

# CUYAMACA COLLEGE

# 2016-2017 CATALOG



YOUR PATH  
TO SUCCESS



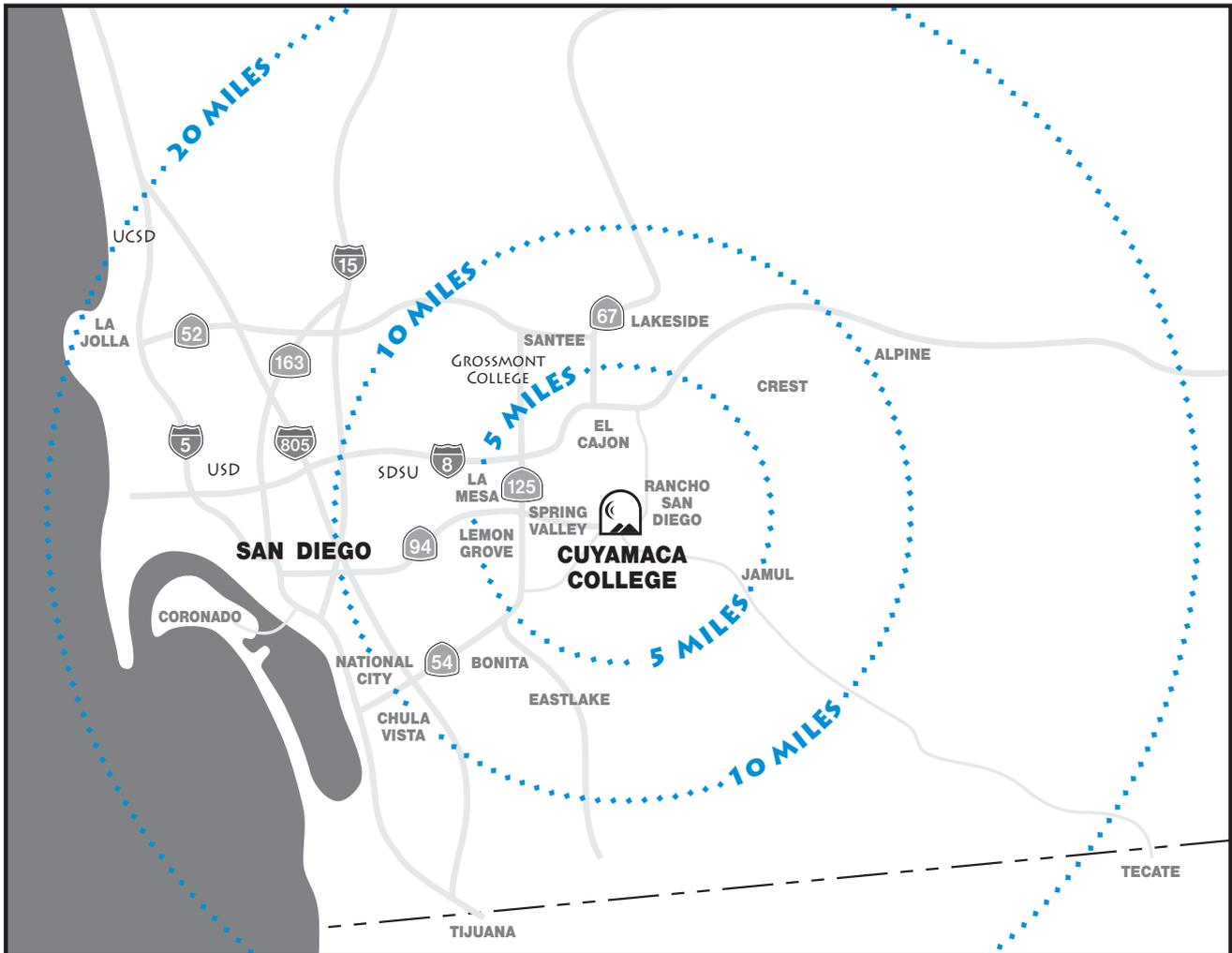
# Cuyamaca College

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

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

619.660.4000

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



**Directions:** From the West, take 5, 805 or 125 to 94E, continue straight onto Jamacha Road. Turn left on Fury Lane and left onto Rancho San Diego Parkway. For detailed 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 of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: [www.accjc.org](http://www.accjc.org). 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:

Greg Barr, Bill Garrett, Edwin Hiel, Debbie Justeson, Mary Kay Rosinski  
CHANCELLOR: Cindy L. Miles, Ph.D.

STUDENT MEMBERS: Evan Esparza, Sebastian Caparelli  
CUYAMACA COLLEGE PRESIDENT: Julianna Barnes, Ed.D.

# PRESIDENT'S MESSAGE



*Dear Students,*

Welcome to Cuyamaca College! We are delighted that you have decided to explore your higher education options with us.

When you enroll at Cuyamaca College, you not only will be taking courses at one of the most beautiful community college campuses in California, you also will have access to faculty and staff committed to your success and ready to assist you whenever you may happen to need help.

Cuyamaca College offers some 87 degrees and 72 certificate programs, all of which are detailed in this catalog, and I encourage you to explore the possibilities. Because we know that many students are busy working or raising a family, Cuyamaca College offers a variety of courses that are offered online, or in the evening. We also provide an array of enrichment activities,

as Cuyamaca College believes that being a leader in education includes setting the pace when it comes to culture and the arts.

Among Cuyamaca College's many strengths are the abundance of support services aimed at helping students succeed. These include our Career Services Center, which offers career planning and employment assistance to all students; our Counseling Center, a vital resource for helping you map out your higher education roadmap; and our Disabled Students Programs and Services office, which provides support services for students with disabilities.

Cuyamaca College is a very special place that provides you the opportunity to follow your dreams and transform them into a reality. And we are here to support you in every way possible. We wish you success and a very productive academic year.

I look forward to seeing you on campus!

Sincerely,

A handwritten signature in black ink that reads "Julianna Barnes". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Julianna Barnes, Ed.D.  
President  
Cuyamaca College

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## FALL 2016

Registration ..... June 13 - August 19  
 Payment Deadline for Registration Fees ..... August 11  
 Professional Development - Organizational Meetings ... August 15-19  
**Regular Day and Evening Classes Begin ..... August 22**  
 Program Adjustment ..... August 22-September 2  
 Holiday (Labor Day) ..... September 5\*  
 Census Day (Semester-Length Classes) ..... September 6  
 Last Day to Apply for P/NP Semester-Length Classes ... September 23  
 Last Day to Apply for Fall 2015 Degree/Certificate ..... October 14  
 End of First 8-Week Session ..... October 15  
 Second 8-Week Session Begins ..... October 17  
 Last Day to Drop Semester-Length Classes ..... November 10  
 Holiday (Veterans' Day Observed) ..... November 11, 12\*  
 Holiday (Thanksgiving) ..... November 24, 25, 26\*  
 End of Second 8-Week Session ..... December 10  
**Final Examinations ..... December 12, 13, 14, 15, 16, 17**  
 Close of Fall Semester ..... December 17  
 Winter Recess ..... December 18 - January 29  
 Instructor Grade Deadline ..... December 21  
 College and District Offices Closed ..... December 23 - January 2\*

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

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

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

## SPRING 2017

Registration ..... November 14 - January 27  
 Payment Deadline for Registration Fees ..... January 12  
 Holiday (Martin Luther King Day) ..... January 16\*  
 Professional Development - Organizational Meetings ... January 23-27  
**Regular Day and Evening Classes Begin ..... January 30**  
 Program Adjustment ..... January 30 - February 10  
 Census Day (Semester-Length Classes) ..... February 13  
 Holiday (Lincoln's Birthday Observed) ..... February 17, 18\*  
 Holiday (Washington's Birthday Observed) ..... February 20\*  
 Last Day to Apply for P/NP Semester-Length Classes ..... March 3  
 Last Day to Apply for Spring 2016 Degree/Certificate ..... March 10  
 End of First 8-Week Session ..... March 25  
 Spring Recess ..... March 27-April 1  
 Spring Holiday ..... March 31-April 1\*  
 Second 8-Week Session Begins ..... April 3  
 Last Day to Drop Semester-Length Classes ..... April 28  
 End of Second 8-Week Session ..... May 27  
 Holiday (Memorial Day) ..... May 29\*  
**Final Examinations ..... May 30, 31, June 1, 2, 3, 5**  
 Close of Spring Semester ..... June 5  
 Grossmont Commencement ..... June 7  
 Cuyamaca Commencement ..... June 8  
 Instructor Grade Deadline ..... June 8

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

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

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

\*College and District Offices closed.

Dates listed are subject to change. Please see [www.cuyamaca.edu/current-students/academic-calendars/default.aspx](http://www.cuyamaca.edu/current-students/academic-calendars/default.aspx) for the most current calendar.

## CUYAMACA COLLEGE ADMINISTRATION

Julianna Barnes, Ed.D.	President
Sahar Abushaban	Vice President, Administrative Services
Wei Zhou, Ph.D.	Vice President, Instruction
Scott W. Thayer, Ed.D.	Vice President, Student Services
Nicole Jones	Interim Dean, Counseling Services
Kerry Kilber Rebman	Dean, Learning & Technology Resources
Kate Alder, Ph.D.	Dean, Career & Technical Education (Automotive Technology, Business and Professional Studies, Child Development, CADD Technology & Surveying, CIS & Graphic Design, Environmental Health & Safety Management, Ornamental Horticulture, Water and Wastewater Technology)
Scott Herrin, Ed.D.	Dean, Math, Science & Engineering (Exercise Science/Health Education, Mathematical Sciences, Science/Engineering)
Patrick Setzer	Dean, Arts, Humanities & Social Sciences (Art, American Sign Language, Communication, English, English as a Second Language, History, Social and Behavioral Sciences, Humanities, Philosophy and Religious Studies, Performing Arts, World Languages)
Lauren Vaknin, Ed.D.	Associate Dean, Student Affairs
Ryan Shumaker	Associate Dean, Athletics
Jesús Miranda	Interim Associate Dean, Student Equity & Engagement
Nanyamka Hill	Acting Assistant Dean, EOPS
Sheryl Ashley	Interim Director, Admissions & Records
Bruce Farnham	Director, Campus Facilities, Operations & Maintenance
Ray Reyes	Director, Financial Aid
Michael Gilchrist	Manager, Campus Bookstore

## GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT ADMINISTRATION

Cindy L. Miles, Ph.D.	Chancellor
Sue Rearic	Vice Chancellor, Business Services
Tim Corcoran	Vice Chancellor, Human Resources
Doug Jenson	Associate Vice Chancellor, Business Services
John Valencia	Associate Vice Chancellor, Advancement and Communications
Christopher Tarman	Sr. Dean, Research, Planning & Institutional Effectiveness
Linda Bertolucci	Sr. Director, Purchasing, Contracts & Ancillary Services
Jennifer Fujimoto	Interim Sr. Director, Fiscal Services
Randall Clark	Interim Sr. Director, Facilities Planning, Development & Maintenance
Anne Krueger	Director, Communications & Public Information
Nicole Conklin	Director, Campus and Parking Services
Jerry Williamson	Director, Computer Services
Jamail Carter, Ph.D.	Interim Director, Human Resources
Janet Snelling	Director, Human Resources
Kim Widdes	Director, Human Resources
Steve Abat	Director, Technical Services
Erik Munzenmaier	GCCCD Sheriff's Team Sergeant

## CODE OF ETHICS

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

We strive in all our affairs to:

- ❖ respect the opinions, values, and traditions of others,
- ❖ be responsible for our 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 and Vision

## HISTORY OF THE COLLEGE

In 2007, "The Cuyamaca Way" became Cuyamaca College's official motto, a tribute to the institution's prevailing sense of community. Thirteen key words that the campus community decided best describe that "Cuyamaca Way" were inscribed in curving concrete bands stretching across the newly paved quad. The words, "beautiful, collaborative, dedicated, innovative, integrity, teamwork, vision, welcoming, student-centered, community, excellence, passionate, and friendly," became etched in stone.

The declaration of Cuyamaca's distinct attributes harkens back to a time some 35 years prior, when District trustees first selected the name "Cuyamaca College" in envisioning an institution that exemplifies the "community" in the words "community college."

### THE HISTORY OF THE CAMPUS

The Cuyamaca College campus is located in the East San Diego County community of Rancho San Diego, nestled in a suburb just outside the city of El Cajon on a verdant 165-acre site that was at one time a part of the Old Monte Vista Ranch. Along with its sister campus, Grossmont College, it is part of the Grossmont-Cuyamaca Community College District.

The name for the college reflects the region's history and heritage. A very old word linked to the land's Native American past, "Cuyamaca" has been interpreted in various ways, including "above rain," "beyond rain" and "place where the rain comes from heavens."

The campus site was acquired by the Board of Trustees in September 1972 and the college officially opened in fall 1978, with 1,947 students and nine associate-degree programs. Its first president was Dr. Wallace F. Cohen. Today, Cuyamaca provides around 159 degrees and certificates, including those in innovative green-energy programs, to its 9,000 students. In addition, another 4,000 are enrolled in the District's non-credit Continuing Education and Workforce Training program based at Cuyamaca College.

### KEY EVENTS

Thirty-eight students made up Cuyamaca College's first graduating class in May 1979. The early '80s saw the construction of facilities housing two highly regarded programs – Automotive Technology and Ornamental Horticulture – and the naming of Dr. Samuel Ciccati as the college's second president.

The following years marked the expansion in earnest of Rancho San Diego and by fall 1988, Cuyamaca's enrollment had reached 3,600 students. The decade of the '80s came to a close with the opening of the Learning Resource Center, a 30,000-square-foot, glass-covered building with a distinctive architecture that has established it as an often-photographed campus icon.

The '90s were highlighted by the opening of the privately-funded Heritage of the Americas Museum, as well as the dedication of 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. Dr. Sherrill Amador began her tenure as college president in 1994 and a year later, Rancho San Diego Parkway opened as the college's new

main entrance, providing better access to the campus. The decade of the '90s ended with the opening of the Water Conservation Garden – a must-visit for all home gardening and landscaping enthusiasts – operated through a Joint Powers Agreement between the college and area water-district agencies.

With the opening of a one-stop Student Services Center, the 21st century got off to a busy start for the college, which also celebrated the unveiling of the Child Development Center. The whimsical facility serves as both a childcare facility for the campus and community, and a learning lab for students in Cuyamaca's Child Development Studies program.

Dr. Geraldine M. Perri took over the reins as college president in 2002, the same year that East County residents approved Prop. R, a \$207 million construction bond measure to finance upgrades and new building construction at the District's two colleges.

During a period of rapid enrollment growth, Prop. R transformed the campus into a high-tech learning magnet, bringing older facilities like the automotive technology center into the digital age and adding several state-of-the-art buildings: the Science and Technology Center (now the Science and Mathematics Building), the Student Center, the Business and Technology buildings, and the jewel of the campus, a \$45 million Communication Arts Center. There, a well-appointed performing arts theater built to professional acoustical standards has become a major community asset as a high-demand site for community performances, assemblies, business forums and even, worship services.

Prop. R's major construction at Cuyamaca College drew to a close in 2011 with the expansion of the LRC. Other campus highlights during those years included music instructor Pat Setzer's selection as one of four community college instructors statewide to win the 2010 Hayward Award for Excellence in Education, and in 2011, the appointment of Dr. Mark J. Zacovic to the post of college president.

In November 2012, East County voters once again showed their support for the college district with the passage of Prop. V, a \$398 million bond measure that paves the way for Cuyamaca and Grossmont colleges to address continuing facility, infrastructure and technology needs.

Also in 2012, Cuyamaca was selected as one of three community colleges in the state to be given the inaugural Energy and Sustainability Award from the California Community College Board of Governors. The college was recognized for its sustainable landscaping initiatives, including a conference that has attracted hundreds of industry professionals annually since 2008.

In 2013, an Intergenerational Garden was established adjacent to the Child Development Center, where senior volunteers affectionately nicknamed "Garden Grannies" helped children plant and harvest vegetables consumed by the center's young wards. This was also the year that the college was first ranked among the nation's "best of the best" veteran-friendly schools by U.S. Veterans Magazine. The college was the only community college in San Diego County to earn the distinction.

Cuyamaca was a repeat winner of the coveted award in 2014. Another highlight that year was a \$350,000 clean energy grant from the state

to lead a regional effort to train students in the booming clean-energy field.

In October 2015, Dr. Julianna Barnes, who previously served Cuyamaca College as vice president of student services, returned to take the helm as president.

Cuyamaca College continues its development as a dynamic learning mecca, a unique campus with a strong allegiance to sustainability reflective of its natural beauty. Yesterday, today and tomorrow, the college remains unwavering in its mission to meet the comprehensive educational and workforce training needs of residents in East County and beyond.

## COLLEGE VISION, MISSION, AND VALUES

**Vision:** Learning for the Future

**Mission:** The mission of Cuyamaca College is to serve a diverse community of students who seek to benefit from the college's wide range of educational programs and services.

In order to fulfill its commitment to student learning, the college provides:

- Instructional programs that meet student needs for transfer education, career technical education, general education and basic skills courses
- Community education programs and services
- Programs that promote economic, civic and cultural development

To facilitate this mission, Cuyamaca College provides a comprehensive range of support services including: outreach, access and student success initiatives, academic and learning resources, student development programs, and multicultural and co-curricular activities.

In support of its mission, Cuyamaca College structures its planning processes and engages the college community by pursuing the following areas of focus, which form the foundation of the 2010-2016 Strategic Plan:

- Student Access
- Learning and Student Success
- Value and Support of Employees
- Economic and Community Development
- Fiscal and Physical Resources

**Values:**

- **Equitable Access:** We value equitable access that facilitates participation in academic programs and support services needed to meet students' educational goals.
- **Individual Student Success:** We offer courses and programs leading to degrees, certificates, transfer, employment, personal enhancement, and lifelong learning.
- **Academic Excellence:** We employ a variety of methodologies and technologies responsive to students' needs and conducive to students' varied educational and experiential backgrounds and learning styles.

- **Innovation and Creativity:** We value innovation and creativity in order to encourage our students to question and to expand their thinking.
- **Diversity and Social Harmony:** We value and embrace diversity and create opportunities for our college community to work together to meet the challenges of a complex global society.
- **Environmental Stewardship and Sustainability:** We take pride in our campus and its resources, and we strive to be on the forefront of sustainability and green technology.
- **Strong Community Relations:** We recognize our role in the cultural, educational, technological, and economic/workforce development of the communities we serve.

## 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 workforce 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 diverse and 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 **continuing education** program:

- **Noncredit** courses are state-funded and provide students with lifelong learning, college transfer and career preparation opportunities at low or no cost. For many, noncredit programs provide an educational gateway into the college system.
- **Community education** courses offer a wide variety of affordable not-for-credit classes, workshops, seminars and excursions for personal and professional enrichment. Community education programs are self-supporting and are open to all members of the community willing to pay a minimal fee.

A **contract education** program:

- **Customized training** delivered under contract that meets the just-in-time workforce development needs of business, government, and industry.

A **workforce development** program:

- **Education and training** that contributes to continuous workforce improvement of regional business and industry and is in many cases grant funded.

## 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 community 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.

## INSTITUTIONAL LEARNING OUTCOMES

The Institutional Learning Outcomes (ILOs) are a promise to the communities that Cuyamaca College graduates and those transferring to a four-year college or university, will be able to demonstrate the knowledge, skills, and abilities contained within all of the ILOs, based on general education and discipline-specific courses. Cuyamaca College students who earn a certificate, or have taken courses for personal educational development, will be expected to demonstrate the knowledge, skills, and abilities specified within one or more of the ILOs.

### 1. COMMUNICATION COMPETENCY

Students will communicate effectively to different audiences, through various modes of communication.

### 2. INFORMATION LITERACY

Students will identify, evaluate, and integrate information effectively in various contexts.

### 3. CRITICAL THINKING COMPETENCY

Students will analyze situations, evaluate options, and synthesize findings to make well justified decisions.

### 4. CULTURAL COMPETENCY

Students will interact effectively with others, taking into account their diverse backgrounds, and work competently in cross-cultural situations.

### 5. ACADEMIC and PERSONAL RESPONSIBILITY

Students will set academic goals, use college resources, and have the knowledge and skills necessary to achieve their goals in a timely manner.

## GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT VISION, MISSION, AND VALUE STATEMENTS

**Vision:** Transforming lives through learning.

**Mission:** Provide outstanding diverse learning opportunities that prepare students to meet community needs, promotes a global responsibility, and fosters opportunities for all.

The Grossmont-Cuyamaca Community College District fulfills its mission by providing:

- Outstanding undergraduate education for students seeking certificates, associate degrees, and university transfer;
- Excellent career and technical education programs that prepare students for workforce entry and advancement;
- Engaging educational services that meet learners' needs in basic skills and English language proficiency;
- Comprehensive student development and personal support services that contribute to student learning and achievement;

- Partnerships and programs that promote the social and economic development of the region; and
- Community education for personal, professional, and lifelong learning

**Values:** Cultivate a student-centered culture of excellence, trust, stewardship, and service.

other academic duties, but research and publication for pecuniary return should be based upon an understanding consistent with the collectively bargained agreement between the District and the exclusive bargaining representatives.

## **ACADEMIC FREEDOM**

### **(BOARD POLICY 4030)**

The Grossmont-Cuyamaca College District Governing Board shall promote public understanding and support of academic freedom for the implementation of the educational philosophy of Grossmont-Cuyamaca Community College District. Academic freedom is fundamental for the protection of the rights of the instructor in teaching, and of the student to freedom in learning. It carries with it duties correlative with rights.

1. Instructors are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching material that has no relation to their subject. The intent is not to discourage what is "controversial." Controversy is at the heart of the free academic inquiry that this entire policy is designed to foster. Instructors should avoid persistently intruding material that has no relation to their subject.
2. Instructors are citizens, members of a learned profession, and may be viewed by those outside of the District as representatives of the District. When they speak or write as citizens outside of their roles with the District, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and instructors, they should remember that the public might judge their profession and Grossmont-Cuyamaca Community College District by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the District.
3. As colleagues, faculty members have obligations that derive from the code of ethics (adopted by both the Grossmont College Academic Senate [11/16/92] and the Cuyamaca College Academic Senate [4/6/95]) Faculty members do not discriminate against or harass colleagues and students. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. Such exchanges shall focus upon the substance and content rather than personal characteristics of individuals. Uncivil, intemperate, or abusive language and behavior is contrary to a productive and safe working and educational environment. This does not contravene academic freedom and free exchange of ideas and opinions, but requires accuracy, appropriate restraint, and respect for the professional expression of others.
4. Instructors are entitled to full freedom in academic research and publication, subject to the adequate performance of their

# General Information

## AIR FORCE RESERVE OFFICER TRAINING CORPS

The Air Force Reserve Officer Training Corps (AFROTC) is a three to 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. All third and fourth year students receive a monthly stipend regardless of scholarship status. 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 visit [www.det075.com](http://www.det075.com) and [www.afrotc.com](http://www.afrotc.com) for further information and may call the AFROTC Detachment 075 Unit Admissions Officer at (619) 594-5545 with any questions.

## CAMPUS SAFETY

POLICE SERVICES at the District are provided by the San Diego County Sheriff's Department. A sheriff's sergeant and four deputies are assigned to the Cuyamaca and Grossmont college campuses. If necessary, the District also has access to Sheriff's Department specialized units that investigate crimes such as illegal drug sales, auto theft or gang-related crime.

In addition, a team of Campus and Parking Services (CAPS) specialists provides services such as automobile assistance, lost & found, and safety escorts. CAPS also enforces parking regulations on campus.

The Public Safety Office is located at the Cuyamaca One-Stop, A-100 building.

### PUBLIC SAFETY CONTACT INFORMATION

#### Call 911 in an emergency

- Life-threatening situation
- Medical emergency
- Missing persons
- Crime in progress
- Fire
- Major disturbance

#### Call (619) 644-7800 to contact law enforcement for a nonemergency

- Crime report
- Suspected suspicious activity

#### Call (619) 644-7654 for Campus and Parking Services

- Automobile assistance
- Parking
- Lost & found
- Safety escort

Additional public safety information is available at: [www.gcccd.edu/public-safety](http://www.gcccd.edu/public-safety)

### PARKING & TRAFFIC REGULATIONS

All vehicles must display a valid college parking permit while parked on campus property. The responsibility of 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 parking permit does not guarantee a space to park. For the safety of the college community, all California Vehicles Codes are enforced. All community members (students, staff, faculty, and visitors) are primarily responsible for their own safety and property.

For further information, contact the Campus and Parking Services at (619) 644-7654.

#### Displaying Parking Permit on Campus

The parking permit must be displayed so that the color and expiration date is clearly visible. The parking permits are only valid when properly displayed affixed to the front windshield inside the lower corner on drivers or passengers side.

#### Student Parking Permits

Student parking permits are purchased through WebAdvisor at [www.cuyamaca.edu](http://www.cuyamaca.edu). It will link you to Credentials, Inc., to purchase your parking permit. You may pay by credit card online or if you choose to pay by cash or check you may BRING in your PRINTED ORDER FORM to the College Cashier's office and we will process your payment so that your parking permit can be mailed.

**Refunds for Parking Permits**—You must physically return your parking permit to the College Cashier's office, WITHIN THE REFUND DEADLINE of your class/es to receive a refund. If you paid by credit card, we will process your transaction and you will receive a credit to your card from Credentials, Inc. If you paid by cash or check, we will refund your money to you after cancelling your parking permit through Credentials, Inc.

For help with purchasing your permit you may call the Customer Service number of Credentials, Inc., at 1-800-646- 1858.

### Faculty & Staff Parking Permits

Permits are available at the Cashier's Office at Cuyamaca and Business Communication Services at Grossmont.

Cuyamaca: (619) 660-4256

Grossmont: (619) 644-7621

#### Vendor Parking Permits

Vendor parking permits are given out at the CAPS office.

#### Call Boxes and Locations

Emergencies and requests for motorist assistance can be reported to the District Police at (619) 644-7654 or by using one of the Call Boxes located in each parking lot and inside all campus elevators.

#### Pay Stations

Daily permits for students and visitors may be purchased from the pay stations located in Parking Lots 1, 2, 4 and 5.

Please use exact change, one dollar bills only, or any major credit/debit card. No refund or change is given. Pay stations permits are only valid in student parking lots.

#### Disabled Parking Permits

All vehicles utilizing disabled parking spaces must display a state issued identification placard, i.e. DMV issued placard, DP or DV plates. Applications for placards/plates are available at the Department of Motor Vehicles. Disabled Permits are also valid in parking meters and student lots.

Students, visitors, faculty, or staff members who legally possess a current California Disabled Placard, which must be displayed, are not required to purchase a parking permit.

#### Special Events Parking

Please contact CAPS for parking details. Parking requests for special events or large groups are available through previous arrangements. For detailed information contact Campus and Parking Services at district.parking@gcccd.edu. Please allow 48 hours minimum advance notice for special events parking.

#### Replacement for Lost or Stolen Permits

There are no refunds or replacement of lost or stolen parking permits.

#### Motorcycle Parking

Motorcycles, scooters, segways, and mopeds must be parked in designated motorcycle areas; permit is not required. However, motorcycles parked in auto parking spaces are subject to citation.

#### Alternative Transportation Options

Bicycle racks are available throughout campus.

The college Metropolitan Transit System (MTS) pass is a great way to avoid parking hassles, car expenses, and to have access to unlimited rides throughout the semester. Semester MTS passes are available at the Cashier's Office, A-300 building, window. For more information please visit the MTS website at [www.sdmts.com](http://www.sdmts.com).

#### Motorist Assistance

The Campus Safety goal is to provide safe, orderly, and fair parking to the college community. We strive to make parking on

either campus as convenient as possible, while promoting safe movement of vehicles and providing for pedestrian safety. All persons having a valid parking permit are eligible to receive the following complimentary services: unlocking vehicle and battery jump start.

Campus and Parking Services also provides an escort service available to all community members.

## PARKING CITATION

### Fines

Parking citation fines are to be paid within 21 days of issue date or 14 days of delinquent notice. Failure to pay fines on time results in a delinquency fee.

### Payments

Fees resulting from citations are payable at the College Cashier Office or online at: <https://www.paymycite.com/gcccd>

Citation status changes will not be processed until the full payment of all applicable fees.

Unpaid citations are subject to a \$75.00 delinquent fee. Payment failure will eventually result in a DMV hold on the vehicle's registration.

### Appeal Forms

You may obtain a "Citation Appeal Form" at <https://www.paymycite.com/gcccd>. Complete the form online within 21 calendar days of the citation's issued date. You will receive a response to your request by mail within 1-2 weeks.

## ADDITIONAL SERVICES

### ATM Location

Cuyamaca College: Student Center, I-Building, 2nd floor.

### Lost & Found

Lost and Found items should be returned to CAPS. To check if an item has been turned in, call (619) 644-7654 or stop by CAPS.

## 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. The museum is open Tuesday through Friday, 10 a.m. to 4 p.m. and Saturday Noon to 4 p.m. (closed Sunday and Monday).

## NO SMOKING POLICY

In accordance with Board Policy 3560, Cuyamaca College is a smoke-free/tobacco-free facility. Violation of this policy will result in appropriate disciplinary penalties for both students and employees. Any District public safety official may warn or cite any person who is in violation of this policy.

## ONLINE COURSES

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

If you are self-motivated, self-disciplined, have good basic computer skills, and are able to read and follow instructions carefully, online courses may be a good option for you. Online courses are transferable to most four-year colleges and universities. To learn more about whether online learning is for you, please visit our online success website at: [www.cuyamaca.edu/online](http://www.cuyamaca.edu/online).

## OPEN-ENTRY/ OPEN-EXIT COURSES

Cuyamaca College offers the open-entry/open-exit format for IS 198 Supervised Tutoring. Learning assistance is free to students, and supports the acquisition of course knowledge and skills as well as general study skills and strategies. Students may begin using tutoring at any time during the semester. Tutoring is offered in a variety of formats through the STEM Achievement Center, the Academic Resources Center and the Writing Center depending on the subject matter.

## NONDISCRIMINATION NOTICE

The Grossmont-Cuyamaca Community College District (GCCCD) is committed to providing learning and working environments that ensure and promote diversity, equity, and inclusion. People of diverse backgrounds, perspectives, socioeconomic levels, cultures, and abilities are valued, welcomed, and included in all aspects of our organization. GCCCD strives to provide an educational environment that fosters cultural awareness, mutual understanding, and respect that ultimately also benefits the global community.

No person shall be unlawfully subjected to discrimination or denied full and equal access to District programs or activities on the basis of ethnic group identification, race or ethnicity, color, national origin, religion, age, gender, gender identity, gender expression, physical or mental disability, medical condition, pregnancy, genetic information, ancestry, sexual orientation, marital status, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these

actual or perceived characteristics. District programs and activities include, but are not limited to any that are administered or funded directly by or that receive any financial assistance from the California Community Colleges Chancellor's Office.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall be used for membership or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with the District, to any private organization whose membership practices are discriminatory on the basis of groups mentioned above. (Board Policy 3410)

Inquiries regarding the equal opportunity policies, the filing of grievance or for requesting a copy of the college's grievance procedures may be directed to:

- **Dr. Lauren Vaknin**  
Associate Dean, Student Affairs  
Cuyamaca College  
900 Rancho San Diego Parkway  
El Cajon, CA 92019  
619-660-4295
- **Dr. Scott W. Thayer**  
Vice President, Student Services  
Cuyamaca College  
900 Rancho San Diego Parkway  
El Cajon, CA 92019  
619-660-4301
- **Tim Corcoran**  
Vice Chancellor, Human Resources  
Title IX Coordinator  
8800 Grossmont College Drive  
El Cajon, CA 92020  
(619) 644-7572

Cuyamaca College recognizes its obligation to provide overall program accessibility for those with physical and mental disabilities. Contact the Disabled Students Programs and Services department at 619-660-4239 (TTY 619-660-4386), room A-113, to obtain information on programs and services, activities and facilities on campus and for a geographical accessibility map.

Inquiries regarding federal laws and regulations concerning nondiscrimination 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

## SEXUAL ASSAULT

For sexual assault emergencies, contact 911.

If you are a victim of sexual assault (rape, sexual violence or stalking), please contact the Office of Student Affairs at 619-660-4295 or visit the Student Affairs Office (Student Center, I-120). Student Affairs will provide students with the resources and support needed during this time. In addition, students will be provided guidance on reporting options.

Additional resources can be found at: [www.cuyamaca.edu/college-info/consumer/files/Sexual-Assault-Policies.pdf](http://www.cuyamaca.edu/college-info/consumer/files/Sexual-Assault-Policies.pdf)

For all emergencies, please contact 911.

*Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on Grossmont-Cuyamaca Community College District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures (AP 3540).*

## **REVISION OF REGULATIONS**

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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**

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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 College 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**

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Study Abroad programs enable students to immerse themselves in a foreign language environment. During these programs, students are housed in apartments or 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 a different culture.

## **SUMMER SESSION**

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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 in *WebAdvisor* ([www.cuyamaca.edu](http://www.cuyamaca.edu)) or in the Admissions and Records Office.

For students receiving financial aid, please go to the Admissions and Records Office to change your address.

## ADMISSION PROCEDURES

To enroll at Cuyamaca College students should observe the following admission procedures:

- 1. Apply Online:** Before you can register for classes, you must fill out an application to the college. This can be done online and it is free! Please visit [www.cuyamaca.edu](http://www.cuyamaca.edu) to access the online application.
- 2. Create WebAdvisor Account:** Once your application is processed, please login to WebAdvisor to set up your student account. Your username will be your "firstname.lastname" (lowercase only) and your initial password will be your six digit date of birth. (MMDDYY e.g. 06/02/1980 would be 060280). If you are having difficulty, please visit: <http://www.cuyamaca.edu/admissions/webadvisor.asp>
- 3. Submit Official Transcripts to Admissions and Records:** If you have attended another college, please have your official transcripts sent to the Admissions and Records office to clear prerequisites, and to award prior credit for degrees and certificates, this includes all AP, or IB credit. Official transcripts and scores must still be in the sealed official envelope when submitted.
- 4. Complete the Online Orientation:** Complete the online orientation on WebAdvisor. You may access the online orientation by signing into WebAdvisor, clicking on Students and under Orientation/Assess/Advising; click Step One - Online Orientation.
- 5. Take the Assessment Test:** The assessment test will help us assess your current level of math and English. You will find the option to register for the Math and English Assessment in the Student Menu under "Orientation/Assess/Advising" (click on Step Two: Schedule Assessment).
- 6. Attend an Advising Session:** Once you have completed the assessment test the next step is to complete an advising session. To complete online advising please login to WebAdvisor and click on "Students" and Under Orientation/Assess/Advising, click Step Three - Online Advising.
- 7. Register for Classes:** You will receive an e-mail indicating your registration date and time; in April for Summer, June for Fall and November for Spring. The college year is divided into three sessions: fall and spring semesters and a summer session. You may then register for classes online using WebAdvisor. WebAdvisor online tutorials are available to assist you.
- 8. Pay Fees:** Once you have registered for classes you must now pay your tuition and fees. You can pay your fees via WebAdvisor or on campus at the Cashier office.

## 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.

Students who are 17 or younger before the start of the semester are required to show proof of high school graduation to the Admissions and Records Office.

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.

**Dual Enrollment:** High school students who are in the 11th and 12th grade, and who are at least 14 years of age, may attend upon approval of a high school counselor and parent or guardian of the student. Courses attempted and units earned will be recorded on a college permanent record. High school students are not eligible to receive Title IV Federal Financial Aid, and if classified as a non-resident of California, will be responsible to pay nonresident tuition. For more information on Dual Enrollment, visit [www.cuyamaca.net/services/admissions/high-school-students.aspx](http://www.cuyamaca.net/services/admissions/high-school-students.aspx).

## ASSESSMENT, ORIENTATION AND NEW STUDENT ADVISING

As vital components of the Student Success and Support Program, 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).

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 acceptable external examination, or
- completed the assessment process at a local college, or
- participated at their high school in the state's Early Assessment Project (EAP) and can provide proof of approval for entry into ENGL 120 (English only clearance), or
- meet the requirements of the local high school math articulation agreement (Math only clearance. See a counselor).

Orientation and New Student Advising sessions provide important information to students about the programs and services available at the college as well as strategies

for student success. 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. New students must complete the Assessment, Orientation and New Student Advising Program for timely registration.

New, returning, or transfer students may be exempt from the process of Orientation, Assessment and New Student Advising. For a list of exemptions, see page 39 under Student Success and Support Program.

The Assessment Office is located in A-200 in the Student Services One Stop Center. The primary mission of the Assessment Office is to administer the placement tests for English, Mathematics and ESL. Accommodations are available to students with disabilities. For more information, call (619) 660-4426 or visit the website at [www.cuyamaca.edu/assessment](http://www.cuyamaca.edu/assessment).

## ENROLLMENT PRIORITIES

Changes to course registration policies throughout the California community colleges will help students get the courses they need to meet their educational goals. With this new registration system, students who are making progress toward their goals will be rewarded for their efforts. Enrollment priorities in the Grossmont-Cuyamaca Community College District are listed below:

Students will be placed in "groups" based on the criteria below. All new students are required to complete an orientation, assessment, and develop a student education plan in order to be eligible for priority enrollment.

- Group 1: Active duty military and Veterans, current and former foster youth up to age 24, CalWORKs, EOPS and DSPS students.
- Group 2: Eligible student athletes and those enrolled in the Freshman Year Academy or First Year Experience.
- Group 3: Continuing students with 45-90 GCCCD degree-applicable units.
- Group 4: First-time to college students who have completed an orientation, assessment, and developed a student education plan.
- Group 5: Continuing students with 12 or more units but not more than 44.5 GCCCD degree-applicable units.
- Group 6: Continuing students with 0-11.5 GCCCD units.
- Group 7: New applicants who have applied but not gone through the matriculation process.
- Group 8: Open enrollment - includes students with 90 or more GCCCD degree-applicable units.

Students placed on academic or progress probation or any combination thereof, or students who have earned 90 or more degree-applicable semester units in the GCCCD, lose their enrollment priority. Foster youth or former foster youth are exempt from losing enrollment priority due to failure to meet academic standards or for exceeding 90 units. The District will notify students in jeopardy of losing their enrollment priority due to probation or unit limits.

### LOSS OF ENROLLMENT PRIORITY (APPLIES TO ALL STUDENTS INCLUDING VETERANS, CALWORKS, DSPS, AND EOPS)

Students shall lose their enrollment priority based upon any of the following:

- Student has exceeded the 90 degree-applicable units at Grossmont and/or Cuyamaca College.
- Student has two consecutive enrolled semesters of any type (progress or academic) probation (Summer is not included).
- New student has not completed orientation, assessment and created a student education plan.

As per state regulations, Foster Youth are exempt from losing their enrollment priority status.

### PETITION OF LOSS OF ENROLLMENT PRIORITY STATUS

Students may petition the loss of their enrollment priority based on one of the following criteria:

- Students who have experienced extenuating circumstances (verified cases of accident, illnesses or other circumstances beyond the student's control that affected their academic performance in the previous semester) and can provide documentation of such circumstances.
- Students who have made significant academic improvement where they meet the minimum grade point average and/or progress standard to be removed from academic or progress probation.
- Students who have exceeded 90 units of degree-applicable coursework at GCCCD and are enrolled in a high unit major.
- Students with disabilities who applied for, but did not receive reasonable accommodations in a timely manner.
- Students who have other specific situations that warrant considerations (e.g., last term at GCCCD and needs a specific course to graduate or transfer).

## ENROLLMENT VERIFICATION

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 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 two business days). Please note processing time does not include shipping.

Cuyamaca has authorized the National Student Clearinghouse to act as its agent for verification of student enrollment status. Students can obtain an official Enrollment Verification Certificate at any time via the Clearinghouse website at: [www.enrollmentverify.org](http://www.enrollmentverify.org) for a \$2.50 charge per certificate.

## 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.

## HIGH SCHOOL COURSES FOR COLLEGE CREDIT

High School students may earn college credit through the "Tech Prep" program. Tech Prep is an important school-to-work transition strategy, helping high school students make the connection between school, college and employment. To receive credit, high school students must enroll in an approved Career Technical Education (CTE) College Credit/Tech Prep course at a participating high school. Students must complete the course with a "B" or better. After the end of the semester, students must submit the CTE college credit form to the Cuyamaca College Admissions and Records Office. Credit will be earned via successful credit by examination and appropriately noted on the college transcript. High schools that participate in the Grossmont-Cuyamaca Community College District Tech Prep Program are:

Central	Mt. Miguel
Chaparral	Mountain Empire
El Cajon Valley	Patrick Henry
El Capitan	Santana
Granite Hills	Steele Canyon
Grossmont	Valhalla
Helix	West Hills
Monte Vista	

For more information, visit [www.gcccd.edu/ctecollegecredit](http://www.gcccd.edu/ctecollegecredit).

## 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 (approximately \$25,000 per year).

2. An international student attending Cuyamaca College must pay international student tuition and other fees as required by the Governing Board.

3. Financial aid is not available for international students.

4. An international student may not work off-campus while attending college unless approval is granted by the Department of Homeland Security and the International Student Specialist in Admissions and Records. In some instances an international student may, after completing at least two semesters, work on campus for 20 hours per week.

### HEALTH

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

### HOUSING

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

### GRADING STANDARDS

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

### 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/admissions/deadlines.asp](http://www.cuyamaca.edu/admissions/deadlines.asp) and click on "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 and 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 specified, 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 act and intent.
  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 student who currently resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he or she has resided in the state the minimum time necessary to become a resident.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. A person who is an apprentice, as defined in Section 3077 of the Labor Code, will be entitled to resident classification.
13. A person holding a valid credential authorizing service in the public schools of California and who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the person enrolls, shall be entitled to resident classification if such person meets any of the following requirements:
  - a. Holding of a provisional public school credential and enrollment in courses necessary to obtain another type of credential authorizing service in the public schools.
  - b. Holding a public school credential issued pursuant to Section 44250 and enrollment in courses necessary to fulfill credential requirements.
  - c. Enrollment in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Section 44259.
14. 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.
15. For purposes of the nonresident tuition fee, a community college district shall disregard the time during which a person living in the district resided outside of California if:
  - a. The change of residence to a place outside of California was due to a job transfer and was made at the request of the person's employer or the employer of the person's spouse or, in the case of a person who resided with and was a dependent of the person's parents, the change of residence was made at the request of an employer of either of the person's parents.
  - b. Such absence from California was for a period of not more than four years.

- c. At the time of application for admission to a college maintained by the district, the person would qualify as a resident if the period of the person's absence from California was disregarded.

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

#### IV. REVIEW AND APPEAL OF CLASSIFICATION

Any person, following a final decision on residence classification by the college, may make a written appeal to the Chancellor of the District or designee within 30 calendar days of notification of final decision by the campus regarding classification. The Chancellor, on the basis of the Statement of Legal Residence, pertinent information contained in the file of the Administrator over Admissions and Records, and information contained in the person's appeal, will make the determination and notify the person by United States mail, postage prepaid.

#### V. RECLASSIFICATION AND FINANCIAL INDEPENDENCE

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

#### VI. NONRESIDENT TUITION

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

#### VII. INTERNATIONAL STUDENT TUITION

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

## TRANSCRIPTS

Each student who has an academic record on file at Cuyamaca College and who is not in arrears to the District with regard to fees, tuition, loans or other charges may request official transcripts from the Admissions and Records Office. The official transcript includes course work from both Cuyamaca and Grossmont College. Cuyamaca has retained Credentials Inc. to accept transcript orders over the Internet. Students may request official transcripts through WebAdvisor or by the TranscriptsPlus link provided on our Cuyamaca Admissions web page. Two official transcripts of records are provided without charge; additional copies may be obtained at \$3 per

copy (processed within 5 business days). An emergency or rush transcript will be provided for \$5 per copy (processed within 2 business days). Processing time does not include shipping. Please note there is an additional service charge of \$2 per transcript and all fees must be paid by credit card.

## TRANSFER CREDIT

#### EVALUATION OF U.S. TRANSCRIPTS

Courses taken at a regionally accredited college or university and designated as appropriate for general education, Associate Degree, baccalaureate or graduate credit by that institution will be accepted by Cuyamaca College for credit. In support of general education reciprocity, courses used to meet general education requirements at another California community college will be applied towards general education Areas A-D at Cuyamaca College. English and Mathematics competency levels are governed by California Education Code Title 5, section 55063. The extent to which courses taken at other colleges 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:

- 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
- International Education Research Foundation (IERF)**  
P.O. Box 366S  
Culver City, CA 90231-366S USA  
TEL (310) 390-6276  
FAX (310) 397-7686

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 Evaluations Office, Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019.

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

- Students must submit to Admissions and Records 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.

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

## VETERANS SERVICES

Upon filing an application for admission to Cuyamaca College, a veteran should immediately contact the Veterans Certifying Official in the Veterans Office (A-200). 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, CGIT, CCAF or JST), be sent to the Admissions and Records Office. All transcripts must be received and evaluated before enrollment will be submitted to Veterans Affairs for educational benefits. 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 up to 3 units of Exercise Science) will be allowed. Students should meet with the veterans' counselor to request an Evaluation of Military Credit.

Veterans who have completed at least one year of honorable active service will receive up to 3 units of credit for Exercise Science activity 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 may be able to satisfy Area E, Lifelong Learning, on CSU GE Breadth. To receive this credit for military service, a DD-214 and appropriate military records must be submitted to the Veterans 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 the veterans' 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 affect benefits. Before registering, check with the veterans' counselor or the Veterans Certifying Official in the Veterans Office in A-200 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 submit the VA letter of eligibility to the Financial Aid Office.

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

### ASSOCIATED STUDENT GOVERNMENT (ASG) SHARED GOVERNANCE

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

Associated Student Government meetings are held weekly; dates and times are posted on the ASGCC bulletin board. For more information, please call (619) 660-4612. All members of the college community are welcome to attend. Additional information regarding student government is available in the ASGCC Office and the Student Affairs Office.

### ASSOCIATED STUDENT GOVERNMENT SERVICES AND ACTIVITIES

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

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

### STUDENT AFFAIRS OFFICE

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

Affairs Office helps foster the intellectual, social, and emotional growth of the campus community.

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

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

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

### STUDENT BENEFIT "COYOTE" STICKER

A Student Benefit "Coyote" Sticker 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" Sticker 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) 660-4612.

### 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 Art, Automotive, Club Aled, Engineering and many others from which to choose.

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

In accordance with Sections 76035, 32050 and 32051 of the Education Code of the State of California, the Governing Board of the Grossmont-Cuyamaca Community College District has ruled that secret fraternities, sororities or clubs may not be formed.

Moreover, Section 32051 of the Education Code forbids the practice of hazing by organizations or individuals either on or off the Cuyamaca College campus.

### CULTURAL ACTIVITIES

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

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

## BOOKSTORE

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

## BORDERLESS SPACES

Borderless Spaces is a program for undocumented students as a result of the 2013 California Dream Act legislation. The program is designed to assist undocumented students with counseling, assistance with financial aid, peer advocacy, book loans, specialized workshops and cohort building events and orientations. The program is located within the EOPS office in the Student Services One-Stop Center, Bldg A-300. You may contact us at (619) 660-4204 or visit our website at [www.cuyamaca.edu/eops](http://www.cuyamaca.edu/eops)

## CALWORKS S.T.E.P.S.

The CalWORKs (California Work Opportunities and Responsibility to Kids) S.T.E.P.S. (Success Through Education Produces Self-Sufficiency) Program helps students who receive family cash assistance fulfill their Welfare-to-Work program requirements and provides additional support services. Eligible students receive assistance with arranging subsidized child care, 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, counselors help students access campus and community resources.

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

## CAREER SERVICES CENTER

The Career Services 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 Services 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 Services Center is located in A-221 in the Student Services Center (next to Counseling) or you can call (619) 660-4450. Visit us at our website at [www.cuyamaca.edu/careerserv/](http://www.cuyamaca.edu/careerserv/) for more information.

## CHILD DEVELOPMENT CENTER

The Child Development Center serves children of students, faculty, staff, and community families. The program philosophy reflects a caring community of learners, centered on a partnership of families, children, and teaching staff, with respect and value for each participant. The Center is an integral component of the Child Development Program and serves as the campus laboratory school, providing mentoring and support for our Child Development students as they prepare to become early childhood educators. Under the supervision and direction of Child Development faculty and Center staff, students from many academic programs complete observations and assignments in the lab setting. The Center coordinates programs with different agencies to provide model educational experiences for both children and Child Development students, such as the Intergenerational Garden. The Center is open year round, following the college schedule for closures. Hours of operation are Monday through Friday, 7:30 a.m. to 5:30 p.m. The

Center accepts children from 18 months to 5 years old (pre-kindergarten). For more information, call (619) 660-4660.

## COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a state-funded program designed to recruit and assist single parent students who are EOPS eligible. CARE eligibility 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. The CARE counselor works with each student to promote academic success and assist students in attaining their career and vocational goals. For more information contact the CARE program in the EOPS office located in the One-Stop Center, Build A-300, or call (619) 660-4293. Visit us at our website at [www.cuyamaca.edu/eops/cte-care.asp](http://www.cuyamaca.edu/eops/cte-care.asp)

## COUNSELING

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 A-200 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](http://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](http://www.cuyamaca.edu/counseling). Online counseling services include general information about Cuyamaca College's programs, classes, degree requirements, transfer advising and educational planning. Students using "Ask A Counselor" can expect a response from a counselor within 72 hours, not including weekends.

### COUNSELING (COUN) COURSES

Cuyamaca College offers a number of COUN courses to benefit students including COUN 101, Introduction to College, and COUN 120, College and Career Success, taught by counselors. For resources and more information, see [www.cuyamaca.edu/pdc](http://www.cuyamaca.edu/pdc). For a complete listing of courses, see the Course Descriptions section of the catalog.

A First Year Success Program (Cuyamaca Link) is also offered by the college in conjunction with some of the local high schools to help new students adjust to the college experience.

## DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

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

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

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

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

## DISTRICT PUBLIC SAFETY

The District provides for public safety, police services to the college community and their property on college grounds, facilities, and parking lots through the contract with the San Diego Sheriff's Department.

Sheriff's deputies assigned to the two campuses of the district are sworn officers in compliance with the California Education Code and the California Penal Code. They have the same full law enforcement powers and responsibilities as local police and sheriff's deputies in your home community.

The San Diego Sheriff's Department has established Memorandums of Understanding (MOUs) with local law enforcement agencies in whose jurisdictions the two colleges are located. The San Diego Sheriff's Department has 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 San Diego Sheriff's headquarters at 9621 Ridgehaven Court, San Diego, CA 92123.

### EMERGENCY CALL BOXES AND LOCATIONS

Emergencies and requests for motorist assistance can be reported to the District Police at (619) 644-7654 or by using one of the Call Boxes located in each parking lot and inside all campus elevators.

