

Learning for the Future

2003 - 2004 CATALOG

# Cuyamaca College

Your Best Choice... Endless Possibilities

**Art** **GRAPHIC DESIGN**  
**English & Literature**  
**CADD** **AUTOMOTIVE Technology** **LIBERAL ARTS**  
**FOREIGN LANGUAGE** **ENGINEERING**  
**ELEMENTARY EDUCATION**  
**EXERCISE** **PARALEGAL** **MAINTENANCE**  
**SCIENCE** **HISTORY**  
**COMPUTER SCIENCES**  
**ORNAMENTAL HORTICULTURE**  
**Water/Wastewater Technology**



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

# CUYAMACA COLLEGE

900 Rancho San Diego Parkway,  
El Cajon, California 92019-4304

Grossmont-Cuyamaca  
Community College District

Governing Board Members:

Rick Alexander

Timothy L. Caruthers, D.C.

Rebecca L. Clark

Wendell R. Cutting

Ronald D. Kraft

Rick Collins, Student Member

Stephanie Duncan, Student Member

## 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.



March 2003 aerial photo - by Cary Lee, Ph.D.

## ACCREDITATION AND AFFILIATIONS

Cuyamaca College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (3402 Mendocino Avenue, Santa Rosa, CA 95403, 707-569-9177), 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.

Learning for the Future

2003 - 2004 CATALOG

# Cuyamaca College

Your Best Choice... Endless Possibilities



Have you been thinking about that dream job? Do you want to start working towards a Bachelor's degree? Start making your dream a reality! Discover what makes Cuyamaca College different... we'll surprise you! Each year hundreds of students choose Cuyamaca. We offer classes in just about anything you are interested in. You can get career

training in dozens of areas from automotive technology to real estate. And, a University Transfer Studies program makes it possible to transfer as a junior to any of California's State Universities or the University of California. See page 64 for the 49 degree programs and 46 certificates offered here at Cuyamaca College.

A Public Community College Founded in 1978  
900 Rancho San Diego Parkway, El Cajon, CA 92019-4304  
619.660.4000 [www.cuyamaca.net](http://www.cuyamaca.net)

## PRESIDENT'S MESSAGE:

**T**he administration, faculty and staff join me in welcoming you to Cuyamaca College. The College is well prepared to serve your educational needs with its broad spectrum of courses, programs, support services, and new and remodeled facilities. Cuyamaca College is a comprehensive community college offering lower division courses and academic preparation leading to transfer at both the California State University and the University of California systems, as well as a host of private colleges and universities. The College offers highly relevant and up-to-date vocational education programs leading to viable employment opportunities in both the public and private sectors.



Cuyamaca College prides itself on its excellent faculty and staff members who are highly dedicated to serving their students, and bring a wealth of talent, years of experience, and excellent academic preparation. Recently, Cuyamaca College was named in *Community College Week* as the 16th fastest growing middle-sized community college in the nation with over 8,000 students. The College continues to grow at a fast pace and has recently opened new facilities to enhance support services for students. A state-of-the-art Student Services building for one-stop student services opened at the entrance of the college campus. In addition, a new Child Development Center and Math Center have been added to the college campus. Within the next 18 months, the College anticipates breaking ground for a Science Technology building and a comprehensive Student Center.

With a goal of 15,000 students by the year 2015, Cuyamaca College, with the support of the Governing Board of the Grossmont-Cuyamaca Community College District, the Chancellor, and District administration, will continue to grow in leaps and bounds by adding new courses and programs, enhancing both support services and student activities, and by expanding its facilities.

Cuyamaca College is here to serve your individual needs and assist you in meeting your educational goals. Its excellent faculty, and dedicated administration and staff are all united in working to provide you with an exceptional learning experience. I invite you to experience the rich learning environment of Cuyamaca College.

I wish you much success in your pursuit of your educational endeavors at Cuyamaca College – Welcome!

Sincerely,

A handwritten signature in cursive script that reads "Geraldine M. Perri". The signature is written in dark ink and is positioned above the printed name and title.

Geraldine M. Perri, Ph.D.  
President

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## JULY

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## AUGUST

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## SEPTEMBER

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## OCTOBER

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## NOVEMBER

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## DECEMBER

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## FALL 2003

|  |   |
|--|---|
| Continuous Through August 23                   | Application Period                                  |
| Continuous Through August 23                   | Program Advisement                                  |
| July 14-August 23                              | Registration  |
| August 18-22                                   | Professional Development–Organizational Meetings    |
| August 22                                      | APPLICATION DEADLINE                                |
| August 25-29                                   | Late Application Period                             |
| <b>August 25</b>                               | <b>Regular Day and Evening Classes Begin</b>        |
| August 25-September 6                          | Program Adjustment Period                           |
| August 30-September 1                          | Labor Day Weekend                                   |
| September 8                                    | Census Day  |
| September 8-October 21                         | Second 8-Week Application Period                    |
| September 27                                   | Last Day to Apply for CR/NC–Semester-Length Classes |
| October 18                                     | Last Day to Apply for Fall 2002 Degree/Certificate  |
| October 18                                     | End of First 8-Week Session                         |
| October 20                                     | Second 8-Week Session Begins                        |
| October 21                                     | Application Deadline for Second 8-Week Session      |
| November 8-10                                  | Veterans' Day Weekend                               |
| November 14                                    | Last Day to Drop Semester-Length Classes            |
| November 27, 28, 29                            | Thanksgiving Vacation                               |
| December 13                                    | End of Second 8-Week Session                        |
| <b>December 15, 16, 17, 18, 19, 20, 22</b>     | <b>Final Examinations</b>                           |
| December 22                                    | Close of Fall Semester                              |
| December 23                                    | Instructor Grade Deadline                           |
| December 23-January 19                         | Winter Recess–Faculty                               |
| December 23-January 25                         | Winter Recess–Students                              |
| December 24, 25, 26*, 29, 30, 31 and January 1 | District Employees Holidays                         |

\* The date for 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. This day will be December 26, 2003. (Chapter 36, Statutes of 1977, Section 313) Board approved

# SPRING 2004

Continuous Through January 23 .....Application Period  
 Continuous Through January 23 .....Program Advisement  
 November 17-January 24 .....Registration  
 January 19 .....Holiday (Martin Luther King Day)  
 January 20-23 .....Professional Development–Organizational Meetings  
 January 23 .....APPLICATION DEADLINE  
 January 26-31 .....Late Application Period  
**January 26 .....Regular Day and Evening Classes Begin**  
 January 26-February 7 .....Program Adjustment Period  
 February 9 ..... Census Day  
 February 9-March 23 .....Second 8-Week Application Period  
 February 13-16.....Presidents' Weekend  
 February 28.....Last Day to Apply for CR/NC–Semester-Length Classes  
 March 20 .....Last Day to Apply for Spring 2004 Degree/Certificate  
 March 20 .....End of First 8-Week Session  
 March 22 .....Second 8-Week Session Begins  
 March 23.....Application Deadline for Second 8-Week Session  
 April 5 .....Classified Staff Appreciation Day  
 April 5, 6, 7, 8, 9, 10 .....Spring Recess  
 April 9 .....District Employees Holiday  
 April 24 .....Last Day to Drop Semester-Length Classes  
 May 22 .....End of Second 8-Week Session  
**May 22, 24, 25, 26, 27,28, June 1 .....Final Examinations**  
 May 29-31 .....Memorial Day Weekend  
 June 1 .....Close of Spring Semester  
 June 2 .....Instructor Grade Deadline  
 June 2 .....Commencement

## JANUARY

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## FEBRUARY

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## MARCH

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## MAY

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## JUNE

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## CUYAMACA COLLEGE ADMINISTRATION

|                           |  |
|---------------------------|--|
| Geraldine M. Perri, Ph.D. | President  |
| David Agosto              | Vice President, Student Development & Services   |
| Cristina Chiriboga, Ed.D. | Vice President, Instruction  |
| Kay Hartig, Ph.D.         | Executive Dean, Educational Development & Services   |
| Sue Rearic                | Interim Dean, Administrative Services  |
| Beth Appenzeller, Ph.D.   | Dean, Admissions & Records   |
| Evangeline Meneses        | Dean, Counseling & Matriculation   |
| Madelaine Wolfe, Ed.D.    | Dean of Instruction, Division I<br>(Automotive Technology, Business & Professional Studies, CADD Technology, Computer & Information Science, Computer Science, Environmental Health & Safety Technology, Mathematical Sciences, Science and Engineering) |
| Albert Taccone, Ph.D.     | Dean of Instruction, Division II<br>(Art & Graphic Design, Communication Arts, Foreign Languages, History, Social & Behavioral Science, Humanities & Performing Arts, Ornamental Horticulture, Water/Wastewater Technology)                              |
| Marie Ramos, Ph.D.        | Dean of Instruction, Division III<br>(Exercise Science/Health Education, Child Development, Community Learning)  |
| Pei Hua Chou, Ed.D.       | Associate Dean, Learning Resources   |
| Carmen S. Solom           | Associate Dean, Special Funded Programs  |
| Sharon Barrett            | Assistant Dean, Student Affairs  |
| Sandy Lyon                | Assistant Dean, EOPS   |
| Michael Gilchrist         | Campus Bookstore Manager   |

## GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT ADMINISTRATION

|                          |  |
|--------------------------|--|
| Omero Suarez, Ph.D.      | Chancellor   |
| James Austin             | Vice Chancellor, Business Services   |
| Charleen McMahan         | Vice Chancellor, Human Resources & Administrative Services                       |
| Brad Phillips, Ph.D.     | Senior Director, Institutional Research & Planning                               |
| Vacant                   | Senior Director, Information Systems   |
| Dale Switzer             | Senior Director, Facilities Planning, Development & Maintenance                  |
| Robert Eygenhuysen, J.D. | Director, Risk Management/Benefits   |
| Barbara Starks           | Director, Purchasing & Contracts   |
| Dana Quittner            | Director, Intergovernmental Relations, Economic Development & Public Information |
| Bernadette Sampson       | Interim Senior Director/Controller, District Business Services                   |
| Joel Javines             | Director, Public Safety  |
| Cathie Norris            | Director, Employment Services  |





CUYAMACA COLLEGE, *Your Best Choice...*

*Endless Possibilities*



Cuyamaca College's first official Coyote Mascot.

### CONGRATULATIONS!

It has just been announced that Cuyamaca Art student, Brian Deleon, is our Coyote Mascot Contest Winner. Brian's winning drawing will become Cuyamaca's first official mascot that will be featured on both Athletic ware and Bookstore items. Congratulations, and well done!



### BRIAN DELEON

"I heard that Cuyamaca College offered a good art program. I am currently taking art classes to build my portfolio. I have been accepted to the Academy of Arts in San Francisco and will transfer there next year."

for the  
**FEARLESS**  
**FOR THE**  
**FUTURE**

## COLLEGE VISION "Learning for the Future"

### PREAMBLE & VALUES

Cuyamaca College continues to build a thriving learning culture responsive to the needs and contributions of the individual and community at large. Our focus on learning for the future stimulates renewal, growth, inspiration and self-evaluation. We keep our vision alive through a continual process of shared planning and decision making. We are guided by our values of:

- Pursuing and achieving academic excellence
- Providing access
- Fostering and encouraging innovation and creativity
- Recognizing and accepting social responsibility
- Respecting and celebrating diversity and social harmony
- Enhancing and protecting the natural environment
- Integrating a global perspective
- Promoting economic and community development

### GOALS

**We are committed to achieving our goals of:**

**Access and Student Development** - To create a campus climate which promotes access for all students, equity and opportunities for individual growth and achievement of educational goals.

**Academic Excellence** - To provide high quality, learner-centered academic programs that assist students acquire the knowledge and skills necessary to meet the challenges of life in a diverse democratic society and a global economy.

**Staff and Organizational Development** - To enhance staff development programs and opportunities which foster individual and team professional growth and lead to a high-achieving educational organization.

**Technology** - To expand the integration of state-of-the-art technology in teaching and learning, support services and the administration of the College.

**Enrollment and Growth Management** - To reach an enrollment of 10,000 students through managed continuous growth while maintaining consistent, high quality programs and services.

## DISTRICT & COLLEGE MISSION

Provide educational leadership through learning opportunities that anticipate, prepare for, and meet the future challenges of a complex democracy and a global society.

## EDUCATIONAL PHILOSOPHY

The founders of the Grossmont-Cuyamaca Community College District believe that a community college should provide experiences which will 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.

## 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:** Library 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.

## 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 officially opened in the Fall of 1978. The second phase of buildings was completed in January 1980. In 1989 the Learning Resource Center opened. The campus consists of eight classroom buildings and is also the site of The Heritage of the Americas Museum and the Water Conservation Garden.

In the Spring of 1995, Rancho San Diego Parkway, the Fury Lane entrance road, was completed providing students easier access to the College.

In the Fall of 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.

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.

Construction implementation is occurring on an incremental basis in response to the growing community surrounding the College 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.



CUYAMACA COLLEGE, *Your Best Choice...*

## *Endless Possibilities*



### **LINDA ESKIN**

After earning a Bachelor's Degree from SDSU, Linda has returned to college to continue a course of study useful to her and her work. She has chosen Cuyamaca for the small classes, excellent instructors, beautiful campus, and the campus is close to her home. Linda is taking Programming, Business (Entrepreneurship), Graphic Design, and Art courses.

### **MELISSA HEMPHILL**

"Cuyamaca has a great Athletics program where you can meet new people and have a fun and exciting college experience. I am majoring in Business Administration and have been able to get all my classes here. I plan to transfer to SDSU."



# GENERAL INFORMATION

## AFTERNOON COLLEGE

Afternoon College is a program designed for those who want to complete the first two years of a four year degree and transfer to a university. By taking the sequence of classes offered through Afternoon College each semester, you will be able to complete transfer requirements to a university in the shortest possible time. This program is particularly aimed at busy adults who have limited time to go to college. Classes are scheduled conveniently, Monday through Thursday afternoons, usually between 3:00 and 7:00 p.m.

## AIR FORCE AND ARMY RESERVE OFFICERS TRAINING CORP

Cuyamaca College has entered into an agreement which permits students to enroll in the AFROTC or AROTC at San Diego State University. For further information contact the AFROTC or AROTC departments at San Diego State University, (619) 594-4943.

## COMMUNITY LEARNING

Community Learning is the "Gateway to Credit." 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-base courses are provided to all community members through Community Learning.

Community Learning's noncredit and fee-base courses afford students an opportunity to increase their personal and/or professional skills and knowledge in several areas. Noncredit and fee-base classes carry no units of credit and the progress of the 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 Customer Service Academy, Environmental Health & Safety Training, 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** is a free publication listing Community Learning classes and events for the general public. Distributed three times each year, the PREVIEW can be obtained by calling (619) 660-4350 or writing:

Community Learning  
Cuyamaca College  
900 Rancho San Diego Parkway  
El Cajon, CA 92019-4304

## EVENING AND OFF-CAMPUS CLASSES

Evening and off-campus classes do not differ in academic quality from those in the regular day program. They are parallel in title and number, prerequisites, course content, outside work required, examinations and instructor qualifications. Classes may be offered in local middle schools, high schools, community or business facilities.

## 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. There are fossils as old as 450 million years exhibited in the Natural History wing. Artifacts representing ancient cultures of the Americas are presented in the Archeology and Anthropology wings, and the Art wing displays the art of the world from ancient Chinese jade 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.

## 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:** The College offers academic tutoring at no cost to students enrolled at Cuyamaca College. Tutoring is available in a variety of subjects at several locations on campus.
  - a. **General Tutoring Center:** Individual and group tutoring is available. Any questions regarding tutoring can be answered in the General Tutoring Center, located in the LRC, or by calling (619) 660-4306.
  - b. **Writing Lab:** The Writing Lab, located in G109, provides assistance for individual academic writing needs and projects.
  - c. **Math Study Center:** The Math Study Center, located in N104, offers math tutoring assistance.
  - d. **Supervised Tutoring (198):** 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. For more information, see "198 Courses – Supervised Tutoring" under Academic Policies.

## 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 of the brochure, 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. **Also, 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 College 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 in Student Lot 1 and on Cuyamaca College Drive West by the Information Kiosk.

#### 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:

Carmen Solom  
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.

For more information, contact Dr. Ezequiel Cardenas, Foreign Languages Department, (619) 660-4216, ezequiel.cardenas@gcccd.net.

## 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 residence, fees, veterans and withdrawal procedures, apply.

## TELECOURSE PROGRAM

The College offers a selection of telecourses in various disciplines each semester. A Telecourse is a traditional college course which is designed for television. Students view courses at home on TV, read assigned lessons from a textbook and meet with an instructor five times on campus for seminars and exams. All seminars are held on Saturdays or evenings when appropriate. Telecourse offerings maintain the same academic rigor as other courses on campus; they are parallel in title and number, prerequisites, course content, outside work required and examinations. Most of the telecourses are transferable to four-year colleges and universities. Students are able to take many of the courses required for an associate degree through telecourses.

## WEEKEND COLLEGE

The Cuyamaca Weekend College is an innovative, accelerated academic program designed for busy people who want to earn college credits in an academic format on Saturdays and/or an occasional weekday evening. This program helps students earn Associate degrees in Elementary Education, Paralegal Studies, Business Administration and Real Estate. New courses are offered frequently in convenient weekly formats, including a full complement of general education courses.

Several Weekend College courses are transferable to many four-year colleges such as San Diego State University and National University. Course fees are the same as other Cuyamaca College courses. The benefits of taking Weekend College courses are: two accelerated sessions per semester, excellent and caring instructors, affordable classes, and flexible weekly courses geared towards students who want to build rewarding lives and to advance in their careers.

To request information about Weekend College, please call or write:

Weekend College  
Cuyamaca College  
900 Rancho San Diego Parkway  
El Cajon, CA 92019-4304  
(619) 660-4351







CUYAMACA COLLEGE, *Your Best Choice...*

*Endless Possibilities*



### LACY AND LESA LEWIS

They could have gone to just about any college of their choice, but they chose Cuyamaca College. The twins says they heard from their friends that Cuyamaca was a great place to start college and since the girls have played soccer since Elementary School, they are on the team at Cuyamaca and have received full scholarships to Humboldt State College to play soccer there. Lacy wants to be an Elementary Teacher and Lesa's major is Kinesiology. They will graduate from Cuyamaca next year and will be on their way to Humboldt!



### JEFFREY GADSON

Moving from Ohio, Jeffrey decided to attend Cuyamaca College because of its excellent Sports programs. "I like both Track and Basketball here."

ADMISSION  
Information

## 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.net](http://www.cuyamaca.net) or in the Admissions and Records Office.
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 been sent directly to Cuyamaca College from the issuing institution. 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 Credit 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.

## ASSESSMENT

The faculty, staff and administration of Cuyamaca College are committed to students' success. Programs for student success have been designed which include a component that requires new, readmit and transfer students to participate in an assessment process. Counselors review the results of the assessments with students to help them select courses and develop an educational plan. The Assessment Office provides individual and group testing of English, mathematics and ESL. The Assessment Office also provides Ability to Benefit (ABT) tests for financial aid purposes. Assessments for suitability to major area of study and/or vocational programs are either self-initiated and conducted by the Career/Job Placement Center or administered within the framework of a Personal Development Counseling course. This office is located in Z200 in the Student Services One Stop Center. For more information, call (619) 660-4426 or visit our website at [www.cuyamaca.net/assessment](http://www.cuyamaca.net/assessment).

## CHANGE OF ADDRESS

A change of address must be immediately reported to the Admissions and Records Office.

## 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.

## 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. The Board of Governors Waiver Program provides methods to assist low income students pay these fees. Eligibility requirements are available in the Admissions and Records Office and the Financial Aid Office.

A parking fee will be charged to all students using the parking facilities. 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.

## 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:

1. **Academic Credentials Evaluation Institute, Inc. (ACEI)**  
P.O. Box 6909  
Beverly Hills, CA 90212 USA  
TEL (310) 275-3530  
FAX (310) 275-3528
2. **International Education Research Foundation (IERF)**  
P.O. Box 66940  
Los Angeles, CA 90066 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

1. 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.
2. The official report will be reviewed by the Cuyamaca College Evaluations Office regarding the possible clearing of general education courses for graduation.
3. **English** and **speech** courses on any evaluation report will be awarded elective credit only.
4. Courses will **only** be used to satisfy major requirements with the approval of the department on a "Modification of Major" form.
5. Courses will **not** be used for General Education Breadth or IGETC certifications.
6. In some instances, additional documentation such as the course syllabus or detailed course description, may be needed before an evaluation of foreign coursework can be completed.
7. Official transcripts will not be required by Cuyamaca College since the official transcripts are submitted to the evaluation service.

## 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

1. 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.
2. TOEFL scores must be submitted in order to be considered for admission. The minimum score is 450 or a 133 TOEFL computer score. The TOEFL test must be completed by the application deadline.
3. New students must enroll in the appropriate level English class.

### FULL-TIME STATUS

An international student must maintain a minimum of 12 units each semester at Cuyamaca College.

### FINANCIAL RESOURCES

1. 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 \$13,850 per year).
2. An international student attending Cuyamaca College must pay international student tuition and other fees as required by the Governing Board.
3. Financial aid is not available for international students.
4. All employment requires approval by petition to the International Student Committee. In some instances an international student may work on campus for 20 hours per week. Working off campus while attending college requires approval by the Immigration and Naturalization Service and the International Student Advisor.

### 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 homestay agency and have many apartments nearby.

**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 are expected to be available for preregistration orientation and educational counseling two weeks prior to the start of each semester.

**NONRESIDENT TUITION REFUND**

Refunds will be made for the following reasons only:

1. *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.
2. *Compulsory military service.*
3. *Withdrawal from college or reduction of program.* Nonresidents withdrawing or reducing their program may have their fees refunded, according to the "Refund Schedule" below.

**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.

**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:
  1. Every person has, in law, a residence.
  2. Every person who is married or 18 years of age, or older, and under no legal disability to do so, may establish residence.
  3. There can only be one residence.
  4. 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.
  5. A residence cannot be lost until another is gained.
  6. Residence can be changed only by the union of act and intent.
  7. A man or woman may establish his or her residence.

- B. Adults. Persons 18 years of age or older may establish residence in accordance with Section A.
- C. Minors. Persons under 18 years of age may establish residence in accordance with the following:
1. A married minor may establish his/her own residence.
  2. If the parents are permanently separated, the residence of the minor is the residence of the parent with whom the minor lives.
  3. If both parents are deceased, and there is no court-appointed guardian, the minor may establish his/her own residence.
  4. 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.
  5. 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.
- 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 non-resident tuition. This exemption applies to persons who would usually be classified as non-residents, 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 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.
  4. 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.
  5. 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 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.
  6. A person who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, shall be exempt from paying nonresident tuition for the entire period he/she is stationed on active duty in California.
  7. A person 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.
  8. 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.

9. 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.
10. A person who is an apprentice, as defined in Section 3077 of the Labor Code, will be entitled to resident classification.
11. 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:
  - a. Holding of a provisional public school credential and enrollment in courses necessary to obtain another type of credential authorizing service in the public schools.
  - b. Holding a public school credential issued pursuant to Section 44250 and enrollment in courses necessary to fulfill credential requirements.
  - c. Enrollment in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Section 44259.
12. A person who is a full-time employee of a California community college, or a person who is a child or spouse of a full-time employee of a California community college, may be entitled to resident classification until he/she has resided in California the minimum time necessary to become a resident.
13. 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.
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:
  - a. 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.
  - b. Such absence from California was for a period of not more than four years.
  - c. 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.

### 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 consistent with a claim for California residence will also be considered.
- C. The Cuyamaca College admissions/residency questionnaire shall contain a variety of questions directed at establishing the residency classification of a person.

#### 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 Associate 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.

## SCHOLASTIC REQUIREMENTS FOR ADMISSION

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.

## SPECIAL REGULATIONS FOR VETERANS

Veterans seeking service-connected benefits should meet with the Cuyamaca College Veterans Specialist.

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

Veterans must request official transcripts of all previous college work to 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.

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.

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, telecourses and other flexible schedules may create change of training time affecting benefits. Check with the Veterans 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.



## TRANSCRIPTS

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Each student who has an academic record on file at Cuyamaca College and who is not in arrears to the college with regard to fees, tuition, loans or other charges may request transcripts. Two transcripts of records are provided without charge; additional copies may be obtained at \$3 per copy. An emergency or rush transcript will be provided for \$5 per copy.

## VERIFICATIONS OF ENROLLMENT

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Each student who has an academic record on file at Cuyamaca College and who is not in arrears to the college 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.). Verification of enrollment may be obtained at \$3 per copy. 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.



CUYAMACA COLLEGE, *Your Best Choice...*

*Endless Possibilities*



**SATARA H.  
ALLAVI**

"I enjoy the nice atmosphere here at Cuyamaca. I plan to transfer to SDSU in the Fall."

**JOSE VALENCIA**  
Jose is studying Spanish here at Cuyamaca and said that attending a Community College seemed the best place to start. He plans on transferring to SDSU in the Fall.



for STUDENTS  
PREFERS  
COMMUNITY COLLEGE

## ASSOCIATED STUDENTS OF CUYAMACA COLLEGE (ASCC)

Cuyamaca College supports the organization of students known as the Associated Students of Cuyamaca College (ASCC). 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 – faculty, administration, students 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. ASCC has adopted a constitution which established an organized student voice at Cuyamaca College. This voice is facilitated by the ASCC and is a critical constituency among the college governance structure.

ASCC meetings are held weekly; dates and times are posted one week prior on the ASCC bulletin board. For more information, please call (619) 660-4297. All members of the college community are welcome to attend. Additional information regarding student government is available in the ASCC Office, the Student Center and the Student Affairs Office.

### ASSOCIATED STUDENT SERVICES AND ACTIVITIES

With the support of the student body, the ASCC 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 Student Affairs Office acts in an advisory role to the Associated Students of Cuyamaca College, as well as to the Inter-Club Council. 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.

The Student Affairs Office also serves as a liaison to the Bookstore and Food Services operation at Cuyamaca and welcomes student involvement.

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 ASCC and Student Trustee elections and yearly Commencement ceremonies are primary responsibilities of this office.

Students interested in obtaining club charters and ASCC candidate petitions should come to the Student Affairs Office, located in Z300.

### STUDENT BENEFIT CARD

A Student Benefit Card may be purchased for \$10. This card entitles a student to the usage of IBM compatible computers, free admission to all college-sponsored athletic events, as well as special college and community discounts.

The Student Benefit Card not only benefits students, it also allows the ASCC to support various activities and programs on campus.

For additional information, please contact the Student Center at (619) 660-4274 or Student Affairs Office at (619) 660-4297.

### 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 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 3.50 or better,
- Must have completed a minimum of twelve (12) 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 \$15 at the time of filing application and profile forms for provisional membership admission.

Students must apply for membership. For more information contact the Student Affairs Office at (619) 660-4297.

## 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 Phi Theta Kappa, Child Development Club Association, Art Humanities Club 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

All required texts, computer software, clothing, trade books, gifts and school supplies are available for purchase at the Bookstore, located in the center of the campus near the flagpole. Sales from the Bookstore help support student scholarships and Cuyamaca College programs.

## CAREER AND JOB PLACEMENT CENTER

The College Career and Job Placement Center provides career planning and job placement 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 Job Placement Center also refers students to on-campus and off-campus job openings and assists students with employment skills such as developing resumes, interviewing, job search, and maintaining and developing skills once employed. For job referral services, students must apply in person. Jobs are posted in the Career and Job Placement Center. 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 to post resumes on the Internet. Over 200 employer files containing employment applications are also available in the Center.

The Career and Job Placement Center is located in Z200 in the Student Services One Stop Center or you can call (619) 660-4436. Visit us at our website at [www.cuyamaca.net/careerserv/](http://www.cuyamaca.net/careerserv/) for more information.

## CHILD DEVELOPMENT CENTER

The Cuyamaca Child Development Center opened in August 2001. The goal is to create a model Child Development program that mirrors the teachings of the Child Development Department. The Center serves children of students, faculty, staff and the community with a professional and quality program. The Center's educational philosophy is based on a set of strongly held beliefs centered on three key areas: (1) high quality care of young children in a model program; (2) the Center as an extension of and support to the family; (3) the infusion of child development knowledge and principles throughout all aspects of the program. 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.

## COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a state-funded program designed to recruit and assist single parent students who are EOPS eligible and receiving TANF/CalWORKs or with a child 13 years of age or under who receives CalWORKs. CARE provides support services and possible grant funds to promote academic success and to assist students in attaining their career and vocational goals. Contact the EOPS office in the Student Services One-Stop Center for more information, or call (619) 660-4293.

## COUNSELING

The Cuyamaca College 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 or university, Cuyamaca 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 Cuyamaca College Counseling Center is staffed with professional counselors who offer individual counseling for students who want assistance in coping with the 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 Transfer Center, provides the most current information to ensure a smooth transition to four-year colleges and universities.

Counseling is located in Z200 in the Student Services One Stop Center, or you can call (619) 660-4429 for information or visit us at our website at [www.cuyamaca.net/counseling](http://www.cuyamaca.net/counseling)

## DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Disabled Students Programs and Services provides support services to students with disabilities to enhance their probability for success. These services are considered over and above other services that are available to all students.

Students who have a disability and require special services and/or equipment in order to succeed in college are asked to contact DSPS, where qualified persons are available to assist with these needs. Academic and disability related counseling are available along with the following services: registration assistance, special parking, transportation assistance on campus, special equipment, high tech lab usage, interpreters for the deaf, readers for the blind, note-takers, learning disabilities assessment, additional

tutoring, special classes, speech-language strategies, TTY (619-660-4386), high-tech computer lab, and referrals to other colleges and outside agencies such as the Department of Rehabilitation, the Access Center and the Computer Training Center at Grossmont College.

### DISABLED STUDENTS: ACADEMIC ACCOMMODATIONS AND APPEALS

Cuyamaca College recognizes that a disability may preclude a student from demonstrating required math, reading, and writing competencies or from completing course requirements necessary for an AA/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 a disabled student's course of study and without compromising the integrity of any student's degree. Contact the DSPS Office for further information.

Affiliation with DSPS is not mandatory in order to receive accommodations. For further information contact the College ADA-504 Coordinator.

### ACCESS AND REGULATIONS

Questions regarding accessibility, Title 5 regulations, VATEA, Americans with Disabilities Act, Section 504 and other laws regarding the disabled should be addressed with DSPS personnel.

## 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. District Police Officers are vested with full law enforcement powers and responsibilities as local police and sheriff's deputies in your home community.

In addition to the 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 our two colleges are located. The MOUs between the District Police and local law enforcement agencies have been in effect since 1998. 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 campus, and are also available at the Public Safety office at the Student Services One-Stop Center on the Cuyamaca campus.

**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 and by a vinyl sticker displaying a two-digit number that will enable callers to relay their exact location to the officers.

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

**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.

**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:

|                        |                |
|------------------------|----------------|
| <b>EMERGENCIES</b>     | 911            |
| <b>DISTRICT POLICE</b> | (619) 644-7654 |
| <b>EL CAJON POLICE</b> | (619) 579-3311 |
| <b>S.D. SHERIFF</b>    | (858) 565-5200 |

**OFF-CAMPUS CRIME INFORMATION**

The San Diego County Sheriff's Department and the El Cajon Police Department 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 this brochure, 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, the 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 are generated annually by the Public Safety Department for all criminal offenses specified by Federal Law. The published statistics reflect only those crimes that have occurred within the District's jurisdiction and have been reported to the Public Safety Department. The primary jurisdiction of the District Police 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.

Each year the crime statistics for both campuses are submitted to the U.S. Department of Education. These crime statistics are also provided on the Internet by the U.S. Department of Education at: <http://ope.ed.gov/security>

| <b>INCIDENTS</b>                | <b>1998</b> | <b>1999</b> | <b>2000</b> | <b>2001</b> |
|---------------------------------|-------------|-------------|-------------|-------------|
| GC = Grossmont<br>CC = Cuyamaca | GC/CC       | GC/CC       | GC/CC       | GC/CC       |
| Alcohol Possession              | 2/0         | 1/2         | 0/0         | 0/0         |
| Simple Assault                  | 8/2         | 4/3         | 8/2         | 5/0         |
| Aggravated Assault              | 1/0         | 1/0         | 0/0         | 2/0         |
| Auto Burglary                   | 29/4        | 20/3        | 5/0         | 5/2         |
| Burglary                        | 9/0         | 13/2        | 5/3         | 1/3         |
| Drug/Narcotic Offenses          | 0/1         | 0/0         | 2/0         | 0/0         |
| Hate Crimes                     | 0/0         | 0/0         | 0/0         | 1/0         |
| Homicide                        | 0/0         | 0/0         | 0/0         | 0/0         |
| Robbery                         | 0/0         | 0/0         | 0/0         | 0/0         |
| Rape                            | 0/0         | 0/0         | 0/0         | 0/0         |
| Sex Offenses                    | 0/0         | 0/0         | 0/0         | 2/2         |
| Stolen Vehicle                  | 9/3         | 4/3         | 1/4         | 1/1         |
| Weapons Possession              | 0/0         | 1/0         | 0/0         | 1/0         |
| Arson                           | 0/0         | 0/0         | 0/0         | 0/0         |
| Arrests:                        |             |             |             |             |
| Alcohol                         | 2/0         | 1/0         | 0/0         | 0/0         |
| Drug/Narcotic                   | 0/0         | 0/0         | 2/0         | 0/0         |
| Weapons Possession              | 0/0         | 0/0         | 0/0         | 0/0         |

8800 Grossmont College Drive  
 El Cajon, CA 92020-1799  
 (619) 644-7010  
 Website: [www.gcccd.net](http://www.gcccd.net)

## 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 include but are not limited to financial assistance through work study, grants, orientation to college, priority registration, instructional support services, peer advising and advocacy, personal and academic counseling and transfer advising. Contact the EOPS office in the Student Services One-Stop Center for more information.

## 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 contribution 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 educationally-related costs while attending Cuyamaca College.

## FINANCIAL AID PROGRAMS

### GRANTS

**Board of Governors Waiver:** The State of California through the BOGW program provides three ways to assist low income students with mandatory fees. Method A waives the enrollment, health services and student center construction fee. Students qualify for a Method A BOGW if they receive TANF, SSI, GA/GR, or are eligible for benefits under the California Veterans Dependents Educational Assistance Program. Method B waives the enrollment and health services fee. Students qualify for a Method B BOGW if they have a low family income. Method C waives the enrollment

and health services fee. Students qualify for a Method C BOGW if they apply for financial aid and have financial need. Students will be considered for a waiver as part of the financial aid application process or may apply directly through the Financial Aid Office. Information and applications are available in the Financial Aid Office.

**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.

**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, 2003.

**Cal Grant B:** Cal Grant B is a grant administered by the California Student Aid Commission (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, 2003.

**Cal Grant C:** Cal Grant C is a grant administered by the California Student Aid Commission (CSAC). Cal Grant C is for vocational students from low and middle income families. The maximum award is \$576. 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, 2003 and September 2, 2003.

**Cal Grant Community College Deadline:** Community college students who miss the March 2, 2003 priority deadline may continue to apply for a limited number of special community college Cal Grants (A or B) until September 2, 2003. Students must list a community college first on their FAFSA and submit the FAFSA and a GPA Verification form postmarked by September 2, 2003.

**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.

This type of part-time work can add to the student's educational experience and can be a valuable asset when seeking employment after graduation.

**Extended Opportunity Programs & Services Grant (EOPS):** EOPS is a state-funded program designed primarily for the orientation, recruitment and retention of California residents who are considered educationally disadvantaged (as determined by EOPS), have not completed more than 70 units of degree applicable course work, are enrolled full-time, and qualify for the Board of Governors Waiver, Method A or B. The EOPS Program also offers grants and support services such as tutoring and peer counseling. Grant awards range from \$100 to \$900 per academic year.

**Cooperative Agencies Resources for Education Grant (CARE):** CARE is a state-funded program designed to recruit and assist single parent recipients of TANF/CalWORKs who are full-time students eligible for the EOPS Program. Students must have at least one child under 13 years of age or under. Grants are given to assist students with childcare costs.

**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 \$100 to \$4,000 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 \$900 per academic year.

## 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 variable (adjusted annually) but will never exceed 8.25%. Grade level one students may borrow up to a maximum of \$2625 (subsidized and/or unsubsidized Stafford loan) per academic year. Grade level two students may borrow up to a maximum of \$3500 (subsidized and/or unsubsidized Stafford loan) per academic year. Total borrowing may not exceed \$23,000 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. Each of these have offices in the local area with counselors to provide detailed guidance. 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 Center and Job Placement Office regarding job announcements. A bulletin board located in the hallway between the D and E buildings also has notices of jobs available.

## WITHDRAWALS AND REPAYMENT OF FINANCIAL AID FUNDS

Effective Fall semester 2000, 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. That is because a student must "earn" their 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 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 \$1500 Pell Grant award for the semester, you would have only earned \$780 of the Pell Grant (\$1500 x 52% = \$780). Because you have received \$720 more financial aid than you "earned" (\$1500 - \$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 2003-2004 academic year are based on full-time (12 semester units or more) enrollment at Cuyamaca College (subject to change):

| Housing Status     | Living with Parent(s) | Living Away From Parent(s) | Living with Relatives/Friends |
|--------------------|-----------------------|----------------------------|-------------------------------|
| Fees               | \$ 330                | \$ 330                     | \$ 330                        |
| Books and Supplies | 850                   | 850                        | 850                           |
| Food and Housing   | 2,700                 | 7,200                      | 5,000                         |
| Personal Expenses  | 1,400                 | 1,700                      | 1,700                         |
| Transportation     | <u>800</u>            | <u>800</u>                 | <u>800</u>                    |
| <b>TOTAL</b>       | <b>\$6,080</b>        | <b>\$10,880</b>            | <b>\$8,680</b>                |

For disabled students, additional allowances may be made for documented special costs that are educationally related but not covered by other assisting agencies.

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 A111 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 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 the Center's programs 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 Center. Insurance forms are available.

**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 other 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 Z300 or call (619) 660-4264.

**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, Tennis and Track and Field teams compete in the Pacific Coast Conference, which consists of the following colleges: Grossmont, Imperial Valley, Mira Costa, 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.

Cuyamaca College has won conference championships in 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.

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 4-year universities is a primary goal of the Athletics Department.

## LEARNING RESOURCES CENTER (LIBRARY SERVICES) – LRC

The LRC is central to the use of both print and electronic information resources. The LRC's web page provides useful links that support the courses offered at the College. Librarians assist students in using the online public access catalog, electronic periodical databases and the Internet to locate books, periodical articles and other 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.

The LRC's open computer labs contain a network of Macintosh and PC computer equipment with color monitors, laser printing, a scanner, CD-ROM and zip drives. Desktop publishing and other software necessary to support the instructional program are provided, including Internet and e-mail access. This lab is available to faculty and to currently enrolled Cuyamaca and Grossmont College students for general use.

