or Summer 2010 if applying for Winter 2011.
- Students must earn and maintain a cumulative GPA of 3.0 in all UC-transferable work and be in good standing through their last regular term.

In addition, all transfer students are strongly advised to complete lower-division major preparation requirements.

### TAG RESTRICTIONS

The UCSD TAG applies to general admission, not necessarily to a designated impacted major. Students must meet the screening criteria for designated majors which require lower-division preparation prior to admission into the major. For impacted majors, visit the University Transfer Center at Cuyamaca College.

This agreement is available to U.S. citizens, permanent residents, AB540 students, and former UC students in good standing (not former UCSD students). This agreement does not apply to students with senior class standing (students with 90 or more UC transferable semester units from accredited four-year universities and community colleges combined).

## COURSES ACCEPTED FOR TRANSFER TO THE UNIVERSITY OF CALIFORNIA (UC)

The most current list of UC transferable courses is available in the Counseling Office. Also, please check the course descriptions of each course for UC transferability. There are limitations on 199 and 299 courses; please check the UC transferable list on the ASSIST web site ([www.assist.org](http://www.assist.org)).

## UNIVERSITY OF CALIFORNIA CREDIT LIMITATION FOR 2009-2010

Up-to-date at time of catalog printing.

<b>Biology</b>	No credit for BIO 128, 130 and 131 if taken after BIO 210, 220, 221. BIO 215 combined with MATH 160 and PSY 215: maximum credit, one course. BIO 128, 130 and 131 combined: maximum credit, four units.
<b>CADD Technology</b>	CADD 115, 120, 125 and ENGR 119 combined: maximum credit, one course.
<b>Chemistry</b>	No credit for CHEM 102, 113, 115, 116 and 120 if taken after CHEM 141. CHEM 102, 113, 115, 116 and 120 combined: maximum credit, one course.
<b>Economics</b>	No credit for ECON 110 if taken after ECON 120 or 121.
<b>Engineering</b>	ENGR 119, CADD 115, 120, 125 combined: maximum credit, one course.
<b>ESL</b>	ESL 103 and 106 combined: maximum credit, eight units.
<b>Exercise Science</b>	ES 200 and 255 combined: maximum credit, three units. Maximum of four units of credit for Physical Activity courses.
<b>Health Education</b>	HED 120 and 122 combined: maximum credit, one course.
<b>History</b>	HIST 118, 130 and 180 combined: maximum credit, one course. HIST 119, 131 and 181 combined: maximum credit, one course.
<b>Math</b>	Credit only for MATH 120 (3 units) or 125 and 126 combined (6 units). MATH 160, BIO 215 and PSY 215 combined: maximum credit, one course. MATH 175 and 176 combined: only one course. MATH 178 and 180 combined: maximum credit, one course.
<b>Physical Science</b>	No credit for PSC 110 if taken after a college course in Astronomy, Chemistry, Earth Science or Physics.
<b>Physics</b>	No credit for PHYC 110 if taken after PHYC 120 or 130 or 190. PHYC 120 and 121 combined with PHYC 130/131 or PHYC 190, 200, 210: maximum credit, one series.

Deduct credit for duplication of topics.

<b>Psychology</b>	PSY 215 combined with BIO 215 and MATH 160: maximum credit, one course.
<b>Spanish</b>	SPAN 120 and 120A, 120B combined corresponds to two years of high school study. SPAN 120A and 120B combined with SPAN 120: maximum credit, five units. SPAN 120A and 120B must both be taken in order for transfer credit to be granted.

## THE CALIFORNIA STATE UNIVERSITY

As with the University of California, the California system of state universities is a member of the higher education family. Its many campuses provide upper division educational programs for graduates or transfers from over 100 California public community colleges.

Cuyamaca College students wishing to transfer to a California State University may choose from the following campuses:

Bakersfield	Northridge
Channel Islands	Pomona
Chico	Sacramento
Dominguez Hills	San Bernardino
East Bay	San Diego
Fresno	San Francisco
Fullerton	San Jose
Humboldt	San Luis Obispo
Long Beach	San Marcos
Los Angeles	Sonoma
Maritime	Stanislaus
Monterey Bay	

## UPPER-DIVISION TRANSFER ADMISSION REQUIREMENTS

A student is eligible for admission to the California State University with 60 transferable semester units (84 quarter units) if the student:

- Has a college grade point average of 2.0 or better (2.4 for non-California residents) in all transferable college units attempted.
- Is in good standing at the last college or university attended.
- Has completed or will complete prior to transfer at least 30 semester units (45 quarter units) of courses equivalent to general education requirements with a grade of "C" or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in college level mathematics.

IMPACTED CAMPUSES MAY HAVE STRICTER REQUIREMENTS; SEE A COUNSELOR.

All California State University campuses are on a "Common Admissions Program." Applications are available online at [www.csumentor.edu](http://www.csumentor.edu) and at the Cuyamaca College Transfer Center.

## GENERAL EDUCATION BREADTH REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITY 2009-2010

Attention students: CSU GE Breadth choices for transfer may differ between Cuyamaca and Grossmont. If you plan to attend both colleges, it is strongly recommended that you visit the Counseling Centers or visit the individual college websites at [www.gcccd.edu](http://www.gcccd.edu) for specific information.

**Up-to-date at time of catalog printing. Please see a counselor for any additional changes.**

**There is no catalog year or rule of continuing attendance for General Education Breadth Requirements certification. A course is certifiable if, and only if, it was on the General Education Breadth Requirements list at the time the course was taken. Please check with a counselor if you have any questions.**

The California State University system has established a requirement of 48 semester units in general education as part of a baccalaureate degree. At least nine of the 48 semester units must be upper division courses. A student attending a community college may complete 39 of the 48 semester units prior to transfer.

The 48 semester units are distributed as follows:

1. A minimum of nine (9) semester units in communication in the English language to include both oral communication and written communication, and in critical thinking to include consideration of common fallacies in reasoning.
2. A minimum of twelve (12) semester units to include inquiry into the physical universe and its life forms with some immediate participation in laboratory activity, and into mathematical concepts and quantitative reasoning and their applications.
3. A minimum of twelve (12) semester units among the arts, literature, philosophy and foreign languages.
4. A minimum of twelve (12) semester units dealing with human social, political and economic institutions and behavior and their historical background.
5. A minimum of three (3) semester units in study designed to equip human beings for lifelong understanding and development of themselves as integrated physiological and psychological entities.

Cuyamaca College students will be certified as completing up to 39 lower division semester units of general education at Cuyamaca College for California State University campuses upon completion of the requirements for Areas A through E listed below (courses which are listed in more than one category may be used to certify only one requirement).

NOTE: General Education course choices for transfer and the Associate degree may differ between Cuyamaca College and Grossmont College. Each college strongly recommends that students visit the Counseling Centers for specific information if they plan to attend both campuses.

Courses required in Oral Communication (A1), Written Communication (A2), Critical Thinking (A3) and Mathematics/Quantitative Reasoning (B4) must be completed with grades of "C" or better for admission to most CSU campuses.

### AREA A – ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

(Minimum of 9 semester units)

Minimum of 3 courses, at least one from each category.

- 1. Oral Communication:**  
COMM 120, 122
- 2. Written Communication:**  
ENGL 120
- 3. Critical Thinking:**  
COMM 137, 145  
ENGL 122, 124  
PHIL 125, 130

### AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

(Minimum of 9 semester units)

Minimum of 3 semester units in B1, B2 and B4. One lab course must be included (laboratory courses are underlined). Lab must correspond to its related lecture course.

- 1. Physical Sciences:**  
ASTR 110, 112  
CHEM 102, 113, 115, 116, 120, 141, 142, 231  
ET 110  
GEOG 120, 121  
GEOL 104, 110, 111  
OCEA 112, 113  
PHYC 110, 120, 121, 130, 131, 190, 200, 210  
PSC 110, 111
- 2. Life Sciences:**  
ANTH 130  
BIO 112, 115, 122, 128, 130, 131, 140, 141, 141L, 210, 220, 221  
OCEA 112, 113
- 3. Laboratory Activity:** This requirement is met by completing a lab course in B1 or B2. Lab courses are underlined. Lab must correspond to its related lecture course.
- 4. Mathematics/Quantitative Reasoning:**  
BIO 215, PSY 215  
MATH 120, 125, 126, 160, 170, 175, 176, 178, 180, 245, 280, 281, 284, 285

### AREA C – ARTS AND HUMANITIES

(Minimum of 9 semester units)

At least 1 course in each category.

- 1. Arts:**  
ART 100, 120, 140, 141, 144, 145  
HUM 110, 120, 140  
MUS 110, 111, 114, 115, 116, 117  
RELG 140  
THTR 110, 120, 121
- 2. Humanities:**  
ARAM 120, 121, 220  
ARBC 120, 121, 145, 220, 221, 250, 251  
ASL 120, 121, 220, 221  
ENGL 122, 201, 202, 207, 214, 217, 221, 222, 231, 232, 270, 271  
FREN 120, 121, 220, 221, 250, 251  
HIST 100, 101, 105, 106, 210  
HUM 110, 120, 140, 155  
ITAL 120, 121, 220  
NAKY 120, 121, 220, 221  
PHIL 110, 115, 117, 140, 160, 170  
RELG 100, 120, 130, 140, 150, 200, 210, 215  
SPAN 120, 120A & 120B†, 121, 141, 145, 220, 221, 250, 251

† General education credit for SPAN 120B only after completion of SPAN 120A.

### AREA D – SOCIAL SCIENCES

(Minimum of 9 semester units)

Courses taken in at least 2 categories and 2 disciplines.

1. ANTH 120
2. ECON 110, 120, 121
3. ANTH 120; HIST 118\*, 119\*, 130\*, 131\*, 132, 133, 180\*, 181\*; PSY 125; SPAN 145
4. HIST 122\*, 123\*, 210
5. GEOG 106, 130
6. HIST 100, 101, 105, 106, 108\*, 109\*, 114\*, 115\*, 118\*, 119\*, 122\*, 123\*, 124, 130\*, 131\*, 132, 133, 180\*, 181\*, 275, 276, 277
7. CD 115, 125; COMM 110, 124; HED 251; PSY 165; SOC 125, 130
8. POSC 120, 121\*, 124, 130, 140\*
9. PSY 120, 125, 134, 138, 140, 165, 170, 220; CD 125
10. SOC 120, 125, 130; PSY 138

### AREA E – LIFELONG LEARNING AND SELF-DEVELOPMENT

Three semester units from any of the following:

- CD 125  
HED 120, 122, 155, 158, 201, 251, 255  
PDC 124, 140  
PSY 134, 140, 220  
SOC 125

### AMERICAN INSTITUTIONS REQUIREMENT (CSU GRADUATION REQUIREMENT)

\*Fulfills part of the CSU U.S. History, Constitution and American Ideals requirement. Although this requirement is not part of the general education requirement, all students must complete course work in U.S. History, Constitution and Government. May be completed prior to transfer. Two courses (minimum of six units) are required; these courses may also be used to meet part of the requirements in Area D. Choose Option I or Option II:

**Option I** (one course from A and one course from B):

- A. HIST 108, 114, 118, 122, 130, 180
- B. HIST 109, 115, 119, 123, 131, 181, or POSC 140

**Option II** (one course from A and one course from B):

- A. POSC 121
- B. HIST 108, 109, 114, 115, 118, 119, 122, 123, 130, 131, 180, 181

## COURSES ACCEPTED FOR TRANSFER TO THE CALIFORNIA STATE UNIVERSITY (CSU)

See Course Descriptions for information regarding CSU transferability. Courses that meet specific general education requirements are identified under the heading "General Education Breadth Requirements for the California State University" in this section. Some campuses place limits on the transferability of special studies (199) and selected topics (299) courses. Check with the specific campus you plan to attend concerning their policy on these courses.

## INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

California's fully accredited independent colleges and universities provide a host of options at undergraduate, graduate and professional levels for students planning to continue their education beyond community college.

Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually for other courses designated for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not, and will accept students at any time. The requirements are outlined in the respective college catalogs, available upon request from the Admissions and Records Office, Counseling Center or Library.

Information regarding financial aid provided at private four-year institutions may be obtained at the Financial Aid Office.

## GENERAL DEGREE AND CERTIFICATE INFORMATION

### GENERAL DEGREES

Cuyamaca College provides occupational and general education for the student who plans to complete formal education at the community college level. In addition, the college provides the lower division requirements in general education and pre-professional majors for those students who plan to transfer to upper division colleges and universities.

To assist the student in educational planning, this section describes the graduation requirements for the Associate in Science degree, Associate in Arts degree and certificate programs.

Granting of the AS or AA degree to a student indicates successful completion of basic and general educational requirements, plus evidence of proficiency in a specialized field. In addition, certificates are available to those who have attained well-defined levels of competency in specific areas. As a member of the Western Association of Schools and Colleges and the National Commission of Accrediting, most courses taken at Cuyamaca College are fully accepted on transfer by the University of California, all California State University campuses and other universities throughout the United States.

### TECHNICAL-OCCUPATIONAL DEGREES

The emphasis on career planning and education at Cuyamaca College is evidenced by the number of available programs leading to the AS degree. (Students may petition for the AA degree upon presenting evidence of special need to the Petitions Committee.) In curriculum planning for career education, citizens advisory

committees composed of persons from various fields of specialization give of their time in order to insure quality courses that furnish the student with proficiencies essential to employment, retention on the job and for living a more productive and full life.

The AS degree consists of 18 or more units of technical or occupational courses in the area of concentration. The major area is designated on the diploma.

Students enrolled in degree programs are required to take general education courses in areas such as biological and physical sciences, social and behavioral sciences, humanities, and written and oral communication.

Many of the units earned in programs at Cuyamaca College are accepted toward the bachelor degree at four-year institutions. Persons wishing to discuss career planning should consult with a counselor or a representative of the program in which they have special interest prior to registration.

### TECHNICAL-OCCUPATIONAL CERTIFICATES

A Certificate of Achievement may be awarded for successful completion of a prescribed course of study. To qualify for a certificate, a student must:

1. Complete all courses which are listed for the major area in the Associate Degree section of this catalog.
2. Achieve a "C" average (2.0 GPA) for all courses which are to be applied toward the certificate.
3. Complete at least one required course at Cuyamaca College during the semester in which the certificate is earned. All courses taken for the certificate must be graded courses (A-F).
4. File a petition for the certificate in the Admissions and Records Office before the deadline of the semester in which the requirements will be completed. (See Academic Calendar for deadline dates.)
5. The student may choose to meet requirements in a catalog published after admission provided continuous attendance is maintained. A student not in continuous attendance at Cuyamaca College should be aware that he/she must meet certificate requirements listed in the catalog in effect at the time of readmission unless he/she has applied for and been granted a leave of absence.

### GENERAL EDUCATION STUDENT LEARNING OUTCOMES

Cuyamaca College has adopted *Student Learning Outcomes* as an integral part of the General Education course pattern. All general education courses incorporate selected outcomes in the following areas: Thinking Skills; Quantitative Skills; Communication Skills; Lifelong Learning Skills; Adaptability to Change; and Enhancement of Personal Values. As well, courses are designed to include specific *Student Learning Outcomes* in the following areas:

- Interdisciplinary linkages: Promote an appreciation for the interdisciplinary and interdependent nature of courses in the curriculum.
- Information competency: Demonstrate competency in retrieving, organizing and using information.

- Writing-across-the-curriculum: Demonstrate competency in writing skills as a course and general education requirement.
- Diversity: Develop knowledge of different cultures, abilities and lifestyles; strengthen respect and the ability to work effectively with individuals from diverse populations.
- Workplace skills: Develop knowledge and specific applicable skills that are transferable to the workplace.

## DEGREE REQUIREMENTS

### A.S. OR A.A. GENERAL EDUCATION REQUIREMENTS:

#### AREA A – LANGUAGE AND RATIONALITY

(Minimum of 6 semester units)

One course from each area:

1. **Written Communication**  
ENGL 120
2. **Oral Communication and Analytical Thinking**  
COMM 120, 122, 137, 145  
ENGR 100  
MATH 103, 110, 120, 125, 150, 160, 170, 175, 176, 178, 180, 245, 280, 281, 284  
PHIL 125, 130  
PSY 215

#### AREA B – NATURAL SCIENCES

(Minimum of 4 semester units)

A course that includes a laboratory (laboratory courses are underlined):

- ANTH 130  
ASTR 110, 112  
BIO 112, 115, 122, 126, 128, 130, 131, 140, 152, 210, 220, 221  
CHEM 105, 113, 115, 116, 120, 141  
ET 110  
GEOG 120, 121  
GEOL 104, 110, 111  
OCEA 112, 113  
PHYC 110, 120, 121, 130, 131, 190, 200, 210

#### AREA C – HUMANITIES

(Minimum of 3 semester units)

One of the following courses:

- ARAM 120, 121, 220  
ARBC 120, 121, 145, 220, 221, 250, 251  
ART 100, 120, 124, 129, 140, 141, 144, 145  
ASL 120  
ENGL 122, 201, 202, 207, 214, 217, 221, 222, 231, 232, 270, 271, 275, 276, 277  
FREN 120, 121, 220, 221, 250, 251  
HIST 100, 101, 105, 106, 210  
HUM 110, 120, 140, 155  
ITAL 120, 121, 220  
MUS 110, 111, 114, 115, 116, 117  
NAKY 120, 121, 220, 221  
PHIL 110, 115, 117, 140, 160, 170  
RELG 100, 120, 130, 140, 150, 200, 210, 215  
SPAN 120, 120A & 120B\*, 121, 141, 145, 220, 221, 250, 251  
THTR 110, 120, 121

#### AREA D – SOCIAL AND BEHAVIORAL SCIENCES

(Minimum of 3 semester units)

One of the following courses:

- ANTH 120  
CD 115, 125  
COMM 124  
ECON 110, 120, 121  
GEOG 106, 130, 132  
HED 120, 122, 201

HIST 108, 109, 114, 115, 118, 119, 122, 123, 124, 130, 131, 132, 133, 180, 181  
POSC 120, 121, 124, 130, 140  
PSY 120, 125, 134, 138, 140, 165, 170, 220  
SOC 120, 125, 130

### ADDITIONAL REQUIREMENTS:

(Minimum 6 semester units)

Two additional courses from two different areas:

- Area B - Natural Sciences
- Area C - Humanities
- Area D - Social and Behavioral Sciences

\*General education credit for SPAN 120B only after completion of SPAN 120A.

NOTE: General Education course choices for transfer and the Associate Degree may differ between Cuyamaca College and Grossmont College. Each college strongly recommends that students visit the Counseling Centers for specific information if they plan to attend both campuses.

### DEGREE REQUIREMENTS:

Cuyamaca College will confer the Degree of Associate in Science or Associate in Arts upon students who successfully complete the following requirements:

1. A minimum of 60 semester units of college work. English composition course credit: students may receive credit for only one English composition course below transferable freshman composition (ENGL 120) toward degree requirements.
2. Competency Requirements
  - A. Completion of ENGL 120 with a grade of "C" or better, or a grade of "P\*\*".
  - B. Completion of MATH 103 or a higher numbered mathematics class with a grade of "C" or better or a grade of "P\*\*" or completion of MDTP Assessment placing into a class higher than MATH 103 or 110.
3. Exercise Science Degree Requirements
 

With the exception of the University Studies Degree, two activity courses in exercise science are required for graduation from Cuyamaca College. These courses are marked with an asterisk in the "Course Descriptions" section.

  - A. If medical reasons necessitate exclusion from exercise science, a medical statement must be on file with the Admissions and Records Office. Adaptive exercise science classes are available.
  - B. Veterans who have completed at least one year of honorable active service will receive two units of credit for exercise science which will satisfy the activity requirement for graduation. To receive credit for military service, a DD-214 or appropriate military records must be submitted to the Admissions and Records Office.
4. Achievement of a "C" average (2.0 GPA) in all college work counted toward degree requirements.
5. A maximum of 12 "P\*\*" semester units taken in regular course work at this institution may be counted toward the 60 semester units required for graduation but shall not be included as part of the requirements for the major.
6. Residency
  - A. Students enrolled at Cuyamaca College during the semester in which they will have met all graduation requirements may obtain their degree from Cuyamaca College if they have satisfactorily

completed AT LEAST 12 DEGREE APPLICABLE SEMESTER UNITS of approved course work at Cuyamaca College.

- B. If a student is NOT enrolled at Cuyamaca College during the last semester prior to graduation then a total of 45 units of degree applicable courses in residence in the district are required, regardless of how much time has elapsed.
  - C. Active military personnel may obtain their degree from Cuyamaca College if they have met all graduation requirements and have completed at least 12 semester units of approved course work at Cuyamaca College, regardless of whether or not they are enrolled during the term in which they graduate.
7. Petition for Graduation
- A. It is the responsibility of the student who expects to graduate to file a written petition for graduation on the form provided by the Admissions and Records Office. The application should be filed prior to the deadline for the semester in which the student plans to complete requirements for a degree. (See Academic Calendar for deadline dates.)
  - B. Official transcripts from all colleges attended must be on file in the Admissions and Records Office.
  - C. The student may choose to meet requirements in a catalog published after admission provided continuous attendance is maintained. A student not in continuous attendance at Cuyamaca College should be aware that he/she must meet degree requirements listed in the catalog in effect at the time of readmission unless he/she has applied for and been granted a leave of absence.

#### 8. Philosophy of General Education

The General Education program offers the following opportunities:

- A. Development of verbal and quantitative learning skills.
- B. Exposure to a wide spectrum of beliefs or principles of knowledge in the natural sciences, social sciences and the humanities.
- C. Understanding and critical examination of cultural heritages and their implications for the future.
- D. Development of the power of critical thinking, the ability to evaluate personal values, and the ability to understand and respond to general audience media presentations on general education subjects.
- E. An approach to learning in an interdisciplinary manner to develop the ability to integrate general education knowledge.
- F. Establishment of a broad base of intellectual and physical skills for a lifetime of continual learning.

#### 9. Major Requirements

See "Associate Degree Programs and Certificates" for the major areas for the AS and AA degrees.

#### 10. Additional Associate Degree

An additional associate degree may be earned under the following conditions:

- A. Having received an AA or AS degree, the student may qualify for an additional AA or AS degree with the exception of the

General AA offered for catalog years 1978-79 through 2007-08\*\*.

- B. Having received a bachelor's degree or higher, the student may qualify for an additional AA or AS degree with the exception of the General AA offered for catalog years 1978-79 through 2007-08\*\*.
- C. All General Education requirements as specified by the current catalog are met.
- D. Completion of a major as specified in this catalog with a minimum of 12 remaining required semester units in the major completed at Cuyamaca College subsequent to the preceding degree(s) at any college.

#### 11. Multiple Majors

Multiple majors differ from additional associate degrees (see section above) in that the student with a multiple major works simultaneously toward the completion of more than one major. Multiple majors must be available and meet general education requirements from the same catalog year. An AA or AS degree with a multiple major can be earned by completion of all general education requirements plus the courses required for both majors as outlined in this catalog. The General AA degree offered for catalog years 1978-79 through 2007-08 may not be included as part of the multiple major.

\* A grade of "P" (Pass) represents a "C" grade or better.

\*\* The General AA/AS degrees were modified to comply with Title V requirements beginning 2008-09, and were re-titled General Studies degrees with Areas of Specialization.



# ASSOCIATE DEGREE PROGRAMS & CERTIFICATES



C U Y A M A C A  
· C O L L E G E ·

## ASSOCIATE DEGREE PROGRAMS & CERTIFICATES

Program	Associate Degree	Certificate of Achievement	Certificate of Specialization	Program	Associate Degree	Certificate of Achievement	Certificate of Specialization
ACCOUNTING				ENGINEERING			
Accounting	◆	◆		Civil Engineering	◆	◆	
Bookkeeping		◆		Electrical & Computer Engineering	◆	◆	
ART				Mechanical & Aerospace Engineering	◆	◆	
Drawing and Painting	◆			Mechatronics			*
Graphic Design (Transfer)	◆			ENGLISH	◆	◆	
AUTOMOTIVE TECHNOLOGY	◆	◆		ENTREPRENEURSHIP-SMALL BUSINESS MANAGEMENT	◆	◆	
Advanced Engine Performance and Emissions		◆		ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT			
ASEP	◆			Environmental Management	◆		
ASSET	◆			Environmental Technician		◆	
Brakes and Front-End		◆		Occupational Safety and Health (OSH) Management	◆		
Engine Performance and Drive Train		◆		Occupational Safety and Health (OSH) Technician		◆	
BIOLOGICAL SCIENCES	◆			EXERCISE SCIENCE	◆		
BUSINESS				Recreational Leadership-School-Based Programs			*
Business Administration	◆	◆		GENERAL STUDIES	◆		
Business Data Management	◆	◆		GRAPHIC DESIGN	◆	◆	
Business-General	◆	◆		Digital Photography			*
Database Administration			*	Web Graphics			*
BUSINESS OFFICE TECHNOLOGY	◆	◆		HISTORY	◆		
Administrative Assistant	◆	◆		KUMEYAAY STUDIES			*
Executive Assistant	◆	◆		MANAGEMENT	◆	◆	
Office Assistant Level I			*	MATHEMATICS	◆	◆	
Office Assistant Level II			*	MUSIC			
Office Professional			*	Music Education	◆		
Office Software Specialist Level I			*	Music Industry Studies	◆		
Office Software Specialist Level II			*	ORNAMENTAL HORTICULTURE			
CADD TECHNOLOGY				Arboriculture	◆	◆	
Building Design Industry	◆	◆		Floral Design	◆	◆	
Manufacturing Industry	◆	◆		Golf Course and Sports Turf Management	◆	◆	
CHEMISTRY	◆			Irrigation Technology	◆	◆	
CHILD DEVELOPMENT				Landscape Design	◆	◆	
Infants and Toddlers	◆	◆		Landscape Technology	◆	◆	
Preschool Children	◆	◆		Nursery Technology	◆	◆	
School Age Child Care	◆	◆		PARALEGAL STUDIES	◆		
Early Childhood Intervention			*	PHYSICAL SCIENCE	◆		
Recreational Leadership-Outdoor Programs			*	PHYSICS	◆		
COMMUNICATION	◆			REAL ESTATE	◆	◆	
COMPUTATIONAL SCIENCE	◆	◆		Escrow		◆	
COMPUTER AND INFORMATION SCIENCE				SOCIAL WORK	◆		
Computer Network Administration	◆	◆		SPANISH	◆	◆	
Telecommunications Networking Technology	◆			SURVEYING	◆	◆	
Telecommunications Networking Technician		◆		UNIVERSITY STUDIES			
Web Development	◆	◆		California State University General Education Breadth (CSU GE)	◆	◆	
Cisco Systems			*	Intersegmental General Education Transfer Curriculum (IGETC)	◆	◆	
Computer Programming			*	WATER/WASTEWATER TECHNOLOGY			
Network Servicing Technology			*	Cross Connection Control Systems	◆	◆	
Operating Systems			*	Water Distribution Systems	◆	◆	
Telecommunications Servicing Technology			*	Water Treatment Plant Operator	◆	◆	
Web Design			*	Wastewater Collection Systems	◆	◆	
Web Programming			*	Wastewater Treatment Operator	◆	◆	
Web Server Management			*				
ELEMENTARY EDUCATION	◆						

**NOTE:** Course choices for transfer and the Associate Degree may differ between Cuyamaca and Grossmont Colleges. Each college strongly recommends that students visit the Counseling Centers for specific information if they plan to attend both campuses.

## ACCOUNTING

This degree program is designed to prepare students to enter the workforce as accounting technicians or tax technicians. The curriculum is supported by related business courses and a strong general education program for students interested in qualifying for responsible positions in accounting. **Designed for a two-year degree or certificate. Students interested in pursuing a bachelor's degree in accounting should consult the catalog of the transfer institution for specific requirements.**

### CAREER OPPORTUNITIES

- \* Auditor
- \* Budgeter
- \* Bank Examiner
- \* Bookkeeper
- \* Cost Accountant
- \* Certified Accountant
- \* Controller
- \* Credit Card Clerk
- \* Securities Clerk
- \* Systems Analyst
- \* Tax Specialist/Accountant
- \* Treasurer
- \* Bachelor Degree or higher required

### Associate in Science Degree Requirements:

Course	Title	Units
BUS 120	Financial Accounting	4
BUS 121	Managerial Accounting	4
BUS 122	Intermediate Accounting	4
BUS 124	Auditing	3
BUS 125	Business Law: Legal Environment of Business	3
BUS 128	Business Communication	3
BUS 150	Individual Income Tax Accounting	3
BUS 162	Analysis of Financial Statements	3
BUS 176	Computerized Accounting Applications	2
CIS 110	Principles of Information Systems	4
	Total Required	33
	Plus General Education Requirements	

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Accounting. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### BOOKKEEPING CERTIFICATE

This certificate is for students who need very specific training in the area of bookkeeping/accounting, either to obtain the necessary skills for an entry level office position, or to provide technical competence for advancement within the office environment.

### Certificate Requirements:

Course	Title	Units
BOT 123-125	Comprehensive Excel Levels I-III	3
BUS 109	Elementary Accounting	3
<b>or</b>		
BUS 120	Financial Accounting	4
BUS 121	Managerial Accounting	4
BUS 128	Business Communication	3
BUS 129	Payroll Accounting and Business Taxes	2
BUS 176	Computerized Accounting Applications	2
CIS 105	Introduction to Computing	3
	Total Required	20-21

NOTE: BUS 109 may be taken instead of BUS 120 for the Bookkeeping certificate only.

### Certificate of Achievement

Students who complete the requirements above qualify for a Certificate in Bookkeeping. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## ART

### I. ART—DRAWING AND PAINTING

This degree program is designed to provide a fundamental background in two-dimensional studio arts, emphasizing both technique and aesthetic awareness. The curriculum consists of courses in both studio techniques and art history. Students will develop their ability to control line, value, shape, color, perspective and composition in various mediums. The major provides preparation for transfer to a four-year college in fine art or a vocational area related to art.

### CAREER OPPORTUNITIES

- \* Advertising Specialist
- \* Antique Dealer
- \* Art Conservator
- \* Art Therapist
- \* Arts Administration
- \* Cartoonist
- \* Curator
- \* Display Manager
- \* Fashion Designer
- \* Gallery Owner
- \* Illustrator
- \* Independent Artist
- \* Interior Design
- \* Jewelry Designer
- \* Museum Technician
- \* Painter
- \* Police Artist
- \* Set Designer
- \* Teacher/Professor
- \* Bachelor Degree or higher required

### Associate in Arts Degree Requirements:

Course	Title	Units
ART 120	Two-Dimensional Design	3
ART 121	Painting I	3
ART 124	Drawing I	3
ART 125	Drawing II	3
ART 140	History of Western Art I: Prehistoric to 1250 A.D.	3
ART 141	History of Western Art II: 1250 A.D. to Present Time	3
ART 230	Figure Drawing I	3
GD 105	Fundamentals of Digital Media	3
		24

### Select six units from the following:

ART 129*	Three-Dimensional Design	3
ART 135	Watercolor I	3
ART 145	Contemporary Art History: 1945-Present	3
ART 220	Painting II	3
ART 231	Figure Drawing II	3
GD 126ABCD	Photoshop Digital Imaging	3
GD 225	Digital Illustration	3
		6
	Total Required	30
	Plus General Education Requirements	

### Recommended Electives:

FREN 120, HIST 105, HUM 155, RELG 120

\*Offered at Grossmont College

### II. ART—GRAPHIC DESIGN (Transfer)

This degree program emphasizes aesthetics, design and craft using manual and digital mediums. Students will develop their ability to think spatially in two and three dimensions and to use creative problem-solving techniques using images and letter forms. Students will develop a professional portfolio for placement at a four-year university. **Designed for students interested in pursuing a bachelor's degree in Graphic Design. Students should consult the catalog of the transfer institution for specific requirements. Students interested in pursuing the entry level, two-year associate degree or certificate in graphic design should refer to the "Graphic Design" program.**

### CAREER OPPORTUNITIES

- \* Advertising Director
- \* Advertising
- \* Art Director
- \* Desktop Publishing
- \* Display Designer
- \* Graphic Designer
- \* Illustrator
- \* Marketing Director
- \* Multimedia
- \* Package Designer
- \* Web Page Designer
- \* Bachelor Degree or higher required

### Associate in Arts Degree Requirements:

Course	Title	Units
ART 120	Two-Dimensional Design	3
ART 121	Painting I	3
ART 124	Drawing I	3
ART 125	Drawing II	3
ART 129*	Three-Dimensional Design	3
ART 140	History of Western Art I: Prehistoric to 1250 A.D.	3
ART 141	History of Western Art II: 1250 A.D. to Present Time	3
ART 230	Figure Drawing I	3
GD 105	Fundamentals of Digital Media	3
GD 110	Graphic Design Principles	3
GD 125	Typography	3
	Total Required	33
	Plus General Education Requirements	

### Recommended Electives:

ART 150\*, BUS 110, GD 230

\*Offered at Grossmont College

## AUTOMOTIVE TECHNOLOGY

The automotive technology curriculum provides for entry level skills in the automotive field. The program is designed to impart in-depth technical skills as required in today's highly technical automotive field. It prepares students for employment in the automotive and/or transportation trades. For those currently employed, upgrading and specialization skills will be stressed. The major emphasizes practical experience in actual repairs under simulated shop conditions.

### CAREER OPPORTUNITIES

- Auto Electrician
- Auto Parts Salesperson
- Automotive Air Conditioning Technician
- Brake and Front-End Technician
- Computerized Engine Control Specialist
- Engine Machinist
- General Repair Technician
- High Performance and Racing Specialist
- Licensed Smog Technician

Manufacturer Service Engineer  
Service Advisor  
Service Manager  
Technical Instructor  
Technical Sales Representative  
Transmission Technician  
Tune-up Technician

## I. AUTOMOTIVE TECHNOLOGY

### Associate in Science Degree Requirements:

Course	Title	Units
AUTO 120	Engine Performance I - Mechanical and Ignition Systems	5
AUTO 121	Emission Control License	5
AUTO 122	Automotive Electrical Systems	5
AUTO 123	Engine Performance II - Fuel Systems	5
AUTO 124	Engine Performance III - Drivability	5
AUTO 180	Automotive Service Advisor	1
AUTO 182	Automotive Work Experience	3
		<u>29</u>

### Select two of the following:

AUTO 129	Introduction to Alternative Fuels	3.5
AUTO 130	Automotive Brakes and Brake License	5
AUTO 140	Four-Wheel Alignment	5
AUTO 152	Drive Train Systems	4
AUTO 160	Air Conditioning and Heating Systems	3
AUTO 170	Engine Overhaul	5
		<u>6.5-10</u>

### Select one of the following:

AUTO 127	Advanced Automotive Electrical Systems	5
AUTO 135	Advanced Brakes	5
AUTO 145	Advanced Four-Wheel Alignment	5
AUTO 155	Advanced Drive Train Systems	4
AUTO 165	Advanced Air Conditioning and Heating Systems	3
AUTO 175	Advanced Engine Overhaul	5
AUTO 176	Engine Machining	5
		<u>3-5</u>
	Total Required	38.5-44
	Plus General Education Requirements	

FOR ALL CLASSES: Students are required to provide their own hand tools as required. Students are also required to provide ANSI Z-87.1 (1979) eye protection.

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Automotive Technology. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## II. AUTOMOTIVE TECHNOLOGY-ADVANCED ENGINE PERFORMANCE AND EMISSIONS

### Certificate Requirements:

Course	Title	Units
AUTO 120	Engine Performance I - Mechanical and Ignition Systems	5
AUTO 121	Emission Control License	5
AUTO 122	Automotive Electrical Systems	5
AUTO 123	Engine Performance II - Fuel Systems	5
AUTO 124	Engine Performance III - Drivability	5
	Total Required	<u>25</u>

### Certificate of Achievement

Students who complete the requirements above qualify for a Certificate in Automotive Technology-Advanced Engine Performance and Emissions. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## III. AUTOMOTIVE TECHNOLOGY-ASEP

The General Motors sponsored ASEP degree program offers a unique job training opportunity to those students who are accepted. Training includes all systems of the sponsoring manufacturers' automobiles. In addition, students will be required to further their studies in a sponsoring dealership as a paid (work experience) technician. Students must complete the general education requirements in addition to the requirements listed below. Candidates who successfully complete these requirements will be granted an associate degree.

- Grade point average of "C" (2.0) is required for the major.
- Students who test low in English, reading or math assessment scores (and are accepted into the program) will be required to take remedial courses in those areas in addition to the general education courses.
- Students who have previous college credit or an associate degree or higher may be exempt from all or part of the general education requirements. Students should see a counselor to have their general education requirements evaluated.

### Associate in Science Degree Requirements:

Course	Title	Units
AUTO 121	Emission Control License	5
AUTO 200	ASEP-Orientation	1
AUTO 201	ASEP-Electrical	6
AUTO 202	ASEP-Brakes and Alignment	7
AUTO 203	ASEP-Engine Repair	4.5
AUTO 204	ASEP-Power Train	7
AUTO 205	ASEP-Engine Performance and Air Conditioning	7
		<u>37.5</u>

### Work Experience:

AUTO 206*	ASEP-Work Experience	15
	Total Required	<u>52.5</u>
	Plus General Education Requirements	

\* Must be repeated five times for a total of 15 units

## IV. AUTOMOTIVE TECHNOLOGY-ASSET

The Ford sponsored ASSET degree program offers a unique job training opportunity to those students who are accepted. Training includes all systems of the sponsoring manufacturers' automobiles. In addition, students will be required to further their studies in a sponsoring dealership as a paid (work experience) technician. Students must complete the general education requirements in addition to the requirements listed below. Candidates who successfully complete these requirements will be granted an associate degree.

- Grade point average of "C" (2.0) is required for the major.
- Students who test low in English, reading or math assessment scores (and are accepted into the program) will be required to take remedial courses in those areas in addition to the general education courses.
- Students who have previous college credit or an associate degree or higher may be exempt from all or part of the general

education requirements. Students should see a counselor to have their general education requirements evaluated.

### Associate in Science Degree Requirements:

Course	Title	Units
AUTO 121	Emission Control License	5
AUTO 190	ASSET-Orientation, PDI and Lubrication	2
AUTO 191	ASSET-Brakes and Alignment	7
AUTO 192	ASSET-Drive Train	8
AUTO 193	ASSET-Engine Repair	4.5
AUTO 195	ASSET-Electronic Engine Controls	7
AUTO 196	ASSET-Electrical, Accessories and Air Conditioning	5
		<u>38.5</u>

### Work Experience:

AUTO 197*	ASSET-Work Experience	13
	Total Required	<u>51.5</u>
	Plus General Education Requirements	

\* Must be repeated five times for a total of 13 units

## V. AUTOMOTIVE TECHNOLOGY-BRAKES AND FRONT-END

### Certificate Requirements:

Course	Title	Units
AUTO 130	Automotive Brakes and Brake License	5
AUTO 140	Four-Wheel Alignment	5
AUTO 145	Advanced Four-Wheel Alignment	5
AUTO 180	Automotive Service Advisor	1
AUTO 182	Automotive Work Experience	3
	Total Required	<u>19</u>

### Certificate of Achievement

Students who complete the requirements above qualify for a Certificate in Automotive Technology-Brakes and Front-End. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## VI. AUTOMOTIVE TECHNOLOGY-ENGINE PERFORMANCE AND DRIVE TRAIN

### Certificate Requirements:

Course	Title	Units
AUTO 120	Engine Performance I - Mechanical and Ignition Systems	5
AUTO 152	Drive Train Systems	4
AUTO 170	Engine Overhaul	5
AUTO 180	Automotive Service Advisor	1
AUTO 182	Automotive Work Experience	3
	Total Required	<u>18</u>

### Certificate of Achievement

Students who complete the requirements above qualify for a Certificate in Automotive Technology-Engine Performance and Drive Train. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## BIOLOGICAL SCIENCES

This degree program is designed to provide a two-year transfer program with emphasis on the uniformity and diversity of life. The curriculum fulfills the lower division requirements for majors in biology, dentistry, medicine, nursing, pharmacy, environmental health, microbiology and ecology.

### CAREER OPPORTUNITIES

- \* Aquatic Biologist
- \* Athletic Trainer
- \* Biologist
- \* Biochemical Engineer
- Biological Technician
- Biomedical Equipment Technician
- Biotechnologist
- \* Botanist
- Clinical Lab Technologist
- \* Cytologist
- \* Ecologist
- \* Environmental Engineer
- Environmental Technician
- \* Environmental Microbiologist
- Genetic Engineering Technician
- Greenhouse Assistant
- Laboratory Technician
- \* Physical Therapist
- \* Public Health Biologist
- Purification Technician
- Research Assistant
- Safety Specialist
- \* Teacher
- Technical Writer
- Waste Management Technician
- \* Bachelor Degree or higher required

### Associate in Science Degree Requirements:

Course	Title	Units
BIO 210	Biology II	4
BIO 215	Statistics for Life Sciences	3
BIO 220	Principles of Molecular, Cellular and Evolutionary Biology	3
BIO 221	Principles of Molecular, Cellular and Evolutionary Biology Laboratory	1
CHEM 141	General Chemistry I	5
CHEM 142	General Chemistry II	5
CHEM 231	Organic Chemistry I	5
MATH 180	Analytic Geometry and Calculus I	5
PHYC 130	Fundamentals of Physics	4
PHYC 131	Fundamentals of Physics	4
	Total Required	39
	Plus General Education Requirements	

## BUSINESS

### I. BUSINESS ADMINISTRATION

This degree program is designed to give students who choose to work toward a bachelor's degree a well-balanced introduction to a professional career in business. The curriculum fulfills the lower division requirements for most majors in the School of Business Administration at San Diego State University and is typical of requirements at other four-year schools. For specific requirements, transfer students should consult the catalog of their selected institution.

### CAREER OPPORTUNITIES

- \* Advertising/Marketing Manager
- \* Agricultural Marketing Specialist
- \* Banker
- \* Broker
- Consultant
- \* Computer Operations Specialist

- Credit Investigator
- \* Economic Forecaster
- \* Financial Analyst
- \* Hospital Administrator
- Import/Export Agent
- \* Market Research Analyst
- \* Personnel Manager
- Real Estate Broker/Agent
- Retail Manager
- \* Securities Analyst/Trader
- \* Bachelor Degree or higher required

### Associate in Science Degree Requirements:

Course	Title	Units
BUS 120	Financial Accounting	4
BUS 121	Managerial Accounting	4
BUS 125	Business Law: Legal Environment of Business	3
BUS 128	Business Communication	3
CIS 110	Principles of Information Systems	4
ECON 120	Principles of Macroeconomics	3
ECON 121	Principles of Microeconomics	3
MATH 160	Elementary Statistics	3
MATH 178	Calculus for Business, Social and Behavioral Sciences	4
	Total Required	31
	Plus General Education Requirements	

### Recommended Electives:

BUS 146, 156

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Business Administration. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### II. BUSINESS-GENERAL

This degree program is designed to develop and foster those skills and understandings which can be utilized for employment in an increasingly challenging business environment. The curriculum provides students with a broad preparation for a career in business. Business courses are included which provide a solid background for future promotion in a chosen occupational area. The degree is designed for students who do not plan to transfer to a four-year college or university.

### CAREER OPPORTUNITIES

- Administrative Assistant
- Bookkeeper
- \* Budget Consultant
- Buyer
- Conciliator
- \* Credit Analyst
- Employment Interviewer
- \* Hospital Administrator
- Sales Agent
- \* Trust Officer
- \* Bachelor Degree or higher required

### Associate in Science Degree Requirements:

Course	Title	Units
BUS 109	Elementary Accounting	3
	or	
BUS 120	Financial Accounting	4
BUS 110	Introduction to Business	3
BUS 115	Human Relations in Business	3
BUS 125	Business Law: Legal Environment of Business	3
BOT 110*	Business English and Communication	3
	or	
BUS 128	Business Communication	3
BUS 146	Marketing	3
BUS 152	Business Mathematics	2

BUS 195	Personal Finance	3
CIS 105	Introduction to Computing	3
	or	
CIS 110	Principles of Information Systems	4
ECON 120	Principles of Macroeconomics	3
	Total Required	29-31
	Plus General Education Requirements	

\*Offered at Grossmont College

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Business-General. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### III. BUSINESS DATA MANAGEMENT

This degree program prepares students for careers in business using information technology to organize and promote advanced business management policies. Preparation for the Microsoft Certified Database Administrator exams.

### Associate in Science Degree Requirements:

Course	Title	Units
BUS 128	Business Communication	3
BUS 240	SQL for Business Applications	3
BUS 242	Data Mining	3
CIS 110	Principles of Information Systems	4
CIS 140	Databases	3
CIS 190	Windows Operating System	3
CIS 240	Advanced Databases	3
CIS 242	Database Design	3
	Total Required	25

### Select one from the following:

COMM 120	Interpersonal Communication	3
COMM 122	Public Speaking	3
	Total Required	3

### Select one from the following:

CIS 216	Active Server Pages	3
CIS 290	Windows System Administration	3
CS180ABCD	Introduction to Visual Basic Programming	4
	Total Required	3-4
	Plus General Education Requirements	31-32

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Business Data Management. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### CERTIFICATE OF SPECIALIZATION:

#### DATABASE ADMINISTRATION

#### Certificate Requirements:

Course	Title	Units
BUS 240	SQL for Business Applications	3
BUS 242	Data Mining	3
CIS 140	Databases	3
CIS 240	Advanced Databases	3
CIS 242	Database Design	3
	Total Required	15

Students who complete the requirements above qualify for a Certificate in Database Administration. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

# BUSINESS OFFICE TECHNOLOGY

## I. BUSINESS OFFICE TECHNOLOGY

This degree program prepares students for employment in today's business offices which are technology intensive. The curriculum is also appropriate for those wishing to update current skills. Emphasis is on the computerized office and development into supervisory positions.

### CAREER OPPORTUNITIES

Account Clerk  
Administrative Assistant  
Bank Teller  
Billing Clerk  
Bookkeeper  
Brokerage Clerk  
Computer Operator  
Court Clerk  
Customer Service Representative  
Executive Assistant  
Executive Secretary  
File Clerk  
General Office Clerk  
Hotel/Motel Desk Clerk  
Information Clerk  
Insurance Clerk  
Legal Secretary  
Loan/Credit Clerk  
Medical Secretary  
Office Manager  
Personnel Clerk  
Real Estate Clerk  
Secretary  
Word Processing Specialist

### Course Equivalencies:

The following Cuyamaca and Grossmont College courses are considered similar enough to be treated as equivalent. Modification of Major forms are not required.

<i>Cuyamaca Course</i>	<i>Similar Grossmont Course</i>
BOT 120	CSIS 120
BOT 120+121+122	CSIS 173
BOT 121	CSIS 121
BOT 122	CSIS 122
BOT 123	CSIS 123
BOT 123+124+125	CSIS 175
BOT 124	CSIS 124
BOT 125	CSIS 125
BOT 126	CSIS 126
BOT 127	CSIS 127
BOT 128	CSIS 128
BOT 129	CSIS 129
BOT 130	CSIS 130
BOT 131	CSIS 131

### Associate in Science Degree Requirements:

<i>Course</i>	<i>Title</i>	<i>Units</i>
BOT 100	Basic Keyboarding	1
BOT 101AB	Keyboarding/Document Processing	3
BOT 102AB	Intermediate Keyboarding/ Document Processing I-II	3
BOT 107	Office Systems and Procedures	2
BOT 120-122	Comprehensive Word Levels I-III	3
BUS 128	Business Communication	3
CIS 105	Introduction to Computing	3
or		
CIS 110	Principles of Information Systems	4
		18-19

### Select at least six units from the following:

BOT 108	Using Calculators to Solve Business Problems	1
BOT 123-125	Comprehensive Excel Levels I-III	3
BUS 109	Elementary Accounting	3
or		
BUS 120	Financial Accounting	4
BUS 156	Principles of Management	3
BUS 157	Principles of Leadership	3
BUS 176	Computerized Accounting Applications	2
CIS 140	Databases	3
		6
	Total Required	24-25
	Plus General Education Requirements	

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Business Office Technology. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## II. ADMINISTRATIVE ASSISTANT

### Associate in Science Degree Requirements:

<i>Course</i>	<i>Title</i>	<i>Units</i>
BOT 102AB	Intermediate Keyboarding/ Document Processing I-II	3
BOT 104	Filing and Records Management	1
BOT 107	Office Systems and Procedures	2
BOT 108	Using Calculators to Solve Business Problems	1
BOT 114	Essential Word	1
or		
BOT 120-122	Comprehensive Word Levels I-III	3
BOT 115	Essential Excel	1
or		
BOT 123-125	Comprehensive Excel Levels I-III	3
BOT 116	Essential Access	1
or		
BOT 126-128	Comprehensive Access Levels I-III	3
BOT 117	Essential PowerPoint	1
or		
BOT 129-131	Comprehensive PowerPoint Levels I-III	3
BOT 118	Integrated Office Projects	1
BOT 223-225	Office Work Experience	1-3
BUS 114	Effective Job Search	1
BUS 128	Business Communication	3
		17-27

### Select at least three units from the following:

BOT 103ABC	Building Keyboarding Skill I, II, III	.5
BOT 105	Data Entry Skills	1
BOT 150	Using Microsoft Publisher	1
BOT 151	Using Microsoft Outlook	1
BUS 109	Elementary Accounting	3
		3
	Total Required	20-30
	Plus General Education Requirements	

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Administrative Assistant. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## III. EXECUTIVE ASSISTANT

### Associate in Science Degree Requirements:

<i>Course</i>	<i>Title</i>	<i>Units</i>
BOT 120-122	Comprehensive Word Levels I-III	3
BOT 123-125	Comprehensive Excel Levels I-III	3
BOT 126-128	Comprehensive Access Levels I-III	3
or		
CIS 140	Databases	3
BOT 129-131	Comprehensive PowerPoint Levels I-III	3

BOT 151	Using Microsoft Outlook	1
BOT 201	Advanced Keyboarding/Document Processing	3
BOT 203	Office Project Coordination	1
BUS 128	Business Communication	3
		20

### Select at least three units from the following:

BUS 109	Elementary Accounting	3
BUS 110	Introduction to Business	3
BUS 115	Human Relations in Business	3
BUS 120	Financial Accounting	4
BUS 125	Business Law: Legal Environment of Business	3
		3

### Select at least three units from the following:

BOT 103ABC	Building Keyboarding Skill I, II, III	.5
BOT 150	Using Microsoft Publisher	1
BOT 280ABC	Preparing for Performance Examinations in Microsoft Word	.5
BOT 281ABC	Preparing for Performance Examinations in Microsoft Excel	.5
BOT 282ABC	Preparing for Performance Examinations in Microsoft Access	.5
BOT 283ABC	Preparing for Performance Examinations in Microsoft PowerPoint	.5
CIS 240	Advanced Databases	3
		3
	Total Required	26
	Plus General Education Requirements	

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Executive Assistant. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## CERTIFICATES OF SPECIALIZATION:

Students who complete the requirements below qualify for a certificate in that area of emphasis. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### I. OFFICE ASSISTANT LEVEL I

This certificate prepares students for positions that require keyboarding skills, basic knowledge of filing, and basic computer skills. It is designed for students with no prior computer training and who lack general office background and experience. Upon completion, students will qualify for positions as data entry clerks or other entry level office clerical positions.

### Certificate Requirements:

<i>Course</i>	<i>Title</i>	<i>Units</i>
BOT 096	Computer Basics for the Office	1
BOT 097	Windows Basics for the Office	1
BOT 100	Basic Keyboarding	1
BOT 101AB	Keyboarding/Document Processing	3
BOT 104	Filing and Records Management	1
BOT 105	Data Entry Skills	1
BUS 114	Effective Job Search	1
	Total Required	9

### II. OFFICE ASSISTANT LEVEL II

This certificate is designed for students who have completed the Office Assistant Level I certificate or have the equivalent in keyboarding and computer skills. It prepares students for advancement in office careers in which knowledge of Microsoft Office applications is required.

**Certificate Requirements:**

Course	Title	Units
BOT 102AB	Intermediate Keyboarding/ Document Processing I-II	3
BOT 107	Office Systems and Procedures	2
BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BOT 116	Essential Access	1
BOT 117	Essential PowerPoint	1
	Total Required	9

**III. OFFICE PROFESSIONAL**

This certificate is designed for students interested in entry-level positions in a broad spectrum of office environments. Utilizing a short-term, intensive format, students are provided with the basic skills necessary to be productive employees. The curriculum provides the foundation for further study and advancement in the clerical field, which is one of the largest employment areas in our information processing society.

**Certificate Requirements:**

Course	Title	Units
BOT 100	Basic Keyboarding	1
	or	
BOT 101AB	Keyboarding/Document Processing	3
	or	
BOT 102AB	Intermediate Keyboarding/ Document Processing I-II	3
BOT 107	Office Systems and Procedures	2
BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BOT 223	Office Work Experience	1
BUS 110	Introduction to Business	3
BUS 128	Business Communication	3
	Total Required	12-14

**IV. OFFICE SOFTWARE SPECIALIST LEVEL I**

This certificate is designed for students interested in working in an administrative support capacity who need working knowledge of word processing, electronic spreadsheet, database and presentation software. These courses may also be applied to the Office Assistant Level II certificate. *All courses must be completed with a grade of "C" or better.*

**Certificate Requirements:**

Course	Title	Units
BOT 100	Basic Keyboarding	1
BOT 114	Essential Word	1
	or	
BOT 120-121	Comprehensive Word, Levels I-II	2
BOT 115	Essential Excel	1
	or	
BOT 123-124	Comprehensive Excel, Levels I-II	2
BOT 116	Essential Access	1
	or	
BOT 126-127	Comprehensive Access, Levels I-II	2
BOT 117	Essential PowerPoint	1
	or	
BOT 129-130	Comprehensive PowerPoint, Levels I-II	2
	Total Required	5-9

**V. OFFICE SOFTWARE SPECIALIST LEVEL II**

This certificate is designed for students interested in working in an administrative support capacity who need working knowledge of word processing, electronic spreadsheet, database and presentation software as well as software integration techniques. Students who complete the certificate may continue taking courses to earn the Executive Assistant Certificate of Achievement. *All courses must be completed with a grade of "C" or better.*

**Certificate Requirements:**

Course	Title	Units
BOT 100	Basic Keyboarding	1
BOT 118	Integrated Office Projects	1
BOT 120	Comprehensive Word, Level I	1
	or	
BOT 114	Essential Word	1
BOT 121	Comprehensive Word, Level II	1
BOT 122	Comprehensive Word, Level III	1
BOT 123	Comprehensive Excel, Level I	1
	or	
BOT 115	Essential Excel	1
BOT 124	Comprehensive Excel, Level II	1
BOT 125	Comprehensive Excel, Level III	1
BOT 126	Comprehensive Access, Level I	1
	or	
BOT 116	Essential Access	1
BOT 127	Comprehensive Access, Level II	1
BOT 129	Comprehensive PowerPoint, Level I	1
	or	
BOT 117	Essential PowerPoint	1
BOT 130	Comprehensive PowerPoint, Level II	1
	Total Required	12

**CADD TECHNOLOGY**

Occupational preparation in Computer-Aided Drafting and Design is the primary purpose of the CADD Technology degree program. Students are required to complete two core courses and to select from two potential career paths: Building Design Industry or Manufacturing Industry. Adherence to industrial practices and standards is stressed with problem solving in a simulated industrial environment. Lower division requirements for transfer to the Engineering Program at SDSU may also be met.

**CAREER OPPORTUNITIES**

CAD Technician in the field of Architecture and Civil, Electronic, Mechanical, Structural, and Surveying Engineering

**Associate in Science Degree Requirements:****Core Curriculum**

Course	Title	Units
CADD 115	Engineering Graphics	3
CADD 120	Introduction to Computer-Aided Drafting and Design	3
		6

**Areas of Emphasis:****A. BUILDING DESIGN INDUSTRY**

CADD 127	Survey Drafting Technology	3
CADD 131	Architectural Computer-Aided Drafting and Design	3
CADD 132	Advanced Computer-Aided Drafting and Design	3
CADD 133	Advanced Architectural Computer- Aided Drafting and Design	3
		12

**Select two of the following:**

CADD 125	3D Solid Modeling	3
	or	
ENGR 125	Solid Modeling	3
CADD 126	Electronic Drafting	3
CADD 128	Dimensioning and Tolerancing	3
		6
	Total Required Including Core Classes	24
	Plus General Education Requirement	

**B. MANUFACTURING INDUSTRY**

CADD 125	3D Solid Modeling	3
	or	
ENGR 125	Solid Modeling	3

CADD 126	Electronic Drafting	3
CADD 128	Dimensioning and Tolerancing	3
		9

**Select two of the following:**

CADD 127	Survey Drafting Technology	3
CADD 131	Architectural Computer-Aided Drafting and Design	3
CADD 132	Advanced Computer-Aided Drafting and Design	3
CADD 133	Advanced Architectural Computer- Aided Drafting and Design	3
		6
	Total Required Including Core Classes	21
	Plus General Education Requirements	

**Certificate of Achievement**

Students who complete only the courses required for the major including an area of emphasis qualify for a Certificate in CADD Technology in that area of emphasis. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**CHEMISTRY**

The chemistry curriculum is designed to provide students who choose to work toward a bachelor's degree a well-balanced, lower division program with a strong emphasis on fundamentals and problem solving. This major fulfills the lower division requirements (except for analytical chemistry) for chemistry majors and is typical of the requirements at four-year colleges and universities.

**CAREER OPPORTUNITIES**

Chemists work in a variety of fields, primarily those of the chemical, biotechnological, environmental, biomedical, pharmaceutical, electronics, forensic, agricultural and food industries. They usually work in analysis, research, development or production of materials. Management, marketing and teaching opportunities are also available.

- \* Agricultural Chemist
  - \* Air Quality Control
  - \* Analytical Chemist
  - \* Biochemist
  - \* Chemistry Teacher
  - \* Dietician
  - \* Environmental Technologist
  - \* Fishery Specialist
  - \* Food And Drug Inspector
  - \* Forensic Specialist
  - \* Laboratory Technician
  - \* Materials Scientist
  - \* Medical Technologist
  - \* Microbiologist
  - \* Organic Chemist
  - \* Physician
  - \* Polymer Chemist
  - \* Sales Representative
  - \* Sanitarian Technician
- \* Bachelor Degree or higher required

**Associate in Science Degree Requirements:**

Course	Title	Units
CHEM 141	General Chemistry I	5
CHEM 142	General Chemistry II	5
CHEM 231	Organic Chemistry I	5
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
MATH 281	Intermediate Calculus	4
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
PHYC 210	Wave Motion and Modern Physics	5
	Total Required	43
	Plus General Education Requirements	

## NOTE:

- Students pursuing an emphasis in biochemistry should also take the following courses: BIO 210, 220, 221.
- Students who intend to enroll at UCSD should take MATH 285 and check with the Counseling Center regarding program options.

## CHILD DEVELOPMENT

The child development curriculum is designed to prepare students for employment as teachers, directors and aides in preschools and child care centers, including infant/toddler and extended day facilities. Course work meets the educational components of the Department of Social Services license regulations for child care programs. The degree meets the educational requirements of the Teacher, Master Teacher and Site Supervisor Child Development Permits. The curriculum is also appropriate for parents, administrators, health care professionals, and others working with children, and is designed to partially meet lower division course preparation for students planning to obtain a bachelor's degree in Child Development.

### CAREER OPPORTUNITIES

- \*Adoption Counselor
- Camping Guide
- Child Care Specialist
- \*Child Psychologist
- Curriculum Development
- \*Development Specialist (Child, Adolescent and Family)
- \*Early Intervention Aide
- \*Educational Consultant
- Infant/Toddler Teacher
- Outdoor Education Specialist
- Preschool Director
- Preschool Teacher
- Recreation Leader
- \*Recreation Specialist
- School Age Child Care Teacher
- \*Social Service Specialist
- Special Education Assistant – Children with Special Needs
- \*Bachelor Degree or higher required

### I. CHILD DEVELOPMENT

The major consists of 27 units of core curriculum; remaining units are taken in an area of emphasis. Students must choose at least one area of emphasis. *All courses must be completed with a grade of "C" or better.*

#### Associate in Science Degree Requirements:

##### Core Curriculum

Course	Title	Units
CD 123	Introduction to Programs and Curriculum for Young Children	3
CD 125	Child Growth and Development	3
CD 126	Art for Child Development	3
CD 127	Science and Mathematics for Child Development	3
CD 128	Music and Movement for Child Development	3
CD 129	Language and Literature for Child Development	3
CD 131	Child, Family and Community	3
CD 134	Health, Safety and Nutrition for Teachers of Young Children	3
CD 141	Working with Children with Special Needs	3
		3
		27

#### Areas of Emphasis:

##### A. INFANTS AND TODDLERS

CD 124	Infant and Toddler Development	3
CD 132	Field Experience Seminar	3
CD 143	Infant/Toddler Curriculum	3
CD 170	Field Experience-Infants & Toddlers	2
		11
Total Required Including Core Classes		38
Plus General Education Requirements		

##### B. PRESCHOOL CHILDREN

CD 130	Curriculum: Developmentally Appropriate Practices	3
CD 132	Field Experience Seminar	3
CD 133	Field Experience for Child Development	2
		8
Total Required Including Core Classes		35
Plus General Education Requirements		

#### Recommended Electives and Continuing

##### Education Units:

CD 124	Infant and Toddler Development	3
CD 135	Parent-Child Interaction	3
CD 139	Infant/Parent Development	2
CD 145	Child Abuse and Family Violence in our Society	3
CD 157	Food and Nutrition for Children	3

#### Certificate of Achievement

Students who complete only the courses required for the major including an area of emphasis qualify for a Certificate in Child Development in that area of emphasis. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### II. SCHOOL AGE CHILD CARE

This major is designed to prepare students for employment in child care programs for elementary school age children. The certificate meets the Title 22 licensing standards for teachers in school age child care programs. Some courses also meet prerequisites for students who wish to transfer to elementary education programs. *All courses must be completed with a grade of "C" or better.*

#### Associate in Science Degree Requirements:

Course	Title	Units
CD 125	Child Growth and Development	3
CD 131	Child, Family and Community	3
CD 132	Field Experience Seminar	3
CD 134	Health, Safety and Nutrition for Teachers of Young Children	3
CD 148	Curriculum for School Age Child Care	3
CD 149	School Age Child Care Program Planning	3
CD 150	Field Experience for School Age Child Care	2
		20

#### Select one of the following:

CD 137	Administration of Child Development Programs I	3
CD 141	Working with Children with Special Needs	3
CD 145	Child Abuse and Family Violence in our Society	3
CD 157	Food and Nutrition for Children	3
ED 110	Introduction to American Education	3
ES 253	Physical Education in Elementary Schools	3
MATH 125	Structure and Concepts of Elementary Mathematics I	3

MATH 126	Structure and Concepts of Elementary Mathematics II	3
MUS 118	Introduction to Music	4
		3-4
Total Required		23-24
Plus General Education Requirements		

#### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in School Age Child Care. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

#### CERTIFICATES OF SPECIALIZATION:

Students who complete the requirements below qualify for a certificate in that area of emphasis. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### I. EARLY CHILDHOOD INTERVENTION

This certificate prepares students for entry-level positions and greater opportunities for advancement in the early childhood field. It is designed to demonstrate an area of expertise in working with young children with special needs in typical early childhood programs or those specifically designed for young children with special needs. *All courses must be completed with a grade of "C" or better.*

#### Career Opportunities

Students completing the certificate may find employment as an inclusion specialist, inclusion aide, or intervention assistant in a wide variety of programs serving young children with special needs. These programs include but are not limited to Head Start, state preschools, special day classes, intervention programs, home visit programs, community-based programs such as park, recreation and camping programs, and faith-based early childhood programs.

#### Certificate Requirements:

Course	Title	Units
CD 125*	Child Growth and Development	3
CD 134	Health, Safety and Nutrition for Teachers of Young Children	3
CD 141	Working with Children with Special Needs	3
		9

#### Select two of the following:

CD 126*	Art for Child Development	3
CD 127*	Science and Mathematics for Child Development	3
CD 128*	Music and Movement for Child Development	3
CD 129*	Language and Literature for Child Development	3
CD 131*	Child, Family and Community	3
		6
Total Required		15

\*Meets the educational components of the Department of Social Services license regulations for child care programs.

### II. RECREATIONAL LEADERSHIP-OUTDOOR PROGRAMS

This certificate offers specific training for entry-level positions or for advancement in child care and outdoor programs for children and families. It is designed to demonstrate an area of expertise that may be used to attain employment in outdoor recreational programs. Students who complete the requirements below

and hold a current First Aid/CPR certification qualify for the certificate.

### Career Opportunities

Students completing the certificate may find employment with school age child care programs and with public, private and commercial park and recreation agencies. They may work with agencies serving youth and families, and with leisure-related businesses and tourism agencies. Career opportunities include naturalists, outdoor education specialists, park interpreters, camping guides, arts and crafts leaders, and park and recreation class teachers and aides.

### Certificate Requirements:

Course	Title	Units
CD 125	Child Growth and Development	3
CD 157	Food and Nutrition for Children	3
CD 200	Introduction to Outdoor Education Programs	1
CD 201	Creative Activities for Outdoor Programs	1
CD 202	Field Experience for Recreational Leadership	1
ES 253	Physical Education in Elementary Schools	3
ES 270	Cooperative Games	1
	Total Required	13

## COMMUNICATION

This degree program is designed to provide students with a broad base of communication classes that provide training for entry into occupations in which verbal skills are important. Major requirements for the four-year degree in Communication vary from institution to institution. Students should consult the catalog of the transfer institution for specific requirements.

### CAREER OPPORTUNITIES

Advertising Assistant  
Announcer  
Arts Administrator  
College Professor  
Communication Consultant  
Journalist  
Lawyer  
Lobbyist  
Narrator  
Personnel Trainer  
Politician  
Proofreader  
Public Relations Assistant  
Researcher  
Sales Manager  
Teacher/Instructor

### Associate in Arts Degree Requirements:

Course	Title	Units
COMM 110	Introduction to Mass Communication	3
COMM 120	Interpersonal Communication	3
COMM 122	Public Speaking	3
COMM 123	Advanced Public Speaking	3
COMM 145	Argumentation	3
		15

### Select three courses from the following:

COMM 124	Intercultural Communication	3
COMM 128*	Global Communication	3
COMM 135	Oral Interpretation of Literature	3
COMM 136	Readers Theatre	3
COMM 137	Critical Thinking in Group Communication	3
COMM 144*	Communication Studies: Race and Ethnicity	3
COMM 240A	Intercollegiate Forensics	3

COMM 240B	Intercollegiate Forensics	3
COMM 240C	Intercollegiate Forensics	3
COMM 240D	Intercollegiate Forensics	3
		9
	Total Required	24
	Plus General Education Requirements	

\*Offered at Grossmont College

## COMPUTATIONAL SCIENCE

To meet the needs of the successful computer science, computational science or applied mathematics graduate, this degree program integrates the study of mathematical and computer sciences and prepares the student for immediate entry into a vocational field related to computer programming and/or further study in computer science, computational science or applied mathematics.

