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

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

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

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

ACCREDITATION AND AFFILIATIONS

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

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

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT GOVERNING BOARD:
Rick Alexander, Greg Barr, Bill Garrett, Mary Kay Rosinski, Deanna Weeks

STUDENT MEMBERS: Christopher Enders, Charles Taylor III

CHANCELLOR: Cindy L. Miles, Ph.D.

CUYAMACA COLLEGE PRESIDENT: Vacant
Dear Student,

Welcome to Cuyamaca College, what many believe is the most beautiful college in all of California. On behalf of the entire college community, we’re proud to help you achieve your educational goals. At Cuyamaca College you will find faculty and staff who are personally committed to academic excellence and passionately dedicated to ensuring that you meet your goals.

All of us at Cuyamaca College are eager to help you have a positive and rewarding experience at our institution. We realize that the best way to put yourself on a successful personal and professional career path is to have a solid educational foundation. And, as people who are personally dedicated to your academic success, we would like to share some recommendations with you that will help you stabilize that foundation and help you reach your educational goals:

Plan ahead: Cuyamaca College is growing rapidly and we continue to reach record enrollments each semester. As a result, there are more students making more demands on college services. To avoid inconvenience and possible frustrations, make appointments as early as possible to meet with a counselor, apply for financial aid, or for any other college services you may need.

Be patient: Even when you plan, there will occasionally be lines and waits, sometimes long lines and waits. But the sooner you plan, the better prepared and more successful you’ll be – not only in school but throughout your life.

Be persistent: Your success, whether in college or outside in “the real world,” will greatly depend upon your attitude. Be patient, be polite, don’t forget to say thank you, but also be persistent.

Keep pursuing your dream! Your most difficult step is already behind you – deciding to take classes. As a Cuyamaca College student, your success is critically important to us, and we will do all we can to help you achieve your academic goals. You are in one of the most exciting times of your life, and we are grateful to be a part of it.

Thank you for allowing Cuyamaca College to help you on your path to academic and professional success. On behalf of the entire college community, we wish you a wonderful and exciting semester and future!

Sincerely,

The Cuyamaca College Family
### FALL 2010

<table>
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<td>Commencement</td>
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*Campus closed in recognition of Friday holiday.

**CSEA employees’ recognition day, all other employees’ duty day. All sites closed to the public.

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

### SPRING 2011

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

We strive in all our affairs to:

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

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

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

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

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

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.
- Career and technical 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 services program:

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

Learning resources support services:

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

A community education program:

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

An economic development program:

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

EDUCATIONAL PHILOSOPHY

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

Cuyamaca College accepts and is committed to these philosophical premises:

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

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

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT MISSION STATEMENT

Vision: Educational Excellence for a Productive Citizenry

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

The Grossmont-Cuyamaca Community College District provides:

- Centralized leadership for coordination of educational services districtwide
- Institutional research and planning
- Human resource programs and development
- Responsible fiscal and business management
- Administrative support

COLLEGE VISION

“Learning for the Future”

PREAMBLE & VALUES

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

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

FOCUS AREAS

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

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

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

Community Relations - To enhance the college image, academic reputation and prominence in the community in order to become its focal point for postsecondary education.

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

EARNING FOR THE FUTURE

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Resource Development - To expand resources and maximize the use of existing resources, including fiscal and human.
• External relations that inform, advocate and support the district’s vision, mission and values
• Conscientious compliance with federal, state and local laws, policies and regulations

THE WAY FORWARD
The five elements of The Way Forward provide the district’s guiding principles—the framework for our values and direction.

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

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

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

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

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

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

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

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

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

In Spring 2007, Cuyamaca College opened a new state-of-the-art Science and Technology Center that provides students with access to the most up-to-date technologies in computer, information, natural and physical sciences. In Fall 2007, the college opened a spectacular Student Center, and a one-of-a-kind Communication Arts Center opened in Spring 2008. Finally, in Spring 2010, the Business and Technology building opened, providing state-of-the-art computer and graphic design labs as well as professional business classrooms.

Opening of this new building allowed for relocation of mathematics into the first floor of the Science and Mathematics Building and the opening of the STEM Achievement Center in H-103. These new and welcomed additions are complemented by a host of facility renovations and overall campus improvements which together are greatly expanding the range of instructional programs and student support services that our students have come to enjoy and expect.

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

The Air Force Reserve Officer Training Corps (AFROTC) is a three-four year program designed to equip students with leadership skills and commission officers for tomorrow’s Air Force. Required coursework includes lectures, a leadership laboratory practical component, panel discussions, dialogues, problem solving, and physical training. All coursework is completed on site at or near SDSU, with the exception of a four-week summer Field Training encampment conducted on a military base between the second and third year. Scholarships are available for qualified cadets, and may be applied towards tuition, lab fees, and other required items. In addition, scholarship students receive a non-taxable book allowance and monthly stipend. Upon successful completion of the AFROTC program and all requirements for a Bachelor’s Degree, cadets are commissioned as Second Lieutenants and serve a minimum of four years in the Active Duty Air Force.

Cuyamaca College does not have a Reserve Officer Training Corps (ROTC) program on campus; however, through an agreement with San Diego State University, students may participate in Air Force ROTC through the SDSU College of Extended Studies. Credits earned in these classes may be transferred as electives to meet the degree requirements of Cuyamaca College.

There is no advance application needed to participate in the Freshmen or Sophomore level course; however, an orientation program, held just prior to the start of the semester, is recommended. Interested students should contact the AFROTC Detachment 075 Unit Administration at (619) 594-5545 or see the website below for more information.

AFROTC Detachment 075 Website: http://www-rohan.sdsu.edu/dept/afrotc/

**ARMY RESERVE OFFICERS TRAINING CORPS**

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

**CONTINUING EDUCATION**

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

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

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

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

**HERITAGE OF THE AMERICAS MUSEUM**

Cuyamaca College is the home of the Heritage of the Americas Museum, a cultural and educational center featuring the prehistoric and historic art, culture and natural history of the Americas. Fossils as old as 450 million years are exhibited in the Natural History wing. Artifacts representing ancient cultures of the Americas are presented in the Archaeology and Anthropology wings, and the Art wing displays the art of the world from ancient Chinese jade, including a rare burial suit from the Han Dynasty, to modern painting and sculpture. The museum also serves as an adjunct to the instructional programs of Cuyamaca and Grossmont Colleges in a variety of academic disciplines. There is a research library of more than a thousand books related to the museum’s collections. Students and faculty find the museum to be a valuable research facility and a fascinating place to visit. Admission is free to students.

**OPEN-ENTRY/OPEN-EXIT COURSES**

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

**PARKING AND TRAFFIC REGULATIONS**

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

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

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

**STUDENT PARKING PERMITS**

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

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

**AUTO PARKING PERMIT**

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

The Auto Parking Permit is only valid when displayed:
1. Completely attached to the rear window either side, inside lower corner.
2. Convertibles, open vehicles, or vehicles with dark tint on the back windows must completely affix the permit to the front windshield, either side, inside lower corner.
3. Hanging from the rear view mirror completely attached to the plastic permit hanger provided by the College.
PERMIT HANGERS
A free plastic permit hanger is available from the Admissions and Records Office, the Cashier’s Office, most Student Services Offices, and the District Police Office.

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

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

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

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

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

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

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

Remember to remove your keys and lock your vehicle!

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

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

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

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

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

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

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

STUDENT EQUITY PLAN
The Grossmont-Cuyamaca Community College District recognizes that California’s economic and social future depends upon the success of all its citizens, particularly those enrolled in institutions of higher education. Therefore, the District has developed a Student Equity Plan.

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

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

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

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

ADMISSION AND REGISTRATION

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

ADMISSION PROCEDURES

Students should observe the following admission procedures:

1. Submit an Application for Admission online at www.cuyamaca.edu
2. Request official transcripts to be sent to Cuyamaca College from all colleges attended in the United States. An official transcript is one that has either been sent directly to Cuyamaca College from the issuing institution or one that is hand carried in a sealed envelope. Transcripts submitted by students who never enroll are kept on file for two years.
3. Take the English and Math Assessments. The recommendations that result from these assessments will be helpful in selecting appropriate English and Math classes and in planning a successful college program. Students may obtain clearance from the assessment process if they have:
   • taken an English and Math class at a college and received a grade of "Pass" or a minimum grade of "C," or
   • earned an Associate Degree or higher, or
   • completed an Advanced Placement Examination, or
   • completed the assessment process at a local college.
4. Arrange for a counseling appointment for program advisement.
5. Complete the formal registration process as outlined in the class schedule.

ADMISSION REQUIREMENTS

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

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

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

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

ASSESSMENT, ORIENTATION AND NEW STUDENT ADVISING

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

New, returning, or transfer students may be exempt from the process of Orientation, Assessment and New Student Advising if they:
   • Have an Associate's Degree or higher;
   • Are taking personal growth courses only;
   • Are enrolled in non-credit, Community Education courses;
   • Are taking classes to upgrade their job skills; or
   • Are concurrently attending another college or university.

In order to meet the placement test requirement, students may instead submit documentation of previous college course work and/or assessment scores from another college. Scores expire after two years; course work does not expire. Such information should be given to a counselor in the Counseling Center.

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

ENROLLMENT VERIFICATIONS

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

FEES

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

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

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

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

INSTRUCTIONAL MATERIALS

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

ADMISSION
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 paper based or 45 internet-based. 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 with a 2.0 grade point average each fall and spring 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.
2. An international student attending Cuyamaca College must provide proof of state tuition fee as an international student.
3. Financial aid is not available for international students.
4. An international student may not work off-campus while attending college unless approval is granted by the Department of Homeland Security and the International Student Specialist in Admissions and Records.

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

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

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

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

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

REFUND SCHEDULE
The refund schedule for international student tuition, nonresident tuition, enrollment, student center construction and health services fees is as follows:
- Full semester courses:
  - 100% refund through first two weeks of instruction
  - 0% refund after second week of instruction
- 8 week courses:
  - 100% refund through first week of instruction
  - 0% refund after first week of instruction
- Other short-term classes:
  - Contact the Admissions and Records Office or go to www.cuyamaca.edu/cc/schedules.asp and click on “Short-Term Class Deadline Dates” under “Helpful Links”

NONRESIDENT TUITION REFUND
Refunds after the refund deadline 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.

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. 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.
B. 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
A. 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 not precluded from doing 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 one or his or her spouse.
   7. A man or woman may establish his or her residence. A person’s residence shall not be derived from that of his or her spouse.
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.
III. FACTORS TO BE CONSIDERED IN DETERMINING RESIDENCE

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

The following factors may be used to demonstrate evidence of maintaining physical presence:
1. Carrying on of a business or employment in California.
2. Maintaining active savings and checking accounts in California banks.
3. Ownership of residential property or continuous occupancy of rented or leased property in California.
4. Active resident membership in service or social clubs.

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

B. Factors that are inconsistent with a claim for California residence include, but are not limited to, the following:
1. Filing California State income taxes as a nonresident or filing income taxes as a resident in another state.
2. Maintaining a driver's license in another state.
3. Maintaining vehicle registration in another state.
4. Maintaining voter registration and voting in another state.
5. Attending an out-of-state institution as a resident of that state.
6. Petitioning for a divorce or lawsuit as a resident in another state.

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

D. Exceptions

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

12. A person holding a valid credential authorizing service in the public schools of California 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 44250.

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

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

11. A person who is an apprentice, as defined in Section 3077 of the Labor Code, will be entitled to resident classification.

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 of designee within 30 calendar days of notification of final decision by the campus regarding classification. The Chancellor, on the basis of the Statement of Legal Residence, pertinent information contained in the file of the Dean of Counseling & Enrollment Services, and information contained in the person’s appeal, will make the determination and notify the person by United States mail, postage prepaid.

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

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

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

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

TRANSFER CREDIT
Courses taken at a regionally accredited college or university and designated as appropriate for general education, Associate Degree, baccalaureate or graduate credit by that institution will be accepted by Cuyamaca College for credit. Coursework deemed similar or equivalent to Cuyamaca’s general education will be applied as such. 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 are not generally accepted.

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

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

1. Academic Credentials Evaluation Institute, Inc. (ACEI)
P.O. Box 6908
Beverly Hills, CA 90212 USA
TEL (310) 275-3530
FAX (310) 275-3528
www.acei1.com

2. International Education Research Foundation (IERF)
P.O. Box 366S
Culver City, CA 90231-366S USA
TEL (310) 390-6276
FAX (310) 397-7886

Students will need to contact the evaluation company they select for their particular foreign transcripts evaluation procedure. Once completed, have the evaluation report mailed to the Cuyamaca College 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 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 course work can be completed.

7. Official transcripts will not be required by Cuyamaca College since the official transcripts are submitted to the evaluation service.
VETERANS SERVICES

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

Veterans must request official transcripts of all previous college work, including military transcripts of service (AART, SMART, CGIT or CCAF), be sent to the Admissions and Records Office. An official transcript is one that has been sent directly to Cuyamaca College from the issuing institution or one that is hand carried in a sealed envelope. Students not taking advantage of the GI Bill benefits who wish to receive credit should also submit official transcripts.

Credit may be granted for military service schools as recommended in the publication A Guide to Evaluation of Educational Experiences in the Armed Forces, published by the American Council on Education (ACE). Military credit will be counted toward graduation as general education for military courses substantially similar to coursework offered by Cuyamaca College, or elective credit, unless specifically accepted by a department for use within a student's major. A maximum of 20 units of military credit (including 2 units of Exercise Science) will be allowed. Students should meet with a counselor to request an Evaluation of Military Credit.

Veterans who have completed at least one year of honorable active service will receive two units of credit for Exercise Science that will meet the graduation requirement at Cuyamaca College.

Students planning to transfer should consult the catalog of the four-year institution for granting of military credit; award varies. Those planning to transfer to a CSU will be able to satisfy part of Area E, Lifelong Learning, on CSU GE Breadth through the two units of credit awarded for Exercise Science from the DD-214. To receive this credit for military service, a DD-214 or appropriate military records must be submitted to the Admissions and Records Office.

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

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

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

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

Veterans should be aware that short-term classes and other flexible schedules may create change of training time affecting benefits. Check with a counselor or the Veterans Specialist in the Admissions and Records Office before registering about the implications of taking short-term courses.

CALIFORNIA COLLEGE FEE WAIVER (CALVET)

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

SERVICEMEMBERS OPPORTUNITY PROGRAM (SOC)

As a Servicemember Opportunity College, Cuyamaca College provides academic assistance to active-duty personnel which includes program planning and guidance in understanding educational options, acceptance of traditional and nontraditional learning experiences, tutoring, or similar learning opportunities.
Services for Students
ASSOCIATED STUDENT GOVERNMENT OF CUYAMACA COLLEGE (ASGCC)

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

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

ASSOCIATED STUDENT GOVERNMENT (ASG) SHARED GOVERNANCE

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

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

Additional information regarding student government is available in the ASGCC Office and the Student Affairs Office.

ASSOCIATED STUDENT GOVERNMENT SERVICES AND ACTIVITIES

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

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

STUDENT AFFAIRS OFFICE

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

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

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

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

STUDENT BENEFIT “COYOTE” CARD

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

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

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

HONOR SOCIETY/PHI THETA KAPPA

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

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

Students must apply for membership.

COLLEGE STUDENT ORGANIZATIONS/CLUBS

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

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

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

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

CULTURAL ACTIVITIES

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

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

BOOKSTORE

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

CAREER AND STUDENT EMPLOYMENT CENTER

The Career and Student Employment Center provides career planning and employment assistance to all students, staff and community members. The 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 Center’s library, through workshops, career fairs and individual appointments with professional staff.

Career assessment tests are available to help students explore their interests, skills, work values and personality type as an aid in making career decisions. A career library is available, as well as computerized occupational information which contains information on local, state and national trends, salaries and skills for various jobs. Internet access is also available.

The Career and Student Employment Center also refers students to on-campus and off-campus job openings and assists students with employment skills such as developing resumes, interviewing and job search skills. Jobs are open to Cuyamaca students and alumni. Jobs are posted on the “Cuyamaca Job Link” on the Internet. For job referral services, students must apply in person at the Center. Jobs are also posted on the Employment Bulletin Board located across from the Administration building.

Students register by completing a Student Application Form, presenting their Social Security Card and picture identification. The use of computers is available to perform job search and create resumes. Over 200 employer files containing employment information are also available in the Center.
The Career and Student Employment Center is located in A221 in the Student Services Center (next to Counseling) or you can call (619) 660-4450. Visit us at our website at www.cuyamaca.edu/careerserv/ for more information.

**CHILD DEVELOPMENT CENTER**

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

**COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**

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

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

**COUNSELING AND PERSONAL DEVELOPMENT**

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

**PERSONAL COUNSELING**

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

**ACADEMIC ADVISING**

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

**CAREER ASSESSMENT AND ADVISING**

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

**TRANSFER PLANNING**

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

Counseling is located in A200 in the Student Services One Stop Center, or you can call (619) 660-4429. Visit us at our website at www.cuyamaca.edu/transfer_center.

**ASK A COUNSELOR - ONLINE COUNSELING SERVICE**

Cuyamaca College offers online counseling via the “Ask A Counselor” web tool available at www.cuyamaca.edu/counseling. Online counseling services include general information about Cuyamaca College’s programs, classes, degree requirements, transfer advising and educational planning. Students using “Ask A Counselor” can expect a response from a counselor within 72 hours, not including weekends.

**PERSONAL DEVELOPMENT COURSES**

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

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

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

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

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

**DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S)**

Disabled Students Programs & Services (DSP&S) provides support services to students with disabilities to enhance their opportunities to experience educational success. Students who have a disability and require special services and/or equipment in order to access educational opportunities and achieve academic success are asked to contact DSP&S, where qualified staff members are available to assist.

**DISTRICT PUBLIC SAFETY DEPARTMENT**

The Public Safety Department provides 24 hour-a-day police services to persons and property on college grounds, facilities, parking lots, and at adjacent or offsite locations. However, all persons on college grounds are primarily responsible for their own safety and property. District police officers are sworn officers in compliance with the California Education Code and the California Penal Code, and have full law enforcement authority throughout the state. They are vested with full law enforcement powers and responsibilities as local police and sheriff’s deputies in your home community.

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

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

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

EMERGENCY CALL BOXES
Emergencies and other requests for services can also be reported to the District police by using one of the colored Emergency Call Boxes located throughout both campuses. Emergency directions in Braille are also on each phone to assist the visually impaired. More information is available through Disabled Students Programs and Services.

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

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

OFF-CAMPUS CRIME INFORMATION
The San Diego County Sheriff’s Department and the El Cajon Police Department may provide the district police with crime data for the areas surrounding both college campuses. The district police will notify the college community when security problems arise.

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

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

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

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

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

Arrests:
Alcohol 9/2 8/5 0/1
Drug/Narcotics 36/30 55/25 15/3
Weapons Possession 14/2 9/3 1/0

In addition to EOPS and/or CARE services, students are eligible for counseling case management, personalized financial aid assistance, resource referrals, mentoring, life skills workshops, and community building opportunities. Each office is located in the Student Services One-Stop Center, Bldg A300. You may contact us at (619) 660-4204 or visit our website at www.cuyamaca.edu/eops.

FINANCIAL AID
PURPOSE OF FINANCIAL AID
The purpose of financial aid is to help students who might not otherwise be able to attend school. Although the primary responsibility for meeting college costs rests with the student and/or his or her family, it is recognized that many families have limited resources and are unable to meet the cost of post-secondary education. For this reason, financial aid programs have been established to provide assistance to students with documented financial need. Financial need exists when the cost of education exceeds the resources available to a student. The total amount of financial aid cannot exceed documented financial need, and the monies must be used solely for educational-related costs while attending Cuyamaca College.

FINANCIAL AID PROGRAMS

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The EOPS Program at Cuyamaca College is designed to recruit, inform and assist students who have been identified as economically and educationally disadvantaged. Eligible students are provided with the necessary academic and personal support services to enable them to succeed at Cuyamaca College. Services may include, but are not limited to, personal and academic counseling, transfer advising, peer advising and advocacy, financial assistance in the form of book grants, orientations, seminars, and courses for student success.

UNLIMITED POTENTIAL! (Up!) PROGRAM
The Up! Program, sponsored by EOPS and Financial Aid, is designed to assist students who have been in foster care or guardianships.

The

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

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

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

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

Cal Grant B: Cal Grant B is a grant administered by CSAC. It provides access costs for low income students up to $1,551 per year, up to $3,101 per two years. This grant is for California residents only. To apply for this program, submit a FAFSA and a GPA Verification form postmarked by March 2, prior to the academic year.

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

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

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

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

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

Federal Pell Grant: The Federal Pell Grant is available for undergraduate study until students receive their first bachelor’s degree to a maximum of five years. Federal Pell Grants range from $609 to $5,950 per academic year depending upon the “Expected Family Contribution” (as determined by the federal government), the cost of attendance and the student’s enrollment status. Undergraduate students who have submitted a valid Student Aid Report (SAR) may qualify for the Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOG is a federal grant program for undergraduate students who have “exceptional need” and who have not received a bachelor’s degree. First priority will be given to students enrolled full-time with an Expected Family Contribution (EFC) of $900 or below. Generally, the maximum FSEOG award at Cuyamaca College will be $400 per academic year.

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

Loans
William D. Ford Direct Loan: The Direct Loan is a low-interest loan. The student by the federal government to help the student pay for his or her education. The interest rate is fixed. Grade level one dependent students may borrow up to a maximum of $5,500 (subsidized and/or unsubsidized) per academic year. Grade level two students may borrow up to a maximum of $6,500 (subsidized and/or unsubsidized) per academic year. Total borrowing may not exceed $31,000 for all undergraduate study. To apply for a Direct Loan, a student must first apply for federal financial aid via the FAFSA.

Subsidized Direct Loan: These loans are available to students who demonstrate financial need. Students who are eligible to apply for a subsidized Direct Loan 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 Direct Loan: These loans are available to students who do not qualify for need-based financial aid. Students are responsible for monthly interest (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 money are made available through donations from the Associated Students of Cuyamaca College, Grossmont-Cuyamaca Community College District Foundation, Grossmont-Cuyamaca Alumni Association, Cuyamaca College Faculty and the Spring Valley Rotary Club.

OTHER SOURCES OF FUNDS
Other assistance programs are available for students through government agencies such as the County Department of Social Services, Social Security Administration and Veterans Administration. When a student applies for assistance through the Financial Aid Office, documentation of the money received from these programs is required.

Please check with the Career and Student Employment Center regarding job announcements. The Center is located in A-221 in the Student Services One-Stop Center.

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

For example, if a semester starts on August 21 and you withdraw from all of your classes on October 23, you will have earned 63 days worth of financial aid eligibility. The amount you have to repay will depend on the number of days you were enrolled compared to the number of days in the semester. For example, if there are 121 days in the semester, you would have only earned 52% of the aid you received (63 days/121 days in the term = 52%). If you had received a $1,500 Pell Grant award for the semester, you would have only earned $780 of the Pell Grant ($1,500 x 52% = $780). Because you have received $720 more federal financial aid than you “earned” ($1,500 - $720 = $780), 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 $390.

Please note: If you fail all of your classes in a term, you will have only earned 50% of the Pell
Living with 1,500 is available to information regarding eligibility, programs Student Services One-Stop Center, for further Contact the Financial Aid Office, located in the Financial Aid Office.

may be made for documented special costs For disabled students, additional allowances edu/finaid for current budget amounts.

*Amounts subject to change. Contact the Financial Aid Office or go to www.cuyamaca.

The overall mission of High School and Community Relations is to facilitate access to the institution by providing accurate information and appropriate referrals to a broad and diverse community of individuals who seek to benefit from a wide range of programs and services. High School and Community Relations, also known as Outreach, is a primary point of access to the institution. Outreach provides comprehensive contact information and general descriptions for many aspects of the institution. The Outreach Department maintains the introductory informational needs of the campus community: students, faculty members, staff, prospective students and their family members, and general visitors.

Specific services provided by the Outreach staff include distribution of printed information about the college and its programs, visits to schools for career fairs, college nights, peer advising, and interactive presentations. Tours of the college campus are also provided.

Outreach invites all prospective students and interested members of the community to take advantage of the programs and services offered. Please contact the High School and Community Relations (Outreach) office, located in I-121 or call (619) 660-4264.

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

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

The Cuyamaca College Coyotes’ cross country, soccer, volleyball, basketball and tennis teams compete in the Pacific Coast Conference, which consists of the following colleges: Grossmont, Imperial Valley, MiraCosta, Palomar, San Diego City, San Diego Mesa, San Diego Miramar, and Southwestern. Men’s golf is hosted into the Orange Empire Conference. Track and field is hosted in the Foothills Conference.

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

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

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

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

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

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

**STUDENT SUCCESS PROGRAM**

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

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

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

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

   **Exemption Criteria** – Students may be exempted from assessment if they meet one of the following criteria:
   - Completed an AA degree or higher at another accredited college or university.
   - Concurrently matriculated at another accredited college or university and have documentation of matriculated status, i.e., assessment scores.
   - Enrolling in a course for educational/personal enrichment that does not require English or math as a prerequisite, corequisite or advisory (recommended preparation).

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

4. **Counseling and Advisement** – Each student should meet with a counselor to initiate a Student Educational Plan (SEP) that outlines the appropriate courses needed to reach the student’s identified educational goal. The student should meet with a counselor on an ongoing basis to revise and/or update the SEP, as necessary. Please contact the Counseling Center at (619) 660-4429 for an appointment.

5. **Follow-up** – The faculty will notify students about their academic progress. Students are advised to contact their instructor(s) to discuss specific challenges they are encountering in class. Students are also encouraged to utilize the Counseling Center, Career Center and Tutoring Center to receive assistance when needed.

**TUTORING**

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

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

**STEM ACHIEVEMENT CENTER**
The STEM Achievement Center for Science, Engineering and Math students is located in H-103. Free tutoring assistance is available for students enrolled in any Cuyamaca College math or science class. For more information, call (619) 660-4396.

**WRITING CENTER**
The Writing Center, located in B-167, provides support for students in any course who would like assistance with reading, writing, or ESL skills. Thirty minute tutoring sessions are available by appointment. Drop-in students are also served when scheduling permits. The Writing Center’s computer lab with wireless Internet access provides a supportive environment in which students may work on course-related assignments. Reading, writing, and ESL skill-building software is available for self-paced study. For more information, please call (619) 660-4463.

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

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

The University Transfer Center hosts representatives from four-year universities to assist students in planning for transfer, provides application workshops for transfer to the UC and CSU, and holds a Transfer Achievement Celebration to honor those students who will be going on for a bachelor’s degree. For additional information, stop by the University Transfer Center in A-200 in the Student Services One Stop Center or call (619) 660-4425.
Academic Policies & Procedures
ACADEMIC HONESTY

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

ACADEMIC HONESTY/DISHONESTY POLICIES

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

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

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

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

1. Academic dishonesty is normally dealt with as a disciplinary 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 plagiarizing 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 a failing grade or 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, if a failing grade for the work produces such a result.
6. Referral to the office of the Associate Dean of Student Affairs for further administrative action, such as a failing grade for the course, suspension or expulsion.

COMPUTER SOFTWARE COPYRIGHTS

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

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 operation has become 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.

2. 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.
3. The user is responsible for complying with whatever terms or conditions are specified in the license agreement or copyright statement which accompanies individual software acquisition.

ACADEMIC RENEWAL

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

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

CRITERIA

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

1. 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.
2. 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 meet this requirement. Units completed with “P” (Pass) grades will be excluded and not counted toward fulfillment of this requirement.

PROCEDURE

1. The Petitions Committee shall review all requests for academic renewal.
2. The student must formally request a review of substandard work to be alleviated. All transcripts from previously attended colleges must be on file in the Admissions & Records Office. 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.
3. In the event of admission to Cuyamaca College as a transfer student from other colleges where substandard 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
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, section or class reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to Cuyamaca College and who meets such prerequisites as may be established pursuant to Title 5 of the California Code of Regulations, Sections 55200-55202 and 58102-58108.

adding courses

During the official add period for each class, a student may add courses by following the procedure as outlined in the class schedule. Visit the website www.cuyamaca.edu.

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

attendance requirements

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

Failure to attend the first class meeting may result in the student being dropped from the class.

It is the student’s responsibility to officially withdraw from any course after the specified withdrawal period has ended. Failure to formally withdraw from a course may result in the student being dropped from the class.

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

auditing courses

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

1. Audit enrollment will not be permitted until students have completed the allowable number of repeats in practice or performance courses. Courses are determined through agreement between the department and the appropriate administrator. Priority class enrollments are given to students desiring to take the course for credit. No student will be permitted to enroll for audit purposes until Monday of the second week of instruction.

2. A nonrefundable audit fee of $15 per unit plus any required student or instructional materials fee (e.g., health fee, materials fee) shall be payable at the time of enrollment as an auditor. Fees are not refundable.

3. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer units per semester. If the student drops below the 10-unit level, the $15 per unit audit fee will be assessed.

4. Audit enrollment will be based on “seats available” and will not be used to count toward minimum enrollment requirements. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit students. Instructor discretion is strongly recommended. Audit enrollments which allow faculty to be eligible for a large class bonus will not be counted.

5. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for that course.

6. Permission to audit a class is done at the discretion of the instructor and with the instructor’s signed permission.

7. No credit will be received for auditing a course. The college will not maintain any attendance or academic records for MIS reporting.

Courses that may be audited: MUS 127, 257.

Cancellation of courses

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

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 and catalog rights. Summer sessions are not included under this policy.

Courses taken out of sequence

In all cases, a student enrolled in a course must have met course prerequisites. Satisfactory completion of courses (i.e., English, mathematics, foreign languages, etc.) implies competency in the prerequisite courses; therefore, the college does not grant credit toward graduation for courses taken out of sequence.

dropping courses

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

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

Military withdrawals shall be authorized when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses.

Military withdrawals shall not be counted in progress alert and probation or disqualification calculations.

It is the student’s responsibility to officially drop courses they are no longer attending. If a course is not officially dropped, the student may receive an “F” for the course.

emergency absences of short duration

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

examinations

final examinations

Students may not be excused from final examinations. Instructors should not give final examinations at other than the regularly scheduled time. Instructors shall notify their Division Dean 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 below as one for which Credit by Examination may be granted.
3. The unit value may not be greater than that listed for the course in the catalog.
4. Units earned in this manner do not count toward the 12 units required in residency.
5. Students have not enrolled in, or completed, the same course or an advanced course at any college in the area in which Credit by Examination is requested.
6. Petitions for Credit by Examination must be submitted by the end of the second week of classes for a semester or by the end of the first week of classes for a summer session.

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

Courses for which Credit by Examination may be given: ART 120, 124; ASTR 110; AUTO 120, 121, 122, 130, 140, 152, 160, 170; CADD 115; GD 110; MUS 118; 252, 253.

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

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

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

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

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

- VIA THE INTERNET - Grades are available by logging on to WebAdvisor at www.cuyamaca.edu. Select the View/Print Grades option for the requested semester and year.
- IN PERSON - Grades for the previous semester are available to students who present a photo I.D. at the Admissions and Records Office.

GRADES-FINAL
In the absence of mistake, fraud, incompetency or bad faith, the determination of the student’s grades by the instructor shall be final once they have been filed in the Admissions and Records Office. Questions regarding final grades should be directed to the Dean of Counseling and Enrollment Services.

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

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

The Act provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable. The Dean of Counseling and Enrollment Services has been designated by the institution to coordinate the inspection and review procedures for student education records.

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

- A+ Excellent
- A Good
- A- In progress
- B+ Excellent
- B Good
- B- In progress
- C+ In progress
- C Good
- C- In progress
- D+ In progress
- D Good
- D- In progress
- F Failing

W Withdrawal (issued to students who withdraw before the final drop deadline). Students who are enrolled after the final drop date must receive a letter grade (A-F).

MW Military Withdrawal awarded to active or reserve military personnel upon receipt of military orders compelling a withdrawal from courses.

P Pass formerly CR (Credit), (C or higher) units are not calculated in GPA.

NP No Pass formerly NC (No Credit), (less than a C) units are not calculated in GPA. Pass or No Pass may be assigned only if the course is indicated as pass/no pass or if the student has elected this option.

I Incomplete - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term, may result in an “I” symbol being entered in the student’s record. An incomplete grade may be given only after the student has contacted the instructor; awarding of an “I” is at the discretion of the instructor.

The “I” may be made up no later than one semester following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points. A student may petition for extension of the time limit for removal of the incomplete. The petition must include evidence of approval from the instructor.

Both the instructor and the student must complete and sign the Incomplete Grade Contract form. Procedural details are printed on the back of that form and under the catalog section titled Incomplete Grades.

IP In progress - The IP symbol shall be used only in courses which are offered on an “open entry/open exit” basis. It indicates that work is “in progress,” but that assignment of a grade must wait its completion. The IP symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and will appear on the student’s permanent record for the term in which the course is completed. The IP shall not be used in calculating grade point averages.
If a student enrolled in an “open entry/open exit” course is assigned an IP at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor will assign a grade to be recorded on the student’s permanent record for the course.

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

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

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

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

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

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

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

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

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

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

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

MATRICULATION APPEALS INFORMATION

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

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

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

Level 2 In the event a student complaint is not resolved at Level 1, the Chairperson of Counseling (or designee) will refer the student to the Dean of Counseling and Enrollment Services. 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 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 information related to 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:
Tim Corcoran
Director of Employee and Labor Relations
Grossmont-Cuyamaca Community College District
8800 Grossmont College Drive
El Cajon, CA 92020

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

1. Certification to the Department of Health, Education and Welfare that the student is attending full-time. Requirement: 12 or more units a semester, but a student should average 30 units a year.

2. Veteran Affairs certification for Chapters 30, 31, 32, 33, 35 and 1606.

Full or Spring 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 Specialist in the Admissions and Records Office for detailed requirements.

3. International students with an “F-1” visa issued by Cuyamaca College. Requirement: 12 or more units a semester.

4. Enrollment verifications for insurance benefits that a student is attending full-time. Requirement: 12 or more units a semester or 5 or more units for summer sessions.

5. Athletics - Eligibility to participate in Pacific Coast Conference intercollegiate athletics. Requirement: 12 or more units in courses for which NEW units of credit may be earned. Students should see Pacific Coast Conference and Cuyamaca College regulations for additional requirements.

6. Student Government - Eligibility to participate in student government as an office holder or in intercollegiate activities other than athletics. Requirement: 6 or more units during the semester of participation.
PASS/NO PASS GRADING OPTION

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

In any course offered at Cuyamaca College, a student may elect to be graded on a "P/NP" basis providing the course is not part of a Degree or Certificate of Achievement. In all cases, a student enrolled in a course must have met course prerequisites.

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

Some courses in the curriculum are offered exclusively on a "P/NP" basis. Credit units earned in these courses are exempt from the 12 unit restrictions. In all other courses that are not part of a Degree or Certificate of Achievement, the election to be graded on a "P/NP" basis is at the option of the student. Students electing to be graded on a "P/NP" basis shall establish that option in writing by the end of the fifth week of the semester. (Short-term classes will be allowed a proportionate amount of time.) Once the "P/NP" deadline has passed, the decision is irrevocable.

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

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

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

POLICIES RELATING TO STUDENTS

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

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**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.

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**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.

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**CHALLENGE PROCEDURE**

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

Students who challenge a prerequisite or corequisite after the start of the semester should speak with a counselor. Contact the Counseling Center for additional information.

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**PROBATION AND DISQUALIFICATION**

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

**PROBATION**

1. **Academic Probation:** Any student who has attempted a minimum of 12 semester units at Grossmont-Cuyamaca Community College District (GCCCD) and whose cumulative college grade point average falls below a 2.0 in courses receiving letter grades shall be placed on academic probation.

2. **Lack-of-Progress Probation:** Any student who has enrolled in a total of at least 12 semester units (beginning with the Fall 1981 semester) at GCCCD shall be placed on lack-of-progress probation when the student’s cumulative units indicate 50 percent or more units of "W," "I," "NC" or "NP".

**Removal from Probation:**

a. Any student placed on academic probation shall be removed from probation when the cumulative GPA at GCCCD has improved to 2.0.

b. Any student placed on lack-of-progress probation shall be removed from probation when the cumulative units of "W," "I," "NC" or "NP" recorded at GCCCD are less than 50 percent of the total units attempted.
DISQUALIFICATION
Any student disqualified from a college within the Grossmont-Cuyamaca Community College District may not attend any college within the District during the next consecutive semester. The student may, however, attend the summer session.

1. Academic Disqualification: Any student on academic probation whose semester GPA falls below 2.0 shall be academically disqualified. Any student on academic probation whose semester GPA equals or exceeds 2.0, but whose cumulative GPA for all units attempted remains below 2.0, shall be continued on probation.

2. Lack-of-Progress Disqualification: Any student who is on lack-of-progress probation and whose semester work indicates 50 percent or more units of “W,” “I,” “NC” or “NP” will be disqualified. Any student on lack-of-progress probation whose semester work indicates fewer than 50 percent units of “W,” “I,” “NC” or “NP,” but whose cumulative records show 50 percent or more units of “W,” “I,” “NC” or “NP” will be continued on lack-of-progress probation.

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

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

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

• Students enrolled in one or more courses of English as a Second Language.

• Students identified by a college in the District as having a learning disability.

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

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

SUBSTANDARD WORK
1. A student may repeat any course in which a substandard final grade (“D,” “F,” “NC” or “NP”) was earned. If the course is offered at both colleges in the District, the student may repeat the course at either college. A course may be repeated twice under this policy.

2. Upon completion of a repeated course, the original grade will be annotated and removed from the cumulative totals on the academic transcript in such a manner that all work remains legible, insuring a true and complete academic history. Only the last grade will be included in determining GPA and academic standing, and only those units will be counted toward graduation. No assurance can be provided that repeated course(s) will be treated in this manner by other institutions.

SPECIAL CIRCUMSTANCES

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

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

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

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

STUDENT CODE OF CONDUCT

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

• Academic dishonesty such as cheating or plagiarism, or knowingly furnishing false information to the District and/or the College by any method including but not limited to any electronic mail, text messaging, media, or online course.

• Forgery, alteration or misuse of District or College documents, records, or identification.

• Obstruction or disruption of instructional, counseling, administrative, public service or other authorized District or College functions or activities.

• Assault, battery, abuse, harassment or any threat of force or violence or hazing directed toward any person on District-owned or controlled property, or at a District or College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person, or stalking of any District or College student or staff member by any method including but not limited to any electronic mail, or other media.

• Theft of or willful damage to District property or theft or willful property damage to property of a member of the District or College community, such as visitors, students or employees on District property or at an authorized District or College activity.

• Unauthorized entry onto or use of District or College facilities including but not limited to administrative offices and instructional classrooms.

• Violation of District or College rules or regulations including District or College policies concerning student organizations, use of District or College facilities, or the time, place, and manner of student expression (Education Code 76120).

• Use, possession, or distribution of alcoholic beverages, narcotics, or controlled substances, including related paraphernalia on campus, except as expressly permitted by law, or presence on District property or at a District or College authorized event while under the influence thereof.

• Willful failure to comply with directions of District or College officials, including faculty and staff acting in the performance of their duties.

• Disorderly, lewd, indecent, or obscene conduct, expression, or language on District-owned or controlled property, to include but not limited to computers or servers, or at District or College-sponsored or supervised functions.
• Use of slander, libel or any way across any medium including electronic mail, text messaging, web sites, or blogs to cause defamation.
• Possession or use of explosives, dangerous chemicals, deadly weapons including but not limited to, firearms, martial arts training or implements (not expressly required for an academic or non-credit course of instruction), or any item used to threaten bodily harm to any person on District property or at a District or College function without prior authorization of the Chancellor or designee.
• Misrepresentation of oneself or of an organization to be an agent of the District or College.
• Conduct that is in violation of Federal, State, or local laws or ordinances while on District premises or at District or College-sponsored or supervised activities.
• Abuse of computer facilities, not limited to but including servers, the Internet and telephones or use of computers for other than authorized assigned work including, but not limited to: unauthorized entry into a file to read, use, copy, or change its contents; unauthorized transfer of a file; unauthorized use of another individual’s identification or password; use of District or College computing facilities to interfere with the work of another member of the District or College community; use of computers for unauthorized activities; unauthorized use of computers to display material of a sexual nature or other material that creates a hostile environment for persons in the immediate vicinity; and by any method including but not limited to any electronic mail, media (BPAP 3720).
• Attempting any of the causes for disciplinary action identified above.

TYPES OF DISCIPLINARY ACTIONS

Disciplinary actions that may be imposed for violations of the Student Code of Conduct include the following:
• Warning: Written or oral notice to the student that continuation or repetition of misconduct may be cause for further disciplinary action.
• Reprimand: Written censure for violation of specific regulations.
• Disciplinary Probation: Specific period of conditional participation in campus and academic affairs that may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, or is charged a second time with a violation of the Standards of Student Conduct during the probationary period, it shall be the student's grade of probationary status and for further disciplinary action to be taken in accordance with these procedures.
• Faculty-Initiated Suspensions: A faculty member may remove for good cause any student from his or her class for up to two (2) class sessions. The student shall not return to the class during the period of the removal without concurrence of the instructor and, if required, the consent of the Vice President of Student Services (VPSS) or designee. Nothing herein will prevent the College President, the VPSS, 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 VPSS or designee. If the student is a minor, the College’s designee or the VPSS shall schedule a conference with the student and the student’s parent or guardian regarding the suspension. The faculty member is not obligated to provide makeup opportunities for the class work missed during the two (2) class periods of suspension.
• Suspension or Termination of Financial Aid: In the event a student is suspended for willfully and knowingly disrupting the orderly operation of the campus, this action will result in ineligibility for state financial aid, as defined in Education Code Section 69813, for the period of suspension (Education Code Section 69810).
• Immediate Interim Suspension: The College President, the designee or the VPSS may order immediate suspension of a student when he or she concludes that immediate interim suspension is required to protect lives or property and to ensure the maintenance of order provided that a reasonably fair opportunity is afforded the suspended person for a hearing within ten (10) days of the time that the VPSS or designee, or the College President became aware of the infliction unless mutually agreed upon by the student and the designated College administrator that more time is required.
• In cases where an immediate interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student according to the provisions above.
• In the event that a student does not request a hearing within the ten (10) days or contact the VPSS or designee, or the College President to establish a mutually agreed upon time for a hearing, the college where the infliction occurred will proceed with a due process report (DPR) twenty (20) days after the point that the aforementioned administrators became aware of the infliction with or without the accused student being present. Students placed on Immediate Interim Suspension shall have holds placed on all records and transcripts pending the outcome of the due process hearing (Education Code Section 66017).
• Withdrawal of Consent to Remain on Campus: The College President, the student’s designee or the VPSS may notify any person as to whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus by District Public Safety. If consent is withdrawn by the College President, the President’s designee or the VPSS, 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. Consent shall be granted no later than seven (7) days from the date of receipt of the request. The hearing

will be conducted in accordance with provisions of this procedure relating to interim suspensions. In no case shall consent be withdrawn for longer than fourteen (14) days from the date upon which consent was initially withdrawn. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (California Penal Code 626.4).
• Short-Term Suspension: Temporary exclusion from student status or other privileges or activities for a specified period of time not to exceed ten (10) days from the student’s grade of suspension (Education Code Section 76224(a)).
• 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 any destruction of District or College property.

STUDENT GRIEVANCE AND DUE PROCESS PROCEDURES

The educational philosophy of the Grossmont-Cuyamaca Community College District set forth by Governing Board Policy 1300 states that “The Colleges recognize the worth of the individual and the fact that individual needs, interests, and capacities vary greatly.” With acceptance of this principle comes the recognition that divergent viewpoints may result and that a process by which these viewpoints can be aired and resolved must be established. The purpose of these procedures is to provide a prompt and equitable means for resolving student grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the campus community. The grievance procedure may be initiated by a student who reasonably believes he or she has been subject to unjust action or denied rights that have adversely affected his or her status, rights, or privileges as a student. It is the responsibility of the student to submit proof of alleged unfair or improper action.

Grievances pertaining to grades are subject to the California Education Code Section 76224(a) which states: “When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the faculty member of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”
This Student Grievance and Due Process Procedure does not apply to the challenge process for prerequisites, corequisites, recommended preparations (advisories), and limitations on enrollment; an appeal of residence decision determination; or the determination of eligibility, disqualification or reinstatement of financial aid. These processes should be directed to the administrator in charge of the specific area of concern. Alleged violations of sexual harassment policies, actions dealing with student discipline, alleged discrimination on the basis of ethnic group identification, religion, age, gender, color, sexual orientation, physical or mental disability should be directed to the Associate Dean of Student Affairs. This procedure does not apply to police citations (i.e., “tickets”). Complaints regarding citations must be directed to the Public Safety Office.

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

If the grievance is predicated on an alleged unlawful discrimination on the basis of ethnic group identification, religion, age, gender, color, sexual orientation, physical or mental disability, a complaint may be filed with the Director of Employee and Labor Relations Grossmont-Cuyamaca Community College District 8800 Grossmont College Drive El Cajon, CA 92020

Information about grievance procedures and a copy of this document should be available to grievant(s) and/or the student respondent(s) upon request.

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

INFORMAL RESOLUTION

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

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

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

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

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

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

FORMAL GRIEVANCE HEARING

• The student grievant(s) shall file a Formal Grievance Hearing Request Form with the Associate Dean of Student Affairs no sooner than ten (10) days, but not more than fifteen (15) days from filing the written Statement of Grievance.

• The grievant(s) and/or the respondent(s) may request from the Associate Dean of Student Affairs the assistance of a Student Advocate. The grievant(s) or the respondent(s) shall select an advocate from the panel established by the College President.

• Within five (5) days following receipt of the Formal Grievance Hearing Form, the Associate Dean of Student Affairs shall meet with the grievant and all parties to outline their rights and responsibilities.

FORMAL GRIEVANCE HEARING COMMITTEE COMPOSITION

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

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

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

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

No person shall serve as a member of the Formal Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any public statement on the matters at issue, or could otherwise not act in a neutral manner.

The grievant(s) or the respondent(s) may challenge for cause any member of the Formal Grievance Hearing Committee prior to the beginning of the Hearing by addressing a challenge, in writing, to the College President who shall determine whether cause for disqualification has been shown. If the College President believes that sufficient grounds for removal of a member of the Formal Grievance Hearing Committee have been presented, the College President shall remove the challenged member or members and replace them with another member or members from the standing panel.

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

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

If the Formal Grievance Hearing Committee rejects the request for a Formal Grievance Hearing, the grievant and the Associate Dean of Student Affairs shall be notified in writing, within five (5) days, by the College President’s Chairperson. The specific reason(s) for rejection and the appeal process outlined in this document shall be included in this notification.

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

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

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

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

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

CONDUCT OF THE HEARING

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

Burden of Proof and Producing Evidence: Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the grievance. The grievant(s) and the respondent(s) shall have the right to question all witnesses and to review all documents presented to the Formal Grievance Hearing Committee.
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 not be tape-recorded. Only those Committee members present throughout the entire Hearing may vote on the decision.

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

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

The Committee’s recommendation shall be forwarded to the Grievance Council through the Vice President of Student Services with copies to the grievant(s) and the student respondent(s).

**GRIEVANCE COUNCIL**

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

Upon receipt of the Formal Grievance Hearing Committee’s recommendation, the Vice President of Student Services shall call a meeting of the Grievance Council.

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

**APPEAL PROCESS**

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

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

The College President (or the District Chancellor if the President is a party to the grievance), after reviewing the record of the Formal Grievance Hearing Committee, shall make a decision on the appeal and notify the parties in writing within five (5) days.

The College President’s (or the District Chancellor’s) decision to the College President is a party to the grievance) shall render a written decision. This College President’s (or District Chancellor’s) decision shall be final.

**STUDENT ADVOCATE - PANEL COMPOSITION AND ROLE**

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

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

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

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

**TIME LIMITS**

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

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**UNIT VALUE AND STUDENT LOAD**

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

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

**WORK EXPERIENCE REQUIREMENTS**

The unit value for work experience or field experience is one semester unit for each five hours of paid work experience per week or four hours of unpaid work experience per week completed during the course. Units will be awarded based upon a 15-week semester. The maximum occupational work experience units allowable in one semester is four. In order to participate in Cooperative Work Experience Education, students shall be enrolled as specified in Title 5, Section 55254.
Specific work experience agreements between the employer-supervisor, the student and the instructor are required by the Grossmont-Cuyamaca Community College District Plan for Cooperative Work Experience Education. All requirements specified in the Plan must be met, including the submittal of records validating attendance and satisfactory completion of course objectives.

198 COURSES—SUPERVISED TUTORING

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

199 COURSES—SPECIAL STUDY

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

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

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

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

298 COURSES—SELECTED TOPICS

Courses of this type are new and experimental and may be offered in a lecture and/or laboratory format. They are not regular catalog offerings and may be found in the various disciplines of the class schedule. Course content and unit credit will be determined by the discipline offering the course. These courses do not qualify for general education credit. They are degree applicable and may qualify for transfer to the CSU on a course by course basis.

299 COURSES—SELECTED TOPICS

Courses of this type are new and experimental and may be offered in a lecture and/or laboratory format. They are not regular catalog offerings and may be found in the various disciplines of the class schedule. Course content and unit credit will be determined by the discipline offering the course. These courses are Pass/No Pass only, non-degree applicable, and are non-transferable.
Degree Requirements & Transfer Information
ASSOCIATE DEGREES

Cuyamaca College provides career, technical and general education to students who plan to complete their 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 students in educational planning, this section describes the graduation requirements for the Associate in Science (AS) degree and the Associate in Arts (AA) degree.

Granting of the AS or AA degree indicates successful completion of basic and general educational requirements, plus evidence of proficiency in a specialized field. As a member of the Western Association of Schools and Colleges, 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.

Many of the units earned in programs at Cuyamaca College are accepted toward the bachelor degree at four-year institutions. Students 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.

The emphasis on career planning and education at Cuyamaca College is evidenced by the number of available programs leading to the AS degree. 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 students with the specialized skills required for employment, retention on the job, and for living a more productive and full life.

GENERAL EDUCATION REQUIREMENTS:

AREA A – LANGUAGE AND RATIONALITY

(Minimum of 6 semester units)
One course from each area.

1. Written Communication
   ENGL 120

2. Oral Communication and Analytical Thinking
   COMC 120, 122, 137, 145
   ENGR 100
   MATH 101, 103, 111, 120, 125, 150, 160, 170,
   175, 176, 178, 180, 245, 280, 281, 284
   PHIL 125, 130
   PSY 215

AREA B – NATURAL SCIENCES

(Minimum of 4 semester units)
A course that includes a laboratory (laboratory courses are underlined):

- ANTH 130
- ASTR 110, 112
- BIO 112, 115, 122, 124, 126, 128, 130, 131,
  140, 150, 210, 212, 213, 230, 240
- CHEM 105, 115, 116, 118, 120, 141
- ET 110
- GEOG 120, 121
- GEOI 110, 111
- OCEA 112, 113
- PHYC 110, 112, 120, 121, 130, 131, 190, 200, 210

AREA C – HUMANITIES

(Minimum of 3 semester units)
One of the following courses:

- ARAM 120, 121, 230
- ARBC 120, 121, 145, 220, 221, 250, 251
- ART 100, 120, 124, 129, 140, 141, 144, 145
- ASL 120
- ENGL 122, 201, 202, 207, 214, 217, 221, 222,
  231, 232, 270, 271, 275, 276, 277
- FREN 120, 121, 220, 221, 250, 251
- HIST 100, 101, 105, 106, 210
- HUM 110, 115, 120, 140, 155
- ITAL 120, 121, 210
- MUS 110, 111, 114, 115, 116, 117
- NAKY 120, 121, 220, 221
- PHIL 110, 115, 117, 140, 160, 170
- RELG 100, 120, 130, 140, 150, 200, 210, 215
- SPAN 120, 120A & 120B*, 121, 141, 145, 220,
  221, 250, 251
- THR 110, 120, 121

AREA D – SOCIAL AND BEHAVIORAL SCIENCES

(Minimum of 3 semester units)
One of the following courses:

- ANTH 120
- CD 115, 125, 131
- COMM 110, 124
- ECON 110, 121
- GEOG 106, 130, 132
- HED 120, 122, 201
- HIST 108, 109, 114, 115, 118, 119, 122, 123,
  124, 130, 131, 132, 133, 180, 181
- POSC 120, 121, 124, 130, 140
- PSY 120, 125, 134, 138, 140, 165, 170, 220
- SOC 120, 125, 130

ADDITIONAL REQUIREMENTS:

(Minimum 6 semester units)
Two additional courses from two different areas:

- Area B – Natural Sciences
- Area C – Humanities
- Area D – Social and Behavioral Sciences
- General education credit for SPAN 120B only after completion of SPAN 120A

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

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

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

- Interdisciplinary linkages: Promote an appreciation for the interdisciplinary and interdependent nature of courses in the curriculum.
- Information competency: Demonstrate competency in retrieving, organizing and using information.
- Writing-across-the-curriculum: Demonstrate competency in writing skills as a course and general education requirement.
- Diversity: Develop knowledge of different cultures, abilities and lifestyles; strengthen respect and the ability to work effectively with individuals from diverse populations.
- Workplace skills: Develop knowledge and specific applicable skills that are transferable to the workplace.

DEGREE REQUIREMENTS:

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.
2. Competency Requirements
   A. Completion of ENGL 120 with a grade of “C” or better, or a grade of “P”.
   B. Completion of MATH 103 or a higher numbered mathematics class with a grade of “C” or better or a grade of “P” or completion of MDTF Assessment placing into a class higher than MATH 103 or 110.
3. Exercise Science Degree Requirements
   With the exception of the University Studies Degree, two activity courses in exercise science are required for graduation from Cuyamaca College. These courses are marked with an asterisk in the “Course Descriptions” section.
   A. If medical reasons necessitate exclusion from exercise science, a medical statement must be on file with the Admissions and Records Office. Adaptive exercise science classes are available.
   B. Veterans who have completed at least one year of honorable active service will receive two units of credit for exercise science which will satisfy the activity requirement for graduation. To receive credit for military service, a DD-214 or appropriate military records must be submitted to the Admissions and Records Office.

4. Achievement of a “C” average (2.0 GPA) in all college work counted toward general education requirements.
5. Achievement of a “C” grade or better in all courses counted towards a major requirement. (P/NP grading not accepted for major requirements.)
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. Residency
   A. Students enrolled at Cuyamaca College during the semester in which they will have met all graduation requirements may obtain their degree from Cuyamaca College if they have satisfactorily completed AT LEAST 12 DEGREE APPLICABLE SEMESTER UNITS of approved course work at Cuyamaca College.
   B. If a student is NOT enrolled at Cuyamaca College during the last semester prior to graduation then a total of 45 units of degree applicable courses in residence in the district are required, regardless of how much time has elapsed.
   C. Active military personnel may obtain their degree from Cuyamaca College if they have met all graduation requirements and have completed at least 12 semester units of approved course work at Cuyamaca College, regardless of whether or not they are enrolled during the term in which they graduate.
8. 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.

9. 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 interdisciplin ary 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.

10. Major Requirements
See “Associate Degree Programs and Certificates” for the major areas for the AS and AA degrees.

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

12. Multiple Majors
Multiple majors differ from additional associate degrees (see section above) in that the student with a multiple major works simultaneously toward the completion of more than one major. Multiple majors must be available and meet general education requirements from the same catalog year. An AA or AS degree with a multiple major can be earned. All general education requirements plus the courses required for both majors as outlined in this catalog. The General AA degree offered for catalog years 1978-79 through 2007-08 may not be included as part of the multiple major.
   A grade of “P” (Pass) represents a “C” grade or better.
   ** The General AA/AS degrees were modified to comply with Title 5 requirements beginning 2008-09, and were re-titled General Studies degrees with Areas of Specialization.

CERTIFICATES OF ACHIEVEMENT
Certificates of Achievement are awarded to those who have attained well-defined levels of competency in specific areas. 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” or better in all courses which are to be applied toward the certificate. (P/NP grading not accepted for certificate requirements.)
3. Complete at least one required course at Cuyamaca College during the semester in which the certificate is earned.
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.

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

Students who plan to transfer may meet general education transfer requirements through the University Studies major. For requirements, see “University Studies” under Associate Degree Programs and Certificates.

EXTERNAL EXAMINATIONS CREDIT 2010-2011
Cuyamaca College grants credit toward its associate degrees for successfully passing external examinations including Advanced Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP). Such exams may also be used to certify areas on CSU GE-Breadth and IGETC. In order to receive credit, students must submit official scores (transcripts) to the Admissions and Records Office. The student's academic transcript will be annotated to designate credit awarded by external examinations.

The following charts show the exams, the equivalent course(s), if any, at Cuyamaca College, and the specific area of Cuyamaca College, CSU GE Breadth, and IGETC general education requirements that may be cleared. Semester units apply. For exams not on this list, see the Articulation Officer.

ADVANCED PLACEMENT (AP)
Cuyamaca College will award credit for AP examinations passed with a score of 3 or above. AP exams may also be used to certify areas on CSU GE-Breadth and IGETC. Students planning to transfer without a CSU or IGETC certification should check the catalog of the four-year institution to see how AP credits are awarded; award varies. Additional units may count for elective units toward eligibility for admission to a CSU or UC; check with a counselor.

To obtain AP transcripts, students may visit www.collegeboard.org or contact AP Services at 609-771-7300 or toll free at 888-225-5427.

INTERNATIONAL BACCALAUREATE (IB)
Cuyamaca College will grant up to six (6) units of GE and elective credit for each International Baccalaureate Higher Level (HL) Subject Examination passed with an appropriate score. Examinations will be evaluated for specific course credit to satisfy a major requirement or to clear a prerequisite by the appropriate instructional department.

Score must be 5 for Biology, Chemistry, Economics, Geography, History, Physics, Psychology; 4 for Film, Language A1, Language A2, Mathematics, Theatre. Language A1 is for native speakers; Language A2 and B are for non-native speakers. Students will receive a total of 6 units for each exam at Cuyamaca College. 3 will count towards GE requirements and 3 will count as elective credits, with the exceptions of Film (3 units elective), Psychology (3 units GE), and Language B (6 units electives). Students requesting IB on a CSU or IGETC certification receive 6 admission units upon transfer; 3 count towards GE requirements and 3 count as elective credits with the exceptions of Film (NA) and Psychology (3 units GE). Language B not used on CSU GE certification. Students planning to transfer without a CSU or IGETC certification should check the catalog of the four-year institution to see how IB credits are awarded; award varies.

To request IB transcripts, students may contact International Baccalaureate at www.ibo.org.
The Intersegmental General Education Transfer Curriculum (IGETC) is a general education package which community college transfer students can take to fulfill lower division general education requirements for either the CSU or UC system. Completion of the IGETC is not a requirement for transfer to a CSU or UC campus, nor is it the only way to fulfill lower division general education requirements. Students should see a counselor for information about the awarding of CLEP credit for Cuyamaca College’s general education areas as well as the application of CLEP on CSU GE Breadth certifications.

To obtain CLEP transcripts, visit www.collegeboard.org.

**Area 2 – Mathematical Concepts and Quantitative Reasoning**

(1 course, 3 semester units)

| BIO 215* | MATH 120*, 125*, 126*, 160, 175, 176, 178*, 180*, 245, 280, 281, 284, 285
| PSY 215* |

**Area 3 – Fine Arts and Humanities**

(At least 3 courses, 9 semester units)

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

**Fine Arts:**

| ART 100, 140, 141, 144, 145 |
| MUS 110, 111, 114, 115, 116, 117 |
| THTR 110, 120, 121 |

**Humanities:**

| ARAB 220 |
| ARBC 121, 145, 220, 221 |

| ASL 121, 220, 221 |
| ENGL 202, 203, 204, 214, 217, 221, 222, 231, 232, 270, 271 |
| FREN 121, 220, 221 |
| HIST 100, 101, 105, 106, 210 |
| HUM 110, 120, 140, 155 |
| ITAL 121, 220 |
| NAKY 121, 220, 221 |
| PHIL 110, 115, 117, 140, 160, 170 |
| RELG 100, 120, 130, 140, 150, 200, 210, 215 |
| SPAN 121, 141, 220, 221 |

**Area 4 – Social and Behavioral Sciences**

(At least 3 courses, 9 semester units)

Courses from at least two categories and two disciplines.

| ANTH 120 |
| ECON 110*, 120, 121 |
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 the University. Counseling honors 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 inadequate subject preparation (omission, or grades of “D” or lower) may be admitted when the following conditions are met: he/she has established a minimum of 60 acceptable semester units passed with a GPA of 2.4 or better, and has satisfied by appropriate courses subject requirements for admission in freshman standing.