Also located in the LRC is the English basic skills computer lab.

A variety of audiovisual materials including foreign language audiocassettes and videotapes of all telecourse lessons currently being broadcast are available for playback use in the listening/viewing stations.

## STUDENT PICTURE I.D. CARD

A Student Picture I.D. Card is required for access to library checkout services, the Fitness Center, the Tutoring Center, and may be required for some laboratory classes. After a student has completed the registration process, please come to the Student Picture I.D. Office for this FREE card. The office is in the Student Services One-Stop Center, Building Z200, Room 203, next to Counseling. Every Cuyamaca College student is allowed to have one FREE Student Picture I.D. Card while attending Cuyamaca College. If your card is lost, stolen, mutilated, the magnetic strip is no longer working, or you have a change of name, the cost for a replacement card is \$5.

## 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 students' success:

1. **Admission** – A current application must be on file with the Admissions and Records Office in order to receive a priority telephone 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 must attend an orientation session. To receive an exemption from this component, review the "Exemption Criteria" which follow and see a counselor.
3. **Assessment** – Multiple measures are used to place a student into English and/or math courses. These measures include testing and the use of the ENGLand and MATHLand guides. All new students must participate in assessment. To receive an exemption from this component, review the "Exemption Criteria" which follow and see a counselor.
4. **Counseling and Advisement** – Each student will 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 will 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 at Cuyamaca College use an "Early Alert" program to monitor students' progress in courses. Notices are sent to students mid-semester regarding 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 additional assistance.

**EXEMPTION CRITERIA**

Some 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 has 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 must see a counselor for an exemption waiver.**

**TRANSFER CENTER**

The 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 that is accessible to students. The community college is the crucial link between the K-12 system and the four-year academic institutions, and the 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.csumentor.edu](http://www.csumentor.edu); [www.ucop.edu/pathways](http://www.ucop.edu/pathways); and [www.assist.org](http://www.assist.org). At our website, [www.cuyamaca.net/transfer\\_center](http://www.cuyamaca.net/transfer_center), there are links to national universities by state, major course equivalencies to SDSU and UCSD, the TAG agreement to UCSD and the Transfer Newsletter.

The Transfer Center hosts representatives from four-year universities to assist students in planning for transfer, and provides application workshops for transfer to the UC and CSU. For additional information stop by the Transfer Center in Z224 in the Student Services One Stop Center or call (619) 660-4425.

**TUTORING****GENERAL TUTORING CENTER**

The General Tutoring Center provides assistance at no cost to currently enrolled Cuyamaca College students seeking help with coursework. 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 N104. For students enrolled in any math class, free tutoring assistance is available. Individual as well as group meetings are encouraged. For more information, call (619) 660-4396.

**READING AND WRITING CENTER**

Students needing individual help in writing, reading or ESL may receive assistance in the Writing Center, located in G109.

**ESL STUDENTS**

For ESL students, tutoring is available in both the Reading and Writing Center (G109) and in the General Tutoring Center in the LRC.



CUYAMACA COLLEGE, *Your Best Choice...*

*Endless Possibilities*



**TONY PATROS**

"I first came to Cuyamaca in 2000. I have finished all my GE requirements and plan to transfer to SDSU next semester. I earned my AS Degree in Business Administration and am planning to get a higher degree in the field of Accounting."

**TAYLOR-ALEXIS  
MONZON**

"My study at Cuyamaca College is Business Administration to obtain an AS Degree. I plan to transfer on to a university."



GETTING  
TOP  
academic  
possibilities

## 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 the instructor to avoid unintentional plagiarism.

## 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.

1. 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.
2. 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.
3. 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.
4. 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:
  - a. Copying either in part or in whole, from another's test or examination;
  - b. Discussion of answers or ideas relating to the answers on an examination or test when such discussion is prohibited by the instructor;
  - c. Obtaining copies of an exam without the permission of the instructor;
  - d. Using notes, "cheat sheets," or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;
  - e. Altering a grade or interfering with the grading procedures in any course;
  - f. Allowing someone other than the officially enrolled student to represent the same;
  - g. 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:

1. Review – no action.
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences.
3. A requirement that work be repeated.
4. A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
5. A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.
6. Referral to the office of the Assistant Dean of Student Affairs for further administrative action, such as 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:

1. No copies of software may be made except in the following cases:
  - a. 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.
  - b. 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.
  - c. 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 intersession, 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.
- There is evidence that the student would find it necessary to complete additional units and enroll for one or more additional semesters in order to qualify for the completion of an educational goal.
- 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 "CR" (Credit) 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.
- 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 program adjustment period, 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.

## ADVANCED PLACEMENT EXAMINATION PROGRAM

Cuyamaca College grants credit toward its associate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of three or higher will be granted 3 to 6 semester units of college credit.

High school students who intend to participate in this program should make the necessary arrangements with their high schools and should indicate at the time they take the Advanced Placement Examinations that their test scores be sent to Cuyamaca College. To obtain credit and advanced placement, the student should contact the Evaluations Office.

The following chart indicates the score necessary, the units earned, and the course equivalents for each of the examinations for which credit is offered.

| <b>Examination</b>          | <b>Score</b> | <b>Credit Allowed Toward Degree</b> | <b>Cuyamaca Equivalents*</b> |
|-----------------------------|--------------|-------------------------------------|------------------------------|
| Art History                 | 3,4,5        | 6 semester units                    | ART 140,141                  |
| Biology                     | 3,4,5        | 4 semester units                    | BIO 130,131                  |
| Chemistry                   | 3,4,5        | 5 semester units                    | CHEM 141                     |
| Computer Science A          | 3,4,5        | 4 semester units                    | CS 182                       |
| Economics                   |              |                                     |                              |
| Macro                       | 3,4,5        | 3 semester units                    | ECON 120                     |
| Micro                       | 3,4,5        | 3 semester units                    | ECON 121                     |
| English                     |              |                                     |                              |
| Language & Composition      | 3,4,5        | 3 semester units                    | ENGL 120                     |
| Composition & Literature    | 3,4,5        | 6 semester units                    | ENGL 120,122**               |
| French Language             | 3            | 6 semester units                    | FREN 120,121                 |
|                             | 4,5          | 6 semester units                    | FREN 220,221                 |
| History                     |              |                                     |                              |
| American                    | 3,4,5        | 6 semester units                    | HIST 108,109**               |
| European                    | 3,4,5        | 6 semester units                    | HIST 105,106                 |
| Math                        |              |                                     |                              |
| Calculus AB                 | 3,4,5        | 5 semester units                    | MATH 180                     |
| Calculus BC                 | 3,4,5        | 4 semester units                    | MATH 280                     |
| Music                       | 3,4,5        | 3 semester units                    | MUS 110                      |
| Physics: C                  | 3,4,5        | 5 semester units                    | PHYC 190                     |
| Political Science           |              |                                     |                              |
| Govt./Politics: American    | 3,4,5        | 3 semester units                    | POSC 121**                   |
| Govt./Politics: Comparative | 3,4,5        | 3 semester units                    | POSC 124                     |
| Spanish Language            | 3            | 6 semester units                    | SPAN 120,121                 |
|                             | 4,5          | 6 semester units                    | SPAN 220,221                 |
| Statistics                  | 3,4,5        | 3 semester units                    | MATH 160                     |

\*Credit may not be earned at Cuyamaca College for courses which duplicate credit already allowed for examinations as listed under Cuyamaca College course equivalents.

\*\*Satisfies part of the American history, institutions and ideals and U.S. Constitution requirements. Does not satisfy California government requirement.

\*\*\*English 122 cannot be used to satisfy Critical Thinking (A3) for CSU certification.

## 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

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 of \$12, Ornamental Horticulture materials fee) shall be payable at the time of enrollment as an auditor.
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 semester 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.

## 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 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 Associate in Arts degree & Associate in Science degree at Cuyamaca College. Note that CLEP cannot be used in G.E. Breadth and is not permissible towards requirements for the University Transfer 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**

The 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 National Science CLEP courses. Three (3) 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 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.

Students who wish to withdraw from college for more than one semester and maintain continuous attendance must file for a Leave of Absence with the Admissions and Records Office.

Disqualified students must petition for re-admission should they wish to return to college.

## COURSE CANCELLATION

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

## 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.

## CREDIT/NO CREDIT GRADING OPTION

The Credit/No Credit (CR/NC) 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 "CR/NC" 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 "CR" 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 "CR," when appropriate, toward graduation.

Some courses in the curriculum are offered exclusively on a "CR/NC" 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 "CR/NC" basis is at the option of the student. Students electing to be graded on a "CR/NC" 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 "CR/NC" deadline has passed, the decision is irrevocable.

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

A "NC" grade indicates unsatisfactory completion of course requirements but will not be counted as units attempted in computing GPA. "NC" 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 "CR" grades.

## DROPPING COURSES

A student desiring to drop courses or an entire program must use **College Connection**, *WebConnect* or obtain an Add/Drop Card in the Admissions and Records Office. 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 with documentation to 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 dismissal 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 will 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 intersession.

### CREDIT BY EXAMINATION PROCEDURE

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

## EXERCISE SCIENCE REQUIREMENTS

With the exception of the University Transfer Degree, two activity courses in exercise science are required for graduation from Cuyamaca College. 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.

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.

## 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 Associate Dean of Admissions and Records has been designated by the institution to coordinate the inspection and review procedures for student education records.

## FINAL GRADES

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.

## 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

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 *WebConnect* at [www.cuyamaca.net](http://www.cuyamaca.net). Select the View/Print Grades option for the requested semester and year.
- **BY PHONE** - Grades will be available through **College Connection**. Call (619) 668-4040 and select the grade option.

- **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.

## GRADE POINTS

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

- A** 4 grade points per unit earned
- B** 3 grade points per unit earned
- C** 2 grade points per unit earned
- D** 1 grade point per unit earned
- F** 0 grade points per unit attempted

GPA 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 GPA; hence, students should pay constant attention to their own grade point standing.

## GRADING SYSTEM

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

- A** Excellent
- B** Good
- C** Satisfactory
- D** Pass, less than satisfactory
- F** Failing
- W** Withdrawal (issued to students who withdraw before the last day to drop). Students who are enrolled after the drop deadline must receive a letter grade (A-F).
- CR** Credit ("C" or better) units are not calculated in GPA.
- NC** No Credit (less than a "C") units are not calculated in GPA. ("CR" or "NC" may be assigned only if the course is indicated as Credit/No Credit or if the student has elected this option.)
- I** Incomplete 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. The condition for removal of the "I," as well as the grade to be assigned in lieu of its removal, shall be stated by the instructor on the appropriate form and filed with the Admissions and Records Office.

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.

**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 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.

**MW** Military Withdrawal occurs when a member of the U.S. Military receives orders compelling withdrawal from courses. MW’s shall not be counted in progress probation or dismissal calculations.

**RD** Report Delayed 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. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” is not used in calculating GPA.

“CR,” “NC,” “W,” “I,” “IP” and “RD” grades are not used in computation of GPA, but “W,” “NC” and “I” are used for purposes of lack-of-progress probation and disqualification status.

Students must receive a grade of Credit or “C” or better in order for a course to be counted as a prerequisite, unless otherwise noted.

## GRADUATION CEREMONY

The Cuyamaca College Commencement ceremony is held each June, recognizing those students who have received their Associate Degrees and/or Certificates of Achievement the previous Summer, Fall and current Spring semester. Certificate of Proficiency recipients are not eligible to participate in Commencement. Students wishing to apply to receive a degree or certificate must file a Petition for Graduation. Degree and Certificate Petition deadlines are printed in the class schedule each semester. Please refer to “General Degree and Certificate Information” and “Degree Requirements” under Transfer Information for complete information.

## GRADUATION WITH HONORS

Students who have earned a 3.5 or better GPA on 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. 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 (“credit” 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 (“credit” 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 (“credit” grades not included) and (2) were enrolled in fewer than 12 units per semester.

## LEAVES OF ABSENCE

Any continuing Cuyamaca College student who is eligible to register may maintain his or her registration priority during an absence of one semester by taking an official leave of absence. The student may apply for such a leave with the Admissions and Records Office. The deadline for applying is Saturday of the second week of classes. No fee will be charged. The student may take no more than two such leaves, consecutively or separately, while enrolled at Cuyamaca College.

## 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.

### REVIEW OF PLACEMENT RECOMMENDATION

If a student does not agree with the recommended course placement, an appointment can be made with a counselor to discuss the procedures for challenges to prerequisites. See "Prerequisites, Corequisites, Recommended Preparations and Limitations on Enrollment – Challenge Procedure" for more details.

### 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  
 District Office  
 Grossmont-Cuyamaca Community College District  
 8800 Grossmont College Drive  
 El Cajon, CA 92020

## MINIMUM LOAD REQUIREMENTS

The 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. Certification for Chapters 30, 31, 32, 35 and 1606.

### Semester

- Full-time . . . . .12 units
- Three-quarter time . . . . .9-11½ units
- One-half time . . . . .6-8½ units
- One-quarter time . . . . .3-5½ units

### Summer Session

Calculated on an individual class basis. Contact the Veterans Office on campus for detailed information.

3. International students with an "F-1" visa issued by Cuyamaca College. Requirement: 12 or more units a semester.
4. Certification for insurance benefits that a student is attending full-time. Requirement: 12 or more units a semester or 5 or more units for summer intersession.
5. 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. 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.

## POLICIES RELATING TO STUDENTS

| <b>POLICY</b>   | <b>WHERE TO FIND IT</b>  |
|---|--|
| Academic Accommodations Policy  | ASCC<br>Disabled Students Programs and Services<br>Vice President, Instruction<br>Vice President, Student Development and Services         |
| Academic Appeals  | Disabled Students Programs and Services  |
| Academic Policies and Procedures  | Admissions and Records<br>College Catalog  |
| AIDS Policies and Resources for Community Colleges  | Health Services<br>Reference Copies: Student Affairs   |
| American Disability Act (ADA)   | Disabled Students Programs and Services  |
| Bulletin Board Policies   | Student Affairs  |
| Campaign and Election Policies  | ASCC Vice President<br>Student Affairs   |
| Compliance with Students with Disabilities Regulations Section 504 of the 1973 Rehabilitation Act | Disabled Students Programs and Services  |
| District Drug Policy  | Health Services  |
| Family Educational Rights and Privacy Act of 1974   | Admissions and Records   |
| Matriculation Plan and Appeal Process   | Counseling Center  |
| Petition to Challenge Course Prerequisites, Corequisites, and Limitations on Enrollment           | Counseling Center  |
| Policy on Life Threatening Illnesses  | Health Services  |
| Policy on Sexual Harassment   | District Personnel Office<br>Health Services<br>Reference Copies: Student Affairs  |
| Student Code of Conduct   | Counseling Center<br>Student Affairs<br>Vice President, Instruction<br>Vice President, Student Development and Services<br>College Catalog |
| Student Grievance and Due Process   | Counseling Center<br>Student Affairs<br>Vice President, Instruction<br>Vice President, Student Development and Services<br>College Catalog |
| Title IX Prohibiting Sex Discrimination in Education  | Counseling Center  |

## 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.

### Grounds 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 office 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 Office 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 whose scholarship falls below 2.0 in courses receiving letter grades for work attempted at Cuyamaca College 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 Cuyamaca College shall be placed on lack-of-progress probation when the student's cumulative units indicate 50 percent or more units of "W," "I" and/or "NC."
3. *Removal from Probation:*
  - a. Any student placed on academic probation shall be removed from probation when the cumulative GPA at Cuyamaca College 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" or "NC" recorded at Cuyamaca College 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 summer intersession.

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" or "NC" will be disqualified. Any student on lack-of-progress probation whose semester work indicates fewer than 50 percent units of "W," "I" or "NC," but whose cumulative records show 50 percent or more units of "W," "I" or "NC," 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 must 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" or "NC") 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 only once under this policy.
  - a. If the student elects to repeat the course at the same college he/she received the substandard grade, the original grade will be annotated.
  - b. If the student elects to repeat the course in which the substandard grade was earned at the other college in the District, a petition will need to be filed with the appropriate college's Petition Committee for action.
2. Upon completion of a repeated course, the original grade will be annotated and removed from the cumulative totals on the permanent record card 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

#### PASSED COURSE

A student may not repeat a course in which a grade of "C" or higher was earned except by petition under extenuating circumstances. If such circumstances do exist, the grade earned in the repeated course shall not be counted in calculating the student's GPA.

1. If the student attempts to repeat the course at the same college, the student will be administratively dropped. Once the student submits a petition and the request is approved, the student may be reinstated.
2. If the student attempts to repeat the course at the other college in the District, the student should file a petition to the appropriate Petitions Committee for action.

### MANDATED TRAINING

Courses that are required for mandated training are designated as indefinitely repeatable without the need for a petition.

## 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, 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.
- 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 or battery, abuse 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.
- 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.
- 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 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 or at District or College-sponsored or supervised functions.
- Use of slander, libel or verbal abuse in any way to cause defamation or character assassination.
- Possession or use of explosives, dangerous chemicals, deadly weapons, 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 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; and 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.
- Attempting any of the causes for disciplinary action identified above.

### TYPES OF DISCIPLINARY ACTION

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 causes 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. Nothing herein will prevent the College President 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 College President or designee. If the student is a minor, the College President or designee 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 make up 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).
- **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).
- **Immediate Interim Suspension:** The College President 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. 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 within ten (10) days, unless mutually agreed upon by the student and administrator that more time is required.
- **Withdrawal of Consent to Remain on Campus:** The College President or designee 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’s designee, 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).
- **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 Assistant 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  
District Office  
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 Assistant Dean of Student Affairs to explore student rights and responsibilities and receive assistance with an informal resolution.

- The Assistant 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 Assistant 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 Assistant 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 Assistant 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 Assistant 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 Assistant 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 Assistant 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;
- 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 Assistant 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 Assistant Dean of Student Affairs, in writing, within five (5) days.

The Assistant 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 Assistant 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.

### **APEAL 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 Assistant 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, filling 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: 30.6%**

**Transfer Rate: 27%**

From 1998 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 Grossmont-Cuyamaca Community College District and Cuyamaca College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1998, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Cuyamaca College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 30.6% attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 1998 to Spring 2001. Students who are 'transfer-prepared' have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 27% transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 1999 to Spring 2001.

## **UNIT VALUE AND STUDENT LOAD**

A conventional college unit of credit represents three hours of the student's time each week for one semester: one hour in scheduled classroom lecture or discussion and two hours in outside preparation. 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 intersession) 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 are four in the parallel plan and eight in the alternate plan. In order to participate in Cooperative Work Experience Education, students shall be enrolled in the parallel or alternate plan as specified in Title 5, Section 55254.

### PARALLEL PLAN

1. During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. Enrollment in an accredited secondary through four-year institution or equivalent course work may meet this requirement.
2. During summer intersession, students must enroll in one other class in addition to Cooperative Work Experience Education.

### ALTERNATE PLAN

During regular semesters, concurrent enrollment will be limited to one other class.

Students must complete a minimum of three units in the program area at Cuyamaca College before becoming eligible to enroll in work experience. Check with the Program Coordinator for each discipline for specific requirements.

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 intersession 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. A description of the current offerings may be found in the class schedule. **Offered as Credit/No Credit - 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 on a course by course basis. 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. A description of the current offerings may be found in the class schedule. These courses are associate degree applicable.



CUYAMACA COLLEGE, *Your Best Choice...*

*Endless Possibilities*



**JENNIFER ABEL**

"I live so close to Cuyamaca College so it made perfect sense for me to come here to Cuyamaca. It is a very affordable way to finish up my GE course work. I am majoring in Communications with an emphasis in Public Relations, and I plan on transferring to SDSU."



**SCOTT MILLS**

Scott is enrolled in the Environmental Technology Program at Cuyamaca College and is finishing his work-study internship at SD/REBRAC. "The two programs

(SD/REBRAC & ENVT) fit very nicely together to provide a well rounded background in Safety Management and Environmental Technology. SD/REBRAC has a very good reputation in the Environmental Health and Safety Field. The instructors are professionals who work within the field and have a solid knowledge base of current regulations."

**TRANSFER INFORMATION**  
**& degree REQUIREMENTS**

## TRANSFER INFORMATION

The following section of the catalog is designed 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 preparation requirements through the University Transfer Studies major. For major requirements, see "University Transfer Studies" under Associate Degree Programs and Certificates.

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students can use to fulfill lower division general education requirements for either the CSU or UC system without the need, after transfer, to take additional lower division general education courses.

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.

## IGETC TRANSFER CURRICULUM 2003-2004

**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 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 "CR."**

### 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, 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  
MUS 110, 111, 115, 116  
THTR 110
- B. Humanities:**  
ARBC 121, 220, 221  
ASL 121, 220  
ENGL 122, 201, 202, 214, 221, 222, 231, 232, 270, 271, 275, 276, 277  
FREN 121, 220, 221  
HIST 100\*, 101\*, 105, 106, 210  
HUM 110, 120, 140, 155  
PHIL 110, 115, 117, 140, 160  
RELG 100, 120, 130, 140, 150, 200  
SPAN 121, 141, 220, 221

### AREA 4 – SOCIAL AND BEHAVIORAL SCIENCES

(At least 3 courses, 9 semester units)

Courses from at least two disciplines.

- ANTH 120
- CD 125
- ECON 110\*, 120, 121
- GEOG 130
- HIST 108@, 109@, 114, 115, 118@, 119@, 122@, 123@, 124, 130@, 131@, 150@, 151@, 180@, 181@, 275, 276, 277
- POSC 120, 121@, 124
- PSY 120, 125, 134, 138, 140, 165, 170, 220
- SOC 120, 130

### 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).

- A. Biological Sciences:**  
ANTH 130  
BIO 130, 131, 141, 210, 220\*, 221
- B. Physical Sciences:**  
ASTR 110, 112  
CHEM 115, 141, 142, 231  
GEOG 120, 121  
GEOL 110  
PHYC 110\*, 120\*, 121, 130\*, 131\*, 190\*, 200\*, 210\*  
PSC 110, 111  
SCI 112

**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. This requirement may also be satisfied by demonstration of equivalent proficiency prior to transfer.

- ARAM 121
- ARBC 120
- ASL 120
- FREN 120, 121, 220, 221, 250, 251
- SPAN 120, 121, 220, 221, 250, 251

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

(2 courses, 6 semester units. Select one course from Column A and one course from Column B.)  
(Not part of IGETC; may be completed prior to transfer)

Courses used to meet this requirement may not be used to satisfy requirements for 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.

| <u>Column A</u> | <u>Column B</u> |
|-----------------|-----------------|
| POSC 121        | POSC 140        |
| HIST 108        | HIST 109        |
| HIST 118        | HIST 119        |
| HIST 122        | HIST 123        |
| HIST 130        | HIST 131        |
| HIST 150        | HIST 151        |
| HIST 180        | HIST 181        |

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

@ This course may not be used for both American Institutions and Social Science requirements.

**CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN)**

The California Articulation Number (CAN) System identifies many transferable, lower division, preparation courses commonly taught on California college and university campuses.

The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN courses on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on every other participating campus. Each campus retains its own numbering system but adds the CAN designation parenthetically in its publications.

The CAN System changes due to the ongoing changes in Articulation Agreements. It is very important to check with the Counseling Office to verify the status of all CAN numbered courses.

The following is an approved list of CAN numbers for the current catalog:

| <u>Cuyamaca College</u> | <u>California Articulation Number</u> |
|-------------------------|---------------------------------------|
| ANTH 120                | CAN ANTH 4                            |
| ANTH 130                | CAN ANTH 2                            |
| ART 120                 | CAN ART 14                            |
| ART 121                 | CAN ART 10                            |
| ART 124                 | CAN ART 8                             |
| ART 129                 | CAN ART 16                            |
| ART 140                 | CAN ART 2                             |
| ART 140+141             | CAN ART SEQ A                         |
| ART 141                 | CAN ART 4                             |
| ART 230                 | CAN ART 24                            |
| BIO 130+131             | CAN BIOL 2                            |
| BUS 120+121             | CAN BUS SEQ A                         |
| BUS 120                 | CAN BUS 2                             |
| BUS 121                 | CAN BUS 4                             |
| BUS 125                 | CAN BUS 12                            |
| CD 125                  | CAN FCS 14                            |
| CHEM 115                | CAN CHEM 6                            |
| CHEM 141                | CAN CHEM 2                            |
| CHEM 141+142            | CAN CHEM SEQ A                        |
| CHEM 142                | CAN CHEM 4                            |
| CIS 110                 | CAN CSCI 2                            |
| COMM 122                | CAN SPCH 4                            |
| COMM 145                | CAN SPCH 6                            |
| CS 181                  | CAN CSCI 18                           |
| ECON 120                | CAN ECON 2                            |
| ECON 121                | CAN ECON 4                            |
| ENGL 120                | CAN ENGL 2                            |
| ENGL 120+122            | CAN ENGL SEQ A                        |
| ENGL 122                | CAN ENGL 4                            |
| ENGL 126                | CAN ENGL 6                            |
| ENGL 221                | CAN ENGL 8                            |
| ENGL 221+222            | CAN ENGL SEQ B                        |
| ENGL 222                | CAN ENGL 10                           |
| ENGL 231                | CAN ENGL 14                           |
| ENGL 231+232            | CAN ENGL SEQ C                        |
| ENGL 232                | CAN ENGL 16                           |
| ENGR 125                | CAN ENGR 2                            |
| ENGR 200                | CAN ENGR 8                            |
| ENGR 210                | CAN ENGR 12                           |
| ENGR 218                | CAN ENGR 10                           |
| ENGR 260                | CAN ENGR 4                            |
| FREN 120                | CAN FREN 2                            |
| FREN 120+121            | CAN FREN SEQ A                        |
| FREN 121                | CAN FREN 4                            |
| FREN 220                | CAN FREN 8                            |
| FREN 220+221            | CAN FREN SEQ B                        |
| FREN 221                | CAN FREN 10                           |
| GEOG 120                | CAN GEOG 2                            |
| GEOG 130                | CAN GEOG 4                            |
| HIST 105                | CAN HIST 2                            |
| HIST 105+106            | CAN HIST SEQ A                        |
| HIST 106                | CAN HIST 4                            |
| HIST 108                | CAN HIST 8                            |
| HIST 108+109            | CAN HIST SEQ B                        |
| HIST 109                | CAN HIST 10                           |
| MATH 120                | CAN MATH 2                            |
| MATH 160                | CAN STAT 2                            |
| MATH 170                | CAN MATH 8                            |
| MATH 175                | CAN MATH 10                           |
| MATH 178                | CAN MATH 30                           |
| MATH 180                | CAN MATH 18                           |
| MATH 180+280            | CAN MATH SEQ B                        |
| MATH 180+280+281        | CAN MATH SEQ C                        |
| MATH 280                | CAN MATH 20                           |
| MATH 281                | CAN MATH 22                           |
| MATH 285                | CAN MATH 24                           |
| MATH 284                | CAN MATH 26                           |
| OH 121                  | CAN AG 10                             |
| OH 140                  | CAN AG 14                             |
| PHIL 110                | CAN PHIL 2                            |
| PHIL 130                | CAN PHIL 6                            |
| PHIL 140                | CAN PHIL 4                            |
| PHYC 120                | CAN PHYS 2                            |
| PHYC 120+121            | CAN PHYS SEQ A                        |
| PHYC 121                | CAN PHYS 4                            |
| PHYC 190                | CAN PHYS 8                            |
| PHYC 190+200+210        | CAN PHYS SEQ B                        |
| PHYC 200                | CAN PHYS 12                           |
| PHYC 210                | CAN PHYS 14                           |
| POSC 121                | CAN GOVT 2                            |
| PSY 120                 | CAN PSY 2                             |
| PSY 140                 | CAN PSY 10                            |
| PSY 215                 | CAN PSY 6                             |
| SOC 120                 | CAN SOC 2                             |
| SOC 125                 | CAN FCS 12                            |
| SOC 130                 | CAN SOC 4                             |
| SPAN 120                | CAN SPAN 2                            |
| SPAN 120+121            | CAN SPAN SEQ A                        |
| SPAN 121                | CAN SPAN 4                            |
| SPAN 220                | CAN SPAN 8                            |
| SPAN 220+221            | CAN SPAN SEQ B                        |
| SPAN 221                | CAN SPAN 10                           |



## 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    | San Diego                      |
| Davis       | San Francisco (Medical Center) |
| Irvine      | Santa Barbara                  |
| Los Angeles | Santa Cruz                     |
| Riverside   |                                |

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

To apply for admission to the University as an undergraduate, request an application form from the Admissions Office of the campus you wish to attend or from Cuyamaca's Transfer Center. Submit your completed application and the related materials to the same office on or soon after the appropriate date.

## UCSD TRANSFER ADMISSION GUARANTEE (TAG)

Students may be guaranteed admission to one of the five colleges at UCSD if they meet the course requirements in a signed transfer admission guarantee (TAG). Some majors at UCSD are impacted. Guaranteed admission to UCSD does not ensure admission to impacted majors upon transfer, but UCSD will accept such student as pre-majors and will assign them the same status as students who have completed their lower-division preparation at UCSD. Students interested in this program are advised to see a

counselor prior to developing their first semester schedule, although the actual contract and academic plan will not be developed until the student has completed at least 20 semester units of applicable course work with a minimum GPA of 2.8.

Courses taken under this contract are guaranteed to apply toward the completion of college general education requirements at UCSD. The following are current requirements of the program. These requirements are updated in the fall of each year and are therefore subject to change.

The student must fulfill the following by SPRING if applying for a FALL term, by FALL if applying for a SPRING term, and by SUMMER if applying for a WINTER term:

1. Earn a minimum cumulative GPA of 2.8 in all UC transferable semester units and be in good academic standing.
2. Clear all subject omissions/deficiencies for minimum eligibility including English, mathematics, and a third course (U.S. History, foreign language or science with a lab). The course in mathematics MUST have intermediate algebra as a prerequisite and must be offered through the mathematics department (computer science classes cannot be used).
3. Clear each TAG core course for general education with the minimum of a "C" grade.
4. Establish residency for this agreement by completing 30 of the last 40 UC transferable semester units at a California Community College and who is enrolled for at least two regular terms immediately prior to enrolling at UCSD.
5. Earn 60 UC transferable semester units.

The student must submit an official UC Admission Application for admission within the published deadlines for the quarter applicable on the TAG contract (see UC Admission Application for filing dates). The student must comply with all UC requirements and deadlines.

Depending on the choice of college at UCSD, additional course work may be required. In some instances these courses may have to be taken after admission to UCSD. Students are strongly encouraged to work closely with a counselor if they have an interest in this program.

## COURSES ACCEPTED FOR TRANSFER TO THE UNIVERSITY OF CALIFORNIA

The most current list of UC transferable courses is available in the Counseling Office. Also, please check the course descriptions for 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 2002-2003

**Up-to-date at time of catalog printing. Please see a counselor for changes that take effect 2003-2004.**

|                         |   |
|-------------------------|---|
| <b>Biology</b>          | No credit for BIO 130 & 131 if taken after BIO 220, 221.<br>BIO 215 combined with MATH 160 and PSY 215: maximum credit, one course.   |
| <b>Chemistry</b>        | No credit for CHEM 115 if taken after CHEM 141.   |
| <b>Economics</b>        | No credit for ECON 110 if taken after ECON 120 or 121.  |
| <b>ESL</b>              | 103 and 106 combined: maximum credit, eight units.  |
| <b>Exercise Science</b> | ES 200 and 255 combined: maximum credit, three units.<br>Maximum of four units of credit for Physical Activity courses.   |
| <b>History</b>          | HIST 118, 130, 150 and 180 combined: maximum credit, one course.<br>HIST 119, 131, 151 and 181 combined: maximum credit, one course.  |
| <b>Math</b>             | MATH 120, 125, 126 combined: maximum credit, one course.<br>MATH 160, BIO 215 and PSY 215 combined: maximum credit, one course.<br>MATH 175 and 176 combined: maximum credit, four units.<br>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, Geology or Physics.  |
| <b>Physics</b>          | No credit for PHYC 110 if taken after PHYC 120 or 130 or 190.<br>PHYC 120 and 121 combined with PHYC 130/131 or PHYC 190/191: maximum credit, one series.   |
| <b>Psychology</b>       | PSY 215 combined with BIO 215 and MATH 160: maximum credit, one course.   |
| <b>Spanish</b>          | SPAN 120A and 120B combined with SPAN 120: maximum credit, five units.<br>SPAN 120A and 120B must be taken 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  |
| Fresno           | San Diego       |
| Fullerton        | San Francisco   |
| Hayward          | San Jose        |
| Humboldt         | San Luis Obispo |
| Long Beach       | San Marcos      |
| Los Angeles      | Sonoma          |
| Maritime Academy | Stanislaus      |
| Monterey Bay     |                 |

## UPPER-DIVISION TRANSFER ADMISSION REQUIREMENTS

A student is eligible for admission to the California State University with 56-60 transferable semester units (84 quarter units) if the student:

- Has a college grade point average of 2.00 or better (2.40 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 2002-2003

Up-to-date at time of catalog printing. Please see a counselor for changes that take effect 2003-2004.

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.

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

This requirement is fulfilled by taking a minimum of 3 courses, at least one from each category (minimum 9 semester units).

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

### AREA B – PHYSICAL UNIVERSE AND ITS LIFE FORMS

This requirement is fulfilled by taking a minimum of 3 semester units in each category (minimum 9 semester units). One lab course must be included (laboratory courses are underlined).

1. **Physical Sciences:**  
ASTR 110, 112  
CHEM 115, 141, 142, 231  
ET 110  
GEOG 120, 121  
GEOL 110  
PHYC 110, 120, 121, 130, 131, 190, 200, 210  
PSC 110, 111  
SCI 112
2. **Life Sciences:**  
ANTH 130  
BIO 112, 115, 122, 130, 131, 141, 210, 220, 221  
SCI 112
3. **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, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGES

This requirement is fulfilled by taking a minimum of 9 semester units, with at least 1 course in each category.

1. **Arts:**  
ART 100, 120, 124, 129, 140, 141, 144  
HUM 110, 120, 140  
MUS 110, 111, 115, 116  
RELG 140  
THTR 110
2. **Humanities:**  
ARAM 120, 121, 220  
ARBC 120, 121, 220, 221, 250, 251  
ASL 120, 121  
COMM 124  
ENGL 122, 201, 202, 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  
PHIL 110, 115, 117, 140, 160  
RELG 100, 120, 130, 140, 150, 200  
SPAN 120, 120A & 120B†, 121, 141, 145, 220, 221, 250, 251

### AREA D – SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR; HISTORICAL BACKGROUND

This requirement is fulfilled by taking a minimum of 9 semester units, with courses taken in at least 2 categories.

1. ANTH 120
2. ECON 110, 120, 121
3. ANTH 120; HIST 118\*, 119\*, 130\*, 131\*, 150\*, 151\*, 180\*, 181\*; PSY 125; RELG 150; SPAN 145
4. HIST 122\*, 123\*, 210
5. GEOG 130
6. HIST 108\*, 109\*, 114, 115, 118\*, 119\*, 122\*, 123\*, 124, 150\*, 151\*, 180\*, 181\*, 275, 276, 277
7. CD 125; HED 110, 251; HIST 118\*, 119\*, 122\*, 123\*, 180\*, 181\*; PSY 138, 165; SOC 130
8. HIST 108\*, 109\*, 124; POSC 120, 121\*, 124, 140\*
9. CD 125; PSY 120, 125, 134, 140, 165, 170, 220
10. SOC 120, 125, 130

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

This requirement is fulfilled by taking 3 semester units from any of the following courses.

HED 110, 158, 251  
PDC 124  
PSY 134, 140

† Will receive general education credit for SPAN 120B only after completion of SPAN 120A.

\* Fulfills part of the 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. Two courses (minimum of six units) are required – these courses may also be used to meet part of the requirements in Area D. One course must be selected from Column A and one course from Column B:

| <u>Column A</u> | <u>Column B</u> |
|-----------------|-----------------|
| POSC 121        | POSC 140        |
| HIST 108        | HIST 109        |
| HIST 118        | HIST 119        |
| HIST 122        | HIST 123        |
| HIST 130        | HIST 131        |
| HIST 150        | HIST 151        |
| HIST 180        | HIST 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 2002-2003" 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 of the catalog 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 program 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.

### General Major Degrees

Cuyamaca College recognizes that the educational program of any student should be composed of courses which are meaningful and appropriate. To meet this goal, the College provides for maximum flexibility by combining courses in a general major. Students may design the major which best meets their needs. If the student wishes to meet the requirements for a particular major at a selected four-year college or university, a course of study can be designated to meet the pattern suggested in the catalog of the transfer institution.

The student not intending to transfer, or who is as yet undecided, can create a major program by combining a minimum of 18 units selected in consultation with a counselor.

### 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.

## DEGREE REQUIREMENTS

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

#### AREA A – LANGUAGE AND RATIONALITY

(Minimum of 6 semester units)

This requirement is met by taking one course from each of the two areas:

1. **Written Communication:**  
ENGL 111, 120
2. **Oral Communication and Analytical Thinking:**  
COMM 120, 122  
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)

This requirement is met by taking a course that includes a laboratory (laboratory courses are underlined):

ANTH 130  
ASTR 110, 112  
BIO 112, 115, 122, 126, 130, 131, 210, 220, 221  
CHEM 115, 116, 120, 141  
ET 110  
GEOG 120, 121  
GEOL 110  
PHYC 110, 120, 121, 130, 131, 190, 200, 210

**AREA C – HUMANITIES**

(Minimum of 3 semester units)

This requirement is met by taking one of the following courses:

ARAM 120, 121, 220  
 ARBC 120, 121, 220, 221, 250, 251  
 ART 100, 120, 124, 129, 140, 141, 144, 145  
 ASL 120  
 COMM 124  
 ENGL 122, 201, 202, 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  
 MUS 110, 111, 115, 116  
 PHIL 110, 115, 117, 140, 160  
 RELG 100, 120, 130, 140, 150, 200, 210, 215  
 SPAN 120, 120A & 120B\*, 121, 141, 145, 220, 221,  
 250, 251  
 THTR 110

**AREA D – SOCIAL AND BEHAVIORAL SCIENCES**

(Minimum of 3 semester units)

This requirement is met by taking one of the following courses:

ANTH 120  
 CD 125  
 ECON 110, 120, 121  
 GEOG 130  
 HED 110  
 HIST 108, 109, 114, 115, 118, 119, 122, 123, 124,  
 130, 131, 150, 151, 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)

This requirement is met by selecting two additional courses. The two courses must come 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 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 111 with a grade of "C" or better, or a grade of "CR\*\*".
  - B. Completion of MATH 103 or a higher numbered mathematics class with a grade of "C" or better, or a grade of "CR\*\*" or completion of MDTP Assessment placing into a class higher than MATH 103 or 110.
3. Two activity courses in Exercise Science. These courses are marked with an asterisk in the "Course Descriptions" section.
4. Achievement of a "C" average (2.0 GPA) in all college work counted toward degree requirements.
5. A maximum of 12 "CR" 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. Students enrolled at another college during the semester in which all graduation requirements are met but who wish to obtain their degree from Cuyamaca College must have taken AT LEAST 45 DEGREE APPLICABLE SEMESTER UNITS of approved course work at Cuyamaca College.
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 an AA degree, General Major.
  - B. Having received a bachelor's degree or higher, the student may qualify for an AA or AS degree with the exception of an AA degree, General Major.
  - 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 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. Those students electing to graduate with a multiple major will receive a single diploma with both majors listed. The General Major may not be included as part of the multiple major.