### PUBLIC SAFETY CONTACT INFORMATION Call 911 in an emergency

- Life-threatening situation
- Medical emergency
- Missing persons
- Crime in progress
- Fire
- Major disturbance

### Call (619) 644-7800 to contact law enforcement for a nonemergency

- Crime report
- Suspected suspicious activity

### DISTRICT PROPERTY

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

### CRIME PREVENTION

It is the goal of the Sheriff's Department 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. Information will be provided to students, faculty and staff through several district notification systems (District phones, classroom emergency phones, District Mass Notification system, and District email).

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. Campus and Parking Services (CAPS) should also be notified of their presence. Many campus rooms and areas are protected by intrusion alarms, so before entering these areas, CAPS 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 CAPS specialists will check many campus areas during off-hours, but the primary responsibility for security lies with the user.

### CRIME STATISTICS

The Clery Act requires that institutions disclose statistics for offenses committed in certain geographic locations associated with the institution. A crime should be included in the annual security report only if it occurred in one of the following locations: on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus. All crimes, including hate crimes, must be disclosed by geographic location.

**On Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

**On Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Non-campus Building or Property:** The District does not own or control any site off campus.

### SMOKE FREE CAMPUS

In accordance with Board Policy 3560, Cuyamaca College is a smoke-free/tobacco-free facility. Violation of this policy will result in appropriate disciplinary penalties for both students and employees. Any District public safety official may warn or cite any person who is in violation of this policy.

### PETS ON DISTRICT PROPERTY

Unless animals are involved in the instructional process, all District property is closed to dogs and other pets, with the exception of guide dogs for the visually impaired and disabled.

### POLICE SERVICES COMPLAINT PROCEDURE

The Sheriff's Department realizes it must be responsive to all persons in the community. If you are not satisfied with the performance of any members of the Department, we need to know the specifics. The District and the Sheriff's Department pledge to respond swiftly, thoroughly, and fairly to all reports of unsatisfactory service. To file a written complaint, go to the District Public Safety Office at either campus. Besides completing a written report, you are also encouraged to personally discuss the situation with a Sheriff's Supervisor at (619) 644-7654 or x7654.

### LOST & FOUND

Lost and Found items should be returned to CAPS. To check if an item has been turned in, call (619) 644-7654 or stop by CAPS.

Grossmont/Cuyamaca Colleges Clery Act Crime Statistics 2012-2014						
INCIDENTS	2012		2013		2014	
	CAMPUS	PUBLIC PROPERTY	CAMPUS	PUBLIC PROPERTY	CAMPUS	PUBLIC PROPERTY
GC = GROSSMONT CC = CUYAMACA	GC / CC	GC / CC	GC / CC	GC / CC	GC / CC	GC / CC
MURDER AND NONNEGLIGENT MANSLAUGHTER	0/0	0/0	0/0	0/0	0/0	0/0
NEGLIGENT MANSLAUGHTER	0/0	0/0	0/0	0/0	0/0	0/0
FORCIBLE SEX OFFENSES	0/0	0/0	1/0	0/0	0/0	0/0
NONFORCIBLE SEX OFFENSES	0/0	0/0	0/0	0/0	0/0	0/1
ROBBERY	0/0	0/0	0/1	0/0	0/0	0/0
AGGRAVATED ASSAULT	0/0	0/0	0/0	0/0	0/0	0/0
BURGLARY	13/1	0/0	3/0	0/0	3/1	1/1
MOTOR VEHICLE THEFT	1/1	1/1	1/1	0/0	0/0	1/1
ARSON	1/0	0/0	0/0	0/0	0/0	0/0
ALCOHOL POSSESSION	0/1	1/0	0/0	0/0	0/0	2/0
SIMPLE ASSAULT	2/1	2/0	0/1	0/0	4/0	1/0
AUTO BURGLARY	1/1	16/5	3/2	0/0	0/0	5/8
DRUG/NARCOTIC OFFENSES	2/2	4/11	2/1	1/0	2/1	14/3
HATE CRIMES	0/0	0/0	0/0	0/0	0/0	0/0
WEAPONS POSSESSION	0/1	0/2	1/0	0/0	0/0	0/0
ARRESTS						
LIQUOR LAW VIOLATIONS	1/1	0/0	2/0	0/2	0/0	2/0
DRUG LAW VIOLATIONS	1/0	1/0	2/1	1/0	1/0	2/5
ILLEGAL WEAPONS POSSESSION	0/0	0/0	1/0	0/0	0/0	0/0
DOMESTIC VIOLENCE	NA	NA	2/1	0/0	0/0	1/1
STALKING	NA	NA	0/0	0/0	0/0	0/0

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The EOPS Program at Cuyamaca College is designed to recruit, inform and assist students who have been identified as economically and educationally disadvantaged. Eligible students are assisted by qualified counselors who provide 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.

The EOPS office is located in the Student Services One-Stop Center, Bldg A-300. You may contact us at (619) 660-4204 or visit our website at [www.cuyamaca.edu/eops](http://www.cuyamaca.edu/eops).

## 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, as well as students who are homeless. Students may receive EOPS and/or CARE services as well as counseling case management, personalized financial aid assistance, resource referrals, mentoring, life skills workshops, and cohort building events and orientations.

The program is located within the EOPS office in the Student Services One-Stop Center, Bldg A-300. You may contact us at (619) 660-4204 or visit our website at [www.cuyamaca.edu/eops/cte-up-program.asp](http://www.cuyamaca.edu/eops/cte-up-program.asp)

## FINANCIAL AID

### PURPOSE OF FINANCIAL AID

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

Financial need is determined by the information provided by applicants on the Free Application for Federal Student Aid (FAFSA). Cuyamaca College will attempt to meet the need by offering assistance through the financial aid programs available.

### GAINFUL EMPLOYMENT

Federal regulations require higher education institutions to disclose information regarding the success of its students in certificate programs that lead to employment. The information includes graduation rates, estimated education costs, median debt of students who completed programs, and other information designed to help students make better-informed choices about colleges and universities they select. Please visit the GCCCD Gainful Employment web page at [www.gcccd.edu/research-planning/career-and-tech-ed.html](http://www.gcccd.edu/research-planning/career-and-tech-ed.html) for detailed information.

## FINANCIAL AID PROGRAMS

### GRANTS

**Board of Governors Waiver:** The State of California through the Board of Governors Waiver Program (BOGFW) provides three ways to help students pay mandatory fees (enrollment fee, health services fee and the student center construction fee). Method A waives the enrollment, health services, and student center construction fees; Method B and Method C waive the enrollment fees; Methods A, B & C waive parking fees over \$20. The program also has a special classification BOGFW that will waive the enrollment fees only. If applications have not been processed for the Board of Governors Waiver by the time of registration, fees will be charged and a refund will be made upon approval of the application. To apply for the BOGFW, visit our website at [www.cuyamaca.edu/services/finaid](http://www.cuyamaca.edu/services/finaid). Students who apply for financial aid by submitting a Free Application for Federal Student Aid (FAFSA) will also be considered for a waiver. For more information, please visit the Financial Aid Office in the Student Services Center, A-300.

**Bureau of Indian Education:** The BIE's mission "is to provide quality education opportunities from early childhood through life in accordance with a tribe's needs for cultural and economic well-being, in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities." The Bureau of Indian Education has established links to various scholarships to be used by qualified Native Americans students. The American Indian scholarships can be found on the BIE website [www.bie.edu](http://www.bie.edu). Individual grants and scholarships are awarded based on the specific requirements outlined by each nation, tribe, and Alaskan Village. The educational department of each nation, tribe, or Alaskan Village can assist students in applying for grant and scholarship. To receive financial assistance most nations, tribes, and Alaskan Villages require that their students complete the FAFSA as well as any other forms required by individual financial aid departments. In addition, each nation, tribe, and Alaskan Villages will determine blood requirements to be considered for new membership in the individual nations, tribes, or Alaskan Villages.

**Cal Grants:** There are three types of Cal Grants, administered by the California Student Aid Commission (CSAC). These grants are for California residents and other qualified non-residents who will be attending a California college or university. To apply for Cal Grant A, B and C, submit a FAFSA and a GPA

Verification form postmarked by March 2, prior to the academic year. For more information on Cal Grants visit [www.csac.ca.gov](http://www.csac.ca.gov). For GPA verification, once a student has completed 16 college-level units, the Cuyamaca College Admissions and Records Office will automatically send the GPA to CSAC.

**Cal Grant A:** Cal Grant A 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 tuition charges at public California colleges or universities and up to \$9,708 of tuition charges at private California colleges or universities.

**Cal Grant B:** Cal Grant B provides access costs for low income students up to \$1,656 per year for up to four years and pays tuition charges at public California colleges or universities and up to \$9,708 of tuition charges at private California colleges or universities for the second through fourth year.

**Full time Student Success grant:** A grant program specifically aimed at Cal Grant B recipients who are attending full time. Approximate yearly amount is \$600. This program is funded by the State of California and administered by the State Chancellor's Office.

**Cal Grant C:** Cal Grant C is for vocational students from low and middle income families. The maximum award is \$547 at Cuyamaca College. 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.

**Cal Grant Community College Deadline:** Community college students who miss the March 2 priority deadline may continue to apply for a limited number of special community college Cal Grants (A or B) until September 2. Students must list a community college first on their FAFSA and submit the FAFSA and a GPA Verification form postmarked by September 2. For GPA verification, once a student has completed 16 college-level units, the Cuyamaca College Admissions and Records Office will automatically send the GPA to CSAC.

**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](http://www.chafee.csac.ca.gov).

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

**Federal Work Study (FWS):** FWS is a federally-funded program which gives students the opportunity to earn part or all of their financial need by working on campus while

in school. Jobs available include teacher's aide, clerk, groundskeeper, custodian and lab assistant. The student's wage will be determined by the type and difficulty of the work to which the student is assigned.

**Federal Pell Grant:** The Federal Pell Grant is available for undergraduate study until students receive their first bachelor's degree to a maximum of six years of full time study. Federal Pell Grants range from \$590 to \$5,815 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. Amounts subject to change based on the Federal Pell Grant Payment Schedule. 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 an untapped fund that is available throughout the year. Learn how to effectively search and apply for scholarships. Learn how you are the key to your own success when searching and applying for scholarships. Search for scholarships online, Public Libraries, and Scholarship books. Also, find scholarships by using the Cuyamaca College Scholarship website. For additional scholarship information, contact the Cuyamaca College Scholarship Specialist and setup an appointment at (619) 660-4537 or go to [www.cuyamaca.edu/services/finaid/scholarships](http://www.cuyamaca.edu/services/finaid/scholarships).

### LOANS

**William D. Ford Direct Loan:** The Direct Loan is a low-interest loan made to the student by the federal government to help the student pay for his or her education. The interest rate is fixed. Grade level one students may borrow up to a maximum of \$3,500 (subsidized and/or unsubsidized) per academic year. Grade level two students may borrow up to a maximum of \$4,500 (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.

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

**Emergency Book Loan Fund:** The Emergency Book Loan program provides 30-day interest free loans to enable students experiencing a temporary shortage of funds to purchase their books. Students must be enrolled in a minimum of six units and are required to have

a co-signer who is at least 21 years of age whose full-time employment can be verified. Depending on the student's enrollment status, loans can range from \$75 to \$150. These monies are made available through donations from the Associated Students of Cuyamaca College, Grossmont-Cuyamaca Community College District Foundation, Grossmont-Cuyamaca Alumni Association, Cuyamaca College Faculty and the Spring Valley Rotary Club.

### OTHER SOURCES OF FUNDS

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

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* may be required to repay a portion of the federal grants that they have received. This is because a student must "earn" his/her financial aid. Financial aid is "earned" for each day you are enrolled in the semester.

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

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

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

### BUDGETS

Cuyamaca College has a diverse student population which means that people have different economic lifestyles and obligations. The budgets used by the Financial Aid Office are expressions of average costs for the student population; they are intended to

provide sufficient funds for most students in most circumstances. These budgets are not and cannot be intended to meet each person's full financial responsibilities. For a student who comes to Cuyamaca College relatively free of past obligations, these budgets should provide a sufficient economic base for a student to survive financially and attend school.

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

The following budgets\* for the 2016-2017 academic year are based on full-time (12 semester units or more) enrollment at Cuyamaca College:

Housing Status	Living with	Living	Living with
	Parent(s)	away from	Relatives/ Friends
Fees	\$ 1,336	\$ 1,336	\$ 1,336
Books and Supplies	1,700	1,700	1,700
Food and Housing	4,600	11,300	8,200
Personal Expenses	2,500	2,800	2,800
Transportation	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
<b>TOTAL</b>	<b>\$11,336</b>	<b>\$18,336</b>	<b>\$15,236</b>

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

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

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

## HEALTH & WELLNESS CENTER

To promote the health and well-being of students, the Health & Wellness Center is maintained by three registered nurses and support staff (peer outreach workers) who evaluate, educate and care for the health needs of Cuyamaca College students and staff. Services are available on a confidential basis and include: health screenings (body composition analysis and blood pressure); tuberculosis clearance testing; basic first-aid and illness/injury assessments; and referrals to community health resources. The Health & Wellness Center is also a health education resource providing up-to-date information on topics related to stress management, nutrition, exercise, sexual assault prevention, substance abuse, birth control, communicable disease control and prevention, and more. Additional available services include short-term mental health counseling to explore feelings, values and behavior with the assistance of a counselor and a Contemplation Room to de-stress, meditate and relax. For appointments call (619) 660-4200.

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. Insurance forms are available at the Health and Wellness Center.

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 Admissions and Records Office. Requests for exemptions will be reviewed by the Associate Dean for Student Affairs.

The Health & Wellness Center is located in the Student Center, Room I-134 (619 660-4200).

## HIGH SCHOOL AND COMMUNITY RELATIONS (OUTREACH)

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 meets 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-120 or call (619) 660-4264.

## INTERCOLLEGIATE ATHLETICS

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

The Cuyamaca College Coyotes' cross country, soccer, volleyball, basketball and tennis teams compete in the Pacific Coast Conference, which consists of the following colleges: Grossmont, Imperial Valley, Mira Costa, Palomar, San Diego City, San Diego Mesa, San Diego Miramar, and Southwestern. Men's and women'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 connected for Cuyamaca sports participation. Advancing student athletes to four-year universities is a primary goal of the Athletics Department.

## LEARNING AND TECHNOLOGY RESOURCES - LTR

### LIBRARY

The library 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.

### TECHNOLOGY

**Computer Access:** Cuyamaca College has state-of-the-art computer labs available for student use in the following locations:

- Tech Mall, E-121
- Library Living Room, C-219
- Stem Center, H-Building
- High Tech Center

Cuyamaca College also has free WiFi (Cuyamaca Wireless) connections throughout campus for enrolled students.

Visit [www.cuyamaca.edu/computer-labs](http://www.cuyamaca.edu/computer-labs) for current hours, locations and access requirements.

**Computer Help Desk:** The Help Desk is your best resource for troubleshooting technical difficulties associated with your student account.

Phone: (619) 660-4395

Email: [c-helpdesk@gcccd.edu](mailto:c-helpdesk@gcccd.edu)

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

## STUDENT PICTURE I.D. CARD

A Student Picture I.D. Card is required for access to library check-out services, the Fitness Center, Tutoring Center, and may be required for some laboratory classes. After you have completed the registration process (new students must wait 24 hours), please come to the Student Picture I.D. Office or the Tech Mall, E-121 for the card. You must present a valid government issued identification card. The office is in the Student Services Center, Building A-200, in room 202 next to Counseling. Every Cuyamaca College student is issued one Student Picture I.D. Card while attending Cuyamaca College.

## TUTORING

### ACADEMIC RESOURCE CENTER

The Academic Resource Center provides assistance at no cost. It is located on the first floor of the Library in C-102. Tutoring is available to support student learning in a wide variety of academic and vocational programs and is delivered in a variety of methods, including one-on-one, small group workshops, lab and online tutoring. Tutoring hours are scheduled each semester and students may sign up for individual or group tutoring sessions by calling in advance to make an appointment. It is our goal to assist each student to become independent and successful learners. Please visit our website for more information and current hours at [www.cuyamaca.edu/tutoring](http://www.cuyamaca.edu/tutoring) or call the Academic Resource Center at (619) 660-4306.

### STEM ACHIEVEMENT CENTER

The STEM Achievement Center, located in H-101, is a resource center that provides individual and group tutoring assistance in mathematics, science and engineering. Instructors and student tutors are available to help with homework questions, build confidence, and support math, science and engineering students. In addition, students have access to textbooks and calculators that are available to be checked out during tutoring hours. Tutoring is on a walk-in basis only. Please visit our website for more information and current hours at [www.cuyamaca.edu/tutoring](http://www.cuyamaca.edu/tutoring) or call the STEM Achievement Center at (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. Please visit our website for more information and current hours at [www.cuyamaca.edu/tutoring](http://www.cuyamaca.edu/tutoring) or call the Writing Center at (619) 660-4463.

## **TRANSFER CENTER**

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

Students have access to a current catalog collection of California public and private universities, and articulation agreements. In addition, the Center has a computer lab which allows students to access the various university web pages. Some of the top web locations for students are: [www.csumentor.edu](http://www.csumentor.edu); [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu); and [www.assist.org](http://www.assist.org). Our website, [www.cuyamaca.edu/services/transfer/default.aspx](http://www.cuyamaca.edu/services/transfer/default.aspx), provides the student with comprehensive transfer information to assist in the transfer process.

The Transfer Center hosts representatives from four-year universities to assist students in planning for transfer, provides annual Transfer Fairs, Application Workshops for transfer to the UC and CSU, and other Transfer Related Workshops, and holds a Transfer Achievement Celebration to honor those students who will be going on for a Bachelors degree. For additional information, stop by the Transfer Center in A-221 in the Student Services One Stop Center or call (619) 660-4439.

# Academic Policies and Procedures

## ACADEMIC HONESTY/ DISHONESTY POLICIES

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

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

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

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

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

- Academic dishonesty is normally dealt with as an academic action by the instructor, reflected in the student's grade in the particular course rather than through college disciplinary procedures.
- No specific departmental, divisional or institutional procedures are established for academic dishonesty other than the normal process for review and appeal of an instructor's grading procedures.
- Other disciplinary procedures (e.g., dismissal, removal, etc.) will be used only if the student disrupts the class or is otherwise abusive or threatening or violates any other college policy.
- Academic dishonesty is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of academic dishonesty would include but not be limited to the following:
  - Copying either in part or in whole from another's test or examination;
  - Discussion of answers or ideas relating to the answers on an examination or test when such discussion is prohibited by the instructor;
  - Obtaining copies of an exam without the permission of the instructor;
  - Using notes, "cheat sheets," or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;

- Altering a grade or interfering with the grading procedures in any course;
- Allowing someone other than the officially enrolled student to represent the same;
- Plagiarism, which is defined as the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.

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

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

### COMPUTER SOFTWARE COPYRIGHTS

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

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

## ACADEMIC RENEWAL

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

When courses are alleviated, grades in courses remain on the student's record but are not used in the computation of the GPA. Academic renewal does not provide an exception to the course repetition policy.

### CRITERIA

Substandard coursework completed in the Grossmont-Cuyamaca Community College District may be alleviated subject to all of the following criteria:

- The student has requested the action formally and has presented evidence that coursework is substandard and not representative of present scholastic ability and level of performance.
- At least one year has elapsed and the student has completed, at any accredited post-secondary institution, at least 15 units of coursework with at least a 2.0 GPA. All courses taken during the semester/session in which the student reaches or exceeds the 15 unit minimum will be used in computing the 2.0 GPA.
- The student may select Option I or Option II. The student may **not** apply for both.

Option I: A maximum of any 24 units of substandard coursework (grades D or F only) may be alleviated. This option may be approved twice subject to a total of 24 units.

Option II: Two complete semesters in which the semester GPA is below 2.0 may be alleviated. Courses taken at Cuyamaca College and Grossmont College during the same semester shall be combined and counted as one semester.

### PROCEDURE

- 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 Petitions Committee shall review all requests for academic renewal. The committee will determine if all criteria have been met. Determination by the committee shall be final.
- In the event of admission to Cuyamaca College as a transfer student from other colleges where course work has been alleviated, such alleviated course work will be counted toward the maximum of alleviated work allowed.
- When such action is taken, the student's permanent academic record shall be annotated so that it is readily evident to all users of the record that no work taken during the alleviated semester(s), even if satisfactory, apply toward degree requirements. However, all work will remain legible on the record insuring a true and complete academic history.

## ACCESS TO EDUCATIONAL PROGRAMS

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

## ADDING COURSES

During the official add period for each class, a student may add courses by following the procedure as outlined in the class schedule. Visit the website [www.cuyamaca.edu](http://www.cuyamaca.edu).

Students may only enroll in 18 units per semester or 8 units in summer session.

Students may enroll in more than 18 units per semester or 8 units in summer session with an overload petition. Overload petitions can be submitted prior to the start of the semester if the class is still open and with approval from a counselor. Overload petitions must be submitted with an add code and approval by a counselor.

## ATTENDANCE REQUIREMENTS

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

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

## AUDITING COURSES

Based on GCCCD 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 repeat 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 the day following census.
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 will be listed in the course schedule.

## CANCELLATION OF COURSES

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

## CATALOG RIGHTS

For purposes of graduation from Cuyamaca College, a student who maintains continuous attendance in the Grossmont-Cuyamaca Community College District may elect to meet the requirements in effect at the time they began their studies in the Grossmont-Cuyamaca Community College District, or any catalog year thereafter. Catalog rights will start at the college where the student began and are maintained by attendance in either college.

## CONTINUOUS ATTENDANCE

Students are considered in "continuous attendance" for any semester in which they enroll at Cuyamaca College and/or Grossmont College 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, world languages, etc.) implies competency in the prerequisite courses; therefore, the college does not grant credit toward graduation for courses taken out of sequence.

## DROPPING COURSES

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

Late withdrawal from a class after the drop deadline may 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. Late withdrawal results in a "W" on your transcript and no refund of enrollment fees as per Title 5 section 55024 and 58508.

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.**

Once a substandard grade or withdrawal is recorded on your transcript it becomes a part of the student's permanent record.

## 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, 232, 233.

## 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.

#### WHAT IS DIRECTORY INFORMATION?

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Grossmont-Cuyamaca Community College District has defined directory information to include:

- Name, address, phone number, email address, dates of attendance and enrollment status (full-time, part-time)
- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members
- Degrees and awards received by students, including honors, scholarship awards, athletic awards, Vice President's and President's recognition

If you wish to opt-out of directory information, please visit the Admissions and Records Office to submit your request.

## GRADE NOTIFICATION

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

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

## 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 the department.

## GRADING SYSTEM

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

- A+**
- A** Excellent
- A-**
- B+**
- B** Good
- B-**
- C+**
- C** Satisfactory
- D** Passing, less than satisfactory
- F** Failing
- W** Withdrawal (issued to students who withdraw before the final drop deadline). Students who are enrolled after the final drop date must receive a letter grade (A-F).
- MW** Military Withdrawal awarded to active or reserve military personnel upon receipt of military orders compelling a withdrawal from courses.
- P** Pass formerly CR (Credit), (C or higher) units are not calculated in GPA.
- NP** No Pass formerly NC (No Credit), (less than a C) units are not calculated in GPA. Pass or No Pass may be assigned only if the course is indicated as pass/no pass or if the student has elected this option.
- I** Incomplete - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term, may result in an "I" symbol being entered in the student's record. An incomplete grade may be given only after the student has contacted the instructor; awarding of an "I" is at the discretion of the instructor.

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

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

- 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.

**COMMENCEMENT CEREMONY**

The Cuyamaca College Commencement ceremony is held every May or June for students who graduated in the Fall of the previous year, and candidates for Spring and Summer graduation. Summer graduates must meet with a counselor to facilitate participation in the Commencement ceremony.

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 degree-applicable 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 to 3.9 GPA during any semester are placed on the Vice President'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 to 3.9 GPA during any semester are placed on the District Vice President's List.

Part-time students are eligible for the Vice President'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.

**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.

**Fall or Spring Semester**

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

**Summer Session**

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

3. International students with an "F-1" visa issued by Cuyamaca College. Requirement: 12 or more units a semester.
4. Enrollment verifications for insurance benefits that a student is attending full-time. Requirement: 12 or more units a semester or 6 or more units for summer session.
5. Athletics - Eligibility to participate in Pacific Coast Conference intercollegiate athletics. Requirement: 12 or more units in courses for which NEW units of credit may be earned. Students should see Pacific Coast Conference and Cuyamaca College regulations for additional requirements.
6. Student Government - Eligibility to participate in student government as an office holder or in intercollegiate activities other than athletics. Requirement: 6 or more units during the semester of participation.
7. Financial Aid - Enrollment status for financial aid purposes are as follows:

Full-time:	12 or more units
3/4 time:	9 - 11.5 units
1/2 time:	6 - 8.5 units
Less than 1/2 time:	0.5 - 5.5 units

This applies to the fall and spring semesters and the summer session.

**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.

## PRE-COLLEGIATE BASIC SKILLS COURSES

Remedial coursework consists of pre-collegiate basic skills courses. The need for such coursework shall be determined using appropriate assessment instruments, methods, or procedures. Units earned in pre-collegiate basic skills courses may not be applied toward a degree or certificate.

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.

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

Prerequisites, Corequisites and Recommended Preparations are listed in the Course Descriptions section of the catalog under each course listing.

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.

### GROUNDINGS FOR CHALLENGE ARE:

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

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

### CHALLENGE PROCEDURE

Students who believe that they have sufficient grounds may challenge a prerequisite, corequisite, or limitation on enrollment. A student may obtain a Petition to Challenge Prerequisites, Corequisites, and Limitations on Enrollment as well as a copy of the challenge procedure in the Counseling Center or online. 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.

For more information about prerequisite clearance and challenges, please visit [www.cuyamaca.edu/counseling/prerequisites.asp](http://www.cuyamaca.edu/counseling/prerequisites.asp)

## PROBATION, DISMISSAL AND READMISSION

Cuyamaca College believes that students who can benefit 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 (GCCCC) and whose cumulative grade point average falls below a 2.0 in courses receiving letter grades shall be placed on academic probation. The student will be notified of the significance of probation and the services available.
2. *Lack-of-Progress Probation:* Any student who has enrolled in a total of at least 12 semester units at GCCCC shall be placed on lack-of-progress probation when the student's cumulative units indicate 50 percent or more units of "W," "I" or "NP." The student will be notified of the significance of probation and the services available.

### 3. *Removal from Probation:*

- a. Any student on academic probation shall be removed from probation when the cumulative GPA at GCCCC has improved to 2.0.
- b. Any student on lack-of-progress probation shall be removed from probation when the cumulative units of "W," "I" or "NP" recorded at GCCCC are less than 50 percent of the total units attempted.

### DISMISSAL

Any student dismissed 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 Dismissal:* Any student on academic probation whose semester GPA falls below 2.0 shall be academically dismissed. 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 Dismissal:* Any student who is on lack-of-progress probation and whose semester work indicates 50 percent or more units of "W," "I" or "NP" will be dismissed. Any student on lack-of-progress probation whose semester work indicates fewer than 50 percent units of "W," "I" or "NP," but whose cumulative records show 50 percent or more units of "W," "I" or "NP," will be continued on lack-of-progress probation.

If, at the end of the third consecutive semester in which the student earned a cumulative GPA of less than 2.0 or whose cumulative records show the percentage of units is W, I or NP is greater than 50%, the student will be dismissed. A notice that the student is dismissed will be sent to the student informing him/her that he/she is dismissed.

### READMISSION

After being dismissed, a student may not attend either college in the district for one semester. The student may attend summer school. Any student believing to be unjustifiably disqualified may file a petition with documentation to the Admissions and Records Office requesting that such dismissal 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 dismissal must meet with a counselor and have the counselor make a recommendation on the petition prior to being considered for readmission.

## PROGRAM DISCONTINUANCE

Cuyamaca College adheres to the GCCCC Governing Board Policy when elimination of a program is determined. When a program is discontinued, students are notified in writing of the program discontinuance. Students are given a timeline for completing the program and are advised of options.

# COURSE REPETITION

Repetition of courses at Cuyamaca College is allowable only in certain situations.

## SUBSTANDARD WORK

A course may be repeated in order to alleviate substandard academic work (D, F or NP) or if a "W" (withdrawal) was recorded. Students will be allowed to enroll in a course three times under this policy. Military withdrawals do not count in terms of repetition restrictions. If the course is offered at both colleges in the district, the student may repeat the course at either college. Only the last grade will be included in determining GPA and only those units will count towards graduation.

Students with extenuating circumstances may seek approval to enroll in a course a fourth time by submitting a petition to the Admissions and Records Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. The student must provide appropriate documentation. If approved, only the last grade will be included in determining GPA.

## SPECIAL CIRCUMSTANCES

A student may not repeat a course in which a "C" grade or higher was earned unless one of the following special circumstances apply.

1. A course may be repeated due to a significant lapse of time of no less than 36 months if there is an approved recency prerequisite for the course or program, or another institution of higher education to which the student seeks to transfer has a recency requirement. Only the last grade will be included in determining GPA.
2. A student with a disability may repeat a special class any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.
3. A course may be repeated if there are extenuating circumstances which justify the repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. The student must file a petition with appropriate documentation. Only the last grade will be included in determining GPA.
4. A student may repeat a course in occupational work experience as long as he/she does not exceed the limits on the number of units of cooperative work experience stated in the course description. The grade received each time shall be included for purposes of calculating the student's GPA.
5. A student may repeat a course any number of times if it is determined to be legally mandated. Proper documentation must be submitted to the Admissions & Records Office. Only the last grade will be included in determining GPA.
6. A student may repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Proper documentation must be submitted to the Admissions & Records Office. Only the last grade will be included in determining GPA.

Academic renewal does not provide an exception to the course repetition policy. All

courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

# REPEATABLE COURSES

A course may be repeated if it is specifically designated as a "repeatable" course in the course listings. Repeatable courses are as follows:

- A. A course that is required to meet major requirements of the California State University (CSU) or University of California (UC). Proper documentation must be submitted to the Admissions & Records Office.
- B. Intercollegiate athletics courses and their accompanying conditioning courses.
- C. Intercollegiate academic or vocation competition courses. Enrollment is limited to four times for semester courses and applies even if the student receives a "W" or substandard grade.

The grade received each time a student takes a "repeatable course" shall be included in the student's grade point average (GPA).

# COURSES RELATED IN CONTENT

A student may not take courses in Art, Exercise Science, or Music that are related in content and have a similar primary educational activity more than four times. The limitation applies if a student receives a substandard grade or "W" during one or more of the enrollments.

A maximum of four enrollments in each of the groupings below in the Grossmont-Cuyamaca Community College District is allowed. Enrollment includes: course completed, W, NP, F, Incomplete.

	Cuyamaca College	Grossmont College
<b>Studio Arts Foundation:</b>		
ART 120	√	√
ART 129	√	√
ART 148	√	
<b>Digital Arts Foundation:</b>		
ART 171	√	√
ART 172	√	√
ART 175	√	√
GD 105	√	
GD 106	√	√
<b>Digital Arts-Drawing and Illustration:</b>		
ART 177	√	√
ART 184	√	√
GD 225	√	
<b>Human Figure Drawing:</b>		
ART 230	√	√
ART 231	√	√
ART 232	√	
ART 233	√	
ART 240	√	√
<b>Drawing Foundations:</b>		
ART 124	√	√
ART 125	√	√
ART 224	√	
ART 225	√	

	Cuyamaca College	Grossmont College
<b>Painting Foundations:</b>		
ART 121	√	√
ART 220	√	√
ART 221	√	
ART 222	√	
<b>Watercolor Painting:</b>		
ART 135	√	
ART 235	√	
ART 236	√	
<b>Photography Foundations:</b>		
PHOTO 150	√	√
PHOTO 151	√	√
GD 210	√	
GD 211	√	
<b>Total Body Fitness:</b>		
ES 004ABC	√	√
ES 006ABC	√	√
ES 021ABC	√	√
ES 024ABC	√	√
ES 011	√	
ES 019ABC	√	
<b>Mind/Body and Flexibility Fitness:</b>		
ES 027	√	√
ES 028ABC	√	√
ES 013	√	
ES 015	√	
ES 018	√	
<b>Muscle Development:</b>		
ES 005ABC	√	√
ES 023ABC	√	√
ES 014ABC	√	
<b>Cardiovascular Fitness:</b>		
ES 007ABC	√	√
ES 009ABC	√	√
ES 017ABC	√	√
ES 009	√	
ES 010	√	
<b>Combative Sports:</b>		
ES 180ABC	√	√
ES 185ABC	√	√
ES 180	√	
ES 181ABC	√	
<b>Racquet Sports:</b>		
ES 060ABC	√	√
ES 076ABC	√	√
<b>Individual Sports:</b>		
ES 125ABC	√	√
ES 130ABC	√	√
ES 012	√	
ES 037ABC	√	√
<b>Team Sports/Gym:</b>		
ES 155ABC	√	√
ES 175ABC	√	√
<b>Team Sports/Field:</b>		
ES 170ABC	√	√
ES 171ABC	√	√
ES 172ABC	√	√
<b>Vocal Ensembles:</b>		
MUS 136	√	√
MUS 137	√	√
MUS 236	√	√
MUS 237	√	√
MUS 138	√	√
MUS 139	√	√
MUS 238	√	√
MUS 239	√	√
MUS 158	√	
MUS 159	√	
MUS 258	√	
MUS 259	√	
MUS 287	√	√

	Cuyamaca College	Grossmont College
<b>Jazz/Popular Ensembles:</b>		
MUS 108	.....√	
MUS 109	.....√	
MUS 208	.....√	
MUS 209	.....√	
MUS 156	.....√	.....√
MUS 157	.....√	.....√
MUS 256	.....√	.....√
MUS 257	.....√	.....√
MUS 166	.....√	.....√
MUS 167	.....√	.....√
MUS 266	.....√	.....√
MUS 267	.....√	.....√
<b>Non-Western Ensembles:</b>		
MUS 130A	.....√	
MUS 131A	.....√	
MUS 230A	.....√	
MUS 231A	.....√	
MUS 130B	.....√	
MUS 131B	.....√	
MUS 230B	.....√	
MUS 231B	.....√	
MUS 130C	.....√	
MUS 131C	.....√	
MUS 230C	.....√	
MUS 231C	.....√	
MUS 154	.....√	.....√
MUS 155	.....√	.....√
MUS 254	.....√	.....√
MUS 255	.....√	.....√
MUS 174	.....√	.....√
MUS 175	.....√	.....√
MUS 274	.....√	.....√
MUS 275	.....√	.....√
<b>Large Instrumental Ensembles:</b>		
MUS 112	.....√	
MUS 113	.....√	
MUS 214	.....√	
MUS 215	.....√	
MUS 148	.....√	.....√
MUS 149	.....√	.....√
MUS 248	.....√	.....√
MUS 249	.....√	.....√
MUS 150	.....√	.....√
MUS 151	.....√	.....√
MUS 250	.....√	.....√
MUS 251	.....√	.....√
MUS 152	.....√	.....√
MUS 153	.....√	.....√
MUS 252	.....√	.....√
MUS 253	.....√	.....√
MUS 285	.....√	.....√
MUS 286	.....√	.....√

## SEXUAL HARASSMENT

Legal Background: Guidelines of Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. "Sexual harassment like harassment on the basis of color, race, religion or national origin, has long been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civic Rights Act as amended" (Federal Register, April 11, 1980). Interpretation of Title IX of the Education Amendments similarly delineates sexual harassment as discriminatory and unlawful.

Definition: Sexual harassment is defined in GCCCD Policy 3430 as the following:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by

someone from, or in, the work or educational setting when:

- Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- Submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment; or
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

Process: Complaints must be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days (California Code Regulations, Title 5, Section 59328e).

If the alleged harasser is a student, initial action on the complaints shall be the joint responsibility of the Associate Dean, Student Affairs, and the Director of Employee and Labor Relations.

If the alleged harasser is an employee, initial action on the complaint shall be the joint responsibility of the employee's immediate supervisor and the Director of Employee and Labor Relations.

## STUDENT CODE OF CONDUCT

### GROUND S FOR DISCIPLINARY ACTION

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

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

sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person, or stalking of any District or College student or staff member by any method including but not limited to any electronic mail, or other media.

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

not limited to any electronic mail, media (BP/AP 3720).

- Attempting any of the causes for disciplinary action identified above.

#### TYPES OF DISCIPLINARY ACTIONS

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

- **Warning:** Written or oral notice to the student that continuation or repetition of misconduct may be cause for further disciplinary action.
- **Reprimand:** Written censure for violation of specific regulations.
- **Disciplinary Probation:** Specific period of conditional participation in campus and academic affairs that may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, or is charged a second time with a violation of the Standards of Student Conduct during the probationary period, it shall be grounds for revocation of the student's probationary status and for further disciplinary action to be taken in accordance with these procedures.
- **Faculty-Initiated Removal:** 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 removal to the respective division administrator and to the VPSS or designee. If the student is a minor, the College President, the President's designee or the VPSS shall schedule a conference with the student and the student's parent or guardian regarding the removal. The faculty member is not obliged to provide makeup opportunities for class work missed during the two (2) class periods of removal.
- **Suspension or Termination of Financial Aid:** In the event a student is suspended for willfully and knowingly disrupting the orderly operation of the campus, this action will result in ineligibility for state financial aid, as defined in Education Code Section 69813, for the period of suspension (Education Code Section 69810).
- **Immediate Interim Suspension:** The College President, the President's designee or the 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 reasonable opportunity be 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 infraction unless mutually agreed upon by the student and the designated College administrator that more time is required.
- In cases where an immediate interim suspension has been ordered, the time

limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student according to the provisions above.

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

## STUDENT GRIEVANCE AND DUE PROCESS PROCEDURES

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

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

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

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

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

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

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 by the Associate Dean of Student Affairs, if there is no informal resolution of the complaint, the student(s) shall have the right to request a Formal Grievance Hearing.

### **FORMAL GRIEVANCE HEARING**

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

### **FORMAL GRIEVANCE HEARING COMMITTEE COMPOSITION**

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

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

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

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

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

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

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

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

in this document shall be included in this notification.

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

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

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

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

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

### **CONDUCT OF THE HEARING**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### STUDENT ADVOCATE - PANEL COMPOSITION AND ROLE

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

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

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

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

#### TIME LIMITS

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

## STUDENT SUCCESS AND SUPPORT PROGRAM

The Student Success and Support Program is designed to assist students in planning and achieving their educational goals. The College will provide:

- Orientation – all new students must participate unless exempt (see below)
- Assessment – all new students must participate unless exempt (see below)
- Counseling for course selection and assistance in creating a student education plan
- Referrals to specialized support services
- Follow-up services to evaluate students' progress and referral to appropriate interventions

Each student has the responsibility to:

- Participate in assessment, orientation and advisement
- Identify an academic and career goal
- Declare a specific course of study
- Develop a Student Educational Plan in consultation with a counselor no later than the term after completion of 15 semester units of degree applicable credit coursework

#### EXEMPTIONS

A student may challenge and be exempted from the Student Success and Support Program requirements based on one or more of the following criteria;

- Has completed an associate degree or higher;
- Has enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence;
- Has completed these services at another community college;
- Is enrolling at the college to take a course that is legally mandated for employment or in response to a significant change in industry or licensure standards;
- Is a special admit student pursuant to Education Code 76001.

Any student exempted from orientation, assessment, counseling, advising, or student education plan development shall be notified and may be given the opportunity to participate in those services.

## CUYAMACA COLLEGE COMPLAINT PROCEDURES

There are established procedures for resolving complaints from not only prospective and current students, but also community members. For example, as a standard practice, the first step should be to seek a resolution at the local level with the appropriate department. If the complainant does not feel that the issue has been solved at this level to his or her satisfaction, the complainant is able to pursue the matter through the established chain of command. The process must be clearly stated and in compliance with Federal regulation (HEA Title 1V, CFR, Sections 600.9 and 668.4 (3) (b) since all Title 1V eligible institutions must not only have, but also state its administered complaint process.

#### PROCESS FOR SUBMITTING ALL TYPES OF COMPLAINTS BY PROSPECTIVE AND CURRENT STUDENTS:

Send an email to the department supervisor detailing a summary of the problem, including the steps taken to resolve the issue, and the desired outcome. If, after meeting with the department supervisor, you are not satisfied with the outcome, contact the Administrator of the appropriate Department or Division. If, after meeting with the Administrator of the appropriate Department or Division, you are not satisfied with the outcome and have taken the appropriate steps to resolve the matter through the established chain of command, contact the Vice President of that Division.

#### PROCESS FOR SUBMITTING ALL TYPES OF COMPLAINTS BY COMMUNITY MEMBERS:

Send an email, detailing a summary of the problem, including the steps taken to resolve the issue and the desired outcome to the Vice President of Administrative Services, Vice President of Instruction or the Vice President of Student Services or the College President.

### **PROCESS FOR SUBMITTING UNRESOLVED COMPLAINTS FROM PROSPECTIVE STUDENTS, CURRENT STUDENTS, AND/OR COMMUNITY MEMBERS TO THE STATE LEVEL:**

Although it is our goal to resolve complaints at the campus level, there may be times when a complainant is not satisfied with the outcome. In these situations, the complainant is encouraged to contact the California Community Colleges Chancellor's Office. The form to submit your complaint can be found at [http://california\\_communitycolleges.cccco.edu/ComplaintsForm.aspx](http://california_communitycolleges.cccco.edu/ComplaintsForm.aspx). There is a separate link for discrimination complaints.

### **PROCESS FOR SUBMITTING DISCRIMINATION COMPLAINTS:**

If you are submitting a complaint that pertains to unlawful discrimination, you can submit the complaint to the California Community Colleges Chancellor's Office website at <http://www.cccco.edu/ChancellorsOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx>

### **PROCESS FOR SUBMITTING ACCREDITATION COMPLAINTS:**

If you are submitting a complaint that pertains to the institution's compliance with academic program quality and accrediting standards, please submit the information to the Accrediting Commission for Community and Junior Colleges (ACCJC), which accredits the academic programs of the California Community Colleges. The link to submit your complaint can be found at <http://www.accjc.org/complaint-process>. (Nothing in this disclosure should be construed to limit any right you may have to take civil or criminal legal action to resolve your complaints.)

## **STUDENT RIGHT-TO-KNOW RATES**

For Fall 2011 Cohort:

COMPLETION RATE: 20.71 %  
TRANSFER RATE: 10.35 %

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2011, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2011 to Spring 2014. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period, from Spring 2012 to Spring 2014, are transfer students.

## **UNIT VALUE AND STUDENT LOAD**

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

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

## **WORK EXPERIENCE REQUIREMENTS**

In order to participate in Cooperative Work Experience Education, students shall be enrolled as specified in Title 5, Section 55250.

The unit value for work experience or field experience is one semester unit for 75 hours of paid work experience or 60 hours of unpaid work experience completed during the course. The maximum occupational work experience units allowable in one semester is eight.

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. These courses are at times referred to as Independent Study courses.

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. Coursework is degree-applicable, but not transferable.

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 special study courses.

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 are Pass/No Pass only, non-degree applicable, and are non-transferable.

## **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 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.

# Degree Requirements and Transfer Information



## Associate Degree for Transfer<sup>SM</sup>

California Community Colleges offer Associate Degrees for Transfer (ADT) for students interested in transferring to the CSU. These include Associate in Arts (AA-T) and Associate in Science (AS-T) degrees, which are designed to provide a clear pathway to a CSU major and baccalaureate degree. Students who are awarded an ADT degree are guaranteed admission to the CSU system and given priority admission consideration to their local CSU campus or to a program deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an ADT are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0 including CSU GE Breadth or IGETC-CSU. This degree may not be the best option for students intending to transfer to a particular CSU campus or a college not part of the CSU system.

To find out which CSU campuses accept each degree, please go to [www.sb1440.org](http://www.sb1440.org), and look under CSU Similar Degrees by major. Students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

## 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 four-year 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 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.

The emphasis on career planning and education at Cuyamaca College is evidenced by the number of programs leading to the AS degree. In curriculum planning for career education, advisory committees composed of persons from various fields of specialization give of their time in order to ensure quality courses that furnish students with proficiencies essential to employment, retention on the job, and for living a more productive and full life. 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.

## GENERAL EDUCATION

Students earning the Associate in Science or the Associate in Arts degree have three general education patterns from which to choose.

Plan A: Completion of Cuyamaca College General Education Requirements; see below.

Plan B: Completion of Intersegmental General Education Transfer Curriculum for California State University (IGETC-CSU) or for the University of California (IGETC-UC); see page 44.

Plan C: Completion of California State University General Education (CSU GE); see page 46.

Exceptions are University Studies degrees, which require completion of Plan B or C, General Studies degrees, which require completion of Plan A, and Associate Degrees for Transfer (ADT), which have clearly defined general education requirements listed for each. Students are encouraged to meet with a counselor for assistance in selecting the most appropriate general education pattern for their educational goal.

### PLAN A:

## CUYAMACA COLLEGE GENERAL EDUCATION REQUIREMENTS:

NOTE: GE course choices for the Associate Degree may differ between Cuyamaca College and Grossmont College. Students should check both college catalogs for specific information if they plan to attend both campuses.

### AREA A – LANGUAGE AND RATIONALITY

(Minimum of 6 semester units)

One course from each area:

**1. Written Communication**

ENGL 120

**2. Oral Communication and Analytical Thinking**

COMM 120, 122, 130, 137, 145

ENGR 100

MATH 103, 110, 120, 125, 160, 170, 175,

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

PHIL 125, 130

PSY 215

### AREA B – NATURAL SCIENCES

(Minimum of 4 semester units)

One laboratory course must be included (laboratory courses are underlined):

ANTH 130

ASTR 110, 112

BIO 112, 115, 122, 124, 126, 130, 131, 133,

134, 135, 140, 152, 230, 240

CHEM 102, 105, 113\*, 115\*, 116, 120\*, 141, 232

ET 110

GEOG 120, 121

GEOL 104, 110, 111

OCEA 112, 113

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

\*Students will not receive credit for more than one of the following courses: CHEM 113, 115, 120.

### AREA C – HUMANITIES

(Minimum of 3 semester units)

One of the following courses:

ARAM 120, 121, 220

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

ART 100, 120, 124, 129, 140, 141, 143, 144, 145, 146, 148

ASL 120, 121, 140, 220, 221

CHIN 120, 121, 220, 221, 250, 251

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

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

ITAL 120, 121, 220

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

NAKY 120, 121, 220

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

RELG 120, 130, 160, 170

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

THTR 110, 120, 121

### AREA D – SOCIAL AND BEHAVIORAL SCIENCES

(Minimum of 3 semester units)

One of the following courses:

ANTH 120

CD 115, 125, 131, 145

COMM 110, 124

ECON 110, 120, 121

GEOG 106, 130

HED 120, 201, 203, 204, 251

HIST 108, 109, 118, 119, 122, 123, 124, 130, 131, 132, 133, 180, 181

POSC 120, 121, 124, 130, 140

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

SOC 120, 125, 130

### ADDITIONAL REQUIREMENTS:

(Minimum 6 semester units)

Two additional courses from two different areas:

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

### PHILOSOPHY OF GENERAL EDUCATION

Cuyamaca College has a philosophy of general education based on the belief that students who receive an associate degree will possess knowledge, skills and abilities in the following areas: oral and written communication; physical and natural sciences; arts and humanities; and social and behavioral sciences. The faculty at Cuyamaca College believe that the general education experience, and the foundation of knowledge that it imparts, will enable students to:

- Develop verbal and quantitative skills;
- Use the scientific method to understand the natural world;
- Understand and appreciate cultural heritages, social traditions, humanity and artistic expression;
- Analyze and think critically;
- Evaluate personal values;
- Develop an approach to learning in an interdisciplinary manner;
- Effectively participate in a diverse and complex society.

Students completing general education requirements will have attained the knowledge, skills and abilities that are evident in Student Learning Outcomes at the course, program and institutional levels.

## PLAN A: 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, or a statistics course from another discipline that has intermediate algebra as a prerequisite, with a grade of "C" or better or a grade of "P" or completion of Accuplacer Assessment placing into a class higher than MATH 103 or 110.
  - C. Successful score on an approved external examination in English and/or Math; see External Exams Credit (IB Exam, CLEP Exam, AP Exam) within this chapter.
3. Exercise Science Degree Requirements
 

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

  - A. If medical reasons necessitate exclusion from exercise science, a medical statement must be on file with the Admissions and Records Office. Adaptive exercise science classes are available.
  - B. Veterans who have completed at least one year of honorable active service will receive up to 3 units of credit for exercise science which will satisfy the activity requirement for graduation. To receive credit for military service, a DD-214 and appropriate military records must be submitted to the Admissions and Records Office.
4. Achievement of a "C" average (2.0 GPA) in all college work counted toward general education requirements.
5. Achievement of a "C" grade or better in all courses counted 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 that have met all graduation requirements may obtain their degree from Cuyamaca College if they are currently enrolled and have satisfactorily completed AT LEAST 12 DEGREE APPLICABLE SEMESTER UNITS of approved course work at Cuyamaca College.
  - B. Students NOT enrolled at Cuyamaca College during the semester in which they meet all graduation requirements must have a total of 45 units of degree applicable courses in residence in the district, 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. Major Requirements
 

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

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

  - A. Having received an associate's degree or higher, the student will not receive an AA or AS degree in the same area, unless the field is broad enough that the new courses would not be a repetition of content from previous education.
  - B. All General Education requirements as specified by the current catalog are met.
  - C. Completion of a major as specified in this catalog with a minimum of 12 remaining required semester units in the major completed at Cuyamaca College subsequent to the preceding degree(s) at any college.
11. Multiple Majors
 

Multiple majors differ from additional associate degrees (see section above) in that the student with a multiple major works simultaneously toward the completion of more than one major. Multiple majors must be available and meet general education requirements from the same catalog year. An AA or AS degree with a multiple major can be earned by completion of all general education requirements plus the courses required for both majors as outlined in this catalog. The General AA degree offered for catalog years 1978-79 through 2007-08 may not be included as part of the multiple major.
12. 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.

Please note: The grade forgiveness policy does not apply to the Associate Degrees for Transfer (AA/AS-T).

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

## CERTIFICATES OF ACHIEVEMENT

Certificates of Achievement are awarded to students who have attained well-defined levels of competency in specific areas. To qualify for a Certificate of Achievement, a student must:

1. Complete all courses which are listed for the major area in the Associate Degree Programs and Certificates 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 the last course required for the certificate at Cuyamaca College.
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. Meet the requirements in a catalog published after admission provided continuous attendance is maintained. A student not in continuous attendance at Cuyamaca or Grossmont College should be aware that he/she must meet certificate requirements listed in the catalog in effect at the time of readmission.