### CAREER OPPORTUNITIES

\* Actuary  
\* Computational Scientist  
\* Computer Engineer  
\* Mathematician  
\* Programmer Analyst  
\* Semiconductor Technician  
\* Software Engineer  
\* Software Technician  
\* Statistician  
† Systems Analyst  
\* Systems Engineer  
\* Technical Support Representative  
\* Bachelor Degree or higher required  
† Bachelor Degree normally recommended

### Associate in Science Degree Requirements:

Course	Title	Units
CS 182	Introduction to Java Programming	4
CS 282	Intermediate Java Programming and Fundamental Data Structures	4
CS 289	Computer Organization and Systems Programming	4
MATH 180	Analytic Geometry and Calculus I	5
MATH 245	Discrete Mathematics	3
MATH 280	Analytic Geometry and Calculus II	4
MATH 284	Linear Algebra	3
		27

### Select one of the following:

MATH 150	Introduction to Computer Programming Applications in Mathematics	3
MATH 160	Elementary Statistics	3
MATH 281	Intermediate Calculus	4
		3-4

### Select one of the following sequences:

BIO 130*	General Biology I	3
BIO 131*	General Biology I Laboratory	1
BIO 210	Biology II	4
	or	
CHEM 141	General Chemistry I	5
CHEM 142	General Chemistry II	5
	or	
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
PHYC 210	Wave Motion and Modern Physics	5
		8-15
	Total Required	38-46
	Plus General Education Requirements	

\*BIO 220 and 221 may be substituted for BIO 130 and 131.

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in

Computational Science. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## COMPUTER AND INFORMATION SCIENCE

Students who wish to enroll in specific Microsoft applications (e.g. Word, PowerPoint) should refer to Business Office Technology.

### CAREER OPPORTUNITIES

Communications Specialist  
Computer Game Programmer  
Computer Graphics Designer  
Computer Hardware Specialist  
Computer Help Desk Technician  
Computer Maintenance Technician  
Computer Software Technician  
\* Computer Systems Engineer  
\* Computing Analyst  
Cyber Café Owner  
\* Database Manager  
GIS (Geographic Information Systems) Specialist  
Information Specialist  
\* Information Systems Programmer  
LAN/WAN Manager  
Manufacturer's Representative  
Multimedia Designer  
Network Administrator  
\* Network Analyst  
Network Consultant  
Network Control Technician  
Network Training and Support Specialist  
\* Programmer Analyst  
Sales and Service  
\* Scientific Programmer  
Software Consultant  
\* Software Engineer/Designer  
\* Systems Analyst  
\* Systems Programmer  
Technical Support Representative  
\* Telecommunications Programmer  
Telecommunications Technician  
\* Telecommunications Technical Engineer  
Training Specialist  
Virtual Reality Developer  
Web Master  
Web Page Designer  
\* Bachelor Degree or higher required

### Course Equivalencies:

The following Cuyamaca and Grossmont College courses are considered similar enough to be treated as equivalent. Modification of Major forms are not required.

Cuyamaca Course	Similar Grossmont Course
CIS 105	.CSIS 172
CIS 110	.CSIS 110
CIS 120	.CSIS 114
CIS 140	.CSIS 174
CIS 170A	.CSIS 151D
CIS 190	.CSIS 112
CIS 191	.CSIS 113
CIS 201	*CSIS 140
CIS 211	.CSIS 134
CIS 212	.CSIS 133
CIS 215	.CSIS 135
CIS 216	.CSIS 136
CIS 221	.CSIS 190
CIS 240	.CSIS 276
CIS 291	.CSIS 213
CS 119	.CSIS 119
CS 180ABCD	.CSIS 115

CS 181	.....	.CSIS 296
CS 182	.....	.CSIS 293
CS 280ABCD	.....	.CSIS 155
CS 281	.....	.CSIS 297
CS 282	.....	.CSIS 294
CS 289	.....	.CSIS 165
GD 217	.....	.CSIS 217
GD 222	.....	.CSIS 137

\*Does not satisfy prerequisite to CIS 202

### I. COMPUTER NETWORK ADMINISTRATION

This degree program prepares students for careers in computer networking and related fields. Upon completion, students may find entry-level positions as network administrators, hardware technicians, data/voice/video cabling technicians, project managers, designers/estimators or technical support personnel. The major prepares students to work as team members in an information technology group which designs, evaluates, tests, installs and maintains corporate networks. Preparation for the following industry certifications: A+, Security+ and CCNA (Cisco Certified Network Associate).

#### Associate in Science Degree Requirements:

Course	Title	Units
CIS 120	Computer Maintenance and A+ Certification	3
CIS 121	Network Cabling Systems	3
CIS 140	Databases	3
CIS 190	Windows Operating System	3
CIS 191	Linux Operating Systems	3
CIS 201	Cisco Networking Academy I Exploration	3
CIS 202	Cisco Networking Academy II	3
or		
CIS 125	Network+ Certification	3
CIS 263	Fundamentals of Network Security	3
		<u>24</u>

#### Select one of the following:

CIS 292	UNIX Shell Programming	2
CS 119	Program Design and Development	3
CS 180ABCD	Introduction to Visual Basic Programming	4
CS 182	Introduction to Java Programming	4
		<u>2-4</u>

#### Select three of the following:

CIS 203	Cisco Networking Academy III	3
CIS 204	Cisco Networking Academy IV	3
CIS 205	Cisco Networking Academy V	3
CIS 212	Introduction to Web Development	3
CIS 214	Web Server Management	3
CIS 240	Advanced Databases	3
CIS 262	Fundamentals of Wireless LANs	3
CIS 290	Windows System Administration	3
CIS 291	Linux System Administration	3
		<u>9</u>
	Total Required	35-37
	Plus General Education Requirements	

#### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Computer Network Administration. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### II. TELECOMMUNICATIONS NETWORKING TECHNOLOGY

This degree program prepares students with the technical and management skills necessary to enter careers in design, application, installation, management, operation and/or maintenance of computer and telecommunications networking systems including convergent voice, data and video communications over IP networks.

Graduates will have specific strengths in the building, testing, operation and maintenance of computer and telecommunications networking systems.

#### Associate in Science Degree Requirements:

Course	Title	Units
CIS 120	Computer Maintenance and A+ Certification	3
CIS 121	Network Cabling Systems	3
CIS 161	Fundamentals of Telecommunications	3
CIS 162	Technical Diagramming Using Microsoft Visio	1
CIS 190	Windows Operating System	3
or		
CIS 191	Linux Operating Systems	3
CIS 201	Cisco Networking Academy I Exploration	3
CIS 202	Cisco Networking Academy II	3
or		
CIS 125	Network+ Certification	3
CIS 261	Telecommunications and Convergence Technologies	3
CIS 262	Fundamentals of Wireless LANs	3
CIS 263	Fundamentals of Network Security	3
ENGR 270	Digital Systems	4
ET 110	Introduction to Basic Electronics	4
MATH 180	Analytic Geometry and Calculus I	5
		<u>41</u>

#### Select one of the following:

CS 119	Program Design and Development	3
CS 180ABCD	Introduction to Visual Basic Programming	4
CS 182	Introduction to Java Programming	4
		<u>3-4</u>
	Total Required	44-45
	Plus General Education Requirements	

### III. TELECOMMUNICATIONS NETWORKING TECHNICIAN

Certificate recipients will work in areas such as research, design, field service and technical support for telephone companies, low voltage cable installers, Internet service providers, cable and wireless communications companies, and communications equipment manufacturers.

#### Certificate Requirements:

Course	Title	Units
CIS 120	Computer Maintenance and A+ Certification	3
CIS 121	Network Cabling Systems	3
CIS 161	Fundamentals of Telecommunications	3
CIS 162	Technical Diagramming Using Microsoft Visio	1
CIS 190	Windows Operating System	3
or		
CIS 191	Linux Operating Systems	3
CIS 201	Cisco Networking Academy I Exploration	3
CIS 202	Cisco Networking Academy II	3
or		
CIS 125	Network+ Certification	3
CIS 261	Telecommunications and Convergence Technologies	3
CIS 262	Fundamentals of Wireless LANs	3
CIS 263	Fundamentals of Network Security	3
ET 110	Introduction to Basic Electronics	4
		<u>32</u>

#### Select one of the following:

CS 119	Program Design and Development	3
CS 180ABCD	Introduction to Visual Basic Programming	4
CS 182	Introduction to Java Programming	4
		<u>3-4</u>
	Total Required	35-36

#### Certificate of Achievement

Students who complete the requirements above qualify for a Certificate in Telecommunications Networking Technician. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### IV. WEB DEVELOPMENT

This degree program provides students with practical experience creating websites and prepares them for entry-level positions as web designers, web programmers or web server administrators. The curriculum uses state of the art software and hardware typically found in the field of professional web development.

#### Associate in Science Degree Requirements:

Course	Title	Units
CIS 140	Databases	3
CIS 211	Web Markup Languages	3
CIS 212	Introduction to Web Development	3
CIS 213	Advanced Web Development	3
		<u>12</u>

#### Select two of the following:

CIS 110	Principles of Information Systems	4
CIS 190	Windows Operating System	3
CIS 191	Linux Operating Systems	3
CIS 214	Web Server Management	3
CIS 290	Windows System Administration	3
		<u>6-7</u>

#### Select two of the following:

CIS 215	JavaScript Programming	3
CIS 216	Active Server Pages	3
CIS 219	PHP/MySQL Dynamic Web-Based Applications	3
CS 119	Program Design and Development	3
CS 180ABCD	Introduction to Visual Basic Programming	4
		<u>6-7</u>

#### Select three of the following:

CIS 221	Digital Video Editing and DVD Production	3
CIS 240	Advanced Databases	3
CIS 267	Directed Work Experience in CIS	1-4
GD 126ABCD	Photoshop Digital Imaging	3
GD 130	Professional Business Practices	3
GD 210	Professional Digital Photography I	3
GD 217	Web Graphics	3
GD 222	Flash Web Animation	3
GD 223	Advanced Flash Web Animation	3
		<u>7-10</u>
	Total Required	31-36
	Plus General Education Requirements	

#### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Web Development. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### CERTIFICATES OF SPECIALIZATION:

These certificates offer specific training for either entry-level positions or to augment related programs such as Computer Network Administration, Web Development, Business Office Technology or Graphic Design. The certificates are designed to demonstrate a relatively narrow expertise or skill area that may be used to attain a computer industry "niche" job.

Students who complete the requirements below qualify for a certificate in that area of emphasis. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**I. CISCO SYSTEMS****Certificate Requirements:**

Course	Title	Units
CIS 201	Cisco Networking Academy I Exploration	3
CIS 202	Cisco Networking Academy II	3
CIS 203	Cisco Networking Academy III	3
CIS 204	Cisco Networking Academy IV	3
	Total Required	12

**II. COMPUTER PROGRAMMING****Certificate Requirements:**

Course	Title	Units
CS 180ABCD	Introduction to Visual Basic Programming	4
CS 182	Introduction to Java Programming	4
CS 280ABCD	Intermediate Visual Basic Programming	4
CS 282	Intermediate Java Programming and Fundamental Data Structures	4
	Total Required	16

**III. NETWORK SERVICING TECHNOLOGY****Certificate Requirements:**

Course	Title	Units
CIS 120	Computer Maintenance and A+ Certification	3
CIS 121	Network Cabling Systems	3
CIS 201	Cisco Networking Academy I Exploration	3
CIS 202	Cisco Networking Academy II	3
or		
CIS 125	Network+ Certification	3
	Total Required	12

**Select one of the following:**

CIS 190	Windows Operating System	3
CIS 191	Linux Operating Systems	3
	Total Required	15

**IV. OPERATING SYSTEMS****Certificate Requirements:**

Course	Title	Units
CIS 190	Windows Operating System	3
CIS 191	Linux Operating Systems	3
CIS 290	Windows System Administration	3
CIS 291	Linux System Administration	3
CIS 292	UNIX Shell Programming	2
	Total Required	14

**V. TELECOMMUNICATIONS SERVICING TECHNOLOGY****Certificate Requirements:**

Course	Title	Units
CIS 120	Computer Maintenance and A+ Certification	3
CIS 121	Network Cabling Systems	3
CIS 161	Fundamentals of Telecommunications	3
CIS 201	Cisco Networking Academy I Exploration	3
CIS 202	Cisco Networking Academy II	3
or		
CIS 125	Network+ Certification	3
	Total Required	15

**VI. WEB DESIGN****Certificate Requirements:**

Course	Title	Units
CIS 211	Web Markup Languages	3
CIS 212	Introduction to Web Development	3
CIS 213	Advanced Web Development	3
	Total Required	9

**Select two of the following:**

CIS 215	JavaScript Programming	3
GD 126ABCD	Photoshop Digital Imaging	3
GD 210	Professional Digital Photography I	3
GD 217	Web Graphics	3
GD 222	Flash Web Animation	3
GD 223	Advanced Flash Web Animation	3
	Total Required	15

**VII. WEB PROGRAMMING****Certificate Requirements:**

Course	Title	Units
CIS 140	Databases	3
CIS 211	Web Markup Languages	3
	Total Required	6

**Select three of the following:**

CIS 215	JavaScript Programming	3
CIS 216	Active Server Pages	3
CIS 219	PHP/MySQL Dynamic Web-Based Applications	3
CIS 240	Advanced Databases	3
CS 119	Program Design and Development	3
and		
CS 119L	Program Design and Development Lab	1
GD 223	Advanced Flash Web Animation	3
	Total Required	15-16

**VIII. WEB SERVER MANAGEMENT****Certificate Requirements:**

Course	Title	Units
CIS 191	Linux Operating Systems	3
CIS 211	Web Markup Languages	3
CIS 290	Windows System Administration	3
	Total Required	9

**Select one of the following:**

CIS 125	Network+ Certification	3
CIS 201	Cisco Networking Academy I Exploration	3
	Total Required	3

**Select one of the following:**

CIS 215	JavaScript Programming	3
CIS 216	Active Server Pages	3
CIS 219	PHP/MySQL Dynamic Web-Based Applications	3
	Total Required	15

**ELEMENTARY EDUCATION**

This degree program is designed to provide lower division preparation for transfer to San Diego State University as a Liberal Studies major. Because the degree emphasizes a strong general education approach, it may be an appropriate major for a variety of career options. Students are encouraged to refer to the San Diego State University catalog and/or consult with an academic advisor before selecting the various options listed below. Upon completion, students may request certification of lower division general education course work required by the California State University system. Students interested in transferring to another college or university should check the requirements of that institution. *All courses including Exercise Science (ES) activity courses must be taken for a letter grade.*

**CAREER OPPORTUNITIES**

- \* Administrator
- \* Audiovisual Specialist
- \* School Clerical Worker
- \* Counselor
- \* Educational Consultant
- \* Educational Psychologist
- \* Educational Therapist
- \* Educational Writer
- \* Food Service
- \* Guidance Worker
- \* Librarian
- \* Library Technician
- \* Social Psychologist
- \* Speech Pathologist/Audiologist
- \* Teacher
- \* Teacher's Aide
- \* Tutor
- \* Bachelor Degree or higher required

**Associate in Arts Degree Requirements:**

Course	Title	Units
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**COMPOSITION, ORAL COMMUNICATION, AND LITERATURE****1. Composition (minimum six units)**

ENGL 120	College Composition and Reading	3
and		
ENGL 124*	Advanced Composition: Critical Reasoning and Writing	3

**or**

PHIL 125	Critical Thinking	3
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**or**

PHIL 130	Logic	3
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\*Preferred

**2. Communication (minimum three units)**

COMM 120	Interpersonal Communication	3
COMM 122	Public Speaking	3

**3. Literature (minimum three units)**

ENGL 122	Introduction to Literature	3
ENGL 270	World Literature I	3
ENGL 271	World Literature II	3

**MATHEMATICS AND SCIENCES****4. Mathematics**

MATH 125	Structure and Concepts of Elementary Mathematics I	3
MATH 126	Structure and Concepts of Elementary Mathematics II	3
MATH 128	Children's Mathematical Thinking	1.5

**5. Biological Sciences**

BIO 128	Principles of Biology for Future Educators	4
or		
BIO 130	General Biology I	3
and		
BIO 131	General Biology I Laboratory	1

**6. Physical Sciences**

GEOL 104	Earth Science	3
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**SOCIAL SCIENCE AND HISTORY****7. Global Perspective**

GEOG 106	World Regional Geography	3
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**8. American Institutions (minimum six units)**

HIST 108	Early American History	3
and		
HIST 109	Modern American History	3

*For other options, see a counselor*

**9. Civilizations**

HIST 100	Early World History	3
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**VISUAL AND PERFORMING ARTS/  
HUMANITIES****10. Music (minimum four units)**

MUS 001	Music Fundamentals	4
MUS 118	Introduction to Music	4

**11. Art/Humanities**

ART 100	Art Appreciation	3
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**12. Human Growth and Development  
(choose one option):**Option I:

CD 125	Child Growth and Development	3
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Option II:

PSY 120	Introductory Psychology	3
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and

PSY 165	Developmental Psychology	3
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**13. General Education/Humanities  
(choose one option):**

Option I: ARBC 121, ASL 121, FREN 121, ITAL 121 or SPAN 121

Option II: PHIL 140 or RELG 120 or RELG 130 (choose this option only if 3 years of foreign language have been taken in high school)

Option III: ARBC 220, ASL 220, FREN 220, ITAL 220 or SPAN 220 (choose this option only if 3 years of foreign language have been taken in high school)

**14. Additional Requirements**

ED 200	Teaching as a Profession	3
ES 253	Physical Education in Elementary Schools	3
HED 105	Health Education for Teachers	1
ES Activity	(At least two courses)	2-3
Total Required		60.5-66.5

**ENGINEERING**

This degree program is designed to cover the first two years of a four-year program leading to the bachelor's degree in engineering at most four-year colleges and universities. While the bachelor's degree is usually the minimum needed to practice as an engineer, the associate degree will permit an individual to find work in most engineering firms as an engineering aide. The certificate will permit an individual to work as an engineering technician.

**CAREER OPPORTUNITIES**

- \* Aerospace Engineer
- \* Agricultural Engineer
- \* Architectural Engineer
- \* Biomedical Engineer
- \* CAD/CAM Engineer
- \* Chemical Engineer
- \* Civil Engineer
- Civil Engineering Technician
- \* Computer Engineer
- \* Electrical Engineer
- Electrical Engineering Technician
- \* Environmental Engineer
- \* Geological Engineer
- \* Industrial Engineer
- Industrial Engineering Technician
- \* Manufacturing Engineer
- \* Marine Engineer
- \* Materials Engineer
- \* Mechanical Engineer
- Mechanical Engineering Technician
- \* Mining Engineer
- \* Nuclear Engineer
- \* Petroleum Engineer
- \* Structural Engineer
- \* Systems Engineer
- \* Robotics Engineer
- \* Bachelor's degree or higher required

**I. CIVIL ENGINEERING****Associate in Science Degree Requirements:**

Course	Title	Units
CHEM 141	General Chemistry I	5
ENGR 100	Introduction to Engineering and Design	3
<b>or</b>		
CADD 115	Engineering Graphics	3
ENGR 119	Basic Engineering CAD	3
<b>or</b>		
CADD 120	Introduction to Computer-Aided Drafting and Design	3
ENGR 120	Engineering Computer Applications	3
ENGR 200	Engineering Mechanics-Statics	3
ENGR 218	Plane Surveying	4
<b>or</b>		
SURV 218	Plane Surveying	4
ENGR 220	Engineering Mechanics-Dynamics	3
MATH 160	Elementary Statistics	3
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
MATH 281	Intermediate Calculus	4
MATH 285	Differential Equations	3
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
Total Required		53
Plus General Education Requirements		

**II. CIVIL ENGINEERING****Certificate Requirements:**

Course	Title	Units
CADD 127	Survey Drafting Technology	3
CHEM 141	General Chemistry I	5
ENGR 100	Introduction to Engineering and Design	3
<b>or</b>		
CADD 115	Engineering Graphics	3
ENGR 119	Basic Engineering CAD	3
<b>or</b>		
CADD 120	Introduction to Computer-Aided Drafting and Design	3
ENGR 120	Engineering Computer Applications	3
ENGR 200	Engineering Mechanics-Statics	3
ENGR 218	Plane Surveying	4
<b>or</b>		
SURV 218	Plane Surveying	4
ENGR 220	Engineering Mechanics-Dynamics	3
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
PHYC 190	Mechanics and Heat	5
Total Required		41

**Certificate of Achievement**

Students who complete the certificate requirements above qualify for a Certificate in Civil Engineering. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**III. ELECTRICAL AND COMPUTER  
ENGINEERING****Associate in Science Degree Requirements:**

Course	Title	Units
CHEM 141	General Chemistry I	5
CS 181	Introduction to C++ Programming	4
<b>or</b>		
CS 182	Introduction to Java Programming	4
CS 281	Intermediate C++ Programming	4
<b>or</b>		
CS 282	Intermediate Java Programming and Fundamental Data Structures	4
ENGR 100	Introduction to Engineering and Design	3
<b>or</b>		
CADD 115	Engineering Graphics	3
ENGR 210	Electric Circuits	3

ENGR 270	Digital Systems	4
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
MATH 281	Intermediate Calculus	4
MATH 284	Linear Algebra	3
MATH 285	Differential Equations	3
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
Total Required		52
Plus General Education Requirements		

**IV. ELECTRICAL AND COMPUTER  
ENGINEERING****Certificate Requirements:**

Course	Title	Units
CADD 126	Electronic Drafting	3
CS 181	Introduction to C++ Programming	4
<b>or</b>		
CS 182	Introduction to Java Programming	4
CS 281	Intermediate C++ Programming	4
<b>or</b>		
CS 282	Intermediate Java Programming and Functional Data Structures	4
ENGR 100	Introduction to Engineering and Design	3
<b>or</b>		
CADD 115	Engineering Graphics	3
ENGR 119	Basic Engineering CAD	3
<b>or</b>		
CADD 120	Introduction to Computer-Aided Drafting and Design	3
ENGR 210	Electric Circuits	3
ENGR 270	Digital Systems	4
ET 110	Introduction to Basic Electronics	4
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
MATH 284	Linear Algebra	3
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
Total Required		50

**Certificate of Achievement**

Students who complete the certificate requirements above qualify for a Certificate in Electrical and Computer Engineering. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**V. MECHANICAL AND AEROSPACE  
ENGINEERING****Associate in Science Degree Requirements:**

Course	Title	Units
CHEM 141	General Chemistry I	5
ENGR 100	Introduction to Engineering and Design	3
<b>or</b>		
CADD 115	Engineering Graphics	3
ENGR 119	Basic Engineering CAD	3
<b>or</b>		
CADD 120	Introduction to Computer-Aided Drafting and Design	3
ENGR 120	Engineering Computer Applications	3
ENGR 200	Engineering Mechanics-Statics	3
ENGR 210	Electric Circuits	3
ENGR 220	Engineering Mechanics-Dynamics	3
ENGR 260	Engineering Materials	3
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
MATH 281	Intermediate Calculus	4
MATH 285	Differential Equations	3
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
PHYC 210	Wave Motion and Modern Physics	5
Total Required		57
Plus General Education Requirements		

**VI. MECHANICAL AND AEROSPACE ENGINEERING****Certificate Requirements:**

<i>Course</i>	<i>Title</i>	<i>Units</i>
CHEM 141	General Chemistry I	5
ENGR 100	Introduction to Engineering and Design	3
<b>or</b>		
CADD 115	Engineering Graphics	3
ENGR 119	Basic Engineering CAD	3
<b>or</b>		
CADD 120	Introduction to Computer-Aided Drafting and Design	3
ENGR 120	Engineering Computer Applications	3
ENGR 125	Solid Modeling	3
<b>or</b>		
CADD 125	3D Solid Modeling	3
ENGR 200	Engineering Mechanics–Statics	3
ENGR 220	Engineering Mechanics–Dynamics	3
ENGR 260	Engineering Materials	3
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
PHYC 190	Mechanics and Heat	5
	Total Required	40

**Certificate of Achievement**

Students who complete the certificate requirements above qualify for a Certificate in Mechanical and Aerospace Engineering. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**CERTIFICATE OF SPECIALIZATION:****MECHATRONICS**

This certificate is designed for students interested in designing automatic electromechanical devices and systems. The curriculum provides the foundation for further studies in electrical and mechanical engineering.

**Certificate Requirements:**

<i>Course</i>	<i>Title</i>	<i>Units</i>
ENGR 170	Mechatronics: Introduction to Microcontrollers	2
ENGR 171	Mechatronics: Introduction to Robotics	2
ENGR 172	Mechatronics: Intermediate Microcontrollers	2
ENGR 173	Mechatronics: Intermediate Robotics	2
		8

Students who complete the requirements above qualify for a Certificate in Mechatronics. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**ENGLISH**

This major fulfills lower division requirements at most four-year colleges and universities and thus provides a broad-based foundation for transfer. For particular requirements, transfer students should consult the appropriate four-year college or university catalog.

The study of English gives lifelong pleasure to students in exploring and understanding how language works to express human ideas and feelings. English course work also helps people succeed in such diverse fields as teaching, writing, editing, journalism, advertising, public relations, law, film and video work, politics, business and medicine.

**CAREER OPPORTUNITIES**

Actor/Actress  
 \* College English Professor  
 \* Copywriter  
 \* Editor  
 Fiction/Nonfiction Writer  
 Foreign Service Officer  
 †Freelance Writer  
 \* Lawyer  
 \* Librarian  
 \* Media Planner  
 \* Museum Curator  
 †Newscaster  
 †Playwright  
 \* Publisher  
 \* Reporter  
 \* Researcher  
 \* Secondary School Teacher  
 \* Bachelor Degree or higher required  
 †Bachelor Degree normally recommended

**Associate in Arts Degree Requirements:**

<i>Course</i>	<i>Title</i>	<i>Units</i>
ENGL 120	College Composition and Reading	3
ENGL 122	Introduction to Literature	3
ENGL 124	Advanced Composition: Critical Reasoning and Writing	3
ENGL 126	Creative Writing	3
ENGL 270	World Literature I	3
ENGL 271	World Literature II	3
		18

**Select two of the following:**

ENGL 221	British Literature I	3
ENGL 222	British Literature II	3
ENGL 231	American Literature I	3
ENGL 232	American Literature II	3
ENGL 275	Literary Period	3
ENGL 276	Major Author	3
ENGL 277	Literary Theme	3
		6

**Select one of the following:**

ENGL 201	Introduction to Images of Women in Literature	3
ENGL 202	Introduction to Film as Literature	3
ENGL 207	Romantic Fiction	3
ENGL 214	Masterpieces of Drama	3
ENGL 217	Fantasy and Science Fiction	3
		3

**Select one of the following:**

ANTH 120	Cultural Anthropology	3
HIST 100	Early World History	3
HIST 101	Modern World History	3
HIST 105	Early Western Civilization	3
HIST 106	Modern Western Civilization	3
HUM 120	European Humanities	3
HUM 140	American Humanities	3
HUM 155	Mythology	3
PHIL 115	History of Philosophy I: Ancient and Medieval	3
PHIL 117	History of Philosophy II: Modern and Contemporary	3
RELG 215	Introduction to the New Testament	3
		3
	Total Required	30
	Plus General Education Requirements	

**Recommended Electives:**

Students planning to transfer to four-year institutions to complete a bachelor's degree in English are **STRONGLY** urged to take the following courses, depending on the requirements at those schools:

Two sequential semesters of a single foreign language	10
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**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in English. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**ENTREPRENEURSHIP–  
SMALL BUSINESS  
MANAGEMENT**

This degree program provides a course of study for students who are interested in working toward an associate degree or certificate while developing an appreciation and understanding of the functional areas within the small business environment. The degree provides a working knowledge of small business operations to both the prospective business person as well as the owner/manager of an existing business, and is co-sponsored by the Small Business Administration.

**CAREER OPPORTUNITIES**

Administrative Assistant  
 Assistant Manager  
 Bookkeeper  
 Small Business Owner/Manager

**Associate in Science Degree Requirements:**

<i>Course</i>	<i>Title</i>	<i>Units</i>
BUS 109	Elementary Accounting	3
<b>or</b>		
BUS 120	Financial Accounting	4
BUS 110	Introduction to Business	3
BUS 111	Entrepreneurship: Starting and Developing a Business	3
BUS 125	Business Law: Legal Environment of Business	3
BUS 128	Business Communication	3
		15-16

**Select two of the following:**

BUS 112	Entrepreneurship: Successful Marketing	3
BUS 141	Entrepreneurship: Managing a New Business	3
BUS 146	Marketing	3
BUS 156	Principles of Management	3
BUS 176	Computerized Accounting Applications	2
CIS 212	Introduction to Web Development	3
		5-6

**Select at least three units from the following:**

BOT 100	Basic Keyboarding	1
BOT 101AB	Keyboarding/Document Processing	1.5
BOT 102AB	Intermediate Keyboarding/ Document Processing I-II	3
BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BOT 116	Essential Access	1
BOT 117	Essential PowerPoint	1
CIS 105	Introduction to Computing	3
CIS 110	Principles of Information Systems	4
		3
	Total Required	23-25
	Plus General Education Requirements	

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Entrepreneurship–Small Business Management. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT

This degree and certificate program provides entry level skills as well as upgrading and/or refining of existing skills of individuals employed in the field of Environmental Health and Safety Management. The curriculum prepares students for transfer to four-year institutions in an environmental technology or related major. Courses are designed for students pursuing careers in Environmental Management and Occupational Safety and Health with an emphasis on training, regulatory compliance and program development, consulting, pollution prevention, recycling, remediation, conservation and program management.

### CAREER OPPORTUNITIES

- \* Air Quality Engineer
- Asbestos Materials Building Remover
- Associate Toxic Waste Specialist
- Chemical Handler
- \* Environmental Engineer
- Environmental Hazardous Material Technician
- Environmental Health and Safety Specialist
- \* Environmental Journalist
- \* Environmental Lawyer
- Environmental Manager
- \* Environmental Protection Specialist
- Environmental Research – Test Technician
- Game or Fishery Technician
- \* Geologist
- Health and Safety Technician
- Industrial Hygiene Technician
- Land Use and Planning Technician
- Mold Remediation Technician
- Occupational Health and Safety Technician
- Pollution Control Technician
- Recycling Coordinator
- Risk Management Officer
- Risk Management Technician
- Safety Officer
- Safety Specialist
- \* Soils Analyst
- Solar Energy Installer
- Wastewater Treatment Operator
- Water Treatment Operator
- \* Bachelor Degree or higher required

### I. ENVIRONMENTAL MANAGEMENT

#### Associate in Science Degree Requirements:

Course	Title	Units
BIO 112	Contemporary Issues in Environmental Resources	3
BIO 130	General Biology I	3
BIO 131	General Biology I Laboratory	1
CHEM 115	Fundamentals of Chemistry	4
EHSM 100	Introduction to Environmental and Occupational Safety and Health (OSH) Technology	4
EHSM 110	Pollution Prevention	3
EHSM 150	Hazardous Waste Management Applications	4
EHSM 200	Hazardous Materials Management (HMM) Applications	4
EHSM 210	Industrial Wastewater and Stormwater Management	4
EHSM 215	Air Quality Management	3
EHSM 230	Safety and Emergency Response	4
EHSM 240*	Cooperative Work Experience	1-4
		<u>38-41</u>

#### Select one of the following:

CIS 110	Principles of Information Systems	4
COMM 122	Public Speaking	3
SPAN 120	Spanish I	5
		<u>3-5</u>
Total Required		41-46
Plus General Education Requirements		

\* Student must complete EHSM 100 to be eligible for this course.

### II. ENVIRONMENTAL TECHNICIAN

#### Certificate Requirements:

Course	Title	Units
EHSM 100	Introduction to Environmental and Occupational Safety and Health (OSH) Technology	4
EHSM 110	Pollution Prevention	3
EHSM 150	Hazardous Waste Management Applications	4
EHSM 200	Hazardous Materials Management (HMM) Applications	4
EHSM 210	Industrial Wastewater and Stormwater Management	4
EHSM 215	Air Quality Management	3
EHSM 230	Safety and Emergency Response	4
EHSM 240*	Cooperative Work Experience	1-3
Total Required		<u>27-29</u>

\* Student must complete EHSM 100 to be eligible for this course.

#### Certificate of Achievement

Students who complete the requirements above qualify for a Certificate in Environmental Technician. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### III. OCCUPATIONAL SAFETY AND HEALTH (OSH) MANAGEMENT

#### Associate in Science Degree Requirements:

Course	Title	Units
BIO 130	General Biology I	3
BIO 131	General Biology I Laboratory	1
CHEM 115	Fundamentals of Chemistry	4
EHSM 100	Introduction to Environmental and Occupational Safety and Health (OSH) Technology	4
EHSM 130	Environmental/Occupational Health Effects of Hazardous Materials	3
EHSM 135	General Industry Safety Standards	3
EHSM 145	Construction Safety Standards	3
EHSM 200	Hazardous Materials Management (HMM) Applications	4
EHSM 201	Introduction to Industrial Hygiene and Occupational Health	4
EHSM 205	Safety and Risk Management Administration	4
EHSM 230	Safety and Emergency Response	4
EHSM 240*	Cooperative Work Experience	1-4
		<u>38-41</u>

#### Select one of the following:

CIS 110	Principles of Information Systems	4
COMM 122	Public Speaking	3
SPAN 120	Spanish I	5
		<u>3-5</u>
Total Required		41-46
Plus General Education Requirements		

\* Student must complete EHSM 100 to be eligible for this course.

### IV. OCCUPATIONAL SAFETY AND HEALTH (OSH) TECHNICIAN

#### Certificate Requirements:

Course	Title	Units
EHSM 100	Introduction to Environmental and Occupational Safety and Health (OSH) Technology	4
EHSM 130	Environmental/Occupational Health Effects of Hazardous Materials	3
EHSM 135	General Industry Safety Standards	3
EHSM 200	Hazardous Materials Management (HMM) Applications	4
EHSM 201	Introduction to Industrial Hygiene and Occupational Health	4
EHSM 240*	Cooperative Work Experience	1-4
		<u>19-22</u>

#### Select two of the following:

EHSM 145	Construction Safety Standards	3
EHSM 205	Hazardous and Risk Management Administration	4
EHSM 230	Safety and Emergency Response	4
		<u>7-8</u>
Total Required		26-30

\* Student must complete EHSM 100 to be eligible for this course.

#### Certificate of Achievement

Students who complete the requirements above qualify for a Certificate in Occupational Safety and Health (OSH) Technician. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## EXERCISE SCIENCE

This degree program is designed to prepare students for a variety of careers including education, physical therapy, coaching, personal training and other allied health professions by providing classes oriented toward fitness, wellness and health promotion throughout the lifespan. The major also provides preparation for transfer to a four-year college in physical education, exercise physiology, kinesiology, nutrition or athletic training, as well as teacher credentialing programs.

### CAREER OPPORTUNITIES

- Aerobics Instructor
- Athletics Coach
- \* Athletics Trainer
- \* Cardiovascular Rehabilitation
- \* College Professor
- \* Elementary School Teacher
- \* Exercise Physiologist
- \* Health Club Manager
- Personal Trainer
- \* Physical Therapist/ Assistant
- \* Registered Dietician
- \* Secondary School Teacher
- \* Teaching
- \* Bachelor Degree or higher required

#### Associate in Science Degree Requirements:

Course	Title	Units
BIO 130	General Biology I	3
BIO 131	General Biology I Laboratory	1
BIO 140	Human Anatomy	5
CHEM 115	Fundamentals of Chemistry	4
COMM 122	Public Speaking	3
ES 014ABC	Body Building	1.5
ES 250	Introduction to Physical Education	2
ES 255	Care and Prevention of Athletic Injuries	3

HED 158	Nutrition for Athletes	3
or		
HED 255*	Science of Nutrition	3
PSY 120	Introductory Psychology	3
SOC 120	Introductory Sociology	3
		<u>31.5</u>

**Select one of the following:**

BIO 215	Statistics for Life Sciences	3
MATH 160	Elementary Statistics	3
PSY 215	Statistics for the Behavioral Sciences	3
		<u>3</u>

**Select two of the following (fulfills the activity requirement for the associate degree):**

ES 001	Adapted Physical Exercise	1
ES 009	Aerobic Dance Exercise	1
ES 019ABC	Physical Fitness	1.5
ES 060ABC	Badminton	1
ES 076ABC	Tennis	1
ES 125ABC	Golf	1
ES 155ABC	Basketball	1
ES 170ABC	Soccer	1
ES 171ABC	Softball	1
ES 175ABC	Volleyball	1
		<u>2-2.5</u>
	Total Required	36.5-37
	Plus General Education Requirements	

\*HED 255 must be taken for SDSU and several other transfer institutions. Please check with transfer institution for specific requirements.

**CERTIFICATE OF SPECIALIZATION:****RECREATIONAL LEADERSHIP-SCHOOL-BASED PROGRAMS**

This certificate offers specific training for entry-level positions or for advancement in child care and outdoor programs for children and families. It is designed to demonstrate an area of expertise that may be used to attain employment in areas of school-based recreation and fitness programs.

**Career Opportunities**

The certificate is designed to prepare an individual for a position in an elementary or middle school, YMCA, recreation center, day or residential camp, or after school day care program. This is a great "stepping-stone" training for anyone who wants to major in exercise science, recreation, elementary education or child development, providing the student with the expertise to enter the entry-level job market with knowledge of sound principles of fitness and developmentally appropriate recreation.

Students who complete the requirements below and hold a current First Aid/CPR certification qualify for a Certificate in Recreational Leadership-School-Based Programs. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**Certificate Requirements:**

Course	Title	Units
CD 125	Child Growth and Development	3
CD 157	Food and Nutrition for Children	3
ES 253	Physical Education in Elementary Schools	3
ES 270	Cooperative Games	1
ES 271	Fitness Walking with Children	1
ES 272	Issues in Childhood Obesity	1
ES 273	Field Experience in School-Based Recreational Leadership	1
	Total Required	<u>13</u>

## GENERAL STUDIES

The General Studies Associate Degree provides an opportunity for students to design a program of study meaningful and appropriate to their own needs and academic interests. The degree includes general education and a focused area of study. Students may choose to earn this degree for preparation for employment or for personal development.

**REQUIREMENTS**

To meet the General Studies degree requirements, a student must complete the following:

**I. AS or AA General Education Requirements (see Transfer section)****AND****II. Areas of Emphasis**

Choose a minimum of 18 units from one Area of Emphasis.

- Business and Technology
- Communication and Language Arts
- Humanities and Fine Arts
- Science and Mathematics
- Social and Behavioral Sciences
- Lifelong Health and Fitness

**A. Business and Technology**

The Associate in Science in General Studies with an Emphasis in Business and Technology will be awarded to students upon completion of general education degree requirements and 18 units in this area. Courses in this area must be taken for a letter grade. These courses emphasize the study of business transaction theory and practice, the operations and strategies of business decisions, legal concepts, and the place of business in the American and global economy as a whole. Students apply mathematical and quantitative reasoning skills to the discipline's methodologies, and evaluate and interpret basic economic principles and theories related to performance and specific economic sectors. Students must take a minimum of three units from each area. The remaining units may be taken from any area.

**Business**

BUS 109, 110, 111, 112, 114, 115, 119, 120, 121, 122, 124, 125, 128, 129, 141, 146, 150, 154, 155, 156, 157, 159ABCD, 162, 176, 195, 240, 242

**Computer and Information Science**

CIS 105, 110, 120, 121, 125, 140, 161, 162, 170ABCD, 190, 191, 200ABCD, 201, 202, 203, 204, 205, 211, 212, 213, 214, 215, 216, 219, 221, 230ABCD, 240, 242, 261, 262, 263, 270ABCD, 290, 291, 292

**Economics**

ECON 110, 120, 121

**Mathematics**

MATH 160, 178, 180

**B. Communication and Language Arts**

The Associate in Arts in General Studies with an Emphasis in Communication and Language Arts will be awarded to students upon completion of general education degree requirements and 18 units in this area. Courses in this area must be taken for a letter grade. These courses emphasize the study of how language works to express human ideas and feelings. Students explore and analyze written and verbal communication methods, as well as develop

and advance their oral and written communication skills. Students must complete a minimum of six units in Communication and six units in Language Arts. The remaining six units may be taken from either category.

**Communication**

COMM 110, 120, 122, 123, 124, 135, 136, 137, 145

**Language Arts**

ARAM 120, 121, 220, 221  
ARBC 120, 121, 220, 221, 250, 251  
ASL 120, 121, 220, 221  
ENGL 100, 110R, 120, 120R, 122, 124, 126, 135-138, 150, 201, 202, 207, 214, 217, 221, 222, 231, 232, 270, 271, 275, 276, 277  
FREN 120, 121, 220, 221, 250, 251  
ITAL 120, 121, 220  
NAKY 120, 121, 220, 221  
SPAN 120, 120A, 120B, 121, 220, 221, 250, 251

**C. Humanities and Fine Arts**

The Associate in Arts in General Studies with an Emphasis in Humanities and Fine Arts will be awarded to students upon completion of general education degree requirements and 18 units in this area. Courses in this area must be taken for a letter grade. These courses emphasize the study of cultural, humanistic activities and artistic expression of human beings. Students evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them through artistic and cultural creation. Students develop an aesthetic awareness and incorporate these concepts when constructing value judgments. Students must complete a minimum of six units in Humanities and six units in Fine Arts. The remaining six units may be taken from either category.

**Humanities**

ARAM 120, 121, 220, 221  
ARBC 120, 121, 220, 221, 250, 251  
ASL 120, 121, 220, 221  
COMM 124  
ENGL 201, 202, 207, 214, 217, 221, 222, 231, 232, 270, 271, 275, 276, 277  
FREN 120, 121, 220, 221, 250, 251  
HIST 100, 101, 105, 106  
HUM 110, 120, 140, 155  
ITAL 120, 121, 220  
NAKY 120, 121, 220, 221  
PHIL 110, 115, 117  
RELG 100, 120, 130, 140, 150, 200, 210, 215  
SPAN 120, 120A, 120B, 121, 220, 221, 250, 251

**Fine Arts**

ART 100, 120, 121, 124, 125, 129, 135, 140, 141, 144, 145, 220, 221, 222, 224, 225, 230, 231, 232, 233, 235, 236  
MUS 110, 111, 114, 115, 116, 117  
THTR 110, 120, 121

**D. Science and Mathematics**

The Associate in Science in General Studies with an Emphasis in Science and Mathematics will be awarded to students upon completion of general education degree requirements and 18 units in this area. Courses in this area must be taken for a letter grade. These courses emphasize the study of mathematical and quantitative reasoning skills and apply the facts and principles that form the foundations of living and non-living systems. Students recognize and utilize the methodologies of science as investigative tools, as well as the limitations of science. Students use basic mathematical skills

to solve numerical problems encountered in daily life, and more advanced skills for applications in the physical and life sciences. Students must complete a minimum of six units in Science and six units in Mathematics. The remaining six units may be taken from any category.

#### Science

ANTH 130  
 ASTR 110, 112  
 BIO 112, 115, 122, 128, 130, 131, 140, 141, 141L, 152, 210, 220, 221  
 CHEM 102, 115, 116, 120, 141, 142, 231  
 ET 110  
 GEOG 120, 121  
 GEOL 104, 110, 111  
 OCEA 112, 113  
 PHYC 110, 120, 121, 130, 131, 190, 200, 210  
 PSC 110, 111

#### Mathematics

BIO 215  
 MATH 103, 110, 120, 125, 126, 160, 178, 180, 245, 280, 281, 284, 285  
 PSY 215

#### Computer Science

CS 119, 119L, 180ABCD, 181, 182, 280ABCD, 281, 282, 289

#### Engineering

ENGR 100, 120, 125, 200, 210, 218, 220, 260, 270

#### E. Social and Behavioral Sciences

The Associate in Arts in General Studies with an Emphasis in Social and Behavioral Sciences will be awarded to students upon completion of general education degree requirements and 18 units in this area. Courses in this area must be taken for a letter grade. These courses emphasize the study and understanding of human behavior. Students evaluate and interpret human societies; the institutions, organizations and groups that form them; and the ways in which individuals and groups relate to one another. Students will also evaluate various approaches and methodologies of the disciplines. Students must complete a minimum of six units in Social Science and six units in Behavioral Science. The remaining six units may be taken from either category.

#### Social Science

ANTH 120  
 ARBC 145  
 COMM 110  
 ECON 110, 120, 121, 124  
 GEOG 106, 122, 130, 132  
 HIST 108, 109, 114, 115, 118, 119, 122, 123, 124, 130, 131, 132, 180, 181, 210, 271, 276, 277  
 POSC 120, 121, 124, 130, 140  
 SOC 120, 130

#### Behavioral Science

CD 115, 125  
 PSY 120, 125, 134, 138, 140, 165, 170, 220

#### F. Lifelong Health and Fitness

The Associate in Arts in General Studies with an Emphasis in Lifelong Health and Fitness will be awarded to students upon completion of general education degree requirements and 18 units in this area. Courses in this area must be taken for a letter grade. These courses focus on the improvement of the health and well-being of people and are designed to provide knowledge of how to obtain optimal health, physical skill, and fitness throughout the lifespan. Potential career fields that students will be prepared for upon completion include recreation leaders,

personal trainers, and commercial fitness center staff. Students must take a minimum of six units in Health, six units in Exercise Science, and three units of Nutrition. The remaining three units may be taken from any category.

#### Health

HED 105, 120, 122, 201, 251

#### Exercise Science

ES 250, 253, 254, 254L, 255, 270, 271, 272, 273

#### Nutrition

HED 155, 158, 255

## GRAPHIC DESIGN

Students in this degree program develop entry level skills in design aesthetics, typography, illustration, digital imaging, page layout, web design and professional business practices. The course work provides training with state of the art computer hardware and software used in the graphic design profession. Students develop a professional portfolio for job interviews. **Designed for a two-year degree or certificate only. Students interested in pursuing a bachelor's degree should refer to the "Art-Graphic Design (Transfer)" degree. Students should also consult the catalog of the transfer institution for specific requirements.**

#### CAREER OPPORTUNITIES

- \* Advertising Director
- \* Art Director
- Cartoonist
- Desktop Publisher
- Display Designer
- Graphic Designer
- Illustrator
- \* Marketing Director
- Multimedia Designer
- Package Designer
- Technical Illustrator
- Web Page Designer
- \* Bachelor Degree or higher required

#### Course Equivalencies:

The following Cuyamaca and Grossmont College courses are considered similar enough to be treated as equivalent. Modification of Major forms are not required.

<i>Cuyamaca Course</i>	<i>Similar Grossmont Course</i>
GD 217	CSIS 217
GD 222	CSIS 137

#### Associate in Science Degree Requirements:

<i>Course</i>	<i>Title</i>	<i>Units</i>
ART 124	Drawing I	3
CIS 212	Introduction to Web Development	3
GD 105	Fundamentals of Digital Media	3
GD 110	Graphic Design Principles	3
GD 125	Typography	3
GD 126ABCD	Photoshop Digital Imaging	3
GD 129	Page Layout	3
GD 130	Professional Business Practices	3
GD 225	Digital Illustration	3
		27

#### Select three of the following:

ART 230	Figure Drawing I	3
GD 210	Professional Digital Photography I	3
GD 211	Professional Digital Photography II	3
GD 217	Web Graphics	3
GD 222	Flash Web Animation	3

GD 223	Advanced Flash Web Animation	3
GD 230	Graphic Design Internship	1-4
		7-10
	Total Required	34-37
	Plus General Education Requirements	

#### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Graphic Design. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

#### CERTIFICATES OF SPECIALIZATION:

These certificates offer specific training either for entry-level positions or to augment related programs such as Web Development or Graphic Design. They are designed to demonstrate a relatively narrow expertise or skill area that may be used to attain a graphic design "niche" job.

Students who complete the requirements below qualify for a certificate in that area of emphasis. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

#### I. DIGITAL PHOTOGRAPHY

##### Certificate Requirements:

<i>Course</i>	<i>Title</i>	<i>Units</i>
GD 110	Graphic Design Principles	3
GD 126ABCD	Photoshop Digital Imaging	3
GD 130	Professional Business Practices	3
GD 210	Professional Digital Photography I	3
GD 211	Professional Digital Photography II	3
	Total Required	15

#### II. WEB GRAPHICS

##### Certificate Requirements:

<i>Course</i>	<i>Title</i>	<i>Units</i>
CIS 212	Introduction to Web Development	3
GD 110	Graphic Design Principles	3
GD 210	Professional Digital Photography I	3
GD 217	Web Graphics	3
GD 222	Flash Web Animation	3
	Total Required	15

## HISTORY

This major prepares students for transfer to four-year institutions for continued study in the field of history. The degree program fulfills the lower division requirements for most majors in the History Department at San Diego State University and is typical of requirements at other four-year schools. For special requirements, transfer students should consult the catalog of the college or university of their choice. History classes provide useful background for students in such fields as history, education, political science and law.

#### CAREER OPPORTUNITIES

- \* Anthropologist
- \* Archaeologist
- Attorney
- \* Cartographer
- \* College History Professor
- \* Historian
- \* Intelligence Analyst
- \* Journalist
- Legislative Assistant
- Politician
- \* Research Historian
- \* Secondary School Teacher

- Travel Advisor
- Technical Writer
- \* Textbook Writer/Editor
- \* Bachelor Degree or higher required

**Associate in Arts Degree Requirements:**

Select twelve units from any two of the following sequences:

Course	Title	Units
HIST 100	Early World History	
HIST 101	Modern World History	6
HIST 105	Early Western Civilization	
HIST 106	Modern Western Civilization	6
HIST 108	Early American History	
HIST 109	Modern American History	6
		<hr/> 12

Select six units from the following:

HIST 118	U.S. History: Chicano/Chicana Perspectives I	3
HIST 119	U.S. History: Chicano/Chicana Perspectives II	3
HIST 122	Women in Early American History	3
HIST 123	Women in Modern American History	3
HIST 124	History of California	3
HIST 180	U.S. History: Black Perspectives I	3
HIST 181	U.S. History: Black Perspectives II	3
HIST 210	Women in Western Civilization	3
		<hr/> 6
	Total Required	18
	Plus General Education Requirements	

**Recommended Electives:**

ART 140, 141; ENGL 221, 222, 231, 232;  
GEOG 130; POSC 121, 124, 140; RELG 120, 130

## KUMEYAAY STUDIES

**Certificate of Specialization**

Students who complete the requirements below qualify for a Certificate in Kumeyaay Studies. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

Select sixteen units from the following:

Course	Title	Units
GEOG 132	Cultural Ethnobotany	3
HIST 132	Kumeyaay History I: Precontact-1900	3
HIST 133	Kumeyaay History II: 1900-Present	3
NAKY 120	Kumeyaay I	5
NAKY 121	Kumeyaay II	5
NAKY 220	Kumeyaay III	5
NAKY 221	Kumeyaay IV	5
		<hr/> 16

## MANAGEMENT

This degree program is designed to provide students with the skills necessary to be successful as a manager in today's demanding organizational climate. The curriculum is beneficial to men or women who aspire to mid-level or higher management positions in any type of organization including business, government and service organizations.

**CAREER OPPORTUNITIES**

- \* Bank Officer
- Claim Adjuster
- † Computer Operations Supervisor
- \* Director, Research and Development
- Employment Interviewer
- Financial Planner

- \* Hospital Administrator
- Import-Export Agent
- Management Trainee
- † Management Consultant
- Office Manager
- Stock Broker
- \* Teacher, College
- \* Bachelor Degree or higher required
- † Bachelor Degree normally recommended

**Associate in Science Degree Requirements:**

Course	Title	Units
BUS 110	Human Relations in Business	3
BUS 120	Financial Accounting	4
BUS 125	Business Law: Legal Environment of Business	3
BUS 128	Business Communication	3
BUS 155	Human Resources Management	3
BUS 156	Principles of Management	3
COMM 122	Public Speaking	3
		<hr/> 22

Select two of the following:

BOT 123-125	Comprehensive Excel Levels I-III	3
BUS 176	Computerized Accounting Applications	2
CIS 105	Introduction to Computing	3
CIS 110	Principles of Information Systems	4
		<hr/> 5-7

Select one of the following:

BUS 110	Introduction to Business	3
BUS 121	Managerial Accounting	4
BUS 146	Marketing	3
BUS 154	Diversity in the Workplace	3
BUS 157	Principles of Leadership	3
BUS 159	Management Internship	3
BUS 195	Personal Finance	3
ECON 120	Principles of Macroeconomics	3
		<hr/> 3-4
	Total Required	30-33
	Plus General Education Requirements	

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Management. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## MATHEMATICS

Since jobs requiring mathematical skills such as data analysis, problem solving, pattern recognition, statistics, and probability are growing at nearly double the rate of overall employment, the mathematics major may benefit both educationally and economically from developing and pursuing an interest in mathematics. Mathematical skills and statistical methods are employed regularly by researchers testing hypotheses, by workers applying quality control in manufacturing, and by informed citizens who must evaluate information from the media in tabular, graphical, and report form in order to reach solutions. This major offers a foundation in these necessary skills. The emphasis is to prepare students for transfer to a four-year institution and/or for career preparation in a vocational or professional field.

**CAREER OPPORTUNITIES**

- \* Accountant
- \* Actuary
- Air Traffic Controller
- \* Auditor
- † Bank Officer
- \* Budget Analyst
- Computer Operator

- \* Computer Programmer
- † Cost Estimator
- † Credit and Collection Manager
- Data Processing Manager
- \* Economist
- \* Engineer
- \* Financial Planner
- Insurance Agent/Broker
- Insurance Claim Examiner
- Laboratory Examiner
- Loan Officer
- \* Market Research Analyst
- \* Mathematician
- \* Mathematics Teacher
- \* Securities Trader
- Semiconductor Technician
- \* Statistician
- Surveyor
- \* Systems Analyst
- \* Bachelor Degree or higher required
- † Bachelor Degree normally recommended

**Associate in Science Degree Requirements:**

Course	Title	Units
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
MATH 281	Intermediate Calculus	4
MATH 284	Linear Algebra	3
		<hr/> 16

Select one of the following:

MATH 245	Discrete Math	3
MATH 285	Differential Equations	3
		<hr/> 3

Select one of the following:

ENGR 120	Engineering Computer Applications	3
MATH 160	Elementary Statistics	3
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
PHYC 210	Wave Motion and Modern Physics	5
		<hr/> 3-5
	Total Required	22-24
	Plus General Education Requirements	

**Recommended Electives:**

Students planning to transfer to four-year institutions to complete a bachelor's degree in Pure Mathematics, Applied Mathematics, or Statistics should select an emphasis in an applied discipline such as accounting, chemistry, computer science, economics, engineering, or physics. In particular, transfer students are strongly urged to elect the following physics courses: PHYC 190, 200, 210. Students preparing for a vocational or professional career are strongly encouraged to select an emphasis in a vocational/professional discipline such as business, computer and information science, CADD technology, electronics technology, or environmental health and safety management.

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Mathematics. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## MUSIC

**I. MUSIC EDUCATION**

This degree program offers lower division preparation for students who want to pursue a bachelor's degree in music education and a California teaching credential in music. The

primary emphasis is to prepare students for transfer to four-year music education programs.

### CAREER OPPORTUNITIES

- \* Arranger
- \* Choral Director
- \* Composer
- \* Conductor
- Copyist
- \* Critic
- Instrumentalist
- \* Music Instructor/Professor
- \* Music Librarian
- \* Music Therapist
- Music Typographer
- Performer, Vocalist
- Radio Programmer
- Recording Company Representative
- \* Teacher
- \* Bachelor Degree or higher required

### Associate in Arts Degree Requirements:

Course	Title	Units
MUS 105	Music Theory and Practice I	4
MUS 106	Music Theory and Practice II	4
MUS 110	Great Music Listening	3
MUS 116	Introduction to World Music	3
MUS 119	Cooperative Work Experience in Music Education	1
MUS 120	Introduction to Music Technology	3
MUS 126	Class Guitar I	2
MUS 132	Class Piano I	3
MUS 133	Class Piano II	3
MUS 170	Class Voice	2
MUS 190	Performance Studies	1
MUS 191	Performance Studies	1
MUS 232	Class Piano III	3
MUS 233	Class Piano IV	3
MUS 290	Performance Studies	1
MUS 291	Performance Studies	1
		38

### Select four units from the following:

MUS 108	Rock, Pop and Soul Ensemble	1
MUS 109	Rock, Pop and Soul Ensemble	1
MUS 136	Chamber Singers	1
MUS 137	Chamber Singers	1
MUS 152	Concert Band	1
MUS 153	Concert Band	1
MUS 156	Jazz Ensemble	1
MUS 157	Jazz Ensemble	1
MUS 158	Chorus	1
MUS 159	Chorus	1
MUS 208	Rock, Pop and Soul Ensemble	1
MUS 209	Rock, Pop and Soul Ensemble	1
MUS 236	Chamber Singers	1
MUS 237	Chamber Singers	1
MUS 252	Concert Band	1
MUS 253	Concert Band	1
MUS 256	Jazz Ensemble	1
MUS 257	Jazz Ensemble	1
MUS 258	Chorus	1
MUS 259	Chorus	1
	Total Required	42
	Plus General Education Requirements	

## II. MUSIC INDUSTRY STUDIES

This degree program provides lower division preparation for students wishing to transfer to a four-year program in Music Industry Studies. The curriculum combines training in music theory, literature and performance with studies in music technology and business. Transfer students should select the CSU GE Breadth or the IGETC transfer pattern (see Transfer section).

### CAREER OPPORTUNITIES

- \* Advertising Jingle Writer
- \* Arranger
- \* Artist and Repertoire Manager
- Artist Representative
- \* Arts Administrator
- \* Attorney specializing in Performing Arts
- \* Composer
- \* Concert Producer
- Copyist
- Instrumentalist
- Musical Instrument Manufacturer Representative
- \* Music Publisher
- Music Retail Manager
- \* Professional Songwriter
- Publicist
- Radio Programmer
- \* Record Company representative
- \* Record Producer
- \* Recording Studio Engineer
- \* Teacher
- Video Game Composer
- Vocalist
- \* Bachelor Degree or higher required

### Associate in Art Degree Requirements:

Course	Title	Units
MUS 104	Introduction to the Music Industry	3
MUS 105	Music Theory and Practice I	4
MUS 106	Music Theory and Practice II	4
MUS 120	Introduction to Music Technology	3
MUS 121	Music Industry Seminar	1
MUS 122	Music Industry Seminar	1
MUS 132	Class Piano I	3
MUS 133	Class Piano II	3
MUS 161	Cooperative Work Experience in Music Industry	1
MUS 221	Music Industry Seminar	1
MUS 222	Music Industry Seminar	1
MUS 232	Class Piano III	3
MUS 233	Class Piano IV	3
		23-25

### Select two of the following:

MUS 110	Great Music Listening	3
MUS 111	History of Jazz	3
MUS 114	Music in the United States	3
MUS 115	History of Rock Music	3
MUS 116	Introduction to World Music	3
MUS 117	Introduction to Music History and Literature	3
		6

### Select one of the following:

BUS 120	Financial Accounting	4
BUS 125	Business Law: Legal Environment of Business	3
		3-4

### Select four of the following:

MUS 108	Rock, Pop and Soul Ensemble	1
MUS 109	Rock, Pop and Soul Ensemble	1
MUS 136	Chamber Singers	1
MUS 137	Chamber Singers	1
MUS 152	Concert Band	1
MUS 153	Concert Band	1
MUS 156	Jazz Ensemble	1
MUS 157	Jazz Ensemble	1
MUS 158	Chorus	1
MUS 159	Chorus	1
MUS 190	Performance Studies	1
MUS 191	Performance Studies	1
MUS 208	Rock, Pop and Soul Ensemble	1
MUS 209	Rock, Pop and Soul Ensemble	1
MUS 236	Chamber Singers	1
MUS 237	Chamber Singers	1
MUS 252	Concert Band	1
MUS 253	Concert Band	1
MUS 256	Jazz Ensemble	1
MUS 257	Jazz Ensemble	1

MUS 258	Chorus	1
MUS 259	Chorus	1
MUS 290	Performance Studies	1
MUS 291	Performance Studies	1
		4
	Total Required	36-38
	Plus General Education Requirements	

## ORNAMENTAL HORTICULTURE

This degree program provides students with entry level skills, upgrading of existing skills, and preparation for further training. It is designed for those interested in careers in nursery and greenhouse management, landscape design and construction, grounds management, retail nursery operations, irrigation system design, installation and maintenance of interior plantscaping, arboriculture and other related fields. Students will learn modern horticultural methods and procedures as well as the use of tools and equipment common to the field.

### CAREER OPPORTUNITIES

- †Agricultural Inspector
- \* Agricultural Researcher
- †Arboretum/Park Director
- Arboriculture Technician
- Botanical Illustrator
- †County/State Agricultural Advisor
- \* Environmental Designer
- Floral Designer
- Flower Shop Manager
- Golf Course Superintendent
- Golf Course Worker
- Greenhouse Manager
- Grounds Maintenance Manager
- Grower/Production Manager
- †Horticultural Journalist
- Irrigation Consultant
- †Landscape Architect
- Landscape Contractor
- Landscape Designer
- Landscape Technician
- Nursery/Garden Center Manager
- †Park Planner/Manager
- Plant Breeder/Propagator
- Sports Field Manager
- Turf Manager
- Urban Forester
- Water Auditor
- †Water Conservationist
- \* Bachelor Degree or higher required.
- †Bachelor Degree normally recommended.

## I. ARBORICULTURE

This major encompasses urban forestry, professional tree care and tree trimming. Students will learn care and pruning of landscape trees, palms and related plants as well as common fruit trees. Course work includes skill development in tree climbing and pruning techniques, basic tree maintenance and principles of urban forestry. Graduates are employed by private tree care companies, public agencies or may be self-employed.

### Associate in Science Degree Requirements:

Course	Title	Units
OH 120	Fundamentals of Ornamental Horticulture	3
OH 130	Plant Pest Control	3
OH 140	Soils	3
OH 170	Plant Materials: Trees and Shrubs	3
OH 260	Arboriculture	3
OH 261	Tree Surgery and Specialized Pruning Techniques	1

OH 262	Arboriculture: Palms and Related Plants	1
OH 263	Urban Forestry	1
OH 275	Diagnosing Horticultural Problems	1.5
OH 290*	Cooperative Work Experience Education	3
		<u>22.5</u>

**Select eleven units from the following:**

OH 102	Xeriscape: Water Conservation in the Landscape	2
OH 172	Introduction to Landscape Design	3
OH 235	Principles of Landscape Irrigation	4
OH 276	Horticultural Equipment Repair and Maintenance	3
OH 278	Business Management for Ornamental Horticulture	3
SPAN 120	Spanish I	5
		<u>11</u>
	Total Required	33.5
	Plus General Education Requirements	

\*Student must complete six units within the major at Cuyamaca College to be eligible for this course.

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Arboriculture. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**II. FLORAL DESIGN**

This degree program is designed for those individuals seeking careers in the floral industry, or for those seeking to upgrade their existing skills and prepare for further training. Course work is directed toward skills, concepts and practices used in the commercial floral industry with an emphasis in hands-on training.

**Associate in Science Degree Requirements:**

Course	Title	Units
OH 114	Floral Design I	3
OH 116	Floral Design II	3
OH 117	Wedding Design I	3
OH 118	Special Occasion Floral Design	3
OH 119	Wedding Design II	3
OH 120	Fundamentals of Ornamental Horticulture	3
OH 278	Business Management for Ornamental Horticulture	3
OH 290*	Cooperative Work Experience Education	3
		<u>24</u>

**Select nine units from the following:**

ART 100	Art Appreciation	3
ART 120	Two-Dimensional Design	3
ART 124	Drawing I	3
ART 141	History of Western Art II: 1250 A.D. to Present Time	3
ART 145	Contemporary Art History: 1945-Present	3
OH 170	Plant Materials: Trees and Shrubs	3
OH 180	Plant Materials: Annuals and Perennials	3
		<u>9</u>
	Total Required	33
	Plus General Education Requirements	

\*Student must complete six units within the major at Cuyamaca College to be eligible for this course.

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Floral Design. An official request must be filed with the Admissions and Records Office prior to

the deadline as stated in the Academic Calendar.

**III. GOLF COURSE AND SPORTS TURF MANAGEMENT**

Students in this major pursue careers as golf course superintendents or sports turf managers. The program is intended for those individuals wishing to enter the field as well as those who desire to upgrade their existing skills. Students may also transfer to a four-year degree program in agronomy, turf management or related field. Course work is designed to study environmentally sound solutions for the efficient production and management of golf and sports turf.

**Associate in Science Degree Requirements:**

Course	Title	Units
BUS 156	Principles of Management	3
OH 120	Fundamentals of Ornamental Horticulture	3
OH 130	Plant Pest Control	3
OH 140	Soils	3
OH 170	Plant Materials: Trees and Shrubs	3
OH 174	Turf and Ground Cover Management	3
OH 220	Landscape Construction: Concrete and Masonry	3
OH 235	Principles of Landscape Irrigation	4
OH 265	Golf Course and Sports Turf Management	3
OH 276	Horticultural Equipment Repair and Maintenance	3
OH 290*	Cooperative Work Experience Education	5
		<u>36</u>
	Total Required	36
	Plus General Education Requirements	

\*Student must complete six units within the major at Cuyamaca College to be eligible for this course.

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Golf Course and Sports Turf Management. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**IV. IRRIGATION TECHNOLOGY**

This specialized field focuses on the design, installation and management of landscape irrigation systems. The program is designed for entry level students, those seeking to upgrade existing skills, or those wishing to transfer to a four-year degree program at Cal Poly or other institution. The use of current design theory, installation techniques, and management programs form the heart of the curriculum. Graduates are employed by landscape architects, irrigation consultants, landscape contractors, public agencies or may be self-employed.

**Associate in Science Degree Requirements:**

Course	Title	Units
OH 102	Xeriscape: Water Conservation in the Landscape	2
OH 120	Fundamentals of Ornamental Horticulture	3
OH 140	Soils	3
OH 174	Turf and Ground Cover Management	3
OH 221	Landscape Construction: Irrigation and Carpentry	3
OH 235	Principles of Landscape Irrigation	4
OH 238	Irrigation System Design	3
OH 290*	Cooperative Work Experience Education	3
		<u>24</u>

**Select nine units from the following:**

ENGR/SURV 218	Plane Surveying	4
OH 130	Plant Pest Control	3
OH 171	Landscape Drafting	1
OH 172	Introduction to Landscape Design	3
OH 200**	Introduction to Computer Aided Landscape Design	3
OH 225	Landscape Contracting	3
OH 276	Horticultural Equipment Repair and Maintenance	3
SPAN 120	Spanish I	5
		<u>9</u>
	Total Required	33
	Plus General Education Requirements	

\*Student must complete six units within the major at Cuyamaca College to be eligible for this course.

\*\*May also be offered at Southwestern College as LA 200.

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Irrigation Technology. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**V. LANDSCAPE DESIGN**

This major provides students with a systematic, process-oriented approach to landscape design for residential landscapes. The curriculum is designed to investigate the current trends in landscape design with the technologies used in the construction of the projects. Course work is designed for entry level skills, upgrading of existing skills, and for transfer to four-year degree programs. Graduates are employed by landscape architects, landscape contractors, public agencies or may be self-employed.

**Associate in Science Degree Requirements:**

Course	Title	Units
OH 102	Xeriscape: Water Conservation in the Landscape	2
OH 170	Plant Materials: Trees and Shrubs	3
OH 171	Landscape Drafting	1
OH 172	Introduction to Landscape Design	3
OH 173	Intermediate Landscape Design	3
OH 175	Advanced Landscape Design	3
OH 180	Plant Materials: Annuals and Perennials	3
OH 200*	Introduction to Computer Aided Landscape Design	3
OH 201**	Advanced Computer Aided Landscape Design	3
OH 220	Landscape Construction: Concrete and Masonry	3
OH 235	Principles of Landscape Irrigation	4
OH 278	Business Management for Ornamental Horticulture	3
OH 290***	Cooperative Work Experience Education	3
		<u>37</u>
	Total Required	37
	Plus General Education Requirements	

\*May also be offered at Southwestern College as LA 200.