\*A grade of "CR" (Credit) represents a "C" grade or better.



CUYAMACA COLLEGE, *Your Best Choice...*

*Endless Possibilities*



**AL TOOKS**

"I decided to attend Cuyamaca College because it has a quiet atmosphere, and I heard of the great Track Team here. I plan on transferring to a university to study Criminal Justice."

**NATASHA STIDMAN**

"I am currently enrolled at Cuyamaca College to complete all my GE courses and prepare to transfer to a CSU school."



**ASSOCIATE DEGREE  
& CERTIFICATES  
PROGRAMS**



## ASSOCIATE DEGREE PROGRAMS & CERTIFICATES

| Program                                   | Associate Degree | Certificate | Program   | Associate Degree | Certificate |
|---|------------------|-------------|---|------------------|-------------|
| ACCOUNTING                                |                  |             | ENTREPRENEURSHIP–SMALL BUSINESS MANAGEMENT      |                  |             |
| Accounting                                | ❖                | ◆           |   |                  |             |
| Bookkeeping                               |                  | ◆           | ENVIRONMENTAL HEALTH AND SAFETY TECHNOLOGY      |                  |             |
| ART                                       |                  |             | Environmental Management                        | ❖                |             |
| Drawing and Painting                      | ❖                |             | Environmental Technician                        |                  | ◆           |
| Graphic Design (Transfer)                 | ❖                |             | Occupational Safety and Health (OSH) Management | ❖                |             |
| AUTOMOTIVE TECHNOLOGY                     | ❖                | ◆           | Occupational Safety and Health (OSH) Technician |                  | ◆           |
| Advanced Engine Performance and Emissions |                  | ◆           | EXERCISE SCIENCE                                | ❖                |             |
| ASEP                                      | ❖                |             | GENERAL MAJOR                                   | ❖                |             |
| ASSET                                     | ❖                |             | GRAPHIC DESIGN                                  | ❖                | ◆           |
| Brakes and Front-End                      |                  | ◆           | HISTORY   | ❖                |             |
| Engine Performance and Drive Train        |                  | ◆           | LIBERAL ARTS                                    | ❖                |             |
| BIOLOGICAL SCIENCES                       | ❖                |             | MANAGEMENT                                      | ❖                | ◆           |
| BUSINESS                                  |                  |             | MATHEMATICS                                     | ❖                | ◆           |
| Business Administration                   | ❖                | ◆           | ORNAMENTAL HORTICULTURE                         |                  |             |
| Business-General                          | ❖                | ◆           | Arboriculture                                   | ❖                | ◆           |
| BUSINESS OFFICE TECHNOLOGY                | ❖                | ◆           | Floristry                                       | ❖                | ◆           |
| Administrative Assistant                  | ❖                | ◆           | Golf Course and Sports Turf Management          | ❖                | ◆           |
| Executive Assistant                       | ❖                | ◆           | Irrigation Technology                           | ❖                | ◆           |
| Office Assistant Level I                  |                  | ◆           | Landscape Design                                | ❖                | ◆           |
| Office Assistant Level II                 |                  | ◆           | Landscape Technology                            | ❖                | ◆           |
| Office Professional                       |                  | ◆           | Nursery Technology                              | ❖                | ◆           |
| CADD TECHNOLOGY                           |                  |             | PARALEGAL STUDIES                               | ❖                |             |
| Building Design Industry                  | ❖                | ◆           | PHYSICAL SCIENCE                                | ❖                |             |
| Manufacturing Industry                    | ❖                | ◆           | PHYSICS   | ❖                |             |
| CHEMISTRY                                 | ❖                |             | REAL ESTATE                                     | ❖                | ◆           |
| CHILD DEVELOPMENT                         |                  |             | Escrow  |                  | ◆           |
| Infants and Toddlers                      | ❖                | ◆           | SPANISH   | ❖                | ◆           |
| Preschool Children                        | ❖                | ◆           | SURVEYING                                       | ❖                | ◆           |
| School Age Child Care                     | ❖                | ◆           | UNIVERSITY TRANSFER STUDIES                     | ❖                |             |
| COMPUTER AND INFORMATION SCIENCE          |                  |             | WATER/WASTEWATER TECHNOLOGY                     |                  |             |
| Computer Network Administration           | ❖                | ◆           | Water Treatment Plant Operators                 | ❖                | ◆           |
| Web Development                           | ❖                | ◆           | Wastewater Treatment Operator                   | ❖                | ◆           |
| ELEMENTARY EDUCATION                      | ❖                |             | Distribution/Collection Systems                 | ❖                | ◆           |
| ENGINEERING                               |                  |             |   |                  |             |
| Aerospace Engineering                     |                  | ◆           |   |                  |             |
| Civil Engineering                         |                  | ◆           |   |                  |             |
| Electrical Engineering                    |                  | ◆           |   |                  |             |
| Mechanical Engineering                    |                  | ◆           |   |                  |             |
| ENGLISH                                   | ❖                | ◆           |   |                  |             |

### PLEASE 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 (Major Code: 50020)

The Accounting 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 only. 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:

| <i>Course</i> | <i>Title</i>                                | <i>Units</i> |
|---------------|---|--------------|
| 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 (Major Code: 50024)

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 does not require completion of the "core" curriculum; may be completed during two semesters of concentrated study.

### Certificate Requirements:

| <i>Course</i> | <i>Title</i>                          | <i>Units</i> |
|---------------|---------------------------------------|--------------|
| 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 (Major Code: 53044)

The Art–Drawing and Painting degree program is designed to provide a fundamental background in the two-dimensional studio arts, emphasizing both technique and aesthetic awareness. Students will develop their ability to control line, value, shape, color, perspective and composition in various mediums.

This major provides preparation for transfer to a four-year college in fine art or a vocational area related to art. The curriculum consists of courses in both studio techniques and art history.

#### 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:<br>Prehistoric to 1250 A.D.   | 3     |
| ART 141 | History of Western Art II:<br>1250 A.D. to Present Time | 3     |
| ART 230 | Figure Drawing I  | 3     |
| GD 105  | Fundamentals of Digital Media                           | 3     |
|         |   | 24    |

#### Select six (6) 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 | Digital Imaging                        | 3 |
| GD 225ABCD | 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)

(Major Code: 53050)

The Art–Graphic Design 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:<br>Prehistoric to 1250 A.D.   | 3     |
| ART 141                             | History of Western Art II:<br>1250 A.D. to Present Time | 3     |
| ART 230                             | Figure Drawing I  | 3     |
| GD 105                              | Fundamentals of Digital Media                           | 3     |
| GD 110                              | Beginning Graphic Design                                | 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. Preparation for employment in the automotive and/or transportation trades, with upgrading and specialization skills for those currently employed, will be stressed. 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 (Major Code: 51000)

#### Associate in Science Degree Requirements:

| Course   | Title                            | Units     |
|----------|----------------------------------|-----------|
| AUTO 120 | Automotive Tune-up and Diagnosis | 5         |
| AUTO 121 | Emission Control License         | 5         |
| AUTO 122 | Automotive Electrical Systems    | 5         |
| AUTO 123 | Computerized Engine Controls     | 5         |
| AUTO 180 | Automotive Service Advisor       | 1         |
| AUTO 182 | Automotive Work Experience       | 3         |
|          |                                  | <u>24</u> |

#### Select three (3) 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>10.5-15</u> |

#### Select one (1) of the following:

|          |   |            |
|----------|---|------------|
| AUTO 124 | Engine Driveability Laboratory                | 3          |
| AUTO 125 | Advanced Auto Tune-up and Diagnosis           | 5          |
| 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                                | 37.5 - 44  |
|          | Plus General Education Requirements           |            |

FOR ALL CLASSES: Students are required to provide their own hand tools as required in each course. 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 (Major Code: 51006)

#### Certificate Requirements:

| Course   | Title                            | Units     |
|----------|----------------------------------|-----------|
| AUTO 120 | Automotive Tune-up and Diagnosis | 5         |
| AUTO 121 | Emission Control License         | 5         |
| AUTO 122 | Automotive Electrical Systems    | 5         |
| AUTO 123 | Computerized Engine Controls     | 5         |
|          |                                  | <u>20</u> |

#### Select one (1) of the following:

|          |                                     |            |
|----------|-------------------------------------|------------|
| AUTO 124 | Engine Driveability Laboratory      | 3          |
| AUTO 125 | Advanced Auto Tune-up and Diagnosis | 5          |
|          |                                     | <u>3-5</u> |
|          | Total Required                      | 23-25      |

### 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 (Major Code: 51007)

The Automotive Technology 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. Not offered as a certificate; all 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.

#### NOTE:

- 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 request an appointment with 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<br>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 5 times for a total of 15 units

**IV. AUTOMOTIVE TECHNOLOGY – ASSET**

(Major Code: 51005)

The Automotive Technology 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. Not offered as a certificate; all 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.

**NOTE:**

- 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 request an appointment with a counselor to have their General Education requirements evaluated.)

**Associate in Science Degree Requirements:**

| Course   | Title   | Units     |
|----------|---|-----------|
| AUTO 190 | ASSET – Orientation, PDI and<br>Lubrication             | 2         |
| AUTO 191 | ASSET – Brakes and Alignment                            | 7         |
| AUTO 192 | ASSET – Power Train                                     | 7         |
| AUTO 193 | ASSET – Engine Repair                                   | 4.5       |
| AUTO 194 | ASSET – Tune-up and Emissions                           | 7         |
| AUTO 195 | ASSET – Electronic Engine Controls                      | 4.5       |
| AUTO 196 | ASSET – Electrical, Accessories and<br>Air Conditioning | 5         |
|          |   | <u>37</u> |

**Work Experience:**

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| AUTO 197* | ASSET – Work Experience             | 15        |
|           | Total Required                      | <u>52</u> |
|           | Plus General Education Requirements |           |

\*Must be repeated 5 times for a total of 15 units

**V. AUTOMOTIVE TECHNOLOGY –  
BRAKES AND FRONT-END (Major Code: 51003)****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**

(Major Code: 51002)

**Certificate Requirements:**

| Course   | Title                            | Units     |
|----------|----------------------------------|-----------|
| AUTO 120 | Automotive Tune-up and Diagnosis | 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

(Major Code: 59500)

This degree program is designed to provide a two-year transfer program with emphasis on the uniformity and diversity of life. The major 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  | 5     |
| PHYC 130 | Fundamentals of Physics   | 4     |
| PHYC 131 | Fundamentals of Physics   | 4     |
|          | Total Required  | 39    |
|          | Plus General Education Requirements                                   |       |

## BUSINESS

### I. BUSINESS ADMINISTRATION (Major Code: 50041)

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. 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** (Major Code: 50010)

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. 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. 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:**

| <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 115       | Human Relations in Business                    | 3            |
| BUS 125       | Business Law: Legal Environment<br>of Business | 3            |
| BUS 127*      | Business English and Communication             | 3            |
| <b>or</b>     |  |              |
| BUS 128       | Business Communication                         | 3            |
| BUS 146       | Marketing                                      | 3            |
| BUS 152*      | Business Mathematics                           | 2            |
| BUS 195       | Family Income Management                       | 3            |
| CIS 105       | Introduction to Computing                      | 3            |
| <b>or</b>     |  |              |
| 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.

**CERTIFICATE OF PROFICIENCY:****CALL CENTER CUSTOMER SERVICE REPRESENTATIVE** (Major Code: 57113)

Designed for students seeking jobs in the expanding telephone call center industry. Provides training as recommended by the Customer Service Training Program advisory committee. The curriculum provides the basic computing and critical thinking skills that employers in the telephone call center industry are looking for.

**Certificate Requirements:**

| <i>Course</i> | <i>Title</i>                       | <i>Units</i> |
|---------------|------------------------------------|--------------|
| BUS 105       | Call Center Systems and Procedures | 2            |
| BUS 106       | Providing Quality Service          | 2            |
| BUS 128       | Business Communication             | 3            |
| CIS 105       | Introduction to Computing          | 3            |
|               | Total Required                     | 10           |

Students who complete the requirements above qualify for a Certificate of Proficiency in Call Center Customer Service Representative. 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 (Major Code: 59501)

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 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

#### Associate in Science Degree Requirements:

| Course      | Title  | Units |
|-------------|--|-------|
| BOT 100     | Basic Keyboarding                            | 1     |
| BOT 101AB   | Keyboarding/Document Processing              | 3     |
| BOT 102     | Intermediate Keyboarding/Document Processing | 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     |
| <b>or</b>   |  |       |
| CIS 110     | Principles of Information Systems            | 4     |
|             |  | 18-19 |

#### Select at least six (6) 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     |
| <b>or</b>   |  |       |
| BUS 120     | Financial Accounting                         | 4     |
| BUS 156     | Principles of Management                     | 3     |
| BUS 157     | Principles of Leadership                     | 3     |
| BUS 176     | Computerized Accounting Applications         | 2     |
| CIS 140ABCD | 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 (Major Code: 50149)

#### Associate in Science Degree Requirements:

| Course      | Title  | Units |
|-------------|--|-------|
| BOT 102     | Intermediate Keyboarding/Document Processing | 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     |
| <b>or</b>   |  |       |
| BOT 120-122 | Comprehensive Word Levels I-III              | 3     |
| BOT 115     | Essential Excel                              | 1     |
| <b>or</b>   |  |       |
| BOT 123-125 | Comprehensive Excel Levels I-III             | 3     |
| BOT 116     | Essential Access                             | 1     |
| <b>or</b>   |  |       |
| BOT 126-128 | Comprehensive Access Levels I-III            | 3     |
| BOT 117     | Essential PowerPoint                         | 1     |
| <b>or</b>   |  |       |
| 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 (3) 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 (Major Code: 50150)****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            |
| <b>or</b>     |  |              |
| CIS 140ABCD   | 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            |
|               |  | <hr/> 20     |

**Select at least three (3) 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       |
|         |   | <hr/> 3 |

**Select at least three (3) 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 240ABCD | Advanced Databases   | 3       |
| CIS 250ABCD | Advanced Spreadsheets  | 3       |
|             |  | <hr/> 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 PROFICIENCY:**

Students who complete the requirements below qualify for a Certificate of Proficiency 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 PROFESSIONAL (Major Code: 57104)**

Designed for 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:**

| <i>Course</i> | <i>Title</i>                                 | <i>Units</i> |
|---------------|--|--------------|
| BOT 100       | Basic Keyboarding                            | 1            |
| <b>or</b>     |  |              |
| BOT 101AB     | Keyboarding/Document Processing              | 3            |
| <b>or</b>     |  |              |
| BOT 102       | Intermediate Keyboarding/Document Processing | 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                               | <hr/> 12-14  |

**II. OFFICE ASSISTANT LEVEL I (Major Code: 57105)**

Prepares beginning students for work in positions that require keyboarding skills, basic knowledge of filing, and basic computer skills. Designed for students with no prior computer training and who lack general office background and experience. Upon completion of the certificate, 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                  | <hr/> 9      |

**III. OFFICE ASSISTANT LEVEL II (Major Code: 57106)**

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

**Certificate Requirements:**

| Course  | Title  | Units |
|---------|--|-------|
| BOT 102 | Intermediate Keyboarding/Document Processing | 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     |

**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 three core courses and then 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.

*Students enrolled in the former Technical Illustration Graphics major will be able to complete course requirements and earn their degree or certificate. A course substitution for the former DTEC 129 may be made in consultation with full-time faculty in the department.*

**CAREER OPPORTUNITIES**

CAD Technician in the field of:

Architecture  
and  
Civil,  
Electronic,  
Mechanical,  
Structural,  
Surveying Engineering

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

| Course        | Title                       | Units |
|---------------|-----------------------------|-------|
| CADD/ENGR 115 | Engineering Graphics I      | 3     |
| CADD 120ABCD  | Basic CAD                   | 3     |
| ENGR 100      | Introduction to Engineering | 1     |
|               |                             | 7     |

**Areas of Emphasis:****A. BUILDING DESIGN INDUSTRY (Major Code: 53060)**

|          |                            |   |
|----------|----------------------------|---|
| CADD 127 | Survey Drafting Technology | 3 |
| CADD 131 | Architectural AutoCAD      | 3 |
| CADD 132 | 3D AutoCAD                 | 3 |
|          |                            | 9 |

**Select one (1) of the following:**

|               |                              |   |
|---------------|------------------------------|---|
| CADD/ENGR 125 | Engineering Graphics II      | 3 |
| CADD 126      | Electronic Drafting          | 3 |
| CADD 128      | Dimensioning and Tolerancing | 3 |
|               |                              | 3 |

Total Required Including Core Classes 19

Plus General Education Requirements

**B. MANUFACTURING INDUSTRY (Major Code: 53061)**

|               |                              |   |
|---------------|------------------------------|---|
| CADD/ENGR 125 | Engineering Graphics II      | 3 |
| CADD 126      | Electronic Drafting          | 3 |
| CADD 128      | Dimensioning and Tolerancing | 3 |
|               |                              | 9 |

**Select one (1) of the following:**

|          |                            |   |
|----------|----------------------------|---|
| CADD 127 | Survey Drafting Technology | 3 |
| CADD 131 | Architectural AutoCAD      | 3 |
| CADD 132 | 3D AutoCAD                 | 3 |
|          |                            | 3 |

Total Required Including Core Classes 19

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 (Major Code: 59502)

The chemistry curriculum is designed to give 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      | 5     |
| MATH 280 | Analytic Geometry and Calculus      | 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.

These courses are also appropriate for parents, administrators, health care professionals, and others working with children. Courses are designed to partially meet lower division course preparation for students planning a bachelor's degree in Child Development.

### CAREER OPPORTUNITIES

- \*Adoption Counselor
- Child Care Specialist
- \*Child Psychologist
- Curriculum Development
- \*Development Specialist (Child, Adolescent and Family)
- \*Educational Consultant
- Infant/Toddler Teacher
- Preschool Director
- Preschool Teacher
- \*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

Major consists of 27 required units of core curriculum. Remaining units are taken in an area of emphasis. Students must choose at least one area of emphasis.

NOTE: All courses in the major 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         |
|        |   | <u>27</u> |

**Areas of Emphasis:****A. INFANTS AND TODDLERS (Major Code: 55031)**

|        |  |           |
|--------|--|-----------|
| CD 124 | Infant and Toddler Development   | 3         |
| CD 132 | Observation and Guidance for<br>Child Development                            | 2         |
| CD 143 | Infant/Toddler Curriculum  | 3         |
| CD 170 | Field Experience with Infants<br>and Toddlers                                | 2         |
|        |  | <u>10</u> |
|        | Total Required Including Core Classes<br>Plus General Education Requirements | 37        |

**B. PRESCHOOL CHILDREN (Major Code: 55030)**

|        |  |          |
|--------|--|----------|
| CD 130 | Curriculum: Developmentally<br>Appropriate Practices                         | 3        |
| CD 132 | Observation and Guidance for<br>Child Development                            | 2        |
| CD 133 | Field Experience for Child<br>Development                                    | 2        |
|        |  | <u>7</u> |
|        | Total Required Including Core Classes<br>Plus General Education Requirements | 34       |

**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: Detection, Intervention<br>and Prevention | 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 (Major Code: 56032)**

Designed to prepare students for employment in child care programs for elementary school age children. Certificate requirements meet 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.

NOTE: All courses in the major 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 | Observation and Guidance for<br>Child Development              | 2         |
| CD 134 | Health, Safety and Nutrition for<br>Teachers of Young Children | 3         |
| CD 148 | Curriculum for School Age Child Care                           | 3         |
| CD 149 | School Age Child Care<br>Program Planning                      | 3         |
| CD 150 | Field Experience for<br>School Age Child Care                  | 2         |
|        |  | <u>19</u> |

**Select one (1) of the following:**

|          |  |            |
|----------|--|------------|
| CD 137   | Administration of Child<br>Development Programs        | 3          |
| CD 141   | Working with Children with<br>Special Needs            | 3          |
| CD 145   | Child Abuse: Detection,<br>Intervention and Prevention | 3          |
| CD 157   | Food and Nutrition for Children                        | 3          |
| ED 110   | Introduction to American Education                     | 3          |
| ES 253   | Physical Education in<br>Elementary Schools            | 3          |
| MATH 125 | Structure and Concepts of<br>Elementary Mathematics I  | 3          |
| MATH 126 | Structure and Concepts of<br>Elementary Mathematics II | 3          |
| MUS 118  | Introduction to Music                                  | 4          |
|          |  | <u>3-4</u> |
|          | Total Required   | 22-23      |
|          | Plus General Education Requirements                    |            |

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Child Development–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.

# COMPUTER AND INFORMATION SCIENCE

**Students who wish to enroll in Microsoft applications (Word, Excel, PowerPoint) should refer to Business Office Technology.**

## CAREER OPPORTUNITIES

Administrative Assistant  
 Communications Specialist  
 Computer Game Programmer  
 Computer Graphics Designer  
 Computer Hardware Specialist  
 Computer Help Desk Technician  
 Computer Maintenance Technician  
 Computer Operator  
 Computer Peripheral Equipment Operator  
 Computer Software Technician  
 \*Computer Systems Engineer  
 \*Computing Analyst  
 Cyber Café Owner  
 Data Entry Specialist  
 Database Manager  
 Desktop Publishing Specialist  
 Financial Information Specialist  
 GIS (Geographic Information Systems) Specialist  
 Help Desk Service Provider  
 Information Scientist  
 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  
 Online Publisher  
 \*Programmer Analyst  
 Sales and Service  
 \*Scientific Programmer  
 Software Consultant  
 \*Software Engineer/Designer  
 \*Systems Analyst  
 \*Systems Programmer  
 Technical Support Representative  
 Technician  
 \*Telecommunications Programmer  
 Training Specialist  
 Virtual Reality Developer  
 Web Master  
 Web Page Designer  
 Word Processing Operator

\*Bachelor Degree or higher required

## I. COMPUTER NETWORK ADMINISTRATION

(Major Code: 51134)

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 as technical support personnel. 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+, MCP (Microsoft Certified Professional) 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 140ABCD | Databases                                 | 3         |
| CIS 190     | Introduction to Windows Operating Systems | 3         |
| CIS 191     | Introduction to UNIX Operating System     | 3         |
| CIS 201     | Cisco Networking Academy I                | 3         |
| CIS 202     | Cisco Networking Academy II               | 3         |
|             |   | <u>21</u> |

### Select one (1) 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 (3) of the following:

|             |                                     |            |
|-------------|-------------------------------------|------------|
| BUS 105     | Call Center Systems and Procedures  | 2          |
| CIS 203     | Cisco Networking Academy III        | 3          |
| CIS 204     | Cisco Networking Academy IV         | 3          |
| CIS 205     | Cisco Networking Academy V          | 3          |
| CIS 212     | Web Publishing I                    | 3          |
| CIS 214     | Web Server Management               | 3          |
| CIS 240ABCD | Advanced Databases                  | 3          |
| CIS 290     | Windows System Administration       | 3          |
| CIS 291     | UNIX System Administration          | 3          |
|             |                                     | <u>8-9</u> |
|             | Total Required                      | 31-34      |
|             | Plus General Education Requirements |            |

### Certificate of Achievement

Students who complete only the major requirements listed 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. WEB DEVELOPMENT (Major Code: 51139)**

This degree program provides students with practical experience creating websites and preparing them for entry-level positions as web designers, web programmers or web server administrators. The curriculum uses current software and hardware typically found in the field of professional web development.

**Associate in Science Degree Requirements:**

| <i>Course</i> | <i>Title</i>                              | <i>Units</i> |
|---------------|---|--------------|
| CIS 110       | Principles of Information Systems         | 4            |
| CIS 132       | Introduction to the Internet              | 1.5          |
| CIS 140ABCD   | Databases                                 | 3            |
| CIS 190       | Introduction to Windows Operating Systems | 3            |
| CIS 211       | Web Markup Languages                      | 3            |
| CIS 212       | Web Publishing I                          | 3            |
| CIS 213       | Web Publishing II                         | 3            |
| CIS 215       | JavaScript Programming                    | 3            |
| CIS 216       | Active Server Pages                       | 3            |
| CS 119        | Program Design and Development            | 3            |
|               |   | <hr/> 29.5   |

**Select three (3) of the following:**

|             |  |            |
|-------------|--|------------|
| CIS 170ABCD | Computer Graphics                        | 3          |
| CIS 201     | Cisco Networking Academy I               | 3          |
| CIS 214     | Web Server Management                    | 3          |
| CIS 217     | Web Graphics                             | 3          |
| CIS 221     | Web Multimedia                           | 3          |
| CIS 222     | Web Animation                            | 3          |
| CIS 240ABCD | Advanced Databases                       | 3          |
| CIS 252     | Electronic Commerce                      | 3          |
| CIS 253     | Electronic Marketing                     | 3          |
| CIS 290     | Windows System Administration            | 3          |
| CS 180ABCD  | Introduction to Visual Basic Programming | 4          |
| CS 182      | Introduction to Java Programming         | 4          |
|             |  | <hr/> 9-11 |
|             | Total Required                           | 38.5-40.5  |
|             | 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 PROFICIENCY:**

The Computer and Information Science Certificates of Proficiency offer specific training, either for an entry-level position 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 of Proficiency 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 (Major Code: 57114)****Certificate Requirements:**

| <i>Course</i> | <i>Title</i>                 | <i>Units</i> |
|---------------|------------------------------|--------------|
| CIS 201       | Cisco Networking Academy I   | 3            |
| CIS 202       | Cisco Networking Academy II  | 3            |
| CIS 203       | Cisco Networking Academy III | 3            |
| CIS 204       | Cisco Networking Academy IV  | 3            |
|               | Total Required               | <hr/> 12     |

**II. COMPUTER PROGRAMMING (Major Code: 57115)****Certificate Requirements:**

| <i>Course</i> | <i>Title</i>  | <i>Units</i> |
|---------------|---|--------------|
| 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  | <hr/> 16     |

**III. ELECTRONIC COMMERCE (Major Code: 57116)****Certificate Requirements:**

| <i>Course</i> | <i>Title</i>   | <i>Units</i> |
|---------------|--|--------------|
| BUS 111       | Entrepreneurship: Starting and Developing a Business | 3            |
| BUS 125       | Business Law: Legal Environment of Business          | 3            |
| CIS 132       | Introduction to the Internet                         | 1.5          |
| CIS 212       | Web Publishing I                                     | 3            |
| CIS 252       | Electronic Commerce                                  | 3            |
| CIS 253       | Electronic Marketing                                 | 3            |
|               | Total Required                                       | <hr/> 16.5   |

**IV. NETWORK SERVICING TECHNOLOGY**

(Major Code: 57117)

**Certificate Requirements:**

| <i>Course</i> | <i>Title</i>                              | <i>Units</i> |
|---------------|---|--------------|
| BUS 105       | Call Center Systems and Procedures        | 2            |
| CIS 120       | Computer Maintenance and A+ Certification | 3            |
| CIS 121       | Network Cabling Systems                   | 3            |
| CIS 201       | Cisco Networking Academy I                | 3            |
| CIS 202       | Cisco Networking Academy II               | 3            |
|               |   | <u>14</u>    |

**Select one (1) of the following:**

|         |   |          |
|---------|---|----------|
| CIS 190 | Introduction to Windows Operating Systems | 3        |
| CIS 191 | Introduction to UNIX Operating System     | 3        |
|         |   | <u>3</u> |
|         | Total Required                            | 17       |

**V. OPERATING SYSTEMS (Major Code: 57118)****Certificate Requirements:**

| <i>Course</i> | <i>Title</i>                              | <i>Units</i> |
|---------------|---|--------------|
| CIS 190       | Introduction to Windows Operating Systems | 3            |
| CIS 191       | Introduction to UNIX Operating System     | 3            |
| CIS 290       | Windows System Administration             | 3            |
| CIS 291       | UNIX System Administration                | 3            |
| CIS 292       | UNIX Shell Programming                    | 2            |
|               | Total Required                            | <u>14</u>    |

**VI. WEB DESIGN (Major Code: 57119)****Certificate Requirements:**

| <i>Course</i> | <i>Title</i>                 | <i>Units</i> |
|---------------|------------------------------|--------------|
| CIS 132       | Introduction to the Internet | 1.5          |
| CIS 211       | Web Markup Languages         | 3            |
| CIS 212       | Web Publishing I             | 3            |
| CIS 213       | Web Publishing II            | 3            |
| CIS 217       | Web Graphics                 | 3            |
|               |                              | <u>13.5</u>  |

**Select one (1) of the following:**

|         |                        |          |
|---------|------------------------|----------|
| CIS 215 | JavaScript Programming | 3        |
| CIS 221 | Web Multimedia         | 3        |
| CIS 222 | Web Animation          | 3        |
|         |                        | <u>3</u> |
|         | Total Required         | 16.5     |

**VII. WEB PROGRAMMING (Major Code: 57120)****Certificate Requirements:**

| <i>Course</i> | <i>Title</i>           | <i>Units</i> |
|---------------|------------------------|--------------|
| CIS 140ABCD   | Databases              | 3            |
| CIS 211       | Web Markup Languages   | 3            |
| CIS 215       | JavaScript Programming | 3            |
| CIS 216       | Active Server Pages    | 3            |
|               |                        | <u>12</u>    |

**Select one (1) of the following:**

|             |  |            |
|-------------|--|------------|
| CIS 222     | Web Animation                            | 3          |
| CIS 240ABCD | Advanced Databases                       | 3          |
| CS 119      | Program Design and Development           | 3          |
|             | <b>and</b>                               |            |
| CS 119L     | Program Design and Development Lab       | 1          |
| CS 180ABCD  | Introduction to Visual Basic Programming | 4          |
| CS 181      | Introduction to C++ Programming          | 4          |
| CS 182      | Introduction to Java Programming         | 4          |
|             |  | <u>3-4</u> |
|             | Total Required                           | 15-16      |

**VIII. WEB SERVER MANAGEMENT**

(Major Code: 57121)

**Certificate Requirements:**

| <i>Course</i> | <i>Title</i>                  | <i>Units</i> |
|---------------|-------------------------------|--------------|
| CIS 201       | Cisco Networking Academy I    | 3            |
| CIS 211       | Web Markup Languages          | 3            |
| CIS 214       | Web Server Management         | 3            |
| CIS 290       | Windows System Administration | 3            |
|               |                               | <u>12</u>    |

**Select one (1) of the following:**

|         |                        |          |
|---------|------------------------|----------|
| CIS 215 | JavaScript Programming | 3        |
| CIS 216 | Active Server Pages    | 3        |
|         |                        | <u>3</u> |
|         | Total Required         | 15       |

## ELEMENTARY EDUCATION

(Major Code: 59504)

This degree program is designed to provide lower division preparation for transfer to San Diego State University as a Liberal Studies major. Students interested in transferring to another college or university should check the requirements of that institution.

This major is undergoing revision at SDSU. Students entering SDSU in Fall 2005 or earlier are encouraged to choose courses from this major identified by asterisks whenever possible. Students entering SDSU in Spring 2006 or later may be subject to additional lower division requirements. See a counselor in planning your schedule and for additional updates.

Students who complete the program will receive an Associate Degree in Elementary Education and may request certification of lower division general education course work required by the California State University system.

Because the program 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.

### 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 |
|--------|-------|-------|
|--------|-------|-------|

### COMPOSITION, ORAL COMMUNICATION, AND LITERATURE

#### 1. Composition (minimum 6 units)

|          |                                 |   |
|----------|---------------------------------|---|
| ENGL 120 | College Composition and Reading | 3 |
|----------|---------------------------------|---|

|             |  |   |
|-------------|--|---|
| ENGL 124*** | Advanced Composition: Critical Reasoning and Writing | 3 |
|-------------|--|---|

or

|          |                   |   |
|----------|-------------------|---|
| PHIL 125 | Critical Thinking | 3 |
|----------|-------------------|---|

#### 2. Communication (minimum 3 units)

|          |                             |   |
|----------|-----------------------------|---|
| COMM 120 | Interpersonal Communication | 3 |
| COMM 122 | Public Speaking             | 3 |

#### 3. Literature (minimum 3 units)

|          |                            |   |
|----------|----------------------------|---|
| ENGL 122 | Introduction to Literature | 3 |
| ENGL 270 | World Literature I         | 3 |
| ENGL 271 | World Literature II        | 3 |

### MATHEMATICS AND SCIENCES

#### 4. Mathematics (minimum 6 units)

|          |   |   |
|----------|---|---|
| MATH 125 | Structure and Concepts of Elementary Mathematics I  | 3 |
| MATH 126 | Structure and Concepts of Elementary Mathematics II | 3 |

#### 5. Biological Sciences\* (minimum 3 units)

|         |                              |   |
|---------|------------------------------|---|
| BIO 130 | General Biology I            | 3 |
| BIO 131 | General Biology I Laboratory | 1 |

#### 6. Physical Sciences\* (minimum 3 units)

|          |                                |   |
|----------|--------------------------------|---|
| ASTR 110 | Descriptive Astronomy          | 3 |
| ASTR 112 | General Astronomy Laboratory   | 1 |
| CHEM 115 | Fundamentals of Chemistry      | 4 |
| GEOG 120 | Elements of Physical Geography | 3 |
| GEOG 121 | Physical Geography Laboratory  | 1 |
| GEOL 110 | General Geology                | 3 |
| PHYC 110 | Introductory Physics           | 4 |

### SOCIAL SCIENCE AND HISTORY

#### 7. Global Perspective (minimum 3 units)

|          |                              |   |
|----------|------------------------------|---|
| ANTH 120 | Cultural Anthropology        | 3 |
| GEOG 130 | Human and Cultural Geography | 3 |
| SOC 120  | Introductory Sociology       | 3 |

#### 8. American Institutions (minimum 6 units)

Students should choose a pair of courses to complete the American history, U.S. Constitution, and California state and local government requirements.

|              |                                     |   |
|--------------|-------------------------------------|---|
| HIST 180 and | U.S. History: Black Perspectives I  | 3 |
| HIST 181     | U.S. History: Black Perspectives II | 3 |

|              |   |   |
|--------------|---|---|
| or           |   |   |
| HIST 118 and | U.S. History: The Chicano Experience I  | 3 |
| HIST 119     | U.S. History: The Chicano Experience II | 3 |

|              |                         |   |
|--------------|-------------------------|---|
| or           |                         |   |
| HIST 108 and | Early American History  | 3 |
| HIST 109     | Modern American History | 3 |

#### 9. Civilizations (minimum 3 units)

|             |                             |   |
|-------------|-----------------------------|---|
| HIST 100*** | Early World History         | 3 |
| HIST 101    | Modern World History        | 3 |
| HIST 105    | Early Western Civilization  | 3 |
| HIST 106    | Modern Western Civilization | 3 |

### VISUAL AND PERFORMING ARTS/HUMANITIES

#### 10. Values and Ethics (minimum 3 units)

|          |                               |   |
|----------|-------------------------------|---|
| PHIL 140 | Problems in Ethics            | 3 |
| RELG 120 | World Religions               | 3 |
| RELG 130 | Scriptures of World Religions | 3 |

#### 11. Music (minimum 4 units)

|         |                       |   |
|---------|-----------------------|---|
| MUS 118 | Introduction to Music | 4 |
|---------|-----------------------|---|



|   |   |              |
|---|---|--------------|
| <b>12. Art/Humanities</b> (minimum 3 units)               |   |              |
| ART 100***  | Art Appreciation  | 3            |
| ART 140   | History of Western Art I:<br>Prehistoric to 1250 A.D.   | 3            |
| ART 141   | History of Western Art II:<br>1250 A.D. to Present Time | 3            |
| THTR 110  | Introduction to Theatre                                 | 3            |
| <b>13. Human Growth and Development</b> (minimum 6 units) |   |              |
| PSY 120   | Introductory Psychology                                 | 3            |
| <b>and</b>  |   |              |
| PSY 165   | Developmental Psychology                                | 3            |
| <b>or</b>   |   |              |
| CD 125  | Child Growth and Development                            | 3            |
| <b>14. Additional Requirements</b> (minimum 8-9 units)    |   |              |
| HED 110****   | Essentials of Personal and<br>Community Health          | 3            |
| ES 253  | Physical Education in Elementary<br>Schools             | 3            |
| ES Activity**   | (At least two courses)                                  | 2-3          |
|   | Total Required  | <u>61-62</u> |

- \* An approved lab course must be included in (5) or (6).
- \*\* To fulfill a major requirement, all courses, including Exercise Science (ES) activity courses, must be taken for a letter grade. Courses taken for Credit/No Credit will not fulfill major requirements.
- \*\*\* Preferred
- \*\*\*\* Required for credential

**Foreign Language Requirement:**  
Competency (equivalent to that which is normally attained through three consecutive courses of college study) is required in one foreign language as part of the preparation for the major. This may be completed at Cuyamaca College or San Diego State University. Please refer to "Graduation Requirements" in the SDSU catalog for further information.

## ENGINEERING

This transfer program is designed to cover the first two years of a four-year program leading to the Bachelor's Degree in Engineering at San Diego State University or other universities and colleges.