## CERTIFICATES OF SPECIALIZATION

Certificates of Specialization are awarded to students who have achieved an acceptable foundation of knowledge in a specific area. Students receiving only a Certificate of Specialization are not able to participate in commencement. To qualify for a Certificate of Specialization, a student must:

1. Complete all courses which are listed for the certificate in the Associate Degree Programs and Certificates 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 the last course required for the certificate at Cuyamaca College.
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. Meet the requirements in a catalog published after admission provided continuous attendance is maintained. A student not in continuous attendance at Cuyamaca or Grossmont College should be aware that he/she must meet certificate requirements listed in the catalog in effect at the time of readmission.

## 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](http://www.assist.org)) to access course equivalencies with many UC and CSU campuses. ASSIST is the recognized source of statewide articulation data. Students should also utilize the Cuyamaca College Transfer Center resources at [www.cuyamaca.edu/services/transfer/default.aspx](http://www.cuyamaca.edu/services/transfer/default.aspx) or the Student Services One-Stop Center, Room A-221.

Students who plan to transfer may meet general education transfer requirements through the University Studies major. For requirements, see "University Studies" in the Associate Degree Programs and Certificates section of the catalog.

### PLAN B:

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2016-2017

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

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

There is no catalog year or rule of continuing attendance for IGETC certification. A course is certifiable if, and only if, it was on the IGETC list at the time the course was taken.

Cuyamaca College students may be "certified" upon completion of IGETC requirements. Courses completed at California community colleges and participating institutions will be certified based on approval at the original campus. Courses taken at other colleges and universities; i.e. out-of-state, private, may be used in the certification under certain

conditions. Certifications are processed in the Admissions and Records Office.

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

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

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

### IGETC-CSU, AND IGETC-UC

For transfer and certification purposes, students may follow the IGETC-CSU coursework or the IGETC-UC package. When applying to graduate, students will select the specific package they have followed (IGETC-CSU or IGETC-UC). Requirements for both packages are listed below, with two areas of distinction.

**IGETC-CSU.** Students are not required to complete Area 6, Language Other Than English, but must complete Area 1C.

**IGETC-UC.** Students are not required to complete Area 1C, Oral Communication, but must complete Area 6.

### AREA 1 – ENGLISH COMMUNICATION

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

**A. English Composition:** ENGL 120

**B. Critical Thinking:** ENGL 124

**C. Oral Communication:** COMM 120, 122, 130

### 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\*

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

### AREA 3 – FINE ARTS AND HUMANITIES

(At least 3 courses, 9 semester units)

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

#### A. Fine Arts:

ART 100, 140, 141, 143, 144, 145, 146

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

THTR 110, 120, 121

#### B. Humanities:

ARAM 121, 220

ARBC 121, 145, 220, 221

ASL 121, 140, 220, 221

CHIN 121, 220, 221

ENGL 122, 201, 202, 207, 214, 217, 221,

222, 231, 232, 270, 271

FREN 121, 220, 221

HIST 100, 101, 105, 106

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

ITAL 121, 220

NAKY 121, 220

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

RELG 120, 130, 160, 170

SPAN 121, 141, 220, 221

### AREA 4 – SOCIAL AND BEHAVIORAL SCIENCES

(At least 3 courses, 9 semester units)

Courses must be taken from at least 2 disciplinary perspectives.

ANTH 120

CD 115, 125, 131

COMM 110, 124

ECON 110\*, 120, 121

GEOG 106, 130

HED 204

HIST 100, 101, 105, 106, 108, 109, 118\*,

119\*, 122, 123, 124, 130\*, 131\*, 132, 133,

180\*, 181\*, 275, 276, 277

POSC 120, 121, 124, 130, 140

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

SOC 120, 125, 130

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

### AREA 5 – BIOLOGICAL AND PHYSICAL SCIENCES

(At least 2 courses required, 7-9 semester units)

One Biological Science course and one Physical Science course; at least one must include a laboratory (laboratory courses are underlined). Laboratory courses must correspond to related lecture courses.

#### A. Physical Sciences:

ASTR 110, 112

CHEM 102\*, 113\*, 115\*, 116\*, 120\*, 141,

142, 231, 232

GEOG 120†, 121†

GEOL 104†, 110, 111

OCEA 112, 113

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

#### B. Biological Sciences:

ANTH 130

BIO 112, 122, 124, 130\*, 131\*, 133, 134,

140, 141, 141L, 230, 240

#### C. Laboratory:

This requirement is met by completing a lab course or a combined lecture/lab in 5A or 5B. Lab courses are underlined. Lab must correspond to its related lecture course.

†Geog 121 corresponds to either Geog 120 or Geol 104.

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

### AREA 6 – LANGUAGE OTHER THAN ENGLISH

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

Students shall demonstrate proficiency in a language other than English equal to two years of high school study. Those students who have satisfied the UC freshman entrance requirement in a language other than English will have fulfilled this requirement. There are other ways to fulfill this area; please see a counselor.

ARAM 120, 121, 220

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

ASL 120, 121, 220, 221

CHIN 120, 121, 220, 221, 250, 251

FREN 120, 121, 220, 221, 250, 251

ITAL 120, 121, 220

NAKY 120, 121, 220

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

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

(2 courses, 6 semester units)

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

UC students meet the American Institutions requirement with a one-year course in U.S. history and government in high school with a grade of "C" or better. Students who have not met this requirement should discuss with a counselor ways to meet this deficiency. CSU students should check with a counselor for approved combinations of courses or go to [www.assist.org](http://www.assist.org).

### IGETC FOR STEM

Students majoring in the Associate Degree for Transfer in Biology may follow the IGETC for STEM requirements, allowing them to complete the ADT in 60 units. IGETC for STEM permits a student to delay one GE course in Humanities & one GE course in Social Sciences until after transfer. One 3A course and one 3B course must be selected.

## UNIVERSITY OF CALIFORNIA

The University of California 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 of California will find it advantageous to complete their lower division requirements at Cuyamaca College. 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.

The campuses of the University of California are located in:

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

## UC TRANSFER ADMISSION GUARANTEE (TAG)

UC Berkeley, UC Los Angeles & UC San Diego do not participate in the TAG. Students may apply for the TAG at only one school.

- The first step in the UC application process is to fill out an online TAG application during the month of September. Visit [ucag.universityofcalifornia.edu/index.cfm](http://ucag.universityofcalifornia.edu/index.cfm) for more information.
- The second step is to fill out an online application for admission during the month of November. Visit [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions) for more information.

### UC TAG MINIMUM REQUIREMENTS

- 60 UC-transferable semester units
- Maintain acceptable GPA for your major and for specific UC campus
- Two UC-transferable English composition courses
- One UC-transferable mathematics course
- A full certification of IGETC or 7 course pattern

\*Please check each UC campus website for specific TAG requirements

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

## UCSD UNIVERSITY LINK PROGRAM

University Link is the guarantee admission program to UCSD for high school seniors and Veterans attending Cuyamaca College.

To be eligible for the University Link Program, the University Link agreement must be signed and submitted to UCSD during your first year at the community college (high school students only). Please see a counselor for more details.

### UCSD UNIVERSITY LINK MINIMUM ELIGIBILITY REQUIREMENTS

- 60 UC-transferable semester units
- Meet UC subject eligibility
- Maintain a minimum cumulative GPA of 3.5 in all UC-transferable courses
- Two UC-transferable English composition courses
- One UC-transferable mathematics course
- Completion of 7 course pattern
- Family income is no more than \$40,000 per year (U.S. students only)

## UNIVERSITY OF CALIFORNIA CREDIT LIMITATION

Up-to-date at time of catalog printing.

<b>Biology</b>	BIO 215 combined with MATH 160 and PSY 215: maximum credit, one course.
<b>CADD Technology</b>	CADD 115, 120, 125 and ENGR 119 combined: maximum credit, one course.
<b>Chemistry</b>	No credit for CHEM 102, 113, 115, 116 or 120 if taken after 141. CHEM 102, 113, 115, 116 and 120 combined: maximum credit, one course.
<b>Economics</b>	No credit for ECON 110 if taken after ECON 120 or 121.
<b>Engineering</b>	ENGR 119, CADD 115, 120, 125 combined: maximum credit, one course.

<b>ESL</b>	Any or all courses combined (103, 106, 119, 120): maximum credit, eight units.
<b>Exercise Science</b>	Maximum of four units of credit for Physical Activity courses.
<b>Health Education</b>	HED 120 and 122 combined: maximum credit, one course.
<b>History</b>	HIST 118, 130 and 180 combined: maximum credit, one course. HIST 119, 131 and 181 combined: maximum credit, one course.
<b>Math</b>	Credit only for MATH 120 (3 units) or 125 and 126 combined (6 units). MATH 160, BIO 215 and PSY 215 combined: maximum credit, one course. MATH 175 and 176 combined: only one course. MATH 178 and 180 combined: maximum credit, one course.
<b>Physical Science</b>	No credit for PSC 110 if taken after a college course in Astronomy, Chemistry, Earth Science or Physics.
<b>Physics</b>	No credit for PHYC 110 if taken after PHYC 130 or 190. PHYC 130 and 131 combined with PHYC 190, 200, and PSY 215: maximum credit, one series. Deduct credit for duplication of topics.
<b>Psychology</b>	PSY 215 combined with BIO 215 and MATH 160: maximum credit, one course.

## THE CALIFORNIA STATE UNIVERSITY

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

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

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

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

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

oral communication and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in college level mathematics.

IMPACTED CAMPUSES MAY HAVE STRICTER REQUIREMENTS; SEE A COUNSELOR.

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

## SDSU UPPER DIVISION TRANSFER ADMISSION GUARANTEE (TAG)

Please refer to <http://arweb.sdsu.edu/es/admissions/pdf/TAG.pdf> for more information on the SDSU TAG.

### PLAN C:

## CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION BREADTH 2016-2017

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

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

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

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

The 48 semester units are distributed as follows:

1. A minimum of nine (9) semester units in communication in the English language to include both oral communication and written communication, and in critical thinking to include consideration of common fallacies in reasoning.
2. A minimum of twelve (12) semester units to include inquiry into the physical universe and its life forms with some immediate participation in laboratory activity, and into mathematical concepts and quantitative reasoning and their applications.
3. A minimum of twelve (12) semester units among the arts, literature, philosophy and foreign languages.
4. A minimum of twelve (12) semester units dealing with human social, political and

economic institutions and behavior and their historical background.

5. A minimum of three (3) semester units in study designed to equip human beings for lifelong understanding and development of themselves as integrated physiological and psychological entities.

Cuyamaca College students will be "certified" as completing up to 39 lower division semester units of general education at Cuyamaca College for California State University campuses upon completion of the requirements for Areas A through E listed below (courses which are listed in more than one category may be used to certify only one requirement). Courses completed at California Community Colleges and participating institutions will be certified based on approval at the original campus. Courses taken at out-of-state or private colleges and universities may be used in the certification under certain conditions. 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, 130
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, 113, 115, 116, 120, 141, 142, 231, 232  
ET 110  
GEOG 120†, 121†  
GEOL 104†, 110, 111  
OCEA 112, 113  
PHYC 110, 130, 131, 190, 200, 210
2. **Life Sciences:**  
ANTH 130  
BIO 112, 122, 124, 130, 131, 133, 134, 135, 140, 141, 141L, 152, 230, 240  
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.

†Geog 121 corresponds to either Geog 120 or Geol 104.

### 4. Mathematics/Quantitative Reasoning:

BIO 215, PSY 215  
MATH 120, 125, 126, 160, 170, 175, 176, 178, 180, 245, 280, 281, 284, 285

### AREA C – ARTS AND HUMANITIES

(Minimum of 9 semester units)

At least 1 course in each category.

1. **Arts:**  
ART 100, 120, 140, 141, 143, 144, 145, 146, 148  
HUM 110, 120, 140  
MUS 110, 111, 114, 115, 116, 117  
THTR 110, 120, 121
2. **Humanities:**  
ARAM 120, 121, 220  
ARBC 120, 121, 145, 220, 221, 250, 251  
ASL 120, 121, 140, 220, 221  
CHIN 120, 121, 220, 221, 250, 251  
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  
HUM 110, 115, 116, 120, 140, 155  
ITAL 120, 121, 220  
NAKY 120, 121, 220  
PHIL 110, 115, 117, 140, 160, 170  
RELG 120, 130, 160, 170  
SPAN 120, 121, 141, 145, 220, 221, 250, 251

### AREA D – SOCIAL SCIENCES

(Minimum of 9 semester units)

Courses must be taken from at least 2 disciplinary perspectives.

ANTH 120  
CD 115, 125, 131, 145  
COMM 110, 124  
ECON 110, 120, 121  
GEOG 106, 130  
HED 203, 204, 251  
HIST 100, 101, 105, 106, 108\*, 109\*, 118\*, 119\*, 122\*, 123\*, 124, 130\*, 131\*, 132, 133, 180\*, 181\*, 275, 276, 277  
POSC 120, 121\*, 124, 130, 140\*  
PSY 120, 125, 134, 138, 140, 150, 170, 220  
SOC 120, 125, 130; PSY 138  
SOC 120, 125, 130  
SPAN 145

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

Three semester units, not all from physical activity, from:

BIO 115  
CD 125, 145  
CIS 110  
COUN 120, 140  
ES 019ABC  
HED 120, 155, 158, 201, 203, 251, 255  
LIR 110  
PSY 134, 140, 150, 220  
SOC 125

### OR

DD 214 and military transcripts.

### 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, 118, 122, 130, 180  
 B. HIST 109, 119, 123, 131, 181, or POSC 140

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

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

## EXTERNAL EXAMS CREDIT

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 for CSU GE-Breadth and IGETC certification. 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 general education requirements that may be cleared. Semester units apply. For exams not on this list, see the Articulation Officer.

### INTERNATIONAL BACCALAUREATE (IB)

Cuyamaca College grants 3-6 units for each International Baccalaureate Higher Level (HL) Subject Examination passed with an appropriate score; see chart. In general, 3 units will count towards GE requirements and 3 will count as elective credits; there are some exceptions. Examinations may be evaluated for specific course credit to satisfy a major requirement or to clear a prerequisite by the appropriate instructional department. No lab credit is awarded for science exams. Language A: Literature is for native speakers; it is the study of literature including selections from world literature in the student's first language. Language A: Language and Literature is a language and literature course for fluent or bilingual students, and Language B is a foreign language course for students.

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. In most cases, 6 units per test are awarded for admission, with 3 units going towards GE. To request IB transcripts, students may contact International Baccalaureate at [www.ibo.org](http://www.ibo.org).

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Cuyamaca College awards general education and/or elective credit for CLEP examinations. Passing score for each exam is 50 with a few exceptions. At the discretion of the faculty, CLEP may be used to clear major requirements. A student may earn up to a maximum of 18 units of CLEP at Cuyamaca College.

Students intending to transfer should check with the transferring institution to determine their policy. Students are cautioned that CLEP policies vary among colleges. The CSU has

## IB EXAM

	Cuyamaca College			CSU			IGETC	
	Score	Total Units	GE Units	Score	Units	GE Certification	Score	GE Certification
Biology HL	5	6	3 units, B	5	6	3 units, B2	5	3 units, 5B
Chemistry HL	5	6	3 units, B	5	6	3 units, B1	5	3 units, 5A
Economics HL	5	6	3 units, D	5	6	3 units, D2	5	3 units, 4B
Film HL	4	3	NA	4	0	NA	5	NA
Geography HL	5	6	3 units, D	5	6	3 units, D5	5	3 units, 4E
History HL (any)	5	6	3 units, C or D	5	6	3 units, C2 or D6	5	3 units, 3B or 4F
Language A:								
Literature HL †	4	6	3 units, C	4	6	3 units, C2	5	3 units, 3B & 6A*
Language A:								
Language & Literature HL †	4	6	3 units, C	4	6	3 units, C2	5	3 units, 3B & 6A*
Language B HL	4	6	NA	4	6	NA	5	3 units, 6A
Mathematics HL	4	6	3 units, A2	4	6	3 units, B4	5	3 units, 2A
Physics HL	5	6	3 units, B	5	6	3 units, B1	5	3 units, 5A
Psychology HL	5	3	3 units, D	5	3	3 units, D9	5	3 units, 4I
Theatre HL	4	6	3 units, C	4	6	3 units, C1	5	3 units, 3A

†Please note: SDSU uses Language A (HL) to satisfy RWS 100 and ENGL 220.

\*Score must be 5. All languages including English receive 3B credit. All languages except English receive 6A credit.

## CLEP EXAM

	Score	Cuyamaca College GE Area	CSU GE Certification	CSU Admission Units
American Government	50	3 units, Area D	3 units, Area D8	3
American Literature	50	3 units, Area C	3 units, Area C2	3
Analyzing & Interpreting Literature	50	3 units, Area C	3 units, Area C2	3
Biology	50	3 units, Area B (no lab)	3 units, Area B2 (no lab)	3
Calculus*	50	3 units, Area A2	3 units, Area B4	3
Chemistry	50	3 units, Area B (no lab)	3 units, Area B1 (no lab)	3
College Algebra*	50	3 units, Area A2	3 units, Area B4	3
College Algebra- Trigonometry*	50	3 units, Area A2	3 units, Area B4	3
College Composition	50	3 units, Area A1	N/A	N/A
College Mathematics*	50	3 units, Area A2	N/A	N/A
English Literature	50	3 units, Area C	N/A	N/A
Financial Accounting	50	3 units, Elective Credit	N/A	3
French Level I	50	5 units, Area C	N/A	6
French Level II	59	5 units, Area C, 5 Elective	3 units, Area C2	9
German Level I	50	5 units, Area C	N/A	6
German Level II	60	5 units, Area C, 5 Elective	3 units, Area C2	9
History: US I	50	3 units, Area D	3 units, Area D6, (US-1)	3
History: US II	50	3 units, Area D	3 units, Area D6, (US-1)	3
Human Growth & Development	50	3 units, Area D	3 units, Area E	3
Humanities	50	3 units, Area C	3 units, Area C2	3
Info Systems & Comp Applications	50	3 units, Elective Credit	N/A	3
Intro to Business Law	50	3 units, Elective Credit	N/A	3
Intro to Ed Psychology	50	3 units, Elective Credit	N/A	3
Macroeconomics	50	3 units, Area D	3 units, Area D2	3
Microeconomics	50	3 units, Area D	3 units, Area D2	3
Natural Sciences	50	3 units, Area B (no lab)	3 units, B1 or B2 (no lab)	3
Precalculus*	50	3 units, Area A2	3 units, Area B4	3
Principles of Accounting	50	3 units, Elective Credit	N/A	3
Principles of Management	50	3 units, Elective Credit	N/A	3
Principles of Marketing	50	3 units, Elective Credit	N/A	3
Psychology, Intro	50	3 units, Area D	3 units, Area D9	3
Social Sciences & History	50	3 units, Area D	N/A	N/A
Sociology	50	3 units, Area D	3 units, Area D10	3
Spanish Level I	50	5 units, Area C	N/A	6
Spanish Level II	63	5 units, Area C, 5 Elective	3 units, Area C2	9
Trigonometry	50	3 units, Area A2	N/A	N/A
Western Civilization I	50	3 units, Area C or D	3 units, Area C2 or D6	3
Western Civilization II	50	3 units, Area C or D	3 units, Area D6	3

\*No subsequent credit for Math that serves as a prerequisite leading up to this level. Students that pass more than one exam in French, German, & Spanish may have one exam applied to the AA/AS degree and/or baccalaureate.

approved the application of CLEP on GE certifications and has a 30-unit overall cap on the acceptance of CLEP credit. To obtain CLEP transcripts, visit [www.collegeboard.org](http://www.collegeboard.org).

**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 for CSU GE-Breadth and IGETC certification, as shown in the chart below. Additional units

may count for elective units toward eligibility for admission to a CSU or UC. **Students planning to transfer should check the catalog of the four-year institution to see how AP credits are awarded; award varies.** To obtain AP transcripts, students may visit

[www.collegeboard.org](http://www.collegeboard.org) or contact AP Services at 609-771-7300 or toll free at 888-225-5427. The website to see how AP credits are used for admission to the UC may be found at <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits>.

<b>AP EXAM</b>	Cuyamaca College <sup>†</sup> Equivalent Course/GE Area	CSU <sup>†</sup> GE Certification	CSU <sup>†</sup> Admission	IGETC <sup>†</sup> GE Certification	UC <sup>†</sup> Admission
Art History	6 units, ART 140, 141	3 units, Area C1 or C2	6 units	3 units, Area 3A or 3B	5.3 units
Art – Studio Art – 2D	3 units, ART 120	N/A	3 units	N/A	5.3 units
Art – Studio Art – 3D	3 units, ART 129	N/A	3 units	N/A	5.3 units
Art – Studio Art – Drawing	3 units, ART 124	N/A	3 units	N/A	5.3 units
Biology	4 units, BIO 130, 131	4 units, Area B2 & B3	6 units	4 units, Area 5B, 5C	5.3 units
Calculus AB <sup>2</sup>	5 units, MATH 180	3 units, Area B4	3 units	3 units, Area 2A	2.7 units
Calculus BC <sup>2</sup>	4 units, MATH 280	3 units, Area B4	6 units	3 units, Area 2A	5.3 units
Calculus BC/AB Subscore	5 units, MATH 180	3 units, Area B4	3 units	3 units, Area 2A	2.7 units
Chemistry (score of 3)	4 units, CHEM 120	4 units, Area B1 & B3	6 units	4 units, Area 5A, 5C	5.3 units
Chemistry (score of 4-5)	5 units, CHEM 141	4 units, Area B1 & B3	6 units	4 units, Area 5A, 5C	5.3 units
Chinese: Language & Culture	3 units, Area C	3 units, Area C2	6 units	3 units, Area 3B	5.3 units
Computer Science A <sup>5</sup>	4 units, CS 182	N/A	3 units	N/A	1.3 units
Computer Science AB <sup>5</sup>	N/A	N/A	6 units	N/A	2.7 units
Economics (Macroeconomics)	3 units, ECON 120	3 units, Area D	3 units	3 units, Area 4	2.7 units
Economics (Microeconomics)	3 units, ECON 121	3 units, Area D	3 units	3 units, Area 4	2.7 units
English Language & Composition <sup>4</sup>	3 units, ENGL 120	3 units, Area A2	6 units	3 units, Area 1A	5.3 units
English Literature & Composition <sup>4</sup>	6 units, ENGL 120, 122	6 units, Area A2 & C2	6 units	3 units, Area 1A or 3B	5.3 units
Environmental Science	4 units, Area B w/lab	4 units, Area B1 & B3	4 units	3 units, Area 5A, 5C	2.7 units
French Language & Culture	10 units, FREN 120, 121	3 units, Area C2	6 units	3 units, Area 3B and 6A	5.3 units
Geography (Human Geography)	3 units, GEOG 130	3 units, Area D	3 units	3 units, Area 4	2.7 units
German Language & Culture	3 units, Area C	3 units, Area C2	6 units	3 units, Area 3B and 6A	5.3 units
Government & Politics: Comparative	3 units, POSC 124	3 units, Area D	3 units	3 units, Area 4	2.7 units
Government & Politics: United States	3 units, POSC 121	3 units, Area D, (also fulfills AI US-2)	3 units	3 units, Area 4	2.7 units
History (European)	6 units, HIST 105, 106	3 units, Area C2 or D	6 units	3 units, Area 3B or 4	5.3 units
History (United States)	6 units, HIST 108, 109	3 units, Area C2 or D, (also fulfills AI US-1)	6 units	3 units, Area 3B or 4	5.3 units
History (World)	6 units, HIST 100, 101	3 units, Area C2 or D	6 units	3 units, Area 3B or 4	5.3 units
Italian: Language & Culture	10 units, Ital 120, 121	3 units, Area C2	6 units	3 units, Area 3B and 6A	5.3 units
Japanese: Language & Culture	3 units, Area C	3 units, Area C2	6 units	3 units, Area 3B and 6A	5.3 units
Latin	3 units, Area C	3 units, Area C2	6 units	3 units, Area 3B and 6A	2.7 units
Music Theory	8 units, MUS 105, 106	N/A	6 units	N/A	5.3 units
Physics 1 <sup>3</sup> (replaced Physics B)	4 units, Area B w/lab	4 units, Area B1 & B3	4 units	4 units, Area 5A, 5C	5.3 units
Physics 2 <sup>3</sup> (replaced Physics B)	4 units, Area B w/lab	4 units, Area B1 & B3	4 units	4 units, Area 5A, 5C	5.3 units
Physics C: Electricity & Magnetism <sup>3</sup>	4 units, Area B w/lab	4 units, Area B1 & B3	4 units	3 units, Area 5A, 5C	2.7 units
Physics C: Mechanics <sup>3</sup>	4 units, Area B w/lab	4 units, Area B1 & B3	4 units	3 units, Area 5A, 5C	2.7 units
Psychology	3 units, PSY 120	3 units, Area D	3 units	3 units, Area 4	2.7 units
Seminar	N/A	N/A	3 units	N/A	N/A
Spanish: Language & Culture	10 units, SPAN 120, 121	3 units, Area C2	6 units	3 units, Area 3B and 6A	5.3 units
Spanish: Literature & Culture	3 units, Area C	3 units, Area C2	6 units	3 units, Area 3B and 6A	5.3 units
Statistics	4 units, MATH 160	3 units, Area B4	3 units	3 units, Area 2A	2.7 units

<sup>†</sup> All units are semester units

## Notes:

- AP scores must be 3 or better, unless otherwise noted.
- If a student passes both Calculus AB and Calculus BC, a maximum of 3 units will be applied towards IGETC, and 8 quarter units (5.3 semester units) for UC admission. If a student passes more than one AP exam in Calculus or Computer Science, only one examination may be applied to the baccalaureate.
- If a student passes more than one AP exam in physics, only 6 units may be applied to the baccalaureate, only 4 units may be applied to CSU GE Breadth and 5.3 units maximum for UC admission. Physics B expired Fall 2015.
- For students that pass both English Language and English Literature, a maximum of 6 units will be awarded for certification on IGETC and 8 quarter units (5.3 semester units) for UC admission purposes. The CSU will award 12 units for both exams, with 6 units counting towards GE.
- A maximum of 2.7 semester units will be given by UC for students that pass both Computer Science A and AB. AB supersedes A. \*If a student passes more than one AP exam in Calculus or Computer Science, only one examination may be applied to the baccalaureate.

## COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID designation at another community college. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

### C-ID NUMBERS APPROVED:

<i>Cuyamaca Course</i>	<i>C-ID</i>
ANTH 130	ANTH 110
ART 100	ARTH 100
ART 120	ARTS 100
ART 121	ARTS 210
ART 124	ARTS 110
ART 125	ARTS 205
ART 129	ARTS 101
ART 140	ARTH 110
ART 141	ARTH 120
ART 146	ARTH 130
ART 148	ARTS 280
ART 230	ARTS 200
BIO 140	BIOL 110B
BIO 141, 141L	BIOL 120B
BIO 230	BIOL 190
BIO 230, 240	BIOL 135S
BIO 240	BIOL 140
BUS 110	BUS 110
BUS 120	ACCT 110
BUS 121	ACCT 120
BUS 125	BUS 120, 125
BUS 128	BUS 115
CD 123	ECE 120
CD 125	CDEV 100
CD 130	ECE 130
CD 131	CDEV 110
CD 134	ECE 220
CD 153	ECE 230
CD 212	ECE 210
CD 213	ECE 200
CHEM 141	CHEM 110
CHEM 141,142	CHEM 120S
CHEM 231	CHEM 150
CIS 110	BUS 140, ITIS 120
COMM 110	JOUR 100
COMM 120	COMM 130
COMM 122	COMM 110
COMM 124	COMM 150

COMM 135	COMM 170
COMM 145	COMM 120
COMM 240	COMM 160B
CS 119, 119L	COMP 112
CS 181	COMP 122
CS 182	COMP 122
CS 281, 282	COMP 132
ECON 120	ECON 202
ECON 121	ECON 201
ENGL 120	ENGL 100
ENGL 122	ENGL 120
ENGL 124	ENGL 105
ENGL 126	ENGL 200
ENGL 221	ENGL 160
ENGL 222	ENGL 165
ENGL 231	ENGL 130
ENGL 232	ENGL 135
ENGL 270	ENGL 140
ENGL 271	ENGL 145
ES 250	KIN 100
GEOG 106	GEOG 125
GEOG 120	GEOG 110
GEOG 121	GEOL 111
GEOG 121	GEOL 120L
GEOL 104	GEOL 120
GEOL 110	GEOL 100
GEOL 111	GEOL 100L
HED 120	PHS 100
HED 201	PHS 101
HED 204	PHS 102
HED 203	PHS 103
HED 255	NUTR 110
HIST 100	HIST 150
HIST 101	HIST 160
HIST 105	HIST 170
HIST 106	HIST 180
HIST 108	HIST 130
HIST 109	HIST 140
MATH 160	MATH 110
MATH 175	MATH 151
MATH 180	MATH 210, 900S
MATH 280	MATH 220, 900S
MATH 285	MATH 240
MATH 284	MATH 250
MATH 284, 285	MATH 910S
MUS 001	MUS 110
MUS 105	MUS 120, 125
MUS 110	MUS 100
MUS 112, 113, 214, 215	MUS 180
MUS 205	MUS 140, 145
MUS 206	MUS 150, 155
MUS 152, 252, 253	MUS 180
MUS 156, 157	MUS 180
MUS 158, 159, 258, 259	MUS 180
MUS 190, 191, 290, 291	MUS 160
OH 121	AG-EH 116L
PHIL 110	PHIL 100
PHIL 115	PHIL 130
PHIL 140	PHIL 120
PHYC 190	PHYS 205
PHYC 190, 200, 210	PHYS 200S
POSC 120	POLS 150
POSC 121	POLS 110
POSC 124	POLS 130
POSC 130	POLS 140
PSY 120	PSY 110
PSY 134	PSY 130
PSY 138	PSY 170
PSY 140	PSY 150
PSY 150	PSY 180
PSY 170	PSY 120
PSY 205	PSY 200
PSY 215	SOCI 125
SOC 120	SOCI 110
SOC 125	SOCI 130
SOC 130	SOCI 115
SPAN 121	SPAN 110
SPAN 220	SPAN 200
SPAN 221	SPAN 210
THTR 110	THTR 111

## INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

California's fully accredited independent colleges and universities provide a host of options 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.

Requirements for independent colleges are outlined in the respective college catalogs, available upon request from the Counseling Center or Transfer Center. The Transfer Center's website, [www.cuyamaca.edu/services/transfer/default.aspx](http://www.cuyamaca.edu/services/transfer/default.aspx), contains information on transfer agreements, transfer guides and articulation agreements to private and independent institutions.



# Associate Degree Programs and 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).

ACCOUNTING..... ❖ ❖	COMPUTER AND INFORMATION SCIENCE	MANAGEMENT..... ❖ ❖
Bookkeeping..... ❖	Networking, Security and System Administration..... ❖ ❖	MATHEMATICS..... ❖ ❖
AMERICAN SIGN LANGUAGE..... ❖	Web Development..... ❖ ❖	Mathematics for Transfer (AS-T)..... ❖
ARABIC STUDIES..... ❖ ❖	Cisco Certified Network Associate..... *	MUSIC
ART	Cisco Network Professional..... *	Music for Transfer (AA-T)..... ❖
Art History for Transfer (AA-T)..... ❖	Computer Programming..... *	Music Education..... ❖
Studio Arts for Transfer (AA-T)..... ❖	Computer Support Technician..... *	Music Industry Studies..... ❖
Art and Design..... ❖	Web Design..... *	ORNAMENTAL HORTICULTURE
Drawing and Painting..... ❖	Web Programming..... *	Arboriculture..... ❖ ❖
AUTOMOTIVE TECHNOLOGY..... ❖ ❖	ELEMENTARY EDUCATION..... ❖	Floral Design..... ❖ ❖
Advanced Engine Performance and Emissions..... ❖	Elementary Teacher Education for Transfer (AA-T)..... ❖	Golf Course and Sports Turf Management..... ❖ ❖
ASEP..... ❖	ENGINEERING	Irrigation Technology..... ❖ ❖
ASSET..... ❖	Civil Engineering..... ❖ ❖	Landscape Design..... ❖ ❖
Brakes and Front-End..... ❖	Electrical & Computer Engineering..... ❖ ❖	Landscape Technology..... ❖ ❖
Engine Performance and Drive Train..... ❖	Mechanical & Aerospace Engineering..... ❖ ❖	Nursery Technology..... ❖ ❖
BIOLOGICAL SCIENCES..... ❖	Mechatronics..... ❖	Sustainable Urban Landscapes..... ❖ ❖
Biological Sciences: Pre-Allied Health..... ❖	ENGLISH..... ❖ ❖	Basic Ornamental Horticulture..... *
BUSINESS	English for Transfer (AA-T)..... ❖	PARALEGAL STUDIES..... ❖
Business Administration for Transfer (AS-T)..... ❖	ENTREPRENEURSHIP-SMALL BUSINESS MANAGEMENT..... ❖ ❖	PHILOSOPHY FOR TRANSFER (AA-T)..... ❖
Business Administration..... ❖ ❖	ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT	PHYSICAL SCIENCE..... ❖
Business-General..... ❖ ❖	Environmental Management..... ❖	PHYSICS..... ❖
Database Administration..... *	Environmental Technician..... ❖	Physics for Transfer (AS-T)..... ❖
BUSINESS OFFICE TECHNOLOGY..... ❖ ❖	Occupational Safety and Health (OSH) Management..... ❖	POLITICAL SCIENCE FOR TRANSFER (AA-T)..... ❖
Administrative Assistant..... ❖ ❖	Occupational Safety and Health (OSH) Technician..... ❖	PSYCHOLOGY FOR TRANSFER (AA-T)..... ❖
Executive Assistant..... ❖ ❖	GENERAL STUDIES	REAL ESTATE..... ❖ ❖
Account Clerk..... *	Business & Technology..... ❖	Broker's License..... ❖
Front Office Receptionist..... *	Communication & Language Arts..... ❖	SOCIAL WORK..... ❖
Office Assistant Level I..... *	Humanities & Fine Arts..... ❖	SOCIOLOGY FOR TRANSFER (AA-T)..... ❖
Office Assistant Level II..... *	Lifelong Health, Well-Being and Self-Development..... ❖	SPANISH..... ❖ ❖
Office Professional..... *	Science & Mathematics..... ❖	Spanish for Transfer (AA-T)..... ❖
Office Software Specialist Level I..... *	Social & Behavioral Sciences..... ❖	SURVEYING..... ❖ ❖
Office Software Specialist Level II..... *	GRAPHIC DESIGN..... ❖ ❖	UNIVERSITY STUDIES
CADD TECHNOLOGY	Digital Photography..... *	Business & Economics..... ❖
Building Design Industry..... ❖ ❖	Web Graphics..... *	Communication & Language Arts..... ❖
Manufacturing Industry..... ❖ ❖	HISTORY..... ❖	Humanities & Fine Arts..... ❖
CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH..... ❖	History for Transfer (AA-T)..... ❖	Science & Mathematics..... ❖
CHEMISTRY..... ❖	INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (CSU OR UC)..... ❖	Social & Behavioral Sciences..... ❖
CHILD DEVELOPMENT	KINESIOLOGY	WATER/WASTEWATER TECHNOLOGY
Early Childhood Education for Transfer (AS-T)..... ❖	Kinesiology for Transfer (AA-T)..... ❖	Water Resources Management..... ❖ ❖
Infants and Toddlers..... ❖ ❖	Exercise Science..... ❖	Water Treatment Plant Operator..... ❖ ❖
Preschool Children..... ❖ ❖	Recreational Leadership- School-Based Programs..... *	Water Distribution Systems Operations..... ❖ ❖
Administration..... *	KUMEYAAY STUDIES..... ❖ ❖ *	Wastewater Collection Systems..... ❖ ❖
Early Childhood Intervention..... *		Wastewater Treatment Operator..... ❖ ❖
COMMUNICATION..... ❖		Backflow and Cross Connection Control..... ❖ ❖
Communication Studies for Transfer (AA-T)..... ❖		

❖ ASSOCIATE DEGREE FOR TRANSFER  
❖ ASSOCIATE DEGREE

❖ CERTIFICATE OF ACHIEVEMENT  
\* CERTIFICATE OF SPECIALIZATION

## 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.*

### Program Learning Outcomes

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

- Articulate economic and industry issues, and the role of accounting within that environment.
- Apply accounting concepts, principles, standards, and processes.
- Demonstrate information technology skills as they apply to today's business environment to solve business problems and to communicate those solutions.
- Demonstrate analytical skills through finding, organizing, assessing and, analyzing data appropriate to a given situation.
- Provide insightful advisory judgments and recommendations regarding the accounting for and the business implications of events, conditions, circumstances, and transactions that give rise to business opportunities or problems.
- Interpret and analyze accounting information for internal control, planning, performance evaluation, and coordination to continuously improve business processes.
- Use personal and ethical frameworks to respond to ethical dilemmas.

### CAREER OPPORTUNITIES

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

### Associate in Science Degree Requirements:

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

### Certificate of Achievement

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

### BOOKKEEPING CERTIFICATE

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

### Program Learning Outcomes

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

- Articulate economic and industry issues and the role of accounting within that environment.
- Apply bookkeeping concepts, principles, standards and processes.
- Demonstrate information technology skills as they apply to today's business environment to solve business problems and to communicate those solutions.
- Demonstrate analytical skills through finding, organizing, assessing and analyzing data appropriate to a given situation.
- Provide insightful advisory judgments and recommendations regarding the accounting for and the business implications of events, conditions, circumstances, and transactions that give rise to business opportunities or problems.
- Use personal and ethical frameworks to respond to ethical dilemmas.

### Certificate Requirements:

Course	Title	Units
BOT 123-125	Comprehensive Excel Levels 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	2
	Total Required	19-20

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

### Certificate of Achievement

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

## AMERICAN SIGN LANGUAGE

This certificate is designed for students who want to acquire advanced expressive and receptive signing skills, as well as develop a greater awareness of the Deaf community and Deaf culture. The emphasis is on paraprofessional vocations and preparation for continued study in the subject. Upon completion, students may wish to transfer to an Interpreter Certification, American Sign Language, or Deaf Studies program or a four year university to continue their studies. It is recommended that students interested in this certificate contact the department faculty.

### Program Learning Outcomes

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

- Demonstrate the acquisition of expressive skills by translating and performing a five-minute song or story in American Sign Language.

- Demonstrate the acquisition of receptive skills by answering comprehension questions based on a three minute signed presentation with 80 percent accuracy.
- Compare and contrast American Deaf cultural traditions with American hearing cultural traditions.
- Describe the evolution of medical technology in the Deaf community.
- Demonstrate the use of current communication technology as used by the Deaf Community, e.g., videophones.

### CAREER OPPORTUNITIES

- Case Worker
- Child Care Worker
- Communication Disorders Aide
- Early Childhood Education Intervention Aide
- Educational Classroom Aide
- +Educational Counselor
- \* Interpreter
- Preschool Aide
- +Program Coordinator
- +Rehabilitation Counselor
- +Social Work
- Social Work Aide
- Special Education Classroom Aide
- +Teacher
- +Bachelor degree or higher required
- \* Certification required

### Certificate Requirements:

Course	Title	Units
ASL 120	American Sign Language I	4
ASL 121	American Sign Language II	4
ASL 220	American Sign Language III	4
ASL 221	American Sign Language IV	4
		16

### Select five to six units from the following:

ASL 125	American Sign Language with Infants and Toddlers	1
ASL 126	American Sign Language with School Age Children	1
ASL 130	Sign Language: Fingerspelling	3
ASL 140	Perspectives on Deaf Culture	3
		5-6
	Total Required	21-22

### Certificate of Achievement

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

## ARABIC STUDIES

The Associate in Arts in Arabic Studies is designed to provide a greater understanding of Arabic language, history, culture and heritage, with particular emphasis on reading, writing and speaking the Arabic language. The Arabic Studies degree prepares students for career opportunities that require competency in the Arabic language. Through specific coursework for this degree, students will have a deeper appreciation and understanding of Arabic heritage and civilization.

### Program Outcomes

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

- Communicate in the Arabic language at the intermediate level in a variety of settings.
- Acquire an understanding of Arabic civilization and heritage.
- Gain sensitivity, globalism and cultural competence.

**Associate in Arts Degree Requirements:**

Course	Title	Units
ARBC 120	Arabic I	5
ARBC 121	Arabic II	5
ARBC 145	Arabic Civilizations	3
ARBC 220	Arabic III	5
ARBC 221	Arabic IV	5
ARBC 250	Conversational Arabic I	3
ARBC 251	Conversational Arabic II	3
Total Required		29

Plus General Education Requirements

**Certificate of Achievement**

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

**ART**

## Associate Degree for Transfer<sup>SM</sup>

**I. ART HISTORY FOR TRANSFER (AA-T)**

The Associate in Arts in Art History for Transfer degree is designed to provide students with an understanding and an appreciation of the arts in a variety of cultures and civilizations throughout history. This degree prepares students to transfer to a California State University where a baccalaureate degree may be earned in art, art history, or a related field.

The following is required for the Associate in Arts in Art History for Transfer degree:

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more information. Note: If following IGETC, IGETC-CSU must be followed for admission to a CSU.

**Program Learning Outcomes**

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

- Analyze the role and development of the visual arts in past and present cultures throughout the world, noting human diversity as it relates to the visual arts and the artists.
- Analyze and derive meaning from works of art according to the elements of art, the principles of design and aesthetic qualities.
- Demonstrate how the arts help to understand the past.
- Define artistic historical periods and transitions.

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

Course	Title	Units
ART 140	History of Western Art I: Prehistoric to 1250 A.D.	3
ART 141	History of Western Art II: Circa 1250 A.D. to Present Time	3
ART 124	Drawing I	3
		<hr/> 9

**List A: Select one:**

ART 146	Asian Art	3
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**List B: Select one:**

ART 120	Two-Dimensional Design	3
ART 121	Painting I	3
ART 129	Three-Dimensional Design	3
ART 135	Watercolor I	3
ART 230	Figure Drawing I	3
		<hr/> 3

**List C: Select one:**

Any List B course not already used		3
ART 143	Modern Art	3
ART 144	Architecture of the 20th Century	3
ART 145	Contemporary Art History: 1945-Present	3
HUM 110	Principles of the Humanities	3
HUM 115	Arts and Culture in Local Context-San Diego	3
HUM 116	Kumeyaay Arts and Culture	3
		<hr/> 3

Total Units for Major (6-9 units may be double-counted with GE)	18
Total Units for CSU GE or IGETC-CSU	37-39
Total Transferable Elective Units	9-14
Total Units for Degree	60



## Associate Degree for Transfer<sup>SM</sup>

**II. STUDIO ARTS FOR TRANSFER (AA-T)**

The AA-T in Studio Arts is designed to prepare students to transfer to a California State University (CSU) with the intent of earning a B.A. degree in an area such as Fine Arts or Studio Arts. Students who earn this degree will have the techniques necessary to create a variety of two- and three-dimensional art projects while demonstrating an increased aesthetic awareness. They will have the ability to use visual media to generate ideas, solve visual problems, enhance perception, think and respond critically to visual information in their lives, identify and describe the historical and cultural contexts of artwork, and assess the role of the visual arts in culture as a vehicle of human expression.

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

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements

and Transfer Information section for more information. Note: If following IGETC, IGETC-CSU must be followed for admission to a CSU.

**Program Learning Outcomes**

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

- Use the vocabulary of the visual arts to express their observations as they perceive and respond to works of art, objects in nature, events, and the environment.
- Apply artistic processes and skills using a variety of media to communicate meaning and intent in original works of art.
- Analyze the role and development of the visual arts in past and present cultures throughout the world, noting human diversity as it relates to the visual arts and the artists.
- Analyze and derive meaning from works of art, including their own, according to the elements of art, the principles of design, and aesthetic qualities.
- Apply what they have learned in the visual arts across subject areas by developing competencies and creative skills in problem solving, communication, management of time, and identifying resources that contribute to lifelong learning, career skills, and careers in and related to the visual arts.

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

Course	Title	Units
ART 120	Two-Dimensional Design	3
ART 124	Drawing I	3
ART 129	Three-Dimensional Design	3
ART 141	History of Western Art II: Circa 1250 A.D. to Present Time	3
		<hr/> 12

**List A: Select one of the following:**

ART 140	History of Western Art I: Prehistoric to 1250 A.D.	3
ART 143	Modern Art	3
ART 144	Architecture of the 20th Century	3
ART 145	Contemporary Art History: 1945-Present	3
ART 146	Asian Art	3
		<hr/> 3

**List B: Select three of the following:**

ART 121	Painting I	3
ART 125	Drawing II	3
ART 135	Watercolor I	3
ART 148	Introduction to Crafts	3
ART 230	Figure Drawing I	3
		<hr/> 9

Total Units for Major (6 units may be double-counted with GE)	24
Total Units for CSU GE Breadth or IGETC-CSU	37-39
Total Transferable Elective Units	3-5
Total Units for Degree	60

Please note: SDSU accepts this degree for students transferring into Art (Studio Arts emphasis).

**III. ART AND DESIGN**

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; please 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.

### Program Learning Outcomes

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

- Research, analyze, organize and formulate artistic order out of chaos.
- Recognize and speak a global visual language and demonstrate an awareness of the meanings and power of symbols and words.
- Design products and services that will make a social and ecological impact.
- Apply elements and principles of design to projects that include packaging, magazine production, and design and production of posters, logos and brochures.
- Formulate decisions about issues of concept, format, imagery, type, printing and methodology.
- Use computer and traditional methods to solve graphic problems.
- Create a professional portfolio that can be used to pursue studies at a four-year university or obtain employment.

### 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 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: Circa 1250 A.D. to Present Time	3
ART 241	Illustration I	3
GD 105	Fundamentals of Digital Media	3
GD 110	Graphic Design Principles	3
GD 126	Digital Imaging	3
		<u>30</u>

### Select one of the following:

ART 242	Illustration II	3
GD 130	Professional Business Practices	3
		<u>3</u>
	Total Required	33
	Plus General Education Requirements	

**Recommended Electives:** ART 135, BUS 110, GD 230, MUS 121

### IV. 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.

### Program Learning Outcomes

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

- Use the vocabulary of the visual arts to express their observations as they perceive and respond to works of art, objects in nature, events and the environment.
- Apply artistic processes and skills, using a variety of media to communicate meaning and intent in original works of art.
- Analyze the role and development of the visual arts in the past and present cultures throughout the world, noting human diversity as it relates to the visual arts and the artists.
- Analyze, access and derive meaning from works of art, including their own, according to the elements of art, the principles of design and aesthetic qualities.
- Apply what they learned in the visual arts across subject areas, develop competencies and creative skills in problem solving, communication, and management of time and resources that contribute to lifelong learning and career skills, and identify careers in and related to the visual arts.

### CAREER OPPORTUNITIES

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

### Associate in Arts Degree Requirements:

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

### Select six units from the following:

ART 129	Three-Dimensional Design	3
ART 135	Watercolor I	3
ART 143	Modern Art	3
ART 145	Contemporary Art History: 1945-Present	3
ART 220	Painting II	3
ART 231	Figure Drawing II	3
ART 241	Illustration I	3
ART 242	Illustration II	3
GD 225	Digital Illustration	3
		<u>6</u>
	Total Required	30
	Plus General Education Requirements	

**Recommended Electives:** HIST 105, HUM 155, RELG 120

## AUTOMOTIVE TECHNOLOGY

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

### Program Learning Outcomes

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

- Demonstrate and practice standardized safety and hazardous waste handling practices.
- Diagnose and repair engine mechanical and ignition problems utilizing a variety of diagnostic and repair equipment.
- Evaluate vehicle emission equipment and accurately perform a full smog inspection.
- Diagnose and repair vehicles that fail smog inspections.
- Read and interpret automotive electrical wiring diagrams to aid in the diagnosis of automotive electrical problems.
- Following prescribed industry standards, correctly utilize test equipment and tools to diagnose and repair automotive electrical systems.
- Independently demonstrate ability to perform computer system and fuel system service using related diagnostic equipment.
- Evaluate technical service bulletins for assisting in repairing various drivability concerns.
- Utilize communication skills to effectively deal with disgruntled colleagues in your work place.
- Utilize good customer relations techniques to improve customer satisfaction.
- Correctly adhere to BAR regulations involving writing repair order estimates, revising estimates, and final invoicing.
- Independently apply technical training and skill sets learned at school in an actual automotive repair shop environment.

### CAREER OPPORTUNITIES

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

**I. AUTOMOTIVE TECHNOLOGY****Associate in Science Degree Requirements:**

Course	Title	Units
AUTO 120	Engine Performance I - Mechanical and Ignition Systems	5
AUTO 122	Automotive Electrical Systems	5
AUTO 123	Engine Performance II - Emission Systems	5
AUTO 130	Automotive Brakes and Brake License	5
AUTO 140	Four-Wheel Alignment	5
AUTO 180	Automotive Service Advisor	1
AUTO 182	Automotive Work Experience	3
		<u>29</u>

**Select two of the following:**

AUTO 124	Engine Performance III - Drivability	5
AUTO 129	Introduction to Hybrid, Electric and Alternative Fueled Vehicles	5
AUTO 152	Drive Train Systems	4
AUTO 160	Air Conditioning and Heating Systems	3
AUTO 170	Engine Overhaul	5
		<u>7-10</u>

**Select one of the following:**

AUTO 121	Emission Control License	5
AUTO 127	Advanced Automotive Electrical Systems	5
AUTO 135	Advanced Brakes	5
AUTO 145	Advanced Four-Wheel Alignment	5
AUTO 155	Advanced Drive Train Systems	4
AUTO 165	Advanced Air Conditioning and Heating Systems	3
AUTO 175	Advanced Engine Overhaul	5
AUTO 176	Engine Machining	5
		<u>3-5</u>
	Total Required	39-44
	Plus General Education Requirements	

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

**Certificate of Achievement**

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

**II. ADVANCED ENGINE PERFORMANCE AND EMISSIONS****Program Learning Outcomes**

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

- Demonstrate and practice standardized safety and hazardous waste handling practices
- Diagnose and repair engine mechanical and ignition problems utilizing a variety of diagnostic and repair equipment.
- Evaluate vehicle emission equipment and accurately perform a full smog inspection.
- Diagnose and repair vehicles that fail smog inspections.
- Read and interpret automotive electrical wiring diagrams to aid in the diagnosis of automotive electrical problems.
- Using prescribed industry standards, correctly utilize test equipment and tools to diagnose and repair automotive electrical systems.
- Independently demonstrate ability to perform computer system and fuel system service using related diagnostic equipment.
- Evaluate technical service bulletins to assist in repair of various drivability concerns.