The campuses of the University of California are located in:
- Berkeley
- Riverside
- Davis
- San Diego
- Irvine
- Santa Barbara
- Merced
- Santa Cruz

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

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

UCSD TRANSFER ADMISSION GUARANTEE (TAG) 2010-2011

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

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

TAG RESTRICTIONS

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

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

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

The most current list of UC transferable courses is available on the UC transferable list on the ASSIST web site (www.assist.org). Also, please check the course descriptions of each course in the college catalog for UC transferability.

UNIVERSITY OF CALIFORNIA CREDIT LIMITATION FOR 2009-2010

Up-to-date at time of catalog printing.

Biology
- No credit for BIO 128, 130 and 131 if taken after BIO 210, 220, 221.
- BIO 215 combined with MATH 160 and PSY 215: maximum credit, one course.
- BIO 128, 130 and 131 combined: maximum credit, four units.

CADD
- CADD 115, 120, 125 and ENGR 119 combined: maximum credit, one course.

ARTIFICIAL INTELLIGENCE REQUIREMENT: CS 106: ECONOMICS REQUIREMENT IN U.S.
HISTORY, CONSTITUTION AND AMERICAN IDEALS
(2 courses, 6 semester units)

(Not part of IGETC; may be completed prior to transfer)

Courses used to meet this requirement may not be used to satisfy requirements for Area 4 Social Sciences in IGETC. UC students meet the American Institutions requirement with a one-year course in U.S. history and government in high school with a grade of “C” or better. Students who have not met this requirement should discuss this with a counselor as they may need to complete this deficiency. Check with a counselor for approved combinations of courses or go to www.assist.org.

*Indicates that transfer credit may be limited by UC or CSU or both. Please consult with a counselor.
Humboldt
Long Beach
Los Angeles
Maritime
Monterey Bay
San Luis Obispo
San Marcos
Sonoma
Stanislaus

UPPER-DIVISION TRANSFER ADMISSION REQUIREMENTS

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

- Has a college grade point average of 2.0 or better (2.4 for non-California residents) in all transferable college units attempted.
- Has completed or will complete at least one course of the general education requirements in communication in the English language to better (2.4 for non-California residents) in all transferable college units attempted.
- Is in good standing at the last college or university attended.
- Has completed or will complete 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 and at the Cuyamaca College Transfer Center.

GENERAL EDUCATION BREADTH REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITY 2010–2011

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

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

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

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

The 48 semester units are distributed as follows:

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

Cuyamaca College student 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). CSU GE certifications are processed in the Admissions and Records Office.

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

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

AREA A – ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

(Minimum of 9 semester units) Minimum of 3 courses, at least one from each category.

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

AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

(Minimum of 9 semester units) Minimum of 3 semester units in B1, B2 and B4. One lab course must be included (laboratory courses are underlined). Lab must correspond to its related lecture course.

1. Physical Sciences: ASTR 110, 112 CHEM 102, 105, 106, 113, 115, 116, 120, 141, 142, 231 ET 110 GEOG 120, 121 GEOL 104, 110, 111

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
Channel Islands
Chico
Dominguez Hills
East Bay
Fresno
Fullerton
Grossmont
Northridge
Pomona
Sacramento
San Bernardino
San Diego
San Francisco
San Jose

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 student 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). CSU GE certifications are processed in the Admissions and Records Office.

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

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

AREA A – ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

(Minimum of 9 semester units) Minimum of 3 courses, at least one from each category.

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

AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

(Minimum of 9 semester units) Minimum of 3 semester units in B1, B2 and B4. One lab course must be included (laboratory courses are underlined). Lab must correspond to its related lecture course.

1. Physical Sciences: ASTR 110, 112 CHEM 102, 105, 106, 113, 115, 116, 120, 141, 142, 231 ET 110 GEOG 120, 121 GEOL 104, 110, 111

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
Channel Islands
Chico
Dominguez Hills
East Bay
Fresno
Fullerton
Grossmont
Northridge
Pomona
Sacramento
San Bernardino
San Diego
San Francisco
San Jose

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 student 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). CSU GE certifications are processed in the Admissions and Records Office.

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

Courses required in Oral Communication (A1), Written Communication (A2), Critical Thinking (A3) and Mathematics/Quantitative Reasoning (B4) must be completed with grades of “C” or better for admission to most CSU campuses.
OCEA 112, 113
PHYC 110, 112, 113, 130, 131, 190, 200, 210
PSC 110, 111

2. Life Sciences:
ANTH 130
BIO 112, 115, 122, 128, 130, 131, 140, 141, 142, 150, 210, 220, 221
OCEA 112, 113

3. Laboratory Activity: This requirement is met by completing a lab course in B1 or B2. Lab courses are underlined. Lab must correspond to its related lecture course.

4. Mathematics/Quantitative Reasoning:
BIO 215, PSY 215
MATH 120, 125, 130, 135, 140, 141, 142, 150, 210, 220, 221

AREA C – ARTS AND HUMANITIES
(Minimum of 9 semester units)
At least 1 course in each category.

1. Arts:
ART 100, 120, 140, 141, 144, 145
HUM 110, 120, 140
MUS 110, 111, 114, 115, 116, 117
RELG 140
THTR 110, 120, 121

2. Humanities:
ARAM 120, 121, 220
ARBC 120, 121, 145, 220, 221, 250, 251
ASL 120, 121, 220, 221
ENGL 122, 201, 202, 207, 214, 217, 221, 222, 231, 232, 270, 271
FREN 120, 121, 220, 221, 250, 251
HIST 100, 101, 105, 106, 210
HUM 110, 120, 140, 155
ITAL 120, 121, 220
NAKY 120, 121, 220, 221
PHIL 110, 115, 117, 140, 160, 170
RELG 100, 120, 130, 140, 150, 200, 210, 215
SPAN 120, 120A & 120B, 121, 141, 145, 220, 221, 250, 251
1 General education credit for SPAN 120B only after completion of SPAN 120A.

AREA D – SOCIAL SCIENCES
(Minimum of 9 semester units)
Courses taken in at least 2 categories and 2 disciplines.
1. ANTH 120
2. ECON 110, 120, 121
3. ANTH 120; HIST 118*, 119*, 130*, 131*, 132, 133, 180*, 181*, PSY 125; SPAN 145
4. HIST 122*, 123*, 210
5. GEOG 106, 130
7. CD 115, 125, COMM 110, 124, HED 251; PSY 165; SOC 125, 130
8. POSC 120*, 121*, 124, 130, 140
9. PSY 120, 125, 134, 138, 140, 165, 170, 220, 221
CD 120
10. SOC 120, 125, 130, PSY 138

AREA E – LIFELONG LEARNING AND SELF-DEVELOPMENT
Three semester units from any of the following:
CD 125
HED 120, 122, 155, 158, 201, 251, 255
PDC 124, 140
PSY 134, 140, 220
SOC 125

OR

DD 214 - 2 units (a total of 39 units are needed for CSU GE; must make up 1 unit in this area)

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

Option I (one course from A and one course from B):
A. HIST 108, 114, 118, 122, 130, 180
B. HIST 109, 115, 119, 123, 131, 181, or POSC 140

Option II (one course from A and one course from B):
A. POSC 121
B. HIST 108, 110, 114, 115, 118, 119, 122, 123, 130, 131, 180, 181

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

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

LOWER DIVISION TRANSFER PATTERN (LDTP)

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

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

ANTH 120 . . . . . . . . TCSU ANTH 120
ANTH 130 . . . . . . . . TCSU ANTH 110
ART 120 . . . . . . . . TCSU ART 290
ART 124 . . . . . . . . TCSU ART 210
ART 140 . . . . . . . . TCSU ART 110
BIO 120 . . . . . . . . TCSU BIO 110
BUS 121 . . . . . . . . TCSU BUS 110
CHEM 115 & 116 . . TCSU CHEM SEQ B
CHEM 116 . . . . . . . . TCSU CHEM 140
CIS 110 . . . . . . . . . TCSU CIS 120
COMM 120 . . . . . . . . TCSU COMS 130

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

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.
Associate Degree
Programs & Certificates
## ASSOCIATE DEGREE PROGRAMS AND CERTIFICATES

Courses that satisfy a degree or certificate requirement must be completed with a “C” grade or higher (P/NP grading not accepted).

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ACCOUNTING

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

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

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

ART

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

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

Associate in Science Degree Requirements:
Course Title Units
BUS 120 Financial Accounting 3
BUS 121 Managerial Accounting 3
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

Certificate Requirements:
Course Title Units
BOT 123-125 Comprehensive Excel Level I-III 3
BUS 109 Elementary Accounting 3
or
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.

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

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

Associate in Arts Degree Requirements:
Course Title Units
ART 120 Two-Dimensional Design 3
ART 121 Painting I 3
ART 124 Drawing I 3
ART 125 Drawing II 3
ART 129 Three-Dimensional Design 3
ART 140 History of Western Art I: Prehistoric to 1250 A.D. 3
ART 141 History of Western Art II: 1250 A.D. to Present Time 3
ART 230 Figure Drawing I 3
GD 105 Fundamentals of Digital Media 3
Total Required 33

Recommended Electives: ART 150*, BUS 110, GD 230
* Offered at Grossmont College

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

CAREER OPPORTUNITIES
Auto Electrician
Auto Parts Salesperson
Automotive Air Conditioning Technician
Brake and Front-End Technician
Computerized Engine Control Specialist
Engine Machinist
General Repair Technician
High Performance and Racing Specialist
Licensed Smog Technician
Manufacturer Service Engineer
Service Advisor
Service Manager
Technical Instructor
Technical Sales Representative
Transmission Technician
Tune-up Technician
I. AUTOMOTIVE TECHNOLOGY

Associate in Science Degree Requirements:

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

Select two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 129</td>
<td>Introduction to Alternative Fuels</td>
<td>3.5</td>
</tr>
<tr>
<td>AUTO 130</td>
<td>Automotive Brakes and Brake License</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 140</td>
<td>Four-Wheel Alignment</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 152</td>
<td>Drive Train Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 160</td>
<td>Air Conditioning and Heating Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 170</td>
<td>Engine Overhaul</td>
<td>6</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 123</td>
<td>Advanced Automotive Electrical Systems</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 135</td>
<td>Advanced Brakes</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 145</td>
<td>Advanced Four-Wheel Alignment</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 155</td>
<td>Advanced Drive Train Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 165</td>
<td>Advanced Air Conditioning and Heating Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 175</td>
<td>Advanced Engine Overhaul</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 176</td>
<td>Engine Machining</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Required 29

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

Certificate of Achievement

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

II. AUTOMOTIVE TECHNOLOGY–ADVANCED ENGINE PERFORMANCE AND EMISSIONS

Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 120</td>
<td>Engine Performance I - Mechanical and Ignition Systems</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 121</td>
<td>Emission Control License</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 122</td>
<td>Automotive Electrical Systems</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 123</td>
<td>Engine Performance II - Fuel Systems</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 124</td>
<td>Engine Performance III - Drivability</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Required 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

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

1. Grade point average of “C” (2.0) is required for the major.
2. 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.
3. Students who have previous college credit or an associate degree or higher may be exempt from all or part of the general education requirements. Students should see a counselor to have their general education requirements evaluated.

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 121</td>
<td>Emission Control License</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 190</td>
<td>ASEP–Orientation, PDI and Lubrication</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 191</td>
<td>ASEP–Brakes and Alignment</td>
<td>7</td>
</tr>
<tr>
<td>AUTO 192</td>
<td>ASEP–Drive Train</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 193</td>
<td>ASEP–Engine Repair</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Work Experience:

AUTO 206* ASEP–Work Experience 15
Total Required 37.5

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

IV. AUTOMOTIVE TECHNOLOGY–ASSET

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

1. Grade point average of “C” (2.0) is required for the major.
2. 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.
3. Students who have previous college credit or an associate degree or higher may be exempt from all or part of the general education requirements. Students should see a counselor to have their general education requirements evaluated.

Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 195</td>
<td>ASSET–Electronic Engine Controls</td>
<td>7</td>
</tr>
<tr>
<td>AUTO 196</td>
<td>ASSET–Electrical, Accessories and Air Conditioning</td>
<td>5</td>
</tr>
</tbody>
</table>

Work Experience:

AUTO 197* ASSET–Work Experience 13
Total Required 51.5

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

V. AUTOMOTIVE TECHNOLOGY–BRAKES AND FRONT-END

Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 130</td>
<td>Automotive Brakes and Brake License</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 140</td>
<td>Four-Wheel Alignment</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 145</td>
<td>Advanced Four-Wheel Alignment</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 180</td>
<td>Automotive Service Advisor</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 182</td>
<td>Automotive Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required 19

Certificate of Achievement

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

VI. AUTOMOTIVE TECHNOLOGY–ENGINE PERFORMANCE AND DRIVE TRAIN

Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 120</td>
<td>Engine Performance I - Mechanical and Ignition Systems</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 152</td>
<td>Drive Train Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 170</td>
<td>Engine Overhaul</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 176</td>
<td>Engine Machining</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Required 37.5

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.

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

CAREER OPPORTUNITIES

- Aquatic Biologist
- Athletic Trainer
- Biologist
- Biochemical Engineer
- Biological Technician
- Biomedical Equipment Technician
- Biotechnologist
- Botanist
- Clinical Lab Technician
- Cytologist
- Ecologist
- Environmental Engineer
- Environmental Technician
BUSINESS

I. BUSINESS ADMINISTRATION

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

CAREER OPPORTUNITIES

- Advertising/Marketing Manager
- Agricultural Marketing Specialist
- Banker
- Broker
- Consultant
- Computer Operations Specialist
- Credit Investigator
- Economic Forecaster
- Financial Analyst
- Hospital Administrator
- Import/Export Agent
- Market Research Analyst
- Personnel Manager
- Real Estate Broker/Agent
- Retail Manager
- Securities Analyst/Trader
- Bachelor Degree or higher required

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 240 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 160 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 178 Calculus for Business, Social and Behavioral Sciences</td>
<td>4</td>
</tr>
<tr>
<td>Total Required</td>
<td>31</td>
</tr>
</tbody>
</table>

II. BUSINESS–GENERAL

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

CAREER OPPORTUNITIES

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

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 109 Elementary Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 120 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 110 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 115 Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 125 Business Law: Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BOT 110 Business English and Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 128 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 146 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 152 Business Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>BUS 195 Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105 Introduction to Computing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110 Principles of Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>ECON 120 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Total Required</td>
<td>29-31</td>
</tr>
</tbody>
</table>

III. BUSINESS DATA MANAGEMENT

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

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 128 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 240 SQL for Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 242 Data Mining</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110 Principles of Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 140 Databases</td>
<td>3</td>
</tr>
<tr>
<td>CIS 190 Windows Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CIS 240 Advanced Databases</td>
<td>3</td>
</tr>
<tr>
<td>CIS 242 Database Design</td>
<td>3</td>
</tr>
<tr>
<td>Total Required</td>
<td>31</td>
</tr>
</tbody>
</table>

SELECT ONE FROM THE FOLLOWING:

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

III. BUSINESS OFFICE TECHNOLOGY

I. BUSINESS OFFICE TECHNOLOGY

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

CAREER OPPORTUNITIES

- Account Clerk
- Administrative Assistant
- Bank Teller
- Billing Clerk
- Bookkeeper
- Brokerage Clerk
- Computer Operator
- Court Clerk
- Customer Service Representative
## II. ADMINISTRATIVE ASSISTANT

### Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 102AB</td>
<td>Intermediate Keyboarding/ Document Processing I-II</td>
<td>BOT 104</td>
<td>Filing and Records Management</td>
<td>3</td>
</tr>
<tr>
<td>BOT 107</td>
<td>Office Systems and Procedures</td>
<td>BOT 108</td>
<td>Using Calculators to Solve Business Problems</td>
<td>2</td>
</tr>
<tr>
<td>BOT 114</td>
<td>Essential Word</td>
<td>or</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Comprehensive Word Levels I-III</td>
<td>BOT 115</td>
<td>Essential Excel</td>
<td>1</td>
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<tr>
<td>or</td>
<td>Comprehensive Excel Levels I-III</td>
<td>BOT 116</td>
<td>Essential Access</td>
<td>1</td>
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<tr>
<td>or</td>
<td>Comprehensive Access Levels I-III</td>
<td>BOT 126-129</td>
<td>Required for a Certificate in Administrative Assistant</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Comprehensive PowerPoint Levels I-III</td>
<td>BOT 117</td>
<td>Essential PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Building Keyboarding Skill I, II, III</td>
<td>BOT 139</td>
<td>Comprehensive PowerPoint</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Data Entry Skills</td>
<td>BOT 118</td>
<td>Integrated Office Projects</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Effective Job Search</td>
<td>BOT 123-225</td>
<td>Office Work Experience</td>
<td>1-3</td>
</tr>
<tr>
<td>or</td>
<td>Effective Job Search</td>
<td>BUS 114</td>
<td>Effective Job Search</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Business Communication</td>
<td>BUS 128</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Information Clerk</td>
<td>Total Required</td>
<td>20-30</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Hotel/Motel Desk Clerk</td>
<td>Plus General Education Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Loan/Credit Clerk</td>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Medical Secretary</td>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Office Manager</td>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Personnel Clerk</td>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Real Estate Clerk</td>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Secretary</td>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Word Processing Specialist</td>
<td>or</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Certificate of Achievement

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

## III. EXECUTIVE ASSISTANT

### Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 120-122</td>
<td>Comprehensive Word Levels I-III</td>
<td>BOT 123-125</td>
<td>Comprehensive Excel Levels I-III</td>
<td>3</td>
</tr>
<tr>
<td>BOT 126-128</td>
<td>Comprehensive Access Levels I-III</td>
<td>BOT 123-131</td>
<td>Comprehensive PowerPoint Levels I-III</td>
<td>3</td>
</tr>
<tr>
<td>CIS 140</td>
<td>Databases</td>
<td>BOT 125-131</td>
<td>Using Microsoft Outlook</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Database</td>
<td>BOT 201</td>
<td>Advanced Keyboarding/Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Project Office Coordination</td>
<td>BOT 120-121</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>Financial Accounting</td>
<td>BUS 128</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Principles of Leadership</td>
<td>Total Required</td>
<td>20-25</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Principles of Management</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Principles of Leadership</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Computer Accounting Applications</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Databases</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Accounting Applications</td>
<td>or</td>
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<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Total Required</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Plus General Education Requirements</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### Certificate of Achievement

Students who complete the requirements below qualify for a Certificate that 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. OFFICE ASSISTANT LEVEL I

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

### Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 102AB</td>
<td>Intermediate Keyboarding/ Document Processing I-II</td>
<td>BOT 104</td>
<td>Filing and Records Management</td>
<td>3</td>
</tr>
<tr>
<td>BOT 107</td>
<td>Office Systems and Procedures</td>
<td>BOT 108</td>
<td>Using Calculators to Solve Business Problems</td>
<td>2</td>
</tr>
<tr>
<td>BOT 114</td>
<td>Essential Word</td>
<td>or</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Comprehensive Word Levels I-III</td>
<td>BOT 115</td>
<td>Essential Excel</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Comprehensive Excel Levels I-III</td>
<td>BOT 116</td>
<td>Essential Access</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Comprehensive Access Levels I-III</td>
<td>BOT 126-129</td>
<td>Required for a Certificate in Administrative Assistant</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Comprehensive PowerPoint Levels I-III</td>
<td>BOT 118</td>
<td>Integrated Office Projects</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Building Keyboarding Skill I, II, III</td>
<td>BOT 123-225</td>
<td>Office Work Experience</td>
<td>1-3</td>
</tr>
<tr>
<td>or</td>
<td>Data Entry Skills</td>
<td>BUS 114</td>
<td>Effective Job Search</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Effective Job Search</td>
<td>BUS 128</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Business Communication</td>
<td>Total Required</td>
<td>20-30</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Information Clerk</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Hotel/Motel Desk Clerk</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Loan/Credit Clerk</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Medical Secretary</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Office Manager</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Personnel Clerk</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Real Estate Clerk</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Secretary</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Word Processing Specialist</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### 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.

### CERTIFICATES OF SPECIALIZATION:

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

## II. OFFICE ASSISTANT LEVEL II

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

### Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 106</td>
<td>Computer Basics for the Office</td>
<td>BOT 110</td>
<td>Business Keyboarding/Document Processing I-II</td>
<td>3</td>
</tr>
<tr>
<td>BOT 109</td>
<td>Office Systems and Procedures</td>
<td>BOT 108</td>
<td>Using Calculators to Solve Business Problems</td>
<td>2</td>
</tr>
<tr>
<td>BOT 114</td>
<td>Effective Job Search</td>
<td>BOT 115</td>
<td>Essential Word</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Business Communication</td>
<td>BOT 116</td>
<td>Essential Access</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Information Clerk</td>
<td>BOT 117</td>
<td>Essential PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Hotel/Motel Desk Clerk</td>
<td>Total Required</td>
<td>17-27</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Loan/Credit Clerk</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Medical Secretary</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Office Manager</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Personnel Clerk</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Real Estate Clerk</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Secretary</td>
<td>or</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### Certificate of Achievement

Students who complete the requirements below 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. OFFICE PROFESSIONAL

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 100</td>
<td>Basic Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BOT 101AB</td>
<td>Keyboarding/Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>BOT 102AB</td>
<td>Intermediate Keyboarding/Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>BOT 107</td>
<td>Office Systems and Procedures</td>
<td>2</td>
</tr>
<tr>
<td>BOT 114</td>
<td>Essential Word</td>
<td>1</td>
</tr>
<tr>
<td>BOT 115</td>
<td>Essential Excel</td>
<td>1</td>
</tr>
<tr>
<td>BOT 223</td>
<td>Office Work Experience</td>
<td>1</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 128</td>
<td>Business Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required: 12-14

IV. OFFICE SOFTWARE SPECIALIST LEVEL I

This certificate is designed for students interested in working in an administrative support capacity who need working knowledge of word processing, electronic spreadsheet, database and presentation software. These courses may also be applied to the Office Assistant Level II certificate.

Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 100</td>
<td>Basic Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BOT 114</td>
<td>Essential Word</td>
<td>1</td>
</tr>
<tr>
<td>BOT 120-121</td>
<td>Comprehensive Word, Levels I-II</td>
<td>2</td>
</tr>
<tr>
<td>BOT 115</td>
<td>Essential Excel</td>
<td>1</td>
</tr>
<tr>
<td>BOT 123-124</td>
<td>Comprehensive Excel, Levels I-II</td>
<td>2</td>
</tr>
<tr>
<td>BOT 116</td>
<td>Essential Access</td>
<td>1</td>
</tr>
<tr>
<td>BOT 126-127</td>
<td>Comprehensive Access, Levels I</td>
<td>2</td>
</tr>
<tr>
<td>BOT 117</td>
<td>Essential PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>BOT 129-130</td>
<td>Comprehensive PowerPoint, Levels I-I</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Required: 5-9

V. OFFICE SOFTWARE SPECIALIST LEVEL II

This certificate is designed for students interested in working in an administrative support capacity who need working knowledge of word processing, electronic spreadsheet, database and presentation software as well as software integration techniques. Students who complete the certificate may continue taking courses to earn the Executive Assistant Certificate of Achievement.

Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 100</td>
<td>Basic Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BOT 114</td>
<td>Essential Word</td>
<td>1</td>
</tr>
<tr>
<td>BOT 120</td>
<td>Comprehensive Word, Level I</td>
<td>1</td>
</tr>
<tr>
<td>BOT 115</td>
<td>Essential Excel</td>
<td>1</td>
</tr>
<tr>
<td>BOT 121</td>
<td>Comprehensive Word, Level II</td>
<td>1</td>
</tr>
<tr>
<td>BOT 122</td>
<td>Comprehensive Word, Level III</td>
<td>1</td>
</tr>
<tr>
<td>BOT 123</td>
<td>Comprehensive Excel, Level I</td>
<td>1</td>
</tr>
<tr>
<td>BOT 116</td>
<td>Essential Access</td>
<td>1</td>
</tr>
<tr>
<td>BOT 124</td>
<td>Comprehensive Excel, Level II</td>
<td>1</td>
</tr>
<tr>
<td>BOT 125</td>
<td>Comprehensive Excel, Level III</td>
<td>1</td>
</tr>
<tr>
<td>BOT 126</td>
<td>Comprehensive Access, Level I</td>
<td>1</td>
</tr>
<tr>
<td>BOT 117</td>
<td>Essential PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>BOT 130</td>
<td>Comprehensive PowerPoint, Level I</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Required: 12

CADD TECHNOLOGY

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

CAREER OPPORTUNITIES

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

Associate in Science Degree Requirements:

Core Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD 115</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CADD 120</td>
<td>Introduction to Computer-Aided Drafting and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Areas of Emphasis:

A. BUILDING DESIGN INDUSTRY

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD 127</td>
<td>Survey Drafting Technology</td>
<td>3</td>
</tr>
<tr>
<td>CADD 131</td>
<td>Architectural Computer-Aided Drafting and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

CADD 132   | Advanced Computer-Aided Drafting and Design | 3     |

CADD 133   | Advanced Architectural Computer-Aided Drafting and Design | 3     |

Select two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD 125</td>
<td>3D Solid Modeling</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 125</td>
<td>Solid Modeling</td>
<td>3</td>
</tr>
<tr>
<td>CADD 126</td>
<td>Electronic Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CADD 128</td>
<td>Dimensioning and Tolerancing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Including Core Classes: 24

Plus General Education Requirement: 6

B. MANUFACTURING INDUSTRY

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD 125</td>
<td>3D Solid Modeling</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 125</td>
<td>Solid Modeling</td>
<td>3</td>
</tr>
<tr>
<td>CADD 126</td>
<td>Electronic Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CADD 128</td>
<td>Dimensioning and Tolerancing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Including Core Classes: 21

Plus General Education Requirements: 6

Certificate of Achievement

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

CHEMISTRY

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

CAREER OPPORTUNITIES

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

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

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 141</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 142</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 231</td>
<td>Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 180</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 280</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 281</td>
<td>Intermediate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 190</td>
<td>Mechanics and Heat</td>
<td>5</td>
</tr>
<tr>
<td>PHYC 200</td>
<td>Electricity and Magnetism</td>
<td>5</td>
</tr>
<tr>
<td>PHYC 210</td>
<td>Wave Motion and Modern Physics</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Required: 43

Plus General Education Requirements: 6

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

CHILD DEVELOPMENT

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

The Department of Social Services Title 22 minimum requirements to be a preschool teacher are 12 units in Child Development which must include: CD 125, CD 131, one curriculum class (CD 123, 126, 127, 128, 129 or 130), and one additional CD course (3 units).

The California Department of Education Title 5 minimum education requirements at the Teacher level on the Child Development Matrix are 24 units in Child Development which must include: CD 125, CD 131, one curriculum class (CD 123, 126, 127, 128, 129 or 130), 12 additional units in CD, and 16 units of general education which must include one degree applicable course in each of four general education categories: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

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

I. CHILD DEVELOPMENT

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 123</td>
<td>Principles and Practices of Programs and Curriculum for Young Children 3</td>
<td></td>
</tr>
<tr>
<td>CD 125</td>
<td>Child Growth and Development 3</td>
<td></td>
</tr>
<tr>
<td>CD 126</td>
<td>Art for Child Development 3</td>
<td></td>
</tr>
<tr>
<td>CD 127</td>
<td>Science and Mathematics for Child Development 3</td>
<td></td>
</tr>
<tr>
<td>CD 128</td>
<td>Music and Movement for Child Development 3</td>
<td></td>
</tr>
<tr>
<td>CD 129</td>
<td>Language and Literature for Child Development 3</td>
<td></td>
</tr>
<tr>
<td>CD 131</td>
<td>Child, Family and Community 3</td>
<td></td>
</tr>
<tr>
<td>CD 134</td>
<td>Health, Safety and Nutrition of Young Children 3</td>
<td></td>
</tr>
<tr>
<td>CD 141</td>
<td>Working with Children with Special Needs 3</td>
<td></td>
</tr>
</tbody>
</table>

27

Areas of Emphasis:

A. INFANTS AND TODDLERS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 124</td>
<td>Infant and Toddler Development 3</td>
<td></td>
</tr>
<tr>
<td>CD 132</td>
<td>Observation and Assessment: Field Experience Seminar 3</td>
<td></td>
</tr>
<tr>
<td>CD 143</td>
<td>Responsive Planning for Infant/Toddler Care 3</td>
<td></td>
</tr>
</tbody>
</table>

B. PRESCHOOL CHILDREN

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 130</td>
<td>Curriculum: Design and Implementation 3</td>
<td></td>
</tr>
<tr>
<td>CD 132</td>
<td>Observation and Assessment: Field Experience Seminar 3</td>
<td></td>
</tr>
<tr>
<td>CD 133</td>
<td>Practicum-Field Experience: Student Teaching 2</td>
<td></td>
</tr>
<tr>
<td>CD 153</td>
<td>Teaching in a Diverse Society 3</td>
<td></td>
</tr>
</tbody>
</table>

11

Total Required Including Core Classes 38

Plus General Education Requirements

Recommended Electives/Continuing Education Units:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 106</td>
<td>Practicum: Beginning Observation and Experience 1</td>
<td></td>
</tr>
<tr>
<td>CD 124</td>
<td>Infant and Toddler Development 3</td>
<td></td>
</tr>
<tr>
<td>CD 135</td>
<td>Parent-Child Interaction 3</td>
<td></td>
</tr>
<tr>
<td>CD 139</td>
<td>Infant/Parent Development 2</td>
<td></td>
</tr>
<tr>
<td>CD 145</td>
<td>Child Abuse and Family Violence in our Society 3</td>
<td></td>
</tr>
<tr>
<td>CD 157</td>
<td>Food and Nutrition for Children 3</td>
<td></td>
</tr>
<tr>
<td>CD 203</td>
<td>Cooking Experience with Young Children 1</td>
<td></td>
</tr>
<tr>
<td>CD 210</td>
<td>Working with Young Children with Challenging behaviors 3</td>
<td></td>
</tr>
</tbody>
</table>

3

Certificate of Achievement

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

II. SCHOOL AGE CHILD CARE

This major is designed to prepare students for employment in child care programs for elementary school age children. The certificate meets the Title 22 licensing standards for teachers in school age child care programs. Some courses also meet prerequisites for students who wish to transfer to elementary education programs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 137</td>
<td>Administration of Child Development Programs I 3</td>
<td></td>
</tr>
<tr>
<td>CD 141</td>
<td>Working with Children with Special Needs 3</td>
<td></td>
</tr>
<tr>
<td>CD 145</td>
<td>Child Abuse and Family Violence in our Society 3</td>
<td></td>
</tr>
<tr>
<td>CD 157</td>
<td>Food and Nutrition for Children 3</td>
<td></td>
</tr>
<tr>
<td>ES 253</td>
<td>Physical Education in Elementary Schools 3</td>
<td></td>
</tr>
<tr>
<td>MATH 125</td>
<td>Structure and Concepts of Elementary Mathematics I 3</td>
<td></td>
</tr>
</tbody>
</table>

3

Total Required 23-24

Plus General Education Requirements

Recommended Electives/Continuing Education Units:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 153</td>
<td>Teaching in a Diverse Society 3</td>
<td></td>
</tr>
<tr>
<td>CD 210</td>
<td>Working with Young Children with Challenging behaviors 3</td>
<td></td>
</tr>
</tbody>
</table>

3

Certificate of Achievement

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

CERTIFICATES OF SPECIALIZATION:

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

I. EARLY CHILDHOOD INTERVENTION

This certificate prepares students for entry-level positions and greater opportunities for advancement in the early childhood field. It is designed to demonstrate an area of expertise in working with young children with special needs in typical early childhood programs or those specifically designed for young children with special needs.

Career Opportunities

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

Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 125</td>
<td>Child Growth and Development 3</td>
<td></td>
</tr>
<tr>
<td>CD 134</td>
<td>Health, Safety and Nutrition of Young Children 3</td>
<td></td>
</tr>
<tr>
<td>CD 141</td>
<td>Working with Children with Special Needs 3</td>
<td></td>
</tr>
</tbody>
</table>

9

Select two of the following:

<table>
<thead>
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<th>Course</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CD 126</td>
<td>Art for Child Development 3</td>
<td></td>
</tr>
<tr>
<td>CD 127</td>
<td>Science and Mathematics for Child Development 3</td>
<td></td>
</tr>
<tr>
<td>CD 128</td>
<td>Music and Movement for Child Development 3</td>
<td></td>
</tr>
<tr>
<td>CD 129</td>
<td>Language and Literature for Child Development 3</td>
<td></td>
</tr>
<tr>
<td>CD 131</td>
<td>Child, Family and Community 3</td>
<td></td>
</tr>
</tbody>
</table>

6

Total Required 15

*Meets the educational components of the Department of Social Services license regulations for child care programs.

II. RECREATIONAL LEADERSHIP–OUTDOOR PROGRAMS

This certificate offers specific training for entry-level positions or for advancement in child care and outdoor programs for children and families.
It is designed to demonstrate an area of expertise that may be used to attain employment in outdoor recreational programs. Students who complete the requirements below and hold a current First Aid/CPR certification qualify for the certificate.

Career Opportunities
Students may find employment with school age child care programs and with public, private and commercial park and recreation agencies. They may work with agencies serving youth and families, and with leisure-related businesses and tourism agencies. Career opportunities include naturalists, outdoor education specialists, park interpreters, camping guides, arts and crafts leaders, and park and recreation class teachers and aides.

Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 125</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CD 157</td>
<td>Food and Nutrition for Children</td>
<td>3</td>
</tr>
<tr>
<td>CD 200</td>
<td>Introduction to Outdoor Education Programs</td>
<td>1</td>
</tr>
<tr>
<td>CD 201</td>
<td>Creative Activities for Outdoor Programs</td>
<td>1</td>
</tr>
<tr>
<td>CD 202</td>
<td>Field Experience for Recreational Leadership</td>
<td>1</td>
</tr>
<tr>
<td>ES 253</td>
<td>Physical Education in Elementary Schools</td>
<td>3</td>
</tr>
<tr>
<td>ES 270</td>
<td>Cooperative Games</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

COMMUNICATION

This degree program is designed to provide students with a broad base of communication classes that provide training for entry into occupations in which verbal skills are important. Major requirements for the four-year degree in Communication vary from institution to institution. Students should consult the catalog of the transfer institution for specific requirements.

CAREER OPPORTUNITIES
Advertising Assistant
Announcer
Arts Administrator
College Professor
Communication Consultant
Journalist
Lawyer
Lobbyist
Narrator
Personnel Trainer
Politician
Proofreader
Public Relations Assistant
Researcher
Sales Manager
Teacher/instructor

Associate in Arts Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 110</td>
<td>Introduction to Mass Communication</td>
<td></td>
</tr>
<tr>
<td>COMM 120</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 122</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 123</td>
<td>Advanced Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 145</td>
<td>Argumentation</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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<td>15</td>
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</tbody>
</table>

Select three courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 124</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 128</td>
<td>Global Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 135</td>
<td>Oral Interpretation of Literature</td>
<td>3</td>
</tr>
<tr>
<td>COMM 136</td>
<td>Readers Theatre</td>
<td>3</td>
</tr>
<tr>
<td>COMM 137</td>
<td>Critical Thinking in Group Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

COMPUTATIONAL SCIENCE

To meet the needs of the successful computer science, computational science or applied mathematics graduate, this degree program integrates the study of mathematical and computer sciences and prepares the student for immediate entry into a vocational field related to computer programming and/or further study in computer science, computational science or applied mathematics.

CAREER OPPORTUNITIES
- Actuary
- *Computational Scientist
- *Computer Engineer
- *Mathematician
- *Programmer Analyst
- *Semiconductor Technician
- *Software Engineer
- Software Technician
- *Statistician
- *Systems Analyst
- *Systems Engineer
- Technical Support Representative
- *Bachelor Degree or higher required
- *Bachelor Degree normally recommended

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 182</td>
<td>Introduction to Java Programming</td>
<td>4</td>
</tr>
<tr>
<td>CS 292</td>
<td>Intermediate Java Programming and Fundamental Data Structures</td>
<td>4</td>
</tr>
<tr>
<td>CS 289</td>
<td>Computer Organization and Systems Programming</td>
<td>4</td>
</tr>
<tr>
<td>MATH 180</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 245</td>
<td>Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 280</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 284</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>

Select one of the following:

- MATH 150 Introduction to Computer Programming Applications in Mathematics 3
- MATH 160 Elementary Statistics 3
- MATH 281 Intermediate Calculus 4
- 3-4

Select one of the following sequences:

- BIO 130* General Biology I 3
- BIO 131* General Biology I Laboratory 1
- BIO 210 Biology II 4
- CHEM 141 General Chemistry I 5
- CHEM 142 General Chemistry II 5
- PhHC 190 Mechanics and Heat 5
- PhHC 200 Electricity and Magnetism 5
- PhHC 210 Wave Motion and Modern Physics 5
- Total Required 8-15
- Plus General Education Requirements 38-46

*Offered at Grossmont College

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

COMPUTER AND INFORMATION SCIENCE

Students who wish to enroll in specific Microsoft applications (e.g. Word, PowerPoint) should refer to Business Office Technology.

CAREER OPPORTUNITIES
- Communications Specialist
- Computer Game Programmer
- Computer Graphics Designer
- Computer Hardware Specialist
- Computer Help Desk Technician
- Computer Maintenance Technician
- Computer Software Technician
- *Computer Systems Engineer
- Computing Analyst
- Cyber Café Owner
- Database Manager
- GIS (Geographic Information Systems) Specialist
- Information Specialist
- Information Systems Programmer
- LAN/WAN Manager
- Manufacturer’s Representative
- Multimedia Designer
- Network Administrator
- Network Analyst
- Network Consultant
- Network Control Technician
- Network Training and Support Specialist
- Programmer Analyst
- Sales and Service
- *Scientific Programmer
- Software Consultant
- *Software Engineer/Designer
- *Systems Analyst
- *Systems Programmer
- Technical Support Representative
- *Telecommunications Programmer
- Telecommunications Technician
- *Telecommunications Technical Engineer
- Training Specialist
- Virtual Reality Developer
- Web Master
- Web Page Designer
- *Bachelor Degree or higher required

Course Equivalencies:

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

<table>
<thead>
<tr>
<th>Cuyamaca Course</th>
<th>Similar Grossmont Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>CSIS 100</td>
</tr>
<tr>
<td>CIS 110</td>
<td>CSIS 110</td>
</tr>
<tr>
<td>CIS 120</td>
<td>CSIS 114</td>
</tr>
<tr>
<td>CIS 130</td>
<td>CSIS 174</td>
</tr>
<tr>
<td>CIS 190</td>
<td>CSIS 112</td>
</tr>
<tr>
<td>CIS 191</td>
<td>CSIS 113</td>
</tr>
<tr>
<td>CIS 201</td>
<td>*CSIS 140</td>
</tr>
<tr>
<td>CIS 211</td>
<td>CSIS 134</td>
</tr>
<tr>
<td>CIS 212</td>
<td>CSIS 133</td>
</tr>
<tr>
<td>CIS 215</td>
<td>CSIS 135</td>
</tr>
<tr>
<td>CIS 216</td>
<td>CSIS 136</td>
</tr>
<tr>
<td>CIS 221</td>
<td>CSIS 190</td>
</tr>
<tr>
<td>CIS 240</td>
<td>CSIS 276</td>
</tr>
<tr>
<td>CIS 291</td>
<td>CSIS 213</td>
</tr>
</tbody>
</table>
I. COMPUTER NETWORK ADMINISTRATION

This degree program prepares students for careers in computer networking and related fields. Upon completion, students may find entry-level positions as network administrators, technicians, or computer support personnel. The major prepares students to work in team members in an information technology group which designs, develops, and maintains computer networks. Preparation for the following industry certifications: A+, Security+, and CCNP (Cisco Certified Network Associate).

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 120</td>
<td>Computer Maintenance and A+ Certification</td>
<td>3</td>
</tr>
<tr>
<td>CIS 121</td>
<td>Networking Concepts and A+ Certification</td>
<td>3</td>
</tr>
<tr>
<td>CIS 140</td>
<td>Databases</td>
<td>3</td>
</tr>
<tr>
<td>CIS 190</td>
<td>Windows Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CIS 191</td>
<td>Linux Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 201</td>
<td>Cisco Networking Academy I Exploration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 202</td>
<td>Cisco Networking Academy II Exploration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Network+ Certification</td>
<td>3</td>
</tr>
<tr>
<td>CIS 261</td>
<td>Telecommunications Networking Capstone</td>
<td>3</td>
</tr>
<tr>
<td>CIS 262</td>
<td>Fundamentals of Wireless Networking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 263</td>
<td>Fundamentals of Network Security</td>
<td>3</td>
</tr>
<tr>
<td>ET 110</td>
<td>Introduction to Basic Electronics</td>
<td>4</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CS 119</td>
<td>Program Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>CS 180ABCD</td>
<td>Introduction to Visual Basic Programming</td>
<td>4</td>
</tr>
<tr>
<td>CS 182</td>
<td>Introduction to Java Programming</td>
<td>4</td>
</tr>
</tbody>
</table>

Select three of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 203</td>
<td>Cisco Networking Academy III</td>
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</tr>
<tr>
<td>CIS 204</td>
<td>Cisco Networking Academy IV</td>
<td>3</td>
</tr>
<tr>
<td>CIS 205</td>
<td>Cisco Networking Academy V</td>
<td>3</td>
</tr>
<tr>
<td>CIS 217</td>
<td>Introduction to Web Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 214</td>
<td>Web Server Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 240</td>
<td>Advanced Databases</td>
<td>3</td>
</tr>
<tr>
<td>CIS 262</td>
<td>Fundamentals of Wireless Networking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 290</td>
<td>Windows Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CIS 291</td>
<td>Linux Operating System</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required: 36-37

II. WEB DEVELOPMENT

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

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 140</td>
<td>Databases</td>
<td>3</td>
</tr>
<tr>
<td>CIS 211</td>
<td>Web Markup Languages</td>
<td>3</td>
</tr>
<tr>
<td>CIS 212</td>
<td>Introduction to Web Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 213</td>
<td>Advanced Web Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110</td>
<td>Principles of Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 190</td>
<td>Windows Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CIS 191</td>
<td>Linux Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 214</td>
<td>Web Server Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 290</td>
<td>Windows System Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Select two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS 215</td>
<td>JavaScript Programming</td>
<td>4-7</td>
</tr>
<tr>
<td>CIS 216</td>
<td>Active Server Pages</td>
<td>3</td>
</tr>
<tr>
<td>CIS 219</td>
<td>PHP/MySQL Dynamic Web-Based Applications</td>
<td>4-7</td>
</tr>
<tr>
<td>CIS 119</td>
<td>Programming and Design</td>
<td>3</td>
</tr>
<tr>
<td>CS 180ABCD</td>
<td>Introduction to Visual Basic Programming</td>
<td>4</td>
</tr>
</tbody>
</table>

Select three of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 221</td>
<td>Digital Video Editing and DVD Production</td>
<td>3</td>
</tr>
<tr>
<td>CIS 240</td>
<td>Advanced Databases</td>
<td>3</td>
</tr>
<tr>
<td>CIS 267</td>
<td>Directed Work Experience in CIS</td>
<td>1</td>
</tr>
<tr>
<td>SD 128ABC</td>
<td>Photoshop Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>GD 130</td>
<td>Professional Business Practices</td>
<td>3</td>
</tr>
<tr>
<td>GD 210</td>
<td>Professional Digital Photography I</td>
<td>3</td>
</tr>
<tr>
<td>GD 217</td>
<td>Web Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GD 222</td>
<td>Flash Web Animation</td>
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</tr>
<tr>
<td>GD 223</td>
<td>Advanced Flash Web Animation</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

II. COMPUTER PROGRAMMING

Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 201</td>
<td>Cisco Networking Academy I Exploration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 202</td>
<td>Cisco Networking Academy II Exploration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 203</td>
<td>Cisco Networking Academy III Exploration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 204</td>
<td>Cisco Networking Academy IV Exploration</td>
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</tbody>
</table>

Total Required: 12

III. NETWORK SERVICING TECHNOLOGY

Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 120</td>
<td>Computer Maintenance and A+ Certification</td>
<td>3</td>
</tr>
<tr>
<td>CIS 121</td>
<td>Networking Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 201</td>
<td>Cisco Networking Academy I Exploration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 202</td>
<td>Cisco Networking Academy II Exploration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Network+ Certification</td>
<td>3</td>
</tr>
<tr>
<td>CIS 261</td>
<td>Telecommunications Networking Capstone</td>
<td>3</td>
</tr>
<tr>
<td>CIS 262</td>
<td>Fundamentals of Wireless Networking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 263</td>
<td>Fundamentals of Network Security</td>
<td>3</td>
</tr>
<tr>
<td>ET 110</td>
<td>Introduction to Basic Electronics</td>
<td>4</td>
</tr>
</tbody>
</table>

Select two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 215</td>
<td>JavaScript Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 216</td>
<td>Active Server Pages</td>
<td>3</td>
</tr>
<tr>
<td>CIS 219</td>
<td>PHP/MySql Dynamic Web-Based Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 119</td>
<td>Programming and Design</td>
<td>3</td>
</tr>
<tr>
<td>CS 180ABCD</td>
<td>Introduction to Visual Basic Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

Select three of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 221</td>
<td>Digital Video Editing and DVD Production</td>
<td>3</td>
</tr>
<tr>
<td>CIS 240</td>
<td>Advanced Databases</td>
<td>3</td>
</tr>
<tr>
<td>CIS 267</td>
<td>Directed Work Experience in CIS</td>
<td>1</td>
</tr>
<tr>
<td>SD 128ABC</td>
<td>Photoshop Digital Imaging</td>
<td>3</td>
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<tr>
<td>GD 130</td>
<td>Professional Business Practices</td>
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<tr>
<td>GD 210</td>
<td>Professional Digital Photography I</td>
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</tr>
<tr>
<td>GD 217</td>
<td>Web Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GD 222</td>
<td>Flash Web Animation</td>
<td>3</td>
</tr>
<tr>
<td>GD 223</td>
<td>Advanced Flash Web Animation</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate of Achievement

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 190</td>
<td>Windows Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CIS 191</td>
<td>Linux Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 290</td>
<td>Windows System Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 291</td>
<td>Linux System Administration</td>
<td>3</td>
</tr>
<tr>
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</table>

V. TELECOMMUNICATIONS SERVICING TECHNOLOGY
Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
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<th>Units</th>
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<tbody>
<tr>
<td>CS 119</td>
<td>Program Design and Development</td>
<td>3</td>
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<tr>
<td>CIS 121</td>
<td>Network+ Certification</td>
<td>3</td>
</tr>
<tr>
<td>CIS 161</td>
<td>Fundamentals of Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 201</td>
<td>Cisco Networking Academy I Exploration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 202</td>
<td>Cisco Networking Academy II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 215</td>
<td>JavaScript Programming</td>
<td>3</td>
</tr>
<tr>
<td>GD 222</td>
<td>Flash Web Animation</td>
<td>3</td>
</tr>
<tr>
<td>GD 223</td>
<td>Advanced Flash Web Animation</td>
<td>3</td>
</tr>
<tr>
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</table>

VI. WEB DESIGN
Certificate Requirements:

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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CIS 211</td>
<td>Web Markup Languages</td>
<td>3</td>
</tr>
<tr>
<td>CIS 212</td>
<td>Introduction to Web Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 213</td>
<td>Advanced Web Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 215</td>
<td>JavaScript Programming</td>
<td>3</td>
</tr>
<tr>
<td>GD 222</td>
<td>Flash Web Animation</td>
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<tr>
<td>GD 223</td>
<td>Advanced Flash Web Animation</td>
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</table>

VII. WEB PROGRAMMING
Certificate Requirements:

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<tr>
<td>CIS 140</td>
<td>Databases</td>
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<tr>
<td>CIS 211</td>
<td>Web Markup Languages</td>
<td>3</td>
</tr>
<tr>
<td>CIS 215</td>
<td>JavaScript Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 216</td>
<td>Active Server Pages</td>
<td>3</td>
</tr>
<tr>
<td>CIS 219</td>
<td>PHP/MySQL Dynamic Web-Based Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 240</td>
<td>Advanced Databases</td>
<td>3</td>
</tr>
<tr>
<td>CIS 119</td>
<td>Program Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>CS 119L</td>
<td>Program Design and Development Lab</td>
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<tr>
<td>GD 223</td>
<td>Advanced Flash Web Animation</td>
<td>3</td>
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<tr>
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<td>Total Required</td>
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VIII. WEB SERVER MANAGEMENT
Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 191</td>
<td>Linux Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 211</td>
<td>Web Markup Languages</td>
<td>3</td>
</tr>
<tr>
<td>CIS 290</td>
<td>Windows System Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate in Arts Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 120</td>
<td>College Composition and Reading</td>
<td>3</td>
</tr>
<tr>
<td>COMM 137</td>
<td>Critical Thinking in Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 145</td>
<td>Argumentation</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 124*</td>
<td>Advanced Composition: Critical Reasoning and Writing</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 125</td>
<td>Critical Thinking</td>
<td>3</td>
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<tr>
<td>PHIL 130</td>
<td>Logic</td>
<td>3</td>
</tr>
<tr>
<td>*Preferred</td>
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</table>

2. Communication (minimum three units)
   COMM 120 Interpersonal Communication 3
   COMM 122 Public Speaking 3

3. Literature (minimum three units)
   ENGL 122 Introduction to Literature 3
   ENGL 270 World Literature I 3
   ENGL 271 World Literature II 3

MATH AND SCIENCES

4. Mathematics
   MATH 125 Structure and Concepts of Elementary Mathematics I 3
   MATH 126 Structure and Concepts of Elementary Mathematics II 3
   MATH 128 Children's Mathematical Thinking 1.5

5. Biological Sciences
   BIO 116 Principles of Biology for Future Educators 4
   or
   BIO 130 General Biology I 3
   and
   BIO 131 General Biology I Laboratory 1

6. Physical Sciences
   GEOL 104 Earth Science 3

SOCIAL SCIENCE AND HISTORY

7. Global Perspective
   GEOG 106 World Regional Geography 3

8. American Institutions (minimum six units)
   HIST 108 Early American History 3
   and
   HIST 109 Modern American History 3
   For other options, see a counselor

9. Civilizations
   HIST 100 Early World History 3

VISUAL AND PERFORMING ARTS/HUMANITIES

10. Music (minimum four units)
    MUS 001 Music Fundamentals 4
    MUS 118 Introduction to Music 4

11. Art/Humanities
    ART 100 Art Appreciation 3

12. Human Growth and Development
    (choose one option):
    Option I
    CD 125 Child Growth and Development 3
    Option II
    PSY 120 Introductory Psychology 3
    or
    PSY 165 Developmental Psychology 3

Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 125</td>
<td>Network+ Certification</td>
<td>3</td>
</tr>
<tr>
<td>CIS 201</td>
<td>Cisco Networking Academy I Exploration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 215</td>
<td>JavaScript Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 216</td>
<td>Active Server Pages</td>
<td>3</td>
</tr>
<tr>
<td>CIS 219</td>
<td>PHP/MySQL Dynamic Web-Based Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

CSU GENERAL EDUCATION BREADTH

The Certificate of Achievement in California State University General Education Breadth (CSU GE) may be awarded upon completion of the CSU GE Breadth requirements (see Degree Requirements & Transfer Information section). Students must complete a minimum of 39 units, which are distributed among five areas. CSU GE Breadth requirements are designed to be taken with a major area of concentration and elective courses in preparation for transfer to the California State University. Although this certificate recognizes the completion of lower division general education requirements for the CSU, it does not guarantee admission to a four-year institution. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

ELEMENTARY EDUCATION

This degree program is designed to provide lower division preparation for transfer to San Diego State University as a Liberal Studies major. Because the degree emphasizes a strong general education approach, it may be an appropriate major for a variety of career options. Students are encouraged to refer to the San Diego State University catalog and/or consult with an academic advisor before selecting the various options listed below. Upon completion, students may request certification of lower division general education course work required by the California State University system. Students interested in transferring to another college or university should check the college or university should check the deadline as stated in the Academic Calendar.

CAREER OPPORTUNITIES

* Administrator
  * Audiovisual Specialist
  * School Clerical Worker
* Counselor
* Educational Consultant
* Educational Psychologist
* Educational Therapist
* Educational Writer
* Food Service
  * Guidance Worker
* Librarian
* Library Technician
* Special Psychologist
* Speech Pathologist/Audiologist
* Teacher
  * Teacher's Aide Tutor
* Bachelor Degree or higher required

* Librarian
* Guidance Worker
* Educational Writer
* Educational Therapist
* Counselor
* Administrator
* Speech Pathologist/Audiologist
* Librarian
* Library Technician
* Special Psychologist
* Speech Pathologist/Audiologist
* Teacher
  * Teacher's Aide Tutor
* Bachelor Degree or higher required
13. General Education/Humanities (choose one option):
Option I:
ARBC 121, ASL 121, FREN 121, ITAL 121 or SPAN 121 4-5
Option II:
PHIL 140 or RELG 120 or RELG 130 (choose this option only if 3 years of foreign language have been taken in high school) 3
Option III:
ARBC 220, ASL 220, FREN 220, ITAL 220 or SPAN 220 (choose this option only if 3 years of foreign language have been taken in high school) 4-5

14. Additional Requirements
ED 200 Teaching as a Profession 3
ES 253 Physical Education in Elementary Schools 3
HED 105 Health Education for Teachers 1
ES Activity (At least two courses) 2-3
Total Required 60.5-68.5

Recommended Elective:
PSC 100* Physical Science for Elementary Education 3
*Offered at Grossmont College; required for major at SDSU

**ENGINEERING**

This degree program is designed to cover the first two years of a four-year program leading to the bachelor's degree in engineering at most four-year colleges and universities. While the bachelor's degree is usually the minimum needed to practice as an engineer, the associate degree will permit an individual to find work in most engineering firms as an engineering aide. The certificate will permit an individual to work as an engineering technician.

**CAREER OPPORTUNITIES**
- Aerospace Engineer
- Agricultural Engineer
- Architectural Engineer
- Biomedical Engineer
- CAD/CAM Engineer
- Chemical Engineer
- Civil Engineer
- Civil Engineering Technician
- Computer Engineer
- Electrical Engineer
- Electrical Engineering Technician
- Environmental Engineer
- Geological Engineer
- Industrial Engineer
- Industrial Engineering Technician
- Manufacturing Engineer
- Marine Engineer
- Materials Engineer
- Mechanical Engineer
- Mechanical Engineering Technician
- Mining Engineer
- Nuclear Engineer
- Petroleum Engineer
- Structural Engineer
- Systems Engineer
- Robotics Engineer
- Bachelor's degree or higher required

**I. CIVIL ENGINEERING**

**Associate in Science Degree Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 141</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>ENGR 100</td>
<td>Introduction to Engineering and Design</td>
</tr>
<tr>
<td>or</td>
<td>CADD 115</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 119</td>
</tr>
<tr>
<td>or</td>
<td>CADD 120</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 120</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 200</td>
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<tr>
<td>or</td>
<td>ENGR 216</td>
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<td>or</td>
<td>SURV 218</td>
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<tr>
<td>or</td>
<td>ENGR 220</td>
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<tr>
<td>or</td>
<td>MATH 160</td>
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<td>or</td>
<td>MATH 180</td>
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<tr>
<td>or</td>
<td>MATH 280</td>
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<tr>
<td>or</td>
<td>MATH 281</td>
</tr>
<tr>
<td>or</td>
<td>MATH 285</td>
</tr>
<tr>
<td>or</td>
<td>PHYC 190</td>
</tr>
<tr>
<td>or</td>
<td>PHYC 200</td>
</tr>
<tr>
<td>or</td>
<td></td>
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**II. CIVIL ENGINEERING**

**Certificate Requirements:**

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CADD 127</td>
<td>Survey Drafting Technology</td>
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<tr>
<td>CHEM 141</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>ENGR 100</td>
<td>Introduction to Engineering and Design</td>
</tr>
<tr>
<td>or</td>
<td>CADD 115</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 119</td>
</tr>
<tr>
<td>or</td>
<td>CADD 120</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 120</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 200</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 216</td>
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<tr>
<td>or</td>
<td>SURV 218</td>
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<tr>
<td>or</td>
<td>ENGR 220</td>
</tr>
<tr>
<td>or</td>
<td>MATH 180</td>
</tr>
<tr>
<td>or</td>
<td>MATH 280</td>
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<tr>
<td>or</td>
<td>PHYC 190</td>
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<tr>
<td>or</td>
<td>PHYC 200</td>
</tr>
<tr>
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</tbody>
</table>

**Certificate of Achievement**

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

**III. ELECTRICAL AND COMPUTER ENGINEERING**

**Associate in Science Degree Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>CHEM 141</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>CS 181</td>
<td>Introduction to C++ Programming</td>
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<tr>
<td>or</td>
<td>CS 182</td>
</tr>
<tr>
<td>or</td>
<td>CS 281</td>
</tr>
<tr>
<td>or</td>
<td>CS 282</td>
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<tr>
<td>or</td>
<td>ENGR 100</td>
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<tr>
<td>or</td>
<td>CADD 115</td>
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<tr>
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**IV. ELECTRICAL AND COMPUTER ENGINEERING**

**Certificate Requirements:**

<table>
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<th>Title</th>
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<td>Electronic Drafting</td>
</tr>
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<td>CS 181</td>
<td>Introduction to C++ Programming</td>
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<tr>
<td>or</td>
<td>CS 182</td>
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<tr>
<td>or</td>
<td>CS 281</td>
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<td>or</td>
<td>CS 282</td>
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<td>or</td>
<td>ENGR 100</td>
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<td>or</td>
<td>CADD 115</td>
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<tr>
<td>or</td>
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<td>CADD 120</td>
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<td>ENGR 210</td>
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<td>or</td>
<td>MATH 280</td>
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<tr>
<td>or</td>
<td>MATH 284</td>
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<tr>
<td>or</td>
<td>PHYC 190</td>
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<tr>
<td>or</td>
<td>PHYC 200</td>
</tr>
<tr>
<td>or</td>
<td></td>
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</table>

**Certificate of Achievement**

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

**V. MECHANICAL AND AEROSPACE ENGINEERING**

**Associate in Science Degree Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>CHEM 141</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>or</td>
<td>CADD 115</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 119</td>
</tr>
<tr>
<td>or</td>
<td>CADD 120</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 120</td>
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<tr>
<td>or</td>
<td>ENGR 200</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 210</td>
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<tr>
<td>or</td>
<td>ENGR 270</td>
</tr>
<tr>
<td>or</td>
<td>MATH 180</td>
</tr>
<tr>
<td>or</td>
<td>MATH 280</td>
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<tr>
<td>or</td>
<td>MATH 284</td>
</tr>
<tr>
<td>or</td>
<td>MATH 285</td>
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<tr>
<td>or</td>
<td>PHYC 190</td>
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<tr>
<td>or</td>
<td>PHYC 200</td>
</tr>
<tr>
<td>or</td>
<td></td>
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</tbody>
</table>

**Certificate of Achievement**

Students who complete the certificate requirements above qualify for a Certificate in Mechanical and Aerospace Engineering. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.
VI. MECHANICAL AND AEROSPACE ENGINEERING

Certificate Requirements:

<table>
<thead>
<tr>
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<th>Title</th>
<th>Units</th>
</tr>
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<tr>
<td>CHEM 141</td>
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</tr>
<tr>
<td>ENGR 100</td>
<td>Introduction to Engineering and Design</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CADD 115 Engineering Graphics</td>
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</tr>
<tr>
<td>or</td>
<td>ENGR 119 Basic Engineering CAD</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CADD 120 Introduction to Computer-Aided Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 120 Engineering Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 125 Solid Modeling</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CADD 125 3D Solid Modeling</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 200 Engineering Mechanics-Statics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 220 Engineering Mechanics-Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 220 Engineering Materials</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ENGR 260 Engineering Materials</td>
<td>3</td>
</tr>
<tr>
<td>MATH 180</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 280</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 190</td>
<td>Mechanics and Heat</td>
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</table>

Total Required: 40

Certificate of Achievement

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

CERTIFICATE OF SPECIALIZATION:

MECHATRONICS

This certificate is designed for students interested in designing automatic electromechanical devices and systems. The curriculum provides the foundation for further studies in electrical and mechanical engineering.

Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 170</td>
<td>Mechatronics: Introduction to Microcontrollers</td>
<td>2</td>
</tr>
<tr>
<td>ENGR 171</td>
<td>Mechatronics: Introduction to Robotics</td>
<td>2</td>
</tr>
<tr>
<td>ENGR 172</td>
<td>Mechatronics: Intermediate Microcontrollers</td>
<td>2</td>
</tr>
<tr>
<td>ENGR 173</td>
<td>Mechatronics: Intermediate Robotics</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Required: 6

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

ENGLISH

This major fulfills lower division requirements at most four-year colleges and universities and thus provides a broad-based foundation for transfer. For particular requirements, transfer students should consult the appropriate four-year college or university catalog.

The study of English gives lifelong pleasure to students in exploring and understanding how language works to express human ideas and feelings. English course work also helps people succeed in such diverse fields as teaching, writing, editing, journalism, advertising, public relations, law, film and video work, politics, business and medicine.

CAREER OPPORTUNITIES

- Actor/Actress
- * College English Professor
- * Copywriter
- * Editor
- * Fiction/Nonfiction Writer
- Foreign Service Officer
- * Freelance Writer
- * Lawyer
- * Librarian
- * Media Planner
- * Museum Curator
- * Newscaster
- * Playwright
- * Publisher
- * Reporter
- * Researcher
- * Secondary School Teacher
- * Bachelor Degree or higher required
- * Bachelor Degree normally recommended

Associate in Arts Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 120</td>
<td>College Composition and Reading</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 122</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 124</td>
<td>Advanced Composition: Critical Reasoning and Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 126</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 270</td>
<td>World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 271</td>
<td>World Literature II</td>
<td>3</td>
</tr>
</tbody>
</table>

Select two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 221</td>
<td>British Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 222</td>
<td>British Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 231</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 232</td>
<td>American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 275</td>
<td>Literary Period</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 276</td>
<td>Major Author</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 277</td>
<td>Literary Theme</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 201</td>
<td>Introduction to Images of Women in Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 202</td>
<td>Introduction to Film as Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 207</td>
<td>Romantic Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 214</td>
<td>Masterpieces of Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 217</td>
<td>Fantasy and Science Fiction</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 120</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>HIST 100</td>
<td>Early World History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>Modern World History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 105</td>
<td>Early Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIST 106</td>
<td>Modern Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HUM 120</td>
<td>European Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HUM 140</td>
<td>American Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HUM 155</td>
<td>Mythology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 115</td>
<td>History of Philosophy I: Ancient and Medieval</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 117</td>
<td>History of Philosophy II: Modern and Contemporary</td>
<td>3</td>
</tr>
<tr>
<td>RELG 215</td>
<td>Introduction to the New Testament</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required: 18

Certificate of Achievement

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

ENTREPRENEURSHIP – SMALL BUSINESS MANAGEMENT

This degree program provides a course of study for students who are interested in working toward an associate degree or certificate while developing an appreciation and understanding of the functional areas within the small business environment. The degree provides a working knowledge of small business operations to both the prospective business person as well as the owner/manager of an existing business, and is co-sponsored by the Small Business Administration.

CAREER OPPORTUNITIES

- Administrative Assistant
- Assistant Manager
- Bookkeeper
- Small Business Owner/Manager

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 109</td>
<td>Elementary Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BUS 120 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>BUS 110 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BUS 111 Entrepreneurship: Starting and Developing a Business</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BUS 125 Business Law:</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BUS 128 Business Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Select two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 112</td>
<td>Entrepreneurship: Successful Marketing</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BUS 141 Entrepreneurship: Managing a New Business</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BUS 146 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BUS 156 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BUS 176 Computerized Accounting Applications</td>
<td>2</td>
</tr>
<tr>
<td>or</td>
<td>CIS 212 Introduction to Web Development</td>
<td>3</td>
</tr>
</tbody>
</table>

Select at least three units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 100</td>
<td>Basic Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>BOT 101A Keyboarding/Document Processing I</td>
<td>1.5</td>
</tr>
<tr>
<td>or</td>
<td>BOT 102A Intermediate Keyboarding/ Document Processing II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BOT 114 Essential Word</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>BOT 115 Essential Excel</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>BOT 116 Essential Access</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>BOT 117 Essential PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>CIS 105 Introduction to Computing</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CIS 110 Principles of Information Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Required: 23-25

Certificate of Achievement

Students who complete the major requirements above qualify for a Certificate in Entrepreneurship–Small Business Management. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.
ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT

This degree and certificate program provides entry level skills as well as upgrading and/or refining of existing skills of individuals employed in the field of Environmental Health and Safety Management. The curriculum prepares students for transfer to four-year institutions in an environmental technology or related major. Courses are designed for students pursuing careers in Environmental Management and Occupational Safety and Health with an emphasis on training, regulatory compliance and program development, consulting, pollution prevention, recycling, remediation, conservation and program management.

CAREER OPPORTUNITIES
* Air Quality Engineer
* Asbestos Materials Building Remover
* Associate Toxic Waste Specialist
* Chemical Handler
* Environmental Engineer
* Environmental Hazardous Material Technician
* Environmental Health and Safety Specialist
* Environmental Journalist
* Environmental Lawyer
* Environmental Manager
* Environmental Protection Specialist
* Environmental Research – Test Technician
* Game or Fishery Technician
* Geologist
* Health and Safety Technician
* Industrial Hygiene Technician
* Land Use and Planning Technician
* Mold Remediation Technician
* Occupational Health and Safety Technician
* Pollution Control Technician
* Recycling Coordinator
* Risk Management Officer
* Risk Management Technician
* Safety Officer
* Safety Specialist
* Soils Analyst
* Solar Energy Installer
* Wastewater Treatment Operator
* Water Treatment Operator
* Bachelor Degree or higher required

I. ENVIRONMENTAL MANAGEMENT

Associate in Science Degree Requirements:
Course Title Units

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 110</td>
<td>Principles of Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>COMM 122</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 120</td>
<td>Spanish I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Total Required</td>
<td>3-5</td>
</tr>
<tr>
<td></td>
<td>Plus General Education</td>
<td></td>
</tr>
</tbody>
</table>

* Student must complete EHSM 100 to be eligible for this course.

II. ENVIRONMENTAL TECHNICIAN

Certificate Requirements:
Course Title Units
EHSM 100 Introduction to Environmental and Occupational Safety and Health (OSH) Technology | 4 |
EHSM 110 Pollution Prevention | 3 |
EHSM 150 Hazardous Waste Management Applications | 4 |
EHSM 200 Hazardous Materials Management (HMM) Applications | 4 |
EHSM 210 Industrial Wastewater and Stormwater Management | 4 |
EHSM 215 Air Quality Management | 3 |
EHSM 230 Safety and Emergency Response | 4 |
EHSM 240* Cooperative Work Experience | 1-3 |

Total Required: 27-28

* Student must complete EHSM 100 to be eligible for this course.

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

III. OCCUPATIONAL SAFETY AND HEALTH (OSH) MANAGEMENT

Associate in Science Degree Requirements:
Course Title Units

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 130</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 131</td>
<td>General Biology I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 115</td>
<td>Fundamentals of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 100</td>
<td>Introduction to Environmental and Occupational Safety and Health (OSH) Technology</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 130</td>
<td>Environmental/Occupational Health Effects of Hazardous Materials</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 135</td>
<td>General Industry Safety Standards</td>
<td>3</td>
</tr>
<tr>
<td>EHSM 145</td>
<td>Construction Safety Standards</td>
<td>3</td>
</tr>
<tr>
<td>EHSM 200</td>
<td>Hazardous Materials Management (HMM) Applications</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 201</td>
<td>Introduction to Industrial Hygiene and Occupational Health</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 205</td>
<td>Safety and Risk Management Administration</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 230</td>
<td>Safety and Emergency Response</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 240* Cooperative Work Experience</td>
<td>1-4</td>
<td></td>
</tr>
</tbody>
</table>

Total Required: 27-28

* Student must complete EHSM 100 to be eligible for this course.

IV. OCCUPATIONAL SAFETY AND HEALTH (OSH) TECHNICIAN

Certificate Requirements:
Course Title Units
EHSM 100 Introduction to Environmental and Occupational Safety and Health (OSH) Technology | 4 |
EHSM 130 Environmental/Occupational Health Effects of Hazardous Materials | 3 |
EHSM 135 General Industry Safety Standards | 3 |
EHSM 200 Hazardous Materials Management (HMM) Applications | 4 |
EHSM 201 Introduction to Industrial Hygiene and Occupational Health | 4 |
EHSM 240* Cooperative Work Experience | 1-4 |

Total Required: 19-22

Select two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHSM 135</td>
<td>Construction Safety Standards</td>
<td>3</td>
</tr>
<tr>
<td>EHSM 205</td>
<td>Safety and Risk Management Administration</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 230</td>
<td>Safety and Emergency Response</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Required: 26-30

* Student must complete EHSM 100 to be eligible for this course.

Certificate of Achievement
Students who complete the requirements above qualify for a Certificate in Occupational Safety and Health (OSH) Technician. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

EXERCISE SCIENCE

This degree program is designed to prepare students for a variety of careers including education, physical therapy, coaching, personal training and other allied health professions by providing classes oriented toward fitness, wellness and health promotion throughout the lifespan. The major also provides preparation for transfer to a four-year college in physical education, exercise physiology, kinesiology, nutrition or athletic training, as well as teacher credentialing programs.

CAREER OPPORTUNITIES
* Aerobics Instructor
* Athletics Coach
* Athletics Trainer
* Cardiopulmonary 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

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 130</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 131</td>
<td>General Biology I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 115</td>
<td>Fundamentals of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 100</td>
<td>Introduction to Environmental and Occupational Safety and Health (OSH) Technology</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 130</td>
<td>Environmental/Occupational Health Effects of Hazardous Materials</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 135</td>
<td>General Industry Safety Standards</td>
<td>3</td>
</tr>
<tr>
<td>EHSM 145</td>
<td>Construction Safety Standards</td>
<td>3</td>
</tr>
<tr>
<td>EHSM 200</td>
<td>Hazardous Materials Management (HMM) Applications</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 201</td>
<td>Introduction to Industrial Hygiene and Occupational Health</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 205</td>
<td>Safety and Risk Management Administration</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 230</td>
<td>Safety and Emergency Response</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 240* Cooperative Work Experience</td>
<td>1-4</td>
<td></td>
</tr>
</tbody>
</table>

Total Required: 36-41

* Student must complete EHSM 100 to be eligible for this course.

Associate in Science Degree Requirements:
Course Title Units

Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 130</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 131</td>
<td>General Biology I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIO 140</td>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 115</td>
<td>Fundamentals of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>COMM 122</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ES 014ABC</td>
<td>Body Building</td>
<td>1.5</td>
</tr>
<tr>
<td>ES 250</td>
<td>Introduction to Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>ES 255</td>
<td>Care and Prevention of Athletic Injuries</td>
<td>3</td>
</tr>
</tbody>
</table>
GENERAL STUDIES

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

REQUIREMENTS

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

I. AS or AA General Education Requirements (see “Degree Requirements & Transfer Information” section)

AND

II. Areas of Emphasis

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

A. Business and Technology

B. Communication and Language Arts

C. Humanities and Fine Arts

D. Lifelong Health and Fitness

E. Science and Mathematics

F. Social and Behavioral Sciences

Certificate of Specialization:

RECREATIONAL LEADERSHIP–SCHOOL-BASED PROGRAMS

This certificate offers specific training for entry-level positions or for advancement in child care and outdoor programs for children and families. It is designed to demonstrate an area of expertise that may be used to attain employment in areas of school-based recreation and fitness programs.

Career Opportunities

Students may find positions in an elementary or middle school, YMCA, recreation center, day or residential camp, or after school day care program. This is a great "stepping-stone" training for anyone who wants to major in exercise science, recreation, elementary education or child development, providing the student with the expertise to enter the entry-level job market with knowledge of sound principles of fitness and developmentally appropriate recreation.

Students who complete the requirements below and hold a current First Aid/CPR certification qualify for a Certificate in Recreational Leadership–School-Based Programs. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

Certificate Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 125</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CD 157</td>
<td>Food and Nutrition for Children</td>
<td>3</td>
</tr>
<tr>
<td>ES 253</td>
<td>Physical Education in Elementary Schools</td>
<td>3</td>
</tr>
<tr>
<td>ES 270</td>
<td>Cooperative Games</td>
<td>1</td>
</tr>
<tr>
<td>ES 271</td>
<td>Fitness Walking with Children</td>
<td>1</td>
</tr>
<tr>
<td>ES 272</td>
<td>Issues in Childhood Obesity</td>
<td>1</td>
</tr>
<tr>
<td>ES 273</td>
<td>Field Experience in School-Based Recreational Leadership</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Required: 13

or

HED 255 Science of Nutrition 3
PSY 120 Introductory Psychology 3
SOC 120 Introductory Sociology 3

Select one of the following:

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

Select two of the following (fulfills the activity requirement for the associate degree):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1</td>
<td>Adapted Physical Exercise</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 9</td>
<td>Aerobic Dance Exercise</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 19ABC</td>
<td>Physical Fitness</td>
<td>1.5</td>
</tr>
<tr>
<td>BIOL 20ABC</td>
<td>Badminton</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 27ABC</td>
<td>Tennis</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 25ABC</td>
<td>Golf</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 15ABC</td>
<td>Basketball</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 17ABC</td>
<td>Soccer</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 17ABC</td>
<td>Softball</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 17ABC</td>
<td>Volleyball</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Required: 36.5-37

Plus General Education Requirements

1. HED 255 must be taken for SDSU and several other transfer institutions. Please check with transfer institution for specific requirements.
in Health, six units in Exercise Science, and three units of Nutrition. The remaining three units may be taken from any category.

**Health**
HED 105, 120, 122, 201, 251

**Exercise Science**
ES 250, 253, 254, 254L, 255, 270, 271, 272, 273

**Nutrition**
HED 155, 158, 255

**E. Science and Mathematics**
The Associate in Science in General Studies with an Emphasis in Science and Mathematics will be awarded to students upon completion of general education degree requirements and 18 units in this area. Courses in this area must be taken for a letter grade. These courses emphasize the study of mathematical and quantitative reasoning skills and apply the facts and principles that form the foundations of living and non-living systems.

Students recognize and utilize the methodologies of science as investigative tools, as well as the limitations of science. Students use basic mathematical skills to solve numerical problems encountered in daily life, and more advanced skills for applications in the physical and mathematical sciences. Students must complete a minimum of six units in Science and six units in Mathematics. The remaining six units may be taken from any category.

**Science**
ANTH 130
ASTR 110, 112
BIO 112, 115, 122, 124, 128, 130, 131, 140, 141, 141L, 152, 210, 220, 221, 230, 240, 251
CHEM 102, 105, 113, 115, 116, 120, 141, 142, 230, 231, 240, 251
ET 110
GEOG 120, 121
GEOG 104, 110, 111
GEOG 112, 113
PHYS 110, 120, 121, 130, 131, 190, 200, 210
PSC 110, 111

**Mathematics**
BIO 215
MATH 103, 110, 120, 125, 126, 150, 160, 170, 175, 176, 178, 180, 245, 280, 281, 284, 285
PSY 215

**Computer Science**
CS 119, 119L, 180ABC, 181, 182, 280ABC, 281, 282, 289

**Engineering**
ENGR 100, 120, 125, 200, 210, 218, 220, 260, 270

**F. Social and Behavioral Sciences**
The Associate in Arts in General Studies with an Emphasis in Social and Behavioral Sciences will be awarded to students upon completion of general education degree requirements and 18 units in this area. Courses in this area must be taken for a letter grade. These courses emphasize the study and understanding of human behavior. Students evaluate and interpret human societies; the institutions, organizations and groups that form them; and the ways in which individuals and groups relate to one another. Students will also evaluate various approaches and methodologies of the disciplines. Students must complete a minimum of six units in Social Science and six units in Behavioral Science. The remaining six units may be taken from either category.

**Social Science**
ANTH 120
ARBC 145

**COMM 110**
**ECON 110, 120, 121, 124**
**GOEG 106, 122, 130, 132**
**HIST 108, 109, 114, 115, 118, 119, 122, 123, 124, 130, 131, 132, 180, 181, 210, 271, 275, 276, 277**
**PSSC 120, 121, 124, 130, 140**
**SOC 120, 125, 130**

**Behavioral Science**
CD 115, 125, 131
PSY 120, 125, 134, 138, 140, 165, 170, 220

**GRAPHIC DESIGN**

Students in this degree program develop entry level skills in design aesthetics, typography, illustration, digital imaging, page layout, web design and professional business practices.

The course work provides training with state of the art computer hardware and software used in the graphic design profession. Students develop a professional portfolio for job interviews. Designed for a two-year degree or certificate only. Students interested in pursuing a bachelor’s degree should refer to the “Art-Graphic Design (Transfer)” degree. Students should also consult the catalog of the transfer institution for specific requirements.

**CAREER OPPORTUNITIES**
* Advertising Director
* Art Director
* Cartoonist
* Desktop Publisher
* Display Designer
* Graphic Designer
* Illustrator
* Marketing Director
* Multimedia Designer
* Package Designer
* Technical Illustrator
* Web Page Designer
* Bachelor Degree or higher required

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

**Cuyamaca**

**Course**

**Similar**

**Grossmont**

**Course**

**GD 217**

**CSIS 217**

**GD 222**

**CSIS 137**

**Associate in Science in Degree Requirements:**

**Course**

**Title**

**Units**

**ART 124**

**Drawing I**

3

**CIS 212**

**Introduction to Web Development**

3

**GD 105**

**Fundamentals of Digital Media**

3

**GD 110**

**Graphic Design Principles**

3

**GD 125**

**Typography**

3

**GD 126ABC**

**Photoshop Digital Imaging**

3

**GD 128**

**Page Layout**

3

**GD 130**

**Professional Business Practices**

3

**GD 225**

**Digital Illustration**

3

27

**Select three of the following:**

**ART 230**

**Figure Drawing I**

3

**GD 210**

**Professional Digital Photography I**

3

**GD 211**

**Professional Digital Photography II**

3

**GD 217**

**Web Graphics**

3

**GD 222**

**Flash Web Animation**

3

**GD 223**

**Advanced Flash Web Animation**

3

3

**Total Required**

36

**Plus General Education Requirements**

**Certificate of Achievement**

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

**CERTIFICATES OF SPECIALIZATION:**

These certificates offer specific training either for entry-level positions or to augment related programs such as Web Development or Graphic Design. They are designed to demonstrate a relatively narrow expertise or skill area that may be used to attain a graphic design “niche” job.

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

**I. DIGITAL PHOTOGRAPHY**

**Certificate Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GD 110</td>
<td>Graphic Design Principles</td>
</tr>
<tr>
<td>GD 126ABC</td>
<td>Photoshop Digital Imaging</td>
</tr>
<tr>
<td>GD 130</td>
<td>Professional Business Practices</td>
</tr>
<tr>
<td>GD 210</td>
<td>Professional Digital Photography I</td>
</tr>
<tr>
<td>GD 211</td>
<td>Professional Digital Photography II</td>
</tr>
</tbody>
</table>

**Total Required**

15

**II. WEB GRAPHICS**

**Certificate Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 212</td>
<td>Introduction to Web Development</td>
</tr>
<tr>
<td>GD 110</td>
<td>Graphic Design Principles</td>
</tr>
<tr>
<td>GD 210</td>
<td>Professional Digital Photography I</td>
</tr>
<tr>
<td>GD 217</td>
<td>Web Graphics</td>
</tr>
<tr>
<td>GD 222</td>
<td>Flash Web Animation</td>
</tr>
</tbody>
</table>

**Total Required**

15

**HISTORY**

This major prepares students for transfer to four-year institutions for continued study in the field of history. The degree program fulfills the lower division requirements for most majors in the History Department at San Diego State University and is typical of requirements at other four-year schools. For special requirements, transfer students should consult the catalog of the college or university of their choice. History classes provide useful background for students in such fields as history, education, political science and law.

**CAREER OPPORTUNITIES**
* Anthropologist
* Archaeologist
* Attorney
* Cartographer
* College History Professor
* Historian
* Intelligence Analyst
* Journalist
* Legislative Assistant
* Politician
* Research Historian
* Secondary School Teacher
* Travel Advisor
* Technical Writer
* Textbook Writer/Editor
* Bachelor Degree or higher required
ManagemenT

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

CAREER OPPORTUNITIES
* Bank Officer
* Claim Adjuster
* Computer Operations Supervisor
* Director, Research and Development
* Employment Interviewer
* Financial Planner
* Hospital Administrator
* Import-Export Agent
* Management Trainee
* Management Consultant
* Office Manager
* Stock Broker
* Teacher, College
* Bachelor Degree or higher required
* Bachelor Degree normally recommended

Associate in Science Degree Requirements:
Course Title Units
BUS 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
COMM 122 Public Speaking 3

Select two of the following:
BOT 123-125 Comprehensive Excel Levels I-III 3
BUS 176 Computerized Accounting Applications 2
CIS 105 Introduction to Computing 3
CIS 110 Principles of Information Systems 4

Total Required 18
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.

KUMEYAAY STUDIES

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

Select sixteen units from the following:
Course Title Units
GEOG 132 Cultural Ethnobotany 3
HIST 132 Kumeyaay History I: Precontact-1900 3
HIST 133 Kumeyaay History II: 1900-Present 3
NAKY 120 Kumeyaay I 5
NAKY 121 Kumeyaay II 5
NAKY 220 Kumeyaay III 5
NAKY 221 Kumeyaay IV 5

Total Required 16

Recommended Electives: Students planning to transfer to four-year institutions to complete a bachelor's degree in Pure Mathematics, Applied Mathematics, or Statistics should select an emphasis in an applied discipline such as accounting, chemistry, computer science, economics, engineering, or physics. In particular, transfer students are strongly urged to elect the following physics courses: PHYC 190, 200, 210. Students preparing for a vocational or professional career are strongly encouraged to select an emphasis in a vocational/professional discipline such as business, computer and information science, CADD technology, electronics technology, or environmental health and safety management.

MATHEMATICS

Since jobs requiring mathematical skills such as data analysis, problem solving, pattern recognition, statistics, and probability are in high demand, the mathematics major may benefit both educationally and economically from developing and pursuing an interest in mathematics. Mathematical skills and statistical methods are employed regularly by researchers testing hypotheses, by workers applying quality control in manufacturing, and by informed citizens who must evaluate information from the media in tabular, graphical, and report form in order to reach solutions. This major offers a foundation in these necessary skills. The emphasis is to prepare students for transfer to a four-year institution and/or for career preparation in a vocational or professional field.

CAREER OPPORTUNITIES
* Accountant
* Actuary
* Air Traffic Controller
* Auditor
* Bank Officer
* Budget Analyst
* Computer Operator
* Computer Programmer
* Cost Estimator
* Credit and Collection Manager
* Data Processing Manager
* Economist
* Engineer
* Financial Planner
* Insurance Agent/Broker
* Insurance Claim Examiner
* Laboratory Examiner
* Loan Officer
* Market Research Analyst
* Mathematician
* Mathematics Teacher
* Securities Trader
* Semiconductor Technician
* Statistician
* Surveyor
* Systems Analyst
* Bachelor Degree or higher required
* Bachelor Degree normally recommended

Associate in Science Degree Requirements:
Course Title Units
MATH 180 Analytic Geometry and Calculus I 5
MATH 280 Analytic Geometry and Calculus II 4
MATH 281 Intermediate Calculus 4
MATH 284 Linear Algebra 3

Total Required 16

Select one of the following:
MATH 245 Discrete Math 3
MATH 285 Differential Equations 3

Select one of the following:
ENGR 120 Engineering Computer Applications 3
MATH 160 Linear Algebra 3
PHYC 190 Mechanics and Heat 5
PHYC 200 Electricity and Magnetism 5
PHYC 210 Wave Motion and Modern Physics 5

Total Required 22-24
Plus General Education Requirements

Recommended Electives: Students planning to transfer to four-year institutions to complete a bachelor's degree in Pure Mathematics, Applied Mathematics, or Statistics should select an emphasis in an applied discipline such as accounting, chemistry, computer science, economics, engineering, or physics. In particular, transfer students are strongly urged to elect the following physics courses: PHYC 190, 200, 210. Students preparing for a vocational or professional career are strongly encouraged to select an emphasis in a vocational/professional discipline such as business, computer and information science, CADD technology, electronics technology, or environmental health and safety management.
Certificat of Achievement

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

MUSIC

I. MUSIC EDUCATION

This degree program offers lower division preparation for students who want to pursue a bachelor’s degree in music education and a California teaching credential in music. The primary emphasis is to prepare students for transfer to four-year music education programs.

CAREER OPPORTUNITIES

* Advertising Jingle Writer
* Arranger
* Artist and Repertoire Manager
* Artistic Representative
* Arts Administrator
* Attorney specializing in Performing Arts
* Composer
* Concert Producer
* Critic
* Film Composer
* Copyist
* Instrumentalist
* Music Instructor/Professor
* Music Librarian
* Music Therapist
* Music Typographer
* Performer, Vocalist
* Recording Company Representative
* Teacher

Associate in Arts Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUS 105</td>
<td>Music Theory and Practice I</td>
<td>4</td>
</tr>
<tr>
<td>MUS 106</td>
<td>Music Theory and Practice II</td>
<td>4</td>
</tr>
<tr>
<td>MUS 110</td>
<td>Great Music Listening</td>
<td>3</td>
</tr>
<tr>
<td>MUS 116</td>
<td>Introduction to World Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 119</td>
<td>Cooperative Work Experience in Music Education</td>
<td>1</td>
</tr>
<tr>
<td>MUS 120</td>
<td>Introduction to Music Technology</td>
<td>3</td>
</tr>
<tr>
<td>MUS 126</td>
<td>Class Guitar I</td>
<td>2</td>
</tr>
<tr>
<td>MUS 132</td>
<td>Class Piano I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 133</td>
<td>Class Piano II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 170</td>
<td>Class Voice</td>
<td>2</td>
</tr>
<tr>
<td>MUS 199</td>
<td>Performance Studies</td>
<td>1</td>
</tr>
<tr>
<td>MUS 191</td>
<td>Performance Studies</td>
<td></td>
</tr>
<tr>
<td>MUS 232</td>
<td>Class Piano III</td>
<td>3</td>
</tr>
<tr>
<td>MUS 233</td>
<td>Class Piano IV</td>
<td>3</td>
</tr>
<tr>
<td>MUS 290</td>
<td>Performance Studies</td>
<td>1</td>
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<tr>
<td>MUS 291</td>
<td>Performance Studies</td>
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</table>

Select four units from the following:

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MUS 108</td>
<td>Rock, Pop and Soul Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 109</td>
<td>Rock, Pop and Soul Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 136</td>
<td>Chamber Singers</td>
<td>1</td>
</tr>
<tr>
<td>MUS 137</td>
<td>Chamber Singers</td>
<td>1</td>
</tr>
<tr>
<td>MUS 152</td>
<td>Concert Band</td>
<td>1</td>
</tr>
<tr>
<td>MUS 153</td>
<td>Concert Band</td>
<td>1</td>
</tr>
<tr>
<td>MUS 156</td>
<td>Jazz Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 157</td>
<td>Jazz Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 158</td>
<td>Chorus</td>
<td>1</td>
</tr>
<tr>
<td>MUS 208</td>
<td>Rock, Pop and Soul Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 209</td>
<td>Rock, Pop and Soul Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 236</td>
<td>Chamber Singers</td>
<td>1</td>
</tr>
<tr>
<td>MUS 237</td>
<td>Chamber Singers</td>
<td>1</td>
</tr>
<tr>
<td>MUS 252</td>
<td>Concert Band</td>
<td>1</td>
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<td>MUS 253</td>
<td>Concert Band</td>
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<tr>
<td>MUS 256</td>
<td>Jazz Ensemble</td>
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<tr>
<td>MUS 257</td>
<td>Jazz Ensemble</td>
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<tr>
<td>MUS 258</td>
<td>Chorus</td>
<td>1</td>
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<tr>
<td>MUS 259</td>
<td>Chorus</td>
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</table>

Total Required: 36

Select four of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 104</td>
<td>Introduction to the Music Industry</td>
<td>3</td>
</tr>
<tr>
<td>MUS 105</td>
<td>Music Theory and Practice I</td>
<td>4</td>
</tr>
<tr>
<td>MUS 106</td>
<td>Music Theory and Practice II</td>
<td>4</td>
</tr>
<tr>
<td>MUS 120</td>
<td>Introduction to Music Technology</td>
<td>3</td>
</tr>
<tr>
<td>MUS 121</td>
<td>Music Industry Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MUS 122</td>
<td>Music Industry Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MUS 132</td>
<td>Class Piano I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 133</td>
<td>Class Piano II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 161</td>
<td>Cooperative Work Experience in Music Industry</td>
<td>1</td>
</tr>
<tr>
<td>MUS 221</td>
<td>Music Industry Seminar</td>
<td>1</td>
</tr>
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<td>MUS 222</td>
<td>Music Industry Seminar</td>
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Select two of the following:

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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUS 120</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Business Law: Legal Environment of Business</td>
<td>3</td>
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</table>

Select four of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUS 108</td>
<td>Rock, Pop and Soul Ensemble</td>
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<tr>
<td>MUS 109</td>
<td>Rock, Pop and Soul Ensemble</td>
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</tr>
<tr>
<td>MUS 136</td>
<td>Chamber Singers</td>
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<tr>
<td>MUS 137</td>
<td>Chamber Singers</td>
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<td>MUS 157</td>
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<td>Chorus</td>
<td>1</td>
</tr>
<tr>
<td>MUS 208</td>
<td>Rock, Pop and Soul Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 209</td>
<td>Rock, Pop and Soul Ensemble</td>
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</tr>
<tr>
<td>MUS 236</td>
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<td>MUS 256</td>
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<tr>
<td>MUS 257</td>
<td>Jazz Ensemble</td>
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<tr>
<td>MUS 258</td>
<td>Chorus</td>
<td>1</td>
</tr>
<tr>
<td>MUS 259</td>
<td>Chorus</td>
<td></td>
</tr>
</tbody>
</table>

Total Required: 4

II. MUSIC INDUSTRY STUDIES

This degree program provides lower division preparation for students wishing to transfer to a four-year program in Music Industry Studies. The curriculum combines training in music theory, literature and performance with studies in music technology and business. Transfer students should select the CSU GE Breadth or the IGETC transfer pattern (see Degree Requirements & Transfer Information section).

CAREER OPPORTUNITIES

* Advertising Jingle Writer
* Arranger
* Artist and Repertoire Manager
* Artistic Representative
* Arts Administrator
* Attorney specializing in Performing Arts
* Composer
* Concert Producer
* Copyist
* Instrumentalist
* Music Instructor/Professor
* Music Librarian
* Music Therapist
* Music Typographer
* Performer, Vocalist
* Recording Company Representative
* Teacher

* Bachelor Degree or higher required

Associate in Art Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 110</td>
<td>Music Theory and Practice I</td>
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<tr>
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<td>Introduction to Music Technology</td>
<td>3</td>
</tr>
<tr>
<td>MUS 120</td>
<td>Introduction to Music Technology</td>
<td>3</td>
</tr>
<tr>
<td>MUS 126</td>
<td>Class Guitar I</td>
<td>2</td>
</tr>
<tr>
<td>MUS 132</td>
<td>Class Piano I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 133</td>
<td>Class Piano II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 170</td>
<td>Class Voice</td>
<td>2</td>
</tr>
<tr>
<td>MUS 199</td>
<td>Performance Studies</td>
<td>1</td>
</tr>
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<td>MUS 191</td>
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</tr>
<tr>
<td>MUS 232</td>
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<td>3</td>
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<td>MUS 233</td>
<td>Class Piano IV</td>
<td>3</td>
</tr>
<tr>
<td>MUS 290</td>
<td>Performance Studies</td>
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</tr>
<tr>
<td>MUS 291</td>
<td>Performance Studies</td>
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</table>

Select four units from the following:

<table>
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<th>Title</th>
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</thead>
<tbody>
<tr>
<td>MUS 108</td>
<td>Rock, Pop and Soul Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 109</td>
<td>Rock, Pop and Soul Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 136</td>
<td>Chamber Singers</td>
<td>1</td>
</tr>
<tr>
<td>MUS 137</td>
<td>Chamber Singers</td>
<td>1</td>
</tr>
<tr>
<td>MUS 152</td>
<td>Concert Band</td>
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<tr>
<td>MUS 153</td>
<td>Concert Band</td>
<td>1</td>
</tr>
<tr>
<td>MUS 156</td>
<td>Jazz Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 157</td>
<td>Jazz Ensemble</td>
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</tr>
<tr>
<td>MUS 158</td>
<td>Chorus</td>
<td>1</td>
</tr>
<tr>
<td>MUS 208</td>
<td>Rock, Pop and Soul Ensemble</td>
<td>1</td>
</tr>
<tr>
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<td>1</td>
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<td>MUS 237</td>
<td>Chamber Singers</td>
<td>1</td>
</tr>
<tr>
<td>MUS 252</td>
<td>Concert Band</td>
<td>1</td>
</tr>
<tr>
<td>MUS 253</td>
<td>Concert Band</td>
<td>1</td>
</tr>
<tr>
<td>MUS 256</td>
<td>Jazz Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 257</td>
<td>Jazz Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 258</td>
<td>Chorus</td>
<td>1</td>
</tr>
<tr>
<td>MUS 259</td>
<td>Chorus</td>
<td></td>
</tr>
</tbody>
</table>

Total Required: 36

Plus General Education Requirements

III. ARBORICULTURE

This major encompasses urban forestry, professional tree care and tree trimming. Students will learn care and pruning of landscape trees, palms and related plants as well as common fruit trees. Course work includes skill development in tree climbing and pruning techniques, basic tree maintenance and principles of urban forestry. Graduates are employed by private tree care companies, public agencies or may be self-employed.

CAREER OPPORTUNITIES

* Agricultural Inspector
* Agricultural Researcher
* Arboretum/Park Director
* Arboriculture Technician
* Botanical Illustrator
* County/State Agricultural Advisor
* Environmental Designer
* Floral Designer
* Flower Shop Manager
* Golf Course Superintendent
* Golf Course Worker
* Greenhouse Manager
* Grounds Maintenance Manager
* Grower/Production Manager
* Horticultural Journalist
* Irrigation Consultant
* Landscape Architect
* Landscape Contractor
* Landscape Designer
* Landscape Technician
* Nursery/Garden Center Manager
* Park Planner/Manager
* Plant Breeder/Propagator
* Sports Field Manager
* Turf Manager
* Urban Forester
* Water Auditor
* Water Conservationist

* Bachelor Degree or higher required.
* Bachelor Degree normally recommended.
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 276 | Horticultural Equipment Repair and Maintenance | 3
OH 278 | Business Management for Ornamental Horticulture | 3
SPAN 120 | Spanish I | 5

Total Required 33.5

Plus General Education Requirements

**Certificate of Achievement**

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

**II. FLORAL DESIGN**

This degree program is designed for those individuals seeking careers in the floral industry, or for those seeking to upgrade their existing skills and prepare for further training. Course work is directed toward skills, concepts and prepare for further training. Course work is designed for entry level skills, concepts and practices used in the commercial floral industry with an emphasis in hands-on training.

**Associate in Science Degree Requirements:**

**Course** | **Title** | **Units**
--- | --- | ---
OH 114 | Floral Design I | 3
OH 116 | Floral Design II | 3
OH 117 | Wedding Design I | 3
OH 118 | Special Occasion Floral Design | 3
OH 119 | Wedding Design II | 3
OH 120 | Fundamentals of Ornamental Horticulture | 3
OH 278 | Business Management for Ornamental Horticulture | 3
OH 290* | Cooperative Work Experience Education | 3

Total Required 24

Select nine units from the following:

| ART 100 | Art Appreciation | 3 |
| ART 120 | Two-Dimensional Design | 3 |
| ART 124 | Drawing | 3 |
| ART 141 | History of Western Art II: 2000-1990 | 3 |
| ART 145 | Contemporary Art History: 1945-Present | 3 |
| OH 170 | Plant Materials: Trees and Shrubs | 3 |
| OH 180 | Plant Materials: Annuals and Perennials | 3 |

Total Required 33

Plus General Education Requirements

**Certificate of Achievement**

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

**III. GOLF COURSE AND SPORTS TURF MANAGEMENT**

Students in this major pursue careers as golf course superintendents or sports turf managers. The program is intended for those individuals wishing to enter the field as well as those who desire to upgrade their existing skills. Students may also transfer to a four-year degree program in agronomy, turf management or related field. Course work is designed to study environmentally sound solutions for the efficient production and management of golf and sports turf.

**Associate in Science Degree Requirements:**

**Course** | **Title** | **Units**
--- | --- | ---
BUS 156 | Principles of Management | 3
OH 120 | Fundamentals of Ornamental Horticulture | 3
OH 130 | Plant Pest Control | 3
OH 140 | Soils | 3
OH 170 | Plant Materials: Trees and Shrubs | 3
OH 174 | Turf and Ground Cover Management | 3
OH 220 | Landscape Construction: Concrete and Masonry | 3
OH 235 | Principles of Landscape Irrigation | 4
OH 265 | Golf Course and Sports Turf Management | 3
OH 276 | Horticultural Equipment Repair and Maintenance | 3
OH 290* | Cooperative Work Experience Education | 5

Total Required 36

Plus General Education Requirements

**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.

**IV. IRRIGATION TECHNOLOGY**

This specialized field focuses on the design, installation and management of landscape irrigation systems. The program is designed for entry level students, those seeking to upgrade existing skills, or those wishing to transfer to a four-year degree program. Course work is designed for entry level skills, upgrading of existing skills, and for transfer to four-year degree programs.

**Associate in Science Degree Requirements:**

**Course** | **Title** | **Units**
--- | --- | ---
OH 102 | Xeriscape: Water Conservation in the Landscape | 2
OH 170 | Plant Materials: Trees and Shrubs | 3
OH 171 | Landscape Drafting | 1
OH 172 | Introduction to Landscape Design | 3
OH 200** | Introduction to Computer Aided Landscape Design | 3
OH 225 | Landscape Contracting | 3
OH 276 | Horticultural Equipment Repair and Maintenance | 3
SPAN 120 | Spanish I | 5

Total Required 9

Plus General Education Requirements

**Certificate of Achievement**

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

**V. LANDSCAPE DESIGN**

This major provides students with a systematic, process-oriented approach to landscape design for residential landscapes. The curriculum is designed to investigate the current trends in landscape design with the technologies used in the construction of the projects. Course work is designed for entry level skills, upgrading of existing skills, and for transfer to four-year degree programs. Graduates are employed by landscape architects, landscape contractors, public agencies or may be self-employed.

**Associate in Science Degree Requirements:**

**Course** | **Title** | **Units**
--- | --- | ---
OH 102 | Xeriscape: Water Conservation in the Landscape | 2
OH 170 | Plant Materials: Trees and Shrubs | 3
OH 171 | Landscape Drafting | 1
OH 172 | Introduction to Landscape Design | 3
OH 173 | Intermediate Landscape Design | 3
OH 175 | Advanced Landscape Design | 3
OH 180 | Plant Materials: Annuals and Perennials | 3

Total Required 33

Plus General Education Requirements

**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.

**Select nine units from the following:**

| OH 200* | Introduction to Computer Aided Landscape Design | 3 |
| OH 201** | Advanced Computer Aided Landscape Design | 3 |
| OH 220 | Landscape Construction: Concrete and Masonry | 3 |
| OH 235 | Principles of Landscape Irrigation | 4 |
| OH 278 | Business Management for Ornamental Horticulture | 3 |
| OH 290*** | Cooperative Work Experience Education | 3 |

Total Required 37

Plus General Education Requirements

**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.

**Select nine units from the following:**

| BIGSRV 218 | Plane Surveying | 4 |
| OH 130 | Plant Pest Control | 3 |
| OH 171 | Landscape Drafting | 1 |
| OH 172 | Introduction to Landscape Design | 3 |
| OH 200** | Introduction to Computer Aided Landscape Design | 3 |
| OH 225 | Landscape Contracting | 3 |
| OH 276 | Horticultural Equipment Repair and Maintenance | 3 |
| SPAN 120 | Spanish I | 5 |

Total Required 24

Plus General Education Requirements

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

VI. LANDSCAPE TECHNOLOGY
Landscape installation and management forms the focus of this program. Students learn the latest methods, materials and techniques in the landscape industry. Those seeking careers in landscape technology are entering a challenging career field that requires knowledge of plant material, turfgrass, landscape and irrigation design, soils, pest control and landscape construction. A professional in the field has the opportunity to be involved in working with people as well as plants as the manager must direct and supervise employees, deal with clients and suppliers, and may become involved in professional organizations. Students entering the landscape industry, those already employed but seeking to upgrade their skills, and those wishing to transfer to Cal Poly or other four-year degree programs will benefit from the curriculum. Graduates are employed by landscape contractors, public agencies or may be self-employed.

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH 120 Fundamentals of Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>OH 130 Plant Pest Control</td>
<td>3</td>
</tr>
<tr>
<td>OH 140 Soils</td>
<td>3</td>
</tr>
<tr>
<td>OH 170 Plant Materials: Trees and Shrubs</td>
<td>3</td>
</tr>
<tr>
<td>OH 172 Introduction to Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>OH 180 Plant Materials: Annuals and Perennials</td>
<td>3</td>
</tr>
<tr>
<td>OH 220 Landscape Construction: Concrete and Masonry</td>
<td>3</td>
</tr>
<tr>
<td>OH 235 Principles of Landscape Irrigation</td>
<td>4</td>
</tr>
<tr>
<td>OH 290 Cooperative Work Experience Education</td>
<td>3</td>
</tr>
<tr>
<td>Total Required</td>
<td>28</td>
</tr>
</tbody>
</table>

Select nine units from the following:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 122 The Secret Life of Plants</td>
<td>4</td>
</tr>
<tr>
<td>OH 114 Floral Design I</td>
<td>3</td>
</tr>
<tr>
<td>OH 172 Introduction to Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>OH 276 Horticultural Equipment Repair and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>OH 278 Business Management for Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 120 Spanish I</td>
<td>5</td>
</tr>
<tr>
<td>Total Required</td>
<td>28</td>
</tr>
</tbody>
</table>

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

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

VIII. SUSTAINABLE URBAN LANDSCAPES
This curriculum is designed to investigate the current trends and provide practical experience in sustainable landscape design, construction and maintenance. Students will use technology, materials and methods that enhance the urban landscape with minimal input of labor and materials while reducing negative environmental impacts. Students entering the landscape industry, those already employed but seeking upgraded skills, and those wishing to transfer to four-year degree programs will benefit from the curriculum. Graduates are employed by landscape contractors, landscape architects and designers, public agencies, or are self-employed.

Certificate of Achievement
Students who complete only the major requirements above qualify for a Certificate in Sustainable Landscape Design. Students must complete five units from the following:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH 102 Xeriscapes: Water Conservation in the Landscape</td>
<td>2</td>
</tr>
<tr>
<td>OH 173 Intermediate Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>OH 174 Turf and Ground Cover Management</td>
<td>3</td>
</tr>
<tr>
<td>OH 221 Landscape Construction: Irrigation and Carpentry</td>
<td>3</td>
</tr>
<tr>
<td>OH 225 Landscape Contracting</td>
<td>3</td>
</tr>
<tr>
<td>OH 276 Horticultural Equipment Repair and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>OH 278 Business Management for Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 120 Spanish I</td>
<td>5</td>
</tr>
<tr>
<td>Total Required</td>
<td>16</td>
</tr>
</tbody>
</table>

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

Certificate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH 120 Fundamentals of Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>OH 121 Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>OH 130 Plant Pest Control</td>
<td>3</td>
</tr>
<tr>
<td>OH 140 Soils</td>
<td>3</td>
</tr>
<tr>
<td>OH 170 Plant Materials: Trees and Shrubs</td>
<td>3</td>
</tr>
<tr>
<td>OH 180 Plant Materials: Annuals and Perennials</td>
<td>3</td>
</tr>
<tr>
<td>OH 240 Greenhouse Plant Production</td>
<td>3</td>
</tr>
<tr>
<td>OH 290 Cooperative Work Experience Education</td>
<td>3</td>
</tr>
<tr>
<td>Total Required</td>
<td>28</td>
</tr>
</tbody>
</table>

Select nine units from the following:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 122 The Secret Life of Plants</td>
<td>4</td>
</tr>
<tr>
<td>OH 114 Floral Design I</td>
<td>3</td>
</tr>
<tr>
<td>OH 172 Introduction to Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>OH 276 Horticultural Equipment Repair and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>OH 278 Business Management for Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 120 Spanish I</td>
<td>5</td>
</tr>
<tr>
<td>Total Required</td>
<td>28</td>
</tr>
</tbody>
</table>

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

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

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

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

1. Legal Research, Analysis and Writing
2. Ethics and the Mechanics of Law
3. Cooperative Work Experience

The successful paralegal degree candidate will possess a broad educational background with an opportunity to gain specialized skills in specific areas of law. The large curriculum offering also allows practicing paralegals to attend college refresher or new skills development courses.

This program does not prepare students for law school or the practice of law.

CAREER OPPORTUNITIES
Criminal Investigator Compensation and Benefits Manager Compliance and Enforcement Inspector
Contract Consultant Forms and Procedures Specialist
Freelance Paralegal Labor Relations Specialist
Law Clerk Legal Aid Legal Assistant Legal Research Assistant
**Associate in Science Degree Requirements:**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 120-122 Comprehensive Word Levels I–III</td>
<td>3</td>
</tr>
<tr>
<td>BUS 125 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA 100 Introduction to Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>PARA 110 Civil Litigation Practice and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PARA 120 Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>PARA 132 Computer Assisted Legal Research (CALR)</td>
<td>3</td>
</tr>
<tr>
<td>PARA 135 Bankruptcy Law</td>
<td>3</td>
</tr>
</tbody>
</table>

Select at least six units from the following:

- PARA 120 Administrative Law
- PARA 125 Business Organizations
- PARA 140 Criminal Law and Procedures
- PARA 145 Estate Planning
- PARA 150 Family Law
- PARA 155 Insurance Law
- PARA 160 Personal Injury
- PARA 165 Probate Law
- PARA 170 Worker's Compensation
- PARA 250* Internship

**Total Required**

- 21

* 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, 137
   - ENGR 100
   - MATH 103, 110, 125, 150, 160, 170, 175, 176, 178, 180, 245, 280, 281, 284
   - PHIL 125, 130
   - PSY 215

**AREA B – NATURAL SCIENCES**

(Minimum of 4 semester units)

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

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

**AREA C – HUMANITIES**

(Minimum of 3 semester units)

One of the following courses:

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

**ART 100, 120, 140, 141, 144, 145**

**ASL 120**

**COMM 124, 145**

**ENGL 122, 201, 202, 207, 214, 217, 221, 222, 231, 232, 270, 271, 275, 276, 277**

**FREN 120, 121, 220, 221, 250, 261**

**HIST 100, 101, 105, 106, 210**

**HUM 110, 120, 140, 155**

**ITAL 120, 121, 220**

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

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

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

**SPAN 120, 120A & 120B*, 121, 141, 145, 220, 221, 250, 251**

**THTR 110, 120, 121**

**AREA D – SOCIAL AND BEHAVIORAL SCIENCES**

(Minimum of 3 semester units)

One of the following courses:

- ANTH 120
- CD 115, 125
- ECON 110, 120, 121
- GEOG 104, 130, 132
- GGT 130, 131, 132, 133, 130, 180, 181
- HIST 108, 109, 114, 115, 118, 119, 122, 123, 124, 130, 131, 132, 133, 130, 180
- HIST 120, 121, 124, 130, 140
- HIST 108, 109, 114, 115, 118, 119, 122, 123, 124, 130, 131, 132, 133, 180
- HIST 120, 121, 124, 130, 140
- PSYC 120, 125, 134, 136, 140, 165, 170, 172
- SOC 120, 125, 130

**ADDITIONAL REQUIREMENTS:**

(Minimum 6 semester units)

Two courses from two different areas:

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

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

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

**DEGREE REQUIREMENTS:**

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

1. A minimum of 60 semester units of college work
2. Competency Requirements
   A. Completion of ENGL 120 with a grade of "C" or better or "P***"
   B. Completion of MATH 103 or a higher numbered mathematics class with a grade of "C" or better or "P***" or completion of MDTP Assessment placing into a class higher than MATH 103 or 110.
3. Exercise Science Degree Requirements
   Two activity courses in exercise science are required for graduation from Cuyamaca College. These courses are marked with an asterisk in the "Course Descriptions" section.
   - If medical reasons necessitate exclusion from exercise science, a medical statement must be on file with the Admissions and Records Office. Adaptive exercise science classes are available.

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

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

**PHYSICAL SCIENCE**

The physical science major is designed to give students working toward a bachelor's degree a well-balanced, lower division program. It emphasizes fundamental concepts and problem solving. The degree requirements are typical of what four-year colleges and universities require; see www.assist.org for requirements of specific transfer institution.

**CAREER OPPORTUNITIES**

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

- *Astronomer*
- Cartographic Technician
- *Chemist*
- Geodetic Technician
- *Geologist*
- Meteorologist
- Meteorological Technician
- *Oceanographer*
- *Patent Lawyer*
- *Physical Science Teacher*
- Physical Science Technician
- *Physicist*
- Range Technician
- Soil Conservation Technician
- *Bachelor Degree or higher required*

**Associate in Science Degree Requirements:**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 110 Descriptive Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 141 General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 142 General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 231 Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>GEOL 110 General Geology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 180 Analytical Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 280 Analytical Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 281 Intermediate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 190 Mechanics and Heat</td>
<td>5</td>
</tr>
<tr>
<td>PHYC 200 Electricity and Magnetism</td>
<td>5</td>
</tr>
<tr>
<td>PHYC 210 Wave Motion and Modern Physics</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Required**

- 49

* Plus General Education Requirements
PHYSICS

Physics is the study of the relationship between matter and energy in the universe. The curriculum is designed to give students working toward a bachelor's degree a well-balanced, lower division program by emphasizing fundamental concepts and problem solving. The degree requirements are typical of what four-year colleges and universities require; see www.assist.org for requirements of specific transfer institution.

CAREER OPPORTUNITIES

Air Pollution Operating Specialist
* Astronomer
* Astrophysicist
* Biomedical Engineer
* Biophysicist
* Chemical Physicist
Consumer Safety Officer
* Cryogenic Engineer
Electrician
Food and Drug Inspector
* Fusion Engineer
* Geophysicist
Government Claims Representative
* Health Program Representative
High Energy Physicist
Laser Specialist
* Metallurgist
* Meteorologist
* Nuclear Physicist
* Physical Oceanographer
Physicist
* Plasma Physicist
Quality Control Technician
* Quantum Physicist
* Seismologist
* Bachelor Degree or higher required

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 141</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 142</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 180</td>
<td>Analytical Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 280</td>
<td>Analytical Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 281</td>
<td>Intermediate Calculus</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 190</td>
<td>Mechanics and Heat</td>
<td>5</td>
</tr>
<tr>
<td>PHYC 200</td>
<td>Electricity and Magnetism</td>
<td>5</td>
</tr>
<tr>
<td>PHYC 210</td>
<td>Wave Motion and Modern Physics</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td></td>
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</tr>
</tbody>
</table>

Select three of the following including one accounting or economics course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 110</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECON 110</td>
<td>Economic Issues and Policies</td>
<td>3</td>
</tr>
<tr>
<td>ECON 120</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 121</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>RE 197</td>
<td>Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td>RE 201</td>
<td>Real Estate Property Management</td>
<td>3</td>
</tr>
<tr>
<td>RE 250*</td>
<td>Real Estate Internship</td>
<td>1-4</td>
</tr>
<tr>
<td>RE 294</td>
<td>Advanced Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>(select one elective from below)</td>
<td>3</td>
</tr>
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Election:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 120</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 121</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>RE 191</td>
<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>RE 192</td>
<td>Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>RE 193</td>
<td>Real Estate Legal Aspects</td>
<td>3</td>
</tr>
<tr>
<td>RE 194</td>
<td>Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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<td></td>
</tr>
</tbody>
</table>

**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.

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 141</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 142</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 180</td>
<td>Analytical Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 280</td>
<td>Analytical Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 281</td>
<td>Intermediate Calculus</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 190</td>
<td>Mechanics and Heat</td>
<td>5</td>
</tr>
<tr>
<td>PHYC 200</td>
<td>Electricity and Magnetism</td>
<td>5</td>
</tr>
<tr>
<td>PHYC 210</td>
<td>Wave Motion and Modern Physics</td>
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**Certificate of Achievement**

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**Real Estate**

I. REAL ESTATE

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

CAREER OPPORTUNITIES

Agent
†Appraiser
Broker
Builder/Developer
Economist
Escrow Officer/Trust Manager
Investor
Lender/Financial Institution
Property Manager
Salesperson
Title Officer
* Bachelor Degree or higher required
†Office of Real Estate Appraisal License required

**Associate in Science Degree Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 190</td>
<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>RE 191</td>
<td>Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>RE 192</td>
<td>Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>RE 193</td>
<td>Real Estate Legal Aspects</td>
<td>3</td>
</tr>
<tr>
<td>RE 194</td>
<td>Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<tbody>
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<td>BUS 110</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECON 110</td>
<td>Economic Issues and Policies</td>
<td>3</td>
</tr>
<tr>
<td>ECON 120</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 121</td>
<td>Principles of Microeconomics</td>
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Election:

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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECON 120</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 121</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
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<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
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<td>Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>RE 193</td>
<td>Real Estate Legal Aspects</td>
<td>3</td>
</tr>
<tr>
<td>One accounting or economics course</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>(select two electives from above)</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

**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.

**Broker's License**

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

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<thead>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Real Estate Principles</td>
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<td>Real Estate Finance</td>
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<td>RE 193</td>
<td>Real Estate Legal Aspects</td>
<td>3</td>
</tr>
<tr>
<td>RE 194</td>
<td>Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>One accounting or economics course</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>(select two electives from above)</td>
<td>6</td>
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<td>Total</td>
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</table>

**Escrow**

**Certificate Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>RE 125</td>
<td>Escrow Procedures I</td>
<td>3</td>
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<tr>
<td>RE 126</td>
<td>Escrow Procedures II</td>
<td>3</td>
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<tr>
<td>RE 127</td>
<td>Escrow Procedures III</td>
<td>3</td>
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<tr>
<td>RE 190</td>
<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>RE 192</td>
<td>Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>RE 193</td>
<td>Real Estate Legal Aspects</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Certificate of Achievement**

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

**Social Work**

The Social Work degree offers lower division preparation for students who want to pursue a bachelor's degree in social work. The program is designed to prepare students for transfer to four-year social work programs.

CAREER OPPORTUNITIES

* Administration
* Child Welfare
Clinical:
* Counseling, Therapy
Community Organizations:
* Advocacy, Politics, Education
* Criminal Justice/Corrections
* Developmental Disabilities
* Gerontology
* Health Care
Occupational:
* Counseling
* Organizational Development
* Teaching
* Wellness Promotion
* Human Resources
* Public Welfare:
* Social Work
  * Research
  * Bachelor degree or higher recommended

**Associate in Arts Degree Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIO 130</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 110</td>
<td>Economic Issues and Policies</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 120</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 121</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
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</tr>
<tr>
<td>PSY 215</td>
<td>Statistics for the Behavioral Sciences</td>
<td>3</td>
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<tr>
<td>or</td>
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<td></td>
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<tr>
<td>BIO 215</td>
<td>Statistics for Life Sciences</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 120</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
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<tr>
<td>SOC 120</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
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</tr>
<tr>
<td>SW 110</td>
<td>Social Work Fields of Service</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW 120</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Spanish**

This degree program is designed to provide students with communicative skills in understanding, speaking, reading, and writing Spanish. It also gives students a greater understanding of Spanish culture and civilization, and prepares them for greater international and domestic career opportunities. For the suggested sequence of courses to be taken and/or assistance in transferring to a four-
year institution, contact the Counseling Center or the Department of Foreign Languages.

CAREER OPPORTUNITIES
Bilingual Aide
Border Patrol Officer
Buyer
Court Interpreter
Counseling
Customs Agent/Inspector
Foreign Exchange Clerk
* Foreign Student Advisor
* Interpreter
* Journalist
* Museum Curator
* Physician
* Scientific Linguist
Tour Guide
Tutor
* Bachelor Degree or higher required

Associate in Arts Degree Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 120</td>
<td>Spanish I</td>
<td>5</td>
</tr>
<tr>
<td>or</td>
<td>SPAN 120A Spanish I</td>
<td>2.5</td>
</tr>
<tr>
<td>and</td>
<td>SPAN 120B Spanish I</td>
<td>2.5</td>
</tr>
<tr>
<td>SPAN 121</td>
<td>Spanish II</td>
<td>5</td>
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<tr>
<td>SPAN 220</td>
<td>Spanish III</td>
<td>5</td>
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<tr>
<td>SPAN 221</td>
<td>Spanish IV</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 250</td>
<td>Conversational Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 251</td>
<td>Conversational Spanish II</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:
HIST 118 U.S. History: Chicano/Chicana Perspectives I
HIST 119 U.S. History: Chicano/Chicana Perspectives II
SPAN 141 Spanish and Latin American Cultures
SPAN 145 Hispanic Civilizations

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 STUDIES
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 & 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., Advanced Placement, will be applied towards general education in accordance with Cuyamaca College policies.
   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.
   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 & Transfer Information" section).
   2. Earn a grade of "C" or better in all IGETC courses.
   3. Credit earned through external examinations will be applied in accordance with Cuyamaca College policies.
   4. Complete a minimum of 18 units in an Area of Emphasis (listed below).

CADD 127 Survey Drafting Technology 3
MATH 170 Analytic Trigonometry 3
PHYC 110 Introductory Physics 4
SURV 218 Plane Surveying 4

or
ENGR 218 Plane Surveying 4
SURV 220 Boundary Control and Legal Principles 3
SURV 240 Advanced Surveying 4

Total Required 27

Plus General Education Requirements

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UNIVERSITY STUDIES
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   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 Degree. Completion of the University Studies degree does not guarantee admission to a four-year institution.