### CAREER OPPORTUNITIES

- \*Aerospace Engineer
- Air Conditioning & Refrigeration Technician
- \*Broadcast Engineer
- \*CAD/CAM Engineer
- CAD/CAM Technician
- \*Chemical Engineer
- \*Civil Engineer
- Civil Engineering Technician
- \*Computer Engineer
- Drafter (Junior/Senior)
- \*Electrical/Electronics Engineer
- Electromechanical Technician
- \*Environmental Engineer
- Field Service Technician
- \*Industrial Engineer
- Industrial Engineering Technician
- \*Manufacturing Engineer
- Manufacturing Engineering Technician
- \*Metallurgical, Ceramic & Materials Engineer
- Mechanical Engineering Technician
- \*Naval Engineer
- \*Nuclear Engineer
- \*Plastics Engineer
- \*Project Architect
- \*Radio Frequency Engineer
- \*Sanitation Engineer
- \*Structural Engineer
- \*Systems Engineer
- \*Robotics Engineer
- Robotics Technician

\*Bachelor Degree or higher required

### Engineering Certificate Transfer Program

This program is designed for the certificate only and may not be used as a major for an Associate Degree. Students who complete the requirements below qualify for a Certificate in Engineering. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

| <i>Course</i> | <i>Title</i>                   | <i>Units</i> |
|---------------|--------------------------------|--------------|
| CHEM 141      | General Chemistry I            | 5            |
| ENGR 120      | Engineering Problem Analysis   | 3            |
| ENGR 200      | Engineering Mechanics–Statics  | 3            |
| ENGR 210      | Electric Circuits              | 3            |
| ENGR 220      | Engineering Mechanics–Dynamics | 3            |
| MATH 180      | Analytic Geometry and Calculus | 5            |
| MATH 280      | Analytic Geometry and Calculus | 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            |
|               |                                | <u>45</u>    |

Plus the following depending on major:

### I. AEROSPACE ENGINEERING (Major Code: 53112)

|               |                        |   |
|---------------|------------------------|---|
| ENGR/CADD 115 | Engineering Graphics I | 3 |
| ENGR 260      | Engineering Materials  | 3 |

### II. CIVIL ENGINEERING (Major Code: 53113)

|               |                        |   |
|---------------|------------------------|---|
| ENGR/CADD 115 | Engineering Graphics I | 3 |
| ENGR 218      | Plane Surveying        | 4 |
| ENGR 260      | Engineering Materials  | 3 |
| MATH 160      | Elementary Statistics  | 3 |

### III. ELECTRICAL ENGINEERING (Major Code: 53114)

|          |                       |   |
|----------|-----------------------|---|
| MATH 160 | Elementary Statistics | 3 |
|----------|-----------------------|---|

### IV. MECHANICAL ENGINEERING (Major Code: 53115)

|               |                         |   |
|---------------|-------------------------|---|
| ENGR/CADD 115 | Engineering Graphics I  | 3 |
| ENGR/CADD 125 | Engineering Graphics II | 3 |
| ENGR 260      | Engineering Materials   | 3 |

## ENGLISH (Major Code: 51037)

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:

| Course   | Title   | Units |
|----------|---|-------|
| ENGL 120 | College Composition and Reading                         | 3     |
| ENGL 122 | Introduction to Literature                              | 3     |
| ENGL 124 | Advanced Composition:<br>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 (2) 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 (1) of the following:

|          |  |   |
|----------|--|---|
| ENGL 201 | Introduction to Images of<br>Women in Literature | 3 |
| ENGL 202 | Introduction to Film as Literature               | 3 |
| ENGL 214 | Masterpieces of Drama                            | 3 |
| ENGL 217 | Fantasy and Science Fiction Survey               | 3 |
|          |  | 3 |

### Select one (1) 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             | 3  |
| PHIL 117 | History of Philosophy II            | 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 (2) sequential semesters of a single foreign language 10

### 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

(Major Code: 50047)

The Entrepreneurship curriculum 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. This program 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:

| Course    | Title  | Units |
|-----------|--|-------|
| BUS 106   | Providing Quality Service                            | 2     |
| 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:<br>Legal Environment of Business       | 3     |
| BUS 128   | Business Communication                               | 3     |
|           |  | 17-18 |

### Select two (2) of the following:

|         |  |     |
|---------|--|-----|
| BUS 112 | Entrepreneurship: Successful Marketing       | 3   |
| BUS 141 | Entrepreneurship:<br>Managing a New Business | 3   |
| BUS 146 | Marketing                                    | 3   |
| BUS 156 | Principles of Management                     | 3   |
| BUS 176 | Computerized Accounting Applications         | 2   |
| CIS 212 | Web Publishing I                             | 3   |
| CIS 252 | Electronic Commerce                          | 3   |
| CIS 253 | Electronic Marketing                         | 3   |
|         |  | 5-6 |

### Select at least three (3) units from the following:

|                                     |  |       |
|-------------------------------------|--|-------|
| BOT 095                             | Keyboarding Skill Reinforcement              | 1     |
| 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              | 1.5   |
| BOT 102                             | Intermediate Keyboarding/Document Processing | 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                      |  | 25-27 |
| 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 TECHNOLOGY

This degree and certificate program provides entry level skills as well as upgrading/refining existing skills of individuals employed in the field of Environmental Technology. 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**

(Major Code: 51046)

**Associate in Science Degree Requirements:**

| <i>Course</i> | <i>Title</i>  | <i>Units</i> |
|---------------|---|--------------|
| 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            |
| ENVT 100      | Introduction to Environmental and Occupational Safety and Health (OSH) Technology | 4            |
| ENVT 110      | Pollution Prevention  | 3            |
| ENVT 150      | Hazardous Waste Management Applications   | 4            |
| ENVT 200      | Hazardous Materials Management (HMM) Applications                                 | 4            |
| ENVT 210      | Water/Wastewater Management   | 4            |
| ENVT 230      | Safety and Emergency Response   | 4            |
| ENVT 240*     | Cooperative Work Experience   | 1-4          |
|               |   | <u>35-38</u> |

**Select one (1) 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                      | 38-43      |
|          | Plus General Education Requirements |            |

\*Student must complete ENVT 100 to be eligible for this course

**II. ENVIRONMENTAL TECHNICIAN**

(Major Code: 51047)

**Certificate Requirements:**

| <i>Course</i> | <i>Title</i>  | <i>Units</i> |
|---------------|---|--------------|
| ENVT 100      | Introduction to Environmental and Occupational Safety and Health (OSH) Technology | 4            |
| ENVT 110      | Pollution Prevention  | 3            |
| ENVT 150      | Hazardous Waste Management Applications   | 4            |
| ENVT 200      | Hazardous Materials Management (HMM) Applications                                 | 4            |
| ENVT 210      | Water/Wastewater Management   | 4            |
| ENVT 230      | Safety and Emergency Response   | 4            |
| ENVT 240*     | Cooperative Work Experience   | 1-3          |
|               | Total Required  | <u>24-26</u> |

\*Student must complete ENVT 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 (Major Code: 51048)****Associate in Science Degree Requirements:**

| <i>Course</i> | <i>Title</i>  | <i>Units</i> |
|---------------|---|--------------|
| BIO 130       | General Biology I   | 3            |
| BIO 131       | General Biology I Laboratory  | 1            |
| CHEM 115      | Fundamentals of Chemistry   | 4            |
| ENVT 100      | Introduction to Environmental and Occupational Safety and Health (OSH) Technology | 4            |
| ENVT 130      | Environmental/Occupational Health Effects of Hazardous Materials                  | 3            |
| ENVT 135      | Workplace Health and Safety   | 3            |
| ENVT 200      | Hazardous Materials Management (HMM) Applications                                 | 4            |
| ENVT 201*     | Introduction to Industrial Hygiene and Occupational Health                        | 4            |
| ENVT 205      | Safety and Risk Management Administration   | 4            |
| ENVT 230      | Safety and Emergency Response   | 4            |
| ENVT 240**    | Cooperative Work Experience   | 1-4          |
|               |   | <u>35-38</u> |

**Select one (1) 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                      | 38-43      |
|          | Plus General Education Requirements |            |

\*Only offered at Southwestern College. Student must enroll and register for this class at Southwestern College.

\*\*Student must complete ENVT 100 to be eligible for this course

**IV. OCCUPATIONAL SAFETY AND HEALTH (OSH) TECHNICIAN (Major Code: 51049)****Certificate Requirements:**

| <i>Course</i> | <i>Title</i>  | <i>Units</i> |
|---------------|---|--------------|
| ENVT 100      | Introduction to Environmental and Occupational Safety and Health (OSH) Technology | 4            |
| ENVT 130      | Environmental/Occupational Health Effects of Hazardous Materials                  | 3            |
| ENVT 135      | Workplace Health and Safety   | 3            |
| ENVT 200      | Hazardous Materials Management (HMM) Applications                                 | 4            |
| ENVT 201*     | Introduction to Industrial Hygiene and Occupational Health                        | 4            |
| ENVT 205      | Safety and Risk Management Administration   | 4            |
| ENVT 230      | Safety and Emergency Response   | 4            |
| ENVT 240**    | Cooperative Work Experience   | 1-4          |
|               | Total Required  | <u>27-30</u> |

\*Only offered at Southwestern College. Student must enroll and register for this class at Southwestern College.

\*\*Student must complete ENVT 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 (Major Code: 52001)

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     |
| PSY 120   | Introductory Psychology                  | 3     |
| SOC 120   | Introductory Sociology                   | 3     |
|           |  | 31.5  |

### Select one (1) of the following:

|          |  |   |
|----------|--|---|
| BIO 215  | Statistics for Life Sciences           | 3 |
| MATH 160 | Elementary Statistics                  | 3 |
| PSY 215  | Statistics for the Behavioral Sciences | 3 |
|          |  | 3 |

### Select two (2) of the following (fulfills the activity requirement for the Associate Degree):

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| ES 001    | Adapted Physical Exercise           | 1-1.5     |
| 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         |
|           |                                     | 2-3       |
|           | Total Required                      | 36.5-37.5 |
|           | Plus General Education Requirements |           |

\*Offered at Grossmont College

## GENERAL MAJOR

The primary purpose of the General Major is to meet the needs of students who have not decided on a specific career path or who wish to transfer to a four-year institution as an undeclared major while earning an associate degree. Outlined below are the requirements for the General Major degrees in both the Associate in Arts and Associate in Science.

### GENERAL MAJOR FOR THE ASSOCIATE IN ARTS DEGREE (Major Code: 59301)

The program of study consists of 18 or more units in a single discipline or related discipline designed to meet the student's individual needs. Courses in which a "CR" has been earned may not be applied toward the above requirements. Students should consult a counselor for aid in developing this program of study.

The General Major might consist of courses in preparation for transfer to a specific major in another institution or groupings of general, occupational and technical courses which would best prepare students for employment.

### GENERAL MAJOR FOR THE ASSOCIATE IN SCIENCE DEGREE (Major Code: 59302)

The program of study consists of 18 or more units in MATH 103 or higher and/or natural science courses. Courses in which a "CR" has been earned may not be applied toward the above requirement.

## GRAPHIC DESIGN (Major Code: 50127)

The Graphic Design degree program develops entry level abilities in design aesthetics, typography, illustration, digital imaging, page layout, web page design and professional business practices. Courses utilize current computer hardware and software used in the graphic design profession. Students will develop a professional portfolio for job interviews.

**Designed for a two-year degree or certificate only. Students interested in pursuing a bachelor's degree in Graphic Design should refer to "Art-Graphic Design (Transfer)." Students should also consult the catalog of the transfer institution for specific requirements.**

### CAREER OPPORTUNITIES

Graphic Designer  
Illustrator  
Web Page Designer  
Technical Illustrator  
Package Designer  
Display Designer  
Cartoonist  
Desktop Publisher  
\*Advertising Director  
\*Art Director  
\*Marketing Director  
Multimedia Designer

\*Bachelor Degree or higher required

### Associate in Science Degree Requirements:

| Course     | Title                               | Units |
|------------|-------------------------------------|-------|
| ART 120    | Two-Dimensional Design              | 3     |
| ART 124    | Drawing I                           | 3     |
| CIS 212    | Web Publishing I                    | 3     |
| GD 105     | Fundamentals of Digital Media       | 3     |
| GD 110     | Beginning Graphic Design            | 3     |
| GD 125     | Typography                          | 3     |
| GD 126ABCD | Digital Imaging                     | 3     |
| GD 129     | Page Layout                         | 3     |
| GD 130     | Professional Business Practices     | 3     |
| GD 225ABCD | Digital Illustration                | 3     |
|            | Total Required                      | 30    |
|            | Plus General Education Requirements |       |

### Recommended Electives:

ART 129\*, 141, 150\*; BUS 110; GD 230

\*Offered at Grossmont College

### 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.

## HISTORY (Major Code: 54060)

The History major prepares students to transfer to four-year institutions for continued study in the field of history. This 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 (12) units from any two (2) 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     |
|          |                             | 12    |

### Select six (6) units from the following:

|          |  |   |
|----------|--|---|
| HIST 118 | U.S. History: The Chicano Experience I         | 3 |
| HIST 119 | U.S. History: The Chicano Experience 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 150 | U.S. History: The Asian-American Experience I  | 3 |
| HIST 151 | U.S. History: The Asian-American Experience II | 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 |
|          |  | 6 |

**Foreign Language Requirement:**

Competency (equivalent to that which is normally attained through three consecutive courses of college study) is required in one foreign language as part of the preparation for the major. NOTE: One year of a high school foreign language is equivalent to one semester of a college foreign language. 15

|                                     |    |
|-------------------------------------|----|
| Total Required                      | 33 |
| Plus General Education Requirements |    |

**Recommended Electives:**

ART 140, 141; ENGL 221, 222, 231, 232; GEOG 130; POSC 121, 124, 140; RELG 120, 130

**LIBERAL ARTS** (Major Code: 59303)

**This degree program is not intended to prepare students for entry into the Liberal Studies major at San Diego State University. Students seeking an Elementary Education Degree from SDSU should refer to the Elementary Education Associate Degree.**

The Liberal Arts degree is designed to provide an excellent lower division, undergraduate preparation for pre-law and most Liberal Arts majors planning to transfer to four-year colleges and universities. Students who complete the program will be certified as completing all courses necessary for the lower division general education requirement at the California State University system.

Students are encouraged to refer to the catalog of their selected transfer institution and/or consult with an academic advisor before selecting the various options listed below.

**CAREER OPPORTUNITIES**

- \*Audiology/Speech Pathologist
- †Broker
- †Buyer
- Campaign Worker
- \*Career Counselor
- \*Columnist
- \*Copy Editor
- Customer Service Representative
- Interpreter
- Legislative Assistant
- Loan Officer
- Methods Analyst
- Public Affairs Manager
- \*Reporter
- \*Teacher
- Writer (Children's Books)
  
- \*Bachelor Degree or higher required
- †Bachelor Degree normally recommended

**Associate in Arts Degree Requirements:**

| Course   | Title  | Units |
|--|--|-------|
| <b>1. Composition (minimum 6 units)</b>                  |  |       |
| ENGL 120   | College Composition and Reading                      | 3     |
| ENGL 124   | Advanced Composition: Critical Reasoning and Writing | 3     |
| <b>2. Communication (minimum 3 units)</b>                |  |       |
| COMM 122   | Public Speaking                                      | 3     |
| <b>3. Literature (minimum 3 units)</b>                   |  |       |
| ENGL 122   | Introduction to Literature                           | 3     |
| <b>4. Mathematics (minimum 6 units)</b>                  |  |       |
| MATH 120 or higher (excluding 198, 199, 298, 299)        |  | 6     |
| <b>5. Biological Sciences* (minimum 3 units)</b>         |  |       |
| ANTH 130   | Introduction to Physical Anthropology                | 3     |
| BIO 130  | General Biology I                                    | 3     |
| BIO 131  | General Biology I Laboratory                         | 1     |
| <b>6. Physical Sciences* (minimum 3 units)</b>           |  |       |
| ASTR 110   | Descriptive Astronomy                                | 3     |
| ASTR 112   | General Astronomy Laboratory                         | 1     |
| GEOG 120   | Elements of Physical Geography                       | 3     |
| GEOG 121   | Physical Geography Laboratory                        | 1     |
| GEOG 110   | General Geology                                      | 3     |
| PHYC 110   | Introductory Physics                                 | 4     |
| PSC 110  | Introduction to the Physical Sciences                | 3     |
| <b>7. Mathematics/Science Elective (minimum 3 units)</b> |  |       |
| ANTH 130   | Introduction to Physical Anthropology                | 3     |
| CHEM 115   | Fundamentals of Chemistry                            | 4     |
| CHEM 141   | General Chemistry I                                  | 5     |
| MATH 160 or higher (excluding 198, 199, 298, 299)        |  | 3-5   |
| <b>8. Global Perspective (minimum 3 units)</b>           |  |       |
| ANTH 120   | Cultural Anthropology                                | 3     |
| GEOG 130   | Human and Cultural Geography                         | 3     |
| <b>9. Individual Perspective (minimum 3 units)</b>       |  |       |
| PSY 120  | Introductory Psychology                              | 3     |
| <b>10. U.S. Organization (minimum 3 units)</b>           |  |       |
| HIST 108   | Early American History                               | 3     |
| HIST 109   | Modern American History                              | 3     |
| HIST 118   | U.S. History: The Chicano Experience I               | 3     |
| HIST 119   | U.S. History: The Chicano Experience II              | 3     |
| POSC 121   | Introduction to U.S. Government and Politics         | 3     |
| <b>11. Values and Ethics (minimum 3 units)</b>           |  |       |
| PHIL 110   | A General Introduction to Philosophy                 | 3     |
| PHIL 140   | Problems in Ethics                                   | 3     |
| RELG 120   | World Religions                                      | 3     |
| RELG 130   | Scriptures of World Religions                        | 3     |
| <b>12. Western Civilization (minimum 3 units)</b>        |  |       |
| 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     |
| HIST 105   | Early Western Civilization                           | 3     |
| HIST 106   | Modern Western Civilization                          | 3     |

**13. Art** (minimum 3 units)

|         |                        |   |
|---------|------------------------|---|
| ART 120 | Two-Dimensional Design | 3 |
| ART 124 | Drawing I              | 3 |

**14. Music** (minimum 3 units)

|         |                       |   |
|---------|-----------------------|---|
| MUS 110 | Great Music Listening | 3 |
| MUS 118 | Introduction to Music | 4 |

**15. Language or Elective** (minimum 3 units)

|                             |                              |     |
|-----------------------------|------------------------------|-----|
| HUM 110                     | Principles of the Humanities | 3   |
| HUM 140                     | American Humanities          | 3   |
| HUM 155                     | Mythology                    | 3   |
| Any foreign language course |                              | 3-5 |

**16. Additional Requirements** (minimum 5 units)

|  |                                   |     |
|--|-----------------------------------|-----|
| CIS 110                                | Principles of Information Systems | 4   |
| <b>or</b>                              |                                   |     |
| CIS 105                                | Introduction to Computing         | 3   |
| ES Activity** (minimum of two courses) |                                   | 2-3 |

\*An approved lab course must be included in (5) or (6).

\*\*In order to fulfill a major requirement, all courses, including Exercise Science (ES) activity courses, must be taken for a letter grade. Courses taken for Credit/No Credit will not fulfill major requirements.

**MANAGEMENT** (Major Code: 53047)

The Management 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 a mid-level or higher management position 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 115  | Human Relations in Business                    | 3        |
| BUS 120  | Financial Accounting                           | 4        |
| BUS 125  | Business Law: Legal Environment<br>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 (2) 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 (1) 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  | Family Income Management     | 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 (Major Code: 50035)

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
  - \*Systems Analyst
    - Surveyor
- \*Bachelor Degree or higher required  
 †Bachelor Degree normally recommended

### Associate in Science Degree Requirements:

| <i>Course</i> | <i>Title</i>                   | <i>Units</i> |
|---------------|--------------------------------|--------------|
| MATH 180      | Analytic Geometry and Calculus | 5            |
| MATH 280      | Analytic Geometry and Calculus | 4            |
| MATH 281      | Intermediate Calculus          | 4            |
| MATH 284      | Linear Algebra                 | 3            |
|               |                                | 16           |

### Select one (1) of the following:

|          |                        |   |
|----------|------------------------|---|
| MATH 245 | Discrete Math          | 3 |
| MATH 285 | Differential Equations | 3 |
|          |                        | 3 |

### Select one (1) of the following:

|          |                                     |       |
|----------|-------------------------------------|-------|
| ENGR 120 | Engineering Problem Analysis        | 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     |
|          |                                     | 3-5   |
|          | Total Required                      | 22-24 |
|          | Plus General Education Requirements |       |

### Recommended Electives:

Students planning to transfer to a four-year institution to complete a bachelor's degree in Pure Mathematics, Applied Mathematics, or Statistics should emphasize 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 emphasize in a vocational/professional discipline such as Business, Computer and Information Science, CADD Technology, Electronics Technology, or Environmental Technology.

### 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.

## ORNAMENTAL HORTICULTURE

The Ornamental Horticulture degree program provides for entry level skills, upgrading of existing skills, as well as preparation for further training. Designed for students 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 and other related fields. Emphasis on hands-on experience with student participation in labs. 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 Design  
 Landscape Technician  
 Nursery/Garden Center Manager  
 †Park Planner/Manager  
 Plant Breeder/Propagator  
 Sports Field Manager  
 Turf Manager  
 Water Auditor  
 †Water Conservationist

\*Bachelor Degree or higher required.

†Bachelor Degree normally recommended.

### I. ARBORICULTURE (Major Code: 59515)

#### 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 (11) units from the following:

|          |  |           |
|----------|--|-----------|
| BUS 111  | Entrepreneurship: Starting and Developing a Business | 3         |
| 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         |
| SPAN 120 | Spanish I  | 5         |
|          |  | <u>11</u> |
|          | Total Required                                       | 33.5      |
|          | Plus General Education Requirements                  |           |

\*Student must complete 6 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. FLORISTRY (Major Code: 59505)

This degree program is designed as an emphasis in the ornamental horticulture major for those individuals seeking careers in the floral industry, or 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 on 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 120  | Fundamentals of Ornamental Horticulture | 3        |
| OH 180  | Plant Materials: Annuals and Perennials | 3        |
| OH 240  | Greenhouse Plant Production             | 3        |
| OH 290* | Cooperative Work Experience Education   | 3        |
|         |   | <u>3</u> |
|         |   | 21       |

#### Select one (1) of the following:

|        |                            |          |
|--------|----------------------------|----------|
| OH 118 | Special Occasion Floristry | 3        |
| OH 119 | Wedding Design II          | 3        |
|        |                            | <u>3</u> |

**Select nine (9) units from the following:**

|          |   |    |
|----------|---|----|
| ART 120  | Two-Dimensional Design                                  | 3  |
| ART 124  | Drawing I   | 3  |
| ART 141  | History of Western Art II:<br>1250 A.D. to Present Time | 3  |
| BUS 111  | Entrepreneurship: Starting and<br>Developing a Business | 3  |
| OH 118** | Special Occasion Floristry                              | 3  |
| OH 119** | Wedding Design II                                       | 3  |
| OH 121   | Plant Propagation                                       | 3  |
| OH 140   | Soils   | 3  |
| OH 170   | Plant Materials: Trees and Shrubs                       | 3  |
|          |   | 9  |
|          | Total Required  | 33 |
|          | Plus General Education Requirements                     |    |

\* Student must complete 6 units within the major at Cuyamaca College to be eligible for this course.

\*\* May not be used for credit as both an elective and as required in previous section.

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Floristry. 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 (Major Code: 53016)**

**Associate in Science Degree Requirements:**

| <i>Course</i> | <i>Title</i>                                      | <i>Units</i> |
|---------------|---|--------------|
| BUS 156       | Principles of Management                          | 3            |
| OH 120        | Fundamentals of Ornamental<br>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:<br>Concrete and Masonry   | 3            |
| OH 235        | Principles of Landscape Irrigation                | 4            |
| OH 265        | Golf Course and Sports Turf<br>Management         | 3            |
| OH 276        | Horticultural Equipment Repair<br>and Maintenance | 3            |
| OH 290*       | Cooperative Work Experience<br>Education          | 5            |
|               | Total Required                                    | 36           |
|               | Plus General Education Requirements               |              |

\*Student must complete 6 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 (Major Code: 53011)**

**Associate in Science Degree Requirements:**

| <i>Course</i> | <i>Title</i>  | <i>Units</i> |
|---------------|---|--------------|
| OH 102        | Xeriscape: Water Conservation<br>in the Landscape   | 2            |
| OH 120        | Fundamentals of Ornamental<br>Horticulture          | 3            |
| OH 140        | Soils   | 3            |
| OH 174        | Turf and Ground Cover Management                    | 3            |
| OH 221        | Landscape Construction:<br>Irrigation and Carpentry | 3            |
| OH 235        | Principles of Landscape Irrigation                  | 4            |
| OH 238        | Irrigation System Design                            | 3            |
| OH 290*       | Cooperative Work Experience<br>Education            | 3            |
|               |   | 24           |

**Select nine (9) units from the following:**

|          |  |    |
|----------|--|----|
| ENGR 218 | Plane Surveying                                    | 4  |
| OH 130   | Plant Pest Control                                 | 3  |
| OH 172   | Introduction to Landscape Design                   | 3  |
| OH 200** | Introduction to Computer Aided<br>Landscape Design | 3  |
| OH 225   | Landscape Contracting                              | 3  |
| OH 276   | Horticultural Equipment Repair<br>and Maintenance  | 3  |
| SPAN 120 | Spanish I  | 5  |
|          |  | 9  |
|          | Total Required                                     | 33 |
|          | Plus General Education Requirements                |    |

\*Student must complete 6 units within the major at Cuyamaca College to be eligible for this course.

\*\*Only offered at Southwestern College. Student must enroll and register for this class at Southwestern College.

**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** (Major Code: 59516)**Associate in Science Degree Requirements:**

| <i>Course</i> | <i>Title</i>   | <i>Units</i> |
|---------------|--|--------------|
| BUS 111       | Entrepreneurship: Starting and Developing a Business | 3            |
| OH 170        | Plant Materials: Trees and Shrubs                    | 3            |
| OH 172        | Introduction to Landscape Design                     | 3            |
| OH 173        | Intermediate Landscape Design                        | 3            |
| OH 180        | Plant Materials: Annuals and Perennials              | 3            |
| OH 200**      | Introduction to Computer Aided Landscape Design      | 3            |
| OH 220        | Landscape Construction: Concrete and Masonry         | 3            |
| OH 221        | Landscape Construction: Irrigation and Carpentry     | 3            |
| OH 225        | Landscape Contracting                                | 3            |
| OH 235        | Principles of Landscape Irrigation                   | 4            |
| OH 290*       | Cooperative Work Experience Education                | 3            |
|               | Total Required                                       | 34           |
|               | Plus General Education Requirements                  |              |

\*Student must complete 6 units within the major at Cuyamaca College to be eligible for this course.

\*\*Only offered at Southwestern College. Student must enroll and register for this class at Southwestern College.

**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** (Major Code: 53001)**Associate in Science Degree Requirements:**

| <i>Course</i> | <i>Title</i>                                 | <i>Units</i> |
|---------------|--|--------------|
| 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            |
|               |  | 28           |

**Select five (5) units from the following:**

|          |  |    |
|----------|--|----|
| BUS 111  | Entrepreneurship: Starting and Developing a Business | 3  |
| 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  |
| SPAN 120 | Spanish I  | 5  |
|          |  | 5  |
|          | Total Required                                       | 33 |
|          | Plus General Education Requirements                  |    |

\*Student must complete 6 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** (Major Code: 53002)**Associate in Science Degree Requirements:**

| <i>Course</i> | <i>Title</i>                            | <i>Units</i> |
|---------------|---|--------------|
| 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            |
|               |   | 24           |

**Select nine (9) units from the following:**

|          |  |    |
|----------|--|----|
| BIO 122  | Plant Structures and Functions                       | 4  |
| BUS 111  | Entrepreneurship: Starting and Developing a Business | 3  |
| OH 114   | Floral Design I                                      | 3  |
| OH 172   | Introduction to Landscape Design                     | 3  |
| OH 276   | Horticultural Equipment Repair and Maintenance       | 3  |
| SPAN 120 | Spanish I  | 5  |
|          |  | 9  |
|          | Total Required                                       | 33 |
|          | Plus General Education Requirements                  |    |

\*Student must complete 6 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

(Major Code: 59507)

The legal profession has evolved, like the medical profession, into a profession of specialties. Based on this recent 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.

The Paralegal Studies 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 125      | Business Organization                       | 3     |
| PARA 130      | Legal Research and Writing                  | 3     |
| PARA 250-252* | Internship                                  | 1-3   |
|               |   | 19-21 |

### Select at least six (6) units from the following:

|          |   |       |
|----------|---|-------|
| PARA 120 | Administrative Law                      | 3     |
| PARA 132 | Computer Assisted Legal Research (CALR) | 3     |
| PARA 135 | Bankruptcy Law                          | 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     |
|          |   | 6     |
|          | Total Required                          | 25-27 |
|          | Plus General Education Requirements     |       |

### Recommended Electives:

BUS 128, ENGL 120

\* Not required with proof of previous law office experience. Students must complete 18 units within the major to be eligible for this course.

To fulfill G.E. requirements for the Paralegal Studies degree, select from the following:

### AREA A—LANGUAGE AND RATIONALITY

(Minimum of 6 semester units)

This requirement is met by taking one course from each of the two areas:

#### 1. Written Communication:

ENGL 111, 120

#### 2. Oral Communication and Analytical Thinking:

COMM 120, 122

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)

This requirement is met by taking a course that includes a laboratory (laboratory courses are underlined):

ANTH 130

ASTR 110, 112

BIO 112, 115, 122, 126, 130, 131, 210, 220, 221

CHEM 115, 116, 120, 141

GEOG 120, 121

GEOL 110

PHYC 110, 120, 121, 130, 131, 190, 200, 210

**AREA C–HUMANITIES**

(Minimum of 3 semester units)

This requirement is met by taking one of the following courses:

ARAM 120, 121, 220  
 ARBC 120, 121, 220, 221, 250, 251  
 ART 100, 120, 140, 141, 144, 145  
 ASL 120  
 COMM 124  
 ENGL 122, 201, 202, 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  
 MUS 110, 111, 115, 116  
 PHIL 110, 115, 117, 140, 160  
 RELG 100, 120, 130, 140, 150, 200, 210, 215  
 SPAN 120, 120A & 120B\*, 121, 141, 145, 220, 221,  
 250, 251  
 THTR 110

**AREA D–SOCIAL AND BEHAVIORAL SCIENCES**

(Minimum of 3 semester units)

This requirement is met by taking one of the following courses:

ANTH 120  
 CD 125  
 ECON 110, 120, 121  
 GEOG 130  
 HED 110  
 HIST 108, 109, 114, 115, 118, 119, 122, 123, 124,  
 130, 131, 150, 151, 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)

This requirement is met by selecting two additional courses. The two courses must come 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 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 111 with a grade of "C" or better, or a grade of "CR\*\*".
  - B. Completion of MATH 103 or a higher numbered mathematics class with a grade of "C" or better, or a grade of "CR\*\*" or completion of MDTP assessment placing into a class higher than MATH 103 or 110.
3. Two activity courses in Exercise Science. These courses are marked with an asterisk in the "Course Descriptions" section.
4. Achievement of a "C" average (2.0 GPA) in all college work counted toward degree requirements.
5. A maximum of 12 "CR" 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 "CR" (Credit) represents a "C" grade or better.

For more information regarding degree requirements, see "Transfer" section.

## PHYSICAL SCIENCE (Major Code: 59508)

The physical science curriculum is designed to give students working toward a bachelor's degree a well-balanced, lower division program. Emphasizes fundamental concepts and problem solving. The degree requirements are typical of what other four-year colleges and universities require, and satisfy the requirements of San Diego State University.

### CAREER OPPORTUNITIES

The physical science major trains students for a wide variety of diverse professions such as teaching science, technical administration in industry and government, legal work with patents, scientific librarianship and scientific journalism.

- \*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    | 5     |
| MATH 280 | Analytical Geometry and Calculus    | 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 (Major Code: 59509)

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. Emphasizes fundamental concepts and problem solving. The degree requirements are typical of what other four-year colleges and universities require, and satisfy the requirements of San Diego State University.

### 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    | 5     |
| MATH 280 | Analytical Geometry and Calculus    | 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 (Major Code: 50043)

This degree program is designed to prepare students for employment in real estate or related fields. Also meets the educational requirements for the California Real Estate Broker's License and helps prepare both the salesperson and the broker for the state examination.

#### 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

†Bachelor Degree normally recommended

#### 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 (3) of the following including one Accounting or Economics course:

|  |                                 |             |
|--|---------------------------------|-------------|
| BUS 110                                    | Introduction to Business        | 3           |
| BUS 120                                    | Financial Accounting            | 4           |
| ECON 120                                   | Principles of Macroeconomics    | 3           |
| RE 201                                     | Real Estate Property Management | 3           |
| RE 250                                     | Real Estate Internship          | 3           |
| RE 294                                     | Advanced Real Estate Appraisal  | 3           |
| Elective* (select one elective from below) |                                 | 3           |
|  |                                 | <u>9-10</u> |

#### \*Electives:

|         |   |       |
|---------|---|-------|
| BUS 125 | Business Law: Legal Environment of Business | 3     |
| RE 125  | Escrow Procedures I                         | 3     |
| RE 197  | Real Estate Economics                       | 3     |
| RE 198  | Real Estate Office Administration           | 3     |
| RE 202  | Business Opportunities Sales                | 3     |
| RE 230  | Commercial Real Estate                      | 3     |
|         | Total Required                              | 24-25 |
|         | Plus General Education Requirements         |       |

#### 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         |
|        | Electives* (select two electives from previous column) | 6         |
|        | Total Required   | <u>24</u> |

### II. ESCROW (Major Code: 50045)

#### 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 (2) 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 198   | Real Estate Office Administration           | 3          |
| RE 201   | Real Estate Property Management             | 3          |
| RE 202   | Business Opportunities Sales                | 3          |
|          |   | <u>6-8</u> |
|          | Total Required                              | 24-26      |

#### 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.



## SPANISH (Major Code: 54049)

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, students should consult 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 | 3     |
| SPAN 251   | Conversational Spanish | 3     |
|            |                        | 26    |

### Select one (1) of the following:

|          |   |    |
|----------|---|----|
| HIST 118 | U.S. History: The Chicano Experience I  | 3  |
| HIST 119 | U.S. History: The Chicano Experience II | 3  |
| SPAN 141 | Spanish and Latin American Cultures     | 3  |
| SPAN 145 | Hispanic Civilizations                  | 3  |
|          |   | 3  |
|          | 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 (Major Code: 53091)

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 127      | Survey Drafting Technology  | 3     |
| ENGR/CADD 115 | Engineering Graphics I  | 3     |
| ENGR 218      | Plane Surveying   | 4     |
| ENGR 240      | Advanced Surveying  | 4     |
| MATH 110      | Intermediate Algebra for Business, Mathematics, Science and Engineering | 5     |
| MATH 170      | Analytic Trigonometry   | 3     |
| PHYC 110      | Introductory Physics  | 4     |
|               | Total Required  | 26    |
|               | 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 TRANSFER STUDIES

This degree is designed for students who plan to transfer to the California State University or the University of California. To receive the University Studies Transfer Associate Degree, a student must complete ONE of four General Education transfer patterns: the CSU General Education Breadth, the Intersegmental General Education Transfer Curriculum (IGETC) for CSU or UC, **or** the Transfer Admission Guarantee (TAG) requirements for the University of California, San Diego. Although the degree recognizes the completion of lower division general education requirements, it does not guarantee admission to a four-year institution. Some majors and schools require a higher GPA than is necessary for the Associate Degree.

### I. CSU General Education Breadth (Major Code: 58501)

To meet requirements of the CSU General Education Breadth program, students must:

1. Complete CSU General Education Breadth for Certification pattern (see Transfer Information and Degree Requirements).
2. Earn a grade of "C" or better (or CR) in 30 semester units of general education to include all courses in Area A and the Mathematical/Quantitative Reasoning course in Area B.
3. Complete a minimum of 60 degree applicable CSU transferable semester units.
4. Earn a cumulative GPA of 2.0 in all college coursework completed.
5. Meet Cuyamaca College residency requirements for graduation (see Admission Information).

### II. Intersegmental General Education Transfer Curriculum (IGETC) for CSU (Major Code: 58502)

To meet requirements of the IGETC for CSU program, students must:

1. Complete the IGETC Certification pattern (see Transfer Information and Degree Requirements).
2. Earn a grade "C" or better (or CR) in all IGETC courses.
3. Complete a minimum of 60 degree applicable CSU transferable semester units.
4. Earn a cumulative GPA of 2.0 in all college coursework completed.
5. Meet Cuyamaca College residency requirements for graduation (see Admission Information).

### III. Intersegmental General Education Transfer Curriculum (IGETC) for UC (Major Code: 58503)

To meet requirements of the IGETC for UC program, students must:

1. Complete the IGETC Certification pattern (see Transfer Information and Degree Requirements).
2. Earn a grade of "C" or better (or CR) in all IGETC courses.
3. Complete a minimum of 60 degree applicable UC transferable semester units.
4. Earn a cumulative GPA of 2.0 in all college coursework completed.
5. Meet Cuyamaca College residency requirements for graduation (see Admission Information).

### IV. Transfer Admission Guarantee (TAG) Requirements for the University of California, San Diego (Major Code: 58504)

To meet requirements of the UCSD TAG program, students must:

1. Complete the TAG core requirements (see Transfer Information and Degree Requirements).
2. Complete a minimum of 60 degree applicable UC transferable semester units.
3. Meet minimum grade standards of the UCSD TAG agreement.
4. Meet Cuyamaca College residency requirements for graduation (see Admission Information).

It is **STRONGLY** recommended that lower division preparation for the major be completed at the community college prior to transfer and be incorporated into the 60 unit degree plan. Please meet with a counselor to determine lower division major preparation since requirements change and can be complex.

## 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.

### I. WATER TREATMENT PLANT OPERATORS

(Major Code: 51060)

#### 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 | Basic 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     |
|          |  | 21    |

#### Select one (1) 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 290 | Cooperative Work Experience                  | 3 |
|          |  | 3 |

#### Select two (2) of the following:

|          |   |       |
|----------|---|-------|
| ENVT 100 | Introduction to Environmental and Occupational Safety and Health (OSH) Technology | 4     |
| ENVT 110 | Pollution Prevention  | 3     |
| ENVT 150 | Hazardous Waste Management Applications   | 4     |
| WWTR 280 | Backflow Tester Training  | 2     |
| WWTR 282 | Cross Connection Control Specialist   | 3     |
|          |   | 5-8   |
|          | 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 Operators. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### II. WASTEWATER TREATMENT OPERATOR

(Major Code: 51061)

#### 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 | Basic 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     |
|          |  | 21    |

#### Select one (1) 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 290 | Cooperative Work Experience             | 3 |
|          |   | 3 |

#### Select two (2) of the following:

|          |   |       |
|----------|---|-------|
| ENVT 100 | Introduction to Environmental and Occupational Safety and Health (OSH) Technology | 4     |
| ENVT 110 | Pollution Prevention  | 3     |
| ENVT 150 | Hazardous Waste Management Applications   | 4     |
| WWTR 280 | Backflow Tester Training  | 2     |
| WWTR 282 | Cross Connection Control Specialist   | 3     |
|          |   | 5-8   |
|          | 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.