**Certificate Requirements:**

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

**Certificate of Achievement**

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

**III. AUTOMOTIVE TECHNOLOGY—ASEP**

The General Motors sponsored ASEP degree program offers a unique job training opportunity to those students who are accepted. Training includes all systems of the sponsoring manufacturers' automobiles. In addition, students will be required to further their studies in a sponsoring dealership as a paid (work experience) technician. Students who test low in English, reading or math assessment scores (and are accepted into the program) will be required to take remedial courses in those areas in addition to the general education courses. Students who have previous college credit or an associate degree or higher may be exempt from all or part of the general education requirements; please see a counselor.

**Program Learning Outcomes**

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

- Demonstrate and practice standardized safety and hazardous waste handling practices.
- Describe the work flow processes utilized by new car dealership service departments.
- Perform lubrication maintenance service and minor maintenance services.
- Perform service repair and diagnosis of vehicle suspension, steering and brake systems utilizing a variety of tools and equipment.
- Retrieve manufacturers' repair data and specifications and utilize this information for accurate diagnosis and repair.
- Following prescribed industry guidelines, diagnose, remove, repair and replace automatic and manual transmissions and transaxles.
- Perform engine repairs to prescribed industry standards.
- Following prescribed industry standards, accurately measure and perform various machining processes on engine components.
- Diagnose and repair engine mechanical and ignition problems utilizing a variety of diagnostic and repair equipment.
- Independently demonstrate ability to perform computer system and fuel system service using related diagnostic equipment.
- Evaluate technical service bulletins for assisting in repairing various drivability concerns.
- Independently demonstrate ability to perform electronic engine diagnostics on both gasoline and diesel engines.
- Following prescribed industry standards, correctly utilize test equipment and tools to diagnose and repair automotive electrical systems.

- Utilizing prescribed industry practices, diagnose, repair, remove and replace air conditioning and heating systems and components.
- Independently apply technical training and skill sets learned at school in an actual automotive repair shop environment.
- Evaluate vehicle emission equipment and accurately perform a full smog inspection.
- Diagnose and repair vehicles that fail smog inspections.

**Associate in Science Degree Requirements:**

Course	Title	Units
AUTO 121	Emission Control License	5
AUTO 200	ASEP—Orientation	1
AUTO 201	ASEP—Electrical	6
AUTO 202	ASEP—Brakes and Alignment	7
AUTO 203	ASEP—Engine Repair	4.5
AUTO 204	ASEP—Power Train	7
AUTO 205	ASEP—Engine Performance and Air Conditioning	7
AUTO 206*	ASEP—Work Experience	15
	Total Required	<u>52.5</u>
	Plus General Education Requirements	

\*Must be taken 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 who test low in English, reading or math assessment scores (and are accepted into the program) will be required to take remedial courses in those areas in addition to the general education courses. Students who have previous college credit or an associate degree or higher may be exempt from all or part of the general education requirements; please see a counselor.

**Program Learning Outcomes**

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

- Demonstrate and practice standardized safety and hazardous waste handling practices.
- Describe the work flow processes utilized by new car dealership service departments.
- Prepare new vehicles for customer delivery.
- Perform lubrication maintenance service and minor maintenance services.
- Perform service repair and diagnosis of vehicle suspension, steering and brake systems utilizing a variety of tools and equipment.
- Retrieve manufacturers' repair data and specifications and utilize this information for accurate diagnosis and repair.
- Following prescribed industry guidelines, diagnose, remove, repair and replace automatic and manual transmissions and transaxles.
- Perform engine repairs to prescribed industry standards.
- Following prescribed industry standards, accurately measure and perform various machining processes on engine components.
- Diagnose and repair engine mechanical and ignition problems utilizing a variety of diagnostic and repair equipment.
- Independently demonstrate ability to perform computer system and fuel system service using related diagnostic equipment.
- Evaluate technical service bulletins for assisting in repairing various drivability concerns.

- Independently demonstrate ability to perform electronic engine diagnostics on both gasoline and diesel engines.
- Following prescribed industry standards, correctly utilize test equipment and tools to diagnose and repair automotive electrical systems.
- Utilizing prescribed industry practices, diagnose, repair, remove and replace air conditioning and heating systems and components.
- Independently apply technical training and skill sets learned at school in an actual automotive repair shop environment.
- Evaluate vehicle emission equipment and accurately perform a full smog inspection.
- Diagnose and repair vehicles that fail smog inspections.

**Associate in Science Degree Requirements:**

Course	Title	Units
AUTO 121	Emission Control License	5
AUTO 190	ASSET–Orientation, PDI and Lubrication	2
AUTO 191	ASSET–Brakes and Alignment	7
AUTO 192	ASSET–Drive Train	8
AUTO 193	ASSET–Engine Repair	4.5
AUTO 195	ASSET–Electronic Engine Controls	7
AUTO 196	ASSET–Electrical, Accessories and Air Conditioning	5
AUTO 197*	ASSET–Work Experience	13
	Total Required	51.5

Plus General Education Requirements

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

**V. BRAKES AND FRONT-END****Program Learning Outcomes**

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

- Demonstrate and practice standardized safety and hazardous waste handling practices.
- Perform various brake system repairs to prescribed industry standards.
- Diagnose and repair Anti-lock Brake systems.
- Using prescribed industry standards, diagnose and repair/replace steering and suspension components.
- Diagnose wheel alignment and tire related problems and align vehicles to industry specifications.
- Utilize communications skills to effectively deal with disgruntled colleagues in your work place.
- Utilize good customer relations techniques to improve customer satisfaction.
- Correctly adhere to BAR regulations involving writing repair orders estimates, revising estimates and final invoicing.
- Independently apply technical training and skill sets learned at school in an actual automotive repair shop environment.

**Certificate Requirements:**

Course	Title	Units
AUTO 130	Automotive Brakes and Brake License	5
AUTO 140	Four-Wheel Alignment	5
AUTO 145	Advanced Four-Wheel Alignment	5
AUTO 180	Automotive Service Advisor	1
AUTO 182	Automotive Work Experience	3
	Total Required	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. ENGINE PERFORMANCE AND DRIVE TRAIN****Program Learning Outcomes**

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

- Demonstrate and practice standardized safety and hazardous waste handling practices.
- Diagnose and repair engine mechanical and ignition problems utilizing a variety of diagnostic and repair equipment.
- Using prescribed industry standards, correctly utilize test equipment and tools to diagnose and repair automotive electrical systems.
- Retrieve manufacturers repair data and specifications and utilize this information for accurate diagnosis and repair.
- Following prescribed industry guidelines, diagnosis, remove, repair and replace automatic and manual transmissions and transaxles.
- Perform engine repairs to prescribed industry standards.
- Following prescribed industry standards, accurately measure and perform various machining processes on engine components.
- Utilize communications skills to effectively deal with disgruntled colleagues in your work place.
- Utilize good customer relations techniques to improve customer satisfaction.
- Correctly adhere to BAR regulations involving writing repair orders estimates, revising estimates and final invoicing.
- Independently apply technical training and skill sets learned at school in an actual automotive repair shop environment.

**Certificate Requirements:**

Course	Title	Units
AUTO 120	Engine Performance I - Mechanical and Ignition Systems	5
AUTO 122	Automotive Electrical Systems	5
AUTO 152	Drive Train Systems	4
AUTO 170	Engine Overhaul	5
AUTO 182	Automotive Work Experience	3
	Total Required	22

**Certificate of Achievement**

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

**BIOLOGICAL SCIENCES****I. BIOLOGICAL SCIENCES**

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

**Program Learning Outcomes**

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

- Explain the basic structures and fundamental processes of life at the molecular, cellular, and organismal levels.
- Identify the evolutionary processes that lead to adaptation and biological diversity.

- Describe the relationship between life forms and their environment and ecosystems.
- Collect, organize, analyze, interpret and present quantitative and qualitative data and incorporate them into the broader context of biological knowledge.
- Effectively apply current technology and scientific methodologies for problem solving.
- Find, select and evaluate various types of scientific information including primary research articles, mass media sources and World Wide Web information.
- Communicate effectively in written and oral formats.

**CAREER OPPORTUNITIES**

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

**Associate in Science Degree Requirements:**

Course	Title	Units
BIO 215	Statistics for Life Sciences	3
BIO 230	Principles of Cellular, Molecular and Evolutionary Biology	4
BIO 240	Principles of Ecology, Evolution and Organismal Biology	5
CHEM 141	General Chemistry I	5
CHEM 142	General Chemistry II	5
CHEM 231	Organic Chemistry I	5
MATH 180	Analytic Geometry and Calculus I	5
PHYC 130	Fundamentals of Physics	4
PHYC 131	Fundamentals of Physics	4
	Total Required	40

Plus General Education Requirements

**II. BIOLOGICAL SCIENCES: PRE-ALLIED HEALTH**

This program provides students with a pathway into allied health programs at baccalaureate institutions. Required science courses provide training in the methods of scientific inquiry, the fundamental principles of natural science, and the principle laws and theories governing the physical and life sciences. Recommended general education courses expose students to the necessary base of knowledge that will serve them well in any of the allied health fields. This degree prepares students for transfer to a baccalaureate institution or for advanced studies in an allied health major. Prior to enrolling in several courses in this major, students must take general biology and general biology laboratory as prerequisites. *It is recommended that students check with transfer institutions for specific program requirements.*

**Program Learning Outcomes**

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

- Explain the principles and laws of living systems with particular reference to human disease and human performance, including the role of scientific inquiry in life/medical science, cell theory, the hierarchy of structure and function in living organisms and principles of heredity.
- Describe the normal relationships between structure and function relationships of humans, alterations in normal structure/function that characterize disease; the structure, function, classification and epidemiology of pathogenic microorganisms; and normal cellular and nutritional biochemistry.
- Exhibit competency in the methods used to study living systems, with a focus on human biology including applying principles and procedures of research and experimental design, and gathering, organizing interpreting, evaluating and communicating data.
- Exhibit confidence and ability to function as a health care professional including the ability to conduct independent and collaborative investigation skills, communicate scientific information effectively in oral and written form, and utilize technology effectively and appropriately.
- Exhibit the ability to integrate the content, skills and abilities gained in courses and practice independent, self-directed learning.

**Associate in Science Degree Requirements:**

Course	Title	Units
BIO 140	Human Anatomy	5
BIO 141	Human Physiology	3
BIO 141L	Laboratory in Human Physiology	1
BIO 152	Paramedical Microbiology	5
CHEM 102	Introduction to General, Organic and Biological Chemistry	5
or		
CHEM 115 &	Fundamentals of Chemistry	4
CHEM 116	Introductory Organic and Biochemistry	4
COMM 122	Public Speaking	3
PSY 120	Introductory Psychology	3
SOC 120	Introductory Sociology	3
Total Required		28-31
Plus General Education Requirements		

**Recommended Electives:** CD 125 or PSY 165; MATH 160

**BUSINESS**



Associate Degree for Transfer<sup>SM</sup>

**I. BUSINESS ADMINISTRATION FOR TRANSFER (AS-T)**

This program is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resources management, international business, management, operations management, and marketing. This major aligns with the California State University (CSU) Bachelor of Science in Business Administration.

The following is required for the AS-T in Business Administration for Transfer degree:

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more information. Note: If following IGETC, IGETC-CSU must be followed for admission to a CSU.

**Program Learning Outcomes**

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

- Recognize entrepreneurial opportunities for new business ventures, evaluate potential for business success, and consider implementation issues including financial, legal, operational and administrative procedures involved in starting new business ventures.
- Communicate effectively and professionally in business situations through physical or virtual presence, writing, speaking, listening, and electronic media.
- Work effectively, respectfully, ethically, and professionally with people of diverse ethnic, cultural, gender and other backgrounds, and people with different organizational roles, social affiliations and personalities.
- Lead by using team building skills and facilitating collaborative behaviors in the accomplishment of group goals and objectives.
- Assess how organizations create value in their global supply chains through the integrated production and distribution of goods, services and information.
- Recognize and appropriately respond to ethical and legal concerns relating to human resource and organizational management.

**Associate in Science Degree Requirements:**

**Core Curriculum:**

Course	Title	Units
BUS 120	Financial Accounting	4
BUS 121	Managerial Accounting	4
BUS 125	Business Law: Legal Environment of Business	3
ECON 120	Principles of Macroeconomics	3
ECON 121	Principles of Microeconomics	3
		17

**List A: Select one of the following:**

MATH 160*	Elementary Statistics	4
MATH 178*	Calculus for Business, Social and Behavioral Sciences	4
		4

**List B: Select two of the following**

BUS 128*	Business Communication	3
CIS 110	Principles of Information Systems	4
Any course from List A not selected above*		4
		7-8
Total Units for Major (9 units may be double-counted with GE)		28-29
Total Units for CSU GE Breadth or IGETC-CSU		37-39
Total Transferable Elective Units		1
Total Units for Degree		60

\*Students planning to transfer to SDSU are strongly encouraged to complete Math 160, Math 178, and BUS 128.

Please note: SDSU accepts this degree for students transferring into Business Administration (Financial Services) or Business Administration (General) majors.

**II. BUSINESS ADMINISTRATION**

This degree program is designed to provide 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.

**Program Learning Outcomes**

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

- Recognize entrepreneurial opportunities for new business ventures, evaluate potential for business success, and consider implementation issues including financial, legal, operational and administrative procedures involved in starting new business ventures.
- Communicate effectively and professionally in business situations through physical or virtual presence, writing, speaking, listening, and electronic media.
- Work effectively, respectfully, ethically and professionally with people of diverse ethnic, cultural, gender and other backgrounds and with people with different organizational roles, social affiliations, and personalities.
- Lead by using team building skills and facilitating collaborative behaviors in the accomplishment of group goals and objectives.
- Assess how organizations create value in their global supply chains through the integrated production and distribution of goods, services and information.
- Recognize and appropriately respond to ethical and legal concerns relating to human resource and organizational management.

**CAREER OPPORTUNITIES**

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

**Associate in Science Degree Requirements:**

Course	Title	Units
BUS 120	Financial Accounting	4
BUS 121	Managerial Accounting	4
BUS 125	Business Law: Legal Environment of Business	3
BUS 128	Business Communication	3
CIS 110	Principles of Information Systems	4
ECON 120	Principles of Macroeconomics	3
ECON 121	Principles of Microeconomics	3
MATH 160	Elementary Statistics	4
MATH 178	Calculus for Business, Social and Behavioral Sciences	4
Total Required		32
Plus General Education Requirements		

**Recommended Elective:** BUS 156

**Certificate of Achievement**

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

**III. BUSINESS-GENERAL**

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

**Program Learning Outcomes**

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

- Identify and analyze business problems and opportunities and formulate recommendations for courses of action.
- Communicate effectively and professionally in business situations through physical or virtual presence, writing, speaking, listening, and electronic media.
- Demonstrate an awareness of economic, environmental, political, ethical, legal and regulatory contexts of global business practices.
- Describe the concept of competitive advantage and how it may be achieved through strategic and tactical methods.
- Define markets and apply marketing concepts and principles using a customer focus to effectively sell products and services.
- Recognize and appropriately respond to ethical and legal concerns relating to human resource and organizational management.
- Apply accounting concepts and methods to interpret financial statements for evaluating the financial position and performance of organizations.

**CAREER OPPORTUNITIES**

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

**Associate in Science Degree Requirements:**

Course	Title	Units
BUS 109	Elementary Accounting	3
<b>or</b>		
BUS 120	Financial Accounting	4
BUS 110	Introduction to Business	3
BUS 115	Human Relations in Business	3
BUS 125	Business Law: Legal Environment of Business	3
BOT 110*	Business English and Communication	3
<b>or</b>		
BUS 128	Business Communication	3
BUS 195	Personal Finance	3
CIS 105	Introduction to Computing	2
<b>or</b>		
CIS 110	Principles of Information Systems	4
ECON 120	Principles of Macroeconomics	3
		23-26
		Plus General Education Requirements

\*Offered at Grossmont College

**Certificate of Achievement**

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

**CERTIFICATE OF SPECIALIZATION:**

**DATABASE ADMINISTRATION**

**Program Learning Outcomes**

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

- Analyze organizational information requirements using the entity-relationship approach and model them as Entity-Relationship Diagrams (conceptual database design).
- Develop business solutions using information technology tools such as databases and spreadsheets following the systems development life cycle (SDLC) including problem analysis, solution design, implementation, testing, evaluation and recommendation for improvement.
- Recognize the need to maintain currency with the information technology industry and how changes in information technology can impact business.

**Certificate Requirements:**

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

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

**BUSINESS OFFICE TECHNOLOGY**

**I. BUSINESS OFFICE TECHNOLOGY**

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

**Program Learning Outcomes**

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

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

**CAREER OPPORTUNITIES**

- Account Clerk
- Administrative Assistant
- Bank Teller
- Billing Clerk
- Bookkeeper
- Brokerage Clerk
- Computer Operator
- Court Clerk
- Customer Service Representative
- Executive Assistant
- Executive Secretary

- File Clerk
- General Office Clerk
- Hotel/Motel Desk Clerk
- Information Clerk
- Insurance Clerk
- Legal Secretary
- Loan/Credit Clerk
- Medical Secretary
- Office Manager
- Personnel Clerk
- Real Estate Clerk
- Secretary
- Word Processing Specialist

**Course Equivalencies:**

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

Cuyamaca Course	Similar Grossmont Course
BOT 120+121+122	CSIS 173
BOT 123+124+125	CSIS 175

**Associate in Science Degree Requirements:**

Course	Title	Units
BOT 100	Basic Keyboarding	1
BOT 101AB	Keyboarding/ Document Processing I-II	3
BOT 102AB	Intermediate Keyboarding/ Document Processing I-II	3
BOT 107	Office Systems and Procedures	2
BOT 120-122	Comprehensive Word Levels I-III	3
BUS 128	Business Communication	3
CIS 105	Introduction to Computing	2
<b>or</b>		
CIS 110	Principles of Information Systems	4
		17-19

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

BOT 108	Using Calculators to Solve Business Problems	1
BOT 123-125	Comprehensive Excel Levels I-III	3
BUS 109	Elementary Accounting	3
<b>or</b>		
BUS 120	Financial Accounting	4
BUS 156	Principles of Management	3
BUS 176	Computerized Accounting Applications	2
CIS 140	Databases	3
Total Required		23-25
		Plus General Education Requirements

**Certificate of Achievement**

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

**II. ADMINISTRATIVE ASSISTANT**

**Program Learning Outcomes**

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

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

**Associate in Science Degree Requirements:**

Course	Title	Units
BOT 102AB	Intermediate Keyboarding/ Document Processing I-II	3
BOT 104	Filing and Records Management	1
BOT 106	Effective Job Search	1
BOT 107	Office Systems and Procedures	2
BOT 108	Using Calculators to Solve Business Problems	1
BOT 114	Essential Word	1
<b>or</b>		
BOT 120-122	Comprehensive Word Levels I-III	3
BOT 115	Essential Excel	1
<b>or</b>		
BOT 123-125	Comprehensive Excel Levels I-III	3
BOT 116	Essential Access	1
<b>or</b>		
BOT 126-128	Comprehensive Access Levels I-III	3
BOT 117	Essential PowerPoint	1
<b>or</b>		
BOT 129-131	Comprehensive PowerPoint Levels I-III	3
BOT 118	Integrated Office Projects	1
BOT 223-225	Office Work Experience	1-3
BUS 128	Business Communication	3
		<u>17-27</u>
<b>Select at least three units from the following:</b>		
BOT 103ABC	Building Keyboarding Skill I, II, III	.5
BOT 105	Data Entry Skills	1
BOT 150	Using Microsoft Publisher	1
BOT 151	Using Microsoft Outlook	1
BUS 109	Elementary Accounting	3
BUS 120	Financial Accounting	4
		<u>3</u>
Total Required		20-30
Plus General Education Requirements		

**Certificate of Achievement**

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

**III. EXECUTIVE ASSISTANT****Program Learning Outcomes**

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

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

**Associate in Science Degree Requirements:**

Course	Title	Units
BOT 120-122	Comprehensive Word Levels I-III	3
BOT 123-125	Comprehensive Excel Levels I-III	3
BOT 126-128	Comprehensive Access Levels I-III	3
<b>or</b>		
CIS 140	Databases	3
BOT 129-131	Comprehensive PowerPoint Levels I-III	3
BOT 151	Using Microsoft Outlook	1
BOT 201	Advanced Keyboarding/Document Processing	3
BOT 203	Office Project Coordination	1
BUS 128	Business Communication	3
		<u>20</u>

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

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

**Select at least one unit from the following:**

BOT 103ABC	Building Keyboarding Skill I, II, III	.5
BOT 150	Using Microsoft Publisher	1
CIS 240	Advanced Databases	3
		<u>1</u>
Total Required		24
Plus General Education Requirements		

**Certificate of Achievement**

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

**CERTIFICATES OF SPECIALIZATION:**

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

**I. ACCOUNT CLERK**

This certificate prepares a beginning student to work in a job that requires bookkeeping skills as well as an ability to provide account clerk support using accounting software. Many jobs at the entry level are available for someone who has training in these two areas.

**Program Learning Outcomes**

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

- Explain the basic concepts of using computerized accounting software in the relevant field of business.
- Appropriately use the vocabulary and accounting procedures specific to the workplace.
- Use computer input devices, e.g., keyboard or mouse, to efficiently and competently use accounting software specific to the relevant field of business.

**Certificate Requirements:**

Course	Title	Units
BOT 101AB	Keyboarding/Document Processing I-II	3
BUS 109	Elementary Accounting	3
<b>or</b>		
BUS 120	Financial Accounting	4
BUS 176	Computerized Accounting Applications	2
Total Required		<u>8-9</u>

**II. FRONT OFFICE RECEPTIONIST**

This certificate would provide an entry-level employment opportunity for a student that finishes the following courses. These skills are aimed at a student who is seeking a front office receptionist-related position in an office. This certificate prepares a beginning student to work in a job that requires basic keyboarding skills, a basic knowledge of filing, and basic office procedures necessary for meeting and greeting the public in person, by telephone, and electronically.

**Program Learning Outcomes**

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

- Explain the basic concepts of business office procedures relevant to an entry-level front office receptionist position.
- Appropriately use the vocabulary specific to an entry-level front office receptionist position.
- Use computer input devices, e.g., keyboard or mouse, to efficiently and competently use the software specific to the relevant field of business.

**Certificate Requirements:**

Course	Title	Units
BOT 100	Basic Keyboarding	1
<b>or</b>		
BOT 103AB	Building Keyboarding Skill I-II	1
BOT 104	Filing and Records Management	1
BOT 107	Office Systems and Procedures	2
BOT 114	Essential Word	1
<b>or</b>		
BOT 120	Comprehensive Word, Level I	1
BOT 151	Using Microsoft Outlook	1
Total Required		<u>6</u>

**III. 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.

**Program Learning Outcomes**

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

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

**Certificate Requirements:**

Course	Title	Units
BOT 096	Computer Basics for the Office	1
BOT 097	Windows Basics for the Office	1
BOT 100	Basic Keyboarding	1
BOT 101AB	Keyboarding/ Document Processing I-II	3
BOT 104	Filing and Records Management	1
BOT 105	Data Entry Skills	1
BOT 106	Effective Job Search	1
Total Required		<u>9</u>

**IV. 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.

**Program Learning Outcomes**

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

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

**Certificate Requirements:**

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

**V. 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.

**Program Learning Outcomes**

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

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

**Certificate Requirements:**

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

**VI. 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.

**Program Learning Outcomes**

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

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

**Certificate Requirements:**

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

**VII. 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.

**Program Learning Outcomes**

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

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

**Certificate Requirements:**

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

## CADD TECHNOLOGY

Occupational preparation in Computer-Aided Drafting and Design is the primary purpose of the CADD Technology degree program. Students are required to complete two core courses and to select from two potential career paths: Building Design Industry or Manufacturing Industry. Adherence to industrial practices and standards is stressed, including problem solving in a simulated industrial environment.

**Program Learning Outcomes**

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

- Create 3D modeling objects of various orientations including sections and elevations of objects, and identify the relationships of objects or object features to demonstrate visualization proficiency.
- Identify or describe the typical characteristics and uses of common construction or manufacturing materials, products and systems, document them in drawings, and make appropriate selections based on design project requirements.
- Use the latest version of 2D/3D CADD and Solid Modeling software programs (AutoCAD and SolidWorks) to create industry standard architectural or engineering drawings.
- Model the habits and attitudes for success in professional employment as a CADD technician including the preparation and presentation of a professional portfolio.

- Demonstrate computation, communication, critical thinking, and problem-solving skills to perform effectively as a CADD technician in the field of architecture and/or the civil, electronic, mechanical, structural, and surveying engineering fields.

**CAREER OPPORTUNITIES**

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

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

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

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

CADD 127	Survey Drafting Technology	3
CADD 131	Architectural Computer-Aided Drafting and Design	3
CADD 133	Advanced Architectural Computer-Aided Drafting and Design	3
CADD/OH200	Introduction to Computer-Aided Landscape Design	3
		<u>12</u>

**Select two of the following:**

CADD 126	Electronic Drafting	3
CADD 128	Dimensioning and Tolerancing	3
CADD 132	Advanced Computer-Aided Drafting and Design in 3D Modeling	3
CADD/OH201	Advanced Computer-Aided Landscape Design	3
		<u>6</u>

Total Required Including Core Classes  
Plus General Education Requirement

**B. MANUFACTURING INDUSTRY****Select four of the following:**

CADD/ENGR125	3D Solid Modeling	3
CADD 126	Electronic Drafting	3
CADD 128	Dimensioning and Tolerancing	3
CADD/ENGR129	Engineering Solid Modeling	3
CADD 132	Advanced Computer-Aided Drafting and Design in 3D Modeling	3
		<u>12</u>

**Select two of the following:**

CADD 127	Survey Drafting Technology	3
CADD 131	Architectural Computer-Aided Drafting and Design	3
CADD 133	Advanced Architectural Computer-Aided Drafting and Design	3
CADD/OH200	Introduction to Computer-Aided Landscape Design	3
		<u>6</u>

Total Required Including Core Classes  
Plus General Education Requirements

**Certificate of Achievement**

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

## CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH

### Certificate of Achievement

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 and 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.

Courses completed at California community colleges and participating institutions will be certified based on approval at the original campus. Courses taken at other colleges and universities; i.e., out-of-state, private, may be used in the certification under certain conditions. 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.

### Program Learning Outcomes

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

- Exhibit proficiency in written communication in English.
- Exhibit proficiency in oral communication in English.
- Analyze, criticize and advocate ideas and reach well-supported conclusions.
- Show skills and understanding beyond the level of intermediate algebra, and apply mathematical concepts to solve problems.
- Analyze and appreciate works of philosophical, historical, literary, aesthetic and cultural importance.
- Reveal an historical understanding of major civilizations and cultures, both Western and non-Western.
- Recognize the contributions to knowledge, civilization, and society that have been made by various ethnic or cultural groups.
- Evaluate the basic concepts of physical and biological sciences.
- Use the scientific method of inquiry and techniques to answer questions about physical and biological processes.
- Cultivate a lifelong understanding and development as an integrated physiological, social, and psychological being.

## 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.

### Program Learning Outcomes

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

- Comprehend and describe the nature of matter, including its classification, composition and structure.
- Demonstrate an understanding of the transformations of matter, both physical and chemical.
- Develop critical thinking skills by predicting interactions between different types of matter, both physical and chemical; analyzing matter in the laboratory both qualitatively and quantitatively; performing mathematical calculations related to the transformation and analysis of matter; and solving qualitative and quantitative problems in connection with the transformation and analysis of matter.

### CAREER OPPORTUNITIES

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

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

### Associate in Science Degree Requirements:

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

Note:

1. Students pursuing an emphasis in biochemistry should also take the following courses: BIO 230, 240.
2. Students who intend to enroll at UCSD should take MATH 285 and check with the Counseling Center regarding program options.

## CHILD DEVELOPMENT



Associate Degree for Transfer<sup>SM</sup>

### I. EARLY CHILDHOOD EDUCATION FOR TRANSFER (AS-T)

The AS-T in Early Childhood Education is designed to prepare students planning to transfer to a California State University for a bachelor's degree in Child Development or Early Childhood Education by providing lower division course preparation. This degree facilitates a clearly defined career pathway for students wishing to pursue a career in early childhood development and care.

The following is required for the AS-T in Early Childhood Education for Transfer degree:

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" OR better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more information. Note: if following IGETC, IGETC-CSU must be followed for admission to a CSU.

### Program Learning Outcomes

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

- Integrate the key developmental concepts and teaching strategies into a cogently articulated philosophy of early childhood education and care.
- Employ appropriate classroom organizational and management techniques in a variety of early childhood education settings, including the implementation of curriculum that is well planned, developmentally appropriate, and based on the interests and needs of the children.
- Survey, assemble, and expand curricula resources for use in specific early childhood classrooms and centers.
- Apply and implement effective and sensitive discipline and guidance strategies directly with children.
- Clearly demonstrate the ability to plan child development programs which deliberately intend to advance, stimulate or otherwise enhance children's physical, intellectual, emotional and social development in ways which are appropriate to the children's developmental level.
- Assess their own professional competence and progress and develop a plan for professional career steps and growth.

### Associate in Science Degree Requirements:

Course	Title	Units
CD 123	Principles and Practices of Programs and Curriculum for Young Children	3
CD 125	Child Growth and Development	3
CD 130	Curriculum: Design and Implementation	3
CD 131	Child, Family and Community	3

CD 134	Health, Safety and Nutrition of Young Children	3
CD 153	Teaching in a Diverse Society	3
CD 212	Practicum in Early Childhood Education	3
CD 213	Observation and Assessment	3
	Total Units for Major (6 units may be double-counted with GE)	24
	Total Units for CSU GE or IGETC-CSU	37-39
	Total Transferable Elective Units	3-5
	Total Units for Degree	60

**II. 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. The curriculum is also appropriate for parents, administrators, health care professionals, and others working with children. Course work meets the educational components of the Department of Social Services license regulations for child care programs. The degree meets the Title 5 Department of Education educational requirements of the Assistant, Associate, Teacher, Master Teacher and Site Supervisor Child Development Permits. The curriculum meets 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.

The California Community Colleges' Curriculum Alignment Project (CAP) consolidates and clarifies the transfer requirements for teachers of young children in the state of California. The eight CAP courses, CD 123, 125, 130, 131, 134, 153, 212 and 213, provide a strong foundation for transfer to four-year programs in Child Development of Early Childhood Education.

**Program Learning Outcomes**

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

- Integrate the key developmental concepts and teaching strategies into a cogently articulated philosophy of early childhood education and care.
- Employ appropriate classroom organizational and management techniques in a variety of early childhood education settings, including the implementation of curriculum that is well planned, developmentally appropriate, and based on the interests and needs of the children.
- Survey, assemble, and expand curricula resources for use in specific early childhood classrooms and centers.
- Apply and implement effective and sensitive discipline and guidance strategies directly with children.

- Clearly demonstrate the ability to plan child development programs which deliberately intend to advance, stimulate or otherwise enhance children's physical, intellectual, emotional and social development in ways which are appropriate to the children's developmental level.
- Assess their own professional competence and progress and develop a plan for professional career steps and growth.

**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

**Associate in Science Degree Requirements:**

**Core Curriculum:**

Course	Title	Units
CD 106	Practicum: Beginning Observation and Experience	1
CD 123	Principles and Practices of Programs and Curriculum for Young Children	3
CD 125	Child Growth and Development	3
CD 126	Art for Child Development	3
CD 127	Science and Mathematics for Child Development	3
CD 128	Music and Movement for Child Development	3
CD 129	Language and Literature for Child Development	3
CD 131	Child, Family and Community	3
CD 134	Health, Safety and Nutrition of Young Children	3
CD 141	Working with Children with Special Needs	3
<b>or</b>		
CD 210	Working with Young Children with Challenging Behaviors	3
CD 153	Teaching in a Diverse Society	3
		31

**Areas of Emphasis:**

**A. INFANTS AND TODDLERS**

CD 124	Infant and Toddler Development	3
CD 132	Observation and Assessment: Field Experience Seminar	3
CD 143	Responsive Planning for Infant/Toddler Care	3
CD 170	Practicum: Field Experience with Infants and Toddlers	2
		11
	Total Required Including Core Courses	42
	Plus General Education Requirements	

**B. PRESCHOOL CHILDREN**

CD 130	Curriculum: Design and Implementation	3
CD 132	Observation and Assessment: Field Experience Seminar	3
CD 133	Practicum-Field Experience: Student Teaching	2
		8
	Total Required Including Core Courses	39
	Plus General Education Requirements	

**Certificate of Achievement**

Students who complete only the courses required for the major including an area of emphasis qualify for a Certificate in 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.

**CERTIFICATES OF SPECIALIZATION:**

**ADMINISTRATION**

This certificate offers specific training for individuals who are seeking a position as the director of a California Title 22 early childhood development program. Students who complete the requirements below qualify for a Certificate in Child Development: Administration. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

**Program Learning Outcomes**

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

- Develop and manage the budget for a child care or preschool program.
- Incorporate regulatory laws into planning for a preschool program.
- Develop and apply school policies and procedures, including those related to personnel and families.

**CAREER OPPORTUNITIES**

Students may find positions as the director or assistant director of early childhood programs licensed by California Title 22 for children from 2-5 years. Students wanting to direct programs that include infants and toddlers from birth-2 years should take a Child Development course specifically related to infants and toddlers (CD 124 or 143).

**Certificate Requirements**

Course	Title	Units
CD 125	Child Growth and Development	3
CD 131	Child, Family and Community	3
		6

**Select one of the following:**

CD 126	Art for Child Development	3
CD 127	Science and Mathematics for Child Development	3
CD 128	Music and Movement for Child Development	3
CD 129	Language and Literature for Child Development	3
		3
		3

**Select one of the following:**

CD 124	Infant and Toddler Development	3
CD 136	Adult Supervision	3
CD 143	Responsive Planning for Infant/Toddler Care	3
		3
		3

**Select one of the following:**

CD 137	Administration of Child Development Programs I	3
CD 138	Administration of Child Development Programs II	3
		<u>3</u>
	Total Required	15

**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.

**Program Learning Outcomes**

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

- Observe and document specific behaviors, skills, and interests of young children.
- Plan and implement schedule, curriculum, and guidance strategies adapted for a young child 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 corporate child care, Head Start, State Preschools, special day classes, intervention programs, home visit programs, community-based programs such as park, recreation and camping programs, and faith-based early childhood programs.

**Certificate Requirements**

Course	Title	Units
CD 125*	Child Growth and Development	3
CD 134	Health, Safety and Nutrition of Young Children	3
CD 141	Working with Children with Special Needs	3
		<u>9</u>

**Select two of the following:**

CD 126*	Art for Child Development	3
CD 127*	Science and Mathematics for Child Development	3
CD 128*	Music and Movement for Child Development	3
CD 129*	Language and Literature for Child Development	3
CD 131*	Child, Family and Community	3
CD 145	Child Abuse and Family Violence in Our Society	3
CD 210	Working with Children with Challenging Behaviors	3
	Total Required	<u>15</u>

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

At least 50% of the units required for the Certificate of Specialization must be completed at Cuyamaca College.

**COMMUNICATION****Associate Degree for Transfer<sup>SM</sup>****I. COMMUNICATION STUDIES FOR TRANSFER (AA-T)**

This degree program is designed to provide students with a broad base of communication courses that provide training for entry into occupations in which public contact and verbal skills are important. Students will explore and analyze verbal communication methods, as well as develop and advance their oral communication skills. Students completing this degree may be interested in pursuing careers in community service, sales, performing arts, teaching, and other communication professions.

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

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more information. Note: If following IGETC, IGETC-CSU must be followed for admission to a CSU.

**Program Learning Outcomes**

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

- Research, write and deliver an effective public speech.
- Analyze, critique, and improve interpersonal relationships in both personal and professional contexts.
- Describe and apply specific skills to the communication process, including perception, emotion, listening and conflict management.
- Describe and interpret communication similarities and differences between people from varying cultural backgrounds.
- Interact with others in group settings to collect, analyze, and synthesize information.
- Interact respectfully with others who hold divergent perspectives.
- Critically analyze, critique and synthesize arguments and information.

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

Course	Title	Units
COMM 122	Public Speaking	3

**List A: Select two of the following:**

COMM 120	Interpersonal Communication	3
COMM 137	Critical Thinking in Group Communication	3
COMM 145	Argumentation	3
		<u>6</u>

**List B: Select two of the following:**

COMM 110	Introduction to Mass Communication	3
COMM 124	Intercultural Communication	3
COMM 240	Speech and Debate Competition III	3
	Any course from List A not selected above	<u>3</u>
		6

**List C: Select one of the following:**

ANTH 120	Cultural Anthropology	3
ENGL 122	Introduction to Literature	3
ENGL 124	Advanced Composition: Critical Reasoning and Writing	3
SOC 120	Introductory Sociology	3
	Any course from Lists A or B not selected above	<u>3</u>
		3
	Total Units for Major	18
	Total Units for CSU GE Breadth or IGETC-CSU	37-39
	Total Transferable Elective Units	3
	Total Units for Degree	60

Please note: SDSU accepts this degree for students transferring into the Health Communication Major and the Communication Major in Applied Arts and Sciences emphases.

**II. 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. It is recommended that students check with transfer institutions for specific requirements.

**Program Learning Outcomes**

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

- Research, write and deliver an effective public speech.
- Analyze, critique, and improve interpersonal relationships in both personal and professional contexts.
- Describe and apply specific skills to the communication process, including perception, emotion, listening and conflict management.
- Describe and interpret communication similarities and differences between people from varying cultural backgrounds.
- Interact with others in group settings to collect, analyze, and synthesize information.
- Interact respectfully with others who hold divergent perspectives.
- Critically analyze, critique and synthesize arguments and information.

**CAREER OPPORTUNITIES**

Advertising Assistant  
Announcer  
Arts Administrator  
Communication Consultant  
Journalist  
Lawyer  
Lobbyist  
Narrator  
Politician  
Public Information Officer  
Public Relations Assistant  
Teacher/Instructor/College Professor

**Associate in Arts Degree Requirements:**

Course	Title	Units
COMM 110	Introduction to Mass Communication	3
COMM 120	Interpersonal Communication	3
COMM 122	Public Speaking	3
COMM 123	Advanced Public Speaking	3
COMM 145	Argumentation	3
		<u>15</u>

**Select six units from the following:**

COMM 124 Intercultural Communication	3
COMM 128* Global Communication	3
COMM 137 Critical Thinking in Group Communication	3
COMM 144* Communication Studies: Race and Ethnicity	3
	<hr/>
	6

**Select three units from the following:**

COMM 130 Fundamentals of Human Communication	3
COMM 135 Oral Interpretation of Literature	3
COMM 136 Readers Theatre	3
COMM 238 Speech and Debate Competition I	1
COMM 239 Speech and Debate Competition II	2
COMM 240 Speech and Debate Competition III	3
COMM 241 Speech and Debate Competition IV	3
	<hr/>
	3
Total Required	24
Plus General Education Requirements	

\*Offered at Grossmont College

## COMPUTER AND INFORMATION SCIENCE

See *Business Office Technology for specific Microsoft applications (Word, Excel, PowerPoint, etc.)*.

### 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.

	<i>Cuyamaca Course</i>		<i>Similar Grossmont Course</i>
CIS 105	.....	CIS 105	.....
CIS 110	.....	CIS 110	.....
CIS 120	.....	CIS 120	.....
CIS 140	.....	CIS 140	.....
CIS 190	.....	CIS 190	.....
CIS 191	.....	CIS 191	.....
CIS 211	.....	CIS 211	.....
CIS 213	.....	CIS 213	.....
CIS 215	.....	CIS 215	.....
CIS 240	.....	CIS 240	.....
CIS 291	.....	CIS 291	.....
CS 119	.....	CS 119	.....
CS 181	.....	CS 181	.....
CS 182	.....	CS 182	.....
CS 281	.....	CS 281	.....
CS 282	.....	CS 282	.....
GD 222	.....	GD 222	.....

### I. NETWORKING, SECURITY AND SYSTEM ADMINISTRATION

This degree program prepares students for careers in computer networking or system administration and related fields. Upon completion, students may find entry level positions as computer support technicians, junior network administrators, junior system administrators, hardware technicians, data/voice/video cabling technicians, network project managers, designers/estimators or technical support personnel. The major prepares students to work as team members in an information technology group which designs, evaluates, tests, installs and maintains corporate networks. Preparation for the following industry certifications: A+, Network+, Security+, Linux+, Microsoft Certified Technician (MCT) in Windows and Windows Server (active directory, network infrastructure and applications infrastructure), Linux Profession Institute Certification Level 2, Certified Wireless Network Administrator (CWNA) and/or CCNA (Cisco Certified Network Associate).

#### Program Learning Outcomes

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

#### A. Enterprise Networking

- Describe and demonstrate the ability to install, configure, upgrade, diagnose and troubleshoot a personal computer and its associated networking hardware and system software.
- Install, test, certify, secure, and troubleshoot copper, optical fiber, and wireless telecommunications infrastructures by constructing a system in accordance with industry standards.
- Configure, test, and troubleshoot network topologies consisting of routers, switches, wireless routers, VoIP equipment and PCs using: the Cisco IOS CLI; IP addressing; interior gateway protocols; HDLC, PPP and Frame-Relay WAN.

#### B. Enterprise System Administration

- Describe and demonstrate the ability to install, configure, upgrade, diagnose and troubleshoot a personal computer and its associated networking hardware and system software.
- Install, test, certify, secure, and troubleshoot copper, optical fiber, and wireless telecommunications infrastructures by constructing a system in accordance with industry standards.
- Configure, test, and troubleshoot a Linux and a Windows server, including directory services, networking, print services, server

security, remote access, DNS, DHCP, web server, file server, mail server, FTP server, file systems, partitions, logical volumes, server/network performance, and data backup and recovery.

### Associate in Science Degree Requirements:

#### Core Curriculum:

Course	Title	Units
CIS 120	Computer Maintenance and A+ Certification	3
CIS 121	Network Cabling Systems	3
CIS 125	Network+ Certification	3
CS 119	Program Design and Development	3
CS 119L	Program Design and Development Lab	1
		<hr/>
		13

#### Areas of Emphasis:

##### A. Enterprise Networking

CIS 190	Windows Operating System	3
	<b>or</b>	
CIS 191	Linux Operating System	3
CIS 201	Cisco Networking Academy I	3
CIS 202	Cisco Networking Academy II	3
CIS 203	Cisco Networking Academy III	3
CIS 204	Cisco Networking Academy IV	3
CIS 209	Cisco Networking Academy IX	3
	<b>or</b>	
CIS 263	Fundamentals of Network Security	3
CIS 210	Cisco Networking Academy-Voice	4
CIS 261	NSSA Degree Capstone	2
CIS 262	Wireless Networking	3
		<hr/>
		27
	Total Required Including Core Classes	40
	Plus General Education Requirement	

##### B. Enterprise System Administration

CIS 140	Databases	3
	<b>or</b>	
CIS 162	Technical Diagramming Using Microsoft Visio	2
CIS 190	Windows Operating System	3
CIS 191	Linux Operating System	3
CIS 261	NSSA Degree Capstone	2
CIS 263	Fundamentals of Network Security	3
CIS 290	Windows Server-Installing and Configuring	2
CIS 291	Linux System Administration	3
CIS 293	Windows Server-Administering	2
CIS 294	Windows Server-Advanced Configuration	2
CIS 295	VMware Certified Professional	3
		<hr/>
		25-26
	Total Required Including Core Classes	38-39
	Plus General Education Requirement	

#### Certificate of Achievement

Students who complete only the courses required for the major including an area of emphasis qualify for a Certificate in Networking, Security and System Administration 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. WEB DEVELOPMENT

This degree program equips students with the essential coding, programming, and design skills needed to build websites and applications for desktop and mobile platforms. Students gain practical experience using state of the art web development technology to prepare for entry-level positions as web developers. The curriculum is continually updated to respond to rapidly changing industry trends.

**Program Learning Outcomes**

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

- Write valid HTML and CSS code to create web content, structure and presentation.
- Code and debug JavaScript and jQuery to develop interactive web pages.
- Code and debug PHP and MySQL to develop dynamic (database-integrated) web applications.
- Integrate industry-standard technologies and design principles to develop sites that are attractive, usable, and functional on multiple platforms and devices, including mobile devices.

**Associate in Science Degree Requirements:**

Course	Title	Units
CIS 140	Databases	3
CIS 211	Web Development I	3
CIS 213	Web Development II	3
CIS 215	JavaScript Web Programming	3
CIS 219	PHP/MySQL Dynamic Web-Based Applications	3
CS 119	Program Design and Development	3
CS 119L	Program Design and Development Lab	1
GD 105	Fundamentals of Digital Media	3
		<u>22</u>

**Select one of the following:**

CIS 225	Web Development Capstone	3
CIS 267	Directed Work Experience in CIS	1-4
		<u>1-4</u>

**Select two of the following:**

CIS 110	Principles of Information Systems	4
CIS 191	Linux Operating System	3
CS 182	Introduction to Java Programming	4
GD 126	Digital Imaging	3
GD 130	Professional Business Practices	3
GD 217	Web Graphics	3
GD 222	Web Animation	3
		<u>6-8</u>
	Total Required	29-34
	Plus General Education Requirements	

**Certificate of Achievement**

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

**CERTIFICATES OF SPECIALIZATION:**

These certificates offer specific training for either entry-level positions or to augment related programs such as Network Administration, Web Development, Business Office Technology or Graphic Design. The certificates are designed to demonstrate a relatively narrow expertise or skill area that may be used to attain a computer industry "niche" job.

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

**I. CISCO CERTIFIED NETWORK ASSOCIATE**

**Program Learning Outcomes**

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

- Describe the operational characteristics and troubleshooting techniques for: the OSI and TCP/IP networking models; general LAN design; network routers, switches, and wireless routers; the RIP, EIGRP, and OSPF interior gateway protocols (IGP); network switching principles including VLANs, inter-

VLAN routing, VTP, STP and security; the HDLC, PPP and Frame-Relay WAN protocols; network security using Access Control Lists (ACL); NAT; and DHCP.

- Plan and design basic network topologies including switches and routers in a multiprotocol internetwork using LAN and WAN interfaces, networking addressing techniques, and terminology.
- Configure, test, and troubleshoot network topologies consisting of routers, switches, wireless routers, and PCs using: the Cisco IOS CLI; ip addressing; interior gateway protocols; HDLC, PPP and Frame-Relay WAN protocols; VLANs; NAT; DHCP; router and switch security techniques.

**Certificate Requirements:**

Course	Title	Units
CIS 201	Cisco Networking Academy I	3
CIS 202	Cisco Networking Academy II	3
CIS 203	Cisco Networking Academy III	3
CIS 204	Cisco Networking Academy IV	3
CIS 209	Cisco Networking Academy IX	3
	Total Required	<u>15</u>

**II. CISCO NETWORK PROFESSIONAL**

**Program Learning Outcomes**

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

- Describe advanced routing, switching, and troubleshooting concepts for complex enterprise networks including; enterprise network design, development, and maintenance; advanced routing protocols; VPN technologies; IPv6 ; advanced VLAN topologies; high availability and redundancy protocols; and LAN security protocols and techniques.
- Configure, diagnose, and troubleshoot complex enterprise router and switch networking solutions including: network performance; advanced routing protocols; VPNs; IPv6; advanced VLAN topologies; high availability and redundancy protocols; and LAN security.

**Certificate Requirements:**

Course	Title	Units
CIS 205	Implementing Cisco IP Routing (Route)	3
CIS 206	Cisco Networking Academy VI	3
CIS 207	Cisco Networking Academy VII	3
CIS 208	Cisco Networking Academy VIII	3
	Total Required	<u>12</u>

**III. COMPUTER PROGRAMMING**

**Program Learning Outcomes**

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

- Develop a software solution following the systems development life cycle (SDLC) including problem analysis, solution design, implementation, testing, evaluation and recommendation for improvement.
- Be proficient in at least one high-level programming language and an ability to use that language to implement software solutions in a variety of settings following the SDLC.
- Recognize the need to maintain currency with software industry changes in the computing profession.

**Certificate Requirements:**

Course	Title	Units
CS 119	Program Design and Development	3
CS 119L	Program Design and Development Lab	1
CS 181	Introduction to C++ Programming	4
<b>or</b>		
CS 182	Introduction to Java Programming	4
CS 281	Intermediate C++ Programming and Fundamental Data Structures	4
<b>or</b>		
CS 282	Intermediate Java Programming and Fundamental Data Structures	4
	Total Required	<u>12</u>

**IV. COMPUTER SUPPORT TECHNICIAN**

**Program Learning Outcomes**

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

- Describe and demonstrate the ability to install, configure, upgrade, diagnose and troubleshoot a personal computer and its associated networking hardware and system software.

**Certificate Requirements:**

Course	Title	Units
CIS 120	Computer Maintenance and A+ Certification	3
CIS 121	Network Cabling Systems	3
CIS 125	Network+ Certification	3
CIS 190	Windows Operating System	3
CIS 191	Linux Operating System	3
	Total Required	<u>15</u>

**V. WEB DESIGN**

**Program Learning Outcomes**

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

- Write valid HTML and CSS code to create web content, structure and presentation.
- Integrate industry-standard technologies and design principles to develop sites that are attractive, usable, and functional on multiple platforms and devices, including mobile devices.

**Certificate Requirements:**

Course	Title	Units
CIS 211	Web Development I	3
CIS 213	Web Development II	3
CIS 225	Web Development Capstone	3
GD 126	Digital Imaging	3
GD 217	Web Graphics	3
	Total Required	<u>15</u>

**VI. WEB PROGRAMMING**

**Program Learning Outcomes**

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

- Write valid HTML and CSS code to create web content, structure and presentation.
- Code and debug JavaScript and jQuery to develop interactive web pages.
- Code and debug PHP and MySQL to develop dynamic (database-integrated) web applications.

**Certificate Requirements:**

Course	Title	Units
CIS 211	Web Development I	3
CIS 213	Web Development II	3
CIS 215	JavaScript Web Programming	3
CIS 219	PHP/MySQL Dynamic Web-Based Applications	3
CS 119	Program Design and Development	3
CS 119L	Program Design and Development Lab	1
	Total Required	<u>16</u>

# ELEMENTARY EDUCATION



## Associate Degree for Transfer<sup>SM</sup>

### I. ELEMENTARY TEACHER EDUCATION FOR TRANSFER (AA-T)

The Associate in Arts in Elementary Teacher Education for Transfer (AA-T in Elementary Teacher Education) is designed to provide lower division preparation for Liberal Arts, Liberal Studies, Integrated Teacher Education, or a similar major at a baccalaureate institution. It is an interdisciplinary program that provides students with a foundation of knowledge in the areas of English composition, oral communication, physical and life sciences, social sciences, arts and humanities, and critical thinking. Transfer students earning the AA-T in Elementary Teacher Education will receive a broad, general education focus that will prepare them to teach a variety of subjects at the elementary school level.