\*\*May also be offered at Southwestern College as LA 201.

\*\*\*Student must complete six units within the major at Cuyamaca College to be eligible for this course.

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Landscape Design. An official request must be

filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## VI. LANDSCAPE TECHNOLOGY

Landscape installation and management forms the focus of this program. Students learn the latest methods, materials and techniques in the landscape industry. Those seeking careers in landscape technology are entering a challenging career field that requires knowledge of plant material, turfgrass, landscape and irrigation design, soils, pest control and landscape construction. A professional in the field has the opportunity to be involved in working with people as well as plants as the manager must direct and supervise employees, deal with clients and suppliers, and may become involved in professional organizations. Students entering the landscape industry, those already employed but seeking to upgrade their skills, and those wishing to transfer to Cal Poly or other four-year degree programs will benefit from the curriculum. Graduates are employed by landscape contractors, public agencies or may be self-employed.

### Associate in Science Degree Requirements:

Course	Title	Units
OH 120	Fundamentals of Ornamental Horticulture	3
OH 130	Plant Pest Control	3
OH 140	Soils	3
OH 170	Plant Materials: Trees and Shrubs	3
OH 172	Introduction to Landscape Design	3
OH 180	Plant Materials: Annuals and Perennials	3
OH 220	Landscape Construction: Concrete and Masonry	3
OH 235	Principles of Landscape Irrigation	4
OH 290*	Cooperative Work Experience Education	3
		<u>28</u>

### Select five units from the following:

OH 102	Xeriscape: Water Conservation in the Landscape	2
OH 173	Intermediate Landscape Design	3
OH 174	Turf and Ground Cover Management	3
OH 221	Landscape Construction: Irrigation and Carpentry	3
OH 225	Landscape Contracting	3
OH 276	Horticultural Equipment Repair and Maintenance	3
OH 278	Business Management for Ornamental Horticulture	3
SPAN 120	Spanish I	5
		<u>5</u>
	Total Required	33
	Plus General Education Requirements	

\*Student must complete six units within the major at Cuyamaca College to be eligible for this course.

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Landscape Technology. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## VII. NURSERY TECHNOLOGY

Students enrolled in this major pursue careers in the wholesale production and retail sales of horticultural crops. Course work will focus on plant propagation, greenhouse plant production, and horticultural practices related to production and sales of landscape and

greenhouse plant material. Students entering the nursery industry, those already employed but seeking upgraded skills, and those wishing to transfer to Cal Poly or other four-year degree programs will benefit from the curriculum. Graduates are employed by wholesale and retail nurseries, public agencies or may be self employed.

### Associate in Science Degree Requirements:

Course	Title	Units
OH 120	Fundamentals of Ornamental Horticulture	3
OH 121	Plant Propagation	3
OH 130	Plant Pest Control	3
OH 140	Soils	3
OH 170	Plant Materials: Trees and Shrubs	3
OH 180	Plant Materials: Annuals and Perennials	3
OH 240	Greenhouse Plant Production	3
OH 290*	Cooperative Work Experience Education	3
		<u>24</u>

### Select nine units from the following:

BIO 122	Plant Structures and Functions	4
OH 114	Floral Design I	3
OH 172	Introduction to Landscape Design	3
OH 276	Horticultural Equipment Repair and Maintenance	3
OH 278	Business Management for Ornamental Horticulture	3
SPAN 120	Spanish I	5
		<u>9</u>
	Total Required	33
	Plus General Education Requirements	

\*Student must complete six units within the major at Cuyamaca College to be eligible for this course.

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Nursery Technology. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## PARALEGAL STUDIES

The legal profession has evolved, like the medical profession, into a profession of specialties. Based on this development, lawyers need qualified assistants to better help them provide legal services to their clients. Paralegals are trained, professional technicians able to provide this needed legal assistance.

This degree program is specifically designed to prepare and provide students with the analytical skills and written abilities necessary to assist attorneys in the practice of law. The technical curriculum goals and objectives emphasize three primary areas:

1. Legal Research, Analysis and Writing
2. Ethics and the Mechanics of Law
3. Cooperative Work Experience

The successful paralegal degree candidate will possess a broad educational background with an opportunity to gain specialized skills in specific areas of law. The large curriculum offering also allows practicing paralegals to attend college refresher or new skills development courses.

This program does not prepare students for law school or the practice of law.

## CAREER OPPORTUNITIES

Claim Examiner  
 Compensation and Benefits Manager  
 Compliance and Enforcement Inspector  
 †Contract Consultant  
 Forms and Procedures Specialist  
 Freelance Paralegal  
 \*Labor Relations Specialist  
 Law Clerk  
 Legal Aide  
 Legal Assistant  
 Legal Research Assistant  
 Legal Technician  
 Occupational Safety and Health Worker  
 †Paralegal  
 Patent Agent  
 Title Examiner  
 \*Bachelor Degree or higher required  
 †Bachelor Degree normally recommended

### Associate in Science Degree Requirements:

Course	Title	Units
BOT 120-122	Comprehensive Word Levels I-III	3
BUS 125	Business Law: Legal Environment of Business	3
PARA 100	Introduction to Paralegal Studies	3
PARA 110	Civil Litigation Practice and Procedures	3
PARA 130	Legal Research and Writing	3
PARA 132	Computer Assisted Legal Research (CALR)	3
PARA 135	Bankruptcy Law	3
		<u>21</u>

### Select at least six units from the following:

PARA 120	Administrative Law	3
PARA 125	Business Organizations	1
PARA 140	Criminal Law and Procedures	3
PARA 145	Estate Planning	3
PARA 150	Family Law	3
PARA 155	Insurance Law	3
PARA 160	Personal Injury	1
PARA 165	Probate Law	3
PARA 170	Worker's Compensation	1
PARA 180	Government and Public Contracts	3
PARA 250*	Internship	1-3
		<u>6</u>
	Total Required	27
	Plus General Education Requirements	

\*Student must complete 18 units within the major to be eligible for this course.

### Recommended Electives:

BUS 128, ENGL 120

To fulfill G.E. requirements for the Paralegal Studies degree, select from the following:

## AREA A – LANGUAGE AND RATIONALITY

(Minimum of 6 semester units)

One course from each area:

### 1. Written Communication

ENGL 120

### 2. Oral Communication and Analytical Thinking

COMM 120, 122, 137

ENGR 100

MATH 103, 110, 120, 125, 150, 160, 170,

175, 176, 178, 180, 245, 280, 281, 284

PHIL 125, 130

PSY 215

**AREA B—NATURAL SCIENCES**

(Minimum of 4 semester units)

A course that includes a laboratory (laboratory courses are underlined):

ANTH 130

ASTR 110, 112BIO 112, 115, 122, 126, 128, 130, 131, 140, 152, 210, 220, 221CHEM 113, 115, 116, 120, 141GEOG 120, 121GEOL 104, 110, 111OCEA 112, 113PHYC 110, 120, 121, 130, 131, 190, 200, 210**AREA C—HUMANITIES**

(Minimum of 3 semester units)

One of the following courses:

ARAM 120, 121, 220

ARBC 120, 121, 145, 220, 221, 250, 251

ART 100, 120, 140, 141, 144, 145

ASL 120

COMM 124, 145

ENGL 122, 201, 202, 207, 214, 217, 221, 222, 231, 232, 270, 271, 275, 276, 277

FREN 120, 121, 220, 221, 250, 251

HIST 100, 101, 105, 106, 210

HUM 110, 120, 140, 155

ITAL 120, 121, 220

MUS 110, 111, 114, 115, 116, 117

PHIL 110, 115, 117, 140, 160, 170

RELG 100, 120, 130, 140, 150, 200, 210, 215

SPAN 120, 120A &amp; 120B\*, 121, 141, 145, 220, 221, 250, 251

THTR 110, 120, 121

**AREA D—SOCIAL AND BEHAVIORAL SCIENCES**

(Minimum of 3 semester units)

One of the following courses:

ANTH 120

CD 115, 125

ECON 110, 120, 121

GEOG 106, 130, 132

HED 120, 122, 201

HIST 108, 109, 114, 115, 118, 119, 122, 123, 124, 130, 131, 132, 133, 180, 181

POSC 120, 121, 124, 130, 140

PSY 120, 125, 134, 138, 140, 165, 170, 220

SOC 120, 125, 130

**ADDITIONAL REQUIREMENTS:**

(Minimum 6 semester units)

Two courses from two different areas:

- Area B - Natural Sciences
- Area C - Humanities
- Area D - Social and Behavioral Sciences

\* Will receive general education credit for SPAN 120B only after completion of SPAN 120A.

NOTE: General Education course choices for transfer and the Associate Degree may differ between Cuyamaca College and Grossmont College. Each college strongly recommends that students visit the Counseling Centers for specific information if they plan to attend both campuses.

**DEGREE REQUIREMENTS:**

Cuyamaca College will confer the Degree of Associate in Science in Paralegal Studies upon students who successfully complete the following requirements:

1. A minimum of 60 semester units of college work. English composition course credit: Students may receive credit for only one English composition course below

transferable freshman composition (ENGL 120) toward degree requirements.

## 2. Competency Requirements

A. Completion of ENGL 120 with a grade of "C" or better, or a grade of "P\*\*".

B. Completion of MATH 103 or a higher numbered mathematics class with a grade of "C" or better, or a grade of "P\*\*" or completion of MDTP Assessment placing into a class higher than MATH 103 or 110.

## 3. Exercise Science Degree Requirements

Two activity courses in exercise science are required for graduation from Cuyamaca College. These courses are marked with an asterisk in the "Course Descriptions" section.

A. If medical reasons necessitate exclusion from exercise science, a medical statement must be on file with the Admissions and Records Office. Adaptive exercise science classes are available.

B. Veterans who have completed at least one year of honorable active service will receive two units of credit for exercise science which will satisfy the activity requirement for graduation. To receive credit for military service, a DD-214 or appropriate military records must be submitted to the Admissions and Records Office.

4. Achievement of a "C" average (2.0 GPA) in all college work counted toward degree requirements.

5. A maximum of 12 "P\*\*" semester units taken in regular course work at this institution may be counted toward the 60 semester units required for graduation but shall not be included as part of the requirements for the major.

6. A minimum of 12 semester units of Legal Specialty courses must be completed at Cuyamaca College.

\* A grade of "P" (Pass) represents a "C" grade or better.

For more information regarding degree requirements, see "Transfer" section.

**PHYSICAL SCIENCE**

The physical science major is designed to give students working toward a bachelor's degree a well-balanced, lower division program. It emphasizes fundamental concepts and problem solving. The degree requirements are typical of what four-year colleges and universities require; see [www.assist.org](http://www.assist.org) for requirements of specific transfer institution.

**CAREER OPPORTUNITIES**

This degree program trains students for a wide variety of diverse professions such as technical administration in industry and government, legal work with patents, scientific librarianship, scientific journalism and physical science teacher.

- \* Astronomer
- Cartographic Technician
- \* Chemist
- Geodetic Technician
- \* Geologist
- \* Meteorologist
- Meteorological Technician
- \* Oceanographer
- \* Patent Lawyer
- \* Physical Science Teacher

Physical Science Technician

\* Physicist

Range Technician

Soil Conservation Technician

\* Bachelor Degree or higher required

**Associate in Science Degree Requirements:**

Course	Title	Units
ASTR 110	Descriptive Astronomy	3
CHEM 141	General Chemistry I	5
CHEM 142	General Chemistry II	5
CHEM 231	Organic Chemistry I	5
GEOL 110	General Geology	3
MATH 180	Analytical Geometry and Calculus I	5
MATH 280	Analytical Geometry and Calculus II	4
MATH 281	Intermediate Calculus	4
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
PHYC 210	Wave Motion and Modern Physics	5
	Total Required	49
	Plus General Education Requirements	

**PHYSICS**

Physics is the study of the relationship between matter and energy in the universe. The curriculum is designed to give students working toward a bachelor's degree a well-balanced, lower division program by emphasizing fundamental concepts and problem solving. The degree requirements are typical of what four-year colleges and universities require; see [www.assist.org](http://www.assist.org) for requirements of specific transfer institution.

**CAREER OPPORTUNITIES**

- Air Pollution Operating Specialist
- \* Astronomer
- \* Astrophysicist
- \* Biomedical Engineer
- \* Biophysicist
- \* Chemical Physicist
- Consumer Safety Officer
- \* Cryogenic Engineer
- Electrician
- Food and Drug Inspector
- \* Fusion Engineer
- \* Geophysicist
- Government Claims Representative
- Health Program Representative
- \* High Energy Physicist
- Laser Specialist
- \* Metallurgist
- \* Meteorologist
- \* Nuclear Physicist
- \* Physical Oceanographer
- \* Physicist
- \* Plasma Physicist
- Quality Control Technician
- \* Quantum Physicist
- \* Seismologist
- \* Bachelor Degree or higher required

**Associate in Science Degree Requirements:**

Course	Title	Units
CHEM 141	General Chemistry I	5
CHEM 142	General Chemistry II	5
MATH 180	Analytical Geometry and Calculus I	5
MATH 280	Analytical Geometry and Calculus II	4
MATH 281	Intermediate Calculus	4
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
PHYC 210	Wave Motion and Modern Physics	5
	Total Required	38
	Plus General Education Requirements	

## REAL ESTATE

### I. REAL ESTATE

This degree program is designed to prepare students for employment in real estate or related fields. It also meets the educational requirements for the California Real Estate Broker's License and helps prepare both the salesperson and broker for the state examination. Most real estate classes also meet educational requirements for appraisal licensing.

### CAREER OPPORTUNITIES

Agent  
 †Appraiser  
 Broker  
 Builder/Developer  
 \*Economist  
 Escrow Officer/Trust Manager  
 Investor  
 Lender/Financial Institution  
 Property Manager  
 Salesperson  
 Title Officer

\*Bachelor Degree or higher required

†Office of Real Estate Appraisal License required

### Associate in Science Degree Requirements:

Course	Title	Units
RE 190	Real Estate Principles	3
RE 191	Real Estate Practice	3
RE 192	Real Estate Finance	3
RE 193	Real Estate Legal Aspects	3
RE 194	Real Estate Appraisal	3
		<u>15</u>

### Select three of the following including one accounting or economics course:

BUS 110*	Introduction to Business	3
BUS 120	Financial Accounting	4
ECON 110	Economic Issues and Policies	3
	<b>or</b>	
ECON 120	Principles of Macroeconomics	3
	<b>or</b>	
ECON 121	Principles of Microeconomics	3
	<b>or</b>	
RE 197	Real Estate Economics	3
RE 201	Real Estate Property Management	3
RE 250*	Real Estate Internship	1-4
RE 294	Advanced Real Estate Appraisal	3
Elective (select one elective from below)		3
		<u>7-11</u>

### Electives:

BUS 125	Business Law: Legal Environment of Business	3
RE 125	Escrow Procedures I	3
RE 202*	Business Opportunities Sales	3
RE 204	Real Estate Office Administration	3
RE 230*	Commercial Real Estate	3
RE 292	Mortgage Loan Brokering and Lending	3
	Total Required	22-26
	Plus General Education Requirements	

\*Non-Department of Real Estate Licensing course

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Real Estate. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### BROKER'S LICENSE

Students may satisfy the California State Education requirement for a Broker's License by completing the following:

Course	Title	Units
RE 190	Real Estate Principles	3
RE 191	Real Estate Practice	3
RE 192	Real Estate Finance	3
RE 193	Real Estate Legal Aspects	3
RE 194	Real Estate Appraisal	3
	One accounting or economics course	3-4
	Electives (select two electives from above)	6
	Total Required	<u>24-25</u>

### II. ESCROW

#### Certificate Requirements:

Course	Title	Units
RE 125	Escrow Procedures I	3
RE 126	Escrow Procedures II	3
RE 127	Escrow Procedures III	3
RE 190	Real Estate Principles	3
RE 192	Real Estate Finance	3
RE 193	Real Estate Legal Aspects	3
		<u>18</u>

#### Select two of the following:

BUS 120	Financial Accounting	4
BUS 121	Managerial Accounting	4
BUS 125	Business Law: Legal Environment of Business	3
ECON 120	Principles of Macroeconomics	3
ECON 121	Principles of Microeconomics	3
RE 191	Real Estate Practice	3
RE 194	Real Estate Appraisal	3
RE 197	Real Estate Economics	3
RE 201	Real Estate Property Management	3
RE 202	Business Opportunities Sales	3
RE 204	Real Estate Office Administration	3
		<u>6-8</u>
	Total Required	<u>24-26</u>

#### Certificate of Achievement

Students who complete the requirements above qualify for a Certificate in Escrow. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## SOCIAL WORK

The Social Work degree offers lower division preparation for students who want to pursue a bachelor's degree in social work. The program is designed to prepare students for transfer to four-year social work programs.

### CAREER OPPORTUNITIES

\* Administration  
 \* Child Welfare  
 Clinical:  
 \* Counseling, Therapy  
 Community Organizations:  
 \* Advocacy, Politics, Education  
 \* Criminal Justice/Corrections  
 \* Developmental Disabilities  
 \* Gerontology  
 \* Health Care  
 Occupational:  
 \* Counseling  
 \* Organizational Development  
 \* Teaching  
 \* Wellness Promotion  
 \* Human Resources  
 Public Welfare:  
 \* Social Work  
 \* Research

\*Bachelor degree or higher recommended

### Associate in Arts Degree Requirements:

Course	Title	Units
BIO 130	General Biology I	3
ECON 110	Economic Issues and Policies	3
	<b>or</b>	
ECON 120	Principles of Macroeconomics	3
	<b>or</b>	
ECON 121	Principles of Microeconomics	3
HED 201	Introduction to Public Health	3
MATH 160	Elementary Statistics	3
	<b>or</b>	
PSY 215	Statistics for the Behavioral Sciences	3
	<b>or</b>	
BIO 215	Statistics for Life Sciences	3
PSY 120	Introductory Psychology	3
SOC 120	Introductory Sociology	3
SW 110	Social Work Fields of Service	3
SW 120	Introduction to Social Work	3
	Total Required	<u>24</u>
	Plus General Education Requirements	

## SPANISH

This degree program is designed to provide students with communicative skills in understanding, speaking, reading, and writing Spanish. It also gives students a greater understanding of Spanish culture and civilization, and prepares them for greater international and domestic career opportunities. For the suggested sequence of courses to be taken and/or assistance in transferring to a four-year institution, contact the Counseling Center or the Department of Foreign Languages.

### CAREER OPPORTUNITIES

Bilingual Aide  
 Border Patrol Officer  
 Buyer  
 Court Interpreter  
 Counseling  
 Customs Agent/Inspector  
 Foreign Exchange Clerk  
 \* Foreign Student Advisor  
 Interpreter  
 \* Journalist  
 \* Museum Curator  
 \* Physician  
 \* Scientific Linguist  
 Tour Guide  
 Tutor  
 \* Bachelor Degree or higher required

### Associate in Arts Degree Requirements:

Course	Title	Units
SPAN 120	Spanish I	5
	<b>or</b>	
SPAN 120A	Spanish I	2.5
	<b>and</b>	
SPAN 120B	Spanish I	2.5
SPAN 121	Spanish II	5
SPAN 220	Spanish III	5
SPAN 221	Spanish IV	5
SPAN 250	Conversational Spanish I	3
SPAN 251	Conversational Spanish II	3
		<u>26</u>

#### Select one of the following:

HIST 118	U.S. History: Chicano/Chicana Perspectives I	3
HIST 119	U.S. History: Chicano/Chicana Perspectives II	3
SPAN 141	Spanish and Latin American Cultures	3
SPAN 145	Hispanic Civilizations	3
		<u>3</u>
	Total Required	29
	Plus General Education Requirements	

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Spanish. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**SURVEYING**

This degree program prepares students to enter the civil engineering field. Competency in care and operation of field instruments, solution of problems in the laboratory, drafting of land survey maps and civil engineering plans, and application of studies to field practice are thoroughly explored.

**CAREER OPPORTUNITIES**

Geodetic Surveyor  
Geophysical Prospecting Surveyor  
Instruments Surveyor Assistant  
Land Surveyor  
Marine Surveyor  
Mine Surveyor  
Oil-Well Directional Surveyor

**Associate in Science Degree Requirements:**

Course	Title	Units
CADD 115	Engineering Graphics	3
<b>or</b>		
ENGR 100	Introduction to Engineering and Design	3
CADD 120	Introduction to Computer-Aided Drafting and Design	3
CADD 127	Survey Drafting Technology	3
MATH 170	Analytic Trigonometry	3
PHYC 110	Introductory Physics	4
SURV 218	Plane Surveying	4
<b>or</b>		
ENGR 218	Plane Surveying	4
SURV 220	Boundary Control and Legal Principles	3
SURV 240	Advanced Surveying	4
Total Required		27
Plus General Education Requirements		

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Surveying. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**UNIVERSITY STUDIES**

The Associate Degree in University Studies with Area of Emphasis is intended to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each four-year transfer institution, courses used to complete this degree should be selected with the assistance of a counselor. The completion of the University Studies Degree does not guarantee acceptance into either a baccalaureate major or a four-year institution.

**REQUIREMENTS****I. California State University (CSU) General Education Breadth**

- Complete CSU General Education Breadth (see Transfer section).
- Earn a grade of "C" or better in 30 of the required 39 semester units of general education to include all courses in Area A and the Mathematical/Quantitative Reasoning courses in Area B.

- Complete a minimum of 18 units in an Area of Emphasis (listed below).
- Complete a minimum of 60 degree applicable CSU transferable semester units.
- Earn a cumulative GPA of 2.0 in all college course work completed.
- Meet Cuyamaca College residence requirements for graduation (see Admission Information).

**OR****II. Intersegmental General Education Transfer Curriculum (IGETC) for CSU or UC**

- Complete IGETC Certification (see Transfer section).
- Earn a grade of "C" or better in all IGETC courses.
- Complete a minimum of 18 units in an Area of Emphasis (listed below).
- Complete a minimum of 60 degree applicable UC transferable semester units.
- Earn a cumulative GPA of 2.0 in all college course work completed.
- Meet Cuyamaca College residence requirements for graduation (see Admission Information).

**AND****III. Area of Emphasis**

- Business and Economics
- Communication and Language Arts
- Humanities and Fine Arts
- Science and Mathematics
- Social and Behavioral Sciences

While 18 units are required in a specific area to meet the requirements of the degree, it is strongly recommended that as many lower division preparation for the major courses as possible be completed at the community college prior to transfer. Some baccalaureate majors and four-year institutions require a higher GPA than is necessary for the associate degree. Completion of the University Studies degree does not guarantee admission to a four-year institution.

**A. Business and Economics**

Courses in this Area of Emphasis emphasize the study of business transaction theory and practice, the operations and strategies of business decisions, legal concepts, and the place of business in the American and global economy as a whole. Students apply mathematical and quantitative reasoning skills to the discipline's methodologies, and evaluate and interpret basic economic principles and theories related to performance and specific economic sectors. Students completing this area may be interested in the following baccalaureate majors: accounting, business, economics, finance, information and decision systems, international business, management, and marketing. Students must complete a minimum of six units in Business, six units in Economics, and six units of electives from the following:

**Business**

BUS 110, 120, 121, 125, 128\*

**Economics**

ECON 110, 120, 121

**Electives**

CIS 110, MATH 160, 178, 180

**B. Communication and Language Arts**

Courses in this Area of Emphasis focus on the study of how language works to express human ideas and feelings. Students explore and analyze written and verbal communication methods, as well as develop and advance their oral and written communication skills. Students completing this area may be interested in the following baccalaureate majors: communication, English, foreign language, literature, journalism, and linguistics. Students must complete a minimum of six units in Communication and six units in Language Arts. The remaining six units may be taken from either category:

**Communication**

COMM 110, 120\*, 122, 123, 124, 145

**Language Arts**

ARAM 120, 121, 220  
ARBC 120, 121, 220, 221  
ASL 120, 121, 220, 221  
ENGL 122, 124, 126  
FREN 120, 121, 220, 221, 250, 251  
ITAL 120, 121, 220  
NAKY 120, 121, 220, 221  
SPAN 120, 120A, 120B, 121, 220, 221, 250, 251

**C. Humanities and Fine Arts**

Courses in this Area of Emphasis relate to the study of cultural, humanistic activities, and artistic expression of human beings. Students evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them through artistic and cultural creation. Students develop an aesthetic awareness and incorporate these concepts when constructing value judgments. Students completing this area may be interested in the following baccalaureate majors: art, humanities, music, philosophy, religious studies, and theatre arts. Students must complete a minimum of six units in Humanities and six units in Fine Arts. The remaining six units may be taken from either category:

**Humanities**

ARAM 120, 121, 220  
ARBC 120, 121, 220, 221  
ART 140, 141, 145  
ASL 120, 121, 220, 221  
ENGL 122, 201, 202, 207, 214, 217, 221, 222, 231, 232, 270, 271  
FREN 120, 121, 220, 221  
HIST 100, 101, 105, 106, 210  
HUM 110, 120, 155  
ITAL 120, 121, 220  
NAKY 120, 121, 220, 221  
PHIL 110, 115, 117  
RELG 120, 130, 140, 210, 215  
SPAN 120, 120A, 120B, 121, 220, 221, 250, 251

**Fine Arts**

ART 120, 124, 125, 140, 141, 145  
MUS 110, 111, 114, 115, 116, 117  
THTR 110, 120, 121

**D. Science and Mathematics**

Courses in this Area of Emphasis focus on the study of mathematical and quantitative reasoning skills and apply the facts and principles that form the foundations of living and non-living systems. Students recognize and utilize the methodologies of science as investigative tools, as well as the limitations of science. Students use basic mathematical skills to solve numerical problems encountered in daily life, and more advanced skills for applications in the physical and life sciences. Students completing this area may be interested

in the following baccalaureate majors: astronomy, biological sciences, chemistry, computer science, engineering, geography, geology, mathematics, oceanography, physical science, and physics. Students must complete a minimum of six units in Science and six units in Mathematics. The remaining twelve units may be taken from either category:

#### Science

ANTH 130  
 ASTR 110, 112  
 BIO 128, 130, 131, 140, 141, 141L, 152, 210, 220, 221  
 CHEM 102, 115, 116, 120, 141, 142, 231  
 CS 119, 119L, 180ABCD, 181, 182, 280ABCD, 281, 282, 289  
 GEOG 120, 121  
 GEOL 104, 110, 111  
 OCEA 112, 113  
 PHYC 110, 120, 121, 130, 131, 190, 200, 210  
 PSC 110, 111

#### Mathematics

BIO 215  
 MATH 120, 125, 126, 160, 178, 180, 245, 280, 281, 284, 285  
 PSY 215

#### E. Social and Behavioral Sciences

Courses in this Area of Emphasis emphasize the study and understanding of human behavior. Students evaluate and interpret human societies; the institutions, organizations, and the groups that form them; and the ways in which individuals and groups relate to one another. Students evaluate various approaches and methodologies of the disciplines. Students completing this area may be interested in the following baccalaureate majors: anthropology, child development, education, history, nutrition, political science, psychology, social work, and sociology. Students must complete a minimum of six units in Social Science and six units in Behavioral Science. The remaining six units may be taken from either category:

#### Social Science

ANTH 120  
 ECON 120, 121  
 GEOG 106, 130, 132  
 HIST 108, 109, 114, 115, 118, 119, 122, 123, 130, 131, 132, 180, 181  
 POSC 120, 121, 124, 130, 140  
 SOC 120, 130

#### Behavioral Science

CD 115, 125  
 PSY 120, 125, 134, 138, 140, 165, 170, 220

\*Course not UC-transferable

#### CERTIFICATE OF ACHIEVEMENT - CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH (CSU GE)

The Certificate of Achievement in California State University General Education Breadth (CSU GE) may be awarded upon completion of the CSU GE Breadth requirements (see Transfer section). Students must complete a minimum of 39 units, which are distributed among five areas. CSU GE Breadth requirements are designed to be taken with a major area of concentration and elective courses in preparation for transfer to the California State University. Although this certificate recognizes the completion of lower division general education requirements for the CSU, it does not guarantee admission to a four-year institution. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

#### CERTIFICATE OF ACHIEVEMENT - INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC) may be awarded upon completion of the IGETC requirements (see Transfer section). Students must complete a minimum of 39 units, which are distributed among six areas. IGETC requirements are designed to be taken with a major area of concentration and elective courses in preparation for transfer to the California State University or the University of California. Although this certificate recognizes the completion of lower division general education requirements for IGETC, it does not guarantee admission to a four-year institution. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

## WATER/WASTEWATER TECHNOLOGY

This degree program is designed to prepare students for employment by municipal drinking water and wastewater treatment departments or industrial treatment facilities. Careers in water/wastewater technology generally involve the administration, operation and maintenance of both drinking water and wastewater treatment facilities as well as distribution and collection systems.

#### CAREER OPPORTUNITIES

Backflow Program Manager  
 \* Chemist  
 Construction Inspector  
 Cross Connection Control Specialist  
 Electronic Technician  
 \* Engineer, Civil  
 \* Engineer, Electrical  
 Engineer Technician  
 Equipment Maintenance Operator  
 Field Operations Supervisor  
 GIS/Mapping Specialist  
 Inspector  
 Instrumentation and Control Technician  
 Instrumentation and Control Supervisor  
 Laboratory Analyst  
 Machinist  
 Mechanical Systems Technician  
 Meter Maintenance Technician  
 Plant Operator  
 Plant Process Control Electrician  
 Plant Process Control Supervisor  
 Recycled Water Inspector  
 \* Safety and Risk Manager  
 Survey Technician  
 Utility Worker  
 Wastewater Plant Operator  
 Wastewater Treatment Superintendent  
 \* Water Distribution Operator  
 \* Water Quality and Treatment Manager  
 Water Systems Technician  
 \* Bachelor Degree recommended

#### I. CROSS CONNECTION CONTROL SYSTEMS

##### Associate in Science Degree Requirements:

Course	Title	Units
WWTR 101	Fundamentals of Water/Wastewater Technology	3
WWTR 102	Calculations in Water/Wastewater Technology	3
WWTR 104	Applied Hydraulics	3
WWTR 130	Water Distribution Systems	3
WWTR 280	Backflow Tester Training	2
WWTR 282	Cross Connection Control Specialist	3
WWTR 284	Cross Connection Control Specialist- Recycled Water	3
		<u>20</u>

##### Select eight to ten units from the following:

EHSM 100	Introduction to Environmental and Occupational Safety and Health (OSH) Technology	4
EHSM 110	Pollution Prevention	3
EHSM 210	Industrial Wastewater and Stormwater Management	4
WWTR 110	Laboratory Analysis for Water/Wastewater	3
WWTR 290	Cooperative Work Experience	3
		<u>8-10</u>
	Total Required	28-30
	Plus General Education Requirements	

#### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Cross Connection Control Systems. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

#### II. WATER DISTRIBUTION SYSTEMS

##### Associate in Science Degree Requirements:

Course	Title	Units
WWTR 101	Fundamentals of Water/Wastewater Technology	3
WWTR 102	Calculations in Water/Wastewater Technology	3
WWTR 104	Applied Hydraulics	3
WWTR 106	Introduction to Electrical and Instrumentation Processes	3
WWTR 130	Water Distribution Systems	3
WWTR 134	Mechanical Maintenance	3
WWTR 265	Water Distribution Systems II	3
		<u>21</u>

##### Select eight to nine units from the following:

EHSM 100	Introduction to Environmental and Occupational Safety and Health (OSH) Technology	4
EHSM 110	Pollution Prevention	3
EHSM 210	Industrial Wastewater and Stormwater Management	4
WWTR 112	Basic Plant Operations: Water Treatment	3
WWTR 270	Public Works Supervision	3
WWTR 280	Backflow Tester Training	2
WWTR 282	Cross Connection Control Specialist	3
WWTR 284	Cross Connection Control Specialist- Recycled Water	3
WWTR 290	Cooperative Work Experience	3
		<u>8-9</u>
	Total Required	29-30
	Plus General Education Requirements	

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Water Distribution Systems. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**III. WATER TREATMENT PLANT OPERATOR****Associate in Science Degree Requirements:**

Course	Title	Units
WWTR 101	Fundamentals of Water/Wastewater Technology	3
WWTR 102	Calculations in Water/Wastewater Technology	3
WWTR 104	Applied Hydraulics	3
WWTR 106	Introduction to Electrical and Instrumentation Processes	3
WWTR 110	Laboratory Analysis for Water/Wastewater	3
WWTR 112	Basic Plant Operations: Water Treatment	3
WWTR 117	Advanced Plant Operations: Water Treatment	3
		<u>21</u>

**Select one of the following:**

WWTR 114	Basic Plant Operations: Wastewater Treatment	3
WWTR 130	Water Distribution Systems	3
WWTR 132	Wastewater Collection Systems	3
WWTR 134	Mechanical Maintenance	3
WWTR 270	Public Works Supervision	3
WWTR 290	Cooperative Work Experience	3
		<u>3</u>

**Select two of the following:**

EHSM 100	Introduction to Environmental and Occupational Safety and Health (OSH) Technology	4
EHSM 110	Pollution Prevention	3
EHSM 210	Industrial Wastewater and Stormwater Management	4
WWTR 280	Backflow Tester Training	2
WWTR 282	Cross Connection Control Specialist	3
		<u>5-8</u>
	Total Required	29-32
	Plus General Education Requirements	

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Water Treatment Plant Operator. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**IV. WASTEWATER COLLECTION SYSTEMS****Associate in Science Degree Requirements:**

Course	Title	Units
WWTR 101	Fundamentals of Water/Wastewater Technology	3
WWTR 102	Calculations in Water/Wastewater Technology	3
WWTR 104	Applied Hydraulics	3
WWTR 106	Introduction to Electrical and Instrumentation Processes	3
WWTR 132	Wastewater Collection Systems	3
WWTR 134	Mechanical Maintenance	3
WWTR 267	Wastewater Collection Systems II	3
		<u>21</u>

**Select eight to nine units from the following:**

EHSM 100	Introduction to Environmental and Occupational Safety and Health (OSH) Technology	4
EHSM 110	Pollution Prevention	3
EHSM 210	Industrial Wastewater and Stormwater Management	4
WWTR 114	Basic Plant Operations: Wastewater Treatment	3
WWTR 270	Public Works Supervision	3
WWTR 280	Backflow Tester Training	2
WWTR 282	Cross Connection Control Specialist	3
WWTR 284	Cross Connection Control Specialist- Recycled Water	3
WWTR 290	Cooperative Work Experience	3
		<u>8-9</u>
	Total Required	29-30
	Plus General Education Requirements	

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Wastewater Collection Systems. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**V. WASTEWATER TREATMENT OPERATOR****Associate in Science Degree Requirements:**

Course	Title	Units
WWTR 101	Fundamentals of Water/Wastewater Technology	3
WWTR 102	Calculations in Water/Wastewater Technology	3
WWTR 104	Applied Hydraulics	3
WWTR 106	Introduction to Electrical and Instrumentation Processes	3
WWTR 110	Laboratory Analysis for Water/Wastewater	3
WWTR 114	Basic Plant Operations: Wastewater Treatment	3
WWTR 120	Advanced Plant Operations: Wastewater Treatment	3
		<u>21</u>

**Select one of the following:**

WWTR 112	Basic Plant Operations: Water Treatment	3
WWTR 130	Water Distribution Systems	3
WWTR 132	Wastewater Collection Systems	3
WWTR 134	Mechanical Maintenance	3
WWTR 270	Public Works Supervision	3
WWTR 290	Cooperative Work Experience	3
		<u>3</u>

**Select two of the following:**

EHSM 100	Introduction to Environmental and Occupational Safety and Health (OSH) Technology	4
EHSM 110	Pollution Prevention	3
EHSM 210	Industrial Wastewater and Stormwater Management	4
WWTR 280	Backflow Tester Training	2
WWTR 282	Cross Connection Control Specialist	3
		<u>5-8</u>
	Total Required	29-32
	Plus General Education Requirements	

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Wastewater Treatment Operator. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.



# COURSE DESCRIPTIONS



C U Y A M A C A  
• C O L L E G E •

## EXPLANATION OF ABBREVIATIONS AND COURSE NOTES

Courses which meet the requirements for General Education for the Associate Degree, CSU GE and the Intersegmental General Education Transfer Curriculum (IGETC) are identified after each course description. The CSU and UC indicators are also included after the course description and mean that these courses transfer for at least elective credit to these two public systems of higher education in California.

If you would like more information on how courses meet your specific Associate Degree or transfer objectives, please see a counselor.

**AA/AS GE** = Meets general education for the Associate degree.

**CSU** = Transfers to the CSU for at least elective credit.

**CSU GE** = Meets general education requirements for the California State University system.

**IGETC** = Meets Intersegmental General Education Transfer Curriculum requirements.

**UC** = Transferable to the University of California campuses.

**UC credit limit** = Limits the total amount of credit awarded for a series or sequence of courses in the same discipline.

## AMERICAN SIGN LANGUAGE

### 120 AMERICAN SIGN LANGUAGE I 4 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
4 hours lecture

The first in a series of four American Sign Language (ASL) courses. Introduction to ASL as used within the Deaf culture. Instruction in the basic structure of the language and development of its use. Introduction to the Deaf culture and history of the language.

**AA/AS GE, CSU, CSU GE, IGETC, UC**

### 121 AMERICAN SIGN LANGUAGE II 4 UNITS

Prerequisite: ASL 120 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None  
Recommended Preparation: None  
4 hours lecture

The second in a series of four American Sign Language (ASL) courses. Students are provided an opportunity to progress and enhance their ability to communicate in ASL. Students will continue the study of cultural analysis and comparisons, receptive skill comprehension, expressive skill production and ASL linguistics.

**CSU, CSU GE, IGETC, UC**

### 198 SUPERVISED TUTORING 0 UNIT

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
TBA hours

Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. *May be repeated with different content.* **No fee/no credit course.**

### 199 SPECIAL STUDIES OR PROJECTS IN AMERICAN SIGN LANGUAGE 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
3-9 hours

Individual study, research or projects in American Sign Language under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

### 220 AMERICAN SIGN LANGUAGE III 4 UNITS

Prerequisite: ASL 121 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None  
Recommended Preparation: None  
4 hours lecture

The third in a series of four American Sign Language (ASL) courses. Students are provided an opportunity to increase their receptive skill comprehension and expressive skill production. Cultural analysis and comparisons will focus on American Deaf cultural processes, practices, and products of Deaf culture.

**CSU, CSU GE, IGETC, UC**

### 221 AMERICAN SIGN LANGUAGE IV 4 UNITS

Prerequisite: ASL 220 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None  
Recommended Preparation: None  
4 hours lecture

The fourth in a series of four American Sign Language (ASL) courses. The course is taught using ASL and is designed to increase receptive and expressive skills, increase literal and inferential comprehension as well as critical analysis of ASL communication. Cross-cultural issues are examined and discussed.

**CSU, CSU GE, IGETC, UC**

### 298 SELECTED TOPICS IN AMERICAN SIGN LANGUAGE 1-4 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-12 hours

Selected topics in American Sign Language not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**Pass/No Pass only. Non-degree applicable.**

### 299 SELECTED TOPICS IN AMERICAN SIGN LANGUAGE 1-4 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-12 hours

Selected topics in American Sign Language not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**CSU**

## ANTHROPOLOGY

### 120 CULTURAL ANTHROPOLOGY 3 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

The nature of culture; cultural growth and history; survey of the range of cultural phenomena including material culture, social organization, kinship systems, religion, language and other topics; systematic study of similarities and

differences among cultures through investigation of selected societies.

**AA/AS GE, CSU, CSU GE, IGETC, UC**

### 130 INTRODUCTION TO PHYSICAL ANTHROPOLOGY 3 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

People's place in nature; physical and behavioral characteristics of primates; principles of evolution and basic outline of human genetics; description of the record of early humans and explanation of fossils; present day variability among human populations.

**AA/AS GE, CSU, CSU GE, IGETC, UC**

### 199 SPECIAL STUDIES OR PROJECTS IN ANTHROPOLOGY 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
3-9 hours

Individual study, research or projects in Anthropology under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

### 298 SELECTED TOPICS IN ANTHROPOLOGY 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Anthropology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**Pass/No Pass only. Non-degree applicable.**

### 299 SELECTED TOPICS IN ANTHROPOLOGY 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Anthropology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**CSU**

## ARABIC

### 120 ARABIC I 5 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
5 hours lecture

Introduction to the Arabic language and the culture of its speakers. Facilitates the practical application of the language in everyday oral and written communication at the beginning novice level. Since the focus is on basic communication skills, the class will be conducted in modern standard Arabic as much as possible. While becoming familiar with the Arabic speaking world, students will learn structures that will enable them to function in Arabic in everyday contexts.

**AA/AS GE, CSU, CSU GE, IGETC, UC**

**121 ARABIC II 5 UNITS**

Prerequisite: ARBC 120 or equivalent with a grade of "C" or better or "Pass" or two years of high school Arabic

Corequisite: None

Recommended Preparation: None

5 hours lecture

Continuation of Arabic I. Continues to develop oral and written skills based on practical everyday needs. Students with three years of high school Arabic should enroll in ARBC 220.

AA/AS GE, CSU, CSU GE, IGETC, UC

**145 ARABIC CIVILIZATIONS 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Introduction to the major characteristics of Arabic civilization as reflected in literature, philosophy, architecture, and the arts of Arabic countries. This course may have an emphasis on a selected Arabic country or countries.

AA/AS GE, CSU, CSU GE, IGETC, UC

**199 SPECIAL STUDIES OR PROJECTS IN ARABIC 1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Arabic under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**220 ARABIC III 5 UNITS**

Prerequisite: ARBC 121 or equivalent with a grade of "C" or better or "Pass" or three years of high school Arabic

Corequisite: None

Recommended Preparation: None

5 hours lecture

Continuation of Arabic II. Continues to develop oral, listening, reading and writing skills in order to acquire proficiency in Arabic. Students with four years of high school Arabic should enroll in ARBC 221.

AA/AS GE, CSU, CSU GE, IGETC, UC

**221 ARABIC IV 5 UNITS**

Prerequisite: ARBC 220 or equivalent with a grade of "C" or better or "Pass" or four years of high school Arabic

Corequisite: None

Recommended Preparation: None

5 hours lecture

Continuation of Arabic III. Continues to develop oral, reading, writing and listening skills in order to improve proficiency in Arabic.

AA/AS GE, CSU, CSU GE, IGETC, UC

**250 CONVERSATIONAL ARABIC I 3 UNITS**

Prerequisite: ARBC 121 or equivalent with a grade of "C" or better or "Pass" or three years of high school Arabic

Corequisite: None

Recommended Preparation: None

3 hours lecture

Continues to develop oral, reading, writing and listening skills, but with an emphasis in oral proficiency.

AA/AS GE, CSU, CSU GE, UC

**251 CONVERSATIONAL ARABIC II 3 UNITS**

Prerequisite: ARBC 250 or equivalent with a grade of "C" or better or "Pass" or four years of high school Arabic

Corequisite: None

Recommended Preparation: None

3 hours lecture

Continues to develop oral, reading, writing and listening skills, but with an emphasis in oral proficiency.

AA/AS GE, CSU, CSU GE, UC

**298 SELECTED TOPICS IN ARABIC 1-5 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-15 hours

Selected topics in Arabic not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN ARABIC 1-5 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-15 hours

Selected topics in Arabic not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## ARAMAIC

**120 ARAMAIC I 5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

5 hours lecture

Acquaints students with the classical-modern Aramaic alphabet, essentials of grammar and pronunciation, and the Chaldean-Assyrian culture and civilization. The origin of the Semitic languages will be surveyed through selected readings and discussions.

AA/AS GE, CSU, CSU GE, UC

**121 ARAMAIC II 5 UNITS**

Prerequisite: ARAM 120 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

5 hours lecture

Helps students to further their knowledge of classical-modern Aramaic grammar. Students will study nouns, pronouns, adjectives and basic verb forms.

AA/AS GE, CSU, CSU GE, IGETC, UC

**199 SPECIAL STUDIES OR PROJECTS IN ARAMAIC 1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Aramaic under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**220 ARAMAIC III 5 UNITS**

Prerequisite: ARAM 121 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

5 hours lecture

Helps students to further their knowledge of classical-modern Aramaic grammar. Primary emphasis is on the conjugation of verbs, introduction to Aramaic literature, and the translation of ancient and modern text materials. Students will also learn how to compose and write essays in modern Aramaic (Chaldean).

AA/AS GE, CSU, CSU GE, IGETC, UC

**298 SELECTED TOPICS IN ARAMAIC 1-5 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-15 hours

Selected topics in Aramaic not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN ARAMAIC 1-5 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-15 hours

Selected topics in Aramaic not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## ART

**100 ART APPRECIATION 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

In this introductory course, students will learn how to examine, compare, analyze, evaluate, interpret, and discuss works of visual art within their cultural contexts. Art media for study will include drawing, painting, printmaking, photography, sculpture, ceramics, textiles, film, architecture, etc. Works for examination will encompass representative artistic styles from western and other major world cultures, and will also include the artistic contributions of women and minority cultures.

AA/AS GE, CSU, CSU GE, IGETC, UC

**120 TWO-DIMENSIONAL DESIGN 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Introduction to the two-dimensional arts. Students will study the great works of the human imagination while focusing on those of historical, theoretical and cultural relevance. Students will examine form and content through the application of art elements and principles of design to elicit unity in visual communication.

AA/AS GE, CSU, CSU GE, UC

**121 PAINTING I 3 UNITS**

Prerequisite: ART 120 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Emphasizes painting tools, materials, techniques and color principles. Students will develop skill in handling form, space, and plastic aspects of acrylic and/or oil paints.

CSU, UC

**124 DRAWING I 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Introduction to drawing theory and practice. Students will study major works of the human imagination in relation to drawing technique, illusion of space and composition. A variety of media will be explored while developing analytical skills and expression.

AA/AS GE, CSU, UC

**125 DRAWING II****3 UNITS**

Prerequisite: ART 124 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Builds on the drawing techniques and composition concepts covered in ART 124. Introduces brush, pen and ink into the drawing process with an emphasis on line quality and modeling using washes, hatching and stippling. Colored pencil and pastel mediums are explored using a variety of linear and tonal techniques. Scientific perspective is extended from ART 124 to include measuring, inclining planes, circles, shadows and reflections. This course is important for anyone wanting to learn new mediums to address creative problem solving and to refine drawing skills.

CSU, UC

**129 THREE-DIMENSIONAL DESIGN****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Introduction to the fundamental principles of three-dimensional composition emphasizing the formal elements and language of design. Basic visual, tactile and conceptual methods of defining space are examined in a series of compositional exercises. A variety of materials are used to explore the elements of line, shape, mass, texture and volume through the application of design principles such as balance, emphasis, rhythm, harmony, contrast, repetition, proportion, scale and unity. The historical development of design and aesthetics is studied along with how social, political and cultural beliefs have influenced artists and design professionals. Assignments are non-technical and do not require prior knowledge of tools and equipment. This is a comprehensive introductory course that could lead to future study in a diverse range of art and design professions.

AA/AS GE, CSU, UC

**135 WATERCOLOR I****3 UNITS**

Prerequisite: ART 124 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Introduction to basic watercolor tools, materials and techniques. Emphasizes color principles and skill development in handling form, space and the plastic aspects of paint.

CSU, UC

**140 HISTORY OF WESTERN ART I: PREHISTORIC TO 1250 A.D.****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Historical survey of the major art forms (primarily architecture, sculpture, ceramics, painting) of the western world from prehistory to circa 1250 A.D.

AA/AS GE, CSU, CSU GE, IGETC, UC

**141 HISTORY OF WESTERN ART II: 1250 A.D. TO PRESENT TIME****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Historical survey of the major art forms (primarily architecture, sculpture, ceramics, painting, printmaking, photography) of the western world from the late Gothic era to the present.

AA/AS GE, CSU, CSU GE, IGETC, UC

**144 ARCHITECTURE OF THE 20TH CENTURY****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Meet the 20th century masters of the giant movements in architecture and environment. Global politics and social economics as the influential factors for the concepts, styles, philosophy and artistic expressions will be studied. Experience the landmark sites around the world via film, independent studies and field trips.

AA/AS GE, CSU, CSU GE, IGETC, UC

**145 CONTEMPORARY ART HISTORY: 1945-PRESENT****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Survey of the major artists and art movements from 1945 to the present. Includes such major topics as the analysis and summary of Modernism, the transition from Modern to Post-Modern art, the emergence of non-traditional art media, and the analysis of the influence of global multiculturalism in art. Specific art practices such as painting, sculpture, earthworks, photography, performance, installation, printmaking and architecture will be discussed in relation to the cultural dialogue they establish or to which they respond.

AA/AS GE, CSU, IGETC, UC

**199 SPECIAL STUDIES OR PROJECTS IN ART****1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Art under instructor guidance. Written reports and periodic conferences are required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**220 PAINTING II****3 UNITS**

Prerequisite: ART 121 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Continuation of Painting I with an emphasis on creative problem-solving skills. Students will develop a personal style of expression.

CSU, UC

**221 PAINTING III****3 UNITS**

Prerequisite: ART 220 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Offers a wider selection of painting mediums to include acrylic, oil, egg tempera, casein and encaustic. Students will continue developing a personal style of expression.

CSU, UC

**222 PAINTING IV****3 UNITS**

Prerequisite: ART 221 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Focuses on a series of paintings that develop a personal theme or statement. Advanced painting techniques will be combined with advanced compositional devices.

CSU

**224 DRAWING III****3 UNITS**

Prerequisite: ART 125 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

The drawing mediums, skills, techniques and composition concepts used in ART 124 and 125 will be applied to a variety of subject matters. Students will draw different subject matters including but not limited to animals, plants, still life, landscapes, seascapes, cityscapes, etc. Emphasis is on making effective compositions with good craft.

CSU, UC

**225 DRAWING IV****3 UNITS**

Prerequisite: ART 224 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Focuses on drawing-based artwork that results in artwork that has a personal theme or statement. Students will explore several advanced compositional devices while pursuing their themes. This class also emphasizes portfolio preparation.

CSU, UC

**230 FIGURE DRAWING I****3 UNITS**

Prerequisite: ART 124 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Utilizes the skills and concepts developed in ART 124 to address the drawing of the nude human figure. Students will learn how articulation, standard proportion, bones and muscles influence the rendering of the human form. Drawing will be done from live models with studio lighting. Emphasis is on representational drawing with line and value. This course is important for anyone dealing with the human figure, i.e., drawing, painting, sculpture, photography, illustration, graphic design, fashion design, etc.

CSU, UC

**231 FIGURE DRAWING II****3 UNITS**

Prerequisite: ART 230 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Builds on the concepts and skills developed in ART 230. Surface anatomy related to the bone and muscle structure of the human form is studied along with the proportions and anatomy of the human head. Students will work with achromatic and chromatic drawing mediums.

CSU, UC

**232 FIGURE DRAWING III****3 UNITS**

Prerequisite: ART 231 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Concentrates on integrating the human figure into a compositional environment. Figure drawing techniques from ART 230 and 231 will be integrated into the design process.

CSU, UC

**233 FIGURE DRAWING IV****3 UNITS**

Prerequisite: ART 232 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Focuses on figurative artwork that develops a personal theme or statement. Students will be asked to explore several advanced

compositional devices while pursuing their themes. This class emphasizes portfolio preparation.

CSU

**235 WATERCOLOR II 3 UNITS**

Prerequisite: ART 135 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Continuation of Watercolor I techniques with an emphasis on creative problem solving and aesthetic compositions.

CSU, UC

**236 WATERCOLOR III 3 UNITS**

Prerequisite: ART 235 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Continuation of Watercolor II skill and composition techniques. Students will develop a personal style of expression.

CSU, UC

**298 SELECTED TOPICS IN ART 1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Art not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN ART 1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Art not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## ASTRONOMY

**110 DESCRIPTIVE ASTRONOMY 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Covers the development of modern astronomy and its techniques. Emphasis is on the vocabulary of astronomy and the current understanding of our solar system, stellar evolution, our galaxy, and the structure of the universe.

AA/AS GE, CSU, CSU GE, IGETC, UC

**112 GENERAL ASTRONOMY LABORATORY 1 UNIT**

Prerequisite: ASTR 110 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment

Corequisite: None

Recommended Preparation: None

3 hours laboratory

Planet, stellar and lunar studies; acquaintance with constellations and astronomical coordinates; and use of astronomical instruments.

AA/AS GE, CSU, CSU GE, IGETC, UC

**199 SPECIAL STUDIES OR PROJECTS IN ASTRONOMY 1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Astronomy under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**298 SELECTED TOPICS IN ASTRONOMY 1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Astronomy not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN ASTRONOMY 1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Astronomy not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## AUTOMOTIVE TECHNOLOGY

**099 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Designed to present basic information about automotive systems. Taught with the consumer in mind, but also serves as an excellent introductory course for those interested in the automotive technology major.

CSU

**100 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY LAB 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours laboratory

Basic laboratory environment designed to prepare students for entry into the Automotive Technology major. Covers repairing, servicing and basic diagnostic procedures of a typical passenger car or light truck.

CSU

**111 INTRODUCTORY TOW TRUCK OPERATOR 2 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture, 3 hours laboratory

Detailed study of tow truck operations including: vehicle and equipment operation and terminology, clearing accident scenes, working with law enforcement, reports and documentation, public safety and law enforcement calls, laws pertaining to towing, radio communication, hazardous materials and vehicle recovery operations.

**114 ADVANCED TOW TRUCK OPERATOR 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Advanced refresher study of tow truck operations including: vehicle and equipment operation and terminology, clearing accident scenes, working with law enforcement, reports and documentation, public safety and law enforcement calls, laws pertaining to towing, radio communication, hazardous materials and vehicle recovery operations. Designed to meet CHP (TSA) certification standards effective July 1, 2003.

**120 ENGINE PERFORMANCE I - MECHANICAL AND IGNITION SYSTEMS 5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture, 6 hours laboratory

First in a three course series dealing with engine performance. Begins with a review of basic engine mechanical systems and an introduction to vehicle emissions and computer scanners, followed by a detailed study of current ignition systems. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Initial preparation for ASE Engine Performance (A-8) Certification.

CSU

**121 EMISSION CONTROL LICENSE 5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture, 6 hours laboratory

Theory of operation, repair and maintenance of emission control devices with strong emphasis on laws and regulations required for licensing. Additional training covers: loaded mode dyno testing, NOx failure analysis and diagnostics, OBD II, catalytic converter testing and Oxygen sensor diagnosis with a digital storage oscilloscope (DSO). This course is approved by the State of California Bureau of Automotive Repair (BAR) and includes the Basic and Advanced clean air car courses. Designed to prepare students to take the BAR Advanced Emission Specialist Technician (EA) License test.

CSU

**122 AUTOMOTIVE ELECTRICAL SYSTEMS 5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture, 6 hours laboratory

Basic principles of electricity as applied to automobiles. Comprehensive investigation of automotive electrical systems including periodic maintenance, diagnosis, component servicing and adjustment. Students will be expected to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-6 Certification.

CSU

**123 ENGINE PERFORMANCE II - FUEL SYSTEMS 5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: AUTO 120 or equivalent with a grade of "C" or better or "Pass"

3 hours lecture, 6 hours laboratory

Second in a three course series dealing with engine performance. Emphasizes the use of computers for the control of fuel and air delivery

to the engine. Topics include: input and output devices, basic computer operation, closed loop fuel control, computer-assisted carburetion, computer-controlled fuel injection, turbochargers and superchargers, scan tool diagnostics, digital lab scope diagnostics, and OBD II diagnostic. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Final preparation for ASE Engine Performance (A-8) Certification.

*CSU*

### **124 ENGINE PERFORMANCE III - DRIVABILITY 5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: AUTO 123 or equivalent with a grade of "C" or better or "Pass" 3 hours lecture, 6 hours laboratory

The capstone course in a three course engine performance series. Students will utilize skills developed in the first two courses to perform drivability diagnostics on all related engine systems. Emphasis on advanced application of scan tools and digital storage oscilloscopes (DSO) in the diagnosis of hard to find system problems, especially intermittent concerns. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE Advanced Engine Performance (L-1) Certification.

*CSU*

### **127 ADVANCED AUTOMOTIVE ELECTRICAL SYSTEMS 5 UNITS**

Prerequisite: AUTO 122 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 6 hours laboratory

Advanced course in electrical systems designed to develop greater student performance under simulated industry conditions. Students will be expected to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-6 Certification.

*CSU*

### **129 INTRODUCTION TO ALTERNATIVE FUELS 3.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture, 1.5 hours laboratory

Introductory course in the study of alternative fuels and their delivery systems for automotive and light truck application. The main focus will be centered around Compressed Natural Gas (CNG) and Liquefied Petroleum Gas (LPG) systems. Additionally, electric, hybrid and fuel cell technologies will be discussed. Topics include: environmental concerns, pros and cons of various alternative fuel options, properties and chemical structure of various alternative fuels, safety aspects of each fuel, fuel storage, fuel metering control, retrofitting, installation, and diagnosis and troubleshooting. Recommended that students have a working knowledge of automotive electricity, automotive tune-up and diagnosis, and automotive computer systems.

*CSU*

### **130 AUTOMOTIVE BRAKES AND BRAKE LICENSE 5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture, 6 hours laboratory

Detailed study of automotive brake system service procedures. Laboratory experience covers drum and disc brake system inspection,

adjustment and repair procedures, and antilock brake systems. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for State of California Official Brake Adjusters License and ASE A-5 Certification.

*CSU*

### **135 ADVANCED BRAKES 5 UNITS**

Prerequisite: AUTO 130 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 6 hours laboratory

Advanced course in automotive brake systems emphasizing diagnosis. Designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for State of California Official Brake Adjusters License and ASE A-5 Certification.

*CSU*

### **140 FOUR WHEEL ALIGNMENT 5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture, 6 hours laboratory

Four wheel alignment principles as applied to checking and correcting alignment settings. Repair and replacement of suspension components, computerized steering and ride controls. Additional training in wheel balancing. Emphasis on practical experience on "live" automobiles. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-4 Certification.

*CSU*

### **145 ADVANCED FOUR WHEEL ALIGNMENT 5 UNITS**

Prerequisite: AUTO 140 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 6 hours laboratory

Advanced course in four wheel alignment emphasizing diagnosis and complete suspension system repair. Designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-4 Certification.

*CSU*

### **152 DRIVE TRAIN SYSTEMS 4 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2.5 hours lecture, 4.5 hours laboratory

In-depth study of hydraulic power transmission and control systems used in automatic transmissions including diagnosis and overhaul of actual transmissions to precise industry standards. Plus, theory of operation, diagnosis, repair and overhaul of manual transmissions, clutches, drivelines and differentials including four wheel drive and front wheel drive. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-2 and A-3 Certification.

*CSU*

### **155 ADVANCED DRIVE TRAIN SYSTEMS 4 UNITS**

Prerequisite: AUTO 152 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2.5 hours lecture, 4.5 hours laboratory

Advanced course in power drive systems emphasizing advanced diagnosis and repair of drive train systems and components. Designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-2 and A-3 Certification.

*CSU*

### **160 AIR CONDITIONING AND HEATING SYSTEMS 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Study of refrigeration principles with emphasis on servicing, diagnosing, testing and repair or replacement of components. Emphasis on practical experience performing actual repairs. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-7 Certification and EPA-approved CFC Technician Certification.

*CSU*

### **165 ADVANCED AIR CONDITIONING AND HEATING SYSTEMS 3 UNITS**

Prerequisite: AUTO 160 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Advanced course in automotive environmental control systems emphasizing advanced diagnosis and repair. Designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-7 Certification.

*CSU*

### **170 ENGINE OVERHAUL 5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture, 6 hours laboratory

Diagnosis of engine failures, engine removal and disassembly techniques, engine cleaning and measuring practices, machining principles and assembly procedures. Emphasis is on practical experience through actual shop training. Students are required to provide an auto engine for overhaul. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-1 Certification.

*CSU*

### **175 ADVANCED ENGINE OVERHAUL 5 UNITS**

Prerequisite: AUTO 170 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 6 hours laboratory

Advanced course in engine overhaul designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-1 Certification.

*CSU*

**176 ENGINE MACHINING 5 UNITS**

Prerequisite: AUTO 175 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 6 hours laboratory

Third course in the engine repair sequence. Students must have credit in engine overhaul and advanced engine overhaul prior to enrolling in this course. Topics include cylinder boring and honing, rod resizing, replacing valve guides and seats, thread repair, king-pin fitting, replacing wheel studs, pressing bearings, etc. Designed to prepare students for employment in the automotive machine shop field. Preparation for ASE Engine Machinist exams.

CSU

**180 AUTOMOTIVE SERVICE ADVISOR 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Prepares students for working as service advisors for large independent garages or dealerships. Covers service procedures, customer relations, repair orders and warranty policies.

CSU

**182 AUTOMOTIVE WORK EXPERIENCE 1-3 UNITS**

Prerequisite: Completion of a minimum of 10 units in Automotive Program. Must meet state guidelines for work experience.

Corequisite: None

Recommended Preparation: None

5 hours paid or 4 hours unpaid work experience per week per unit

Students who are employed in the automotive trade full-time or part-time (paid or unpaid) and able to work the minimum required hours during the semester are eligible to enroll in this course. Assessment of student will be performed by instructor in discussion with appropriate supervisor at place of employment. Students will further develop skills attained in the classroom setting. *May be repeated up to 5 times for a maximum of 15 units.*

CSU

**190 ASSET-ORIENTATION, PDI AND LUBRICATION 2 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture, 3 hours laboratory

Introduction to the Ford sponsored ASSET program. Students will become familiar with dealership operations, vehicle pre-delivery inspection, and proper lubrication of the various systems of the modern automobile. Complemented by required work experience in the dealership.

CSU

**191 ASSET-BRAKES AND ALIGNMENT 7 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

5 hours lecture, 6 hours laboratory

Ford ASSET course to include a detailed study of modern automotive braking systems and service procedures. The laboratory will cover drum and disc brake systems inspection, adjustment and repair procedures. Also covers four wheel alignment principles as applied to checking and correcting alignment settings. Repair and replacement of suspension components. Additional training in wheel balancing. Emphasis on practical experience on "live" automobiles. Preparation for ASE Certification. Complemented by required work experience in the dealership.

CSU

**192 ASSET-DRIVE TRAIN 8 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

5.5 hours lecture, 7.5 hours laboratory

Ford ASSET course encompassing the study of modern drive train systems. Includes theory of operation, diagnosis, repair and overhaul of manual transmissions, clutches, drivelines and differentials including four wheel drive and front wheel drive. The course also includes the theory of operation, diagnosis, repair and overhaul of automatic transmissions and transaxles. Current computerized control system operation and diagnosis of the drive train will be emphasized. Includes Ford Motor Company certification and preparation for ASE Certification. Complemented by work experience in the dealership.

CSU

**193 ASSET-ENGINE REPAIR 4.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture, 4.5 hours laboratory

Ford ASSET course to include diagnosis of engine failures, engine removal and disassembly techniques, engine cleaning and measuring practices, machining principles, assembly procedures and in-car repairs. Engine design theory will be discussed. Preparation for ASE Certification. Complemented by required work experience in the dealership.

CSU

**195 ASSET-ELECTRONIC ENGINE CONTROLS 7 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

5 hours lecture, 6 hours laboratory

Ford ASSET course to include an in-depth study of engine drivability and electronic engine controls on modern automobiles and trucks. Includes the study of basic and electronic ignition systems, early and modern fuel systems, and the repair and diagnosis of these systems. Emphasis is on electronic engine control system theory of operation and repair to include discussion of sensors, processors and actuators, and system diagnosis and repair. On-board computer logic and strategies will also be presented. Preparation for ASE Certification. Students who successfully complete this course will receive Ford Motor Company certification in Electronic Engine Control and Diesel Engine Performance Diagnosis.

CSU

**196 ASSET-ELECTRICAL, ACCESSORIES AND AIR CONDITIONING 5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

4 hours lecture, 3 hours laboratory

Ford ASSET course to include electrical systems, theory, diagnosis and repair procedures utilizing state of the art equipment. Systems covered will be storage, generating and starting. Coverage of accessory systems such as lighting, power seats, power door locks, cruise controls, electric windows, electronic dashboards, radios, windshield wipers, etc. Also covered are all major topics dealing with automotive air conditioning including refrigeration theory, system evacuation and recovery, leak repair, compressor repair, component replacement, and manual and automatic temperature control. Preparation for ASE Certification. Complemented by required work experience in the dealership.

CSU

**197 ASSET-WORK EXPERIENCE 1-3 UNITS**

Prerequisite: Admission to the ASSET program

Corequisite: None

Recommended Preparation: None

75 hours paid work experience per unit

Ford ASSET work experience. Students will be placed with a sponsoring dealer at the start of the training program. This course is based on paid work experience at the sponsoring dealership. Assessment of student will be performed by ASSET coordinator in discussion with appropriate dealership personnel. Student is expected to work in the area of emphasis that is concurrent with area of training most recently completed at the college. Students will further develop skills attained in the classroom setting. *Must be repeated 5 times for a total of 13 units.*

CSU

**199 SPECIAL STUDIES OR PROJECTS IN AUTOMOTIVE TECHNOLOGY 1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Automotive Technology under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**200 ASEP-ORIENTATION 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Introduction to the General Motors sponsored ASEP program. Students will become familiar with dealer operations. Complemented by required work experience in a dealership.

CSU

**201 ASEP-ELECTRICAL 6 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

4 hours lecture, 6 hours laboratory

General Motors ASEP course to include electrical systems, theory, diagnosis and repair procedures utilizing state of the art equipment. Major topics include electrical laws, batteries, starting and charging systems, wiring diagrams, and introduction to computer controls. Accessory systems such as lighting, power seats, power door locks, cruise controls, electric windows, electronic dashboards, radios, windshield wipers, etc., are also covered. Preparation for ASE and GM certification.

CSU

**202 ASEP-BRAKES AND ALIGNMENT 7 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

5 hours lecture, 6 hours laboratory

General Motors ASEP course to include a detailed study of modern automotive braking systems and service procedures including two and four wheel electronic anti-lock brake system operation and repair. Laboratory experience will cover drum and disc brake system inspection, adjustment and repair procedures. Also covers modern suspension and steering systems including electronic ride control, steering, and four wheel alignment principles as applied to checking and correcting alignment settings. Repair and replacement of suspension components. Additional training in wheel balancing. Emphasis on practical experience on "live" automobiles. Preparation for ASE and GM certification.

CSU

**203 ASEP–ENGINE REPAIR 4.5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 4.5 hours laboratory  
 General Motors ASEP course to include diagnosis of engine failures, engine removal and disassembly techniques, engine cleaning and measuring practices, machining principles and assembly procedures in car repairs. Engine design theory will be discussed. Preparation for ASE and GM certification.

CSU

**204 ASEP–POWER TRAIN 7 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture, 6 hours laboratory  
 General Motors ASEP course to include an in-depth study of hydraulic power transmission and control systems used in automatic transmissions, including diagnosis and overhaul of actual transmissions to precise industry standards. Plus, theory of operation, diagnosis, repair and overhaul of manual transmissions, clutches, drivelines and differentials including four wheel drive and front wheel drive. Preparation for ASE and GM certification.