**III. DISTRIBUTION/COLLECTION SYSTEMS**

(Major Code: 51062)

**Associate in Science Degree Requirements:**

| <i>Course</i> | <i>Title</i>  | <i>Units</i> |
|---------------|---|--------------|
| WWTR 101      | Fundamentals of Water/Wastewater<br>Technology              | 3            |
| WWTR 102      | Calculations in Water/Wastewater<br>Technology              | 3            |
| WWTR 104      | Basic Hydraulics  | 3            |
| WWTR 106      | Introduction to Electrical and<br>Instrumentation Processes | 3            |
| WWTR 130      | Water Distribution Systems                                  | 3            |
| WWTR 132      | Wastewater Collection Systems                               | 3            |
| WWTR 134      | Mechanical Maintenance                                      | 3            |
| WWTR 265      | Water Distribution Systems II                               | 3            |
|               |   | 24           |

**Select two (2) of the following:**

|          |   |       |
|----------|---|-------|
| ENVT 100 | Introduction to Environmental and<br>Occupational Safety and Health<br>(OSH) Technology | 4     |
| ENVT 110 | Pollution Prevention  | 3     |
| ENVT 150 | Hazardous Waste Management<br>Applications  | 4     |
| WWTR 280 | Backflow Tester Training  | 2     |
| WWTR 282 | Cross Connection Control Specialist   | 3     |
| WWTR 290 | Cooperative Work Experience   | 3     |
|          |   | 5-8   |
|          | Total Required  | 29-32 |
|          | Plus General Education Requirements   |       |

**Certificate of Achievement**

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





CUYAMACA COLLEGE, *Your Best Choice...*

*Endless Possibilities*



**BILLY RODIL**

"I enrolled at Cuyamaca College for higher education opportunities. Cuyamaca is a stepping stone in obtaining a better career and goal."

**ERICK J. BROWN**

"Cuyamaca College is so close to home and provides an outstanding learning environment where the instructors acknowledge students' needs and provide opportunities for the student to succeed."



**courses = descriptions**

## EXPLANATION OF ABBREVIATIONS AND COURSE NOTES

Courses which meet the requirements for General Education for the Associate Degree, CSU Certification and the Intersegmental General Education Transfer Curriculum (IGETC) are identified after each course description. The California Articulation Number (CAN) is included below the course title. 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.

|                        |   |
|------------------------|---|
| <b>AA/AS GE</b>        | = Meets general education for the Associate degree.   |
| <b>CSU</b>             | = Transfers to the CSU for at least elective credit.  |
| <b>CSU GE</b>          | = Meets general education requirements for the California State University system.  |
| <b>IGETC</b>           | = Meets Intersegmental General Education Transfer Curriculum requirements.  |
| <b>UC</b>              | = Course is transferable to the University of California campuses.  |
| <b>UC credit limit</b> | = Limits the total amount of credit awarded for a series or sequence of courses in the same discipline.   |
| <b>CAN</b>             | = Identifies many transferable, lower division, preparation courses commonly taught on California college and university campuses. Verify the status of all CAN # courses with the Counseling Center. |

## ACCOUNTING

### BUSINESS (ACCOUNTING) COURSES

#### 109 ELEMENTARY ACCOUNTING 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

One-semester 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. (*May not be substituted for BUS 120, where required. Not open to students with credit in BUS 120.*)

**CSU**

#### 120 FINANCIAL ACCOUNTING 4 UNITS

**(CAN BUS SEQ A = BUS 120+121)**

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. Views accounting as an information-generating system that communicates financial data to support end users in their economic decision-making. Includes the theory and concepts of accounting, as well as their application to the recording of financial information for the three types of business organizations: sole proprietorship, partnership and corporation. Emphasis on the corporate form of organization.

**UC, CSU**

#### 121 MANAGERIAL ACCOUNTING 4 UNITS

**(CAN BUS 4; CAN BUS SEQ A = BUS 120+121)**

Prerequisite: BUS 120 with a grade of "C" or "CR" or better or equivalent  
 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. Includes the theory and concepts of cost accounting, use of financial and accounting information for planning, budgeting and control of operations, and methods and analysis to assist managerial accountants in decision-making activities.

**UC, CSU**

- 122 INTERMEDIATE ACCOUNTING 4 UNITS**  
 Prerequisite: BUS 120  
 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  
 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, responsibilities of the auditor, and procedures for verification of financial statements including EDP statements.  
**CSU**
- 129 PAYROLL ACCOUNTING AND BUSINESS TAXES 2 UNITS**  
 Prerequisite: BUS 120  
 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**
- 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 the solving of specific problems related to the filing of the Federal Form 1040.  
**CSU**
- 151 CORPORATE INCOME TAX ACCOUNTING 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Introduces students to federal taxation and focuses on tax law as applied to the non-individual tax entity. Includes an overview of the income tax environment. Topics include corporations, regular and "S," partnerships, estate and trust taxation, non-profit organization and family tax planning, and the solving of specific problems related to the filing of Federal Forms 1120, 1120S, 1065, 1041, 709, 706.  
**CSU**
- 162 ANALYSIS OF FINANCIAL STATEMENTS 3 UNITS**  
 Prerequisite: BUS 120  
 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: BUS 120  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 3 hours laboratory  
 Beginning course consisting of hands-on use of accounting software packages used on microcomputers. Especially beneficial to students, teachers and professionals who are using, or plan to use, microcomputers in a business environment.  
**CSU**



## AMERICAN SIGN LANGUAGE

### 120 AMERICAN SIGN LANGUAGE I 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Introduction to American Sign Language 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.

**UC, CSU, AA/AS GE, CSU GE, IGETC**

### 121 AMERICAN SIGN LANGUAGE II 3 UNITS

Prerequisite: ASL 120 or equivalent  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Provides an opportunity for students to progress and enhance their ability to communicate in American Sign Language. Students will also expand their knowledge of the deaf community, culture and history.

**UC, CSU, IGETC, CSU GE**

### 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.

**CSU**

### 220 AMERICAN SIGN LANGUAGE III 3 UNITS

Prerequisite: ASL 121 or equivalent  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Provides an opportunity for students to greatly improve their ability to communicate in American Sign Language by studying the nuances and intricacies of the language. Students will also enhance their awareness of the deaf community, culture and history.

**UC, CSU, IGETC**

### 298 SELECTED TOPICS IN AMERICAN SIGN LANGUAGE 1-3 UNITS

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

### 299 SELECTED TOPICS IN AMERICAN SIGN LANGUAGE 1-3 UNITS

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 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 (CAN ANTH 4)

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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

## 130 INTRODUCTION TO PHYSICAL ANTHROPOLOGY 3 UNITS (CAN ANTH 2)

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 discussion of explanation of fossils; present day variability among human populations.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

## 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. **Offered as Credit/No Credit only. Non-associate 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

Introductory course 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 will be 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.

**UC, AA/AS GE, CSU, CSU GE, IGETC**

## 121 ARABIC II 5 UNITS

Prerequisite: ARBC 120 with a grade of "C" or "CR" or better or two years of high school Arabic or equivalent  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture

Continuation of ARBC 120. 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.

**UC, AA/AS GE, CSU, CSU GE, IGETC**

## 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 with a grade of "C" or "CR" or better or three years of high school Arabic or equivalent  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture

Continuation of ARBC 121. 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.

**UC, AA/AS GE, CSU, CSU GE, IGETC**

## 221 ARABIC IV 5 UNITS

Prerequisite: ARBC 220 with a grade of "C" or "CR" or better or four years of high school Arabic or equivalent

Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture

Continuation of ARBC 220. Continues to develop oral, reading, writing and listening skills in order to improve proficiency in Arabic.

**UC, AA/AS GE, CSU, CSU GE, IGETC**

## 250 CONVERSATIONAL ARABIC I 3 UNITS

Prerequisite: ARBC 121 or three years of high school Arabic or equivalent

Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Continues to develop oral, reading, writing and listening skills, but with an emphasis in oral proficiency.

**UC, AA/AS GE, CSU, CSU GE**

## 251 CONVERSATIONAL ARABIC II 3 UNITS

Prerequisite: ARBC 250 or four years of high school Arabic or equivalent

Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Continues to develop oral, reading, writing and listening skills, but with an emphasis in oral proficiency.

**UC, AA/AS GE, CSU, CSU GE**

## 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. **Offered as Credit/No Credit only. Non-associate 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.

**UC, CSU, AA/AS GE, CSU GE**

## 121 ARAMAIC II 5 UNITS

Prerequisite: ARAM 120  
 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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

## 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.

**CSU**

## 220 ARAMAIC III 5 UNITS

Prerequisite: ARAM 121  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture

Helps students to further their knowledge of classical-modern Aramaic grammar. Primary emphasis 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).

**UC, CSU, AA/AS GE, CSU GE**

## 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. **Offered as Credit/No Credit only. Non-associate 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 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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

## 120 TWO-DIMENSIONAL DESIGN 3 UNITS

**(CAN ART 14)**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 4 hours laboratory

Develops an understanding of how humans communicate with the visual language. Provides the concepts and vocabulary necessary to analyze and build designs that emphasize unity or diversity and teaches how to make and use patterns, gradients, balance, proportions, focal points, eye movements, major divisions, formats, subtractive color mixing and color harmony. This course is important for anyone who designs with an aesthetic component, i.e., drawing, painting, photography, film, video, theater, illustration, graphic design, cartooning, animation, architecture, sculpture, ceramics, jewelry design, crafts, engineering, interior design, landscape design, flower arranging, etc.

**UC, CSU, AA/AS GE, CSU GE**

## 121 PAINTING I 3 UNITS

**(CAN ART 10)**  
 Prerequisite: ART 120  
 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.

**UC, CSU**

## 124 DRAWING I 3 UNITS

**(CAN ART 8)**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 4 hours laboratory

Forms the physical and intellectual skills necessary to think visually. Develops an understanding of the fundamental drawing tools and techniques used by old and new master artists alike. Line and shape making strategies will be explored through a variety of right and left brain techniques. The use of scientific perspective, modeling and texture will be integrated into the drawing process. This course is important for anyone who must think and organize visually, i.e. drawing, painting, photography, film, video, theater, illustration, graphic design, cartooning, animation, architecture, sculpture, ceramics, jewelry design, crafts, interior design, landscape design, etc.

**UC, CSU, AA/AS GE, CSU GE**

## 125 DRAWING II 3 UNITS

Prerequisite: ART 124  
 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.

**UC, CSU**

## 129 THREE-DIMENSIONAL DESIGN 3 UNITS

**(CAN ART 16)**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 4 hours laboratory

Introduction to the basic formal principles of relief and round sculpture. Students will learn to control form, shape, line, texture, light and color in a variety of techniques and mediums.

**UC, AA/AS GE, CSU GE**

## 135 WATERCOLOR I 3 UNITS

Prerequisite: ART 124  
 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.

**UC, CSU**

- 140 HISTORY OF WESTERN ART I: PREHISTORIC TO 1250 A.D. 3 UNITS**  
(CAN ART 2; CAN ART SEQ A = ART 140+141)  
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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 141 HISTORY OF WESTERN ART II: 1250 A.D. TO PRESENT TIME 3 UNITS**  
(CAN ART 4; CAN ART SEQ A = ART 140+141)  
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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 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. Experience the landmark sites around the world via film and slide projections, independent studies and field trips.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 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.
- 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  
Corequisite: None  
Recommended Preparation: None  
2 hours lecture, 4 hours laboratory  
Continuation of Painting I with emphasis on creative problem-solving skills. Student will develop a personal style of expression.  
**UC, CSU**
- 221 PAINTING III 3 UNITS**  
Prerequisite: ART 220  
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.  
**UC, CSU**
- 222 PAINTING IV 3 UNITS**  
Prerequisite: ART 221  
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  
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. Gives students the opportunity to draw different subject matters including but not limited to animals, plants, still life, landscapes, seascapes, cityscapes, etc. Emphasis on making effective compositions with good craft.  
**UC, CSU**

- 230 FIGURE DRAWING I** **3 UNITS**  
**(CAN ART 24)**  
 Prerequisite: ART 124  
 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 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.  
**UC, CSU**
- 231 FIGURE DRAWING II** **3 UNITS**  
 Prerequisite: ART 230  
 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.  
**UC, CSU**
- 232 FIGURE DRAWING III** **3 UNITS**  
 Prerequisite: ART 231  
 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.  
**UC, CSU**
- 233 FIGURE DRAWING IV** **3 UNITS**  
 Prerequisite: ART 232  
 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  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 4 hours laboratory  
 Continuation of Watercolor I techniques with emphasis on creative problem solving and aesthetic compositions.  
**UC, CSU**
- 236 WATERCOLOR III** **3 UNITS**  
 Prerequisite: ART 235  
 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.  
**UC, CSU**
- 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. **Offered as Credit/No Credit only. Non-associate 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 on the vocabulary of astronomy and the current understanding of our solar system, stellar evolution, our galaxy, and the structure of the universe.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 112 GENERAL ASTRONOMY LABORATORY 1 UNIT

Prerequisite: ASTR 110 or concurrent enrollment  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours laboratory

Planet, stellar and lunar studies; acquaintance with constellations and astronomical coordinates; use of astronomical instruments.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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. **Offered as Credit/No Credit only.**

**Non-associate 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 1.5 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1.5 hours lecture

Advanced 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 AUTOMOTIVE TUNE-UP AND DIAGNOSIS 5 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 6 hours laboratory  
 In-depth course beginning with a review of basic engine systems followed by a detailed study of tune-up procedures utilizing state of the art equipment. Emphasis on practical experience in actual repairs under simulated shop conditions. Preparation for ASE 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 additional study of licensing laws and regulations required for smog license. Each student is expected to take the State of California smog test for qualified test and repair mechanics. Approved by the State of California (120-hour Clean Air Car Course) to prepare the student for taking the Bureau of Automotive Repair's Licensed Smog Check Mechanic Certification test. Includes an introduction to testing and repairing computerized engine controls.  
**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. Preparation for State of California Lamp Adjusters License and ASE Certification.  
**CSU**
- 123 COMPUTERIZED ENGINE CONTROLS 5 UNITS**  
 Prerequisite: AUTO 120 or 3 years tune-up work experience or equivalent  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 6 hours laboratory  
 In-depth study of the use of computers for the control of various engine functions. Topics include: input and output devices, basic computer operation, closed loop fuel control, computer-assisted spark advance, computer-assisted carburetion, computer-controlled fuel injection, scan tool diagnostics, digital lab scope diagnostics, distributorless ignition systems, OBDII diagnostic.  
**CSU**
- 124 ENGINE DRIVABILITY LABORATORY 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 9 hours laboratory  
 Intensive, advanced electronic engine control lab course with emphasis on diagnosis of automotive computer systems utilizing state of the art test equipment.  
**CSU**
- 125 ADVANCED AUTO TUNE-UP AND DIAGNOSIS 5 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 6 hours laboratory  
 Advanced course in tune-up and diagnosis designed to develop greater student performance under simulated industry conditions. Preparation for ASE Certification.  
**CSU**
- 127 ADVANCED AUTOMOTIVE ELECTRICAL SYSTEMS 5 UNITS**  
 Prerequisite: AUTO 122  
 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. Preparation for ASE Certification.
- 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. Antilock brake systems. Preparation for State of California Official Brake Adjusters License and ASE Certification.  
**CSU**
- 135 ADVANCED BRAKES 5 UNITS**  
Prerequisite: None  
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. Preparation for State of California Official Brake Adjusters License and ASE 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. Preparation for ASE Certification.  
**CSU**
- 145 ADVANCED FOUR WHEEL ALIGNMENT 5 UNITS**  
Prerequisite: None  
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. Preparation for ASE 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.  
**CSU**
- 155 ADVANCED DRIVE TRAIN SYSTEMS 4 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
2.5 hours lecture, 4.5 hours laboratory  
Advanced course in power drive systems emphasizing diagnosis. Designed to develop greater student performance under simulated industry conditions. Preparation for ASE 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. Preparation for ASE Certification and EPA-approved CFC Technician Certification.  
**CSU**
- 165 ADVANCED AIR CONDITIONING AND HEATING SYSTEMS 3 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
2 hours lecture, 3 hours laboratory  
Advanced course in automotive environmental control systems emphasizing diagnosis. Designed to develop greater student performance under simulated industry conditions. Preparation for ASE 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 on practical experience through actual shop training. Students are required to provide an auto engine for overhaul. Preparation for ASE Certification.  
**CSU**
- 175 ADVANCED ENGINE OVERHAUL 5 UNITS**  
Prerequisite: None  
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. Preparation for ASE Certification.  
**CSU**

- 176 ENGINE MACHINING 5 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 6 hours laboratory  
 Third course in the engine repair sequence. Student 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 the student for working as a service advisor for a large garage, such as a dealership. Covers service procedures, customer relations, repair orders and warranty policies. (Student must be prepared to visit a dealership to observe service advisors at work during normal working hours for approximately 4 hours.)  
**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 is performed by instructor in discussion with appropriate supervisor at place of employment. Allows students to 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 – POWER TRAIN 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 hydraulic power transmission and control systems used in automatic transmissions, and 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 Certification. Complemented by required 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**
- 194 ASSET – TUNE-UP AND EMISSIONS 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 tune-up and emission systems, beginning with a review of basic engine systems followed by a detailed study of tune-up and emission system diagnostic and repair procedures utilizing state of the art equipment. Includes the State of California Bureau of Automotive “120 Hour Clean Air Car Course,” which fulfills requirements to enable students to take the State of California test for smog technicians. Preparation for ASE Certification. Complemented by required work experience in the dealership.  
**CSU**

**195 ASSET – ELECTRONIC ENGINE CONTROLS 4.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture, 4.5 hours laboratory

Ford ASSET course to include an in-depth study of electronic engine controls on modern automobiles. Emphasis 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.

**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 3 UNITS**

Prerequisite: Admission to the ASSET program

Corequisite: None

Recommended Preparation: None

225 hours paid work experience

Ford ASSET work experience. Students will be placed with sponsoring dealer at start of training program. This course is based on paid work experience at the sponsoring dealership. Assessment of student is 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. Allows students to further develop skills attained in classroom setting. *Must be repeated 5 times for a total of 15 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: AUTO 200

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. Coverage of accessory systems such as lighting, power seats, power door locks, cruise controls, electric windows, electronic dashboards, radios, windshield wipers, etc. Preparation for ASE and GM certification. Complemented by required work experience in a dealership.

**CSU****202 ASEP – BRAKES AND ALIGNMENT 7 UNITS**

Prerequisite: AUTO 200

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. Complemented by required work experience in a dealership.

**CSU**

- 203 ASEP – ENGINE REPAIR 4.5 UNITS**  
 Prerequisite: AUTO 200  
 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. Complemented by required work experience in a dealership.  
**CSU**
- 204 ASEP – POWER TRAIN 7 UNITS**  
 Prerequisite: AUTO 200  
 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. Complemented by required work experience in a dealership.  
**CSU**
- 205 ASEP – ENGINE PERFORMANCE AND AIR CONDITIONING 7 UNITS**  
 Prerequisite: AUTO 200  
 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 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. Complemented by required work experience in a dealership.  
**CSU**
- 206 ASEP – WORK EXPERIENCE 1-4 UNITS**  
 Prerequisite: AUTO 200  
 Corequisite: None  
 Recommended Preparation: None  
 75 hours paid work experience per unit  
 General Motors ASEP work experience. Students will be placed with sponsoring dealer at start of 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. Allows students to further develop skills attained in the classroom setting. *Must be repeated for a total of 15 units.*  
**CSU**
- 298 SELECTED TOPICS IN AUTOMOTIVE TECHNOLOGY 1-7 UNITS**  
 Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-21 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**
- 299 SELECTED TOPICS IN AUTOMOTIVE TECHNOLOGY 1-7 UNITS**  
 Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-21 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

Study of renewable and nonrenewable resources (water, air, energy, plants, animals) and their importance, inter-relationships and proper management if people and other organisms are to have an environment acceptable for survival.

**UC, CSU, AA/AS GE, CSU GE**

### 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.

**CSU, AA/AS GE, 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 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.

**CSU, AA/AS GE, 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

**UC, CSU, AA/AS GE**

### 130 GENERAL BIOLOGY I 3 UNITS

(CAN BIOL 2 = BIO 130+131)

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.*

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

### 131 GENERAL BIOLOGY I LABORATORY 1 UNIT

(CAN BIOL 2 = BIO 130+131)

Prerequisite: BIO 130 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.*

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

### 141 HUMAN PHYSIOLOGY 3 UNITS

Prerequisite: BIO 130, 131  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Study of the function and interrelationships of the nervous, endocrine, muscular, circulatory, respiratory, digestive, exocrine and reproductive systems of the human body. Emphasizes the homeostatic nature of these systems with some reference to human disease states.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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: None  
 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  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 215 STATISTICS FOR LIFE SCIENCES 3 UNITS**  
 Prerequisite: MATH 110 or equivalent and BIO 130 or equivalent  
 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.  
**UC, CSU, IGETC, CSU GE**
- 220 PRINCIPLES OF MOLECULAR, CELLULAR AND EVOLUTIONARY BIOLOGY 3 UNITS**  
 Prerequisite: CHEM 141 or equivalent  
 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 (BIO 210 is not a prerequisite for this course).  
**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**
- 221 PRINCIPLES OF MOLECULAR, CELLULAR AND EVOLUTIONARY BIOLOGY LABORATORY 1 UNIT**  
 Prerequisite: CHEM 141 or equivalent  
 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 conduct laboratory exercises which involve observations, demonstrations, experiments, data analyses, computer laboratory simulations and written reports.  
**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**
- 298 SELECTED TOPICS IN BIOLOGY 1-4 UNITS**  
 Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**
- 299 SELECTED TOPICS IN BIOLOGY 1-4 UNITS**  
 Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-12 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

### 105 CALL CENTER SYSTEMS AND PROCEDURES 2 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 1 hour laboratory

Introduces students to general customer service procedures along with the basic skills required to become employed as a Call Center Representative. In addition, students will practice typing at least 25 wpm with 90% accuracy. Topics include telephone procedures, greeting customers, handling difficult customers, effective communication, finding solutions and time management, and formatting basic business documents using Microsoft Word. Utilizes computer simulation software to replicate a customer service environment. Includes attendance guidelines, basic email skills and etiquette. Students will also learn elementary database skills using Microsoft Access.

### 106 PROVIDING QUALITY SERVICE 2 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture

Provides an overview of the major components of providing quality client service in government, business and non-profit sectors. Topics include developing client profiles, setting quality service objectives, and acquiring a customer service perspective. Case studies and role playing situations will be experienced.

### 109 ELEMENTARY ACCOUNTING 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

One-semester 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. *(May not be substituted for BUS 120 where required. 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**

### 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 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. Also examines the relationship between sales and marketing and how they function together in the small business environment.

**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 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 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**  
*(CAN BUS 2; CAN BUS SEQ A = BUS 120+121)*

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. Views accounting as an information-generating system that communicates financial data to support end users in their economic decision-making. Includes the theory and concepts of accounting, as well as their application to the recording of financial information for the three types of business organizations: sole proprietorship, partnership and corporation. Emphasis on the corporate form of organization.

**UC, CSU**

**121 MANAGERIAL ACCOUNTING 4 UNITS**  
*(CAN BUS 4; CAN BUS SEQ A = BUS 120+121)*

Prerequisite: BUS 120 with a grade of "C" or "CR" or better or equivalent  
 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. Includes the theory and concepts of cost accounting, use of financial and accounting information for planning, budgeting and control of operations, and methods and analysis to assist managerial accountants in decision-making activities.

**UC, CSU**

**122 INTERMEDIATE ACCOUNTING 4 UNITS**

Prerequisite: BUS 120  
 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.

**UC, CSU**

**124 AUDITING 3 UNITS**

Prerequisite: BUS 120  
 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**

*(CAN BUS 12)*  
 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 business to prevent market failures.

**UC, CSU**

**128 BUSINESS COMMUNICATION 3 UNITS**

Prerequisite: ENGL 111 or ESL 106  
 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 emphasis on the writing of clear, concise and persuasive letters, memos and reports. Note: All assignments must be typed.

**CSU**

**129 PAYROLL ACCOUNTING AND BUSINESS TAXES 2 UNITS**

Prerequisite: BUS 120  
 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. Examines 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**
- 151 CORPORATE INCOME TAX ACCOUNTING 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Introduces students to federal taxation and focuses on tax law as applied to the non-individual tax entity. Includes an overview of the income tax environment. Topics include corporations, regular and "S," partnerships, estate and trust taxation, non-profit organization and family tax planning, and the solving of specific problems related to the filing of Federal Forms 1120, 1120S, 1065, 1041, 709, 706.  
**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**

**159 MANAGEMENT INTERNSHIP 3 UNITS****ABCD**

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

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 FAMILY INCOME MANAGEMENT 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Management of personal income and expenditures for the individual and the family throughout the life cycle, through awareness of values, goals and the decision-making process. Advertising, consumer protection, purchasing skills and consumer laws will be covered as they apply to use of credit, housing, risk protection, health care, food, clothing and transportation. Money management and financial planning will include budgeting, institutional savings and checking services, investments, taxes and estate planning. The impact of inflation, business cycle and other current issues will be included.

**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.

**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. **Offered as Credit/No Credit only. Non-associate 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. **Offered as Credit/No Credit only.**

### 096 COMPUTER BASICS FOR THE OFFICE 1 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 100 or equivalent and assessment recommendation for ESL 106

.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. **Offered as Credit/No Credit only.**

### 097 WINDOWS BASICS FOR THE OFFICE 1 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 100 or equivalent, BOT 096 or concurrent enrollment or equivalent, and ESL 106 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. **Offered as Credit/No Credit only.**

### 100 BASIC KEYBOARDING 1 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours laboratory

Beginning keyboarding techniques for students who wish to use keyboarding skills for inputting information on computers. 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 the 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 with a grade of "C" or "CR" or better or equivalent; ESL 106 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 102 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 and ESL 106 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**

### 102 INTERMEDIATE KEYBOARDING/DOCUMENT PROCESSING

**3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 101AB or equivalent

1.5 hours lecture, 4.5 hours laboratory

Continuation course in keyboarding for students who want to increase their keyboarding skill. Students will continue to use Microsoft Word to produce correctly formatted documents. Begins with intermediate MS Word functions, therefore students entering this course should be proficient in using basic Word features and be able to key a minimum of 30 net words per minute on a 5-minute timed writing.

**CSU**

### 103A BUILDING KEYBOARDING SKILL I .5 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: BOT 100 or equivalent

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. Students 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

1.5 hours laboratory

Continuation course 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. Students 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

1.5 hours laboratory

Continuation course 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. Students keying at a lower rate should enroll in BOT 103B.

**CSU****104 FILING AND RECORDS MANAGEMENT 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: ESL 103 with a grade of "C" or "CR" or better or assessment recommendation for ESL 106

.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 microcomputer software package to learn basic filing rules.

**CSU****105 DATA ENTRY SKILLS 1 UNIT**

Prerequisite: BOT 100 with a grade of "C" or "CR" or better or equivalent

Corequisite: None

Recommended Preparation: BOT 096

.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 and 097, 101AB or equivalent or concurrent enrollment, and ESL 106 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: Assessment recommendation for ESL 106

.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 and 097, 101AB or equivalent, and ESL 106 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 wish to study word processing software in more depth should consider enrolling in BOT 120, 121, 122. (Specific software versions to be identified in class schedule.) *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 and 100 or equivalent, and ESL 106 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 and 100 or equivalent, and ESL 106 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 140ABCD 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 or equivalent, BOT 114 or equivalent, and ESL 106 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 102, 107, 115, 116, 117 with a grade of "C" or "CR" or better or equivalent

Corequisite: None

Recommended Preparation: Assessment recommendation for ESL 106

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. Students 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 or equivalent, BOT 101AB or equivalent, and ESL 106 or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

First level of 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 wishing less comprehensive coverage of MS 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

.5 hour lecture, 1.5 hours laboratory

Second level of 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 "CR" or better

Corequisite: None

Recommended Preparation: None

.5 hour lecture, 1.5 hours laboratory

Third level of 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

.5 hour lecture, 1.5 hours laboratory

First level of 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 wishing less comprehensive coverage of MS 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

.5 hour lecture, 1.5 hours laboratory

Second level of 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 "CR" or better

Corequisite: None

Recommended Preparation: None

.5 hour lecture, 1.5 hours laboratory

Third level of 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 and 116 or equivalent, and ESL 106 or equivalent reading level  
 .5 hour lecture, 1.5 hours laboratory  
 First level of 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 wishing less comprehensive coverage of MS 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  
 .5 hour lecture, 1.5 hours laboratory  
 Second level of 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 "CR" or better  
 Corequisite: None  
 Recommended Preparation: None  
 .5 hour lecture, 1.5 hours laboratory  
 Third level of 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 and 120 or equivalent, and ESL 106 or equivalent reading level  
 .5 hour lecture, 1.5 hours laboratory  
 First level of 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 wishing less comprehensive coverage of MS 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  
 .5 hour lecture, 1.5 hours laboratory  
 Second level of 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 "CR" or better  
 Corequisite: None  
 Recommended Preparation: None  
 .5 hour lecture, 1.5 hours laboratory  
 Third level of 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  
 .5 hour lecture, 1.5 hours laboratory  
 Introductory course in Microsoft Publisher for those 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  
 .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 102 with a grade of "C" or "CR" or better or equivalent  
 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 and 151 or equivalent with a grade of "C" or "CR" or better  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours laboratory  
 This capstone course gives 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**
- 280 PREPARING FOR PERFORMANCE EXAMINATIONS IN MICROSOFT WORD .5 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: BOT 122 or equivalent  
 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.*  
**Offered as Credit/No Credit only.**
- 281 PREPARING FOR PERFORMANCE EXAMINATIONS IN MICROSOFT EXCEL .5 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: BOT 125 or equivalent  
 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.*  
**Offered as Credit/No Credit only.**
- 282 PREPARING FOR PERFORMANCE EXAMINATIONS IN MICROSOFT ACCESS .5 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: BOT 128 or equivalent  
 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.*  
**Offered as Credit/No Credit only.**



**283 PREPARING FOR PERFORMANCE  
ABC EXAMINATIONS IN MICROSOFT  
POWERPOINT .5 UNIT**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: BOT 131 or equivalent  
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. Offered as Credit/No Credit 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. **Offered as Credit/No Credit only. Non-associate 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.

\*For additional information, see "Work Experience Requirements" under Academic Policies.

## CADD TECHNOLOGY

The new CADD (Computer Aided Drafting and Design) Technology program at Cuyamaca College is revised from Drafting Technology to reflect changes in the industry and in the Engineering program requirements at SDSU.

**115 ENGINEERING GRAPHICS I 3 UNITS**

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
2 hours lecture, 4 hours laboratory

Fundamentals of graphics as a language for communication in all engineering fields. Includes geometric construction, multiview projections, and pictorial drawing. Application of these to the visualization, representation and documentation of engineering problems. Use of freehand sketching and computer aided drafting (CAD). *Also listed as ENGR 115. Not open to students with credit in ENGR 115 or DTEC/ENGR 124.*

**CSU**

**120 BASIC CAD 3 UNITS**

**ABCD** Prerequisite: CADD/ENGR 115 or equivalent  
Corequisite: None  
Recommended Preparation: None  
2 hours lecture, 4 hours laboratory

Introduction to basic 2D drawing techniques and commands in AutoCAD with emphasis on mechanical drafting. AutoCAD fundamentals in geometric construction, multiview projections, dimensions and text. *Not open to students with credit in DTEC 130.*

**CSU**

**125 ENGINEERING GRAPHICS II 3 UNITS**

Prerequisite: CADD/ENGR 115 or equivalent  
Corequisite: None  
Recommended Preparation: None  
2 hours lecture, 4 hours laboratory

Advanced graphic communication using CAD software including organization and layout, dimensioning and tolerancing, working drawings, descriptive geometry and manufacturing processes. Parametric modeling to create 3D solid models. Use of the solid models to create production drawings including all required orthographic views, detailed views and section views, as well as dimensions and text. *Also listed as ENGR 125. Not open to students with credit in ENGR/DTEC 125.*

**CSU**

- 126 ELECTRONIC DRAFTING 3 UNITS**  
Prerequisite: CADD 120ABCD or equivalent  
Corequisite: None  
Recommended Preparation: None  
2 hours lecture, 4 hours laboratory  
Application of electro-mechanical drawing methods as currently practiced in industry. Includes components and packaging, circuits, printed circuit board layout, interconnection diagrams and schematics. Problems to be done on AutoCAD. *Not open to students with credit in DTEC 126.*  
**CSU**
- 127 SURVEY DRAFTING TECHNOLOGY 3 UNITS**  
Prerequisite: CADD 120ABCD or equivalent  
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/ENGR 115. Areas covered are land surveying, land development procedures, legal descriptions, topographical analysis, earthworks, geographic control and subdivision processes. *Not open to students with credit in DTEC 127.*  
**CSU**
- 128 DIMENSIONING AND TOLERANCING 3 UNITS**  
Prerequisite: CADD 120ABCD or equivalent  
Corequisite: None  
Recommended Preparation: CADD/ENGR 125  
3 hours lecture  
Basic study in dimensioning and tolerancing of engineering drawings using ASME/ANSI Y14.5M-1994 specification. *Not open to students with credit in DTEC 128.*  
**CSU**
- 131 ARCHITECTURAL AUTOCAD 3 UNITS**  
Prerequisite: CADD 120ABCD or equivalent  
Corequisite: None  
Recommended Preparation: None  
2 hours lecture, 4 hours laboratory  
AutoCAD commands and 2D drawing techniques in Model Space and Paper Space environments with emphasis on basic architecture, interior design and space planning projects. Use of library of symbols, graphic patterns, W blocks and X references. Application of oblique and isometric projections in architectural presentations. *Not open to students with credit in DTEC 131.*  
**CSU**
- 132 3D AUTOCAD 3 UNITS**  
Prerequisite: CADD 120ABCD or equivalent  
Corequisite: None  
Recommended Preparation: None  
2 hours lecture, 4 hours laboratory  
2D drawing techniques and isometric projections in Model Space and Paper Space environments. 3D coordinate systems, wireframe, wiremesh and 3D surface modeling in multiview projections. 3D solid model display, shading and rendering. *Not open to students with credit in DTEC 132.*  
**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. **Offered as Credit/No Credit only. Non-associate 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

## 115 FUNDAMENTALS OF CHEMISTRY 4 UNITS

(CAN CHEM 6)

Prerequisite: 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.*

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

## 116 INTRODUCTORY ORGANIC AND BIOCHEMISTRY 4 UNITS

Prerequisite: CHEM 115 with a grade of "C" or "CR" or better or equivalent

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

Introduction to the study of organic chemistry and biochemistry. Begins with an introduction to basic organic functional group chemistry and then applies these principles to the study of biologically important compounds and reaction pathways. Emphasis on application of organic and biochemical principles to the allied health fields.

## 120 PREPARATION FOR GENERAL CHEMISTRY 4 UNITS

Prerequisite: MATH 110 with a grade of "C" or "CR" or better or equivalent

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. 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.*

## 141 GENERAL CHEMISTRY I 5 UNITS

(CAN CHEM 2; CAN CHEM SEQ A = CHEM 141+142)

Prerequisite: CHEM 120 with a grade of "C" or "CR" or better or equivalent or the Chemistry 141 assessment and MATH 110 with a grade of "C" or "CR" or better or equivalent

Corequisite: None

Recommended Preparation: None

3 hours lecture, 6 hours laboratory

Basic principles and concepts of chemistry with emphasis in the areas of stoichiometry, atomic structure, chemical bonding, thermochemistry, gas laws, intermolecular forces, properties of liquids, solids and solutions. Laboratory is an introduction to quantitative analysis and the study of atomic and molecular structures.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

## 142 GENERAL CHEMISTRY II 5 UNITS

(CAN CHEM 4; CAN CHEM SEQ A = CHEM 141+142)

Prerequisite: CHEM 141 (grade of "C" or better recommended)

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, coordination compounds, radiochemistry and an introduction to organic chemistry. The laboratory will continue on the same basis as CHEM 141, but will also include some qualitative analysis.

**UC, CSU, IGETC, CSU GE**

## 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

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.

**UC, CSU, IGETC, CSU GE**

## 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. **Offered as Credit/No Credit only. Non-associate 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

### 123 INTRODUCTION TO PROGRAMS AND CURRICULUM FOR YOUNG CHILDREN 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Overview of the field of child development. Covers 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 (CAN FCS 14)

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Study of 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 this course.

**CSU, AA/AS GE, 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  
 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  
 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 and 131  
 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 and 125 with a grade of "C" or better

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 OBSERVATION AND GUIDANCE FOR CHILD DEVELOPMENT 2 UNITS**

Prerequisite: Completion of the following with a grade of "C" or better: CD 123, 125, 126, 127, 128, 129, 131 and 130 or 143

Corequisite: CD 133

Recommended Preparation: None

2 hours lecture

Student formulation and application of child guidance techniques based on observation and experiences at the school in which the student is doing his/her field work experience.

**CSU****133 FIELD EXPERIENCE FOR CHILD DEVELOPMENT 2 UNITS**

Prerequisite: Completion of the following with a grade of "C" or better: CD 123, 125, 126, 127, 128, 129, 130 and 131

Corequisite: CD 132 or previous enrollment

Recommended Preparation: None

10 hours paid or 8 hours unpaid work experience per week

Under supervision at approved field placement sites, 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. 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 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: CD 123, 125, 131 and 126 or 127, or 128 or 129 or 130

3 hours lecture

Administrative skills, knowledge and techniques needed to organize and operate a child development facility. Emphasis on budget, management, regulatory laws, development of school policies and procedures. Required by the California State Department of Social Services for directors and head teachers.

**CSU****138 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS II 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: CD 137

3 hours lecture

Provides an advanced level of administrative and managerial knowledge needed to operate a child care center as a successful business. Emphasis on analysis and application of business theory and principles in the areas of budget, personnel, environmental design, program, and business communication.

**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 childcare 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  
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: DETECTION, INTERVENTION AND PREVENTION 3 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture  
Physical abuse and neglect, emotional abuse and neglect, and sexual abuse of children will be examined with an emphasis on how the classroom teacher, foster parents and members of the general public can prevent, detect and intervene in cases of child abuse.  
**CSU**
- 148 CURRICULUM FOR SCHOOL AGE CHILD CARE 3 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: CD 125  
3 hours lecture  
Covers the 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  
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  
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, the student will participate in all activities. The student will develop and supervise learning experiences, conduct activities, handle daily routines and respond to individual and group needs.  
**CSU**
- 152 DIVERSITY ISSUES IN EARLY CHILDHOOD EDUCATION 3 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture  
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, examines and discusses topics related to ethnicity, religion, race, sex, disability and lifestyles as represented in schools and society at large. Students will better understand their own attitudes toward groups other than their own and apply this knowledge to their work with young children. Applicable to the Child Development Permit Master Teacher multicultural specialization. Relevant for 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 inform students of the nutritional needs of children from the time of conception until approximately eight years of age. Menu planning and nutrition education in a preschool setting are included.

**CSU**

**170 FIELD EXPERIENCE WITH INFANTS AND TODDLERS** **2 UNITS**

Prerequisite: Completion of the following with a grade of "C" or better: CD 123, 124, 125, 126, 127, 128, 129 and 143  
 Corequisite: CD 132 or previous enrollment  
 Recommended Preparation: None

10 hours paid or 8 hours unpaid work experience per week  
 Under supervision at approved field placement sites, 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.

**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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

**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

**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. Emphasis on personal, situational and cultural influences and interaction. Designed to assist students in improving their own interpersonal communication skills. Attention given to human perception, interpersonal dynamics, listening, conflict management, verbal and nonverbal symbol systems.

