



Associate Degree for Transfer™

ECONOMICS FOR TRANSFER (AA-T)

The AA-T in Economics for Transfer provides a broad exposure to the field of economics. Students will learn about the factors that determine the production, distribution and consumption of goods and services. They will come to understand the behavior and interactions of economic agents and how economies work. This major prepares student to transfer to a California State University, where a baccalaureate degree may be earned in Economics or a closely related field.

The following is required for the AA-T in Economics for Transfer degree:

1. 60 semester or 90 quarter CSU-transferable units;
2. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements;
3. Minimum of 18 semester or 27 quarter units in the major or area of emphasis;
4. Minimum grade point average (GPA) of 2.0;
5. Grade of C or better in all courses required for the major or area of emphasis.

Program Learning Outcomes

Upon completion of this program, students will be able to:

- Use economic models to predict changes in societal outcomes based on changes in economic variables.
- Identify and apply economic principles to personal-life decisions.

Associate in Arts for Transfer Degree Requirements:

Course	Title	Units
Required Core:		
ECON 120	Principles of Macroeconomics	3
ECON 121	Principles of Microeconomics	3
MATH 160	Elementary Statistics	4
MATH 178	Calculus for Business, Social and Behavioral Sciences	4
or		
MATH 180	Analytic Geometry and Calculus I	5
List A: (Select 1 course)		
BUS 120	Financial Accounting	4
BUS 121	Managerial Accounting	4
BUS 128	Business Communication	3
CIS 110	Principles of Information Systems	4
List B: (Select 1-2 courses; 3-4 units)		
Any List A course not used		3-4
Total Required		21-23
Double-Counted Units		9-12/9
General Education Requirements		39/37
Electives		7-12/9-11
Total Degree Units		60

GENERAL STUDIES: BUSINESS AND TECHNOLOGY

The Associate Degree in General Studies with an Area of Emphasis provides an opportunity for students to design a program of study meaningful and appropriate to their own needs and academic interests. The degree includes general education and a focused area of study. Students may choose to earn this degree for preparation for employment or for personal development.

REQUIREMENTS

To meet the General Studies degree requirements, a student must complete the following:

I. AS or AA General Education Requirements (see Degree Requirements and Transfer Information section)

AND

II. Choose a minimum of 18 units from one Area of Emphasis:

- Business and Technology

The Associate in Science in General Studies with an Emphasis in Business and Technology will be awarded to students upon completion of general education degree requirements and 18 units in this area. These courses emphasize the study of business transaction theory and practice, the operations and strategies of business decisions, legal concepts, and the place of business in the American and global economy as a whole. Students will apply mathematical and quantitative reasoning skills to the discipline's methodologies, as well as evaluate and interpret basic economic principles and theories related to performance and specific economic sectors. Students must take a minimum of three units from each area. The remaining units may be taken from any area.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Contribute to an effective and ethical organization.
- Use information technology to support effective decision making in the business organization.
- Analyze markets, economic environments and associated trends at the macro and micro levels.
- Express and apply quantitative information in order to make sound decisions and solve problems in the business environment.

Business

BUS 109, 110, 111, 115, 120, 121, 122, 124, 125, 128, 129, 150, 155, 156, 161, 162, 176, 195

Computer and Information Science

CIS 105, 110, 120, 121, 125, 140, 162, 190, 191, 201, 202, 203, 204, 205, 211, 213, 215, 219, 261, 262, 263, 290, 291

Economics

ECON 110, 120, 121

Mathematics

MATH 121, 160, 178, 180

MANAGEMENT

This degree program is designed to provide students with the skills necessary to be successful as a manager in today's demanding organizational climate. The curriculum is beneficial to men or women who aspire to mid-level or higher management positions in any type of organization including business, government and service organizations.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Recognize and appropriately evaluate the ethical and legal concerns inherent in various business practices.
- Identify the differences in leadership and management theories and how they facilitate the overall effectiveness of domestic and multinational business operations.
- Identify and assess business problems from a subordinate and managerial perspective.
- Identify and analyze business problems or entrepreneurial opportunities and effectively communicate recommendations for courses of actions.

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 of Business	3
BUS 128	Business Communication	3
BUS 155	Human Resources Management	3
BUS 156	Principles of Management	3
ECON 110	Economic Issues and Policies	3
or		
ECON 120	Principles of Macroeconomics	3
		22

Select two of the following:

BOT 123-125	Comprehensive Excel Levels I-III	3
BOT 174	Computer Concepts and Applications	3
BUS 176	Computerized Accounting Applications	2
CIS 110	Principles of Information Systems	4
		5-7

Select a minimum of three units of the following:

BUS 110	Introduction to Business	3
BUS 121	Managerial Accounting	4
BUS 161	Business Internship	1-3
BUS 195	Principles of Money Management for Success	3
COMM 122	Public Speaking	3
		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.

PARALEGAL STUDIES

The legal profession has evolved, like the medical profession, into a profession of specialties. Based on this development, lawyers need qualified assistants to better help them provide legal services to their clients. Paralegals are trained, professional technicians able to provide this needed legal assistance.