A. Business and Economics
   The Associate in Science in University Studies with an emphasis in Business and Economics emphasizes the study of business transaction theory and practice, the operations and strategies of business decisions, legal concepts, and the place of business in the American and global economy as a whole. Students apply mathematical and quantitative reasoning skills to the discipline’s methodologies, and evaluate and interpret basic economic principles and theories related to performance and specific economic sectors. Students completing this area may be interested in the following baccalaureate majors: accounting, business, economics, finance, information and decision systems, international business, management, and marketing. Students must complete a minimum of six units in Business, six units in Economics, and six units from the Electives category:

   Business
   BUS 110, 120, 121, 125, 128*
   Economics
   ECON 110, 120, 121
   Electives
   CIS 110, MATH 160, 178, 180

B. Communication and Language Arts
   Courses in this Area of Emphasis focus on the study of how language works to express human ideas and feelings. Students explore and analyze written and verbal communication methods, as well as develop and advance their oral and written communication skills. Students completing this area may be interested in the following baccalaureate majors: communication, English, foreign language, literature, journalism, and linguistics. Students must complete a minimum of six units in Communication and six units in Language Arts. The remaining six units may be taken from either category:

   Communication
   COMM 110, 120*, 122, 123, 124, 145
**Language Arts**
ARAM 120, 121, 220
ARBC 120, 121, 220, 221
ASL 120, 121, 220, 221
ENGL 122, 124, 126
FREN 120, 121, 220, 221, 250, 251
ITAL 120, 121, 220
NAKY 120, 121, 220, 221
SPAN 120, 120A, 120B, 121, 220, 221, 250, 251

**C. Humanities and Fine Arts**
Courses in this Area of Emphasis relate to the study of cultural, humanistic activities, and artistic expression of human beings. Students evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them through artistic and cultural creation. Students develop an aesthetic awareness and incorporate these concepts when constructing value judgments. Students completing this area may be interested in the following baccalaureate majors: art, humanities, music, philosophy, religious studies, and theatre arts. Students must complete a minimum of six units in Humanities and six units in Fine Arts. The remaining six units may be taken from either category:

- **Humanities**
  - ARAM 120, 121, 220
  - ARBC 120, 121, 220, 221
  - ART 140, 141, 145
  - ASL 120, 121, 220, 221
  - ENGL 122, 201, 202, 207, 214, 217, 221, 222, 231, 232, 270, 271
  - FREN 120, 121, 220, 221
  - HIST 100, 101, 105, 106, 210
  - HUM 110, 115**, 120, 155
  - ITAL 120, 121, 220
  - NAKY 120, 121, 220, 221
  - PHIL 110, 115, 117
  - RELG 120, 130, 140, 210, 215
  - SPAN 120, 120A, 120B, 121, 220, 221, 250, 251

- **Fine Arts**
  - ART 120, 124, 125, 140, 141, 145
  - MUS 110, 111, 114, 115, 116, 117
  - THTR 110, 120, 121

**D. Science and Mathematics**
The Associate in Science in University Studies with an emphasis in Science and Mathematics focuses on the study of mathematical and quantitative reasoning skills and apply the concepts and principles that form the foundations of living and non-living systems. Students recognize and utilize the methodologies of science as investigative tools, as well as the limitations of science. Students use basic mathematical skills to solve numerical problems encountered in daily life, and more advanced skills for applications in the physical and life sciences. Students completing this area may be interested in the following baccalaureate majors: astronomy, biological sciences, chemistry, computer science, engineering, geography, geology, mathematics, oceanography, physical science, and physics. Students must complete a minimum of six units in Science and six units in Mathematics. The remaining six units may be taken from either category:

- **Science**
  - ANTH 130
  - ASTR 110, 112
  - CHEM 102, 105*, 113, 115, 116, 120, 141, 142, 231
  - CS 119, 119L, 180ABCD, 181, 182, 280ABCD, 281, 282, 289

- **Mathematics**
  - BIO 215
  - MATH 120, 125, 126, 150, 160, 170, 175, 176, 178, 190, 245, 280, 281, 284, 285
  - PSY 215

**E. Social and Behavioral Sciences**
Courses in this Area of Emphasis emphasize the study and understanding of human behavior. Students evaluate and interpret human societies; the institutions, organizations, and the groups that form them; and the ways in which individuals and groups relate to one another. Students evaluate various approaches and methodologies of the disciplines. Students completing this area may be interested in the following baccalaureate majors: anthropology, child development, education, history, nutrition, political science, psychology, social work, and sociology. Students must complete a minimum of six units in Social Science and six units in Behavioral Science. The remaining six units may be taken from either category:

- **Social Science**
  - ANTH 120
  - ECON 120, 121
  - GEOG 106, 130, 132
  - HIST 108, 109, 114, 115, 118, 119, 122, 123, 130, 131, 132, 180, 181
  - PSOC 120, 121, 124, 130, 140
  - SOC 120, 125, 130

- **Behavioral Science**
  - CD 115, 125
  - PSY 120, 125, 134, 138, 140, 165, 170, 220
  - *Course not UC-transferable*
  - *Pending UC-transferability*

**WATER/WASTEWATER TECHNOLOGY**
This degree program is designed to prepare students for employment by municipal drinking water and wastewater treatment departments or industrial treatment facilities. Careers in water/wastewater technology generally involve the administration, operation and maintenance of both drinking water and wastewater treatment facilities as well as distribution and collection systems.

**CAREER OPPORTUNITIES**
Backflow Program Manager
* Chemist
* Construction Inspector
* Cross Connection Control Specialist
* Electronic Technician
* Engineer, Civil
* Engineer, Electrical
* Engineer Technician
* Equipment Maintenance Operator
* Field Operations Supervisor
* GIS/Mapping Specialist
* Inspector
* Instrumentation and Control Technician
* Instrumentation and Control Supervisor
* Laboratory Analyst
* Machinist
* Mechanical Systems Technician
* Meter Maintenance Technician
* Plant Operator
* Plant Process Control Electrician
* Plant Process Control Supervisor
* Recycled Water Inspector
* Safety and Risk Manager
* Survey Technician
* Utility Worker
* Wastewater Plant Operator
* Water Distribution Operator
* Water Quality and Treatment Manager
* Water Systems Technician
* Bachelor Degree recommended

**I. CROSS CONNECTION CONTROL SYSTEMS**

**Associate in Science Degree Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWTR 101</td>
<td>Fundamentals of Water/Wastewater Technology</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 102</td>
<td>Calculations in Water/Wastewater Technology</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 104</td>
<td>Applied Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 130</td>
<td>Water Distribution Systems</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 280</td>
<td>Backflow Tester Training</td>
<td>2</td>
</tr>
<tr>
<td>WWTR 286</td>
<td>Cross Connection Control Specialist</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 284</td>
<td>Cross Connection Control Specialist–Recycled Water</td>
<td>3</td>
</tr>
</tbody>
</table>

**Select eight to ten units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHSM 100</td>
<td>Introduction to Environmental and Occupational Safety and Health (OSH) Technology</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 110</td>
<td>Pollution Prevention</td>
<td>3</td>
</tr>
<tr>
<td>EHSM 210</td>
<td>Industrial Wastewater and Stormwater Management</td>
<td>4</td>
</tr>
<tr>
<td>WWTR 110</td>
<td>Laboratory Analysis for Water/Wastewater</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 290</td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required:** 8-10
**Plus General Education Requirements:**

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

**II. WATER DISTRIBUTION SYSTEMS**

**Associate in Science Degree Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWTR 101</td>
<td>Fundamentals of Water/Wastewater Technology</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 102</td>
<td>Calculations in Water/Wastewater Technology</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 104</td>
<td>Applied Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 106</td>
<td>Introduction to Electrical and Instrumentation Processes</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 130</td>
<td>Water Distribution Systems</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 134</td>
<td>Mechanical Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 285</td>
<td>Water Distribution Systems II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Select eight to nine units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHSM 100</td>
<td>Introduction to Environmental and Occupational Safety and Health (OSH) Technology</td>
<td>4</td>
</tr>
<tr>
<td>EHSM 110</td>
<td>Pollution Prevention</td>
<td>3</td>
</tr>
<tr>
<td>EHSM 210</td>
<td>Industrial Wastewater and Stormwater Management</td>
<td>4</td>
</tr>
<tr>
<td>WWTR 112</td>
<td>Basic Plant Operations: Water Treatment</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 270</td>
<td>Public Works Supervision</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 280</td>
<td>Backflow Tester Training</td>
<td>2</td>
</tr>
<tr>
<td>WWTR 282</td>
<td>Cross Connection Control Specialist</td>
<td>3</td>
</tr>
</tbody>
</table>
III. WATER TREATMENT PLANT OPERATOR

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWTR 101 Fundamentals of Water/Wastewater</td>
<td>3</td>
</tr>
<tr>
<td>Technology</td>
<td></td>
</tr>
<tr>
<td>WWTR 102 Calculations in Water/Wastewater</td>
<td>3</td>
</tr>
<tr>
<td>Technology</td>
<td></td>
</tr>
<tr>
<td>WWTR 104 Applied Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 106 Introduction to Electrical and</td>
<td>3</td>
</tr>
<tr>
<td>Instrumentation Processes</td>
<td></td>
</tr>
<tr>
<td>WWTR 110 Laboratory Analysis for Water/Wastewater</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 112 Basic Plant Operations: Water Treatment</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 117 Advanced Plant Operations: Water Treatment</td>
<td>3</td>
</tr>
</tbody>
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Select one of the following:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWTR 114 Basic Plant Operations: Wastewater</td>
<td>3</td>
</tr>
<tr>
<td>Treatment</td>
<td></td>
</tr>
<tr>
<td>WWTR 130 Water Distribution Systems</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 132 Wastewater Collection Systems</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 134 Mechanical Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 270 Public Works Supervision</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 290 Cooperative Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

Select two of the following:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHSM 100 Introduction to Environmental and</td>
<td>4</td>
</tr>
<tr>
<td>Occupational Safety and Health (OSH) Technology</td>
<td></td>
</tr>
<tr>
<td>WWTR 110 Pollution Prevention</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 210 Industrial Wastewater and Stormwater</td>
<td>4</td>
</tr>
<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>WWTR 280 Backflow Tester Training</td>
<td>2</td>
</tr>
<tr>
<td>WWTR 282 Cross Connection Control Specialist</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 284 Cross Connection Control Specialist</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 290 Cooperative Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

Select eight to nine units from the following:

<table>
<thead>
<tr>
<th>Course Title</th>
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<tr>
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<tr>
<td>WWTR 282 Cross Connection Control Specialist</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 284 Cross Connection Control Specialist</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 290 Cooperative Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required 29-32

Plus General Education Requirements

Certificate of Achievement

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

IV. WASTEWATER COLLECTION SYSTEMS

Associate in Science Degree Requirements:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWTR 101 Fundamentals of Water/Wastewater</td>
<td>3</td>
</tr>
<tr>
<td>Technology</td>
<td></td>
</tr>
<tr>
<td>WWTR 102 Calculations in Water/Wastewater</td>
<td>3</td>
</tr>
<tr>
<td>Technology</td>
<td></td>
</tr>
<tr>
<td>WWTR 104 Applied Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 106 Introduction to Electrical and</td>
<td>3</td>
</tr>
<tr>
<td>Instrumentation Processes</td>
<td></td>
</tr>
<tr>
<td>WWTR 132 Wastewater Collection Systems</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 134 Mechanical Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 267 Wastewater Collection Systems II</td>
<td>3</td>
</tr>
</tbody>
</table>

Select two of the following:

<table>
<thead>
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<th>Course Title</th>
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<tbody>
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<td>Occupational Safety and Health (OSH) Technology</td>
<td></td>
</tr>
<tr>
<td>WWTR 110 Pollution Prevention</td>
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<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>WWTR 280 Backflow Tester Training</td>
<td>2</td>
</tr>
<tr>
<td>WWTR 282 Cross Connection Control Specialist</td>
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</tbody>
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<td>Treatment</td>
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<td>WWTR 270 Public Works Supervision</td>
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<tr>
<td>WWTR 280 Backflow Tester Training</td>
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<td>WWTR 282 Cross Connection Control Specialist</td>
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<tr>
<td>WWTR 284 Cross Connection Control Specialist</td>
<td>3</td>
</tr>
<tr>
<td>WWTR 290 Cooperative Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

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 Collection Systems. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.
Course Descriptions
220 AMERICAN SIGN LANGUAGE III 4 UNITS
Prerequisite: "C" grade or higher or "Pass" in ASL 121 or equivalent.
Corequisite: None
Recommended Preparation: None
4 hours lecture
Third in a series of four American Sign Language (ASL) courses. Students are provided an opportunity to increase their receptive skill comprehension and expressive skill production. Cultural analysis and comparisons will focus on American Deaf cultural processes, practices, and products of Deaf culture.
CSU, CSU GE, IGETC, UC
199 SPECIAL STUDIES OR PROJECTS IN AMERICAN SIGN LANGUAGE 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: None
3-9 hours
Individual study, research or projects 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.
AA/AS GE, CSU, CSU GE, IGETC, UC
199 SPECIAL STUDIES OR PROJECTS IN ANTHROPOLOGY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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 AMERICAN SIGN LANGUAGE 1-4 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-12 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.
CSU
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 not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.
CSU
120 AMERICAN SIGN LANGUAGE I 4 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
4 hours lecture
First in a series of four American Sign Language (ASL) courses. Introduction to ASL as used within the Deaf culture. Instruction in the basic structure of the language and development of its use. Introduction to the Deaf culture and history of the language.
AA/AS GE, CSU, CSU GE, IGETC, UC
121 AMERICAN SIGN LANGUAGE II 4 UNITS
Prerequisite: "C" grade or higher or "Pass" in ASL 120 or equivalent.
Corequisite: None
Recommended Preparation: None
4 hours lecture
Second in a series of four American Sign Language (ASL) courses. Students are provided an opportunity to progress and enhance their ability to communicate in ASL. Students will continue the study of cultural analysis and comparisons, receptive skill comprehension, expressive skill production and ASL linguistics.
CSU, CSU GE, IGETC, UC
120 CULTURAL ANTHROPOLOGY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
The nature of culture; cultural growth and history; survey of the range of cultural phenomena including material culture, social organization, kinship systems, religion, language and other topics; systematic study of similarities and differences among cultures through investigation of selected societies.
AA/AS GE, CSU, CSU GE, IGETC, UC
130 INTRODUCTION TO PHYSICAL ANTHROPOLOGY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
People's place in nature; physical and behavioral characteristics of primates; principles of evolution and basic outline of human genetics; description of the record of early humans and explanation of fossils; present day variability among human populations.
AA/AS GE, CSU, CSU GE, IGETC, UC
120 ARABIC I 5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
5 hours lecture
Introduction to the Arabic language and the culture of its speakers. Facilitates the practical application of the language in everyday oral and written communication at the beginning novice level. Since the focus is on basic communication skills, the class will be conducted in modern standard Arabic as much as possible. While becoming familiar with the Arabic speaking world, students will learn structures that will enable them to function in Arabic in everyday contexts.
AA/AS GE, CSU, CSU GE, IGETC, UC
121 ARABIC II 5 UNITS
Prerequisite: "C" grade or higher or "Pass" in ARBC 120 or two years of high school Arabic or equivalent.
Corequisite: None
Recommended Preparation: None
5 hours lecture
Continuation of Arabic I. Continues to develop oral and written skills based on practical everyday needs. Students with three years of high school Arabic should enroll in ARBC 220.
AA/AS GE, CSU, CSU GE, IGETC, UC
145 ARABIC CIVILIZATIONS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introduction to the major characteristics of Arabic civilization as reflected in literature, philosophy, architecture, and the arts of Arabic
countries. This course may have an emphasis on a selected Arabic country or countries.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite/ Corequisite</th>
<th>Corequisite</th>
<th>Recommended Preparation</th>
<th>Time Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>199</td>
<td>SPECIAL STUDIES OR PROJECTS IN ARABIC</td>
<td>1-3</td>
<td>Prerequisite: Varies with topic</td>
<td>Corequisite: Varies with topic</td>
<td>Recommended Preparation: Varies with topic</td>
<td>3-9 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Individual study, research or projects 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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>220</td>
<td>ARABIC III</td>
<td>5</td>
<td>Prerequisite: “C” grade or higher or “Pass” in ARBC 120 or three years of high school Arabic or equivalent.</td>
<td>Corequisite: None</td>
<td>Recommended Preparation: None</td>
<td>5 hours lecture</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Continuation of Arabic II. Continues to develop oral, listening, reading and writing skills in order to acquire proficiency in Arabic. Students with four years of high school Arabic should enroll in ARBC 221.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>221</td>
<td>ARABIC IV</td>
<td>5</td>
<td>Prerequisite: “C” grade or higher or “Pass” in ARBC 220 or four years of high school Arabic or equivalent.</td>
<td>Corequisite: None</td>
<td>Recommended Preparation: None</td>
<td>5 hours lecture</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Continuation of Arabic III. Continues to develop oral, reading, writing and listening skills in order to improve proficiency in Arabic.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>250</td>
<td>CONVERSATIONAL ARABIC I</td>
<td>3</td>
<td>Prerequisite: “C” grade or higher or “Pass” in ARBC 121 or three years of high school Arabic or equivalent.</td>
<td>Corequisite: None</td>
<td>Recommended Preparation: None</td>
<td>3 hours lecture</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Continues to develop oral, reading, writing and listening skills, but with an emphasis in oral proficiency.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>299</td>
<td>SELECTED TOPICS IN ARABIC 1-5 UNITS</td>
<td>1-5</td>
<td>Prerequisite: Varies with topic</td>
<td>Corequisite: Varies with topic</td>
<td>Recommended Preparation: Varies with topic</td>
<td>1-15 hours</td>
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<tr>
<td></td>
<td></td>
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<td>Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.</td>
<td></td>
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<td></td>
<td></td>
<td>Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
120 THREE-DIMENSIONAL DESIGN 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2 hours lecture, 4 hours laboratory
Introduction to the fundamental principles of three-dimensional composition emphasizing the formal elements and language of design. Basic visual, tactile and conceptual methods of defining space are examined in a series of compositional exercises. A variety of materials are used to explore the elements of line, shape, mass, texture and volume through the application of design principles such as balance, emphasis, rhythm, harmony, contrast, repetition, proportion, scale and unity. The historical development of design and aesthetics is studied along with how social, political and cultural beliefs have influenced artists and design professionals. Assignments are non-technical and do not require prior knowledge of tools and equipment. This is a comprehensive introductory course that could lead to future study in a diverse range of art and design professions.
AA/AS GE, CSU, UC
135 WATERCOLOR I 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in ART 124 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 4 hours laboratory
Introduction to basic watercolor tools, materials and techniques. Emphasizes color principles and skill development in handling form, space and the plastic aspects of paint.
CSU, UC
140 HISTORY OF WESTERN ART I: PREHISTORIC TO 1250 A.D. 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Historical survey of the major art forms (primarily architecture, sculpture, ceramics, painting) of the western world from prehistory to circa 1250 A.D.
AA/AS GE, CSU, CSU GE, IGETC, UC
141 HISTORY OF WESTERN ART II: 1250 A.D. TO PRESENT TIME 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Historical survey of the major art forms (primarily architecture, sculpture, ceramics, painting, printmaking, photography) of the western world from the late Gothic era to the present.
AA/AS GE, CSU, CSU GE, IGETC, UC
144 ARCHITECTURE OF THE 20TH CENTURY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Meet the 20th century masters of the giant movements in architecture and environment. Global politics and social economics as the influential factors for the concepts, styles, philosophy and artistic expressions will be studied. Experience the landmark sites around the world via film, independent studies and field trips.
AA/AS GE, CSU, CSU GE, IGETC, UC
145 CONTEMPORARY ART HISTORY: 1945-PRESENT 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of the major artists and art movements from 1945 to the present. Includes such major topics as the analysis and summary of Modernism, the transition from Modern to Post-Modern art, the emergence of non-traditional art media, and the analysis of the influence of global multiculturalism in art. Specific art practices such as painting, sculpture, earthworks, photography, performance, installation, printmaking and architecture will be discussed in relation to the cultural dialogue they establish or to which they respond.
AA/AS GE, CSU, CSU GE, IGETC, UC
199 SPECIAL STUDIES OR PROJECTS IN ART 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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: “C” grade or higher or “Pass” in ART 121 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 4 hours laboratory
Continuation of Painting I with an emphasis on creative problem-solving skills. Students will develop a personal style of expression.
CSU, UC
221 PAINTING III 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in ART 220 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 4 hours laboratory
Offers a wider selection of painting mediums to include acrylic, oil, egg tempera, casein and encaustic. Students will continue developing a personal style of expression.
CSU, UC
222 PAINTING IV 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in ART 221 or equivalent.
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: “C” grade or higher or “Pass” in ART 222 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 4 hours laboratory
The drawing mediums, skills, techniques and composition concepts used in ART 224 and 225 will be applied to a variety of subject matters. Students will draw different subject matters including but not limited to animals, plants, still life, landscapes, seascapes, cityscapes, etc. Emphasis is on making effective compositions with good craft.
CSU, UC
225 DRAWING IV 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in ART 224 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 4 hours laboratory
Focuses on drawing-based artwork that results in artwork that has a personal theme or statement. Students will explore several advanced compositional devices while pursuing their themes. This class also emphasizes portfolio preparation.
CSU, UC
230 FIGURE DRAWING I 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in ART 124 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 4 hours laboratory
Utilizes the skills and concepts developed in ART 124 to address the drawing of the nude human figure. Students will learn how articulation, standard proportion, bones and muscles influence the rendering of the human form. Drawing will be done from live models with studio lighting. Emphasis is on representational drawing with line and value. This course is important for anyone dealing with the human figure, i.e., drawing, painting, sculpture, photography, illustration, graphic design, fashion design, etc.
CSU, UC
231 FIGURE DRAWING II 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in ART 230 or equivalent.
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 achronic and chromatic drawing mediums.
CSU, UC
232 FIGURE DRAWING III 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in ART 231 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 4 hours laboratory
Concentrates on integrating the human figure into a compositional environment. Figure drawing techniques from ART 230 and 231 will be integrated into the design process.
CSU, UC
233 FIGURE DRAWING IV 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in ART 232 or equivalent.
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 also emphasizes portfolio preparation.
CSU, UC
235 WATERCOLOR II 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in ART 135 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 4 hours laboratory
Continuation of Watercolor I techniques with an emphasis on creative problem solving and aesthetic compositions.
CSU, UC
235 WATERCOLOR III 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in ART 235 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 4 hours laboratory
Continuation of Watercolor II skill and composition techniques. Students will develop a personal style of expression.
CSU, UC

298 SELECTED TOPICS IN ART 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

110 DESCRIPTIVE ASTRONOMY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Covers the development of modern astronomy and its techniques. Emphasis is on the vocabulary of astronomy and the current understanding of our solar system, stellar evolution, our galaxy, and the structure of the universe.
AA/AS GE, CSU, CSU GE, IGETC, UC

112 GENERAL ASTRONOMY LABORATORY 1 UNIT
Prerequisite: "C" grade or higher or "Pass" in ASTR 110 or equivalent or concurrent enrollment.
Corequisite: None
Recommended Preparation: None
3 hours laboratory
Planet, stellar and lunar studies; acquaintance with constellations and astronomical coordinates; and use of astronomical instruments.
AA/AS GE, CSU, CSU GE, IGETC, UC

199 SPECIAL STUDIES OR PROJECTS IN ASTRONOMY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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.

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 not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

AUTOMOTIVE TECHNOLOGY

109 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
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

110 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY LAB 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 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

199 SPECIAL STUDIES OR PROJECTS IN AUTOMOTIVE TECHNOLOGY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

120 ENGINE PERFORMANCE I - MECHANICAL AND IGNITION SYSTEMS 5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture, 6 hours laboratory
First in a three course series dealing with engine performance. Begins with a review of basic engine mechanical systems and an introduction to vehicle emissions and computer scanners, followed by a detailed study of current ignition systems. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Initial preparation for ASE Engine Performance (A-8) Certification.
CSU

121 EMISSION CONTROL LICENSE 5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture, 6 hours laboratory
Theory of operation, repair and maintenance of emission control devices with strong emphasis on modern emission and regulations required for licensing. Additional training covers: loaded mode dynamic testing, NOx failure analysis and diagnostics, OBD II, catalytic converter testing and oxygen sensor diagnosis with a digital storage oscilloscope (DSO). This course is approved by the State of California Bureau of Automotive Repair (BAR) and includes the basic and advanced clean air car courses. Designed to prepare students to take the BAR Advanced Emission Specialist Technician (EA) License test.
CSU

122 AUTOMOTIVE ELECTRICAL SYSTEMS 5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture, 6 hours laboratory
Basic principles of electricity as applied to automobiles. Comprehensive investigation of automotive electrical systems including periodic maintenance, diagnosis, component servicing and adjustment. Students will be expected to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-6 Certification.
CSU

123 ENGINE PERFORMANCE II - FUEL SYSTEMS 5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in AUTO 120 or equivalent.
3 hours lecture, 6 hours laboratory
Second in a three course series dealing with engine performance. Emphasizes the use of computers for the control of fuel and air delivery to the engine. Topics include: input and output devices, basic computer operation, closed loop fuel control, computer-assisted carburetion, computer-controlled fuel injection, turbochargers and superchargers, scan tool diagnostics, digital lab scope diagnostics, and OBD II diagnostic. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Final preparation for ASE Engine Performance (A-8) Certification.
CSU
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Corequisites</th>
<th>Recommended Preparation</th>
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<tr>
<td>124</td>
<td>ENGINE PERFORMANCE III - DRIVABILITY</td>
<td>5</td>
<td>Prequisite: None</td>
<td></td>
<td>Recommended Preparation: None&lt;br&gt;COREQ: None&lt;br&gt;Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in AUTO 123 or equivalent. 3 hours lecture, 6 hours laboratory. The capstone course in a three course engine performance series. Students will utilize skills developed in the first two courses to perform drivability diagnostics on all related engine systems. Emphasis on advanced application of scan tools and digital storage oscilloscopes (DSO) in the diagnosis of hard to find system problems, especially intermittent concerns. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE Advanced Engine Performance (L-1) Certification.</td>
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<tr>
<td>127</td>
<td>ADVANCED AUTOMOTIVE ELECTRICAL SYSTEMS</td>
<td>5</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in AUTO 122 or equivalent.</td>
<td></td>
<td>Recommended Preparation: None&lt;br&gt;COREQ: None&lt;br&gt;Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in AUTO 122 or equivalent. 3 hours lecture, 6 hours laboratory.&lt;br&gt;Advanced course in electrical systems designed to develop greater student performance under simulated industry conditions. Students will be expected to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-6 Certification.</td>
</tr>
<tr>
<td>129</td>
<td>INTRODUCTION TO ALTERNATIVE FUELS</td>
<td>3.5</td>
<td>Prerequisite: None&lt;br&gt;COREQ: None&lt;br&gt;Recommended Preparation: None&lt;br&gt;3 hours lecture, 1.5 hours laboratory.&lt;br&gt;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.</td>
<td>CSU</td>
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<tr>
<td>130</td>
<td>AUTOMOTIVE BRAKES AND BRAKE LICENSE</td>
<td>5</td>
<td>Prerequisite: None&lt;br&gt;COREQ: None&lt;br&gt;Recommended Preparation: None&lt;br&gt;3 hours lecture, 6 hours laboratory.&lt;br&gt;Detailed study of automotive brake system service procedures. Laboratory experience covers drum and disc brake system inspection, adjustment and repair procedures, and antilock brake systems. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for State of California Official Brake Adjusters License and ASE A-5 Certification.</td>
<td>CSU</td>
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<tr>
<td>135</td>
<td>ADVANCED BRAKES</td>
<td>5</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in AUTO 130 or equivalent.</td>
<td></td>
<td>Recommended Preparation: None&lt;br&gt;COREQ: None&lt;br&gt;Prerequisite: None&lt;br&gt;3 hours lecture, 6 hours laboratory.&lt;br&gt;Advanced course in automotive brake systems emphasizing diagnosis. Designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for State of California Official Brake Adjusters License and ASE A-5 Certification.</td>
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<tr>
<td>140</td>
<td>FOUR WHEEL ALIGNMENT</td>
<td>5</td>
<td>Prerequisite: None&lt;br&gt;COREQ: None&lt;br&gt;Recommended Preparation: None&lt;br&gt;3 hours lecture, 6 hours laboratory.&lt;br&gt;Four wheel alignment principles as applied to checking and correcting alignment settings. Repair and replacement of suspension components, computerized steering and ride control. Additional training in wheel balancing. Emphasis on practical experience on “live” automobiles. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-4 Certification.</td>
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<tr>
<td>145</td>
<td>ADVANCED FOUR WHEEL ALIGNMENT</td>
<td>5</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in AUTO 140 or equivalent.</td>
<td></td>
<td>Recommended Preparation: None&lt;br&gt;COREQ: None&lt;br&gt;Prerequisite: None&lt;br&gt;3 hours lecture, 6 hours laboratory.&lt;br&gt;Advanced course in four wheel alignment emphasizing diagnosis and complete suspension system repair. Designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-4 Certification.</td>
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<tr>
<td>152</td>
<td>DRIVE TRAIN SYSTEMS</td>
<td>4</td>
<td>Prerequisite: None&lt;br&gt;COREQ: None&lt;br&gt;Recommended Preparation: None&lt;br&gt;2.5 hours lecture, 4.5 hours laboratory.&lt;br&gt;In-depth study of hydraulic power transmission and control systems used in automatic transmissions including diagnosis and overhaul of actual transmissions to precise industry standards. Plus, theory of operation, diagnosis, repair and overhaul of manual transmissions, clutches, drivelines and differentials including four wheel drive and front wheel drive. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-2 and A-3 Certification.</td>
<td>CSU</td>
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<tr>
<td>155</td>
<td>ADVANCED DRIVE TRAIN SYSTEMS</td>
<td>4</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in AUTO 152 or equivalent.</td>
<td></td>
<td>Recommended Preparation: None&lt;br&gt;COREQ: None&lt;br&gt;Recommended Preparation: None&lt;br&gt;2.5 hours lecture, 4.5 hours laboratory.&lt;br&gt;Advanced course in power drive systems emphasizing advanced diagnosis and repair of drive train systems and components. Designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-2 and A-3 Certification.</td>
</tr>
<tr>
<td>160</td>
<td>AIR CONDITIONING AND HEATING SYSTEMS</td>
<td>3</td>
<td>Prerequisite: None&lt;br&gt;COREQ: None&lt;br&gt;Recommended Preparation: None&lt;br&gt;2 hours lecture, 3 hours laboratory.&lt;br&gt;Study of refrigeration principles with emphasis on servicing, diagnosing, testing and repair or replacement of components. Emphasis on practical experience performing actual repairs. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-7 Certification and EPA-approved CFC Technician Certification.</td>
<td>CSU</td>
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<tr>
<td>165</td>
<td>ADVANCED AIR CONDITIONING AND HEATING SYSTEMS</td>
<td>3</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in AUTO 160 or equivalent.</td>
<td></td>
<td>Recommended Preparation: None&lt;br&gt;COREQ: None&lt;br&gt;Recommended Preparation: None&lt;br&gt;2 hours lecture, 3 hours laboratory.&lt;br&gt;Advanced course in automotive environmental control systems emphasizing advanced diagnosis and repair. Designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-7 Certification.</td>
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<tr>
<td>170</td>
<td>ENGINE OVERHAUL</td>
<td>5</td>
<td>Prerequisite: None&lt;br&gt;COREQ: None&lt;br&gt;Recommended Preparation: None&lt;br&gt;3 hours lecture, 6 hours laboratory.&lt;br&gt;Diagnosis of engine failures, engine removal and disassembly techniques, engine cleaning and measuring practices, machining principles, and assembly procedures. Emphasis is on practical experience through actual shop training. Students are required to acquire an engine for overhaul and complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-1 Certification.</td>
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<tr>
<td>175</td>
<td>ADVANCED ENGINE OVERHAUL</td>
<td>5</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in AUTO 170 or equivalent.</td>
<td></td>
<td>Recommended Preparation: None&lt;br&gt;COREQ: None&lt;br&gt;Recommended Preparation: None&lt;br&gt;3 hours lecture, 6 hours laboratory.&lt;br&gt;Advanced course in engine overhaul designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-1 Certification.</td>
</tr>
<tr>
<td>176</td>
<td>ENGINE MACHINING</td>
<td>5</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in AUTO 175 or equivalent.</td>
<td></td>
<td>Recommended Preparation: None&lt;br&gt;COREQ: None&lt;br&gt;Recommended Preparation: None&lt;br&gt;3 hours lecture, 6 hours laboratory.&lt;br&gt;Third course in the engine repair sequence. Students must have credit in engine overhaul and advanced engine overhaul prior to enrolling in this course. Topics include cylinder boring and honing, rod resizing, replacing valve guides and seats, thread repair, king-pin fitting, replacing</td>
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</table>
wheel studs, pressing bearings, etc. Designed to prepare students for employment in the automotive machine shop field. Preparation for ASE Engine Machinist exams.

CSU

180 AUTOMOTIVE SERVICE ADVISOR 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Prepares students for working as service advisors for large independent garages or dealerships. Covers service procedures, customer relations, repair orders and warranty policies.

CSU

182 AUTOMOTIVE WORK EXPERIENCE 1-3 UNITS
Prerequisite: Completion of a minimum of 10 units in Automotive Program. Must meet state guidelines for work experience.
Corequisite: None
Recommended Preparation: None
5 hours paid or 4 hours unpaid work experience per week per unit
Students who are employed in the automotive trade full-time or part-time (paid or unpaid) are able to work the minimum required hours during the semester are eligible to enroll in this course. Assessment of student will be performed by instructor in discussion with appropriate supervisor at place of employment. Students will further develop skills attained in the classroom setting. May be repeated up to 5 times for a maximum of 15 units.

CSU

190 ASSET–ORIENTATION, PDI AND LUBRICATION 2 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 3 hours laboratory
Introduction to the Ford sponsored ASSET program. Students will become familiar with dealership operations, vehicle pre-delivery inspection, and proper lubrication of the various systems of the modern automobile. Complemented by required work experience in the dealership.

CSU

191 ASSET–BRAKES AND ALIGNMENT 7 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
5 hours lecture, 6 hours laboratory
Ford ASSET course to include a detailed study of modern automotive braking systems and service procedures. The laboratory will cover drum and disc brake systems inspection, adjustment and repair procedures. Also covers four wheel alignment principles as applied to checking and correcting alignment settings. Repair and replacement of suspension components. Additional training in wheeled balancing. Emphasis on practical experience on “live” automobiles. Preparation for ASE Certification. Complemented by required work experience in the dealership.

CSU

192 ASSET–DRIVE TRAIN 8 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
5.5 hours lecture, 7.5 hours laboratory
Ford ASSET course encompassing the study of modern drive train systems. Includes theory of operation, diagnosis, repair and overhaul of manual transmissions, clutches, drive lines and differentials including four wheel drive and front wheel drive. The course also includes the theory of operation, diagnosis, repair and overhaul of automatic transmissions and transaxles. Current computerized control system operation and diagnosis of the drive train will be emphasized. Includes Ford Motor Company certification and preparation for ASE Certification. Complemented by work experience in the dealership.

CSU

193 ASSET–ENGINE REPAIR 4.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture, 4.5 hours laboratory
Ford ASSET course to include diagnosis of engine failures, engine removal and disassembly techniques, fuel systems, theory, diagnosis and repair. Engine design theory will be discussed. Preparation for ASE Certification. Complemented by required work experience in the dealership.

CSU

195 ASSET–ELECTRONIC ENGINE CONTROLS 7 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
5 hours lecture, 6 hours laboratory
Ford ASSET course to include an in-depth study of engine drivability and electronic engine controls on modern automobiles and trucks. Includes the study of basic and electronic ignition systems, early and modern fuel systems, and the repair and diagnosis of these systems. Emphasis is on electronic engine control system theory of operation and repair to include discussion of sensors, processors and actuators, and system diagnosis and repair. On-board computer logic and strategies will also be presented. Preparation for ASE Certification. Students who successfully complete this course will receive Ford Motor Company certification in Electronic Engine Control and Diesel Engine Performance Diagnosis.

CSU

196 ASSET–ELECTRICAL, ACCESSORIES AND AIR CONDITIONING 5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
4 hours lecture, 3 hours laboratory
Ford ASSET course to include electrical systems, theory, diagnosis and repair procedures utilizing light and basic electrical equipment. Systems covered will be storage, generating and charging. Coverage of accessory systems such as lighting, power seats, power door locks, cruise controls, electric windows, electronic dashboards, radios, windshield wipers, etc. Also covered are all major topics dealing with automotive air conditioning including refrigeration theory, system evacuation and recovery, leak repair, compressor repair, component replacement, and manual and automatic temperature control. Preparation for ASE Certification. Complemented by required work experience in the dealership.

CSU

197 ASSET–WORK EXPERIENCE 1-3 UNITS
Prerequisite: Admission to the ASSET program.
Corequisite: None
Recommended Preparation: None
75 hours paid work experience per unit
Ford ASSET work experience. Students will be placed with a sponsoring dealer at the start of the training program. This course is based on paid work experience at the sponsoring dealership. Assessment of students will be performed by the ASSET coordinator in discussion with appropriate dealership personnel. Students are expected to work in the area of emphasis that is concurrent with area of training most recently completed at the college. Students will further develop skills attained in the classroom setting. Must be repeated 5 times for a total of 13 units.

CSU

199 SPECIAL STUDIES OR PROJECTS IN AUTOMOTIVE TECHNOLOGY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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

200 ASSEP–ORIENTATION 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Introduction to the General Motors sponsored ASE program. Students will become familiar with dealer operations. Complemented by required work experience in a dealership.

CSU

201 ASSEP–ELECTRICAL 6 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
4 hours lecture, 6 hours laboratory
General Motors ASSEP course to include electrical systems, theory, diagnosis and repair procedures utilizing state of the art equipment. Major topics include electrical laws, batteries, starting and charging systems, wiring diagrams, and introduction to computer controls. Accessory systems such as lighting, power seats, power door locks, cruise controls, electric windows, electronic dashboards, radios, windshield wipers, etc. are also covered. Preparation for ASE and GM certification.

CSU

202 ASSEP–BRAKES AND ALIGNMENT 7 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
5 hours lecture, 6 hours laboratory
General Motors ASSEP course to include a detailed study of modern automotive braking systems and service procedures including two and four wheel electronic anti-lock brake system operation and repair. Laboratory experience will cover drum and disc brake system inspection, adjustment and repair procedures. Also covers modern suspension and steering systems including electronic ride control, steering, and four wheel alignment principles as applied to checking and correcting alignment settings. Repair and replacement of suspension components. Additional training in wheel balancing. Emphasis on practical experience on “live” automobiles. Preparation for ASE and GM certification.

CSU

203 ASSEP–ENGINE REPAIR 4.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture, 4.5 hours laboratory
General Motors ASSEP course to include diagnosis of engine failures, engine removal and disassembly techniques, engine cleaning and measuring practices, machining principles and
assembly procedures in car repairs. Engine design theory will be discussed. Preparation for ASE and GM certification.

CSU

204 ASEP-POWER TRAIN 7 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
5 hours lecture, 6 hours laboratory
General Motors ASEP course to include an in-depth study of hydraulic power transmission and control systems used in automatic transmissions, including diagnosis and overhaul of actual transmissions to precise industry standards. Plus, theory of operation, diagnosis, repair and overhaul of manual transmissions, clutches, drivelines and differentials including four wheel drive and front wheel drive. Preparation for ASE and GM certification.

CSU

205 ASEP-ENGINE PERFORMANCE AND AIR CONDITIONING 7 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
5 hours lecture, 6 hours laboratory
General Motors ASEP course to include a detailed study of electronic engine controls on modern automobiles. Emphasis is on electronic engine control system theory of operation and repair to include discussion of sensors, processors and actuators, and system diagnosis and repair. On-board computer logic and strategies will be presented. Also covers all major topics dealing with automotive air conditioning including refrigeration theory, system evacuation and recovery, leak repair, compressor repair, component replacement, and manual and automatic temperature control. Preparation for ASE and GM certification.

CSU

206 ASEP-WORK EXPERIENCE 1-4 UNITS
Prerequisite: "C" grade or higher or "Pass" in AUTO 200 or equivalent.
Corequisite: None
Recommended Preparation: None
75 hours paid work experience per unit
General Motors ASEP work experience. Students will be placed with a sponsoring dealer at the start of the training program. This course is based on paid work experience at the sponsoring dealership. Assessment of students will be performed by the ASEP coordinator in discussion with appropriate dealership personnel. Students are expected to work in the area of emphasis that is concurrent with area of training most recently completed at the college. Students will further develop skills attained in the classroom setting. Must be repeated for a total of 15 units.

CSU

298 SELECTED TOPICS IN AUTOMOTIVE TECHNOLOGY 1-8 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies topic
1-24 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN AUTOMOTIVE TECHNOLOGY 1-8 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies topic
1-24 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

126 INTRODUCTION TO BIOTECHNOLOGY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Comprehensive look at how the use of living organisms or their products can enhance our lives and impact society. Fundamentals of molecular biology and immunology, historical review of the developments leading to modern biotechnology, studies of the development and manufacturing of biotechnology products based on the isolation, analysis and manipulation of genes, and applications of the technological developments will be evaluated in their social, legal and ethical contexts.

AA/AS GE, CSU, UC

128 PRINCIPLES OF BIOLOGY FOR FUTURE EDUCATORS 4 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture, 3 hours laboratory
This course addresses the major principles underlying all of biology with an emphasis on evolution, inheritance, cellular life, biodiversity, ecology, and behavior of living organisms. Designed to prepare prospective educators to evaluate their own learning strategies while gaining biological content knowledge, and to explore ways to incorporate biology content into K-12 curricula. Incorporates some of the National Science Education Standards (NSES) for undergraduate professional preparation of teachers. Not open to students with credit in BIO 130, 131 or BIO 210, 220, 221.

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

130 GENERAL BIOLOGY I 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of basic biological principles with particular emphasis on the molecular and cellular aspects of the organism. The unifying concepts of biology such as organization, metabolism, genetics and evolution are discussed.

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

131 GENERAL BIOLOGY LABORATORY 1 UNIT
Prerequisite: "C" grade or higher or "Pass" in BIO 130 or equivalent 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. Not open to students with credit in BIO 130, 131 or equivalent.

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

140 HUMAN ANATOMY 5 UNITS
Prerequisite: "C" grade or higher or "Pass" in BIO 130, 131 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 6 hours laboratory
Students will embark on a study of the systems of the human body. This is accomplished through a study of the organization of the body's systems from a microscopic level of organization to the gross anatomy level. The relationship between structure and function will be examined through the study of histological slides, photomicrographs, anatomical models and charts, and mammalian (cat) dissection.

AA/AS GE, CSU, CSU GE, IGETC, UC
141 HUMAN PHYSIOLOGY 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in BIO 130, 131 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Study of the function and interrelationships of the nervous, endocrine, muscular, circulatory, respiratory, digestive, and reproductive systems of the human body. Relates these systems to the maintenance of homeostasis and the effects of exercise, behavior and disease on human physiology.
CSU, CSU GE, IGETC, UC

152 PARAMEDICAL MICROBIOLOGY 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in BIO 130, 131 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours laboratory
Laboratory course designed to illustrate the physiological principles studied in BIO 141. Emphasizes original laboratory investigations of human physiological processes.
CSU, CSU GE, IGETC, UC

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 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 PRINCIPLES OF BICULTURAL BIOLOGY 4 UNITS
Prerequisite: “C” grade or higher or “Pass” in MATH 103 or 110 or an equivalent intermediate algebra course.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 3 hours laboratory
Study of the origin and nature of the different forms of life utilizing evolution as a unifying theme and presenting organismal diversity within a phylogenetic framework. The relationships of environment and lifestyles to form and function will be explored through examination of comparative structure and the physiology, nutrition, circulation, gas exchange, reproduction, and development of organisms found in the three domains of life.
AA/AS GE, CSU, CSU GE, IGETC, UC

215 STATISTICS FOR LIFE SCIENCES 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in BIO 130, MATH 110 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.
CSU, CSU GE, IGETC, UC, UC credit limit

220 PRINCIPLES OF MOLECULAR, CELLULAR AND EVOLUTIONARY BIOLOGY 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in 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.
AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

221 PRINCIPLES OF MOLECULAR, CELLULAR AND EVOLUTIONARY BIOLOGY LABORATORY 1 UNIT
Prerequisite: “C” grade or higher or “Pass” in 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 will conduct laboratory exercises which involve observations, demonstrations, experiments, data analyses, computer laboratory simulations and written reports.
AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

230 PRINCIPLES OF CELLULAR, MOLECULAR AND EVOLUTIONARY BIOLOGY 4 UNITS
Prerequisite: “C” grade or higher or “Pass” in ENGL 110 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 3 hours laboratory
This course surveys the general principles of cell, molecular and evolutionary biology at an advanced level. Emphasis is on the following topics: cellular structure and processes including energy metabolism, membrane transport and cell cycle; cellular division; molecular genetics including recombinant DNA; Mendelian and non-Mendelian genetics; communication between cells; and the current models for cellular evolution. Laboratory exercises emphasize the application of these topics to biotechnology. This course along with BIO 240 is the recommended biology sequence for life science majors. It is suggested that students contact the anticipated transfer institution to ascertain specific transfer requirements for their major. Not open to students with credit in BIO 220, 221.
AA/AS GE, CSU

240 PRINCIPLES OF ECOLOGY, EVOLUTION AND ORGANISMAL BIOLOGY 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in MATH 103 or 110 or an equivalent intermediate algebra course.
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in ENGL 110 or equivalent
4 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 fundamental ecological principles, trophic roles 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. The laboratory component emphasizes the systematics and diversity of prokaryotes, protists, fungi, plants and animals, as well as activities investigating ecological and evolutionary processes using the methods of scientific inquiry. This course along with BIO 230 is the recommended biology sequence for life science majors. It is suggested that students contact the anticipated transfer institution to ascertain specific transfer requirements for their major. Not open to students with credit in BIO 210.
AA/AS GE, CSU

251 HUMAN DISSECTION 1 UNIT
Prerequisite: “C” grade or higher or “Pass” in BIO 140 or equivalent and recommendation from the student’s Human Anatomy instructor.
Corequisite: None
Recommended Preparation: None
3 hours laboratory
This course provides the supervised study of human anatomy through dissection of a human cadaver. It is intended to enhance knowledge gained from BIO 140 (Human Anatomy) by observing and relating those organ systems learned to an actual human cadaver. Students will identify surface landmarks and relate them to successively deeper structures. They will also develop and refine dissecting skills used on human cadavers. Instruction of human anatomy at this level is intended to assist students pursuing careers in nursing and other allied health professions. Preregistration counseling with instructor is required; class size is limited. May be repeated for a maximum of 3 units.
CSU

298 SELECTED TOPICS IN BIOLOGY 1-5 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-15 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No pass only. Non-degree applicable.

299 SELECTED TOPICS IN BIOLOGY 1-5 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-15 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.
CSU
BIOLOGY

1. ELEMENTARY ACCOUNTING  3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introduction to elementary accounting principles. Includes journals, ledgers, worksheets and financial statements for the single proprietorship. Designed for the clerical employee or for those who do not intend further study of accounting. Not open to students with credit in BUS 120.

CSU

110 INTRODUCTION TO BUSINESS  3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Provides a comprehensive view of today’s dynamic American business and the global economy. Topics include: starting a small business, satisfying customers, managing operations, motivating employees and building self-managed teams, developing and implementing customer-oriented marketing plans, managing information, managing financial resources, and exploring ethical and social responsibilities of American business.

CSU, UC

111 ENTREPRENEURSHIP: STARTING AND DEVELOPING A BUSINESS  3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to provide the prospective small business manager with the most up-to-date skills necessary in the planning function of opening one’s own business. Emphasis is on sources of financing, site locations, legal problems, marketing surveys, organizational structure, and self-analysis to determine one’s personal readiness for entrepreneurship.

CSU

112 ENTREPRENEURSHIP: SUCCESSFUL MARKETING  3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to provide the small business owner with the necessary skills to market a product or service. Examines the essential elements of a marketing strategy, the four P’s: Product, Place (Distribution), Price and Promotion. The relationship between sales and marketing and how they function together in the small business environment are also examined.

CSU

114 EFFECTIVE JOB SEARCH  1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Provides comprehensive and valuable skills that are needed to successfully secure employment. Designed to examine the continuous process of career/life planning through effective, well-planned and efficiently organized job search procedures.

CSU

115 HUMAN RELATIONS IN BUSINESS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
This course covers the human aspects of the organization with an 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 will be covered.

CSU

119 ENTREPRENEURSHIP: FINANCING AND WRITING A BUSINESS PLAN  3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to provide prospective small business owners or managers with the knowledge required to write a business plan and to understand and control the cash management function of their business. Emphasis is on the types of financing, understanding debt vs. equity financing, cash flow analysis, borrowing and investment, forecasting and budgeting.

CSU

120 FINANCIAL ACCOUNTING  4 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
4 hours lecture
Introduces students to the accounting function and how it is used within our economic society. Accounting is viewed as an information-generating system that communicates financial data to support end users in their economic decision-making. Topics include the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis. Issues related to asset, liability and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics will be covered. Designed for students who have an understanding of computer applications in word processing and spreadsheets, basic math skills, and the ability to write in a business-like manner.

CSU, UC

121 MANAGERIAL ACCOUNTING  4 UNITS
Prerequisite: “C” grade or higher or “Pass” in BUS 120 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. Areas examined are: cost terms and concepts, cost behavior, cost structure, product costing in a manufacturing environment (including activity-based costing), cost-volume-profit analysis, budgeting, standard costing, differential analysis, capital budgeting, variable and absorption costing, and responsibility accounting.

CSU, UC

122 INTERMEDIATE ACCOUNTING  4 UNITS
Prerequisite: “C” grade or higher or “Pass” in BUS 120 or equivalent.
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: “C” grade or higher or “Pass” in BUS 120 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Study of the role of the auditor in the American economy including the general principles and concepts of auditing duties, ethics, liability and responsibilities of the auditor, and procedures for verification of financial statements including EDP statements.

CSU

125 BUSINESS LAW: LEGAL ENVIRONMENT OF BUSINESS  3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Legal environment of business, sources of law, constitutional bases of regulation, social and ethical influences, corporate responsibility, judicial and administrative systems, contracts, torts, agency, business organizations, bankruptcy, securities regulation, regulation of property and protection of intellectual property interests, consumer protection, regulation of businesses to prevent market failures.

CSU, UC

128 BUSINESS COMMUNICATION  3 UNITS
Prerequisite: “C” grade or higher or “Pass” in ENGL 110 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Development of the ability to analyze, organize, and compose various types of written and oral business communications with an emphasis on the writing of clear, concise and persuasive letters, memos and reports.

CSU

129 PAYROLL ACCOUNTING AND BUSINESS TAXES  2 UNITS
Prerequisite: “C” grade or higher or “Pass” in BUS 120 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture
Provides students with an in-depth understanding of payroll accounting. Includes calculations of gross to net pay, coverage of federal and state withholdings and deductions, recording of payroll transactions into the accounting records, and filing of federal and state payroll tax forms. Also includes consideration of factors which determine employee versus independent contractor status, and coverage of business taxes such as sales and property taxes and their filing requirements.

CSU
141 ENTREPRENEURSHIP: MANAGING A NEW BUSINESS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to help students apply theories of marketing, management, personnel, finance and production to problems encountered daily in managing a business. Focuses on practical solutions to common business management problems.
CSU

146 MARKETING 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Focuses on the function of marketing in an organization by examining the essential elements of a marketing strategy: product, promotion, distribution, price, the effect of the business environment on marketing decisions, consumer behavior, identification of markets, and current issues in marketing.
CSU

152 BUSINESS MATHEMATICS 2 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2 hours lecture
Introduction to arithmetic applications used in business transactions including fractions, percentages, interest, discounts, depreciation, payrolls, merchandising markups, and taxes.
CSU

154 DIVERSITY IN THE WORKPLACE 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Teaches students about the historical perspective of diversity in the workplace; motivates them in defining and developing a manager’s responsibilities as it relates to diversity in the workplace; explores and sensitizes students to the unique problems of diversity in the workplace; and assists them in developing effective solutions to problems.
CSU

155 HUMAN RESOURCES MANAGEMENT 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introduction to the management of human resources and an understanding of the impact and accountability to the organization of human resource activities. Global human resource strategies, social and organizational realities; legal implications affecting people at work; union/non-union practices; employee compensation and benefits; employee rights; safety issues.
CSU

156 PRINCIPLES OF MANAGEMENT 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Planning, organizing, directing and controlling for management. Interaction of the functions includes setting objectives, MBO, decision-making tools, alternative organization structures, leadership, motivation, communication, group dynamics, management of stress and change, time management, and women in management.
Survey of the quantitative tools available to the manager.
CSU

157 PRINCIPLES OF LEADERSHIP 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Develops insight into the multiplicity of roles and responsibilities which the leader must fulfill, focusing on personal, work and social environments. Deals with leadership as a function of selecting, motivating and directing others toward an agreed upon goal.
CSU

159ABCD MANAGEMENT INTERNSHIP 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
225 hours paid or 180 hours unpaid work experience.
Field work in management. Students will be required to maintain a diary of their weekly activities and submit a comprehensive report of their observations upon completion. Students will meet at least once during the semester to compare field experiences and submit paperwork.
CSU

162 ANALYSIS OF FINANCIAL STATEMENTS 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in BUS 120 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to explore the characteristics of financial statements, to analyze the reported results, and to place the findings from such an analysis in proper perspective. Students will learn how to apply ratios to financial statements, and to interpret their outcomes in order to draw various inferences and/or conclusions from their results.
CSU

176 COMPUTERIZED ACCOUNTING APPLICATIONS 2 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 3 hours laboratory
Beginning course in small business accounting using QuickBooks software. Especially beneficial to students, teachers and professionals who are using, or plan to use, personal computers to create a chart of accounts, record customer and vendor transactions, process payroll, and print reports.
CSU

195 PERSONAL FINANCE 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
This course explores the theories and techniques of managing personal income by setting life planning goals that will culminate in the development of a personal plan for students to manage their finances throughout the lifespan. Within the broad backdrop of business and economics in the United States, topics will include lifelong financial planning, budgeting, managing checking and savings accounts, building and maintaining good credit, retirement and estate planning, insurance, home ownership, and creating an investment portfolio.
CSU

199 SPECIAL STUDIES OR PROJECTS IN BUSINESS 1-3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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

240 SQL FOR BUSINESS APPLICATIONS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in CIS 140 or equivalent.
2 hours lecture, 3 hours laboratory
Structured Query Language (SQL) provides a unified language to query, manipulate or control data in a business applications environment. This hands-on course provides basic knowledge of how to extract data from databases including Oracle and Microsoft SQL Server using SQL, Transact-SQL, SQL*Plus, and PL/SQL. It also covers topics necessary to query data for use in typical business applications analysis from an Oracle9i/10g or Microsoft SQL Server database.
CSU

242 DATA MINING 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in CIS 140 or equivalent.
2 hours lecture, 3 hours laboratory
Introduction to the fundamental concepts of data mining. Explores motivation for and applications of data mining and survey current techniques and models used in data mining. Data mining development cycle and potential pitfalls of machine learning will also be covered.
CSU

298 SELECTED TOPICS IN BUSINESS 1-4 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-12 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.
CSU

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 not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.
BUSINESS OFFICE TECHNOLOGY

094 PRACTICAL INTERNET BASICS .5 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 097 or equivalent, ENGL 098R or ESL 105 or equivalent reading level.
1.5 hours laboratory
This course will enable students to use the Internet which includes understanding basics such as searching and navigating the Internet and accessing email. Students will be introduced to the concepts of downloading files and using and organizing bookmarks and favorites. Pass/No Pass only.

095 KEYBOARDING SKILL REINFORCEMENT 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours laboratory
Designed for students who have completed BOT 100 and want to reinforce their skills before advancing to the next level of keyboarding. Begins with a keyboard review, then progresses to practice and timings designed to improve keyboarding speed and accuracy. Pass/No Pass only. Non-degree applicable.

096 COMPUTER BASICS FOR THE OFFICE 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 100 or equivalent, ENGL 098R or ESL 105 or equivalent reading level.
.5 hour lecture, 1.5 hours laboratory
Designed to give students with little or no computer experience the basic information and skills needed to operate a computer efficiently in an office environment. Includes overview of the components of a computer system hardware and software, proficiency in using a mouse, storing information, using the Internet, and purchasing and maintaining a computer. Recommended that students complete a basic keyboarding course prior to enrolling in this course. Pass/No Pass only. Non-degree applicable.

097 WINDOWS BASICS FOR THE OFFICE 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 100 or equivalent, BOT 096 or equivalent or concurrent enrollment, ENGL 098R or ESL 105 or equivalent reading level.
.5 hour lecture, 1.5 hours laboratory
Designed for students with little or no computer experience. Students will learn to use the Windows operating system efficiently to create and manage files and folders. Pass/No Pass only. Non-degree applicable.

100 BASIC KEYBOARDING 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 105 or equivalent reading level.
3 hours laboratory
Beginning keyboarding techniques for students who wish to use keyboarding skills for inputting information on computers. This course is taught on computers using appropriate software. Emphasis on the development of speed and accuracy by use of touch keyboarding methods, development of touch skills on the 10-key pad, understanding of basic vocabulary and concepts used in keyboarding operations for inputting and retrieving information, and composition at the keyboard. For students with physical disabilities that may impair proficiency, emphasis will be on quality of output instead of speed, and on the use of alternative input devices.

CSU

101A KEYBOARDING/DOCUMENT PROCESSING 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 100 or equivalent, ENGL 098R or ESL 105 or equivalent reading level.
1 hour lecture, 1.5 hours laboratory
Equivalent to the first half of BOT 101. Focuses on learning or reviewing the alphabetic and numeric keyboard including the 10-key pad for numeric data entry. Students will learn basic features of Microsoft Word to produce simple memos, letters and reports. Keyboarding software will be used to build speed and accuracy. Students wishing to progress to BOT 102AB should also complete BOT 101B.

101B KEYBOARDING/DOCUMENT PROCESSING 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 101A or equivalent, ENGL 098R or ESL 105 or equivalent reading level.
.5 hour lecture, 3 hours laboratory
Equivalent to the second half of BOT 101. Students will use Microsoft Word to produce correctly formatted and accurate business documents including letters, reports and tables. Students will also use keyboarding software to build speed and accuracy.

CSU

102A INTERMEDIATE KEYBOARDING/DOCUMENT PROCESSING I 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 101 or equivalent.
1 hour lecture, 1.5 hours laboratory
Equivalent to the first half of BOT 102. Students will review and create business documents to apply formatting skills taught in BOT 101 or 101AB and are then introduced to new formatting and report styles options including agendas, formal reports and multipage tables. This course begins with intermediate Microsoft Word functions, entering students should be proficient in using basic Word features and should key a minimum of 30 net words per minute on a 5-minute timed writing.

CSU

102B INTERMEDIATE KEYBOARDING/DOCUMENT PROCESSING II 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 102 or equivalent.
1.5 hours laboratory
Equivalent to the second half of BOT 102. Students continue to create business documents, applying new formatting skills including using templates, designing letterheads and office forms, and learning special applications such as medical and legal forms. This course begins with intermediate Microsoft Word functions; entering students should be proficient in using basic Word features and should key a minimum of 35 net words per minute on a 5-minute timed writing.

CSU

103A BUILDING KEYBOARDING SKILL I .5 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in 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. Those keying at a lower rate should enroll in BOT 095.

CSU

103B BUILDING KEYBOARDING SKILL II .5 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 103A or equivalent.
1.5 hours laboratory
Continuation in building keyboarding speed and accuracy. Students should be keying by touch at a minimum rate of 30 net words per minute on a 5-minute timed writing. Those keying at a lower rate should enroll in BOT 103A.

CSU

103C BUILDING KEYBOARDING SKILL III .5 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 103B or equivalent.
1.5 hours laboratory
Continuation in building keyboarding speed and accuracy. Entering students should be keying by touch at a minimum rate of 40 net words per minute on a 5-minute timed writing. Those keying at a lower rate should enroll in BOT 103B.

CSU

104 FILING AND RECORDS MANAGEMENT 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 105 or equivalent reading level.
.5 hour lecture, 1.5 hours laboratory
Instruction in the Association of Records Managers and Administrators (ARRA) filing rules and techniques which are widely used in business to create and maintain files. Alphabetic, numeric, geographic and subject filing rules are included. Also includes instruction in records management including rules for retention, transfer and disposition of records. Students use a software package to learn basic filing rules.

CSU

105 DATA ENTRY SKILLS 1 UNIT
Prerequisite: Grade of "Pass" in BOT 100 or equivalent.
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 105 or equivalent.
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: "C" grade or higher or "Pass" in BOT 096, 097, 101AB or equivalent, ENGL 098R or ESL 105 or equivalent reading level.
2 hours lecture
Includes office ethics and professionalism; prioritizing and productivity; human relations; working in teams; customer service skills; telephone skills; scheduling appointments; using email, copiers, fax machines and scanners; handling office mail; and using the Internet for common office functions such as travel reservations and ordering supplies.

CSU

108 USING CALCULATORS TO SOLVE BUSINESS PROBLEMS 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 105 or equivalent reading level.
.5 hour lecture, 1.5 hours laboratory
Introduces the 10-key, digital display electronic calculator. Students will build skill in performing fundamental arithmetic operations using a calculator. Topics include use of decimals, fractions, constants, discounts, percentages and memory keys.

CSU

114 ESSENTIAL WORD 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 101AB or equivalent, ENGL 098R or ESL 105 or equivalent reading level.
3 hours laboratory
Designed for students who want to learn the most commonly used features of a current popular word processing software package. Upon completion, students will be proficient in using text editing and formatting commands to produce typical business documents, and in using the mail merge feature to produce form letters, labels and envelopes. Students who desire more in-depth coverage of these and additional topics should consider enrolling in BOT 120, 121, 122. Not open to students with credit in BOT 121, 122.

CSU

115 ESSENTIAL EXCEL 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 100 or equivalent, ENGL 098R or ESL 105 or equivalent reading level.
.5 hour lecture, 1.5 hours laboratory
Designed for students who want to become proficient in the most commonly used features of Microsoft Excel. Basic spreadsheet concepts and terms will be introduced. Students will learn how to create, format, edit and revise simple spreadsheets, to sort and filter records, to use queries, and to create forms, reports and labels. Students who desire more in-depth coverage of these and additional topics should consider enrolling in CIS 140 or BOT 126, 127, 128. Not open to students with credit in BOT 127, 128.