**CSU, AA/AS GE, CSU GE**

**122 PUBLIC SPEAKING** **3 UNITS**

**(CAN SPCH 4)**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Offers 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 to basic elements of topic selection, analysis of diverse audiences, research, organization, argumentation and delivery of speeches and presentations.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

**123 ADVANCED PUBLIC SPEAKING** **3 UNITS**

Prerequisite: COMM 122 with a grade of "C" or "CR" or better or equivalent  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Advanced training in the preparation and delivery of common types of public speaking. Emphasis on the fundamental processes of oral communication.

**UC, CSU**

**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.

**UC, CSU, AA/AS GE, CSU GE**

- 135 FUNDAMENTALS OF ORAL INTERPRETATION** **3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Designed to give students an opportunity to develop skills in oral interpretation of various types of literature. Emphasis on the pleasure to be gained from reading fine literature aloud to others.  
**UC, CSU**
- 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; to give students the opportunity 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.  
**UC, CSU**
- 137 SMALL GROUP COMMUNICATION** **3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Training for participation in and leadership of the various forms of small group communication. Concerned with the basic tools of critical thinking such as evidence, reasoning, language and relevant psychological factors. In addition to examining these basic tools, students will become familiar with discussion techniques and learn the characteristics of, uses for, and limitations of various discussion forms.  
**UC, CSU**
- 145 ARGUMENTATION** **3 UNITS**  
**(CAN SPCH 6)**  
 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 developments of arguments and the application of arguments to decision-making.  
**UC, CSU**
- 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.
- 240 INTERCOLLEGIATE FORENSICS** **3 UNITS**  
**ABCD** 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. **Offered as Credit/No Credit only. Non-associate 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**



## COMPUTER AND INFORMATION SCIENCE

*Students who wish to enroll in Microsoft applications (Word, Excel, PowerPoint) should refer to Business Office Technology.*

### 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

*(CAN CSCI 2)*

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

Develops basic knowledge of computers and information systems. Broad overview of topics includes computer organization, hardware and software systems, and application software. Approximately one-third of the course will include hands-on problem solving using spreadsheets. The remainder consists of hands-on problem solving using tools including databases, presentation graphics and word processing. (Specific software packages to be identified in class schedule.)

**UC, CSU**

### 120 COMPUTER MAINTENANCE AND A+ CERTIFICATION 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 110

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).

While preparing for the A+ Certification exam, 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 will also 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

Designed for individuals interested in the physical aspects of computer network installation and cabling. Focuses on cabling issues related to network/Internet connections and provides an understanding of industry trends and standards, types of cabling, physical and logical network topologies, and issues related to physical plant characteristics. Students will develop skills in installing jacks, stringing and mounting cable, cable testing, choice of wiring closets, and patch panel installation. Provides extensive hands-on use of the computer labs for documentation and design purposes as well as conducting Internet research.

**CSU**

### 132 INTRODUCTION TO THE INTERNET 1.5 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 110

1 hour lecture, 1.5 hours laboratory

Offers a practical overview of the Internet and web research. Students will gain hands-on experience in Internet services such as e-mail, the World Wide Web, file transfer and newsgroups.

**CSU**

- 140 DATABASES 3 UNITS**  
**ABCD** Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 110  
 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. Beneficial for students who wish to use the computer to file, organize, retrieve, and create reports from data. (Specific software packages to be identified in class schedule.)  
**CSU**
- 170 COMPUTER GRAPHICS 3 UNITS**  
**ABCD** Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 110  
 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. (Specific software packages to be identified in class schedule.)  
**CSU**
- 190 INTRODUCTION TO WINDOWS OPERATING SYSTEMS 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 110  
 2 hours lecture, 3 hours laboratory  
 Beginning course to provide hands-on understanding and use of a Windows operating system. Installation and configuration will be covered. Keyboard and mouse commands will be utilized in efficient operation of a computer system. Topics include the use of a computer operating system to install new programs, perform software maintenance, and customize computer software installations to accommodate individual preferences. Additional topics may include connecting computers to networks and peripheral equipment such as printers, scanners, and modems. (Specific software packages to be identified in class schedule.)  
**CSU**
- 191 INTRODUCTION TO UNIX OPERATING SYSTEM 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 110, 120  
 2 hours lecture, 3 hours laboratory  
 Introductory course designed to provide an understanding of the history and advantages of the UNIX operating system. Topics include the history and evolution of the UNIX operating system, file and directory manipulation, screen editing with vi, permissions, customizing the user's environment, simple shell programming, X-Windows and special features of the shell. Students will be able to troubleshoot common installation and configuration problems and set up and maintain user accounts. Lecture material reinforced with practical lab exercises.  
**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.
- 200 INTRODUCTION TO COMPUTER NETWORKING 3 UNITS**  
**ABCD** Prerequisite: CIS 190  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Designed as an introduction to Local Area Networks (LANs) with emphasis on basic server administration skills. Students will create a LAN using a popular network operating system. Next, students will add peripherals and will use software tools to control their operation. LAN protocols will be covered and Internet protocols will be covered in depth. Throughout this course, theory will be demonstrated in laboratory exercises. (Specific software packages to be identified in class schedule.)  
**CSU**

**201 CISCO NETWORKING ACADEMY I 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 120, 190, A+ Certification or one year of industry experience

2 hours lecture, 3 hours laboratory

First of four courses designed to provide classroom and laboratory experience in current and emerging networking technology that will empower students to enter employment and/or further their education and training in the computer networking field. Includes safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, routers, router programming, star topology, IP addressing, and network standards. Particular emphasis on the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. Instruction and training provided in the proper care, maintenance and use of networking software, tools and equipment, and all local, state and federal safety, building and environmental codes and regulations.

**CSU**

**202 CISCO NETWORKING ACADEMY II 3 UNITS**

Prerequisite: CIS 201 or semester I of the Cisco Networking Academy at any accredited institution

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Second of four courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower students to enter employment and/or further their education and training in the computer networking field. Includes safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP Addressing Protocol, dynamic routing, routing, and the network administrator's role and function. Particular emphasis on the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. Instruction and training provided in the proper care, maintenance and use of networking software, tools and equipment, and all local, state and federal safety, building and environmental codes and regulations.

**CSU**

**203 CISCO NETWORKING ACADEMY III 3 UNITS**

Prerequisite: CIS 202 or semester II of the Cisco Networking Academy at any accredited institution

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Third of four courses designed to introduce new content and extend previously learned networking skills which will empower students to enter the workforce and/or further their education and training in the computer networking field. Introduces and extends knowledge and practical experience with switches, Local Area Network (LAN) and Virtual Local Area Network (VLAN) design, configuration and maintenance. Students develop practical experience in skills related to configuring LANs, WANs, Novell networks, Internetwork Packet Exchange (IPX) routing and Interior Gateway Routing Protocol (IGRP) protocols and network troubleshooting.

**CSU**

**204 CISCO NETWORKING ACADEMY IV 3 UNITS**

Prerequisite: CIS 203 or semester III of the Cisco Networking Academy at any accredited institution

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Fourth of four courses designed to introduce new content and extend previously learned networking skills which will empower students to enter the workforce and/or further their education and training in the computer networking field. A task analysis of current industry standards and occupation analysis was used in the development of content standards. Introduces and extends the student's knowledge and practical experience with Wide Area Networks (WANs), Integrated Services Data Networks (ISDNs) and Point-to-Point Protocols (PPP) and Frame Relay design, configuration and maintenance. Students develop practical experience in skills related to configuring WANs, ISDNs, PPP and Frame Relay protocols and network troubleshooting.

**CSU**

**205 CISCO NETWORKING ACADEMY V 3 UNITS**

Prerequisite: CIS 204 or semester IV of the Cisco Networking Academy at any accredited institution

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

A follow-up course designed to introduce new content and extend previously learned networking skills which will empower students to enter the workforce and/or further their education and training in the computer networking field. A task analysis of current industry standards and occupation analysis was used in the development of content standards. Focuses on advanced routing and using Cisco routers connected in local area networks (LANs) and wide area networks (WANs) typically found at medium to large network sites. Upon completion, students will be able to select and implement the appropriate Cisco IOS services required to build a scalable routed network.

- 211 WEB MARKUP LANGUAGES 3 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: CIS 110, 132  
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.
- 212 WEB PUBLISHING I 3 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: CIS 132, 211  
2 hours lecture, 3 hours laboratory  
Introductory web development emphasizing production and design using web authoring software. Students will apply skills and concepts to plan and develop a small website. (Specific software packages to be identified in class schedule.)  
**CSU**
- 213 WEB PUBLISHING II 3 UNITS**  
Prerequisite: CIS 140ABCD, 212  
Corequisite: None  
Recommended Preparation: None  
2 hours lecture, 3 hours laboratory  
Covers intermediate topics in web design and production such as Cascading Style Sheets, frames, forms, JavaScript, database integration, usability and accessibility. Students will complete a series of short assignments as well as a final project. (Specific software packages to be identified in class schedule.)  
**CSU**
- 214 WEB SERVER MANAGEMENT 3 UNITS**  
Prerequisite: CIS 190  
Corequisite: None  
Recommended Preparation: CIS 290  
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. (Specific software packages to be identified in class schedule.)  
**CSU**
- 215 JAVASCRIPT PROGRAMMING 3 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: CIS 110, 132, 211  
2 hours lecture, 3 hours laboratory  
Introductory course in JavaScript programming focusing on creating interactive web pages. Topics include integrating JavaScript with HTML, 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: CIS 211 or HTML experience; CIS 212 or experience developing a website; CS 180ABCD or 182 or experience with Visual Basic or Java  
Corequisite: None  
Recommended Preparation: CIS 213  
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.
- 217 WEB GRAPHICS 3 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: CIS 170ABCD, 212  
2 hours lecture, 3 hours laboratory  
This course is for anyone wishing to create graphics for the web. Covers graphics principles, screen design concepts, digitizing, and production of vector and raster images. Students will create attractive, compact graphics and mock web page layouts. (Specific software packages to be identified in class schedule.)  
**CSU**
- 221 WEB MULTIMEDIA 3 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: CIS 110, 170ABCD, 190 or equivalent experience  
2 hours lecture, 3 hours laboratory  
Covers the fundamentals of multimedia. Topics include design, development and implementation of the technologies used to implement interactive multimedia applications using the Internet including streaming audio, streaming video and video conferencing. Fundamentals of various file formats for digital media will be addressed as well as compression and synchronization issues. Implementation technologies including hardware architectures for media processing are also included.

- 222 WEB ANIMATION 3 UNITS**  
 Prerequisite: CIS 212  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Covers design, development and implementation of web-based animation using Macromedia Flash. Students will create animations and web interfaces. (Specific software packages to be identified in class schedule.)
- 230 DESKTOP PUBLISHING 3 UNITS**  
**ABCD** Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: Students should be able to create, edit and print documents using word processing software and create simple graphics.  
 2 hours lecture, 3 hours laboratory  
 Uses a modern desktop publishing software program to demonstrate the principles of publication and design, page layout techniques, typesetting fundamentals, integration of text and graphics, hard disk management, and output to color and monochrome printers. (Specific software packages to be identified in class schedule.)  
**CSU**
- 240 ADVANCED DATABASES 3 UNITS**  
**ABCD** Prerequisite: CIS 140ABCD  
 Corequisite: None  
 Recommended Preparation: None  
 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. Beneficial for students who wish to create very efficient customized applications. (Specific software packages to be identified in class schedule.)  
**CSU**
- 250 ADVANCED SPREADSHEETS 3 UNITS**  
**ABCD** Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: Students should be able to create, edit and print tables and charts using a current spreadsheet program.  
 2 hours lecture, 3 hours laboratory  
 Addresses all aspects of spreadsheet macros, from simple keyboard initiated sequences to spreadsheet programming commands. Fully automated worksheets including forms, tables and charts will be created. (Specific software packages to be identified in class schedule.)  
**CSU**
- 252 ELECTRONIC COMMERCE 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 110, 132, 212  
 2.5 hours lecture, 1.5 hours laboratory  
 Introduction to electronic commerce and the opportunities presented by the e-commerce revolution. Topics include e-commerce levels and options, security issues, and customer service concerns and support options. Students will build an online store with shopping cart features and implement an electronic payment system.
- 253 ELECTRONIC MARKETING 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: CIS 110, 132, 212  
 2.5 hours lecture, 1.5 hours laboratory  
 Designed to provide the small business owner with the necessary skills to market a product or service on the Internet. Topics include search engine submission, methods for achieving good search engine ranking, marketing in newsgroups, using signature files, leveraging email (not spam), discussion lists, link swapping, web awards, establishing affiliate relationships, traffic analysis, and more.
- 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 up to 12 units.*
- 270 ADVANCED GRAPHICS 3 UNITS**  
**ABCD** Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: Students should be able to create, edit and manipulate graphics using a current graphics program. This knowledge may have been obtained through CIS 170ABCD or equivalent experience.  
 2 hours lecture, 3 hours laboratory  
 Continuation of CIS 170ABCD, presenting advanced concepts of computer graphics including draw and paint programs, scanning, tracing, styles and templates, importing, exporting, vector and bitmap files. Lectures, demonstrations and hands-on experience in graphics utilizing a personal computer. Students will operate a computer and laser printer using page composition and graphics software. Utilizes popular graphics software to produce images. (Specific software packages to be identified in class schedule.)  
**CSU**

- 290 WINDOWS SYSTEM ADMINISTRATION 3 UNITS**  
Prerequisite: CIS 190  
Corequisite: None  
Recommended Preparation: CIS 120  
2 hours lecture, 3 hours laboratory  
Comprehensive introduction to multi-user, multi-tasking operating systems and networked operating systems. Students will explore a variety of topics including installation procedures, security issues, back-up procedures and remote access. Command line and graphical operating systems will be covered. Students will also attach peripherals and download and install software drivers. (Specific software packages to be identified in class schedule.)  
**CSU**
- 291 UNIX SYSTEM ADMINISTRATION 3 UNITS**  
Prerequisite: CIS 191  
Corequisite: None  
Recommended Preparation: CIS 120  
2 hours lecture, 3 hours laboratory  
The basic skills necessary to be an effective UNIX system administrator are introduced. Designed for new UNIX administrators who wish to know more about the operations of the system. Covers basic administration topics such as disk management, system initialization, adding and removing users, backups and printing. UNIX server programs such as Apache, DNS, DHCP, Mail and Samba will also be covered.  
**CSU**
- 292 UNIX SHELL PROGRAMMING 2 UNITS**  
Prerequisite: CIS 191; MATH 103 or equivalent  
Corequisite: None  
Recommended Preparation: CIS 120  
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.
- 297 CIS CAPSTONE PROJECT 1 UNIT**  
Prerequisite: Any 3 of the following 4 courses: CIS 140ABCD, 190, 214, 201. Plus, 1 of the following 3 courses: CS 180ABCD, 181, 182.  
Corequisite: None  
Recommended Preparation: None  
2 hours lecture/laboratory  
The CIS Capstone project is a supervised computer project in the information systems field to assist students in acquiring desirable work habits, attitudes, skills and career awareness. Project may be completed in either a paid or unpaid position.  
**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.  
**Offered as Credit/No Credit only. Non-associate 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: None

Recommended Preparation: CIS 110, MATH 110 or equivalent  
3 hours lecture

Introductory course in program design and development using Java 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.*

UC, CSU

### 119L PROGRAM DESIGN AND DEVELOPMENT LAB

1 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: CIS 110, MATH 110 or equivalent  
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. Offered as Credit/No Credit only.*

UC, CSU

### 180 INTRODUCTION TO VISUAL BASIC PROGRAMMING

4 UNITS

Prerequisite: CS 119 or previous programming experience

Corequisite: None

Recommended Preparation: None

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.

UC, CSU

### 181 INTRODUCTION TO C++ PROGRAMMING (CAN CSCI 18)

4 UNITS

Prerequisite: CS 119

Corequisite: None

Recommended Preparation: None

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.

UC, CSU

### 182 INTRODUCTION TO JAVA PROGRAMMING

4 UNITS

Prerequisite: CS 119 or experience programming in C++ or Java; MATH 110 or equivalent

Corequisite: None

Recommended Preparation: None

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).

UC, CSU

### 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.

### 280 INTERMEDIATE VISUAL BASIC PROGRAMMING

4 UNITS

Prerequisite: CS 180ABCD

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

Continuation of CS 180ABCD, providing the programmer with professional training with emphasis on documentation, structured programming and programming to professional standards using Visual Basic.

UC, CSU

- 281 INTERMEDIATE C++ PROGRAMMING 4 UNITS**  
 Prerequisite: CS 181  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 3 hours laboratory  
 Continuation of CS 181, designed to provide 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.  
**UC, CSU**
- 282 INTERMEDIATE JAVA PROGRAMMING AND FUNDAMENTAL DATA STRUCTURES 4 UNITS**  
 Prerequisite: CS 182; MATH 175 or equivalent  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture, 3 hours laboratory  
 Continuation of CS 182. Students will learn to 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.  
**UC, CSU**
- 289 COMPUTER ORGANIZATION AND SYSTEMS PROGRAMMING 4 UNITS**  
 Prerequisite: CS 282  
 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.
- 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. **Offered as Credit/No Credit only. Non-associate 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**

## DRAFTING TECHNOLOGY

### (SEE CADD TECHNOLOGY)

The Drafting Technology program at Cuyamaca College has undergone revision in order to respond to changes in the industry and in the Engineering program requirements at SDSU. Students currently in the program should be able to complete needed courses. If a Modification of Major is needed, please see a counselor.



## 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.)*

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

### 120 PRINCIPLES OF MACROECONOMICS 3 UNITS (CAN ECON 2)

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Introduction to principles of economic analysis, economic institutions and issues of public policy. Emphasis on macroanalysis including national income accounting, money and banking, business cycles and economic stabilization.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 121 PRINCIPLES OF MICROECONOMICS 3 UNITS (CAN ECON 4)

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Introduction to principles of economic analysis, economic institutions and issues of public policy. Emphasis on the direction of production, allocation of resources, distribution of income through the price system (microanalysis) and international economics.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 124 PRINCIPLES OF ECONOMICS COMPUTER LAB .3 UNIT

Prerequisite: None  
 Corequisite: ECON 120 or 121  
 Recommended Preparation: None  
 1 hour 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. **Offered as Credit/No Credit 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. **Offered as Credit/No Credit only. Non-associate 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.

### 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. **Offered as Credit/No Credit only. Non-associate 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.

**CSU, AA/AS GE, 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.

**CSU**

### 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. **Offered as Credit/No Credit only. Non-associate 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 1 UNIT

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture

Introduction to the engineering profession and its place in industry. Explanation of engineering options and curricula involved. Emphasis on problem-solving techniques used in engineering. Recommended for all entering engineering students.

**UC, CSU**

## 115 ENGINEERING GRAPHICS I 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 4 hours laboratory

Fundamentals of graphics as a language for communication in all engineering fields. Includes geometric construction, multiview projections, and pictorial drawing. Application of these to the visualization, representation and documentation of engineering problems. Use of freehand sketching and computer aided drafting (CAD). *Also listed as CADD 115. Not open to students with credit in CADD 115 or ENGR/DTEC 124.*

**CSU**

## 120 ENGINEERING PROBLEM ANALYSIS 3 UNITS

Prerequisite: MATH 180 or concurrent enrollment  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory

Analysis of engineering problems and solutions using the digital computer. Fundamentals of programming in FORTRAN 77 including language commands.

**UC, CSU**

## 125 ENGINEERING GRAPHICS II 3 UNITS

**(CAN ENGR 2)**  
 Prerequisite: ENGR/CADD 115 or equivalent  
 Corequisite: None  
 Recommended Preparation: CADD 120ABCD  
 2 hours lecture, 4 hours laboratory

Advanced graphic communication using CAD software including organization and layout, dimensioning and tolerancing, working drawings, descriptive geometry and manufacturing processes. Parametric modeling to create 3D solid models. Use of the solid models to create production drawings including all required orthographic views, detailed views and section views, as well as dimensions and text. *Also listed as CADD 125. Not open to students with credit in CADD 125 or DTEC 125.*

**CSU**

## 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

**(CAN ENGR 8)**  
 Prerequisite: PHYC 190 with a grade of "C" or better  
 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. Centroids and moments of inertia, analysis of trusses, frames and machines, forces in beams, introduction to dry friction.

**UC, CSU**

## 210 ELECTRIC CIRCUITS 3 UNITS

**(CAN ENGR 12)**  
 Prerequisite: MATH 280, PHYC 200  
 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.

**UC, CSU**

## 218 PLANE SURVEYING 4 UNITS

**(CAN ENGR 10)**  
 Prerequisite: MATH 170 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 under Surveying)*

**UC, CSU**

## 220 ENGINEERING MECHANICS—DYNAMICS 3 UNITS

Prerequisite: ENGR 200  
 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.

**UC, CSU**

**240 ADVANCED SURVEYING 4 UNITS**

Prerequisite: ENGR 218

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 System (G.P.S.). (Also listed under Surveying)

**UC, CSU****260 ENGINEERING MATERIALS 3 UNITS****(CAN ENGR 4)**

Prerequisite: CHEM 141 or equivalent

Corequisite: None

Recommended Preparation: None

3 hours lecture

Atomic and molecular structure of materials utilized 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.

**UC, CSU****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. **Offered as Credit/No Credit only. Non-associate 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

Students will learn to hear and use the sounds of the English phonetic system to improve their 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.* **Offered as Credit/No Credit only. Non-associate 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, and be introduced to common spelling demons. Learn strategies for committing words to memory. **Offered as Credit/No Credit only. Non-associate degree applicable.**

**053 BEYOND BASIC WRITING 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Designed for individualized 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.* **Offered as Credit/No Credit only. Non-associate 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.* **Offered as Credit/No Credit only. Non-associate 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.* **Offered as Credit/No Credit only. Non-associate degree applicable.**

**090 BASIC ENGLISH SKILLS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: Placement based on assessment process  
 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

**098 ENGLISH FUNDAMENTALS 4 UNITS**

Prerequisite: Credit in ENGL 090 or equivalent or assessment recommendation for ENGL 098  
 Corequisite: None  
 Recommended Preparation: None  
 4 hours lecture

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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

**098R BASIC READING SKILLS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: Placement based on reading assessment process or equivalent skills. Recommend concurrent enrollment in ENGL 098.  
 3 hours lecture, 1 hour laboratory

Concentrates on the development of basic reading skills. Focuses on building vocabulary, increasing reading speed and improving comprehension of short reading selections. Basic study skills are also introduced. **Offered as Credit/No Credit only. Non-associate degree applicable.**

**111 BASIC COMPOSITION 3 UNITS**

Prerequisite: Credit in ENGL 098 or equivalent or a grade of "C" or better in ESL 106 or completion of the assessment process for ENGL 111

Corequisite: None  
 Recommended Preparation: None

3 hours lecture, 1 hour laboratory

Designed to prepare students for entry into ENGL 120 (English 1A, traditional freshman composition). 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**

**111R INTERMEDIATE READING SKILLS 3 UNITS**

Prerequisite: None  
 Corequisite: None

Recommended Preparation: Successful completion of ENGL 098R or equivalent based on reading assessment measures. Recommend concurrent enrollment in ENGL 111.

3 hours lecture, 1 hour laboratory

Reading class which stresses comprehension of intermediate level reading selections. Emphasis on vocabulary development and identification of main ideas, supporting details, inferences, fact and opinions, and patterns of organization.

**120 COLLEGE COMPOSITION AND READING 3 UNITS**

**(CAN ENGL 2; CAN ENGL SEQ A = ENGL 120+121)**

Prerequisite: ENGL 111 with a grade of "C" or better or equivalent

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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

**120R ADVANCED READING AND CRITICAL THINKING SKILLS 3 UNITS**

Prerequisite: None  
 Corequisite: None

Recommended Preparation: Successful completion of ENGL 111R or equivalent based on reading assessment measures. 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**  
**(CAN ENGL 4; CAN ENGL SEQ A = ENGL 120+121)**  
 Prerequisite: ENGL 120 with a grade of "C" or better or equivalent  
 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 124 ADVANCED COMPOSITION: CRITICAL REASONING AND WRITING 3 UNITS**  
 Prerequisite: ENGL 120 with a grade of "C" or better or equivalent  
 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.  
**UC, CSU, IGETC, CSU GE**
- 126 CREATIVE WRITING 3 UNITS**  
**(CAN ENGL 6)**  
 Prerequisite: ENGL 111 with a grade of "C" or "CR" or better or assessment for ENGL 120 or equivalent  
 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.  
**UC, CSU**
- 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.  
**UC credit limit, CSU**
- 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.  
**Offered as Credit/No Credit only.**
- 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  
 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**

- 202 INTRODUCTION TO FILM AS LITERATURE** **3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ENGL 120  
 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 214 MASTERPIECES OF DRAMA** **3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ENGL 120  
 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 217 FANTASY AND SCIENCE FICTION SURVEY** **3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ENGL 120  
 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.  
**UC, CSU, AA/AS GE, CSU GE**
- 221 BRITISH LITERATURE I** **3 UNITS**  
*(CAN ENGL 8; CAN ENGL SEQ B = ENGL 221+222)*  
 Prerequisite: ENGL 120 with a grade of "C" or better or equivalent  
 Corequisite: None  
 Recommended Preparation: ENGL 122  
 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 Jonson, John Milton, Lady Mary Wroth, Aphra Behn, and Jonathan Swift.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 222 BRITISH LITERATURE II** **3 UNITS**  
*(CAN ENGL 10; CAN ENGL SEQ B = ENGL 221+222)*  
 Prerequisite: ENGL 120 with a grade of "C" or better or equivalent  
 Corequisite: None  
 Recommended Preparation: ENGL 122  
 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 231 AMERICAN LITERATURE I** **3 UNITS**  
*(CAN ENGL 14; CAN ENGL SEQ C = ENGL 231+232)*  
 Prerequisite: ENGL 120 with a grade of "C" or better or equivalent  
 Corequisite: None  
 Recommended Preparation: ENGL 122  
 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 232 AMERICAN LITERATURE II** **3 UNITS**  
*(CAN ENGL 16; CAN ENGL SEQ C = ENGL 231+232)*  
 Prerequisite: ENGL 120 with a grade of "C" or better or equivalent  
 Corequisite: None  
 Recommended Preparation: ENGL 122  
 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**

- 270 WORLD LITERATURE I 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ENGL 120  
 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 271 WORLD LITERATURE II 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ENGL 120  
 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 275 LITERARY PERIOD 3 UNITS**
- 276 MAJOR AUTHOR 3 UNITS**
- 277 LITERARY THEME 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ENGL 120  
 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).  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 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. **Offered as Credit/No Credit only. Non-associate 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 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 099A or B | 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 | Basic Reading Skills            | 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.**

## ENGLISH AS A SECOND LANGUAGE COURSES

### 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. **Offered as Credit/No Credit only. Non-associate 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. **Offered as Credit/No Credit only. Non-associate 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

### 096 ENGLISH AS A SECOND LANGUAGE I 5 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: Placement based on assessment process or equivalent skills  
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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

**097 LISTENING AND SPEAKING I 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: Placement based on assessment process or equivalent skills

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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

**098 ESL READING AND VOCABULARY DEVELOPMENT I 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: Advisory placement in ESL 096 or equivalent based on assessment process

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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

**099A ESL FOR THE WORKPLACE I 3 UNITS**

Prerequisite: Advisory placement based on assessment process or equivalent skills

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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

**099B ESL FOR THE WORKPLACE II 3 UNITS**

Prerequisite: Advisory placement based on successful completion of ESL 099A or equivalent based on assessment process or equivalent skills

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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

**100 ENGLISH AS A SECOND LANGUAGE II 5 UNITS**

Prerequisite: Successful completion of ESL 096 or assessment recommendation for ESL 100

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: Successful completion of ESL 097 or equivalent based on assessment process

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: ESL 098 or advisory placement in ESL 100 or 103 based on assessment process

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: Successful completion of ESL 100 or assessment recommendation for ESL 103

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.

**UC credit limit, CSU**

**104 LISTENING AND SPEAKING III 3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: Successful completion of ESL 101 or equivalent based on assessment process

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 with a grade of "C" or better or advisory placement in ESL 103 or 106 based on assessment process

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: Successful completion of ESL 103 or assessment recommendation for ESL 106

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.

**UC credit limit, CSU**

**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. **Offered as Credit/No Credit only. Non-associate 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.

## ENTREPRENEURSHIP—SMALL BUSINESS MANAGEMENT

### BUSINESS (ENTREPRENEURSHIP) COURSES

#### 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 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. Also examines the relationship between sales and marketing and how they function together in the small business environment.

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#### 119 ENTREPRENEURSHIP: FINANCING A SMALL BUSINESS 1 UNIT

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
1 hour lecture

Designed to provide the prospective small business owner or manager with the knowledge required to understand and control the cash management function of his/her business. Emphasis on the types of financing, understanding debt vs. equity financing, cash flow analysis, borrowing and investment, forecasting and budgeting.

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#### 141 ENTREPRENEURSHIP: MANAGING A NEW BUSINESS 3 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Designed to help the student 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.

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## ENVIRONMENTAL HEALTH AND SAFETY TECHNOLOGY

#### 100 INTRODUCTION TO ENVIRONMENTAL AND OCCUPATIONAL SAFETY AND HEALTH (OSH) TECHNOLOGY 4 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
4 hours lecture

Designed to provide a general overview of the environmental hazardous materials technology (EnvT) 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 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.

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#### 110 POLLUTION PREVENTION 3 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Centers on 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.

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#### 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 (MSDSs) to develop strategies to reduce worker exposure.

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**135 WORKPLACE HEALTH AND SAFETY 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 workplace health and safety program. 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).

**CSU****150 HAZARDOUS WASTE MANAGEMENT APPLICATIONS 4 UNITS**

Prerequisite: ENVT 100 or concurrent enrollment

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

Overview of hazardous waste regulations with emphasis on generator compliance, site investigation and remediation, permitting, enforcement and liability. Lecture portion 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. Laboratory portion 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.

**CSU****199 SPECIAL STUDIES OR PROJECTS IN ENVIRONMENTAL HEALTH AND SAFETY 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 Environmental Health and Safety 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 HAZARDOUS MATERIALS MANAGEMENT (HMM) APPLICATIONS 4 UNITS**

Prerequisite: ENVT 100 or concurrent enrollment

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

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. Lecture portion 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. Laboratory portion: 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.

**CSU****201 INTRODUCTION TO INDUSTRIAL HYGIENE AND OCCUPATIONAL HEALTH 4 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: ENVT 100 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 student with 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. *Only offered at Southwestern College. Students must enroll at Southwestern College and register for EHMT 201.*

**205 SAFETY AND RISK MANAGEMENT  
ADMINISTRATION 4 UNITS**

Prerequisite: ENVT 100 or concurrent enrollment

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

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.

**CSU**

**210 WATER/WASTEWATER  
MANAGEMENT 4 UNITS**

Prerequisite: ENVT 100 or concurrent enrollment

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

Overview of water/wastewater regulations with emphasis on federal, state and local regulatory standards. Integrated study of the principles of water movement and management. Includes hydrology, water distribution, wastewater collection, storm water management and overall safe drinking water issues.

**230 SAFETY AND EMERGENCY  
RESPONSE 4 UNITS**

Prerequisite: ENVT 100 or concurrent enrollment

Corequisite: None

Recommended Preparation: ENVT 130 or equivalent

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)].

**CSU**

**240 COOPERATIVE WORK  
EXPERIENCE 1-4 UNITS**

Prerequisite: ENVT 100

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 ENVT certificate/degree. *May be repeated for up to 8 units.*

**CSU**

**298 SELECTED TOPICS IN  
ENVIRONMENTAL HEALTH AND  
SAFETY TECHNOLOGY 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 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

**299 SELECTED TOPICS IN  
ENVIRONMENTAL HEALTH AND  
SAFETY TECHNOLOGY 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 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**

## 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 Exercise Science classes if the student has medical problems or is over the age of 30.

### EXERCISE SCIENCE COURSES

- |  |  |
|--|--|
| <p><b>001*</b> <b>ADAPTED PHYSICAL EXERCISE 1-1.5 UNITS</b><br/>         Prerequisite: None<br/>         Corequisite: None<br/>         Recommended Preparation: None<br/>         2-3 hours lecture/laboratory<br/>         Assessment of physical performance status and postural evaluation. Individually prescribed exercise program and individually prescribed programs for physically handicapped. Recreational games and individual sports adapted to students' capabilities. <b>Offered as Credit/No Credit only.</b><br/> <b>UC credit limit, CSU</b></p> <p><b>009*</b> <b>AEROBIC DANCE EXERCISE 1 UNIT</b><br/>         Prerequisite: None<br/>         Corequisite: None<br/>         Recommended Preparation: None<br/>         2 hours lecture/laboratory<br/>         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.<br/> <b>UC credit limit, CSU</b></p> <p><b>010*</b> <b>FOODS FOR FITNESS .5-1 UNIT</b><br/>         Prerequisite: None<br/>         Corequisite: None<br/>         Recommended Preparation: None<br/>         1.5 - 3 hours laboratory<br/>         Fitness Center course designed to teach 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 and an individualized diet analysis will be provided.<br/> <b>Offered as Credit/No Credit only.</b></p> | <p><b>011*</b> <b>LIFELONG FITNESS .5-1 UNIT</b><br/>         Prerequisite: None<br/>         Corequisite: None<br/>         Recommended Preparation: None<br/>         1.5- 3 hours laboratory<br/>         Fitness Center course designed to develop and encourage positive attitudes and habits with regard to cardiovascular efficiency, body composition, muscular strength and endurance, and 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 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 an aerobic super circuit with additional activities prescribed in an aerobics machine area, body parts weight training area, and flexibility area. Additional assessment at the conclusion of the semester will provide data necessary to evaluate the accomplishment of stated goals. <b>Offered as Credit/No Credit only.</b><br/> <b>UC credit limit, CSU</b></p> <p><b>012*</b> <b>APPLIED FITNESS .5-1 UNIT</b><br/>         Prerequisite: None<br/>         Corequisite: None<br/>         Recommended Preparation: None<br/>         1.5 - 3 hours laboratory<br/>         Fitness Center course designed to provide advanced exercisers with the opportunity to increase their fitness levels by use of a longer and more demanding aerobic circuit. 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 individualized fitness program will then be prescribed utilizing goals established jointly by the student and instructor.<br/> <b>Offered as Credit/No Credit only.</b><br/> <b>UC credit limit, CSU</b></p> <p><b>013*</b> <b>FLEXIBILITY FITNESS 1.5 UNITS</b><br/>         Prerequisite: None<br/>         Corequisite: None<br/>         Recommended Preparation: None<br/>         3 hours lecture/laboratory<br/>         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.<br/> <b>UC credit limit, CSU</b></p> |
|--|--|

**014A\* BEGINNING BODY BUILDING 1.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture/laboratory

Instruction and practice in conditioning, running and resistance exercises, with emphasis on total fitness of the individual.

**UC credit limit, CSU****014B\* INTERMEDIATE BODY BUILDING 1.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: ES 014A

3 hours lecture/laboratory

Instruction and practice in weight lifting and weight training with emphasis on techniques of lifting. Individual program adaptation is stressed.

**UC credit limit, CSU****014C\* ADVANCED BODY BUILDING 1.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: ES 014B

3 hours lecture/laboratory

Advanced skills and techniques of body building.

**UC credit limit, CSU****015\* STRENGTH AND STRETCH 1.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture/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.

**UC credit limit, CSU****018\* CARDIO STRETCH 1.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture/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.

**UC credit limit, CSU****019A\* BEGINNING PHYSICAL FITNESS 1.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture/laboratory

Instruction in physical conditioning, nutrition and weight control. Open to any student wishing to fulfill one semester of the exercise science activity requirement.

**UC credit limit, CSU****019B\* INTERMEDIATE PHYSICAL FITNESS 1.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: ES 019A

3 hours lecture/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.

**UC credit limit, CSU****019C\* ADVANCED PHYSICAL FITNESS 1.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: ES 019B

3 hours lecture/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.

**UC credit limit, CSU****020\* ADAPTED WEIGHT TRAINING 1-1.5 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2-3 hours lecture/laboratory

Weight training class designed to meet the needs of those students 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. **Offered as Credit/No Credit only.**

**UC credit limit, CSU****035 ABC ADAPTED SWIMMING FOR THE PHYSICALLY LIMITED 1 UNIT**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

2 hours lecture/laboratory

Instruction and practice in basic swimming skills structured to fit each student's individual needs.