The following is required for the AA-T in Elementary Teacher Education for Transfer degree:

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more information.

#### Program Learning Outcomes

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

- Demonstrate interpersonal skills in a diverse setting.
- Demonstrate effective communication in teaching and learning environments.
- Use arithmetical, algebraic, geometric and statistical methods to solve problems.
- Describe general principles of the political institutions and government of the United States.
- Assess how social issues are influenced by geographical and historical processes.
- Analyze basic concepts of physical and biological science to evaluate scientific information and solve scientific problems.
- Analyze the principle elements of representative examples of art, architecture, literature, theater, philosophy, music, dance, film, or other relevant areas of cultural and/or intellectual creative.
- Demonstrate an awareness of the historical and philosophical context of representative areas, movements, media, works, or styles of cultural and/or intellectual creativity.
- Demonstrate the ability to write effectively.
- Organize thoughts and ideas in both oral and written format.

### Associate in Arts Degree Requirements:

#### Core Curriculum:

Course	Title	Units
BIO 130	General Biology I	3
BIO 131	General Biology I Laboratory	1
CD 125	Child Growth and Development	3
CHEM 115	Fundamentals of Chemistry	4
COMM 122	Public Speaking	3
ED 200	Teaching as a Profession	3
ENGL 120	College Composition and Reading	3
ENGL 122	Introduction to Literature	3
GEOG 106	World Regional Geography	3
GEOG 121	Physical Geography: Earth Systems Laboratory	1
GEOL 104	Earth Science	3
HIST 100	Early World History	3
HIST 108	Early American History	3
MATH 125	Structure and Concepts of Elementary Mathematics I	3
PHYC 110	Introductory Physics	4
POSC 121	Introduction to U.S. Government and Politics	3
		<hr/> 46

#### List A

ENGL 124	Advanced Composition: Critical Reasoning and Writing	3
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#### List B: Select one:

ART 100	Art Appreciation	3
MUS 110	Great Music Listening	3
THTR 110	Introduction to the Theatre	3
		<hr/> 3

#### List C: Select eight units:

Any course in List B not selected		3
ARBC 121	Arabic II	5
ART 140	History of Western Art I: Prehistoric to 1250 A.D.	3
ART 141	History of Western Art II: Circa 1250 A.D. to Present Time	3
ASL 121	American Sign Language II	4
COMM 120	Interpersonal Communication	3
ES 253	Physical Education in Elementary Schools	3
FREN 121	French II	5
HED 105	Health Education for Teachers	1
ITAL 121	Italian II	5
MATH 126	Structure and Concepts of Elementary Mathematics II	3
MATH 128	Children's Mathematical Thinking	1.5
MUS 118	Introduction to Music	4
PHIL 125	Critical Thinking	3
PHIL 130	Logic	3
PHIL 140	Problems in Ethics	3
RELG 120	World Religions	3
RELG 130	Scriptures of World Religions	3
SPAN 121	Spanish II	5
		<hr/> 8
Total Units for Major		60
Total Units for CSU GE or IGETC-CSU General Education Requirements (all met)		37-39
Total Transferable Elective Units		0
Total Units for Degree		60

Please note: SDSU accepts this degree for students transferring into Liberal Studies Generalist Education.

### II. ELEMENTARY EDUCATION

This degree program is designed to provide lower division preparation for transfer to San Diego State University as a Liberal Studies major. Because the degree emphasizes a strong general education approach, it may be an appropriate major for a variety of career options. Students are encouraged to refer to the San Diego State University catalog and/or consult with an academic advisor before selecting the various options listed below. Upon completion, students

may request certification of lower division general education course work required by the California State University system. Students interested in transferring to another college or university should check the requirements of that institution.

#### Program Learning Outcomes

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

- Demonstrate global awareness and cultural sensitivity.
- Demonstrate interpersonal skills in a diverse setting.
- Demonstrate effective communication in teaching and learning environments.
- Demonstrate technological awareness.
- Be prepared to request certification of lower division general education course work required by the California State University system.

#### CAREER OPPORTUNITIES

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

#### Associate in Arts Degree Requirements:

Course	Title	Units
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#### COMPOSITION, ORAL COMMUNICATION, AND LITERATURE

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

ENGL 120	College Composition and Reading	3
<b>and one of the following:</b>		
COMM 137	Critical Thinking in Group Communication	3
COMM 145	Argumentation	3
ENGL 124*	Advanced Composition: Critical Reasoning and Writing	3
PHIL 125	Critical Thinking	3
PHIL 130	Logic	3

\*Preferred

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

COMM 120	Interpersonal Communication	3
COMM 122	Public Speaking	3

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

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

#### MATHEMATICS AND SCIENCES

##### 4. Mathematics

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

##### 5. Biological Sciences

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

##### 6. Physical Sciences

GEOL 104	Earth Science	3
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**SOCIAL SCIENCE AND HISTORY**

**7. Global Perspective**

GEOG 106 World Regional Geography 3

**8. American Institutions (minimum six units, choose one course from each category):**

**A:**  
 HIST 108 Early American History 3  
 HIST 118 U.S. History: Chicano/Chicana Perspectives I 3  
 HIST 130 U.S. History and Cultures: Native American Perspectives I 3  
 HIST 180 U.S. History: Black Perspectives I 3

**B:**  
 HIST 109 Modern American History 3  
 HIST 119 U.S. History: Chicano/Chicana Perspectives II 3  
 HIST 131 U.S. History and Cultures: Native American Perspectives II 3  
 HIST 181 U.S. History: Black Perspectives II 3  
 POSC 121 Introduction to U.S. Government and Politics 3

**9. Civilizations**

HIST 100 Early World History 3

**VISUAL AND PERFORMING ARTS/HUMANITIES**

**10. Music**

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

**and**  
 PSY 150 Developmental Psychology 3

**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 marked with an asterisk) 2-3  
 Total Required 60.5-66.5

**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**

**Program Learning Outcomes**

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

- Visualize 3D objects and draw them in 2D, both by sketching and through the use of computer-aided drafting software; produce a complete set of drawings sufficient to manufacture a part, including dimensions and tolerances.
- Solve engineering problems through computer modeling, employing an engineering computer language such as Matlab.
- Design a rigid structure such as a bridge, determining forces in each part of the structure. Determine the weight and location of the center of gravity of the structure.
- Design a dynamic system such as a piston or linkage, and compute forces, accelerations, and speeds of all components of the system.
- Apply the tools of surveying, including total station instruments, to analyze the topography of land, construction staking, and setting property boundaries.
- Model vibrating systems using systems of 2nd order differential equations.
- Analyze experimental data to determine summary statistics (e.g., mean, variance), apply appropriate statistical tests to data sets, and design statistical experiments.

**Associate in Science Degree Requirements:**

Course	Title	Units
CHEM 141	General Chemistry I	5
ENGR 100	Introduction to Engineering and Design	4
ENGR 119	Basic Engineering CAD	3
<b>or</b>		
CADD 120	Introduction to Computer-Aided Drafting and Design	3
ENGR 120	Engineering Computer Applications	3
ENGR 200	Engineering Mechanics--Statics	3
ENGR/SURV218	Plane Surveying	4
ENGR 220	Engineering Mechanics--Dynamics	3
ENGR 260	Engineering Materials	3
MATH 160	Elementary Statistics	4
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
MATH 281	Multivariable Calculus	4
MATH 285	Differential Equations	3
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
		58
		Plus General Education Requirements

**II. CIVIL ENGINEERING**

**Program Learning Outcomes**

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

- Visualize 3D objects and draw them in 2D, both by sketching and through the use of computer-aided drafting software; produce a complete set of drawings sufficient to manufacture a part, including dimensions and tolerances.
- Solve engineering problems through computer modeling, employing an engineering computer language such as Matlab.
- Design a rigid structure such as a bridge, determining forces in each part of the structure. Determine the weight and location of the center of gravity of the structure.
- Design a dynamic system such as a piston or linkage, and compute forces, accelerations, and speeds of all components of the system.
- Apply the tools of surveying, including total station instruments, to analyze the topography of land, construction staking, and setting property boundaries.
- Model vibrating systems using systems of 2nd order differential equations.
- Analyze experimental data to determine summary statistics (e.g., mean, variance), apply appropriate statistical tests to data sets, and design statistical experiments.

**Certificate Requirements:**

Course	Title	Units
CADD 127	Survey Drafting Technology	3
CHEM 141	General Chemistry I	5
ENGR 100	Introduction to Engineering and Design	4
ENGR 119	Basic Engineering CAD	3
<b>or</b>		
CADD 120	Introduction to Computer-Aided Drafting and Design	3
ENGR 120	Engineering Computer Applications	3
ENGR 200	Engineering Mechanics--Statics	3
ENGR/SURV218	Plane Surveying	4
ENGR 220	Engineering Mechanics--Dynamics	3
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
PHYC 190	Mechanics and Heat	5
		42

**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

#### Program Learning Outcomes

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

- Visualize 3D objects and sketch them accurately in 2D.
- Solve engineering problems through computer modeling, employing a computer language such as C or Java.
- Design and write computer programs that employ linked list memory management, stacks, tree data structures, and searching and sorting algorithms.
- Determine the DC and steady-state AC voltages and currents everywhere in an electric circuit composed of passive components.
- Model linear systems of arbitrary size and complexity using linear algebra.
- Model transient and steady-state electrical systems using systems of 2nd order differential equations.
- Apply Green's theorem, Stokes' theorem, and Maxwell's equations to solve simple problems in electrostatics and electromagnetism.
- Analyze and design combinational and sequential digital logic systems of arbitrary complexity, including (for example) Moore and Mealy sequential machines.

#### Associate in Science Degree Requirements:

Course	Title	Units
CHEM 141	General Chemistry I	5
CS 181	Introduction to C++ Programming	4
or		
CS 182	Introduction to Java Programming	4
CS 281	Intermediate C++ Programming	4
or		
CS 282	Intermediate Java Programming and Fundamental Data Structures	4
ENGR 100	Introduction to Engineering and Design	4
ENGR 210	Electric Circuits	4
ENGR 270	Digital Design	4
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
MATH 281	Multivariable Calculus	4
MATH 284	Linear Algebra	3
MATH 285	Differential Equations	3
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
	Total Required	54
	Plus General Education Requirements	

### IV. ELECTRICAL AND COMPUTER ENGINEERING

#### Program Learning Outcomes

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

- Visualize 3D objects and sketch them accurately in 2D.
- Solve engineering problems through computer modeling, employing a computer language such as C or Java.
- Design and write computer programs that employ linked list memory management, stacks, tree data structures, and searching and sorting algorithms.
- Determine the DC and steady-state AC voltages and currents everywhere in an electric circuit composed of passive components.
- Model linear systems of arbitrary size and complexity using linear algebra.
- Model transient and steady-state electrical systems using systems of 2nd order differential equations.

- Apply Green's theorem, Stokes' theorem, and Maxwell's equations to solve simple problems in electrostatics and electromagnetism.
- Analyze and design combinational and sequential digital logic systems of arbitrary complexity, including (for example) Moore and Mealy sequential machines.

#### Certificate Requirements:

Course	Title	Units
CADD 126	Electronic Drafting	3
CS 181	Introduction to C++ Programming	4
or		
CS 182	Introduction to Java Programming	4
CS 281	Intermediate C++ Programming	4
or		
CS 282	Intermediate Java Programming and Functional Data Structures	4
ENGR 100	Introduction to Engineering and Design	4
ENGR 119	Basic Engineering CAD	3
or		
CADD 120	Introduction to Computer-Aided Drafting and Design	3
ENGR 210	Electric Circuits	4
ENGR 270	Digital Design	4
ET 110	Introduction to Basic Electronics	4
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
MATH 284	Linear Algebra	3
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
	Total Required	52

#### 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

#### Program Learning Outcomes

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

- Visualize 3D objects and draw them in 2D, both by sketching and through the use of computer-aided drafting software; produce a complete set of drawings sufficient to manufacture a part, including dimensions and tolerances.
- Solve engineering problems through computer modeling, employing an engineering computer language such as Matlab.
- Design a rigid structure such as a bridge, determining forces in each part of the structure. Determine the weight and location of the structure's center of gravity.
- Design a dynamic system such as a piston or linkage and compute forces, accelerations, and speeds of all components of the system.
- Select an appropriate material for manufacturing a part or product and determine the appropriate material processing techniques to produce the part. Justify the choice of material on the basis of macroscopic mechanical properties as well as microstructure.
- Determine the DC and steady-state AC voltages and currents everywhere in an electric circuit composed of passive components.
- Model vibrating systems using systems of 2nd order differential equations.

#### Associate in Science Degree Requirements:

Course	Title	Units
CHEM 141	General Chemistry I	5
ENGR 100	Introduction to Engineering and Design	4
ENGR 120	Engineering Computer Applications	3
ENGR 200	Engineering Mechanics--Statics	3
ENGR 210	Electric Circuits	4
ENGR 220	Engineering Mechanics--Dynamics	3
ENGR 260	Engineering Materials	3
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
MATH 281	Multivariable Calculus	4
MATH 285	Differential Equations	3
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
PHYC 210	Wave Motion and Modern Physics	5
	Total Required	56
	Plus General Education Requirements	

### VI. MECHANICAL AND AEROSPACE ENGINEERING

#### Program Learning Outcomes

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

- Visualize 3D objects and draw them in 2D, both by sketching and through the use of computer-aided drafting software; produce a complete set of drawings sufficient to manufacture a part, including dimensions and tolerances.
- Solve engineering problems through computer modeling, employing an engineering computer language such as Matlab.
- Design a rigid structure such as a bridge, determining forces in each part of the structure. Determine the weight and location of the structure's center of gravity.
- Design a dynamic system such as a piston or linkage and compute forces, accelerations, and speeds of all components of the system.
- Select an appropriate material for manufacturing a part or product and determine the appropriate material processing techniques to produce the part. Justify the choice of material on the basis of macroscopic mechanical properties as well as microstructure.
- Determine the DC and steady-state AC voltages and currents everywhere in an electric circuit composed of passive components.
- Model vibrating systems using systems of 2nd order differential equations.

#### Certificate Requirements:

Course	Title	Units
CHEM 141	General Chemistry I	5
ENGR 100	Introduction to Engineering and Design	4
ENGR 119	Basic Engineering CAD	3
or		
CADD 120	Introduction to Computer-Aided Drafting and Design	3
ENGR 120	Engineering Computer Applications	3
ENGR/CADD 125	3D Solid Modeling	3
ENGR 200	Engineering Mechanics--Statics	3
ENGR 220	Engineering Mechanics--Dynamics	3
ENGR 260	Engineering Materials	3
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
PHYC 190	Mechanics and Heat	5
	Total Required	41

#### 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.

**VII. MECHATRONICS**

This certificate is designed for students interested in designing automatic electromechanical devices and systems. The curriculum is intended primarily for students interested in working in advanced manufacturing. It also provides the foundation for further studies in electrical and mechanical engineering.

**Program Learning Outcomes**

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

- Write computer programs in high-level languages such as C++ and, when appropriate, in assembly language to control the operation of a microcontroller. In particular, students will be able to apply the following microcontroller capabilities: memory-mapped I/O (input/output), analog-to-digital (A/D) conversion, and volatile and non-volatile memory.
- Design automatic devices and control systems which can respond to inputs from sensors with appropriate outputs in the form of motion, light, and sound.
- Design mechanical components and devices, and create prototype versions of them.
- Combine the above capabilities to design integrated electro-mechanical devices of arbitrary complexity.

**Certificate Requirements:**

Course	Title	Units
ENGR 100	Introduction to Engineering and Design	4
ENGR 125	3D Solid Modeling	3
ENGR 129	Engineering Solid Modeling	3
ENGR 175	Mechatronics: Introduction to Microcontrollers and Robotics	3
ENGR 176	Mechatronics: Prototype Design	3
ENGR 182	Work Experience in Engineering Technology	1-3
ET 110	Introduction to Basic Electronics	4
	Total Required	18-20

**Certificate of Achievement**

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**



Associate Degree for Transfer<sup>SM</sup>

**I. ENGLISH FOR TRANSFER (AA-T)**

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.

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

1. Minimum of 60 semester or 90 quarter CSU-transferable units.

2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more information. Note: If following IGETC, IGETC-CSU must be followed for admission to a CSU.

**Program Learning Outcomes**

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

- Demonstrate the ability to express themselves effectively in largely error-free writing in multiple modes and genres.
- Demonstrate the ability to analyze a variety of texts including fiction and non-fiction.
- Utilize the writing process to approach, complete and refine writing projects.
- Demonstrate familiarity with major British, American, and world authors and literary movements.
- Locate, evaluate, and effectively integrate outside research into their writing to support their explicit theses while avoiding plagiarism and adhering to scholarly standards for citation of information.

**Associate in Arts Degree Requirements:**

**Core Curriculum:**

Course	Title	Units
ENGL 122	Introduction to Literature	3
ENGL 124	Advanced Composition: Critical Reasoning and Writing	3
		<u>6</u>

**List A: Select two of the following:**

ENGL 221	British Literature I	3
ENGL 222	British Literature II	3
ENGL 231	American Literature I	3
ENGL 232	American Literature II	3
ENGL 270	World Literature I	3
ENGL 271	World Literature II	3
		<u>6</u>

**List B: Select one of the following:**

ENGL 126	Creative Writing	3
ENGL 202	Introduction to Film as Literature	3
ENGL 217	Fantasy and Science Fiction	3
Any course from List A not selected above		3
		<u>3</u>

**List C: Select one of the following:**

ARAM 120	Aramaic I	5
ARAM 121	Aramaic II	5
ARAM 220	Aramaic III	5
ARBC 120	Arabic I	5
ARBC 121	Arabic II	5
ARBC 220	Arabic III	5
ARBC 221	Arabic IV	5
ASL 120	American Sign Language I	4
ASL 121	American Sign Language II	4
ASL 220	American Sign Language III	4
ASL 221	American Sign Language IV	4
BUS 128	Business Communication	3
ENGL 201	Images of Women in Literature	3
ENGL 207	Romance Fiction	3
ENGL 214	Masterpieces of Drama	3
ENGL 275	Literary Period	3
ENGL 276	Major Author	3
ENGL 277	Literary Theme	3
FREN 120	French I	5
FREN 121	French II	5

FREN 220	French III	5
FREN 221	French IV	5
HUM 110	Principles of the Humanities	3
ITAL 120	Italian I	5
ITAL 121	Italian II	5
ITAL 220	Italian III	5
SPAN 120	Spanish I	5
SPAN 121	Spanish II	5
SPAN 220	Spanish III	5
SPAN 221	Spanish IV	5
THTR 110	Introduction to the Theatre	3
Any course from Lists A or B not selected above		3
		<u>3-5</u>

Total Units for Major (6 units may double counted with GE)	18-20
Total Units for CSU GE Breadth or IGETC-CSU	37-39
Total Transferable Elective Units	10-17
Total Units for Degree	60

Please note: SDSU accepts this degree for students transferring into English-Applied Arts and Sciences major.

**II. 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.

**Program Learning Outcomes**

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

- Demonstrate the ability to express themselves effectively in largely error-free writing in multiple modes and genres.
- Demonstrate the ability to analyze a variety of texts including fiction and non-fiction.
- Utilize the writing process to approach, complete and refine writing projects.
- Demonstrate familiarity with major British, American, and world authors and literary movements.
- Locate, evaluate, and effectively integrate outside research into their own writing to support their explicit theses while avoiding plagiarism and adhering to scholarly standards for citation of information.

**CAREER OPPORTUNITIES**

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

**Associate in Arts Degree Requirements:**

Course	Title	Units
ENGL 120	College Composition and Reading	3
ENGL 122	Introduction to Literature	3
ENGL 124	Advanced Composition: Critical Reasoning and Writing	3
ENGL 126	Creative Writing	3
ENGL 270	World Literature I	3
ENGL 271	World Literature II	3
		<u>18</u>

**Select two of the following:**

ENGL 221	British Literature I	3
ENGL 222	British Literature II	3
ENGL 231	American Literature I	3
ENGL 232	American Literature II	3
ENGL 275	Literary Period	3
ENGL 276	Major Author	3
ENGL 277	Literary Theme	3
		<u>6</u>

**Select one of the following:**

ENGL 201	Images of Women in Literature	3
ENGL 202	Introduction to Film as Literature	3
ENGL 207	Romance Fiction	3
ENGL 214	Masterpieces of Drama	3
ENGL 217	Fantasy and Science Fiction	3
		<u>3</u>

**Select one of the following:**

ANTH 120	Cultural Anthropology	3
HIST 100	Early World History	3
HIST 101	Modern World History	3
HIST 105	Early Western Civilization	3
HIST 106	Modern Western Civilization	3
HUM 120	European Humanities	3
HUM 140	Humanities of the Americas	3
HUM 155	Mythology	3
PHIL 115	History of Philosophy I: Ancient	3
PHIL 117	History of Philosophy II: Modern and Contemporary	3
RELG 170	Introduction to the New Testament	3
		<u>30</u>
	Total Required	30
	Plus General Education Requirements	

**Recommended Electives:** Students planning to transfer to four-year institutions to complete a bachelor's degree in English are STRONGLY urged to take the following courses, depending on the requirements at those schools: Two sequential semesters of a single foreign language (10 units).

**Certificate of Achievement**

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

## ENTREPRENEURSHIP- SMALL BUSINESS MANAGEMENT

This degree program provides a course of study for students who are interested in 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.

**Program Learning Outcomes**

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

- Demonstrate entrepreneurial thinking as it applies to their chosen discipline by successfully completing practicum in which

they apply principles of innovation to a project or develop an idea for a new business outside of the practicum.

- Understand what it takes to start a new venture, including the basics of finance, marketing and management for a new and growing business.
- Learn how to identify their personal strengths as an entrepreneur and how to build an effective leadership team for a new business.
- Establish connections with the entrepreneur community within their profession.

**CAREER OPPORTUNITIES**

Administrative Assistant  
Assistant Manager  
Bookkeeper  
Small Business Owner/Manager

**Associate in Science Degree Requirements:**

Course	Title	Units
BUS 109	Elementary Accounting	3
	<b>or</b>	
BUS 120	Financial Accounting	4
BUS 110	Introduction to Business	3
BUS 111	Entrepreneurship: Starting and Developing a Business	3
BUS 125	Business Law: Legal Environment of Business	3
BUS 128	Business Communication	3
		<u>15-16</u>

**Select two of the following:**

BUS 156	Principles of Management	3
BUS 176	Computerized Accounting Applications	2
		<u>5</u>

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

BOT 100	Basic Keyboarding	1
BOT 101AB	Keyboarding/ Document Processing I-II	3
BOT 102AB	Intermediate Keyboarding/ Document Processing I-II	3
BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BOT 116	Essential Access	1
BOT 117	Essential PowerPoint	1
CIS 105	Introduction to Computing	2
CIS 110	Principles of Information Systems	4
		<u>3</u>
	Total Required	23-24
	Plus General Education Requirements	

**Certificate of Achievement**

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

## ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT

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

**CAREER OPPORTUNITIES**

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

**I. ENVIRONMENTAL MANAGEMENT****Program Learning Outcomes**

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

- Identify and interpret Federal, State and local regulations related to Environmental Health and Safety Management.
- Understand and analyze historical environmental laws and regulations which impact hazardous material management and their effect on the environment.
- Identify and Interpret Federal, state and local regulations related to air pollution.
- Define and describe the components of the Hazard Communication Standards required "Hazardous Communication Plan."
- Identify and describe components of Storm Water Pollution Prevention Plans in accordance with the Clean Water Act.
- Describe and define Regional Water Quality Control Board role in Clean Water Act over site and enforcement of National Pollution Discharge Elimination System (NPDES) permitting and inspections.
- Understand and analyze historical environmental laws and regulations which impact hazardous material management and their effect on the environment.
- Describe and apply terms common to the hazardous materials industry.
- Describe agencies that regulate specific hazardous materials.

**Associate in Science Degree Requirements:**

Course	Title	Units
BIO 112	Contemporary Issues in Environmental Resources	3
BIO 130	General Biology I	3
BIO 131	General Biology I Laboratory	1
CHEM 115	Fundamentals of Chemistry	4
EHSM 100	Introduction to Environmental and Occupational Safety and Health (OSH) Technology	4
EHSM 110	Pollution Prevention	3
EHSM 150	Hazardous Waste Management Applications	4
EHSM 200	Hazardous Materials Management (HMM) Applications	4

EHSM 210 Industrial Wastewater and Stormwater Management	4
EHSM 215 Air Quality Management	3
EHSM 230 Safety and Emergency Response	4
EHSM 240 Cooperative Work Experience	1-4
	<u>38-41</u>

**Select one of the following:**

CIS 110 Principles of Information Systems	4
COMM 122 Public Speaking	3
SPAN 120 Spanish I	5
	<u>3-5</u>
Total Required	41-46
Plus General Education Requirements	

**II. ENVIRONMENTAL TECHNICIAN****Program Learning Outcomes**

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

- Identify and interpret Federal, State and local regulations related to Environmental Health and Safety Management.
- Understand and analyze historical environmental laws and regulations which impact hazardous material management and their effect on the environment.
- Identify and Interpret Federal, state and local regulations related to air pollution.
- Define and describe the components of the Hazard Communication Standards required "Hazardous Communication Plan."
- Identify and describe components of Storm Water Pollution Prevention Plans in accordance with the Clean Water Act.
- Describe and define Regional Water Quality Control Board role in Clean Water Act over site and enforcement of National Pollution Discharge Elimination System (NPDES) permitting and inspections.
- Understand and analyze historical environmental laws and regulations which impact hazardous material management and their effect on the environment.
- Describe and apply terms common to the hazardous materials industry.
- Describe agencies that regulate specific hazardous materials.

**Certificate Requirements:**

Course	Title	Units
EHSM 100	Introduction to Environmental and Occupational Safety and Health (OSH) Technology	4
EHSM 110	Pollution Prevention	3
EHSM 150	Hazardous Waste Management Applications	4
EHSM 200	Hazardous Materials Management (HMM) Applications	4
EHSM 210	Industrial Wastewater and Stormwater Management	4
EHSM 215	Air Quality Management	3
EHSM 230	Safety and Emergency Response	4
EHSM 240	Cooperative Work Experience	1-3
	Total Required	<u>27-29</u>

**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****Program Learning Outcomes**

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

- Identify and evaluated hazardous material routes of entry, toxic effect, risk evaluation

and control measures to reduce their exposure and effects.

- Describe and apply terms common to the hazardous materials industry.
- Apply California and Federal safety standards to assess worksites and recognize hazardous conditions and/or noncompliance.
- Assess and evaluate job processes to identify and implement appropriate risk management strategies.
- Describe agencies that regulate specific hazardous materials.
- Interpret Federal, State and Local regulations governing Construction Safety.
- Define and apply "safe work practices", "worker Right to Know" and Community Right to Know" requirements.
- Identify and evaluated hazardous material routes of entry, toxic effect, risk evaluation and control measures to reduce their exposure and effects.
- Identify key mandatory components of an Injury Illness Prevention Plan (IIPP) in compliance with SB198.

**Associate in Science Degree Requirements:**

Course	Title	Units
BIO 130	General Biology I	3
BIO 131	General Biology I Laboratory	1
CHEM 115	Fundamentals of Chemistry	4
EHSM 100	Introduction to Environmental and Occupational Safety and Health (OSH) Technology	4
EHSM 130	Environmental/Occupational Health Effects of Hazardous Materials	3
EHSM 135	General Industry Safety Standards	3
EHSM 145	Construction Safety Standards	3
EHSM 200	Hazardous Materials Management (HMM) Applications	4
EHSM 201	Introduction to Industrial Hygiene and Occupational Health	4
EHSM 205	Safety and Risk Management Administration	4
EHSM 230	Safety and Emergency Response	4
EHSM 240	Cooperative Work Experience	1-4
		<u>38-41</u>

**Select one of the following:**

CIS 110 Principles of Information Systems	4
COMM 122 Public Speaking	3
SPAN 120 Spanish I	5
	<u>3-5</u>
Total Required	41-46
Plus General Education Requirements	

**IV. OCCUPATIONAL SAFETY AND HEALTH (OSH) TECHNICIAN****Program Learning Outcomes**

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

- Identify and evaluated hazardous material routes of entry, toxic effect, risk evaluation and control measures to reduce their exposure and effects.
- Describe and apply terms common to the hazardous materials industry.
- Apply California and Federal safety standards to assess worksites and recognize hazardous conditions and/or noncompliance.
- Assess and evaluate job processes to identify and implement appropriate risk management strategies.
- Describe agencies that regulate specific hazardous materials.
- Interpret Federal, State and Local regulations governing Construction Safety.
- Define and apply "safe work practices", "worker Right to Know" and Community Right to Know" requirements.
- Identify and evaluated hazardous material routes of entry, toxic effect, risk evaluation

and control measures to reduce their exposure and effects.

- Identify key mandatory components of an Injury Illness Prevention Plan (IIPP) in compliance with SB198.

**Certificate Requirements:**

Course	Title	Units
EHSM 100	Introduction to Environmental and Occupational Safety and Health (OSH) Technology	4
EHSM 130	Environmental/Occupational Health Effects of Hazardous Materials	3
EHSM 135	General Industry Safety Standards	3
EHSM 200	Hazardous Materials Management (HMM) Applications	4
EHSM 201	Introduction to Industrial Hygiene and Occupational Health	4
EHSM 240	Cooperative Work Experience	1-4
		<u>19-22</u>

**Select two of the following:**

EHSM 145 Construction Safety Standards	3
EHSM 205 Safety and Risk Management Administration	4
EHSM 230 Safety and Emergency Response	4
	<u>7-8</u>
Total Required	26-30

**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.

**GENERAL STUDIES**

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

**REQUIREMENTS**

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

**I. AS or AA General Education Requirements (see Degree Requirements and Transfer Information section)****AND****II. Areas of Emphasis**

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

- Business and Technology
- Communication and Language Arts
- Humanities and Fine Arts
- Lifelong Health, Well-Being and Self-Development
- Science and Mathematics
- Social and Behavioral Sciences

**A. Business and Technology**

The Associate in Science in General Studies with an Emphasis in Business and Technology will be awarded to students upon completion of general education degree requirements and 18 units in this area. These courses emphasize the study of business transaction theory and practice, the operations and strategies of business decisions, legal concepts, and the place of business in the American and global economy as a whole. Students will apply mathematical and quantitative reasoning skills to the discipline's

methodologies, as well as evaluate and interpret basic economic principles and theories related to performance and specific economic sectors. Students must take a minimum of three units from each area. The remaining units may be taken from any area.

### Program Learning Outcomes

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

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

### Business

BUS 109, 110, 111, 115, 120, 121, 122, 124, 125, 128, 129, 150, 155, 156, 159ABCD, 162, 176, 195, 240, 242

### Computer and Information Science

CIS 105, 110, 120, 121, 125, 140, 162, 190, 191, 201, 202, 203, 204, 205, 211, 213, 215, 219, 240, 242, 261, 262, 263, 290, 291

### Economics

ECON 110, 120, 121

### Mathematics

MATH 160, 178, 180

## B. Communication and Language Arts

The Associate in Arts in General Studies with an Emphasis in Communication and Language Arts will be awarded to students upon completion of general education degree requirements and 18 units in this area. These courses emphasize the study of how language works to express human ideas and feelings. Students will explore and analyze written and verbal communication methods, as well as develop and advance their oral and written communication skills. Students must complete a minimum of six units in Communication and six units in Language Arts. The remaining six units may be taken from either category.

### Program Learning Outcomes

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

- Demonstrate the ability to write effectively.
- Demonstrate the ability to locate relevant, reliable information and read it effectively.
- Organize thoughts and ideas in both oral and written format.
- Communicate effectively with diverse audiences.

### Communication

BUS 128  
COMM 110, 120, 122, 123, 124, 130, 135, 136, 137, 145

### Language Arts

ARAM 120, 121, 220, 221  
ARBC 120, 121, 220, 221, 250, 251  
ASL 120, 121, 220, 221  
BUS 128  
CHIN 120, 121, 220, 221, 250, 251  
ENGL 122, 124, 126, 201, 202, 207, 214, 217, 221, 222, 231, 232, 270, 271, 275, 276, 277  
FREN 120, 121, 220, 221, 250, 251  
ITAL 120, 121, 220  
LIR 110  
NAKY 120, 121, 220  
SPAN 120, 121, 220, 221, 250, 251

## C. Humanities and Fine Arts

The Associate in Arts in General Studies with an Emphasis in Humanities and Fine Arts will be awarded to students upon completion of general education degree requirements and 18 units in this area. These courses emphasize the study of cultural, humanistic activities and artistic expression of human beings. Students will 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 will develop an aesthetic awareness and incorporate these concepts when constructing value judgments. Students must complete a minimum of six units in Humanities and six units in Fine Arts. The remaining six units may be taken from either category.

### Program Learning Outcomes

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

- Analyze the principle elements of representative examples of art, architecture, literature, theater, philosophy, music, dance, film, or other relevant areas of cultural and/or intellectual creativity.
- Demonstrate an awareness of the historical and philosophical contexts of representative areas, movements, media, works, or styles of cultural and/or intellectual creativity.
- Employ the language, concepts and methods of interpretive criticism as applicable to the respective categories of human creativity.
- When applicable, apply artistic processes and skills as a creative expression, using a variety of media to communicate meaning and intent in original works of art.

### Humanities

ARAM 120, 121, 220  
ARBC 120, 121, 220, 221, 250, 251  
ART 140, 141, 143, 145, 146  
ASL 120, 121, 140, 220, 221  
CHIN 120, 121, 220, 221, 250, 251  
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  
HUM 110, 115, 116, 120, 140, 155  
ITAL 120, 121, 220  
NAKY 120, 121, 220  
PHIL 110, 115, 117, 140, 160, 170  
RELG 120, 130, 160, 170  
SPAN 120, 121, 220, 221, 250, 251

### Fine Arts

ART 100, 120, 121, 124, 125, 129, 135, 140, 141, 143, 144, 145, 146, 148, 220, 221, 222, 224, 225, 230, 231, 232, 233, 235, 236, 241, 242  
MUS 110, 111, 114, 115, 116, 117  
THTR 110, 120, 121

## D. Lifelong Health, Well-Being and Self-Development

The Associate in Arts in General Studies with an Emphasis in Lifelong Health, Well-Being and Self-Development will be awarded to students upon completion of general education degree requirements and 18 units in this area. These courses focus on the improvement of health and well-being and are designed to provide knowledge and tools of how to obtain optimal physical, psychological and emotional health and well-being throughout the lifespan. Potential entry-level positions of employment that students will be prepared for upon completion include those in recreation, education, and health fields. Students must

take a minimum of three units in Health, three units in Exercise Science, three units in Nutrition, and three units in Self-Development. The remaining six units may be taken from any category. A maximum of one course may be earned from any combination of ES 206, 209, 213, 218, 224, 227, 230 and 249.

### Program Learning Outcomes

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

- Demonstrate an understanding of optimal health and fitness in daily life through informed decision-making.
- Describe basic principles of nutrition.
- Value the importance of physical activity through the lifespan.

### Health

BIO 115  
HED 105, 120, 201, 202, 203, 204, 251

### Exercise Science

ES 206, 209, 213, 218, 224, 227, 230, 248, 249, 250, 253, 254, 254L, 255, 270, 271, 272, 273

### Nutrition

HED 155, 158, 255

### Self-Development

COUN 110, 120, 130, 140, 150

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

### Program Learning Outcomes

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

- Use algebraic methods to solve problems.
- Interpret basic mathematical models and draw inferences from them.
- Represent mathematical information symbolically, visually, numerically and verbally.
- Use the scientific method of inquiry and techniques to answer questions about physical and biological processes.
- Analyze basic concepts of physical and biological science to evaluate scientific information and solve scientific problems.

### Science

ANTH 130  
ASTR 110, 112  
BIO 112, 115, 122, 124, 130, 131, 133, 134, 135, 140, 141, 141L, 152, 230, 240, 251  
CHEM 102, 105, 113, 115, 116, 120, 141, 142, 230, 231, 232, 240, 251  
ET 110  
GEOG 120, 121  
GEOL 104, 110, 111  
OCEA 112, 113  
PHYC 110, 130, 131, 190, 200, 210

**Mathematics**

BIO 215  
MATH 160, 170, 175, 176, 178, 180, 245, 280,  
281, 284, 285  
PSY 215

**CADD and Engineering**

CADD 115, 120, 125, 129, 131  
ENGR 100, 119, 120, 125, 129, 131, 175, 176,  
218, 270

**Computer Science**

CS 119, 119L, 181, 182, 281, 282

**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. These courses emphasize the study and understanding of human behavior. Students will evaluate and interpret human societies; the institutions, organizations and groups that form them; the ways in which individuals and groups relate to one another; and 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.

**Program Learning Outcomes**

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

- Describe general principles of the political institutions and government of the United States.
- Demonstrate an understanding and appreciation of social, political, and economic institutions within a historical perspective.
- Evaluate the ways people act and interact in cultures, societies and social subgroups.
- Assess how social issues are influenced by geographical and historical processes.
- Apply knowledge of social and behavioral sciences theories and scientific methods in an assessment of real-world problems.

**Social Science**

ANTH 120  
ARBC 145  
BIO 134  
CD 145  
ECON 110, 120, 121  
GEOG 106, 122, 130  
HIST 100, 101, 105, 106, 108, 109, 118, 119,  
122, 123, 124, 130, 131, 132, 180, 181, 271,  
275, 276, 277  
POSC 120, 121, 124, 130, 140  
SOC 120, 125, 130  
SPAN 145

**Behavioral Science**

CD 115, 125, 131  
COMM 110, 124  
HED 201, 203, 251  
PSY 120, 125, 134, 138, 140, 150, 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 degree; please consult the catalog of the transfer institution for specific requirements.*

**Program Learning Outcomes**

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

- Analyze the historical and cultural context of graphic design.
- Apply the principles of design and use the design process to create graphic works.
- Evaluate the aesthetic qualities and criticize works of graphic design.
- Integrate typography as part of design communication.
- Apply business methods, procedures, ethics, and connections to industry.

**CAREER OPPORTUNITIES**

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

**Course Equivalencies:**

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

<i>Cuyamaca Course</i>	<i>Similar Grossmont Course</i>
GD 105 .....	ART 171
GD 222 .....	CSIS 137

**Associate in Science Degree Requirements:**

<i>Course</i>	<i>Title</i>	<i>Units</i>
ART 124	Drawing I	3
CIS 211	Web Development I	3
GD 105	Fundamentals of Digital Media	3
GD 110	Graphic Design Principles	3
GD 125	Typography	3
GD 126	Digital Imaging	3
GD 129	Page Layout	3
GD 130	Professional Business Practices	3
GD 225	Digital Illustration	3
		<u>27</u>

**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	Web Animation	3
GD 223	Advanced Web Animation	3
GD 230	Graphic Design Work Experience	1-4
		<u>7-10</u>
	Total Required	34-37
	Plus General Education Requirements	

**Certificate of Achievement**

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

**CERTIFICATES OF SPECIALIZATION:**

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

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

**I. DIGITAL PHOTOGRAPHY**

**Program Learning Outcomes**

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

- Create photographic images applying the principles of design.
- Evaluate the aesthetic qualities and criticize works of photography.
- Demonstrate the use of digital cameras and scanners.

**Certificate Requirements:**

<i>Course</i>	<i>Title</i>	<i>Units</i>
GD 110	Graphic Design Principles	3
GD 126	Digital Imaging	3
GD 130	Professional Business Practices	3
GD 210	Professional Digital Photography I	3
GD 211	Professional Digital Photography II	3
	Total Required	<u>15</u>

**II. WEB GRAPHICS**

**Program Learning Outcomes**

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

- Create graphic images in the proper formats for use on the web.
- Develop web pages using proper typographic treatment and navigational devices.

**Certificate Requirements:**

<i>Course</i>	<i>Title</i>	<i>Units</i>
CIS 211	Web Development I	3
GD 110	Graphic Design Principles	3
GD 210	Professional Digital Photography I	3
GD 217	Web Graphics	3
GD 222	Web Animation	3
	Total Required	<u>15</u>

**HISTORY**



**I. HISTORY FOR TRANSFER (AA-T)**

This degree program is useful for students preparing for careers in teaching, the law, government service, and research. Completion of the degree represents fulfillment of the department mission to instill an understanding of and reverence for the past so students better appreciate their own place in the global society. Through a wide range of course offerings, the department establishes a detailed knowledge of the variety of human experiences across time. The department emphasizes reading, writing, oral presentation, primary source analysis, and research techniques to build critical thinking and life-long learning skills that benefit students in their collegiate, professional, and personal lives.

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

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.

- Minimum of 18 semester or 27 quarter units in the major.
- A grade of "C" or better in all courses required for the major.
- Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more information. Note: If following IGETC, IGETC-CSU must be followed for admission to a CSU.

### Program Learning Outcomes

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

- Recognize theories of historical interpretation.
- Describe historical and philosophical underpinnings of government systems and ideologies.
- Demonstrate how literature and the arts help us understand the past.
- Define historical periods and transitions.
- Distinguish between primary and secondary sources.

### Associate in Arts Degree Requirements

#### Core Curriculum:

Course	Title	Units
HIST 108	Early American History	3
HIST 109	Modern American History	3
		<hr/> 6

#### List A: Select six units:

HIST 100	Early World History	3
	<b>or</b>	
HIST 105	Early Western Civilization	3
HIST 101	Modern World History	3
	<b>or</b>	
HIST 106	Modern Western Civilization	3
		<hr/> 6

#### List B: Select one course from each group:

##### Group 1: Select one of the following diversity courses:

ARBC 145		
HIST 118, 119, 130, 131, 132, 133, 180, 181, or HIST 100 or 101 if not selected above		
MUS 116		
RELG 120, 130		
SPAN 141, 145		
Or a world language course that fulfills CSU GE Area C2		3-5

##### Group 2: Select one course related to history:

ANTH 120		
ART 100, 140, 141, 143, 144, 145		
ENGL 122, 201, 202, 207, 214, 221, 222, 231, 232		
HIST 122, 123, 124, or any history course not selected above		
HUM 110, 120, 140, 155		
MUS 110, 111, 114, 115, 117		
PHIL 160, 170		
POSC 120, 121, 124, 130, 140		
RELG 160, 170		
THTR 110		3
		<hr/> 6-8

Total Units for Major (18 units may be double-counted with GE)	18-20
Total Units for CSU GE Breadth or IGETC CSU	37-39
Total Transferable Elective Units	3-5
Total Units for Degree	60

Please note: SDSU accepts this degree for students transferring into History B.A.

## II. 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.

### Program Learning Outcomes

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

- Recognize theories of historical interpretation.
- Describe historical and philosophical underpinnings of government systems and ideologies.
- Demonstrate how literature and the arts help us understand the past.
- Define historical periods and transitions.
- Distinguish between primary and secondary sources.

### CAREER OPPORTUNITIES

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

### Associate in Arts Degree Requirements: Select twelve units from any two of the following sequences:

Course	Title	Units
HIST 100	Early World History	
HIST 101	Modern World History	6
HIST 105	Early Western Civilization	
HIST 106	Modern Western Civilization	6
HIST 108	Early American History	
HIST 109	Modern American History	6
		<hr/> 12
<b>Select six units from the following:</b>		
HIST 118	U.S. History: Chicano/Chicana Perspectives I	3
HIST 119	U.S. History: Chicano/Chicana Perspectives II	3
HIST 122	Women in Early American History	3
HIST 123	Women in Modern American History	3
HIST 124	History of California	3
HIST 180	U.S. History: Black Perspectives I	3
HIST 181	U.S. History: Black Perspectives II	3
HIST 210	Women in Western Civilization	3
		<hr/> 6
Total Required		18
Plus General Education Requirements		

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

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (CSU OR UC)

### Certificate of Achievement

The Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC) may be awarded upon completion of the IGETC requirements (see Degree Requirements and Transfer Information section). Students must complete a minimum of 39 units, which are distributed among six areas. IGETC requirements are designed to be taken with a major area of concentration and elective courses in preparation for transfer to the California State University or the University of California.

Courses completed at California Community Colleges and participating institutions will be certified based on approval at the original campus. Courses taken at other colleges and universities; i.e. out-of-state, private, may be used in the certification under certain conditions. Although this certificate recognizes the completion of lower division general education requirements for IGETC, it does not guarantee admission to a four-year institution. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### Program Learning Outcomes

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

- Exhibit proficiency in written communication in English.
- Exhibit proficiency in oral communication in English (IGETC-CSU).
- Analyze, criticize and advocate ideas and reach well-supported conclusions.
- Show skills and understanding beyond the level of intermediate algebra, and apply mathematical concepts to solve problems.
- Analyze and appreciate works of philosophical, historical, literary, aesthetic and cultural importance.
- Reveal an historical understanding of major civilizations and cultures, both Western and non-Western.
- Recognize the contributions to knowledge, civilization, and society that have been made by various ethnic or cultural groups.
- Evaluate the basic concepts of physical and biological sciences.
- Use the scientific method of inquiry and techniques to answer questions about physical and biological processes.
- Demonstrate proficiency in a language other than English equal to two years of high school study (IGETC-UC).

# KINESIOLOGY



## Associate Degree for Transfer<sup>SM</sup>

### I. KINESIOLOGY FOR TRANSFER (AA-T)

The Associate in Arts in Kinesiology for Transfer degree is designed to prepare students for transfer to a California State University (CSU) by fulfilling lower-division requirements for the disciplines of Kinesiology, Exercise Science and Physical Education. This major provides preparation for careers in physical therapy, coaching, personal training, and other allied health professions by including classes oriented toward fitness, wellness, and health promotion throughout the lifespan.

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

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more information. Note: If following IGETC, IGETC-CSU must be followed for admission to a CSU.

#### Program Learning Outcomes

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

- List and define the five basic components of physical fitness.
- Describe the concepts of frequency, intensity, and time and how they relate to personal fitness goals.
- Outline a basic strategy for achieving fitness through the lifespan.
- List options within the community for continued lifelong physical activity.
- List benefits of daily physical activity.
- Demonstrate competence in acquiring sound nutritional information.
- Demonstrate improvement in sport skills.
- Outline appropriate goals and activities for increasing the fitness of children.
- Describe appropriate preventive measures as well as treatments for various sport injuries.
- List and describe opportunities for employment in the field.
- Describe their field of interest and a course of instruction that will meet their professional needs.

#### Associate in Arts Degree Requirements:

##### Core Curriculum:

Course	Title	Units
BIO 140	Human Anatomy	5
BIO 141	Human Physiology	3
BIO 141L	Laboratory in Human Physiology	1
ES 250	Introduction to Kinesiology	3

Movement Based Courses: Select one course from three different areas for a minimum of three units:

##### Combatives:

ES 180	Self Defense for Women	1
ES 181ABCD	Karate I-IV	1.5

##### Fitness:

ES 009ABC	Beginning, Intermediate, Advanced Aerobic Dance Exercise	1
ES 014ABC	Beginning, Intermediate, Advanced Body Building	1.5
ES 019ABC	Beginning, Intermediate, Advanced Physical Fitness	1.5

##### Individual Sports:

ES 060ABC	Beginning, Intermediate, Advanced Badminton	1
ES 076ABC	Beginning, Intermediate, Advanced Tennis	1
ES 125A	Beginning Golf	1
ES 125BC	Intermediate, Advanced Golf	1.5

##### Team Sports:

ES 155ABC	Beginning, Intermediate, Advanced Basketball	1
ES 170ABC	Beginning, Intermediate, Advanced Soccer	1
ES 171ABC	Beginning, Intermediate, Advanced Softball	1
ES 175ABC	Beginning, Intermediate, Advanced Volleyball	1
		15-16.5

##### List A:

CHEM 102	Introduction to General, Organic and Biological Chemistry	5
MATH 160	Elementary Statistics	4
		9
	Total Units for Major (10-11.5 units may be double-counted with GE)	24-25.5
	Total Units for CSU GE or IGETC-CSU	37-39
	Total Transferable Elective Units	5.5-9
	Total Units for Degree	60

Please note: SDSU accepts this degree for students transferring into Exercise Science Generalist.

### II. 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.

#### Program Learning Outcomes

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

- List and define the five basic components of physical fitness.
- Describe the concepts of frequency, intensity and time, and how they relate to personal fitness goals.
- Outline a basic strategy for achieving fitness through the lifespan.
- List options within the community for continued lifelong physical activity.
- List benefits of daily physical activity.
- Demonstrate competence in acquiring sound nutritional information.
- Demonstrate improvement in sport skills.
- Outline appropriate goals and activities for increasing the fitness of children.

- Describe appropriate preventive measures as well as treatments for various sport injuries.
- List and describe opportunities for employment in the field.
- Describe their field of interest and a course of instruction that will meet their professional needs.

#### CAREER OPPORTUNITIES

- Aerobics Instructor
- Athletics Coach
- \*Athletics Trainer
- \*Cardiovascular Rehabilitation
- \*College Professor
- \*Elementary School Teacher
- \*Exercise Physiologist
- \*Health Club Manager
- Personal Trainer
- \*Physical Therapist/ Assistant
- \*Registered Dietician
- \*Secondary School Teacher
- \*Teaching
- \*Bachelor Degree or higher required

#### Associate in Science Degree Requirements:

Course	Title	Units
BIO 130	General Biology I	3
BIO 131	General Biology I Laboratory	1
BIO 140	Human Anatomy	5
CHEM 115	Fundamentals of Chemistry	4
COMM 122	Public Speaking	3
ES 014ABC	Body Building	1.5
ES 250	Introduction to Kinesiology	3
ES 255	Care and Prevention of Athletic Injuries	3
HED 158	Nutrition for Fitness and Sports	3
	<b>or</b>	
HED 255*	Science of Nutrition	3
PSY 120	Introductory Psychology	3
SOC 120	Introductory Sociology	3
		32.5

#### Select one of the following:

BIO 215	Statistics for Life Sciences	3
MATH 160	Elementary Statistics	4
PSY 215	Statistics for the Behavioral Sciences	4
		3-4

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

ES 001	Adapted Physical Exercise	1
ES 009ABC	Aerobic Dance Exercise	1
ES 019ABC	Physical Fitness	1.5
ES 060ABC	Badminton	1
ES 076ABC	Tennis	1
ES 125ABC	Golf	1-1.5
ES 155ABC	Basketball	1
ES 170ABC	Soccer	1
ES 171ABC	Softball	1
ES 175ABC	Volleyball	1
		2-3
	Total Required	37.5-39.5
	Plus General Education Requirements	

\*Students planning to transfer to SDSU must take HED 255.