CSU

**205 ASEP–ENGINE PERFORMANCE AND AIR CONDITIONING 7 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture, 6 hours laboratory  
 General Motors ASEP course to include a detailed study of electronic engine controls on modern automobiles. Emphasis is on electronic engine control system theory of operation and repair to include discussion of sensors, processors and actuators, and system diagnosis and repair. On-board computer logic and strategies will be presented. Also covers all major topics dealing with automotive air conditioning including refrigeration theory, system evacuation and recovery, leak repair, compressor repair, component replacement, and manual and automatic temperature control. Preparation for ASE and GM certification.

CSU

**206 ASEP–WORK EXPERIENCE 1-4 UNITS**

Prerequisite: AUTO 200 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 75 hours paid work experience per unit  
 General Motors ASEP work experience. Students will be placed with a sponsoring dealer at the start of the training program. This course is based on paid work experience at the sponsoring dealership. Assessment of student will be performed by ASEP coordinator in discussion with appropriate dealership personnel. Student is expected to work in the area of emphasis that is concurrent with area of training most recently completed at the college. Students will further develop skills attained in the classroom setting. *Must be repeated for a total of 15 units.*

CSU

**298 SELECTED TOPICS IN AUTOMOTIVE TECHNOLOGY 1-8 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-24 hours  
 Selected topics in Automotive Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered

in a seminar, lecture and/or laboratory format.  
**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN AUTOMOTIVE TECHNOLOGY 1-8 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-24 hours  
 Selected topics in Automotive Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## BIOLOGICAL SCIENCES

**112 CONTEMPORARY ISSUES IN ENVIRONMENTAL RESOURCES 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Through the scientific study of basic concepts in ecology, students apply their knowledge and scientific reasoning to the study of contemporary problems dealing with renewable and nonrenewable resources. Environmental resource problems involving air, water, energy, human population growth, and plant and animal diversity are examined in context of their scientific, political, economic and social implications. Alternatives for resolving existing problems and preventing future ones will be examined.

AA/AS GE, CSU, CSU GE, IGETC, UC

**115 BIOLOGY OF ALCOHOL AND OTHER DRUGS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Study of the biological principles underlying the effects of the major legal and illegal drugs on the human body. Survey of the commonly abused drugs with regard to their chemical nature, where and how they act and the factors that modify their effects.

AA/AS GE, CSU, CSU GE

**122 PLANT STRUCTURES AND FUNCTIONS 4 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 3 hours laboratory  
 Structural and functional aspects of plants with an emphasis on seed producers and applications to horticulture. Includes fundamentals of plant biology, primary and secondary body plan, photosynthesis and respiration, growth and development, water relations and phloem transport, cellular and organismic reproduction, plant heredity and evolution.

AA/AS GE, CSU, CSU GE

**126 INTRODUCTION TO BIOTECHNOLOGY 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Comprehensive look at how the use of living organisms or their products can enhance our lives and impact society. Fundamentals of molecular biology and immunology, historical review of the developments leading to modern biotechnology, studies of the development and manufacturing of biotechnology products based

on the isolation, analysis and manipulation of genes, and applications of the technological developments will be evaluated in their social, legal and ethical contexts

AA/AS GE, CSU, UC

**128 PRINCIPLES OF BIOLOGY FOR FUTURE EDUCATORS 4 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 3 hours laboratory  
 This course addresses the major principles underlying all of biology with an emphasis on evolution, inheritance, cellular life, biodiversity, ecology, and behavior of living organisms. Designed to prepare prospective educators to evaluate their own learning strategies while gaining biological content knowledge, and to explore ways to incorporate biology content into K-12 curricula. Incorporates some of the National Science Education Standards (NSES) for undergraduate professional preparation of teachers. *Not open to students with credit in BIO 130 and 131 or BIO 210, 220 and 221.*

AA/AS GE, CSU, CSU GE, IGETC, UC, UC credit limit

**130 GENERAL BIOLOGY I 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Survey of basic biological principles with particular emphasis on the molecular and cellular aspects of the organism. The unifying concepts of biology such as organization, metabolism, genetics and evolution are discussed. *Meets transfer requirements for non-majors.*

AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

**131 GENERAL BIOLOGY I LABORATORY 1 UNIT**

Prerequisite: BIO 130 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours laboratory  
 Laboratory experiments on the basic biological principles with particular emphasis on the molecular and cellular aspects of the organism. *Meets transfer requirements for non-majors.*

AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

**140 HUMAN ANATOMY 5 UNITS**

Prerequisite: BIO 130, 131 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 6 hours laboratory  
 Students will embark on a study of the systems of the human body. This is accomplished through a study of the organization of the body's systems from a microscopic level of organization to the gross anatomy level. The relationship between structure and function will be examined through the study of histological slides, photomicrographs, anatomical models and charts, and mammalian (cat) dissection.

AA/AS GE, CSU, CSU GE, IGETC, UC

**141 HUMAN PHYSIOLOGY 3 UNITS**

Prerequisite: BIO 130, 131 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Study of the function and interrelationships of the nervous, endocrine, muscular, circulatory, respiratory, digestive, and reproductive systems of the human body. Relates these systems to the maintenance of homeostasis and the effects of exercise, behavior and disease on human physiology.

CSU, CSU GE, IGETC, UC

**141L LABORATORY IN HUMAN PHYSIOLOGY****1 UNIT**

Prerequisite: BIO 130, 131 or equivalent with a grade of "C" or better or "Pass"; BIO 141 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment

Corequisite: None

Recommended Preparation: None

3 hours laboratory

Laboratory course designed to illustrate the physiological principles studied in BIO 141. Emphasis is on lab-based investigations of human physiological processes.

*CSU, CSU GE, IGETC, UC*

**152 PARAMEDICAL MICROBIOLOGY****5 UNITS**

Prerequisite: BIO 130, 131 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: CHEM 115 or equivalent with a grade of "C" or better or "Pass"

3 hours lecture, 6 hours laboratory

Introduction to the major groups of microorganisms and the diseases they cause. Emphasizes concepts and techniques relevant to the student entering paramedical professions: identifying and handling bacteria, basic principles of immunology, medical microbiology and epidemiology. Principles of microbial physiology, genetics, growth and microbial control are discussed. This course also satisfies the introductory microbiology requirement needed by students majoring in nursing and other paramedical fields leading to a B.S. or B.A. degree.

*CSU*

**198 SUPERVISED TUTORING****0 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

TBA hours

Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. *May be repeated with different content. No fee/no credit course.*

**199 SPECIAL STUDIES OR PROJECTS IN BIOLOGY****1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Biology under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**210 BIOLOGY II****4 UNITS**

Prerequisite: MATH 103 or 110 or an equivalent intermediate algebra course with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

Study of the origin and nature of the different forms of life utilizing evolution as a unifying theme and presenting organismal diversity within a phylogenetic framework. The relationships of environment and lifestyles to form and function will be explored through examination of comparative structure and the physiology, nutrition, circulation, gas exchange, reproduction and development of organisms found in the three domains of life.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**215 STATISTICS FOR LIFE SCIENCES****3 UNITS**

Prerequisite: BIO 130, MATH 110 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Methods and experience in defining and solving quantitative problems in the life sciences. Emphasis on the design of experiments and the application of a variety of parametric and nonparametric techniques to the analysis of data.

*CSU, CSU GE, IGETC, UC, UC credit limit*

**220 PRINCIPLES OF MOLECULAR, CELLULAR AND EVOLUTIONARY BIOLOGY****3 UNITS**

Prerequisite: CHEM 141 or equivalent with a grade of "C" or better or "Pass"

Corequisite: BIO 221

Recommended Preparation: None

3 hours lecture

Study of the unifying principles of life manifested by cellular structures, functions and evolutionary history. Emphasis on the following topics: cellular processes including energy metabolism, membrane transport and cell division; classical and molecular genetics including recombinant DNA; communication between cells; population genetics and the mechanism of evolution; and the evolutionary basis of species classification. This course, along with BIO 210, is the recommended two-semester sequence for biology majors.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**221 PRINCIPLES OF MOLECULAR, CELLULAR AND EVOLUTIONARY BIOLOGY LABORATORY****1 UNIT**

Prerequisite: CHEM 141 or equivalent with a grade of "C" or better or "Pass"

Corequisite: BIO 220

Recommended Preparation: None

3 hours laboratory

Investigates some of the general principles of biology presented in BIO 220, allowing students to observe examples of the phenomena using live materials where possible and providing the opportunity to apply concepts learned in BIO 220. Students will conduct laboratory exercises which involve observations, demonstrations, experiments, data analyses, computer laboratory simulations and written reports.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**298 SELECTED TOPICS IN BIOLOGY****1-5 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-15 hours

Selected topics in Biology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN BIOLOGY****1-5 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-15 hours

Selected topics in Biology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

*CSU*

**BUSINESS****109 ELEMENTARY ACCOUNTING** **3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Introduction to elementary accounting principles. Includes journals, ledgers, worksheets and financial statements for the single proprietorship. Designed for the clerical employee or for those who do not intend further study of accounting. *Not open to students with credit in BUS 120.*

*CSU*

**110 INTRODUCTION TO BUSINESS** **3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Provides a comprehensive view of today's dynamic American business and the global economy. Topics include: starting a small business, satisfying customers, managing operations, motivating employees and building self-managed teams, developing and implementing customer-oriented marketing plans, managing information, managing financial resources, and exploring ethical and social responsibilities of American business.

*CSU, UC*

**111 ENTREPRENEURSHIP: STARTING AND DEVELOPING A BUSINESS** **3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Designed to provide the prospective small business manager with the most up-to-date skills necessary in the planning function of opening one's own business. Emphasis is on sources of financing, site locations, legal problems, marketing surveys, organizational structure, and self-analysis to determine one's personal readiness for entrepreneurship.

*CSU*

**112 ENTREPRENEURSHIP: SUCCESSFUL MARKETING** **3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Designed to provide the small business owner with the necessary skills to market a product or service. Examines the essential elements of a marketing strategy, the four P's: Product, Place (Distribution), Price and Promotion. The relationship between sales and marketing and how they function together in the small business environment are also examined.

*CSU*

**114 EFFECTIVE JOB SEARCH** **1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Provides comprehensive and valuable skills that are needed to successfully secure employment. Designed to examine the continuous process of career/life planning through effective, well-planned and efficiently organized job search procedures.

*CSU*

**115 HUMAN RELATIONS IN BUSINESS****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Covers the human aspects of the organization and the role of the individual within the organization. Emphasis is on the role of the individual in the formal and informal structure of the organization, leadership and group dynamics, motivation, job enrichment, organizational change, and communications—both verbal and nonverbal—within the organization.

*CSU***119 ENTREPRENEURSHIP: FINANCING AND WRITING A BUSINESS PLAN****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Designed to provide prospective small business owners or managers with the knowledge required to write a business plan and to understand and control the cash management function of their business. Emphasis is on the types of financing, understanding debt vs. equity financing, cash flow analysis, borrowing and investment, forecasting and budgeting.

*CSU***120 FINANCIAL ACCOUNTING****4 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 4 hours lecture

Introduces students to the accounting function and how it is used within our economic society. Accounting is viewed as an information-generating system that communicates financial data to support end users in their economic decision-making. The course covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis. It also covers issues related to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics. This course is designed for students who have an understanding of computer applications in word processing and spreadsheets, basic math skills, and the ability to write in a business-like manner.

*CSU, UC***121 MANAGERIAL ACCOUNTING****4 UNITS**

Prerequisite: BUS 120 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 4 hours lecture

Introduces students to the concepts, methods, and procedures for the development and use of accounting information to support and assist management in their internal cost accounting processes and financial decision making. The following areas are examined: cost terms and concepts, cost behavior, cost structure, product costing in a manufacturing environment (including activity based costing), cost-volume-profit analysis, budgeting, standard costing, differential analysis, capital budgeting, variable and absorption costing, and responsibility accounting.

*CSU, UC***122 INTERMEDIATE ACCOUNTING****4 UNITS**

Prerequisite: BUS 120 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 4 hours lecture

In-depth study of accounting theories and principles underlying financial statements and the determination of net income. Survey of basic accounting principles. Study of corporate balance sheet items and the analytical processes of statement preparation which include funds-flow and cash-flow reporting.

*CSU***124 AUDITING****3 UNITS**

Prerequisite: BUS 120 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Study of the role of the auditor in the American economy including the general principles and concepts of auditing duties, ethics, liability and responsibilities of the auditor, and procedures for verification of financial statements including EDP statements.

*CSU***125 BUSINESS LAW: LEGAL ENVIRONMENT OF BUSINESS****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Legal environment of business, sources of law, constitutional bases of regulation, social and ethical influences, corporate responsibility, judicial and administrative systems, contracts, torts, agency, business organizations, bankruptcy, securities regulation, regulation of property and protection of intellectual property interests, consumer protection, regulation of businesses to prevent market failures.

*CSU, UC***128 BUSINESS COMMUNICATION****3 UNITS**

Prerequisite: ENGL 110 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Development of the ability to analyze, organize, and compose various types of written and oral business communications with an emphasis on the writing of clear, concise and persuasive letters, memos and reports.

*CSU***129 PAYROLL ACCOUNTING AND BUSINESS TAXES****2 UNITS**

Prerequisite: BUS 120 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture

Provides students with an in-depth understanding of payroll accounting. Includes calculations of gross to net pay, coverage of federal and state withholdings and deductions, recording of payroll transactions into the accounting records, and filing of federal and state payroll tax forms. Also includes consideration of factors which determine employee versus independent contractor status, and coverage of business taxes such as sales and property taxes and their filing requirements.

*CSU***141 ENTREPRENEURSHIP: MANAGING A NEW BUSINESS****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Designed to help students apply theories of marketing, management, personnel, finance and production to problems encountered daily in managing a business. Focuses on practical solutions to common business management problems.

*CSU***146 MARKETING****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Focuses on the function of marketing in an organization by examining the essential elements of a marketing strategy: product, promotion, distribution, price, the effect of the business environment on marketing decisions, consumer behavior, identification of markets, and current issues in marketing.

*CSU***150 INDIVIDUAL INCOME TAX ACCOUNTING****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Introduces students to federal taxation and focuses on tax preparation as applied to the individual taxpayer. Includes an overview of the income tax environment. Topics include filing status, personal and dependency exemption, itemized and standard deductions, and solving specific problems related to the filing of the Federal Form 1040.

*CSU***152 BUSINESS MATHEMATICS****2 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture

Introduction to arithmetic applications used in business transactions including fractions, percentages, interest, discounts, depreciation, payrolls, merchandising markups, and taxes.

*CSU***154 DIVERSITY IN THE WORKPLACE****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Teaches students about the historical perspective of diversity in the workplace; motivates them in defining and developing a manager's responsibilities as it relates to diversity in the workplace; explores and sensitizes students to the unique problems of diversity in the workplace; and assists them in developing effective solutions to problems.

*CSU***155 HUMAN RESOURCES MANAGEMENT****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Introduction to the management of human resources and an understanding of the impact and accountability to the organization of human resource activities. Global human resource strategies; social and organizational realities; legal implications affecting people at work; union/non-union practices; employee compensation and benefits; employee rights; safety issues.

*CSU*

**156 PRINCIPLES OF MANAGEMENT 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Planning, organizing, directing and controlling for management. Interaction of the functions includes setting objectives, MBO, decision-making tools, alternative organization structures, leadership, motivation, communication, group dynamics, management of stress and change, time management, and women in management. Survey of the quantitative tools available to the manager.

CSU

**157 PRINCIPLES OF LEADERSHIP 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Develops insight into the multiplicity of roles and responsibilities which the leader must fulfill, focusing on personal, work and social environments. Deals with leadership as a function of selecting, motivating and directing others toward an agreed upon goal.

CSU

**159ABCD MANAGEMENT INTERNSHIP 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 225 hours paid or 180 hours unpaid work experience

Field work in management. Students will be required to maintain a diary of their weekly activities and submit a comprehensive report of their observations upon completion. Students will meet at least once during the semester to compare field experiences and submit paperwork.

CSU

**162 ANALYSIS OF FINANCIAL STATEMENTS 3 UNITS**

Prerequisite: BUS 120 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Designed to explore the characteristics of financial statements, to analyze the reported results, and to place the findings from such an analysis in proper perspective. Students will learn how to apply ratios to financial statements, and to interpret their outcomes in order to draw various inferences and/or conclusions from their results.

CSU

**176 COMPUTERIZED ACCOUNTING APPLICATIONS 2 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 3 hours laboratory

Beginning course in small business accounting using QuickBooks software. Especially beneficial to students, teachers and professionals who are using, or plan to use, personal computers to create a chart of accounts, record customer and vendor transactions, process payroll, and print reports.

CSU

**195 PERSONAL FINANCE 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Explores the theories and techniques of managing personal income. Provides students with the tools and knowledge they need for their short- and long-term financial success. Topics

include financial planning, budgeting, managing checking and savings accounts, building and maintaining good credit, retirement and estate planning, and creating an investment portfolio

CSU

**199 SPECIAL STUDIES OR PROJECTS IN BUSINESS 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours

Individual study, research or projects in Business under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**240 SQL FOR BUSINESS APPLICATIONS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 140 or equivalent with a grade of "C" or better or "Pass"

2 hours lecture, 3 hours laboratory  
 Structured Query Language (SQL) provides a unified language to query, manipulate or control data in a business applications environment. This hands-on course provides basic knowledge of how to extract data from databases including Oracle and Microsoft SQL Server using SQL, Transact-SQL, SQL\*Plus, and PL/SQL. It also covers topics necessary to query data for use in typical business applications analysis from an Oracle9i/10g or Microsoft SQL Server database.

CSU

**242 DATA MINING 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 140 or equivalent with a grade of "C" or better or "Pass"

2 hours lecture, 3 hours laboratory  
 Introduction to the fundamental concepts of data mining. Explores motivation for and applications of data mining and survey current techniques and models used in data mining. Data mining development cycle and potential pitfalls of machine learning will also be covered.

CSU

**298 SELECTED TOPICS IN BUSINESS 1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours

Selected topics in Business not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN BUSINESS 1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours

Selected topics in Business not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## BUSINESS OFFICE TECHNOLOGY

**095 KEYBOARDING SKILL REINFORCEMENT 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours laboratory

Designed for students who have completed BOT 100 and want to reinforce their skills before advancing to the next level of keyboarding. Begins with a keyboard review, then progresses to practice and timings designed to improve keyboarding speed and accuracy. **Pass/No Pass only. Non-degree applicable.**

**096 COMPUTER BASICS FOR THE OFFICE 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: BOT 100 or equivalent with a grade of "C" or better or "Pass", ENGL 098R or ESL 105 or equivalent reading level

.5 hour lecture, 1.5 hours laboratory  
 Designed to give students with little or no computer experience the basic information and skills needed to operate a computer efficiently in an office environment. Includes overview of the components of a computer system hardware and software, proficiency in using a mouse, storing information, using the Internet, and purchasing and maintaining a computer. Recommended that students complete a basic keyboarding course prior to enrolling in this course. **Pass/No Pass only. Non-degree applicable.**

**097 WINDOWS BASICS FOR THE OFFICE 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: BOT 100 or equivalent with a grade of "C" or better or "Pass", BOT 096 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment, ENGL 098R or ESL 105 or equivalent reading level

.5 hour lecture, 1.5 hours laboratory  
 Designed for students with little or no computer experience. Students will learn to use the Windows operating system efficiently to create and manage files and folders. **Pass/No Pass only. Non-degree applicable.**

**100 BASIC KEYBOARDING 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ENGL 098R or ESL 105 or equivalent reading level  
 3 hours laboratory

Beginning keyboarding techniques for students who wish to use keyboarding skills for inputting information on computers. This course is taught on computers using appropriate software. Emphasis on the development of speed and accuracy by use of touch keyboarding methods, development of touch skills on the 10-key pad, understanding of basic vocabulary and concepts used in keyboarding operations for inputting and retrieving information, and composition at the keyboard. For students with physical disabilities that may impair proficiency, emphasis will be on quality of output instead of speed, and on the use of alternative input devices.

CSU

**101A KEYBOARDING/DOCUMENT PROCESSING****1.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 100 or equivalent with a grade of "C" or better or "Pass", ENGL 098R or ESL 105 or equivalent reading level  
1 hour lecture, 1.5 hours laboratory

Equivalent to the first half of BOT 101. Focuses on learning or reviewing the alphabetic and numeric keyboard including the 10-key pad for numeric data entry. Students will learn basic features of Microsoft Word to produce simple memos, letters and reports. Keyboarding software will be used to build speed and accuracy. Students wishing to progress to BOT 102AB should also complete BOT 101B. *Not open to students with credit in BOT 101.*  
**CSU**

**101B KEYBOARDING/DOCUMENT PROCESSING****1.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 101A or equivalent with a grade of "C" or better or "Pass", ENGL 098R or ESL 105 or equivalent reading level  
.5 hour lecture, 3 hours laboratory

Equivalent to the second half of BOT 101. Students will use Microsoft Word to produce correctly formatted and accurate business documents including letters, reports and tables. Students will also use keyboarding software to build speed and accuracy. *Not open to students with credit in BOT 101.*  
**CSU**

**102A INTERMEDIATE KEYBOARDING/ DOCUMENT PROCESSING I****1.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 101 or 101AB or equivalent with a grade of "C" or better or "Pass"  
1 hour lecture, 1.5 hours laboratory, 1.5 units

Equivalent to the first half of BOT 102. Students will review and create business documents to apply formatting skills taught in BOT 101 or 101AB and are then introduced to new formatting and report styles options including agendas, formal reports and multipage tables. This course begins with intermediate Microsoft Word functions; entering students should be proficient in using basic Word features and should key a minimum of 30 net words per minute on a 5-minute timed writing. *Not open to students with credit in BOT 102.*  
**CSU**

**102B INTERMEDIATE KEYBOARDING/ DOCUMENT PROCESSING II****1.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 102A or equivalent with a grade of "C" or better or "Pass"  
.5 hour lecture, 3 hours laboratory

Equivalent to the second half of BOT 102. Students continue to create business documents, applying new formatting skills including using templates, designing letterheads and office forms, and learning specialized applications such as medical and legal forms. This course begins with intermediate Microsoft Word functions; entering students should be proficient in using basic Word features and should key a minimum of 35 net words per minute on a 5-minute timed writing. *Not open to students with credit in BOT 102.*  
**CSU**

**103A BUILDING KEYBOARDING SKILL I****.5 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 100 or equivalent with a grade of "C" or better or "Pass"  
1.5 hours laboratory

Designed for students who have completed a keyboarding course but wish to work further on developing speed and accuracy. Students should know the alphabetic keyboard by touch and key at a minimum rate of 20 net words per minute on a 5-minute timed writing. Those keying at a lower rate should enroll in BOT 095.  
**CSU**

**103B BUILDING KEYBOARDING SKILL II****.5 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 103A or equivalent with a grade of "C" or better or "Pass"  
1.5 hours laboratory

Continuation in building keyboarding speed and accuracy. Students should be keying by touch at a minimum rate of 30 net words per minute on a 5-minute timed writing. Those keying at a lower rate should enroll in BOT 103A.  
**CSU**

**103C BUILDING KEYBOARDING SKILL III****.5 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 103B or equivalent with a grade of "C" or better or "Pass"  
1.5 hours laboratory

Continuation in building keyboarding speed and accuracy. Entering students should be keying by touch at a minimum rate of 40 net words per minute on a 5-minute timed writing. Those keying at a lower rate should enroll in BOT 103B.  
**CSU**

**104 FILING AND RECORDS MANAGEMENT****1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: ENGL 098R or ESL 105 or equivalent reading level

.5 hour lecture, 1.5 hours laboratory  
Instruction in the Association of Records Managers and Administrators (ARMA) filing rules and techniques which are widely used in business to create and maintain files. Alphabetic, numeric, geographic and subject filing rules are included. Also includes instruction in records management including rules for retention, transfer and disposition of records. Students use a software package to learn basic filing rules.  
**CSU**

**105 DATA ENTRY SKILLS****1 UNIT**

Prerequisite: BOT 100 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: BOT 096 or equivalent with a grade of "C" or better or "Pass"  
.5 hour lecture, 1.5 hours laboratory

Designed for students who wish to prepare for employment in the data entry field. Emphasis on development of speed and accuracy in the use of the microcomputer alphabetic keyboard and numeric keypad to reach employable levels of skill. Students will complete assignments, drills, and timed speed and accuracy tests.  
**CSU**

**107 OFFICE SYSTEMS AND PROCEDURES****2 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 096, 097, 101AB or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment, ENGL 098R or ESL 105 or equivalent reading level  
2 hours lecture

Includes office ethics and professionalism; prioritizing and productivity; human relations; working in teams; customer service skills; telephone skills; scheduling appointments; using email, copiers, fax machines and scanners; handling office mail; and using the Internet for common office functions such as travel reservations and ordering supplies.  
**CSU**

**108 USING CALCULATORS TO SOLVE BUSINESS PROBLEMS****1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: ENGL 098R or ESL 105 or equivalent reading level  
.5 hour lecture, 1.5 hours laboratory

Introduces the 10-key, digital display electronic calculator. Students will build skill in performing fundamental arithmetic operations using a calculator. Topics include use of decimals, fractions, constants, discounts, percentages and memory keys.  
**CSU**

**114 ESSENTIAL WORD****1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 096, 097, 101AB or equivalent with a grade of "C" or better or "Pass", ENGL 098R or ESL 105 or equivalent reading level  
.5 hour lecture, 1.5 hours laboratory

Designed for students who want to learn the most commonly used features of a current popular word processing software package. Upon completion, students will be proficient in using text editing and formatting commands to produce typical business documents, and in using the mail merge feature to produce form letters, labels and envelopes. Students who desire more in-depth coverage of these and additional topics should consider enrolling in BOT 120, 121, 122. *Not open to students with credit in BOT 121 or 122.*  
**CSU**

**115 ESSENTIAL EXCEL****1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 096, 097, 100 or equivalent with a grade of "C" or better or "Pass", ENGL 098R or ESL 105 or equivalent reading level  
.5 hour lecture, 1.5 hours laboratory

Designed for students who want to become proficient in the most commonly used features of Microsoft Excel. Basic spreadsheet concepts and terms will be introduced. Students will learn how to create, format and revise spreadsheets and charts, and to create basic formulas and templates. The use of simple macros will be introduced. Students who desire more in-depth coverage of these and additional topics should consider enrolling in BOT 123, 124, 125. *Not open to students with credit in BOT 124 or 125.*  
**CSU**

**116 ESSENTIAL ACCESS****1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 096, 097, 100 or equivalent with a grade of "C" or better or "Pass", ENGL 098R or ESL 105 or equivalent reading level  
.5 hour lecture, 1.5 hours laboratory

Designed for students who want to become proficient in the most commonly used features of Microsoft Access. Basic database concepts

and terms will be introduced. Students will learn how to create, format, edit and revise simple databases, to sort and filter records, to use queries, and to create forms, reports and labels. Students who desire more in-depth coverage of these and additional topics should consider enrolling in CIS 140 or BOT 126, 127, 128. *Not open to students with credit in BOT 127 or 128.*  
*CSU*

**117 ESSENTIAL POWERPOINT 1 UNIT**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: BOT 096, 097, 114 or equivalent with a grade of "C" or better or "Pass", ENGL 098R or ESL 105 or equivalent reading level  
.5 hour lecture, 1.5 hours laboratory

Designed for students who want to become proficient in the most commonly used features of Microsoft PowerPoint. Basic concepts and terms will be introduced. Students will learn how to create, format and revise PowerPoint presentations, including animation effects. Students who desire more in-depth coverage of these and additional topics should consider enrolling in BOT 129, 130, 131. *Not open to students with credit in BOT 130 or 131.*  
*CSU*

**118 INTEGRATED OFFICE PROJECTS 1 UNIT**

Prerequisite: BOT 102AB, 107, 114, 115, 116, 117 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None  
Recommended Preparation: ENGL 098R or ESL 105 or equivalent reading level  
3 hours laboratory

Capstone course designed for BOT majors who have completed prerequisite courses in all applications of the Microsoft Office suite (Word, Excel, Access, PowerPoint) and have keyboarding skills of a minimum 40 net words per minute. Students will apply their skills to complete projects that integrate these applications. They will also use the Internet to complete projects.  
*CSU*

**120 COMPREHENSIVE WORD, LEVEL I 1 UNIT**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: BOT 096, 097, 101AB or equivalent with a grade of "C" or better or "Pass", ENGL 098R or ESL 105 or equivalent reading level  
.5 hour lecture, 1.5 hours laboratory

First in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Word. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students who desire less comprehensive coverage of Word should consider enrolling in BOT 114.  
*CSU*

**121 COMPREHENSIVE WORD, LEVEL II 1 UNIT**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: BOT 120 or equivalent with a grade of "C" or better or "Pass"  
.5 hour lecture, 1.5 hours laboratory

Second in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Word. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations.  
*CSU*

**122 COMPREHENSIVE WORD, LEVEL III 1 UNIT**

Prerequisite: BOT 121 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None  
Recommended Preparation: None  
.5 hour lecture, 1.5 hours laboratory  
Third in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Word. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students should consider enrolling in BOT 280 prior to taking the examination.  
*CSU*

**123 COMPREHENSIVE EXCEL, LEVEL I 1 UNIT**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: BOT 096, 097, 100 or equivalent with a grade of "C" or better or "Pass"

.5 hour lecture, 1.5 hours laboratory  
First in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Excel. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students who desire less comprehensive coverage of Excel should consider enrolling in BOT 115.  
*CSU*

**124 COMPREHENSIVE EXCEL, LEVEL II 1 UNIT**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: BOT 123 or equivalent with a grade of "C" or better or "Pass"

.5 hour lecture, 1.5 hours laboratory  
Second in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Excel. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations.  
*CSU*

**125 COMPREHENSIVE EXCEL, LEVEL III 1 UNIT**

Prerequisite: BOT 124 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None  
Recommended Preparation: None  
.5 hour lecture, 1.5 hours laboratory  
Third in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Excel. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students should consider enrolling in BOT 281 prior to taking the examination.  
*CSU*

**126 COMPREHENSIVE ACCESS, LEVEL I 1 UNIT**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: BOT 096, 097, 100, 116 or equivalent with a grade of "C" or better or "Pass", ENGL 098R or ESL 105 or equivalent reading level  
.5 hour lecture, 1.5 hours laboratory

First in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Access. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students who desire less comprehensive coverage of Access should consider enrolling in BOT 116.  
*CSU*

**127 COMPREHENSIVE ACCESS, LEVEL II 1 UNIT**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: BOT 126 or equivalent with a grade of "C" or better or "Pass"

.5 hour lecture, 1.5 hours laboratory  
Second in a three-level course sequence designed to give students thorough knowledge of most features of Microsoft Access. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations.  
*CSU*

**128 COMPREHENSIVE ACCESS, LEVEL III 1 UNIT**

Prerequisite: BOT 127 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None  
Recommended Preparation: None  
.5 hour lecture, 1.5 hours laboratory  
Third in a three-level course sequence designed to give students thorough knowledge of most features of Microsoft Access. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students should consider enrolling in BOT 282 prior to taking the examination.  
*CSU*

**129 COMPREHENSIVE POWERPOINT, LEVEL I 1 UNIT**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: BOT 101AB, 114, 120 or equivalent with a grade of "C" or better or "Pass", ENGL 098R or ESL 105 or equivalent reading level

.5 hour lecture, 1.5 hours laboratory  
First in a three-level course sequence designed to give students thorough coverage of most features of Microsoft PowerPoint. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students who desire less comprehensive coverage of PowerPoint should consider enrolling in BOT 117.  
*CSU*

**130 COMPREHENSIVE POWERPOINT, LEVEL II 1 UNIT**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: BOT 129 or equivalent with a grade of "C" or better or "Pass"

.5 hour lecture, 1.5 hours laboratory  
Second in a three-level course sequence designed to give students thorough coverage of most features in Microsoft PowerPoint. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations.  
*CSU*

**131 COMPREHENSIVE POWERPOINT, LEVEL III 1 UNIT**

Prerequisite: BOT 130 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None  
Recommended Preparation: None  
.5 hour lecture, 1.5 hours laboratory  
Third in a three-level course sequence designed to give students thorough coverage of most features in Microsoft PowerPoint. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students should consider enrolling in BOT 283 prior to taking the examination.  
*CSU*

**150 USING MICROSOFT PUBLISHER 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 101AB or 121 or equivalent with a grade of "C" or better or "Pass"

.5 hour lecture, 1.5 hours laboratory

Introductory course in Microsoft Publisher for students who wish to acquire a basic understanding of concepts and terminology for the production and design of professional quality publications. Emphasis on graphics, word processing and page layout.

CSU

**151 USING MICROSOFT OUTLOOK 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 096, 097, 101AB, 114 or 120 or equivalent with a grade of "C" or better or "Pass"

.5 hour lecture, 1.5 hours laboratory

Designed to offer students proficiency in the use of Microsoft Outlook to create email messages, maintain personal calendars and schedules, plan work, maintain contact lists, and organize information.

CSU

**198 SUPERVISED TUTORING 0 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

TBA hours

Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. *May be repeated with different content. No fee/no credit course.*

**199 SPECIAL STUDIES OR PROJECTS IN BUSINESS OFFICE TECHNOLOGY 1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Business Office Technology under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**201 ADVANCED KEYBOARDING/ DOCUMENT PROCESSING 3 UNITS**

Prerequisite: BOT 102AB or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

1.5 hours lecture, 4.5 hours laboratory

Advanced keyboarding for further development of keyboarding skills to meet professional placement requirements. Students will apply intermediate and advanced features of Microsoft Word to create complex business documents with minimum instruction. Students will use computer software for building speed and accuracy on 5-minute timed writings to attain the speed and accuracy required for professional office positions.

CSU

**203 OFFICE PROJECT COORDINATION 1 UNIT**

Prerequisite: BOT 122, 125, 128, 131, 151 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours laboratory

This capstone course provides students who have comprehensive knowledge of Microsoft Word, Excel, Access, PowerPoint and Outlook the opportunity to integrate those skills by

assuming responsibility for completing a given project from inception to completion.

CSU

**223\* OFFICE WORK EXPERIENCE 1 UNIT**

Prerequisite: Limited to BOT majors who have completed at least 12 units in the major

Corequisite: None

Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites  
5 hours work experience

Work experience in an office setting. Trainee spends 60-75 hours per semester in on-the-job training.

CSU

**224\* OFFICE WORK EXPERIENCE 2 UNITS**

Prerequisite: Limited to BOT majors who have completed at least 12 units in the major

Corequisite: None

Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites  
10 hours work experience

Work experience in an office setting. Trainee spends 120-150 hours per semester in on-the-job training.

CSU

**225\* OFFICE WORK EXPERIENCE 3 UNITS**

Prerequisite: Limited to BOT majors who have completed at least 12 units in the major

Corequisite: None

Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites  
15 hours work experience

Work experience in an office setting. Trainee spends 180-225 hours per semester in on-the-job training.

CSU

**280ABC PREPARING FOR PERFORMANCE EXAMINATIONS IN MICROSOFT WORD .5 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 122 or equivalent with a grade of "C" or better or "Pass"

1.5 hours laboratory

Designed for students who have completed BOT 122 or the equivalent. Students will use testing software to prepare for the Microsoft Office User Specialist (MOUS) certification examination, to prepare for employment examinations, or to receive a BOT certificate of proficiency in MS Word with detailed competencies. *May be repeated up to 3 times. Pass/No Pass only.*

**281ABC PREPARING FOR PERFORMANCE EXAMINATIONS IN MICROSOFT EXCEL .5 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 125 or equivalent with a grade of "C" or better or "Pass"

1.5 hours laboratory

Designed for students who have completed BOT 125 or the equivalent. Students will use testing software to prepare for the Microsoft Office User Specialist (MOUS) certification examination, to prepare for employment examinations, or to receive a BOT certificate of proficiency in MS Excel with detailed competencies. *May be repeated up to 3 times. Pass/No Pass only.*

**282ABC PREPARING FOR PERFORMANCE EXAMINATIONS IN MICROSOFT ACCESS .5 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 128 or equivalent with a grade of "C" or better or "Pass"

1.5 hours laboratory

Designed for students who have completed BOT 128 or the equivalent. Students will use testing software to prepare for the Microsoft Office User

Specialist (MOUS) certification examination, to prepare for employment examinations, or to receive a BOT certificate of proficiency in MS Access with detailed competencies. *May be repeated up to 3 times. Pass/No Pass only.*

**283ABC PREPARING FOR PERFORMANCE EXAMINATIONS IN MICROSOFT POWERPOINT .5 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 131 or equivalent with a grade of "C" or better or "Pass"

1.5 hours laboratory

Designed for students who have completed BOT 131 or the equivalent. Students will use testing software to prepare for the Microsoft Office User Specialist (MOUS) certification examination, to prepare for employment examinations, or to receive a BOT certificate of proficiency in MS PowerPoint with detailed competencies. *May be repeated up to 3 times. Pass/No Pass only.*

**298 SELECTED TOPICS IN BUSINESS OFFICE TECHNOLOGY 1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Business Office Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN BUSINESS OFFICE TECHNOLOGY 1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Business Office Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

\*For additional information, see "Work Experience Requirements" under Academic Policies and Procedures.

## CADD TECHNOLOGY

**115 ENGINEERING GRAPHICS 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Introductory course in engineering drafting which covers the fundamentals of drafting using both mechanical instruments and the computer as drafting tools. Students will learn the fundamentals of engineering graphics as a universal language of communication in all engineering fields. Includes organization and drawing layouts, text, dimensions, scales, multiview projections, and pictorial drawings to visualize, represent and document basic engineering problems. *Not open to students with credit in ENGR 115, 124.*

CSU, UC, UC credit limit

**120 INTRODUCTION TO COMPUTER-AIDED DRAFTING AND DESIGN 3 UNITS**

Prerequisite: CADD 115 or ENGR 100 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: Working knowledge of basic computer operations and file administration

2 hours lecture, 4 hours laboratory

Concepts, techniques and procedures of Computer-Aided Drafting and Design (CADD).

Introduces AutoCAD software as a drafting tool. Students will develop a basic functional understanding of computer-aided drafting. *Not open to students with credit in CADD 120ABCD, ENGR 119.*

CSU, UC, UC credit limit

### 125 3D SOLID MODELING 3 UNITS

Prerequisite: CADD 115 or ENGR 100 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None

Recommended Preparation: Working knowledge of basic computer operations and file administration  
2 hours lecture, 4 hours laboratory

Advanced graphic communication course using 3D parametric modeling techniques. Topics include 3D modeling using appropriate software (SolidWorks), feature based part construction using extrudes, cuts and revolves, advanced surface shaping using lofts and sweeps, assembly construction and constraining in an engineering design environment. Students will continue to develop 2D drafting skills including proper organization and layout of component drawing views, dimensioning and tolerancing, sectioning and detailing, detail descriptive geometry and manufacturing processes. *Also listed as ENGR 125. Not open to students with credit in ENGR 125.*

CSU, UC, UC credit limit

### 126 ELECTRONIC DRAFTING 3 UNITS

Prerequisite: CADD 120 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Application of electronic graphics to create all aspects of engineering support documentation. Includes all types: block diagrams, flow charts, wiring, and mechanical enclosures. Also covers Schematic Capture and Printed Circuit Board (PCB) layout and design using AutoCAD. Other software may be incorporated. ASME, ANSI, Military and NASA standards for engineering are discussed.

CSU

### 127 SURVEY DRAFTING TECHNOLOGY 3 UNITS

Prerequisite: CADD 120 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Professional Civil Engineering/Surveyor's office method drafting course that applies the basic skills and techniques acquired in CADD 115. Land surveying, land development procedures, legal descriptions, topographical analysis, earthworks, geographic control and subdivision processes will be covered.

CSU

### 128 DIMENSIONING AND TOLERANCING 3 UNITS

Prerequisite: CADD 120 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: CADD/ENGR 125 or equivalent with a grade of "C" or better or "Pass"  
3 hours lecture

Basic study in dimensioning and tolerancing of engineering drawings using ASME/ANSI Y14.5M-1994 specification.

CSU

### 131 ARCHITECTURAL COMPUTER-AIDED DRAFTING AND DESIGN 3 UNITS

Prerequisite: CADD 120 or ENGR 119 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Application of architectural graphics, symbols, patterns, layouts, text, dimensions and scales to

develop design drawings for small architecture, interior design, and space planning projects. Uses the parametric CADD program Revit and associated commands, techniques, and processes required for the creation of contract documents for residential projects using professional standards.

CSU

### 132 ADVANCED COMPUTER-AIDED DRAFTING AND DESIGN 3 UNITS

Prerequisite: CADD 120 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: Working knowledge of basic computer operations and file administration  
2 hours lecture, 4 hours laboratory

Focuses on advanced Computer-Aided Drafting and Design (CADD) topics such as concepts and application of three-dimensional constructions, editing and viewing capabilities of AutoCAD, 3D modeling, and AutoCAD customization. Techniques for creating lights, scenes, surface texture (bit-mapped/raster) materials, rendering and animation will also be covered.

CSU

### 133 ADVANCED ARCHITECTURAL COMPUTER-AIDED DRAFTING AND DESIGN 3 UNITS

Prerequisite: CADD 131 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 4 hours laboratory

Advanced application of architectural graphics, symbols, patterns, layouts, text, dimensions and scales to develop design drawings for small architecture, interior design and space planning projects. Uses the parametric CADD program Revit and associated commands, techniques and processes required for the creation of contract documents for residential projects using professional standards.

CSU

### 199 SPECIAL STUDIES OR PROJECTS IN CADD TECHNOLOGY 1-3 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in CADD Technology under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

### 298 SELECTED TOPICS IN CADD TECHNOLOGY 1-3 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in CADD Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

### 299 SELECTED TOPICS IN CADD TECHNOLOGY 1-3 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in CADD Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## CHEMISTRY

### 102 INTRODUCTION TO GENERAL, ORGANIC AND BIOLOGICAL CHEMISTRY 5 UNITS

Prerequisite: Grade of "Pass" in MATH 090 or equivalent

Corequisite: None

Recommended Preparation: None

4 hours lecture, 3 hours laboratory

A one-semester course covering the basic principles of general, organic and biochemistry as needed to understand the biochemistry, physiology and pharmacology of the human body. Intended for students planning to transfer to a California State University nursing program. *Students with a grade of "C" or better in CHEM 115 and 116 are not eligible for this class.*

CSU, CSU GE, IGETC, UC, UC credit limit

### 105 CHEMISTRY AND CRIME 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Elementary principles of chemistry and their application to the field of forensic chemistry. Students will learn basic chemical principles and apply them to the chemical analysis of evidence.

AA/AS GE, CSU

### 113 FORENSIC CHEMISTRY 4 UNITS

Prerequisite: Grade of "Pass" in MATH 090 or equivalent

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

Elementary principles of chemistry with application to the field of forensic science. Students will learn basic chemical terminology and problem-solving techniques with a forensic science application. Chemical techniques for analyzing evidence will be studied in lecture and practiced in lab. *Students will not receive credit toward graduation for more than one of the following courses: CHEM 113, 115, 120.*

AA/AS GE, CSU, CSU GE, IGETC, UC, UC credit limit

### 115 FUNDAMENTALS OF CHEMISTRY 4 UNITS

Prerequisite: Grade of "Pass" in MATH 090 or equivalent

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

Elementary principles of inorganic and general chemistry with a brief introduction to organic and biochemistry. Previous chemistry background is not required. Recommended for students who need only a one-semester general chemistry course and for students entering paramedical and allied health fields. *Students will not receive credit toward graduation for more than one of the following courses: CHEM 115 and 120.*

AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

### 116 INTRODUCTORY ORGANIC AND BIOCHEMISTRY 4 UNITS

Prerequisite: CHEM 115 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

The study of carbon compounds with emphasis on their structure, properties and reactivity. Introduction to the structure of the major classes of biomolecules—carbohydrates, lipids and proteins—and their relationship to the major classes of organic compounds.

AA/AS GE, CSU, CSU GE, IGETC, UC, UC credit limit

**120 PREPARATION FOR GENERAL CHEMISTRY****4 UNITS**

Prerequisite: MATH 110 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

Elementary principles of chemistry approached from a problem-solving perspective necessary to succeed in CHEM 141. Intensive study in the areas of problem solving, stoichiometry, chemical nomenclature, basic atomic theory and bonding, solutions, acid-base chemistry, redox reactions and gas laws. The laboratory will be an introduction to quantitative techniques, descriptive chemistry, gas laws, error analysis and data treatment. *Students will not receive credit toward graduation for more than one of the following courses: CHEM 115 and 120.*

AA/AS GE, CSU, CSU GE, IGETC, UC, UC credit limit

**141 GENERAL CHEMISTRY I****5 UNITS**

Prerequisite: CHEM 120 or equivalent with a grade of "C" or better or "Pass" or the Chemistry 141 assessment and MATH 110 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 6 hours laboratory

Basic principles and concepts of chemistry with emphasis in the areas of stoichiometry, thermochemistry, atomic structure, chemical bonding and gas laws. The laboratory is an introduction to quantitative analysis and the principles of atomic and molecular structures.

AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

**142 GENERAL CHEMISTRY II****5 UNITS**

Prerequisite: CHEM 141 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 6 hours laboratory

Basic principles and calculations of chemistry with emphasis in the areas of equilibrium, thermodynamics, descriptive chemistry of the periodic table, intermolecular forces, properties of liquids, solids and solutions, kinetics, electrochemistry, coordination compounds and nuclear chemistry. The laboratory will continue on the same basis as CHEM 141 but will also include qualitative analysis.

CSU, CSU GE, IGETC, UC

**198 SUPERVISED TUTORING****0 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

TBA hours

Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. *May be repeated with different content. No fee/no credit course.*

**199 SPECIAL STUDIES OR PROJECTS IN CHEMISTRY****1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Chemistry under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**231 ORGANIC CHEMISTRY I****5 UNITS**

Prerequisite: CHEM 142 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

4 hours lecture, 3 hours laboratory

Synthesis and reactions of carbon compounds, primarily aliphatic compounds. The relationship of structure to properties, reactivity and mechanism of reaction will be emphasized. This course, which is equivalent to the first semester of a two-semester sequence offered at four-year institutions, is intended for biology, chemistry and pre-medical majors needing either one or two semesters of organic chemistry.

CSU, CSU GE, IGETC, UC

**298 SELECTED TOPICS IN CHEMISTRY****1-5 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-15 hours

Selected topics in Chemistry not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**Pass/No Pass only. Non-degree applicable.****299 SELECTED TOPICS IN CHEMISTRY****1-5 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-15 hours

Selected topics in Chemistry not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

**CHILD DEVELOPMENT****101 PARENT EDUCATION****1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Primarily designed for parents of children enrolled in the Cuyamaca College Child Development Center. Includes an overview of child development principles and an exploration of the role of parents in supporting the development of their children. Provides guidance in effective parenting strategies reflecting family and cultural beliefs.

CSU

**106 PRESCHOOL OBSERVATION AND EXPERIENCE****1 UNIT**

Prerequisite: None

Corequisite: CD 123 or 125 or previous completion of either course with a grade of "C" or better

Recommended Preparation: None

3 hours laboratory

A laboratory experience at the Cuyamaca College Child Development Center which includes observing and recording the behavior of toddlers and preschool children and working in the classroom with children. This course is designed to reinforce and augment understanding of principles and techniques for observing, assessing, planning and working with young children through direct experience.

CSU

**110 PARENT PARTICIPATION****1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours laboratory

A laboratory of planned experiences and activities for parents of children enrolled in the Cuyamaca College Child Development Center. Designed to reinforce and augment understanding of principles of parent-child interaction covered in CD 101. **Pass/No Pass only.**

CSU

**115 CHANGING AMERICAN FAMILY****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Survey of the contemporary American family with emphasis on changes in form, functions and expectations. The history of the family, both public and private, will be considered and examined in relation to the effects of class, ethnicity and social policy. The effects on the family of common life events experienced by individuals and family members will be covered including sexuality, mate selection, marriage, childbearing, the working family, divorce, domestic violence, and aging. The future of the family including implications for the individual and society will be discussed.

AA/AS GE, CSU, CSU GE, UC

**116 PARENT EDUCATION II****1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Primarily designed for parents of children enrolled in the Child Development Center. Builds on the basic foundation of child development principles and explores the role of parents in supporting the development of their children. Guidance techniques and effective parenting skills will be emphasized.

CSU

**123 INTRODUCTION TO PROGRAMS AND CURRICULUM FOR YOUNG CHILDREN****3 UNITS**

Prerequisite: None

Corequisite: CD 106 or concurrent enrollment in a licensed child care program

Recommended Preparation: None

3 hours lecture

Provides an overview of child development including developmentally appropriate curriculum practices, regulations, classroom environment, and management techniques for a variety of early childhood programs. Students will explore career options and their aptitude for this profession. Students are required to observe and report on different types of programs in the community.

CSU

**124 INFANT AND TODDLER DEVELOPMENT****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Study of the process of human development from conception to 36 months as determined by heredity, society and human interaction with implications for child guidance. Prenatal development and the birth process are emphasized. Observations of a neonate, infant and toddler are required.

CSU

**125 CHILD GROWTH AND DEVELOPMENT****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Covers the process of human development from conception through adolescence as determined by heredity, society, and personal human interaction with implications for child guidance. Observation of children of various ages is an integral part of the course.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**126 ART FOR CHILD DEVELOPMENT****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Exploration of the importance and value of creative art activities for young children. Experiences with a variety of art media; evaluation and selection of materials appropriate for toddlers, preschool children and children with special needs.

*CSU*

**127 SCIENCE AND MATHEMATICS FOR CHILD DEVELOPMENT****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CD 125 or equivalent with a grade of "C" or better or "Pass"  
 3 hours lecture

Exploration of the importance and value of science and mathematics in programs for young children. Understanding and devising ways of teaching basic concepts, evaluating activities and constructing appropriate materials for young children and children with special needs. Use of computers with children is included.

*CSU*

**128 MUSIC AND MOVEMENT FOR CHILD DEVELOPMENT****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Exploration of the importance and meaning of music and movement for toddlers, preschool children and children with special needs. Areas emphasized will be listening skills, singing, movement education and creating instruments.

*CSU*

**129 LANGUAGE AND LITERATURE FOR CHILD DEVELOPMENT****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CD 125 or equivalent with a grade of "C" or better or "Pass"  
 3 hours lecture

Designed to help teachers build language opportunities into every curriculum area, and to explore methods of fostering language and emerging literacy skills for young children and children with special needs. Includes the study of children's literature, standards for evaluating books and computer software, techniques of storytelling and puppetry.

*CSU*

**130 CURRICULUM: DEVELOPMENTALLY APPROPRIATE PRACTICES****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CD 123, 125, 126, 127, 128, 129, 131 or equivalent with a grade of "C" or better or "Pass"  
 3 hours lecture

Advanced course in developmentally appropriate curriculum practices for early childhood programs. Looks at contemporary

philosophies and current best practices in curriculum activities, methods and materials appropriate for planning a program for young children.

*CSU*

**131 CHILD, FAMILY AND COMMUNITY****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CD 123, 125 or equivalent with a grade of "C" or better or "Pass"  
 3 hours lecture

Study of the influence of different variables impacting the child and family dynamic. Emphasis on establishing effective teacher, caregiver and family relationships. Community resources and agencies that strengthen families will be examined. Students will have the opportunity to develop strategies to support the wide range of families in a multicultural society. Required by the California State Department of Social Services for teachers and directors.

*CSU*

**132 FIELD EXPERIENCE SEMINAR****3 UNITS**

Prerequisite: CD 123, 125, 126, 127, 128, 129, 131 and 130 or 143 or equivalent with a grade of "C" or better or "Pass"

Corequisite: CD 133 or 150 or 170

Recommended Preparation: None

3 hours lecture

This seminar is for the student participating in field experience as a student teacher in early childhood development programs. Covers positive guidance skills for use with infants, toddlers, and preschool and school-age children in group care settings. Students will develop skills in authentic assessment and portfolio development for children, positive communication skills for working with families, and professional responsibilities and involvement in the field. Students will explore strategies for job search including resumes, professional portfolios and interviewing.

*CSU*

**133 FIELD EXPERIENCE FOR CHILD DEVELOPMENT****2 UNITS**

Prerequisite: CD 123, 125, 126, 127, 128, 129, 130, 131 or equivalent with a grade of "C" or better or "Pass"

Corequisite: CD 132 or previous enrollment

Recommended Preparation: None

10 hours paid or 8 hours unpaid work experience per week

Under supervision at an approved field placement site, students will participate in all classroom activities. Students will develop and supervise learning experiences, conduct group-times, handle routines and respond to individual and group needs of young children.

*CSU*

**134 HEALTH, SAFETY AND NUTRITION FOR TEACHERS OF YOUNG CHILDREN****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Emphasizes strategies for applying holistic health, safety and nutrition in schools and child care settings. Designed for teachers, parents or others who desire current information on concepts of health, safety and nutrition as it applies to children from infancy through school age. Covers laws, practices and curriculum regarding accident prevention, childhood illness, and nutritional guidelines that will help adults to assist children to develop good habits, attitudes and responses that lead to healthy and safe lifestyles.

*CSU*

**135 PARENT-CHILD INTERACTION****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

For teachers, parent educators and parents which offers skills and resources that promote more effective parent-child interaction. The parent-child relationship throughout the life cycle will be emphasized. Issues include sex education, divorce, single parenting, aging and death.

*CSU*

**136 ADULT SUPERVISION: THE MASTER TEACHER'S ROLE****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: 12 units of CD as defined by Title 22 licensing regulations: 3 units in Child Growth and Development (CD 125), 3 units in Child, Family and Community (CD 131), 6 units in Program Curriculum (CD 123 or 126 or 127 or 128 or 129 or 130), and currently teaching in a preschool or child care setting in the role of lead teacher or head teacher or other supervisory capacity.  
 3 hours lecture

Principles and practical techniques for working with and fostering the professional development of co-teachers, aides, parents, student teachers and volunteers in preschool and child care programs. Emphasis on the role of the classroom teacher or director who functions as master teacher, lead teacher and/or mentor to adults while simultaneously addressing the needs of children, families and the program. Students will have opportunities to develop skills in delegation as well as adult problem solving and communication.

*CSU*

**137 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS I****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: 12 units in Child Development as required by Title 22 licensing regulations: 3 units of Child Development (CD 125), 3 units of Child, Family and Community (CD 131), and 6 units of Program Curriculum (CD 123 and 126 or 127 or 128 or 129 or 130)  
 3 hours lecture

Designed for the beginning director of child care and preschool programs. Includes administrative tools, knowledge and techniques needed to organize, open and operate a child development facility. Also includes budget, management, regulatory laws, and development of school policies and procedures. This course is required by the California Department of Social Services and California Department of Education for child care and preschool program directors and site supervisors.

*CSU*

**138 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS II****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CD 137 or equivalent with a grade of "C" or better or "Pass"  
 3 hours lecture

Designed for the experienced director of child care and preschool programs. The focus is on human relationships in the professional setting with an emphasis on political, fiscal, and working conditions and how they affect turnover and staff morale, support for families in the program, and managing personal growth and development.

*CSU*

**139 INFANT/PARENT DEVELOPMENT****2 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1.5 hours lecture, 1.5 hours laboratory  
 Lecture and discussion group to support parents as growing adults while helping them to understand and appreciate principles of infant and toddler development. Enrolled parents will bring their infants to each three-hour class meeting for interaction and observation by child development students.

CSU

**141 WORKING WITH CHILDREN WITH SPECIAL NEEDS****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Focuses on strategies for working with children with special needs, including physical challenges, learning difficulties, prenatal exposure to drugs, limited English skills, giftedness and behavior disorders. With an emphasis on inclusion in the regular classroom and child care settings, the class will include compliance with legislation, referral processes, working with families, and modification of environment and curriculum.

CSU

**143 INFANT/TODDLER CURRICULUM****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CD 124 or 125 or equivalent with a grade of "C" or better or "Pass"  
 3 hours lecture  
 Prepares students to develop an infant and/or toddler curriculum including design of a developmentally appropriate learning environment. Examination of the philosophies and methods currently in practice. Teacher competencies necessary for work with children in these stages will be emphasized.

CSU

**145 CHILD ABUSE AND FAMILY VIOLENCE IN OUR SOCIETY****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Examines child abuse and neglect, domestic violence, elder abuse and community violence. Safety and self protection will be studied with an emphasis on how the classroom teacher, foster parents and members of the general public can recognize, prevent, report and intervene in cases of child abuse and domestic violence.

CSU

**148 CURRICULUM FOR SCHOOL AGE CHILD CARE****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CD 125 or equivalent with a grade of "C" or better or "Pass"  
 3 hours lecture

Developmental needs, appropriate curriculum and guidance techniques for children ages 6 to 12 in a child care setting. Meets Title 22 curriculum requirements for teachers and directors in extended day care programs. Also useful for recreation and youth group activities.

CSU

**149 SCHOOL AGE CHILD CARE PROGRAM PLANNING****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CD 148 or equivalent with a grade of "C" or better or "Pass"  
 3 hours lecture  
 Continuation and expansion of principles introduced in CD 148 with a focus on overall program design for school age child care. Special emphasis on working with children labeled "at risk" and parent communication.

CSU

**150 FIELD EXPERIENCE FOR SCHOOL AGE CHILD CARE****2 UNITS**

Prerequisite: CD 125, 131, 134, 148, 149 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: CD 132 or previous enrollment  
 Recommended Preparation: None  
 10 hours paid or 8 hours unpaid work experience per week  
 Under supervision at an approved field placement site in a school age child care program, students will participate in all activities. Students will develop and supervise learning experiences, conduct activities, handle daily routines and respond to individual and group needs.

CSU

**153 DIVERSITY ISSUES IN EARLY CHILDHOOD EDUCATION****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 An analysis of the many contexts and variables related to an individual's socialization process and how these factors impact on one's work with children and families. Using an anti-bias approach, the class will examine and discuss topics related to ethnicity, religion, race, sex, disability and lifestyles as represented in schools and society at large. Students will gain greater understanding of their own attitudes toward groups other than their own and apply this knowledge to their work with young children, including creating spaces and curriculum for children and families that are free from bias. Applicable to the Child Development Permit Master Teacher multicultural specialization. Relevant for teachers, parents and others who work with families and children.

CSU

**157 FOOD AND NUTRITION FOR CHILDREN****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Designed to provide students with information and resources related to the nutritional needs of children from birth until approximately 12 years of age. Topics include menu planning and nutrition education, food safety, storage and preparation appropriate for a wide variety of indoor and outdoor settings.

CSU

**170 FIELD EXPERIENCE WITH INFANTS AND TODDLERS****2 UNITS**

Prerequisite: CD 123, 124, 125, 126, 127, 128, 129, 143 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: CD 132 or previous enrollment  
 Recommended Preparation: None  
 10 hours paid or 8 hours unpaid work experience per week  
 Under supervision at an approved field placement site, students will participate in all classroom activities. Students will design and modify the environment, develop and supervise

learning experiences, handle routines and respond to individual and group needs under two years of age.

CSU

**199 SPECIAL STUDIES OR PROJECTS IN CHILD DEVELOPMENT****1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Child Development under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**200 INTRODUCTION TO OUTDOOR EDUCATION PROGRAMS****1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CD 125 or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture  
 An introduction and exploration of outdoor education programs for students considering employment in camp settings. Students will be introduced to a variety of program philosophies and special interest camps. Outdoor safety, environmental awareness, and designing meaningful activities that are engaging and appropriate for children are the main emphasis of the course. The class will have a practical application component. Students will be expected to participate in a field trip to a local outdoor outfitter. Provides an overview of classes required in the Outdoor Leadership certificate of proficiency and may assist students in determining future educational goals.

CSU

**201 CREATIVE ACTIVITIES FOR OUTDOOR PROGRAMS****1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CD 125 or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture  
 Designed for students planning to work in outdoor education or environmental education programs. Focuses on the planning and development of craft projects appropriate for outdoor education settings. Projects will incorporate environmental and science-related concepts. Emphasis on practical application including arts and crafts materials and using craft activities and projects as instructional tools. Students will present projects and compile a resource of the ideas presented in class for future reference.

CSU

**202 FIELD EXPERIENCE FOR RECREATIONAL LEADERSHIP****1 UNIT**

Prerequisite: CD 125, 200, 201 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 75 hours paid or 60 hours unpaid work experience  
 Under supervision at an approved field placement site, students will participate in recreational program activities in an outdoor education or camp facility. Students will take part in planned recreational activities, develop and implement learning adventures, supervise groups of multi-aged children using positive group management techniques, respond to individual needs, participate in all aspects of camp life including meal preparation and service, setting up, taking down and maintaining outdoor equipment, and assuring the health,

safety and enjoyment of camp participants.  
*Note: Fingerprinting will be required for field experience site and some sites may require CPR certification.*

CSU

### 203 COOKING EXPERIENCES WITH YOUNG CHILDREN 1 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Designed for child development students and teachers currently working in the field and introduces students to educational, cross-curricular, and multicultural benefits of cooking experiences with young children. Areas of emphasis include benefits of cooking activities, nutrition, health and safety issues, and the connections to language, science and math learning. **Pass/No Pass only.**

CSU

### 210 WORKING WITH YOUNG CHILDREN WITH CHALLENGING BEHAVIORS 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Provides students with a practical foundation for working with children with challenging behaviors in early childhood programs. Key components are developmentally appropriate guidance and proactive management techniques, preventative and intervention strategies, and adaptations of environment and settings. The importance of a child's developmental age, family involvement and community resources will be included.

CSU

### 211 FIELD EXPERIENCE IN EARLY CHILDHOOD INTERVENTION 2 UNITS

Prerequisite: CD 125, 141, 145, 210 and two of the following: CD 126, 127, 128, 129 or equivalent with a grade of "C" or better or "Pass"

Corequisite: CD 132 or previous enrollment

Recommended Preparation: CD 131, 134 or equivalent with a grade of "C" or better or "Pass" 10 hours paid or 8 hours unpaid work experience per week

Provides supervised field experience as an assistant in an inclusive group early childhood or special education program or an individual early intervention setting. Under supervision, students will participate in routines and procedures and will develop and implement appropriate activities as required.

CSU

### 298 SELECTED TOPICS IN CHILD DEVELOPMENT 1-3 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Child Development not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

CSU

### 299 SELECTED TOPICS IN CHILD DEVELOPMENT 1-3 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Child Development not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## COMMUNICATION

### 110 INTRODUCTION TO MASS COMMUNICATION 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Designed to provide students with a basic understanding of mass media practices and influences in the United States (and globally). Topics of discussion include current media practices, problems, issues and significant trends with special emphasis on the ways media and society influence and change each other. Students will explore the history of mass media theories, ethics, roles and responsibilities, contributions of diverse groups, gender issues, and legal rights and restrictions. Mass media contexts will include news advertising, public relations, photojournalism, newspapers, radio, television, film, recording industry, book publishing, network/cable and online communication.

CSU, CSU GE, IGETC, UC

### 120 INTERPERSONAL COMMUNICATION 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Provides an opportunity for students to learn and apply in daily life practical principles of interpersonal communication. The emphasis is on personal, situational and cultural influences and interaction. It is designed to assist students in improving their own interpersonal communication skills. Attention is given to human perception, interpersonal dynamics, listening, conflict management, verbal and nonverbal symbol systems.

AA/AS GE, CSU, CSU GE

### 122 PUBLIC SPEAKING 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Provides an opportunity for general improvement in the basic process of public speaking with emphasis on individual to audience contexts. Introduction to rhetorical theory is included. Attention is given to the basic elements of topic selection, analysis of diverse audiences, research, organization, argumentation and delivery of speeches and presentations.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 123 ADVANCED PUBLIC SPEAKING 3 UNITS

Prerequisite: COMM 122 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture

Advanced training in the preparation and delivery of common types of public speaking. Emphasis on new theoretical approaches to the process of oral communication.

CSU, UC

### 124 INTERCULTURAL COMMUNICATION 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

To experience and learn about intercultural communication: the study of face-to-face communication between persons with significantly different beliefs, values, expectations and assumptions. Theoretical overview is presented; however, the course

emphasis relies on its unique composition of students from a variety of cultural backgrounds (national origin, ethnicity, age, gender, etc.) who are encouraged to enroll. The resulting student-to-student dynamic offers a unique opportunity to experience and learn about practical similarities and differences between people of different cultural backgrounds.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 135 ORAL INTERPRETATION OF LITERATURE 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Provides an opportunity for students to develop skills in oral interpretation of various types of literature. Draws on the traditions of oral interpretation and literary analysis. Students will explore works of poetry, prose, and dramatic literature. Emphasis on the insight to be gained from analyzing fine literature and sharing it with others.

CSU, UC

### 136 READERS THEATRE 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Designed to teach the theory, concepts and history of Readers Theatre. Provides an opportunity for students to learn the principles of literary analysis and oral interpretation, and to study methodologies and techniques in the development of written material from text into a medium of group communication.

CSU, UC

### 137 CRITICAL THINKING IN GROUP COMMUNICATION 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Designed to assist students in the development of critical thinking and decision making skills in the small group communication context. There is an emphasis on the basic elements of critical thinking such as evidence, reasoning and language. In addition to examining these basic elements, students become familiar with leadership strategies, discussion techniques, and conflict management used in groups.

AA/AS GE, CSU, CSU GE, UC

### 145 ARGUMENTATION 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Emphasizes the construction and analysis of public argument. Covers the theory of argument, the processes and development of arguments, and the application of argument to decision making.

AA/AS GE, CSU, CSU GE, UC

### 199 SPECIAL STUDIES OR PROJECTS IN COMMUNICATION 1-3 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Communication under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**240ABCD INTERCOLLEGIATE FORENSICS****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Designed to give students an opportunity to improve their public speaking skills through intercollegiate forensic competition and other realistic speaking situations outside the classroom. Class and individual instruction is provided in the following speaking categories: public address, oral interpretation, impromptu, debate, and readers theatre. *May be taken for 4 semesters.*

CSU

**298 SELECTED TOPICS IN COMMUNICATION****1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours

Selected topics in Communication not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN COMMUNICATION****1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours

Selected topics in Communication not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## COMMUNICATION • COMPUTER AND INFORMATION SCIENCE

*See Business Office Technology for specific Microsoft application courses (e.g., Word, PowerPoint, Excel, Access).*

**105 INTRODUCTION TO COMPUTING****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Introductory small computing course for those desiring beginning computer knowledge and skills. Includes an overview of a typical personal computer system including input and output devices, the processor, and storage devices. Also includes hands-on experience with a computer and popular application software. Emphasis on those skills and knowledge needed to use and maintain a home or small business computer.

CSU

**110 PRINCIPLES OF INFORMATION SYSTEMS****4 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 3 hours laboratory  
 Applications of computerized systems in business organizations. Basic concepts of computer organization, data processing systems, decision support systems and systems analysis. The lab portion consists of hands-on problem solving using software applications including spreadsheets and databases.

CSU, UC

**120 COMPUTER MAINTENANCE AND A+ CERTIFICATION****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 110 or equivalent with a grade of "C" or better or "Pass", basic computer skills (basic knowledge of computer hardware, operating systems, applications software)  
 2 hours lecture, 3 hours laboratory  
 Prepares students for the A+ Certification exam, an industry-sponsored test that establishes a benchmark level of knowledge and competence expected of computer service technicians in entry-level positions. A+ Certification also serves as the foundation for computer service professionals who are pursuing other valuable industry certifications such as the Cisco Certified Networking Associate (CCNA), Network+, and Microsoft Certified Professional (MCP). Students will gain a comprehensive knowledge base in computer hardware, DOS and Windows operating systems, networking basics, printers, and customer service. Hands-on labs using the latest computer components and operating systems provide an opportunity for students to enhance their skills in assembling, disassembling, servicing, troubleshooting, and upgrading advanced computer and networking systems.