**Offered as Credit/No Credit only.****UC credit limit, CSU**



- 055A BEGINNING BASKETBALL LEAGUE STRATEGIES: PRE-COLLEGIATE 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/laboratory  
 Instruction and practice in basic basketball team play which includes offense, defense and transition in a full court basketball league. Emphasizes learning about high school basketball. **Offered as Credit/No Credit only. Non-associate degree applicable.**
- 055B INTERMEDIATE BASKETBALL LEAGUE STRATEGIES: PRE-COLLEGIATE 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/laboratory  
 Continuation of ES 055A with emphasis on intermediate basketball team play which includes offense, defense and transition in a full court basketball league. Emphasizes learning about high school basketball. **Offered as Credit/No Credit only. Non-associate degree applicable.**
- 055C ADVANCED BASKETBALL LEAGUE STRATEGIES: PRE-COLLEGIATE 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/laboratory  
 Continuation of ES 055B with emphasis on advanced basketball team play which includes offense, defense and transition in a full court basketball league. Emphasizes learning about high school basketball. **Offered as Credit/No Credit only. Non-associate degree applicable.**
- 060A\* BEGINNING BADMINTON 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/laboratory  
 Presentation of the official singles and doubles games including the six basic strokes, footwork, strategy and etiquette.  
**UC credit limit, CSU**
- 060B\* INTERMEDIATE BADMINTON 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 060A  
 2 hours lecture/laboratory  
 Continuation of ES 060A with emphasis on playing strategy and match play in singles and doubles.  
**UC credit limit, CSU**
- 060C\* ADVANCED BADMINTON 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 060B  
 2 hours lecture/laboratory  
 Advanced playing techniques, strategy, knowledge and attitudes for students who wish to excel in badminton and increase aerobic capacity.  
**UC credit limit, CSU**
- 076A\* BEGINNING TENNIS 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/laboratory  
 Presentation of the official singles and doubles games including basic strokes, rules, strategy and etiquette.  
**UC credit limit, CSU**
- 076B\* INTERMEDIATE TENNIS 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 076A  
 2 hours lecture/laboratory  
 Continuation of ES 076A with emphasis on individual stroke analysis, playing strategy and match play, singles and doubles.  
**UC credit limit, CSU**
- 076C\* ADVANCED TENNIS 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 076B  
 2 hours lecture/laboratory  
 Continuation of ES 076B with emphasis on advanced techniques, strategy and match play for singles, doubles and mixed doubles.  
**UC credit limit, CSU**
- 080A\* MODERN DANCE I 1.5 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture/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.  
**UC, CSU**
- 080B\* MODERN DANCE II 1.5 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 080A  
 3 hours lecture/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.  
**UC, CSU**

- 080C\* MODERN DANCE III** **1.5 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: ES 080B  
3 hours lecture/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 spacial 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.  
**UC, CSU**
- 080D\* MODERN DANCE IV** **1.5 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: ES 080C  
3 hours lecture/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.  
**UC, CSU**
- 084A\* JAZZ DANCE I** **1.5 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture/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.  
**UC, CSU**
- 084B\* JAZZ DANCE II** **1.5 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: ES 084A  
3 hours lecture/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.  
**UC, CSU**
- 084C\* JAZZ DANCE III** **1.5 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: ES 084B  
3 hours lecture/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.  
**UC, CSU**
- 084D\* JAZZ DANCE IV** **1.5 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: ES 084C  
3 hours lecture/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.  
**UC, CSU**
- 088A\* BALLET I** **1.5 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture/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.  
**UC, CSU**
- 088B\* BALLET II** **1.5 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: ES 088A  
3 hours lecture/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.  
**UC, CSU**

- 088C\* BALLET III 1.5 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 088B  
 3 hours lecture/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.  
**UC, CSU**
- 088D\* BALLET IV 1.5 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 088C  
 3 hours lecture/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.  
**UC, CSU**
- 125A\* BEGINNING GOLF 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/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.  
**UC credit limit, CSU**
- 125B\* INTERMEDIATE GOLF 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 125A  
 2 hours lecture/laboratory  
 Instruction and practice in golf requiring skills to play small executive course. Students must furnish their own equipment.  
**UC credit limit, CSU**
- 125C\* ADVANCED GOLF 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 125B  
 2 hours lecture/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.  
**UC credit limit, CSU**
- 150\* ADAPTED SPORTS EDUCATION 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/laboratory  
 For physically challenged individuals in various sports and physical activities including track and field, basketball, football, weight training and golf. Students will also learn the fundamental principles of physical fitness and its impact on lifelong health and wellness.
- 155A\* BEGINNING BASKETBALL 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/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.  
**UC credit limit, CSU**
- 155B\* INTERMEDIATE BASKETBALL 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 155A  
 2 hours lecture/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.  
**UC credit limit, CSU**
- 155C\* ADVANCED BASKETBALL 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 155B  
 2 hours lecture/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.  
**UC credit limit, CSU**
- 170A\* BEGINNING SOCCER 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/laboratory  
 Basic skills and strategy of soccer with emphasis on team play and individual skills.  
**UC credit limit, CSU**

- 170B\* INTERMEDIATE SOCCER** **1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 170A  
 2 hours lecture/laboratory  
 Intermediate soccer skills and team play. Emphasizes techniques, team strategy, language and lore of the game of soccer.  
**UC credit limit, CSU**
- 170C\* ADVANCED SOCCER** **1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 170B  
 2 hours lecture/laboratory  
 Emphasis on advanced individual soccer skills and team play.  
**UC credit limit, CSU**
- 171A\* BEGINNING SOFTBALL** **1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/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.  
**UC credit limit, CSU**
- 171B\* INTERMEDIATE SOFTBALL** **1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 171A  
 2 hours lecture/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.  
**UC credit limit, CSU**
- 171C\* ADVANCED SOFTBALL** **1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 171B  
 2 hours lecture/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.  
**UC credit limit, CSU**
- 175A\* BEGINNING VOLLEYBALL** **1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/laboratory  
 Competency development in the team sport of volleyball. Emphasizes individual techniques and team strategy.  
**UC credit limit, CSU**
- 175B\* INTERMEDIATE VOLLEYBALL** **1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 175A  
 2 hours lecture/laboratory  
 Continuation of ES 175A with emphasis on advanced play and strategy and four-person teams.  
**UC credit limit, CSU**
- 175C\* ADVANCED VOLLEYBALL** **1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: ES 175B  
 2 hours lecture/laboratory  
 Continuation of ES 175B with emphasis on advanced play and strategy and four-person teams.  
**UC credit limit, CSU**
- 195\* SELF DEFENSE FOR WOMEN** **1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/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 that students may develop the confidence to stand up and defend themselves, if needed. Fundamental principles of physical fitness and its impact on lifelong health and wellness.  
**UC credit limit, CSU**
- 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  
 3 hours lecture/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.  
**UC credit limit, CSU**
- 206** **INTERCOLLEGIATE BASKETBALL** **2 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 10 hours lecture/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.  
**UC credit limit, CSU**
- 207** **ADVANCED TECHNIQUES AND STRATEGIES OF BASKETBALL** **1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/laboratory  
 Instruction and practice in advanced techniques and strategies of basketball. Incorporates game experience to formulate an understanding of the different styles of play.  
**CSU**
- 209** **INTERCOLLEGIATE CROSS-COUNTRY** **2 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 10 hours lecture/laboratory  
 Open to students with advanced cross-country skills who wish to compete at the intercollegiate level.  
**UC credit limit, CSU**
- 213** **INTERCOLLEGIATE GOLF** **2 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 10 hours lecture/laboratory  
 Instruction in team play and strategy. Competition in practice and league play.  
**UC credit limit, CSU**
- 218** **INTERCOLLEGIATE SOCCER** **2 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 10 hours lecture/laboratory  
 Open to students with advanced soccer skills who wish to compete at the intercollegiate level.  
**UC credit limit, CSU**
- 219** **ADVANCED TECHNIQUES AND STRATEGIES OF SOCCER** **1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/laboratory  
 Designed for students with advanced soccer skills. Instruction and practice in the advanced techniques and strategies of soccer. Incorporates game experience to formulate an understanding of the different styles of play.  
**CSU**
- 224** **INTERCOLLEGIATE TENNIS** **2 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 10 hours lecture/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.  
**UC credit limit, CSU**
- 225** **ADVANCED TECHNIQUES AND STRATEGIES OF TENNIS** **1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture/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.  
**CSU**
- 227** **INTERCOLLEGIATE TRACK** **2 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 10 hours lecture/laboratory  
 Emphasis on advanced track skills for those who wish to compete at the intercollegiate level.  
**UC credit limit, CSU**

- 230 INTERCOLLEGIATE VOLLEYBALL 2 UNITS**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
10 hours lecture/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.  
**UC credit limit, CSU**
- 231 ADVANCED TECHNIQUES AND STRATEGIES OF VOLLEYBALL 1 UNIT**  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
2 hours lecture/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.  
**CSU**
- 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.  
**UC, CSU**
- 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.  
**UC, 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.
- 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.  
**UC credit limit, 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. **Offered as Credit/No Credit only. Non-associate 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

(CAN FREN 2; CAN FREN SEQ A = FREN 120+121)

Prerequisite: None

Corequisite: None

Recommended Preparation: None

5 hours lecture

Interactive introduction to speaking, reading and writing French in a cultural context. Essential language structures for communication at the novice level.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 121 FRENCH II 5 UNITS

(CAN FREN 4; CAN FREN SEQ A = FREN 120+121)

Prerequisite: FREN 120 or two years of high school French. Students with three years of high school French should enroll in FREN 220.

Corequisite: None

Recommended Preparation: None

5 hours lecture

Continuation of FREN 120. Continues to develop oral and written skills based on practical everyday needs.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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

(CAN FREN 8; CAN FREN SEQ B = FREN 220+221)

Prerequisite: FREN 121 or three years of high school French. Students with four years of high school French should enroll in FREN 221.

Corequisite: None

Recommended Preparation: None

5 hours lecture

Continuation of FREN 121. Continues to develop oral, reading, writing and listening skills in order to acquire proficiency in French.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 221 FRENCH IV 5 UNITS

(CAN FREN 10; CAN FREN SEQ B = FREN 220+221)

Prerequisite: FREN 220 or four years of high school French or equivalent

Corequisite: None

Recommended Preparation: None

5 hours lecture

Continuation of FREN 220. Continues to develop oral, reading, writing and listening skills in order to improve proficiency in French.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 250 CONVERSATIONAL FRENCH 3 UNITS

Prerequisite: FREN 121 or four years of high school French or equivalent

Corequisite: None

Recommended Preparation: None

3 hours lecture

Continues to develop oral, reading, writing and listening skills with emphasis on oral proficiency.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 251 CONVERSATIONAL FRENCH 3 UNITS

Prerequisite: FREN 250 or 121 or four years of high school French or equivalent

Corequisite: None

Recommended Preparation: None

3 hours lecture

Continues to develop oral, reading, writing and listening skills with emphasis on oral proficiency.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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. **Offered as Credit/No Credit only. Non-associate 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

## 120 ELEMENTS OF PHYSICAL GEOGRAPHY

3 UNITS

**(CAN GEOG 2)**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Introduction to the fundamental nature and dynamics of the physical world. Special attention given to the interactions within and between the major components of the atmosphere, hydrosphere, lithosphere and biosphere. Topics investigated on a global, regional and local scale include: Earth-Sun relations; weather and climate; soil and vegetation patterns; plate tectonics; volcanic and earthquake related processes; weathering, erosion and mass wasting; analyses of mountain, desert and coastal environments. Global, regional and local environmental concerns will be integrated into topic discussions throughout the course. Local field trips link course materials to real-world phenomena.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

## 121 PHYSICAL GEOGRAPHY LABORATORY

1 UNIT

Prerequisite: GEOG 120 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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

## 122 REGIONAL FIELD STUDIES IN PHYSICAL GEOGRAPHY

1 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: GEOG 120 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 up to 4 times with different content for a maximum of 4 units.*

**CSU**

## 130 HUMAN AND CULTURAL GEOGRAPHY

3 UNITS

**(CAN GEOG 4)**

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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

## 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. **Offered as Credit/No Credit only. Non-associate 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.

**UC, CSU**



## GEOLOGY

### 110 GENERAL GEOLOGY 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Introduction to the fundamental nature of the physical Earth and its interior. Special attention given to the role of plate tectonics in shaping the Earth's surface. Topics investigated on a global, regional and local scale include: Earth's internal and external structure; rock and mineral composition and identification; geologic time; plate tectonics; volcanism and earthquakes; weathering, erosion and mass wasting; mineral and energy resources. Local field trips link course materials to real-world phenomena.

**UC, AA/AS GE, IGETC, CSU GE**

### 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. **Offered as Credit/No Credit only. Non-associate 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.

## GRAPHIC DESIGN

### 105 FUNDAMENTALS OF DIGITAL MEDIA 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 4 hours laboratory

Investigates the digital hardware and software used in fine art and graphic design. Learn how to direct the computer operating system, file management, information storage and software applications as well as how to explore the creative potential and practical aspects of digital media. Topics include file formats, scanning, digital cameras, raster and vector graphics, typography, page layout, printing and utilizing the Web.

**CSU**

### 110 BEGINNING GRAPHIC DESIGN 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 4 hours laboratory

Explores the fundamental concepts that make graphic design a form of artistic expression and a vital part of our contemporary society. Basic concepts of design and production are examined using creative problem-solving skills with text and images and emphasizing traditional media. Students investigate the range of career options and begin the development of a professional portfolio.

**CSU**

### 125 TYPOGRAPHY 3 UNITS

Prerequisite: GD 105, ART 120 with a grade of "C" or better  
 Corequisite: None  
 Recommended Preparation: GD 110  
 2 hours lecture, 4 hours laboratory

Explores the fundamental nature of typography as a reflection of society. Letters and numbers 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**

### 126 DIGITAL IMAGING 3 UNITS

**ABCD** Prerequisite: GD 105 with a grade of "C" or better  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 4 hours laboratory

Explores capturing images with film, scanners and digital cameras. Images will be creatively edited with raster graphic software to meet both aesthetic and professional needs. Applicable for both fine art and graphic design.

**CSU**

- 129 PAGE LAYOUT 3 UNITS**  
 Prerequisite: GD 105, 110 with a grade of "C" or better  
 Corequisite: None  
 Recommended Preparation: GD 125  
 2 hours lecture, 4 hours laboratory  
 Emphasizes the aesthetic and functional organization of text, charts, graphs, line art, illustrations and photos in multiple page documents. Use 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 with a grade of "C" or better  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 4 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. **Students must pass the Department Portfolio Review to receive credit for this class.**  
**CSU**
- 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.
- 225 DIGITAL ILLUSTRATION 3 UNITS**  
**ABCD** Prerequisite: GD 105 with a grade of "C" or better  
 Corequisite: None  
 Recommended Preparation: ART 124, 230  
 2 hours lecture, 4 hours laboratory  
 Uses vector and paint software to create drawings and paintings using line, texture, value and color. Applies aesthetics and computer technology to making exciting and aesthetic graphic images. Applicable for both fine art and graphic design.  
**CSU**
- 230 GRAPHIC DESIGN INTERNSHIP 1-4 UNITS**  
 Prerequisite: GD 129 with a grade of "C" or better  
 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. **Offered as Credit/No Credit only.**
- 298 SELECTED TOPICS IN GRAPHIC DESIGN 1-3 UNITS**  
 Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**
- 299 SELECTED TOPICS IN GRAPHIC DESIGN 1-3 UNITS**  
 Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 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

### 110 ESSENTIALS OF PERSONAL AND COMMUNITY HEALTH 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.

**UC, CSU, AA/AS GE, CSU GE**

### 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.

**UC, CSU**

### 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 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.

### 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**

### 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. **Offered as Credit/No Credit only. Non-associate 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.

**CSU**

\* 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 defines ancient interconnections between diverse world societies that grew, except in rare cases, without extended contact with one another: Mesopotamia, Egypt, China, India, the Classical West, Civilizations of Africa, Civilizations of the Americas and Oceania. Cultural overview to early modern times is included.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

## 101 MODERN WORLD HISTORY 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Modern World History explores the background and development of the global society from early modern times to the present. Emphasizes cultural, imperial and industrial interconnections between societies, both western and non-western.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

## 105 EARLY WESTERN CIVILIZATION 3 UNITS

**(CAN HIST 2)**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Broad survey of the evolution of the West from the Prehistoric Era to the Early Modern Period. Stresses trends and relationships affecting the various aspects of Western Civilization such as politics, economics, society and culture. Particular emphasis on cause and effect in history.

**CSU, AA/AS GE, IGETC, CSU GE**

## 106 MODERN WESTERN CIVILIZATION 3 UNITS

**(CAN HIST 4)**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

History of Western Civilization from early modern times to the present. Continuation of HIST 105, from 1600 to the present.

**CSU, AA/AS GE, IGETC, CSU GE**

## 108\* EARLY AMERICAN HISTORY 3 UNITS

**(CAN HIST 8; CAN HIST SEQ B = HIST 108+109)**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Survey of the political, social and cultural development of the early United States with emphasis on the origins of the basic American institutions and ideals, from European contact to Reconstruction.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

## 109\* MODERN AMERICAN HISTORY 3 UNITS

**(CAN HIST 10; CAN HIST SEQ B = HIST 108+109)**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Survey of the political, social and cultural development of the modern United States, with emphasis on the economic, social and technological changes and the rise of the United States as a world power.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

## 114 COMPARATIVE HISTORY OF THE EARLY AMERICAS 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Western hemisphere (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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

## 115 COMPARATIVE HISTORY OF THE MODERN AMERICAS 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture

Western hemisphere (the Americas) from independence to the present. Emphasis on interactions among Native, European and African cultures. Social, political and economic transformations. Nation building and inter-American relations.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

## 118\* U.S. HISTORY: THE CHICANO EXPERIENCE 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.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

- 119\* U.S. HISTORY: THE CHICANO EXPERIENCE 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.  
**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**
- 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 130\* U.S. HISTORY AND CULTURE I: NATIVE AMERICAN PERSPECTIVES 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 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 given to legislation and its impact on Indian culture and society.  
**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**
- 131\* U.S. HISTORY AND CULTURE II: NATIVE AMERICAN PERSPECTIVES 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Historical survey of the indigenous people of the North American continent from 1850 to the present. Attention given to contemporary, historical, political and socio-economic issues affecting the American Indian nationwide, statewide and locally. Indian perspectives of native and non-native cultures will be included. The Federal and State Constitutions are studied with special emphasis on the effects on and influence of Indian culture and society. Particular attention given to political philosophies and the impact of legislation on Indian culture and society.  
**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**
- 150\* U.S. HISTORY: THE ASIAN-AMERICAN EXPERIENCE I 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Introductory comparative analysis of the Asian-American experience from 1848 to World War II. Topics include: the origins of the United States Constitution and the political philosophy of its framers; an analysis of the Asian-American perspective; cultural roots, immigration and settlement patterns; labor, legal, political and social history. Emphasis on Chinese-Americans, Japanese-Americans, Filipino-Americans and other groups.  
**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**
- 151\* U.S. HISTORY: THE ASIAN-AMERICAN EXPERIENCE II 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Introductory comparative analysis of the Asian-American experience from World War II to the present. Topics include: analysis of the Asian-American perspective; cultural roots, immigration and settlement patterns; labor, legal, political and social history. Emphasis on Chinese-Americans, Japanese-Americans, Filipino-Americans, and recent immigrant groups from Korea and Southeast Asia.  
**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**
- 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-Americans from Africa through the period of Reconstruction.  
**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

- 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.  
**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**
- 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 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. **Offered as Credit/No Credit only. Non-associate 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.

## 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 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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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.

**UC, CSU, AA/AS GE, CSU GE, IGETC**

### 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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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. **Offered as Credit/No Credit only. Non-associate 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**

## INDUSTRIAL TECHNOLOGY

### 110 MANUFACTURING MATERIALS AND PROCESSES

**3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Integrated study of material properties and their relationship to manufacturing processes in current industrial practice. Methods and equipment including machine tools, forging, chemical milling, casting, welding, adhesives, powder metallurgy and high energy forming practice. Finishing processes including heat treatment, grinding, plating, degreasing and organic finishing materials. Introduction to layout, gaging, inspection and numerical control.

**CSU**

### 112 METALS OF INDUSTRY

**3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Study of metals commonly found in manufacturing, ferrous and nonferrous metallurgy, effect of heat treatment, hot and cold working, extremes of temperature on physical properties, corrosion, fatigue. Emphasis on production problems.

**CSU**

### 114 HYDRAULIC AND PNEUMATIC SYSTEMS

**3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Theoretical and practical aspects of hydraulic and pneumatic control and force systems including pumps, automatic valves, tubing, rams, servo-valves, rates, pressure drops, static pressure, dynamic pressure, output characteristics of pumps, trouble-shooting and repair. Emphasis on practical application.

**CSU**

### 142 QUALITY CONTROL METHODS

**3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Methods of inspection including destructive and nondestructive testing such as hardness, toughness, tensile, shear, peel, dye penetrant, magnetic particle, radiographic, ultrasonic and eddy current. Also covers sampling techniques, gaging and metrology. Emphasis on current methods in use with field trips to examine actual plant operations.

**CSU**

### 199 SPECIAL STUDIES OR PROJECTS IN INDUSTRIAL 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 Industrial Technology under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and Office of Instruction. May be repeated for a maximum of 9 units.

### 298 SELECTED TOPICS IN INDUSTRIAL TECHNOLOGY

**1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Industrial 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

### 299 SELECTED TOPICS IN INDUSTRIAL TECHNOLOGY

**1-3 UNITS**

Prerequisite: Varies with topic

Corequisite: Varies with topic

Recommended Preparation: Varies with topic

1-9 hours

Selected topics in Industrial 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**



## INTERDISCIPLINARY STUDIES

### 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. **Offered as Credit/No Credit only. Non-associate 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.

## LIBRARY INFORMATION RESOURCES

### 110 RESEARCH METHODS IN AN ONLINE WORLD 1 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1 hour lecture

Designed for the student who would like to become an effective online researcher. 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—for specific information needs. Students will develop search strategies and focus on expressing their research questions in relevant search terms. In addition, they 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.*

### 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. **Offered as Credit/No Credit only. Non-associate 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

## 050 MATH SKILLS FOR LIFE AND THE WORKPLACE 2 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

1.5 hours lecture, 1.5 hours laboratory

Concentrates on one or more of the following topics as needed: basic mathematics skills including basic operations with whole numbers, fractions, decimals, percents; basic geometry; basic statistics; and consumer math. Also emphasizes the use of computer applications to learn basic math concepts. Calculator skills will be developed as an aid in problem solving. **Offered as Credit/No Credit only. Non-associate degree applicable.**

## 088 BASIC MATHEMATICS 4 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

4 hours lecture, 1 hour laboratory

Review of the fundamentals of arithmetic including addition, subtraction, multiplication and division with emphasis on mental arithmetic. Operations with fractions, decimals and percents are also emphasized. The derivation and use of selected measurement concepts and the development of pre-algebra ideas such as variable, signed numbers and equations are included. Area and volume formulas for fundamental shapes are stressed. These topics are explored in the context of problem solving and appropriate calculator use. **Offered as Credit/No Credit only. Non-associate degree applicable.**

## 090 ELEMENTARY ALGEBRA 5 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: Credit 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

## 097 PLANE GEOMETRY 3 UNITS

Prerequisite: Credit 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

## 098 INTRODUCTION TO GRAPHING CALCULATORS 1 UNIT

Prerequisite: None

Corequisite: None

Recommended Preparation: Credit 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

## 103 INTERMEDIATE ALGEBRA 3 UNITS

Prerequisite: Credit 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: Credit 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**

**(CAN MATH 2)**

Prerequisite: MATH 103 or 110 with a grade of "C" or better or equivalent

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.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

**125 STRUCTURE AND CONCEPTS OF ELEMENTARY MATHEMATICS I 3 UNITS**

Prerequisite: MATH 103 or 110 and MATH 097 with a grade of "C" or better or equivalent

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.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

**126 STRUCTURE AND CONCEPTS OF ELEMENTARY MATHEMATICS II 3 UNITS**

Prerequisite: MATH 125 with a grade of "C" or better or equivalent

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.

**UC credit limit, CSU, IGETC, CSU GE**

**150 INTRODUCTION TO COMPUTER PROGRAMMING WITH FORTRAN 3 UNITS**

Prerequisite: MATH 103 or 110

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Analysis of mathematical application problems and solutions from statistics, engineering, and the physical sciences using the digital computer. Fundamentals of structured technical programming in FORTRAN 77 including language commands.

**160 ELEMENTARY STATISTICS 3 UNITS**

**(CAN STAT 2)**

Prerequisite: MATH 103 or 110 with a grade of "C" or better or equivalent

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.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

**170 ANALYTIC TRIGONOMETRY 3 UNITS**

**(CAN MATH 8)**

Prerequisite: MATH 110 and 097 with a grade of "C" or better or equivalent

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.

**CSU, AA/AS GE, CSU GE**

- 175 COLLEGE ALGEBRA** **3 UNITS**  
(CAN MATH 10)  
Prerequisite: MATH 110 with a grade of "C" or better or equivalent (MATH 103 does not meet the prerequisite)  
Corequisite: None  
Recommended Preparation: None  
3 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 6 units can be earned for successfully completing any combination of MATH 170, 175 and 176. Students preparing to take Calculus must take MATH 170 and 175 or MATH 176.*  
**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**
- 176 PRECALCULUS: FUNCTIONS AND GRAPHS** **6 UNITS**  
Prerequisite: MATH 110 and 097 with a grade of "C" or better or equivalent (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 6 units can be earned for successfully completing any combination of MATH 170, 175 and 176. Students preparing to take Calculus must take MATH 170 and 175 or MATH 176.*  
**UC credit limit, CSU, AA/AS GE, CSU GE**
- 178 CALCULUS FOR BUSINESS, SOCIAL AND BEHAVIORAL SCIENCES** **4 UNITS**  
(CAN MATH 30)  
Prerequisite: MATH 110 with a grade of "C" or better or equivalent  
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.*  
**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**
- 180 ANALYTIC GEOMETRY AND CALCULUS** **5 UNITS**  
(CAN MATH 18; CAN MATH SEQ B = MATH 180+280, CAN MATH SEQ C = MATH 180+280+281)  
Prerequisite: MATH 170 and 175 or 176 with a grade of "C" or better or equivalent  
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.  
**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**
- 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 with a grade of "C" or better or equivalent

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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

**280 ANALYTIC GEOMETRY AND CALCULUS 4 UNITS**

(*CAN MATH 20; CAN MATH SEQ B = MATH 180+280,*

*CAN MATH SEQ C = MATH 180+280+281*)

Prerequisite: MATH 180 with a grade of "C" or better or equivalent

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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

**281 INTERMEDIATE CALCULUS 4 UNITS**

(*CAN MATH 22; CAN MATH SEQ C = MATH 180+280+281*)

Prerequisite: MATH 280 with a grade of "C" or better or equivalent

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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

**284 LINEAR ALGEBRA 3 UNITS**

(*CAN MATH 26*)

Prerequisite: MATH 280 with a grade of "C" or better or equivalent

Corequisite: None

Recommended Preparation: None

3 hours lecture

Matrix operations, Gauss elimination, determinants, vector spaces, linear transformations, orthogonality, eigenvalues and eigenvectors.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

**285 DIFFERENTIAL EQUATIONS 3 UNITS**

(*CAN MATH 24*)

Prerequisite: MATH 280 with a grade of "C" or better or equivalent

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.

**UC, CSU, IGETC, CSU GE**

**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. **Offered as Credit/No Credit only. Non-associate 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 RUDIMENTS OF MUSIC AND MUSICIANSHIP 4 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 4 hours lecture  
 Basic elements of music. Notation and major and minor keys, triads and inversions, musical terms and analysis involving intervals and simple chord structures. Sight-singing and dictation of basic music materials. Some keyboard activity.  
**CSU**
- 108- INSTRUMENTAL MUSIC ENSEMBLE 1 UNIT**  
**109** Prerequisite: Audition  
 Corequisite: None  
 Recommended Preparation: None  
 5 hours lecture/laboratory  
 Study and performance of music literature for an ensemble of mixed instruments.  
**CSU**
- 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 112 PIANO I 2 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture  
 Piano for non-music majors. Emphasis on reading staff notation, harmonization, improvisation and music fundamentals.  
**UC, CSU**
- 113 PIANO II 2 UNITS**  
 Prerequisite: MUS 112 or by performance evaluation  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture  
 Piano for non-music majors. Continuation of MUS 112 with emphasis on reading staff notation and playing rhythms at an intermediate level.  
**UC, CSU**
- 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. Includes the interplay of social and cultural trends with the innovations and achievements of individual artists, the ongoing influence of technology on music, the cross-fertilization of African and European-American popular music styles, and recurring cycles of rebellion against and assimilation by the popular music industry. In addition, basic musical concepts such as pitch, rhythm and form will be introduced and applied to the music under consideration.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 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.  
**UC, CSU, AA/AS GE, CSU GE, IGETC**
- 118 INTRODUCTION TO MUSIC 4 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 4 hours lecture  
 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.  
**UC, 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.  
**UC, CSU**

- 127 CLASS GUITAR II 2 UNITS**  
Prerequisite: MUS 126 or by examination  
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.  
**UC, CSU**
- 156 JAZZ ENSEMBLE I 1 UNIT**  
Prerequisite: Audition; ability to play an appropriate jazz ensemble instrument.  
Corequisite: None  
Recommended Preparation: None  
5 hours lecture/laboratory  
Study of representative jazz ensemble compositions in a wide variety of styles at regular rehearsals and public performances.  
**UC, CSU**
- 157 JAZZ ENSEMBLE II 1 UNIT**  
Prerequisite: Audition; ability to play an appropriate jazz ensemble instrument.  
Corequisite: None  
Recommended Preparation: None  
5 hours lecture/laboratory  
Study of representative jazz ensemble compositions in a wide variety of styles at regular rehearsals and public performances.  
**UC, CSU**
- 158- CHORUS 1 UNIT**
- 159** Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
5 hours lecture/laboratory  
Study and performance of standard and contemporary choral literature for choral ensemble. Open to all singers in the community and students of the college.  
**UC, CSU**
- 170- CLASS VOICE 2 UNITS**
- 171** 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.  
**UC, 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.
- 208- INSTRUMENTAL MUSIC ENSEMBLE 1 UNIT**
- 209** Prerequisite: Audition  
Corequisite: None  
Recommended Preparation: None  
5 hours lecture/laboratory  
Study and performance of music literature for an ensemble of mixed instruments.  
**CSU**
- 212 PIANO III 2 UNITS**  
Prerequisite: MUS 113 or by performance evaluation  
Corequisite: None  
Recommended Preparation: None  
2 hours lecture  
Piano for non-music majors. Continuation of MUS 113 with emphasis on intermediate level staff notation, piano technique and musicianship.  
**UC, CSU**
- 213 PIANO IV 2 UNITS**  
Prerequisite: MUS 212 or by performance evaluation  
Corequisite: None  
Recommended Preparation: None  
2 hours lecture  
Piano for non-music majors. Continuation of MUS 212 with emphasis on advanced staff notation, piano technique and musicianship.  
**UC, CSU**
- 226 CLASS GUITAR III 2 UNITS**  
Prerequisite: MUS 127 or by examination  
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.  
**UC, CSU**
- 227 CLASS GUITAR IV 2 UNITS**  
Prerequisite: MUS 226 or by examination  
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.  
**UC, CSU**
- 256 JAZZ ENSEMBLE III 1 UNIT**  
Prerequisite: Audition; ability to play an appropriate jazz ensemble instrument.  
Corequisite: None  
Recommended Preparation: None  
5 hours lecture/laboratory  
Study of representative jazz ensemble compositions in a wide variety of styles at regular rehearsals and public performances.  
**UC, CSU**

**257 JAZZ ENSEMBLE IV 1 UNIT**

Prerequisite: Audition; ability to play an appropriate jazz ensemble instrument.

Corequisite: None

Recommended Preparation: None

5 hours lecture/laboratory

Study of representative jazz ensemble compositions in a wide variety of styles at regular rehearsals and public performances.

**UC, CSU**

**258- CHORUS 1 UNIT**

**259** Prerequisite: None

Corequisite: None

Recommended Preparation: None

5 hours lecture/laboratory

Study and performance of standard and contemporary choral literature for choral ensemble. Open to all singers in the community and students of the college.

**UC, CSU**

**270- CLASS VOICE 2 UNITS**

**271** 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.

**UC, 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. **Offered as Credit/No Credit only. Non-associate 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**

**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 foliages, and practical skills necessary for employment in the floral industry. Fresh and dried flowers will be used.

**CSU**

**116 FLORAL DESIGN II 3 UNITS**

Prerequisite: OH 114

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, foliages and unique props for creating floral designs will also be covered.

**CSU**

**117 WEDDING DESIGN I 3 UNITS**

Prerequisite: None

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 FLORISTRY 3 UNITS**

Prerequisite: OH 114 or one year high school floral design or trade experience

Corequisite: None

Recommended Preparation: None

2 hours lecture, 3 hours laboratory

Students will 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  
 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 gives 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**  
**(CAN AG 10)**  
 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**  
**(CAN AG 14)**  
 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.  
**UC, CSU**
- 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.  
**UC, CSU**
- 172 INTRODUCTION TO LANDSCAPE DESIGN 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hours lecture, 3 hours laboratory  
 Principles of landscape design for parks, residential and commercial projects. Studies of color, texture, form and use of landscape material. Emphasis on selection and placement of plant material, walks, patios and other structures for landscape use. Consideration also given to proper site layout with regard to existing elevations. The lab emphasizes practice in the design and drafting of actual landscape projects.  
**CSU**
- 173 INTERMEDIATE LANDSCAPE DESIGN 3 UNITS**  
 Prerequisite: OH 172  
 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**

- 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**
- 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. *Only offered at Southwestern College. Student must enroll at Southwestern College and register for LA 200.*  
**CSU**
- 220 LANDSCAPE CONSTRUCTION: CONCRETE AND MASONRY 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 2 hour 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 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. Sections will cover equipment, structures, environmental control, estimation of crop production requirements, production and sales of common greenhouse crops.

**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  
 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  
 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**
- 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 with students will be scheduled. *May be repeated for up to 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. **Offered as Credit/No Credit only. Non-associate 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

The role of the paralegal including business development, client contact, ethical responsibilities, investigative fact finding, law office management and legal restrictions are the main focus of this course. Students will be introduced to the function of statutes, case law, administrative regulations and constitutions within the legal system.

**CSU**

### 110 CIVIL LITIGATION PRACTICE AND PROCEDURES

**3 UNITS**

Prerequisite: PARA 100 or equivalent

Corequisite: None

Recommended Preparation: None

3 hours lecture

The initial phase of an action, 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 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

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 ORGANIZATION

**3 UNITS**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Fundamentals of the formation of business entities such as sole proprietorships, partnerships and corporations are included. Students will prepare documents regarding the formation of such organizations.

**CSU**

### 130 LEGAL RESEARCH AND WRITING

**3 UNITS**

Prerequisite: PARA 100 or equivalent

Corequisite: None

Recommended Preparation: ENGL 111 with a grade of "C" or better

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 concurrent enrollment in PARA 130 or equivalent

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

**1 UNIT**

Prerequisite: PARA 100

Corequisite: None

Recommended Preparation: None

1 hour lecture

The United States Federal Bankruptcy Act (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 Act and will learn the rules of federal procedure associated with bankruptcy case filings.

**CSU**

### 140 CRIMINAL LAW AND PROCEDURES

**3 UNITS**

Prerequisite: PARA 100

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

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  
 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  
 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  
 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. Statutes of Limitations applicable to tort actions will be emphasized. Theories of recovery, filing requirements, case handling, witness interviewing and evidence requirements under current California law will be reviewed.  
**CSU**
- 165 PROBATE LAW** **3 UNITS**  
 Prerequisite: PARA 100  
 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  
 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  
 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.
- 250-252 INTERNSHIP** **1-3 UNITS**  
 Prerequisite: PARA 100  
 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.  
**CSU**
- 298 SELECTED TOPICS IN PARALEGAL STUDIES** **1-3 UNITS**  
 Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**
- 299 SELECTED TOPICS IN PARALEGAL STUDIES** **1-3 UNITS**  
 Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 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. **Offered as Credit/No-Credit only. Non-associate degree applicable.**

### 103 STANDARDIZED TEST PREPARATION 1 UNIT

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None

1 hour lecture

How to prepare for standardized tests such as SAT, ACT, etc. Includes information on test taking, math preparation and English preparation. **Offered as Credit/No Credit only. Non-associate degree applicable.**

### 114 BASIC SKILLS PRACTICUM 1 UNIT

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None

1 hour lecture

Lecture, discussion and practicum course designed to support academic success in college. Students will be given diagnostic tests at the beginning of the course to establish a personal plan for improvement. The lecture portion will provide the basic information needed to increase library competence. Library skills will also be developed via research. Students will work on their own projects or ones that support their goals. **Offered as Credit/No Credit only. Non-associate degree applicable.**

### 115 BASIC SKILLS PRACTICUM 2 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None

2 hours lecture

Lecture, discussion and practicum course designed to support academic success in college. Students will be given diagnostic tests at the beginning of the course to identify areas of growth and establish a personal plan for improvement. Emphasis on math improvement, English and writing improvement and beginning computer skills. One-to-one tutoring, cooperative learning and individual study will be utilized. **Offered as Credit/No Credit only. Non-associate degree applicable.**

### 116 BASIC SKILLS PRACTICUM 3 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
3 hours lecture

Lecture, discussion and practicum course designed to support academic success in college. Students will be given diagnostic tests at the beginning of the course and will be assessed in the area of library skills. Areas of growth will be identified and a personal plan for improvement will be established. Emphasis on math improvement, English and writing improvement, library skills and beginning computer skills. One-to-one tutoring, cooperative learning, group projects and individual study will be utilized. **Offered as Credit/No Credit only. Non-associate 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. *Maximum of 3 units can be earned for taking PDC 124 and 120.*

**UC, CSU, CSU GE**

### 126 ORIENTATION TO COLLEGE: RE-ENTRY STUDENTS 2 UNITS

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
2 hours lecture

Discussion group to help returning older students adjust to college, meet other mature students with similar interests and concerns, and to help them look ahead to changes in their lives. Films, guest speakers, visits to the Career Center and Learning Resource Center, and important information about the catalog and class schedule, as well as graduation and transfer information are included.

**CSU**

- 130 STUDY SKILLS AND TIME MANAGEMENT 1 UNIT**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture  
 Prepares students to adjust to the academic community by learning to study effectively in given time limitations. Emphasizes time management, textbook mastery, research skills, goal-setting, note-taking and memory. **Offered as Credit/No Credit only.**
- 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**
- 228 LEADERSHIP DEVELOPMENT: THEORIES OF LEADERSHIP 2 UNITS**
- 229 LEADERSHIP DEVELOPMENT: POWER AND AUTHORITY 2 UNITS**
- 230 LEADERSHIP DEVELOPMENT: COMMUNICATION SKILLS 2 UNITS**
- 231 LEADERSHIP DEVELOPMENT: LEADERSHIP CHARACTERISTICS 2 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 1 hour lecture, 3 hours laboratory  
 Provides an opportunity for students to study various styles of leadership and group dynamics within the context of their own campus involvement. Structured in-class experiences combined with selected on-campus activities comprise the content of the courses.  
**CSU**
- 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. **Offered as Credit/No Credit only. Non-associate 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

Assess, interpret and diagnose learning strengths and weaknesses for the purpose of identifying specific learning disabilities. Guidelines mandated by the California Community College System will be utilized to determine eligibility for Learning Disabilities Services. An orientation to the Learning Disabilities Program will be provided as well as prescriptive planning and IEP development. A conference will be held with the Learning Disabilities Specialist prior to the assessment process. **Offered as Credit/No Credit only. Non-associate degree applicable.**

### 085 ADAPTED COMPUTER BASICS 1 UNIT AB

Prerequisite: None  
Corequisite: None  
Recommended Preparation: ENGL 098R with a grade of "C" or "CR" or better or equivalent  
.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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

### 090 LEARNING STRATEGIES PRACTICUM 1 UNIT ABCD

Prerequisite: None  
Corequisite: None  
Recommended Preparation: None  
1 hour lecture

Designed for students with specialized learning needs. Involves development and implementation of specific learning strategies in a developmental learning environment to assist students' academic performance. **Offered as Credit/No Credit only. Non-associate 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

### 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. **Offered as Credit/No Credit only. Non-associate 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**  
(CAN PHIL 2)  
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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 115 HISTORY OF PHILOSOPHY I** **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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 117 HISTORY OF PHILOSOPHY II** **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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 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.  
**UC, CSU, AA/AS GE, CSU GE**
- 130 LOGIC** **3 UNITS**  
(CAN PHIL 6)  
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.  
**UC, AA/AS GE, CSU GE, CSU**
- 140 PROBLEMS IN ETHICS** **3 UNITS**  
(CAN PHIL 4)  
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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 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. **Offered as Credit/No Credit only. Non-associate 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 EDUCATION

(SEE EXERCISE SCIENCE)

## 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 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. *Satisfies the general education requirements in science for graduation.*

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

### 111 PHYSICAL SCIENCE LABORATORY 1 UNIT

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours laboratory

Laboratory exercises concerning physics, chemistry, geology and astronomy. Emphasis on discovery, measurement and observation.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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. **Offered as Credit/No Credit only. Non-associate 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.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

## 120 GENERAL PHYSICS 4 UNITS

(CAN PHYS 2; CAN PHYS SEQ A = PHYC 120+121)

Prerequisite: MATH 170 or equivalent

Corequisite: None

Recommended Preparation: None

3 hours lecture, 3 hours laboratory

Problem solving as well as 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.*

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

## 121 GENERAL PHYSICS 4 UNITS

(CAN PHYS 4; CAN PHYS SEQ A = PHYC 120+121)

Prerequisite: PHYC 120

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.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

## 130 FUNDAMENTALS OF PHYSICS 4 UNITS

Prerequisite: MATH 180 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 this course.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

## 131 FUNDAMENTALS OF PHYSICS 4 UNITS

Prerequisite: PHYC 130, MATH 180

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 this course.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

## 190 MECHANICS AND HEAT 5 UNITS

(CAN PHYS 8; CAN PHYS SEQ B = PHYC 190+200+210)

Prerequisite: MATH 180 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.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

## 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

(CAN PHYS 12; CAN PHYS SEQ B = PHYC 190+200+210)

Prerequisite: PHYC 190 or equivalent 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.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

## 210 WAVE MOTION AND MODERN PHYSICS 5 UNITS

(CAN PHYS 14; CAN PHYS SEQ B = PHYC 190+200+210)

Prerequisite: PHYC 190 or equivalent 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.