#### 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.

#### Program Learning Outcomes

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

- Describe and or demonstrate an hour of cooperative activity for children.

- Describe how principles learned in class may be applied to improve cardiovascular endurance, muscle strength, muscle endurance, and flexibility and body composition, (the five basic components of fitness) in children using walking as a primary conditioning activity.
- Investigate and list causes and risk factor associated with childhood obesity.
- Describe and prepare appropriate snacks for children.
- Demonstrate appropriate classroom organizational and management techniques.
- Demonstrate the ability to plan school-based recreational programs which deliberately intend to advance, stimulate or otherwise enhance children's physical, emotional and social development in ways which are appropriate to their developmental level.
- Describe tested and proven teaching approaches to analyze and enhance movement competencies.

### 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 those who want to major in exercise science, recreation, elementary education or child development. Provides students with the expertise to enter the entry-level job market with knowledge of sound principles of fitness and developmentally appropriate recreation.

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

### Certificate Requirements:

Course	Title	Units
CD 125	Child Growth and Development	3
CD 134	Health, Safety and Nutrition of Young Children	3
ES 253	Physical Education in Elementary Schools	3
ES 270	Cooperative Games	1
ES 271	Fitness Walking with Children	1
ES 272	Issues in Childhood Obesity	1
ES 273	Field Experience in School-Based Recreational Leadership	1
Total Required		13

## KUMEYAAY STUDIES

The Associate in Arts program in Kumeyaay Studies is designed to provide an understanding of Kumeyaay history, culture and heritage. It is a multi-disciplinary degree, drawing from the sciences, humanities, world languages and history departments. Through specific coursework that encompasses on-site learning experiences, students will learn about the Kumeyaay Nation of San Diego's East County region.

### Program Learning Outcomes

- Upon successful completion of this program, students will be able to:
- Communicate in the Kumeyaay language at a basic level in a variety of settings;
  - Acquire an understanding of Kumeyaay heritage, history, society and traditions;
  - Gain sensitivity, globalism and cultural competence of a unique group of people.

### Associate in Arts Degree Requirements:

Course	Title	Units
BIO 133	Ethnoecology	3
or		
BIO 134	Ethnobotany	3
BIO 135	Ethnobotany/Ethnoecology Lab	1
HIST 132	Kumeyaay History I: Precontact - 1900	3
HIST 133	Kumeyaay History II: 1900 - Present	3
HUM 116	Kumeyaay Arts and Culture	3
NAKY 120	Kumeyaay I	4
NAKY 121	Kumeyaay II	4
		21

### List A, Select One:

Course not taken above (BIO 133 or BIO 134)	3
NAKY 220 Kumeyaay III	4
3-4	
Total Required	24-25
Plus General Education Requirements	

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate of Achievement 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.

### 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.

### Program Learning Outcomes

- Upon successful completion of this certificate, students will be able to:
- Communicate in the Kumeyaay language at a basic level in a variety of settings.
  - Acquire an understanding of Kumeyaay heritage, history, society and traditions.
  - Gain sensitivity, globalism and cultural competence of a unique peoples.

### Certificate Requirements:

Course	Title	Units
BIO 134	Ethnobotany	3
HIST 132	Kumeyaay History I: Precontact-1900	3
NAKY 120	Kumeyaay I	4
		10

### Select one of the following:

BIO 133	Ethnoecology	3
HIST 133	Kumeyaay History II: 1900-Present	3
HUM 116	Kumeyaay Arts and Culture	3
NAKY 121	Kumeyaay II	4
NAKY 220	Kumeyaay III	4
		3-4

Total Required 13-14

## MANAGEMENT

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

### Program Learning Outcomes

- Upon successful completion of this program, students will be able to:
- Identify the differences in leadership and management theories and how they can facilitate the overall effectiveness of domestic and multinational business operations.

- Evaluate the importance of human capital and how it can be used for tactical and strategic initiatives.
- Identify the skills needed and used to assess business-related problems from a subordinate and managerial perspective.
- Explain the different functions of ethical and socially responsible business practices.
- Differentiate between the various functions of groups and teams and how they interact from a cross-functional approach.

### 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
		22

### Select two of the following:

BOT 123-125	Comprehensive Excel Levels I-III	3
BUS 176	Computerized Accounting Applications	2
CIS 105	Introduction to Computing	4
CIS 110	Principles of Information Systems	4
		4-7

### Select one of the following:

BUS 110	Introduction to Business	3
BUS 121	Managerial Accounting	4
BUS 159ABCD	Management Internship	3
BUS 195	Personal Finance	3
ECON 120	Principles of Macroeconomics	3
		3-4
Total Required		29-33
Plus General Education Requirements		

### Certificate of Achievement

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

## MATHEMATICS



Associate Degree  
for Transfer<sup>SM</sup>

### I. MATHEMATICS FOR TRANSFER (AS-T)

This program is designed to prepare students for transfer to a California State University (CSU) with the intent of earning a B.S. degree in 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.

The following is required for the AS-T in Mathematics for Transfer degree:

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more information. Note: If following IGETC, IGETC-CSU must be followed for admission to a CSU.

#### Program Learning Outcomes

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

- Apply mathematical reasoning and problem solving strategies to analyze, interpret, and model applications from degree and transfer-level courses and programs in math, science, engineering, business, and technology.
- Select and apply appropriate definitions, postulates, and theorems to prove mathematical statements.

#### Associate in Science Degree Requirements:

##### Core Curriculum:

Course	Title	Units
MATH 180	Analytic Geometry and Calculus I	5
MATH 280	Analytic Geometry and Calculus II	4
MATH 281	Multivariable Calculus	4
		<u>13</u>

##### List A: Select one of the following:

MATH 284	Linear Algebra	3
MATH 285	Differential Equations	3
		<u>3</u>

##### List B: Select one of the following:

CS 181	Intro to C++ Programing	4
MATH 160	Elementary Statistics	4
MATH 245	Discrete Mathematics	3
PHYC 190	Mechanics and Heat	5
	Any course from List A not selected above	3
		<u>3-5</u>

Total Units for Major (3-6 units may be double-counted with GE)	19-21
Total Units for CSU GE Breadth or IGETC-CSU	37-39
Total Transferable Elective Units	3-5
Total Units for Degree	60

Please note: SDSU accepts this degree for students transferring into Mathematics (Science Emphasis) B.S.

## II. 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.

#### Program Learning Outcomes

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

- Apply mathematical reasoning and problem solving strategies to analyze, interpret, and model applications from degree and transfer-level courses and programs in math, science, engineering, business, and technology.
- Select and apply appropriate definitions, postulates, and theorems to prove mathematical statements.

#### 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	Multivariable Calculus	4
MATH 284	Linear Algebra	3
		<u>16</u>

##### Select one of the following:

MATH 245	Discrete Math	3
MATH 285	Differential Equations	3
		<u>3</u>

##### Select one of the following:

ENGR 120	Engineering Computer Applications	3
MATH 160	Elementary Statistics	4
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
PHYC 210	Wave Motion and Modern Physics	5
		<u>3-5</u>

Total Required 22-24  
Plus General Education Requirements

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

#### Certificate of Achievement

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

## MUSIC



Associate Degree  
for Transfer<sup>SM</sup>

### I. MUSIC FOR TRANSFER (AA-T)

The AA-T in Music for Transfer is designed to prepare students to transfer to a California State University (CSU) with the intent of earning a B.A. in music. Students who earn this degree will have the fundamental knowledge and skills necessary to succeed in a music degree at the baccalaureate level. The curriculum combines music theory, applied studies, and performance at the lower division level.

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

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the Intersegmental General Education Transfer Curriculum (IGETC-CSU); see Degree Requirements and Transfer Information section for more information.

#### Program Learning Outcomes

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

- Analyze a musical score to determine its key, harmonic structure, musical style, and form.
- Identify musical elements in performances and relate them to their cultural and historical contexts.
- Use either the voice or a musical instrument to perform an intermediate level work with reliable technique and appropriate stylistic interpretation.
- Perform musical works in a large vocal or instrumental ensemble.
- Demonstrate proficiency on either a musical instrument or with the voice.

**Associate in Arts Degree Requirements:**

Course	Title	Units
MUS 105	Music Theory and Practice I	4
MUS 106	Music Theory and Practice II	4
MUS 205	Music Theory and Practice III	4
MUS 206	Music Theory and Practice IV	4
MUS 190	Performance Studies	.5
MUS 191	Performance Studies	.5
MUS 290	Performance Studies	.5
MUS 291	Performance Studies	.5

**Choose four units from the following large ensemble courses:**

MUS 112	Chamber Orchestra	1
MUS 113	Chamber Orchestra	1
MUS 214	Chamber Orchestra	1
MUS 215	Chamber Orchestra	1
MUS 152	Concert Band	1
MUS 153	Concert Band	1
MUS 252	Concert Band	1
MUS 253	Concert Band	1
MUS 158	Chorus	1
MUS 159	Chorus	1
MUS 258	Chorus	1
MUS 259	Chorus	1
Total Units for Major		22
Total Units for IGETC-CSU		37
Total Transferable Elective Units		1
Total Units for Degree		60

Please note: SDSU accepts this degree for students transferring into Music B.A.

**II. 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.

**Program Learning Outcomes**

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

- Analyze a musical score to determine its key, harmonic structure, musical style, and form.
- Use the piano keyboard to demonstrate musical concepts and play intermediate level compositions.
- Use a digital audio workstation to record and edit digital audio files and notate musical ideas.
- Identify musical elements in performances and relate them to their cultural and historical contexts.
- Describe the typical duties of a secondary school music teacher.
- Use either the voice or a musical instrument to perform an intermediate level work with reliable technique and appropriate stylistic interpretation.
- Perform musical works in a large vocal or instrumental ensemble.

**CAREER OPPORTUNITIES**

- \* Arranger
- \* Choral Director
- \* Composer
- \* Conductor
- Copyist
- \* Critic
- Instrumentalist
- \* Music Instructor/Professor
- \* Music Librarian
- \* Music Therapist
- Music Typographer
- Performer, Vocalist
- Radio Programmer
- Recording Company Representative
- \* Teacher
- \* Bachelor Degree or higher required

**Associate in Arts Degree Requirements:**

Course	Title	Units
MUS 105	Music Theory and Practice I	4
MUS 106	Music Theory and Practice II	4
MUS 110	Great Music Listening	3
MUS 116	Introduction to World Music	3
MUS 119	Cooperative Work Experience in Music Education	1
MUS 120	Introduction to Music Technology	3
MUS 126	Class Guitar I	2
MUS 132	Class Piano I	3
MUS 133	Class Piano II	3
MUS 170	Class Voice	2
MUS 190	Performance Studies	.5
MUS 191	Performance Studies	.5
MUS 232	Class Piano III	3
MUS 233	Class Piano IV	3
MUS 290	Performance Studies	.5
MUS 291	Performance Studies	.5
		36

**Select four of the following:**

MUS 108	Rock, Pop and Soul Ensemble	1
MUS 109	Rock, Pop and Soul Ensemble	1
MUS 112	Chamber Orchestra	1
MUS 113	Chamber Orchestra	1
MUS 136	Chamber Singers	1
MUS 137	Chamber Singers	1
MUS 152	Concert Band	1
MUS 153	Concert Band	1
MUS 156	Jazz Ensemble	1
MUS 157	Jazz Ensemble	1
MUS 158	Chorus	1
MUS 159	Chorus	1
MUS 208	Rock, Pop and Soul Ensemble	1
MUS 209	Rock, Pop and Soul Ensemble	1
MUS 214	Chamber Orchestra	1
MUS 215	Chamber Orchestra	1
MUS 236	Chamber Singers	1
MUS 237	Chamber Singers	1
MUS 252	Concert Band	1
MUS 253	Concert Band	1
MUS 256	Jazz Ensemble	1
MUS 257	Jazz Ensemble	1
MUS 258	Chorus	1
MUS 259	Chorus	1
Total Required		40
Plus General Education Requirements		

**III. 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 and Transfer Information section).

**Program Learning Outcomes**

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

- Analyze a musical score to determine its key, harmonic structure, musical style, and form.
- Use the piano keyboard to demonstrate musical concepts and play beginning level compositions.
- Use a digital audio workstation to record and edit digital audio files and notate musical ideas.
- Identify musical elements in performances and relate them to their cultural and historical contexts.
- Describe the structure, components, and various career paths of the music industry.
- Demonstrate proficiency on either a musical instrument or with the voice.

**CAREER OPPORTUNITIES**

- \* Advertising Jingle Writer
- \* Arranger
- \* Artist and Repertoire Manager

- Artist Representative
- \* Arts Administrator
- \* Attorney specializing in Performing Arts
- \* Composer
- \* Concert Producer
- Copyist
- Instrumentalist
- Musical Instrument Manufacturer Representative
- \* Music Publisher
- Music Retail Manager
- \* Professional Songwriter
- Publicist
- Radio Programmer
- \* Record Company representative
- \* Record Producer
- \* Recording Studio Engineer
- \* Teacher
- Video Game Composer
- Vocalist
- \* Bachelor Degree or higher required

**Associate in Art Degree Requirements:**

Course	Title	Units
MUS 104	Introduction to the Music Industry	3
MUS 105	Music Theory and Practice I	4
MUS 106	Music Theory and Practice II	4
MUS 120	Introduction to Music Technology	3
MUS 121	Music Industry Seminar	1
MUS 122	Music Industry Seminar	1
MUS 132	Class Piano I	3
MUS 133	Class Piano II	3
MUS 161	Cooperative Work Experience in Music Industry	1
MUS 221	Music Industry Seminar	1
MUS 222	Music Industry Seminar	1
		25

**Select two of the following:**

MUS 110	Great Music Listening	3
MUS 111	History of Jazz	3
MUS 114	Music in the United States	3
MUS 115	History of Rock Music	3
MUS 116	Introduction to World Music	3
MUS 117	Introduction to Music History and Literature	3
MUS 184	Digital Audio Recording and Production	3
		6

**Select one of the following:**

BUS 120	Financial Accounting	4
BUS 125	Business Law: Legal Environment of Business	3
		3-4

**Select four of the following:**

MUS 108	Rock, Pop and Soul Ensemble	1
MUS 109	Rock, Pop and Soul Ensemble	1
MUS 130A	World Music Ensemble: African Percussion	1
MUS 130B	World Music Ensemble: Sundanese Gamelan	1
MUS 130C	World Music Ensemble: Latin American Music	1
MUS 131A	World Music Ensemble: African Percussion	1
MUS 131B	World Music Ensemble: Sundanese Gamelan	1
MUS 131C	World Music Ensemble: Latin American Music	1
MUS 136	Chamber Singers	1
MUS 137	Chamber Singers	1
MUS 152	Concert Band	1
MUS 153	Concert Band	1
MUS 156	Jazz Ensemble	.5
MUS 157	Jazz Ensemble	.5
MUS 158	Chorus	1
MUS 159	Chorus	1
MUS 190	Performance Studies	.5
MUS 191	Performance Studies	.5
MUS 208	Rock, Pop and Soul Ensemble	1
MUS 209	Rock, Pop and Soul Ensemble	1

MUS 230A	World Music Ensemble: African Percussion	1
MUS 230B	World Music Ensemble: Sundanese Gamelan	1
MUS 230C	World Music Ensemble: Latin American Music	1
MUS 231A	World Music Ensemble: African Percussion	1
MUS 231B	World Music Ensemble: Sundanese Gamelan	1
MUS 231C	World Music Ensemble: Latin American Music	1
MUS 236	Chamber Singers	1
MUS 237	Chamber Singers	1
MUS 252	Concert Band	1
MUS 253	Concert Band	1
MUS 256	Jazz Ensemble	1
MUS 257	Jazz Ensemble	1
MUS 258	Chorus	1
MUS 259	Chorus	1
MUS 290	Performance Studies	.5
MUS 291	Performance Studies	.5
		2-4
	Total Required	36-39
	Plus General Education Requirements	

## ORNAMENTAL HORTICULTURE

This degree program provides students with entry level skills, upgrading of existing skills, and preparation for further training. It is designed for those interested in careers in nursery and greenhouse management, landscape design and construction, grounds management, retail nursery operations, irrigation system design, installation and maintenance of interior plantscaping, arboriculture and other related fields. Students will learn modern horticultural methods and procedures as well as the use of tools and equipment common to the field.

### CAREER OPPORTUNITIES

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

\*Bachelor Degree or higher required.

†Bachelor Degree normally recommended.

### I. ARBORICULTURE

This major encompasses urban forestry, professional tree care, and tree trimming. Students will learn care and pruning of landscape trees, palms and related plants

as well as common fruit trees. Course work includes skill development in tree climbing and pruning techniques, basic tree maintenance, and principles of urban forestry. Graduates are employed by private tree care companies, public agencies, landscape contractors, wholesale and retail nurseries, or may be self-employed.

### Program Learning Outcomes

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

- Describe proper and safe principles and practices of tree climbing.
- Describe the principles of tree biology and physiology for growth management.
- Demonstrate proper tree pruning procedures per industry standards.
- Identify common biotic and abiotic problems for trees common to Southern California landscapes and list appropriate control measures.
- Conduct a visual tree assessment for tree risk or value appraisal.
- Draft a tree preservation plan for a construction site.

### 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 290*	Cooperative Work Experience Education	3
		18

### Select two of the following:

OH 263	Urban Forestry	1
OH 264	Safe Work Practices in Tree Climbing and Arboriculture	1
OH 266	Science in Practice for Arboriculture	1
		2

### Select one of the following:

BUS 110	Introduction to Business	3
BUS 111	Entrepreneurship: Starting and Developing a Business	3
BUS 125	Business Law: Legal Environment of Business	3
		3

### Select nine units from the following:

OH 102	Xeriscape: Water Conservation in the Landscape	2
OH 172	Introduction to Landscape Design	3
OH 174	Turf and Ground Cover Management	3
OH 221	Landscape Construction: Irrigation and Carpentry	3
OH 235	Principles of Landscape Irrigation	4
OH 250	Landscape Water Management	2
OH 255	Sustainable Urban Landscapes Principles and Practices	3
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
		9
	Total Required	32
	Plus General Education Requirements	

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

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Arboriculture. An official request must be

filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### II. FLORAL DESIGN

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

### Program Learning Outcomes

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

- Identify and explain the principles and elements of design common to the retail floral industry and utilize these guidelines in the reproduction and construction of independent floral arrangements, events and décor.
- Identify, evaluate and discuss in correct industry vocabulary fresh floral product and permanent botanical materials, hard goods, and trends in European and Asian design influence.
- Prepare an original event proposal based on site analysis for a special occasion to include an appropriate wholesale budget, estimate design recipes, fresh and hard goods product.
- Compare and contrast retail florist businesses in shop operations, workstations, sales and consultation areas, visual displays, customer relations, and typical business practices including labor relations, insurance, advertising, accounting and license requirements.

### 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 120	Fundamentals of Ornamental Horticulture	3
OH 180	Plant Materials: Annuals and Perennials	3
OH 278	Business Management for Ornamental Horticulture	3
OH 290*	Cooperative Work Experience Education	3
		24

### Select nine units from the following:

ART 120	Two-Dimensional Design	3
ART 124	Drawing I	3
BUS 111	Entrepreneurship: Starting and Developing a Business	3
BUS 128	Business Communication	3
OH 121	Plant Propagation	3
OH 170	Plant Materials: Trees and Shrubs	3
OH 240	Greenhouse Plant Production	3
		9
	Total Required	33
	Plus General Education Requirements	

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

### Certificate of Achievement

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

### III. GOLF COURSE AND SPORTS TURF MANAGEMENT

Students in this major pursue careers as golf course superintendents or sports turf managers. The program is intended for those individuals wishing to enter the field as well as those who desire to upgrade their existing skills. Students may also transfer to a four-year degree program in agronomy, turf management, or related field. Course work is designed to study environmentally sound solutions for the efficient production and management of golf and sports turf.

#### Program Learning Outcomes

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

- Demonstrate and practice standardized safety procedures as they apply to golf and sports turf management.
- Identify warm and cool season turf cultivars common to Southern California.
- Identify and manage primary and secondary noxious weeds.
- Identify and manage common biotic and abiotic problems associated with turf management in Southern California.
- Demonstrate knowledge of appropriate use and maintenance of equipment common to golf and sports turf management.
- Identify 88 trees and shrubs common to Southern California.
- Identify water quality impact on turfgrass and plant material species and the relationship to soil conditions.
- Demonstrate the impact of various water sources on golf course maintenance budgets.
- Using principles of irrigation hydraulics, calculate friction loss in pipe, determine proper pipe sizing using the friction factor and velocity limit method, and determine appropriate component sizing.
- Identify and describe the proper installation of irrigation system components.
- Using standard industry practices, develop guidelines and demonstrate the ability to perform proper fertilizing, pruning, mulch application and irrigation of Southern California landscapes.
- Identify and explain labor relations, business plans, and licensure requirements for the golf and sports turf industry.
- Demonstrate the ability to install concrete, masonry and plant material.

#### 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	3
	Total Required	36
	Plus General Education Requirements	

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

#### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate

in Golf Course and Sports Turf Management. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

### IV. IRRIGATION TECHNOLOGY

This specialized field focuses on the design, installation and management of landscape irrigation systems. The program is designed for entry level students, those seeking to upgrade existing skills, or those wishing to transfer to a four-year degree program at Cal Poly or other institution. The use of current design theory, installation techniques, and management programs form the heart of the curriculum. Graduates are employed by landscape architects, irrigation consultants, landscape contractors, public agencies or may be self-employed.

#### Program Learning Outcomes

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

- Explain the relationships between plants and their soil and water environment including the use of recycled water.
- Demonstrate an understanding of landscape irrigation hydraulics.
- Identify irrigation system components and demonstrate their proper installation.
- Demonstrate a basic understanding of irrigation design principles.
- Demonstrate the ability to calculate an irrigation schedule.
- Demonstrate the ability to diagnose irrigation system problems related to valves, wiring and hydraulics.
- Explain the importance of, and best practices for, water conservation in regards to water sources, water quality and regulations.
- Gain practical experience working in the landscape industry.

#### Associate in Science Degree Requirements:

Course	Title	Units
OH 102	Xeriscape: Water Conservation in the Landscape	2
OH 120	Fundamentals of Ornamental Horticulture	3
OH 140	Soils	3
OH 221	Landscape Construction: Irrigation and Carpentry	3
OH 235	Principles of Landscape Irrigation	4
OH 250	Landscape Water Management	2
OH 290*	Cooperative Work Experience Education	3
		20

#### Select one of the following:

BUS 110	Introduction to Business	3
BUS 111	Entrepreneurship: Starting and Developing a Business	3
BUS 125	Business Law: Legal Environment of Business	3
		3

#### Select nine units from the following:

OH 130	Plant Pest Control	3
OH 170	Plant Materials: Trees and Shrubs	3
OH 171	Landscape Drafting	1
OH 172	Introduction to Landscape Design	3
OH 174	Turf and Ground Cover Management	3
OH/CADD200**	Introduction to Computer-Aided Landscape Design	3
OH 225	Landscape Contracting	3
OH 238	Irrigation System Design	3
OH 276	Horticultural Equipment Repair and Maintenance	3
OH 278	Business Management for Ornamental Horticulture	3
SPAN 120	Spanish I	5
		9
	Total Required	32
	Plus General Education Requirements	

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

\*\*May also be offered at Southwestern College as LA 200.

#### Certificate of Achievement

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

### V. LANDSCAPE DESIGN

This major provides students with a systematic, process-oriented approach to landscape design for residential landscapes. The curriculum is designed to investigate the current trends in landscape design and 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.

#### Program Learning Outcomes

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

- Prepare conceptual landscape plans for residential clients.
- Measure a site then draft a site plan using hand drafting and computer aided drafting.
- Analyze project sites for assets and constraints.
- Create an aesthetically pleasing, sustainable, and feasible landscape design.
- Produce graphically pleasing landscape concept plans, elevations, and sections using both hand drafting and computer aided drafting techniques.
- Analyze site topography (including relief, slope and aspect) as required to prepare fine grading plans.
- Identify and describe the palate of materials used in landscape construction.
- Identify at least 250 trees, shrubs, annuals, and perennials used in Southern California landscaping.
- Demonstrate the ability to locate plants appropriately on a planting plan.
- Apply water conserving and sustainable landscape ideas to designs.
- Quantify the irrigation needs of the specified plants and prepare effective irrigation plans.
- Identify and explain business practices and legal considerations associated with a developing a landscape business.
- Gain practical experience working in the landscape industry.

#### Associate in Science Degree Requirements:

Course	Title	Units
OH 102	Xeriscape: Water Conservation in the Landscape	2
OH 170	Plant Materials: Trees and Shrubs	3
OH 171	Landscape Drafting	1
OH 172	Introduction to Landscape Design	3
OH 173	Intermediate Landscape Design	3
OH 175	Advanced Landscape Design	3
OH 180	Plant Materials: Annuals and Perennials	3
OH/CADD200*	Introduction to Computer-Aided Landscape Design	3
OH/CADD201**	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	

\*May also be offered at Southwestern College as LA 200.

\*\*May also be offered at Southwestern College as LA 201.

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

#### Certificate of Achievement

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

#### VI. LANDSCAPE TECHNOLOGY

Landscape installation and management forms the focus of this program. Students will 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.

#### Program Learning Outcomes

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

- Understand the principles of plant structure function and plant growth.
- Identify 175 trees, shrubs, annuals, perennials and turf grass species commonly used in Southern California landscapes.
- Using standard industry practices, develop guidelines and demonstrate the ability to perform proper fertilizing, pruning, mulch application and irrigation of Southern California landscapes.
- Understand the elements of water management of a large landscape site.
- Identify common biotic and abiotic problems common to Southern California landscapes and list appropriate control measures.
- Gain practical experience working in the landscape industry.

#### 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 180	Plant Materials: Annuals and Perennials	3
OH 235	Principles of Landscape Irrigation	4
OH 250	Landscape Water Management	2
OH 290*	Cooperative Work Experience Education	3
	Total Required	24

#### Select one of the following:

BUS 110	Introduction to Business	3
BUS 111	Entrepreneurship: Starting and Developing a Business	3
BUS 125	Business Law: Legal Environment of Business	3
	Total Required	3

#### Select five units from the following:

OH 102	Xeriscape: Water Conservation in the Landscape	2
OH 105	Edibles in Urban Landscapes	1.5
OH 172	Introduction to Landscape Design	3
OH 173	Intermediate Landscape Design	3
OH 174	Turf and Ground Cover Management	3
OH 220	Landscape Construction: Concrete and Masonry	3
OH 221	Landscape Construction: Irrigation and Carpentry	3
OH 222	Japanese Garden Design and Construction	1
OH 225	Landscape Contracting	3
OH 255	Sustainable Urban Landscapes Principles and Practices	3
OH 260	Arboriculture	3
OH 276	Horticultural Equipment Repair and Maintenance	3
OH 278	Business Management for Ornamental Horticulture	3
SPAN 120	Spanish I	5
	Total Required	32
	Plus General Education Requirements	

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

#### Certificate of Achievement

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

#### VII. NURSERY TECHNOLOGY

Students enrolled in this major pursue careers in the wholesale production and retail sales of horticultural crops. Course work will focus on plant propagation, greenhouse plant production, and horticultural practices related to production and sales of landscape and greenhouse plant material. Students entering the nursery industry, those already employed but seeking upgraded skills, and those wishing to transfer to Cal Poly or other four-year degree programs will benefit from the curriculum. Graduates are employed by wholesale and retail nurseries, public agencies or may be self-employed.

#### Program Learning Outcomes

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

- Identify 250 trees, shrubs, annuals, perennials and turf grass species commonly used in Southern California landscapes.
- Explain the principles of plant structure function and plant growth.
- Demonstrate an understanding of common plant propagation practices.
- Cultivate horticultural crops in both natural and artificial environments common in the horticulture industry.
- Demonstrate an understanding of soil principles.
- Explain how to produce a business plan for the nursery industry.
- Gain practical experience working in the landscape industry.

#### Associate in Science Degree Requirements:

Course	Title	Units
OH 120	Fundamentals of Ornamental Horticulture	3
OH 121	Plant Propagation	3
OH 130	Plant Pest Control	3
OH 140	Soils	3
OH 170	Plant Materials: Trees and Shrubs	3
OH 180	Plant Materials: Annuals and Perennials	3
OH 290*	Cooperative Work Experience Education	3
	Total Required	21

#### Select one of the following:

BUS 110	Introduction to Business	3
BUS 111	Entrepreneurship: Starting and Developing a Business	3
BUS 125	Business Law: Legal Environment of Business	3
	Total Required	3

#### Select eight units from the following:

BIO 122	The Secret Life of Plants	4
OH 102	Xeriscape: Water Conservation in the Landscape	2
OH 114	Floral Design I	3
OH 172	Introduction to Landscape Design	3
OH 240	Greenhouse Plant Production	3
OH 276	Horticultural Equipment Repair and Maintenance	3
OH 278	Business Management for Ornamental Horticulture	3
SPAN 120	Spanish I	5
	Total Required	32
	Plus General Education Requirements	

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

#### Certificate of Achievement

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

#### 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.

#### Program Learning Outcomes

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

- Use industry accepted standards to conduct site evaluations and determine site assets and constraints for the development of aesthetically pleasing and sustainable landscapes.
- Identify common biotic and abiotic problems common to Southern California landscapes and list appropriate control measures.
- Utilize standard industry practices and principles of plant structure, function and plant growth to develop guidelines for the proper maintenance of Southern California landscapes.

- Demonstrate the ability to calculate an irrigation schedule.
- Explain the elements of water management of a large landscape site.
- Gain practical experience working in the landscape industry.

### CAREER OPPORTUNITIES

Irrigation Manager  
Landscape Design Consultant  
Landscape Maintenance Supervisor  
Landscape Manager  
Landscape Water Auditor  
Water Conservation Specialist

#### 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 250	Landscape Water Management	2
OH 255	Sustainable Urban Landscape Principles and Practices	3
OH 263	Urban Forestry	1
OH 290*	Cooperative Work Experience Education	3
		<u>21</u>

#### Select one of the following:

BUS 110	Introduction to Business	3
BUS 111	Entrepreneurship: Starting and Developing a Business	3
BUS 125	Business Law: Legal Environment of Business	3
		<u>3</u>

#### Select a minimum of eight units from the following:

OH 102	Xeriscape: Water Conservation in the Landscape	2
OH 105	Edibles in Urban Landscapes	1.5
OH 172	Introduction to Landscape Design	3
OH 180	Plant Materials: Annuals and Perennials	3
OH 220	Landscape Construction: Concrete and Masonry	3
OH 221	Landscape Construction: Irrigation and Carpentry	3
OH 235	Principles of Landscape Irrigation	4
OH 260	Arbiculture	3
OH 266	Science in Practice for Arbiculture	1
OH 278	Business Management for Ornamental Horticulture	3
		<u>8</u>
	Total Required	32
	Plus General Education Requirements	

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

### Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Sustainable Urban Landscapes. 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:

#### BASIC ORNAMENTAL HORTICULTURE

This certificate prepares students to work in the horticulture industry at an entry or intermediate level by providing them with basic knowledge of horticultural principles and practices. Upon completion, students will be prepared to work in one of many fields of horticulture, or choose to continue their studies and apply their earned credits to a degree or certificate of achievement.

### Program Learning Outcomes

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

- Understand the basic principles of plant growth.
- Identify 125 trees and shrub species commonly used in Southern California landscapes.
- Understand the basic principles of soil science as they relate to plant growth and plant nutrition.
- Apply basic horticultural knowledge to specific field of study in ornamental horticulture.
- Understand business principles as they apply to working in ornamental horticulture.

### Certificate Requirements:

Course	Title	Units
OH 120	Fundamentals of Ornamental Horticulture	3
OH 170	Plant Materials: Trees and Shrubs	3
		<u>6</u>
<b>Select one of the following:</b>		
OH 130	Plant Pest Control	3
OH 140	Soils	3
OH 180	Plant Materials: Annuals and Perennials	3
		<u>3</u>

#### Select one of the following:

BUS 110	Introduction to Business	3
BUS 111	Entrepreneurship: Starting and Developing a Business	3
BUS 125	Business Law: Legal Environment of Business	3
		<u>3</u>

#### Select one of the following:

OH 114	Floral Design I	3
OH 121	Plant Propagation	3
OH 172	Introduction to Landscape Design	3
OH 174	Turf and Ground Cover Management	3
OH 220	Landscape Construction: Concrete and Masonry	3
OH 221	Landscape Construction: Irrigation and Carpentry	3
OH 260	Arbiculture	3
		<u>3</u>
	Total Required	15

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

## PARALEGAL STUDIES

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

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

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

The successful paralegal degree candidate will possess a broad educational background with an opportunity to gain specialized skills in specific areas of law. The large curriculum offering also allows practicing paralegals to attend college refresher or new skills development courses.

This program does not prepare students for law school or the practice of law.

### Program Learning Outcomes

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

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

### CAREER OPPORTUNITIES

Claim Examiner  
Compensation and Benefits Manager  
Compliance and Enforcement Inspector  
†Contract Consultant  
Forms and Procedures Specialist  
Freelance Paralegal  
\*Labor Relations Specialist  
Law Clerk  
Legal Aide  
Legal Assistant  
Legal Research Assistant  
Legal Technician  
Occupational Safety and Health Worker  
†Paralegal  
Patent Agent  
Title Examiner

\*Bachelor Degree or higher required

†Bachelor Degree normally recommended

It is recommended that incoming students complete ENGL 109 prior to taking any Paralegal Studies classes.

#### Associate in Science Degree Requirements:

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

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

PARA 120	Administrative Law	3
PARA 125	Business Organizations	1
PARA 140	Criminal Law and Procedures	3
PARA 145	Estate Planning and Administration of Estates	3
PARA 150	Family Law	3
PARA 160	Personal Injury	1
PARA 170	Worker's Compensation	1
PARA 250*	Internship	1-3
		<u>6</u>
	Total Required	27
	Plus General Education Requirements	

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

**Recommended Elective:** BUS 128

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

(Minimum of 6 semester units)

One course from each area:

**1. Written Communication**  
ENGL 120**2. Oral Communication and Analytical Thinking**

COMM 120, 122, 130, 137, 145

ENGR 100

MATH 103, 110, 120, 125, 160, 170,

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

PHIL 125, 130

PSY 215

**AREA B—NATURAL SCIENCES**

(Minimum of 4 semester units)

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

ANTH 130

ASTR 110, 112BIO 112, 115, 122, 124, 126, 130, 131, 140,152, 230, 240CHEM 102, 105, 113\*, 115\*, 116, 120\*, 141GEOG 120, 121GEOL 104, 110, 111OCEA 112, 113PHYC 110, 130, 131, 190, 200, 210

\*Students will not receive credit for more than one of the following courses: CHEM 113, 115, 120.

**AREA C—HUMANITIES**

(Minimum of 3 semester units)

One of the following courses:

ARAM 120, 121, 220

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

ART 100, 120, 124, 129, 140, 141, 143, 144, 145, 146, 148

ASL 120, 121, 140, 220, 221

ENGL 122, 201, 202, 207, 214, 217, 221, 222, 231, 232, 270, 271, 275, 276, 277

FREN 120, 121, 220, 221, 250, 251

HIST 100, 101, 105, 106

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

ITAL 120, 121, 220

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

NAKY 120, 121, 220

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

RELG 120, 130, 160, 170

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

THTR 110, 120, 121

**AREA D—SOCIAL AND BEHAVIORAL SCIENCES**

(Minimum of 3 semester units)

One of the following courses:

ANTH 120

CD 115, 125, 131, 145

COMM 110, 124

ECON 110, 120, 121

GEOG 106, 130

HED 120, 201

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

131, 132, 133, 180, 181

POSC 120, 121, 124, 130, 140

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

SOC 120, 125, 130

**ADDITIONAL REQUIREMENTS:**

(Minimum 6 semester units)

Two additional courses from two different areas:

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

**DEGREE REQUIREMENTS:**

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

1. A minimum of 60 semester units of college work.
2. Competency Requirements
  - A. Completion of ENGL 120 with a grade of "C" or better or "P".\*
  - B. Completion of MATH 103 or a higher numbered mathematics class, or a statistics course from another discipline that has intermediate algebra as a prerequisite, with a grade of "C" or better or a grade of "P" or completion of Accuplacer Assessment placing into a class higher than MATH 103 or 110.
3. Exercise Science Degree Requirements
 

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

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

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

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

Associate Degree  
for Transfer<sup>SM</sup>**PHILOSOPHY FOR TRANSFER (AA-T)**

The Associate in Arts in Philosophy for Transfer (AA-T in Philosophy) deals with fundamental issues that have long haunted thinkers for many centuries. The major explores and seeks to understand values and the nature of reality by examining and questioning existence and experience. The degree prepares students for undergraduate study in philosophy.

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

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more information. Note: If following IGETC, IGETC-CSU must be followed for admission to a CSU.

**Program Learning Outcomes**

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

- Identify and discuss the principle questions of universal concern raised in philosophy, including but not limited to the following: What is knowledge? Is there meaning to life? Does free will exist? Why should I be moral?
- Implement critical thinking techniques to enhance reading and writing skills.
- Identify, analyze and discuss cross-cultural perspectives relating to the philosophical issues being considered.
- Demonstrate philosophical thinking by correct use of terminology/argumentation in evaluating various themes discussed.

**Associate in Arts Degree Requirements:****Core Curriculum: Select two:**

Course	Title	Units
PHIL 110	A General Introduction to Philosophy	3
PHIL 130	Logic	3
PHIL 140	Problems in Ethics	3
		<u>6</u>

**List A: Select one:**

Any course from Core not used		3
PHIL 115	History of Philosophy I: Ancient	3
PHIL 117	History of Philosophy II: Modern and Contemporary	3
		<u>3</u>

**List B: Select two:**

Any course from List A not used	3
HIST 105 Early Western Civilization	3
HIST 106 Modern Western Civilization	3
PHIL 170 Philosophy of Religion: A Cross-Cultural Introduction	3
RELG 120 World Religions	3
	<hr/> 6

**List C: Select one:**

Any course from List A or B not used	3
PHIL 125 Critical Thinking	3
	<hr/> 3

Total Units for Major (6-15 units may be double-counted with GE)	18
Total Units for CSU GE Breadth or IGETC-CSU	37-39
Total Transferable Elective Units	11-18
Total Units for Degree	60

Please note: SDSU accepts this degree for students transferring into Philosophy B.A.

## PHYSICAL SCIENCE

The physical science major is designed to give students working toward a bachelor's degree a well-balanced, lower division program. The curriculum emphasizes fundamental concepts and problem solving. The degree requirements are typical of what four-year colleges and universities require; see [www.assist.org](http://www.assist.org) for requirements of specific transfer institution.

**Program Learning Outcomes**

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

- Analyze how astronomers obtain information about stars, what information can be obtained and how the information is used.
- Predict periodic trends in ionization energy, atomic size, electron affinity and acid-base properties.
- Calculate changes in enthalpy, entropy, and free energy for chemical reactions, phase changes, solution processes, and elementary molecular processes using tables of thermodynamic data.
- Write systematic names for carbon based compounds.
- Working knowledge of the Theory of Plate Tectonics as it relates to sea floor spreading, subduction, continental drift and the evolution of ocean basins, continents and mountains.
- Evaluate derivatives of algebraic, trigonometric, logarithmic and exponential functions.
- Evaluate integrals using appropriate techniques (such as: by parts, trig substitution, etc.)
- Apply Green's, Stokes' and Gauss' Theorems.
- Use conservation of energy and conservation of momentum concepts.
- Use Maxwell's Equations to solve problems in electricity and magnetism.
- Use the basic concepts of modern physics: special relativity, photon behavior, matter waves, the uncertainty principle, quantum mechanics in one and three dimensions, statistical physics and nuclear physics.

**CAREER OPPORTUNITIES**

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

- \*Astronomer
- \*Cartographic Technician
- \*Chemist
- \*Geodetic Technician
- \*Geologist
- \*Meteorologist
- \*Meteorological Technician
- \*Oceanographer
- \*Patent Lawyer
- \*Physical Science Teacher
- \*Physical Science Technician
- \*Physicist
- \*Range Technician
- \*Soil Conservation Technician
- \*Bachelor Degree or higher required

**Associate in Science Degree Requirements:**

Course	Title	Units
ASTR 110	Descriptive Astronomy	3
CHEM 141	General Chemistry I	5
CHEM 142	General Chemistry II	5
CHEM 231	Organic Chemistry I	5
GEOL 110	General Geology	3
MATH 180	Analytical Geometry and Calculus I	5
MATH 280	Analytical Geometry and Calculus II	4
MATH 281	Multivariable Calculus	4
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
PHYC 210	Wave Motion and Modern Physics	5
	Total Required	49
	Plus General Education Requirements	

## PHYSICS



### Associate Degree for Transfer<sup>SM</sup>

**I. PHYSICS FOR TRANSFER (AS-T)**

Physics is the study of the relationship between matter and energy in the universe. The AS-T in Physics for Transfer degree is designed to prepare students to transfer to a California State University (CSU) with the intent of earning a baccalaureate degree in physics. The curriculum is designed to provide 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 baccalaureate institutions require.

The following is required for the AS-T in Physics for Transfer degree:

- Minimum of 60 semester or 90 quarter CSU-transferable units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
- Minimum of 18 semester or 27 quarter units in the major.
- A grade of "C" or better in all courses required for the major.
- Certified completion of the Intersegmental General Education Transfer Curriculum (IGETC-CSU); see Degree Requirements and Transfer Information section for more information.

**Program Learning Outcomes**

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

- Evaluate derivatives of algebraic, trigonometric, logarithmic and exponential functions.

- Evaluate integrals using appropriate techniques (such as: by parts, trig substitution, etc.)
- Apply Green's, Stokes' and Gauss' Theorems.
- Use conservation of energy and conservation of momentum concepts.
- Use Maxwell's Equations to solve problems in electricity and magnetism.
- Use the basic concepts of modern physics: special relativity, photon behavior, matter waves, the uncertainty principles, and quantum mechanics in one and three dimensions, statistical physics and nuclear physics.

**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	Multivariable Calculus	4
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
PHYC 210	Wave Motion and Modern Physics	5
	Total Units for Major (7 units may be double-counted with GE)	28
	Total Units for IGETC-CSU	37
	Total Transferable Elective Units	2
	Total Units for Degree	60

Please note: SDSU accepts this degree for students transferring into the B.S. Physics (General) or B.S. Physics (Modern Optics Emphasis).

**II. PHYSICS**

Physics is the study of the relationship between matter and energy in the universe. The curriculum is designed to provide students working toward a bachelor's degree a well-balanced, lower division program by emphasizing fundamental concepts and problem solving. The degree requirements are typical of what four-year colleges and universities require; see [www.assist.org](http://www.assist.org) for requirements of specific transfer institution.

**Program Learning Outcomes**

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

- Predict periodic trends in ionization energy, atomic size, electron affinity and acid-base properties.
- Calculate changes in enthalpy, entropy, and free energy for chemical reactions, phase changes, solution processes, and elementary molecular processes using tables of thermodynamic data.
- Write systematic names for carbon based compounds.
- Evaluate derivatives of algebraic, trigonometric, logarithmic and exponential functions.
- Evaluate integrals using appropriate techniques (such as: by parts, trig substitution, etc.)
- Apply Green's, Stokes' and Gauss' Theorems.
- Use conservation of energy and conservation of momentum concepts.
- Use Maxwell's Equations to solve problems in electricity and magnetism.
- Use the basic concepts of modern physics: special relativity, photon behavior, matter waves, the uncertainty principle, quantum mechanics in one and three dimensions, statistical physics and nuclear physics.

**CAREER OPPORTUNITIES**

Air Pollution Operating Specialist

- \*Astronomer
- \*Astrophysicist
- \*Biomedical Engineer
- \*Biophysicist

- \*Chemical Physicist
- \*Consumer Safety Officer
- \*Cryogenic Engineer
- Electrician
- Food and Drug Inspector
- \*Fusion Engineer
- \*Geophysicist
- Government Claims Representative
- Health Program Representative
- \*High Energy Physicist
- Laser Specialist
- \*Metallurgist
- \*Meteorologist
- \*Nuclear Physicist
- \*Physical Oceanographer
- \*Physicist
- \*Plasma Physicist
- Quality Control Technician
- \*Quantum Physicist
- \*Seismologist
- \*Bachelor Degree or higher required

**Associate in Science Degree Requirements:**

Course	Title	Units
CHEM 141	General Chemistry I	5
CHEM 142	General Chemistry II	5
MATH 180	Analytical Geometry and Calculus I	5
MATH 280	Analytical Geometry and Calculus II	4
MATH 281	Multivariable Calculus	4
PHYC 190	Mechanics and Heat	5
PHYC 200	Electricity and Magnetism	5
PHYC 210	Wave Motion and Modern Physics	5
	Total Required	38
	Plus General Education Requirements	



Associate Degree for Transfer<sup>SM</sup>

**POLITICAL SCIENCE FOR TRANSFER (AA-T)**

The AA-T in Political Science for Transfer is designed to prepare students to transfer to a California State University (CSU) with the intent of earning a Bachelor of Arts degree in Political Science. Students who earn the AA-T in Political Science will know about various forms of governments and governmental institutions, political parties, current public affairs, interest groups and international politics. They will understand the role of the citizen and the democratic process, and have knowledge of the history and evolution of various forms of government. Future careers include those in government service, public administration, international organizations or corporations, law, or teaching.

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

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more

information. Note: If following IGETC, IGETC-CSU must be followed for admission to a CSU.

**Program Learning Outcomes**

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

- Discuss major theories and concepts of political science.
- Analyze political issues and formulate solutions.
- Participate knowledgeably as a U.S. citizen in civic-oriented environments.
- Demonstrate an understanding of U.S. and world politics.
- Comprehend enduring political thoughts and ideas throughout history.

**Associate in Arts Degree Requirements:**

**Core Curriculum:**

Course	Title	Units
POSC 121	Introduction to U.S. Government and Politics	3

**List A: Select three of the following:**

POSC 120	Introduction to Politics and Political Analysis	3
POSC 124	Introduction to Comparative Government and Politics	3
POSC 130	Introduction to International Relations	3
MATH 160	Elementary Statistics	4
or		
PSY 215	Statistics for the Behavioral Sciences	4
		9-10

**List B: Select two of the following:**

HIST 108	Early American History*	3
HIST 109	Modern American History*	3
	Any course from List A not selected above	3-4
		6-7

Total Units for Major (9-12 units may be double-counted with GE) 18-19

Total Units for CSU GE Breadth or IGETC-CSU 37-39

Total Transferable Elective Units 2-5  
Total Units for Degree 60

\*One course, HIST 108 or 109, meets CSU American Ideals requirement, along with Core of POSC 121.

Please note: SDSU accepts this degree for students transferring into Political Science B.A.



Associate Degree for Transfer<sup>SM</sup>

**PSYCHOLOGY FOR TRANSFER (AA-T)**

This degree program is designed to present students with a broad base understanding of human behavior so that they may explore human thought and behavior, and various methodologies. Students completing this degree may be interested in pursuing careers in research, counseling, teaching, and other behavioral science professions.

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

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.

3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more information. Note: If following IGETC, IGETC-CSU must be followed for admission to a CSU.

**Program Learning Outcomes**

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

- Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
- Understand and apply basic research methods in psychology, including research design, data analysis, and interpretation.
- Respect and use critical and creative thinking, skeptical inquiry, and, when possible, the scientific approach to solve problems related to behavior and mental processes.
- Understand and apply psychological principles to personal, social, and organizational issues.
- Weigh evidence, tolerate ambiguity, act ethically, and reflect other values that are the underpinnings of psychology as a discipline.

**Associate in Arts Degree Requirements:**

**Core Curriculum:**

Course	Title	Units
PSY 120	Introductory Psychology	3
PSY 205	Research Methods in Psychology	3
PSY 215	Statistics for the Behavioral Sciences	4
		10

**List A: Select one of the following:**

BIO 130	General Biology I	3
PSY 140	Physiological Psychology	3
		3

**List B: Select two of the following:**

PSY 150	Development Psychology	3
PSY 220	Learning	3
	Any course not selected above	3
		6

Total Units for Major (12-15 units may be double-counted with GE) 19

Total Units for CSU GE Breadth or IGETC-CSU 37-39

Total Transferable Elective Units 16-17  
Total Units for Degree 60

Please note: SDSU accepts this degree for students transferring into Psychology (Applied).

**REAL ESTATE**

**I. REAL ESTATE**

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

**Program Learning Outcomes**

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

- Describe the essential elements and legal effects of a real estate contract and secured note.

- Apply the steps involved in opening, processing, and closing an escrow.
- Explain the various alternate mortgage instruments and various sources of real estate financing.
- Apply various real estate valuation techniques.
- Explain how leverage affects real estate investment risk and describe the legal aspects of real properties.
- Describe the basic process of real estate development or its risks and returns.

#### CAREER OPPORTUNITIES

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

\* Bachelor Degree or higher required

† Office of Real Estate Appraisal License required

#### Associate in Science Degree Requirements:

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

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

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

#### Electives:

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

\*Non-Department of Real Estate Licensing course

#### Certificate of Achievement

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

#### II. BROKER'S LICENSE

##### Program Learning Outcomes

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

- Describe the essential elements and legal effects of a real estate contract and secured note.

- Apply the steps involved in opening, processing, and closing an escrow.
- Explain the various alternate mortgage instruments and various sources of real estate financing.
- Apply various real estate valuation techniques.
- Explain how leverage affects real estate investment risk and describe the legal aspects of real properties.
- Describe the basic process of real estate development or its risks and returns.

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

Course	Title	Units
RE 190	Real Estate Principles	3
RE 191	Real Estate Practice	3
RE 192	Real Estate Finance	3
RE 193	Real Estate Legal Aspects	3
RE 194	Real Estate Appraisal	3
One Accounting or Economics course		3-4
Electives (select two electives from above)		6
Total Required		24-25

#### Certificate of Achievement

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

## SOCIAL WORK

This degree offers lower division preparation for students who wish to pursue a bachelor's degree in social work. The program is designed to prepare students for transfer to four-year social work programs.

#### Program Learning Outcomes

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

- Apply critical thinking to the research, effects and planning in the field and practice of social work.
- Investigate social worker duties in dealing with a wide variety of difficult social situations including discrimination, oppression, maltreatment, poverty and injustice.
- Analyze various situations and determine the proper role of a social worker and the various factors influencing the situation.