CSU

117 ESSENTIAL POWERPOINT 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 114 or equivalent, ENGL 098R or ESL 105 or equivalent reading level.
.5 hour lecture, 1.5 hours laboratory
Designed for students who want to become proficient in the most commonly used features of Microsoft PowerPoint. Basic concepts and terms will be introduced. Students will learn how to create, format and revise PowerPoint presentations, including animation effects. Students who desire more in-depth coverage of these and additional topics should consider enrolling in BOT 129, 130, 131. Not open to students with credit in BOT 130, 131.

CSU

118 INTEGRATED OFFICE PROJECTS 1 UNIT
Prerequisite: "C" grade or higher or "Pass" in BOT 102AB, 107, 114, 115, 116, 117 or equivalent.
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 105 or equivalent reading level.
3 hours laboratory
Capstone course designed for BOT majors who have completed prerequisite courses in all applications of the Microsoft Office suite (Word, Excel, Access, PowerPoint) and have keyboarding skills of a minimum 40 net words per minute. Students will apply their skills to complete projects that integrate these applications. They will also use the Internet to complete projects.

CSU

120 COMPREHENSIVE WORD, LEVEL I 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 101AB or equivalent, ENGL 098R or ESL 105 or equivalent reading level.
.5 hour lecture, 1.5 hours laboratory
First in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Word. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students who desire less comprehensive coverage of Word should consider enrolling in BOT 114.

CSU

121 COMPREHENSIVE WORD, LEVEL II 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 120 or equivalent.
.5 hour lecture, 1.5 hours laboratory
Second in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Word. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations.

CSU

122 COMPREHENSIVE WORD, LEVEL III 1 UNIT
Prerequisite: "C" grade or higher or "Pass" in BOT 121 or equivalent.
Corequisite: None
Recommended Preparation: None
5 hour lecture, 1.5 hours laboratory
Third in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Word. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students who desire more comprehensive coverage of Microsoft Word should consider enrolling in BOT 115.

CSU

123 COMPREHENSIVE EXCEL, LEVEL I 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 100 or equivalent.
.5 hour lecture, 1.5 hours laboratory
First in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Excel. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students who desire less comprehensive coverage of Excel should consider enrolling in BOT 115.

CSU

124 COMPREHENSIVE EXCEL, LEVEL II 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 123 or equivalent.
.5 hour lecture, 1.5 hours laboratory
Second in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Excel. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations.

CSU

125 COMPREHENSIVE EXCEL, LEVEL III 1 UNIT
Prerequisite: "C" grade or higher or "Pass" in BOT 124 or equivalent.
Corequisite: None
Recommended Preparation: None
.5 hour lecture, 1.5 hours laboratory
Third in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Excel. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students should consider enrolling in BOT 281 prior to taking the examination.

CSU

126 COMPREHENSIVE ACCESS, LEVEL I 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 100, 116 or equivalent, ENGL 098R or ESL 105 or equivalent reading level.
.5 hour lecture, 1.5 hours laboratory
First in a three-level course sequence designed to give students thorough coverage of most features of Microsoft Access. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students who desire less comprehensive coverage of Access should consider enrolling in BOT 116.

CSU
127 COMPREHENSIVE ACCESS, LEVEL II 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 126 or equivalent.
.5 hour lecture, 1.5 hours laboratory
Second in a three-level course sequence designed to give students thorough knowledge of most features of Microsoft Access. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations.

CSU
128 COMPREHENSIVE ACCESS, LEVEL III 1 UNIT
Prerequisite: "C" grade or higher or "Pass" in BOT 127 or equivalent.
Corequisite: None
Recommended Preparation: None
.5 hour lecture, 1.5 hours laboratory
Third in a three-level course sequence designed to give students thorough knowledge of most features of Microsoft Access. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students should consider enrolling in BOT 282 prior to taking the examination.

CSU
129 COMPREHENSIVE POWERPOINT, LEVEL I 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 129 or equivalent.
.5 hour lecture, 1.5 hours laboratory
First in a three-level course sequence designed to give students thorough coverage of most features of Microsoft PowerPoint. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students who desire less comprehensive coverage of PowerPoint should consider enrolling in BOT 117.

CSU
130 COMPREHENSIVE POWERPOINT, LEVEL II 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 129 or equivalent.
.5 hour lecture, 1.5 hours laboratory
Second in a three-level course sequence designed to give students thorough coverage of most features of Microsoft 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: "C" grade or higher or "Pass" in BOT 130 or equivalent.
Corequisite: None
Recommended Preparation: None
.5 hour lecture, 1.5 hours laboratory
Third in a three-level course sequence designed to give students thorough coverage of most features of Microsoft 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: "C" grade or higher or "Pass" in BOT 101AB or equivalent.
.5 hour lecture, 1.5 hours laboratory
Introductory course in Microsoft Publisher for students who wish to acquire a basic understanding of concepts and terminology for the production and design of professional quality publications. Emphasis on graphics, word processing and page layout.

CSU
151 USING MICROSOFT OUTLOOK 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 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
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 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: "C" grade or higher or "Pass" in BOT 102AB or equivalent.
Corequisite: None
Recommended Preparation: None
1.5 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: "C" grade or higher or "Pass" in BOT 122, 125, 128, 131, 151 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours laboratory
This capstone course provides students who have comprehensive knowledge of Microsoft Word, Excel, Access, PowerPoint and Outlook the opportunity to integrate those skills by assuming responsibility for completing a given project from inception to completion.

CSU
223* OFFICE WORK EXPERIENCE 1 UNIT
Prerequisite: Limited to BOT majors who have completed at least 12 units in the major.
Corequisite: None
Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites.
5 hours work experience
Work experience in an office setting. Trainee spends 60-75 hours per semester in on-the-job training.

CSU
224* OFFICE WORK EXPERIENCE 2 UNITS
Prerequisite: Limited to BOT majors who have completed at least 12 units in the major.
Corequisite: None
Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites.
10 hours work experience
Work experience in an office setting. Trainee spends 120-150 hours per semester in on-the-job training.

CSU
225* OFFICE WORK EXPERIENCE 3 UNITS
Prerequisite: Limited to BOT majors who have completed at least 12 units in the major.
Corequisite: None
Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites.
15 hours work experience
Work experience in an office setting. Trainee spends 180-225 hours per semester in on-the-job training.

CSU
280ABC PREPARING FOR PERFORMANCE EXAMINATIONS IN MICROSOFT WORD .5 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in 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 proficieny in MS Word with detailed competencies. May be repeated up to 3 times. Pass/No Pass only.

281ABC PREPARING FOR PERFORMANCE EXAMINATIONS IN MICROSOFT EXCEL .5 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in BOT 129 or equivalent.
1.5 hours laboratory
Designed for students who have completed BOT 129 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 proficieny in MS Excel with detailed competencies. May be repeated up to 3 times. Pass/No Pass only.

282ABC PREPARING FOR PERFORMANCE EXAMINATIONS IN MICROSOFT ACCESS .5 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in 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. Pass/No Pass only.

283ABC PREPARING FOR PERFORMANCE EXAMINATIONS IN MICROSOFT POWERPOINT .5 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in 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. Pass/No Pass only.

298 SELECTED TOPICS IN BUSINESS OFFICE TECHNOLOGY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

115 ENGINEERING GRAPHICS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2 hours lecture, 4 hours laboratory
Introductory course in engineering drafting which covers the fundamentals of drafting using both mechanical instruments and the computer as drafting tools. Students will learn the fundamentals of engineering graphics as a universal language of communication in all engineering fields. Includes organization and drafting layouts, text, dimensions, scales, multiview projections, and pictorial drawings to visualize, represent and document basic engineering problems. Not open to students with credit in ENGR 115. 124.
CSU, UC, UC credit limit

120 INTRODUCTION TO COMPUTER-AIDED DRAFTING AND DESIGN 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in CADD 115 or ENGR 100 or equivalent.
Corequisite: None
Recommended Preparation: Working knowledge of basic computer operations and file administration.
2 hours lecture, 4 hours laboratory
Concepts, techniques and procedures of Computer-Aided Drafting and Design (CADD). Introduces AutoCAD software as a drafting tool. Students will develop a basic functional understanding of computer-aided drafting. Not open to students with credit in CADD 120ABC, ENGR 119.
CSU, UC, UC credit limit

125 3D SOLID MODELING 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in CADD 115 or ENGR 100 or equivalent.
Corequisite: None
Recommended Preparation: Working knowledge of basic computer operations and file administration.
2 hours lecture, 4 hours laboratory
Advanced graphic communication course using 3D parametric modeling techniques. Topics include 3D modeling using appropriate software (SolidWorks), feature-based part construction using extrudes, cuts and revolves, advanced surface shaping using lofts and sweeps, assembly construction and constraining in an engineering design environment. Students will continue to develop 2D drafting skills including proper organization and layout of component drawing views, dimensioning and tolerancing, sectioning and detailing, detail descriptive geometry and manufacturing processes. Also listed as ENGR 125. Not open to students with credit in CADD 125.
CSU, UC, UC credit limit

126 ELECTRONIC DRAFTING 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in CADD 120 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 4 hours laboratory
Application of electronic graphics to create all aspects of engineering support documentation. Includes all types: block diagrams, flow charts, wiring, and mechanical enclosures. Also covers Schematic Capture and Printed Circuit Board (PCB) layout and design using AutoCAD. Other software may be incorporated. ASME, ANSI, Military and NASA standards for engineering are discussed.
CSU

127 SURVEY DRAFTING TECHNOLOGY 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in CADD 120 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 115. Land surveying, land development procedures, legal descriptions, topographical analysis, earthworks, geographic control and subdivision processes will be covered.
CSU

128 DIMENSIONING AND TOLERANCING 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in CADD 120 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Basic study in dimensioning and tolerancing of engineering drawings using ASME/ANSI Y14.5M-1994 specification.
CSU

131 ARCHITECTURAL COMPUTER-AIDED DRAFTING AND DESIGN 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in CADD 120 or ENGR 119 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 4 hours laboratory
Application of architectural graphics, symbols, patterns, layouts, text, dimensions and scales to develop design drawings for small architectural, interior design, and space planning projects. Uses the parametric CADD program Revit and associated commands, techniques and processes required for the creation of contract documents for residential projects using professional standards.
CSU

132 ADVANCED COMPUTER-AIDED DRAFTING AND DESIGN 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in CADD 120 or equivalent.
Corequisite: None
Recommended Preparation: Working knowledge of basic computer operations and file administration.
2 hours lecture, 4 hours laboratory
Focuses on advanced Computer-Aided Drafting and Design (CADD) topics such as concepts and application of three-dimensional constructions, editing and viewing capabilities of AutoCAD, 3D modeling, and AutoCAD customization. Techniques for creating lights, scenes, surface texture (bit-mapped/raster) materials, rendering and animation will also be covered.
CSU

133 ADVANCED ARCHITECTURAL COMPUTER-AIDED DRAFTING AND DESIGN 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in CADD 131 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 4 hours laboratory
Advanced application of architectural graphics, symbols, patterns, layouts, text, dimensions and scales to develop design drawings for small architecture, interior design and space planning projects. Uses the parametric CADD program Revit and associated commands, techniques and processes required for the creation of contract documents for residential projects using professional standards.
CSU

199 SPECIAL STUDIES OR PROJECTS IN CADD TECHNOLOGY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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 not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN CADD TECHNOLOGY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.
CSU
### CHEMISTRY

#### 102 INTRODUCTION TO GENERAL, ORGANIC AND BIOLOGICAL CHEMISTRY 5 UNITS
Prerequisite: Grade of “Pass” in MATH 090 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 3 hours laboratory
A one-semester course covering the basic principles of general, organic and biochemistry as needed to understand the biochemistry, physiology and pharmacology of the human body. Intended for students planning to transfer to a California State University nursing program. Students with a grade of “C” or better in CHEM 115, 116 are not eligible for this class.
CSU, CSU GE, IGETC, UC, UC credit limit

#### 105 CHEMISTRY AND CRIME 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Elementary principles of chemistry and their application to the field of forensic chemistry. Students will learn basic chemical principles and apply them to the chemical analysis of evidence.
AA/AS GE, CSU, CSU GE

#### 113 FORENSIC CHEMISTRY 4 UNITS
Prerequisite: Grade of “Pass” in MATH 090 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 3 hours laboratory
Elementary principles of chemistry with application to the field of forensic science. Students will learn basic chemical terminology and problem-solving techniques with a forensic science application. Chemical techniques for analyzing evidence will be studied in lecture and practiced in lab. Students will not receive credit toward graduation for more than one of the following courses: CHEM 113, 115, 120.
AA/AS GE, CSU, CSU GE, IGETC, UC, UC credit limit

#### 115 FUNDAMENTALS OF CHEMISTRY 4 UNITS
Prerequisite: Grade of “Pass” in MATH 090 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 3 hours laboratory
Elementary principles of inorganic and general chemistry with a brief introduction to organic and biochemistry. Previous chemistry background is not required. Recommended for students who need only a one-semester general chemistry course and for students entering paramedical and allied health fields. Students will not receive credit toward graduation for more than one of the following courses: CHEM 113, 115, 120.
AA/AS GE, CSU, CSU GE, IGETC, UC, UC credit limit

#### 116 INTRODUCTORY ORGANIC AND BIOCHEMISTRY 4 UNITS
Prerequisite: “C” grade or higher or “Pass” in CHEM 115 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 3 hours laboratory
The study of carbon compounds with emphasis on their structure, properties and reactivity. Introduction to the structure of the major classes of biomolecules—carbohydrates, lipids and proteins—and their relationship to the major classes of organic compounds.
AA/AS GE, CSU, CSU GE, IGETC, UC, UC credit limit

#### 120 PREPARATION FOR GENERAL CHEMISTRY 4 UNITS
Prerequisite: “C” grade or higher or “Pass” in MATH 110 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. The laboratory will be an introduction to quantitative techniques, descriptive chemistry, gas laws, error analysis and data treatment. Students will not receive credit toward graduation for more than one of the following courses: CHEM 113, 115, 120.
AA/AS GE, CSU, CSU GE, IGETC, UC, UC credit limit

#### 141 GENERAL CHEMISTRY I 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in CHEM 120 or equivalent or the Chemistry 141 assessment and “C” grade or higher or “Pass” in MATH 110 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, thermodynamics, descriptive chemistry of the periodic table, intermolecular forces, properties of liquids, solids and solutions, kinetics, electrochemistry, coordination compounds and nuclear chemistry. The laboratory will be continued on the same basis as CHEM 141 but will also include qualitative analysis.
CSU, CSU GE, IGETC, UC

#### 142 GENERAL CHEMISTRY II 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in CHEM 141 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 6 hours laboratory
Basic principles and calculations of chemistry with emphasis in the areas of equilibrium, thermodynamics, descriptive chemistry of the periodic table, intermolecular forces, properties of liquids, solids and solutions, kinetics, electrochemistry, coordination compounds and nuclear chemistry. The laboratory will continue on the same basis as CHEM 141 but will also include qualitative analysis.
CSU, CSU GE, IGETC, UC

#### 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 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: “C” grade or higher or “Pass” in CHEM 142 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 6 hours laboratory
First of a two semester organic chemistry sequence. Topics include nomenclature of organic compounds, stereochemistry, reaction mechanisms, and the study of representative reactions for certain classes of organic compounds. The relationship of structure to properties, reactivity, and mechanism or reaction will be emphasized. This course is intended for biology, chemistry and pre-medical majors needing either one or two semesters of organic chemistry.
CSU, CSU GE, IGETC, UC

#### 298 SELECTED TOPICS IN CHEMISTRY 1-5 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-15 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

#### 299 SELECTED TOPICS IN CHEMISTRY 1-5 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-15 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.
CSU

### CHILD DEVELOPMENT

#### 101 PARENT EDUCATION 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Primarily designed for parents of children enrolled in the Cuyamaca College Child Development Center. Includes an overview of child development principles and an exploration of the role of parents in supporting the development of their children. Provides guidance in effective parenting strategies reflecting family and cultural beliefs.
CSU

#### 106 PRACTICUM: BEGINNING OBSERVATION AND EXPERIENCE 1 UNIT
Prerequisite: None
Corequisite: CD 123 or 125 or previous completion of either course with a “C” grade or higher or “Pass.”
Recommended Preparation: None
3 hours laboratory
Laboratory experience at an approved placement site that includes observing and recording the behavior of infant through preschool children and working directly with preschool children. This course is designed to reinforce and augment understanding of principles and techniques for observing, assessing, planning and working with young children through direct experience.
CSU

#### 110 PARENT PARTICIPATION 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours laboratory
Laboratory of planned experiences and activities for parents of children enrolled in the Cuyamaca College Child Development Center. Designed to reinforce and augment understanding of principles of parent-child interaction covered in CD 101. Pass/No Pass only.
CSU

#### 115 CHANGING AMERICAN FAMILY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of the contemporary American family with emphasis on changing roles and expectations. The history of the family, both public and private, will be considered and
examined in relation to the effects of class, ethnicity and social policy. The effects on the family of common life events experienced by individuals and family members will be covered including sexuality, mate selection, marriage, childbirth, the working family, divorce, domestic violence, and aging. The future of the family including implications for the individual and society will be discussed.

116 PARENT EDUCATION II 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Primarily designed for parents of children enrolled in the Child Development Center. Builds on the basic foundation of child development principles and explores the role of parents in supporting the development of their children. Guidance techniques and effective parenting skills will be emphasized.

CSU
123 PRINCIPLES AND PRACTICES OF PROGRAMS AND CURRICULUM FOR YOUNG CHILDREN 3 UNITS
Prerequisite: None
Corequisite: CD 106 or concurrent enrollment in a licensed child care program.
Recommended Preparation: None
3 hours lecture
Examination of theoretical principles of developmentally appropriate practices applied to programs and environments emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative, and intellectual development for all children. Includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. Legal requirements for programs in California including Title 22 and Title 5 are also included.

CSU
124 INFANT AND TODDLER DEVELOPMENT 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
The study of infants and toddlers, ages 0-3, which focuses on development in social-emotional, cognitive, language, and motor domains including variations due to linguistic, cultural, socioeconomic, and special needs. Emphasis is on development as it relates to care in a group setting. Theories and issues related to group care are examined as well as appropriate methods of guidance and socialization. A strong focus is placed on the importance of the cultural context as it relates to meeting individual needs and building positive relationships with both child and family.

CSU
125 CHILD GROWTH AND DEVELOPMENT 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
The study of child growth and development from conception through adolescence as determined by the interaction of the biosocial, cognitive and social/ Emotional domains of development within the family and the cultural context with implications for raising successful adults. Observations of children of various ages are an integral part of this course.

A A/AS GE, CSU, CSU GE, IGETC, UC

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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 of 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: “C” grade or higher or “Pass” in CD 125 or equivalent.
3 hours lecture
This course explores the importance and value of science and mathematics in programs for young children. Students will examine and apply theories, methods and materials to facilitate children’s understanding and appreciation for the concepts of math and science with an emphasis on problem-solving skills and strategies. Includes California Preschool Foundations for Mathematics and Science and the construction and presentation of appropriate materials for young children including children with special needs.

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: “C” grade or higher or “Pass” in CD 125 or equivalent.
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 use of children’s literature, standards for evaluating creative art activities for young children.

CSU
130 CURRICULUM: DESIGN AND IMPLEMENTATION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CD 123, 125, 126, 127, 128, 129, 131 or 130 or equivalent.
3 hours lecture
Examination of a variety of approaches to curriculum development. The class will emphasize a co-constructive process of observation, implementation and documentation for designing environments that generate meaningful relevant learning that is responsive to the child in the context of family and culture.

CSU
131 CHILD, FAMILY AND COMMUNITY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CD 123, 125 or equivalent.
3 hours lecture
This course examines the socialization process including the role families, school, media, peers, and community play in children’s development. Students will learn strategies to support children and families in a diverse society, including how to develop and maintain effective teacher and family relationships. Community resources and agencies that strengthen families will be examined. This course is required by the California Department of Social Services for teachers and directors.

A A/AS GE, CSU

132 OBSERVATION AND ASSESSMENT: FIELD EXPERIENCE SEMINAR 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in CD 106, 123, 125, 126, 127, 128, 129, 130, 131 or 143 or equivalent.
Corequisite: CD 133 or 150 or 170.
Recommended Preparation: None
3 hours lecture
Seminar for students participating in field experience as student teachers in early childhood education programs. Students will develop skills in observation, authentic assessment and portfolio development for children, and positive communication and guidance skills for working with children and families. These skills will be implemented in CD 133, 150 or 170. Students will reexamine professional ethics, responsibilities, and expectations of the work force and explore strategies for job search.

CSU
133 PRACTICUM–FIELD EXPERIENCE: STUDENT TEACHING 2 UNITS
Prerequisite: “C” grade or higher or “Pass” in CD 106, 123, 125, 126, 127, 128, 129, 131, 130 or 131 or equivalent.
Corequisite: CD 132.
Recommended Preparation: None
10 hours paid or 8 hours unpaid work experience per week
The student teacher will design, implement and evaluate curriculum experiences under supervision at approved field placement sites. The student will apply previous coursework to make connections between theory and practice, demonstrate professional behaviors, and build a comprehensive understanding of children in the group environment. This course emphasizes respectful workplace relationships among children and adults that serve as a foundation for co-construction of curriculum and positive guidance.

CSU
134 HEALTH, SAFETY AND NUTRITION OF YOUNG CHILDREN 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
This course emphasizes strategies for applying holistic health, safety and nutrition in early childhood settings. Designed for teachers, parents or others who desire current information on concepts of health, safety and nutrition as it applies to children from infancy through school age. Includes laws, practices, and curriculum regarding physical and mental health, safety, fitness and nutrition. An emphasis on program planning will include collaboration with families and healthcare providers leading to the development of good habits, attitudes and responses promoting 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: “C” grade or higher or “Pass” in 12 CD units as required by Title 22 licensing regulations: CD 125, 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 who simultaneously are addressing the needs of children, families and the program. Students will have opportunities to develop skills in delegation as well as adult problem solving and communication.

CSU

137 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS I 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in 12 CD units as required by Title 22 licensing regulations: CD 125, CD 131, 6 units in program curriculum (CD 123 or 126 or 127 or 128 or 129 or 130). 3 hours lecture
Designed for the beginning director of child care and preschool programs. Includes administrative tools, knowledge and techniques needed to organize, open and operate a child development facility. Also includes budget, management, regulatory laws, and development of school policies and procedures. This course is required by the California Department of Social Services and California Department of Education for child care and preschool program directors and site supervisors.

CSU

138 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS II 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CD 137 or equivalent. 3 hours lecture
Designed for the experienced director of child care and preschool programs. The focus is on human relationships in the professional setting with an emphasis on political, fiscal, and working conditions and how they affect turnover and staff morale, support for families in the program, and managing personal growth and development.

CSU

139 INFANT/PARENT DEVELOPMENT 2 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1.5 hours lecture, 1.5 hours laboratory
Lecture and discussion group to support parents as growing adults while helping them to understand and appreciate principles of infant and toddler development. Enrolled parents will bring their infants to each three-hour class meeting for interaction and observation by child development students.

CSU

141 WORKING WITH CHILDREN WITH SPECIAL NEEDS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Focuses on strategies for working with children with special needs, including physical challenges, learning difficulties, prenatal exposure to drugs, limited English skills, giftedness and behavior disorders. An emphasis on inclusion in the regular classroom and child care settings, the class will include compliance with legislation, referral processes, working with families, and modification of environment and curriculum.

CSU

143 RESPONSIVE PLANNING FOR INFANT/TODDLER CARE 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CD 124 or 125 or equivalent. 3 hours lecture
This course examines programs, philosophies and components of high quality group care for infants and toddlers. Students will develop planning skills for environments, experiences, and caregiving routines that are based on respectful relationships and needs of diverse children and families. Emphasis is on building relationships between the family, child and caregiver in the context of linguistic, cultural, socioeconomic, and individual family differences and special needs.

CSU

145 CHILD ABUSE AND FAMILY VIOLENCE IN OUR SOCIETY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
This course examines child abuse and neglect, domestic violence, elder abuse and community violence. Safety and self protection will be studied with an emphasis on how the classroom teacher, foster parents and members of the general public can recognize, prevent, report and intervene in cases of child abuse and domestic violence.

CSU

148 CURRICULUM FOR SCHOOL AGE CHILD CARE 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CD 125 or equivalent. 3 hours lecture
Developmental needs, appropriate curriculum and guidance techniques for children ages 6 to 12 in a child care setting. Meets Title 22 curriculum requirements for teachers and directors in extended day care programs. Also useful for recreation and youth group activities.

CSU

149 SCHOOL AGE CHILD CARE PROGRAM PLANNING 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CD 125, 131, 134, 148, 149 or equivalent.
Corequisite: CD 132 or previous enrollment.
Recommended Preparation: None
10 hours paid or 8 hours unpaid work experience per week
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: “C” grade or higher or “Pass” in CD 125, 131, 134, 148, 149 or equivalent.
Corequisite: CD 132 or previous enrollment.
Recommended Preparation: None
10 hours paid or 8 hours unpaid work experience per week
Under supervision at an approved field placement site in a school age child care program, students will participate in all activities. Students will develop and supervise learning experiences, conduct activities, handle daily routines and respond to individual and group needs.

CSU

153 TEACHING IN A DIVERSE SOCIETY 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 one’s work with children and families. Using an anti-bias approach, the class will examine and discuss topics related to ethnicity, religion, race, sex, disability and lifestyles as they are represented in our schools and society at large. Includes self reflection as a tool for personal growth. Students will better understand their own attitudes regarding diversity and will apply this knowledge to their work with children and families.

CSU

157 FOOD AND NUTRITION FOR CHILDREN 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to provide students with information and resources related to the nutritional needs of children from birth until approximately 12 years of age. Topics include menu planning, nutrition education, food safety, storage and preparation appropriate for a wide variety of indoor and outdoor settings.

CSU

170 FIELD EXPERIENCE WITH INFANTS AND TODDLERS 2 UNITS
Prerequisite: “C” grade or higher or “Pass” in CD 123, 124, 125, 126, 127, 128, 129, 143 or equivalent.
Corequisite: CD 132 or previous enrollment.
Recommended Preparation: None
10 hours paid or 8 hours unpaid work experience per week
Under supervision at an approved field placement site, students will participate in all classroom activities. Students will design and modify the environment, develop and supervise learning experiences, handle routines and respond to individual and group needs under two years of age.

CSU
199 SPECIAL STUDIES OR PROJECTS IN CHILD DEVELOPMENT 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic: 3-9 hours
Individual study, research, or projects under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. May be repeated for a maximum of 9 units.

200 INTRODUCTION TO OUTDOOR EDUCATION PROGRAMS 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in CD 125 or equivalent.
1 hour lecture
Introduction and exploration of outdoor education programs for students considering employment in camp settings. Students will be introduced to a variety of program philosophies and special interest camps. Outdoor safety, environmental awareness, and designing meaningful activities that are engaging and appropriate for children are the main emphasis of the course. The class will have a practical application component. Students will be expected to participate in a field trip to a local outdoor or outdoor setting. Provides an overview of classes required in the Outdoor Leadership certificate of proficiency and may assist students in determining future educational goals.

201 CREATIVE ACTIVITIES FOR OUTDOOR PROGRAMS 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in CD 125 or equivalent.
1 hour lecture
Designed for students planning to work in outdoor education or environmental education programs. Focuses on the planning and development of craft projects appropriate for outdoor education settings. Projects will incorporate environmental and science-related concepts. Emphasis on practical application including arts and crafts materials and using craft activities as instructional tools. Students will present projects and compile a resource of the ideas presented in class for future reference.

CSU

202 FIELD EXPERIENCE FOR RECREATIONAL LEADERSHIP 1 UNIT
Prerequisite: "C" grade or higher or "Pass" in CD 125, 200, 201 or equivalent.
Corequisite: None
Recommended Preparation: None
75 hours paid or 60 hours unpaid work experience
Under supervision at an approved field placement site, students will participate in recreational program activities in an outdoor education or camp facility. Students will take part in planned recreational activities, develop and implement learning adventures, supervise groups of multi-aged children using positive group management techniques, respond to individual needs, participate in all aspects of camp life including meal preparation and service, setting up, taking down and maintaining outdoor equipment, and assure the health, safety and enjoyment of camp participants. Fingerprinting will be required for field experience site and some sites may require CPR certification.

CSU

203 COOKING EXPERIENCES WITH YOUNG CHILDREN 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Designed for child development students and teachers currently working in the field and introduces students to educational, cross-curricular, and multicultural benefits of cooking experiences with young children. Areas of emphasis include benefits of cooking activities, nutrition, health and safety issues, and the connections to language, science and math learning. Pass/No Pass only.

CSU

210 WORKING WITH YOUNG CHILDREN WITH CHALLENGING BEHAVIORS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Provides students with a practical foundation for working with children with challenging behaviors in early childhood programs. Key components are developmentally appropriate guidance and proactive management techniques, preventative and intervention strategies, and adaptations of environment and settings. The importance of a child's developmental age, family involvement and community resources will be included.

CSU

211 FIELD EXPERIENCE IN EARLY CHILDHOOD INTERVENTION 2 UNITS
Prerequisite: "C" grade or higher or "Pass" in CD 125, 141, 145, 210 and two of the following: CD 127, 128, 129 or equivalent.
Corequisite: CD 132 or previous enrollment.
Recommended Preparation: "C" grade or higher or "Pass" in CD 131, 134 or equivalent.
10 hours paid or 8 hours unpaid work experience per week
Provides supervised field experience as an assistant in an inclusive group early childhood or special education program or an individual early intervention setting. Under supervision, students will participate in routines and procedures and will develop and implement appropriate activities as required.

CSU

298 SELECTED TOPICS IN CHILD DEVELOPMENT 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

CSU

299 SELECTED TOPICS IN CHILD DEVELOPMENT 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.

CSU

COMMUNICATION

110 INTRODUCTION TO MASS COMMUNICATION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Provides students with a basic understanding of mass media practices and influences in the United States (and globally). Topics include current media practices, problems, issues and significant trends with special emphasis on the ways media and society influence and change each other. Students will explore the history of mass media theories, ethics, roles and responsibilities, contributions of diverse groups, gender issues, and legal rights and restrictions. Mass media contexts will include news advertising, public relations, photojournalism, newspapers, radio, television, film, recording industry, book publishing, network/cable and online communication.

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

120 INTERPERSONAL COMMUNICATION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Provides an opportunity for students to learn and apply in daily life practical principles of interpersonal communication. The emphasis is on personal, situational and cultural influences and interaction. It is designed to assist students in improving their own interpersonal communication skills. Attention is given to human perception, interpersonal dynamics, listening, conflict management, verbal and nonverbal symbol systems.

AA/AS GE, CSU, CSU GE

122 PUBLIC SPEAKING 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Provides an opportunity for general improvement in the basic process of public speaking with emphasis on individual to audience contexts. Introduction to rhetorical theory is included. Attention is given to the basic elements of topic selection, analysis of diverse audiences, research, organization, argumentation and delivery of speeches and presentations.

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

123 ADVANCED PUBLIC SPEAKING 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in COMM 122 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 new theoretical approaches to the process of oral communication.

CSU, UC

124 INTERCULTURAL COMMUNICATION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
To experience and learn about intercultural communication: the study of face-to-face communication between persons with significantly different beliefs, values, expectations and assumptions. Theoretical overview is presented; however, the course emphasis relies on its unique composition of
students from a variety of cultural backgrounds (national origin, ethnicity, age, gender, etc.) who are encouraged to enroll. The resulting student-to-student dynamic offers a unique opportunity to experience and learn about practical similarities and differences between people of different cultural backgrounds.

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

**135 ORAL INTERPRETATION OF LITERATURE** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Provides an opportunity for students to develop skills in oral interpretation of various types of literature. Draws on the traditions of oral interpretation and literary analysis. Students will explore works of poetry, prose and dramatic literature. Emphasis on the insight to be gained from analyzing fine literature and sharing it with others.

**CSU, UC**

**136 READERS THEATRE** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to teach the theory, concepts and history of Readers Theatre. Provides an opportunity for students to learn the principles of literary analysis and oral interpretation, and to study methodologies and techniques in the development of written material from text into a medium of group communication.

**CSU, UC**

**137 CRITICAL THINKING IN GROUP COMMUNICATION** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to assist students in the development of critical thinking and decision making skills in the small group communication context. There is an emphasis on the basic elements of critical thinking such as evidence, reasoning and language. In addition to examining these basic elements, students become familiar with leadership strategies, discussion techniques, and conflict management used in groups.

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

**145 ARGUMENTATION** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Emphasizes the construction and analysis of public argument. Covers the theory of argument, the processes and development of arguments, and the application of argument to decision making.

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

**199 SPECIAL STUDIES OR PROJECTS IN COMMUNICATION** 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. May be repeated for a maximum of 9 units.

240ABCD INTERCOLLEGIALE FORENSICS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2 hours lecture, 3 hours laboratory
Designed to give students an opportunity to improve their public speaking skills through intercollegiate forensic competition and other realistic speaking situations outside the classroom. Class and individual instruction is provided in the following speaking categories: public address, oral interpretation, impromptu, debate, and readers theatre. May be taken for 4 semesters.

**CSU**

298 SELECTED TOPICS IN COMMUNICATION 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

**CSU**

**305 INTRODUCTION TO COMPUTER SYSTEMS** 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**

**120 COMPUTER MAINTENANCE AND A+ CERTIFICATION** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: Requires "C" grade or higher or “Pass” in CIS 110 or equivalent; basic computer skills (basic knowledge of computer hardware, operating systems, applications software). 2 hours lecture, 3 hours laboratory
Prepares students for the A+ Certification exam, an industry-sponsored test that establishes a benchmark level of knowledge and competence expected of computer 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 Technology Industr y Association's certification (CCNA), Network+, and Microsoft Certified Professional (MCP). Students will gain a comprehensive knowledge base in computer hardware, DOS and Windows operating systems, networking basics, printers, and customer service. Hands-on labs using the latest computer components and operating systems provide an opportunity for students to enhance their skills in assembling, disassembling, servicing, troubleshooting, and upgrading advanced computer and networking systems.

**CSU**

**121 NETWORK CABLING SYSTEMS** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2 hours lecture, 3 hours laboratory
Introduces students to the basic concepts of network cabling systems. Focuses on network cabling design, installation, testing, certification and troubleshooting. Descriptions of industry trends and standards, types of copper and optical fiber cabling and connectors, and comparisons between physical and logical network topologies are covered. Students will develop knowledge and skills in installing and testing voice and data cable connectors and jacks, horizontal links and channels, pulling and terminating cables, cable system certification, telecommunications room design, and patch panel installation. The lab portion allows students to verify concepts presented in class and to develop the knowledge and skills required to build, test, operate and maintain the physical aspects of voice, video and data networks.

**CSU**

**122 NETWORKS** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: Basic computer skills (basic knowledge of computer hardware, operating systems, applications software). 2 hours lecture, 3 hours laboratory
This practical course is intended for anyone wishing to learn computer networking with an emphasis on earning the Computing Technology Industry Association's certification Network+. The Network+ certification is a foundation-level, vendor-neutral international industry credential that validates the knowledge of networking professionals. Earning a Network+ certification demonstrates that a candidate can describe the features and functions of networking components, and possesses the knowledge and skills needed to install, configure and troubleshoot basic networking hardware, protocols and services. The certification indicates technical ability in the areas of media and topologies, protocols and standards, network implementation, and network support. Throughout the course, theory will be demonstrated and practiced in laboratory
exercises. Lectures, laboratories and practical assignments will emphasize skills needed to work effectively in the networking environment and to earn the Network+ certification.

**CSU**

140 DATABASES 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CIS 110 or equivalent.
2 hours lecture, 3 hours laboratory
Beginning course in database software to provide students with a solid background in database applications and operation. Students will create, update and retrieve information using a computer and database software. Beneficial for those who wish to use the computer to file, organize, retrieve and create reports from data.

CSU

161 FUNDAMENTALS OF TELECOMMUNICATIONS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CIS 120, 121 or equivalent.
2 hours lecture, 3 hours laboratory
Introduces students to the basic concepts of telecommunications, beginning with how communication signals are generated, encoded, transmitted and received over telecommunications channels. Theory of analog and digital signals, frequency, bandwidth, modulation, and multiplexing techniques are introduced and demonstrated. Covers the history of telecommunications technologies, industry and governmental policy, and how this history has led to the modern public telecommunications networks. Networking systems and equipment are explored including transmission and reception technology, switching systems, and transmission media such as optical fiber, copper and wireless. Finally, students are introduced to the technological advances in broadband and convergence technologies and the merging of voice, data and video applications on a single network. The lab portion allows students to verify concepts introduced in class and develop the knowledge and skills required to build, test, operate and maintain telecommunications networks.

CSU

162 TECHNICAL DIAGRAMMING USING MICROSOFT VISIO 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: Basic computer skills.
3 hours laboratory
Networking and telecommunications professionals must know how to create technical diagrams and drawings and to use computer tools to manage Information Technology (IT) projects. Using Microsoft Visio, students will learn how to create basic and advanced networking and telecommunications diagrams and drawings, building plans, project schedules and flow charts. Students will also learn how to visualize and create presentations of complex technical and business information systems. Challenging case studies will be used to provide real-world technical and business experiences.

CSU

190 WINDOWS OPERATING SYSTEM 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CIS 110, 120 or equivalent.
2 hours lecture, 3 hours laboratory
Provides comprehensive, hands-on application, use and training on a Windows client computer operating system for both beginning-and intermediate-level students. Instruction will include: operating system installation and configuration, graphical user interface and command-line commands, hardware installation and configuration, file system management, user and group management, security configuration, network configuration and management, troubleshooting and disaster recovery.

CSU

191 LINUX OPERATING SYSTEMS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CIS 110, 120 or equivalent.
2 hours lecture, 3 hours laboratory
Provides comprehensive, hands-on application, use and training on a Linux client computer operating system for both beginning- and intermediate-level students. Instruction will include: operating system installation and configuration, graphical user interface and command-line commands, hardware installation and configuration, file system management, user and group management, security configuration, network configuration and management, troubleshooting and disaster recovery.

CSU

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 under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. May be repeated for a maximum of 9 units.

201 CISCO NETWORKING ACADEMY I EXPLORATION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CIS 120 or equivalent.
2 hours lecture, 3 hours laboratory
First of four courses designed to provide classroom and laboratory experience in current and emerging networking technologies, and to help prepare for certification as a Cisco Certified Networking Associate (CCNA). The primary focus is to develop an understanding of various networking systems and equipment, and the merging of voice, data and video applications on a single network. The lab portion allows students to verify concepts introduced in class and develop the knowledge and skills required to build, test, operate and maintain telecommunications networks.

CSU

202 CISCO NETWORKING ACADEMY II 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in CIS 201 or equivalent or completion of CCNA1 at another Cisco Networking Academy.
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CIS 120 or equivalent.
2 hours lecture, 3 hours laboratory
Second of four courses designed to provide classroom and laboratory experience in current and emerging networking technologies, and to help prepare for certification as a Cisco Certified Networking Associate (CCNA). Covers the architecture, components and operation of routers and, explains the principles of routing and routed protocols. Students will analyze, configure, verify and troubleshoot the primary protocols (IP, IPv6, RIP, VTP, OSPF, EIGRP). By the end of the course, students will be able to recognize and correct common routing issues and problems.

CSU

203 CISCO NETWORKING ACADEMY III 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in CIS 202 or equivalent or successful completion of CCNA2 at another Cisco Networking Academy.
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CIS 120 or equivalent.
2 hours lecture, 3 hours laboratory
Third of four courses designed to provide classroom and laboratory experience in current and emerging networking technology, and to help prepare for certification as a Cisco Certified Networking Associate (CCNA). Covers the architecture, components and operation of switches and wireless routers. By the end of the course, students will be able to recognize and correct common switching issues and problems.

CSU

204 CISCO NETWORKING ACADEMY IV 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in CIS 203 or equivalent or successful completion of CCNA3 at another Cisco Networking Academy.
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CIS 120 or equivalent.
2 hours lecture, 3 hours laboratory
Fourth of four courses designed to provide classroom and laboratory experience in current and emerging networking technology, and to help prepare for certification as a Cisco Certified Networking Associate (CCNA). The third focus is on accessing wide area networks (WAN). The goal is to develop an understanding of various WAN technologies to connect small to medium-sized business networks. Topics include: WAN technologies and technologies; and the WANSecurity concepts including types of threats, how to analyze network vulnerabilities, general problems for mitigating common security threats, and types of security applications and appliances; principles of traffic control and access control lists (ACLs); configuring Network Address Translation (NAT) and Dynamic Host Configuration (DHCP); IP addresses, addressing schemes, and using Cisco Router and Security Device Manager (SDM) Graphical User Interface to configure router security and implement IP addressing services. Students will
learn how to detect, troubleshoot and correct common Enterprise network implementation issues.  

CSU  
205 CISCO NETWORKING ACADEMY V 3 UNITS  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: Basic computer skills (ability to use Internet, word process documents, manage electronic files).  
2 hours lecture, 3 hours laboratory  
Hands-on training in web publishing using a markup language such as HTML, XHTML or XML and a stylesheet language such as CSS (Cascading Style Sheets) or XSL (Extensible Stylesheet Language). Students will create a simple website and upload it to a web server. Techniques for creating web presentations compliant with current World Wide Web Consortium (W3C) standards and viewable by most web browsers will be stressed. Topics include formatting text, organizing a website, integrating images, linking to external files, linking to email and FTP sites, principles of good web design, lists, tables, frames, imagemaps, forms, stylesheets, and the cascade mechanism.  

CSU  
212 INTRODUCTION TO WEB DEVELOPMENT 3 UNITS  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: Basic computer skills (ability to use Internet, word process documents, manage electronic files).  
2 hours lecture, 3 hours laboratory  
An introductory web development course emphasizing production and design using web authoring software. Includes screen design, navigation design and color design. Students will apply skills and concepts to plan, develop and publish a small website.  

CSU  
213 ADVANCED WEB DEVELOPMENT 3 UNITS  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: Experience with web, database design and development which can be learned in CIS 140 and 212 or equivalent. Students must have experience with the authoring tool designated in the schedule. CIS 140 can be taken at the same time as 213.  
2 hours lecture, 3 hours laboratory  
2 hours lecture, 3 hours laboratory  
Students will use a WYSIWYG authoring tool to create dynamic websites useful for e-commerce applications. Production topics include database integration, forms, cascading style sheets, script editing, searches. Design focus is on usability and accessibility. Students will complete a series of short assignments as well as a final project.  

CSU  
214 WEB SERVER MANAGEMENT 3 UNITS  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: “C” grade or higher or “Pass” in CIS 190 or equivalent.  
2 hours lecture, 3 hours laboratory  
Focuses on installing, configuring, maintaining and managing Internet and intranet web servers containing multiple websites using both Microsoft Internet Information Server and Apache. Students will install and configure a web server and related services. Security and maintenance techniques will be used.  

CSU  
215 JAVASCRIPT PROGRAMMING 3 UNITS  
Prerequisite: “C” grade or higher or “Pass” in CIS 211 or equivalent or two years verifiable XML and CSS coding experience.  
Corequisite: None  
Recommended Preparation: “C” grade or higher or “Pass” in CIS 119 or equivalent or programming experience.  
2 hours lecture, 3 hours laboratory  
This introductory course in JavaScript programming focuses on creating interactive web pages. The foundation is set with JavaScript basics such as the Document Object Model, variables, data types, syntax, control structures, and functions. Students will integrate JavaScript with HTML and CSS to perform real-world tasks including form validation, image rollovers, pull-down menus, pop-up windows, and form calculations. Current uses of JavaScript (e.g., AJAX) will be introduced.  

CSU  
216 ACTIVE SERVER PAGES 3 UNITS  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: “C” grade or higher or “Pass” in CIS 211 or HTML experience, 212 or experience developing a website, 213, CS 180ABCD or 182 or experience with Visual Basic or Java, or equivalent.  
2 hours lecture, 3 hours laboratory  
Covers the development of programs used in websites using Active Server Pages (ASP) to deliver dynamic web content. Topics include database connectivity, security and e-commerce applications in website operations. Emphasis on programming in ASP to create dynamic web content.  

CSU  
219 PHP/MySQL DYNAMIC WEB-BASED APPLICATIONS 3 UNITS  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: “C” grade or higher or “Pass” in CIS 140 or equivalent or some experience with database development. CIS 211 or equivalent or proficiency with HTML or XHTML.  
2 hours lecture, 3 hours laboratory  
Provides students with the knowledge and skills necessary to use the PHP scripting language to develop dynamic web-based applications. Topics include the fundamentals of scripting, using PHP with HTML forms, creating functions, and integrating with the MySQL database.  

CSU  
221 DIGITAL VIDEO EDITING AND DVD PRODUCTION 3 UNITS  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: “C” grade or higher or “Pass” in CIS 110 or equivalent or basic computer skills.  
2 hours lecture, 3 hours laboratory  
Using video editing software, students will produce video in a variety of formats including web video and DVDs with menus. Video editing techniques will be emphasized. Students will also learn how to shoot video with a digital camera and import video captured from a variety of sources.  

CSU  
240 ADVANCED DATABASES 3 UNITS  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: “C” grade or higher or “Pass” in CIS 140 or equivalent.  
2 hours lecture, 3 hours laboratory  
Continuation of the study of database software. Students will create, update and retrieve information using applications based on the database programming language or Structured Query Language (SQL). Beneficial for students who wish to create very efficient customized applications.  

CSU  
242 DATABASE DESIGN 3 UNITS  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: “C” grade or higher or “Pass” in CIS 140, 240 or equivalent.  
2 hours lecture, 3 hours laboratory  
Design and implement a Structured Query Language (SQL) Server database. Create and maintain database objects and implement database integrity. Use Transact-SQL to query a SQL Server database and manage and manipulate data stored in that database. Manage a SQL Server database by setting appropriate security settings. Perform maintenance and optimization of a SQL Server database.  

CSU  
261 TELECOMMUNICATIONS NETWORKING CAPSTONE 3 UNITS  
Prerequisite: None  
Corequisite: None  
Recommended Preparation: “C” grade or higher or “Pass” in CIS 120, 121, 161, 190, 201, 202 or 125 or equivalent.  
2 hours lecture, 3 hours laboratory  
This unique course combines advanced telecommunications and other networking topics with comprehensive hands-on labs in which students build end-to-end networks using IP, video, data, and wireless networks. Emerging technologies and advanced networks are explored, such as: 10 Gigabit Ethernet, Fiber Optics, Dense Wavelength Division Multiplexing (DWDM), Voice-over-Internet Protocol (VoIP), Wireless to the Home, and Internet Protocol Television. The laboratory component allows students to verify concepts introduced in class and in previous networking classes to develop the prerequisite knowledge and skills required to design, build, test, operate and maintain modern convergent telecommunications networks.  

CSU
54 May interested in understanding the field of network implementing a secure network. This course is repeated for a maximum of 12 units.

262 FUNDAMENTALS OF WIRELESS NETWORKING 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CIS 120, 121, 190 or equivalent.
2 hours lecture, 3 hours laboratory
Introductory course covering a wide range of wireless topics including: basic wireless principles and technology concepts; antenna technology; Wireless Personal Area Networks (WPAN); high rate wireless personal area networks (HR WPAN); Wireless Local Area Networks (WLAN); WLAN Security; Wireless Metropolitan Area Networks (WMANs); Wireless Wide Area Networks (WWANs); and Radio Frequency Identification (RFID). Emphasis is on introducing students to a full range of wireless data communications technologies available today and providing an overview of the various opportunities and markets in the industry. Students will gain hands-on experience installing and configuring WLANs and WPANs.

CSU

263 FUNDAMENTALS OF NETWORK SECURITY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CIS 120, 190, 191 or equivalent.
2 hours lecture, 3 hours laboratory
Entry-level course in network security that addresses the various aspects of designing and implementing a secure network. This course is intended to serve the needs of individuals interested in understanding the field of network security and how it relates to other areas of Information Technology (IT). Covers materials included in the CompTIA (Computing Technology Industry Association) Security+ exis.

CSU

267 DIRECTED WORK EXPERIENCE IN CIS 1-4 UNITS
Prerequisite: 12 units in CIS/CIS courses related to field in which work experience is sought and current resume highlighting computer science or information system experience and course-related study.
Corequisite: None
Recommended Preparation: None
5 hours paid or 4 hours unpaid work experience per week per unit
Work experience, at a designated industry site in a computer and information science occupation category for students seeking job experience in computer science or information systems. May be repeated for a maximum of 12 units.

CSU

291 LINUX SYSTEM ADMINISTRATION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CIS 120, 191 or equivalent.
2 hours lecture, 3 hours laboratory
Comprehensive, hands-on application and instruction in multi-user, multi-tasking operating systems and networked operating systems. Topics include: operating system installation and configuration, server/domain promotion, systems and networked operating systems. Topics include: operating system installation and configuration, storage configuration and management, server security configuration, user and group management, configuration and management of various server roles (such as LDAP, DNS, DHCP, Print, Mail, Samba, Apache), troubleshooting and disaster recovery.

CSU

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 not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and Faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN COMPUTER AND INFORMATION SCIENCE 1-4 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-12 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and Faculty. May be offered in a lecture and/or laboratory format.

CSU

119 PROGRAM DESIGN AND DEVELOPMENT 3 UNITS
Prerequisite: None
Corequisite: CS 119L
Recommended Preparation: “C” grade or higher or “Pass” in CIS 110 or equivalent.
3 hours lecture
Introductory course in program design and development using Java or other object-oriented programming language to serve as a foundation for more advanced programming, computer science or networking courses. Emphasizes the development of problem-solving skills as it introduces students to computer science through the use of a modern object-oriented programming language. Devotes attention to the development of effective software engineering practices emphasizing such principles as design decomposition, encapsulation, procedural abstraction, testing and software reuse. Students will learn and apply standard programming constructs, problem-solving strategies, the concept of an algorithm; fundamental data structures, the machine representation of data, introductory graphics and networking. Student must also be enrolled in CS 119L.

CSU, UC

181 INTRODUCTION TO JAVA PROGRAMMING 4 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CIS 119 or equivalent or previous programming experience, intermediate algebra.
3 hours lecture, 3 hours laboratory
Introduction to computer programming using Visual Basic. Emphasis of practical applications of programming for today's technology. Laboratory instruction will include program development and execution.

CSU, UC

182 INTRODUCTION TO JAVA PROGRAMMING 4 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in CIS 119 or equivalent or experience in C++ or Intermediate Algebra.
3 hours lecture, 3 hours laboratory
Introduction to computer programming using C++. Students with no previous programming experience in C++ learn how to plan and create well-structured programs. Students will learn how to write programs using sequence, selection and repetition structures, as well as how to create and manipulate sequential access files, structs, classes, pointers and arrays.

CSU, UC

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 under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. May be repeated for a maximum of 9 units.
280ABCD INTERMEDIATE VISUAL BASIC PROGRAMMING 4 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in CS 180ABCD or equivalent.
3 hours lecture, 3 hours laboratory
Continuation of CS 180ABCD. Provides the programmer with professional training with an emphasis on documentation, structured programming, and programming to professional standards using Visual Basic.
CSU, UC

281 INTERMEDIATE C++ PROGRAMMING AND FUNDAMENTAL DATA Structures 4 UNITS
Prerequisite: "C" grade or higher or "Pass" in CS 181 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 3 hours laboratory
Continuation of CS 181. Provides the programmer with professional training in memory management, documentation, structured programming, and programming to professional standards using C++. Explores some of the more advanced concepts of preprocessing, low-level data objects, recursion, and dynamic data structures including linked lists, stacks, queues, and trees. Laboratory instruction includes program development and execution.
CSU, UC

282 INTERMEDIATE JAVA PROGRAMMING AND FUNDAMENTAL DATA Structures 4 UNITS
Prerequisite: "C" grade or higher or "Pass" in CS 182, MATH 175 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 3 hours laboratory
Continuation of CS 182. Students will implement and analyze a variety of data structures and the algorithms used with those data structures. Students will learn to create their own abstract data types and how and when to utilize them. Fundamental data structures include multidimensional arrays, linked lists, stacks, queues, heaps, trees, and hash tables. Students will learn when to use which of the available dynamic memory data structures. Tools for analyzing and predicting run time and memory usage are introduced, as is "big-oh" notation. A variety of sort algorithms are reviewed, analyzed for best, worst and average case performance, and compared with tree traversal algorithms. Students will develop increased sophistication in object-oriented basics such as inheritance, encapsulation, design of abstract data types, and polymorphism. Students will gain experience working on larger programs and managing large, multi-programmer projects. Laboratory instruction includes program development and execution.
CSU, UC

289 COMPUTER ORGANIZATION AND SYSTEMS PROGRAMMING 4 UNITS
Prerequisite: "C" grade or higher or "Pass" in CS 282 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 3 hours laboratory
Introduction to the organization of modern digital computers, beginning with the standard von Neumann model and then moving forward to more recent architectural concepts. A specific architecture/machine will be utilized to study computer architecture at the assembly language and C interface level. Differences in the internal structure and organization of a computer lead to significant differences in performance and functionality; this course addresses some of the various options involved in designing a computer system, and the range of design considerations and trade-offs involved in the design process. Focuses on understanding the components of a computer and their inter-relationships. Programming assignments using C and assembly language will be used to reinforce these concepts including data representation, flow control, addressing techniques, subroutine linkage, macros, interrupts, and traps.
CSU, UC

298 SELECTED TOPICS IN COMPUTER SCIENCE 1-4 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-12 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN COMPUTER SCIENCE 1-4 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-12 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.

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. Not open to students with credit in ECON 120, 121.
AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

120 PRINCIPLES OF MACROECONOMICS 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in MATH 103 or 110 or equivalent (MATH 110 is recommended for Business majors).
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introductory course focusing on aggregate economic analysis. Topics include market systems; economic cycles including recession, unemployment and inflation; national income accounts; macroeconomic equilibrium; money and financial institutions; monetary and fiscal policy; international trade and finance. Includes some use of graphs and elementary algebra.
AA/AS GE, CSU, CSU GE, IGETC, UC

121 PRINCIPLES OF MICROECONOMICS 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in MATH 103 or 110 or equivalent (MATH 110 is recommended for Business majors).
Corequisite: None
Recommended Preparation: None
3 hours lecture
Principles of economic analysis and decision-making from the viewpoint of the individual consumer, worker, and firm. Emphasis on the price system allocation of resources and income, supply and demand analysis, the structure of American industry, and applications to current economic policy and problems. Includes some use of graphs and elementary algebra.
AA/AS GE, CSU, CSU GE, IGETC, UC

124 PRINCIPLES OF ECONOMICS COMPUTER LAB .5 UNIT
Prerequisite: None
Corequisite: ECON 120 or 121.
Recommended Preparation: None
1.5 hours laboratory
Computations ECON 120 and 121 by providing computer-based tutorials to introduce the principles of economic analysis, economic institutions and issues of public policy. May be repeated for a maximum of 1 unit. Pass/No Pass only.

199 SPECIAL STUDIES OR PROJECTS IN ECONOMICS 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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
3-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN ECONOMICS 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.

EDUCATION

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 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.
200 TEACHING AS A PROFESSION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed for students considering teaching as a profession and for classroom paraprofessionals working in the public school system. Career exploration, foundations of education, critical issues, and an introduction to literacy acquisition are addressed. Standards for the teaching profession and conditions for effective learning are discussed. Guided observation of public school classrooms in a variety of subject areas are recommended. Students must meet health and safety requirements for public school field experience placement.

CSU, UC

214 DEVELOPING AN ONLINE COURSE 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
In this introduction to successful online course design and instruction, participants will experience components of an online course from both student and teacher perspectives. Participants will learn to use technologies to support online instruction and will develop sample content and online course components within course management systems such as Blackboard or WebCT. Appropriate pedagogy will be emphasized. It is recommended that students have basic computer skills (word processing, PowerPoint, e-mail, web browsing).

CSU

298 SELECTED TOPICS IN EDUCATION 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-3 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. For degree applicable.

CSU

100 INTRODUCTION TO ENGINEERING AND DESIGN 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introduction to engineering as a way of perceiving the world, including an overview of design and analytical techniques, problem solving and strategic thinking, disciplines, history, and ethics. Fundamentals of engineering graphics as a universal language and application to the visualization, representation, and documentation of designed artifacts. Focuses on the design process and on spatial reasoning and visualization.

AA/AS GE, CSU, UC

119 BASIC ENGINEERING CAD 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in CADD 115 or ENGR 100 or equivalent.
Corequisite: None
Recommended Preparation: Working knowledge of basic computer operations and file administration.
2 hours lecture, 4 hours laboratory
CAD (Computer-Aided Drafting) fundamentals for engineers. Basic drawing techniques and commands in AutoCAD. Includes geometric construction, multiview and singleview projections, section views, dimensions, and text. Not open to students with credit in CADD 120, 120H/120CD.

CSU, UC credit limit

120 ENGINEERING COMPUTER APPLICATIONS 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in MATH 180 or equivalent or concurrent enrollment.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 3 hours laboratory
Use of computerized mathematical analysis, computer programming and computer graphics as tools for solving engineering problems.

CSU, UC

125 SOLID MODELING 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in CADD 115 or ENGR 100 or equivalent.
Corequisite: None
Recommended preparation: Working knowledge of basic computer operations and file administration. 2 hours lecture, 4 hours laboratory
Advanced graphic communication using solid modeling techniques and software (e.g., SolidWorks). Techniques include feature based part construction using extrudes, cuts and revolves, advanced surface shaping using lofts and sweeps, assembly construction and constraining in an engineering design environment. Students will continue to develop 2D drafting skills including proper organization and layout of component drawing views, dimensioning and tolerancing, sectioning and detailing, detail descriptive geometry and manufacturing processes. Also listed as CADD 125. Not open to students with credit in CADD 125.

CSU, UC credit limit

170 MECHATRONICS: INTRODUCTION TO MICROCONTROLLERS 2 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 3 hours laboratory
Mechatronics is the combination of mechanical, electronic, and computer engineering to create automatic "intelligent" devices. Microcontrollers offer an easy and flexible way to do this. This course introduces the use of microcontrollers to operate motors, lights and other electromechanical devices in response to input from mechanical, optical and electrical sensors. Students will learn about microcontrollers through a series of projects of increasing sophistication, culminating in a final project of their own design.

CSU

171 MECHATRONICS: INTRODUCTION TO ROBOTICS 2 UNITS
Prerequisite: "C" grade or higher or "Pass" in ENGR 170 or equivalent.
Corequisite: None
Recommended Preparation: None
1 hour lecture, 3 hours laboratory
Introduces fundamental concepts in robotics to allow students to develop autonomous robots that interact with their surroundings. Students will build a basic robot, then use it as a test platform to experiment with these ideas. The objective is to develop robust behavior that achieves a desired goal while promoting robot survival in an uncertain environment.

CSU

172 MECHATRONICS: INTERMEDIATE MICROCONTROLLERS 2 UNITS
Prerequisite: "C" grade or higher or "Pass" in ENGR 170 or equivalent.
Corequisite: None
Recommended Preparation: None
1 hour lecture, 3 hours laboratory
Development of custom microcontroller circuits including manufacture of printed circuits with a focus on minimizing cost. Detailed control of the microcontroller including memory-mapped I/O...
260 ENGINEERING MATERIALS 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in CHEM 141, PHYC 190 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Atomic and molecular structure of materials used in engineering. Analysis of the relationships between structure of materials and their mechanical, thermal, electrical, magnetic, and radiation properties, together with examples of specific application to engineering problems.

CSU, UC

049A BASIC SPELLING AND PHONICS 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Learn to hear and use the sounds of the English phonetic system to improve reading and spelling skills. Focuses on those parts of the English sound system that are consistent and regular. Learn common spelling rules. Pass/No Pass only. Non-degree applicable.

CSU, UC

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. Learn strategies for committing words to memory. Pass/No Pass only. Non-degree applicable.

CSU, UC

053 BEYOND BASIC WRITING 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Individualized and group instruction focusing on writing skills essential for effective expression in all college classrooms. Workshop approach allows for directed practice in areas of need as determined by the instructor and student. May be repeated for a maximum of 4 units. Pass/No Pass only. Non-degree applicable.

071 UPGRADE YOUR SENTENCES .5 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
.5 hour lecture
Mini-course which focuses on writing complete, error-free sentences using effective punctuation and transitional devices. Learn to identify and correct common sentence boundary problems and to structure simple and complex sentences with clarity and precision. May be repeated for a maximum of 2 units. Pass/No Pass only. Non-degree applicable.