**UC credit limit, CSU, AA/AS GE, IGETC, CSU GE**

**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. **Offered as Credit/No Credit only. Non-associate 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.

**UC, CSU, AA/AS GE, IGETC, CSU GE****121\* INTRODUCTION TO U.S. GOVERNMENT AND POLITICS 3 UNITS****(CAN GOVT 2)**

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

Introduction to the basic structure and functions of the U.S. political system. The question of "who governs?" will be studied from various theoretical perspectives. Examined will be the basis of the U.S. political system including the Constitution, federalism, capitalism and democracy. The policy-making role of traditional political institutions such as the media, the bureaucracy and special interests will be explored. All topics will be illustrated through reference to actual political events occurring as the course progresses.

**UC, CSU, AA/AS GE, IGETC, CSU GE****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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

**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.

**140\* INTRODUCTION TO CALIFORNIA GOVERNMENT AND POLITICS 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: POSC 121  
 3 hours lecture

Study of the principal features, organization and operation of state and local government within the framework of U.S. federalism. Emphasis on California state and local governments and contemporary political issues.

**CSU, AA/AS GE, 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. **Offered as Credit/No Credit only. Non-associate 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.

## PSYCHOLOGY

### 120 INTRODUCTORY PSYCHOLOGY 3 UNITS

(CAN PSY 2)

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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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, this course will make them more equipped to interact in a world where there is increasing contact among different cultures.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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 STDs.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 140 PHYSIOLOGICAL PSYCHOLOGY 3 UNITS

(CAN PSY 10)

Prerequisite: PSY 120

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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 170 ABNORMAL PSYCHOLOGY 3 UNITS

Prerequisite: None

Corequisite: None

Recommended Preparation: None

3 hours lecture

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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

**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****(CAN PSY 6)**

Prerequisite: MATH 103 or 110 with a grade of "C" or better or equivalent

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 on the design of experiments and the application of a variety of parametric and nonparametric techniques to the analysis of data.

**UC credit limit, CSU, AA/AS GE, CSU GE****220 LEARNING 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None

3 hours lecture

Examination of the basic principles and research in animal and human learning.

**UC, CSU, AA/AS GE, IGETC, CSU GE****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. **Offered as Credit/No Credit only. Non-associate 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**

**198 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**

**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**

**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 3 UNITS**

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None

15 hours paid or 12 hours unpaid work experience per week

Practical work experience in the real estate industry. *May be repeated for a maximum of 9 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 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**

**299 SELECTED TOPICS IN REAL ESTATE 1-3 UNITS**

Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

**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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

**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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

**140 RELIGION AND CULTURAL EXPRESSION 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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

**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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

**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.  
**UC, CSU, AA/AS GE, IGETC, CSU GE**
- 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.  
**UC, CSU, AA/AS GE**
- 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.  
**UC, CSU, AA/AS GE**
- 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. **Offered as Credit/No Credit only. Non-associate 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**

## SCIENCE

- 112 INTRODUCTION TO OCEANOGRAPHY 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Physical science course designed to integrate aspects of physics, chemistry, meteorology and geology as it relates to the marine environment. The history and development of oceanography and the present and future importance of the oceans are also discussed.  
**UC, CSU, IGETC, CSU GE**
- 199 SPECIAL STUDIES OR PROJECTS IN 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 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 SCIENCE 1-3 UNITS**  
 Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in 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. **Offered as Credit/No Credit only. Non-associate degree applicable.**
- 299 SELECTED TOPICS IN SCIENCE 1-3 UNITS**  
 Prerequisite: Varies with topic  
 Corequisite: Varies with topic  
 Recommended Preparation: Varies with topic  
 1-9 hours  
 Selected topics in 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**

# SOCIOLOGY

## 120 INTRODUCTORY SOCIOLOGY 3 UNITS

(CAN SOC 2)

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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

## 125 MARRIAGE, FAMILY AND ALTERNATIVE LIFESTYLES 3 UNITS

(CAN FCS 12)

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.

**UC, CSU, AA/AS GE, CSU GE**

## 130 CONTEMPORARY SOCIAL PROBLEMS 3 UNITS

(CAN SOC 4)

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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

## 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. **Offered as Credit/No Credit only. Non-associate 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

(CAN SPAN 2; CAN SPAN SEQ A = SPAN 120+121)

Prerequisite: None

Corequisite: None

Recommended Preparation: None

5 hours lecture

Introductory course 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 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 learn structures that will enable them to function in Spanish in everyday contexts.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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.*

**UC credit limit, CSU, AA/AS GE, CSU GE**

### 120B SPANISH I 2.5 UNITS

Prerequisite: SPAN 120A

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.*

**UC credit limit, CSU, AA/AS GE, CSU GE**

### 121 SPANISH II 5 UNITS

(CAN SPAN 4; CAN SPAN SEQ A = SPAN 120+121)

Prerequisite: SPAN 120 or two years of high school Spanish. Students with three years of high school Spanish should enroll in SPAN 220.

Corequisite: None

Recommended Preparation: None

5 hours lecture

Continuation of SPAN 120. Continues to develop oral and written skills based on practical everyday needs.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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. **Offered as Credit/No Credit 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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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.

**UC, CSU, AA/AS GE, CSU GE**

### 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****(CAN SPAN 8; CAN SPAN SEQ B = SPAN 220+221)**

Prerequisite: SPAN 121 or three years of high school Spanish. Students with four years of high school Spanish should enroll in SPAN 221.

Corequisite: None

Recommended Preparation: None

5 hours lecture

Continuation of SPAN 121. Continues to develop oral, reading, writing and listening skills in order to acquire proficiency in Spanish.

**UC, CSU, AA/AS GE, IGETC, CSU GE****221 SPANISH IV 5 UNITS****(CAN SPAN 10; CAN SPAN SEQ B = SPAN 220+221)**

Prerequisite: SPAN 220 or four years of high school Spanish or equivalent

Corequisite: None

Recommended Preparation: None

5 hours lecture

Continuation of SPAN 220. Continues to develop oral, reading, writing and listening skills in order to improve proficiency in Spanish.

**UC, CSU, AA/AS GE, IGETC, CSU GE****250 CONVERSATIONAL SPANISH 3 UNITS**

Prerequisite: SPAN 121 or four years of high school Spanish or equivalent

Corequisite: None

Recommended Preparation: None

3 hours lecture

Continues to develop oral, reading, writing and listening skills but with an emphasis on oral proficiency.

**UC, CSU, AA/AS GE, IGETC, CSU GE****251 CONVERSATIONAL SPANISH 3 UNITS**

Prerequisite: SPAN 250 or 121 or four years of high school Spanish or equivalent

Corequisite: None

Recommended Preparation: None

3 hours lecture

Continues to develop oral, reading, writing and listening skills but with an emphasis on oral proficiency.

**UC, CSU, AA/AS GE, IGETC, CSU GE****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. **Offered as Credit/No Credit only. Non-associate 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****SPEECH COMMUNICATION****(SEE COMMUNICATION)****SURVEYING****SURVEYING (ENGINEERING) COURSES****218 PLANE SURVEYING 4 UNITS**

Prerequisite: MATH 170 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. *Listed as ENGR 218.***UC, CSU****240 ADVANCED SURVEYING 4 UNITS**

Prerequisite: ENGR 218

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.). *Listed as ENGR 240.***UC, 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.

**UC, CSU, AA/AS GE, IGETC, CSU GE**

### 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. **Offered as Credit/No Credit only. Non-associate 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

Designed to give students 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.

### 102 CALCULATIONS IN WATER/WASTEWATER TECHNOLOGY 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 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.

### 104 BASIC HYDRAULICS 3 UNITS

Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 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.

### 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.

- 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.
- 112 BASIC PLANT OPERATIONS: WATER TREATMENT 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Designed to study 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.
- 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.
- 117 ADVANCED PLANT OPERATIONS: WATER TREATMENT 3 UNITS**  
 Prerequisite: WWTR 112  
 Corequisite: None  
 Recommended Preparation: None  
 3 hours lecture  
 Designed to study 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.
- 120 ADVANCED PLANT OPERATIONS: WASTEWATER TREATMENT 3 UNITS**  
 Prerequisite: WWTR 114  
 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.
- 130 WATER DISTRIBUTION SYSTEMS 3 UNITS**  
 Prerequisite: None  
 Corequisite: None  
 Recommended Preparation: None  
 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.
- 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.
- 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.
- 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

Corequisite: None

Recommended Preparation: None

3 hours lecture

Designed as the 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.

**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****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 up to 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. **Offered as Credit/No Credit only. Non-associate 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.

## 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.

### 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. **Offered as Credit/No Credit only. Non-associate 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.



CUYAMACA COLLEGE, *Your Best Choice...*

*Endless Possibilities*



**MEGAN BRIGGS**

Majoring in Journalism, Megan says she enjoys the nice campus here at Cuyamaca College along with the great teachers. "The environment here helps keep me focused."



**TAYSEER RAZZOOK**

"The schedule at Cuyamaca College seemed more convenient to me. I heard the Physics teachers here were the best! I will transfer to UCSD in Spring of 2004 and major in Electrical Engineering."

**FACULTY, Administration  
& Classified Personnel**

# Faculty And Administration

- AGOSTO, DAVID** ..... Vice President,  
B.S., University of San Diego      **Student Development**  
M.A., San Diego State University      **and Services**
- APPENZELLER, BETH** ..... Dean, Admissions  
B.A., San Diego State University      **and Records**  
M.Ed., University of San Diego  
Ph.D., Claremont Graduate University &  
San Diego State University
- ASHER-FITZPATRICK, MARY** ..... Learning Disabilities  
B.A., San Diego State University      **Specialist, DSPS**  
M.A., San Diego State University
- BABYLON, DEBRA** ..... Art  
B.F.A., Bowling Green State University  
M.A., M.F.A., Bowling Green State University
- BALEGH, MOHAMMED SALAH** ..... Biology  
B.S., University of Cairo  
M.S., University of Cairo  
Ph.D., Washington State University
- BARRETT, SHARON** ..... Assistant Dean, Student Affairs  
B.S., National University  
M.S., National University
- BOATNER, T. PAUL** ..... Counselor  
B.A., Biola University  
M.S., California State University, Fullerton  
Ed.D., University of Southern California
- BOTZ, ANNA THERESE** ..... American Sign Language,  
B.A., University of California, Los Angeles      **Sociology**  
M.A., The George Washington University  
Ed.D., University of Southern California
- BOWYER, CATHERINE** ..... Athletics Director,  
B.A., San Diego State University      **Exercise Science**  
M.A., San Diego State University
- BRANTON, CHRISTOPHER** ..... Automotive Technology,  
A.S., Grossmont College      **GM ASEP Program**
- BRAZIL, LINDY** ..... English  
B.A., University of California, Irvine  
M.A., Claremont Graduate School
- CARDENAS, EZEQUIEL** ..... Spanish  
B.A., San Diego State University  
M.A., San Diego State University  
Ph.D., University of Colorado
- CARMONA, PAUL** ..... Humanities, Philosophy,  
B.A., Loyola University of Los Angeles      **Religious**  
M.Mus., University of Southern California      **Studies**  
Ph.D., Catholic University of Louvain, Belgium
- CHANDLER, TED** ..... Computer and Information Science  
B.S., Northrop Institute of Technology (Caltech)  
M.B.A., National University
- CHARTER, CHARLES** ..... English  
B.A., California State University, Fullerton  
M.A., California State University, Los Angeles
- CHIRIBOGA, CRISTINA** ..... Vice President,  
B.A., San Diego State University      **Instruction**  
M.A., University of California, San Diego  
Ed.D., University of San Diego
- CHOU, PEI HUA** ..... Associate Dean, Learning Resources  
B.A., Tunghai University, Taiwan, China  
M.A., University of Denver  
Ed.D., University of Southern California
- COX, CARMEN** ..... English  
B.A., California State University, Fullerton  
M.A., University of San Diego  
Ph.D., University of California, Riverside
- CUSTEAU, JAMES** ..... Automotive Technology  
B.A., San Diego State University  
M.S., National University
- D'AMATO, JOSEPH** ..... Business Administration,  
B.A., University of Southern California      **Entrepreneurship**  
M.B.A., California State University,  
Dominguez Hills
- DETWILER, DAVID** ..... Spanish  
B.A., Oregon State University  
M.A., San Diego State University
- DOYLE, THOMAS** ..... Psychology  
B.A., University of Santa Clara  
Ph.D., Arizona State University
- ECKERT, P. SCOTT** ..... Mathematical Sciences  
B.S., Cal Poly State University, San Luis Obispo  
M.S., Oregon State University, Corvallis
- ELDER, CONNIE** ..... Computer and Information Science  
B.A., West Virginia University  
M.A., West Virginia University  
M.S., University of Rhode Island
- ELLIOTT, BRYAN** ..... Mathematical Sciences  
B.S., Cal Poly State University, Pomona  
M.S., University of California, San Diego
- ENSEY, GLORIA** ..... Child Development,  
B.A., San Diego State University      **Health Education,**  
M.A., San Diego State University      **Exercise Science**  
M.S., National University
- FAN, SHIU-KUEN** ..... Anthropology, Sociology  
M.A., University of California, San Diego  
Ph.D., University of California, San Diego
- FARMER, PAM** ..... Exercise Science  
B.A., San Diego State University  
M.A., San Diego State University
- FORD, JANET** ..... Mathematical Sciences  
B.S., Ohio State University  
M.A., San Diego State University
- FRALICK, MARSHA** ..... Counselor  
B.A., Arizona State University  
M.A., University of Redlands  
Ed.D., University of Southern California
- FRANEY, DENNIS** ..... Business Administration,  
B.A., National University      **Real Estate**  
M.A., San Diego State University
- FURRY, ROBERT** ..... Mathematical Sciences  
B.S., San Francisco State University  
M.S., University of California, Los Angeles  
Professional Engineer, California
- GARITY, G. PATRICK** ..... Automotive Technology,  
A.S., Cuyamaca College      **Ford ASSET Program**
- GOMEZ, GREGORY** ..... EOPS Counselor  
B.A., San Diego State University  
M.A., National University

- GRAHAM, MARY** ..... English  
B.A., University of California, Riverside  
M.F.A., San Diego State University
- HABER, SUSAN** ..... History  
B.A., Michigan State University  
M.A., San Diego State University
- HAJJ, DONNA ENDICOTT** ..... Counselor  
B.S., Christian Heritage College  
M.A., National University
- HANNIBAL, JAMES** ..... Automotive Technology  
A.S., Cuyamaca College
- HARTIG, KAY** ..... Executive Dean, Educational  
B.S., North Texas State University      Development &  
M.Ed., Colorado State University      Services  
Ph.D., Colorado State University
- HIDER, JACQUELINE** ..... English, Reading  
B.A., University of California, Berkeley  
M.A., San Diego State University
- HILL, NANYAMKA** ..... CARE Coordinator/  
B.A., California College of Arts      EOPS Counselor  
M.Ed., United States International University  
Counseling Cert., University of California, San Diego
- INGRUM, KATHRYN** ..... Child Development  
B.A., San Diego State University  
M.A., San Diego State University  
Ed.D., University of Southern California
- JENNINGS, NANCY** ..... Forensics, Communication  
B.A., San Francisco State University  
M.A., San Diego State University
- JERJIS, RAAD** ..... Counselor  
B.A., San Diego State University  
B.A., San Diego State University  
M.A., San Diego State University  
M.S., San Diego State University
- KALLMEYER MARGIE** ..... Counselor  
B.A., San Diego State University  
M.Ed., University of San Diego
- KNAPP, LOWELL** ..... Economics, Real Estate  
B.S., University of Utah
- LEBLANC, LAURIE** ..... Chemistry  
B.S., San Diego State University  
M.A., San Diego State University
- LEU, INWON** ..... Mathematical Sciences  
B.S., Ewha Women's University, Seoul, Korea  
M.S., Virginia Tech
- LYON, SANDY** ..... Assistant Dean, EOPS  
B.A., San Diego State University  
M.S., San Diego State University
- MARSHALL, TAMMI** ..... Mathematical Sciences  
B.A., San Diego State University  
M.A., San Diego State University
- McGEHEE, DUNCAN** ..... Engineering  
B.M.E., Georgia Institute of Technology  
M.S., University of California, Berkeley  
Ph.D., University of California, San Diego
- McNEIL, TERESA BAKSH** ..... Counselor,  
B.A., San Diego State University      Articulation Officer  
M.A., San Diego State University  
Ed.D., University of San Diego
- McWILLIAMS, KATHLEEN** ..... English  
B.A., San Diego State University  
M.A., San Diego State University
- MEGLING, SUSAN** ..... Graphic Design  
A.A., Cuyamaca College
- MENESES, EVANGELINE** ..... Dean, Counseling and  
B.A., California State University, Sacramento      Matriculation  
M.S.W., California State University, Sacramento
- MONROE, BRADFORD** ..... Ornamental Horticulture,  
B.S., California State University, Fresno      Water/Waste-  
M.S., National University      water Technology
- MUÑOZ, ALICIA** ..... English, ESL  
B.A., University of California, Berkeley  
M.A., San Francisco State University
- NESTA, ANGELA** ..... Librarian  
B.A., Florida Atlantic University  
M.L.S., Florida State University
- NETTE, KATHRYN** ..... Biology  
B.S., Douglass College  
Ph.D., Rutgers University
- NEWMAN, PATRICIA** ..... Business Office Technology  
B.S., University of South Dakota  
M.A., San Diego State University
- NEYLON, V. LYN** ..... English, ESL  
B.A., San Diego State University  
B.A., San Diego State University  
M.A., United States International University  
Ph.D., University of California, Riverside
- NICHOLS, TERRIE** ..... Mathematical Sciences  
B.A., San Diego State University  
M.A., San Diego State University
- PAGAARD, TIMOTHY** ..... English  
B.A., San Diego State University  
M.A., University of California, San Diego
- PERRI, GERALDINE M.** ..... President  
A.A.S., Hostos Community College  
B.S., New York University  
M.A., New York University  
M.A., Fielding Institute of Santa Barbara, California  
Ph.D., Fielding Institute of Santa Barbara, California
- PHILLIPS, TIM** ..... Computer and Information Science  
B.A., San Diego State University  
M.B.A., San Diego State University
- POWELL, O. YVONETTE** ..... DSPS/EOPS Counselor,  
B.S., San Diego State University      DSPS Coordinator  
M.S.W., San Diego State University  
Ed.D., University of San Diego
- PREIBISIUS, ERIC** ..... Mathematical Sciences  
B.A., San Diego State University  
M.A., San Diego State University  
M.Div., Bethel Theological Seminary
- PULIDO, LILIA** ..... Counselor  
B.A., California State University, Stanislaus  
M.A., San Diego State University
- RAMOS, MARIE** ..... Dean of Instruction, Division III,  
B.A., Long Beach State University      Continuing  
B.F.A., Eastern Washington University      Education  
M.A., Eastern Washington University      & Special  
Ph.D., Washington State University      Programs
- RANEY, DAVID** ..... Computer and Information Science  
B.S., National University  
M.S., National University
- REARIC, SUE** ..... Interim Dean, Administrative Services  
Certified Public Accountant  
B.A., California State University, Northridge

- REED, JODI** ..... **Computer and Information Science**  
B.S.Ed., University of Arizona  
M.A., San Diego State University
- RESTO, JERI** ..... **Librarian**  
B.A., University of Washington  
M.L.S., University of Hawaii
- RILEY, DONNA** ..... **Exercise Science**  
B.A., University of California, San Diego  
M.S., San Diego State University
- RILEY, JERRY** ..... **Astronomy, Physics,  
Physical Science**  
B.A., University of California, San Diego  
M.S., San Diego State University
- SANTANA, PATRICIA** ..... **Spanish**  
B.A., University of California, San Diego  
M.A., University of California, Los Angeles
- SESSOM, MARY** ..... **Paralegal Studies**  
B.A., California State University, San Bernardino  
J.D., Thomas Jefferson School of Law
- SETZER, PATRICK** ..... **Music**  
B.M., University of the Arts  
M.A., Temple University
- SHERWOOD, LAWRENCE** ..... **Librarian**  
B.S., San Francisco State University  
M.L.S., University of California, Berkeley  
C.A.S., University of California, Berkeley
- SHUPE, GEORGE** ..... **Accounting, Business  
Administration**  
B.A., Kansas State University  
M.B.A., San Diego State University  
C.P.A., California
- SOLOM, CARMEN** ..... **Associate Dean, Special Funded  
Programs**  
B.S., California State University, Los Angeles  
M.S., National University
- STILSON, DAVE** ..... **Computer and Information Science**  
B.B.A., National University  
M.A., Point Loma Nazarene
- TACCONE, ALBERT** ..... **Dean of Instruction, Division II**  
B.S., Bryant College  
M.B.A., Anna Maria College  
Ph.D., Walden University
- TARIKAS, INGRID** ..... **Counselor**  
B.S., The City University of New York  
M.S., Brooklyn College  
M.S., San Diego State University
- THISS, PATRICK** ..... **Exercise Science**  
B.A., San Diego State University
- TROY, DONNA** ..... **Mathematical Sciences**  
B.A., University of San Diego  
M.A., San Diego State University
- UTGAARD, PETER** ..... **History**  
B.A., Southern Illinois University  
M.A., Southern Illinois University  
Ph.D., Washington State University
- VILLARREAL, JOSE** ..... **Chemistry**  
B.S., San Diego State University  
Ph.D., University of California, San Diego;  
San Diego State University
- WANGLER, MICHAEL** ..... **Geography**  
B.A., University of California, Los Angeles  
M.S., University of California, Riverside
- WEEDON, M. THERESE** ..... **CADD Technology**  
M.S., Polytechnic Institute, Warsaw  
M.A., San Diego State University  
A.I.A. Member
- WEINERT, STEPHEN** ..... **Psychology**  
B.A., San Diego State University  
M.A., San Diego State University
- WERGELAND, KARI** ..... **Librarian**  
B.A., University of Oregon  
M.L.S., University of Washington
- WIER, NANETTE** ..... **Communication**  
B.A., San Diego State University  
M.A., San Diego State University
- WOJTKOWSKI, ROBERT** ..... **Exercise Science**  
B.A., San Jose State University  
M.A., San Jose State University
- WOLFE, MADELAINE** ..... **Dean of Instruction, Division I**  
B.A., San Jose State University  
M.A., San Jose State University  
Ed.D., University of San Francisco
- YASUDA, JOHN** ..... **Exercise Science**  
B.S., Cal Poly State University, San Luis Obispo  
M.S., Cal Poly State University, San Luis Obispo
- YOUNG, DENNIS JAMES** ..... **Art**  
B.A., San Diego State University  
M.A., San Diego State University
- ZAMBELLI, ANTHONY** ..... **Business Law, Economics**  
B.A., California State University, Stanislaus  
M.A., California State University, Fresno  
J.D., National University  
Member, California Bar Association
- ZINK, KRISTIN** ..... **Child Development,  
Special Education**  
B.S., San Diego State University  
M.S., San Diego State University  
M.A., Point Loma Nazarene College
- FACULTY EMERITUS:**  
Murphy, George  
Tester, William
- PRESIDENT EMERITUS:**  
Samuel M. Ciccati, Ph.D.  
Wallace F. Cohen, Ed.D.

## Classified Personnel

**AKERS, ROBERT**  
Network/Computer Equipment Technician

**ALVARADO, PEDRO**  
Custodian, Sr.

**ALVAREZ, CHERYL**  
Clerical Assistant

**ARREOLA, LUZ**  
Community Learning Assistant

**ASBURY, NANCY**  
Administrative Secretary

**AUBOL, VAL**  
Admissions & Records Specialist

**BAILEY, PATRICIA**  
Clerical Assistant

**BALL, SHARI**  
Secretary/Scholarship Specialist

**BARNES, RICHARD**  
Instructional Technology Supervisor

**BARTHOLOMEW, HELEN**  
Health Services Nurse

**BEASLEY, SANDRA**  
Learning Resources Specialist

**BIESEL, LINDA**  
Account Clerk, Sr.

**BRAAKSMA, SHERRI**  
Instructional Computer Lab Technician

**BREEDLOVE, JERRY**  
Network Specialist

**BROWN, LAURIE**  
Career & Job Development Services Supervisor

**BURAK, JOAN**  
Instructional Operations Supervisor

**BURKHARDT, BEVERLEY**  
Secretary, Community Learning/Weekend College

**BUSH, POPPY**  
Student Services Specialist

**CALLEROS, SILVESTRE**  
Custodian

**CAMP, DUANE**  
Automotive Technology Technician

**CARROLL, TERRY**  
Custodial Supervisor

**COLE, LEONITA**  
Administrative Assistant

**CONNOLLY, LYMAN**  
Athletics Trainer

**CONTRERAS, RAY**  
General Maintenance Worker, Sr.

**CONTRERAS, STEVEN**  
Athletic Facilities Technician

**COOPER, JOANN**  
Instructional Lab Assistant, Int.

**COSSANO, MARK**  
Multi-Media Assistant

**COSTA, ERNIE**  
Custodian

**CRABTREE, SUSAN**  
Account Clerk, Sr.

**DALTON, GREGORY**  
Ornamental Horticulture Assistant II

**DEHAVEN, DAVID**  
Custodian

**DIBELLA, LISA**  
Evaluations Advisor

**DOLLAR, GAYDEEN**  
Clerical Assistant, Sr.

**DUBORD, MARTIN**  
Grounds Maintenance Worker, Sr.

**EDWARDS, CATHY**  
Multi-Media Technician, Sr.

**ESPIRITU, SAL**  
General Maintenance Worker, Sr.

**FAVRO, RITA**  
Admissions & Records Specialist

**FLEMING, PAM**  
Financial Aid Advisor

**FORD, KRISTY**  
Child Development Center Coordinator

**FRANCIS, DAVID**  
Desktop Publishing Specialist

**FRANCO, ROSENDO**  
Custodian

**FRANKLIN, SHANETTE**  
Clerical Assistant

**GEOOLA, FARAMARZ**  
Computer Lab Assistant

**GILSON, NEDA**  
Child Development Center Assistant, Sr.

**GODINEZ, MARCIA**

Chemistry Technician, Sr.

**GONZALES, MAGDALENE**

Student Services Specialist, Career Center

**GRECO, VICKI**

Child Development Center Aide

**GREER, LINDA**

Athletics Trainer

**GRIDER, BARBARA**

Administrative Secretary, Sr.

**GRIMES, KEN**

Administrative Secretary

**HAMLETT, SHARRON**

Administrative Secretary

**HARP, LINDA**

Printing Operations Assistant, Sr.

**HEIMASTER, JOHN**

Grounds Supervisor

**HERNANDEZ, DANIEL**

Financial Aid Advisor

**HERNANDEZ, JACQUELINE**

Assistant Bookstore Manager

**HOK, NORA**

Financial Aid Assistant

**HOUSTON, CHERYL**

Administrative Secretary

**HUBER, REBECCA**

Bookstore Purchasing Assistant

**JOHNEY, PATRICIA**

Child Development Center Aide

**KAPCHINSKY, SVETLANA**

Student Services Specialist

**KEW, DIANE**

Instructional Lab Assistant, Int.

**KNOX, KAREN**

Clerical Assistant

**KRAUSIE, OLIVIA**

Admissions &amp; Records Assistant, Sr.

**KRAWTSCHENKO, JOAN**

Test Proctor

**LAKE, JUANA**

Student Services Specialist

**LAWLESS, PAM**

Administrative Secretary

**LEE-CRISTALDI, BIANCA**

Communications Equipment Operator

**LEE-CRISTALDI, DONNA**

Administrative Secretary

**LEWIS, JASON**

College Cashier

**LYONS, JOHN**

Instructional Lab Assistant

**MARANHAO, DIANA**

Ornamental Horticulture Technician

**MCCOY, KAREN**

Clerical Assistant

**MCDOWELL, RATISHA**

Child Development Center Assistant, Sr.

**MEEK, KATHERINE**

Computer Lab Assistant

**MEESE, BARBARA**

High School and Community Relations Coordinator

**MILES, SELENE**

Biology Technician, Sr.

**MILLER, DEBRA**

Administrative Secretary, Sr.

**MODICA, BARBARA**

Secretary

**MOEBUS, BILL**

General Maintenance Worker

**MONCE, ROSE**

Master Class Scheduler

**MONTEZ, NICHOLAS**

Admissions &amp; Records Specialist

**MORRE, ELIZABETH**

Child Development Center Aide

**MOSA, NICOLE**

Instructional Lab Assistant, Int.

**NEY, JIM**

Graphics Coordinator

**NGHIEM, BARBARA**

Assistant College Cashier

**NGUYEN, PHU MANH**

Instructional Media Services Technician

**NOBLE, TERRI**

Multi-Media Technician

**NOLAN, SANDRA**

Learning Skills Specialist

**OLSON, DONNA**

Physical &amp; Natural Sciences Technician

**PERRY, NANCY**

Clerical Assistant

**PHOENIX, SANDRA**

Health Services Supervisor

**QUINZII, ANNA**

Administrative Secretary, Sr.



**RECKTENWALD, JAN**  
Administrative Secretary

**REYES, RAY**  
Assistant Financial Aid Officer

**RIDLEY, ALAN**  
Student Services Specialist

**RILEY, SCOTT**  
Instructional Media Services Coordinator

**ROSE, RAYMOND**  
Web & Technology Support Specialist

**RUSSELL, BENJAMIN**  
Office Assistant I

**SALVANERA, ALVIN**  
Custodian

**SAYASOUK, AMPHAYVANE (JOY)**  
Child Development Center Assistant, Sr.

**SHARP, ANN**  
Child Development Center Aide

**SHINKAN, JUDY**  
Printing Operations Assistant

**SILVA, PAUL**  
General Maintenance Worker

**SKOGLUND, NANCY**  
Admissions & Records Specialist

**SMITH, JUDI**  
Student Services Specialist

**SMITH, MARCELLA**  
Student Services Specialist, Assessment

**SOUZA, JOE**  
Network Specialist

**STANTON, LENORE**  
Clerical Assistant

**STEPHENSON, LACI**  
Communications Equipment Operator

**STEPHENSON, PATTY**  
Clerical Assistant

**SUNDSTROM, FRANK**  
Custodian, Sr.

**TACKETT, PATRICIA**  
Grounds Maintenance Worker

**TAKASUGI, MELODEE**  
Multi-Media Technician, Sr.

**TIFFANY, DIANE**  
Business Services Facilitator

**TO, STEVE**  
Instructional Computer Facilities Supervisor

**VALDEZ, CARRIE-ANN**  
Financial Aid Assistant, Sr.

**VANLANDINGHAM, CAROLINE**  
Instructional Lab Assistant

**VARELA, DANIEL**  
Mail Processor

**VEJAR, LAILA**  
Custodian

**WEISGERBER, ROBERT**  
Custodian

**WHITE, KELLY**  
Grounds Maintenance Worker, Sr.

**WILLIAMS, ERNEST**  
Scholarship Specialist

**WILSON, ROBERT**  
Athletic Field Maintenance Worker

**YAQOB, KHAWLA**  
Child Development Center Aide

**ZAKARIA, EVA**  
Computer Lab Assistant

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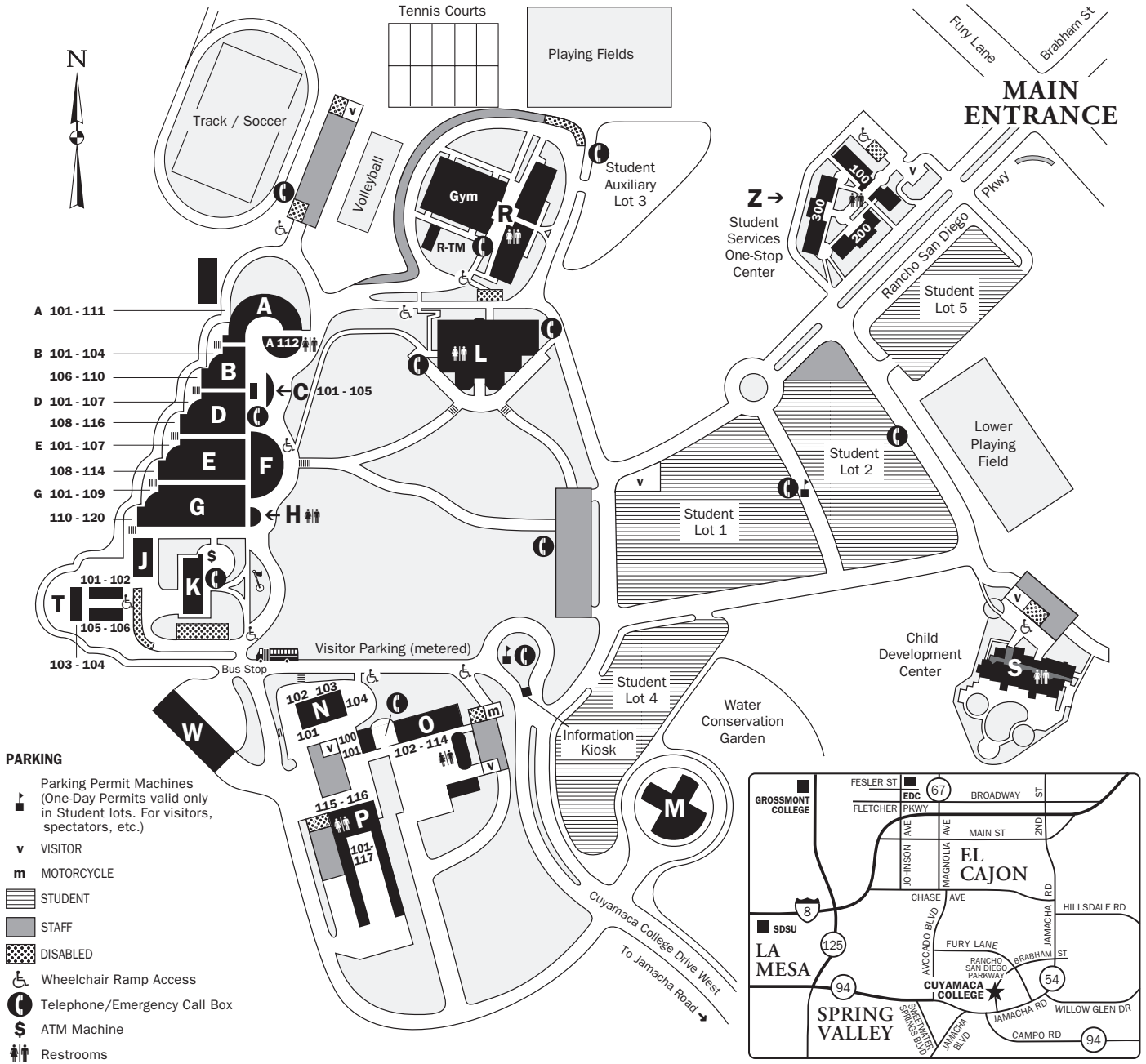
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The Grossmont-Cuyamaca Community College District and Cuyamaca College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, fees charged, together with other matters contained herein, are subject to change without notice by the administration of the Grossmont-Cuyamaca Community College District or Cuyamaca College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend or repeal any of their rules, regulations, policies and procedures.

# CUYAMACA COLLEGE

900 Rancho San Diego Parkway, El Cajon, California 92019-4304 Telephone (619) 660-4000 www.cuyamaca.net



**PARKING**

- Parking Permit Machines (One-Day Permits valid only in Student lots. For visitors, spectators, etc.)
- VISITOR
- MOTORCYCLE
- STUDENT
- STAFF
- DISABLED
- Wheelchair Ramp Access
- Telephone/Emergency Call Box
- ATM Machine
- Restrooms

- Adjunct Faculty Office - A Bldg
- Administration - F Bldg
- Admissions & Records - Z Bldg
- Assessment Center - Z Bldg
- Automotive Technology - P Bldg
- Bookstore - K Bldg
- CalWORKS at Cuyamaca College - Z Bldg
- Campus Activities - J Bldg
- Career/Placement Center - Z Bldg
- Cashier - Z Bldg
- Child Development Center - S Bldg
- Community Learning/Weekend College - Z Bldg
- Computer Labs (Student use) - L Bldg
- Counseling - Z Bldg
- DSPS - Z Bldg
- DSPS Learning Lab - L Bldg
- Duplicating (Faculty Support Services) - C Bldg

- Educational Development & Services - L Bldg
- EDC - 500 Fesler St, Suite 102, El Cajon
- EOPS - Z Bldg
- Financial Aid - Z Bldg
- Fitness Center - R Bldg
- Food Services (Coyotes' Den) - K Bldg
- General Tutoring Center - L Bldg
- Grounds - W Bldg
- Gym - R Bldg
- Health & Wellness Center - A Bldg
- Heritage of the Americas Museum - M Bldg
- High School & Community Relations - Z Bldg
- Information - Z Bldg
- Information Kiosk - Cuyamaca College Dr. West
- Library (LRC) - L Bldg
- Mailroom - F Bldg
- Maintenance - W Bldg

- Math Study Center - N Bldg
- MESA Center - L Bldg
- Nursery (Plant Sales) - O Bldg
- Operations - C Bldg
- Ornamental Horticulture - O Bldg
- Public Safety - Z Bldg
- Student Affairs - G Bldg
- Student Center - J Bldg
- Switchboard - Z Bldg
- Teaching & Learning Center (TLC) - L Bldg
- Telecourse Office - L Bldg
- Transfer Center - Z Bldg
- Veterans Services - Z Bldg
- Warehouse/Receiving - W Bldg
- Writing Lab - G Bldg
- Word Processing (Faculty Support Services) - F Bldg



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