

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	Criminal Law and Procedures	3
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.

- B. Veterans who have completed at least one year of honorable active service will receive up to three units of credit for exercise science which will satisfy the activity requirement for graduation. To receive credit for military service, a DD-214 and appropriate military records must be submitted to the Admissions and Records Office.
4. Achievement of a "C" average (2.0 GPA) in all college work counted toward general education requirements.
 5. Achievement of a "C" grade or better in all courses counted toward the major. (P/NP grading not accepted for the major.)
 6. A maximum of 12 "P"* semester units taken in regular course work at this institution may be counted toward the 60 semester units required for graduation but shall not be included as part of the requirements for the major.
 7. A minimum of 12 semester units of Legal Specialty courses must be completed at Cuyamaca College.

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

For more information regarding degree requirements, see Degree Requirements and Transfer Information section.

REAL ESTATE**I. REAL ESTATE**

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

Program Learning Outcomes

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

- Differentiate and describe the essential elements and legal effects of various real estate documents, steps in an escrow, real estate financing and investment, and real estate valuation techniques.
- Differentiate and describe how to conduct oneself in a professional and ethical manner in any real estate office.

CAREER OPPORTUNITIES

Agent
†Appraiser
Broker
Builder/Developer
*Economist
Escrow Officer/Trust Manager
Investor
Lender/Financial Institution
Property Manager
Salesperson
Title Officer

* Bachelor Degree or higher required

† Office of Real Estate Appraisal License required

Associate in Science Degree Requirements:

Course	Title	Units
RE 190	Real Estate Principles	3
RE 191	Real Estate Practice	3
RE 192	Real Estate Finance	3
RE 193	Real Estate Legal Aspects	3
RE 194	Real Estate Appraisal	3
		<u>15</u>

Select three of the following including one Accounting or Economics course:

BUS 110*	Introduction to Business	3
BUS 120	Financial Accounting	4
ECON 110	Economic Issues and Policies	3
or		
ECON 120	Principles of Macroeconomics	3
or		
ECON 121	Principles of Microeconomics	3
or		
RE 197	Real Estate Economics	3
RE 201	Real Estate Property Management	3
RE 250*	Real Estate Internship	1-4
RE 294	Advanced Real Estate Appraisal	3
Elective	(select one elective from below)	3
		7-11

Electives:

BUS 125	Business Law: Legal Environment of Business	3
RE 125	Escrow Procedures I	3
RE 204	Real Estate Office Administration	3
RE 292	Mortgage Loan Brokering and Lending	3
Total Required		22-26
Plus General Education Requirements		

*Non-Bureau of Real Estate Licensing course

Certificate of Achievement

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

II. BROKER'S LICENSE

Program Learning Outcomes

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

- Differentiate and describe the essential elements and legal effects of various real estate documents, steps in an escrow, real estate financing and investment, and real estate valuation techniques.
- Differentiate and describe how to conduct oneself in a professional and ethical manner in any real estate office.

Students may satisfy the California State Education requirement for a Broker's License by completing the following:

Course	Title	Units
RE 191	Real Estate Practice	3
RE 192	Real Estate Finance	3
RE 193	Real Estate Legal Aspects	3
RE 194	Real Estate Appraisal	3
One Accounting or Economics course		3-4
		15-16

Electives: two of the following:

RE 190	Real Estate Principles	3
RE 201	Real Estate Property Management	3
BUS 125	Business Law: Legal Environment of Business	3
		6
Total Required		21-22

Certificate of Achievement

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

UNIVERSITY STUDIES: BUSINESS AND ECONOMICS

The Associate Degree in University Studies with an Area of Emphasis is intended to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each four-year transfer institution, courses used to complete this degree should be selected with the assistance of a counselor. The completion of the University Studies Degree does not guarantee acceptance into either a baccalaureate major or a four-year institution.

REQUIREMENTS:

I. California State University (CSU) General Education Breadth

1. Complete CSU General Education Breadth (see Degree Requirements and Transfer Information section).
2. Earn a grade of "C" or better in 30 of the required 39 semester units of general education to include all courses in Area A and the Mathematical/Quantitative Reasoning courses in Area B.
3. Credit earned through external examinations, i.e., AP, will be applied towards general education in accordance with Cuyamaca College policies. Please note: This may be different than how the external exam is used on a CSU certification.
4. Complete a minimum of 18 units in an Area of Emphasis (listed below).
5. Complete a minimum of 60 degree applicable CSU transferable semester units.
6. Earn a cumulative GPA of 2.0 in all college course work completed.
7. Meet Cuyamaca College residence requirements for graduation (see Admission Information).

OR

II. Intersegmental General Education Transfer Curriculum (IGETC) for CSU or UC

1. Complete IGETC Certification (see Degree Requirements and Transfer Information section).
2. Earn a grade of "C" or better in all IGETC courses.
3. Credit earned through external examinations, i.e., AP, will be applied in accordance with Cuyamaca College policies. Please note: This may be different than how the external exam is used on an IGETC certification.
4. Complete a minimum of 18 units in an Area of Emphasis (listed below).
5. Complete a minimum of 60 degree applicable UC transferable semester units for UC University Studies.
6. Earn a cumulative GPA of 2.0 in all college course work completed.
7. Meet Cuyamaca College residence requirements for graduation (see Admission Information).

AND

III. Area of Emphasis

- A. Business and Economics
- B. Communication and Language Arts
- C. Humanities and Fine Arts
- D. Science and Mathematics
- E. Social and Behavioral Sciences

While 18 units are required in a specific area to meet the requirements of the degree, it is strongly recommended that as many lower division preparation for the major courses as possible be completed at the community college prior to transfer. Some baccalaureate majors and four-year institutions require a higher GPA than is necessary for the associate degree. Courses that are not UC-transferable will not be used in the UC University Studies Area of Emphasis Degrees. Completion of the University Studies degree does not guarantee admission to a four-year institution.

Courses for the Associate in Science in University Studies with an Emphasis in Business and Economics focus on 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 completing this area may be interested in the following baccalaureate majors: accounting, business, economics, finance, information and decision systems, international business, management, and marketing. Students must complete a minimum of six units in Business, six units in Economics, and six units from the Electives category.

Program Learning Outcomes

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

- Contribute to an effective and ethical organization.
- Prepare and analyze financial statements.
- 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.
- Communicate clearly in the business environment.

Business

BUS 110, 120, 121, 125, 128*

Economics

ECON 110, 120, 121

Electives

CIS 110; MATH 160, 178, 180

* Course not UC transferable