#### CAREER OPPORTUNITIES

\* Administration

\* Child Welfare

Clinical:

\*Counseling, Therapy

Community Organizations:

\*Advocacy, Politics, Education

\*Criminal Justice/Corrections

\*Developmental Disabilities

\*Gerontology

\*Health Care

Occupational:

\*Counseling

\*Organizational Development

\*Teaching

\*Wellness Promotion

\*Human Resources

Public Welfare:

\*Social Work

\*Research

\* Bachelor degree or higher recommended

#### Associate in Arts Degree Requirements:

Course	Title	Units
BIO 130	General Biology I	3
ECON 120	Principles of Macroeconomics	3
or		
ECON 121	Principles of Microeconomics	3
HED 201	Introduction to Public Health	3
MATH 160	Elementary Statistics	4
or		
PSY 215	Statistics for the Behavioral Sciences	4
or		
BIO 215	Statistics for Life Sciences	3
PSY 120	Introductory Psychology	3
SOC 120	Introductory Sociology	3
SW 110	Social Work Fields of Service	3
SW 120	Introduction to Social Work	3
Total Required		24-25
Plus General Education Requirements		



Associate Degree  
for Transfer™

## SOCIOLOGY FOR TRANSFER (AA-T)

This degree program is designed to provide students with a broad understanding of human interaction, social processes, social structures, and tools of sociological investigation. Students completing this degree may be interested in pursuing careers in teaching, research, social work, and other behavioral science professions.

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

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more information. Note: If following IGETC, IGETC-CSU must be followed for admission to a CSU.

#### Program Learning Outcomes

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

- Evaluate society and make appropriate suggestions for improvement directed at social change.
- Analyze and interpret the diversity of social experience using a sociological perspective.
- Engage in critical thinking, analysis and problem solving about social issues.
- Employ theoretical and methodological approaches to sociological observations of everyday life.
- Evaluate the implications of multicultural diversity and global interdependence.

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

Course	Title	Units
MATH 160	Elementary Statistics	4
PSY 138	Social Psychology	3
SOC 120	Introductory Sociology	3
SOC 125	Marriage, Family and Alternative Lifestyles	3
SOC 130	Contemporary Social Problems	3
		<u>16</u>

**List A: Select one of the following:**

ANTH 120	Cultural Anthropology	3
PSY 120	Introductory Psychology	3
		<u>3</u>
	Total Units for Major	19
	Total Units for CSU GE Breadth or IGETC-CSU	37-39
	Total Transferable Elective Units	3
	Total Units for Degree	60

Please note: SDSU accepts this degree for students transferring into Sociology B.A.

**SPANISH**

## Associate Degree for Transfer<sup>SM</sup>

**I. SPANISH FOR TRANSFER (AA-T)**

The Associate in Arts in Spanish for Transfer degree is designed to provide students with communicative skills in Spanish, as well as a greater understanding of Spanish culture and civilization. This degree prepares students to transfer to a California State University.

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

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more information. Note: If following IGETC, IGETC-CSU must be followed for admission to a CSU.

**Program Learning Outcomes**

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

- Utilize more complex vocabulary and grammatical structures to communicate and discuss hypothetical situations dealing with nature, city, life, health and well-being, professions and occupations, the arts, current events, and politics.
- Utilize more complex vocabulary and grammatical structures to write about situations dealing with nature, city life, health and well-being, professions and occupations, the arts, current events, and politics.
- Use language and vocabulary skills developed in class to read, analyze, and interpret authentic texts.

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

Course	Title	Units
SPAN 120	Spanish I	5
SPAN 121	Spanish II	5
SPAN 220	Spanish III	5
SPAN 221	Spanish IV	5
		<u>20</u>

**List A: Select one of the following:**

HIST 118	U.S. History: Chicano/Chicana Perspectives I	3
HIST 119	U.S. History: Chicano/Chicana Perspectives II	3
SPAN 141	Spanish and Latin American Cultures	3
SPAN 145	Hispanic Civilizations	3
SPAN 250*	Conversational Spanish I	3
SPAN 251*	Conversational Spanish II	3
		<u>3</u>
	Total Units for Major (9 units may be double-counted with GE)	23
	Total Units for CSU GE Breadth or IGETC-CSU	37-39
	Total Transferable Elective Units	7-9
	Total Units for Degree	60

**\*Substitution Courses:**

SPAN 250 may be substituted for SPAN I for students placing at the level of SPAN II.  
SPAN 251 may be substituted for SPAN II for students placing into SPAN III.

Please note: SDSU accepts this degree for students transferring into Spanish B.A.

**II. 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 World Languages.

**Program Learning Outcomes**

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

- Utilize more complex vocabulary and grammatical structures to communicate and discuss hypothetical situations dealing with nature, city, life, health, and well-being, professions and occupations, the arts, current events, and politics.
- Utilize more complex vocabulary and grammatical structures to write about situations dealing with nature, city life, health and well-being, profession, and occupations, the arts, current events, and politics.
- Use language and vocabulary skills developed in class to read, analyze, and interpret authentic texts.

**CAREER OPPORTUNITIES**

Bilingual Aide  
Border Patrol Officer  
Buyer  
Court Interpreter  
Counseling  
Customs Agent/Inspector  
Foreign Exchange Clerk  
\* Foreign Student Advisor  
Interpreter  
\* Journalist  
\* Museum Curator  
\* Physician

\* Scientific Linguist  
Tour Guide  
Tutor

\* Bachelor Degree or higher required

**Associate in Arts Degree Requirements:**

Course	Title	Units
SPAN 120	Spanish I	5
SPAN 121	Spanish II	5
SPAN 220	Spanish III	5
SPAN 221	Spanish IV	5
SPAN 250	Conversational Spanish I	3
SPAN 251	Conversational Spanish II	3
		<u>26</u>

**Select one of the following:**

HIST 118	U.S. History: Chicano/Chicana Perspectives I	3
HIST 119	U.S. History: Chicano/Chicana Perspectives II	3
SPAN 141	Spanish and Latin American Cultures	3
SPAN 145	Hispanic Civilizations	3
		<u>3</u>
	Total Required	29
	Plus General Education Requirements	

**Certificate of Achievement**

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

**SURVEYING**

This degree program prepares students to enter the civil engineering field. Competency in care and operation of field instruments, solution of problems in the laboratory, drafting of land survey maps and civil engineering plans, and application of studies to field practice are thoroughly explored.

**Program Learning Outcomes**

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

- Measure angles and distances using electronic total stations and distance meters.
- Compile field data, adjusting for error from horizontal and vertical traverses.
- Create typical drawing title blocks accepted by local municipalities such as the City of San Diego.
- Calculate and plot contours and other features found on a topographic map.
- Plot easements using bearings, distances and curve information.
- Recognize and apply the appropriate vocabulary of boundary law in discussion, reading, and writing legal descriptions of boundary.
- Describe and solve advanced private boundary and public lands boundary problems.
- Solve introductory property boundaries using title reports and record maps.

**CAREER OPPORTUNITIES**

Geodetic Surveyor  
Geophysical Prospecting Surveyor  
Instruments Surveyor Assistant  
Land Surveyor  
Marine Surveyor  
Mine Surveyor  
Oil-Well Directional Surveyor

**Associate in Science Degree Requirements:**

Course	Title	Units
CADD 115	Engineering Graphics	3
<b>or</b>		
ENGR 100	Introduction to Engineering and Design	4
CADD 120	Introduction to Computer-Aided Drafting and Design	3
CADD 127	Survey Drafting Technology	3
MATH 170	Analytic Trigonometry	3
PHYC 110	Introductory Physics	4
SURV/ENGR218	Plane Surveying	4
SURV 220	Boundary Control and Legal Principles	3
SURV 240	Advanced Surveying	4
Total Required		27-28
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**

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

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

- Complete IGETC Certification (see Degree Requirements and Transfer Information section).
- Earn a grade of "C" or better in all IGETC courses.

- Credit earned through external examinations, i.e., AP, will be applied in accordance with Cuyamaca College policies. Please note: This may be different than how the external exam is used on an IGETC certification.
- Complete a minimum of 18 units in an Area of Emphasis (listed below).
- Complete a minimum of 60 degree applicable UC transferable semester units for UC University Studies.
- Earn a cumulative GPA of 2.0 in all college course work completed.
- Meet Cuyamaca College residence requirements for graduation (see Admission Information).

**AND****III. Area of Emphasis**

- Business and Economics
- Communication and Language Arts
- Humanities and Fine Arts
- Science and Mathematics
- Social and Behavioral Sciences

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

**A. Business and Economics**

Courses for the Associate in Science in University Studies with an Emphasis in Business and Economics focus on the study of business transaction theory and practice, the operations and strategies of business decisions, legal concepts, and the place of business in the American and global economy as a whole. Students will apply mathematical and quantitative reasoning skills to the discipline's methodologies, as well as evaluate and interpret basic economic principles and theories related to performance and specific economic sectors. Students completing this area may be interested in the following baccalaureate majors: accounting, business, economics, finance, information and decision systems, international business, management, and marketing. Students must complete a minimum of six units in Business, six units in Economics, and six units from the Electives category.

**Program Learning Outcomes**

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

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

**Business**

BUS 110, 120, 121, 125, 128\*

**Economics**

ECON 110, 120, 121

**Electives**

CIS 110; MATH 160, 178, 180

**B. Communication and Language Arts**

Courses for the Associate in Science in University Studies with an Emphasis in Communication and Language Arts focus on the study of how language works to express human ideas and feelings. Students will 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.

**Program Learning Outcomes**

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

- Demonstrate the ability to write effectively.
- Demonstrate the ability to locate relevant, reliable information and read it effectively.
- Organize thoughts and ideas in both oral and written format.
- Communicate effectively with diverse audiences.

**Communication**

BUS 128\*

COMM 110, 120, 122, 123, 124, 130, 137, 145

**Language Arts**

ARAM 120, 121, 220

ARBC 120, 121, 220, 221

ASL 120, 121, 220, 221

BUS 128\*

CHIN 120, 121, 220, 221, 250, 251

ENGL 122, 124, 126, 201, 202, 207, 214, 221, 222, 231, 232, 270, 271

FREN 120, 121, 220, 221, 250, 251

ITAL 120, 121, 220

NAKY 120, 121, 220

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

**C. Humanities and Fine Arts**

Courses for the Associate in Science in University Studies with an Emphasis in Humanities and Fine Arts focus on the study of cultural, humanistic activities, and artistic expression of human beings. Students will 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 will 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.

**Program Learning Outcomes**

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

- Analyze the principle elements of representative examples of art, architecture, literature, theater, philosophy, music, dance,

film, or other relevant areas of cultural and/or intellectual creativity.

- Demonstrate an awareness of the historical and philosophical contexts of representative areas, movements, media, works, or styles of cultural and/or intellectual creativity.
- Employ the language, concepts and methods of interpretive criticism as applicable to the respective categories of human creativity.
- When applicable, apply artistic processes and skills as a creative expression, using a variety of media to communicate meaning and intent in original works of art.

#### Humanities

ARAM 120, 121, 220  
 ARBC 120, 121, 220, 221  
 ART 140, 141, 143, 145, 146  
 ASL 120, 121, 140, 220, 221  
 CHIN 120, 121, 220, 221, 250, 251  
 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, 116, 120, 140, 155  
 ITAL 120, 121, 220  
 NAKY 120, 121, 220  
 PHIL 110, 115, 117, 140, 160, 170  
 RELG 120, 130, 160, 170  
 SPAN 120, 121, 141, 145\*, 220, 221, 250, 251

#### Fine Arts

ART 100, 120, 124, 125, 129, 140, 141, 143, 144, 145, 146, 148\*, 241\*, 242\*  
 MUS 110, 111, 114, 115, 116, 117  
 THTR 110, 120, 121

#### D. Science and Mathematics

Courses for the Associate in Science in University Studies with an Emphasis in Science and Mathematics focus on the study of mathematical and quantitative reasoning skills and the application of facts and principles that form the foundations of living and non-living systems. Students will recognize and utilize the methodologies of science as investigative tools, as well as the limitations of science. Students will use mathematical skills to solve numerical problems encountered in daily life, as well as 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 (limitation of one statistics course). The remaining six units may be taken from either category.

#### Program Learning Outcomes

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

- Use arithmetical, algebraic, geometric and statistical methods to solve problems.
- Interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
- Represent mathematical information symbolically, visually, numerically and verbally.
- Use the scientific method of inquiry and techniques to answer questions about physical and biological processes.
- Analyze basic concepts of physical and biological science to evaluate scientific information and solve scientific problems.

#### Science

ANTH 130  
 ASTR 110, 112  
 BIO 115, 122, 124, 130, 131, 133, 134, 135\*, 140, 141, 141L, 152\*, 230, 240, 251  
 CHEM 102, 105\*, 113, 115, 116, 120, 141, 142, 231, 232  
 CS 119, 119L, 181, 182, 281, 282  
 GEOG 120, 121  
 GEOL 104, 110, 111  
 OCEA 112, 113  
 PHYC 110, 130, 131, 190, 200, 210

#### Mathematics

BIO 215  
 MATH 160, 170\*, 175, 176, 178, 180, 245, 280, 281, 284, 285  
 PSY 215

#### E. Social and Behavioral Sciences

Courses for the Associate in Science in University Studies with an Emphasis in Social and Behavioral Sciences focus on the study and understanding of human behavior. Students will evaluate and interpret human societies; the institutions, organizations, and the groups that form them; the ways in which individuals and groups relate to one another; and 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.

#### Program Learning Outcomes

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

- Describe general principles of the political institutions and government of the United States.
- Demonstrate an understanding and appreciation of social, political, and economic institutions within a historical perspective.
- Evaluate the ways people act and interact in cultures, societies and social subgroups.
- Assess how social issues are influenced by geographical and historical processes.
- Apply knowledge of social and behavioral sciences theories and scientific methods in an assessment of real-world problems.

#### Social Science

ANTH 120  
 BIO 134  
 ECON 110, 120, 121  
 GEOG 106, 130  
 HIST 100, 101, 105, 106, 108, 109, 118, 119, 122, 123, 130, 131, 132, 180, 181, 275, 276, 277  
 POSC 120, 121, 124, 130, 140  
 SOC 120, 125, 130  
 SPAN 145\*

#### Behavioral Science

CD 115, 125, 131, 145\*  
 COMM 110, 124  
 HED 201, 203, 251\*  
 PSY 120, 125, 134, 138, 140, 150, 170, 220

\*Course not UC-transferable

## WATER/WASTEWATER TECHNOLOGY

California's 40 million residents and businesses rely upon our State's complex water and wastewater infrastructure to perform its functions more than one billion times per day. With the State's population projected to reach 60 million by 2050, it is essential that our water resources be more effectively managed and our wastewater be reclaimed and recycled for beneficial usages. Nothing is more vital to the State's economic development and quality of life than water and wastewater services. In order to reduce Southern California's reliance on imported water, it is imperative that we diversify our water resources portfolio through expanded water conservation efforts, wastewater reclamation and reuse, grey water utilization, improving watershed management practices, tapping groundwater reserves, and employing new technologies for seawater desalination. Having a pool of well-trained candidates ready to fill the large number of job vacancies that are being created by the exodus of Baby Boomers from this field is essential to the efficient operation of our State's critical water and wastewater infrastructure. This is especially true here in Southern California, where our natural occurring water resources are so scarce.

The Water and Wastewater Technology (WWTR) program at Cuyamaca College is the oldest continuously operating educational program for this critical industry sector in the entire California Community College system. With nearly 25 different courses leading to Certificates of Achievement and/or Associate of Science degrees in six majors, the WWTR program is easily the most comprehensive of its type in the State.

Careers in water/wastewater technology involve the administration, operation, and maintenance of drinking water and wastewater treatment facilities, drinking water distribution systems, and wastewater collection systems. The courses, certificates and degrees in this major are designed to prepare students for employment by municipal drinking water and wastewater agencies and private industrial treatment facilities. To supplement their regular classroom learning activities, students have opportunities to visit key water and wastewater facilities, hear guest speakers from the industry, and participate in internship and/or cooperative work experience programs.

Many water and wastewater industry jobs require specialized certifications. Many of our WWTR courses specifically prepare students for these certification examinations administered by the State of California as well as those administered by professional associations supporting the water and wastewater industry. In addition to providing the necessary training for entry-level water and wastewater industry workers, the program is also heavily utilized by incumbent employees already working in the field to gain the additional knowledge, skills and abilities necessary to earn higher levels of certification and prepare them for promotional opportunities to advance their careers.

**CAREER OPPORTUNITIES**

Backflow Program Manager  
Biologist  
\*Chemist  
Construction Inspector  
Construction Laborer/Supervisor  
Cross Connection Control Specialist  
Electronic Technician  
\*Engineer, Civil  
\*Engineer, Electrical  
Engineering Technician  
Equipment Technician  
Equipment Maintenance Operator  
Field Operations Supervisor  
GIS/Mapping Specialist  
Groundwater Management Specialist  
Inspector  
Instrumentation and Control Technician  
Instrumentation and Control Supervisor  
Irrigation Consultant  
Irrigation System Designer  
Laboratory Analyst  
Landscape Water Auditor  
Leak Detection Technician  
\*Marine Biologist  
Mechanical Systems Technician  
Meter Maintenance Technician  
Meter Reader  
Water Treatment Plant Operator  
Plant Process Control Technician  
Plant Process Control Supervisor  
Reclaimed Water Specialist  
Reservoir Keeper  
\*Safety and Risk Manager  
Survey Technician  
Utility Worker  
Wastewater Plant Operator  
Wastewater Reclamation Plant Operator  
Wastewater Treatment Supervisor  
Water Distribution System Operator  
Water Quality Lab Technician  
\*Water Quality and Treatment Manager  
Water Systems Technician

\*Bachelor Degree recommended

**I. WATER RESOURCES MANAGEMENT**

This major prepares students to design, implement and evaluate water conservation/water resources management programs and to assist in developing more diversified water resource portfolios in the water and wastewater sector or in the landscape and property management field. Emphasis is on emerging technologies and methods that lead to long-term sustainability of our water and wastewater resources. Attaining a certificate or degree in this major will prepare students to enter careers in water conservation, watershed management, water resources and groundwater, public information, and community education. Careers in landscape and facilities maintenance, irrigation system design, urban water management, and landscape design are also options. Students successfully completing the core requirements for this major will qualify to take the American Water Works Association's Water Use Efficiency Practitioner certification examination, the Landscape Water Management certification offered by the California Landscape Contractor's Association, and the Certified Landscape Water Manager certification offered by the Irrigation Association. In addition to preparing students for entry level jobs in the water and wastewater field, courses in this major prepare students to transfer to a number of four-year college or university degree programs, including Water Resources, Environmental Sciences, and Natural Resources Management.

**Program Learning Outcomes**

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

- Describe the essential uses of water, the infrastructure that has been developed to meet demand, and the problems the water industry faces.
- Identify a specified number of legal and financial constraints which complicate efficient and effective water resource management.
- Explain the concept and importance of water portfolio diversification.
- Describe the political/organizational structures and list the major agencies involved in providing water in the greater San Diego region.
- Compare and contrast the sources of wastewater, the major collection/transportation networks, and the major wastewater treatment/reclamation facilities operating in San Diego County.
- Identify the major regulatory agencies that monitor and regulate the water/wastewater industry.
- Explain how the current carbon footprint of the water and wastewater infrastructure significantly impacts California's energy and power demands.
- Compare and contrast a specified number of resource recovery/alternative treatment methods.

**Associate in Science Degree Requirements:**

Course	Title	Units
OH 120	Fundamentals of Ornamental Horticulture	3
OH 170	Plant Materials: Trees and Shrubs	3
OH 221	Landscape Construction: Irrigation and Carpentry	3
OH 250	Landscape Water Management	2
WWTR 101	Fundamentals of Water/Wastewater Technology	3
WWTR 103	Introduction to Water Resources Management	3
WWTR 105	Principles and Practices of Water Conservation	3
WWTR 115	Wastewater Reclamation and Reuse	3
WWTR 290	Cooperative Work Experience	2
or		
OH 290	Cooperative Work Experience Education	2
		<u>25</u>

**Select two of the following:**

WWTR 102	Calculations in Water/Wastewater Technology	3
WWTR 112	Basic Plant Operations: Water Treatment	3
WWTR 114	Basic Plant Operations: Wastewater Treatment	3
WWTR 130	Water Distribution Systems	3
WWTR 132	Wastewater Collection Systems	3
WWTR 280	Backflow Tester Training	2
WWTR 282	Cross Connection Control Specialist	3
WWTR 284	Cross Connection Control Specialist-Recycled Water	3
		<u>5-6</u>

**Select two of the following:**

OH 102	Xeriscape: Water Conservation in the Landscape	2
OH 140	Soils	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 238	Irrigation System Design	3
OH 255	Sustainable Urban Landscape Principles and Practices	2
		<u>4-7</u>
	Total Required	34-38
	Plus General Education Requirements	

**Certificate of Achievement**

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

**II. WATER TREATMENT PLANT OPERATOR**

Students enrolled in this major learn the key steps, processes, and current technology involved in operating modern water treatment plants. Students who satisfactorily complete the required courses in this certificate and/or degree program will qualify to take the California Department of Public Health (CDPH) Grade T-1 and T-2 Water Treatment Plant Operator examinations required for certification and employment at water treatment plants.

**Program Learning Outcomes**

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

- Identify in detail characteristics and sources of ground water and surface water supplies including the chemical, physical and bacterial characteristics, and explain the effects on quality of geological formations, stratifications, and watershed management.
- Compare the basic principles of each water treatment process and list them in order performed.
- Identify and classify water distribution system components.
- Explain pump cavitation, corrosion, cross-connection, air valves, head loss and main flushing in relation to water and wastewater collection, distribution, and treatment.
- Compare and contrast the basic principles of each water treatment process and list them in order performed.
- Explain and prepare a plan for the use of chlorine including the characteristics of and methods for storing, feeding and measuring chlorine including the effects of moisture, pH and temperature on feed rate, and the health and safety effects, procedures and personal protective requirements.
- Determine the methods used for coagulation, flocculation and sedimentation including common chemicals used, feed systems, effects of time temperature, turbidity and pH, and the measurement of turbidity and color.
- Compare and contrast the six basic water quality parameters and explain in detail microbiological and chemical components, including sampling requirements and properties.
- Demonstrate through testing basic knowledge of the regulations for monitoring water quality and performing water treatment.
- Perform basic mathematical calculations and conversions relating to water flow, pressure, volume, velocity, chemical dosage, and hydraulic and organic loading.
- Determine appropriate safety procedures applicable to service and operation of water treatment and distribution systems including potential problems.

**Associate in Science Degree Requirements:**

Course	Title	Units
WWTR 101	Fundamentals of Water/Wastewater Technology	3
WWTR 102	Calculations in Water/Wastewater Technology	3
WWTR 104	Applied Hydraulics	3
WWTR 106	Introduction to Electrical and Instrumentation Processes	3

WWTR 110 Laboratory Analysis for Water/ Wastewater	3
WWTR 112 Basic Plant Operations: Water Treatment	3
WWTR 117 Advanced Plant Operations: Water Treatment	3
	21

**Select at least nine units from the following:**

WWTR 103 Introduction to Water Resources Management	3
WWTR 105 Principles and Practices of Water Conservation	3
WWTR 114 Basic Plant Operations: Wastewater Treatment	3
WWTR 115 Wastewater Reclamation and Reuse	3
WWTR 130 Water Distribution Systems	3
WWTR 132 Wastewater Collection Systems	3
WWTR 134 Mechanical Maintenance	3
WWTR 268 Introduction to Membrane Plant Operation	3
WWTR 270 Public Works Supervision	3
WWTR 280 Backflow Tester Training	2
WWTR 282 Cross Connection Control Specialist	3
WWTR 290 Cooperative Work Experience	2
	9
Total Required	30
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.

**III. WATER DISTRIBUTION SYSTEMS OPERATIONS**

Students in this major learn the methods, processes, technology, and current practices involved in operating and maintaining modern, complex water distribution systems. Students who satisfactorily complete the required courses for this certificate and/or degree program will qualify to take the CDPH Grade D-1 through D-5 Water Distribution Operator examinations required to obtain certification and employment with a water district.

**Program Learning Outcomes**

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

- Identify sources and characteristics of water common to water distribution systems.
- Compare and contrast the different types of water distribution systems currently used in the United States.
- Identify drinking water public health hazards and water quality standards common to the industry.
- Using calculations and conversions, determine water flow, pressure, volume, velocity and force, and chemical dosage used in water distribution systems.
- Identify and compare methods used to handle, install and repair water distribution pipe.
- Explain principles of pump operation for the types of pumps used in water distribution systems, including common problems, necessary adjustments, and typical packing gland problems.
- Explain the electrical principles involved in control circuits common to water distribution systems.
- Explain the required safe handling and storage of chlorine used in water distribution systems.
- Check and utilize water maps and drawings to determine location, type and characteristics of water distribution systems.

- Specify necessary procedures needed to safely complete field work in a water distribution system.
- Compare and contrast factors considered in the selection of pipe and different types of water meters.
- Demonstrate the ability to read meters and calculate the meter accuracy.

**Associate in Science Degree Requirements:**

Course	Title	Units
WWTR 101	Fundamentals of Water/Wastewater Technology	3
WWTR 102	Calculations in Water/Wastewater Technology	3
WWTR 104	Applied Hydraulics	3
WWTR 106	Introduction to Electrical and Instrumentation Processes	3
WWTR 130	Water Distribution Systems	3
WWTR 134	Mechanical Maintenance	3
WWTR 265	Water Distribution Systems II	3
		21

**Select at least nine units from the following:**

WWTR 103 Introduction to Water Resources Management	3
WWTR 105 Principles and Practices of Water Conservation	3
WWTR 110 Laboratory Analysis for Water/ Wastewater	3
WWTR 112 Basic Plant Operations: Water Treatment	3
WWTR 115 Wastewater Reclamation and Reuse	3
WWTR 270 Public Works Supervision	3
WWTR 280 Backflow Tester Training	2
WWTR 282 Cross Connection Control Specialist	3
WWTR 284 Cross Connection Control Specialist-Recycled Water	3
WWTR 290 Cooperative Work Experience	2
	9
Total Required	30
Plus General Education Requirements	

**Certificate of Achievement**

Students who complete only the major requirements above qualify for a Certificate in Water Distribution Systems Operations. 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**

Students completing the required courses for this major will qualify to take nearly a dozen wastewater related certification examinations offered by the California Water Environment Association (CWEA). Although current State regulations do not require certification of wastewater collection system personnel, many public sector employers either require or prefer job applicants who have obtained the CWEA Wastewater Collection and Maintenance certifications.

**Program Learning Outcomes**

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

- Define common terminology pertaining to collections system components, design, and management as well as inspection and quality control.
- Identify the types and functions of pipes and fittings used in wastewater collection system design and management.
- Given a wastewater collection map book, identify pipeline dimensions, pipe construction materials, direction of flow, and location of valves, services and lift stations.
- Describe in detail basic underground location and leak detection, trenching and shoring,

and backfill and compaction methods of construction used in the field.

- Describe the nine basic cleaning methods and basic principles involved in hydraulic and mechanical cleaning methods.
- List and describe the operation of common valves used in a wastewater collection system.
- Perform basic mathematical computations and conversions relating to wastewater collection systems, pressure, volume, velocity, chemical dosage, and hydraulic and organic loading.

**Associate in Science Degree Requirements:**

Course	Title	Units
WWTR 101	Fundamentals of Water/Wastewater Technology	3
WWTR 102	Calculations in Water/Wastewater Technology	3
WWTR 104	Applied Hydraulics	3
WWTR 106	Introduction to Electrical and Instrumentation Processes	3
WWTR 132	Wastewater Collection Systems	3
WWTR 134	Mechanical Maintenance	3
WWTR 267	Wastewater Collection Systems II	3
		21

**Select at least nine units from the following:**

WWTR 103 Introduction to Water Resources Management	3
WWTR 105 Principles and Practices of Water Conservation	3
WWTR 114 Basic Plant Operations: Wastewater Treatment	3
WWTR 115 Wastewater Reclamation and Reuse	3
WWTR 270 Public Works Supervision	3
WWTR 280 Backflow Tester Training	2
WWTR 282 Cross Connection Control Specialist	3
WWTR 284 Cross Connection Control Specialist-Recycled Water	3
WWTR 290 Cooperative Work Experience	2
	9
Total Required	30
Plus General Education Requirements	

**Certificate of Achievement**

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

**V. WASTEWATER TREATMENT OPERATOR**

Students who complete the required courses for this certificate and/or degree program will qualify to take the SWRCB certification examination for the Grade I Wastewater Plant Operator as well as nearly a dozen wastewater related certification examinations offered by CWEA. There are over 80 wastewater treatment and reclamation facilities in San Diego County that are currently licensed and regulated by the SWRCB.

**Program Learning Outcomes**

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

- Describe wastewater collection system components.
- Identify the characteristics and sources of municipal sewage.
- Define wastewater collection system and wastewater treatment plant terminology.
- Describe the basic principles of conventional wastewater treatment.
- Compare and contrast wastewater treatment unit processes including preliminary, primary, secondary and tertiary treatment.
- Explain the basic principles of preliminary, primary, secondary and tertiary treatment.

- Perform basic mathematical calculations and conversions relating to water flow, pressure, volume, velocity, chemical dosage, and hydraulic and organic loading.
- Recognize and comment on safety procedures applicable to service and operation of wastewater collection and treatment systems, including potential problems.

**Associate in Science Degree Requirements:**

Course	Title	Units
WWTR 101	Fundamentals of Water/Wastewater Technology	3
WWTR 102	Calculations in Water/Wastewater Technology	3
WWTR 104	Applied Hydraulics	3
WWTR 106	Introduction to Electrical and Instrumentation Processes	3
WWTR 110	Laboratory Analysis for Water/Wastewater	3
WWTR 114	Basic Plant Operations: Wastewater Treatment	3
WWTR 120	Advanced Plant Operations: Wastewater Treatment	3
		<u>21</u>

**Select at least nine units from the following:**

WWTR 103	Introduction to Water Resources Management	3
WWTR 105	Principles and Practices of Water Conservation	3
WWTR 112	Basic Plant Operations: Water Treatment	3
WWTR 115	Wastewater Reclamation and Reuse	3
WWTR 130	Water Distribution Systems	3
WWTR 132	Wastewater Collection Systems	3
WWTR 134	Mechanical Maintenance	3
WWTR 268	Introduction to Membrane Plant Operation	3
WWTR 270	Public Works Supervision	3
WWTR 280	Backflow Tester Training	2
WWTR 282	Cross Connection Control Specialist	3
WWTR 290	Cooperative Work Experience	<u>2</u>
		9
	Total Required	30
	Plus General Education Requirements	

**Certificate of Achievement**

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

**VI. BACKFLOW AND CROSS CONNECTION CONTROL**

Students will study the technical processes, procedures, and methods used in the production, use, and distribution of recycled and reclaimed wastewater, including backflow protection, legal, administrative and permitting issues, the treatment process, health and safety concerns, and the cross connection control (shut down) test as performed in San Diego County. The courses consist of both classroom and demonstration sessions which cover all aspects of cross connection control and recycled water shut down testing.

**Program Learning Outcomes**

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

- Differentiate between different backflow devices and methods.
- Compare and contrast the effective uses of backflow devices and explain their limitations.
- Describe the specifications, installation, and operation of typical devices used in backflow prevention and testing and explain their proper installation.

- Perform accurate backflow prevention tests using proper test equipment.
- Analyze backflow prevention test results using standardized test reporting forms.
- Evaluate backflow testing device malfunctions.
- Articulate the importance of proper backflow testing equipment selection and use.
- Cite specific laws pertaining to cross connection control programs.
- Complete basic backflow testing device repairs requiring breakdown and reassembly.
- Articulate the AWWA and ABPA testing standards.

**Associate in Science Degree Requirements:**

Course	Title	Units
WWTR 101	Fundamentals of Water/Wastewater Technology	3
WWTR 102	Calculations in Water/Wastewater Technology	3
WWTR 104	Applied Hydraulics	3
WWTR 130	Water Distribution Systems	3
WWTR 280	Backflow Tester Training	2
WWTR 282	Cross Connection Control Specialist	3
WWTR 284	Cross Connection Control Specialist– Recycled Water	<u>3</u>
		20

**Select at least nine units from the following:**

WWTR 103	Introduction to Water Resources Management	3
WWTR 105	Principles and Practices of Water Conservation	3
WWTR 106	Introduction to Electrical and Instrumentation Processes	3
WWTR 110	Laboratory Analysis for Water/Wastewater	3
WWTR 115	Wastewater Reclamation and Reuse	3
WWTR 132	Wastewater Collection Systems	3
WWTR 134	Mechanical Maintenance	3
WWTR 290	Cooperative Work Experience	<u>2</u>
		9
	Total Required	29
	Plus General Education Requirements	

**Certificate of Achievement**

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



# Course Descriptions

## EXPLANATION OF ABBREVIATIONS AND COURSE NOTES

Courses which meet the requirements for General Education for the Associate Degree, CSU GE, and the Intersegmental General Education Transfer Curriculum (IGETC) are identified after each course description. The CSU and UC indicators are also included and mean that the courses transfer for at least elective credit to these two public systems of higher education in California.

If you would like more information on how courses meet your specific degree or transfer objectives, please see a counselor.

**AA/AS GE** = Meets general education for the Associate degree.

**CSU** = Transfers to the CSU for at least elective credit.

**CSU GE** = Meets general education requirements for the California State University system.

**IGETC** = Meets Intersegmental General Education Transfer Curriculum requirements.

**UC** = Transferable to the University of California campuses.

**UC credit limit** = Limits the total amount of credit awarded for a series or sequence of courses in the same discipline.

## AMERICAN SIGN LANGUAGE (ASL)

### 120 AMERICAN SIGN LANGUAGE I 4 UNITS

4 hours lecture  
Introduction to American Sign Language (ASL) and Deaf culture. The course is designed to give students with little to no experience in or exposure to ASL an emerging conversational and cultural foundation. Students will develop skills in telling about and comprehending common every day activities and asking questions. Students will learn how to use non-manual signs, facial expressions and other culturally appropriate uses of the face and body to interact with, show comprehension, get attention, and form appropriate cultural connections with Deaf people.

**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

4 hours lecture  
The second in a series of four American Sign Language (ASL) courses. Students are provided an opportunity to progress and enhance their ability to communicate in ASL. Students will continue the study of cultural analysis and comparisons, receptive skill comprehension, expressive skill production, and ASL linguistics.

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

### 125 AMERICAN SIGN LANGUAGE WITH INFANTS AND TODDLERS 1 UNIT

1 hour lecture  
Explore the methods and benefits of using American Sign Language (ASL) with hearing infants and toddlers. Areas emphasized will be methods, benefits, and philosophies of teaching infants and toddlers to communicate using ASL. Upon completion, students will be

able to introduce these techniques in early childhood classrooms and/or at home.

**CSU**

### 126 AMERICAN SIGN LANGUAGE WITH SCHOOL AGE CHILDREN 1 UNIT

1 hour lecture  
Explore the methods and benefits of using American Sign Language (ASL) with hearing school age children. Areas emphasized will be methods, benefits, and philosophies of teaching school age children to communicate using ASL. Upon completion, students will be able to introduce these techniques in elementary school classrooms and/or at home.

### 130 SIGN LANGUAGE: FINGERSPELLING 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in ASL 120 or equivalent ability to sign

3 hours lecture  
This course is taught using American Sign Language (ASL). Introduction to the American manual alphabet (Fingerspelling) and its use within ASL. Upon completion, students will demonstrate increased ability to accurately produce and comprehend ASL number systems and fingerspelling uses. Extensive drills and practice in both receptive and expressive use will be implemented.

**CSU**

### 140 INSIDE DEAF CULTURE 3 UNITS

3 hours lecture  
This course will introduce students to the Deaf community and American Deaf culture. Deaf heritage, values, behaviors, historical perspectives, and the grammar structure of sign language will be examined. American Sign Language (ASL) literature, Deaf artists, social and political influences, and emerging technology for Deaf people will be studied.

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

### 220 AMERICAN SIGN LANGUAGE III 4 UNITS

Prerequisite: "C" grade or higher or "Pass" in ASL 121 or equivalent

4 hours lecture  
The third in a series of four American Sign Language (ASL) courses. Students are provided an opportunity to increase their receptive skill comprehension and expressive skill production. Cultural analysis and comparisons will focus on American Deaf cultural processes, practices, and products of Deaf culture.

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

### 221 AMERICAN SIGN LANGUAGE IV 4 UNITS

Prerequisite: "C" grade or higher or "Pass" in ASL 220 or equivalent

4 hours lecture  
The fourth 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.

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

## ANTHROPOLOGY (ANTH)

### 120 CULTURAL ANTHROPOLOGY 3 UNITS

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

**C-ID ANTH 110**

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**

## ARABIC (ARBC)

### 120 ARABIC I 5 UNITS

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

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

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**

### 220 ARABIC III 5 UNITS

Prerequisite: "C" grade or higher or "Pass" in ARBC 121 or three years of high school Arabic or equivalent

5 hours lecture  
Continuation of Arabic II. Continues to develop oral, listening, reading and writing skills in order to acquire proficiency in Arabic. Students with four years of high school Arabic should enroll in ARBC 221.

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

### 221 ARABIC IV 5 UNITS

Prerequisite: "C" grade or higher or "Pass" in ARBC 220 or four years of high school Arabic or equivalent

5 hours lecture  
Continuation of Arabic III. Continues to develop oral, reading, writing and listening skills in order to improve proficiency in Arabic.

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

### 250 CONVERSATIONAL ARABIC I 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in ARBC 121 or three years of high school Arabic or equivalent

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

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

**251 CONVERSATIONAL ARABIC II 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in ARBC 250 or four years of high school Arabic or equivalent  
3 hours lecture  
Continues to develop oral, reading, writing and listening skills, but with an emphasis in oral proficiency.

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

**ARAMAIC (ARAM)****120 ARAMAIC I 5 UNITS**

5 hours lecture

Introductory course to the classical-modern Aramaic language, essentials of grammar and pronunciation, and the Chaldean-Assyrian culture and civilization. Facilitates the practical application of the language in everyday oral and written communication at the beginning level. Students will learn structures that will enable them to function in Aramaic in everyday contexts while becoming familiar with the Aramaic speaking world. The origin of the Semitic languages will be surveyed through selected readings and discussions. *Content equivalent to two years of high school language study.*

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

**121 ARAMAIC II 5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in ARAM 120 or equivalent  
5 hours lecture

Continuation of Aramaic I. Covers the classical-modern Aramaic alphabet, essentials of grammar and pronunciation, and the language of Chaldean-Assyrian culture and civilization.

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

**220 ARAMAIC III 5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in ARAM 121 or equivalent  
5 hours lecture

Continuation of Aramaic II. Students will further their knowledge of classical-modern Aramaic grammar. The primary emphasis is on the conjugation of verbs, introduction to Aramaic literature, and the translation of ancient and modern text materials. Students will also learn how to compose and write essays in modern Aramaic (Chaldean).

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

**ART (ART)**

*Courses Related in Content (see page 35)*

**100 ART APPRECIATION 3 UNITS**

**C-ID ARTH 100**

3 hours lecture

In this introductory course, students will learn how to examine, compare, analyze, evaluate, interpret, and discuss works of visual art within their cultural contexts. Art media for study will include drawing, painting, printmaking, photography, sculpture, ceramics, textiles, film, architecture, etc. Works for examination will encompass representative artistic styles from western and other major world cultures, and will also include the artistic contributions of women and minority cultures.

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

**120 TWO-DIMENSIONAL DESIGN 3 UNITS**

**C-ID ARTS 100**

2 hours lecture, 4 hours laboratory

Introduction to the two-dimensional arts. Students will study the great works of the human imagination while focusing on those of historical, theoretical and cultural relevance. Students will examine form and content through

the application of art elements and principles of design.

AA/AS GE, CSU, CSU GE, UC

**121 PAINTING I 3 UNITS**

**C-ID ARTS 210**

Prerequisite: "C" grade or higher or "Pass" in ART 120 or 124 or equivalent

2 hours lecture, 4 hours laboratory

Introduction to painting with an emphasis on painting tools, materials, techniques and color principles. Students will develop skill in handling form, space, and plastic aspects of acrylic and/or oil paints.

CSU, UC

**124 DRAWING I 3 UNITS**

**C-ID ARTS 110**

2 hours lecture, 4 hours laboratory

Introduction to drawing theory and practice. Students will study major works of art in relation to drawing techniques, illusion of space, and composition through a variety of media.

AA/AS GE, CSU, UC

**125 DRAWING II 3 UNITS**

**C-ID ARTS 205**

Prerequisite: "C" grade or higher or "Pass" in ART 124 or equivalent

2 hours lecture, 4 hours laboratory

Builds on the drawing techniques and composition concepts covered in ART 124 to include new mediums to address creative problem solving and refine drawing skills. Introduces brush, pen and ink into the drawing process with an emphasis on line quality and modeling using washes, hatching and stippling. Colored pencil and mixed media are explored using a variety of linear and tonal techniques. Scientific perspective is extended from ART 124 to include measuring, inclining planes, circles, shadows and reflections.

CSU, UC

**129 THREE-DIMENSIONAL DESIGN 3 UNITS**

**C-ID ARTS 101**

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**

2 hours lecture, 4 hours laboratory

Introduction to basic watercolor tools, materials and techniques emphasizing color principles and skill development in watercolor media.

CSU, UC

**140 HISTORY OF WESTERN ART I: PREHISTORIC TO 1250 A.D. 3 UNITS**

**C-ID ARTH 110**

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: CIRCA 1250 A.D. TO PRESENT TIME 3 UNITS**

**C-ID ARTH 120**

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

**143 MODERN ART 3 UNITS**

3 hours lecture

Historical survey of the major art forms (primarily architecture, sculpture, ceramics, painting, printmaking and photography) of the late nineteenth and twentieth centuries with geographical emphasis on Europe and America.

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

**144 ARCHITECTURE OF THE 20TH CENTURY 3 UNITS**

3 hours lecture

Historical survey of the 20th century masters of the major movements in architecture and environmental spaces. Global political and social economic influences on concepts, styles, philosophy and artistic expressions in architecture will be studied.

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

**145 CONTEMPORARY ART HISTORY: 1945-PRESENT 3 UNITS**

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

**146 ASIAN ART 3 UNITS**

3 hours lecture

This course provides a select overview of art and architecture from India, Southeast Asia, China, Korea, and Japan, from prehistory to modern times with an emphasis on content, context, and style. The course covers subject matter, function, iconography, patronage, artistic methods and influences, and social and cultural contexts of artworks and monuments. The course includes art from: the Indus Valley, Early Buddhist and Hindu Art in Southeast Asia, later Indian art including Mughal, Neolithic through early Imperial China, Northern Wei through Tang dynasties, later China through contemporary era, Korea, archeological Japan through Heian, and later Japan through contemporary era.

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

**148 INTRODUCTION TO CRAFTS 3 UNITS**

**C-ID ARTS 280**

2 hours lecture, 4 hours laboratory

Introduction to traditional and contemporary concepts and processes in a variety of craft media with emphasis on design principles in the development of aesthetic forms based on function.

AA/AS GE, CSU, CSU GE

**220 PAINTING II 3 UNITS**  
Prerequisite: "C" grade or higher or "Pass" in ART 121 or equivalent  
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  
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  
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, UC*

**224 DRAWING III 3 UNITS**  
Prerequisite: "C" grade or higher or "Pass" in ART 125 or equivalent  
2 hours lecture, 4 hours laboratory  
The drawing mediums, skills, techniques and composition concepts used in ART 124 and 125 will be applied to a variety of subject matters. Students will draw different subject matters including but not limited to animals, plants, still life, landscapes, seascapes, cityscapes, etc. Emphasis is on making effective compositions with good craft.  
*CSU, UC*

**225 DRAWING IV 3 UNITS**  
Prerequisite: "C" grade or higher or "Pass" in ART 224 or equivalent  
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. Portfolio preparation is emphasized.  
*CSU, UC*

**230 FIGURE DRAWING I 3 UNITS**  
**C-ID ARTS 200**  
Prerequisite: "C" grade or higher or "Pass" in ART 124 or equivalent  
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  
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 nude human form is studied along with the proportions and anatomy of the human head. Students will work with achromatic and chromatic drawing mediums.  
*CSU, UC*

**232 FIGURE DRAWING III 3 UNITS**  
Prerequisite: "C" grade or higher or "Pass" in ART 231 or equivalent  
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  
2 hours lecture, 4 hours laboratory  
Focuses on figurative artwork that develops a personal theme or statement. Students will be asked to explore several advanced compositional devices while pursuing their themes. This class emphasizes portfolio preparation.  
*CSU, UC*

**235 WATERCOLOR II 3 UNITS**  
Prerequisite: "C" grade or higher or "Pass" in ART 135 or equivalent  
2 hours lecture, 4 hours laboratory  
Continuation of Watercolor I techniques with an emphasis on creative problem solving and aesthetic compositions.  
*CSU, UC*

**236 WATERCOLOR III 3 UNITS**  
Prerequisite: "C" grade or higher or "Pass" in ART 235 or equivalent  
2 hours lecture, 4 hours laboratory  
Continuation of Watercolor II skill and composition techniques. Students will develop a personal style of expression.  
*CSU, UC*

**241 ILLUSTRATION I 3 UNITS**  
Prerequisite: "C" grade or higher or "Pass" in ART 124 or equivalent  
2 hours lecture, 4 hours laboratory  
This course serves as an introduction to illustration. The course stresses the creative interpretation of subjects, situations, and themes within the context of commercial art such as advertising, editorial, book illustrations, cartooning, and renderings. Emphasis is on developing and communicating visual ideas and imagery. Various media and techniques will be explored.  
*CSU*

**242 ILLUSTRATION II 3 UNITS**  
Prerequisite: "C" grade or higher or "Pass" in ART 241 or equivalent  
2 hours lecture, 4 hours laboratory  
This course is a continuation of the concepts and techniques presented in Illustration I. Increasingly more advanced illustration projects, techniques, concepts and methods will be presented. Emphasis is placed on the development of original concepts, refinements of techniques, production methods and development and presentation of portfolio quality artwork. In addition, rendering will be presented and incorporated in several projects.  
*CSU*

**110 DESCRIPTIVE ASTRONOMY 3 UNITS**  
3 hours lecture  
The development of modern astronomy and its techniques with an emphasis 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*

## ASTRONOMY (ASTR)

**112 GENERAL ASTRONOMY LABORATORY 1 UNIT**  
Prerequisite: "C" grade or higher or "Pass" in ASTR 110 or equivalent or concurrent enrollment  
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*

## AUTOMOTIVE TECHNOLOGY (AUTO)

**099 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY 3 UNITS**  
3 hours lecture  
This course presents basic information about automotive systems. Serves as a recommended preparation course for students interested in the Automotive Technology major.  
*CSU*

**100 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY LAB 1 UNIT**  
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*

**120 ENGINE PERFORMANCE I - MECHANICAL AND IGNITION SYSTEMS 5 UNITS**  
Prerequisite: "C" grade or higher or "Pass" in AUTO 099 or 100 or equivalent or concurrent enrollment  
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**  
3 hours lecture, 6 hours laboratory  
Theory of operation, repair and maintenance of emission control devices with strong emphasis on laws and regulations required for licensing. Additional training covers: loaded mode dyno testing, NOx failure analysis and diagnostics, OBD II, catalytic converter testing and oxygen sensor diagnosis with a digital storage oscilloscope (DSO). This course is approved by the State of California Bureau of Automotive Repair (BAR) and includes the basic and advanced clean air car courses. Preparation for the BAR Advanced Emission Specialist Technician (EA) License test.  
*CSU*

**122 AUTOMOTIVE ELECTRICAL SYSTEMS 5 UNITS**  
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 - EMISSION SYSTEMS****5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in AUTO 120 or equivalent, AUTO 122 or equivalent, AUTO 127 or equivalent  
3 hours lecture, 6 hours laboratory

This is the second in a three course series demonstrating engine performance, applied electronics, and emission systems. AUTO 123 emphasizes the use of computers for the control of fuel and air delivery to the diesel or gasoline engine. Topics include: input and output devices, computer operation, closed loop fuel control, computer-controlled fuel injection, forced air injection, scan tool diagnostics, digital lab scope diagnostics, and on board diagnostics (OBD). Students will be required to complete associated tasks in the laboratory specified by NATEF (National Automotive Training Educational Foundation). This course prepares students for ASE: A-6 electrical, A-8 engine performance, and L1 advanced engine performance certification tests, and also satisfies California Bureau of Automotive Repair Specified Repair Training for emissions licensing.

*CSU***124 ENGINE PERFORMANCE III - DRIVABILITY****5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" 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.

*CSU***127 ADVANCED AUTOMOTIVE ELECTRICAL SYSTEMS****5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in AUTO 122 or equivalent

3 hours lecture, 6 hours laboratory  
Advanced course in electrical systems designed to develop greater student performance under simulated industry conditions. Students will be expected to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-6 Certification.

*CSU***129 INTRODUCTION TO HYBRID, ELECTRIC AND ALTERNATIVE FUELED VEHICLES****5 UNITS**

3 hours lecture, 6 hours laboratory  
Introductory course in the study of hybrid, electric, alternative fuels and their delivery systems for automotive and light trucks. The main focus is on hybrid vehicles; additionally, electric and alternative fueled vehicles will be covered to include alcohol, diesel, CNG (Compressed Natural Gas) and LPG (Liquefied Petroleum Gas) systems. Fuel cell technologies will be discussed. Topics include environmental and political concerns, pros and cons of various alternative fuels, and hybrid and electric options. Proper safety procedures for CNG, LPG, hybrid, electric and diesel systems will be emphasized. The properties, chemical structure, and safety concerns of various alternative fuels will be stressed. Electrical/electronic diagnosis of the various systems will

be covered in detail with specific case studies on live vehicles. Students are recommended to have a working knowledge of automotive electricity, drivability diagnosis, and automotive computer systems.

*CSU***130 AUTOMOTIVE BRAKES AND BRAKE LICENSE****5 UNITS**

3 hours lecture, 6 hours laboratory  
Detailed study of automotive brake system service procedures. Laboratory experience covers drum and disc brake system inspection, adjustment and repair procedures, and antilock brake systems. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for State of California Official Brake Adjusters License and ASE A-5 Certification.

*CSU***135 ADVANCED BRAKES****5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in AUTO 130 or equivalent

3 hours lecture, 6 hours laboratory  
Advanced course in automotive brake systems emphasizing diagnosis. Designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for State of California Official Brake Adjusters License and ASE A-5 Certification.

*CSU***140 FOUR WHEEL ALIGNMENT****5 UNITS**

3 hours lecture, 6 hours laboratory  
Four wheel alignment principles as applied to checking and correcting alignment settings. Repair and replacement of suspension components, computerized steering and ride controls. Additional training in wheel balancing. Emphasis on practical experience on "live" automobiles. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-4 Certification.

*CSU***145 ADVANCED FOUR WHEEL ALIGNMENT****5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in AUTO 140 or equivalent

3 hours lecture, 6 hours laboratory  
Advanced course in four wheel alignment emphasizing diagnosis and complete suspension system repair. Designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-4 Certification.