This degree program is specifically designed to prepare and provide students with the analytical skills and written abilities necessary to assist attorneys in the practice of law. The technical curriculum goals and objectives emphasize three primary areas:

1. Legal Research, Analysis and Writing
2. Ethics and the Mechanics of Law
3. Integration of Substantive and Procedural Law

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. Please note: Paralegals may not provide legal services directly to the public, except as permitted by law.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Apply the research, analytical skills and college-level writing abilities necessary to assist attorneys in the practice of law.
- Conduct oneself in an ethical and professional manner when confronted with a law office related conflict scenario.

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

It is recommended that incoming students complete C grade or higher in ESL 2B or placement into ENGL 120 or equivalent prior to taking any Paralegal Studies classes.

Associate in Science Degree Requirements:

Course	Title	Units
BOT 120-121	Comprehensive Word Levels I-II	2
BOT 122	Comprehensive Word, Level III	1
or		
BOT 151	Using Microsoft Outlook	1
or		
BOT 115	Essential Excel	1
BUS 125	Business Law: Legal Environment of Business	3
PARA 100	Introduction to Paralegal Studies	3
PARA 110	Civil Litigation Practice and Procedures	3
PARA 130	Legal Research and Writing	3
PARA 132	Computer Assisted Legal Research (CALR)	3
PARA 135	Bankruptcy Law	3
		<u>21</u>

Select at least six units from the following:

PARA 120	Introduction to Administrative Law	2
PARA 121	Social Security Law - Practice and Procedure	1
PARA 125	Business Organizations	1
PARA 140	Introduction to Criminal Law and Procedures	1
PARA 145	Estate Planning	2
PARA 146	Probate and Administration of Estates	1
PARA 150	Family Law (Divorce, Separation, Nullity, and Paternity)	2
PARA 151	Family Law (Custody, Visitation, and Support)	1
PARA 160	Personal Injury	1
PARA 170	Worker's Compensation	1
PARA 175	Electronic Discovery: Practice and Procedure	1
PARA 250*	Internship	1-3
		<u>6</u>
	Total Required	27
	Plus General Education Requirements	

*Student must complete 18 units within the major to be eligible for this course.

Recommended Elective: BUS 128

GENERAL EDUCATION REQUIREMENTS FOR THE PARALEGAL STUDIES DEGREE:**AREA A—LANGUAGE AND RATIONALITY**

(Minimum of 6 semester units)

One course from each area:

1. Written Communication

ENGL 120

2. Oral Communication and Analytical Thinking

COMM 120, 122, 130, 137, 145

ENGR 100

MATH 110, 120, 125, 160, 170,

175, 176, 178, 180, 245, 280, 281, 284

PHIL 125, 130

PSY 215

AREA B—NATURAL SCIENCES

(Minimum of 4 semester units)

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

ANTH 130

ASTR 110, 112

BIO 112, 115, 122, 130, 131, 140, 152, 230,

240

CHEM 102, 115*, 116, 120*, 141

GEOG 120, 121

GEOL 104, 110, 111

OCEA 112, 113

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

*Students will not receive credit for more than one of the following courses: CHEM 115, 120.

AREA C—HUMANITIES

(Minimum of 3 semester units)

One of the following courses:

ARAM 120, 121, 220

ARBC 120, 121, 145, 220, 221, 250, 251

ART 100, 120, 124, 129, 140, 141, 143, 144,

145, 146, 148

ASL 120, 121, 140, 220, 221

ENGL 122, 201, 202, 214, 217, 221, 222, 231, 232, 270, 271

HIST 100, 101, 105, 106

HUM 110, 115, 116, 120, 140, 155

MUS 110, 111, 115, 116, 117

NAKY 120, 121, 220

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

RELG 120, 130, 160, 170

SPAN 120, 121, 141, 145, 220, 221, 250, 251

THTR 110

AREA D—SOCIAL AND BEHAVIORAL SCIENCES

(Minimum of 3 semester units)

One of the following courses:

ANTH 120

CD 115, 125, 131, 145

COMM 110, 124

ECON 110, 120, 121

GEOG 106, 130

HED 120, 201

HIST 108, 109, 118, 119, 122, 123, 124, 130,

131, 132, 133, 180, 181

POSC 120, 121, 124, 130, 140

PSY 120, 125, 134, 138, 140, 150, 170, 220

SOC 120, 125, 130

ADDITIONAL REQUIREMENTS:

(Minimum 6 semester units)

Two additional courses from two different areas:

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

DEGREE REQUIREMENTS:

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

1. A minimum of 60 semester units of college work.
2. Competency Requirements
 - A. Completion of ENGL 120 with a grade of "C" or better or "P".
 - B. Completion of MATH 110 or a higher numbered mathematics class, or a statistics course from another discipline that has intermediate algebra as a prerequisite, with a grade of "C" or better or a grade of "P" or completion of assessment placing into a class higher than MATH 110.
3. Exercise Science Degree Requirements

Two activity courses in exercise science are required for graduation from Cuyamaca College. These courses are marked with an asterisk in the Course Descriptions section.

 - A. If medical reasons necessitate exclusion from exercise science, a medical statement must be on file with the Admissions and Records Office. Adaptive exercise science classes are available.