090 BASIC ENGLISH SKILLS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: Placement based on assessment.
3 hours lecture, 1 hour laboratory
Designed to teach basic English skills through lecture, small group and individualized instruction while promoting knowledge of spelling, vocabulary and grammar. Students will demonstrate their knowledge by writing sentences and short paragraphs. Pass/No Pass only. Non-degree applicable.

090R READING SKILLS DEVELOPMENT 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: Placement based on assessment. Recommend concurrent enrollment in ENGL 090.
3 hours lecture, 1 hour laboratory
Developmental course for all students needing to improve basic reading skills. Focuses on building vocabulary, improving comprehension of short reading selections, increasing reading speed and introducing basic study skills. Pass/No Pass only. Non-degree applicable.

098 ENGLISH FUNDAMENTALS 4 UNITS
Prerequisite: Grade of “Pass” in ENGL 090, 090R or equivalent or assessment.
Corequisite: None
Recommended Preparation: None
4 hours lecture
A course in basic English skills. Students will study grammar, punctuation and standard written English usage. With an introduction to the writing process, students will learn basic sentence patterns to compose paragraphs and one multi-paragraph essay. It is recommended that students also enroll in ENGL 098R. Non-degree applicable.
098R READING FUNDAMENTALS 3 UNITS
Prerequisite: Grade of "Pass" in ENGL 090, 098R or equivalent or assessment.
Corequisite: None
Recommended Preparation: Strongly recommend concurrent enrollment in ENGL 098.
3 hours lecture, 1 hour laboratory
Introduction to effective reading skills and strategies. Focuses on expanding vocabulary, improving reading comprehension and increasing reading speed. Students will learn basic strategies for critical thinking. Non-degree applicable.

110 COLLEGE COMPOSITION 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in ENGL 098 or ESL 106 or equivalent or assessment.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 1 hour laboratory
Prepares students for entry into ENGL 120 (English 1A, traditional freshman composition for transfer). Students will practice the writing process by composing sentences, paragraphs and essays with emphasis on correct and effective expression through the study of appropriate language skills. Readings will be studied to stimulate clarity of thought and written expression. By the end of the course, students will be able to write a basic position paper by using and acknowledging at least one source.

110R PRINCIPLES OF COLLEGE READING 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in ENGL 098R or equivalent or assessment.
Corequisite: None
Recommended Preparation: Concurrent enrollment in ENGL 110.
3 hours lecture, 1 hour laboratory
Provides effective reading skills and strategies necessary for the reading of college level material. Focuses on developing vocabulary geared toward college textbooks and learning strategies for efficient reading comprehension and retention. Students will learn college level inferential and critical reading skills.

CSU

120 COLLEGE COMPOSITION AND READING 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in ENGL 110 or ESL 119 or equivalent or assessment.
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.

AAS GE, CSU, CSU GE, IGETC, UC

120R ADVANCED READING AND CRITICAL THINKING SKILLS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 110R or equivalent; recommend concurrent enrollment in ENGL 120.
3 hours lecture
Focuses on critical thinking and analytical interpretation of college reading selections in the sciences and liberal arts. Students will learn strategies to improve their vocabulary and reading comprehension, as well as increase reading speed and fluency.

CSU

122 INTRODUCTION TO LITERATURE 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in ENGL 120 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.

AAS GE, CSU, CSU GE, IGETC, UC

124 ADVANCED COMPOSITION: CRITICAL REASONING AND WRITING 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in ENGL 110 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. An opportunity will be directed toward publication of students' work.

CSU, UC

135-138 NEWSPAPER PRODUCTION 4 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture, 3 hours laboratory
Provides practice in producing tabloids and newsletters, particularly the campus newspaper. Instruction in the basic principles of journalism, including how to gather, evaluate and write basic types of news stories, and to implement them in the production of the campus newspaper. Additional hours may be required outside class time.

CSU

150 LIBRARY RESEARCH METHODS 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Designed to give students confidence in doing research and to provide skills for compiling a term paper. Introduces students to the role of information and libraries, time management skills in research, use of computerized and standard library sources, and a brief introduction to the Internet. Emphasis on using information as a basis for effective decision-making to improve personal and professional endeavors. Students will design a research project, implement an efficient research strategy, and complete a written research project.

CSU, UC

171 HOW WRITERS GET MOTIVATED TO WRITE 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Mini-course emphasizing effective strategies for thinking and writing creatively. How to get motivated and focused when faced with writing assignments and exams. Methods for effective thinking out loud and on paper. Strategies for success in college writing and test-taking for any level of student. Pass/No Pass only.

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 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: "C" grade or higher or "Pass" in ENGL 120 or equivalent.
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 basis 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.

AAS GE, CSU, CSU GE, IGETC, UC

202 INTRODUCTION TO FILM AS LITERATURE 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 120 or equivalent.
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.

AAS GE, CSU, CSU GE, IGETC, UC

207 ROMANTIC FICTION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Literature survey course that focuses on the reading and analysis of romance novels. Beginning with the female gothic, the class will cover the development of the popular romance novel. Covers the classic novels of Radcliffe, Burney, Bronte and Austen as well as more modern American and English romance novels. Oral and written discussion of readings and their relevance to current trends.
231 AMERICAN LITERATURE I
Prerequisite: "C" grade or higher or "Pass" in ENGL 120 or equivalent.
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 122 or equivalent.
3 hours lecture
This course is an introduction to American literature from 1860-1890. Readings selected will cover significant developments of the time. Authors sampled may include William Blake, Mary Wollstonecraft, George Eliot, Harriet Beecher Stowe, Nathaniel Hawthorne, Edgar Allan Poe, Walt Whitman, Emily Dickinson, Herman Melville, Stephen Crane, and others. Selections from the major authors will be read, analyzed, discussed, and written about in essay format.

232 AMERICAN LITERATURE II
Prerequisite: "C" grade or higher or "Pass" in ENGL 120 or equivalent.
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 122 or equivalent.
3 hours lecture
Second 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 Castereda, William Bradford, Anne Bradstreet, Benjamin Franklin, Thomas Jefferson, Judith Sargent Murray, Washington Irving, Catherine Sedgwick, James Fenimore 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.

270 WORLD LITERATURE I
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 120 or equivalent.
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.

271 WORLD LITERATURE II
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 120 or equivalent.
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.

275 LITERARY PERIOD
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 120 or equivalent.
3 hours lecture
This course provides an in-depth study of a literary period. Readings selected will cover a body of literature drawn from one literary period (e.g., The Beat Generation, Contemporary World Poetry, Naturalism, or Postmodern Fiction) 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 will be emphasized. May be repeated as the subject matter changes as indicated in the subtitle (e.g., The Beat Generation, Contemporary World Poetry, Naturalism, or Postmodern Fiction).

277 LITERARY THEME
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 120 or equivalent.
3 hours lecture
This course provides an in-depth study of a theme in literature. Readings selected will cover a breadth of literature representative of a major theme (e.g., Images of War, Isolation/Exile, Coming of Age, or Diversity) 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 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).

278 SELECTED TOPICS IN ENGLISH
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-12 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN ENGLISH
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-12 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.
**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. ESL 103 and 106 transfer as elective credit to CSU/JUC. The ESL program of study is divided into four levels. Students should see a counselor to select additional courses in other areas for which their language skills will be acceptable.

### Level I: Basic college ESL

Focuses on reading short passages, writing sentences, connecting them into basic paragraphs, and having discussions using the present, past and future verb tenses.

- **ESL 096** English as a Second Language I 5
- **ESL 097** Listening and Speaking I 3
- **ESL 098** ESL Reading and Vocabulary Development I 3
- **ESL 099A** ESL for the Workplace I 3

### Level II: Low-intermediate college ESL

Focuses on reading short academic passages, writing complete paragraphs, discussing topics and giving short presentations using the simple, progressive, and present and past perfect verb tenses.

- **ESL 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** ESL 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.

- **ESL 106** English as a Second Language IV 5

*Students will receive an “ESL Certificate of Completion” upon completion of ESL 106 with a “C” grade or higher or “Pass.”*

### 020 AMERICAN CULTURE I

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

Second course in American culture which allows students to practice applied reading, writing, listening and speaking skills gained in the third and fourth levels of the ESL program. Study various aspects of American culture such as lifestyles, attitudes, government, customs and traditions. Pass/No Pass only. Non-degree applicable.

### 025 ESL WORKPLACE SKILLS LAB

- **1 UNIT**
- **Prerequisite:** None
- **Corequisite:** None
- **Recommended Preparation:** None
- **3 hours laboratory**

ESL instruction in preparation for a vocational program. Students will work independently to complete computer modules in a vocational area in order to increase knowledge of vocabulary and subject matter. Provides complementary instruction in language and academic skills necessary for students to succeed in a vocational program. Vocational areas offered will be listed in class schedule. Pass/No Pass only. Non-degree applicable.

### 080 INTRODUCTION TO ESL LITERACY

- **6 UNITS**
- **Prerequisite:** None
- **Corequisite:** None
- **Recommended Preparation:** Placement based on assessment.
- **6 hours lecture**

This bridging course is for students who assess below the ESL I (096) level. Students will learn basic written English communication skills as well as problem-solving and intercultural skills necessary for success in the academic setting of the first level of ESL classes. Pass/No Pass only. Non-degree applicable.

### 090 AMERICAN ENGLISH PRONUNCIATION

- **3 UNITS**
- **Prerequisite:** None
- **Corequisite:** None
- **Recommended Preparation:** Placement based on assessment.
- **3 hours lecture**

Beginning course designed to assist non-native American English learners develop both oral and aural language skills through the improvement of understanding spoken English and articulation of the language. Lessons will facilitate non-native speakers’ learning of English through beginning level repetition and oral discrimination exercises; stress, rhythm and intonation exercises; and other types of oral production activities including poster talks, situational role-plays, short planned or impromptu speeches, and informal debates. Beginning level listening tasks include aural discrimination exercises, evaluating short student speeches, dictations, note-taking, and comprehension tests. Pass/No Pass only. Non-degree applicable.

### 096 ENGLISH AS A SECOND LANGUAGE

- **5 UNITS**
- **Prerequisite:** None
- **Corequisite:** None
- **Recommended Preparation:** Placement based on assessment.
- **5 hours lecture**

First course in the study of English reading, writing and grammar designed for students whose first language is other than English. Includes the study of basic reading, paragraph organization and format, grammar, and sentence structure. One hour a week will be spent using the computer lab software designed to reinforce reading, writing and grammar skills introduced in class. Pass/No Pass only. Non-degree applicable.

### 099A ESL FOR THE WORKPLACE I

- **3 UNITS**
- **Prerequisite:** Placement based on assessment.
- **Corequisite:** None
- **Recommended Preparation:** Placement based on assessment.
- **1 hour laboratory**

First course in the study of English for the workplace for students whose first language is other than English. Designed to improve listening comprehension as well as increase fluency and accuracy in spoken English. Students will practice basic vocabulary and grammar to include the past, present and future simple tense, and the present progressive in aural and oral activities. Pass/No Pass only. Non-degree applicable.

### 099B ESL FOR THE WORKPLACE II

- **3 UNITS**
- **Prerequisite:** Grade of “Pass” in ESL 099A or equivalent or assessment.
- **Corequisite:** None
- **Recommended Preparation:** None
- **3 hours lecture**

Beginning course designed to extend ESL students’ vocabulary and reading ability. Emphasis on improving reading skills and strategies as well as techniques and exercises for developing vocabulary. Students are encouraged to take this class concurrently with ESL 096. Pass/No Pass only. Non-degree applicable.

### 100 AMERICAN CULTURE II

- **3 UNITS**
- **Prerequisite:** None
- **Corequisite:** None
- **Recommended Preparation:** Placement based on assessment.
- **3 hours lecture**

First course in American culture which allows students to practice applied reading, writing, listening and speaking skills gained in the first two levels of the ESL program. Study various aspects of American culture such as lifestyles, institutions, values and issues. Pass/No Pass only. Non-degree applicable.

### 097 LISTENING AND SPEAKING I

- **3 UNITS**
- **Prerequisite:** None
- **Corequisite:** None
- **Recommended Preparation:** Placement based on assessment.
- **3 hours lecture**

First course in the study of English listening and speaking skills for students whose first language is other than English. Designed to improve listening comprehension as well as increase fluency and accuracy in spoken English. Students will practice basic vocabulary and grammar to include the past, present and future simple tense, and the present progressive in aural and oral activities. Pass/No Pass only. Non-degree applicable.

### 098 ESL READING AND VOCABULARY DEVELOPMENT I

- **3 UNITS**
- **Prerequisite:** None
- **Corequisite:** None
- **Recommended Preparation:** Placement based on assessment.
- **3 hours lecture**

Beginning course designed to extend ESL students’ vocabulary and reading ability. Emphasis on improving reading skills and strategies as well as techniques and exercises for developing vocabulary. Students are encouraged to take this class concurrently with ESL 096. Pass/No Pass only. Non-degree applicable.

### 101 LISTENING AND SPEAKING II

- **3 UNITS**
- **Prerequisite:** Grade of “Pass” in ESL 099A or equivalent or assessment.
- **Corequisite:** None
- **Recommended Preparation:** None
- **3 hours lecture**

Second course in the study of English for the workplace for students whose first language is other than English. Designed to improve listening comprehension as well as increase fluency and accuracy in spoken English. Students will practice basic vocabulary and grammar to include the past, present and future simple tense, and the present progressive in aural and oral activities. Pass/No Pass only. Non-degree applicable.

### 102 AMERICAN ENGLISH READING AND VOCABULARY DEVELOPMENT

- **3 UNITS**
- **Prerequisite:** Grade of “Pass” in ESL 096 or equivalent or assessment.
- **Corequisite:** None
- **Recommended Preparation:** None
- **5 hours lecture**

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. Emphasis on vocabulary, 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.
101 LISTENING AND SPEAKING I 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: Grade of “Pass” in ESL 097 or equivalent, or assessment.
3 hours lecture
Second course in the study of English listening and speaking skills 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. Students will practice skills learned in ESL 100 and will learn and effectively use and pronounce new vocabulary.

102 ESL READING AND VOCABULARY DEVELOPMENT II 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: Grade of “Pass” in ESL 098 or equivalent, or assessment.
3 hours lecture
Intermediate level course designed to extend the range of ESL students’ vocabulary and reading ability. Focuses on improving reading skills and strategies as well as understanding and use of academic vocabulary. Academic vocabulary development is also an emphasis. Students will gain both a passive and active command of word form and word choice for the intermediate level, and learn a variety of words and how to use them. Students are encouraged to take this class concurrently with ESL 100.

103 ENGLISH AS A SECOND LANGUAGE III 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in ESL 100 or equivalent, or assessment.
Corequisite: None
Recommended Preparation: None
5 hours lecture, 1 hour laboratory
Third core course in the study of English reading, writing and grammar designed for students whose first language is other than English. Further develops and adds to skills taught in ESL 100. Includes high-intermediate reading, paragraph and short essay writing, grammar and sentence structure. One hour a week will be spent using the computer lab software designed to reinforce reading, writing and grammar skills introduced in class.

104 LISTENING AND SPEAKING II 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” or higher or “Pass” in ESL 101 or equivalent, or assessment.
3 hours lecture
Third course in the study of English listening and speaking skills 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. Students will practice skills learned in ESL 103 and will learn and effectively use and pronounce new vocabulary.

105 ESL READING AND VOCABULARY DEVELOPMENT III 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in ESL 102 or equivalent, or assessment.
3 hours lecture
Intermediate level 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: “C” grade or higher or “Pass” in ESL 103 or equivalent or assessment.
Corequisite: None
Recommended Preparation: None
5 hours lecture, 1 hour laboratory
Fourth core course in the study of English reading, writing and grammar for students whose first language is other than English. Further develops and adds to skills taught in ESL 103. Includes advanced reading, paragraph and essay writing, grammar and sentence structure. One hour a week will be spent using the computer lab software designed to reinforce reading, writing and grammar skills introduced in class.

106R ESL READING AND VOCABULARY DEVELOPMENT IV 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in ESL 105 or equivalent or placement in ESL 106 based on assessment.
3 hours lecture
Advanced course in reading and vocabulary development designed for ESL students enrolled in college courses who require intensive and extensive reading skills and critical thinking. Focuses on the development of a greater understanding and appreciation of written works, including a widened perspective of texts through the analysis of the techniques and purposes of specific writers and genres. Students will read authentic academic materials and other course-selected readings in order to practice and master various reading strategies and vocabulary skill building employed by independent college readers. In addition to developing reading comprehension and increasing academic vocabulary, students will improve their ability to communicate the information and concepts in course reading materials orally and in writing. Students are encouraged to take this class concurrently with ESL 106. Pass/No Pass only. Non-degree applicable.

107 ORAL COMMUNICATION SKILLS 2 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2 hours lecture
Intensive, short-term intermediate level course in the study of English. Focuses on developing the students’ accuracy and fluency in oral communication skills. Activities are designed to integrate listening, speaking, and pronunciation practice. Students will be required to complete a variety of listening and speaking tasks and exercises in small groups and independently. Content will focus on high-interest professional and academic themes as well as current events. Pass/No Pass only. Non-degree applicable.

109 AMERICAN ENGLISH PRONUNCIATION II 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: Grade of “Pass” in ESL 090 or assessment.
3 hours lecture
Intermediate level course designed to assist non-native American English learners develop both oral and aural language skills through the improvement of understanding spoken English and articulation of the language. Intermediate level lessons include repetition and oral discrimination exercises; stress, rhythm and intonation exercises; and other types of oral production activities including poster talks, situational role-plays, short planned or impromptu speeches, and informal debates. Intermediate level listening tasks include aural discrimination exercises, evaluating short student speeches, dictations, note-taking, and comprehension tests. Students are expected to reduce their accent when speaking American English in addition to a number of problems with grammatical accuracy. Improvement scores are based on student and teacher analyses and assessments. Pass/No Pass only. Non-degree applicable.

119 ENGLISH AS A SECOND LANGUAGE V 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in ESL 106 or equivalent or assessment.
Corequisite: None
Recommended Preparation: None
5 hours lecture, 1 hour laboratory
Fifth core course in the study of English reading, writing and grammar designed to prepare ESL students for entry into English 120. Students will practice the writing process by composing essays with effective and accurate expression and will develop academic literacy by employing advanced techniques of essay and research writing with an emphasis on critical thinking, argumentation or other rhetorical strategies, synthesis of research materials, and academic citation. Includes effective strategies for reducing errors in grammar, punctuation and usage, and developing self-editing skills. The computer lab software/Internet-based modules are designed to reinforce and develop the reading, writing, grammar and research skills introduced in class.

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
1-18 hours
May be repeated for a maximum of 9 units.

298 SELECTED TOPICS IN ENGLISH AS A SECOND LANGUAGE 1-6 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-18 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by student/instructor and the Office of Instruction. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN ENGLISH AS A SECOND LANGUAGE 1-6 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-18 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

CSU, UC credit limit

199 SPECIAL STUDIES OR PROJECTS

106 ENGLISH AS A SECOND LANGUAGE IV

106R ESL READING AND VOCABULARY DEVELOPMENT IV

107 ORAL COMMUNICATION SKILLS

109 AMERICAN ENGLISH PRONUNCIATION II

199 SPECIAL STUDIES OR PROJECTS IN ENGLISH AS A SECOND LANGUAGE

298 SELECTED TOPICS IN ENGLISH AS A SECOND LANGUAGE

299 SELECTED TOPICS IN ENGLISH AS A SECOND LANGUAGE

CSU
ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT

100 INTRODUCTION TO ENVIRONMENTAL AND OCCUPATIONAL SAFETY AND HEALTH (OSH) TECHNOLOGY 4 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
4 hours lecture
General overview of the environmental health and safety management (EHSM) field with an emphasis on hazardous materials, hazardous waste management, and their effect upon the environment and worker health and safety. Discussion of the history of pollution and workplace hazards leading to current legislation, and current best practices of handling hazardous substances to minimize the harmful impact on society and the environment will be stressed.

CSU

110 POLLUTION PREVENTION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Study of various raw materials and chemicals used in industry, examining the changes that occur as they move through the industrial process and understanding the material balance concept of inventory. Discussion of applicable regulations will be included. Topics include the importance of waste minimization/pollution prevention concepts, storm water management, and residential waste generation, reduction and prevention. Students will develop a waste source reduction plan.

CSU

130 ENVIRONMENTAL/OCCUPATIONAL HEALTH EFFECTS OF HAZARDOUS MATERIALS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Covers the acute and chronic health effects produced by exposure to chemical, physical and biological agents. Emphasis on hazardous materials commonly associated with industrial operations, waste disposal, and remediation sites. Topics include routes of entry, toxic effects, risk evaluation, permissible exposure limits, medical surveillance, control methods for reducing exposure, and using Material Safety Data Sheets (MSDS) to develop strategies to reduce worker exposure.

CSU

135 GENERAL INDUSTRY SAFETY STANDARDS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to provide an overview of elements which are incorporated in a comprehensive general industrial safety program (Cal/OSHA). Emphasizes methods used to reduce accidents/injuries through application of workplace health protection and safety fundamentals. Topics include protocols, safety audits, data collection and analysis techniques, interpretation of safety data, safety inspections, development and implementation of safety programs, worker education, and essential Personal Protection Equipment (PPE).

CSU

145 CONSTRUCTION SAFETY STANDARDS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in EHSM 100 or equivalent.
3 hours lecture
Introduces students to the California and Federal (Cal/OSHA and Fed/OSHA) construction safety standards and regulations. Topics include an integrated study of hazard recognition and abatement principles related to the construction worksite, and study of compliance issues and challenges facing safety professionals including mishap and case study analysis, California and Federal construction safety standards, worksite inspection, interfacing with compliance officials, vertical and horizontal standards, and common construction industry compliance issues.

CSU

150 HAZARDOUS WASTE MANAGEMENT APPLICATIONS 4 UNITS
Prerequisite: "C" grade or higher or "Pass" in EHSM 100 or equivalent or concurrent enrollment.
Corequisite: None
Recommended Preparation: None
4 hours lecture
Overview of hazardous waste regulations with emphasis on generator compliance, site investigation and remediation, permitting, enforcement and liability. Explains the hazardous waste regulatory framework, introduces students to the wide variety and types of environmental resources available, and develops research skills in the hazardous waste area. The laboratory complements the lectures by providing hands-on application of the regulations at the technician level. Proper methods of preparing a hazardous waste manifest, labeling of storage containers, sampling and analysis, preparing a Phase I Environmental Audit, and selecting environmental consultants are among the many skills developed in the laboratory.

CSU

199 SPECIAL STUDIES OR PROJECTS IN ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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: "C" grade or higher or "Pass" in EHSM 100 or equivalent or concurrent enrollment.
Corequisite: None
Recommended Preparation: None
4 hours lecture
Requirements and applications of federal, state and local hazardous material laws and regulations. Emphasizes program compliance with the OSHA Hazard Communication Plan, EPA Community Right-To-Know, Department of Transportation, Proposition 65, and Emergency Response Plan. Provides an understanding of the legal framework of hazardous materials laws and requirements. Step-by-step program developments, written plan, obtaining interpreting MSDSS, labeling, emergency responders site map, shipping, handling and training. Students will develop plans related to hazardous materials management through hands-on program development: DEH/HMD Hazardous Material Business Plan, OSHA Hazardous Communication Plan, and components of a CalARP and RMP as well as planning and reporting functions.

CSU

201 INTRODUCTION TO INDUSTRIAL HYGIENE AND OCCUPATIONAL HEALTH 4 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in EHSM 100 or equivalent or concurrent enrollment.
3 hours lecture, 3 hours laboratory
Anticipation, recognition, revaluation and control of biological, chemical and physical hazards in the workplace. Introduction to the development of industrial hygiene, occupational health and safety as a professional discipline. Provides an understanding of basic physiological processes and the effects caused by occupational exposure to hazards. Students will survey various occupational health and safety programs and government regulations. Familiarizes students with industrial hygiene monitoring and sampling techniques for airborne contaminants, noise, heat, radiation and illumination.

CSU

205 SAFETY AND RISK MANAGEMENT ADMINISTRATION 4 UNITS
Prerequisite: "C" grade or higher or "Pass" in EHSM 100 or equivalent or concurrent enrollment.
Corequisite: None
Recommended Preparation: None
4 hours lecture
Hands-on instruction on how accidents and injuries 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 INDUSTRIAL WASTEWATER AND STORMWATER MANAGEMENT 4 UNITS
Prerequisite: "C" grade or higher or "Pass" in EHSM 100 or equivalent or concurrent enrollment.
Corequisite: None
Recommended Preparation: None
4 hours lecture
Overview of water/wastewater regulations with emphasis on federal, state and local regulatory standards. Integrated study of the principles of wastewater and stormwater management including hydrology, water distribution, wastewater collection, stormwater management and overall safe drinking water issues.

CSU

215 AIR QUALITY MANAGEMENT 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in EHSM 100 or equivalent or concurrent enrollment.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Overview of air quality regulations with an emphasis on federal, state and local requirements. Integrated study of the principles of air permits and permit compliance including source testing, emission reduction, inspections, monitoring, stationary and mobile sources, air toxics, new equipment shakedown, and overall global air quality issues.

CSU
230  SAFETY AND EMERGENCY RESPONSE  4 UNITS
Prerequisite: "C" grade or higher or "Pass" in EHSM 100 or equivalent or concurrent enrollment.
Comprehensive Exams
Recommended Preparation: "C" grade or higher or "Pass" in EHSM 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 Sections 5192 (e) (3) (A)].
CSU

240  COOPERATIVE WORK EXPERIENCE  1-4 UNITS
Prerequisite: "C" grade or higher or "Pass" in EHSM 100 or equivalent.
Corequisite: None
Recommended Preparation: None
75 hours paid or 60 hours unpaid work experience per unit
Practical application of principles and procedures learned in the classroom to various phases of environmental technology. Work experience will be paid or volunteer positions at local environmental technology industries or governmental agencies that regulate environmental industries. Placement assistance will be provided, but students are required to select and secure a placement site. Minimum of one unit of cooperative work experience is required to complete the EHSM certificate/degree. May be repeated for a maximum of 8 units.
CSU

298  SELECTED TOPICS IN ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT  1-4 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-12 hours
Selected topics not covered by regular catalog offerings. Topics and content to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299  SELECTED TOPICS IN ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT  1-4 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-12 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a 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 activities 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 080ABC, ES 084ABC, ES 088ABC. A physical examination is recommended for all classes if the student has medical problems or is over the age of 30.

001* ADAPTED PHYSICAL EXERCISE  1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 laboratory
Assessment of student's individual fitness status and postural evaluation. Individually prescribed exercise program and individually prescribed programs for the physically handicapped. Recreational games and individual sports adapted to student's capabilities.
CSU, UC credit limit

009* AEROBIC DANCE EXERCISE  1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Recommended Preparation: "Pass" in EHSM 130 or equivalent.
CSU, UC credit limit

010* AEROBIC DANCE EXERCISE  1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Recommended Preparation: "Pass" in ES 014A or equivalent.
CSU, UC credit limit

011* CIRCUIT TRAINING  5-1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1.5 - 3 hours laboratory
Fitness Center course designed to develop and encourage positive attitudes and habits with regard to exercise. Format is open entry/exit, computer log-in. Attendance requirements are 24 hours for .5 unit or 48 hours for 1.0 unit. Each student will be assessed in the areas of fitness and diet. Due to health and safety considerations, only one fitness center class (ES 010, 011, 012) may be taken per semester. Pass/No Pass only.
CSU, UC credit limit

2012  INDIVIDUALIZED SPORTS CONDITIONING  5-1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1.5 - 3 hours laboratory
Fitness Center course designed to provide advanced exercisers with the opportunity to increase their fitness levels with an emphasis on strength training and muscle flexibility. Format is open entry/exit, computer log-in. Attendance requirements are 24 hours for .5 unit or 48 hours for 1.0 unit. Each student will set desired fitness outcomes in consultation with an instructor. An individualized fitness programming will then be prescribed utilizing the student's personal fitness goals. Due to health and safety considerations, only one fitness center class (ES 010, 011, 012) may be taken per semester. Pass/No Pass only.
CSU, UC credit limit

013* FLEXIBILITY FITNESS  1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Flexibility program which provides students with knowledge of their optimal range of motion. Emphasizes participation that suits the needs of all age and ability levels including dancers, athletes, seniors and fitness enthusiasts.
CSU, UC credit limit

014A* BEGINNING BODY BUILDING  1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Instruction and practice in conditioning, running and resistance exercises, with emphasis on total fitness of the individual.
CSU, UC credit limit

014B* INTERMEDIATE BODY BUILDING  1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Instruction and practice in weight lifting and weight training with emphasis on techniques of lifting. Individual program adaptation is stressed.
CSU, UC credit limit

014C* ADVANCED BODY BUILDING  1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Advanced skills and techniques of body building.
CSU, UC credit limit

015* STRENGTH AND STRETCH  1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Exercise class for all exercisers providing a progression toward increased flexibility while adding the element of weight training, including injury rehabilitation with a guest trainer. Addresses strengthening specific problem areas of the body. 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. Each student will then learn the fundamental principles of physical fitness and its impact on lifelong health and wellness. Emphasizes participation that suits the needs of
all age and ability levels including dancers, athletes, seniors and fitness enthusiasts. CSU, UC credit limit

018* CARDIO STRETCH 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Exercise class for all exercisers, including injury rehabilitation with a guest trainer. Students will tone areas not strengthened with dancing or other exercise activities. By focusing on each specific area of the body, students will increase their knowledge of total fitness. Students will learn the fundamental principles of physical fitness and its impact on lifelong health and wellness. Emphasizes participation that suits the needs of all age and ability levels including dancers, athletes, seniors and fitness enthusiasts.
CSU, UC credit limit

019A* BEGINNING PHYSICAL FITNESS 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Instructs in physical conditioning, nutrition and weight control. Open to any student wishing to fulfill one semester of the exercise science activity requirement.
CSU, UC credit limit

019B* INTERMEDIATE PHYSICAL FITNESS 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Further emphasis on individual physical conditioning, nutrition and weight control. Open to any student wishing to fulfill one semester of the exercise science activity requirement.
CSU, UC credit limit

019C* ADVANCED PHYSICAL FITNESS 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Advanced skills and techniques of physical fitness. Emphasis on new concepts and techniques. Open to any student wishing to fulfill one semester of the exercise science activity requirement.
CSU, UC credit limit

020* ADAPTED WEIGHT TRAINING 1-1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory, 1 unit
1 hour lecture, 2 hours laboratory, 1.5 units
Weight training class designed to meet the needs of those who are either temporarily or permanently physically unable to participate in the regular physical education program. Emphasis on an individual program based on the student’s limitations and needs. Exercises for general strengthening, body maintenance, relaxation, joint mobility, cardiovascular training, coordination, balance, and personal health care planning may be included. Pass/No Pass only.
CSU, UC credit limit

035* ADAPTED SWIMMING FOR THE PHYSICALLY LIMITED 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Instruction and practice in basic swimming skills structured to fit each student’s individual needs. May be repeated for a maximum of 3 units
Pass/No Pass only.
CSU, UC credit limit

060A* BEGINNING BADMINTON 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Continuation of ES 060A with emphasis on playing strategy and match play in singles and doubles.
CSU, UC credit limit

060B* INTERMEDIATE BADMINTON 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Advanced playing techniques, strategy, knowledge and attitudes for students who wish to excel in badminton and increase aerobic capacity.
CSU, UC credit limit

076A* BEGINNING TENNIS 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Presentation of the official singles and doubles games including the six basic strokes, footwork, strategy and etiquette.
CSU, UC credit limit

076B* INTERMEDIATE TENNIS 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Continuation of ES 076A with emphasis on strategy, match play and doubles.
CSU, UC credit limit

076C* ADVANCED TENNIS 1 UNIT
Recommended Preparation: “C” grade or higher or “Pass” in ES 076A or equivalent.
1 hour lecture, 1 hour laboratory
Advanced playing techniques, strategy, knowledge and attitudes for students who wish to excel in tennis and increase aerobic capacity.
CSU, UC credit limit

080A* MODERN DANCE I 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Dance as an artistic expression. Beginning modern dance technique using an eclectic approach. Movement fundamentals including torso, legs and other parts of the body. Floor exercises, fall and recovery sequences, locomotion progressing from basic to variations. Short dance sequences using pure movement. Basic knowledge of the history of modern dance and its place in the world of dance. Beginning vocabulary of modern dance.
CSU, UC

080B* MODERN DANCE II 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in ES 080A or equivalent.
1 hour lecture, 2 hours laboratory
Continuation of ES 080A. Modern dance technique using an eclectic approach. Center exercises of the torso using various movement qualities: stretches, contractions and releases; movements of the feet, legs and combinations; floor exercises; fall and recoveries; locomotor movement patterns. Dances using various themes. Review of the history of modern dance. The leading exponents of modern dance in the United States.
CSU, UC

080C* MODERN DANCE III 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in ES 080B or equivalent.
1 hour lecture, 2 hours laboratory
Dance as an art form. More advanced dance skills using the torso in combination with stretches, swings, contractions and releases. Longer combinations at center involving the feet and legs. Floor and recovery sequences combined with floor work and balances. Movement patterns based on spatial design and rhythms. Dances based on different ideas and set to music. Knowledge of the work of leading modern dance companies, choreographers and dancers, locally and nationally.
CSU, UC

080D* MODERN DANCE IV 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in ES 080C or equivalent.
1 hour lecture, 2 hours laboratory
Dance as an art form. Advanced dance skills using the theories of Doris Humphrey, Jose Limon, Martha Graham and others well-known in the modern dance field. Dance technique using an eclectic approach. Choreographed dances based on set themes and using different forms of accompaniment. Knowledge of the work of leading modern dance companies and their choreographers.
CSU, UC

084A* JAZZ DANCE I 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Dance as an art form. Advanced dance skills using the theories of Doris Humphrey, Jose Limon, Martha Graham and others well-known in the modern dance field. Dance technique using an eclectic approach. Choreographed dances based on set themes and using different forms of accompaniment. Knowledge of the work of leading modern dance companies and their choreographers.
CSU, UC

084B* JAZZ DANCE II 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in ES 084A or equivalent.
1 hour lecture, 2 hours laboratory
Designed to introduce and develop movement principles and skills necessary to prepare the body as an instrument of expression in the jazz dance style with both historical and current dance trends. Emphasizes enjoyment of dance as a form of exercise. Instruction is at the beginning level.
CSU, UC
dance trends. Emphasizes enjoyment of dance as a form of exercise. Instruction is at the intermediate level.

**CSU, UC**

084C* JAZZ DANCE III 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ES 084B or equivalent.
1 hour lecture, 2 hours laboratory
Designed to introduce and develop movement principles and skills necessary to prepare the body as an instrument of expression in the jazz dance style with both historical and current dance trends. Emphasizes enjoyment of dance as a form of exercise. Instruction is at the intermediate/advanced level.

**CSU, UC**

084D* JAZZ DANCE IV 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ES 084C or equivalent.
1 hour lecture, 2 hours laboratory
Instruction and practice in the basic skills of dance trends. Emphasizes enjoyment of dance as a form of exercise. Instruction is at the advanced level.

**CSU, UC**

088A* BALLET I 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Designed to introduce and develop movement principles and skills necessary for the study of classical ballet. Includes ballet terminology, use of "turnout" position of feet and legs, alignment of spine, and placement of weight at the barre, in center floor and traveling patterns. Emphasizes enjoyment of dance as a form of exercise. Instruction is at the beginning level.

**CSU, UC**

088B* BALLET II 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Designed to introduce and develop movement principles and skills necessary for the study of classical ballet. Includes ballet terminology, use of "turnout" position of feet and legs, alignment of spine, and placement of weight at the barre, in center floor and traveling patterns. Emphasizes enjoyment of dance as a form of exercise. Instruction is at the intermediate level.

**CSU, UC**

088C* BALLET III 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ES 088B or equivalent.
1 hour lecture, 2 hours laboratory
Designed to introduce and develop movement principles and skills necessary for the study of classical ballet. Includes ballet terminology, use of "turnout" position of feet and legs, alignment of spine, and placement of weight at the barre, in center floor and traveling patterns. Emphasizes enjoyment of dance as a form of exercise. Instruction is at the intermediate/advanced level.

**CSU, UC**

088D* BALLET IV 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ES 088C or equivalent.
1 hour lecture, 2 hours laboratory
Designed to introduce and develop movement principles and skills necessary for the study of classical ballet. Includes ballet terminology, use of "turnout" position of feet and legs, alignment of spine, and placement of weight at the barre, in center floor and traveling patterns. Emphasizes enjoyment of dance as a form of exercise. Instruction is at the advanced level.

**CSU, UC**

125A* BEGINNING GOLF 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Instruction and practice in golf requiring skills to play small executive course. Students must furnish their own equipment.

**CSU, UC credit limit**

125C* ADVANCED GOLF 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ES 125A or equivalent.
1 hour lecture, 1 hour laboratory
Continuation of ES 125B with emphasis on advanced techniques, strategies and tournament play in the game of golf. Students must furnish their own equipment.

**CSU, UC credit limit**

125A* BEGINNING GOLF 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Instruction and practice in the basic skills of golf. Students will also be taught to play small executive course. Students must furnish their own equipment.

**CSU, UC credit limit**

150* ADAPTED SPORTS EDUCATION 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Basic skills and strategy of soccer with emphasis on team play and individual skills.

**CSU, UC credit limit**

155C* ADVANCED BASKETBALL 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ES 155B or equivalent.
1 hour lecture, 1 hour laboratory
Continuation of ES 155B with emphasis on advanced level individual skill development, team play, defensive/offensive tactics and team strategies. Students will also learn the fundamental principles of physical fitness and its impact on lifelong health and wellness.

**CSU, UC credit limit**

170A* BEGINNING SOCCER 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Basic skills of soccer with emphasis on team play and individual skills. Lifelong health and vigor through exercise and activities will be emphasized. Enjoyment of the game of soccer, physical activity, safety and injury prevention will be promoted. Individual position skill will also be emphasized, as well as offense and defense strategies.

**CSU, UC credit limit**

170B* INTERMEDIATE SOCCER 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Intermediate soccer skills and team play. Emphasizes techniques, team strategy, language and lore of the game of soccer.

**CSU, UC credit limit**

170C* ADVANCED SOCCER 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Emphasis on advanced individual soccer skills and team play.

**CSU, UC credit limit**

171A* BEGINNING SOFTBALL 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Designed to acquaint students with the basic fundamentals of the game of softball. For individuals of all ages and fitness levels. Lifelong health and vigor through exercise and activities will be emphasized. Enjoyment of the game of softball, physical activity, safety and injury prevention will be promoted. Individual position skill will also be emphasized, as well as offense and defense strategies.

**CSU, UC credit limit**

171B* INTERMEDIATE SOFTBALL 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Designed to acquaint students with the basic fundamentals of the game of softball. For individuals of all ages and fitness levels. Lifelong health and vigor through exercise and activities will be emphasized. Enjoyment of the game of softball, physical activity, safety and injury prevention will be promoted. Individual position skill will also be emphasized, as well as offense and defense strategies.
171C* ADVANCED SOFTBALL 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Conditioning and injury prevention will be promoted. Students will also learn the physical, mental and verbal responses will be taught and practiced so students may develop the confidence to stand up and defend themselves, if needed. Students will also learn the fundamental principles of physical fitness and their impact on lifelong health and wellness.
CSU, UC credit limit

175A* BEGINNING VOLLEYBALL 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Competency development in the team sport of volleyball. Emphasizes individual techniques and team strategy.
CSU, UC credit limit

175B* INTERMEDIATE VOLLEYBALL 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Continuation of ES 175A with emphasis on intermediate level play and strategy and four-person teams.
CSU, UC credit limit

175C* ADVANCED VOLLEYBALL 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Continuation of ES 175B with emphasis on advanced play and strategy and four-person teams.
CSU, UC credit limit

180* SELF DEFENSE FOR WOMEN 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Basic principles of practical personal protection for women, with emphasis on awareness and prevention of situations that may leave a person vulnerable to crime, especially rape. Physical, mental and verbal responses will be taught and practiced so students may develop the confidence to stand up and defend themselves, if needed. Students will also learn the fundamental principles of physical fitness and their impact on lifelong health and wellness.
CSU, UC credit limit

181A* KARATE I 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Introduction and practice in the basic fundamentals of movement and skill. Emphasis on the basic stances, blocks, and kicks.
CSU, UC credit limit

181B* KARATE II 1.5 UNITS
Prerequisite: “C” grade or higher or “Pass” in ES 181A or equivalent or possession of equivalent proficiency (8th kyu ranking in Shotokan Karate from ASKA, JKA, AJKA).
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Introduction and practice in the intermediate skills and philosophy of Shotokan Karate.

181C* KARATE III 1.5 UNITS
Prerequisite: “C” grade or higher or “Pass” in ES 181B or equivalent or possession of equivalent proficiency (7th kyu ranking in Shotokan Karate from ASKA, JKA, AJKA).
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Introduces Intermediate II level strikes and blocks, three-move combinations, one step sparring–attacking and defending against face, stomach and front kick–and kata Heian Sandan.
CSU, UC credit limit

181D* KARATE IV 1.5 UNITS
Prerequisite: “C” grade or higher or “Pass” in ES 181C or equivalent or possession of equivalent proficiency (6th kyu ranking in Shotokan Karate from ASKA, JKA, AJKA).
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Introduction and practice in the high intermediate skills and philosophy of Shotokan Karate. Introduces Intermediate II level strikes and blocks, three-move combinations, one step sparring–attacking and defending against face, stomach and front kick–and kata Heian Yondan.
CSU, UC credit limit

181E* KARATE V 1.5 UNITS
Prerequisite: “C” grade or higher or “Pass” in ES 181D or equivalent or possession of equivalent proficiency (5th kyu ranking in Shotokan Karate from ASKA, JKA, AJKA).
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Continuation of ES 181C with emphasis on higher level blocks and strikes, four-move combinations, one-step sparring without a count and the proper performance and timing of kata Heian Nidan.
CSU, UC credit limit

181F* KARATE VI 1.5 UNITS
Prerequisite: “C” grade or higher or “Pass” in ES 181E or equivalent or possession of equivalent proficiency (4th kyu ranking in Shotokan Karate from ASKA, JKA, AJKA).
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Continuation of ES 181D with emphasis on intermediate level blocks and strikes, four-move combinations, one-step sparring without a count and the proper performance and timing of kata Heian Sandan.
CSU, UC credit limit

181G* KARATE VII 1.5 UNITS
Prerequisite: “C” grade or higher or “Pass” in ES 181F or equivalent or possession of equivalent proficiency (3rd kyu ranking in Shotokan Karate from ASKA, JKA, AJKA).
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Continuation of ES 181E with emphasis on high intermediate level blocks and strikes, four-move combinations, one-step sparring without a count and the proper performance and timing of kata Heian Sandan.
CSU, UC credit limit

181H* KARATE VIII 1.5 UNITS
Prerequisite: “C” grade or higher or “Pass” in ES 181G or equivalent or possession of equivalent proficiency (2nd kyu ranking in Shotokan Karate from ASKA, JKA, AJKA).
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Continuation of ES 181F with emphasis on advanced level blocks and strikes, four-move combinations, one-step sparring without a count and the proper performance and timing of kata Heian Nidan.
CSU, UC credit limit

181I* KARATE IX 1.5 UNITS
Prerequisite: “C” grade or higher or “Pass” in ES 181H or equivalent or possession of equivalent proficiency (1st kyu ranking in Shotokan Karate from ASKA, JKA, AJKA).
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Continuation of ES 181G with emphasis on advanced level blocks and strikes, four-move combinations, one-step sparring without a count and the proper performance and timing of kata Heian Yondan.
CSU, UC credit limit

199 SPECIAL STUDIES OR PROJECTS IN EXERCISE SCIENCE 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. May be repeated for a maximum of 9 units.

200* CONDITIONING AND INJURY PREVENTION FOR ATHLETICS 1.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Emphasis on physical conditioning and mastery of the basic fundamentals of movement and skills necessary to reduce the risk of injury associated with athletic activity. Conditioning activities, running games and resistance exercises will be emphasized.
CSU, UC credit limit

205 INTERCOLLEGIATE BASKETBALL 2 UNITS
Prerequisite: Tryout
Corequisite: None
Recommended Preparation: None
5 hours lecture, 5 hours laboratory
Intercollegiate competition in the sport of basketball. Instruction in specific skills, performance techniques and strategies, as well as daily practice, development of physical fitness, team travel and competition against other collegiate institutions. Open to all students who wish to compete at the intercollegiate level.
CSU, UC credit limit

207 ADVANCED TECHNIQUES AND STRATEGIES OF INTERCOLLEGIATE BASKETBALL 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Instruction and practice in advanced techniques and strategies of basketball. By incorporating game experience, students will formulate an understanding of the different styles of play. Also serves as the off-season preparation course for the intercollegiate team.
CSU, UC credit limit

209 INTERCOLLEGIATE CROSS-COUNTRY 2 UNITS
Prerequisite: Tryout
Corequisite: None
Recommended Preparation: None
5 hours lecture, 5 hours laboratory
Open to students with advanced cross-country skills who wish to compete at the intercollegiate level.
CSU, UC credit limit

213 INTERCOLLEGIATE GOLF 2 UNITS
Prerequisite: Tryout
Corequisite: None
Recommended Preparation: None
5 hours lecture, 5 hours laboratory
Instruction in specific skills and strategies of golf. By incorporating game experience, students will formulate an understanding of the different styles of play. Also serves as the off-season preparation course for the intercollegiate team.
CSU, UC credit limit

218 INTERCOLLEGIATE SOCCER 2 UNITS
Prerequisite: Tryout
Corequisite: None
Recommended Preparation: None
5 hours lecture, 5 hours laboratory
Open to students with advanced soccer skills who wish to compete at the intercollegiate level.
CSU, UC credit limit

219 ADVANCED TECHNIQUES AND STRATEGIES OF INTERCOLLEGIATE SOCCER 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Designed for students with advanced soccer skills. Instruction and practice in the advanced techniques and strategies of soccer. By incorporating game experience, students will formulate an understanding of the different styles of play. Also serves as the off-season preparation course for the intercollegiate team.
CSU, UC credit limit

224 INTERCOLLEGIATE TENNIS 2 UNITS
Prerequisite: Tryout
Corequisite: None
Recommended Preparation: None
5 hours lecture, 5 hours laboratory
Intercollegiate competition in the sport of tennis. Instruction in specific skills, performance techniques and strategies, as well as daily practice, development of physical fitness, team travel and competition against other collegiate institutions. Open to all students who wish to compete at the intercollegiate level.
CSU, UC credit limit

225 ADVANCED TECHNIQUES AND STRATEGIES OF INTERCOLLEGIATE TENNIS 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Designed for advanced tennis players who are proficient in the fundamental skills and have knowledge of the basic rules of the game. Instruction is geared toward advanced
techniques, strategies and team play. Also serves as the off-season preparation course for the intercollegiate team.

CSU, UC credit limit

227 INTERCOLLEGiate TRACK 2 UNITS
Prerequisite: Tryout
Corequisite: None
Recommended Preparation: None
5 hours lecture, 5 hours laboratory
Emphasis on advanced track skills for those who wish to compete at the intercollegiate level.

CSU, UC credit limit

230 INTERCOLLEGiate VOLLeyBALL 2 UNITS
Prerequisite: Tryout
Corequisite: None
Recommended Preparation: None
5 hours lecture, 5 hours laboratory
Intercollegiate competition in the sport of volleyball. Instruction in specific skills, performance techniques and strategies, as well as daily practice, development of physical fitness, team travel and competition against other collegiate institutions. Open to all students who wish to compete at the intercollegiate level.

CSU, UC credit limit

231 ADVANCED TECHNIQUES AND STRATEGIES OF INTERCOLLEGiate VOLLeyBALL 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Designed for advanced volleyball players who are proficient in the fundamental skills and have knowledge of the basic rules of the game. Instruction is geared toward advanced techniques, strategies and team play. Also serves as the off-season preparation course for the intercollegiate team.

CSU, UC credit limit

250 INTRODUCTION TO PHYSICAL EDUCATION 2 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2 hours lecture
History, philosophy and principles of physical education and exercise science. Study of the aims and objectives of modern physical education with emphasis on the development of basic philosophy and background for professional education.

CSU, UC

253 PHYSICAL EDUCATION IN ELEMENTARY SCHOOLS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2.5 hours lecture, 1.5 hours laboratory
The statewide program in physical education for elementary schools forms the basis for this course. Includes the study of child development, personality development, analysis and practice of fundamental skills, selection of activities, organizational materials and evaluation of teaching ability.

CSU

254 PRINCIPLES OF PERSONAL TRAINING 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Identification and study of the techniques, responsibilities and skills necessary to perform the duties of a personal trainer. Emphasizes current knowledge of health principles as it pertains to fitness and wellness. Provides the necessary information to pass the Personal Trainer Certification Exams for national certifying organizations (ACE, NSCA, etc.). Hands-on lab training in the use of fitness equipment.

CSU

254L FIELD EXPERIENCE FOR PERSONAL TRAINERS 1 UNIT
Prerequisite: “C” grade or higher or “Pass” in ES 254 or equivalent.
Corequisite: None
Recommended Preparation: None
4 hours unpaid work experience per week
Provides volunteer work experience in the field of personal training in selected fitness facilities. Students will work under the direct supervision of a certified Exercise Science instructor or commercially certified personal trainer.

CSU

255 CARE AND PREVENTION OF ATHLETIC INJURIES 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture, 1 hour laboratory
Develop an understanding of athletic injuries in terms of prevention, recognition, evaluation, treatment, first aid and emergency care for coaches and teachers in athletic settings, and provide athletes with an understanding of how to manage their own injuries and methods of prevention.

CSU, UC credit limit

270 COOPERATIVE GAMES 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Focuses on planning and implementing cooperative games for physical education/activities involving pre-school and elementary school-aged children in a variety of settings. The philosophy behind the need for cooperative games will be explored, as well as the importance of incorporating movement into daily life.

CSU, UC credit limit

271 FITNESS WALKING WITH CHILDREN 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Focuses on planning and implementing a walking program for children in a variety of settings. Lifelong fitness activities and walking as a form of appropriate and challenging exercise will be emphasized.

CSU

272 ISSUES IN CHILDHOOD OBESITY 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Provides an opportunity for review of current knowledge related to the cause and prevention of childhood obesity. Content will include suggested physical activity planning and nutrition guidelines, as well as medically relevant trends in regards to childhood obesity, diet and physical activity.

CSU

273 FIELD EXPERIENCE IN SCHOOL-BASED RECREATIONAL LEADERSHIP 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
5 hours paid or 4 hours unpaid work experience per week
Under supervision at approved field placement sites, students will participate in all outdoor recreational activities. Students will develop and supervise fitness and recreational experiences, conduct group activities, handle routines, and respond to individual and group needs of school-aged children in a school-based, day care or school day environment.

CSU

298 SELECTED TOPICS IN EXERCISE SCIENCE 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN EXERCISE SCIENCE 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.

CSU

120 FRENCH I 5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
5 hours lecture
Introductory course to the French language and the culture of its speakers. Designed for students with very little or no knowledge of French. Facilitates the practical application of the language in everyday oral and written communication at the beginning level. Since the focus will be on basic communication skills, the class will be conducted in French as much as possible. Students will learn structures that will enable them to function in French in everyday contexts while becoming familiar with the French speaking world.

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

121 FRENCH II 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in FREN 120 or two years of high school French or equivalent.
Corequisite: None
Recommended Preparation: None
5 hours lecture
Continuation of FREN 120. The course will continue to develop oral and written skills based on practical everyday needs.

AA/AS GE, CSU, CSU GE, IGETC, UC
106 WORLD REGIONAL GEOGRAPHY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
World regional geography studies the overarching principles of human geography as applied to the major geographic regions of the world including Africa, the Middle East, South and East Asia, Australia, Europe and the Americas. Regional analysis will include: language, religion and ethnicity; population, land use and settlement patterns; economic, social and political systems; urban and environmental relationships; and the effects of technology and globalization in a rapidly changing world.
AA/AS GE, CSU, CSU GE, IGETC, UC

120 ELEMENTS OF PHYSICAL GEOGRAPHY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Physical geography is the study of the patterns and processes that underlie the fundamental nature and dynamics of the physical world. Topics will be investigated from a systems perspective, with particular attention to the spatial relationships among the atmosphere, hydrosphere, lithosphere and biosphere. Global, regional and local environmental concerns will be discussed as relevant to course topics.
AA/AS GE, CSU, CSU GE, IGETC, UC

121 PHYSICAL GEOGRAPHY LABORATORY 1 UNIT
Prerequisite: "C" grade or higher or "Pass" in GEOG 120 or equivalent or concurrent enrollment.
Corequisite: None
Recommended Preparation: None
3 hours laboratory
Augments the physical geography lecture course through practical applications of materials covered in GEOG 120. Laboratory exercises include practical applications of the following: map analysis and interpretation; Earth-Sun relations; weather and climate; basic rock and mineral identification; plate tectonics; erosional and depositional environments; landform identification and genesis, soil and vegetation distributions. Special attention given to the unique local setting of San Diego County. Field experience incorporated into laboratory exercises on a regular basis.
AA/AS GE, CSU, CSU GE, IGETC, UC

130 HUMAN AND CULTURAL GEOGRAPHY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introduction to the study of the dynamics and complex relationships between the Earth's people and the ever-changing world in which they live. Special attention given to the historical role of the human-environment relationship, as well as the influences of language, religion, and other cultural factors in shaping the world's many cultures. Topics investigated on a global, regional and local scale include: origin and diffusion of the world's major languages and religions; population and settlement patterns; political and economic systems; methods of livelihood; the role of technology in our rapidly changing world. Emphasis on human-environment relations and understanding and appreciation of our diverse multicultural world. Local field trips link course materials to real-world phenomena.
AA/AS GE, CSU, CSU GE, IGETC, UC

132 CULTURAL ETHNOBOTANY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Cultural ethnobotany is the study of the relationship between indigenous cultures and the plants of their ancestral homeland. This course will focus on the ethnobotany of the Kumeyaay/Diegueno people of southern California and northern Baja California, with particular attention to how plants were used to sustain, heal, and protect the Kumeyaay Nation. Both traditional and scientific methods will be used to classify plants and identify their historical and modern uses, and local field trips will provide opportunities for working directly with plant materials in their natural habitats.
AA/AS GE, CSU, UC

199 SPECIAL STUDIES OR PROJECTS IN GEOGRAPHY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-3 hours
Individual study, research or projects 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 FRENCH 1-5 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-5 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN FRENCH 1-5 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-5 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.

CSU
GEOLOGY

104 EARTH SCIENCE 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
This physical science course studies the patterns and processes that define Earth’s major physical systems, the basic energy and material flows by which these systems operate, and the comparative place of our planet within the larger solar system. Topics will be investigated at global, regional and local scales and will provide a general synthesis of the disciplines of astronomy, geology, physical geography, meteorology and oceanography. Environmental disturbance and climate change will be addressed within the context of the topics described above.
AA/AS GE, CSU, IGETC, UC

110 PLANET EARTH 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introductory physical science course investigating the composition of the earth and the geologic processes by which it formed. Emphasis is placed on the unifying theory of plate tectonics and the associated activities of volcanism, earthquakes, and mountain building. Topics include crystals, minerals and rocks, their distribution within the planet, and the evolution of the earth across deep time. The sculpturing of the surface of the planet by wind, waves, streams, glaciers and landslides will also be considered.
AA/AS GE, CSU, IGETC, UC

110 PLANET EARTH LABORATORY 1 UNIT
Prerequisite: “C” grade or higher or “Pass” in GEOL 110 or equivalent or concurrent enrollment.
Corequisite: None
Recommended Preparation: None
3 hours laboratory
Physical science laboratory course designed to accompany and augment GEOL 110. Includes laboratory and field investigations of the Earth, emphasizing hands-on experience with minerals, rocks and landforms, as well as topographic and geologic maps.
AA/AS GE, CSU, IGETC, UC

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 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 not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN GEOLOGY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.

GRAPHIC DESIGN

105 FUNDAMENTALS OF DIGITAL MEDIA 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: Basic computer skills (can be learned in introductory BOT or CIS classes).
2 hours lecture, 3 hours laboratory
Explores the digital hardware and software used in graphic design with an emphasis on print graphics production skills. Students will learn how to operate the computer and use software applications common in graphic design (Adobe Illustrator, Photoshop, InDesign). Design principles will be introduced as students explore the creative potential and practical aspects of graphic design with realistic project assignments.
CSU, UC

125 TYPOGRAPHY 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in GD 105 or equivalent or concurrent enrollment.
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in ART 124 or equivalent.
2 hours lecture, 3 hours laboratory
Emphasizes principles of typography as they apply to digital photography. Students interested in traditional photographic methods should imbue the curriculum with this training. Assignments will explore basic digital workflows, color management, monitor calibration, and output methods used to achieve the best possible output from digital files. Emphasis on meeting aesthetic and technical requirements of the commercial arts industry.
CSU

130 PROFESSIONAL BUSINESS PRACTICES 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in GD 129 or CIS 212 or equivalent. Student must have substantial body of completed design or web projects prior to enrollment in this class.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 3 hours laboratory
Emphasizes professional business practices used in the graphic design industry including design studios, agencies and self-employment. Learn how to create a resume, market a portfolio, acquire clients and set fees. Students will refine their design capabilities using text and images while learning how to perform as business professionals.
CSU

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 under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. May be repeated for a maximum of 9 units.

210 PROFESSIONAL DIGITAL PHOTOGRAPHY I 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in GD 126ABCD or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 3 hours laboratory
This practical course is intended for anyone interested in traditional photographic methods as they apply to digital photography. Students will learn to properly light, compose, expose, adjust, manipulate and print digital photographs. Explores advanced camera settings and file editing with Adobe Photoshop. Assignments will emphasize skills needed to produce high quality images for print and web display.
CSU

211 PROFESSIONAL DIGITAL PHOTOGRAPHY II 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in GD 210 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 3 hours laboratory
Emphasizes advanced photographic and digital imaging techniques, expanding on knowledge
and skills acquired in GD 126ABCD and 210. Focuses on various applications of commercial photography including portraiture, tabletop, still life and photo-illustration. Unlike most fine art-oriented photography classes, this course will present aesthetic and technical aspects of photography as they pertain to graphic communication and commercial art.

CSU

217 WEB GRAPHICS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in CIS 212 or equivalent or basic computer and Internet skills and ability to create and upload a simple website. Students will use Photoshop to design and develop common web design elements as they explore information presentation, web animation projects such as advertisements and web interfaces.

CSU, UC

222 FLASH WEB ANIMATION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in CIS 212 or equivalent or basic computer and Internet skills and ability to create and upload a simple website.

CSU

223 ADVANCED FLASH WEB ANIMATION 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in GD 222 or equivalent.
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in CIS 212 or equivalent or ability to create and upload a simple website.

CSU

225 DIGITAL ILLUSTRATION 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in GD 105 or equivalent.
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in ART 124, GD 110 or equivalent.

CSU, UC

230 GRAPHIC DESIGN INTERNSHIP 1-4 UNITS
Prerequisite: "C" grade or higher or "Pass" in GD 129 or equivalent.
Corequisite: None
Recommended Preparation: None
75 hours paid or 60 hours unpaid work experience per unit
Provides field experience in design, business procedures, client relationships, and supervision of work executed for practicing professionals and design-related firms. Student is responsible for finding an employer. Assessment of student
to be performed by instructor based on recommendations of supervisor at place of employment. Work experience must be started and completed during the semester that units are earned. Pass/No Pass only.

299 SELECTED TOPICS IN GRAPHIC DESIGN 1-4 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-12 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.

CSU

299 SELECTED TOPICS IN GRAPHIC DESIGN 1-4 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-12 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.

CSU

HEALTH EDUCATION

105 HEALTH EDUCATION FOR TEACHERS 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Designed for multiple or single subject teacher candidates, providing introductory knowledge of broad health-related issues relevant to K-12 curriculum. Topics include primary and secondary school health education curriculum design, basic legal issues of health education in California, discussion of community resources, behavior modification techniques, stress management, benefits of regular exercise, nutrition and eating disorders, disease prevention, childhood obesity, sexually transmitted diseases, contraception, substance abuse including alcohol and tobacco, safety in the home and school, and violence including gang and domestic violence. This course is designed to meet the state of California health education requirement for the K-12 teaching credential.

CSU

120 PERSONAL HEALTH AND LIFESTYLES 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Identification and study of the major health problems in today’s society. Emphasizes individual responsibility for personal health and the promotion of informed, positive health behaviors. Content areas include nutrition and weight control, substance abuse, environmental hazards, diseases and safety.