CSU

**121 NETWORK CABLING SYSTEMS****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Introduces students to the basic concepts of network cabling systems. Focuses on network cabling design, installation, testing, certification and troubleshooting. Descriptions of industry trends and standards, types of copper and optical fiber cabling and connectors, and comparisons between physical and logical network topologies are covered. Students will develop knowledge and skills in installing and testing voice and data cable connectors and jacks, horizontal links and channels, pulling and terminating cables, cable system certification, telecommunications room design, and patch panel installation. The lab portion allows students to verify concepts introduced in class and to develop the knowledge and skills required to build, test, operate and maintain the physical aspects of voice, video and data networks.

CSU

**125 NETWORK+ CERTIFICATION****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: Basic computer skills (basic knowledge of computer hardware, operating systems and applications software)  
 2 hours lecture, 3 hours laboratory  
 This practical course is intended for anyone interested in learning computer networking with an emphasis on earning the Computing Technology Industry Association's certification Network+. The Network+ certification is a foundation-level, vendor-neutral international industry credential that validates the knowledge of networking professionals. Earning a Network+ certification demonstrates that a candidate can describe the features and functions of networking components, and possesses the knowledge and skills needed to install, configure and troubleshoot basic networking hardware, protocols and services. The certification indicates technical ability in the areas of media and topologies, protocols and standards, network implementation, and network support. Throughout the course, theory will be demonstrated and practiced in laboratory exercises. Lectures, laboratories and practical

assignments will emphasize skills needed to work effectively in the networking environment and to earn the Network+ certification.

CSU

**140 DATABASES****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 110 or equivalent with a grade of "C" or better or "Pass"  
 2 hours lecture, 3 hours laboratory  
 Beginning course in database software to provide students with a solid background in database applications and operation. Students will create, update and retrieve information using a computer and database software. Beneficial for those who wish to use the computer to file, organize, retrieve and create reports from data.

CSU

**161 FUNDAMENTALS OF TELECOMMUNICATIONS****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 120, 121 or equivalent with a grade of "C" or better or "Pass"  
 2 hours lecture, 3 hours laboratory  
 Introduces students to the basic concepts of telecommunications, beginning with how communication signals are generated, encoded, transmitted and received over telecommunications channels. Theory of analog and digital signals, frequency spectra, bandwidth, modulation, and multiplexing techniques are introduced and demonstrated. Covers the history of telecommunications technologies, industry and governmental policy, and how this history has led to the modern public telecommunications networks. Networking systems and equipment are explored including transmission and reception technology, switching systems, and transmission media such as optical fiber, copper and wireless. Finally, students are introduced to the technological advances in broadband and convergence technologies and the merging of voice, data and video applications on a single network. The lab portion allows students to verify concepts introduced in class and develop the knowledge and skills required to build, test, operate and maintain telecommunications networks.

CSU

**162 TECHNICAL DIAGRAMMING USING MICROSOFT VISIO****1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: Basic computer skills  
 3 hours laboratory  
 Networking and telecommunications professionals must know how to create technical diagrams and drawings and to use computer tools to manage Information Technology (IT) projects. Using Microsoft Visio, students will learn how to create basic and advanced networking and telecommunications diagrams and drawings, building plans, project schedules and flow charts. Students will also learn how to visualize and create presentations of complex technical and business information systems. Challenging case studies will be used to provide real-world technical and business experiences.

CSU

**170ABCD COMPUTER GRAPHICS****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 110 or equivalent with a grade of "C" or better or "Pass"  
 2 hours lecture, 3 hours laboratory  
 Beginning course in producing computer graphics utilizing a personal computer. Lectures, demonstrations and hands-on experience operating a computer and laser printer using

page composition and graphics software. Utilizes a popular graphics software package to produce graphical presentations.

CSU

### 190 WINDOWS OPERATING SYSTEM 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 110, 120 or equivalent with a grade of "C" or better or "Pass"  
2 hours lecture, 3 hours laboratory

Provides comprehensive, hands-on application, use and training on a Windows client computer operating system for both beginning-and intermediate-level students. Instruction will include: operating system installation and configuration, graphical user interface and command-line commands, hardware installation and configuration, file system management, user and group management, security configuration, network configuration and management, troubleshooting and disaster recovery.

CSU

### 191 LINUX OPERATING SYSTEMS 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 110, 120 or equivalent with a grade of "C" or better or "Pass"  
2 hours lecture, 3 hours laboratory

Provides comprehensive, hands-on application, use and training on a Linux client computer operating system for both beginning- and intermediate-level students. Instruction will include: operating system installation and configuration, graphical user interface and command-line commands, hardware installation and configuration, file system management, user and group management, security configuration, network configuration and management, troubleshooting and disaster recovery.

CSU

### 198 SUPERVISED TUTORING 0 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: None

TBA hours

Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. *May be repeated with different content. No fee/no credit course.*

### 199 SPECIAL STUDIES OR PROJECTS IN COMPUTER AND INFORMATION SCIENCE 1-3 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Computer and Information Science under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

### 201 CISCO NETWORKING ACADEMY I EXPLORATION 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 299 (CCNA1 Discovery) or CIS 120 or equivalent with a grade of "C" or better or "Pass"  
2 hours lecture, 3 hours laboratory

First of four courses designed to provide classroom and laboratory experience in current and emerging networking technologies, and to help prepare for certification as a Cisco Certified Network Associate (CCNA). Introduces the architecture, structure, functions, components,

and models of the Internet and other computer networks. Uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced. Labs use a "virtual Internet environment" consisting of servers, routers, and switches to allow students to analyze real data within a controlled network environment. Packet Tracer (PT) simulation software activities help students analyze protocol and network operation along with practicing network design and configuration. At the end of the course, students build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices including routers and switches; and implement IP addressing schemes.

CSU

### 202 CISCO NETWORKING ACADEMY II 3 UNITS

Prerequisite: CIS 201 or completion of CCNA1 at another Cisco Networking Academy

Corequisite: None

Recommended Preparation: CIS 120 or equivalent with a grade of "C" or better or "Pass"  
2 hours lecture, 3 hours laboratory

Second of four courses designed to provide classroom and laboratory experience in current and emerging networking technology, and to help prepare for certification as a Cisco Certified Network Associate (CCNA). Covers the architecture, components and operation of routers, and explains the principles of routing and routed protocols. Students analyze, configure, verify and troubleshoot the primary routing protocols RIPv1, RIPv2, OSPF and EIGRP. By the end of the course, students will be able to recognize and correct common routing issues and problems.

CSU

### 203 CISCO NETWORKING ACADEMY III 3 UNITS

Prerequisite: CIS 202 or successful completion of CCNA2 at another Cisco Networking Academy

Corequisite: None

Recommended Preparation: CIS 120 or equivalent with a grade of "C" or better or "Pass"  
2 hours lecture, 3 hours laboratory

Third of four courses designed to provide classroom and laboratory experience in current and emerging networking technology, and to help prepare for certification as a Cisco Certified Network Associate (CCNA). Covers the architecture, components, and operation of switches and wireless routers. Explains the principles of LAN switching topologies, switching protocols, wireless topologies, and wireless security. Students analyze, configure, verify, and troubleshoot switches; switching protocols such as VLANs, VTP, STP and VLAN tagging; and wireless routers. By the end of the course, students will be able to recognize and correct common switching issues and problems.

CSU

### 204 CISCO NETWORKING ACADEMY IV 3 UNITS

Prerequisite: CIS 203 or successful completion of CCNA3 at another Cisco Networking Academy

Corequisite: None

Recommended Preparation: CIS 120 or equivalent with a grade of "C" or better or "Pass"  
2 hours lecture, 3 hours laboratory

Fourth of four courses designed to provide classroom and laboratory experience in current and emerging networking technology, and to help prepare for certification as a Cisco Certified Network Associate (CCNA). The primary focus is on accessing wide area networks (WAN). The

goal is to develop an understanding of various WAN technologies to connect small to medium-sized business networks. Topics include: WAN converged applications; Quality of Service (QoS); WAN connectivity using Point-to-Point Protocol (PPP), Frame Relay protocol, and Broadband Links (Cable, DSL, VPN); WAN security concepts including types of threats, how to analyze network vulnerabilities, general methods for mitigating common security threats, and types of security appliances and applications; principles of traffic control and access control lists (ACLs); configuring Network Address Translation (NAT) and Dynamic Host Control Protocol (DHCP); IPv6 addressing concepts; and using Cisco Router and Security Device Manager (SDM) Graphical User Interface to configure router security and implement IP addressing services. Students learn how to detect, troubleshoot and correct common Enterprise network implementation issues.

CSU

### 205 CISCO NETWORKING ACADEMY V 3 UNITS

Prerequisite: CIS 204 or successful completion of CCNA4 at another Cisco Networking Academy, or possess a current CCNA certification

Corequisite: None

Recommended Preparation: CIS 120, 190 or equivalent with a grade of "C" or better or "Pass"  
2 hours lecture, 3 hours laboratory

CCNP1 Advanced Routing is the fifth level of Cisco Networking Academy courses and one of four courses leading to the Cisco Certified Networking Professional designation. Advanced Routing enhances students' skills necessary for implementing and supporting enterprise-class routing networks. Cisco Networking Academy students continue increasing their experience with scalable network design, routing protocols, and route optimization. The course covers implementing the EIGRP (Enhanced Interior Gateway Routing Protocol, Multi-area OSPF [Open Shortest Path First]), IS-IS (Intermediate System to Intermediate System) and BGP (Border Gateway Protocol) routing protocols; an explanation of applications that utilize multicast technology and the benefit multicasting provides to the user of the applications; and an introduction to IPv6, IPv6 addressing and routing, OSPFv3, IPv6 tunneling, and IPv4 to IPv6 translation. This lab-intensive course provides students with hands-on experience by performing labs and case studies using Cisco networking devices. The course content maps directly to the Building Scalable Cisco Internetworks (BSCI 642-901) qualifying exam for the Cisco Certified Network Professional.

CSU

### 211 WEB MARKUP LANGUAGES 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: Basic computer skills (ability to use Internet, word process documents, manage electronic files)

2 hours lecture, 3 hours laboratory

Hands-on training in web publishing using a markup language such as HTML, XHTML or XML and a stylesheet language such as CSS (Cascading Style Sheets) or XSL (eXtensible Stylesheet Language). Students will create a simple website and upload it to a web server. Techniques for creating web presentations compliant with current World Wide Web Consortium (W3C) standards and viewable by most web browsers will be stressed. Topics include formatting text, organizing a website, integrating images, linking to external files, linking to email and FTP sites, principles of good web design, lists, tables, frames, imagemaps, forms, stylesheets, and the cascade mechanism.

CSU

**212 INTRODUCTION TO WEB DEVELOPMENT****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: Basic computer skills (ability to use Internet, word process documents, manage electronic files)

2 hours lecture, 3 hours laboratory

Introductory web development course emphasizing production and design using web authoring software. Includes screen design, navigation design and color design. Students will apply skills and concepts to plan, develop and publish a small website.

CSU

**213 ADVANCED WEB DEVELOPMENT****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: Experience with web and database design and development which can be learned in CIS 140 and 212. Students must have experience with the authoring tool designated in the schedule. CIS 140 can be taken at the same time as 213.

2 hours lecture, 3 hours laboratory

Students will use a WYSIWYG authoring tool to create dynamic websites useful for e-commerce. Production topics include database integration, forms, cascading style sheets, script editing, searches. Design focus is on usability and accessibility. Students will complete a series of short assignments as well as a final project.

CSU

**214 WEB SERVER MANAGEMENT****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 190, 290 or equivalent with a grade of "C" or better or "Pass"

2 hours lecture, 3 hours laboratory

Focuses on installing, configuring, maintaining and managing Internet and intranet web servers containing multiple websites using both Microsoft Internet Information Server and Apache. Students will install and configure a web server and related services. Security and maintenance techniques will be used.

CSU

**215 JAVASCRIPT PROGRAMMING****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 211, CS 119 or equivalent with a grade of "C" or better or "Pass" or programming experience

2 hours lecture, 3 hours laboratory

Introductory course in JavaScript programming focusing on creating interactive web pages. Topics include integrating JavaScript with HTML (Hypertext Markup Language), event-handling, array, and writing and calling JavaScript functions. Students will use JavaScript to perform real-world tasks and create a variety of effects including form validations, image rollovers, pull-down menus, pop-up windows, form calculations, and more.

CSU

**216 ACTIVE SERVER PAGES****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 211 or HTML experience, 212 or experience developing a website, 213; CS 180ABCD or 182 or experience with Visual Basic or Java

2 hours lecture, 3 hours laboratory

Covers the development of programs used in websites using Active Server Pages (ASP) to deliver dynamic web content. Topics include database connectivity, security and e-commerce applications in website operations. Emphasis on programming in ASP to create dynamic web content.

CSU

**219 PHP/MYSQL DYNAMIC WEB-BASED APPLICATIONS****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 140 (or some experience with database development), 211 (or proficiency with HTML or XHTML)

2 hours lecture, 3 hours laboratory

Provides students with the knowledge and skills necessary to use the PHP scripting language to develop dynamic web-based applications. Topics include the fundamentals of scripting, using PHP with HTML forms, creating functions, and integrating with the MySQL database.

CSU

**221 DIGITAL VIDEO EDITING AND DVD PRODUCTION****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 110 or equivalent with a grade of "C" or better or "Pass" or basic computer skills

2 hours lecture, 3 hours laboratory

Using video editing software, students will produce video in a variety of formats including web video and DVDs with menus. Video editing techniques will be emphasized. Students will also learn how to shoot video with a digital camera and import video captured from a variety of sources.

CSU

**240 ADVANCED DATABASES****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 140 or equivalent with a grade of "C" or better or "Pass"

2 hours lecture, 3 hours laboratory

Continuation of the study of database software. Students will create, update and retrieve information using applications based on the database programming language or Structured Query Language (SQL). Beneficial for students who wish to create very efficient customized applications.

CSU

**242 DATABASE DESIGN****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 140, 240 or equivalent with a grade of "C" or better or "Pass"

2 hours lecture, 3 hours laboratory

Design and implement a Structured Query Language (SQL) Server database. Create and maintain database objects and implement database integrity. Use Transact-SQL to query a SQL Server database and manage and manipulate data stored in that database. Manage a SQL Server database by setting appropriate security settings. Perform maintenance and optimization of a SQL Server database.

CSU

**261 TELECOMMUNICATIONS AND CONVERGENCE TECHNOLOGIES****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 161, 201 or equivalent with a grade of "C" or better or "Pass"

2 hours lecture, 3 hours laboratory

This unique course combines topics such as basic telecommunications engineering and preparation for the Convergence Technologies Professional (CTP) Certification with comprehensive hands-on labs. Students learn signal analysis, modulation, multiplexing, access techniques and antenna design. Emerging technologies such as 10 Gigabit Ethernet, Voice over IP (VOIP), wireless networks and broadband access, digital IP-based network video cameras, free-space optics, and convergence technologies are explored and

demonstrated. Prepares students to take the CTP Certification exam sponsored by the Telecommunications Industry Association (TIA), an industry-recognized certification often required for employment in the field of telecommunications. The laboratory component allows students to verify concepts introduced in class and develop the prerequisite knowledge and skills required to design, build, test, operate and maintain modern telecommunications networks.

CSU

**262 FUNDAMENTALS OF WIRELESS LANS****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 202 or semester II of the Cisco Networking Academy at any accredited institution, 120 or A+ equivalent, 121 or equivalent

2 hours lecture, 3 hours laboratory

Introductory course in wireless LANs (Local Area Networks) focusing on the design, planning, implementation, operation and troubleshooting of wireless LANs. Covers material included in the Cisco Wireless LAN Support Specialist designation (WLANFE 9E0-581) and the Certified Wireless Network Administrator (CWNA) exam, the first of four exams for CWNE. A valid CCNA (Certified Cisco Network Administrator) is required to be eligible for the above WLANFE 9E0-581 exam. Includes a comprehensive overview of technologies, security and design "best practices" with particular emphasis on hands-on skills in the following areas: wireless LAN setup and troubleshooting; 802.1x and 802.1x technologies, products and solutions; site surveys; resilient WLAN (Wireless Local Area Network) design, installation and configuration; WLAN security - 802.1x, EAP, LEAP, WEP, SSID; and vendor interoperability strategies.

CSU

**263 FUNDAMENTALS OF NETWORK SECURITY****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 120, 190, 202 or equivalent with a grade of "C" or better or "Pass"

2 hours lecture, 3 hours laboratory

Entry-level course in network security that addresses the various aspects of designing and implementing a secure network. This course is intended to serve the needs of individuals interested in understanding the field of network security and how it relates to other areas of Information Technology (IT). Covers materials included in the CompTia (Computing Technology Industry Association) Security+ exam.

CSU

**267 DIRECTED WORK EXPERIENCE IN CIS****1-4 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

5 hours paid or 4 hours unpaid work experience per week per unit

Work experience in a computer and information science occupation category for students seeking experience in computer science or information systems. *May be repeated for a maximum of 12 units.*

CSU

**290 WINDOWS SYSTEM  
ADMINISTRATION****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 120, 190 or equivalent with a grade of "C" or better or "Pass"  
 2 hours lecture, 3 hours laboratory  
 Comprehensive, hands-on application and introduction to multi-user, multi-tasking operating systems and networked operating systems. Topics include: operating system installation and configuration, server/domain promotion, group policy implementation and management, network trusts, storage configuration and management, server security configuration, user and group management, server roles (DNS, DHCP, Print), troubleshooting and disaster recovery.

CSU

**291 LINUX SYSTEM  
ADMINISTRATION****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 120, 191 or equivalent with a grade of "C" or better or "Pass"  
 2 hours lecture, 3 hours laboratory  
 Comprehensive, hands-on application and instruction in multi-user, multi-tasking operating systems and networked operating systems. Topics include: operating system installation and configuration, storage configuration and management, server security configuration, user and group management, configuration and management of various server roles (such as LDAP, DNS, DHCP, Print, Mail, Samba, Apache), troubleshooting and disaster recovery.

CSU

**292 UNIX SHELL PROGRAMMING****2 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 120, 191 or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 3 hours laboratory  
 Introduction to programming with utilities and shell scripting languages in a UNIX environment. Covers the essential aspects of shell programming including similarities and differences among the three most popular shells: the Bourne shell, the C shell, and the Korn shell. Students will learn features including command line argument processing, debugging techniques, the use of sed to edit files, and the use of awk to format output.

CSU

**298 SELECTED TOPICS IN COMPUTER  
AND INFORMATION SCIENCE****1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours

Selected topics in Computer and Information Science not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN COMPUTER  
AND INFORMATION SCIENCE****1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours

Selected topics in Computer and Information Science not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

**COMPUTER SCIENCE****119 PROGRAM DESIGN AND  
DEVELOPMENT****3 UNITS**

Prerequisite: None  
 Corequisite: CS 119L  
 Recommended Preparation: CIS 110 or equivalent with a grade of "C" or better or "Pass", intermediate algebra  
 3 hours lecture  
 Introductory course in program design and development using Java or other object-oriented programming language to serve as a foundation for more advanced programming, computer science or networking courses. Emphasizes the development of problem-solving skills as it introduces students to computer science through the use of a modern object-oriented programming language. Devotes attention to the development of effective software engineering practices emphasizing such principles as design decomposition, encapsulation, procedural abstraction, testing and software reuse. Students will learn and apply standard programming constructs, problem-solving strategies, the concept of an algorithm, fundamental data structures, the machine representation of data, introductory graphics and networking. *Student must also be enrolled in CS 119L.*

CSU, UC

**119L PROGRAM DESIGN AND  
DEVELOPMENT LAB****1 UNIT**

Prerequisite: None  
 Corequisite: CS 119  
 Recommended Preparation: CIS 110 or equivalent with a grade of "C" or better or "Pass", intermediate algebra  
 3 hours laboratory  
 Laboratory tutorials, drills and programming problems designed to help students master the concepts and programming projects presented/assigned in CS 119. *Student must also be enrolled in CS 119. Pass/No Pass only.*

CSU, UC

**180ABCD INTRODUCTION TO VISUAL  
BASIC PROGRAMMING****4 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CS 119 or equivalent with a grade of "C" or better or "Pass" or previous programming experience, intermediate algebra  
 3 hours lecture, 3 hours laboratory  
 Introduction to computer programming using Visual Basic. Emphasis on practical applications of programming for today's technology. Laboratory instruction will include program development and execution.

CSU, UC

**181 INTRODUCTION TO C++  
PROGRAMMING****4 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CS 119 or equivalent with a grade of "C" or better or "Pass", intermediate algebra  
 3 hours lecture, 3 hours laboratory  
 Introduction to computer programming using C++. Students with no previous programming experience in C++ learn how to plan and create well-structured programs. Students will learn how to write programs using sequence, selection and repetition structures, as well as how to create and manipulate sequential access files, structs, classes, pointers and arrays.

CSU, UC

**182 INTRODUCTION TO JAVA  
PROGRAMMING****4 UNITS**

Prerequisite: MATH 110 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: CS 119 or equivalent with a grade of "C" or better or "Pass" or experience programming in C++ or Java  
 3 hours lecture, 3 hours laboratory  
 Introductory course in the basics of the Java programming language focusing on object-oriented methodology. Topics include classes, methods, parameters, arrays, modularity, abstraction, exception handling, and stream and file I/O. In addition to writing and using new classes, students will utilize the AWT and/or Swing libraries of classes. Basic inheritance is introduced, although this is covered in more depth in the intermediate Java programming class (CS 282).

CSU, UC

**199 SPECIAL STUDIES OR PROJECTS  
IN COMPUTER SCIENCE****1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Computer Science under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**280ABCD INTERMEDIATE VISUAL  
BASIC PROGRAMMING****4 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CS 180ABCD or equivalent with a grade of "C" or better or "Pass"  
 3 hours lecture, 3 hours laboratory  
 Continuation of CS 180ABCD. Provides the programmer with professional training with an emphasis on documentation, structured programming, and programming to professional standards using Visual Basic.

CSU, UC

**281 INTERMEDIATE C++ PROGRAMMING  
AND FUNDAMENTAL DATA  
STRUCTURES****4 UNITS**

Prerequisite: CS 181 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 3 hours laboratory  
 Continuation of CS 181. Provides the programmer with professional training in memory management, documentation, structured programming, and programming to professional standards using C++. Explores some of the more advanced concepts of preprocessing, low-level data objects, recursion, and dynamic data structures including linked lists, stacks, queues and trees. Laboratory instruction includes program development and execution.

CSU, UC

**282 INTERMEDIATE JAVA PROGRAMMING  
AND FUNDAMENTAL DATA  
STRUCTURES****4 UNITS**

Prerequisite: CS 182, MATH 175 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 3 hours laboratory  
 Continuation of CS 182. Students will implement and analyze a variety of data structures and the algorithms used with those data structures. Students will learn to create their own abstract data types and how and when to utilize them. Fundamental data structures include multidimensional arrays, linked lists, stacks,

queues, heaps, trees, and hash tables. Students will learn when to use which of the available dynamic memory data structures. Tools for analyzing and predicting run time and memory usage are introduced, as is "big-oh" notation. A variety of sort algorithms are reviewed, analyzed for best, worst and average case performance, and compared with tree traversal algorithms. Students will develop increased sophistication in object-oriented basics such as inheritance, encapsulation, design of abstract data types, and polymorphism. Students will gain experience working on larger programs and managing large, multi-programmer projects. Laboratory instruction includes program development and execution.

CSU, UC

### 289 COMPUTER ORGANIZATION AND SYSTEMS PROGRAMMING 4 UNITS

Prerequisite: CS 282 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

Introduction to the organization of modern digital computers, beginning with the standard von Neumann model and then moving forward to more recent architectural concepts. A specific architecture/machine will be utilized to study computer architecture at the assembly language and C interface level. Differences in the internal structure and organization of a computer lead to significant differences in performance and functionality; this course addresses some of the various options involved in designing a computer system, and the range of design considerations and trade-offs involved in the design process. Focuses on understanding the components of a computer and their inter-relationships. Programming assignments using C and assembly language will be used to reinforce these concepts including data representation, flow control, addressing techniques, subroutine linkage, macros, interrupts, and traps.

CSU, UC

### 298 SELECTED TOPICS IN COMPUTER SCIENCE 1-4 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-12 hours

Selected topics in Computer Science not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

### 299 SELECTED TOPICS IN COMPUTER SCIENCE 1-4 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-12 hours

Selected topics in Computer Science not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## ECONOMICS

### 110 ECONOMIC ISSUES AND POLICIES 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

One-semester economics course designed to give students a general elementary knowledge of basic economic concepts and to serve as an introduction to more advanced economics courses. Surveys current economic subjects including consumer economics, inflation, recession, competition, monopoly, world trade and competing economic systems. *May not be taken if ECON 120 or 121 has been taken.*

AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

### 120 PRINCIPLES OF MACROECONOMICS 3 UNITS

Prerequisite: MATH 103 or 110 or equivalent with a grade of "C" or better or "Pass" (MATH 110 is recommended for Business majors)

Corequisite: None

Recommended Preparation: None

3 hours lecture

Introductory course focusing on aggregate economic analysis. Topics include market systems; economic cycles including recession, unemployment and inflation; national income accounts; macroeconomic equilibrium; money and financial institutions; monetary and fiscal policy; international trade and finance. Includes some use of graphs and elementary algebra.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 121 PRINCIPLES OF MICROECONOMICS 3 UNITS

Prerequisite: MATH 103 or 110 or equivalent with a grade of "C" or better or "Pass" (MATH 110 is recommended for Business majors)

Corequisite: None

Recommended Preparation: None

3 hours lecture

Principles of economic analysis and decision-making from the viewpoint of the individual consumer, worker, and firm. Emphasis on the price system allocation of resources and income, supply and demand analysis, the structure of American industry, and applications to current economic policy and problems. Includes some use of graphs and elementary algebra.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 124 PRINCIPLES OF ECONOMICS COMPUTER LAB .5 UNIT

Prerequisite: None

Corequisite: ECON 120 or 121

Recommended Preparation: None

1.5 hours laboratory

Complements ECON 120 and 121 by providing computer-based tutorials to introduce the principles of economic analysis, economic institutions and issues of public policy. *May be repeated for a maximum of 1 unit. Pass/No Pass only.*

### 199 SPECIAL STUDIES OR PROJECTS IN ECONOMICS 1-3 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Economics under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

### 298 SELECTED TOPICS IN ECONOMICS 1-3 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Economics not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**Pass/No Pass only. Non-degree applicable.**

### 299 SELECTED TOPICS IN ECONOMICS 1-3 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Economics not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## EDUCATION

### 110 INTRODUCTION TO AMERICAN EDUCATION 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Elective course for students interested in exploring career opportunities as a teacher and in strengthening their skills as an instructional aide. In-depth look at teaching methodologies which can be applied by instructional aides and reapplied as a teacher.

CSU

### 199 SPECIAL STUDIES OR PROJECTS IN EDUCATION 1-3 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Education under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

### 200 TEACHING AS A PROFESSION 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Designed for students considering teaching as a profession and for classroom paraprofessionals working in the public school system. Career exploration, foundations of education, critical issues, and an introduction to literacy acquisition are addressed. Standards for the teaching profession and conditions for effective learning are discussed. Guided observations of public school classrooms in a variety of subject areas are required. *Limitation on enrollment: students must meet health and safety requirements for public school field experience placement.*

CSU

### 214 DEVELOPING AN ONLINE COURSE 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

In this introduction to successful online course design and instruction, participants will

experience components of an online course from both student and teacher perspectives. Participants will learn to use technologies to support online instruction and will develop sample content and online course components within course management systems such as Blackboard or WebCT. Appropriate pedagogy will be emphasized. *It is recommended that students have basic computer skills (word processing, PowerPoint, email, web browsing).*  
CSU

### 298 SELECTED TOPICS IN EDUCATION 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Education not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
**Pass/No Pass only. Non-degree applicable.**

### 299 SELECTED TOPICS IN EDUCATION 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Education not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
CSU

## ELECTRONICS TECHNOLOGY

### 110 INTRODUCTION TO BASIC ELECTRONICS 4 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture, 3 hours laboratory  
Exploratory course of study in the laws of physics as they relate to electricity and electronics. Topics include: the history of electrical science, atomic structure, basic electrical laws, DC and AC circuits, semiconductors, integrated circuits, amplifiers, wave forms, electrical test equipment, circuit construction and electrical safety. Background in basic algebra and use of scientific calculators is highly desirable.

AA/AS GE, CSU, CSU GE

### 199 SPECIAL STUDIES OR PROJECTS IN ELECTRONICS TECHNOLOGY 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
3-9 hours

Individual study, research or projects in Electronics Technology under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

### 298 SELECTED TOPICS IN ELECTRONICS TECHNOLOGY 1-4 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-12 hours

Selected topics in Electronics Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the

Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
**Pass/No Pass only. Non-degree applicable.**

### 299 SELECTED TOPICS IN ELECTRONICS TECHNOLOGY 1-4 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-12 hours

Selected topics in Electronics Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
CSU

## ENGINEERING

### 100 INTRODUCTION TO ENGINEERING AND DESIGN 3 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Introduction to engineering as a way of perceiving the world, including an overview of design and analytical techniques, problem solving and strategic thinking, disciplines, history, and ethics. Fundamentals of engineering graphics as a universal language and application to the visualization, representation, and documentation of designed artifacts. Focuses on the design process and on spatial reasoning and visualization.

AA/AS GE, CSU, UC

### 119 BASIC ENGINEERING CAD 3 UNITS

Prerequisite: CADD 115 or ENGR 100 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None

Recommended Preparation: Working knowledge of basic computer operations and file administration  
2 hours lecture, 4 hours laboratory  
CAD (Computer-Aided Drafting) fundamentals for engineers. Basic drawing techniques and commands in AutoCAD. Includes geometric construction, multiview and singleview projections, section views, dimensions, and text.  
*Not open to students with credit in CADD 120, 120ABCD.*

CSU, UC, UC credit limit

### 120 ENGINEERING COMPUTER APPLICATIONS 3 UNITS

Prerequisite: MATH 180 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
Corequisite: None  
Recommended Preparation: None

2 hours lecture, 3 hours laboratory  
Use of computerized mathematical analysis, computer programming and computer graphics as tools for solving engineering problems.

CSU, UC

### 125 SOLID MODELING 3 UNITS

Prerequisite: CADD 115 or ENGR 100 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None

Recommended preparation: Working knowledge of basic computer operations and file administration  
2 hours lecture, 4 hours laboratory  
Advanced graphic communication using solid modeling techniques and software (e.g., SolidWorks). Techniques include feature based part construction using extrudes, cuts and revolves, advanced surface shaping using lofts and sweeps, assembly construction and constraining in an engineering design environment. Students will continue to develop 2D drafting skills including proper organization and layout of component drawing views, dimensioning and tolerancing, sectioning and detailing, detail descriptive geometry and

manufacturing processes. *Also listed as CADD 125. Not open to students with credit in CADD 125.*

CSU, UC, UC credit limit

### 170 MECHATRONICS: INTRODUCTION TO MICROCONTROLLERS 2 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
1 hour lecture, 3 hours laboratory

Mechatronics is the combination of mechanical, electronic and computer engineering to create automatic "intelligent" devices. Microcontrollers offer an easy and flexible way to do this. This course introduces the use of microcontrollers to operate motors, lights and other electromechanical devices in response to input from mechanical, optical and electrical sensors. Students will learn about microcontrollers through a series of projects of increasing sophistication, culminating in a final project of the student's own design.

CSU

### 171 MECHATRONICS: INTRODUCTION TO ROBOTICS 2 UNITS

Prerequisite: ENGR 170 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None  
Recommended Preparation: None

1 hour lecture, 3 hours laboratory  
Introduces fundamental concepts in robotics to allow students to develop autonomous robots that interact with their surroundings. Students will build a basic robot, then use it as a test platform to experiment with these ideas. The objective is to develop robust behavior that achieves a desired goal while promoting robot survival in an uncertain environment.

CSU

### 172 MECHATRONICS: INTERMEDIATE MICROCONTROLLERS 2 UNITS

Prerequisite: ENGR 170 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None  
Recommended Preparation: None

1 hour lecture, 3 hours laboratory  
Development of custom microcontroller circuits, including manufacture of printed circuits, with a focus on minimizing cost. Detailed control of the microcontroller including memory-mapped I/O (input/output) direct access to registers, and fine control of timing. Control of 120 VAC circuits.

CSU

### 173 MECHATRONICS: INTERMEDIATE ROBOTICS 2 UNITS

Prerequisite: ENGR 171 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None  
Recommended Preparation: None

1 hour lecture, 3 hours laboratory  
Examines various forms of robot locomotion (e.g., walking, DC motors, stepper motions), alternate sources of energy (e.g., solar cells), and alternate theories of robotics such as BEAM (Biology, Electronics, Aesthetics Mechanics) robotics and industrial robotics.

CSU

### 198 SUPERVISED TUTORING 0 UNIT

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
TBA hours

Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. *May be repeated with different content. No fee/no credit course.*

**199 SPECIAL STUDIES OR PROJECTS IN ENGINEERING 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Engineering under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**200 ENGINEERING MECHANICS—STATICS 3 UNITS**

Prerequisite: PHYC 190 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: MATH 280  
 Recommended Preparation: None  
 3 hours lecture  
 Engineering applications of the principles of static equilibrium of force systems acting on particles and rigid bodies; structural analysis of trusses, frames, and machines; forces in beams; dry friction; centroids and moments of inertia.  
 CSU, UC

**210 ELECTRIC CIRCUITS 3 UNITS**

Prerequisite: MATH 280, PHYC 200 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Theory course dealing with the concepts of circuit analysis by reduction methods, source transformation, loop and nodal analysis, alternating current circuits, impedance, power and phasor diagrams.  
 CSU, UC

**218 PLANE SURVEYING 4 UNITS**

Prerequisite: MATH 170 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 6 hours laboratory  
 Use, care and adjustment of surveying instruments. Fundamental surveying methods, traverse measurements and area computations. Introduction to horizontal and vertical curves, stadia, construction layout. Introduction to topographic mapping. Earth work computations.  
*Also listed as SURV 218.*  
 CSU, UC

**220 ENGINEERING MECHANICS—DYNAMICS 3 UNITS**

Prerequisite: ENGR 200 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Kinematics and kinetics of particles and rigid bodies. Newtonian laws of motion, work and energy; linear and angular momentum. Application to engineering problems. Vector notation will be used.  
 CSU, UC

**260 ENGINEERING MATERIALS 3 UNITS**

Prerequisite: CHEM 141, PHYC 190 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Atomic and molecular structure of materials used in engineering. Analysis of the relationships between structure of materials and their mechanical, thermal, electrical, corrosion and radiation properties, together with examples of specific application to engineering problems.  
 CSU, UC

**270 DIGITAL SYSTEMS 4 UNITS**

Prerequisite: MATH 180 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 3 hours laboratory  
 Analysis, simulation and construction of combinational and sequential digital logic systems.  
 CSU, UC

**298 SELECTED TOPICS IN ENGINEERING 1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours  
 Selected topics in Engineering not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN ENGINEERING 1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours  
 Selected topics in Engineering not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
 CSU

## ENGLISH

**049A BASIC SPELLING AND PHONICS 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture  
 Learn to hear and use the sounds of the English phonetic system to improve reading and spelling skills. Focuses on those parts of the English sound system that are consistent and regular. Learn common spelling rules. *Not open to students with credit in ENGL 049.* **Pass/No Pass only. Non-degree applicable.**

**049B INTERMEDIATE SPELLING AND PHONICS 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture  
 In this second spelling and phonics course, students will continue their study of the English spelling system by focusing on the way words look. Students will learn common spelling rules as well as exceptions to the rules. Introduction to common spelling demons. Learn strategies for committing words to memory. **Pass/No Pass only. Non-degree applicable.**

**053 BEYOND BASIC WRITING 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture  
 Individualized and group instruction focusing on writing skills essential for effective expression in all college classrooms. Workshop approach allows for directed practice in areas of need as determined by the instructor and student. *May be repeated for a maximum of 4 units.* **Pass/No Pass only. Non-degree applicable.**

**071 UPGRADE YOUR SENTENCES .5 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 .5 hour lecture  
 Mini-course which focuses on writing complete, error-free sentences using effective punctuation and transitional devices. Learn to identify and correct sentence boundary problems and to structure simple and complex sentences with clarity and precision. *May be repeated for a maximum of 2 units.* **Pass/No Pass only. Non-degree applicable.**

**079 HOW WRITERS GET STARTED WITH COMPUTERS .5 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 .5 hour lecture  
 Hands-on mini-course in which students learn how to use the computer as a study assistant and communication tool for writing classes. The basics made simple: sending email, saving files, word processing, formatting, printing, searching the Web for research assignments, and much more. New writing technologies for self-empowerment in the digital age. *May be repeated for a maximum of 2 units.* **Pass/No Pass only. Non-degree applicable.**

**090 BASIC ENGLISH SKILLS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: Placement based on assessment  
 3 hours lecture, 1 hour laboratory  
 Designed to teach basic English skills through lecture, small group and individualized instruction. Promotes knowledge of spelling, vocabulary and grammar. Students will also demonstrate their knowledge by writing sentences and short paragraphs. **Pass/No Pass only. Non-degree applicable.**

**090R READING SKILLS DEVELOPMENT 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: Placement based on assessment; recommend concurrent enrollment in ENGL 090  
 3 hours lecture, 1 hour laboratory  
 A developmental course for all students needing to improve basic reading skills. Focuses on building vocabulary, improving comprehension of short reading selections, increasing reading speed and introducing basic study skills. **Pass/No Pass only. Non-degree applicable.**

**098 ENGLISH FUNDAMENTALS 4 UNITS**

Prerequisite: Grade of "Pass" in ENGL 090, 090R or equivalent or assessment  
 Corequisite: None  
 Recommended Preparation: None  
 4 hours lecture  
 A course in basic English skills. Students will study grammar, punctuation and standard written English usage. With an introduction to the writing process, students will learn basic sentence patterns to compose paragraphs and one multi-paragraph essay. *It is recommended that students also enroll in ENGL 098R.* **Non-degree applicable.**

**098R READING FUNDAMENTALS 3 UNITS**

Prerequisite: Grade of "Pass" in ENGL 090, 090R or equivalent or assessment  
 Corequisite: None  
 Recommended Preparation: Strongly recommend concurrent enrollment in ENGL 098  
 3 hours lecture, 1 hour laboratory  
 Introduction to effective reading skills and strategies. Focuses on expanding vocabulary, improving reading comprehension and increasing reading speed. Students will learn

basic strategies for critical thinking. **Non-degree applicable.**

### 110 COLLEGE COMPOSITION 3 UNITS

Prerequisite: ENGL 098 or ESL 106 or equivalent with a grade of "C" or better or "Pass" or assessment  
Corequisite: None

Recommended Preparation: None

3 hours lecture, 1 hour laboratory

Prepares students for entry into ENGL 120 (English 1A, traditional freshman composition for transfer). Students will practice the writing process by composing sentences, paragraphs and essays with emphasis on correct and effective expression through the study of appropriate language skills. Readings will be studied to stimulate clarity of thought and written expression. By the end of the course, students will be able to write a basic position paper by using and acknowledging at least one source.

AA/AS GE, CSU

### 110R PRINCIPLES OF COLLEGE READING 3 UNITS

Prerequisite: ENGL 098R or equivalent with a grade of "C" or better or "Pass" or assessment  
Corequisite: None

Recommended Preparation: Concurrent enrollment in ENGL 110

3 hours lecture, 1 hour laboratory

Provides effective reading skills and strategies necessary for the reading of college level material. Focuses on developing vocabulary geared toward college textbooks and learning strategies for efficient reading comprehension and retention. Students will learn college level inferential and critical reading skills.

CSU

### 120 COLLEGE COMPOSITION AND READING 3 UNITS

Prerequisite: ENGL 110 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 1 hour laboratory

Traditional freshman composition course. Students will study the elements and principles of composition through the practice of writing narrative and expository essays and a research paper. Utilizing word processing in the computer lab, revision is stressed as a means of achieving effective skills in writing. Assigned readings stimulate critical thinking and effective writing. Emphasis on using outside sources and documenting them according to MLA format.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 120R ADVANCED READING AND CRITICAL THINKING SKILLS 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: ENGL 110R or equivalent with a grade of "C" or better or "Pass"; recommend concurrent enrollment in ENGL 120

3 hours lecture

Focuses on critical thinking and analytical interpretation of college reading selections in the sciences and liberal arts. Students will learn strategies to improve their vocabulary and reading comprehension, as well as increase reading speed and fluency.

CSU

### 122 INTRODUCTION TO LITERATURE 3 UNITS

Prerequisite: ENGL 120 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture

Introduces literature through the reading, analysis and discussion of various genres such as myths, folktales, essays, short stories, poems, plays and novels. Literature encompasses different time periods and a variety of male and

female authors from around the world. Students will use the literature to write critical and appreciative essays.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 124 ADVANCED COMPOSITION: CRITICAL REASONING AND WRITING 3 UNITS

Prerequisite: ENGL 120 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 1 hour laboratory

Designed to develop critical thinking, reading and writing skills beyond the level achieved in ENGL 120. Focuses on the development of logical reasoning and analytical and argumentative writing skills.

CSU, CSU GE, IGETC, UC

### 126 CREATIVE WRITING 3 UNITS

Prerequisite: ENGL 110 or equivalent with a grade of "C" or better or "Pass" or assessment for ENGL 120

Corequisite: None

Recommended Preparation: None

3 hours lecture

This course affords students the opportunity to write short prose, poetry and drama. In a positive atmosphere, students will explore, study and analyze techniques in the works of professional writers and in the works of students. Ample opportunity will be directed toward publication of students' work.

CSU, UC

### 135-138 NEWSPAPER PRODUCTION 4 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

Provides practice in producing tabloids and newsletters, particularly the campus newspaper. Instruction in the basic principles of journalism including how to gather, evaluate and write basic types of news stories, and to implement them in the production of the campus newspaper. Additional hours per week outside of class required.

CSU

### 150 LIBRARY RESEARCH METHODS 1 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Designed to give students confidence in doing research and to provide skills for compiling a term paper. Introduces students to the role of information and libraries, time management skills in research, use of computerized and standard library sources, and a brief introduction to the Internet. Emphasis on using information as a basis for effective decision-making to improve personal and professional endeavors. Students will design a research project, implement an efficient research strategy, and complete a written research project.

CSU, UC

### 171 HOW WRITERS GET MOTIVATED TO WRITE 1 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Mini-course emphasizing effective strategies for thinking and writing creatively. How to get motivated and focused when faced with writing assignments and exams. Methods for effective thinking out loud and on paper. Strategies for success in college writing and test-taking for any level of student. **Pass/No Pass only.**

### 198 SUPERVISED TUTORING 0 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: None

TBA hours

Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. *May be repeated with different content. No fee/no credit course.*

### 199 SPECIAL STUDIES OR PROJECTS IN ENGLISH 1-3 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in English under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

### 201 INTRODUCTION TO IMAGES OF WOMEN IN LITERATURE 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: ENGL 120 or equivalent with a grade of "C" or better or "Pass"

3 hours lecture

Focuses on women and their roles in society as portrayed in various forms of literature, past and present. Students may read poetry, short stories, novels, plays, and view films which will provide them with a broad base for understanding the changing role of women throughout history. Works by significant male and female authors will be used reflecting a broad spectrum of political, cultural and historical views. Authors sampled may include Jane Austen, George Eliot, Virginia Woolf, William Shakespeare, Amy Tan, Alice Walker, Sandra Cisneros, Norman Mailer, Thomas Hardy, Ernest Hemingway, Sylvia Plath and others.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 202 INTRODUCTION TO FILM AS LITERATURE 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: ENGL 120 or equivalent with a grade of "C" or better or "Pass"

3 hours lecture

Survey course to study film as a 20th century form of literature. Students will view a variety of films spanning the 100 years of film history, from the silent era to the present, to develop an understanding of the different types of films, the film-making process itself, and the historical, political and sociological context of cinema. Key figures in film history such as Buster Keaton, John Ford, Orson Welles, Alfred Hitchcock, Spike Lee, Woody Allen, Akira Kurosawa and others will be studied.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 207 ROMANTIC FICTION 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Literature survey course that focuses on the reading and analysis of romance novels. Beginning with the female gothic, the class will cover the development of the popular romance novel. Covers the classic novels of Radcliffe, Burney, Bronte and Austen as well as more modern American and English romance novelists. Oral and written discussion of readings and their relevance to current trends will be emphasized. Analytical or original creative writings will be included.

AA/AS GE, CSU, CSU GE, IGETC, UC

**214 MASTERPIECES OF DRAMA 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: ENGL 120 or equivalent with a grade of "C" or better or "Pass"  
3 hours lecture

Surveys masterpieces in drama beginning with works from ancient Greece and concluding with plays from the 20th century. Although other types of drama may be discussed, the primary texts will be comedies and tragedies. Representative playwrights include Sophocles, William Shakespeare, Moliere, Henrik Ibsen, Susan Glaspell, Eugene O'Neill, Arthur Miller, Samuel Beckett, Lorraine Hansberry, August Wilson and others. Texts will be read, analyzed, discussed, and written about in essay format.

*AA/AS GE, CSU, CSU GE, IGETC, UC***217 FANTASY AND SCIENCE FICTION 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: ENGL 120 or equivalent with a grade of "C" or better or "Pass"  
3 hours lecture

Survey course designed as a reading course of fantasy and science fiction, a unique literary genre with an unparalleled and still growing popularity. Readings selected cover a diverse spectrum of fantasy and science fiction. Oral and written discussion of such readings and their relevance to current trends will be emphasized. Analytical or original creative writings will be included.

*AA/AS GE, CSU, CSU GE, UC***221 BRITISH LITERATURE I 3 UNITS**

Prerequisite: ENGL 120 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: ENGL 122 or equivalent with a grade of "C" or better or "Pass"  
3 hours lecture

Surveys British literature from the Old English Period to the Romantic Period. Students will read and interpret literature from historical, social and philosophical viewpoints. Authors sampled may include Geoffrey Chaucer, William Langland, Edmund Spenser, William Shakespeare, Ben Johnson, John Milton, Lady Mary Wroth, Aphra Behn, and Jonathan Swift.

*AA/AS GE, CSU, CSU GE, IGETC, UC***222 BRITISH LITERATURE II 3 UNITS**

Prerequisite: ENGL 120 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: ENGL 122 or equivalent with a grade of "C" or better or "Pass"  
3 hours lecture

Surveys British literature from the Romantic Period to the present. Students will read and interpret literature against a background of the historical, social and philosophical developments of the time. Authors sampled may include William Blake, Mary Wollstonecraft, William Wordsworth, Samuel Coleridge, Lord Byron, Percy Shelley, John Keats, Elizabeth Browning, Lord Tennyson, Robert Browning, Emily Bronte, Matthew Arnold, Christina Rossetti, Oscar Wilde, Jane Austen, Thomas Hardy, William Yeats, Virginia Woolf, James Joyce, Doris Lessing and Derek Walcott.

*AA/AS GE, CSU, CSU GE, IGETC, UC***231 AMERICAN LITERATURE I 3 UNITS**

Prerequisite: ENGL 120 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: ENGL 122 or equivalent with a grade of "C" or better or "Pass"  
3 hours lecture

First course in the study of American literature which explores literary works and their political,

religious, economic and aesthetic context from pre-colonial America until 1860. Reading selections may consist of poetry, short stories, novels and nonfiction prose, including essays and autobiographies. Authors studied include various anonymous Native Americans, Pedro de Castañeda, William Bradford, Anne Bradstreet, Benjamin Franklin, Thomas Jefferson, Judith Sargent Murray, Washington Irving, Catherine Sedgwick, James Fennimore Cooper, Henry David Thoreau, Walt Whitman and many others. Selections from the major writers will be read, analyzed, discussed and written about in essay format.

*AA/AS GE, CSU, CSU GE, IGETC, UC***232 AMERICAN LITERATURE II 3 UNITS**

Prerequisite: ENGL 120 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: ENGL 122 or equivalent with a grade of "C" or better or "Pass"  
3 hours lecture

Second course in the study of American literature which explores literary works and their political, religious, economic and aesthetic context from 1860 to the present. Reading selections may consist of poetry, short stories, novels, plays and nonfiction prose, including essays. Authors to be studied include Abraham Lincoln, Frederick Douglass, Mark Twain, Edgar Allan Poe, Walt Whitman, Emily Dickinson, Eugene O'Neill, Gertrude Stein, Langston Hughes, Ernest Hemingway, John Steinbeck, Toni Morrison and others. Selections from the major writers will be read, analyzed, discussed and written about in essay format.

*AA/AS GE, CSU, CSU GE, IGETC, UC***270 WORLD LITERATURE I 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: ENGL 120 or equivalent with a grade of "C" or better or "Pass"  
3 hours lecture

Surveys major works from various continents and cultures prior to 1500 A.D. Focuses on the historical, social, philosophical and cultural aspects of literature and studies the roles of women and men. Minority perspectives will be included. Students will read works from the ancient Mediterranean world, South and East Asia, Europe, Middle East, Africa, and the early Americas.

*AA/AS GE, CSU, CSU GE, IGETC, UC***271 WORLD LITERATURE II 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: ENGL 120 or equivalent with a grade of "C" or better or "Pass"  
3 hours lecture

Surveys major works from various continents and cultures from 1500 A.D. to the present. Focuses on the historical, social, philosophical and cultural aspects of literature and studies the roles of women and men. Minority perspectives will be included. Students will read works from Asia, the Middle East, Africa, Europe, the Americas, Australia and New Zealand.

*AA/AS GE, CSU, CSU GE, IGETC, UC***275 LITERARY PERIOD 3 UNITS****276 MAJOR AUTHOR 3 UNITS****277 LITERARY THEME 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: ENGL 120 or equivalent with a grade of "C" or better or "Pass"  
3 hours lecture

These courses are designed to provide an in-depth study of a literary period (275), a major author (276), or a theme in literature (277). The readings selected will cover a diverse spectrum

of literature drawn from one literary period (e.g., ENGL 275 Literary Period: American Romantic Poets), one major author (e.g., The Short Stories of Flannery O'Connor), or a theme in literature (e.g., Chicano Literature), in addition to at least one secondary work focusing on the literature. Oral and written discussion of such readings and their relevance to the period, author or theme will be emphasized. May be repeated as the subject matter changes as indicated in the subtitle (e.g., Short Stories of Flannery O'Connor or Poetry of Emily Dickinson).

*AA/AS GE, CSU, UC***298 SELECTED TOPICS IN ENGLISH 1-4 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic  
1-12 hours

Selected topics in English not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**Pass/No Pass only. Non-degree applicable.****299 SELECTED TOPICS IN ENGLISH 1-4 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic  
1-12 hours

Selected topics in English not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

*CSU*

## ENGLISH AS A SECOND LANGUAGE

English as a Second Language classes are designed to improve English reading, writing, grammar, listening and speaking skills. Learning English will help students attain employment or pursue degree and certificate programs that use the English language for instruction. Classes at the 100 level and above can be used as elective credit for the Associate Degree. ESL 103 and 106 transfer as elective credit to CSU/UC. The ESL program of study is divided into four levels. Students should see a counselor to select additional courses in other areas for which their language skills will be acceptable.

**Level I:** Basic college ESL focuses on reading short passages, writing sentences, connecting them into basic paragraphs, and having discussions using the present, past and future verb tenses.

ESL 096	English as a Second Language I	5
ESL 097	Listening and Speaking I	3
ESL 098	ESL Reading and Vocabulary Development I	3
ESL 099A	ESL for the Workplace I	3

**Level II:** Low-intermediate college ESL focuses on reading short academic passages, writing complete paragraphs, discussing topics and giving short presentations using the simple, progressive, and present and past perfect verb tenses.

ESL 099AorB	ESL for the Workplace I or II	3
ESL 100	English as a Second Language II	5
ESL 101	Listening and Speaking II	3
ESL 102	ESL Reading and Vocabulary Development II	3

**Level III:** High-intermediate college ESL focuses on reading more complex academic passages, connecting paragraphs into short essays, note-taking and study skills, and orally presenting academic work using all verb tenses.

ESL 099B	ESL for the Workplace II	3
ESL 103	English as a Second Language III	5
ESL 104	Listening and Speaking III	3
ESL 105	ESL Reading and Vocabulary Development III	3

**Level IV:** Advanced college ESL focuses on reading college level texts, writing more complex essays, increasing note-taking and study skills, and presenting oral reports using all verb tenses.

ENGL 098R	Reading Fundamentals	3
ESL 106*	English as a Second Language IV	5

\*Students will receive an "ESL Certificate of Completion" when they complete ESL 106 with a grade of "C" or better or "Pass."

#### 010 AMERICAN CULTURE I 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

First course in American culture which allows students to practice applied reading, writing, listening and speaking skills gained in the first two levels of the ESL program. Study various aspects of American culture such as lifestyles, institutions, values and issues. **Pass/No Pass only. Non-degree applicable.**

#### 020 AMERICAN CULTURE II 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Second course in American culture which allows students to practice applied reading, writing, listening and speaking skills gained in the third and fourth levels of the ESL program. Study various aspects of American culture such as lifestyles, attitudes, government, customs and traditions. **Pass/No Pass only. Non-degree applicable.**

#### 025 ESL WORKPLACE SKILLS LAB 1 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours laboratory

ESL instruction in preparation for a vocational program. Students will work independently to complete computer modules in a vocational area in order to increase knowledge of vocabulary and subject matter. Provides complementary instruction in language and academic skills necessary for students to succeed in a vocational program. Vocational areas offered will be listed in class schedule. **Pass/No Pass only. Non-degree applicable.**

#### 096 ENGLISH AS A SECOND LANGUAGE I 5 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: Placement based on assessment

5 hours lecture, 1 hour laboratory

First core course in the study of English reading, writing and grammar designed for students whose first language is other than English. Includes the study of basic reading, paragraph organization and format, grammar, and sentence structure. One hour a week will be spent using the computer lab software designed to reinforce reading, writing and grammar skills introduced in class. **Pass/No Pass only. Non-degree applicable.**

#### 097 LISTENING AND SPEAKING I 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: Placement based on assessment

3 hours lecture

First course in the study of English listening and speaking skills designed for students whose first language is other than English. Designed to improve listening comprehension as well as increase fluency and accuracy in spoken English in both academic and vocational environments. Practice skills learned in ESL 096, learn and use new vocabulary, and acquire academic skills such as selective listening, note-taking, and problem solving. **Pass/No Pass only. Non-degree applicable.**

#### 098 ESL READING AND VOCABULARY DEVELOPMENT I 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: Placement based on assessment

3 hours lecture

Beginning-level course designed to extend ESL students' vocabulary and reading ability. Emphasis on improving reading skills and strategies as well as techniques and exercises for developing vocabulary. Students are encouraged to take this class concurrently with ESL 096. **Pass/No Pass only. Non-degree applicable.**

#### 099A ESL FOR THE WORKPLACE I 3 UNITS

Prerequisite: Placement based on assessment

Corequisite: None

Recommended Preparation: None

3 hours lecture, 1 hour laboratory

First course in the study of English for the workplace for students whose first language is other than English. Supplements language skills taught in ESL 096 and focuses on using English in business situations. Learn simple business vocabulary, basic writing and oral communication skills, and word processing skills. **Pass/No Pass only. Non-degree applicable.**

#### 099B ESL FOR THE WORKPLACE II 3 UNITS

Prerequisite: Grade of "Pass" in ESL 099A or equivalent or assessment

Corequisite: None

Recommended Preparation: None

3 hours lecture, 1 hour laboratory

Second course in the study of English for the workplace for students whose first language is other than English. Supplements language skills taught in ESL 100 and develops and adds to business English skills taught in ESL 099A. Learn business vocabulary, intermediate writing and oral communication skills, and computer skills. **Pass/No Pass only. Non-degree applicable.**

#### 100 ENGLISH AS A SECOND LANGUAGE II 5 UNITS

Prerequisite: Grade of "Pass" in ESL 096 or assessment

Corequisite: None

Recommended Preparation: None

5 hours lecture, 1 hour laboratory

Second core course in the study of English reading, writing and grammar designed for students whose first language is other than English. Further develops and adds to the basic skills taught in ESL 096. Includes intermediate reading, paragraph writing, grammar and sentence structure. One hour a week will be spent using the computer lab software designed to reinforce reading, writing and grammar skills introduced in class.

#### 101 LISTENING AND SPEAKING II 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: Grade of "Pass" in ESL 097 or equivalent or assessment

3 hours lecture

Second course in the study of English listening and speaking skills designed for students whose first language is other than English. Further develops and adds to skills learned in ESL 097. Includes intermediate listening comprehension practice as well as discussion and presentation skills in spoken English in both academic and vocational environments. Practice skills learned in ESL 100, learn and use new vocabulary, and practice academic skills such as selective reading and listening, note-taking, using outside resources and problem solving.

#### 102 ESL READING AND VOCABULARY DEVELOPMENT II 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: Grade of "Pass" in ESL 098 or equivalent or assessment

3 hours lecture

Intermediate level course designed to extend the range of ESL students' vocabulary and reading ability. Focuses on improving reading skills and strategies as well as understanding and use of academic vocabulary. Academic vocabulary development is also an emphasis. Students will gain both a passive and active command of word form and word choice for the intermediate level, and learn a variety of words and how to use them. Students are encouraged to take this class concurrently with ESL 100.

#### 103 ENGLISH AS A SECOND LANGUAGE III 5 UNITS

Prerequisite: ESL 100 or equivalent with a grade of "C" or better or "Pass" or assessment

Corequisite: None

Recommended Preparation: None

5 hours lecture, 1 hour laboratory

Third core course in the study of English reading, writing and grammar designed for students whose first language is other than English. Further develops and adds to skills taught in ESL 100. Includes high-intermediate reading, paragraph and short essay writing, grammar and sentence structure. One hour a week will be spent using the computer lab software designed to reinforce reading, writing and grammar skills introduced in class.

*CSU, UC credit limit*

#### 104 LISTENING AND SPEAKING III 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: ESL 101 or equivalent with a grade of "C" or better or "Pass" or assessment

3 hours lecture

Third course in the study of English listening and speaking skills designed for students whose first language is other than English. Further develops and adds to skills learned in ESL 101. Includes high-intermediate listening comprehension practice as well as discussion and presentation skills in spoken English in both academic and vocational environments. Practice skills learned in ESL 103, learn and use new vocabulary, and practice academic skills such as close reading and listening, note-taking, analyzing and classifying, using outside resources and problem solving.

**105 ESL READING AND VOCABULARY DEVELOPMENT III 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ESL 102 or equivalent with a grade of "C" or better or "Pass" or assessment 3 hours lecture  
 Third and final course designed to extend ESL students' academic vocabulary and ability to read college-level texts at the advanced level. Focuses on improving reading skills and strategies as well as understanding and use of academic vocabulary. Students learn a variety of words and how to use them. Students are encouraged to take this class concurrently with ESL 103.

**106 ENGLISH AS A SECOND LANGUAGE IV 5 UNITS**

Prerequisite: ESL 103 or equivalent with a grade of "C" or better or "Pass" or assessment  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture, 1 hour laboratory  
 Fourth core course in the study of English reading, writing and grammar for students whose first language is other than English. Further develops and adds to skills taught in ESL 103. Includes advanced reading, paragraph and essay writing, grammar and sentence structure. One hour a week will be spent using the computer lab software designed to reinforce reading, writing and grammar skills introduced in class.

*CSU, UC credit limit*

**107 ORAL COMMUNICATION SKILLS 2 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture  
 Intensive, short-term intermediate level course in the study of English. Focuses on developing the students' accuracy and fluency in oral communication skills. Activities are designed to integrate listening, speaking, and pronunciation practice. Students will be required to complete a variety of listening and speaking tasks and exercises in small groups and independently. Content will focus on high-interest professional and academic themes as well as current events.  
**Pass/No Pass only. Non-degree applicable.**

**199 SPECIAL STUDIES OR PROJECTS IN ENGLISH AS A SECOND LANGUAGE 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in English as a Second Language under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**298 SELECTED TOPICS IN ENGLISH AS A SECOND LANGUAGE 1-5 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-15 hours  
 Selected topics in English as a Second Language not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN ENGLISH AS A SECOND LANGUAGE 1-5 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-15 hours  
 Selected topics in English as a Second Language not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

## ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT

**100 INTRODUCTION TO ENVIRONMENTAL AND OCCUPATIONAL SAFETY AND HEALTH (OSH) TECHNOLOGY 4 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 4 hours lecture  
 Provides a general overview of the environmental health and safety management (EHSM) field with emphasis on hazardous materials, hazardous waste management, and their effect upon the environment and worker health and safety. Discussion of the history of pollution and workplace hazards leading to current legislation, and current best practices of handling hazardous substances to minimize the harmful impact on society and the environment will be stressed.

*CSU*

**110 POLLUTION PREVENTION 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Study of various raw materials and chemicals used in industry, examining the changes that occur as they move through the industrial process and understanding the material balance concept of inventory. Discussion of applicable regulations will be included. Topics include the importance of waste minimization/pollution prevention concepts, storm water management, and residential waste generation, reduction and prevention. Students will develop a waste source reduction plan.

*CSU*

**130 ENVIRONMENTAL/OCCUPATIONAL HEALTH EFFECTS OF HAZARDOUS MATERIALS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Covers the acute and chronic health effects produced by exposure to chemical, physical and biological agents. Emphasis on hazardous materials commonly associated with industrial operations, waste disposal, and remediation sites. Topics include routes of entry, toxic effects, risk evaluation, permissible exposure limits, medical surveillance, control methods for reducing exposure, and using Material Safety Data Sheets (MSDS) to develop strategies to reduce worker exposure.

*CSU*

**135 GENERAL INDUSTRY SAFETY STANDARDS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Designed to provide an overview of elements which are incorporated in a comprehensive general industrial safety program (Cal/OSHA). Emphasizes methods used to reduce accidents/injuries through application of workplace health protection and safety fundamentals. Topics include protocols, safety audits, data collection and analysis techniques, interpretation of safety data, safety inspections, development and implementation of safety programs, worker education, and essential Personal Protection Equipment (PPE).

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**145 CONSTRUCTION SAFETY STANDARDS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: EHSM 100 or equivalent with a grade of "C" or better or "Pass"  
 3 hours lecture  
 Introduces students to the California and Federal (Cal/OSHA and Fed/OSHA) construction safety standards and regulations. Topics include an integrated study of hazard recognition and abatement principles related to the construction worksite, and study of compliance issues and challenges facing safety professionals including mishap and case study analysis, California and Federal construction safety standards, worksite inspection, interfacing with compliance officials, vertical and horizontal standards, and common construction industry compliance issues.

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**150 HAZARDOUS WASTE MANAGEMENT APPLICATIONS 4 UNITS**

Prerequisite: EHSM 100 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
 Corequisite: None  
 Recommended Preparation: None  
 4 hours lecture  
 Overview of hazardous waste regulations with emphasis on generator compliance, site investigation and remediation, permitting, enforcement and liability. Explains the hazardous waste regulatory framework, introduces students to the wide variety and types of environmental resources available, and develops research skills in the hazardous waste area. The laboratory complements the lectures by providing hands-on application of the regulations at the technician level. Proper methods of preparing a hazardous waste manifest, labeling of storage containers, sampling and analysis, preparing a Phase I Environmental Audit, and selecting environmental consultants are among the many skills developed in the laboratory.

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**199 SPECIAL STUDIES OR PROJECTS IN ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Environmental Health and Safety Management under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**200 HAZARDOUS MATERIALS  
MANAGEMENT (HMM)  
APPLICATIONS****4 UNITS**

Prerequisite: EHSM 100 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
Corequisite: None  
Recommended Preparation: None  
4 hours lecture

Requirements and applications of federal, state and local hazardous material laws and regulations. Emphasizes program compliance with the OSHA Hazard Communication Plan, EPA Community Right-To-Know, Department of Transportation, Proposition 65, and Emergency Response Plan. Provides an understanding of the legal framework of hazardous materials laws and requirements. Step-by-step program developments: written plan, obtaining/interpreting MSDSs, labeling, emergency responders site map, shipping, handling and training. Students will develop plans related to hazardous materials management through hands-on program development: DEH/HMD Hazardous Material Business Plan, OSHA Hazardous Communication Plan, and components of a CalARP and RMP as well as planning and reporting functions.

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**201 INTRODUCTION TO INDUSTRIAL  
HYGIENE AND OCCUPATIONAL  
HEALTH****4 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: EHSM 100 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
3 hours lecture, 3 hours laboratory

Anticipation, recognition, reevaluation and control of biological, chemical and physical hazards in the workplace. Introduction to the development of industrial hygiene, occupational health and safety as a professional discipline. Provides an understanding of basic physiological processes and the effects caused by occupational exposure to hazards. Students will survey various occupational health and safety programs and government regulations. Familiarizes students with industrial hygiene monitoring and sampling techniques for airborne contaminants, noise, heat, radiation and illumination.

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**205 SAFETY AND RISK****MANAGEMENT ADMINISTRATION****4 UNITS**

Prerequisite: EHSM 100 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
Corequisite: None  
Recommended Preparation: None  
4 hours lecture

Hands-on instruction on how accidents and incidents occur in the occupational health and safety environment. Instruction in the establishment and maintenance of safety programs and comprehensive analysis of occupational health programs with emphasis on safety program management. Topics include: planning approaches to safety and health management used by international, national and local regulatory agencies, insurance companies and professional societies; risk management; worker compensation; employee accommodations and the workplace. Students will develop plans related to safety and risk management.

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**210 INDUSTRIAL WASTEWATER AND  
STORMWATER MANAGEMENT****4 UNITS**

Prerequisite: EHSM 100 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
Corequisite: None  
Recommended Preparation: None  
4 hours lecture

Overview of water/wastewater regulations with emphasis on federal, state and local regulatory standards. Integrated study of the principles of wastewater and stormwater management including hydrology, water distribution, wastewater collection, stormwater management and overall safe drinking water issues.

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**215 AIR QUALITY MANAGEMENT****3 UNITS**

Prerequisite: EHSM 100 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Overview of air quality regulations with an emphasis on federal, state and local requirements. Integrated study of the principles of air permits and permit compliance including source testing, emission reduction, inspections, monitoring, stationary and mobile sources, air toxics, new equipment shutdown, and overall global air quality issues.

CSU

**230 SAFETY AND EMERGENCY  
RESPONSE****4 UNITS**

Prerequisite: EHSM 100 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
Corequisite: None  
Recommended Preparation: EHSM 130 or equivalent with a grade of "C" or better or "Pass"  
3 hours lecture, 3 hours laboratory

Designed to provide students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial and field settings. Topics include: hazard analysis; contingency planning; housekeeping and safety practices including proper use and selection of PPE, site control and evaluation; handling drums and containers; field sampling and monitoring; proper use of instruments; incident response planning; emergency response including field exercises in the use of PAPR and SCBA; and an understanding of the ICS system. Satisfies requirements for generalized employee training under OSHA [29 CFR 1910.120 and Title 8, California Code of Regulations 5192(e) (3) (A)].

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**240 COOPERATIVE WORK  
EXPERIENCE****1-4 UNITS**

Prerequisite: EHSM 100 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None  
Recommended Preparation: None  
75 hours paid or 60 hours unpaid work experience per unit

Practical application of principles and procedures learned in the classroom to various phases of environmental technology. Work experience will be paid or volunteer positions at local environmental technology industries or governmental agencies that regulate environmental industries. Placement assistance will be provided, but students are required to select and secure a placement site. Minimum of one unit of cooperative work experience is required to complete the EHSM certificate/degree. *May be repeated for a maximum of 8 units.*

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**298 SELECTED TOPICS IN  
ENVIRONMENTAL HEALTH AND  
SAFETY MANAGEMENT****1-4 UNITS**

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-12 hours

Selected topics in Environmental Health and Safety Management not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN  
ENVIRONMENTAL HEALTH AND  
SAFETY MANAGEMENT****1-4 UNITS**

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-12 hours

Selected topics in Environmental Health and Safety Management not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

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**EXERCISE SCIENCE**

Courses which meet the activity requirement for graduation have an asterisk (\*). Intercollegiate sports do not meet the activity requirement. Exercise Science **activity** and **intercollegiate sports** classes which are indicated by a number **ONLY** (ES 001) may be taken **FOUR** times. An activity class indicated by a number **AND** a letter (ES 014A) may be repeated **ONCE**, provided that the **TOTAL** enrollment in that type of activity (e.g., body building) not exceed **FOUR**. Students must progress from beginning through intermediate and advanced levels. The following may not be repeated: ES 080ABCD, ES 084ABCD, ES 088ABCD. A physical examination is recommended for all classes if the student has medical problems or is over the age of 30.

**001\* ADAPTED PHYSICAL EXERCISE****1 UNIT**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
1 hour lecture, 1 hour laboratory

Assessment of physical performance status and postural evaluation. Individually prescribed exercise program and individually prescribed programs for the physically handicapped. Recreational games and individual sports adapted to students' capabilities.

CSU, UC credit limit

**009\* AEROBIC DANCE EXERCISE****1 UNIT**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
1 hour lecture, 1 hour laboratory

Participation in aerobic dance exercise emphasizing conditioning of the musculoskeletal system, improvement of the cardiovascular system, increasing the efficiency of the respiratory system and increasing flexibility. Principles of physical fitness, conditioning and other relevant health-related topics will be covered.

CSU, UC credit limit

**010\* CARDIOVASCULAR FITNESS AND NUTRITION****.5-1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1.5 - 3 hours laboratory  
 Fitness Center course designed to teach the benefits of cardiovascular exercise, heart-healthy nutrition guidelines, and provide opportunities for students to analyze their eating habits. Format is open entry/exit, computer log-in. Attendance of 24 class periods is required for .5 unit. Attendance of 48 class periods is required for 1.0 unit. Workouts and consultation with an instructor, as well as written and computer assignments. Each student will be assessed in the areas of fitness and diet.

**Pass/No Pass only.***CSU, UC credit limit***011\* CIRCUIT TRAINING****.5-1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1.5- 3 hours laboratory  
 Fitness Center course designed to develop and encourage positive attitudes and habits with regard to exercise. Format is open entry/exit, computer log-in. Attendance of 24 class periods is required for .5 unit. Attendance of 48 class periods is required for 1.0 unit. Each student will be assessed in the areas of body composition, cardiovascular efficiency, muscular strength and endurance, and flexibility. An individual fitness profile will then be established. From this profile an individual fitness prescription will be developed. Fitness activity will primarily utilize exercise equipment organized into a super circuit. **Pass/No Pass only.**

*CSU, UC credit limit***012\* INDIVIDUALIZED SPORTS CONDITIONING****.5-1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1.5 - 3 hours laboratory  
 Fitness Center course designed to provide advanced exercisers with the opportunity to increase their fitness levels with an emphasis on strength training and muscle flexibility. Format is open entry/exit, computer log-in. Attendance of 24 class periods is required for .5 unit. Attendance of 48 class periods is required for 1.0 unit. Each student will set desired fitness outcomes in consultation with an instructor. An individualized fitness program will then be prescribed utilizing the student's personal fitness goals. **Pass/No Pass only.**

*CSU, UC credit limit***013\* FLEXIBILITY FITNESS****1.5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 2 hours laboratory  
 Flexibility program which provides students with knowledge of their optimal range of motion. Emphasizes participation that suits the needs of all age and ability levels including dancers, athletes, seniors and fitness enthusiasts.

*CSU, UC credit limit***014A\* BEGINNING BODY BUILDING****1.5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 2 hours laboratory  
 Instruction and practice in conditioning, running and resistance exercises, with emphasis on total fitness of the individual.

*CSU, UC credit limit***014B\* INTERMEDIATE BODY BUILDING****1.5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 014A or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 2 hours laboratory  
 Instruction and practice in weight lifting and weight training with emphasis on techniques of lifting. Individual program adaptation is stressed.

*CSU, UC credit limit***014C\* ADVANCED BODY BUILDING****1.5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 014B or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 2 hours laboratory  
 Advanced skills and techniques of body building.

*CSU, UC credit limit***015\* STRENGTH AND STRETCH****1.5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 2 hours laboratory  
 Exercise class for all exercisers providing a progression toward increased flexibility while adding the element of weight training, including injury rehabilitation with a guest trainer. Addresses strengthening specific problem areas of muscle weakness. Students will tone areas not strengthened with dancing or other exercise activities. By focusing on each specific area of the body, students will increase their knowledge of injury prevention. Students will also learn the fundamental principles of physical fitness and its impact on lifelong health and wellness. Emphasizes participation that suits the needs of all age and ability levels including dancers, athletes, seniors and fitness enthusiasts.

*CSU, UC credit limit***018\* CARDIO STRETCH****1.5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 2 hours laboratory  
 Exercise class for all exercisers, including injury rehabilitation with a guest trainer. Students will tone areas not strengthened with dancing or other exercise activities. By focusing on each specific area of the body, students will increase their knowledge of total fitness. Students will learn the fundamental principles of physical fitness and its impact on lifelong health and wellness. Emphasizes participation that suits the needs of all age and ability levels including dancers, athletes, seniors and fitness enthusiasts.

*CSU, UC credit limit***019A\* BEGINNING PHYSICAL FITNESS****1.5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 2 hours laboratory  
 Instruction in physical conditioning, nutrition and weight control. Open to any student wishing to fulfill one semester of the exercise science activity requirement.

*CSU, UC credit limit***019B\* INTERMEDIATE PHYSICAL FITNESS****1.5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 019A or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 2 hours laboratory  
 Further emphasis on individual physical conditioning, nutrition and weight control. Open to any student wishing to fulfill one semester of the exercise science activity requirement.

*CSU, UC credit limit***019C\* ADVANCED PHYSICAL FITNESS****1.5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 019B or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 2 hours laboratory  
 Advanced skills and techniques of physical fitness. Emphasis on new concepts and techniques. Open to any student wishing to fulfill one semester of the exercise science activity requirement.

*CSU, UC credit limit***020\* ADAPTED WEIGHT TRAINING****1-1.5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory (*1 unit*)  
 1 hour lecture, 2 hours laboratory (*1.5 units*)  
 Weight training class designed to meet the needs of those who are either temporarily or permanently physically unable to participate in the regular physical education program. Emphasis on an individual program based on the student's limitations and needs. Exercises for general strengthening, body maintenance, relaxation, joint mobility, cardiovascular training, coordination, balance, and personal health care planning may be included. **Pass/No Pass only.**

*CSU, UC credit limit***035\* ADAPTED SWIMMING FOR THE PHYSICALLY LIMITED****1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory  
 Instruction and practice in basic swimming skills structured to fit each student's individual needs. *May be repeated for a maximum of three units.*

**Pass/No Pass only.***CSU, UC credit limit***060A\* BEGINNING BADMINTON****1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory  
 Presentation of the official singles and doubles games including the six basic strokes, footwork, strategy and etiquette.

*CSU, UC credit limit***060B\* INTERMEDIATE BADMINTON****1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 060A or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 1 hour laboratory  
 Continuation of ES 060A with emphasis on playing strategy and match play in singles and doubles.

*CSU, UC credit limit*

<p><b>060C* ADVANCED BADMINTON</b>      <b>1 UNIT</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: ES 060B or equivalent with a grade of "C" or better or "Pass"  1 hour lecture, 1 hour laboratory  Advanced playing techniques, strategy, knowledge and attitudes for students who wish to excel in badminton and increase aerobic capacity.  <i>CSU, UC credit limit</i></p>	<p><b>080C* MODERN DANCE III</b>      <b>1.5 UNITS</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: ES 080B or equivalent with a grade of "C" or better or "Pass"  1 hour lecture, 2 hours laboratory  Dance as an art form. More advanced dance skills using the torso in combination with stretches, swings, contractions and releases. Longer combinations at center involving the feet and legs. Floor and recovery sequences combined with floor work and balances. Movement patterns based on spatial design and rhythms. Dances based on different ideas and set to music. Knowledge of the work of leading modern dance companies, choreographers and dancers, locally and nationally.  <i>CSU, UC</i></p>	<p><b>084D* JAZZ DANCE IV</b>      <b>1.5 UNITS</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: ES 084C or equivalent with a grade of "C" or better or "Pass"  1 hour lecture, 2 hours laboratory  Designed to introduce and develop movement principles and skills necessary to prepare the body as an instrument of expression in the jazz dance style with both historical and current dance trends. Emphasizes enjoyment of dance as a form of exercise. Instruction at the advanced level.  <i>CSU, UC</i></p>
<p><b>076A* BEGINNING TENNIS</b>      <b>1 UNIT</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: None  1 hour lecture, 1 hour laboratory  Presentation of the official singles and doubles games including basic strokes, rules, strategy and etiquette.  <i>CSU, UC credit limit</i></p>	<p><b>080D* MODERN DANCE IV</b>      <b>1.5 UNITS</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: ES 080C or equivalent with a grade of "C" or better or "Pass"  1 hour lecture, 2 hours laboratory  Dance as an art form. Advanced dance skills using the theories of Doris Humphrey, Jose Limon, Martha Graham and others well-known in the modern dance field. Dance technique using an eclectic approach. Choreographed dances based on set themes and using different forms of accompaniment. Knowledge of the work of leading modern dance companies and their choreographers.  <i>CSU, UC</i></p>	<p><b>088A* BALLET I</b>      <b>1.5 UNITS</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: None  1 hour lecture, 2 hours laboratory  Designed to introduce and develop movement principles and skills necessary for the study of classical ballet. Includes ballet terminology, use of "turnout" position of feet and legs, alignment of spine, and placement of weight at the barre, in center floor and traveling patterns. Emphasizes enjoyment of dance as a form of exercise. Instruction at the beginning level.  <i>CSU, UC</i></p>
<p><b>076B* INTERMEDIATE TENNIS</b>      <b>1 UNIT</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: ES 076A or equivalent with a grade of "C" or better or "Pass"  1 hour lecture, 1 hour laboratory  Continuation of ES 076A with emphasis on individual stroke analysis, playing strategy and match play, singles and doubles.  <i>CSU, UC credit limit</i></p>	<p><b>084A* JAZZ DANCE I</b>      <b>1.5 UNITS</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: None  1 hour lecture, 2 hours laboratory  Designed to introduce and develop movement principles and skills necessary to prepare the body as an instrument of expression in the jazz dance style with both historical and current dance trends. Emphasizes enjoyment of dance as a form of exercise. Instruction at the beginning level.  <i>CSU, UC</i></p>	<p><b>088B* BALLET II</b>      <b>1.5 UNITS</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: ES 088A or equivalent with a grade of "C" or better or "Pass"  1 hour lecture, 2 hours laboratory  Designed to introduce and develop movement principles and skills necessary for the study of classical ballet. Includes ballet terminology, use of "turnout" position of feet and legs, alignment of spine, and placement of weight at the barre, in center floor and traveling patterns. Emphasizes enjoyment of dance as a form of exercise. Instruction at the intermediate level.  <i>CSU, UC</i></p>
<p><b>076C* ADVANCED TENNIS</b>      <b>1 UNIT</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: ES 076B or equivalent with a grade of "C" or better or "Pass"  1 hour lecture, 1 hour laboratory  Continuation of ES 076B with emphasis on advanced techniques, strategy and match play for singles, doubles and mixed doubles.  <i>CSU, UC credit limit</i></p>	<p><b>084B* JAZZ DANCE II</b>      <b>1.5 UNITS</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: ES 084A or equivalent with a grade of "C" or better or "Pass"  1 hour lecture, 2 hours laboratory  Designed to introduce and develop movement principles and skills necessary to prepare the body as an instrument of expression in the jazz dance style with both historical and current dance trends. Emphasizes enjoyment of dance as a form of exercise. Instruction at the intermediate level.  <i>CSU, UC</i></p>	<p><b>088C* BALLET III</b>      <b>1.5 UNITS</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: ES 088B or equivalent with a grade of "C" or better or "Pass"  1 hour lecture, 2 hours laboratory  Designed to introduce and develop movement principles and skills necessary for the study of classical ballet. Includes ballet terminology, use of "turnout" position of feet and legs, alignment of spine, and placement of weight at the barre, in center floor and traveling patterns. Emphasizes enjoyment of dance as a form of exercise. Instruction at the intermediate/advanced level.  <i>CSU, UC</i></p>
<p><b>080A* MODERN DANCE I</b>      <b>1.5 UNITS</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: None  1 hour lecture, 2 hours laboratory  Dance as an artistic expression. Beginning modern dance technique using an eclectic approach. Movement fundamentals including torso, legs and other parts of the body. Floor exercises, fall and recovery sequences, locomotion progressing from basic to variations. Short dance sequences using pure movement. Basic knowledge of the history of modern dance and its place in the world of dance. Beginning vocabulary of modern dance.  <i>CSU, UC</i></p>	<p><b>084C* JAZZ DANCE III</b>      <b>1.5 UNITS</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: ES 084B or equivalent with a grade of "C" or better or "Pass"  1 hour lecture, 2 hours laboratory  Designed to introduce and develop movement principles and skills necessary to prepare the body as an instrument of expression in the jazz dance style with both historical and current dance trends. Emphasizes enjoyment of dance as a form of exercise. Instruction at the intermediate/advanced level.  <i>CSU, UC</i></p>	<p><b>088D* BALLET IV</b>      <b>1.5 UNITS</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: ES 088C or equivalent with a grade of "C" or better or "Pass"  1 hour lecture, 2 hours laboratory  Designed to introduce and develop movement principles and skills necessary for the study of classical ballet. Includes ballet terminology, use of "turnout" position of feet and legs, alignment of spine, and placement of weight at the barre, in center floor and traveling patterns. Emphasizes enjoyment of dance as a form of exercise. Instruction at the advanced level.  <i>CSU, UC</i></p>
<p><b>080B* MODERN DANCE II</b>      <b>1.5 UNITS</b>  Prerequisite: None  Corequisite: None  Recommended Preparation: ES 080A or equivalent with a grade of "C" or better or "Pass"  1 hour lecture, 2 hours laboratory  Continuation of ES 080A. Modern dance technique using an eclectic approach. Center exercises of the torso using various movement qualities: stretches, contractions and releases; movements of the feet, legs and combinations; floor exercises; fall and recoveries; locomotor movement patterns. Dances using various themes. Review of the history of modern dance. The leading exponents of modern dance in the United States.  <i>CSU, UC</i></p>		

**125A\* BEGINNING GOLF 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory  
 Instruction and practice in basic golf skills. Instruction in course conduct, rules and self-evaluation of skills is emphasized. Practice limited to development of swing, stance and grip.  
*CSU, UC credit limit*

**125B\* INTERMEDIATE GOLF 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 125A or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 1 hour laboratory  
 Instruction and practice in golf requiring skills to play small executive course. Students must furnish their own equipment.  
*CSU, UC credit limit*

**125C\* ADVANCED GOLF 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 125B or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 1 hour laboratory  
 Continuation of ES 125B with emphasis on advanced techniques, strategies and tournament play in the game of golf. Students must furnish their own equipment.  
*CSU, UC credit limit*

**150\* ADAPTED SPORTS EDUCATION 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory  
 For physically challenged individuals in various sports and physical activities including track and field, basketball, football, weight training and golf. Students will learn the fundamental principles of physical fitness and its impact on lifelong health and wellness.  
*CSU, UC credit limit*

**155A\* BEGINNING BASKETBALL 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory  
 Instruction and practice in the basic skills of basketball with emphasis on individual skill development and team play. Students will also learn the fundamental principles of physical fitness and its impact on lifelong health and wellness.  
*CSU, UC credit limit*

**155B\* INTERMEDIATE BASKETBALL 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 155A or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 1 hour laboratory  
 Continuation of ES 155A with emphasis on intermediate level individual skill development, team play, defensive/offensive tactics and team strategies. Students will also learn the fundamental principles of physical fitness and its impact on lifelong health and wellness.  
*CSU, UC credit limit*

**155C\* ADVANCED BASKETBALL 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 155B or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 1 hour laboratory  
 Continuation of ES 155B with emphasis on advanced level individual skill development, team play, defensive/offensive tactics and team strategies. Students will also learn the

fundamental principles of physical fitness and its impact on lifelong health and wellness.

*CSU, UC credit limit*

**170A\* BEGINNING SOCCER 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory  
 Basic skills and strategy of soccer with emphasis on team play and individual skills.  
*CSU, UC credit limit*

**170B\* INTERMEDIATE SOCCER 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 170A or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 1 hour laboratory  
 Intermediate soccer skills and team play. Emphasizes techniques, team strategy, language and lore of the game of soccer.  
*CSU, UC credit limit*

**170C\* ADVANCED SOCCER 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 170B or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 1 hour laboratory  
 Emphasis on advanced individual soccer skills and team play.  
*CSU, UC credit limit*

**171A\* BEGINNING SOFTBALL 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory  
 Designed to acquaint students with the basic fundamentals of the game of softball. For individuals of all ages and fitness levels. Lifelong health and vigor through exercise and activities will be emphasized. Enjoyment of the game of softball, physical activity, safety and injury prevention will be promoted. Individual position skill will also be emphasized, as well as offense and defense strategies.  
*CSU, UC credit limit*

**171B\* INTERMEDIATE SOFTBALL 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 171A or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 1 hour laboratory  
 Designed to acquaint students with the basic fundamentals of the game of softball. For individuals of all ages and fitness levels. Lifelong health and vigor through exercise and activities will be emphasized. Enjoyment of the game of softball, physical activity, safety and injury prevention will be promoted. Individual position skill will also be emphasized, as well as offense and defense strategies.  
*CSU, UC credit limit*

**171C\* ADVANCED SOFTBALL 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 171B or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 1 hour laboratory  
 Designed to acquaint students with the basic fundamentals of the game of softball. For individuals of all ages and fitness levels. Lifelong health and vigor through exercise and activities will be emphasized. Enjoyment of the game of softball, physical activity, safety and injury prevention will be promoted. Individual position skill will also be emphasized, as well as offense and defense strategies.  
*CSU, UC credit limit*

*CSU, UC credit limit*

**175A\* BEGINNING VOLLEYBALL 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory  
 Competency development in the team sport of volleyball. Emphasizes individual techniques and team strategy.  
*CSU, UC credit limit*

**175B\* INTERMEDIATE VOLLEYBALL 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 175A or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 1 hour laboratory  
 Continuation of ES 175A with emphasis on intermediate level play and strategy and four-person teams.  
*CSU, UC credit limit*

**175C\* ADVANCED VOLLEYBALL 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 175B or equivalent with a grade of "C" or better or "Pass"  
 1 hour lecture, 1 hour laboratory  
 Continuation of ES 175B with emphasis on advanced play and strategy and four-person teams.  
*CSU, UC credit limit*

**180\* SELF DEFENSE FOR WOMEN 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory  
 Basic principles of practical personal protection for women, with emphasis on awareness and prevention of situations that may leave a person vulnerable to crime, especially rape. Physical, mental and verbal responses will be taught and practiced so students may develop the confidence to stand up and defend themselves, if needed. Students will also learn the fundamental principles of physical fitness and their impact on lifelong health and wellness.  
*CSU, UC credit limit*

**181A\* KARATE I 1.5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 2 hours laboratory  
 Introduction and practice in the basic skills and philosophy of Shotokan Karate. This course will introduce the basic stances, blocks, and kicks.  
*CSU, UC credit limit*

**181B\* KARATE II 1.5 UNITS**

Prerequisite: ES 181A or equivalent with a grade of "C" or better or "Pass" or possession of equivalent proficiency (8th kyu ranking in Shotokan Karate from ASKA, JKA, AJKA)  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 2 hours laboratory  
 Introduction and practice in the intermediate skills and philosophy of Shotokan Karate. Introduces intermediate level blocks, strikes, punches and kicks, which will be taught individually and then linked and practiced in two and three movement combinations. Also covers timing and distancing for three-step sparring without a count and the proper performance and timing of kata Heian Nidan.  
*CSU, UC credit limit*

**181C\* KARATE III 1.5 UNITS**

Prerequisite: ES 181B or equivalent with a grade of "C" or better or "Pass" or possession of equivalent proficiency (7th kyu ranking in Shotokan Karate from ASKA, JKA, AJKA)  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 2 hours laboratory  
 Introduction and practice in the high intermediate skills and philosophy of Shotokan Karate. Introduces Intermediate II level strikes and blocks, three-move combinations, one step sparring—attacking and defending against face, stomach and front kick—and kata Heian Sandan.  
*CSU, UC credit limit*

**181D\* KARATE IV 1.5 UNITS**

Prerequisite: ES 181C or equivalent with a grade of "C" or better or "Pass" or possession of equivalent proficiency (6th kyu ranking in Shotokan Karate from ASKA, JKA, AJKA)  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 2 hours laboratory  
 Introduction and practice in the advanced skills and philosophy of Shotokan Karate. Introduces advanced level blocks and strikes, four-move combinations, one-step sparring without a count for five techniques, and kata Heian Yondan.  
*CSU, UC credit limit*

**199 SPECIAL STUDIES OR PROJECTS IN EXERCISE SCIENCE 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Exercise Science under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**200\* CONDITIONING AND INJURY PREVENTION FOR ATHLETICS 1.5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 2 hours laboratory  
 Emphasis on physical conditioning and mastery of the basic fundamentals of movement and skills necessary to reduce the risk of injury associated with athletic activity. Conditioning activities, running games and resistance exercises will be emphasized.  
*CSU, UC credit limit*

**206 INTERCOLLEGIATE BASKETBALL 2 UNITS**

Prerequisite: Tryout  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture, 5 hours laboratory  
 Intercollegiate competition in the sport of basketball. Instruction in specific skills, performance techniques and strategies, as well as daily practice, development of physical fitness, team travel and competition against other collegiate institutions. Open to all students who wish to compete at the intercollegiate level.  
*CSU, UC credit limit*

**207 ADVANCED TECHNIQUES AND STRATEGIES OF INTERCOLLEGIATE BASKETBALL 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory  
 Instruction and practice in advanced techniques and strategies of basketball. By incorporating game experience, students will formulate an understanding of the different styles of play. Also

serves as the off-season preparation course for the intercollegiate team.

*CSU, UC credit limit*

**209 INTERCOLLEGIATE CROSS-COUNTRY 2 UNITS**

Prerequisite: Tryout  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture, 5 hours laboratory  
 Open to students with advanced cross-country skills who wish to compete at the intercollegiate level.

*CSU, UC credit limit*

**213 INTERCOLLEGIATE GOLF 2 UNITS**

Prerequisite: Tryout  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture, 5 hours laboratory  
 Instruction in team play and strategy. Competition in practice and league play.

*CSU, UC credit limit*

**218 INTERCOLLEGIATE SOCCER 2 UNITS**

Prerequisite: Tryout  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture, 5 hours laboratory  
 Open to students with advanced soccer skills who wish to compete at the intercollegiate level.

*CSU, UC credit limit*

**219 ADVANCED TECHNIQUES AND STRATEGIES OF INTERCOLLEGIATE SOCCER 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory  
 Designed for students with advanced soccer skills. Instruction and practice in the advanced techniques and strategies of soccer. By incorporating game experience, students will formulate an understanding of the different styles of play. Also serves as the off-season preparation course for the intercollegiate team.

*CSU, UC credit limit*

**224 INTERCOLLEGIATE TENNIS 2 UNITS**

Prerequisite: Tryout  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture, 5 hours laboratory  
 Intercollegiate competition in the sport of tennis. Instruction in specific skills, performance techniques and strategies, as well as daily practice, development of physical fitness, team travel and competition against other collegiate institutions. Open to all students who wish to compete at the intercollegiate level.

*CSU, UC credit limit*

**225 ADVANCED TECHNIQUES AND STRATEGIES OF INTERCOLLEGIATE TENNIS 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory  
 Designed for advanced tennis players who are proficient in the fundamental skills and have knowledge of the basic rules of the game. Instruction is geared toward advanced techniques, strategies and team play. Also serves as the off-season preparation course for the intercollegiate team.

*CSU, UC credit limit*

**227 INTERCOLLEGIATE TRACK 2 UNITS**

Prerequisite: Tryout  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture, 5 hours laboratory  
 Emphasis on advanced track skills for those who wish to compete at the intercollegiate level.

*CSU, UC credit limit*

**230 INTERCOLLEGIATE VOLLEYBALL 2 UNITS**

Prerequisite: Tryout  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture, 5 hours laboratory  
 Intercollegiate competition in the sport of volleyball. Instruction in specific skills, performance techniques and strategies, as well as daily practice, development of physical fitness, team travel and competition against other collegiate institutions. Open to all students who wish to compete at the intercollegiate level.

*CSU, UC credit limit*

**231 ADVANCED TECHNIQUES AND STRATEGIES OF INTERCOLLEGIATE VOLLEYBALL 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory  
 Designed for advanced volleyball players who are proficient in the fundamental skills and have knowledge of the basic rules of the game. Instruction is geared toward advanced techniques, strategies and team play. Also serves as the off-season preparation course for the intercollegiate team.

*CSU, UC credit limit*

**250 INTRODUCTION TO PHYSICAL EDUCATION 2 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture  
 History, philosophy and principles of physical education and exercise science. Study of the aims and objectives of modern physical education with emphasis on the development of basic philosophy and background for professional education.

*CSU, UC*

**253 PHYSICAL EDUCATION IN ELEMENTARY SCHOOLS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2.5 hours lecture, 1.5 hours laboratory  
 The statewide program in physical education for elementary schools forms the basis for this course. Includes the study of child development, personality development, analysis and practice of fundamental skills, selection of activities, organizational materials and evaluation of teaching ability.

*CSU*

**254 PRINCIPLES OF PERSONAL TRAINING 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Identification and study of the techniques, responsibilities and skills necessary to perform the duties of a personal trainer. Emphasizes current knowledge of health principles as it pertains to fitness and wellness. Provides the necessary information to pass the Personal Trainer Certification Exams for national certifying organizations (ACE, NSCA, etc.). Hands-on lab training in the use of fitness equipment.

*CSU*

**254L FIELD EXPERIENCE FOR PERSONAL TRAINERS****1 UNIT**

Prerequisite: ES 254 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

4 hours unpaid work experience per week

Provides volunteer work experience in the field of personal training in selected fitness facilities. Students will work under the direct supervision of a certified Exercise Science instructor or commercially certified personal trainer.

*CSU***255 CARE AND PREVENTION OF ATHLETIC INJURIES****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture, 1 hour laboratory

Designed to (1) provide a background for individuals interested in an athletic training career, (2) develop an understanding of athletic injuries in terms of prevention, recognition, evaluation, treatment, first aid and emergency care for coaches and/or teachers in athletic settings, and (3) provide athletes with an understanding of how to manage their own injuries and methods of prevention.

*CSU, UC credit limit***270 COOPERATIVE GAMES****1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Focuses on planning and implementing cooperative games for physical education/activities involving pre-school and elementary school-aged children in a variety of settings. The philosophy behind the need for cooperative games will be explored, as well as the importance of incorporating movement into daily life.

*CSU, UC credit limit***271 FITNESS WALKING WITH CHILDREN****1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Focuses on planning and implementing a walking program for children in a variety of settings. Lifelong fitness activities and walking as a form of appropriate and challenging exercise will be emphasized.

*CSU***272 ISSUES IN CHILDHOOD OBESITY****1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Provides an opportunity for review of current knowledge relating to the cause and prevention of childhood obesity. Content will include suggested physical activity planning and nutrition guidelines, as well as historically relevant trends in regards to childhood obesity, diet and physical activity.

*CSU***273 FIELD EXPERIENCE IN SCHOOL-BASED RECREATIONAL LEADERSHIP****1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

5 hours paid or 4 hours unpaid work experience per week

Under supervision at approved field placement sites, students will participate in all outdoor recreational activities. Students will develop and supervise fitness and recreational experiences,

conduct group activities, handle routines, and respond to individual and group needs of school-aged children in a school-based, day care or school day environment.

*CSU***298 SELECTED TOPICS IN EXERCISE SCIENCE****1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Exercise Science not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**Pass/No Pass only. Non-degree applicable.****299 SELECTED TOPICS IN EXERCISE SCIENCE****1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Exercise Science not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

*CSU***FRENCH****120 FRENCH I****5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

5 hours lecture

Introductory course to the French language and the cultures of its speakers. Designed for students with very little or no knowledge of French. Facilitates the practical application of the language in everyday oral and written communication at the beginning level. Since the focus will be on basic communication skills, the class will be conducted in French as much as possible. Students will learn structures that will enable them to function in French in everyday contexts while becoming familiar with the French speaking world.

*AA/AS GE, CSU, CSU GE, IGETC, UC***121 FRENCH II****5 UNITS**

Prerequisite: FREN 120 or equivalent with a grade of "C" or better or "Pass" or two years of high school French

Corequisite: None

Recommended Preparation: None

5 hours lecture

Continuation of FREN 120. The course will continue to develop oral and written skills based on practical everyday needs.

*AA/AS GE, CSU, CSU GE, IGETC, UC***199 SPECIAL STUDIES OR PROJECTS IN FRENCH****1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in French under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**220 FRENCH III****5 UNITS**

Prerequisite: FREN 121 or equivalent with a grade of "C" or better or "Pass" or three years of high school French

Corequisite: None

Recommended Preparation: None

5 hours lecture

Continuation of FREN 121. The course will continue to develop oral, listening, reading and writing skills in order to improve proficiency in French.

*AA/AS GE, CSU, CSU GE, IGETC, UC***221 FRENCH IV****5 UNITS**

Prerequisite: FREN 220 or equivalent with a grade of "C" or better or "Pass" or four years of high school French

Corequisite: None

Recommended Preparation: None

5 hours lecture

Continuation of FREN 220. The course will continue to develop oral, listening, reading and writing skills in order to improve proficiency in French.

*AA/AS GE, CSU, CSU GE, IGETC, UC***250 CONVERSATIONAL FRENCH I****3 UNITS**

Prerequisite: FREN 121 or equivalent with a grade of "C" or better or "Pass" or three years of high school French

Corequisite: None

Recommended Preparation: None

3 hours lecture

Develop oral, reading, writing and listening skills with an emphasis on oral proficiency.

*AA/AS GE, CSU, CSU GE, IGETC, UC***251 CONVERSATIONAL FRENCH II****3 UNITS**

Prerequisite: FREN 250 or equivalent with a grade of "C" or better or "Pass" or four years of high school French

Corequisite: None

Recommended Preparation: None

3 hours lecture

Continues to develop oral, reading, writing and listening skills with an emphasis on oral proficiency.

*AA/AS GE, CSU, CSU GE, IGETC, UC***298 SELECTED TOPICS IN FRENCH****1-5 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-15 hours

Selected topics in French not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN FRENCH****1-5 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-15 hours

Selected topics in French not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

*CSU*

## GEOGRAPHY

### 106 WORLD REGIONAL GEOGRAPHY 3 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

World regional geography studies the overarching principles of human geography as applied to the major geographic regions of the world including Africa, the Middle East, South and East Asia, Australia, Europe and the Americas. Regional analysis will include: language, religion and ethnicity; population, land use and settlement patterns; economic, social and political systems; urban and environmental relationships; and the effects of technology and globalization in a rapidly changing world.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 120 ELEMENTS OF PHYSICAL GEOGRAPHY 3 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Physical geography is the study of the patterns and processes that underlie the fundamental nature and dynamics of the physical world. Topics will be investigated from a systems perspective, with particular attention to the spatial relationships among the atmosphere, hydrosphere, lithosphere and biosphere. Global, regional and local environmental concerns will be discussed as relevant to course topics.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 121 PHYSICAL GEOGRAPHY LABORATORY 1 UNIT

Prerequisite: GEOG 120 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
Corequisite: None  
Recommended Preparation: None  
3 hours laboratory

Augments the physical geography lecture course through practical applications of materials covered in GEOG 120. Laboratory exercises include practical applications of the following: map analysis and interpretation; Earth-Sun relations; weather and climate; basic rock and mineral identification; plate tectonics; erosional and depositional environments; landform identification and genesis; soil and vegetation distributions. Special attention given to the unique local setting of San Diego County. Field experience incorporated into laboratory exercises on a regular basis.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 122 REGIONAL FIELD STUDIES IN PHYSICAL GEOGRAPHY 1 UNIT

Prerequisite: None  
Corequisite: None  
Recommended Preparation: GEOG 120 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
1 hour lecture, 1 hour laboratory

Designed to provide focused experience in geographical field studies of a selected region in western North America. Emphasizes observation and interpretation of physical geography phenomena through direct experience in a field setting. Requires a multi-day field trip as well as on-campus meetings prior to and immediately following the field trip. Students must supply their own camping gear including food, cooking gear, stove, eating utensils, sleeping bag and tent. *May be repeated with different content for a maximum of 4 units.*

CSU

### 130 HUMAN AND CULTURAL GEOGRAPHY 3 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Introduction to the study of the dynamics and complex relationships between the Earth's people and the ever-changing world in which they live. Special attention given to the historical role of the human-environment relationship, as well as the influences of language, religion, and other cultural factors in shaping the world's many cultures. Topics investigated on a global, regional and local scale include: origin and diffusion of the world's major languages and religions; population and settlement patterns; political and economic systems; methods of livelihood; the role of technology in our rapidly changing world. Emphasis on human-environment relations and understanding and appreciation of our diverse multicultural world. Local field trips link course materials to real-world phenomena.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 132 CULTURAL ETHNOBOTANY 3 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Cultural ethnobotany is the study of the relationship between indigenous cultures and the plants of their ancestral homeland. This course will focus on the ethnobotany of the Kumeyaay/Diegueno people of southern California and northern Baja California, with particular attention to how plants were used to sustain, heal, and protect the Kumeyaay Nation. Both traditional and scientific methods will be used to classify plants and identify their historical and modern uses, and local field trips will provide opportunities for working directly with plant materials in their natural habitats.

AA/AS GE, CSU, UC

### 198 SUPERVISED TUTORING 0 UNIT

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
TBA hours

Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. *May be repeated with different content. No fee/no credit course.*

### 199 SPECIAL STUDIES OR PROJECTS IN GEOGRAPHY 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
3-9 hours

Individual study, research or projects in Geography under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

### 298 SELECTED TOPICS IN GEOGRAPHY 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Geography not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a

seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

### 299 SELECTED TOPICS IN GEOGRAPHY 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Geography not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## GEOLOGY

### 104 EARTH SCIENCE 3 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

This physical science course studies the patterns and processes that define Earth's major physical systems, the basic energy and material flows by which these systems operate, and the comparative place of our planet within the larger solar system. Topics will be investigated at global, regional and local scales and will provide a general synthesis of the disciplines of astronomy, geology, physical geography, meteorology and oceanography. Environmental disturbance and climate change will be addressed within the context of the topics described above.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 110 PLANET EARTH 3 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Introductory physical science course investigating the composition of the earth and the geologic processes by which it formed. Emphasis is placed on the unifying theory of plate tectonics and the associated activities of volcanism, earthquakes, and mountain building. Topics include crystals, minerals and rocks, their distribution within the planet, and the evolution of the earth across deep time. The sculpturing of the surface of the planet by wind, waves, streams, glaciers and landslides will also be considered.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 111 PLANET EARTH LABORATORY 1 UNIT

Prerequisite: GEOL 110 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
Corequisite: None  
Recommended Preparation: None  
3 hours laboratory

Physical science laboratory course designed to accompany and augment GEOL 110. Includes laboratory and field investigations of the Earth, emphasizing hands-on experience with minerals, rocks and landforms, as well as topographic and geologic maps.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 198 SUPERVISED TUTORING 0 UNIT

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
TBA hours

Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. *May be repeated with different content. No fee/no credit course.*

**199 SPECIAL STUDIES OR PROJECTS IN GEOLOGY 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Geology under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**298 SELECTED TOPICS IN GEOLOGY 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Geology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN GEOLOGY 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Geology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
 CSU

**GRAPHIC DESIGN****105 FUNDAMENTALS OF DIGITAL MEDIA 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: Basic computer skills (can be learned in introductory BOT or CIS classes)  
 2 hours lecture, 3 hours laboratory  
 Explores the digital hardware and software used in graphic design with an emphasis on print graphics production skills. Students will learn how to operate the computer and use software applications common in graphic design (Adobe Illustrator, Photoshop, InDesign). Design principles will be introduced as students explore the creative potential and practical aspects of graphic design with realistic project assignments.  
 CSU, UC

**110 GRAPHIC DESIGN PRINCIPLES 3 UNITS**

Prerequisite: GD 105 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: ART 124 or equivalent with a grade of "C" or better or "Pass"  
 2 hours lecture, 3 hours laboratory  
 Explores the fundamental concepts of graphic design and visual communication. Basic concepts, principles and elements of design are reinforced through creative problem solving. Text and visual elements such as photos and illustrations are integrated to create appropriate and aesthetic solutions to print graphics problems. Students will investigate career options and begin portfolio development.  
 CSU

**125 TYPOGRAPHY 3 UNITS**

Prerequisite: GD 105 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: GD 110 or equivalent with a grade of "C" or better or "Pass"  
 2 hours lecture, 3 hours laboratory  
 Explores the fundamental nature of typography as a reflection of society. Characters are examined as art forms and as carriers of language and ideas. Technical aspects of typography will be considered including function and production. Design letter forms using both traditional and digital processes with an emphasis on developing a professional portfolio.  
 CSU

**126ABCD PHOTOSHOP DIGITAL IMAGING 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: Basic computer skills (creating, editing, copying, deleting, organizing files)  
 2 hours lecture, 3 hours laboratory  
 Explores capturing, digitizing and editing images. Students will learn to use scanners and digital cameras to capture or digitize images and Adobe Photoshop to edit, manipulate, retouch, enhance and composite digital images. Explores digital workflows, color management, monitor calibration, and output methods used to achieve the best possible output from digital files. Emphasis on meeting aesthetic and technical requirements of the commercial arts industry.  
 CSU

**129 PAGE LAYOUT 3 UNITS**

Prerequisite: GD 110 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: GD 125 or equivalent with a grade of "C" or better or "Pass"  
 2 hours lecture, 3 hours laboratory  
 Emphasizes the aesthetic and functional organization of text, charts, graphs, line art, illustrations and photos in multiple page documents. Use of traditional and digital processes to develop creative thumbnails, roughs and comprehensive layouts. Emphasis on preparing text and images for electronic pre-press and for selecting printing options. Students will develop work for a professional portfolio.  
 CSU

**130 PROFESSIONAL BUSINESS PRACTICES 3 UNITS**

Prerequisite: GD 129 or CIS 212 or equivalent with a grade of "C" or better or "Pass". Student must have a substantial body of completed design or web projects prior to enrollment in this class.  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Emphasizes professional business practices used in the graphic design industry including design studios, agencies and self-employment. Learn how to create a resume, market a portfolio, acquire clients and set fees. Students will refine their design capabilities using text and images while learning how to perform as business professionals.  
 CSU

**198 SUPERVISED TUTORING 0 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 TBA hours  
 Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently

enrolled in another course. *May be repeated with different content. No fee/no credit course.*

**199 SPECIAL STUDIES OR PROJECTS IN GRAPHIC DESIGN 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Graphic Design under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**210 PROFESSIONAL DIGITAL PHOTOGRAPHY I 3 UNITS**

Prerequisite: GD 126ABCD or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 This practical course is intended for anyone interested in traditional photographic methods as they apply to digital photography. Students will learn to properly light, compose, expose, adjust, manipulate and print digital photographs. Explores advanced camera settings and file editing with Adobe Photoshop. Assignments will emphasize skills needed to produce high quality images for print and web display.  
 CSU

**211 PROFESSIONAL DIGITAL PHOTOGRAPHY II 3 UNITS**

Prerequisite: GD 210 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Emphasizes advanced photographic and digital imaging techniques, expanding on knowledge and skills acquired in GD 126ABCD and 210. Focuses on various applications of commercial photography including portraiture, tabletop, still life and photo-illustration. Unlike most fine art oriented photography classes, this course will present aesthetic and technical aspects of photography as they pertain to graphic communication and commercial art.  
 CSU

**217 WEB GRAPHICS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 212 or equivalent with a grade of "C" or better or "Pass" or basic computer and Internet skills and ability to create and upload a simple website; GD 126ABCD or ability to use Adobe Photoshop to create digital images  
 2 hours lecture, 3 hours laboratory  
 Focuses on the creation of attractive, usable web interfaces and graphic elements. Students will use Photoshop to design and develop common web design elements as they explore information design, screen design and navigation design.  
 CSU, UC

**222 FLASH WEB ANIMATION 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 212 or equivalent with a grade of "C" or better or "Pass" or basic computer and Internet skills and ability to create and upload a simple website  
 2 hours lecture, 3 hours laboratory  
 Covers design, development and implementation of web-based animation using Macromedia Flash. Students will create common web animation projects such as advertisements and web interfaces.  
 CSU

**223 ADVANCED FLASH WEB ANIMATION****3 UNITS**

Prerequisite: GD 222 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: CIS 212 or equivalent with a grade of "C" or better or "Pass" or ability to create and upload a simple website

2 hours lecture, 3 hours laboratory

Develop interactive, rich media Flash web applications. Includes principles of interaction and content design, ActionScript programming, and techniques to effectively incorporate animation, sound and graphics.

*CSU***225 DIGITAL ILLUSTRATION****3 UNITS**

Prerequisite: GD 105 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: ART 124, GD 110 or equivalent with a grade of "C" or better or "Pass"

2 hours lecture, 3 hours laboratory

Uses vector and raster image software to create digital illustrations. Applies design principles and computer technology to create exciting and aesthetic graphic images. Students will produce artwork based on contemporary illustration styles. Applicable for fine art, graphic design, and interactive design.

*CSU, UC***230 GRAPHIC DESIGN INTERNSHIP****1-4 UNITS**

Prerequisite: GD 129 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

75 hours paid or 60 hours unpaid work experience per unit

Provides field experience in design, business procedures, client relationships, and supervision of work executed for practicing professionals and design-related firms. Student is responsible for finding an employer. Assessment of student to be performed by instructor based on recommendations of supervisor at place of employment. Work experience must be started and completed during the semester that units are earned. **Pass/No Pass only.****298 SELECTED TOPICS IN GRAPHIC DESIGN****1-4 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-12 hours

Selected topics in Graphic Design not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.****299 SELECTED TOPICS IN GRAPHIC DESIGN****1-4 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-12 hours

Selected topics in Graphic Design not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

*CSU***HEALTH EDUCATION****105 HEALTH EDUCATION FOR TEACHERS****1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Designed for multiple or single subject teacher candidates, providing introductory knowledge of broad health-related issues relevant to K-12 curriculum. Topics include primary and secondary school health education curriculum design, basic legal issues of health education in California, discussion of community resources, behavior modification techniques, stress management, benefits of regular exercise, nutrition and eating disorders, disease prevention, childhood obesity, sexually transmitted diseases, contraception, substance abuse including alcohol and tobacco, safety in the home and school, and violence including gang and domestic violence. This course is designed to meet the state of California health education requirement for the K-12 teaching credential.

*CSU***120 PERSONAL HEALTH AND LIFESTYLES****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Identification and study of the major health problems in today's society. Emphasizes individual responsibility for personal health and the promotion of informed, positive health behaviors. Content areas include nutrition and weight control, substance abuse, environmental hazards, diseases and safety.

*AA/AS GE, CSU, CSU GE, UC, UC credit limit***122 ENVIRONMENTAL AND COMMUNITY HEALTH****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Introduction to the environmental, biological and socio-cultural determinants of health quality. Areas of emphasis include: environmental health, health and community behavior, infectious disease, chronic disease, methods of public health investigation, health promotion, implementation and regulation. Within these topic areas examination of the matrix of physiological, socio-cultural and psychological determinants of health will be addressed including: health impacts of chemical and physical agents in domestic and work surroundings; water treatment and quality, environmental pollution and occupational health and safety; substance abuse, stress management and mental illness; infectious diseases; growing health trends in the American population such as obesity, diabetes mellitus and Alzheimer's; investigation of health agencies involved, governmental health policies, and their roles in shaping community health.

*AA/AS GE, CSU, CSU GE, UC, UC credit limit***155 REALITIES OF NUTRITION****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Introduction to the basic principles of nutrition and its relationship to good health. Evaluation of current nutritional information (and misinformation) with emphasis on critical thinking to determine optimal dietary choices. Study of the major dietary goals and guidelines. Examination of weight maintenance techniques,

eating disorders, food labeling, food safety, and special needs at various stages in the life cycle. *CSU, CSU GE, UC***158 NUTRITION FOR ATHLETES****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Investigates the effects of nutrition and various dietary regimens on athletic performance, physical fitness and general health. Students will compare the physiological effects of optimal nutrition vs. inadequate nutrition for the general population as well as athletes. Cultural, sociological and psychological influences will be examined. Discussion of "fads" and dietary supplements will be included.

*CSU, CSU GE***199 SPECIAL STUDIES OR PROJECTS IN HEALTH EDUCATION****1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Health Education under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.***201 INTRODUCTION TO PUBLIC HEALTH****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Introduction to the discipline of public health. Areas of emphasis include the definition of "public health," the history and accomplishments of public health officials and agencies, an overview of various public health professions and institutions, and an in-depth examination of the core public health disciplines. These include epidemiology of infectious and chronic disease, environmental health, health promotion, global health (including health disparities and cultural competence), and health policy and management (including disaster preparedness).

*AA/AS GE, CSU, CSU GE, UC***251\* HEALTHY LIFESTYLES: THEORY AND APPLICATION****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Combination of physical activity and lecture provides regular exercise to develop physical fitness and information about basic, sound nutrition as it pertains to weight control. Guidelines that promote lifetime exercise and a healthy lifestyle will be emphasized.

*CSU, CSU GE***255 SCIENCE OF NUTRITION****3 UNITS**

Prerequisite: BIO 130, 131 and CHEM 115 or 120 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture

Establishes the relationship between foods and science through the study and integration of chemistry, biology and nutrition science. The metabolism and functions and sources of nutrients will be covered in detail to correlate the role they have in promotion of health and disease prevention. The challenges that occur during the human life cycle and how nutrient needs change will be studied. Includes evaluation from a scientific perspective of current concepts, controversies, and dietary recommendations.

Nutritional issues as they relate to weight maintenance, eating disorders, food labeling, food safety and special needs at various stages in the life cycle will be thoroughly examined.

*CSU, CSU GE, UC*

**298 SELECTED TOPICS IN HEALTH EDUCATION 1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Health Education not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN HEALTH EDUCATION 1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Health Education not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

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\*Meets the activity requirement for graduation.

## HISTORY

**100 EARLY WORLD HISTORY 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Early World History examines ancient to early-modern civilizations and the interconnections between diverse world societies to 1500. Included are Mesopotamia, Egypt, China, India, the classical West, early Islamic civilization, civilizations of Africa, and civilizations of the Americas and Oceania.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**101 MODERN WORLD HISTORY 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Modern World History examines the civilizations, societies and global interrelationships of the peoples of Africa, the Americas, Asia, Europe, and Oceania since 1500.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**105 EARLY WESTERN CIVILIZATION 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Survey of Mediterranean and European cultures, thought and institutions from ancient times to 1650. Includes Greece, Rome, Medieval Europe, the Renaissance, and the Reformation.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**106 MODERN WESTERN CIVILIZATION 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Survey of European cultures, thought and institutions from 1650 to the present. Includes Absolutism, Scientific Revolution, the Enlightenment, age of the French Revolution, nineteenth-century ideologies, imperialism, the world wars, the Cold War, and contemporary Europe.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**108\* EARLY AMERICAN HISTORY 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Survey of the early political, social and cultural development of the entire geographic area that is now the United States, with emphasis on the origins of basic American institutions and ideals.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**109\* MODERN AMERICAN HISTORY 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Survey of the political, social and cultural development of modern United States with emphasis on the economic, social and technological changes and the rise of the United States as a world power.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**114\* COMPARATIVE HISTORY OF THE EARLY AMERICAS 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

The Americas from ancient times to independence. Emphasis on ancient American civilizations, conquest and interactions among Native, European and African cultures. Colonial institutions and the development of new nations and their political systems.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**115\* COMPARATIVE HISTORY OF THE MODERN AMERICAS 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Survey of the political, social, economic and cultural development of the modern Americas. Emphasis on interaction among Native, European and African cultures and the social, political and economic transformations of the modern United States, Latin America and Canada.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**118\* U.S. HISTORY: CHICANO/ CHICANA PERSPECTIVES I 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Historical survey of the Chicano people in the United States in which attention is given to social, political and economic background. Particular emphasis on the development of the Spanish-speaking peoples' economic, social and political experience in the United States, especially in the Southwest from the Indo-Hispanic period to the Mexican-American War.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**119\* U.S. HISTORY: CHICANO/ CHICANA PERSPECTIVES II 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Historical survey of the Chicano people in the United States in which attention is given to social, political and economic background. Particular emphasis on the development of the Spanish-speaking peoples' economic, social and political experience in the United States, especially in the Southwest from the Mexican-American War to the present.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**122\* WOMEN IN EARLY AMERICAN HISTORY 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Covers the social, political, cultural, economic and intellectual development of women in America from pre-contact to 1877 in the entire geographic area that is now the United States. Women's experiences are placed in the context of the origins of American institutions and ideals.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**123\* WOMEN IN MODERN AMERICAN HISTORY 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Covers the social, political, cultural, economic and intellectual development of women in America from 1877 to the present in the entire area that is now the United States. Women's experiences are examined in the context of evolving American institutions.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**124 HISTORY OF CALIFORNIA 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Survey of political, social and economic development of the State of California from the earliest Spanish explorations and settlements to the present. Unit of study in California state and local government included.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**130\* U.S. HISTORY AND CULTURES: NATIVE AMERICAN PERSPECTIVES I 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Historical survey of the indigenous people throughout the North American continent from the earliest recorded knowledge to 1850. Attention is given to Indian perspectives of native and non-native cultures. The influence of American Indians on the federal constitution and the political philosophies of early Americans will be studied. Indian political organization and its parallels and differences in early American political organizations and philosophies are studied. Particular attention is given to legislation and its impact on Indian culture and society.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**131\* U.S. HISTORY AND CULTURES: NATIVE AMERICAN PERSPECTIVES II 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Historical survey of the indigenous peoples of the North American continent from the period of 1850 to the present. Attention will be given to contemporary, historical, political, and socio-economic issues affecting the American Indian nationwide, statewide and locally. Indian perspectives of native and nonnative cultures will be included. The federal and state constitutions are studied with special emphasis given to the effects on and influence of the Indian culture and society. Particular attention is given to political philosophies and the impact of legislation on Indian culture and society.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**132 KUMEYAAY HISTORY I: PRECONTACT - 1900** 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Historical survey of the Kumeyaay Nation from prehistoric times to 1900. Attention is given to Kumeyaay perspectives of Kumeyaay and non-Kumeyaay cultures. Kumeyaay oral history will be incorporated with discussions of the Creation Story, bird songs, ceremonies, religion and peon games. Also includes an overview of tribal sovereignty and Kumeyaay independence, laws pertaining to Native Americans in the United States, and early assimilation policies of the United States and Mexico.

AA/AS GE, CSU, CSU GE, IGETC, UC

**133 KUMEYAAY HISTORY II: 1900 - PRESENT** 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Historical survey of the Kumeyaay Nation from 1900 to the present. Attention is given to Kumeyaay perspectives of Kumeyaay and non-Kumeyaay cultures. Specific segments include: The Mission Indian Federation, The Indian Relocation Act, The Termination Era and PL 280, Indian Activism, Indian Self-Determination, and the Indian Gaming Regulatory Act and contemporary Tribal Governments. The modern history of the Kumeyaay Nation including participation in the Mission Indian Federation, impact of Public Law 280, and the growth leading to the creation of current Indian Gaming in San Diego County will be examined. An overview of contemporary tribal sovereignty and Kumeyaay independence, laws pertaining to Native Americans in the United States, and the termination policies of the United States will also be included.

AA/AS GE, CSU, CSU GE, IGETC, UC

**180\* U.S. HISTORY: BLACK PERSPECTIVES I** 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 United States history with emphasis on social, economic, political and cultural experiences of Black people. Traces the development of African-American history from African origins through the period of Reconstruction.

AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

**181\* U.S. HISTORY: BLACK PERSPECTIVES II** 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Examination of significant aspects of United States history from the aftermath of the Civil War to the present. Emphasis on the socio-economic, political and cultural experience of African-Americans in the United States from Reconstruction to the present.

AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

**199 SPECIAL STUDIES OR PROJECTS IN HISTORY** 1-3 UNITS

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in History under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**210 WOMEN IN WESTERN CIVILIZATION** 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Social, cultural, economic, political and ideological aspects of women in western society from ancient times to the present.

AA/AS GE, CSU, CSU GE, IGETC, UC

**275 HISTORICAL PERIOD** 3 UNITS**276 GEOGRAPHICAL AREA** 3 UNITS**277 HISTORICAL THEME** 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 In-depth study of an historical period (275), geographical area (276), or historical theme (277). Reading, discussion, lecture and instructional media focused on the forces contributing to the creation of the material studied and on the place of that material in relation to other disciplines in the humanities.

CSU, CSU GE, IGETC, UC

**298 SELECTED TOPICS IN HISTORY** 1-3 UNITS

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in History not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN HISTORY** 1-3 UNITS

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in History not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

\*Meets part of the American Institutions requirement. See "CSU General Education Breadth" under Transfer Information and Degree Requirements for complete requirements and different options, or visit [www.assist.org](http://www.assist.org).

**HUMANITIES****110 PRINCIPLES OF THE HUMANITIES** 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 In this basic interdisciplinary humanities course, students will learn how to examine, compare, analyze, evaluate, interpret and discuss creative works within their cultural contexts. Examples for study will be selected from the world's great works of literature, drama, painting, sculpture, architecture, music, etc.

AA/AS GE, CSU, CSU GE, IGETC, UC

**120 EUROPEAN HUMANITIES** 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Integrated approach to European cultural values as expressed in representative masterpieces of literature, philosophy, drama, music, visual art and architecture.

AA/AS GE, CSU, CSU GE, IGETC, UC

**140 AMERICAN HUMANITIES** 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Integrated study of American forms of art and thought including popular forms such as film, jazz and popular music. Various periods in American history will be examined from a cultural viewpoint, and selections will be chosen which are most representative of the forms of consciousness during those periods.

AA/AS GE, CSU, CSU GE, IGETC, UC

**155 MYTHOLOGY** 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Exploration of myths, legends, folklore and fairy tales as a means of understanding the way different people throughout the world have viewed themselves, their heroes, gods and supernatural beings and the world they live in. Emphasis on the symbolic meaning of the stories covered and the light they shed on our common human nature.

AA/AS GE, CSU, CSU GE, IGETC, UC

**199 SPECIAL STUDIES OR PROJECTS IN HUMANITIES** 1-3 UNITS

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Humanities under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**298 SELECTED TOPICS IN HUMANITIES** 1-3 UNITS

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Humanities not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN HUMANITIES** 1-3 UNITS

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Humanities not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## INTERDISCIPLINARY STUDIES

### 198 SUPERVISED TUTORING 0 UNIT

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
TBA hours

Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. *May be repeated with different content. No fee/no credit course.*

### 199 SPECIAL STUDIES OR PROJECTS IN INTERDISCIPLINARY STUDIES 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
3-9 hours

Individual study, research or projects in Interdisciplinary Studies under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

### 298 SELECTED TOPICS IN INTERDISCIPLINARY STUDIES 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Interdisciplinary Studies not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

### 299 SELECTED TOPICS IN INTERDISCIPLINARY STUDIES 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Interdisciplinary Studies not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

## ITALIAN

### 120 ITALIAN I 5 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
5 hours lecture

Introductory course to the Italian language and culture. Designed for students with very little or no knowledge of Italian. This course facilitates the practical application of the language in everyday oral and written communication at the beginning level. Since the focus will be on basic communication skills, the class will be conducted in Italian as much as possible. Students will learn structures that will enable them to function in Italian in everyday contexts while becoming familiar with the Italian speaking world.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 121 ITALIAN II 5 UNITS

Prerequisite: ITAL 120 or equivalent with a grade of "C" or better or "Pass" or two years of high school Italian

Corequisite: None  
Recommended Preparation: None  
5 hours lecture

Continuation of Italian 120. This course will continue to develop oral and written skills based on practical everyday needs.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 199 SPECIAL STUDIES OR PROJECTS IN ITALIAN 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
3-9 hours

Individual study, research or projects in Italian under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

### 220 ITALIAN III 5 UNITS

Prerequisite: ITAL 121 or equivalent with a grade of "C" or better or "Pass" or three years of high school Italian

Corequisite: None  
Recommended Preparation: None  
5 hours lecture

Continuation of Italian 121. This course will continue to develop oral, listening, reading and writing skills in order to acquire proficiency in Italian.

AA/AS GE, CSU, CSU GE, IGETC, UC

### 298 SELECTED TOPICS IN ITALIAN 1-5 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-15 hours

Selected topics in Italian not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

### 299 SELECTED TOPICS IN ITALIAN 1-5 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-15 hours

Selected topics in Italian not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## LIBRARY INFORMATION RESOURCES

### 110 RESEARCH METHODS IN AN ONLINE WORLD 1 UNIT

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
1 hour lecture

Designed for those who would like to become effective online researchers. Students will learn how to select and effectively use appropriate research tools such as search engines, online directories, meta-search engines, subscription databases and online catalogs. They will develop search strategies and focus on expressing their research questions in relevant search terms. In addition, students will learn how

to evaluate information for quality, authority, accuracy, and other criteria. Ethical issues about information will also be introduced. *Familiarity with basic microcomputer operation is strongly recommended.*

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### 199 SPECIAL STUDIES OR PROJECTS IN LIBRARY INFORMATION RESOURCES 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
3-9 hours

Individual study, research or projects in Library Information Resources under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

### 298 SELECTED TOPICS IN LIBRARY INFORMATION RESOURCES 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Library Information Resources not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

### 299 SELECTED TOPICS IN LIBRARY INFORMATION RESOURCES 1-3 UNITS

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Library Information Resources not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## MATHEMATICS

### 080 BASIC MATHEMATICS 2 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None

2 hours lecture, 1 hour laboratory  
Fundamentals of arithmetic including addition, subtraction, multiplication and division with emphasis on mental arithmetic involving whole numbers up to 12. Operations with fractions, decimals and percents are stressed. Area and volume formula for fundamental shapes will be discussed. **Pass/No Pass only. Non-degree applicable.**

### 088 PRE-ALGEBRA 4 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: Grade of "Pass" in MATH 080 or equivalent

4 hours lecture, 1 hour laboratory  
Operations with signed numbers are emphasized. The derivation and use of selected measurement concepts and the development of pre-algebra ideas such as variable and equations are included. Measurement, area and volume formulas for fundamental shapes are stressed. These topics are explored in the context of problem solving and appropriate calculator use. **Pass/No Pass only. Non-degree applicable.**

**090 ELEMENTARY ALGEBRA 5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: Grade of "Pass" in MATH 088 or equivalent

5 hours lecture, 1 hour laboratory

Emphasizes mathematical reasoning, problem solving, and real-world applications using numerical, algebraic and graphical models. Topics include problem-solving techniques, algebraic expressions, polynomials, linear and quadratic equations, linear inequalities, linear and nonlinear graphs, systems of linear equations in two variables, integer exponents, proportions, and radicals. Selection and application of appropriate graphing utility and/or computer program to interpret, model and analyze a collection of data or application problems. Computational techniques developed in pre-algebra are prerequisite skills for this course. Recommended for students with little or no recent knowledge of algebra. **Pass/No Pass only. Non-degree applicable.**

**097 PLANE GEOMETRY 3 UNITS**

Prerequisite: Grade of "Pass" in MATH 090 or equivalent

Corequisite: None

Recommended Preparation: None

3 hours lecture

Introduces essential vocabulary, properties and characteristics of geometric objects and geometric constructions. The concepts of plane geometry are developed inductively and then deductively. Computer-facilitated instruction offers a dynamic presentation of geometric concepts. **Pass/No Pass only. Non-degree applicable.**

**098 INTRODUCTION TO GRAPHING CALCULATORS 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: Grade of "Pass" in MATH 090 or equivalent

1 hour lecture

For students who wish to acquire skills in using graphing calculators. Calculator uses will include, but are not limited to: arithmetic operations, equations, inequalities, graphing and basic statistics. Hands-on approach will be employed. **Pass/No Pass only. Non-degree applicable.**

**103 INTERMEDIATE ALGEBRA 3 UNITS**

Prerequisite: Grade of "Pass" in MATH 090 or equivalent

Corequisite: None

Recommended Preparation: None

3 hours lecture, 1 hour laboratory

Graphic, numeric, analytic and applied problems on topics including linear, quadratic, exponential and logarithmic functions, exponents and radicals. Selection and application of appropriate graphing utility and/or computer program to interpret, model and analyze data, graphs and/or application problems. Additional topics include systems of equations, algebraic fractions, radicals, equations involving inequalities and absolute value, and complex numbers. *Maximum of 5 units can be earned for taking MATH 103 and 110.*

AA/AS GE

**110 INTERMEDIATE ALGEBRA FOR BUSINESS, MATHEMATICS, SCIENCE AND ENGINEERING 5 UNITS**

Prerequisite: Grade of "Pass" in MATH 090 or equivalent

Corequisite: None

Recommended Preparation: None

5 hours lecture, 1 hour laboratory

Application of graphic, numeric and analytic methods to model, interpret and solve real-world

problems involving: linear, quadratic, rational, radical, exponential and logarithmic functions; systems of linear and quadratic equations or inequalities; and absolute value equations or inequalities. Selection and application of appropriate graphing utility and/or computer program to interpret, model and analyze a collection of data and/or application problems. Additional topics include conic sections and an introduction to matrices and determinants. Computational techniques developed in beginning algebra are prerequisite skills for this course. Appropriate for students with knowledge of beginning algebra or who have had at least two years of high school algebra but have not used it for several years. *Maximum of five 5 units can be earned for taking MATH 103 and 110.*

AA/AS GE

**120 MATHEMATICS FOR GENERAL EDUCATION 3 UNITS**

Prerequisite: MATH 103 or 110 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture

Topics from logic, modern algebra, set theory, probability, statistics and computer math designed to give students a very brief introduction to the structure of mathematical theories and their application. General education course in mathematics.

AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

**125 STRUCTURE AND CONCEPTS OF ELEMENTARY MATHEMATICS I 3 UNITS**

Prerequisite: MATH 103 or 110, 097 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 1 hour laboratory

In blending the mathematical topics of sets, whole numbers, numeration, number theory, integers, rational and irrational numbers, measurement, relations, functions and logic, the course will investigate the interrelationships of these topics using a problem-solving approach and appropriate use of technology.

AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

**126 STRUCTURE AND CONCEPTS OF ELEMENTARY MATHEMATICS II 3 UNITS**

Prerequisite: MATH 125 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 1 hour laboratory

In blending the mathematical topics of statistics, probability, measurement, coordinate geometry, plane geometry, solid geometry, logic, relations and functions, the course will investigate the interrelationships of these topics using a problem-solving approach and appropriate use of technology.

CSU, CSU GE, IGETC, UC credit limit

**128 CHILDREN'S MATHEMATICAL THINKING 1.5 UNITS**

Prerequisite: None

Corequisite: MATH 125

Recommended Preparation: None

1.5 hours lecture

Children's mathematical thinking and in-depth analyses of children's understanding of operations (addition, subtraction, multiplication, division) and place value. Students will observe individual children solving mathematics problems.

CSU

**150 INTRODUCTION TO COMPUTER PROGRAMMING APPLICATIONS IN MATHEMATICS 3 UNITS**

Prerequisite: MATH 110 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Use of computers to analyze mathematical application problems and solutions from statistics, engineering and the physical sciences. Fundamentals of structured technical programming including language commands and computational algorithms.

CSU, UC

**160 ELEMENTARY STATISTICS 3 UNITS**

Prerequisite: MATH 103 or 110 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture, 1 hour laboratory

Study and application of the concepts and procedures of descriptive statistics, probability theory and inferential statistics. In descriptive statistics: organize, summarize and display data including frequency tables and histograms; exploratory data analysis; measures of central tendency, variation and position. In probability theory: fundamental rules and definitions of probability; counting; central limit theorem; probability distributions including the binomial, normal, Student T, chi-square, and F. In inferential statistics: estimation and hypothesis testing for means, proportions and variances; contingency tables; ANOVA models; linear regression and correlation; nonparametric methods. Applications may be included from various fields such as biology, business, economics, education, engineering, demography and psychology.

AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

**170 ANALYTIC TRIGONOMETRY 3 UNITS**

Prerequisite: MATH 097, 110 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture

Theoretical approach to the study of the trigonometric functions with emphasis on circular functions, trigonometric identities, trigonometric equations, graphical methods, vectors and applications, complex numbers and solving triangles with applications.

AA/AS GE, CSU, CSU GE

**175 COLLEGE ALGEBRA 4 UNITS**

Prerequisite: MATH 110 or equivalent with a grade of "C" or better or "Pass" (MATH 103 does not meet the prerequisite)

Corequisite: None

Recommended Preparation: None

4 hours lecture

Graphic, numeric and analytic approaches to the study of precalculus concepts from college algebra. Application of appropriate technology including but not limited to graphing utilities to model, analyze and interpret a collection of data or to solve real-world application problems from a variety of disciplines. Topics include: the real number system; algebraic, exponential and logarithmic functions and their inverses; graphing techniques for polynomial and rational functions; complex numbers; theory of equations; partial fractions; mathematical induction; sequences and series; matrices; and the binomial theorem. *Maximum of 7 units can be earned for successfully completing any combination of MATH 170, 175 and 176.*

AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

**176 PRECALCULUS: FUNCTIONS AND GRAPHS****6 UNITS**

Prerequisite: MATH 097, 110 or equivalent with a grade of "C" or better or "Pass" (MATH 103 does not meet the prerequisite)

Corequisite: None

Recommended Preparation: None  
6 hours lecture

Graphic, numeric and analytic approaches to the study of precalculus concepts from college algebra and analytic trigonometry. Application of appropriate technology including but not limited to graphing utilities to model, analyze and interpret a collection of data or to solve real-world application problems from a variety of disciplines. Topics include the real number system; algebraic, exponential and logarithmic functions and their inverses; graphing techniques for polynomial, rational and trigonometric functions; complex numbers; theory of equations; trigonometric functions and their inverses with emphasis on the circular functions; trigonometric equations and identities; vectors; right and oblique triangles; partial fractions; polar coordinates; mathematical induction; sequences and series; matrices; the binomial theorem. *Maximum of 7 units can be earned for successfully completing any combination of MATH 170, 175 and 176.*

AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

**178 CALCULUS FOR BUSINESS, SOCIAL AND BEHAVIORAL SCIENCES****4 UNITS**

Prerequisite: MATH 110 or equivalent with a grade of "C" or better or "Pass" (MATH 103 does not meet the prerequisite)

Corequisite: None

Recommended Preparation: None  
4 hours lecture

Concepts and applications of algebra and polynomial calculus. Designed for students in business, social sciences and behavioral sciences. *Not open to students with credit in MATH 180.*

AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

**180 ANALYTIC GEOMETRY AND CALCULUS I****5 UNITS**

Prerequisite: MATH 170, 175 or 176 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None  
5 hours lecture

Graphic, numeric and analytic approaches to the study of analytic geometry, limits and continuity of functions, and introductory differential and integral calculus. Applications involving analysis of algebraic, exponential, logarithmic, trigonometric and hyperbolic functions from a variety of disciplines including science, business and engineering. First of three courses designed to provide serious science students with a solid introduction to the theory and techniques of analysis.

AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

**198 SUPERVISED TUTORING****0 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None  
TBA hours

Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. *May be repeated with different content. No fee/no credit course.*

**199 SPECIAL STUDIES OR PROJECTS IN MATHEMATICS****1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic  
3-9 hours

Individual study, research or projects in Mathematics under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**245 DISCRETE MATHEMATICS****3 UNITS**

Prerequisite: MATH 280 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None  
3 hours lecture

Introduction to discrete mathematics. Includes basic logic, methods of proof, sequences, elementary number theory, basic set theory, elementary counting techniques, relations, and recurrence relations.

AA/AS GE, CSU, CSU GE, IGETC, UC

**280 ANALYTIC GEOMETRY AND CALCULUS II****4 UNITS**

Prerequisite: MATH 180 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None  
4 hours lecture

Continuation of MATH 180. Includes parametric equations, polar coordinates, hyperbolic functions, techniques of integration, indeterminate forms, infinite series and conics.

AA/AS GE, CSU, CSU GE, IGETC, UC

**281 INTERMEDIATE CALCULUS****4 UNITS**

Prerequisite: MATH 280 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None  
4 hours lecture

Sequel to MATH 280. Includes vectors in two and three dimensions, partial differentiation, iterated integration, line and surface integrals, application of Green's and Stokes' theorems, work with cylindrical and spherical coordinates, and an introduction to linear algebra.

AA/AS GE, CSU, CSU GE, IGETC, UC

**284 LINEAR ALGEBRA****3 UNITS**

Prerequisite: MATH 280 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None  
3 hours lecture

Topics include matrix algebra, Gaussian Elimination, systems of equations, determinants, Euclidean and general vector spaces, linear transformations, orthogonality and inner product spaces, bases of vector spaces, the change of basis theorem, eigenvalues and eigenvectors, the rank and nullity of matrices and linear transformations. This course is intended for the transfer student planning to major in mathematics, physics, engineering, computer science, operational research, economics or other sciences.

AA/AS GE, CSU, CSU GE, IGETC, UC

**285 DIFFERENTIAL EQUATIONS****3 UNITS**

Prerequisite: MATH 280 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None  
3 hours lecture

Includes first order differential equations, initial boundary value problems, the Cauchy-Euler equation, series solutions, Laplace transformations, Fourier Series, and separation of variables for elementary partial differential

equations. Applications of these topics will be explored.

CSU, CSU GE, IGETC, UC

**298 SELECTED TOPICS IN MATHEMATICS****1-6 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic  
1-18 hours

Selected topics in Mathematics not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN MATHEMATICS****1-6 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic  
1-18 hours

Selected topics in Mathematics not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

**MUSIC****001 MUSIC FUNDAMENTALS****4 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None  
4 hours lecture

Basic elements of music. Notation, major and minor keys, intervals, triads and 7th chords with inversions. Musical terms and analysis of chord structures. Keyboard application.

CSU

**090-091 PREPARATORY PERFORMANCE STUDIES****1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None  
1 hour lecture

This course is designed to prepare students for audition into MUS 190. It will enhance the musical progress of students who are currently receiving the equivalent of fifteen one-half hour lessons per semester of individual vocal or instrumental instruction. **Pass/No Pass only. Non-degree applicable.**

**104 INTRODUCTION TO THE MUSIC INDUSTRY****3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None  
3 hours lecture

Survey of the music industry with emphasis on individual career options, roles and responsibilities. Includes interaction with industry components and relationships between business personnel and the music artist.

CSU

**105 MUSIC THEORY AND PRACTICE I****4 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None  
4 hours lecture, 2 hours laboratory

Introduction to music theory and ear-training. Study of harmonic concepts of the 18th and 19th centuries. Rhythmic and melodic ear-training. Keyboard application and sight singing.

CSU, UC

**106 MUSIC THEORY AND PRACTICE II****4 UNITS**

Prerequisite: MUS 105 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 4 hours lecture, 2 hours laboratory  
 Continuation of MUS 105. Four-part writing, 7th chords, cadences and non-chord tones. Rhythmic and melodic dictation and harmonic ear-training. Sight singing. Analysis of Bach chorales and binary and ternary forms.  
*CSU, UC*

**107A AREA STUDIES IN AFRICAN MUSIC****2 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 2 hours laboratory  
 The study of rudimentary playing technique and the broad cultural context of African music.  
*CSU*

**107B AREA STUDIES IN SUNDANESE GAMELAN MUSIC****2 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 2 hours laboratory  
 The study of rudimentary playing technique and the broad cultural context of Sundanese Gamelan music.  
*CSU*

**107C AREA STUDIES IN LATIN AMERICAN MUSIC****2 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 2 hours laboratory  
 The study of rudimentary playing technique and the broad cultural context of Latin American music.  
*CSU*

**108-109 ROCK, POP AND SOUL ENSEMBLE****1 UNIT**

Prerequisite: Audition  
 Corequisite: None  
 Recommended Preparation: None  
 2.5 hours lecture, 2.5 hours laboratory  
 The study and performance of representative popular music compositions from the second half of the 20th century, with emphasis on rock, rhythm and blues, and pop music. Open to instrumentalists and singers.  
*CSU, UC*

**110 GREAT MUSIC LISTENING****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Listening and reading survey course to acquaint students with fundamental elements of musical style. Covers repertoire from a variety of cultures and periods with primary emphasis on the Western concert tradition.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**111 HISTORY OF JAZZ****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Listening and reading survey course covering the history of jazz from its origins to the present. Includes style periods, significant artists, the broad cultural context of jazz, and the development of critical listening skills.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**114 MUSIC IN THE UNITED STATES****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Music in the United States from pre-Colonial times to the present. Coverage includes the music of Native Americans, the Colonies, the 1800s, distinctive regions and subcultures, jazz, art music, popular music styles, and nonwestern influences.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**115 HISTORY OF ROCK MUSIC****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Presents an overview of rock and rock-related musical styles from the early 1950s to the present. Coverage includes related social and cultural trends, outstanding artists, the influence of technology on popular music, and relevant trends in the music industry. In addition, basic musical concepts such as pitch, rhythm and form will be introduced and applied to the music under consideration.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**116 INTRODUCTION TO WORLD MUSIC****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Designed to expand the student's perspective about the nature of music around the world and demonstrate the relationship between music in different cultures. Highlights elements common to all music. May include music of the cultures of India, China, Japan, Indonesia, Africa, Pacific Islands, the Middle East, Europe and the Americas.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**117 INTRODUCTION TO MUSIC HISTORY AND LITERATURE****3 UNITS**

Prerequisite: MUS 001 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Survey of art music in Western civilization from the ancient period to the present. Musical styles will be studied within the context of concurrent developments in society, politics and other arts.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**118 INTRODUCTION TO MUSIC****4 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 4 hours lecture  
 A one-semester study of basic music theory including notation, rhythms, scales, intervals, triads and sight-singing. Introduction to basic rhythm instruments and development of keyboard facility and vocal skill. Designed for preschool/elementary education majors and non-music majors.  
*CSU, UC*

**119 COOPERATIVE WORK EXPERIENCE IN MUSIC EDUCATION****1-4 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours paid or 4 hours unpaid work experience per week per unit  
 Practical application of principles and procedures learned in the classroom to the various phases of music education. Work experience will be paid or unpaid at local middle or high school music programs. Placement assistance will be provided. Two on-campus

sessions will be scheduled. *May be repeated for a maximum of 12 units.*

*CSU***120 INTRODUCTION TO MUSIC TECHNOLOGY****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: MUS 001 or equivalent with a grade of "C" or better or "Pass"  
 2 hours lecture, 3 hours laboratory  
 Introduction to the basic concepts and processes for editing digital audio and using the digital synthesizer and personal computer to perform, notate and record music. Students should have basic computer skills, basic piano or keyboard skills, and be able to read music.  
*CSU*

**121-122 MUSIC INDUSTRY SEMINAR****1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture  
 In this project-based class, students will develop and create a set of promotional materials for a local musical artist or group. The course content combines work in recording, print and electronic media.  
*CSU*

**126 CLASS GUITAR I****2 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture  
 Beginning course in guitar for non-music majors. Fundamentals of music as related to the guitar including scales, chords, and reading staff notation.  
*CSU, UC*

**127 CLASS GUITAR II****2 UNITS**

Prerequisite: MUS 126 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture  
 Guitar for non-music majors. Continuation of MUS 126 with emphasis on reading staff notation in closed positions, playing scales and chords in major and minor keys, and developing both left and right hand technique.  
*CSU, UC*

**130A-131A-230A-231A WORLD MUSIC ENSEMBLE: AFRICAN PERCUSSION****1 UNIT**

Prerequisite: MUS 107A or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 2.5 hours lecture, 2.5 hours laboratory  
 The study of different African percussion traditions at regular rehearsals and public performances.  
*CSU*

**130B-131B-230B-231B1 WORLD MUSIC ENSEMBLE: SUNDANESE GAMELAN****1 UNIT**

Prerequisite: MUS 107B or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 2.5 hours lecture, 2.5 hours laboratory  
 The study of Sundanese Gamelan compositions at regular rehearsals and public performances.  
*CSU*

**130C-131C-230C-231C WORLD MUSIC****ENSEMBLE: LATIN AMERICAN MUSIC 1 UNIT**

Prerequisite: MUS 107C or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2.5 hours lecture, 2.5 hours laboratory

The study of different Latin American music genres at regular rehearsals and public performances.

CSU

**132 CLASS PIANO I 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Note reading in treble and bass clefs. Major and minor key signatures. Scales, arpeggios and primary triads in major and minor keys. Transposition, improvisation and harmonization. Development of sight reading ability, two-handed coordination, correct fingering techniques and proper use of weight and relaxation in production of tone.

CSU, UC

**133 CLASS PIANO II 3 UNITS**

Prerequisite: MUS 132 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture

Continuation of MUS 132. Scales in minor keys. Scales with hands together. Music literature performed in major and minor keys. Harmonization and sight reading in major and minor keys. Piano pieces in binary form with mixed texture including parallel, contrary and oblique motion.

CSU, UC

**136-137 CHAMBER SINGERS 1 UNIT**

Prerequisite: Audition

Corequisite: None

Recommended Preparation: None

2.5 hours lecture, 2.5 hours laboratory

The study of standard and contemporary choral literature (classics to jazz) for small choral ensemble. Performances on campus and in local schools and communities. Open to all singers in the community and students of the college.

CSU, UC

**152-153 CONCERT BAND 1 UNIT**

Prerequisite: Audition

Corequisite: None

Recommended Preparation: None

2.5 hours lecture, 2.5 hours laboratory

The study of representative concert band compositions in a wide variety of styles at regular rehearsals and public performances.

CSU, UC

**156-157 JAZZ ENSEMBLE 1 UNIT**

Prerequisite: Audition

Corequisite: None

Recommended Preparation: None

2.5 hours lecture, 2.5 hours laboratory

The study of representative jazz ensemble compositions in a wide variety of styles at regular rehearsals and public performances.

CSU, UC

**158-159 CHORUS 1 UNIT**

Prerequisite: Audition

Corequisite: None

Recommended Preparation: None

2.5 hours lecture, 2.5 hours laboratory

The study and performance of standard and contemporary choral literature for choral ensemble. Open to all singers in the community and students of the college.

CSU, UC

**161 COOPERATIVE WORK EXPERIENCE****IN MUSIC INDUSTRY 1-4 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

5 hours paid or 4 hours unpaid work experience per week per unit

Practical application of principles and procedures learned in the classroom to the various phases of the music industry. Work experience will be paid or unpaid at local businesses that are part of the music industry such as recording studios, booking agencies, and music equipment manufacturers/retailers. Placement assistance will be provided. Two on-campus sessions will be scheduled. *May be repeated for a maximum of 12 units.*

CSU

**170-171 CLASS VOICE 2 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: Ability to read music

2 hours lecture

Designed to help the student learn to use the voice correctly. Principles of vocal placement, posture, balance, breath control and vocal tone are emphasized through individual performances.

CSU, UC

**184 DIGITAL AUDIO RECORDING AND PRODUCTION 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: MUS 120 or equivalent with a grade of "C" or better or "Pass"

2 hours lecture, 3 hours laboratory

An in-depth presentation of digital audio recording, editing and processing. Students will learn techniques for in-studio and live recording and will record and edit new musical recordings. Students should have a basic understanding of digital audio vocabulary and basic experience with using a computer to make/record music.

CSU

**190-191 PERFORMANCE STUDIES 1 UNIT**

Prerequisite: Membership by audition

Corequisite: None

Recommended Preparation: None

1 hour lecture

Primarily for music majors. Designed to enhance the musical progress of students who are currently receiving the equivalent of fifteen one-half hour lessons per semester of individual vocal or instrumental instruction. In-depth study of performances and techniques. Participation in class performances and student recitals is required.

CSU

**199 SPECIAL STUDIES OR PROJECTS IN MUSIC 1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Music under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**205 MUSIC THEORY AND PRACTICE III 4 UNITS**

Prerequisite: MUS 106 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

4 hours lecture, 2 hours laboratory

Continuation of MUS 106. Chromatic harmony of the 18th and 19th centuries including secondary

dominants, borrowed chords and altered chords. Rhythmic, melodic and harmonic dictation. Sight singing. Analysis of Bach chorales. Form analysis of Sonata-form, Minuet/Scherzo, Rondo, and Theme and Variations.

CSU, UC

**206 MUSIC THEORY AND PRACTICE IV 4 UNITS**

Prerequisite: MUS 205 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

4 hours lecture, 2 hours laboratory

Continuation of MUS 205. Harmony of the Post-Romantic and 20th century styles. Expanded tonality. Use of church modes, pentatonic, synthetic and dodecaphonic scales. Parallelism, pandiatonicism, twelve-tone technique, aleatory music and electronic music. Study of the 18th century two-part counterpoint. Ear-training and sight singing.

CSU, UC

**208-209 ROCK, POP AND SOUL ENSEMBLE 1 UNIT**

Prerequisite: Audition

Corequisite: None

Recommended Preparation: None

2.5 hours lecture, 2.5 hours laboratory

The study and performance of representative popular music compositions from the second half of the 20th century, with emphasis on rock, rhythm and blues, and pop music. Open to instrumentalists and singers.

CSU, UC

**221-222 MUSIC INDUSTRY SEMINAR 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

In this project-based class, students will develop and create a set of promotional materials for a local musical artist or group. The course content combines work in recording, print and electronic media.

CSU

**226 CLASS GUITAR III 2 UNITS**

Prerequisite: MUS 127 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture

Guitar for non-music majors. Continuation of MUS 127 with emphasis on high position reading, introductory chord and scale alterations, and technical development.

CSU, UC

**227 CLASS GUITAR IV 2 UNITS**

Prerequisite: MUS 226 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture

Guitar for non-music majors. Continuation of MUS 226 with emphasis on playing solos and accompaniments in various styles and idioms.

CSU, UC

**232 CLASS PIANO III 3 UNITS**

Prerequisite: MUS 133 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture

Continuation of MUS 133. Multiple octave performance of major and minor scales. Authentic and plagal cadences. Reading of four-part chorales. Ensemble playing and accompaniment. Intermediate piano pieces in ternary form.

CSU, UC

**233 CLASS PIANO IV 3 UNITS**

Prerequisite: MUS 232 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Continuation of MUS 232. Keyboard harmony and deceptive cadence. Reading an open score. Ensemble playing and accompaniment. Piano literature from the 18th through the 20th centuries.

CSU, UC

**236-237 CHAMBER SINGERS 1 UNIT**

Prerequisite: Audition  
 Corequisite: None  
 Recommended Preparation: None

2.5 hours lecture, 2.5 hours laboratory  
 The study of standard and contemporary choral literature (classics to jazz) for small choral ensemble. Performances on campus and in local schools and communities. Open to all singers in the community and students of the college.

CSU, UC

**252-253 CONCERT BAND 1 UNIT**

Prerequisite: Audition  
 Corequisite: None  
 Recommended Preparation: None

2.5 hours lecture, 2.5 hours laboratory  
 The study of representative concert band compositions in a wide variety of styles at regular rehearsals and public performances.

CSU, UC

**256-257 JAZZ ENSEMBLE 1 UNIT**

Prerequisite: Audition  
 Corequisite: None  
 Recommended Preparation: None

2.5 hours lecture, 2.5 hours laboratory  
 Study of representative jazz ensemble compositions in a wide variety of styles at regular rehearsals and public performances.

CSU, UC

**258-259 CHORUS 1 UNIT**

Prerequisite: Audition  
 Corequisite: None  
 Recommended Preparation: None

2.5 hours lecture, 2.5 hours laboratory  
 Study and performance of standard and contemporary choral literature for choral ensemble.

CSU, UC

**270-271 CLASS VOICE 2 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: Ability to read music  
 2 hours lecture

Designed to help the student learn to use the voice correctly. Principles of vocal placement, posture, balance, breath control and vocal tone are emphasized through individual performances.

CSU, UC

**290-291 PERFORMANCE STUDIES 1 UNIT**

Prerequisite: Membership by audition  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture

Primarily for music majors. Designed to enhance the musical progress of students who are currently receiving the equivalent of fifteen one-half hour lessons per semester of individual vocal or instrumental instruction. In-depth study of performances and techniques. Participation in class performances and student recitals is required.

CSU

**298 SELECTED TOPICS IN MUSIC 1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours

Selected topics in Music not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN MUSIC 1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours

Selected topics in Music not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## NATIVE AMERICAN LANGUAGES

**120 KUMEYAAY I 5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture

Introductory course to the Kumeyaay language and the culture of its speakers. Facilitates the practical application of the language in everyday oral and written communication at the beginning novice level. Since the focus will be on basic communication skills, the class will be conducted in Kumeyaay as much as possible. While becoming familiar with the Kumeyaay speaking world, students will learn structures that will enable them to function in Kumeyaay in everyday contexts.

AA/AS GE, CSU, CSU GE, IGETC, UC

**121 KUMEYAAY II 5 UNITS**

Prerequisite: NAKY 120 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture

Continuation of NAKY 120. Students will continue to develop oral and written skills based on practical everyday needs.

AA/AS GE, CSU, CSU GE, IGETC, UC

**199 SPECIAL STUDIES OR PROJECTS IN NATIVE AMERICAN LANGUAGES 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours

Individual study, research or projects in Native American Languages under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**220 KUMEYAAY III 5 UNITS**

Prerequisite: NAKY 121 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture

Continuation of NAKY 121. Students will develop increasingly advanced oral, listening, reading and writing skills in the Kumeyaay language.

AA/AS GE, CSU, CSU GE, IGETC, UC

**221 KUMEYAAY IV 5 UNITS**

Prerequisite: NAKY 220 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture

Continuation of NAKY 220. Students develop advanced oral, listening, reading and writing skills and proficiency in Kumeyaay.

AA/AS GE, CSU, CSU GE, IGETC, UC

**298 SELECTED TOPICS IN NATIVE AMERICAN LANGUAGES 1-5 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-15 hours

Selected topics in Native American Languages not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN NATIVE AMERICAN LANGUAGES 1-5 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-15 hours

Selected topics in Native American Languages not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## OCEANOGRAPHY

**112 INTRODUCTION TO OCEANOGRAPHY 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

A physical science course which examines major aspects of the marine environment. Topics include the origin of the oceans, plate tectonics, seafloor features, seawater properties, ocean climate, currents, waves, tides, coastal landforms, marine ecology, pollution and resources. The history and development of oceanography and the present and future importance of the oceans are also discussed.

AA/AS GE, CSU, CSU GE, IGETC, UC

**113 OCEANOGRAPHY LABORATORY 1 UNIT**

Prerequisite: OCEA 112 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours laboratory

Hands-on oceanographic laboratory experience to accompany and augment OCEA 112. Includes laboratory and field investigations of the marine environment emphasizing the geological, chemical, physical and biological aspects of the ocean.

AA/AS GE, CSU, CSU GE, IGETC, UC

**198 SUPERVISED TUTORING 0 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 TBA hours

Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. *May be repeated with different content. No fee/no credit course.*

**199 SPECIAL STUDIES OR PROJECTS IN OCEANOGRAPHY 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Oceanography under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**298 SELECTED TOPICS IN OCEANOGRAPHY 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Oceanography not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN OCEANOGRAPHY 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Oceanography not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
**CSU**

**ORNAMENTAL HORTICULTURE****102 XERISCAPE: WATER CONSERVATION IN THE LANDSCAPE 2 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture  
 Water management principles and practices as they apply to the landscape. Topics include plant selection, landscape design principles for water conservation, irrigation system selection and management, soil preparation and management, and current topics and issues of California and United States water conservation efforts.  
**CSU**

**114 FLORAL DESIGN I 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Theory and practice of basic geometric floral design, identification of flowers and foliage, and practical skills necessary for employment in the floral industry. Fresh, silk and dried flowers will be used.  
**CSU**

**116 FLORAL DESIGN II 3 UNITS**

Prerequisite: OH 114 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Theory and practice of parallel, vegetative, new wave and contemporary line designs for parties, holidays and special occasions primarily using fresh flowers. Silks, dried flowers, foliage and unique props for creating floral designs will also be covered.  
**CSU**

**117 WEDDING DESIGN I 3 UNITS**

Prerequisite: OH 114 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Numerous styles of wedding bouquets and corsages including church and reception floral designs, with emphasis on skills, mechanics and speed necessary for use in the floral industry.  
**CSU**

**118 SPECIAL OCCASION FLORAL DESIGN 3 UNITS**

Prerequisite: OH 114 or equivalent with a grade of "C" or better or "Pass" or one year high school floral design or trade experience  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Learn to create unique floral arrangements used for parties, weddings, funerals and gala events. Arrangements will focus on the use of unusual and exotic flowers, containers and special mechanical props.  
**CSU**

**119 WEDDING DESIGN II 3 UNITS**

Prerequisite: OH 117 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Theory and practice of designs used for weddings including bouquets for brides and attendants, corsages, church decorations, and reception decorations primarily using fresh flowers.  
**CSU**

**120 FUNDAMENTALS OF ORNAMENTAL HORTICULTURE 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Study of plant structure and function. Topics include basic principles of soil science and fertilizer requirements, and the growth of plants in regard to the environmental factors of water, light and temperature. The lab provides an overview of various skills needed in all fields of ornamental horticulture including pruning, basic equipment operation, fertilizer application and general nursery skills.  
**CSU**

**121 PLANT PROPAGATION 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Principles of plant propagation from seed, cutting, budding, grafting, layering, division and tissue culture. Greenhouses, cold frames, mist chambers and other propagating structures will be discussed along with stock selection, use of rooting hormones, proper sanitation procedures and protection of young seedlings from disease. Lab exercises include propagation of plant material by various methods as well as working with various structures, tools and equipment common to plant propagation.  
**CSU**

**130 PLANT PEST CONTROL 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Identification and control of insects, mites, spiders, snails, weeds and diseases that affect ornamental plants. Emphasizes their morphological and phylogenetic relationships, habits, habitats and important characteristics

affecting the health of ornamental plants. Control methods will stress integrated pest management.

**CSU****140 SOILS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Study of soil formation, characteristics and classification. Emphasis on the management of various soil types with regard to pH, salinity, texture, organic matter control and other variables. The lab will include investigation of soil conditions, problems and management solutions common to soils in Southern California.  
**CSU, UC**

**170 PLANT MATERIALS: TREES AND SHRUBS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Identification, cultural requirements and landscape uses of ornamental trees and shrubs common to the California landscape.  
**CSU, UC**

**171 LANDSCAPE DRAFTING 1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 .5 hour lecture, 1.5 hours laboratory  
 This course introduces basic drafting practices used in landscape design. Types of drawing include topography drawings, concept plans, construction drawings, details, and drawings. Upon completion, students should be able to complete a set of working drawings for a residential landscape.  
**CSU, UC**

**172 INTRODUCTION TO LANDSCAPE DESIGN 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: OH 171 or equivalent with a grade of "C" or better or "Pass"  
 2 hours lecture, 3 hours laboratory  
 Principles of landscape design for residential projects. Emphasis on residential landscape design and the creation of usable, pleasant outdoor spaces. Focuses on size and placement of plants, walks, patios and other structures in the residential landscape. The lab emphasizes practice in the design and drafting of actual landscape projects.  
**CSU, UC**

**173 INTERMEDIATE LANDSCAPE DESIGN 3 UNITS**

Prerequisite: OH 172 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Landscape design course covering advanced site analysis, use relationships, outside furniture and structures, color presentations and client/designer relationships as they relate to estate, greenbelt and advanced planting designs.  
**CSU, UC**

**174 TURF AND GROUND COVER MANAGEMENT 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Building, care and maintenance of turf grasses and ground covers in parks and landscaping. Soil preparation, planting, fertilizing and maintenance of common and special turf

grasses and ground covers. Particular pest and disease problems and their control.

CSU

### 175 ADVANCED LANDSCAPE DESIGN 3 UNITS

Prerequisite: OH 173 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Advanced development, design and presentation of residential landscape projects incorporating slope analysis, codes and ordinances, client or institutional requirements, detail sheets, sections and cost estimates. Client presentation of concept, lighting and planting plans will utilize sketches, demonstration boards and digital presentation techniques.

CSU

### 180 PLANT MATERIALS: ANNUALS AND PERENNIALS 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Identification, cultural requirements and landscape value of common annuals and perennials used as bedding plants, annual color and in the commercial floral industry.

CSU

### 199 SPECIAL STUDIES OR PROJECTS IN ORNAMENTAL HORTICULTURE 1-3 UNITS

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

3-9 hours

Individual study, research or projects in Ornamental Horticulture under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

### 200 INTRODUCTION TO COMPUTER AIDED LANDSCAPE DESIGN 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Introduction to computer aided landscape design using AutoCAD software. Creation of site plans, landscape plans, sprinkler plans, contour maps and landscape estimates. Elevation and perspective drawings are also created.

CSU

### 201 ADVANCED COMPUTER AIDED LANDSCAPE DESIGN 3 UNITS

Prerequisite: OH 200 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Use of computer aided design software for the application of graphics, symbols, patterns, layouts, text and scales for development of design drawings, concept plans, construction documents and cost estimates for residential landscape projects.

CSU

### 220 LANDSCAPE CONSTRUCTION: CONCRETE AND MASONRY 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Study of landscape construction methods and materials. Topics include landscape contract law, concrete flat work including stamped concrete, brick, block, stone masonry, and

proper design and construction of retaining and free standing walls. Grading and installation of plant material will also be covered.

CSU

### 221 LANDSCAPE CONSTRUCTION: IRRIGATION AND CARPENTRY 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Study of landscape construction methods and materials. Topics include irrigation and drainage plan reading, materials and components, installation and construction. Installation and troubleshooting of control valves and control clocks will also be covered. Includes basic materials and methods for construction of decks, overhead structures, wooden fences and gates. Also covers code and design requirements for irrigation, drainage and landscape structures.

CSU

### 222 JAPANESE GARDEN CONSTRUCTION AND MAINTENANCE 1 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: None

.5 hour lecture, 1.5 hours laboratory

Introduction to Japanese garden concepts and techniques. Includes the professional practices required for construction and sustainable maintenance. Concepts and techniques of Japanese gardens will cover Sakuteiki, the oldest garden design book written in the 11th century. Koi pond and waterfall construction, Zen stone garden (dry landscape garden), bamboo fences, water-basin, traditional pruning, and other basic construction and maintenance techniques will also be covered.

### 225 LANDSCAPE CONTRACTING 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Covers the practices in applying standard techniques in landscape construction and estimating for landscape trades. Reviews the rules, regulations and licensing laws governing landscape contractors set forth by the State of California. Includes an exploration of the field of landscape contracting and business practices associated with the landscape industry.

CSU

### 235 PRINCIPLES OF LANDSCAPE IRRIGATION 4 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

4 hours lecture

Principles of hydraulics as applied to landscape irrigation systems including static and dynamic pressures, pipe flows and velocities, pipe sizing, water hammer, pump selection and use. Includes an introduction to system components including valves, backflow prevention devices, controllers and pumps and pipe.

CSU

### 238 IRRIGATION SYSTEM DESIGN 3 UNITS

Prerequisite: OH 235 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Introduces students to the basic design and technical skills required to produce professional irrigation system designs. Building on the knowledge acquired in OH 235, students will design complete spray and low-volume systems, calculate hydraulic parameters and schedules, prepare details and specifications, practice presentation skills, analyze working designs,

learn head spacing and pipeline layout, and specify equipment using manufacturers' catalogs. A design studio environment is used (including team building and mentoring exercises) to prepare students for entry-level employment in the irrigation design field.

CSU

### 240 GREENHOUSE PLANT PRODUCTION 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Study of greenhouse plant production. Emphasis on the scheduling of greenhouse crops common to Southern California. Topics include equipment, structures, environmental control, estimation of crop production requirements, and production and sales of common greenhouse crops.

CSU

### 250 LANDSCAPE WATER MANAGEMENT 2 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture, 3 hours laboratory

Water management principles and practices for urban landscapes including water audit methods and certification, irrigation scheduling, water budgets, water use monitoring, and laws and regulations pertaining to urban landscape irrigation and runoff.

CSU

### 255 SUSTAINABLE URBAN LANDSCAPE PRINCIPLES AND PRACTICES 2 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: OH 120 or equivalent with a grade of "C" or better or "Pass"

2 hours lecture

Principles and practices of sustainable landscape design, construction and maintenance. Students will study ways in which urban landscapes in Southern California can become more sustainable by incorporating water conservation, storm water runoff, landscapes for fire prone areas, material reuse, recycling and repurchase, along with other principles of sustainability. Students will learn the use of technology, materials and methods that enhance the urban landscape with minimal input of labor and materials while reducing negative environmental impacts.

CSU

### 260 ARBORICULTURE 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Intensive course in the preservation and care of woody plants from seedling to removal. Theory of tree growth, form, fertilization, irrigation, pruning and integrated pest management. Practical application of safety equipment, rope and saddle, climbing spurs, cabling, bracing, pruning and removal of trees.

CSU

### 261 TREE SURGERY AND SPECIALIZED PRUNING TECHNIQUES 1 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture, .5 hour laboratory

Explores the concepts and procedures of specific pruning techniques for various ornamental and fruit trees to influence flowers, fruit and growth. Response to pruning is predictable and can be a management tool.

Cabling, bracing, cavity repair, injury from failure treatments, crown cleaning versus crown thinning, and topping alternatives like crown reduction and restoration. Students will learn practical application of pruning theories and principles.

CSU

**262 ARBORICULTURE: PALMS AND RELATED PLANTS 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture, .5 hour laboratory

Provides opportunities to learn the physiology of palms and other monocots, identification traits, and appropriate uses of common species. Understanding requirements for proper growing conditions and pruning of these plants will improve cultural management and assist with the diagnosis and treatment of common biotic and abiotic disorders.

CSU

**263 URBAN FORESTRY 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture, .5 hour laboratory

Introduces students to the theory and practice of conducting detailed tree inventories, management of public trees, tree evaluation for hazard assessment and risk reduction programs, legal aspects of trees and appraisal of value methods for trees. Students will also learn site evaluation, benefits of tree volunteer organizations, priority action plans and emergency response plans.

CSU

**265 GOLF COURSE AND SPORTS TURF MANAGEMENT 3 UNITS**

Prerequisite: OH 174 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Designed to give students advanced study in the specialization of both golf course and athletic field management. Includes specialized turf management techniques, specialized equipment, budget development, scheduling requirements and administrative considerations.

CSU

**275 DIAGNOSING HORTICULTURAL PROBLEMS 1.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: OH 120, 130 or equivalent with a grade of "C" or better or "Pass"

1 hour lecture, 1.5 hours laboratory

Provides methods for positive identification and understanding of symptoms for accurate diagnosis of plant problems in the landscape and nursery. Biotic and abiotic causal agents including cultural influences, nutrient deficiencies and toxicities, pest and disease problems, soil salinity, aeration, drainage and irrigation problems will be discussed. Control and correction of disorders will be determined through an understanding of the organism or function involved.

CSU

**276 HORTICULTURAL EQUIPMENT REPAIR AND MAINTENANCE 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

General maintenance and specific repair procedures for common horticultural equipment including troubleshooting, tune-up and proper preventive maintenance programs for small and

medium two- and four-cycle engines. The lab includes work on mowers, trenchers, trimmers, tractors, spray rigs and other equipment.

CSU

**278 BUSINESS MANAGEMENT FOR ORNAMENTAL HORTICULTURE 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Principles and practices for the small business owner in the landscape, nursery, floral design, arboriculture or irrigation industries. The course will focus on the aspects of business management that are unique to the green industry. Topics will include marketing, bidding, taxes and regulations, personnel and customer relations.

CSU

**283 CROSS CONNECTION CONTROL SHUTDOWN TEST PROCEDURES 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Designed to train students in the legal and practical aspects of performing a cross connection shutdown test for sites using recycled water. Helps prepare students for certification for work with recycled water on landscape sites.

**290 COOPERATIVE WORK EXPERIENCE EDUCATION 1-4 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

5 hours paid or 4 hours unpaid work experience per week per unit

Practical application of principles and procedures learned in the classroom to the various phases of horticulture. Work experience will be paid or unpaid at local nurseries and landscape-related companies. Placement assistance will be given. Two on-campus sessions will be scheduled. *May be repeated for a maximum of 12 units.*

CSU

**298 SELECTED TOPICS IN ORNAMENTAL HORTICULTURE 1-4 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-12 hours

Selected topics in Ornamental Horticulture not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN ORNAMENTAL HORTICULTURE 1-4 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-12 hours

Selected topics in Ornamental Horticulture not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## PARALEGAL STUDIES

**100 INTRODUCTION TO PARALEGAL STUDIES 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

This course provides students with an historical perspective of the law and the profession of paralegal. The main focus is the role of the paralegal in the law office including client contact, ethical responsibilities, investigative fact finding, law office management, and legal restrictions. Students will be introduced to legal research and writing, substantive and procedural law, the court systems, and legal terminology.

CSU

**110 CIVIL LITIGATION PRACTICE AND PROCEDURES 3 UNITS**

Prerequisite: PARA 100 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture

The initial phase of an action, the issues of jurisdiction, the complaint and the discovery process will be examined. Court procedures, "Fast Track" and alternatives to litigation such as arbitration and mediation will be discussed. The basic elements of a tort claim will be reviewed as well as the Federal and State Rules of Evidence. Emphasis is placed on the paralegal's role and ethical and professional responsibilities in discovery procedures and trial practice.

CSU

**120 ADMINISTRATIVE LAW 3 UNITS**

Prerequisite: PARA 100 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: None

3 hours lecture

Statutory law, case law and administrative rules will be utilized to develop an understanding of the role and authority of administrative agencies. Particular attention will be paid to social security and worker's compensation claims.

CSU

**125 BUSINESS ORGANIZATIONS 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Fundamentals of the formation of business entities such as sole proprietorships, partnerships, limited liability companies and corporations are included. Emphasis will be on formation, maintenance, taxation, and termination of business entities, and the ethical constraints on paralegals.

CSU

**130 LEGAL RESEARCH AND WRITING 3 UNITS**

Prerequisite: PARA 100 or equivalent with a grade of "C" or better or "Pass"

Corequisite: None

Recommended Preparation: ENGL 110 or equivalent with a grade of "C" or better or "Pass"

3 hours lecture

Includes in-depth legal research, writing research reports and subject matter reports on legal issues, case briefings and citations utilizing the uniform system of citation ("Blue Book") and other citators.

CSU

**132 COMPUTER ASSISTED LEGAL RESEARCH (CALR)****3 UNITS**

Prerequisite: PARA 100, 130 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment in 130  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Study of personal computer software and programs designed specifically for use in law offices and legal environments, including but not limited to specific applications such as estate planning, probate accounting, bankruptcy filings, calendaring, legal project management, deposition summaries, computer assisted research (including CD ROM applications), and time and billing programs.

CSU

**135 BANKRUPTCY LAW****3 UNITS**

Prerequisite: PARA 100 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

The United States Federal Bankruptcy Code (as amended) will be the foundation of this examination of bankruptcy law and practice. Students will be exposed to the jurisdictional and filing requirements for bankruptcy cases under Chapters 7, 11 and 13 of the Bankruptcy Code, and will learn pertinent rules of federal procedure associated with bankruptcy case filings. The focus will be on "consumer" Chapters 7 and 13.

CSU

**140 CRIMINAL LAW AND PROCEDURES****3 UNITS**

Prerequisite: PARA 100 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

The California Criminal Code and Rules of Criminal Procedure will be the foundation of this examination of the pre-trial and post-trial procedures in a criminal case. Students will be exposed to the criminal justice system from the elements of offenses through post-conviction remedies. The drafting of motions and other documents associated with criminal matters will be included.

CSU

**145 ESTATE PLANNING****3 UNITS**

Prerequisite: PARA 100 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Overview of the subject of planning an owner's estate including a review of the customary means of accomplishing estate planning objectives including wills, trusts, taxation, asset protection and gift-giving programs.

CSU

**150 FAMILY LAW****3 UNITS**

Prerequisite: PARA 100 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Domestic relations matters such as marriage, divorce, dissolution, child custody and support, visitation and adoptions are included. The law regulating such matters and the drafting of appropriate documents will be emphasized.

CSU

**155 INSURANCE LAW****3 UNITS**

Prerequisite: PARA 100 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Includes principles of indemnity, interests protected, the transfer of risk, claims made versus occurrence policies, subrogation, review of insurance forms and alternative dispute resolution.

CSU

**160 PERSONAL INJURY****1 UNIT**

Prerequisite: PARA 100 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture

Study of the essentials of tort actions with emphasis on personal injury and other forms of negligence. Special attention will be given to the elements of a cause of action in negligence. Theories of recovery, defenses, case handling, witness interviewing, working with insurance carriers and evidence requirements under current California law will be reviewed. Students will review the particular ethical constraints on personal injury paralegals.

CSU

**165 PROBATE LAW****3 UNITS**

Prerequisite: PARA 100 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

The law of wills, estates and estate administration including testate and intestate estates, and law of descent and distribution will be discussed.

CSU

**170 WORKER'S COMPENSATION****1 UNIT**

Prerequisite: PARA 100 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture

Overview of California's Worker's Compensation statutes, including the concept of no-fault insurance and the administration of contested compensation claims for death, disability and vocational rehabilitation. Students will compute awards based upon current benefit formulae.

CSU

**180 GOVERNMENT AND PUBLIC CONTRACTS****3 UNITS**

Prerequisite: PARA 100 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Study of government and public contracting rules and regulations including but not limited to Federal Acquisition Regulations (FAR) and Circulars, types of government contracts, Requests for Proposals (RFP), the Competition in Contracting Act (1984), and miscellaneous concepts in contracting with governmental agencies.

CSU

**199 SPECIAL STUDIES OR PROJECTS IN PARALEGAL STUDIES****1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours

Individual study, research or projects in Paralegal Studies under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences

and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**250 INTERNSHIP****1-4 UNITS**

Prerequisite: PARA 100 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours paid or 4 hours unpaid work experience per week per unit

Practical work experience in a cooperating law office or corporate legal department. *May be repeated for a maximum of 9 units.*

CSU

**298 SELECTED TOPICS IN PARALEGAL STUDIES****1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours

Selected topics in Paralegal Studies not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**Pass/No Pass only. Non-degree applicable.****299 SELECTED TOPICS IN PARALEGAL STUDIES****1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours

Selected topics in Paralegal Studies not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## PERSONAL DEVELOPMENT—COUNSELING

**101 INTRODUCTION TO COLLEGE .5-1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 .5 - 1 hour lecture

Designed to acquaint students with the college, its facilities, services, academic regulations and degree and transfer programs. Students will receive guidance in educational planning.

**Pass/No Pass only. Non-degree applicable.****124 LIFELONG SUCCESS****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Apply physiological, social and psychological principles to success in college, the world of work and life. Explore personality, interests and values to increase self-understanding and select an appropriate major and career. Learn about careers of the future. Discover strategies for lifelong learning by identifying your learning style and applying psychological principles of learning and memory to academic study strategies. Apply life management techniques such as time and money management to accomplish personal goals. Examine adult stages of development and develop a plan for wellness and living a long and healthy life. Learn strategies for motivation and stress management. Practice creative and critical thinking techniques.

CSU, CSU GE, UC

**130 STUDY SKILLS AND TIME MANAGEMENT****1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture

Designed to prepare students to adjust to the academic community by learning to plan and study effectively within given time limitations. Strategies include: time management, goal setting, textbook mastery, library research skills, note-taking, exam preparation, stress reduction and educational planning. **Pass/No Pass only. CSU**

**140 LIFE SKILLS AND PERSONAL ADJUSTMENT****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Students will learn life skills that are conducive to achieving a satisfying and healthy relationship with oneself and the outside environment. The course provides students with the necessary personal skills to be able to deal with personal and interpersonal issues that may impinge upon their academic success and retention. Students will have the opportunity to learn and apply personal achievement techniques, basic principles of healthy functioning, and effective coping strategies that would facilitate the process of change and adaptation. The development of a healthy and strong identity and an empowered sense of self will be explored. Specific emphasis will be placed on the process of integrating thoughts and emotions into the development of identity.

*CSU, CSU GE*

**199 SPECIAL STUDIES OR PROJECTS IN PERSONAL DEVELOPMENT–COUNSELING****1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours

Individual study, research or projects in Personal Development–Counseling under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**298 SELECTED TOPICS IN PERSONAL DEVELOPMENT–COUNSELING****1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours

Selected topics in Personal Development–Counseling not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN PERSONAL DEVELOPMENT–COUNSELING****1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours

Selected topics in Personal Development–Counseling not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

*CSU*

**PERSONAL DEVELOPMENT–SPECIAL SERVICES****080 EDUCATIONAL ASSESSMENT AND PRESCRIPTIVE PLANNING****.5 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 .5 hour lecture

A course to assess, identify and interpret learning strengths and weaknesses for the purpose of determining eligibility for learning disability services according to the guidelines established by the California Community Colleges Chancellor's Office. An orientation to the Learning Disabilities Program will be provided as well as prescriptive planning. A pre- and post-conference will be held with a Disabled Students Programs and Services (DSPS) Specialist. **Pass/No Pass only. Non-degree applicable.**

**081 SELF-ADVOCACY FOR STUDENTS WITH DISABILITIES****1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture

Designed for students who want to learn more about self advocacy. Involves prescriptive instruction emphasizing personal empowerment, support systems, understanding one's strengths, and legal and ethical issues including awareness of disabilities. *May be repeated for a maximum of 4 units.* **Pass/No Pass only. Non-degree applicable.**

**085 ADAPTED COMPUTER BASICS****1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ENGL 098R or equivalent with a grade of "C" or better or "Pass"  
 .5 hour lecture, 1.5 hours laboratory

Individualized course of study for students with verifiable disabilities. Designed to acquaint students with basic assistive technology and techniques that may improve their ability to succeed in mainstream college-level courses and vocational programs. *May be repeated for a maximum of 4 units.* **Pass/No Pass only. Non-degree applicable.**

**087 ADAPTED COMPUTER STUDIES****1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 1 hour laboratory

Individualized course of study for students with verifiable disabilities. Provides the student with in depth, individualized instruction in assistive technology and techniques to maximize independent use of assistive and mainstream computer hardware and software to improve the student's ability to succeed in mainstream college-level courses and vocational programs. *May be repeated for a maximum of 4 units.* **Pass/No Pass only. Non-degree applicable.**

**090ABCD LEARNING STRATEGIES PRACTICUM****1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture

Designed for students who want to learn more about their specialized learning needs. Development and implementation of specific learning strategies in a developmental learning environment utilizing specialized software programs to assist students' academic

performance. *May be repeated for a maximum of 4 units.* **Pass/No Pass only. Non-degree applicable.**

**096 COGNITIVE COMMUNICATION SKILLS AND STRATEGIES****1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture

Students with cognitive communication deficits will receive specialized instruction in attention/concentration, thought organization, memory strategies, social pragmatics skills, organization and time management skills, and maximizing related communication skills. The course emphasizes the development of skills and functional compensatory strategies to enhance disabled students' opportunities for academic success. *May be repeated for a maximum of 4 units.* **Pass/No Pass only. Non-degree applicable.**

**098 DEVELOPMENTAL SPELLING, LEVEL I****1 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture

Structured, sequential approach to spelling in a developmental learning environment designed to strengthen skill in spelling for students with specialized learning needs. *May be repeated for a maximum of 4 units.* **Pass/No Pass only. Non-degree applicable.**

**198 SUPERVISED TUTORING****0 UNIT**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 TBA hours

Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. *May be repeated with different content.* **No fee/no credit course.**

**199 SPECIAL STUDIES OR PROJECTS IN PERSONAL DEVELOPMENT–SPECIAL SERVICES****1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours

Individual study, research or projects in Personal Development–Special Services under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**298 SELECTED TOPICS IN PERSONAL DEVELOPMENT–SPECIAL SERVICES****1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours

Selected topics in Personal Development–Special Services not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN PERSONAL DEVELOPMENT-SPECIAL SERVICES 1-3 UNITS**

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Personal Development-Special Services not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

## PHILOSOPHY

**110 A GENERAL INTRODUCTION TO PHILOSOPHY 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

In this basic orientation the student explores, compares, analyzes, evaluates and discusses a variety of the principle questions addressed in philosophy. Typical questions examined are: What is the purpose of my existence? Can I know anything with certainty? Do I really have a free will? Can we prove that God exists? Why should I be moral? Whose self-interest counts?, etc. Issues covered will encompass relevant philosophical perspectives from Western and other major world cultures, and include contributions of women and minority cultures to the realm of philosophy.

AA/AS GE, CSU, CSU GE, IGETC, UC

**115 HISTORY OF PHILOSOPHY I: ANCIENT AND MEDIEVAL 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Survey of ancient philosophy with emphasis on the development of philosophy from the Pre-Socratics through Aristotle, Hellenistic, Roman and medieval thinkers.

AA/AS GE, CSU, CSU GE, IGETC, UC

**117 HISTORY OF PHILOSOPHY II: MODERN AND CONTEMPORARY 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Survey of philosophy from the Renaissance to the 20th century including the development of modern scientific processes as well as empiricism, rationalism, idealism, etc.

AA/AS GE, CSU, CSU GE, IGETC, UC

**125 CRITICAL THINKING 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Introduction to critical thinking with emphasis on analyzing and constructing both inductive and deductive arguments. Critical reasoning will be applied to a variety of situations such as making sound decisions, evaluating claims and assertions, avoiding fallacious reasoning, etc.

AA/AS GE, CSU, CSU GE, UC

**130 LOGIC 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Study of correct thinking comprising both deductive and inductive inference and principles of scientific method. Application of

fundamental principles of logic to practical problems.

AA/AS GE, CSU, CSU GE, UC

**140 PROBLEMS IN ETHICS 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Study of values as they affect the individual and society. Conduct as expressed by ethical standards and natural law, problems and theories of beauty and value.

AA/AS GE, CSU, CSU GE, IGETC, UC

**160 AMERICAN PHILOSOPHY 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Study of the main traditions of American philosophical thought with emphasis on the philosophers, their works and systems of philosophy peculiar to the United States. Includes American philosophy from the earliest time to the present.

AA/AS GE, CSU, CSU GE, IGETC, UC

**170 PHILOSOPHY OF RELIGION: A CROSS-CULTURAL INTRODUCTION 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

In this introductory course, students will explore cross-cultural perspectives on topics such as the nature and grounds of religious belief, the relation between religion and ethics, the nature and existence of God/ultimate reality, the problem of evil, the validity of religious experience, and religious pluralism versus religious exclusivism. The examination of issues will take into account the diversity of religious thought evident in the world today.

AA/AS GE, CSU, CSU GE, IGETC, UC

**199 SPECIAL STUDIES OR PROJECTS IN PHILOSOPHY 1-3 UNITS**

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
3-9 hours

Individual study, research or projects in Philosophy under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**298 SELECTED TOPICS IN PHILOSOPHY 1-3 UNITS**

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Philosophy not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN PHILOSOPHY 1-3 UNITS**

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Philosophy not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## PHYSICAL SCIENCE

**110 INTRODUCTION TO THE PHYSICAL SCIENCES 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Broad approach to the physical sciences designed primarily for students not majoring in science. Main concepts of astronomy, physics, chemistry and earth sciences will be developed and discussed. Emphasis is on the understanding of certain fundamental principles and their relationships and not on mathematical problem solving. The applicability of some of these concepts to contemporary problems (e.g., nuclear energy, environmental problems) will be covered. Within this context, the methods and limitations of science will be demonstrated and the implications of science for society in the past, present and future will be discussed.

CSU, CSU GE, IGETC, UC credit limit

**111 INTRODUCTION TO PHYSICAL SCIENCES LABORATORY 1 UNIT**

Prerequisite: PSC 110 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
Corequisite: None  
Recommended Preparation: None  
3 hours laboratory

Laboratory exercises concerning physics, chemistry, geology and astronomy. Emphasis is on discovery, measurement and observation.

CSU, CSU GE, IGETC, UC

**199 SPECIAL STUDIES OR PROJECTS IN PHYSICAL SCIENCE 1-3 UNITS**

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
3-9 hours

Individual study, research or projects in Physical Science under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**298 SELECTED TOPICS IN PHYSICAL SCIENCE 1-3 UNITS**

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Physical Science not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN PHYSICAL SCIENCE 1-3 UNITS**

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Physical Science not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## PHYSICS

### 110 INTRODUCTORY PHYSICS 4 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 3 hours laboratory  
 Simple treatment of basic physics principles and phenomena with emphasis on relating them to events and processes of everyday living. Study of the description and cause of various kinds of motion, conservation laws, hot and cold bodies with heat exchange, sound in music and hearing, light and color perception, electricity and some of its practical uses, observation of atomic particles from radiation sources, and other subjects. There is no math prerequisite; the main emphasis is on understanding the concepts rather than doing many mathematical manipulations.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

### 120 GENERAL PHYSICS 4 UNITS

Prerequisite: MATH 170 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 3 hours laboratory  
 Problem solving as well as a philosophical approach to physical phenomena such as force, linear and rotational motion and energy, simple harmonic motion and wave behavior, heat and thermodynamics. Laboratory experience is an integral part of this course. *Not appropriate for students whose majors require PHYC 190.*

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

### 121 GENERAL PHYSICS 4 UNITS

Prerequisite: PHYC 120 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 3 hours laboratory  
 Continuation of general physics involving the study of electricity, magnetism, light and optical instruments, quantum behavior, atomic and nuclear physics, and radioactivity.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

### 130 FUNDAMENTALS OF PHYSICS 4 UNITS

Prerequisite: MATH 178 or 180 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 3 hours laboratory  
 Calculus-based problem solving as well as a philosophical approach to physical phenomena such as force, linear and rotational motion and energy, simple harmonic motion and wave behavior, heat and thermodynamics. Laboratory experience is an integral part of the course.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

### 131 FUNDAMENTALS OF PHYSICS 4 UNITS

Prerequisite: PHYC 130 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 3 hours laboratory  
 Calculus-based problem solving as well as a philosophical approach to physical phenomena such as electricity, magnetism, optics and modern physics. Laboratory experience is an integral part of the course.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

### 190 MECHANICS AND HEAT 5 UNITS

Prerequisite: MATH 180 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
 Corequisite: None  
 Recommended Preparation: None  
 4 hours lecture, 3 hours laboratory  
 Deals with linear and rotational kinematics and dynamics, equilibrium, work, energy, momentum, gravitation, simple harmonic motion, thermal properties of matter and thermodynamics.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

### 198 SUPERVISED TUTORING 0 UNIT

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 TBA hours  
 Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. May be repeated with different content. **No fee/no credit course.**

### 199 SPECIAL STUDIES OR PROJECTS IN PHYSICS 1-3 UNITS

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Physics under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

### 200 ELECTRICITY AND MAGNETISM 5 UNITS

Prerequisite: PHYC 190 or equivalent with a grade of "C" or better or "Pass" and credit for or concurrent enrollment in MATH 280  
 Corequisite: None  
 Recommended Preparation: None  
 4 hours lecture, 3 hours laboratory  
 Deals with the electric and magnetic behavior of matter. Primary emphasis on Maxwell's Equations and their applications.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

### 210 WAVE MOTION AND MODERN PHYSICS 5 UNITS

Prerequisite: PHYC 190 or equivalent with a grade of "C" or better or "Pass" and credit for or concurrent enrollment in MATH 281  
 Corequisite: None  
 Recommended Preparation: None  
 4 hours lecture, 3 hours laboratory  
 Deals with hydrostatics, hydrodynamics, wave behavior, geometric and physical optics, relativity, light as a particle, matter as a wave, the hydrogen atom and the Schrodinger Equation, electrical conductivity of solids, lasers and nuclear physics.

*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

### 298 SELECTED TOPICS IN PHYSICS 1-5 UNITS

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-15 hours  
 Selected topics in Physics not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

### 299 SELECTED TOPICS IN PHYSICS 1-5 UNITS

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-15 hours  
 Selected topics in Physics not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
*CSU*

## POLITICAL SCIENCE

### 120 INTRODUCTION TO POLITICS AND POLITICAL ANALYSIS 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 The primary aim of this course is to assist the student/citizen in the development of a set of skills which can be helpful in analyzing political situations in the world today. In order to accomplish this objective, students will be introduced to the basic approaches, perspectives, techniques and models of the political scientist. Accordingly, this course covers some universal aspects of political stability and change, ideologies, conflicts, institutions, political economy and issues.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

### 121\* INTRODUCTION TO U.S. GOVERNMENT AND POLITICS 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 This course analyzes the evolution of the structures and functions of the U.S. and California political systems from the time of the nation's founding to the current day in what is now the United States. Emphasis on the continuity and uniqueness of the American political experience and how that experience has derived from other political cultures. This will be examined in the context of the larger cultural, economic, and sociological forces shaping the U.S. political system. Attention will also be given to significant events affecting the evolution of the U.S. political system since its founding. The development and evolution of the U.S. Constitution and policy making role of traditional political institutions such as the presidency, the Congress, and the judiciary will be explored. The impact of other political forces such as mass movements, the media, the bureaucracy, interest groups, and ethnic and social groups will also be examined. Topics will be illustrated through reference to actual political events occurring as the course progresses.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

### 124 INTRODUCTION TO COMPARATIVE GOVERNMENT AND POLITICS 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Analyze the political systems of selected developed, transitional and developing countries of the world in order to understand the importance of political development, political institutions, political culture, political actors, political processes, and political change for the dynamics of today's global society.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**130 INTRODUCTION TO INTERNATIONAL RELATIONS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Survey of the field of international relations. Students will be introduced to the major theories of international relations and will learn to apply them to contemporary problems in world politics. Issues examined include global peace and security, international political economy, international law and organization, sustainable development, and human rights.  
*CSU, CSU GE, IGETC, UC*

**140\* INTRODUCTION TO CALIFORNIA GOVERNMENTS AND POLITICS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 This course examines the structure and functions of California state and local governments and politics. Attention will be given to the evolution of the principal features, organization, and operation of state and local governments within the framework of U.S. federalism from the time of the nation's founding. Emphasis is placed on the role of significant events, major ethnic groups, and major social groups in the development of the political structures and processes of California state and local governments and contemporary political issues.

*AA/AS GE, CSU, CSU GE*

**199 SPECIAL STUDIES OR PROJECTS IN POLITICAL SCIENCE 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Political Science under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**298 SELECTED TOPICS IN POLITICAL SCIENCE 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Political Science not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN POLITICAL SCIENCE 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Political Science not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
*CSU*

\*Meets part of the American Institutions requirement. See "CSU General Education Breadth" under Transfer Information and Degree Requirements for complete requirements and different options, or visit [www.assist.org](http://www.assist.org).

**PSYCHOLOGY****120 INTRODUCTORY PSYCHOLOGY 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Introduction to the facts and theories which seek to explain and understand human thought and behavior including such topics as personality, psychotherapy, learning, memory, interpersonal relationships, adjustment and biological influences.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**125 CROSS-CULTURAL PSYCHOLOGY 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Introduction to theories and research findings regarding cultural influences on human behavior and cognitive processes (lifespan development, abnormal behavior and mental health, drug use, self-concept, emotion, gender schemas and gender roles, social behavior, perception, learning, intelligence and memory). By providing students with a non-judgmental understanding of how culture influences human behavior, they will be more equipped to interact in a world where there is increasing contact among different cultures.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**134 HUMAN SEXUALITY 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Review of the biological, psychological and social aspects of human sexuality including sexuality throughout the lifespan, individual and cultural variations, homosexuality, communication and relationships, sex therapy, sex roles, morality, contraception, and sexually transmitted diseases (STDs).  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**138 SOCIAL PSYCHOLOGY 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Examination of the individual's perception of and reaction to other people and social influences. Topics such as attitude formation, prejudice and discrimination, helping behavior, aggression, conformity, obedience, cooperation and conflict reduction, and group behavior are explored.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**140 PHYSIOLOGICAL PSYCHOLOGY 3 UNITS**

Prerequisite: PSY 120 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Examination of the relationships between bodily processes and aspects of behavior. Review of fundamental research methods and major research findings in physiological psychology. Application of experimental methods in psychology, physiology and related disciplines to the understanding of perceptual processes, the control of movement, sleep and waking, reproductive behaviors, ingestive behaviors, emotion, learning, language and mental disorders are explored.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**165 DEVELOPMENTAL PSYCHOLOGY 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Overview of psychological research and theory involving the lifespan approach to human behavior and cognition. Explores the biological, emotional, social and cognitive development from infancy through childhood, adolescence and adulthood. Topics include influences of drugs and disease on prenatal development, child-rearing methods, temperaments and personality, childhood disorders, development of language and thinking, gender roles, friendship, family and relationships, parenting and aging.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**170 ABNORMAL PSYCHOLOGY 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 An overview of psychological research and theory involving the causes and treatment of abnormal behavior. The major disorders include anxiety disorders (such as phobias, panic attacks, obsessive-compulsive), mood disorders (such as depression and bipolar), schizophrenic disorders, and personality disorders. Also included are the child/adolescence disorders (such as ADHD and eating disorders), substance abuse, mental retardation, sexual disorders, and the effects of stress on the body.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**199 SPECIAL STUDIES OR PROJECTS IN PSYCHOLOGY 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Psychology under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**215 STATISTICS FOR THE BEHAVIORAL SCIENCES 3 UNITS**

Prerequisite: MATH 103 or 110 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Methods and experience in defining and solving quantitative problems in the behavioral sciences. Emphasis is on the design of experiments and the application of a variety of parametric and nonparametric techniques to the analysis of data.  
*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**220 LEARNING 3 UNITS**

Prerequisite: PSY 120 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Examination of the basic principles and research in animal and human learning.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**298 SELECTED TOPICS IN PSYCHOLOGY 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Psychology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of

Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN PSYCHOLOGY 1-3 UNITS**

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-9 hours

Selected topics in Psychology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

## REAL ESTATE

**125 ESCROW PROCEDURES I 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Methods and techniques of escrow procedures for real estate transactions and legal and ethical responsibilities. Topics include types of escrows, document preparation, terminology, phraseology, title and escrow procedures, adjustment of taxes, rents and charges.

CSU

**126 ESCROW PROCEDURES II 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Study of exchanges, loans, escrow sales of trust, deeds and notes, consummation of land contracts and leasehold escrows.

CSU

**127 ESCROW PROCEDURES III 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Escrows relating to condominiums, shopping centers, subdivided land, bulk sales, liquor licenses and other miscellaneous escrow transactions. Actual case problems are presented for evaluation and discussion including compliance with conditions, agency relationships, wrongful delivery, conditional deposits, liability and assignments.

CSU

**190 REAL ESTATE PRINCIPLES 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Fundamental real estate course covering the basic laws and principles of California real estate. Provides understanding, background and terminology necessary for advanced study in specialized courses. Of assistance to those preparing for the real estate license examinations.

CSU

**191 REAL ESTATE PRACTICE 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Day-to-day operation in real estate roles and brokerage including listing, prospecting, advertising, financing, sales techniques, escrow and ethics.

CSU

**192 REAL ESTATE FINANCE 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Analysis of real estate financing including lending policies and problems in financing transactions in residential, apartment, commercial and special purpose properties. Methods of financing properties are emphasized.

CSU

**193 REAL ESTATE LEGAL ASPECTS 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Study of the law governing real property, its sale, lease or other conveyance. Instruments utilized in conveyance or lease of such property will be examined and drafted.

CSU

**194 REAL ESTATE APPRAISAL 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Introductory course covering the purposes of appraisals, the appraisal process, and the different approaches, methods and techniques used to determine the value of various types of property. Emphasis on residential and single-unit property.

CSU

**197 REAL ESTATE ECONOMICS 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Study of economic factors which determine the market and location of real property investments.

CSU

**199 SPECIAL STUDIES OR PROJECTS IN REAL ESTATE 1-3 UNITS**

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
3-9 hours

Individual study, research or projects in Real Estate under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**201 REAL ESTATE PROPERTY MANAGEMENT 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Study of property management and problem areas associated with operating income-producing property.

CSU

**202 BUSINESS OPPORTUNITIES SALES 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Overview of the sale and transfer of a business from the perspective of a real estate licensee handling its listing and sale.

CSU

**204 REAL ESTATE OFFICE ADMINISTRATION 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Study of administration, supervision and management of a real estate brokerage office.

CSU

**230 COMMERCIAL REAL ESTATE 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Introduction to the principles and procedures applicable to the leasing, management and operations of commercial and investment real estate properties. Discussion of computerized property management techniques, procedures and tax and accounting methods applicable to commercial real estate properties.

CSU

**250 REAL ESTATE INTERNSHIP 1-4 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
75 hours paid or 60 hours unpaid work experience per unit

Practical work experience in the real estate industry. *May be repeated for a maximum of 12 units.*

CSU

**290 REAL ESTATE LICENSE TRAINING 1 UNIT**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
1 hour lecture

Preparation for the California Department of Real Estate Salesperson's or Broker's examination.

CSU

**292 MORTGAGE LOAN BROKERING AND LENDING 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Study of the practices and procedures involved in advanced real estate finance including secondary money market sources, federal loan qualification requirements, and special problems in current residential and commercial real estate financing.

CSU

**294 ADVANCED REAL ESTATE APPRAISAL 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Study of the practices and procedures involved in advanced real estate appraising including the analysis of income and commercial properties.

CSU

**298 SELECTED TOPICS IN REAL ESTATE 1-4 UNITS**

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
1-12 hours

Selected topics in Real Estate not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS  
IN REAL ESTATE****1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours  
 Selected topics in Real Estate not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
 CSU

**RELIGIOUS STUDIES****100 INTRODUCTION TO RELIGION 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Introductory course in the origins and features of religion as a unifying point in the social ordering of the world and its individual cultures.  
 AA/AS GE, CSU, CSU GE, IGETC, UC

**120 WORLD RELIGIONS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Introduction to the teachings, major figures, attitudes and practices of world religions.  
 AA/AS GE, CSU, CSU GE, IGETC, UC

**130 SCRIPTURES OF  
WORLD RELIGIONS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Problems in the study of religions based on the study of scripture selected from Eastern and Western religions.  
 AA/AS GE, CSU, CSU GE, IGETC, UC

**140 RELIGION AND CULTURE 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Study of the various ways in which religious thought and belief are incorporated into the cultural expression of societies. Specific emphasis given to understanding religion through its expression in art, music, literature and philosophy.  
 AA/AS GE, CSU, CSU GE, IGETC, UC

**150 SCRIPTURES OF  
INDIA AND CHINA 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Study of the religious and philosophical modes of thought and ways of life in the Orient.  
 AA/AS GE, CSU, CSU GE, IGETC, UC

**199 SPECIAL STUDIES OR PROJECTS  
IN RELIGIOUS STUDIES 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Religious Studies under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**200 SCIENCE AND RELIGION 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Study of science and religion as two unique aspects of humanity's singular search for personal meaning and the harnessing of natural forces, both of which significantly affect humanity's self-definition and positioning in the cosmic order.  
 AA/AS GE, CSU, CSU GE, IGETC, UC

**210 INTRODUCTION TO THE  
HEBREW SCRIPTURES 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Introductory survey of the contents, themes, literary genres, canons, historical background, and modern critical methods for analysis and interpretation of the Hebrew scriptures.  
 AA/AS GE, CSU, CSU GE, IGETC, UC

**215 INTRODUCTION TO THE  
NEW TESTAMENT 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Introduction to the history and culture of the New Testament period, the methods of critical analysis of Biblical materials, and the content of the New Testament.  
 AA/AS GE, CSU, CSU GE, IGETC, UC

**298 SELECTED TOPICS IN  
RELIGIOUS STUDIES 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Religious Studies not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN  
RELIGIOUS STUDIES 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Religious Studies not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
 CSU

**SOCIAL WORK****110 SOCIAL WORK FIELDS  
OF SERVICE 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 A generalist perspective that introduces students to the profession of social work and the major fields of practice. Explores the relevance of social work to current social issues. Students will identify and understand the implications of social work practice with diverse populations. This includes, but may not be limited to, the impact of cultural diversity, racism, sexism, disabilities, ageism, homophobia and other forms of discrimination, and the need for and provision of basic human services. Strategies for fulfilling the professional responsibility of the

social worker to create an equitable society will be identified and developed.