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

122 ENVIRONMENTAL AND COMMUNITY HEALTH 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introduction to the environmental, biological and socio-cultural determinants of health quality. Areas of emphasis include: environmental health, health and community behavior, infectious disease, chronic disease, methods of public health investigation, health promotion, implementation and regulation. Within these topics areas examination of the matrix of physiological, socio-cultural and demographic determinants of health will be addressed including: health impacts of chemical and physical agents in domestic and work surroundings; water treatment and quality, environmental pollution and occupational health and safety; substance abuse, stress management and mental illness; infectious diseases; growing health trends in the American population such as obesity, diabetes mellitus and Alzheimer’s; investigation of health agencies involved, governmental health policies, and their roles in shaping community health.

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

155 REALITIES OF NUTRITION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introduction to the basic principles of nutrition and its relationship to good health. Evaluation of current nutritional information (and misinformation) with emphasis on critical thinking to determine optimal dietary choices. Study of the major dietary goals and guidelines. Examination of weight maintenance techniques, eating disorders, food labeling, food safety, and special needs at various stages in the life cycle.

CSU, CSU GE, UC

158 NUTRITION FOR FITNESS AND SPORTS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Investigates the effects of nutrition and various dietary regimens on athletic performance, physical fitness and general health. Students will compare the physiological effects of optimal nutrition vs. inadequate nutrition for the general population as well as athletes. Cultural, sociological and psychological influences will be examined. Discussion of “fads” and dietary supplements will be included.

CSU, CSU GE

199 SPECIAL STUDIES OR PROJECTS IN HEALTH EDUCATION 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-3 hours
Individual study, research or projects under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. May be repeated for a maximum of 9 units.

201 INTRODUCTION TO PUBLIC HEALTH 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introduction to the discipline of public health. Areas of emphasis include the definition of “public health,” the history and accomplishments of public health officials and agencies, an overview of various public health professions and institutions, and an in-depth examination of the core public health disciplines. These include epidemiology of infectious and chronic disease, environmental health, health promotion, global health (including health disparities and cultural competence), and health policy and management (including disaster preparedness).

AA/AS GE, CSU, CSU GE, UC

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GRAPHIC DESIGN • HEALTH EDUCATION
202 HEALTH PROFESSIONS AND ORGANIZATIONS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
A review of health organizations and agencies that operate locally, regionally, nationally and internationally. Information regarding potential careers in medicine, allied health, and public health is also included.

CSU 203 SUBSTANCE ABUSE AND PUBLIC HEALTH 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Overview of the epidemiology and toxicology of substance abuse and its relevance to public health. Students are introduced to the concept of substance abuse and dependence, the definition of licit and illicit drugs, and the pharmacologic, neurologic and physiologic effects of selected substances on the human brain. Political, social and economic factors involved in the supply and demand for drugs will be discussed. Epidemiologic data on the prevalence, incidence, and trends of smoking, alcohol, prescription and other drug dependencies in the U.S. will be covered, as well as risk factors associated with the use and abuse of these substances. Current options for recovery and a survey of local resources will be reviewed.

CSU 251* HEALTHY LIFESTYLES: THEORY AND APPLICATION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2 hours lecture, 3 hours laboratory
Combination of physical activity and lecture provides regular exercise to develop physical fitness and information about basic, sound nutrition as it pertains to weight control. Guidelines that promote lifetime exercise and a healthy lifestyle will be emphasized.

CSU, CSU GE 255 SCIENCE OF NUTRITION 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in BIO 130, 131 and CHEM 115 or 120 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Establishes the relationship between foods and science through the study and integration of chemistry, biology and nutrition science. The metabolism and functions and sources of nutrients will be covered in detail to correlate the role they have in promotion of health and disease prevention. The challenges that occur during the human life cycle and how nutrient needs change will be studied. Includes evaluation from a scientific perspective of current concepts, controversies, and dietary recommendations. Nutritional issues as they relate to weight maintenance, eating disorders, food labeling, food safety and special needs at various stages in the life cycle will be thoroughly examined.

CSU, CSU GE 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 not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN HEALTH EDUCATION 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

HISTORY

100 EARLY WORLD HISTORY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Early World History examines ancient to early-modern civilizations and the interconnections between diverse world societies to 1500. Included are Mesopotamia, Egypt, China, India, the classical Western, early Islamic civilizations, civilizations of Africa, and civilizations of the Americas and Oceania.

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

101 MODERN WORLD HISTORY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Modern World History examines the civilizations, societies and global interrelationships of the peoples of Africa, the Americas, Asia, Europe, and Oceania since 1500.

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

105 EARLY WESTERN CIVILIZATION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of Mediterranean and European cultures, thought and institutions from ancient times to 1650. Includes Ancient Greece, Rome, Medieval Europe, the Renaissance, and the Reformation.

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

106 MODERN WESTERN CIVILIZATION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of European cultures, thought and institutions from 1650 to the present. Includes Absolutism, the Scientific Revolution, the Enlightenment, age of the French Revolution, nineteenth-century ideologies, imperialism, the world wars, the Cold War, and contemporary Europe.

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

108* EARLY AMERICAN HISTORY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of the early political, social and cultural development of the entire geographic area that is now the United States, with emphasis on the origins of basic American institutions and ideals.

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

109* MODERN AMERICAN HISTORY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of the political, social and cultural development of modern United States with emphasis on the economic, social and technological changes and the rise of the United States as a world power.

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

114* COMPARATIVE HISTORY OF THE EARLY AMERICAS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of the political, social, economic and cultural development of the modern Americas. Emphasis on interaction among Native, European and African cultures and the social, political and economic transformations of the modern United States, Latin America and Canada.

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

118* U.S. HISTORY: CHICANO/CHicana PERSPECTIVES I 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Historical survey of the Chicano people in the United States in which attention is given to social, political and economic background. Particular emphasis on the development of the Spanish-speaking peoples' economic, social and political experience in the United States, especially in the Southwest from the Indo-Hispanic period to the Mexican-American War.

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

119* U.S. HISTORY: CHICANO/CHicana PERSPECTIVES II 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Historical survey of the Chicano people in the United States in which attention is given to social, political and economic background. Particular emphasis on the development of the Spanish-speaking peoples' economic, social and political experience in the United States, especially in the Southwest from the Mexican-American War to the present.

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

122* WOMEN IN EARLY AMERICAN HISTORY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Covers the social, political, cultural, economic and intellectual development of women in America from pre-contact to 1877 in the entire geographic area that is now the United States. Women's experiences are placed in the context of the origins of American institutions and ideals.

AA/AS GE, CSU, CSU GE, IGETC, UC
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<tr>
<th>Course Code</th>
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<tr>
<td>123* WOMEN IN MODERN AMERICAN HISTORY</td>
<td>3 UNITS</td>
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<td>Prerequisite: None</td>
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<td>Corequisite: None</td>
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<tr>
<td>Recommended Preparation: None</td>
<td></td>
</tr>
<tr>
<td>3 hours lecture</td>
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</tr>
<tr>
<td>Covers the social, political, cultural, economic and intellectual development of women in America from 1877 to the present in the entire area that is now the United States. Women's experiences are examined in the context of evolving American institutions.</td>
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</tr>
<tr>
<td>AA/AS GE, CSU, CSU GE, IGETC, UC</td>
<td></td>
</tr>
<tr>
<td>124 HISTORY OF CALIFORNIA</td>
<td>3 UNITS</td>
</tr>
<tr>
<td>Prerequisite: None</td>
<td></td>
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<tr>
<td>Corequisite: None</td>
<td></td>
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<tr>
<td>Recommended Preparation: None</td>
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<tr>
<td>3 hours lecture</td>
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<tr>
<td>Survey of political, social and economic development of the State of California from pre-contact Native Americans, Spanish explorations and Mexican California to the present. Unit of study in California state and local government is included.</td>
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</tr>
<tr>
<td>AA/AS GE, CSU, CSU GE, IGETC, UC</td>
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</tr>
<tr>
<td>130* U.S. HISTORY AND CULTURES: NATIVE AMERICAN PERSPECTIVES</td>
<td>3 UNITS</td>
</tr>
<tr>
<td>Prerequisite: None</td>
<td></td>
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<tr>
<td>Corequisite: None</td>
<td></td>
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<tr>
<td>Recommended Preparation: None</td>
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<tr>
<td>275 HISTORICAL PERIOD</td>
<td>3 UNITS</td>
</tr>
<tr>
<td>Prerequisite: None</td>
<td></td>
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<tr>
<td>Corequisite: None</td>
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<tr>
<td>Recommended Preparation: None</td>
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<tr>
<td>3 hours lecture</td>
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<tr>
<td>In-depth study of a 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.</td>
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<tr>
<td>CSU, CSU GE, IGETC, UC</td>
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<tr>
<td>127 SELECTED TOPICS IN HISTORY</td>
<td>1-3 UNITS</td>
</tr>
<tr>
<td>Prerequisite: Varies with topic</td>
<td></td>
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<tr>
<td>Corequisite: Varies with topic</td>
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<tr>
<td>Recommended Preparation: Varies with topic</td>
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<tr>
<td>1-9 hours</td>
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<tr>
<td>Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.</td>
<td></td>
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<tr>
<td>CSU</td>
<td></td>
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<tr>
<td>115 ARTS AND CULTURE IN LOCAL CONTEXT—SAN DIEGO</td>
<td>3 UNITS</td>
</tr>
<tr>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>Corequisite: None</td>
<td></td>
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<tr>
<td>Recommended Preparation: None</td>
<td></td>
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<tr>
<td>3 hours lecture</td>
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<tr>
<td>This course offers an interdisciplinary survey of San Diego's history, art and culture. Focusing on San Diego's cosmopolitan cultural offerings, students will study characteristic elements of art media (such as architecture, sculpture, music, literature, theater), their creators, significant cultural sites, and our position in the broader context of world culture. Guest lectures by local artists and trips to various cultural sites (Balboa Park, Old Globe Theatre, San Diego Museum of Art, Copley Symphony Hall, Gaslamp District)</td>
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<tr>
<td>CSU</td>
<td></td>
</tr>
<tr>
<td>132 KUMeyaAY HISTORY I: PRECONTACT - 1900</td>
<td>3 UNITS</td>
</tr>
<tr>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>Corequisite: None</td>
<td></td>
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<tr>
<td>Recommended Preparation: None</td>
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<tr>
<td>3 hours lecture</td>
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<tr>
<td>Historical survey of the Kumeyaay Nation from prehistoric times to 1900. Attention is given to Kumeyaay perspectives of Kumeyaay and non-Kumeyaay cultures. Kumeyaay oral history will be incorporated with discussions of the Creation Story, bird songs, ceremonies, religion and peon games. Also includes an overview of tribal sovereignty and Kumeyaay independence, laws pertaining to Native Americans in the United States, and early assimilation policies of the United States and Mexico.</td>
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<tr>
<td>AA/AS GE, CSU, CSU GE, IGETC, UC</td>
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<tr>
<td>133 KUMeyaAY HISTORY II: 1900 - PRESENT</td>
<td>3 UNITS</td>
</tr>
<tr>
<td>Prerequisite: None</td>
<td></td>
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<tr>
<td>Corequisite: None</td>
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<tr>
<td>Recommended Preparation: None</td>
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<tr>
<td>3 hours lecture</td>
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<tr>
<td>Historical survey of the Kumeyaay Nation from 1900 to the present. Attention is given to Kumeyaay perspectives of Kumeyaay and non-Kumeyaay cultures. Specific segments include: The Mission Indian Federation, The Indian Relocation Act, The Termination Era and PL 280, the Indian Activism, Indian Self-Determination, and the Indian Gaming Regulatory Act and contemporary Tribal Governments. The modern history of the Kumeyaay Nation including participation in the Mission Indian Federation, impact of Public Law 280, and the growth leading to the creation of current Indian Gaming in San Diego County will be examined. An overview of contemporary tribal sovereignty and Kumeyaay independence, laws pertaining to Native Americans in the United States, and the termination policies of the United States will be included.</td>
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<tr>
<td>AA/AS GE, CSU, CSU GE, IGETC, UC</td>
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<tr>
<td>180* U.S. HISTORY: BLACK PERSPECTIVES I</td>
<td>3 UNITS</td>
</tr>
<tr>
<td>Prerequisite: None</td>
<td></td>
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<tr>
<td>Corequisite: None</td>
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<tr>
<td>Recommended Preparation: None</td>
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<tr>
<td>3 hours lecture</td>
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<tr>
<td>United States history with emphasis on social, economic, political and cultural experiences of Black people. Traces the development of African-American history from African origins through the period of Reconstruction.</td>
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<tr>
<td>AA/AS GE, CSU, CSU GE, IGETC, UC credit limit</td>
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<tr>
<td>181* U.S. HISTORY: BLACK PERSPECTIVES II</td>
<td>3 UNITS</td>
</tr>
<tr>
<td>Prerequisite: None</td>
<td></td>
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<tr>
<td>Corequisite: None</td>
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<tr>
<td>Recommended Preparation: None</td>
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<tr>
<td>3 hours lecture</td>
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<tr>
<td>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.</td>
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<tr>
<td>AA/AS GE, CSU, CSU GE, IGETC, UC credit limit</td>
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<tr>
<td>199 SPECIAL STUDIES OR PROJECTS IN HISTORY</td>
<td>1-3 UNITS</td>
</tr>
<tr>
<td>Prerequisite: Varies with topic</td>
<td></td>
</tr>
<tr>
<td>Corequisite: Varies with topic</td>
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<tr>
<td>Recommended Preparation: Varies with topic</td>
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<tr>
<td>3-9 hours</td>
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<tr>
<td>Individual study, research or projects 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.</td>
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<tr>
<td>AA/AS GE, CSU, CSU GE, IGETC, UC</td>
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<tr>
<td>110 PRINCIPLES OF THE HUMANITIES</td>
<td>3 UNITS</td>
</tr>
<tr>
<td>Prerequisite: None</td>
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<tr>
<td>Corequisite: None</td>
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<tr>
<td>Recommended Preparation: None</td>
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<tr>
<td>3 hours lecture</td>
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<tr>
<td>In this basic interdisciplinary humanities course, students will learn how to examine, compare, analyze, evaluate, interpret and discuss creative works within their cultural contexts. Examples for study will be selected from the world's great works of literature, drama, painting, sculpture, architecture, music, etc.</td>
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<tr>
<td>AA/AS GE, CSU, CSU GE, IGETC, UC</td>
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<tr>
<td>115 ARTS AND CULTURE IN LOCAL CONTEXT—SAN DIEGO</td>
<td>3 UNITS</td>
</tr>
<tr>
<td>Prerequisite: None</td>
<td></td>
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<tr>
<td>Corequisite: None</td>
<td></td>
</tr>
<tr>
<td>Recommended Preparation: None</td>
<td></td>
</tr>
<tr>
<td>3 hours lecture</td>
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<tr>
<td>This course offers an interdisciplinary survey of San Diego's history, art and culture. Focusing on San Diego's cosmopolitan cultural offerings, students will study characteristic elements of art media (such as architecture, sculpture, music, literature, theater), their creators, significant cultural sites, and our position in the broader context of world culture. Guest lectures by local artists and trips to various cultural sites (Balboa Park, Old Globe Theatre, San Diego Museum of Art, Copley Symphony Hall, Gaslamp District)</td>
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</tbody>
</table>
INTERDISCIPLINARY STUDIES

198 SUPERVISED TUTORING 0 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
TBA hours
Uses a variety of educational tools to assist students with various learning needs. Can be used to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while concurrently enrolled in another course. May be repeated with different content. No fee/no credit course.

199 SPECIAL STUDIES OR PROJECTS IN INTERDISCIPLINARY STUDIES 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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.

120 EUROPEAN HUMANITIES 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Integrated approach to European cultural values as expressed in representative masterpieces of literature, philosophy, drama, music, visual art and architecture.

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

140 AMERICAN HUMANITIES 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Integrated study of American forms of art and thought including popular forms such as film, jazz and popular music. Various periods in American history will be examined from a cultural viewpoint, and selections will be chosen which are most representative of the forms of consciousness during those periods.

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

155 MYTHOLOGY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Exploration of myths, legends, folklore and fairy tales as a means of understanding the way different people throughout the world have viewed themselves, their heroes, gods and supernatural beings and the world they live in. Emphasis on the symbolic meaning of the stories covered and the light they shed on our common human nature.

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

199 SPECIAL STUDIES OR PROJECTS IN HUMANITIES 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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 not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN HUMANITIES 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.

120 ITALIAN I 5 UNITS
Prerequisite: "C" grade or higher in ITAL 121 or two years of high school Italian or equivalent.
Corequisite: None
Recommended Preparation: None
5 hours lecture
Continuation of Italian 121. This course will continue to develop oral and written skills based on practical everyday needs.

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

199 SPECIAL STUDIES OR PROJECTS IN ITALIAN 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. May be repeated for a maximum of 9 units.

220 ITALIAN II 5 UNITS
Prerequisite: "C" grade or higher in ITAL 120 or two years of high school Italian or equivalent.
Corequisite: None
Recommended Preparation: None
5 hours lecture
Continuation of Italian 120. This course will continue to develop oral and written skills based on practical everyday needs.

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

298 SELECTED TOPICS IN ITALIAN 1-5 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-15 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN ITALIAN 1-5 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-15 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.

110 RESEARCH METHODS IN AN ONLINE WORLD 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Designed for those who would like to become effective online researchers. Students will learn how to select and effectively use appropriate research tools such as search engines, online directories, meta-search engines, subscription databases and online catalogs. They will develop search strategies and focus on expressing their research questions in relevant search terms. In addition, students will learn how to evaluate information for quality, authority, accuracy, and other criteria. Ethical issues about
090 ELEMENTARY ALGEBRA 5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: Grade of “Pass” in MATH 089 or equivalent.
5 hours lecture, 1 hour laboratory
Emphasizes mathematical reasoning, problem solving, and real-world applications using numerical, algebraic and graphical models. Topics include problem-solving techniques, algebraic expressions, polynomials, linear and quadratic equations, linear inequalities, linear and nonlinear graphs, systems of linear equations in two variables, integer exponents, proportions, and radicals. Selection and application of appropriate graphing utility and/or computer program to interpret, model and analyze a collection of data or application problems. Computational techniques developed in pre-algebra are prerequisite skills for this course. Recommended for students with little or no recent knowledge of algebra. Pass/No Pass only. Non-degree applicable.

097 PLANE GEOMETRY 3 UNITS
Prerequisite: Grade of “Pass” in MATH 090 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introduces essential vocabulary, properties and characteristics of geometric objects and geometric constructions. The concepts of plane geometry are developed inductively and then deductively. Computer-facilitated instruction offers a dynamic presentation of geometric concepts. Pass/No Pass only. Non-degree applicable.

103 INTERMEDIATE ALGEBRA 3 UNITS
Prerequisite: Grade of “Pass” in MATH 090 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 1 hour laboratory
Graph, 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.

110 INTERMEDIATE ALGEBRA FOR BUSINESS, MATHEMATICS, SCIENCE AND ENGINEERING 5 UNITS
Prerequisite: Grade of “Pass” in MATH 090 or equivalent.
Corequisite: None
Recommended Preparation: None
5 hours lecture, 1 hour laboratory
Application of graphic, numeric, and analytic methods to model, interpret and solve real-world problems involving: linear, quadratic, rational, radical, exponential and logarithmic functions; systems of linear and quadratic equations or inequalities; 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.

120 MATHEMATICS FOR GENERAL EDUCATION 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in MATH 103 or 110 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.

125 STRUCTURE AND CONCEPTS OF ELEMENTARY MATHEMATICS I 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in MATH 103 or 110.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 1 hour laboratory
In blending the mathematical topics of sets, whole numbers, numerator, 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.

128 CHILDREN’S MATHEMATICAL THINKING 1.5 UNITS
Prerequisite: None
Corequisite: MATH 125.
Recommended Preparation: None
1.5 hours lecture
Children’s mathematical thinking and in-depth analyses of children’s understanding of operations (addition, subtraction, multiplication, division) and place value. Students will observe individual children solving mathematics problems.

150 INTRODUCTION TO COMPUTER PROGRAMMING APPLICATIONS IN MATHEMATICS 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in MATH 110 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 3 hours laboratory
Use of computers to analyze mathematical application problems and solutions from statistics, engineering and the physical sciences. Fundamentals of structured technical programming including language commands and computational algorithms.
160 ELEMENTARY STATISTICS 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in MATH 103 or 110 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; the central limit theorem; probability distributions including the binomial, normal, Student t, chi-square, and F. In inferential statistics: estimation and hypothesis testing for means, proportions and variances; contingency tables; ANOVA models; linear regression and correlation; nonparametric methods. Applications may be included from various fields such as biology, business, economics, education, engineering, demography and psychology.
AA/AS GE. CSU, CSU GE. IGETC, UC credit limit

170 ANALYTIC TRIGONOMETRY 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in MATH 097. 110 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.
AA/AS GE. CSU, CSU GE

175 COLLEGE ALGEBRA 4 UNITS
Prerequisite: "C" grade or higher or "Pass" in MATH 110 or equivalent (MATH 103 does not meet the prerequisite).
Corequisite: None
Recommended Preparation: None
4 hours lecture
Topics include the real number system; algebraic, exponential and logarithmic functions; complex numbers; theory of equations; partial fractions; polynomial calculus. Designed for students in business, social sciences and behavioral sciences. Not open to students with credit in MATH 180.
AA/AS GE. CSU, CSU GE. IGETC. UC credit limit

180 ANALYTIC GEOMETRY AND CALCULUS I 5 UNITS
Prerequisite: "C" grade or higher or "Pass" in MATH 170, 175 or 176 or equivalent.
Corequisite: None
Recommended Preparation: None
5 hours lecture
Description includes 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 calculus.
AA/AS GE, CSU, CSU GE. IGETC. UC credit limit

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 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: "C" grade or higher or "Pass" in MATH 280 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.
AA/AS GE, CSU, CSU GE. IGETC. UC

280 ANALYTIC GEOMETRY AND CALCULUS II 4 UNITS
Prerequisite: "C" grade or higher or "Pass" in MATH 180 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, applications of Green's and Stokes' theorems, work with cylindrical and spherical coordinates, and an introduction to linear algebra.
AA/AS GE, CSU, CSU GE. IGETC, UC

284 LINEAR ALGEBRA 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in MATH 280 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Topics include matrix algebra, Gaussian Elimination, systems of equations, determinants, Euclidean and general vector spaces, linear transformations, orthogonality and inner product spaces, bases of vector spaces, the change of basis theorem, eigenvalues and eigenvectors, the rank and nullity of matrices and linear transformations. This course is intended for the transfer student planning to major in mathematics, physics, engineering, computer science, operational research, economics or other sciences.
AA/AS GE, CSU. CSU GE. IGETC, UC

285 DIFFERENTIAL EQUATIONS 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in MATH 280 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Topics include matrix algebra, Gaussian Elimination, systems of equations, determinants, Euclidean and general vector spaces, linear transformations, orthogonality and inner product spaces, bases of vector spaces, the change of basis theorem, eigenvalues and eigenvectors, the rank and nullity of matrices and linear transformations. This course is intended for the transfer student planning to major in mathematics, physics, engineering, computer science, operational research, economics or other sciences.
AA/AS GE, CSU, CSU GE. IGETC, UC

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 not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN MATHEMATICS 1-6 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-18 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.
CSU

001 MUSIC FUNDAMENTALS 4 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
4 hours lecture
Basic elements of music. Notation, major and minor keys, intervals, triads and 7th chords with

**CSU**

**090-091 PREPARATORY PERFORMANCE STUDIES** 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Designed to prepare students for audition into MUS 190. Enhances the musical progress of students who are currently receiving the equivalent of fifteen one-half hour lessons per semester of individual vocal or instrumental instruction. Pass/No Pass only. Non-degree applicable.

**104 INTRODUCTION TO THE MUSIC INDUSTRY** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of the music industry with emphasis on individual career options, roles and responsibilities. Includes interaction with industry components and relationships between business personnel and the music artist.

**CSU**

**105 MUSIC THEORY AND PRACTICE I** 4 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
4 hours lecture, 2 hours laboratory

**CSU**

**106 MUSIC THEORY AND PRACTICE II** 4 UNITS
Prerequisite: "C" grade or higher or "Pass" in MUS 105 or equivalent.
Corequisite: None
Recommended Preparation: None
4 hours lecture, 2 hours laboratory

**CSU, UC**

**107A AREA STUDIES IN AFRICAN MUSIC** 2 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Study of rudimentary playing technique and the broad cultural context of African music.

**CSU, UC**

**107C AREA STUDIES IN LATIN AMERICAN MUSIC** 2 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 2 hours laboratory
Study of rudimentary playing technique and the broad cultural context of Latin American music.

**CSU, UC**

**108-109 ROCK, POP AND SOUL ENSEMBLE** 1 UNIT
Prerequisite: Audition
Corequisite: None
Recommended Preparation: None
2.5 hours lecture, 2.5 hours laboratory
Study and performance of representative popular music compositions from the second half of the 20th century, with emphasis on rock, rhythm and blues, and pop music. Open to instrumentalists and singers.

**CSU, UC**

**110 GREAT MUSIC LISTENING** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Listening and reading survey course to acquaint students with fundamental elements of musical style. Covers repertoire from a variety of cultures and periods with primary emphasis on the Western concert tradition.

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

**111 HISTORY OF JAZZ** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Listening and reading survey course covering the history of jazz from its origins to the present. Includes style periods, significant artists, the broad cultural context of jazz, and the development of critical listening skills.

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

**114 MUSIC IN THE UNITED STATES** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Music in the United States from pre-Colonial times to the present. Coverage includes the music of Native Americans, the Colonies, the 1800s, distinctive regions and subcultures, jazz, art music, popular music styles, and non-western influences.

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

**115 HISTORY OF ROCK MUSIC** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
An overview of rock and rock-related musical styles from the early 1950s to the present. Coverage includes related social and cultural trends, outstanding artists, the influence of technology on popular music, and relevant trends in the music industry. In addition, basic musical concepts such as pitch, rhythm and form will be introduced and applied to the music under consideration.

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

**116 INTRODUCTION TO WORLD MUSIC** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to expand the student's perspective about the nature of music around the world and demonstrate the relationship between music in different cultures. Highlights elements common to all music. May include music of the cultures of India, China, Japan, Indonesia, Africa, Pacific Islands, the Middle East, Europe and the Americas.

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

**117 INTRODUCTION TO MUSIC HISTORY AND LITERATURE** 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in MUS 001 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of art music in Western civilization from the ancient period to the present. Musical styles will be studied within the context of concurrent developments in society, politics and other arts.

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

**118 INTRODUCTION TO MUSIC TECHNOLOGY** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
4 hours lecture
A one-semester study of basic music theory including notation, rhythms, scales, intervals, triads and sight-singing. Introduction to basic rhythm instruments and development of keyboard facility and vocal skill. Designed for preschool/elementary education majors and non-music majors.

**CSU, UC**

**119 COOPERATIVE WORK EXPERIENCE IN MUSIC EDUCATION** 1-4 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
5 hours paid or 4 hours unpaid work experience per week per unit
Practical application of principles and procedures learned in the classroom to the various phases of music education. Work experience will be paid or unpaid at local middle or high school music programs. Placement assistance will be provided. Two on-campus sessions will be scheduled. May be repeated for a maximum of 12 units.

**CSU**

**120 INTRODUCTION TO MUSIC TECHNOLOGY** 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in MUS 001 or equivalent.
2 hours lecture, 3 hours laboratory
Introduction to the basic concepts and processes for editing digital audio and using the digital synthesizer and personal computer to perform, notate and record music. Students should have basic computer skills, basic piano or keyboard skills, and be able to read music.

**CSU**

**121-122 MUSIC INDUSTRY SEMINAR** 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
In this project-based class, students will develop and create a set of promotional materials for a local musical artist or group. The course content combines work in recording, print and electronic media.
MUSIC

126 CLASS GUITAR I 2 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2 hours lecture
Beginning course in guitar for non-music majors. Fundamentals of music as related to the guitar including scales, chords, and reading staff notation.

CSU, UC

127 CLASS GUITAR II 2 UNITS
Prerequisite: "C" grade or higher or "Pass" in MUS 126 or equivalent.
Corequisite: None
Recommended Preparation: None
2 hours lecture
Guitar for non-music majors. Continuation of MUS 126 with emphasis on reading staff notation in closed positions, playing scales and chords in major and minor keys, and developing both left and right-hand technique.

CSU, UC

130A-131A-230A-231A WORLD MUSIC ENSEMBLE: AFRICAN PERCUSSION 1 UNIT
Prerequisite: "C" grade or higher or "Pass" in MUS 107A or equivalent.
Corequisite: None
Recommended Preparation: None
2:5 hours lecture, 2:5 hours laboratory
Study of different African percussion traditions at regular rehearsals and public performances.

CSU, UC

130B-131B-230B-231B WORLD MUSIC ENSEMBLE: SUNDANESE GAMELAN 1 UNIT
Prerequisite: "C" grade or higher or "Pass" in MUS 107B or equivalent.
Corequisite: None
Recommended Preparation: None
2:5 hours lecture, 2:5 hours laboratory
Study of Sundanese gamelan compositions at regular rehearsals and public performances.

CSU, UC

132 CLASS PIANO I 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture

CSU, UC

133 CLASS PIANO II 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in MUS 132 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture

CSU, UC

136-137 CHAMBER SINGERS 1 UNIT
Prerequisite: Audition
Corequisite: None
Recommended Preparation: None
2:5 hours lecture, 2:5 hours laboratory
Study of standard and contemporary choral literature (classics to jazz) for small choral ensemble. Performances on campus and in local schools and communities. Open to all singers in the community and students of the college.

CSU, UC

152-153 CONCERT BAND 1 UNIT
Prerequisite: Audition
Corequisite: None
Recommended Preparation: None
2:5 hours lecture, 2:5 hours laboratory
Study of representative concert band compositions in a wide variety of styles at regular rehearsals and public performances.

CSU, UC

156-157 JAZZ ENSEMBLE 1 UNIT
Prerequisite: Audition
Corequisite: None
Recommended Preparation: None
2:5 hours lecture, 2:5 hours laboratory
Study and performance of standard and contemporary choral literature for choral ensemble. Open to all singers in the community and students of the college.

CSU, UC

158-159 CHORUS 1 UNIT
Prerequisite: Audition
Corequisite: None
Recommended Preparation: None
2:5 hours lecture, 2:5 hours laboratory
Study and performance of standard and contemporary choral literature for choral ensemble. Open to all singers in the community and students of the college.

CSU, UC

161 COOPERATIVE WORK EXPERIENCE IN MUSIC INDUSTRY 1-4 UNITS
Prerequisite:None
Corequisite: None
Recommended Preparation: None
5 hours paid or 4 hours unpaid work experience per week per unit
Practical application of principles and procedures learned in the classroom to the various phases of the music industry. Work experience will be paid or unpaid at local businesses that are part of the music industry such as recording studios, booking agencies, and music equipment manufacturers/retailers. Placement assistance will be provided. Two on-campus sessions will be scheduled. May be repeated for a maximum of 12 units.

CSU

170-171 CLASS VOICE 2 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: Ability to read music
2 hours lecture
Designed to help the student learn to use the voice correctly. Principles of vocal placement, posture, balance, breath control and vocal tone are emphasized through individual performances.

CSU, UC

184 DIGITAL AUDIO RECORDING AND PRODUCTION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: "C" grade or higher or "Pass" in MUS 120 or equivalent.
2 hours lecture, 3 hours laboratory
In-depth presentation of digital audio recording and production. Students will learn techniques for in-studio and live recording and will record and edit new musical recordings. Students should have a basic understanding of digital audio vocabulary and basic experience with using a computer to make/record music.

CSU

190-191 PERFORMANCE STUDIES 1 UNIT
Prerequisite: Membership by audition
Corequisite: None
Recommended Preparation: None
1 hour lecture
Primarily for music majors. Designed to enhance the musical progress of students who are currently receiving the equivalent of fifteen one-half hour lessons per semester of individual vocal or instrumental instruction. In-depth study of performances and techniques. Participation in class performances and student recitals is required.

CSU

199 SPECIAL STUDIES OR PROJECTS IN MUSIC 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. May be repeated for a maximum of 9 units.

205 MUSIC THEORY AND PRACTICE I 4 UNITS
Prerequisite: "C" grade or higher or "Pass" in MUS 106 or equivalent.
Corequisite: None
Recommended Preparation: None
4 hours lecture, 2 hours laboratory

CSU, UC

206 MUSIC THEORY AND PRACTICE II 4 UNITS
Prerequisite: "C" grade or higher or "Pass" in MUS 205 or equivalent.
Corequisite: None
Recommended Preparation: None
4 hours lecture, 2 hours laboratory

CSU, UC

208-209 ROCK, POP AND SOUL ENSEMBLE 1 UNIT
Prerequisite: Audition
Corequisite: None
Recommended Preparation: None
2:5 hours lecture, 2:5 hours laboratory
Study and performance of representative popular music compositions from the second half of the 20th century, with emphasis on rock, rhythm and blues, and pop music. Open to instrumentalists and singers.

CSU, UC
MUSIC - NATIVE AMERICAN LANGUAGES

221-222 MUSIC INDUSTRY SEMINAR 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None

1 hour lecture
In this project-based class, students will develop and create a set of promotional materials for a local musical artist or group. The course content combines work in recording, print and electronic media.

CSU

226 CLASS GUITAR III 2 UNITS
Prerequisite: "C" grade or higher or "Pass" in MUS 127 or equivalent.
Corequisite: None
Recommended Preparation: None

2 hours lecture
Guitar for non-music majors. Continuation of MUS 127 with emphasis on high position reading, introductory chord and scale alterations, and technical development.

CSU, UC

227 CLASS GUITAR IV 2 UNITS
Prerequisite: "C" grade or higher or "Pass" in MUS 226 or equivalent.
Corequisite: None
Recommended Preparation: None

2 hours lecture
Guitar for non-music majors. Continuation of MUS 226 with emphasis on playing solos and accompaniments in various styles and idioms.

CSU, UC

222 CLASS PIANO III 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in MUS 133 or equivalent.
Corequisite: None
Recommended Preparation: None

3 hours lecture

CSU, UC

233 CLASS PIANO IV 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in MUS 232 or equivalent.
Corequisite: None
Recommended Preparation: None

3 hours lecture
Continuation of MUS 232. Keyboard harmony and deceptive cadences. Reading an open score. Ensemble playing and accompaniment. Piano literature from the 18th through the 20th centuries.

CSU, UC

236-237 CHAMBER SINGERS 1 UNIT
Prerequisite: Audition
Corequisite: None
Recommended Preparation: None

2.5 hours lecture, 2.5 hours laboratory
Study of standard and contemporary choral literature (classics to jazz) for small choral ensemble. Performances on campus and in local schools and communities. Open to all singers in the community and students of the college.

CSU, UC

252-253 CONCERT BAND 1 UNIT
Prerequisite: Audition
Corequisite: None
Recommended Preparation: None

2.5 hours lecture, 2.5 hours laboratory
Study of representative concert band compositions in a wide variety of styles at regular rehearsals and public performances.

CSU, UC

256-257 JAZZ ENSEMBLE 1 UNIT
Prerequisite: Audition
Corequisite: None
Recommended Preparation: None

2.5 hours lecture, 2.5 hours laboratory
Study of representative jazz ensemble compositions in a wide variety of styles at regular rehearsals and public performances.

CSU, UC

258-259 CHORUS 1 UNIT
Prerequisite: Audition
Corequisite: None
Recommended Preparation: None

2.5 hours lecture, 2.5 hours laboratory
Study and performance of standard and contemporary choral literature for choral ensemble.

CSU, UC

270-271 CLASS VOICE 2 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: Ability to read music

1 hour lecture
Designed to help the student learn to use the voice correctly. Principles of vocal placement, posture, balance, breath control and vocal tone are emphasized through individual performances.

CSU, UC

290-291 PERFORMANCE STUDIES 1 UNIT
Prerequisite: Membership by audition
Corequisite: None
Recommended Preparation: None

1 hour lecture
Primarily for music majors. Designed to enhance the musical progress of students who are currently receiving the equivalent of fifteen one-half hour lessons per semester of individual vocal or instrumental instruction. In-depth study of performances and techniques. Participation in class performances and student recitals is required.

CSU

298 SELECTED TOPICS IN MUSIC 1-4 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic

1-12 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

CSU

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 not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

CSU

NATIVE AMERICAN LANGUAGES

120 KUMEYAAY I 5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None

5 hours lecture
Introductory course to the Kumeyaay language and the culture of its speakers. Facilitates the practical application of the language in everyday oral and written communication at the beginning novice level. Since the focus will be on basic communication skills, the class will be conducted in Kumeyaay as much as possible. While becoming familiar with the Kumeyaay speaking world, students will learn structures that will enable them to function in Kumeyaay in everyday contexts.

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

121 KUMEYAAY II 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in NAKY 120 or equivalent.
Corequisite: None
Recommended Preparation: None

5 hours lecture
Continuation of NAKY 120. Students will continue to develop oral and written skills based on practical everyday needs.

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

199 SPECIAL STUDIES OR PROJECTS IN NATIVE AMERICAN LANGUAGES 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic

3-9 hours
Individual study, research or projects under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. May be repeated for a maximum of 9 units.

220 KUMEYAAY III 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in NAKY 121 or equivalent.
Corequisite: None
Recommended Preparation: None

5 hours lecture
Continuation of NAKY 121. Students will develop increasingly advanced oral, listening, reading and writing skills in the Kumeyaay language.

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

221 KUMEYAAY IV 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in NAKY 220 or equivalent.
Corequisite: None
Recommended Preparation: None

5 hours lecture
Continuation of NAKY 220. Students will develop advanced oral, listening, reading and writing skills and proficiency in Kumeyaay.

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

298 SELECTED TOPICS IN NATIVE AMERICAN LANGUAGES 1-5 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic

1-15 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

CSU

299 SELECTED TOPICS IN NATIVE AMERICAN LANGUAGES 1-5 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic

1-15 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.

CSU
112 INTRODUCTION TO OCEANOGRAPHY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Physical science course which examines major aspects of the marine environment. Topics include the origin of the oceans, plate tectonics, seafloor features, seawater properties, ocean climate, currents, waves, tides, coastal landforms, marine ecology, pollution and resources. The history and development of oceanography and the present and future importance of the oceans are also discussed.
AA/AS GE, CSU, CSU GE, IGETC, UC

113 OCEANOGRAPHY LABORATORY 1 UNIT
Prerequisite: "C" grade or higher or "Pass" in OCEA 112 or equivalent or concurrent enrollment.
Corequisite: None
Recommended Preparation: None
3 hours laboratory
Hands-on oceanographic laboratory experience to accompany and augment OCEA 112. Includes laboratory and field investigations of the marine environment emphasizing the geological, chemical, physical and biological aspects of the ocean.
AA/AS GE, CSU GE, IGETC, UC

199 SPECIAL STUDIES OR PROJECTS IN OCEANOGRAPHY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
2-3 hours laboratory
May be offered in a lecture and/or laboratory format. 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.

288 SELECTED TOPICS IN OCEANOGRAPHY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-2 hours lecture
May be offered in a lecture and/or laboratory format. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN OCEANOGRAPHY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-2 hours lecture
May be offered in a lecture and/or laboratory format.
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 under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. May be repeated for a maximum of 9 units.

200 INTRODUCTION TO COMPUTER AIDED LANDSCAPE DESIGN 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2 hours lecture, 3 hours laboratory
Introduction to computer aided landscape design using AutoCAD software. Creation of site plans, landscape plans, sprinkler plans, contour maps and landscape estimates. Elevation and perspective drawings are also created.

CSU

201 ADVANCED COMPUTER AIDED LANDSCAPE DESIGN 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in OH 200 or equivalent
Corequisite: None
Recommended Preparation: None
2 hours lecture, 3 hours laboratory
Use of computer aided landscape design software for the application of graphics, symbols, patterns, layouts, text and scales for development of design drawings, concept plans, construction documents and cost estimates for residential landscape projects.

CSU

220 LANDSCAPE CONSTRUCTION: CONCRETE AND MASONRY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2 hours lecture, 3 hours laboratory
Study of landscape construction methods and materials. Topics include landscape contract law, concrete flat work including stamped concrete, brick, block, stone masonry, and proper design and construction of retaining and free standing walls. Grading and installation of plant material will also be covered.

CSU

221 LANDSCAPE CONSTRUCTION: IRRIGATION AND CARPENTRY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2 hours lecture, 3 hours laboratory
Study of landscape construction methods and materials. Topics include irrigation and drainage plan reading, materials and components, installation and construction. Installation and troubleshooting of control valves and control clocks will also be covered. Includes basic materials and methods for construction of decks, overhead structures, wooden fences and gates. Also covers code and design requirements for irrigation, drainage and landscape structures.

CSU

222 JAPANESE GARDEN CONSTRUCTION AND MAINTENANCE 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
5 hour lecture, 1.5 hours laboratory
Introduction to Japanese garden concepts and techniques. Includes the professional practices required for construction and sustainable maintenance. Concepts and techniques of Japanese gardens will cover Sakutei, 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: "C" grade or higher or "Pass" in OH 235 or equivalent or concurrent enrollment.
Corequisite: None
Recommended Preparation: None
2 hours lecture, 3 hours laboratory
Introduces students to the basic design and technical skills required to produce professional irrigation system designs. Building on the knowledge acquired in OH 235, students will design complete spray and low-volume systems, calculate hydraulic parameters and schedules, prepare details and specifications, practice presentation skills, analyze working designs, learn head spacing and pipeline layout, and specify equipment using manufacturers’ catalogs. A design studio environment is used (including team building and mentoring exercises) to prepare students for entry-level employment in the irrigation design field.

CSU

240 GREENHOUSE PLANT PRODUCTION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2 hours lecture, 3 hours laboratory
Study of greenhouse plant production. Emphasis on the scheduling of greenhouse crops common to Southern California. Topics include equipment, structures, environmental control, estimation of crop production requirements, and production and sales of common greenhouse crops.

CSU

250 LANDSCAPE WATER MANAGEMENT 2 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 3 hours laboratory
Water management principles and practices for urban landscapes including water audit methods and certification, irrigation scheduling, water budgets, water use monitoring, and laws
and regulations pertaining to urban landscape irrigation and runoff.

**CSU 255 SUSTAINABLE URBAN LANDSCAPE PRINCIPLES AND PRACTICES 2 UNITS**
- Prerequisite: None
- Corequisite: None
- Recommended Preparation: "C" grade or higher or "Pass" in OH 120 or equivalent.
- 2 hours lecture
Principles and practices of sustainable landscape design, construction and maintenance. Students will study ways in which urban landscapes in Southern California can become more sustainable by incorporating water conservation, storm water runoff, landscapes for fire prone areas, material reuse, recycling and repurchase, along with other principles of sustainability. Students will learn the use of technology, materials and methods that enhance the urban landscape with minimal input of labor and materials while reducing negative environmental impacts.

**CSU 260 ARBORICULTURE 3 UNITS**
- Prerequisite: None
- Corequisite: None
- Recommended Preparation: None
- 1 hour 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 maintenance 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 constructing 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: "C" grade or higher or "Pass" in OH 174 or equivalent or concurrent enrollment.
- Corequisite: None
- Recommended Preparation: None
- 2 hours lecture, 3 hours laboratory
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: "C" grade or higher or "Pass" in OH 120, 130 or equivalent.
- 1 hour lecture, 1.5 hour 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 preventive maintenance programs for small and medium two- and four-cycle engines. The lab includes work on mowers, trenchers, trimmers, tractors, spray rigs and other equipment.

**CSU 278 BUSINESS MANAGEMENT FOR ORNAMENTAL HORTICULTURE 3 UNITS**
- Prerequisite: None
- Corequisite: None
- Recommended Preparation: None
- 3 hours lecture
Principles and practices for the small business owner in the landscape, nursery, floral design, arboriculture or irrigation industries. The course will focus on the aspects of business management that are unique to the green industry. Topics will include marketing, bidding, taxes and regulations, personnel and customer relations.

**CSU 280 COOPERATIVE WORK EXPERIENCE EDUCATION 1-4 UNITS**
- Prerequisite: None
- Corequisite: None
- Recommended Preparation: None
- 5 hours paid or 4 hours unpaid work experience per week per unit
Practical application of principles and procedures learned in the classroom to the various phases of horticulture. Work experience will be paid or unpaid at local nurseries and landscape-related companies. Placement assistance will be given. Two on-campus sessions will be scheduled. May be repeated for a maximum of 12 units.

**CSU 290 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 not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No pass only. Non-degree applicable.

**CSU 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 not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.

**PARALEGAL STUDIES**

**CSU 290 INTRODUCTION TO PARALEGAL STUDIES 3 UNITS**
- Prerequisite: None
- Corequisite: None
- Recommended Preparation: None
- 3 hours lecture
This course provides students with an historical perspective of the law and the profession of paralegal. The main focus is the role of the paralegal in the law office including client contact, ethical responsibilities, investigative fact finding, law office management, and legal restrictions. Students will be introduced to legal research and writing, substantive and procedural law, the court systems, and legal terminology.

**CSU 290 CIVIL LITIGATION PRACTICE AND PROCEDURES 3 UNITS**
- Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent.
- Corequisite: None
- Recommended Preparation: None
- 3 hours lecture
The initial phase of an action, the issues of jurisdiction, the complaint and the discovery process will be examined. Court procedures, "Fast Track" and alternatives to litigation such as arbitration and mediation will be discussed. The basic elements of a tort claim will be reviewed as well as the Federal and State Rules of Evidence. Emphasis is placed on the paralegal's role and ethical and professional responsibilities in discovery procedures and trial practice.

**CSU 290 COOPERATIVE WORK EXPERIENCE EDUCATION 1-4 UNITS**
- Prerequisite: None
- Corequisite: None
- Recommended Preparation: None
- 5 hours paid or 4 hours unpaid work experience per week per unit
Practical application of principles and procedures learned in the classroom to the various phases of horticulture. Work experience will be paid or unpaid at local nurseries and landscape-related companies. Placement assistance will be given. Two on-campus sessions will be scheduled. May be repeated for a maximum of 12 units.

**CSU 298 SELECTED TOPICS IN ORNAMENTAL HORTICULTURE 1-4 UNITS**
- Prerequisite: Varies with topic
- Corequisite: Varies with topic
- Recommended Preparation: Varies with topic
- 1-12 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No pass only. Non-degree applicable.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>ADMINISTRATIVE LAW</td>
<td>3</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in PARA 100 or equivalent. Corequisite: None. Recommended Preparation: None. 3 hours lecture. Focus will be on &quot;consumer&quot; Chapters and will learn pertinent rules of federal procedures.</td>
</tr>
<tr>
<td>125</td>
<td>BUSINESS ORGANIZATIONS</td>
<td>1</td>
<td>Prerequisite: None. Corequisite: None. Recommended Preparation: None. 1 hour lecture. Fundamentals of the formation of business entities such as sole proprietorships, partnerships, limited liability companies and corporations are included. Emphasis will be on formation, maintenance, taxation, termination of business entities, and the ethical constraints on paralegals.</td>
</tr>
<tr>
<td>130</td>
<td>LEGAL RESEARCH AND WRITING</td>
<td>3</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in PARA 100 or equivalent. Corequisite: None. Recommended Preparation: None. 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 (&quot;Blue Book&quot;) and other citators.</td>
</tr>
<tr>
<td>132</td>
<td>COMPUTER ASSISTED LEGAL RESEARCH (CALR)</td>
<td>3</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in PARA 100, 130 or equivalent or concurrent enrollment in PARA 130. Corequisite: None. Recommended Preparation: None. 3 hours lecture. Study of personal computer software and programs designed specifically for use in law offices and legal environments, including but not limited to specific applications such as estate planning, probate accounting, bankruptcy filings, calendaring, legal project management, deposition summaries, computer assisted research (including CD ROM applications), and time and billing programs.</td>
</tr>
<tr>
<td>135</td>
<td>BANKRUPTCY LAW</td>
<td>3</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in PARA 100 or equivalent. Corequisite: None. Recommended Preparation: None. 3 hours lecture. United States Federal Bankruptcy Code (as amended) will be the foundation of this examination of bankruptcy law and practice. Students will be exposed to the jurisdictional and filing requirements for bankruptcy cases under Chapters 7, 11 and 13 of the Bankruptcy Code, and will learn pertinent rules of federal procedure associated with bankruptcy case filings. The focus will be on &quot;consumer&quot; Chapters 7 and 13.</td>
</tr>
<tr>
<td>140</td>
<td>CRIMINAL LAW AND PROCEDURES</td>
<td>3</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in PARA 100 or equivalent. 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.</td>
</tr>
<tr>
<td>145</td>
<td>ESTATE PLANNING</td>
<td>3</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in PARA 100 or equivalent. 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.</td>
</tr>
<tr>
<td>150</td>
<td>FAMILY LAW</td>
<td>3</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in PARA 100 or equivalent. 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.</td>
</tr>
<tr>
<td>155</td>
<td>INSURANCE LAW</td>
<td>3</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in PARA 100 or equivalent. 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.</td>
</tr>
<tr>
<td>160</td>
<td>PERSONAL INJURY</td>
<td>1</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in PARA 100 or equivalent. Corequisite: None. Recommended Preparation: None. 1 hour lecture. Study of the essentials of tort actions with emphasis on personal injury and other forms of negligence. Special attention will be given to the elements of a cause of action in negligence. Theories of recovery, defenses, case handling, witness interviewing, working with insurance carriers, and evidence requirements under current California law will be reviewed. Students will review the particular ethical constraints on personal injury paralegals.</td>
</tr>
<tr>
<td>165</td>
<td>PROBATE LAW</td>
<td>3</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in PARA 100 or equivalent. Corequisite: None. Recommended Preparation: None. 3 hours lecture. The law of wills, estates and estate administration including testate and intestate estates, and law of decedent and distribution will be discussed.</td>
</tr>
<tr>
<td>170</td>
<td>WORKER'S COMPENSATION</td>
<td>1</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in 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.</td>
</tr>
<tr>
<td>199</td>
<td>SPECIAL STUDIES OR PROJECTS</td>
<td>1-3</td>
<td>Varies with topic. Corequisite: Varies with topic. Recommended Preparation: Varies with topic. 3-9 hours. Individual study, research or projects 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.</td>
</tr>
<tr>
<td>250</td>
<td>INTERNSHIP</td>
<td>1-4</td>
<td>Prerequisite: &quot;C&quot; grade or higher or &quot;Pass&quot; in PARA 100 or equivalent. Corequisite: None. Recommended Preparation: None. 1-4 hours paid or 4 hours unpaid work experience per week per unit. Practical work experience in a cooperating law office or corporate legal department. May be repeated for a maximum of 9 units.</td>
</tr>
<tr>
<td>299</td>
<td>SELECTED TOPICS IN PARALEGAL STUDIES</td>
<td>1-4</td>
<td>Varies with topic. Corequisite: Varies with topic. Recommended Preparation: Varies with topic. 1-4 hours. Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.</td>
</tr>
<tr>
<td>300</td>
<td>SELECTED TOPICS IN PARALEGAL STUDIES</td>
<td>1-4</td>
<td>Varies with topic. Corequisite: Varies with topic. Recommended Preparation: Varies with topic. 1-4 hours. Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.</td>
</tr>
<tr>
<td>101</td>
<td>INTRODUCTION TO COLLEGE</td>
<td>.5-1</td>
<td>Prerequisite: None. Corequisite: None. Recommended Preparation: None. 5-1 hours lecture. Designed to acquaint students with the college, its facilities, services, academic regulations and degree and transfer programs. Students will receive guidance in educational planning. Pass/No Pass only. Non-degree applicable.</td>
</tr>
</tbody>
</table>
110 CAREER DECISION MAKING 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Utilization of a group seminar structure to explore and research various career and major options. Lecture, group discussion, experiential activities, and vocational assessment tools will be utilized to assist students in identifying their individual interests, values, and personality styles. Students will conduct educational and career research that will help them relate their vocational assessment results to setting academic and career goals. Students will learn how to write a resume and prepare for a job interview. Pass/No Pass only. CSU

124 LIFELONG SUCCESS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Apply physiological, social and psychological principles to success in college, the world of work and life. Explore personality, interests and values to increase self-understanding and select an appropriate major and career. Learn about careers of the future. Discover strategies for lifelong learning by identifying your learning style and applying psychological principles of learning and memory to academic study strategies. Apply life management techniques such as time and money management to accomplish personal goals. Examine adult stages of development and develop a plan for wellness and living a long and healthy life. Learn strategies for motivation and stress management. Practice creative and critical thinking techniques. CSU, CSU GE, UC

130 STUDY SKILLS AND TIME MANAGEMENT 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Designed to prepare students to adjust to the academic community by learning to plan and study effectively within given time limitations. Strategies include: time management, goal setting, textbook mastery, library research skills, note-taking, exam preparation, stress reduction and educational planning. Pass/No Pass only. CSU

140 LIFE SKILLS AND PERSONAL ADJUSTMENT 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: Placement in ENGL 110 based on assessment.
3 hours lecture
This course emphasizes the cognitive, behavioral, humanistic, and existential theories as they relate to the understanding of the self and the dynamics of healthy adjustment. Students will learn life skills that are conducive to achieving a satisfying and healthy relationship with oneself and others. Using many of the skills suggested by the above theories, students will learn and apply personal achievement techniques, basic principles of healthy functioning, and effective coping strategies that facilitate the process of change and adaptation. Utilizing the major theories in the field of psychology and psychotherapy, the development of a healthy and strong identity and an empowered sense of self will be explored. The process of integrating thoughts and emotions into the development of identity will be emphasized. CSU, CSU GE

199 SPECIAL STUDIES OR PROJECTS IN PERSONAL DEVELOPMENT–COUNSELING 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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 PERSONAL DEVELOPMENT–COUNSELING 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and Faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN PERSONAL DEVELOPMENT–COUNSELING 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and Faculty. May be offered in a 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
Designed to assess, identify and interpret learning strengths and weaknesses to determine eligibility for learning disability services according to the guidelines established by the California Community Colleges Chancellor’s Office. An orientation to the Learning Disabilities Program will be provided as well as prescriptive planning. A pre- and post-conference will be held with a Disabled Students Programs and Services (DSPS) Specialist. Pass/No Pass only. Non-degree applicable.

081 SELF-ADVOCACY FOR STUDENTS WITH DISABILITIES 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Designed for students who want to learn more about self advocacy. Involves prescriptive instruction emphasizing personal empowerment, support systems, understanding one’s strengths, and legal and ethical issues including awareness of disabilities. May be repeated for a maximum of 4 units. Pass/No Pass only. Non-degree applicable.

085 ADAPTED COMPUTER BASICS 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in ENGL 098R 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. May be repeated for a maximum of 4 units. Pass/No Pass only. Non-degree applicable.

087 ADAPTED COMPUTER STUDIES 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture, 1 hour laboratory
Individualized course of study for students with verifiable disabilities. Provides in-depth, individualized instruction in assistive technology and techniques to maximize independent use of assistive and mainstream computer hardware/software to improve students’ ability to succeed in mainstream college-level courses and vocational programs. May be repeated for a maximum of 4 units. Pass/No Pass only. Non-degree applicable.

090ABC D LEARNING STRATEGIES PRACTICUM 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Designed for students who want to learn more about their specialized learning needs. Development and implementation of specific learning strategies in a developmental learning environment utilizing specialized software programs to assist students academic performance. May be repeated for a maximum of 4 units. Pass/No Pass only. Non-degree applicable.

096 COGNITIVE COMMUNICATION SKILLS AND STRATEGIES 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Students with cognitive communication deficits will receive specialized instruction in attention, concentration, thought organization, memory strategies, social pragmatics skills, organization and time management skills, and maximizing related communication skills. Emphasizes the development of skills and functional compensatory strategies to enhance disabled students’ opportunities for academic success. May be repeated for a maximum of 4 units. Pass/No Pass only. Non-degree applicable.

098 DEVELOPMENTAL SPELLING, LEVEL I 1 UNIT
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1 hour lecture
Structured, sequential approach to spelling in a developmental learning environment designed to strengthen skill in spelling for students with specialized learning needs. May be repeated for a maximum of 4 units. Pass/No Pass only. Non-degree applicable.
PHILOSOPHY

110 A GENERAL INTRODUCTION TO PHILOSOPHY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
In this basic orientation the student explores, 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.

117 HISTORY OF PHILOSOPHY II: MODERN AND CONTEMPORARY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of philosophy from the Renaissance to the 20th century including the development of modern scientific processes as well as empiricism, rationalism, idealism, etc.

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.

130 LOGIC 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Study of correct thinking comprising both deductive and inductive inference and principles of scientific method. Application of fundamental principles of logic to practical problems.

140 PROBLEMS IN ETHICS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Study of values as they affect the individual and society. Conduct as expressed by ethical standards and natural law, problems and theories of beauty and value.

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.

170 PHILOSOPHY OF RELIGION: A CROSS-CULTURAL INTRODUCTION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
In this introductory course, students will explore cross-cultural perspectives on topics such as the nature and grounds of religious belief, the relationship between religion and ethics, the nature and existence of God/ultimate reality, the problem of evil, the validity of religious experience, and religious pluralism versus religious exclusivism. The examination of issues will take into account the diversity of religious thought evident in the world today.

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 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.
130 FUNDAMENTALS OF PHYSICS 4 UNITS
Prerequisite: “C” grade or higher or “Pass” or concurrent enrollment in MATH 178 or 180 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 3 hours laboratory
Calculus-based problem solving as well as a philosophical approach to physical phenomena such as force, linear and rotational motion and energy, simple harmonic motion and wave behavior, heat and thermodynamics. Laboratory experience is an integral part of the course.
AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

150 MECHANICS AND HEAT 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in PHYC 130 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture, 3 hours laboratory
Calculus-based problem solving as well as a philosophical approach to physical phenomena such as electricity, magnetism, optics and modern physics. Laboratory experience is an integral part of the course.
AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

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 under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. May be repeated for a maximum of 9 units.

200 ELECTRICITY AND MAGNETISM 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in PHYC 190 or equivalent and credit for or concurrent enrollment in MATH 280 or equivalent.
Corequisite: None
Recommended Preparation: None
4 hours lecture, 3 hours laboratory
Deals with electricity and magnetic behavior of matter. Primary emphasis on Maxwell’s Equations and their applications.
AA/AS GE, CSU, CSU GE, IGETC, UC credit limit

210 WAVE MOTION AND MODERN PHYSICS 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in PHYC 190 or equivalent and credit for or concurrent enrollment in MATH 281 or equivalent.
Corequisite: None
Recommended Preparation: None
4 hours lecture, 3 hours laboratory
Deals with hydrostatics, hydrodynamics, wave behavior, geometric and physical optics, relativity, light and particle, matter as a wave, the hydrogen atom and the Schrodinger Equation, electrical conductivity of solids, lasers and nuclear physics.
AA/AS GE, CSU, CSU GE, IGETC, UC credit limit
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.
AAS GE, CSU, CSU GE, IGETC, UC

130 INTRODUCTION TO INTERNATIONAL RELATIONS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of the field of international relations. Students will be introduced to the major theories of international relations and will learn to apply them to contemporary problems in world politics. Issues examined include global peace and security, international political economy, international law and organization, sustainable development, and human rights.
CSU, CSU GE, IGETC, UC

140' INTRODUCTION TO CALIFORNIA GOVERNMENTS AND POLITICS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
This course examines the structure and functions of California state and local governments and politics. Attention will be given to the evolution of the principal features, organization, and operation of state and local governments within the framework of U.S. federalism from the time of the nation’s founding. Emphasis is on the role of significant events, major ethnic groups, and major social groups in the development of the political structures and processes of California state and local governments and contemporary political issues.
AAS GE, CSU, CSU GE

199 SPECIAL STUDIES OR PROJECTS IN POLITICAL SCIENCE 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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 LEARNING 3 UNITS
Prerequisite: Varies with topic
Corequisite: None
Recommended Preparation: None
3 hours laboratory
May be repeated for a maximum of 9 units.