CSU

**120 INTRODUCTION TO  
SOCIAL WORK 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Students will use a social problems approach to describe how poverty, child abuse, substance abuse, health and mental health issues, sexism, racism, other forms of discrimination, crime and other social issues affect people. Provides students with a framework for analyzing policy issues and for making informed civic decisions on social issues. As part of the course, students are asked to volunteer at a social service/community service agency to observe and report on how social workers attempt to assess and address social problems.  
 CSU

**199 SPECIAL STUDIES OR  
PROJECTS IN SOCIAL WORK 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Social Work under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**298 SELECTED TOPICS  
IN SOCIAL WORK 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Social Work not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS  
IN SOCIAL WORK 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Social Work not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
 CSU

**SOCIOLOGY****120 INTRODUCTORY SOCIOLOGY 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Study of the nature of social life, the dynamics of human interaction, symbolic foundation of behavior, social organization and control, social change, and the tools of sociological investigation.  
 AA/AS GE, CSU, CSU GE, IGETC, UC

**125 MARRIAGE, FAMILY AND ALTERNATIVE LIFESTYLES 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Survey of American courtship, marriage and family behavior with primary emphasis on understanding factors conducive to successful marital and family relationships. Some consideration is given to historical background, minority family types and cross-cultural comparisons.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**130 CONTEMPORARY SOCIAL PROBLEMS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Identification and analysis of contemporary American social problems. Criteria are established whereby students can better judge the effectiveness of various plans for social betterment.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**199 SPECIAL STUDIES OR PROJECTS IN SOCIOLOGY 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours

Individual study, research or projects in Sociology under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**298 SELECTED TOPICS IN SOCIOLOGY 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours

Selected topics in Sociology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format. **Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN SOCIOLOGY 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours

Selected topics in Sociology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

*CSU*

**SPANISH****120 SPANISH I 5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture

Introductory course to the Spanish language and the cultures of its speakers. Designed for students with very little or no knowledge of Spanish. Facilitates the practical application of the language in everyday oral and written communication at the beginning level. Since the focus will be on basic communication skills, the class will be conducted in Spanish as much as

possible. Students will learn structures that will enable them to function in Spanish in everyday contexts while becoming familiar with the Spanish speaking world.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**120A SPANISH I 2.5 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2.5 hours lecture

Equivalent to the first half of SPAN 120. Allows more time for the student who has not studied the Spanish language. Introduces students to the Spanish language and the cultures of its speakers. Facilitates the practical application of the language in everyday oral and written communication at the introductory beginning novice level. Since the focus will be on basic communication skills, the class will be conducted in Spanish as much as possible. While becoming familiar with the Spanish speaking world, students will be introduced to structures that will enable them to begin to function in Spanish in everyday contexts. *Must be taken with SPAN 120B in order to meet the General Education requirement. If taken in conjunction with SPAN 120, the cumulative number of units which may be earned is 5 units.*

*AA/AS GE, CSU, CSU GE, UC credit limit*

**120B SPANISH I 2.5 UNITS**

Prerequisite: SPAN 120A or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None  
 Recommended Preparation: None  
 2.5 hours lecture

Equivalent to the second half of SPAN 120 and the continuation of SPAN 120A. Continues to introduce students to the Spanish language and the cultures of its speakers. Continues to facilitate the practical application of the language in everyday oral and written communication at the beginning novice level. Since the focus will be on basic communication skills, the class will be conducted in Spanish as much as possible. While becoming familiar with the Spanish speaking world, students will continue to acquire structures that will enable them to function in Spanish in everyday situations. *Must be taken with SPAN 120A in order to meet the General Education requirement. If taken in conjunction with SPAN 120, the cumulative number of units which may be earned is 5 units.*

*AA/AS GE, CSU, CSU GE, UC credit limit*

**121 SPANISH II 5 UNITS**

Prerequisite: SPAN 120 or equivalent with a grade of "C" or better or "Pass" or two years of high school Spanish  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture

Continuation of SPAN 120. The course continues to develop oral and written skills based on practical everyday needs.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**135 SPANISH FOR PROFESSIONAL PERSONNEL I 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Practical essentials of conversing in Spanish for persons engaged in some professional fields such as health or business. **Pass/No Pass only.**

*CSU*

**141 SPANISH AND LATIN AMERICAN CULTURES 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Survey of major characteristics of Spanish, Latin American and Chicano cultures as reflected in literature, the arts, philosophy and folklore.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**145 HISPANIC CIVILIZATIONS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

General overview of the cultures of Spain and Latin America while directly providing an opportunity to explore the cultural richness of the Hispanic world through a particular country. May be offered as an on-site tour of a specific Hispanic country.

*AA/AS GE, CSU, CSU GE, UC*

**199 SPECIAL STUDIES OR PROJECTS IN SPANISH 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours

Individual study, research or projects in Spanish under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**220 SPANISH III 5 UNITS**

Prerequisite: SPAN 121 or equivalent with a grade of "C" or better or "Pass" or three years of high school Spanish  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture

Continuation of SPAN 121. The course continues to develop oral, listening, reading and writing skills in order to acquire proficiency in Spanish.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**221 SPANISH IV 5 UNITS**

Prerequisite: SPAN 220 or equivalent with a grade of "C" or better or "Pass" or four years of high school Spanish  
 Corequisite: None

Recommended Preparation: None

5 hours lecture

Continuation of SPAN 220. The course continues to develop oral, listening, reading and writing skills in order to improve proficiency in Spanish.

*AA/AS GE, CSU, CSU GE, IGETC, UC*

**250 CONVERSATIONAL SPANISH I 3 UNITS**

Prerequisite: SPAN 121 or equivalent with a grade of "C" or better or "Pass" or three years of high school Spanish

Corequisite: None

Recommended Preparation: None

3 hours lecture

Develop oral, reading, writing and listening skills with an emphasis on oral proficiency.

*AA/AS GE, CSU, CSU GE, UC*

**251 CONVERSATIONAL SPANISH II 3 UNITS**

Prerequisite: SPAN 250 or equivalent with a grade of "C" or better or "Pass" or four years of high school Spanish

Corequisite: None

Recommended Preparation: None

3 hours lecture

Continues to develop oral, reading, writing and listening skills with an emphasis on oral proficiency.

*AA/AS GE, CSU, CSU GE, UC*

**298 SELECTED TOPICS  
IN SPANISH****1-5 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-15 hours

Selected topics in Spanish not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS  
IN SPANISH****1-5 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-15 hours

Selected topics in Spanish not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
 CSU

**SURVEYING****199 SPECIAL STUDIES OR  
PROJECTS IN SURVEYING****1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours

Individual study, research or projects in Surveying under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**218 PLANE SURVEYING****4 UNITS**

Prerequisite: MATH 170 or equivalent with a grade of "C" or better or "Pass" or concurrent enrollment  
 Corequisite: None  
 Recommended Preparation: None

2 hours lecture, 6 hours laboratory  
 Use, care and adjustment of surveying instruments. Fundamental surveying methods, traverse measurements and area computations. Introduction to horizontal and vertical curves, stadia, construction layout. Introduction to topographic mapping. Earth work computations.  
*Also listed as ENGR 218.*

CSU, UC

**220 BOUNDARY CONTROL  
AND LEGAL PRINCIPLES****3 UNITS**

Prerequisite: SURV/ENGR 218 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None

Recommended Preparation: None  
 3 hours lecture

Legal and professional aspects of surveying such as U.S. public land surveys, property surveys, title search, and report laws affecting a surveyor, resurveys or surveys based on the deed or record and the new divisions of land.

CSU

**240 ADVANCED SURVEYING****4 UNITS**

Prerequisite: SURV/ENGR 218 or equivalent with a grade of "C" or better or "Pass"  
 Corequisite: None

Recommended Preparation: None  
 3 hours lecture, 3 hours laboratory

Topographic, hydrographic and geodetic surveying. Precise equipment and control surveying, city and land surveys. Astronomical observations. State plane coordinates system. Route location and layout, transition, horizontal and vertical curves. Introduction to electronic and photogrammetric methods. U.S. Public

Land Surveys and legal descriptions, and an introduction to Global Positioning Systems (G.P.S.). *Not open to students with credit in ENGR 240.*

CSU, UC

**298 SELECTED TOPICS  
IN SURVEYING****1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours

Selected topics in Surveying not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS  
IN SURVEYING****1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours

Selected topics in Surveying not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

**THEATRE ARTS****110 INTRODUCTION TO THEATRE 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Designed to give students the analytic tools of theatre to provide a working knowledge of all areas included in the process of producing a play. Through lectures, attendance at selected performances and in-class projects, students will be introduced to theatre arts as it reflects the synthesis of the arts and a definition of the humanities in western civilization. Recommended for students interested in theatre who want to have a better understanding of how this art form continues to help shape society.

AA/AS GE, CSU, CSU GE, IGETC, UC

**120 HISTORY OF THE THEATRE I 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Survey of theatre from Classical Greece through 18th century France and England. The social, political, philosophical and religious impact of theatre and drama will be studied in depth. Exemplary plays from great theatrical periods will be analyzed and critiqued.

AA/AS GE, CSU, CSU GE, IGETC, UC

**121 HISTORY OF THE THEATRE II 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Survey of theatre from 19th century Germany through 20th century Europe and America. The social, political, philosophical and religious impact of theatre and drama will be studied in depth. Exemplary plays from great theatrical periods will be analyzed and critiqued.

AA/AS GE, CSU, CSU GE, IGETC, UC

**199 SPECIAL STUDIES OR  
PROJECTS IN THEATRE ARTS****1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours

Individual study, research or projects in Theatre Arts under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**298 SELECTED TOPICS IN  
THEATRE ARTS****1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours

Selected topics in Theatre Arts not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN  
THEATRE ARTS****1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours

Selected topics in Theatre Arts not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

CSU

**WATER/WASTEWATER  
TECHNOLOGY****101 FUNDAMENTALS OF WATER/  
WASTEWATER TECHNOLOGY****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Provides a broad overview of the water and wastewater fields and issues confronting the industry. Students will learn how source waters are obtained, treated and distributed and how wastewater is collected, transported and disposed of in the area. Contemporary issues facing the water and wastewater industry will also be explored.

CSU

**102 CALCULATIONS IN WATER/  
WASTEWATER TECHNOLOGY****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: Grade of "Pass" in MATH 090 or equivalent  
 3 hours lecture

Study of the mathematical principles in solving problems related to treatment systems including hydraulic volumes, dimensional analysis, primary and secondary sewage treatment, calculations and chemical dose rates as it relates to water/wastewater technology.

CSU

**104 APPLIED HYDRAULICS****3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: WWTR 102 or equivalent with a grade of "C" or better or "Pass"  
 3 hours lecture

Study of the hydraulics necessary in the operation of water and maintenance plants and systems. Consideration of the types of pumps used in water/wastewater service, their

operational characteristics and maintenance, and the problems common to their use.

CSU

**106 INTRODUCTION TO ELECTRICAL AND INSTRUMENTATION PROCESSES 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Introductory course in basic electron theory and electrical principles. Electrical safety precautions, component identification, schematic interpretation, motors, transformers, relays and test equipment will be studied. Automated process control devices and an overview of current technologies will be discussed.

CSU

**110 LABORATORY ANALYSIS FOR WATER/WASTEWATER 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Examines basic fundamentals of laboratory analysis with emphasis on applied chemical and microbiological procedures for water and wastewater plant operators. Includes procedures and techniques used in physical, chemical, bacteriological and biological examination of water/wastewater.

CSU

**112 BASIC PLANT OPERATIONS: WATER TREATMENT 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: WWTR 102 or equivalent with a grade of "C" or better or "Pass"  
3 hours lecture

Study of sources of water, public health aspects of water supply, chemical, physical and bacteriological standards of water quality, types of water treatment plants, water treatment procedures, operation, maintenance, storage and distribution.

CSU

**114 BASIC PLANT OPERATIONS: WASTEWATER TREATMENT 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Designed to familiarize students with wastewater collection systems and essential safety procedures necessary to their operation, including preliminary and primary treatment processes and maintenance of a wastewater treatment plant.

CSU

**117 ADVANCED PLANT OPERATIONS: WATER TREATMENT 3 UNITS**

Prerequisite: WWTR 112 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Study of water quality control and treatment. Aspects of public health as it relates to the water supply will be highlighted. Sources of contamination and methods of control will be emphasized as well as maintenance of water treatment facilities with safety cost and environmental factors stressed.

CSU

**120 ADVANCED PLANT OPERATIONS: WASTEWATER TREATMENT 3 UNITS**

Prerequisite: WWTR 114 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Designed to familiarize students with wastewater collection systems, treatment process units, equipment and facilities operation and maintenance, application of laboratory results to process control, and essential safety procedures necessary for operation and maintenance of wastewater facilities.

CSU

**130 WATER DISTRIBUTION SYSTEMS 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: WWTR 102 or equivalent with a grade of "C" or better or "Pass"  
3 hours lecture

Designed to enable students to understand the operation and maintenance of a waterworks distribution system. Part of a series required for eligibility to take state certification examinations; supports certification examinations for grade levels D1 and D2.

CSU

**132 WASTEWATER COLLECTION SYSTEMS 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Designed to familiarize students with the components of wastewater collection systems. Overview of design installation, operation, monitoring, maintenance and repair of sewer pipelines, pump stations and related facilities.

CSU

**134 MECHANICAL MAINTENANCE 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Designed to familiarize students with the basic principles of mechanical equipment design, installation, operation, maintenance, repair, overhaul and replacement. Emphasis on understanding the value of preventative maintenance techniques such as equipment monitoring, lubrication analysis, machine alignment and scheduled overhaul.

CSU

**199 SPECIAL STUDIES OR PROJECTS IN WATER/WASTEWATER TECHNOLOGY 1-3 UNITS**

Prerequisite: Varies with topic  
Corequisite: Varies with topic  
Recommended Preparation: Varies with topic  
3-9 hours

Individual study, research or projects in Water/Wastewater Technology under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**265 WATER DISTRIBUTION SYSTEMS II 3 UNITS**

Prerequisite: WWTR 130 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Second of an integrated sequence of courses covering water distribution systems. Enables students to gain a more comprehensive understanding of the operation and maintenance of a waterworks distribution system including

advanced calculations, management, safety and emergency response issues. Contemporary issues facing the water and wastewater industry will also be explored in depth. Part of a series required for eligibility to take state certification examinations; supports certification examinations for grade levels D3, D4 and D5.

CSU

**267 WASTEWATER COLLECTION SYSTEMS II 3 UNITS**

Prerequisite: WWTR 132 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Designed to provide an in-depth understanding of the components of wastewater collection systems. Includes the design, operation, monitoring, maintenance and repair of pump stations as well as equipment maintenance, safety/survival systems, administration and organization principles.

CSU

**270 PUBLIC WORKS SUPERVISION 3 UNITS**

Prerequisite: WWTR 101 or equivalent with a grade of "C" or better or "Pass"  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Introduction to the principles and practices of modern supervision and management, with an emphasis on contemporary issues facing supervisors and managers in the water utilities industry.

CSU

**280 BACKFLOW TESTER TRAINING 2 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None

1.5 hours lecture, 1.5 hours laboratory  
Prepares students for the American Water Works Association (AWWA) and the American Backflow Prevention Association (ABPA) certification for Backflow Prevention Assembly Tester Certification. Includes backflow device installation and testing procedures required for the certification testing.

CSU

**282 CROSS CONNECTION CONTROL SPECIALIST 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None

3 hours lecture  
Study of the administrative and technical procedures required for a cross connection program including system inspections, hazard evaluation, identification of cross connection problems and backflow prevention devices, shut-down tests and reclaimed water systems.

CSU

**284 CROSS CONNECTION CONTROL SPECIALIST-RECYCLED WATER 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None

3 hours lecture  
Study of the administrative and technical procedures concerning the production, use and distribution of recycled water including backflow protection, legal, administrative and permitting issues, the treatment process, health and safety aspects, and the cross connection control (shut down) test as conducted in San Diego County. The course will consist of both classroom and demonstration sessions. Demonstration sessions consist of various aspects of cross connection control recycled water shut down testing.

CSU

**290 COOPERATIVE WORK EXPERIENCE 1-4 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours paid or 4 hours unpaid work experience per week per unit  
 Practical application of principles and procedures learned in the classroom to the various phases of water and wastewater treatment, distribution or collection. Work experience will be paid or unpaid at appropriate curriculum-related work sites. Two on-campus sessions will be scheduled. *May be repeated for a maximum of 12 units.*

**298 SELECTED TOPICS IN WATER/WASTEWATER TECHNOLOGY 1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours  
 Selected topics in Water/Wastewater Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.

**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN WATER/WASTEWATER TECHNOLOGY 1-4 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 hours  
 Selected topics in Water/Wastewater Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
 CSU

## WORK EXPERIENCE

**110 GENERAL COOPERATIVE WORK EXPERIENCE EDUCATION 1-3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 75 hours paid or 60 hours unpaid work experience per unit  
 Supervised work experience to assist students in acquiring desirable work habits, attitudes and career awareness. Jobs may or may not be directly related to students' educational goals. *May be repeated for a maximum of 6 units.*

**199 SPECIAL STUDIES OR PROJECTS IN WORK EXPERIENCE 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 3-9 hours  
 Individual study, research or projects in Work Experience under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. *May be repeated for a maximum of 9 units.*

**298 SELECTED TOPICS IN WORK EXPERIENCE 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Work Experience not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.  
**Pass/No Pass only. Non-degree applicable.**

**299 SELECTED TOPICS IN WORK EXPERIENCE 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in Work Experience not covered by regular catalog offerings. Course content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a seminar, lecture and/or laboratory format.



# NONCREDIT COURSES



C U Y A M A C A  
· C O L L E G E ·

## NONCREDIT COURSES

The California Education code identifies adult noncredit programs as an essential and important function of the community colleges and establishes the following nine categories for state-supported noncredit courses: Parenting, Elementary and Secondary Basic Skills, English as a Second Language, Citizenship for Immigrants, Substantial Disabilities, Short Term Vocational, Older Adults, Home Economics, and Health and Safety.

The Community Learning noncredit program fulfills the mandate that California community colleges provide noncredit courses designed to meet the special needs and capabilities of those students who do not desire or need to obtain unit credit. Noncredit courses provide remedial, developmental, occupational and other general educational opportunities critical for survival in today's society. Noncredit education is an integral part of the district and college mission (GCCCD Board Policy 1200) providing life-long learning opportunities.

The classes and/or programs vary in length, are open to the public and are offered throughout the district. All noncredit classes are state approved. (Cal. Code Regs., tit.5, §§ 55002(c)(1), 55150, and 58050 (a)(1).)

## ELEMENTARY & SECONDARY BASIC SKILLS (NCBS)

### 1000 SUPERVISED TUTORING 0 UNITS

1 - 72 hours

As recommended by their instructors and course specific, students will register and engage in educational assistance with tutorial services.

### 1001 ACADEMIC & FINANCIAL AID PLANNING 0 UNITS

8 hours

To increase the retention of low-income and/or income eligible federal/state financial aid recipients and assist students in meeting educational goals.

### 1026 MATH BASICS SERIES 0 UNITS

9 hours

These short courses teach students novel ways to learn, retain, and use math. Topics vary but may include basic elements of arithmetic, geometry, or algebra.

### 1028 BASIC SKILLS FOR ACT/SAT 0 UNITS

4 hours

A course to help students prepare for SAT and ACT standardized tests.

## ENGLISH AS A SECOND LANGUAGE (NCEL)

### 1008 SPELLING FOR NON-NATIVE ENGLISH SPEAKERS 0 UNITS

50 hours

Emphasis on studying and learning strategies why words are spelled the way they are in the English language.

### 1010 ENGLISH AS A SECOND LANGUAGE 0 UNITS

50 hours

This is a beginning to intermediate level course in basic English; emphasizing oral communication. Participants with higher level skills in English will receive instruction to improve ability in reading and writing.

### 1012 ESL/CITIZENSHIP 0 UNITS

50 hours

Focuses on the development of communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States.

### 1046 ESL: COLLEGE READINESS 0 UNITS

50 hours

This first course in English as a second language (ESL) will help students prepare to enter the college ESL program. Students will learn Basic English grammar and writing skills as well as an introduction to the college campus with a review of college expectations and services.

### 1047 BILINGUAL ESL WORKSKILLS: BEGINNING 0 UNITS

50 hours

English for the workplace is designed for students whose first language is one other than English. This course supplements language skills taught in Beginning ESL and focuses on using English in business situations.

### 1048 BILINGUAL ESL WORKSKILLS: INTERMEDIATE 0 UNITS

50 hours

This is the second course in the study of English for the workplace for students whose first language is other than English. This course supplements language skills taught in Intermediate ESL and develops business English skills taught in Beginning ESL.

### 1049 BILINGUAL ESL WORKSKILLS: ADVANCED 0 UNITS

50 hours

This course supplements language skills taught in Advance ESL and aids in developing business English skills.

### 1050 BILINGUAL ACADEMIC SUCCESS: BEGINNING 0 UNITS

50 hours

A beginning course of English listening and speaking skills designed for students whose first language is other than English. The course is designed to improve listening comprehension as well as to increase fluency and accuracy in spoken English in both academic and vocational environments.

### 1053 ESL: MULTI-LEVEL 0 UNITS

50 hours

This course develops and adds to the basic skills taught in Beginning, Intermediate and Advance ESL.

### 1054 ESL: TOEFL 0 UNITS

50 hours

This course will help prepare students for the Test of English as a Foreign Language (TOEFL). The TOEFL is taken by students whose first language is not English.

### 1056 ESL: SPECIAL POPULATIONS 0 UNITS

50 hours

This course on English reading, writing and grammar is designed for students whose first language is not English, whom have special

needs. This course develops and adds to the basic skills taught in ESL.

### 1057 ESL: INTERMEDIATE 0 UNITS

50 hours

The second core course on English reading, writing and grammar is designed for students whose first language is not English. This course further develops and adds to the basic skills taught in Beginning ESL.

### 1058 ESL: ADVANCED 0 UNITS

50 hours

The third core course on English reading, writing and grammar is designed for students whose first language is not English. This course further develops and adds to the basic skills taught in Beginning and Intermediate ESL.

### 1060 ENGLISH AT WORK: HOSPITALITY WORKPLACE COMMUNICATION I 0 UNITS

30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. Coursework focuses on developing the English communication skills required for working in the hospitality service industry. Student will gain fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.

### 1061 ENGLISH AT WORK: HOSPITALITY WORKPLACE COMMUNICATION II 0 UNITS

30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Hospitality Workplace Communication I. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.

### 1062 ENGLISH AT WORK: HEALTHCARE WORKPLACE COMMUNICATION I 0 UNITS

30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. Coursework focuses on developing the communication skills student will need to function more effectively in a health-related workplace. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the health industry.

**1063 ENGLISH AT WORK: HEALTHCARE  
WORKPLACE COMMUNICATION II 0 UNITS**  
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Healthcare Workplace Communication I. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the health industry.

**1070 ENGLISH AT WORK:  
HOSPITALITY WORKPLACE HEALTH  
AND SAFETY I 0 UNITS**  
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. The course focuses on developing the communication skills student will need to function effectively in a hospitality industry. Student will gain fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.

**1071 ENGLISH AT WORK:  
HOSPITALITY WORKPLACE HEALTH  
AND SAFETY II 0 UNITS**  
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Hospitality Workplace Health and Safety I. Student will gain fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.

**1072 ENGLISH AT WORK:  
HEALTHCARE WORKPLACE HEALTH  
AND SAFETY I 0 UNITS**  
30 hours

This course will introduce student to the basics of spatial reasoning and the applications of spatial technologies, including global positioning systems (GPS), remote sensing, and geographic information systems (GIS). Students will learn how spatial knowledge is generated, digitized, analyzed and will perform simple spatial analysis along with map interpretation.

**1073 ENGLISH AT WORK:  
HEALTHCARE WORKPLACE HEALTH  
AND SAFETY II 0 UNITS**  
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Healthcare Health and Safety I. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the health industry.

**1080 ENGLISH AT WORK: HOSPITALITY  
WORKPLACE CULTURE I 0 UNITS**  
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. The course focuses on developing the communication skills student will need to function effectively in the hospitality industry. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.

**1081 ENGLISH AT WORK: HOSPITALITY  
WORKPLACE CULTURE II 0 UNITS**  
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Hospitality Workplace Culture I. Student will gain fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.

**1082 ENGLISH AT WORK: HEALTHCARE  
WORKPLACE CULTURE I 0 UNITS**  
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. The course focuses on developing the communication skills student will need to function more effectively in a health-related industry. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies,

common tasks, and safety procedures in the hospitality industry.

**1083 ENGLISH AT WORK: HEALTHCARE  
WORKPLACE CULTURE II 0 UNITS**  
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Healthcare Workplace Culture I. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the health industry.

## HEALTH AND SAFETY (NCHS)

**1000 EXERCISE FOR OPTIMUM  
HEALTH 0 UNITS**  
24 hours

Course is designed to assist students in the development of a lifelong commitment to fitness and wellness with study of current health issues regarding nutrition, personal health decisions, improving physical well-being and self-awareness.

**1001 PHYSICAL FITNESS:  
HATHA YOGA 0 UNITS**  
24 hours

An introductory yoga course which combines static and dynamic posture and integrates this with physical exercise and mental discipline to achieve greater flexibility and strength, and for the reduction of stress to improve mental and physical health.

**1002 PHYSICAL FITNESS FOR  
OPTIMUM HEALTH 0 UNITS**  
24 hours

Explore and participate in exercises designed to increase movement and physical strength using the basic mechanics of endurance and flexibility.

**1003 HEALTH IN THE HOME 0 UNITS**  
24 hours

This introductory course is designed for students to learn about stress theory and physiology, and how social, gender, and ethnic backgrounds influence health.

**1004 TOTAL HEALTH FOR THE TOTAL  
PERSON 0 UNITS**  
24 hours

This course exposes the student to the concepts of total personal health. Specific topics emphasizing the whole person regarding wellness, physical, emotional, intellectual, spiritual and social health will be discussed.

**1007 ADULT/PEDIATRIC CPR  
COURSE 0 UNITS**  
4 hours

This course teaches individuals to recognize and respond to emergencies, adult/child/infant CPR, obstructed airway, blood borne pathogens, and the universal precautions with hands on practice with mannequins. Course includes a completion card valid for two years.

**1008 ADULT/PEDIATRIC CPR RENEWAL COURSE** **0 UNITS**  
5 hours

This is a renewal course for individuals who possess a current CPR card; or a card not expired more than 30 days. Course will review adult/child/infant CPR, obstructed airway, blood borne pathogens and universal precautions. Course includes a completion card valid for two years.

**1009 FIRST AID COURSE** **0 UNITS**  
4 hours

This course teaches individuals to identify and help control life threatening situations. The course will cover injury and illness assessment, signs and symptoms, and treatment for the following: allergic reaction, amputations, bleeding, cuts, burns, cold and heat emergencies, diabetes, drowning, fractures, head injuries, heart attack, poisoning, shock, seizures, stings, bites, stroke, ticks, and more. Course includes a completion card valid for two years.

**1010 FIRST AID RENEWAL COURSE** **0 UNITS**  
4 hours

This is a renewal course for individuals who possess a current First Aid card; or a card not expired more than 30 days. Course reviews injury and illness assessment, signs and symptoms, and treatment for the following: allergic reaction, amputations, bleeding, cuts, burns, cold and heat emergencies, diabetes, drowning, fractures, head injuries, heart attack, poisoning, shock, seizures, stings, bites, stroke, ticks, and more. Course includes a completion card valid for two years.

**1011 LIFELONG FITNESS** **0 UNITS**  
50 hours

This course is designed to assist student in the development of a lifelong commitment to fitness and health with regard to cardiovascular endurance, muscular strength and flexibility. Fitness activity will primarily utilize exercise equipment organized into an aerobic super circuit with additional activity prescribed in an aerobics machine arena, body parts weight training area and flexibility area.

**1015 ADULT PHYSICAL FITNESS** **0 UNITS**  
50 hours

This course is designed to strengthen adults through improved posture, coordination and conditioning with emphasis on flexibility and toning as an on-going therapeutic approach.

**1017 BASIC LIFE SUPPORT: CARDIOPULMONARY** **0 UNITS**  
6 hours

This BLS (Basic Life Support) course teaches individuals to recognize and respond to emergencies and will cover adult, child, infant CPR, and obstructed airway. Class will review blood borne pathogens, the universal precautions, and primary and scene assessment with practice on mannequins. After successful completion of a written exam, student will receive BLS card valid for two years.

**1019 PACE (PEOPLE WITH ARTHRITIS CAN EXERCISE)** **0 UNITS**  
50 hours

PACE is a community-based, non-clinical program that involves group participation. It includes activities designed to improve certain physical parameters, such as endurance and joint motion the group experience also encourages peer interaction and socialization.

**1021 HEALTH AND FITNESS** **0 UNITS**  
Open Entry/Open Exit (.5 hour minimum to 72 hours maximum)

This is an open-entry, open-exit course to develop and enhance a student's knowledge of the importance of healthy lifestyles and to further develop skills which facilitate a personal fitness program. Students participate in specific activities that develop an individual's level of physical fitness including cardiovascular efficiency, body composition, muscular strength, endurance and flexibility.

**1026 T'AI CHI: BEGINNERS** **0 UNITS**  
50 hours

This ancient Chinese exercise form consists of a series of classical martial arts postures which gracefully flow together in slow motion. It emphasizes mental tranquility, inner awareness, and relaxation while learning and practicing and is beneficial for health and wellness.

**1028 T'AI CHI: INTERMEDIATE** **0 UNITS**  
50 hours

This ancient Chinese exercise form consists of a series of classical martial arts postures which gracefully flow together in slow motion. It emphasizes mental tranquility, inner awareness, and relaxation while learning and practicing and is beneficial for health and wellness.

**1030 HEARTSAVER A.E.D. TRAINING** **0 UNITS**  
4 hours

Course will provide students with the basic skills and knowledge needed to recognize a victim in need of the Automated External Defibrillation (AED) device. Students will also learn how to properly use the AED device. After successful completion of a written exam, student will receive an Adult CPR/HeartSaver AED card valid for two years.

**1032 CPR/AED FOR THE PROFESSIONAL RESCUER** **0 UNITS**  
8 hours

This course is designed to teach those with a duty to act (professional rescuers) the skills needed to respond appropriately to breathing and cardiac emergencies. This includes the use of an automated external defibrillator (AED) to care for a victim of cardiac arrest.

**1033 EMERGENCY RESPONSE** **0 UNITS**  
52 hours

Course will provide student with the knowledge and skills necessary to work as a first responder in an emergency to sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help can arrive.

**1034 OXYGEN ADMINISTRATION FOR THE PROFESSIONAL RESCUER** **0 UNITS**  
3 hours

Course will provide students with the knowledge and skills necessary to provide care to a victim of a breathing emergency using breathing devices including suction devices, oral and nasal airways, resuscitation masks, bag-valve mask (BVM) resuscitators and supplemental oxygen.

## HOME ECONOMICS (NCHO)

**1001 BUDGET AND ENERGY - HOME MANAGEMENT** **0 UNITS**  
12 hours

The Budget and Home Energy Management pilot program is a direct result of SDG&E recommendations as a "one-time option" for customers who are required to pay a meter deposit to establish or re-establish credit. Part I will offer introductory information on how to read an energy bill and meter; manage energy, and introduce other company services. Part II will review available community services, budget and money management tips. One person in a household must complete "both sessions" in order to receive a certificate of completion.

**1006 ATTAINING OPTIMUM HEALTH IN THE 21ST CENTURY** **0 UNITS**  
24 hours

Learn how to maintain a health promotion program. This course will cover nutrition, body image, eating disorders, stress management, exercise, addictions and health risks.

**1020 HERBOLGY** **0 UNITS**  
24 hours

This course covers the safe use of herbs and herbal products for minor health conditions. The course emphasizes herbs readily available, easy and safe to use.

**1026 HOW TO MAKE FENG SHUI WORK FOR YOU** **0 UNITS**  
3 hours

This is an introductory course in the practice of Feng Shui; an ancient Chinese art which teaches you to create a harmonious environment through arrangement of living and working spaces. Students will learn to apply basic Feng Shui principles to the home or office to enhance health, relationships, and success.

**1031 THE ART OF AFTERNOON TEA** **0 UNITS**  
3 hours

The course is designed to help students learn the essentials of serving tea, and covers setting and serving etiquette, preparing the tea table, recipes, and traditions.

**1041 FAMILY, FINANCE AND MONEY MANAGEMENT** **0 UNITS**  
4 hours

Course prepares students to understand the values, needs, wants, goals, and resources that enable them to make wise decisions that contribute to a family's stability and improve the quality of life. Financial resource management, including consumer rights and responsibilities will also be discussed.

**1045 A FINANCIAL WORKSHOP DIRECTED TOWARD WOMEN** **0 UNITS**  
8 hours

Class is open to all students; especially women, and will discuss achieving true financial independence. The course will help you learn to set financial goals and use strategies that will help you meet your goals. You will learn that independence is gained when you take control of your finances.

**1046 INS AND OUTS OF SERVICING A VEHICLE** **0 UNITS**  
8 hours

This course is designed to prepare students to successfully identify the need for preventative maintenance and fluid replacement service.

Topics will also cover engine service, drive line function, electrical system diagnosis and repair, as well as general safety practices defined for wheels, tires, brakes, and suspension service.

## OLDER ADULTS (NCOA)

### 1004 CONTEMPORARY LIVING 0 UNITS

24 hours

This course provides strategies for enhancing physical, emotional and mental health. Social and behavioral issues influencing society will be discussed and students will participate on their own level to increase their cognitive and interpersonal communication skills.

### 1005 CREATIVE LIVING FOR OLDER ADULTS 0 UNITS

24 hours

Exploration of health and exercise maintenance, consumer health awareness, community resources, and leisure time activities will be discussed. Socialization, mental stimulation, cognitive abilities and physical skills will be encouraged.

### 1006 MUSIC THERAPY FOR OLDER ADULTS 0 UNITS

24 hours

This course is designed to stimulate and sustain auditory perception, discrimination, and manual dexterity for older adults. Students will learn about music across the ages and different cultures by listening, singing, playing and creating music with others.

### 1007 PHYSICAL EDUCATION: AEROBICS FOR LIFE 0 UNITS

24 hours

This physical fitness course is designed for the older adult and offers instruction in movement to maintain and increase range of motion, build muscular strength, maintain flexibility, and enhance coordination and balance associated with aging.

### 1009 EXPANDING YOUR HORIZONS 0 UNITS

50 hours

This course provides older adults with the tools to reach their optimum levels of brainpower through skill building with memory techniques. Also covered are decision-making, problem-solving planning, and determining opportunities for cognitive growth.

### 1010 LONG TERM CARE 0 UNITS

24 hours

This introductory course explains how to care for someone who can no longer live independently. Learn how to assist in essential everyday activities like eating, dressing, bathing etc., and review options regarding assisted care living.

### 1012 HOW TO WRITE THE STORY OF YOUR LIFE 0 UNITS

24 hours

This course is designed to familiarize seniors with tools and techniques of autobiographical writing, to encourage self-expression, and to provide opportunities for writing practice as well as for sharing stories with an appreciative audience of fellow writers. Students will use journal writings, handouts, and in-class examples to help develop their own personal stories.

### 1018 PHYSICAL FITNESS FOR OLDER ADULTS 0 UNITS

24 hours

Course provides an opportunity for aged, sedentary and chronically ill adults to improve muscle tone, increase range of movement, and to stimulate mental and visual acuity through exercise and exercise related activity.

### 1022 HOLLYWOOD THEN & NOW 0 UNITS

24 hours

View entertainment in the early days of Tinsel Town through today's Oscar nominations. Review and discuss the public and not-so-private lives of prominent figures from Vaudeville to the Silver Screen and present day comedy, music, drama, horror and mystery. Socialization is emphasized to increase motor and mental skills.

### 1026 T'AI CHI CHU'AN FOR OLDER ADULTS 0 UNITS

24 hours

The use of the ancient Chinese martial art T'ai Chi Chu'an to integrate mental discipline with physical exercise to develop flexibility, balance, strength and the reduction of stress and tension.

### 1032 THE WRITING WORKSHOP 0 UNITS

24 hours

This course emphasizes effective strategies for thinking and writing creatively. Learn about basic correspondence for personal and professional use.

### 1039 IN HARMONY WITH LIFE 0 UNITS

50 hours

Explore and compare the traditional and nontraditional means of expression, rituals, and cultural integration to develop the older adult's well-being. Learn ways to develop personal strength, confidence, and assertiveness in dealing with loss, a disability and limited independence.

### 1040 NUTRITION NEWS 0 UNITS

24 hours

This course will provide students with consumer information and review nutrition theories and practices specifically related to maintaining the health of older adults. Students will learn about planning and preparing economical and well-balanced meals for one or two people. Nutrition will be emphasized to maintain a healthy lifestyle.

### 1042 PHYSICAL FITNESS FOR LIFE AND HEALTH 0 UNITS

24 hours

This course will include general conditioning exercises, aerobic exercises, and floor exercises used to develop flexibility and strength. Students will work at a self-paced level.

### 1046 PAINTING FOR PLEASURE FOR OLDER ADULTS 0 UNITS

24 hours

This course provides instruction in basic principles of art to enhance creativity for older adults. Learn how to use painting tools and how to apply basic principles of art to painting. Through art-making, students will improve emotional and mental well-being.

### 1048 ART THERAPY FOR OLDER ADULTS 0 UNITS

24 hours

To encourage the stimulation of mental, physical, and social capabilities through use of arts and crafts; thus enhancing the quality of the students' lives. This course will help

improve student's emotional, spiritual, mental, creative and social skills on a therapeutic level.

### 1050 FINANCIAL DECISIONS & SURVIVAL FOR OLDER ADULTS 0 UNITS

24 hours

This introduction course focuses on personal empowerment that enables older adults to cope effectively in challenging financial situations. Emphasis is placed on taking personal responsibility for an individual's life and those deviations that affect their long and short range financial planning, health and estate issues, budgeting and taxes.

### 1052 GROWING OLDER, GETTING BETTER 0 UNITS

24 hours

Learn to achieve more physical and mental health, enhanced functional independence, and optimal wellness. Better lifestyle habits have helped people stay independent, healthier, and happier for more years than ever before. This course will introduce topics such as meditation, alternative and traditional medicines, acupuncture, herbal remedies, cranial therapy, art and music therapy, and osteopathy.

### 1054 INTERGENERATIONAL DIALOGUE 0 UNITS

24 hours

This course will examine issues across a lifespan with a focus on differences between generations and perceptions held by different ages, cultures, and ethnic groups. Discussions will improve communication skills to maximize understanding and sensitivity to contemporary issues while improving mental growth and fostering self-awareness. Dialogue can enhance memory mapping, social interaction, behavior modification and verbal language skills to help improve self-esteem through dialoguing.

### 1056 SHAKESPEARE FOR FUN FOR OLDER ADULTS 0 UNITS

24 hours

This course is to engage students in the literary approach to the plays written by William Shakespeare and others who were influenced by his work.

### 1057 CARING FOR YOUR AGING PARENT 0 UNITS

4 hours

This introductory course examines issues surrounding interpersonal relations and caring for an aging parent. Learn about the aging process and the psychosocial impact of care giving.

### 1060 THE CLASSICS FOR FUN 0 UNITS

24 hours

This course engages students' thinking and learning as they process, read and discuss various writings.

### 1062 ON THE ANTIQUES TRAIL 0 UNITS

4 hours

This course is designed to learn how to value, recognize, and identify various antiques and collectibles.

### 1064 PICTURE FRAMING I 0 UNITS

6 hours

This hands-on introductory course will provide the student with the knowledge and skills about framing tools and art concepts to help construct or select a frame that complements the artwork.

**1066 PICTURE FRAMING II 0 UNITS**

6 hours

An extension of Picture Framing I, this course continues to explore creative ways to construct or select a frame that complement the artwork.

**1068 BASKETRY FROM NATURAL FIBERS 0 UNITS**

24 hours

Create beautiful and unique baskets using locally gathered natural materials. Learn to prepare materials, understand different basket weaving techniques, shape a basket, and dye different materials while improving mental and social skills.

**1070 RAG BASKETS 0 UNITS**

24 hours

Learn how to make quick and easy rag baskets from scraps of fabric. Study the techniques for making placemats, rugs and picture frames. In addition students will improve their social skills, mental abilities, memory and creativity.

**1072 CANDLEMAKING 0 UNITS**

4 hours

Students will learn how to custom blend multi-colored pillar or tapered candles, and hand-rolling techniques.

**1074 A TASTE OF WATERCOLOR 0 UNITS**

50 hours

The course provides beginners with instruction in the use of paints, brushes and other tools. Learn how to apply paint to paper for desired effects, basic calligraphy and other techniques.

**1076 BEGINNING PORTRAITURE 0 UNITS**

50 hours

This beginning class will teach students to portray the human head by understanding simple proportions and learning to recognize surface bones of the face (cheek, bones, brow, chin, etc.). Explore colors used in portraits for realistic flesh and backgrounds.

**1078 PAINTING A LANDSCAPE 0 UNITS**

50 hours

This class will teach students to create a landscape painting using different art elements such as distance and space; and to use composition to create a painting with an emphasis on color.

**1080 PAINTING A SEASCAPE 0 UNITS**

50 hours

Learn to use colors by observing the sun, sky, clouds, and the sea to paint mood and motion.

**1084 BOOKS COME ALIVE 0 UNITS**

24 hours

The course provides a forum for students to explore different readings from a dramatic point of view.

**1086 NEW YOU BEAUTY MAKEOVER 0 UNITS**

4 hours

Discover the secrets for a glamorous and natural makeup regimen. Learn new anti-aging techniques and color analysis for cosmetic, hairstyle and eyewear selection.

**1088 ALL ABOUT TRUSTS 0 UNITS**

4 hours

This course will teach the student how living trusts work. Learn about durable power of attorney and estate planning for financial security.

**1092 JOURNEY BACK INTO TIME: WORKIN' ON THE RAILROAD 0 UNITS**

6 hours

Learn the importance of the trainman, railroad safety, and preparation for train travel. This introductory course will provide the history of San Diego railways.

**1094 PHOTOGRAPHY 0 UNITS**

24 hours

Learn the foundation of good composition, film selection and proper holding of a camera. On-camera flash filters and tripods will be discussed.

**1096 QUILTING: FUN WITH FABRICS 0 UNITS**

24 hours

Learn to plan a sampler quilt with correct fabric selection. Review methods to cut accurately, press correctly, and sew precisely, to create a wonderful heirloom. Students will improve their patterned memories and social skills in a group setting.

**1097 FILM FORUM 0 UNITS**

24 hours

This course will cover specific themes in the history of film from the early twentieth century to the present.

## PARENTING (NCPT)

**1004 PARENT AND CHILD: IMPROVING THE RELATIONSHIP 0 UNITS**

12 hours

This course is designed to promote more effective parent-child interaction. The parent-child relationship throughout the life cycle will be emphasized. Compare the differences between negative and positive reaction as well as reward systems.

**1010 PARENT PARTICIPATION 0 UNITS**

12 hours

An introduction to the fundamental theories and principles of child development practices with age appropriate parent approaches to build strong family relationships.

**1018 BABY ECONOMICS 0 UNITS**

8 hours

This course familiarizes new and expectant families with the challenges of increased budget needs, safety, space, and travel accommodations for a new baby.

## SHORT-TERM VOCATIONAL EDUCATION (NCVE)

**1001 FOOD HANDLER TRAINING COURSE 0 UNITS**

3 hours

This course is designed for individuals who are, or will be, working in a food or service industry job which requires food handler certification.

**1003 OSHA 40 HOUR-HAZWOPER 0 UNITS**

40 hours

This 40 hour course provides Federal and State certification for those who work with hazardous waste for management, operations, emergency response team or trainers, and site clean up. This course satisfies the requirements for generalized employee training under the Occupational Safety & Health Administration (OSHA) 1910.120 and State of California Regulation 5192 Title 8. A certificate and wallet

card will be issued upon completion of the class.

**1005 ENVIRONMENTAL TECHNOLOGIES EXPLORATION 0 UNITS**

8 hours

This course is designed as an introduction to Environmental Health and Safety (EHS) career paths. Course will cover Environmental Protection Agency (EPA) and Occupational Safety & Health Administration (OSHA) historical prospective "How Did We Get To Here", related Federal and State Regulations, Program Requirements and compliance prospective.

**1019 BILINGUAL BASIC COMPUTER SKILLS 0 UNITS**

10 hours

In this introductory computer course, students whose primary language is not English, will learn basic keyboarding and word processing skills, explore the internet, and more advanced programs.

**1023 OSHA 24-HOUR HAZWOPER TRAINING 0 UNITS**

24 hours

Section 126 of the Superfund Amendment and Re-Authorization Act requires the Department of Labor (DOL) to promulgate regulations for the protection of the safety and health of any employee engaged in hazardous waste operations. This 24-hour Hazardous Waste Operator and Emergency Response (HAZWOPER) course is designed to provide the required training for workers in the public or private sector, from large or small businesses, who work with hazardous waste but are not part of an emergency response team.

**1024 ENVIRONMENTAL TECHNOLOGY: INCIDENT COMMAND SYSTEM 0 UNITS**

8 hours

Incident Command System (ICS 100/200) is intended for personnel assigned to an incident or event who have a minimum requirement for the understanding of ICS

**1029 OSHA 8-HR REFRESHER FEDERAL & CAL/OSHA STANDARDS 0 UNITS**

8 hours

This 8-hour Hazardous Waste Operator and Emergency Response (HAZWOPER) Refresher course is designed to maintain the 40-Hour or 24-Hour Occupational Safety & Health Administration (OSHA) Annual Certificate required for employees in the public or private sector, large or small businesses, who work with hazardous waste in any phase from management operations to on-site clean-up. This course includes lectures, table top exercises, and hands-on activities. A certificate will be issued upon completion of the class.

**1032 MANAGING DYNAMICS 0 UNITS**

3 hours

This course is designed to aid students in developing basic career management skills. Subjects include; setting priorities, time management, effective decision making and increasing productivity.

**1039 INVENTORY CONTROL/ WAREHOUSE 0 UNITS**

8 hours

A training program for personnel interested in specializing as a clerk in shipping, receiving, or warehouse stockrooms and will provide an overview of all aspects of the industry including practical job seeking skills.

**1041 JANITORIAL/CUSTODIAL 0 UNITS**  
8 hours

This course is designed for personnel interested in providing property and building maintenance to residential and commercial properties and will provide an overview of all aspects of the industry including practical job seeking skills.

**1043 RETAIL SALES 0 UNITS**  
8 hours

Learn the core competencies needed for retail sales careers such as telephone skills, working with difficult customers, communication skills, and practical arithmetic. This course provides an overview of all aspects of the industry and includes practical job seeking skills.

**1047 BASIC PLANT MAINTENANCE 0 UNITS**  
16 hours

This course will cover entry-level plant maintenance, and operations. Course is applicable to maintenance personnel, operators, HAZMAT repair teams and managers at chemical processing manufacturing, electronics, and water treatment facilities.

**1049 CONFINED SPACE ENTRY 0 UNITS**  
8 hours

This course reviews the California Title 8 California Code of Regulations (CCR), General Industry Safety Orders (GISO), Sections 5156, 5157, 5158 regulations governing confined space entry and how to properly employ the Confined Space Permit Program. The course includes terminology, testing, monitoring, permitting requirements, written program components, entry permits and safety regarding confined spaces and is a must for any employee who may encounter confined spaces during their normal course of employment.

**1051 DEPARTMENT OF TRANSPORTATION: HAZARDOUS MATERIALS REGULATIONS 0 UNITS**  
8 hours

This course covers the Department of Transportation (DOT) Hazardous Materials Regulations (HMR) governing the transportation of hazardous substances. This course fulfills the DOT 49 CFR Hazardous Materials Transportation awareness training required by DOT and includes: using a hazardous materials table, preparing shipping papers, marking, labeling and placard requirements, security awareness and site policies, handling emergencies and notification and identification and communication of hazards of transportation.

**1055 READY, SET, WORK 0 UNITS**  
10 hours

A job preparedness program for individuals entering today's competitive employment market. Topics include employee readiness, applications, interviews, dress codes, communication skills, childcare, budgeting, nutrition, stress and time management, self esteem and career ladders.

**1057 LANDSCAPING PESTICIDE APPLICATIONS, LAWS, REGULATIONS & BASIC PRINCIPLES 0 UNITS**  
8 hours

This course prepares participants to take the Qualified Applicator Certificate Laws, Regulations and Basic Principles Course State Exam. A Qualified Applicator Certificate holder is a person who has qualified by examination to use or supervise the use of restricted-use

pesticides in the appropriate pest control category.

**1059 LANDSCAPING PESTICIDE APPLICATION CATEGORIES 0 UNITS**  
8 hours

This course prepares participants who have successfully passed the Laws, Regulations and Basic Principles Exam to take the Qualified Applicator Certificate in Pest Control Categories. Specific categories covered are: Landscape Maintenance, Right-of-Way, and Residential, Industrial and Institutional.

**1061 GIFT BASKETS FOR FUN AND PROFIT 0 UNITS**  
4 hours

Course will prepare students to start a gift basket business and includes a review of pricing and marketing.

**1063 HOW TO GET STARTED IN RADIO/TV VOICEOVERS 0 UNITS**  
6 hours

This introductory course provides students with basic voice-over techniques for radio and television commercials and narrations. Information included: how to make contacts with directors and producers, and how to "market" voice-over skills.

**1067 BASIC HAZARDOUS MATERIALS BUSINESS PLAN 0 UNITS**  
8 hours

Chapter 6.95 Health and Safety Code, Division 20 requires companies that handle hazardous materials in certain quantities to prepare a business plan providing information of how the business uses, stores, or handles hazardous materials on site.

**1069 AIR QUALITY MANAGEMENT 0 UNITS**  
8 hours

This course focuses on air compliance at the local business level and covers basic air compliance issues associated with the San Diego Air Pollution Control District's rules and regulations.

**1071 BLOODBORNE PATHOGENS 0 UNITS**  
8 hours

This course helps students understand bloodborne pathogens in the workplace and provides common modes of their transmission, methods of prevention, and other pertinent information for those who have the potential to be exposed to blood or other potentially infectious material.

**1075 PESTICIDE SAFETY & APPLICATION 0 UNITS**  
8 hours

This course is intended for personnel who hold a State of California Qualified Pesticide Application License. The emphasis is on Integrated Pest Management (IPM) and new pest problems in San Diego County.

**1077 INJURY AND ILLNESS PREVENTION PLAN 0 UNITS**  
8 hours

This course provides a step-by-step guide to developing an Injury and Illness Prevention Program required by SB198 (Statute Labor Code Section 6401.7 (a) and Standard 8 CCR Section 32103 (a)). You will learn how to write and continually improve an Injury and Illness Prevention Program that includes a Code of Safe Practices, training plan and buy-in from management.

**1079 CUSTOMER APPRECIATION 0 UNITS**  
3 hours

The Art of Customer Service teaches Call Center Customer Service Representatives a comprehensive flexible system that provides outstanding customer service to every customer; every time. This course is effective for answering inquiries, meeting customer's needs, handling complaints, closing sales and managing difficult customers.

**1081 SELF-EMPLOYMENT FOR SELF-SUFFICIENCY 0 UNITS**  
3 hours

Learn about owning and operating a small business. This course is effective for assessing self-employment and learning the nuts and bolts of maintaining a business.

**1083 LEARNING SKILLS FOR THE WORKPLACE 0 UNITS**  
3 hours

This course provides basic skills necessary for success and advancement in the workplace. Competency in basic skills; reading, writing, speaking and listening, will be emphasized as tools for career advancement.

**1085 TELEMARKETING FUNDAMENTALS 0 UNITS**  
3 hours

This course teaches strategies that will effectively improve the sales and communication skills of call center representatives. Learn ways to sell successfully and increase productivity in a call center environment.

**1087 HOW TO SELL YOUR CRAFTS 0 UNITS**  
3 hours

Discover the best consignment stores, craft fairs, and bazaars to market and sell your crafts.

**1089 CAREER EXPLORATION 0 UNITS**  
5 hours

Personality and interest-based assessment is used to help students gain career insight and set educational goals. Learn to matriculate from this noncredit course to a credit program.

**1091 HOW TO PUT YOUR BUSINESS ON THE INTERNET 0 UNITS**  
3 hours

Learn ways to establish and market your business on the World Wide Web-today.

**1093 KNOW YOUR CONFLICT MANAGEMENT STYLE 0 UNITS**  
3 hours

This course defines different personalities and will teach students to delegate and deal with difficult employees.

**1095 HOW TO GIVE CRITICAL FEEDBACK TO YOUR EMPLOYEES 0 UNITS**  
3 hours

This course instructs how to communicate with others, how to listen for expectations, and how to counsel and coach employees.

**1097 A GUIDE TO SUCCESSFUL SUPERVISION 0 UNITS**  
3 hours

This course is a guide for new supervisors to become more effective in increasing group productivity and company success. Students will learn to develop a managerial consciousness, improve delegating techniques and set goals.

- 1098 INTRODUCTION TO THE INTERNET, PART I** 0 UNITS  
3 hours  
Course will introduce students to the internet via current technology trends and hands-on use. Various internet browsers will be used to gain practical experience.
- 1099 INTRODUCTION TO THE INTERNET, PART II** 0 UNITS  
3 hours  
This second course is designed to teach students advanced methods of surfing the Web and use of search engines.
- 1101 INTRODUCTION TO COMPUTERS, PART I** 0 UNITS  
3 hours  
An introductory course in computer knowledge and is designed to provide students with basic skills.
- 1103 INTRODUCTION TO COMPUTERS, PART II** 0 UNITS  
3 hours  
This course builds on Introduction to Computers, Part I and provides an overview of the various types of software available for personal computers.
- 1105 INTRODUCTION TO WINDOWS, PART I** 0 UNITS  
3 hours  
Course introduces students to the Windows Operating System and is designed to provide students with basic skills necessary for personal or professional success.
- 1107 INTRODUCTION TO WINDOWS, PART II** 0 UNITS  
3 hours  
This hands-on class is a continuation of Part I using more advanced features in the Windows Operating System. This course is designed to provide students with basic skills necessary for personal or professional success in today's demanding computer workplace.
- 1109 INTRODUCTION TO WORD PROCESSING, PART I** 0 UNITS  
6 hours  
An entry level class which introduces students to word processing. Students will learn to produce letters, memos, reports, and other documents as for personal or professional use necessary for the workplace.
- 1111 INTRODUCTION TO WORD PROCESSING, PART II** 0 UNITS  
6 hours  
This class is a continuation of Introduction to Word Processing Part I, using the more advanced features of word processing such as Word Art, columns and tables. Course will give students a solid background in features and capabilities of modern applications for home use or for the workplace.
- 1113 INTRODUCTION TO SPREADSHEETS** 0 UNITS  
6 hours  
Course will introduce students to Excel; a spreadsheet program. Class is beneficial for individuals using computer programs to file, organize, retrieve and report data.
- 1115 INTRODUCTION TO POWERPOINT** 0 UNITS  
6 hours  
This class will introduce the student to Microsoft PowerPoint. Students will learn to create, edit and organize slides; design and format a presentation; add multimedia and special effects; integrate other Office applications; and publish a presentation to the web. This course is designed to provide students with skills necessary for success in the computerized workplace.
- 1116 BUSINESS ETHICS & VALUES** 0 UNITS  
3 hours  
This course is designed to acquaint students with the importance of values and ethics in the workplace.
- 1117 TIME AND STRESS MANAGEMENT** 0 UNITS  
3 hours  
Course will introduce students to time management principles and specific tools that assist in making maximum use of time.
- 1118 MASTERING COMMUNICATION** 0 UNITS  
3 hours  
Course is designed to introduce students to key elements in business organization including verbal and nonverbal communication, listening and specific supervisory skills.
- 1119 TEAM BUILDING** 0 UNITS  
3 hours  
This course will provide students with an understanding of team work and the common problems teams encounter and how to solve them in the workplace.
- 1120 THE RIGHT ATTITUDE** 0 UNITS  
3 hours  
Course is designed to provide students with key skills needed to maintain a positive attitude in the home and workplace.
- 1121 DEALING WITH DIFFICULT PEOPLE** 0 UNITS  
3 hours  
Course will provide students with an analysis of the attitudes and behavior which create conflict between individuals and groups within an organization.
- 1123 MANAGING CHANGES** 0 UNITS  
3 hours  
This course is designed to provide students with an understanding of change and how it influences individuals and the organization.
- 1124 DECISION MAKING & PROBLEM SOLVING** 0 UNITS  
3 hours  
This course is designed to introduce students to decision making and problem solving as a supervisor.
- 1125 SUCCESSFUL SMALL BUSINESS MANAGEMENT** 0 UNITS  
3 hours  
Learn how to start, operate market, finance and grow a business. This course will also help you assess self-employment and review the nuts and bolts of starting and maintaining a business.
- 1126 THE ART OF INFLUENCE AND NEGOTIATION** 0 UNITS  
3 hours  
Learn to effectively influence others to create a win-win situation and build better business relationships.
- 1127 CONDUCTING MORE EFFECTIVE MEETINGS** 0 UNITS  
3 hours  
Course will review effective methods of conducting meetings resulting in better attendance and participation. This course will provide insights on ways to improve effective meetings.
- 1128 CONFIDENT PUBLIC SPEAKING** 0 UNITS  
6 hours  
This class will help students learn to organize their thoughts, communicate with credibility and keep their composure when speaking in public.
- 1129 DELEGATING FOR RESULTS** 0 UNITS  
3 hours  
Course will explain how to delegate for tangible results and in the process create a significantly more effective staff.
- 1130 DELIVERING POWERFUL PRESENTATIONS** 0 UNITS  
6 hours  
This course is designed for the presenter who is already a comfortable public speaker looking for a competitive edge.
- 1131 MOTIVATION AND RECOGNITION SYSTEMS** 0 UNITS  
3 hours  
This class will explore ways in which creative organizations can motivate their employees and provide recognition opportunities that build loyalty and individual performance.
- 1132 SUCCESS SECRETS OF DYNAMIC LEADERS** 0 UNITS  
3 hours  
This class looks at ways to lead an organization to new heights of success.
- 1133 COACHING FOR IMPROVED PERFORMANCE** 0 UNITS  
3 hours  
Course will provide a step-by-step approach to coaching. Learn to bring out the best in your staff in a consistent and productive way.
- 1134 DIPLOMATIC AND PROFESSIONAL COMMUNICATION** 0 UNITS  
3 hours  
Learn to communicate under pressure and in difficult situations. This course will show you how to be poised, polished, calm and effective. Learn icebreaking techniques, how to project confidence, and how to take control of conversations.
- 1135 EFFECTIVE BUSINESS WRITING** 0 UNITS  
6 hours  
This course provides the basic skills necessary to write with more speed, clarity and impact for today's business writing.
- 1136 EFFECTIVE ELECTRONIC COMMUNICATION** 0 UNITS  
3 hours  
Course will explore the various business communication styles. Learn to identify the right style of communications for your organization; including the best methods of communication for the customers served.
- 1137 SUPERVISING YOUR FORMER PEERS** 0 UNITS  
3 hours  
Learn to establish credibility, take control and move forward with the support of your new team. Study ways to navigate through perceptions and expectations for the good of the group and your own professional standing. This course will cover basic skills of bonding, building respect and loyalty with your team, and projecting strength and credibility.
- 1138 PROFESSIONAL TELEPHONE TECHNIQUES** 0 UNITS  
3 hours  
This course focuses on creating a positive impression for your company, establishing your

reputation for courtesy, and making a difference in your organization's reputation.

**1139 INTRODUCTION TO ACCESS 0 UNITS**

5 hours

This basic Access class is a hands-on approach to learning to create and design functional databases. Course will provide students with the basic skills necessary for personal and professional success.

## **SUBSTANTIAL DISABILITIES (NCSD)**

**1003 AQUATIC PHYSICAL FITNESS  
SPECIAL POPULATIONS 0 UNITS**

50 hours

This is a physical fitness course for special populations. Students will be assessed for their physical performance in a pool. Instructor will work individually to develop a prescribed program appropriate to their special challenge.

**1004 AQUATIC PHYSICAL FITNESS  
SPECIAL POPULATIONS -  
SWIMMING 0 UNITS**

50 hours

Instruction and practice in basic swimming skills. Instruction will be structured to fit each student's individual needs.

**1005 PHYSICAL EXERCISE FOR SPECIAL  
POPULATIONS 0 UNITS**

50 hours

This is a physical fitness course for special populations. This course includes instruction and practice in skills and techniques of physical fitness which is appropriate to each student's special challenges.

**1007 THEATER & DRAMA THERAPY:  
SPECIAL POPULATIONS 0 UNITS**

50 hours

Provide special populations with an opportunity to experience theater and drama activities. This experience will stimulate and sustain auditory and visual perception, and mental discrimination of drama performances. Students will learn about theater, new and old, by listening, viewing and reading plays and performances with others.



# FACULTY, ADMINISTRATION & CLASSIFIED PERSONNEL



C U Y A M A C A  
· C O L L E G E ·

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# Index

## A

Academic Calendar	2
Academic Honesty	29
Academic Honesty/Dishonesty Policies	29
Academic Renewal	29
Access to Educational Programs	30
Accounting	49
Accreditation and Affiliations	Inside Front Cover
Adding Courses	30
Address Change	14
Administration (College & District)	3
Admission and Registration	14
Admission Procedures	14
Admission Requirements	14
Advanced Placement (AP) Credit	40
American Sign Language	74
Anthropology	74
Arabic	74
Aramaic	75
Army Reserve Officers Training Corp (ROTC)	10
Art	75
Art–Drawing and Painting	49
Art–Graphic Design (Transfer)	49
ASEP (see Automotive Technology)	
ASSET (see Automotive Technology)	
Associated Student Government of Cuyamaca College (ASGCC)	20
Assessment and Orientation	14
Astronomy	77
Athletics (see Intercollegiate Athletics)	
Attendance Requirements	30
Auditing Courses	30
Automotive Technology	49, 77

## B

Biological Sciences	51, 80
Bookkeeping Certificate	49
Bookstore	20
Business	51, 81
Business Office Technology	52, 83
Broker's License	68

## C

CADD Technology	53, 86
California State University	42
Cancellation of Courses	30
Career and Student Employment Center	20
Chemistry	53, 87
Child Development	54, 88
Child Development Center	21
Classified Personnel	148
Code of Ethics	3
College Level Examination Program (CLEP)	30
College Mission Statement	6

College Vision	6
Communication	55, 91
Community Learning	10
Computational Science	55
Computer and Information Science	55, 92
Computer Science	95
Continuous Attendance	30
Cooperative Agencies Resources for Education (CARE)	21
Counseling and Personal Development	21
Courses Accepted for Transfer to the California State University (CSU)	43
Courses Accepted for Transfer to the University of California (UC)	42
Courses Taken Out of Sequence	30
Credit by Examination (see Examinations)	
Crime Statistics (see District Public Safety Department)	
Cuyamaca College CalWORKs S.T.E.P.S.	21

## D

Degree Requirements (A.S. or A.A.)	44
Disabled Students Programs and Services (DSPS)	21
District Public Safety Department	22
Drafting Technology (see CADD Technology)	
Dropping Courses	31

## E

Economics	96
Education	96
Educational Objectives	6
Educational Philosophy	7
Electronics Technology	97
Elementary Education	57
Emergency Absences of Short Duration	31
Engineering	58, 97
English	59, 98
English as a Second Language	100
Enrollment Verifications	14
Entrepreneurship–Small Business Management	59
Environmental Health & Safety Management	60, 102
Examinations	31
Exercise Science	60, 103
Extended Opportunity Programs and Services (EOPS)	22

## F

Faculty and Administration	146
Family Educational Rights and Privacy Act	31
Fees	14
Final Examinations (see Examinations)	
Financial Aid	22
Financial Aid Programs	23

Foreign Languages (see Arabic, Aramaic, French, Italian, Native American Languages, Spanish)	
French	108

## G

General Degree and Certificate Information	43
General Education Breadth Requirements for the California State University	42
General Studies	61
Geography	109
Geology	109
Governing Board Members	Inside Front Cover
Grade Forgiveness	31
Grade Notification	31
Grades-Final (see Examinations)	31
Grading System	32
Graduation Ceremony	32
Graduation with Honors	32
Grants (see Financial Aid Programs)	
Graphic Design	62, 110
Grossmont-Cuyamaca Community College District Mission Statement	7

## H

Health & Wellness Center	24
Health Education	111
Heritage of the Americas Museum	10
High School and Community Relations (Outreach)	24
History	62, 112
History of the College	7
Honors	32
Humanities	113

## I

Independent California Colleges and Universities	43
Instructional Materials	14
Intercollegiate Athletics	24
Interdisciplinary Studies	114
International Baccalaureate (IB) Credit	40
International Student Program	15
Intersegmental General Education Transfer Curriculum (IGETC)	40
Italian	114

## K

Kumeyaay (see Native American Languages)	
Kumeyaay Studies	63

**L**

Learning Resources Center (Library Services)-LRC . . . . .	25
Learning Skills Program . . . . .	10
Library Information Resources . . . . .	114
Loans (see Financial Aid Programs)	
Lower Division Transfer Pattern (LDTP) . . . . .	41

**M**

Management . . . . .	63
Map . . . . .	Inside Front & Back Covers
Math Study Center (see Tutoring)	
Mathematics . . . . .	63, 114
Matriculation (see Student Success Program)	
Matriculation Appeals Information . . . . .	32
Minimum Load Requirements . . . . .	33
Museum (see Heritage of the Americas Museum)	
Music . . . . .	116
Music Education . . . . .	63
Music Industry Studies . . . . .	64

**N**

Native American Languages . . . . .	119
Noncredit Courses . . . . .	136

**O**

Oceanography . . . . .	119
Online Courses . . . . .	10
Open-Entry/Open-Exit Courses . . . . .	10
Ornamental Horticulture . . . . .	64, 120

**P**

Paralegal Studies . . . . .	66, 122
Parking and Traffic Regulations . . . . .	10
Pass/No Pass Grading Option . . . . .	33
Personal Development–Counseling . . . . .	123
Personal Development–Special Services . . . . .	124
Philosophy . . . . .	125
Physical Education (see Exercise Science)	
Physical Science . . . . .	67, 125
Physics . . . . .	67, 126
Policies Regarding Nondiscrimination . . . . .	11
Policies Relating to Students . . . . .	33
Political Science . . . . .	126
Prerequisites, Corequisites, Recommended Preparations, and Limitations on Enrollment	34
Probation and Disqualification . . . . .	34
Psychology . . . . .	127

**R**

Real Estate . . . . .	68, 128
Recreational Leadership (see Child Development and Exercise Science)	
Refund Schedule . . . . .	15
Religious Studies . . . . .	129

Remedial Course Limit . . . . .	34
Repetition of Courses . . . . .	34
Residency Information . . . . .	15
Revision of Regulations . . . . .	11
ROTC (see Army Reserve Officers Training Corp) . . . . .	10

**S**

Sexual Harassment . . . . .	35
Small Business Management (see Entrepreneurship)	
Social Work . . . . .	68, 129
Sociology . . . . .	129
Spanish . . . . .	68, 130
Speech (see Communication)	
Student and College Responsibilities/ Expectations . . . . .	28
Student Code of Conduct . . . . .	35
Student Equity Plan . . . . .	11
Student Grievance and Due Process Procedures . . . . .	36
Student Picture I.D. Card . . . . .	25
Student Right-to-Know Rates . . . . .	38
Student Success Program . . . . .	25
Study Abroad Programs . . . . .	11
Summer Session . . . . .	11
Surveying . . . . .	69, 131

**T**

Theatre Arts . . . . .	131
Transcripts . . . . .	17
Transfer California State University (see Lower Division Transfer Pattern)	
Transfer Credit . . . . .	17
Transfer Information . . . . .	40
Tutoring . . . . .	25

**U**

UCSD Transfer Admission Guarantee (TAG) . . . . .	41
Unit Value and Student Load . . . . .	38
University of California . . . . .	41
University of California Credit Limitation . . . . .	42
University Transfer Center . . . . .	25
University Studies . . . . .	69
Upper-Division Transfer Admission Requirements . . . . .	42

**V**

Veterans Services . . . . .	18
-----------------------------	----

**W**

Water/Wastewater Technology . . . . .	70, 131
Work Experience . . . . .	133
Work Experience Requirements . . . . .	38
Writing Center (see Tutoring)	

198 Courses – Supervised Tutoring . . . . .	38
199 Courses – Special Study . . . . .	38
298 Courses – Selected Topics . . . . .	38
299 Courses – Selected Topics . . . . .	38

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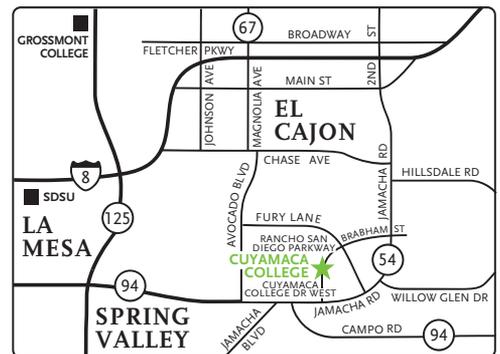
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