120 INTRODUCTORY PSYCHOLOGY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introduction to the facts and theories which seek to explain and understand human thought and behavior including such topics as personality, psychotherapy, learning, memory, interpersonal relationships, adjustment and biological influences.
AAS GE, CSU GE, IGETC, UC

125 CROSS-CULTURAL PSYCHOLOGY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introduction to cross-cultural 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 non-judgmental understanding of how culture influences human behavior, they will be more equipped to interact in a world where there is increasing contact among different cultures.
AAS GE, CSU, CSU GE, IGETC, UC

134 HUMAN SEXUALITY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Review of the biological, psychological and social aspects of human sexuality including sexuality throughout the lifespan, individual and cultural variations, homosexuality, communication and relationships, sex therapy, sex roles, morality, contraception, and sexually transmitted diseases (STDs).
AAS GE, CSU, CSU GE, IGETC, UC

138 SOCIAL PSYCHOLOGY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Examination of the individual’s perception of and reaction to other people and social influences. Topics such as attitude formation, prejudice and discrimination, helping behavior, aggression, conformity, obedience, cooperation and conflict reduction, and group behavior are explored.
AAS GE, CSU, CSU GE, IGETC, UC

140 PHYSIOLOGICAL PSYCHOLOGY 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in PSY 120 or equivalent.
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.
AAS GE, CSU, CSU GE, IGETC, UC

165 DEVELOPMENTAL PSYCHOLOGY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Overview of psychological research and theory involving the lifespan approach to human behavior and cognition. Explores the biological, emotional, social and cognitive development from infancy through childhood, adolescence and adulthood. Topics include influences of drugs and disease on prenatal development, child-rearing methods, temperaments and personality, childhood disorders, development of language and thinking, gender roles, friendship, family and relationships, parenting and aging.
AAS GE, CSU, CSU GE, IGETC, UC

170 ABNORMAL PSYCHOLOGY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Review 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.
AAS GE, CSU, CSU GE, IGETC, UC

199 SPECIAL STUDIES OR PROJECTS IN PSYCHOLOGY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. May be repeated for a maximum of 9 units.

215 STATISTICS FOR THE BEHAVIORAL SCIENCES 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in MATH 103 or 110 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 is on the design of experiments and the application of a variety of parametric and nonparametric techniques to the analysis of data.
AAS GE, CSU, CSU GE, IGETC, UC credit limit

220 LEARNING 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in PSY 120 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Examination of the basic principles and research in animal and human learning.
AAS GE, CSU, CSU GE, IGETC, UC
298 SELECTED TOPICS IN PSYCHOLOGY  1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN PSYCHOLOGY  1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a 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 is on residential and single-unit property.

CSU

195 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 is on residential and single-unit property.

CSU

196 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 is on residential and single-unit property.

CSU

197 REAL ESTATE ECONOMICS  3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Study of economic factors which determine the market and location of real property investments.

CSU

199 SPECIAL STUDIES OR PROJECTS IN REAL ESTATE  1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects in real estate. May be repeated for a maximum of 9 units.

CSU

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 IN SALES  3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Overview of the sale and transfer of a business from the perspective of a real estate licensee handling its listing and sale.

CSU

204 REAL ESTATE OFFICE ADMINISTRATION  3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Study of administration, supervision and management of a real estate brokerage office.

CSU

230 COMMERCIAL REAL ESTATE  3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introduction to the principles and procedures applicable to the leasing, management and operations of commercial and investment real estate properties. Discussion of computerized property management techniques, procedures and tax and accounting methods applicable to commercial real estate properties.

CSU

250 REAL ESTATE INTERNSHIP  1-4 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
75 hours paid or 60 hours unpaid work experience per unit

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.
198 SELECTED TOPICS 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 under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by the Office of Instruction and faculty. May be repeated for a maximum of 9 units.
AA/AS GE, CSU, CSU GE, IGETC, UC

199 SPECIAL STUDIES OR PROJECTS IN RELIGIOUS STUDIES 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by the Office of Instruction and faculty. May be repeated for a maximum of 9 units.

200 SCIENCE AND RELIGION 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Study of science and religion as two unique aspects of humanity’s singular search for personal meaning and the harnessing of natural forces, both of which significantly affect humanity’s self-definition and positioning in the cosmic order.
AA/AS GE, CSU, CSU GE, IGETC, UC

210 INTRODUCTION TO THE HEBREW SCRIPTURES 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introductory survey of the contents, themes, literary genres, canons, historical background, and modern critical methods for analysis and interpretation of the Hebrew scriptures.
AA/AS GE, CSU, CSU GE, IGETC, UC

215 INTRODUCTION TO THE NEW TESTAMENT 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
AA/AS GE, CSU, CSU GE, IGETC, UC

298 SELECTED TOPICS IN RELIGIOUS STUDIES 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3 hours lecture
Introduction to the study of religions based on the study of scripture selected from Eastern and Western religions.
AA/AS GE, CSU, CSU GE, IGETC, UC

299 SELECTED TOPICS IN SOCIAL WORK 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3 hours lecture
Introduction to the practice of social work as a unifying point in the social ordering of the world and its individual cultures. Specific problems in the study of religions based on the study of scripture selected from Eastern and Western religions.
AA/AS GE, CSU, CSU GE, IGETC, UC

398 SELECTED TOPICS 1-9 hours
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
May be repeated for a maximum of 9 units.

399 SPECIAL STUDIES OR PROJECTS 1-9 hours
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
May be repeated for a maximum of 9 units.

400 SOCIAL WORK FIELDS OF SERVICE 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
A generalist perspective that introduces students to the profession of social work and the major fields of practice. Explores the relevance of social work to current social issues. Students will identify and understand the implications of social work practice with diverse populations. This includes, but may not be limited to, the impact of cultural diversity, racism, sexism, disabilities, ageism, homophobia and other forms of discrimination, and the need for and provision of basic human services. Strategies for fulfilling the professional responsibility of the social worker to create an equitable society will be identified and developed.
CSU

192 SELECTED TOPICS IN SOCIAL WORK 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3 hours lecture
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be repeated for a maximum of 9 units.
AA/AS GE, CSU, CSU GE, IGETC, UC

193 SELECTED TOPICS IN SOCIAL WORK 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3 hours lecture
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be repeated for a maximum of 9 units.

194 SPECIAL STUDIES OR PROJECTS IN SOCIAL WORK 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3 hours lecture
Individual study, research or projects under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by the Office of Instruction and faculty. May be repeated for a maximum of 9 units.

SOCIOLOGY

120 INTRODUCTORY SOCIOLOGY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Study of the nature of social life, the dynamics of human interaction, symbolic foundation of behavior, social organization and control, social change, and the tools of sociological investigation.
AA/AS GE, CSU, CSU GE, IGETC, UC

125 MARRIAGE, FAMILY AND ALTERNATIVE LIFESTYLES 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of American courtship, marriage and family behavior with primary emphasis on understanding factors conducive to successful marital and family relationships. Some consideration is given to historical background, minority family types and cross-cultural comparisons.
AA/AS GE, CSU, CSU GE, IGETC, UC

130 CONTEMPORARY SOCIAL PROBLEMS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Identification and analysis of contemporary American social problems. Criteria are established whereby students can better judge the effectiveness of various plans for social betterment.
AA/AS GE, CSU, CSU GE, IGETC, UC

199 SPECIAL STUDIES OR PROJECTS IN SOCIOLOGY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Individual study, research or projects 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 not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

SPANISH

120 SPANISH I 5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
5 hours lecture
Introduction to the Spanish language and the cultures of its speakers. Designed for students with very little or no knowledge of Spanish. Facilitates the practical application of the language in everyday oral and written communication at the beginning level. Since the focus will be on basic communication skills, the class will be conducted in Spanish as much as possible. Students will learn structures that will enable them to function in Spanish in everyday contexts while becoming familiar with the Spanish speaking world.
AA/AS GE, CSU, CSU GE, IGETC, UC

120A SPANISH I 2.5 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
2.5 hours lecture
Equivalent to the first half of SPAN 120. Allows more time for students who have 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 level. Since the focus will be on basic communication skills, the class will be conducted in Spanish as much as possible. While becoming familiar with the Spanish speaking world, students will be introduced to structures that will enable them to begin to function in Spanish in everyday contexts. Must be taken with SPAN 120B in order to meet the General Education requirement. If taken in conjunction with SPAN 120, the cumulative number of units which may be earned is 5 units.
AA/AS GE, CSU, CSU GE, UC credit limit

120B SPANISH I 2.5 UNITS
Prerequisite: “C” grade or higher or “Pass” in SPAN 120A or equivalent.
Corequisite: None
Recommended Preparation: None
2.5 hours lecture
Equivalent to the second half of SPAN 120, 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 2 units.
AA/AS GE, CSU, CSU GE, UC credit limit

121 SPANISH II 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in SPAN 120 or two years of high school Spanish or equivalent.
Corequisite: None
Recommended Preparation: None
5 hours lecture
Continuation of SPAN 120. The course continues to develop oral and written skills based on practical everyday needs.
AA/AS GE, CSU, CSU GE, IGETC, UC

135 SPANISH FOR PROFESSIONAL PERSONNEL I 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Practical essentials of conversing in Spanish for persons engaged in some professional fields such as health or business. Pass/No Pass only. CSU

141 SPANISH AND LATIN AMERICAN CULTURES 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of major characteristics of Spanish, Latin American and Chicano cultures as reflected in literature, the arts, philosophy and folklore.
AA/AS GE, CSU, CSU GE, IGETC, UC

145 HISPANIC CIVILIZATIONS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
General overview of the cultures of Spain and Latin America while directly providing an opportunity to explore the cultural richness of the Hispanic world through a particular country. May be offered as an on-site tour of a specific Hispanic country.
AA/AS GE, CSU, CSU GE, UC

199 SPECIAL STUDIES OR PROJECTS IN SPANISH 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects under instructor guidance. Written reports and periodic conferences required. Content and unit credit to be determined by student/instructor conferences and the Office of Instruction. May be repeated for a maximum of 9 units.

220 SPANISH III 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in SPAN 121 or three years of high school Spanish or equivalent.
Corequisite: None
Recommended Preparation: None
5 hours lecture
Continuation of SPAN 121. The course continues to develop oral, listening, reading and writing skills in order to improve proficiency in Spanish.
AA/AS GE, CSU, CSU GE, IGETC, UC

221 SPANISH IV 5 UNITS
Prerequisite: “C” grade or higher or “Pass” in SPAN 220 or four years of high school Spanish or equivalent.
Corequisite: None
Recommended Preparation: None
5 hours lecture
Continuation of SPAN 220. The course continues to develop oral, listening, reading and writing skills in order to improve proficiency in Spanish.
AA/AS GE, CSU, CSU GE, IGETC, UC

250 CONVERSATIONAL SPANISH I 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in SPAN 121 or three years of high school Spanish or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Develop oral, reading, writing and listening skills with an emphasis on oral proficiency.
AA/AS GE, CSU, CSU GE, UC
251 CONVERSATIONAL SPANISH II 3 UNITS
Prerequisite: "C" grade or higher or "Pass" in SPAN 250 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 with an emphasis on oral proficiency.
AA/AS GE, CSU, CSU GE, UC

298 SELECTED TOPICS IN SPANISH 1-5 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-15 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

SURVEYING

199 SPECIAL STUDIES OR PROJECTS IN SURVEYING 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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.

289 SELECTED TOPICS IN SURVEYING 1-4 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-12 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

THEATRE ARTS

110 INTRODUCTION TO THEATRE 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Provides students with the analytic tools of theatre and a working knowledge of all areas included in the process of producing a play. Through lectures, attendance at selected performances and in-class projects, students will be introduced to theatre arts as it reflects the synthesis of the arts and a definition of the humanities in western civilization. Recommended for students interested in theatre who want to have a better understanding of how this art form continues to help shape society.
AA/AS GE, CSU, CSU GE, IGETC, UC

120 HISTORY OF THE THEATRE I 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Survey of theatre from Classical Greece through 18th century France and England. The social, political, philosophical and religious impact of theatre and drama will be studied in depth. Exemplary plays from great theatrical periods will be analyzed and critiqued.
AA/AS GE, CSU, CSU GE, IGETC, UC

WATER/WASTEWATER TECHNOLOGY

101 FUNDAMENTALS OF WATER/WASTEWATER TECHNOLOGY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Provides a broad overview of the water and wastewater fields and issues confronting the industry. Students will learn how source waters are obtained, treated and distributed and how wastewater is collected, transported and disposed of in the area. Contemporary issues facing the water and wastewater industry will also be explored.
CSU

102 CALCULATIONS IN WATER/WASTEWATER TECHNOLOGY 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: Grade of "Pass" in MATH 090 or equivalent.
3 hours lecture
Study of the mathematical principles in solving problems related to treatment systems including hydraulic volumes, dimensional analysis, primary and secondary sewage treatment, calculations
and chemical dose rates as it relates to water/wastewater technology.

CSU

104 APPLIED HYDRAULICS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or "Pass" in WWTR 102 or equivalent.
3 hours lecture
Study of the hydraulics necessary in the operation of water and maintenance plans and systems. Consideration of the types of pumps used in water/wastewater service, their operational characteristics and maintenance, and the problems common to their use.

CSU

106 INTRODUCTION TO ELECTRICAL AND INSTRUMENTATION PROCESSES 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introductory course in basic electron theory and electrical principles. Electrical safety precautions, component identification, schematic interpretation, motors, transformers, relays and test equipment will be studied. Automated process control devices and an overview of current technologies will be discussed.

CSU

110 LABORATORY ANALYSIS FOR WATER/WASTEWATER 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Examines basic fundamentals of laboratory analysis with emphasis on applied chemical and microbiological procedures for water and wastewater plant operators. Includes procedures and techniques used in physical, chemical, bacteriological and biological examination of water/wastewater.

CSU

112 BASIC PLANT OPERATIONS: WATER TREATMENT 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Study of sources of water, public health aspects of water supply, chemical, physical and bacteriological standards of water quality, types of water treatment plants, water treatment procedures, operation, maintenance, storage and distribution.

CSU

114 BASIC PLANT OPERATIONS: WASTEWATER TREATMENT 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to familiarize students with wastewater collection systems and essential safety procedures necessary to their operation, including preliminary and primary treatment processes and maintenance of a wastewater treatment plant.

CSU

117 ADVANCED PLANT OPERATIONS: WATER TREATMENT 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in WWTR 112 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Study of water quality control and treatment. Aspects of public health as it relates to the water supply will be highlighted. Sources of contamination and methods of control will be emphasized as well as maintenance of water treatment facilities with safety cost and environmental factors stressed.

CSU

120 ADVANCED PLANT OPERATIONS: WASTEWATER TREATMENT 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in WWTR 114 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to familiarize students with wastewater collection systems, treatment process units, equipment and facilities operation and maintenance, application of laboratory results to process control, and essential safety procedures necessary for operation and maintenance of wastewater facilities.

CSU

130 WATER DISTRIBUTION SYSTEMS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: “C” grade or higher or “Pass” in WWTR 102 or equivalent.
3 hours lecture
Designed to enable students to understand the operation and maintenance of a waterworks distribution system. Part of a series required for eligibility to take state certification examinations; supports certification examinations for grade levels D1 and D2.

CSU

132 WASTEWATER COLLECTION SYSTEMS 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to familiarize students with the components of wastewater collection systems. Overview of design installation, operation, monitoring, maintenance and repair of sewer pipelines, pump stations and related facilities.

CSU

134 MECHANICAL MAINTENANCE 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to familiarize students with the basic principles of mechanical equipment design, installation, operation, maintenance, repair, overhaul and replacement. Emphasis on understanding the value of preventative maintenance techniques such as equipment monitoring, lubrication analysis, machine alignment and scheduled overhaul.

CSU

199 SPECIAL STUDIES OR PROJECTS IN WATER/WASTEWATER TECHNOLOGY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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: “C” grade or higher or “Pass” in WWTR 130 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Second of an integrated sequence of courses covering water distribution systems. Enables students to gain a more comprehensive understanding of the operation and maintenance of a waterworks distribution system including advanced calculations, management, safety and emergency response issues. Contemporary issues facing the water and wastewater industry will also be explored in depth. Part of a series required for eligibility to take state certification examinations; supports certification examinations for grade levels D3, D4 and D5.

CSU

267 WASTEWATER COLLECTION SYSTEMS II 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in WWTR 132 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Designed to provide an in-depth understanding of the components of wastewater collection systems. Includes the design, operation, monitoring, maintenance and repair of pump stations as well as equipment maintenance, safety/survival systems, administration and organization principles.

CSU

270 PUBLIC WORKS SUPERVISION 3 UNITS
Prerequisite: “C” grade or higher or “Pass” in WWTR 101 or equivalent.
Corequisite: None
Recommended Preparation: None
3 hours lecture
Introduction to the principles and practices of modern supervision and management, with an emphasis on contemporary issues facing supervisors and managers in the water utilities industry.

CSU

280 BACKFLOW TESTER TRAINING 2 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
1.5 hours lecture, 1.5 hours laboratory
Prepares students for the American Water Works Association (AWWA) and the American Backflow Prevention Association (ABPA) certification for Backflow Prevention Assembly Tester Certification. Includes backflow device installation and testing procedures required for the certification testing.

CSU

282 CROSS CONNECTION CONTROL SPECIALIST 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Study of the administrative and technical procedures required for a cross connection program including system inspections, hazard evaluation, identification of cross connection problems and backflow prevention devices, shut-down tests and reclaimed water systems.

CSU
284 CROSS CONNECTION CONTROL SPECIALIST–RECYCLED WATER 3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
3 hours lecture
Study of the administrative and technical procedures concerning the production, use and distribution of recycled water including backflow protection, legal, administrative and permitting issues, the treatment process, health and safety aspects, and the cross connection control (shut down) test as conducted in San Diego County. The course will consist of both classroom and demonstration sessions. Demonstration sessions consist of various aspects of cross connection control recycled water shut down testing.

CSU

290 COOPERATIVE WORK EXPERIENCE 1-4 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
5 hours paid or 4 hours unpaid work experience per week per unit
Practical application of principles and procedures learned in the classroom to the various phases of water and wastewater treatment, distribution or collection. Work experience will be paid or unpaid at appropriate curriculum-related work sites. Two on-campus sessions will be scheduled. May be repeated for a maximum of 12 units.

298 SELECTED TOPICS IN WATER/ WASTEWATER TECHNOLOGY 1-4 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-12 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN WATER/ WASTEWATER TECHNOLOGY 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.

CSU

WORK EXPERIENCE

110 GENERAL COOPERATIVE WORK EXPERIENCE EDUCATION 1-3 UNITS
Prerequisite: None
Corequisite: None
Recommended Preparation: None
75 hours paid or 60 hours unpaid work experience per unit
Supervised work experience to assist students in acquiring desirable work habits, attitudes and career awareness. Jobs may or may not be directly related to students’ educational goals. May be repeated for a maximum of 6 units.

199 SPECIAL STUDIES OR PROJECTS IN WORK EXPERIENCE 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
3-9 hours
Individual study, research or projects 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 not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format. Pass/No Pass only. Non-degree applicable.

299 SELECTED TOPICS IN WORK EXPERIENCE 1-3 UNITS
Prerequisite: Varies with topic
Corequisite: Varies with topic
Recommended Preparation: Varies with topic
1-9 hours
Selected topics not covered by regular catalog offerings. Content and unit credit to be determined by the Office of Instruction and faculty. May be offered in a lecture and/or laboratory format.
Noncredit Courses
NONCREDIT COURSES

The California Education code identifies adult noncredit programs as an essential and important function of the community colleges and establishes the following nine categories for state-supported noncredit courses: Parenting, Elementary and Secondary Basic Skills, English as a Second Language, Citizenship for Immigrants, Substantial Disabilities, Short Term Vocational, Older Adults, Home Economics, and Health and Safety.

The Continuing Education noncredit program fulfills the mandate that California community colleges provide noncredit courses designed to meet the special needs and capabilities of those students who do not desire or need to obtain unit credit. Noncredit courses provide remedial, developmental, occupational and other general educational opportunities critical for survival in today’s society. Noncredit education is an integral part of the district and college mission (GCCCD Board Policy 1200) providing life-long learning opportunities.

The classes and/or programs vary in length, are open to the public and are offered throughout the district. All noncredit classes are state approved. (Cal. Code Regs., tit.5, §§ 55002(c)(1), 55150, and 58050 (a)(1).)

ELEMENTARY & SECONDARY BASIC SKILLS (NCBS)

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Supervised Tutoring</td>
<td>0</td>
<td>72</td>
<td>As recommended by their instructors and course specific, students will register and engage in educational assistance with tutorial services.</td>
</tr>
<tr>
<td>1001</td>
<td>Academic &amp; Financial Aid Planning</td>
<td>0</td>
<td>8</td>
<td>To increase the retention of low-income and/or income eligible federal/state financial aid recipients and assist students in meeting educational goals.</td>
</tr>
<tr>
<td>1026</td>
<td>Math Basics Series</td>
<td>0</td>
<td>9</td>
<td>These short courses teach students novel ways to learn, retain, and use math. Topics vary but may include basic elements of arithmetic, geometry, or algebra.</td>
</tr>
<tr>
<td>1028</td>
<td>Basic Skills for ACT/SAT</td>
<td>0</td>
<td>4</td>
<td>A course to help students prepare for SAT and ACT standardized tests.</td>
</tr>
</tbody>
</table>

ENGLISH AS A SECOND LANGUAGE (NCEL)

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1008</td>
<td>Spelling for Non-Native English Speakers</td>
<td>0</td>
<td>50</td>
<td>Emphasis on studying and learning strategies why words are spelled the way they are in the English language.</td>
</tr>
<tr>
<td>1010</td>
<td>English as a Second Language</td>
<td>0</td>
<td>50</td>
<td>This is a beginning to intermediate level course in basic English; emphasizing oral communication. Participants with higher level skills in English will receive instruction to improve ability in reading and writing.</td>
</tr>
<tr>
<td>1012</td>
<td>ESL/Citizenship</td>
<td>0</td>
<td>50</td>
<td>Focuses on the development of communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States.</td>
</tr>
<tr>
<td>1046</td>
<td>ESL: College Readiness</td>
<td>0</td>
<td>50</td>
<td>This first course in English as a second language (ESL) will help students prepare to enter the college ESL program. Students will learn Basic English grammar and writing skills as well as an introduction to the college campus with a review of college expectations and services.</td>
</tr>
<tr>
<td>1047</td>
<td>Bilingual ESL Workskills: Beginning</td>
<td>0</td>
<td>50</td>
<td>This is the second course in the study of English for the workplace for whose first language is other than English. This course further develops and adds to the basic skills taught in Beginning ESL and focuses on using English in business situations.</td>
</tr>
<tr>
<td>1048</td>
<td>Bilingual ESL Workskills: Intermediate</td>
<td>0</td>
<td>50</td>
<td>This course supplements language skills taught in Intermediate ESL and develops business English skills taught in Beginning ESL.</td>
</tr>
<tr>
<td>1049</td>
<td>Bilingual ESL Workskills: Advanced</td>
<td>0</td>
<td>50</td>
<td>This course supplements language skills taught in Advanced ESL and aids in developing business English skills.</td>
</tr>
<tr>
<td>1050</td>
<td>Bilingual Academic Success: Beginning</td>
<td>0</td>
<td>50</td>
<td>A beginning course of English listening and speaking skills designed for students whose first language is other than English. The course is designed to improve listening comprehension as well as to increase fluency and accuracy in spoken English in both academic and vocational environments.</td>
</tr>
<tr>
<td>1053</td>
<td>ESL: Multi-Level</td>
<td>0</td>
<td>50</td>
<td>This course develops and adds to the basic skills taught in Beginning, Intermediate and Advance ESL.</td>
</tr>
<tr>
<td>1054</td>
<td>ESL: TOEFL</td>
<td>0</td>
<td>50</td>
<td>This course will help prepare students for the Test of English as a Foreign Language (TOEFL). The TOEFL is taken by students whose first language is not English.</td>
</tr>
<tr>
<td>1056</td>
<td>ESL: Special Populations</td>
<td>0</td>
<td>50</td>
<td>This course on English reading, writing and grammar is designed for students whose first language is not English, whom have special needs. This course develops and adds to the basic skills taught in ESL.</td>
</tr>
<tr>
<td>1057</td>
<td>ESL: Intermediate</td>
<td>0</td>
<td>50</td>
<td>The second core course on English reading, writing and grammar is designed for students whose first language is not English. This course further develops and adds to the basic skills taught in Beginning ESL.</td>
</tr>
<tr>
<td>1058</td>
<td>ESL: Advanced</td>
<td>0</td>
<td>50</td>
<td>The third core course on English reading, writing and grammar is designed for students whose first language is not English. This course further develops and adds to the basic skills taught in Beginning and Intermediate ESL.</td>
</tr>
<tr>
<td>1060</td>
<td>English at Work: Hospitality Workplace Communication I</td>
<td>0</td>
<td>30</td>
<td>This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. Coursework focuses on developing the English communication skills required for working in the hospitality service industry. Student will gain fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.</td>
</tr>
<tr>
<td>1061</td>
<td>English at Work: Hospitality Workplace Communication II</td>
<td>0</td>
<td>30</td>
<td>This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Hospitality Workplace Communication I. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.</td>
</tr>
<tr>
<td>1062</td>
<td>English at Work: Healthcare Workplace Communication I</td>
<td>0</td>
<td>30</td>
<td>This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. Coursework focuses on developing the communication skills student will need to function more effectively in a health-related workplace. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the health industry.</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Title</td>
<td>Units</td>
<td>Description</td>
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</tr>
<tr>
<td>1063</td>
<td>ENGLISH AT WORK: HEALTHCARE WORKPLACE COMMUNICATION</td>
<td>0</td>
<td>This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Healthcare Workplace Communication I. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the health industry.</td>
<td></td>
</tr>
<tr>
<td>1070</td>
<td>ENGLISH AT WORK: HOSPITALITY WORKPLACE HEALTH AND SAFETY I</td>
<td>0</td>
<td>This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. The course focuses on developing the communication skills student will need to function effectively in a hospitality industry. Student will gain fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.</td>
<td></td>
</tr>
<tr>
<td>1071</td>
<td>ENGLISH AT WORK: HOSPITALITY WORKPLACE HEALTH AND SAFETY II</td>
<td>0</td>
<td>This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Hospitality Workplace Health and Safety I. Student will gain fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.</td>
<td></td>
</tr>
<tr>
<td>1072</td>
<td>ENGLISH AT WORK: HEALTHCARE WORKPLACE HEALTH AND SAFETY I</td>
<td>0</td>
<td>This course will introduce student to the basics of spatial reasoning and the applications of spatial technologies, including global positioning systems (GPS), remote sensing, and geographic information systems (GIS). Students will learn how spatial knowledge is generated, digitized, analyzed and will perform simple spatial analysis along with map interpretation. Students will learn how spatial knowledge is generated, digitized, analyzed and will perform simple spatial analysis along with map interpretation.</td>
<td></td>
</tr>
<tr>
<td>1073</td>
<td>ENGLISH AT WORK: HEALTHCARE WORKPLACE HEALTH AND SAFETY II</td>
<td>0</td>
<td>This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Healthcare Workplace Health and Safety I. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.</td>
<td></td>
</tr>
<tr>
<td>1080</td>
<td>ENGLISH AT WORK: HOSPITALITY WORKPLACE CULTURE I</td>
<td>0</td>
<td>This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. The course focuses on developing the communication skills student will need to function effectively in the hospitality industry. Student will gain fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.</td>
<td></td>
</tr>
<tr>
<td>1081</td>
<td>ENGLISH AT WORK: HOSPITALITY WORKPLACE CULTURE II</td>
<td>0</td>
<td>This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Hospitality Workplace Culture I. Student will gain fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.</td>
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</tr>
<tr>
<td>1082</td>
<td>ENGLISH AT WORK: HEALTHCARE WORKPLACE CULTURE</td>
<td>0</td>
<td>This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. The course focuses on developing the communication skills student will need to function more effectively in a health-related industry. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.</td>
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</tr>
</tbody>
</table>
1008 ADULT/PEDIATRIC CPR RENEWAL COURSE 0 UNITS
5 hours
This is a renewal course for individuals who possess a current CPR card; or a card not expired more than 30 days. Course will review adult/child/infant CPR, obstructed airway, blood borne pathogens and universal precautions. Course includes a completion card valid for two years.

1009 FIRST AID COURSE 0 UNITS
4 hours
This course teaches individuals to identify and help control life threatening situations. The course will cover injury and illness assessment, signs and symptoms, and treatment for the following: allergic reaction, amputations, bleeding, cuts, burns, cold and heat emergencies, diabetes, drowning, fractures, head injuries, heart attack, poisoning, shock, seizures, stings, bites, stroke, ticks, and more. Course includes a completion card valid for two years.

1010 FIRST AID RENEWAL COURSE 0 UNITS
4 hours
This is a renewal course for individuals who possess a current First Aid card; or a card not expired more than 30 days. Course reviews injury and illness assessment, signs and symptoms, and treatment for the following: allergic reaction, amputations, bleeding, cuts, burns, cold and heat emergencies, diabetes, drowning, fractures, head injuries, heart attack, poisoning, shock, seizures, stings, bites, stroke, ticks, and more. Course includes a completion card valid for two years.

1011 LIFELONG FITNESS 0 UNITS
50 hours
This course is designed to assist student in the development of a lifelong commitment to fitness and health with regard to cardiovascular endurance, muscular strength and flexibility. Fitness activity will primarily utilize exercise equipment organized into an aerobic super circuit with additional activity prescribed in an aerobics machine area, body parts weight training area and flexibility area.

1015 ADULT PHYSICAL FITNESS 0 UNITS
50 hours
This course is designed to strengthen adults through improved posture, coordination and conditioning with emphasis on flexibility and toning as an on-going therapeutic approach.

1017 BASIC LIFE SUPPORT: CARDIOPULMONARY 0 UNITS
6 hours
This BLS (Basic Life Support) course teaches individuals to recognize and respond to emergencies and will cover adult, child, infant CPR, and obstructed airway. Class will review blood borne pathogens, the universal precautions, and primary and secondary assessment with practice on mannequins. After successful completion of a written exam, student will receive BLS card valid for two years.

1019 PACE (PEOPLE WITH ARTHRITIS CAN EXERCISE) 0 UNITS
50 hours
PACE is a community-based, non-clinical program that involves group participation. It includes activities designed to improve certain physical parameters, such as endurance and joint motion the group experience also encourages peer interaction and socialization.

1021 HEALTH AND FITNESS 0 UNITS
Open Entry/Open Exit (.5 hour minimum to 72 hours maximum)
This is an open-entry, open-exit course to develop and enhance a student’s knowledge of the importance of healthy lifestyles and to further develop skills which facilitate a personal fitness program. Students participate in specific activities that develop an individual’s level of physical fitness including cardiovascular efficiency, body composition, muscular strength, endurance and flexibility.

1026 'TAI CHI: BEGINNERS 0 UNITS
24 hours
This ancient Chinese exercise form consists of a series of classical martial arts postures which gracefully flow together in slow motion. It emphasizes mental tranquility, inner awareness, and relaxation while learning and practicing and is beneficial for health and wellness.

1028 'TAI CHI: INTERMEDIATE 0 UNITS
24 hours
This ancient Chinese exercise form consists of a series of classical martial arts postures which gracefully flow together in slow motion. It emphasizes mental tranquility, inner awareness, and relaxation while learning and practicing and is beneficial for health and wellness.

1030 HEARTSAVER A.E.D. TRAINING 0 UNITS
4 hours
Course will provide students with the basic skills and knowledge needed to recognize a victim in need of the Automated External Defibrillation (AED) device. Students will also learn how to properly use the AED device. After successful completion of a written exam, student will receive an Adult CPR/Heartsaver AED card valid for two years.

1032 CPR/AED FOR THE PROFESSIONAL RESCUE 0 UNITS
8 hours
This course is designed to teach those with a duty to act (professional rescuers) the skills needed to respond appropriately to breathing and cardiac emergencies. This includes the use of an automated external defibrillator (AED) device to care for a victim of cardiac arrest.

1033 EMERGENCY RESPONSE 0 UNITS
52 hours
Course will provide student with the knowledge and skills necessary to work as a first responder in an emergency to sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help can arrive.

1034 OXYGEN ADMINISTRATION FOR THE PROFESSIONAL RESCUE 0 UNITS
3 hours
Course will provide students with the knowledge and skills necessary to provide care to a victim of a breathing emergency using breathing devices including suction devices, oral and nasal airways, resuscitation masks, bag-valve mask (BVM) resuscitators and supplemental oxygen.
OLDER ADULTS (NCOA)

1004 CONTEMPORARY LIVING  0 UNITS  24 hours
This course provides strategies for enhancing physical, emotional and mental health. Social and behavioral issues influencing society will be discussed and students will participate on their own level to increase their cognitive and interpersonal communication skills.

1005 CREATIVE LIVING FOR OLDER ADULTS  0 UNITS  24 hours
Exploration of health and exercise maintenance, consumer health awareness, community resources, and leisure time activities will be discussed. Socialization, mental stimulation, cognitive abilities and physical skills will be encouraged.

1006 MUSIC THERAPY FOR OLDER ADULTS  0 UNITS  24 hours
This course is designed to stimulate and sustain auditory perception, discrimination, and manual dexterity for older adults. Students will learn about music across the ages and different cultures by listening, singing, playing and creating music with others.

1007 PHYSICAL EDUCATION: AEROBICS FOR LIFE  0 UNITS  24 hours
This physical fitness course is designed for the older adult and offers instruction in movement to maintain and increase range of motion, build muscular strength, maintain flexibility, and enhance coordination and balance associated with aging.

1008 '55 ALIVE/MATURE DRIVING  0 UNITS  8 Hours
The objective of the '55 Alive Driver Safety Program is to help older persons protect their driving privileges by keeping them driving safely for as long as possible. In this eight-hour classroom course, students will learn the naturally occurring, age-related changes which affect driving, as well as specific methods to compensate for these changes.

1009 EXPANDING YOUR HORIZONS  0 UNITS  24 hours
This course provides older adults with the tools to reach their optimum levels of brainpower through skill building with memory techniques. Also covered are decision-making, problem-solving, planning, and determining opportunities for cognitive growth.

1010 LONG TERM CARE  0 UNITS  24 hours
This introductory course explains how to care for someone who can no longer live independently. Learn how to assist in essential everyday activities like eating, dressing, bathing etc., and review options regarding assisted care living.

1012 HOW TO WRITE THE STORY OF YOUR LIFE  0 UNITS  24 hours
This course is designed to familiarize seniors with tools and techniques of autobiographical writing, to encourage self-expression, and to provide opportunities for writing practice as well as for sharing stories with an appreciative audience of fellow writers. Students will use journal writings, handouts, and in-class examples to help develop their own personal stories.

1018 PHYSICAL FITNESS FOR OLDER ADULTS  0 UNITS  24 hours
Course provides an opportunity for aged, sedentary and chronically ill adults to improve muscle tone, increase range of movement, and to stimulate mental and visual acuity through exercise and exercise related activity.

1022 HOLLYWOOD THEN & NOW  0 UNITS  24 hours
View entertainment in the early days of Tinsel Town through today’s Oscar nominations. Review and discuss the public and not-so-private lives of prominent figures from Vaudeville to the Silver Screen and present day comedy, music, drama, horror and mystery. Socialization is emphasized to increase motor and mental skills.

1026 TAI CHI CHU’AN FOR OLDER ADULTS  0 UNITS  24 hours
The use of the ancient Chinese martial art Tai Chi Ch’uan to integrate mental discipline with physical exercise to develop flexibility, balance, strength and the reduction of stress and tension.

1032 THE WRITING WORKSHOP  0 UNITS  24 hours
This course emphasizes effective strategies for thinking and writing creatively. Learn about basic correspondence for personal and professional use.

1039 IN HARMONY WITH LIFE  0 UNITS  24 hours
Explore and compare the traditional and nontraditional means of expression, rituals, and cultural integration to develop the older adult’s well-being. Learn ways to develop personal strength, confidence, and assertiveness in dealing with loss, a disability and limited independence.

1040 NUTRITION NEWS  0 UNITS  24 hours
This course will provide students with consumer information and review nutrition theories and practices specifically related to maintaining the health of older adults. Students will learn about planning and preparing economical and well-balanced meals for one or two people. Nutrition will be emphasized to maintain a healthy lifestyle.

1042 PHYSICAL FITNESS FOR LIFE AND HEALTH  0 UNITS  24 hours
This course will include general conditioning exercises, aerobic exercises, and floor exercises used to develop flexibility and strength. Students will work at a self-paced level.

1044 PHYSICAL FITNESS: HATHA YOGA  0 UNITS  24 Hours
Through this self-paced class students will learn a variety of traditional yoga postures and breathing awareness, all geared to the senior body. Gentle practice will be sitting in a chair or using a chair for balance will deepen the yoga experience while giving class members both safety and balance during the exercise. Yoga is known for relieving tensions, quieting the mind, relaxing the body, and increasing strength, stamina, and energy.

1046 PAINTING FOR PLEASURE FOR OLDER ADULTS  0 UNITS  24 hours
This course provides instruction in basic principles of art to enhance creativity for older adults. Learn how to use painting tools and how to apply basic principles of art to painting. Through art-making, students will improve emotional and mental well-being.

1048 ART THERAPY FOR OLDER ADULTS  0 UNITS  24 hours
To encourage the stimulation of mental, physical, and social capabilities through use of arts and crafts; thus enhancing the quality of the students’ lives. This course will help improve student’s emotional, spiritual, mental, creative and social skills on a therapeutic level.

1050 FINANCIAL DECISIONS & SURVIVAL FOR OLDER ADULTS  0 UNITS  24 hours
This introduction course focuses on personal empowerment that enables older adults to cope effectively in challenging financial situations. Emphasis is placed on taking personal responsibility for an individual’s life and those deviations that affect their long and short range financial planning, health and estate issues, budgeting and taxes.

1052 GROWING OLDER, GETTING BETTER  0 UNITS  24 hours
Learn to achieve more physical and mental health, enhanced functional independence, and optimal wellness. Better lifestyle habits have helped people stay independent, healthier, and happier for more years than ever before. This course will introduce topics such as meditation, alternative and traditional medicines, acupuncture, herbal remedies, cranial therapy, art and music therapy, and osteopathy.

1054 INTERGENERATIONAL DIALOGUE  0 UNITS  24 hours
This course will examine issues across a lifespan with a focus on differences between generations and perceptions held by different ages, cultures, and ethnic groups. Discussions will improve communication skills to maximize understanding and sensitivity to contemporary issues while improving mental growth and fostering self-awareness. Dialogue can enhance memory mapping, social interaction, behavior modification and verbal language skills to help improve self-esteem through dialoguing.

1056 SHAKESPEARE FOR FUN FOR OLDER ADULTS  0 UNITS  24 hours
This course is to engage students in the literary approach to the plays written by William Shakespeare and others who were influenced by his work.

1057 CARING FOR YOUR AGING PARENT  0 UNITS  4 hours
This introductory course examines issues surrounding interpersonal relations and caring for an aging parent. Learn about the aging process and the psychosocial impact of care giving.
1060 THE CLASSICS FOR FUN 0 UNITS
24 hours
This course engages students’ thinking and learning as they process, read and discuss various writings.

1062 ON THE ANTIQUES TRAIL 0 UNITS
4 hours
This course is designed to learn how to value, recognize, and identify various antiques and collectibles.

1064 PICTURE FRAMING I 0 UNITS
6 hours
This hands-on introductory course will provide the student with the knowledge and skills about framing tools and art concepts to help construct or select a frame that complements the artwork.

1066 PICTURE FRAMING II 0 UNITS
6 hours
An extension of Picture Framing I, this course continues to explore creative ways to construct or select a frame that complement the artwork.

1068 BASKETRY FROM NATURAL FIBERS 0 UNITS
24 hours
Create beautiful and unique baskets using locally gathered natural materials. Learn to prepare materials, understand different basket weaving techniques, shape a basket, and dye different materials while improving mental and social skills.

1070 RAG BASKETS 0 UNITS
24 hours
Learn how to make quick and easy rag baskets from scraps of fabric. Study the techniques for making placemats, rugs and picture frames. In addition students will improve their social skills, mental abilities, memory and creativity.

1072 CANDLEMAKING 0 UNITS
4 hours
Students will learn how to custom blend multi-colored pillar or tapered candles, and hand-rolling techniques.

1074 A TASTE OF WATERCOLOR 0 UNITS
50 hours
The course provides beginners with instruction in the use of paints, brushes and other tools. Learn how to apply paint to paper for desired effects, basic calligraphy and other techniques.

1076 BEGINNING PORTRAINTURE 0 UNITS
50 hours
This beginning class will teach students to portray the human head by understanding simple proportions and learning to recognize surface bones of the face (cheek, bones, brow, chin, etc.). Explore colors used in portraits for realistic flesh and backgrounds.

1078 PAINTING A LANDSCAPE 0 UNITS
50 hours
This class will teach students to create a landscape painting using different art elements such as distance and space; and to use composition to create a painting with an emphasis on color.

1080 PAINTING A SEASCAPE 0 UNITS
50 hours
Learn to use colors by observing the sun, sky, clouds, and the sea to paint mood and motion.

1084 BOOKS COME ALIVE 0 UNITS
24 hours
The course provides a forum for students to explore different readings from a dramatic point of view.

1086 NEW YOU BEAUTY MAKEOVER 0 UNITS
4 hours
Discover the secrets for a glamorous and natural makeup regimen. Learn new anti-aging techniques and color analysis for cosmetic, hairstyle and eyewear selection.

1088 ALL ABOUT TRUSTS 0 UNITS
4 hours
This course will teach the student how living trusts work. Learn about durable power of attorney and estate planning for financial security.

1092 JOURNEY BACK INTO TIME: WORKIN’ ON THE RAILROAD 0 UNITS
6 hours
Learn the importance of the trainman, railroad safety, and preparation for train travel. This introductory course will provide the history of San Diego railways.

1094 PHOTOGRAPHY 0 UNITS
24 hours
Learn the foundation of good composition, film selection and proper holding of a camera. On-camera flash filters and tripods will be discussed.

1096 QUILTING: FUN WITH FABRICS 0 UNITS
24 hours
Learn to plan a sampler quilt with correct fabric selection. Review methods to cut accurately, press correctly, and sew precisely, to create a wonderful heirloom. Students will improve their patterned memories and social skills in a group setting.

1097 FILM FORUM 0 UNITS
24 hours
This course will cover specific themes in the history of film from the early twentieth century to the present.

PARENTING (NCPT)

1004 PARENT AND CHILD: IMPROVING THE RELATIONSHIP 0 UNITS
12 hours
This course is designed to promote more effective parent-child interaction. The parent-child relationship throughout the life cycle will be emphasized. Compare the differences between negative and positive reaction as well as reward systems.

1010 PARENT PARTICIPATION 0 UNITS
12 hours
An introduction to the fundamental theories and principles of child development practices with age appropriate parent approaches to build strong family relationships.

1018 BABY ECONOMICS 0 UNITS
8 hours
This course familiarizes new and expectant parents with the challenges of increased budget needs, safety, space, and travel accommodations for a new baby.

SHORT-TERM VOCATIONAL EDUCATION (NCVE)

1001 FOOD HANDLER TRAINING COURSE 0 UNITS
3 hours
This course is designed for individuals who are, or will be, working in a food or service industry job which requires food handler certification.

1003 OSHA 40 HOUR–HAZWOPER 0 UNITS
40 hours
This 40 hour course provides Federal and State certification for those who work with hazardous waste for management, operations, emergency response team or trainers, and site clean up. This course satisfies the requirements for generalized employee training under the Occupational Safety & Health Administration (OSHA) 1910.120 and State of California Regulation 5192 Title 8. A certificate and wallet card will be issued upon completion of the class.

1005 ENVIRONMENTAL TECHNOLOGIES EXPLORATION 0 UNITS
8 hours
This course is designed as an introduction to Environmental Health and Safety (EHS) career paths. Course will cover Environmental Protection Agency (EPA) and Occupational Safety & Health Administration (OSHA) historical prospective “How Did We Get To Here”, related Federal and State Regulations, Program Requirements and compliance prospective.

1019 BILINGUAL BASIC COMPUTER SKILLS 0 UNITS
10 hours
In this introductory computer course, students whose primary language is not English, will learn basic keyboarding and word processing skills, explore the internet, and more advanced programs.

1023 OSHA 24-HOUR HAZWOPER TRAINING 0 UNITS
24 hours
Section 126 of the Superfund Amendment and Re-Authorization Act requires the Department of Labor (DOL) to promulgate regulations for the protection of the safety and health of any employee engaged in hazardous waste operations. This 24-hour Hazardous Waste Operator and Emergency Response (HAZWOPER) course is designed to provide the required training for workers in the public or private sector, from large or small businesses, who work with hazardous waste but are not part of an emergency response team.

1024 ENVIRONMENTAL TECHNOLOGY: INCIDENT COMMAND SYSTEM 0 UNITS
8 hours
Incident Command System (ICS 100/200) is intended for personnel assigned to an incident or event who have a minimum requirement for the understanding of ICS

1029 OSHA 8-HR REFRESHER FEDERAL & CAL/OSHA STANDARDS 0 UNITS
8 hours
This 8-hour Hazardous Waste Operator and Emergency Response (HAZWOPER) Refresher course is designed to maintain the 40-Hour or 24-Hour Occupational Safety & Health Administration (OSHA) Annual Certificate
required for employees in the public or private sector, large or small businesses, who work with hazardous waste in any phase from management operations to on-site clean-up. This course includes lectures, table top exercises, and hands-on activities. A certificate will be issued upon completion of the class.

1032 MANAGING DYNAMICS 0 UNITS
3 hours
This course is designed to aid students in developing basic career management skills. Subjects include: setting priorities, time management, effective decision making and increasing productivity.

1039 INVENTORY CONTROL/WAREHOUSE 0 UNITS
8 hours
A training program for personnel interested in specializing as a clerk in shipping, receiving, or warehouse stockrooms and will provide an overview of all aspects of the industry including practical job seeking skills.

1041 JANITORIAL/CUSTODIAL 0 UNITS
8 hours
This course is designed for personnel interested in providing property and building maintenance to residential and commercial properties and will provide an overview of all aspects of the industry including practical job seeking skills.

1043 RETAIL SALES 0 UNITS
8 hours
Learn the core competencies needed for retail sales careers such as telephone skills, working with difficult customers, communication skills, and practical arithmetic. This course provides an overview of all aspects of the industry and includes practical job seeking skills.

1047 BASIC PLANT MAINTENANCE 0 UNITS
16 hours
This course will cover entry-level plant maintenance, and operations. Course is applicable to maintenance personnel, operators, HAZMAT repair teams and managers at chemical processing manufacturing, electronics, and water treatment facilities.

1049 CONFINED SPACE ENTRY 0 UNITS
8 hours
This course reviews the California Title 8 California Code of Regulations (CCR), General Industry Safety Orders (GISO), Sections 5156, 5157, 5158 regulations governing confined space entry and how to properly employ the Confined Space Permit Program. The course includes terminology, testing, monitoring, permitting requirements, written program components, entry permits and safety regarding confined spaces and is a must for any employee who may encounter confined spaces during their normal course of employment.

1051 DEPARTMENT OF TRANSPORTATION: HAZARDOUS MATERIALS REGULATIONS 0 UNITS
8 hours
This course covers the Department of Transportation (DOT) Hazardous Materials Regulations (HMR) governing the transportation of hazardous substances. This course fulfills the DOT 49 CFR Hazardous Materials Transportation awareness training required by DOT and includes: using a hazardous materials table, preparing shipping papers, marking, labeling and placard requirements, security awareness and site policies, handling emergencies and notification and identification and communication of hazards of transportation.

1055 READY, SET, WORK 0 UNITS
10 hours
A job preparedness program for individuals entering today's competitive employment market. Topics include employee readiness, applications, interviews, dress codes, communication skills, childcare, budgeting, nutrition, stress and time management, self esteem and career ladders.

1057 LANDSCAPING PESTICIDE APPLICATIONS, LAWS, REGULATIONS & BASIC PRINCIPLES 0 UNITS
8 hours
This course prepares participants to take the Qualified Applicator Certificate Laws, Regulations and Basic Principles Exam to take the Qualified Applicator Certificate in Pest Control Exam. A Qualified Applicator Certificate holder is a person who has qualified by examination to use or supervise the use of restricted-use pesticides in the appropriate pest control category.

1059 LANDSCAPING PESTICIDE APPLICATION CATEGORIES 0 UNITS
8 hours
This course prepares participants who have successfully passed the Laws, Regulations and Basic Principles Exam to take the Qualified Applicator Certificate in Pest Control Categories. Specific categories covered are: Landscape Maintenance, Right-of-Way, and Residential, Industrial and institutional.

1061 GIFT BASKETS FOR FUN AND PROFIT 0 UNITS
4 hours
Course will prepare students to start a gift basket business and includes a review of pricing and marketing.

1063 HOW TO GET STARTED IN RADIO/TV VOICEOVERS 0 UNITS
6 hours
This introductory course provides students with basic voice-over techniques for radio and television commercials and narrations. Information included: how to make contacts with directors and producers, and how to “market” voice-over skills.

1065 COMMISSIONED NOTARY PUBLIC CLASS 0 UNITS
8 hours
This course is designed to prepare students to successfully pass the California State Notary Exam. New and commissioned notaries will gain the necessary education and skills to pass the state exam. The class includes how to notarize documents, detect fraud, and how to be successful in a new career.

1067 BASIC HAZARDOUS MATERIALS BUSINESS PLAN 0 UNITS
8 hours
Chapter 6.95 Health and Safety Code, Division 20 requires companies that handle hazardous materials in certain quantities to prepare a business plan providing information of how the business uses, stores, or handles hazardous materials on site.

1069 AIR QUALITY MANAGEMENT 0 UNITS
8 hours
This course focuses on air compliance at the local business level and covers basic air compliance issues associated with the San Diego Air Pollution Control District’s rules and regulations.

1071 BLOODBORNE PATHOGENS 0 UNITS
8 hours
This course helps students understand bloodborne pathogens in the workplace and provides common modes of their transmission, methods of prevention, and other pertinent information for those who have the potential to be exposed to blood or other potentially infectious materials.

1075 PESTICIDE SAFETY & APPLICATION 0 UNITS
8 hours
This course is intended for personnel who hold a State of California Qualified Pesticide Application License. The emphasis is on Integrated Pest Management (IPM) and new pest problems in San Diego County.

1077 INJURY AND ILLNESS PREVENTION PLAN 0 UNITS
8 hours
This course provides a step-by-step guide to developing an Injury and Illness Prevention Program required by SB 198 (Statute Labor Code Section 66017.7 (a) and Standard 8 CCR Section 32103 (a). You will learn how to write and continually improve an Injury and Illness Prevention Program that includes a Code of Safe Practices, training plan and buy-in from management.

1079 CUSTOMER APPRECIATION 0 UNITS
3 hours
The Art of Customer Service teaches Call Center Customer Service Representatives a comprehensive flexible system that provides outstanding customer service to every customer, every time. This course is effective for answering inquiries, meeting customer’s needs, handling complaints, closing sales and managing difficult customers.

1081 SELF-EMPLOYMENT FOR SELF-SUFFICIENCY 0 UNITS
3 hours
Learn about owning and operating a small business. This course is effective for assessing self-employment and learning the nuts and bolts of maintaining a business.

1083 LEARNING SKILLS FOR THE WORKPLACE 0 UNITS
3 hours
This course provides basic skills necessary for success and advancement in the workplace. Competency in basic skills; reading, writing, speaking and listening, will be emphasized as tools for career advancement.

1085 TELEMARKETING FUNDAMENTALS 0 UNITS
3 hours
This course teaches strategies that will effectively improve the sales and communication skills of call center representatives. Learn ways to sell successfully and increase productivity in a call center environment.

1087 HOW TO SELL YOUR CRAFTS 0 UNITS
3 hours
Discover the best consignment stores, craft fairs, and bazaars to market and sell your crafts.

1089 CAREER EXPLORATION 0 UNITS
5 hours
Personality and interest-based assessment is used to help students gain career insight and set educational goals. Learn to matriculate from this noncredit course to a credit program.
1091 HOW TO PUT YOUR BUSINESS ON THE INTERNET 0 UNITS 3 hours
Learn ways to establish and market your business on the World Wide Web today.

1093 KNOW YOUR CONFLICT MANAGEMENT STYLE 0 UNITS 3 hours
This course defines different personalities and will teach students to delegate and deal with difficult employees.

1095 HOW TO GIVE CRITICAL FEEDBACK TO YOUR EMPLOYEES 0 UNITS 3 hours
This course instructs how to communicate with others, how to listen for expectations, and how to counsel and coach employees.

1097 A GUIDE TO SUCCESSFUL SUPERVISION 0 UNITS 3 hours
This course is a guide for new supervisors to become more effective in increasing group productivity and company success. Students will learn to develop a managerial consciousness, improve delegating techniques and set goals.

1098 INTRODUCTION TO THE INTERNET, PART I 0 UNITS 3 hours
Course will introduce students to the Internet via current technology trends and hands-on use. Various Internet browsers will be used to gain practical experience.

1101 INTRODUCTION TO COMPUTERS, PART I 0 UNITS 3 hours
An introductory course in computer knowledge and is designed to provide students with basic skills.

1103 INTRODUCTION TO COMPUTERS, PART II 0 UNITS 3 hours
This course builds on Introduction to Computers, Part I and provides an overview of the various types of software available for personal computers.

1105 INTRODUCTION TO WINDOWS, PART I 0 UNITS 3 hours
Course introduces students to the Windows Operating System and is designed to provide students with basic skills necessary for personal or professional success.

1107 INTRODUCTION TO WINDOWS, PART II 0 UNITS 3 hours
This hands-on class is a continuation of Part I using more advanced features in the Windows Operating System. This course is designed to provide students with basic skills necessary for personal or professional success in today’s demanding computer workplace.

1109 INTRODUCTION TO WORD PROCESSING, PART I 0 UNITS 6 hours
An entry level class which introduces students to word processing. Students will learn to produce letters, memos, reports, and other documents as for personal or professional use necessary for the workplace.

1111 INTRODUCTION TO WORD PROCESSING, PART II 0 UNITS 6 hours
This class is a continuation of Introduction to Word Processing Part I, using the more advanced features of word processing such as WordArt, columns and tables. Course will give students a solid background in features and capabilities of modern applications for home use or for the workplace.

1113 INTRODUCTION TO SPREADSHEETS 0 UNITS 6 hours
Course will introduce students to Excel; a spreadsheet program. Class is beneficial for individuals using computer programs to file, organize, retrieve and report data.

1115 INTRODUCTION TO POWERPOINT 0 UNITS 6 hours
This class will introduce the student to Microsoft PowerPoint. Students will learn to create, edit and organize slides, design and format a presentation; add multimedia and special effects; integrate other Office applications; and publish a presentation to the web. This course is designed to provide students with skills necessary for success in the computerized workplace.

1116 BUSINESS ETHICS & VALUES 0 UNITS 3 hours
This course is designed to acquaint students with the importance of values and ethics in the workplace.

1117 TIME AND STRESS MANAGEMENT 0 UNITS 3 hours
Course will introduce students to time management principles and specific tools that assist in making maximum use of time.

1118 MASTERING COMMUNICATION 0 UNITS 3 hours
Course is designed to introduce students to key elements in business organization including verbal and nonverbal communication, listening and specific supervisory skills.

1119 TEAM BUILDING 0 UNITS 3 hours
This course will provide students with an understanding of team work and the common problems teams encounter and how to solve them in the workplace.

1120 THE RIGHT ATTITUDE 0 UNITS 3 hours
Course is designed to provide students with key skills needed to maintain a positive attitude in the home and workplace.

1121 DEALING WITH DIFFICULT PEOPLE 0 UNITS 3 hours
Course will provide students with an analysis of the attitudes and behavior which create conflict between individuals and groups within an organizational setting.

1123 MANAGING CHANGES 0 UNITS 3 hours
This course is designed to provide students with an understanding of change and how it influences individuals and the organization.

1124 DECISION MAKING & PROBLEM SOLVING 0 UNITS 3 hours
This course is designed to introduce students to decision making and problem solving as a supervisor.

1125 SUCCESSFUL SMALL BUSINESS MANAGEMENT 0 UNITS 3 hours
Learn how to start, operate, market, finance and grow a business. This course will also help you assess self-employment and review the nuts and bolts of starting and maintaining a business.

1126 THE ART OF INFLUENCE AND NEGOTIATION 0 UNITS 3 hours
Learn to effectively influence others to create a win-win situation and build better business relationships.

1127 CONDUCTING MORE EFFECTIVE MEETINGS 0 UNITS 3 hours
Course will review effective methods of conducting meetings resulting in better attendance and participation. This course will provide insights on ways to improve effective meetings.

1128 CONFIDENT PUBLIC SPEAKING 0 UNITS 6 hours
This course will help students learn to organize their thoughts, communicate with credibility and keep their composure when speaking in public.

1129 DELEGATING FOR RESULTS 0 UNITS 3 hours
Course will explain how to delegate for tangible results and in the process create a significantly more effective staff.

1130 DELIVERING POWERFUL PRESENTATIONS 0 UNITS 6 hours
This course is designed for the presenter who is already a comfortable public speaker looking for a competitive edge.

1131 MOTIVATION AND RECOGNITION SYSTEMS 0 UNITS 3 hours
This class will explore ways in which creative organizations can motivate their employees and provide recognition opportunities that build loyalty and individual performance.

1132 SUCCESS SECRETS OF DYNAMIC LEADERS 0 UNITS 3 hours
This class looks at ways to lead an organization to new heights of success.

1133 COACHING FOR IMPROVED PERFORMANCE 0 UNITS 3 hours
Course will provide a step-by-step approach to coaching. Learn to bring out the best in your staff in a consistent and productive way.

1134 DIPLOMATIC AND PROFESSIONAL COMMUNICATION 0 UNITS 3 hours
Learn to communicate under pressure and in difficult situations. This course will show you how to be poised, polished, calm and effective. Learn icebreaking techniques, how to project confidence, and how to take control of conversations.
Noncredit Courses

1135 EFFECTIVE BUSINESS WRITING  0 UNITS
6 hours
This course provides the basic skills necessary to write with more speed, clarity and impact for today’s business writing.

1136 EFFECTIVE ELECTRONIC COMMUNICATION  0 UNITS
3 hours
Course will explore the various business communication styles. Learn to identify the right style of communications for your organization; including the best methods of communication for the customers served.

1137 SUPERVISING YOUR FORMER PEERS  0 UNITS
3 hours
Learn to establish credibility, take control and move forward with the support of your new team. Study ways to navigate through perceptions and expectations for the good of the group and your own professional standing. This course will cover basic skills of bonding, building respect and loyalty with your team, and projecting strength and credibility.

1138 PROFESSIONAL TELEPHONE TECHNIQUES  0 UNITS
3 hours
This course focuses on creating a positive impression for your company, establishing your reputation for courtesy, and making a difference in your organization’s reputation.

1139 INTRODUCTION TO ACCESS  0 UNITS
5 hours
This basic Access class is a hands-on approach to learning to create and design functional databases. Course will provide students with the basic skills necessary for personal and professional success.

SUBSTANTIAL DISABILITIES (NCSD)

1003 AQUATIC PHYSICAL FITNESS SPECIAL POPULATIONS  0 UNITS
50 hours
This is a physical fitness course for special populations. Students will be assessed for their physical performance in a pool. Instructor will work individually to develop a prescribed program appropriate to their special challenge.

1004 AQUATIC PHYSICAL FITNESS SPECIAL POPULATIONS - SWIMMING  0 UNITS
50 hours
Instruction and practice in basic swimming skills. Instruction will be structured to fit each student’s individual needs.

1005 PHYSICAL EXERCISE FOR SPECIAL POPULATIONS  0 UNITS
50 hours
This is a physical fitness course for special populations. This course includes instruction and practice in skills and techniques of physical fitness which is appropriate to each student’s special challenges.

1007 THEATER & DRAMA THERAPY: SPECIAL POPULATIONS  0 UNITS
50 hours
Provide special populations with an opportunity to experience theater and drama activities. This experience will stimulate and sustain auditory and visual perception, and mental discrimination of drama performances.
Faculty, Administration & Classified Personnel
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<th>Name</th>
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<td>D'AMATO, JOSEPH</td>
<td>Associate Professor, Business, Entrepreneurship</td>
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<td>BABYLON, DEBRA</td>
<td>Professor, Art</td>
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<td>BLYUMIN, AMALIYA</td>
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<td>ASHER-FITZPATRICK, MARY</td>
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NESTA, ANGELA
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Wallace F. Cohen, Ed.D.
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