*CSU***152 DRIVE TRAIN SYSTEMS****4 UNITS**

2.5 hours lecture, 4.5 hours laboratory  
In-depth study of hydraulic power transmission and control systems used in automatic transmissions including diagnosis and overhaul of actual transmissions to precise industry standards. Plus, theory of operation, diagnosis, repair and overhaul of manual transmissions, clutches, drivelines and differentials including four wheel drive and front wheel drive. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-2 and A-3 Certification.

*CSU***155 ADVANCED DRIVE TRAIN SYSTEMS****4 UNITS**

Prerequisite: "C" grade or higher or "Pass" in AUTO 152 or equivalent

2.5 hours lecture, 4.5 hours laboratory  
Advanced course in power drive systems emphasizing advanced diagnosis and repair of drive train systems and components. Designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-2 and A-3 Certification.

*CSU***160 AIR CONDITIONING AND HEATING SYSTEMS****3 UNITS**

2 hours lecture, 3 hours laboratory  
Study of refrigeration principles with emphasis on servicing, diagnosing, testing and repair or replacement of components. Emphasis on practical experience performing actual repairs. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-7 Certification and EPA-approved CFC Technician Certification.

*CSU***165 ADVANCED AIR CONDITIONING AND HEATING SYSTEMS****3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in AUTO 160 or equivalent

2 hours lecture, 3 hours laboratory  
Advanced course in automotive environmental control systems emphasizing advanced diagnosis and repair. Designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-7 Certification.

*CSU***170 ENGINE OVERHAUL****5 UNITS**

3 hours lecture, 6 hours laboratory  
Diagnosis of engine failures, engine removal and disassembly techniques, engine cleaning and measuring practices, machining principles, and assembly procedures. Emphasis is on practical experience through actual shop training. Students are required to provide an auto engine for overhaul and complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-1 Certification.

*CSU***175 ADVANCED ENGINE OVERHAUL****5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in AUTO 170 or equivalent

3 hours lecture, 6 hours laboratory  
Advanced course in engine overhaul designed to develop greater student performance under simulated industry conditions. Students will be required to complete associated tasks in the shop as specified by NATEF (National Automotive Training Educational Foundation). Preparation for ASE A-1 Certification.

*CSU***176 ENGINE MACHINING****5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in AUTO 175 or equivalent

3 hours lecture, 6 hours laboratory  
Third course in the engine repair sequence. Students must have credit in engine overhaul and advanced engine overhaul prior to enrolling in this course. Topics include cylinder boring and honing, rod resizing, replacing valve guides and seats, thread repair, king-pin fitting, replacing wheel studs, pressing bearings, etc.

Preparation for employment in the automotive machine shop field, and for the ASE Engine Machinist exams.

CSU

### 180 AUTOMOTIVE SERVICE ADVISOR 1 UNIT

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.

5 hours paid or 4 hours unpaid work experience per week per unit

Students who are employed in the automotive trade full-time or part-time (paid or unpaid) and able to work the minimum required hours during the semester are eligible to enroll in this course. Assessment of student will be performed by instructor in discussion with appropriate supervisor at place of employment. Students will further develop skills attained in the classroom setting. *May be taken up to 5 times for a maximum of 15 units.*

CSU

### 190 ASSET-ORIENTATION, PDI AND LUBRICATION 2 UNITS

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

5 hours lecture, 6 hours laboratory

Ford ASSET course to include a detailed study of modern automotive braking systems and service procedures. The laboratory will cover drum and disc brake systems inspection, adjustment and repair procedures. Also covers four wheel alignment principles as applied to checking and correcting alignment settings. Repair and replacement of suspension components. Additional training in wheel balancing. Emphasis on practical experience on "live" automobiles. Preparation for ASE Certification. Complemented by required work experience in the dealership.

CSU

### 192 ASSET-DRIVE TRAIN 8 UNITS

5.5 hours lecture, 7.5 hours laboratory

Ford ASSET course encompassing the study of modern drive train systems. Includes theory of operation, diagnosis, repair and overhaul of manual transmissions, clutches, drivelines and differentials including four wheel drive and front wheel drive. The course also includes the theory of operation, diagnosis, repair and overhaul of automatic transmissions and transaxles. Current computerized control system operation and diagnosis of the drive train will be emphasized. Includes Ford Motor Company certification and preparation for ASE Certification. Complemented by work experience in the dealership.

CSU

### 193 ASSET-ENGINE REPAIR 4.5 UNITS

3 hours lecture, 4.5 hours laboratory

Ford ASSET course to include diagnosis of engine failures, engine removal and disassembly

techniques, engine cleaning and measuring practices, machining principles, assembly procedures and in-car repairs. Engine design theory will be discussed. Preparation for ASE Certification. Complemented by required work experience in the dealership.

CSU

### 195 ASSET-ELECTRONIC ENGINE CONTROLS 7 UNITS

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

4 hours lecture, 3 hours laboratory

Ford ASSET course to include electrical systems, theory, diagnosis and repair procedures utilizing state of the art equipment. Systems covered will be storage, generating and starting. Coverage of accessory systems such as lighting, power seats, power door locks, cruise controls, electric windows, electronic dashboards, radios, windshield wipers, etc. Also covered are all major topics dealing with automotive air conditioning including refrigeration theory, system evacuation and recovery, leak repair, compressor repair, component replacement, and manual and automatic temperature control. Preparation for ASE Certification. Complemented by required work experience in the dealership.

CSU

### 197 ASSET-WORK EXPERIENCE 1-3 UNITS

Prerequisite: Admission to the ASSET program

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 in order to further develop skills attained in the classroom setting. *Must be taken 5 times for a total of 13 units.*

CSU

### 200 ASEP-ORIENTATION 1 UNIT

1 hour lecture

Introduction to the General Motors sponsored ASEP program. Students will become familiar with dealer operations. Complemented by required work experience in a dealership.

CSU

### 201 ASEP-ELECTRICAL 6 UNITS

4 hours lecture, 6 hours laboratory

General Motors ASEP course to include electrical systems, theory, diagnosis and repair procedures utilizing state of the art equipment. Major topics include electrical laws, batteries, starting and charging systems, wiring diagrams,

and introduction to computer controls. Accessory systems such as lighting, power seats, power door locks, cruise controls, electric windows, electronic dashboards, radios, windshield wipers, etc., are also covered. Preparation for ASE and GM certification.

CSU

### 202 ASEP-BRAKES AND ALIGNMENT 7 UNITS

5 hours lecture, 6 hours laboratory

General Motors ASEP course to include a detailed study of modern automotive braking systems and service procedures including two and four wheel electronic anti-lock brake system operation and repair. Laboratory experience will cover drum and disc brake system inspection, adjustment and repair procedures. Also covers modern suspension and steering systems including electronic ride control, steering, and four wheel alignment principles as applied to checking and correcting alignment settings. Repair and replacement of suspension components. Additional training in wheel balancing. Emphasis on practical experience on "live" automobiles. Preparation for ASE and GM certification.

CSU

### 203 ASEP-ENGINE REPAIR 4.5 UNITS

3 hours lecture, 4.5 hours laboratory

General Motors ASEP course to include diagnosis of engine failures, engine removal and disassembly techniques, engine cleaning and measuring practices, machining principles and assembly procedures in car repairs. Engine design theory will be discussed. Preparation for ASE and GM certification.

CSU

### 204 ASEP-POWER TRAIN 7 UNITS

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

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. 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

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 in order to further develop skills attained in the classroom setting. *Must be taken for a total of 15 units.*  
CSU

## BIOLOGICAL SCIENCES (BIO)

### 112 CONTEMPORARY ISSUES IN ENVIRONMENTAL RESOURCES 3 UNITS

3 hours lecture

Through the scientific study of basic concepts in ecology, students apply their knowledge and scientific reasoning to the study of contemporary problems dealing with renewable and nonrenewable resources. Environmental resource problems involving air, water, energy, human population growth, and plant and animal diversity are examined in context of their scientific, political, economic and social implications. Alternatives for resolving existing problems and preventing future ones will be explored.

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

### 115 BIOLOGY OF ALCOHOL AND OTHER DRUGS 3 UNITS

3 hours lecture

Study of the biological principles underlying the effects of the major legal and illegal drugs on the human body. Survey of the commonly abused drugs with regard to their chemical nature, where and how they act, and the factors that modify their effects. Heavy emphasis is placed on how drugs act on neurons in the central nervous system.

AA/AS GE, CSU, CSU GE, UC

### 122 THE SECRET LIFE OF PLANTS 4 UNITS

3 hours lecture, 3 hours laboratory

Examines the fundamentals of plant biology: how plants grow, develop and respond to environmental stimuli, photosynthesis, water relations and phloem transport, reproduction, and evolution. Emphasis is on structural and functional aspects of plants while focusing on seed producers. Covers contemporary topics in plant biology including the basics of genetic engineering and biotechnology, and revealing the impacts on agriculture, the environment and society.

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

### 124 HUMAN GENETICS IN MODERN SOCIETY 4 UNITS

3 hours lecture, 3 hours laboratory

Introduction to the essential elements of human genetics and the application of modern genetic technologies in solving problems in human genetics. Examples include genetic screening, counseling and therapy, forensic genetics, genetic engineering, and human genomics. Social impacts and ethical implications of human genetic understanding and technologies will be discussed.

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

### 126 INTRODUCTION TO BIOTECHNOLOGY 3 UNITS

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

### 130 GENERAL BIOLOGY I 3 UNITS

3 hours lecture

Survey of the 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 I LABORATORY 1 UNIT

Prerequisite: "C" grade or higher or "Pass" in BIO 130 or equivalent or concurrent enrollment

3 hours laboratory

Laboratory experiments on the basic biological principles with particular emphasis on the molecular and cellular aspects of the organism. Meets transfer requirements for non-majors.

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

### 133 ETHNOECOLOGY 3 UNITS

3 hours lecture

Ethnoecology is the study of the dynamic relationship between people, biota and their environment. Through the scientific study of the principles of ecology, students use their knowledge and scientific reasoning to assess the impacts of humans on Earth's natural systems. This course will focus on the ecological and cultural basis of indigenous land management; particular attention will be paid to the environmental stewardship of the Kumeyaay/Diegueño people of Southern California and Northern Baja California. Local field trips and restoration projects in Cuyamaca College's nature preserve will provide opportunities for working directly with natural habitats.

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

### 134 ETHNOBOTANY 3 UNITS

(formerly GEOG 132)

3 hours lecture

Ethnobotany is the scientific study of the relationships that exist between peoples and plants, from the perspective of their traditional medicinal, cultural and utilitarian uses. Focusing on the Kumeyaay/Diegueño people of southern California, students will utilize the principles of scientific inquiry and modern plant biology to classify native plants, identify their anatomical structures and phytochemical composition and to relate this information to how plants were woven into the culture of indigenous populations and how plants were used to sustain, heal and protect their people. The historical uses and modern applications of this knowledge will be evaluated. Local field trips will provide opportunities for identification and scientific study of the plants in their natural habitats. Not open to students with credit in GEOG 132.

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

### 135 ETHNOBOTANY/ETHNOECOLOGY LAB 1 UNIT

Prerequisite: "C" grade or higher or "Pass" in either BIO 133 or 134 or concurrent enrollment

3 hours laboratory

Laboratory experiments to complement BIO 133, Ethnoecology and BIO 134, Ethnobotany. Basic concepts in cell biology, plant taxonomy/identification, plant anatomy, plant physiology, and ecology will be covered. Students will utilize the tools of scientific inquiry to examine the relationship between plants, people and the environment using hands-on experiences. The labs will feature lessons in plant morphology, plant ecology, phytochemistry, and traditional

preparation and uses of plants. Particular attention will be paid to the plants and plant communities within the Kumeyaay/Diegueño ethnobotanical region of Southern California.

AA/AS GE, CSU, CSU GE

### 140 HUMAN ANATOMY 5 UNITS

C-ID BIOL 110B

Prerequisite: "C" grade or higher or "Pass" in BIO 130, 131 or equivalent

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

C-ID BIOL 120B

Prerequisite: "C" grade or higher or "Pass" in BIO 130, 131 or equivalent

3 hours lecture

Study of the function and interrelationships of the nervous, endocrine, muscular, circulatory, respiratory, digestive, and reproductive systems of the human body. Relates these systems to the maintenance of homeostasis and the effects of exercise, behavior and disease on human physiology.

CSU, CSU GE, IGETC, UC

### 141L LABORATORY IN HUMAN PHYSIOLOGY 1 UNIT

C-ID BIOL 120B

Prerequisite: "C" grade or higher or "Pass" in BIO 130, 131 or equivalent, BIO 141 or equivalent or concurrent enrollment

3 hours laboratory

Laboratory course designed to illustrate the physiological principles studied in BIO 141. Emphasis is on lab-based investigations of human physiological processes.

CSU, CSU GE, IGETC, UC

### 152 PARAMEDICAL MICROBIOLOGY 5 UNITS

Prerequisite: "C" grade or higher or "Pass" in BIO 130, 131 or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in CHEM 115 or equivalent

3 hours lecture, 6 hours laboratory

Introduction to the major groups of microorganisms and the diseases they cause. Emphasizes the concepts and techniques relevant to the student entering paramedical professions: identifying and handling bacteria, basic principles of immunology, medical microbiology and epidemiology. Principles of microbial physiology, genetics, growth and microbial control are discussed. This course satisfies the introductory microbiology requirement needed by students majoring in nursing and other paramedical fields leading to a B.S. or B.A. degree.

AA/AS GE, CSU, CSU GE

### 215 STATISTICS FOR LIFE SCIENCES 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in BIO 130, MATH 110 or equivalent

2 hours lecture, 3 hours laboratory

Methods and experience in defining and solving quantitative problems in the life sciences. Emphasis is 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

**230 PRINCIPLES OF CELLULAR, MOLECULAR AND EVOLUTIONARY BIOLOGY 4 UNITS****C-ID BIOL 135S, 190**

Prerequisite: "C" grade or higher or "Pass" in CHEM 141 or equivalent

3 hours lecture, 3 hours laboratory

Survey of 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/cell 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, CSU GE, IGETC, UC

**240 PRINCIPLES OF ECOLOGY, EVOLUTION AND ORGANISMAL BIOLOGY 5 UNITS****C-ID BIOL 135S, 140**

Prerequisite: "C" grade or higher or "Pass" in MATH 110 or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 109 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, CSU GE, IGETC, UC

**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

3 hours laboratory

Supervised study of human anatomy through dissection of a human cadaver. Enhances 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, and will 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 taken for a maximum of 3 units.*

CSU, UC

**BUSINESS (BUS)****109 ELEMENTARY ACCOUNTING 3 UNITS**

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****C-ID BUS 110**

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**

3 hours lecture

Provides the prospective small business owner or entrepreneur with the most up-to-date skills necessary in the planning function of opening one's business. Emphasis is on sources of financing, site locations, legal problems, marketing, including an overview of web and internet marketing organizational structure, and self-analysis to determine one's personal readiness for entrepreneurship.

CSU

**115 HUMAN RELATIONS IN BUSINESS 3 UNITS**

3 hours lecture

Examines 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

**120 FINANCIAL ACCOUNTING 4 UNITS****C-ID ACCT 110**

4 hours lecture

Introduces 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****C-ID ACCT 120**

Prerequisite: "C" grade or higher or "Pass" in BUS 120 or equivalent

4 hours lecture

Introduces 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

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

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****C-ID BUS 120/125**

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****C-ID BUS 115**

Prerequisite: "C" grade or higher or "Pass" in ENGL 109 or equivalent

3 hours lecture

Development of the ability to analyze, organize, and compose various types of written and oral business communications with an emphasis on writing 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

2 hours lecture

In-depth study of payroll accounting. Covers calculations of gross to net pay, federal and state withholdings and deductions, recording of payroll transactions into the accounting records, and filing of federal and state payroll tax forms. Includes a consideration of factors which determine employee versus independent

contractor status, and business taxes such as sales and property taxes and their filing requirements.

CSU

**150 INDIVIDUAL INCOME TAX ACCOUNTING** 3 UNITS  
3 hours lecture

Introduction to federal taxation and tax preparation as applied to the individual taxpayer. Overview of the income tax environment. Topics include filing status, personal and dependency exemption, itemized and standard deductions, and solving specific problems related to filing Federal Form 1040.

CSU

**155 HUMAN RESOURCES MANAGEMENT** 3 UNITS  
3 hours lecture

Introduction to the management of human resources and an understanding of the impact and accountability of human resource activities to the organization. Covers 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  
3 hours lecture

Planning, organizing, directing and controlling for management. Interaction of the functions including 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

**159ABCD MANAGEMENT INTERNSHIP** 3 UNITS  
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  
3 hours lecture

Prerequisite: "C" grade or higher or "Pass" in BUS 120 or equivalent

This course covers the characteristics and analysis of financial statements. Students will learn how to apply ratios to financial statements and interpret their outcomes in order to draw various inferences and/or conclusions from their results.

CSU

**176 COMPUTERIZED ACCOUNTING APPLICATIONS** 2 UNITS  
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  
3 hours lecture

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

**240 SQL FOR BUSINESS APPLICATIONS** 3 UNITS  
2 hours lecture, 3 hours laboratory

Recommended Preparation: "C" grade or higher or "Pass" in CIS 140 or equivalent

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. 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  
2 hours lecture, 3 hours laboratory

Recommended Preparation: "C" grade or higher or "Pass" in CIS 140 or equivalent  
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. The data mining development cycle and potential pitfalls of machine learning will be included.

CSU

## BUSINESS OFFICE TECHNOLOGY (BOT)

**095 KEYBOARDING SKILL REINFORCEMENT** 1 UNIT  
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  
Recommended Preparation: "C" grade or higher or "Pass" in BOT 100 or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory  
Students with little or no computer experience will be provided with the basic information and skills needed to operate a computer efficiently in an office environment. Includes an 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  
Recommended Preparation: "C" grade or higher or "Pass" in BOT 100 or equivalent, BOT 096 or equivalent or concurrent enrollment, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory  
Students with little or no computer experience 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  
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 103R 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.

**101A KEYBOARDING/DOCUMENT PROCESSING I** 1.5 UNITS  
Prerequisite: "C" grade or higher or "Pass" in BOT 100 or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 103R or equivalent reading level

1 hour lecture, 1.5 hours laboratory  
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 must complete BOT 101B.

CSU

**101B KEYBOARDING/DOCUMENT PROCESSING II** 1.5 UNITS  
Prerequisite: "C" grade or higher or "Pass" in BOT 101A or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 3 hours laboratory  
Students will use Microsoft Word to produce correctly formatted and accurate business documents including letters, reports and tables. Keyboarding software is used to build speed and accuracy.

CSU

**102A INTERMEDIATE KEYBOARDING/ DOCUMENT PROCESSING I** 1.5 UNITS  
Prerequisite: "C" grade or higher or "Pass" in BOT 101B or equivalent

1 hour lecture, 1.5 hours laboratory  
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.

Recommended that students complete a basic keyboarding course prior to enrolling in this course. **Pass/No Pass only. Non-degree applicable.**

CSU

**102B INTERMEDIATE KEYBOARDING/ DOCUMENT PROCESSING II** 1.5 UNITS  
Prerequisite: "C" grade or higher or "Pass" in BOT 101B or equivalent

1 hour lecture, 1.5 hours laboratory

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: "C" grade or higher or "Pass" in BOT 102A or equivalent

.5 hour lecture, 3 hours laboratory

Students continue to create business documents, applying new formatting skills including using templates, designing letterheads and office forms, and learning specialized applications such as medical and legal forms. This course begins with intermediate Microsoft Word functions; entering students should be proficient in using basic Word features and should key a minimum of 35 net words per minute on a 5-minute timed writing.

CSU

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

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. Entering 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**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 103A 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 25 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**

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 30 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**

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

Instruction in the Association of Records Managers and Administrators (ARMA) filing rules and techniques which are widely used in business to create and maintain files. Covers alphabetic, numeric, geographic and subject filing rules; and records management including rules for retention, transfer and disposition of records. Students will use a software package to learn basic filing rules.

CSU

**105 DATA ENTRY SKILLS 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in BOT 100 or equivalent

Recommended Preparation: Grade of "Pass" in BOT 096 or equivalent

.5 hour lecture, 1.5 hours laboratory

Designed for students who wish to prepare for employment in the data entry field. Emphasizes the 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

**106 EFFECTIVE JOB SEARCH 1 UNIT  
(formerly BUS 114)**

1 hour lecture

Provides comprehensive and valuable skills that are needed to successfully secure employment, specializing in the office technology industry. Designed to examine the continuous process of career/life planning through effective, well-planned and efficiently organized job search procedures. *Not open to students with credit in BUS 114.*

CSU

**107 OFFICE SYSTEMS AND  
PROCEDURES 2 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 101AB or equivalent or concurrent enrollment, ENGL 098R or ESL 103R or equivalent reading level

2 hours lecture

Study of 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**

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 103R 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, including using decimals, fractions, constants, discounts, percentages and memory keys.

CSU

**114 ESSENTIAL WORD 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 101AB or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

Designed for students who want to learn the most commonly used features of a 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. Those desiring 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**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 100 or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

Designed for students who want to become proficient in the most commonly used features of Microsoft Excel. Basic spreadsheet concepts and terms will be introduced. Students will learn how to create, format and revise spreadsheets, charts, basic formulas, and templates. The use of simple macros will be introduced. Those desiring more in-depth coverage of these and additional topics should consider enrolling in

BOT 123, 124, 125. *Not open to students with credit in BOT 124, 125.*

CSU

**116 ESSENTIAL ACCESS 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 100 or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

Designed for students who want to become proficient in the most commonly used features of Microsoft Access. Basic database concepts and terms will be introduced. Students will learn how to create, format, edit and revise simple databases, sort and filter records, use queries, and create forms, reports and labels. Those desiring 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**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 114 or equivalent, ENGL 098R or ESL 103R 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. Those desiring 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

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 098R or ESL 103R or equivalent reading level

3 hours laboratory

Capstone course 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 40 net words per minute, minimum. Students will apply their skills and use the Internet to complete projects that integrate these applications.

CSU

**119 WINDOWS FOR THE INFORMATION  
WORKER 2 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 100 or equivalent, BOT 096 or equivalent or concurrent enrollment, ENGL 098R or ESL 103R or equivalent reading level

2 hours lecture

This course is designed for students who wish to learn the latest generation of Windows. Students will learn to use the Windows operating system efficiently to create and manage files and folders. In addition, students will learn the latest in the "universal" application.

CSU

**120 COMPREHENSIVE WORD,  
LEVEL I 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 101AB or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

First in a three-level course sequence providing 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. Those

desiring less comprehensive coverage of Word should consider enrolling in BOT 114.

*CSU*

**121 COMPREHENSIVE WORD, LEVEL II 1 UNIT**

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 providing 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

.5 hour lecture, 1.5 hours laboratory

Third in a three-level course sequence providing thorough coverage of most features of Microsoft Word. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students should consider enrolling in BOT 280 prior to taking the examination.

*CSU*

**123 COMPREHENSIVE EXCEL, LEVEL I 1 UNIT**

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 providing 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. Those desiring less comprehensive coverage of Excel should consider enrolling in BOT 115.

*CSU*

**124 COMPREHENSIVE EXCEL, LEVEL II 1 UNIT**

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 providing 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

.5 hour lecture, 1.5 hours laboratory

Third in a three-level course sequence providing 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**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 100, 116 or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

First in a three-level course sequence providing 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. Those desiring less comprehensive coverage of Access should consider enrolling in BOT 116.

*CSU*

**127 COMPREHENSIVE ACCESS, LEVEL II 1 UNIT**

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 providing 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.

*CSU*

**128 COMPREHENSIVE ACCESS, LEVEL III 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in BOT 127 or equivalent

.5 hour lecture, 1.5 hours laboratory

Third in a three-level course sequence providing 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 should consider enrolling in BOT 282 prior to taking the examination.

*CSU*

**129 COMPREHENSIVE POWERPOINT, LEVEL I 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 101AB, 114, 120 or equivalent, ENGL 098R or ESL 103R or equivalent reading level

.5 hour lecture, 1.5 hours laboratory

First in a three-level course sequence providing 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. Those desiring less comprehensive coverage of PowerPoint should consider enrolling in BOT 117.

*CSU*

**130 COMPREHENSIVE POWERPOINT, LEVEL II 1 UNIT**

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 providing thorough coverage of most features in Microsoft PowerPoint. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations.

*CSU*

**131 COMPREHENSIVE POWERPOINT, LEVEL III 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in BOT 130 or equivalent

.5 hour lecture, 1.5 hours laboratory

Third in a three-level course sequence providing thorough coverage of most features in Microsoft PowerPoint. Students who complete all three levels will be prepared to take the Microsoft Office User Specialist (MOUS) certification examination or similar examinations. Students should consider enrolling in BOT 283 prior to taking the examination.

*CSU*

**150 USING MICROSOFT PUBLISHER 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 101AB or 121 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. Emphasizes graphics, word processing and page layout.

*CSU*

**151 USING MICROSOFT OUTLOOK 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in BOT 096, 097, 101AB, 114 or 120 or equivalent

.5 hour lecture, 1.5 hours laboratory

Designed to offer students proficiency in the use of Microsoft Outlook to create email messages, maintain personal calendars and schedules, plan work, maintain contact lists, and organize information.

*CSU*

**201 ADVANCED KEYBOARDING/ DOCUMENT PROCESSING 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in BOT 102AB or equivalent

1.5 hours lecture, 4.5 hours laboratory

Advanced keyboarding for further development of keyboarding skills to meet professional placement requirements. Students will apply intermediate and advanced features of Microsoft Word to create complex business documents with minimum instruction. Utilizes 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

3 hours laboratory

Capstone course providing 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

Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites

60 hours unpaid or 75 hours paid work experience per semester

Work experience in an office setting. Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a total of sixteen units, and students must work 75 paid hours or 60 unpaid hours per unit earned.

*CSU*

**224 OFFICE WORK EXPERIENCE 2 UNITS**

Prerequisite: Limited to BOT majors who have completed at least 12 units in the major

Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites

120 hours unpaid or 150 hours paid work experience per semester

Work experience in an office setting. Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a maximum total of sixteen units, and students must work 75 paid hours or 60 unpaid hours per unit earned. A

student taking this course for 2 units must work 150 hours paid or 120 hours unpaid.

CSU

### 225 OFFICE WORK EXPERIENCE 3 UNITS

Prerequisite: Limited to BOT majors who have completed at least 12 units in the major

Recommended Preparation: Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites

180 hours unpaid or 225 hours paid work experience per semester

Work experience in an office setting. Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a maximum total of sixteen units, and students must work 75 paid hours or 60 unpaid hours per unit earned. A student taking this course for 3 units must work 225 hours paid or 180 hours unpaid.

CSU

## CADD TECHNOLOGY (CADD)

### 115 ENGINEERING GRAPHICS 3 UNITS

2 hours lecture, 4 hours laboratory  
Introduction to engineering drafting. Covers the fundamentals of drafting using both mechanical instruments and the computer as drafting tools. Students will learn the fundamentals of engineering graphics as a universal language of communication in all engineering fields. Includes organization and drawing layouts, text, dimensions, scales, multiview projections, and pictorial drawings to visualize, represent and document basic engineering problems.

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

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 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

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 (SolidWorks). Techniques include feature based part construction using extrudes, cuts and revolves; advanced surface shaping using lofts and sweeps; and 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 introduction to manufacturing processes of mechanical parts such as sheet metal process and molding. *Also listed as ENGR 125. Not open to students with credit in ENGR 125.*

CSU, UC, UC credit limit

### 126 ELECTRONIC DRAFTING 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in CADD 120 or equivalent

3 hours lecture

Application of electronic graphics to create all aspects of engineering support documentation. Includes all types: block diagrams, flow charts, wiring, and mechanical enclosures. 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

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

Recommended Preparation: "C" grade or higher or "Pass" in CADD/ENGR 125 or equivalent  
3 hours lecture

Provides the complete fundamentals of Geometric Dimensioning and Tolerancing (GD & T) concepts as adopted by the American National Standard Institute (ANSI) standards: ASME (American Society for Mechanical Engineers)/ANSI Y14.5-2009. The importance of precision technique in conjunction with Computer-Aided Drafting and Design (CADD) is emphasized. The content of this course is considered to be one of the fundamental components to the engineering design and drafting profession.

CSU

### 129 ENGINEERING SOLID MODELING 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in CADD 115 or ENGR 100 or equivalent

2 hours lecture, 4 hours laboratory  
Advanced 3D computer-aided mechanical design and drafting. This parametric modeling course provides skills and knowledge of appropriate software (Pro/Engineer) and feature based part construction using extrudes, cuts, revolves, lofts and sweeps. Students will enhance their skills in model assembly and assembly drawings including proper organization and layout of component drawing views, dimensioning and tolerancing, sectioning and detailing. *Also listed as ENGR 129. Not open to students with credit in ENGR 129.*

CSU, UC

### 131 ARCHITECTURAL COMPUTER-AIDED DRAFTING AND DESIGN 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in CADD 120 or ENGR 119 or equivalent

2 hours lecture, 4 hours laboratory  
This course is a hands-on study of computer-aided drafting and design (CADD) using three-dimensional (3D) parametric solid modeling programs, such as Revit and AutoCAD, and associated commands, techniques, and processes required for the creation of contract documents for residential projects using professional standards. 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.

CSU

### 132 ADVANCED COMPUTER-AIDED DRAFTING AND DESIGN IN 3D MODELING 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in CADD 120 or equivalent

Recommended Preparation: Working knowledge of basic computer operations and file administration  
2 hours lecture, 4 hours laboratory  
Advanced Computer-Aided Drafting and Design (CADD) topics such as aspects of designing with solid modeling and parametric modeling, concepts, application of three-dimensional constructions, and editing 3D modeling. Exploring and experiencing Additive Manufacturing (aka Rapid Prototyping or 3D Printing Technology). 3D Solid Modeling software "Autodesk Inventor" will be used as an instructional tool.

CSU

### 133 ADVANCED ARCHITECTURAL COMPUTER-AIDED DRAFTING AND DESIGN 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in CADD 131 or equivalent

2 hours lecture, 4 hours laboratory  
This course is an advanced, practical study of Revit and Building Information Modeling (BIM). Emphasis is placed on the complex aspects of the Revit program used in the development of two-dimensional, three-dimensional, and presentation documents. This course is intended for advanced CADD/architecture students and practicing professionals.

CSU

### 200 INTRODUCTION TO COMPUTER-AIDED LANDSCAPE DESIGN 3 UNITS

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. *Also listed as OH 200. Not open to students with credit in OH 200.*

CSU

### 201 ADVANCED COMPUTER-AIDED LANDSCAPE DESIGN 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in CADD/OH 200 or equivalent

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 the development of design drawings, concept plans, construction documents, and cost estimates for residential landscape projects. *Also listed as OH 201. Not open to students with credit in OH 201.*

CSU

## CHEMISTRY (CHEM)

### 102 INTRODUCTION TO GENERAL, ORGANIC AND BIOLOGICAL CHEMISTRY 5 UNITS

Prerequisite: Grade of "Pass" in MATH 090 or MATH 096 or equivalent

4 hours lecture, 3 hours laboratory  
A one-semester course covering the basic principles of general, organic and biochemistry as needed to understand the biochemistry, physiology and pharmacology of the human body. Intended for students planning to transfer to a California State University nursing program.

Students with a grade of "C" or better in CHEM 115, 116 are not eligible for this class.

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

### 105 CHEMISTRY AND CRIME 3 UNITS

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

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

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 credit limit

### 116 INTRODUCTORY ORGANIC AND BIOCHEMISTRY 4 UNITS

Prerequisite: "C" grade or higher or "Pass" in CHEM 115 or equivalent

3 hours lecture, 3 hours laboratory

Study of carbon compounds with an 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

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

**C-ID CHEM 110, 120S (with CHEM 142)**

Prerequisite: "C" grade or higher or "Pass" in CHEM 120 or equivalent or the CHEM 141 assessment and "C" grade or higher or "Pass" in MATH 110 or equivalent

3 hours lecture, 6 hours laboratory

Basic principles and concepts of chemistry with an emphasis in the areas of stoichiometry, thermochemistry, atomic structure, chemical bonding and gas laws. The laboratory is an

introduction to quantitative analysis and the principles of atomic and molecular structures.

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

### 142 GENERAL CHEMISTRY II 5 UNITS

**C-ID CHEM 120S (with CHEM 141)**

Prerequisite: "C" grade or higher or "Pass" in CHEM 141 or equivalent

3 hours lecture, 6 hours laboratory

Basic principles and calculations of chemistry with emphasis in the areas of chemical and acid-base equilibrium, thermodynamics, descriptive chemistry of the periodic table, intermolecular forces, properties of liquids, solids and solutions, kinetics, electrochemistry, and coordination compounds. The laboratory is a continuation of CHEM 141 with the quantitative analysis of matter and also includes qualitative analysis.

CSU, CSU GE, IGETC, UC

### 231 ORGANIC CHEMISTRY I 5 UNITS

**C-ID CHEM 150**

Prerequisite: "C" grade or higher or "Pass" in CHEM 142 or equivalent

3 hours lecture, 6 hours laboratory

First of a two semester organic chemistry sequence. Includes 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

### 232 ORGANIC CHEMISTRY II 5 UNITS

Prerequisite: "C" grade or higher or "Pass" in CHEM 231 or equivalent

3 hours lecture, 6 hours laboratory

Second of a two-semester sequence. The topics covered will include: structure and reactivity of carboxylic acids and their derivatives, amines and other nitrogen functional groups, aromatic compounds, heterocyclic compounds, polyfunctional compounds, conjugation and aromaticity, and multistep organic synthesis..

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

## CHILD DEVELOPMENT (CD)

### 101 PARENT EDUCATION 1 UNIT

1 hour lecture

This course is 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

Corequisite: CD 123 or 125 or previous completion of either course with a "C" grade or higher or "Pass"

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. Designed to reinforce and augment an understanding of principles and techniques for observing, assessing, planning and working with young children through direct experience.

CSU

### 115 CHANGING AMERICAN FAMILY 3 UNITS

3 hours lecture

Survey of the contemporary American family with an emphasis on changes in form, functions and expectations. The history of the family, both public and private, will be considered and examined in relation to the effects of class, ethnicity and social policy. The effects on the family of common life events experienced by individuals and family members will be covered including sexuality, mate selection, marriage, childbearing, the working family, divorce, domestic violence, and aging. The future of the family including implications for the individual and society will be discussed.

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

### 116 PARENT EDUCATION II 1 UNIT

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

**C-ID ECE 120**

Corequisite: CD 106 or concurrent enrollment in a licensed child care program

3 hours lecture

Examination of theoretical principles of developmentally appropriate practices applied to programs and environments. Emphasizes the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative, and intellectual development for all children. Reviews the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. Includes the legal requirements for programs in California including Title 22 and Title 5.

CSU

### 124 INFANT AND TODDLER DEVELOPMENT 3 UNITS

3 hours lecture

Study of infants and toddlers, ages 0-3, focusing on the development of 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 current issues related to group care and appropriate methods of guidance and socialization are examined. Focuses 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

**C-ID CDEV 100**

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.

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

**126 ART FOR CHILD DEVELOPMENT 3 UNITS**  
3 hours lecture

This course covers the importance and value of creative art activities for young children with a focus on the variety of art media, and evaluation and selection of materials and strategies for incorporating art into an inclusive classroom environment. Students will participate in a variety of creative art experiences for infants, toddlers, preschool, and primary age children, including children with special needs. Theories of artistic development and creative expression through self-discovery will also be integral components of this course.

CSU

**127 SCIENCE AND MATHEMATICS FOR CHILD DEVELOPMENT 3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in CD 125 or equivalent  
3 hours lecture

Exploration of 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**

3 hours lecture

Exploration of the importance and meaning of music and movement for infants, toddlers, and preschool children, including 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**

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 and activities that foster language and emerging literacy skills for young children, including children with special needs. The course focus will include first and second language acquisition, techniques of storytelling and puppetry, the evaluation of children's literature, and reference to the California Preschool Learning Foundations.

CSU

**130 CURRICULUM: DESIGN AND IMPLEMENTATION 3 UNITS**

**C-ID ECE 130**

Recommended Preparation: "C" grade or higher or "Pass" in CD 123, 125, 126, 127, 128, 129, 131 or equivalent  
3 hours lecture

Students will examine a variety of approaches to curriculum development, the essential role of play, and the teacher's role in supporting development and learning. The course 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. An overview of content areas, including language and literacy, social and

emotional learning, sensory learning, art and creativity, math and science will be provided.

CSU

**131 CHILD, FAMILY AND COMMUNITY 3 UNITS**

**C-ID CDEV 110**

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 the 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.

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

**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, 131 and 130 or 143 or equivalent

Corequisite: CD 133 or 170  
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 or 170. Reexamines professional ethics, responsibilities, and expectations of the work force, and explores 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, 130, 131 or equivalent

Corequisite: CD 132

10 hours paid or 8 hours unpaid work experience per week

Under supervision at approved field placement sites, student teachers will design, implement, and evaluate curriculum experiences, apply previous coursework to make connections between theory and practice, demonstrate professional behavior, and build a comprehensive understanding of children in the group environment. Respectful workplace relationships among children and adults that serve as a foundation for co-construction of curriculum and positive guidance will be emphasized.

CSU

**134 HEALTH, SAFETY AND NUTRITION OF YOUNG CHILDREN 3 UNITS**

**C-ID ECE 220**

3 hours lecture

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. Covers 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

**136 ADULT SUPERVISION 3 UNITS**

Recommended Preparation: 12 units of Child Development as defined by Title 22 licensing regulations: 3 units in Child Growth and Development (CD 125), 3 units in Child, Family and Community (CD 131), 6 units in Program Curriculum (CD 123 or 126 or 127 or 128 or 129 or 130)  
3 hours lecture

This course provides an opportunity for students to develop skills in establishing and maintaining supportive working relationships with adults in early childhood settings. Explores positive communication strategies including team building, collaboration, and effective problem solving.

CSU

**137 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS I 3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in 12 CD units as required by Title 22 licensing regulations: CD 125, 131 and 6 units in program curriculum (CD 123 and 126 or 127 or 128 or 129 or 130)  
3 hours lecture

Designed for the beginning director of child care and preschool programs. It includes administrative tools, knowledge, and techniques needed to organize, open, and operate a child development facility. Topics include 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 supervisors.

CSU

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

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

**141 WORKING WITH CHILDREN WITH SPECIAL NEEDS 3 UNITS**

3 hours lecture

This course focuses on strategies for working with young children with special needs, including physical, intellectual, emotional, behavioral, and sensory challenges. The emphasis will be on developmentally appropriate inclusive practices, activities, materials, and environments, and developing strong relationships with families and community resources.

CSU

**143 RESPONSIVE PLANNING FOR INFANT/TODDLER CARE 3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in CD 124 or 125 or equivalent  
3 hours lecture

Examination of 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**

3 hours lecture

Students will examine 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.

AA/AS GE, CSU, CSU GE

**153 TEACHING IN A DIVERSE SOCIETY 3 UNITS**

**C-ID ECE 230**

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

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

Prerequisite: "C" grade or higher or "Pass" in CD 106, 123, 124, 125, 126, 127, 128, 129, 143 or equivalent

Corequisite: CD 132 or previous enrollment

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 and will design and modify the environment, develop and supervise learning experiences, handle routines, and respond to individual and group needs of children under three years of age.

CSU

**210 WORKING WITH YOUNG CHILDREN WITH CHALLENGING BEHAVIORS 3 UNITS**

3 hours lecture

Provides 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

**212 PRACTICUM IN EARLY CHILDHOOD EDUCATION 3 UNITS**

**C-ID ECE 210**

Prerequisite: "C" grade or higher or "Pass" in CD 123, 125, 130, 131 or equivalent

2 hours lecture, 3 hours laboratory

In this course students will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play-oriented

approaches to teaching, learning, and assessment, and knowledge of curriculum content areas will be emphasized as student teachers design, implement, and evaluate experiences that promote positive development and learning for all young children.

CSU

**213 OBSERVATION AND ASSESSMENT 3 UNITS**

**C-ID ECE 200**

3 hours lecture

This course focuses on the appropriate use of a variety of assessment and observation strategies to document child development and behavior. Child observations will be conducted and analyzed.

CSU

## CHINESE (CHIN)

**120 CHINESE I 5 UNITS**

5 hours lecture

Introduction to the Chinese language and the culture of its speakers. Designed for students with very little or no knowledge of Chinese. 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 Mandarin Chinese as much as possible. Students will learn structures that will enable them to function in Chinese in everyday contexts.

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

**121 CHINESE II 5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CHIN 120 or two years of high school Chinese or equivalent

5 hours lecture

Continuation of CHIN 120. Continues to develop oral and written skills based on practical everyday needs.

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

**122 CHINESE III 5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CHIN 121 or three years of high school Chinese or equivalent

5 hours lecture

Continuation of CHIN 121. Continues to develop oral, listening, reading and writing skills in order to acquire proficiency in Mandarin Chinese.

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

**121 CHINESE IV 5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CHIN 220 or four years of high school Chinese or equivalent

5 hours lecture

Continuation of CHIN 220. Continues to develop oral, listening, reading and writing skills in order to improve proficiency in Mandarin Chinese.

AA/AS GE, CSU, UC

**250 CONVERSATIONAL CHINESE I 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CHIN 121 or three years of high school Chinese or equivalent

3 hours lecture

Develop oral, reading, writing and listening skills with an emphasis on oral proficiency.

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

**251 CONVERSATIONAL CHINESE II 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CHIN 250 or four years of high school Chinese or equivalent

3 hours lecture

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

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

## COMMUNICATION (COMM)

**110 INTRODUCTION TO MASS COMMUNICATION 3 UNITS**

**C-ID JOUR 100**

3 hours lecture

Introduction to 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. The history of mass media theories, ethics, roles and responsibilities, contributions of diverse groups, gender issues, and legal rights and restrictions will be explored. 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**

**C-ID COMM 130**

3 hours lecture

This course provides an opportunity to learn and apply in daily life principles of interpersonal communication, effective rhetorical strategies, and public speaking skills. Students present speeches and participate in structured oral and written exercises and simulations; these activities are designed to enhance communicative awareness and skills in interpersonal contexts. Emphasis is on personal, situational and cultural influences on interaction. It is designed to assist students in improving their own interpersonal and oral communication skills. Attention is given to rhetorical strategies, human perception, interpersonal dynamics, listening, conflict management, verbal and nonverbal communication skills including delivery of speeches in front of listeners.

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

**122 PUBLIC SPEAKING 3 UNITS**

**C-ID COMM 110**

3 hours lecture

Theory and techniques of public speaking in a democratic society. Discovery, development and criticism of ideas in public discourse through research, reasoning, organization, presentation, and evaluation of various types of speeches including informative and persuasive speeches.

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

3 hours lecture

Advanced training in the preparation and delivery of common types of public speaking. There is an emphasis on new theoretical approaches to the process of oral communication.

CSU, UC

**124 INTERCULTURAL COMMUNICATION 3 UNITS**

**C-ID COMM 150**

3 hours lecture

The purpose of this course is to explore and learn about intercultural communication: the study of face-to-face communication between people from different cultural backgrounds, including those reflecting national or ethnic diversity. This course will utilize a culture-general approach, meaning that the focus will be on general principles of intercultural

communication that are applicable across a broad spectrum of cultures and contexts.

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

**130 FUNDAMENTALS OF HUMAN COMMUNICATION 3 UNITS**

3 hours lecture

A survey of the theory, basic principles, and methods of human communication with emphasis on improving speaking and listening in public speaking, interpersonal and group contexts.

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

**135 ORAL INTERPRETATION OF LITERATURE 3 UNITS**

**C-ID COMM 170**

3 hours lecture

This course provides both a theoretical and a practical exploration of the oral interpretation of literature. Attention is given to art appreciation, art criticism, and analysis as it relates to the performance of literature in various genres. The oral interpretation of traditional literary genres of poetry, prose, and drama is practiced, as well as newer and more diverse modes of expression such as spoken word and other cultural forms of artistic expression. Emphasis is on the effective interpretation, communication, and evaluation and performance of various literary works.

*CSU, UC*

**136 READERS THEATRE 3 UNITS**

3 hours lecture

This course is designed to provide training in the theory, concepts and history of Readers Theatre. The course covers principles of literature selection, analysis, adaptation, direction, and presentation, as well as literary methods and modes of narration.

*CSU, UC*

**137 CRITICAL THINKING IN GROUP COMMUNICATION 3 UNITS**

3 hours lecture

This course is 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. Students will become familiar with leadership strategies, problem solving techniques, discussion plans, and conflict management as applicable in groups.

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

**145 ARGUMENTATION 3 UNITS**

**C-ID COMM 120**

3 hours lecture

Study of 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*

**238 SPEECH AND DEBATE COMPETITION I 1 UNIT**

1 hour lecture, 1 hour laboratory

This is the introductory course to intercollegiate forensics: Cuyamaca's Speech and Debate Team. It is designed to give students preparation procedures for competitive speech/debate tournaments. Students will learn the requirements for the four major areas of competitive speaking: public address, oral interpretation, impromptu/extemporaneous speaking, and debate. Students will be required to participate or observe at one tournament or public speaking activity.

*CSU*

**239 SPEECH AND DEBATE COMPETITION II 2 UNITS**

2 hours lecture, 1 hour laboratory

This course is designed for students who wish to participate in intercollegiate speech and debate tournaments through the Cuyamaca Speech and Debate Team. Students will develop speech performance skills by selecting areas of emphasis which include public speaking, oral interpretation or debate events. Competition in at least one tournament or public speaking activity is required.

*CSU*

**240 SPEECH AND DEBATE COMPETITION III 3 UNITS**

**C-ID COMM 160B**

2 hours lecture, 3 hours laboratory

This course is designed for students to develop speaking and argumentation skills and participate in multiple intercollegiate speaking competitions, festivals or public events as members of the Cuyamaca Speech and Debate Team. Emphasis is on group and oral performance for team competition at state and national tournaments. Students will focus on multiple events from parliamentary debate, platform speaking, extemporaneous speaking, or oral interpretations events. Competition at two or more tournament or public speaking activities is required.

*CSU*

**241 SPEECH AND DEBATE COMPETITION IV 3 UNITS**

2 hours lecture, 3 hours laboratory

This course is designed for students who have competed in intercollegiate forensics tournaments and want to focus on one or more specific areas of emphasis as a member of the Cuyamaca Speech and Debate Team. Team leadership skills, debate theory, research analyzing political and social issues, directing and writing of readers theatre, and coaching skills, may be selected as possible focus areas. Competition at three or more tournaments or public speaking activities is required.

*CSU*

## COMPUTER AND INFORMATION SCIENCE (CIS)

See Business Office Technology for specific Microsoft applications such as Word, PowerPoint, Excel, and Access.

**105 INTRODUCTION TO COMPUTING 2 UNITS**

2 hours lecture

Introductory 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. Emphasis is on those skills and knowledge needed to use a home or small business computer.

*CSU*

**110 PRINCIPLES OF INFORMATION SYSTEMS 4 UNITS**

**C-ID BUS 140/ITIS 120**

3 hours lecture, 3 hours laboratory

An introductory course in information technology with an emphasis on business and business-related applications. Concepts include computer organization, data processing systems, decision support systems, systems analysis and design. The laboratory component consists of hands-on problem solving using

software applications including spreadsheets and databases.

*CSU, CSU GE, UC*

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

Recommended Preparation: Basic computer skills (basic knowledge of hardware, operating systems, applications software)

2 hours lecture, 3 hours laboratory

Preparation for the A+ Certification exam, an industry-sponsored test that establishes a benchmark level of knowledge and competence expected of computer service technicians in entry-level positions. A+ Certification also serves as the foundation for computer service professionals who are pursuing other valuable industry certifications such as the Cisco Certified Networking Associate (CCNA), Network+, and Microsoft Certified Professional (MCP). Students will gain a comprehensive knowledge base in computer hardware, DOS and Windows operating systems, networking basics, printers, and customer service. Hands-on labs using the latest computer components and operating systems provide an opportunity for students to enhance their skills in assembling, disassembling, servicing, troubleshooting, and upgrading advanced computer and networking systems.

*CSU*

**121 NETWORK CABLING SYSTEMS 3 UNITS**

2 hours lecture, 3 hours laboratory

This course introduces students to the basic concepts of network cabling systems. It focuses on network cabling design, installation, testing, certification and troubleshooting. 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 laboratory component allows students to verify concepts introduced in class and to develop the knowledge and skills required to build, test, operate and maintain the physical aspects of voice, video and data networks.

*CSU*

**125 NETWORK+ CERTIFICATION 3 UNITS**

Recommended Preparation: Basic computer skills (basic knowledge of hardware, operating systems, applications software)

2 hours lecture, 3 hours laboratory

Practical course intended for those interested in learning computer networking with an emphasis on earning the Computing Technology Industry Association's certification Network+, a foundation-level, vendor-neutral international industry credential that validates the knowledge of networking professionals. Earning this 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. It also 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**

Recommended Preparation: "C" grade or higher or "Pass" in CIS 110 or equivalent

2 hours lecture, 3 hours laboratory

Beginning course in database software that provides 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*

**162 TECHNICAL DIAGRAMMING USING MICROSOFT VISIO****2 UNITS**

Recommended Preparation: Basic computer skills

1 hour lecture, 3 hours laboratory

Networking and telecommunications professionals must know how to create technical diagrams and drawings, and 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 provide real-world technical and business experiences.

*CSU*

**190 WINDOWS OPERATING SYSTEM****3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 120 or 125 or equivalent or current CompTIA A+ or N+ certification

2 hours lecture, 3 hours laboratory

Comprehensive hands-on application, use and training on a Windows client computer operating system for both beginning and intermediate level students preparing for the current Microsoft Certified Technology Specialist certification exam. 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 SYSTEM****3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 120 or 125 or equivalent or current CompTIA A+ or N+ certification

2 hours lecture, 3 hours laboratory

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. Course maps to the Computer Technology Industry Association (CompTIA) Linux+ and Linux Professional Institute (LPI) Certification Level 1 certification exams.

*CSU*

**201 CISCO NETWORKING ACADEMY I****3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in CIS 125 or equivalent

2 hours lecture, 3 hours laboratory

This is the first of four courses designed to provide knowledge, experience and skills in current and emerging networking technology. This course is also designed to help students prepare for the professional certification as a

Cisco Certified Network Associate (CCNA). This course introduces you to fundamental networking concepts and technologies. In this course, you will learn both the practical and conceptual skills that build the foundation for understanding basic networking. Students will: examine human versus network communication and see the parallels between them; be introduced to the two major models used to plan and implement networks: OSI and TCP/IP; learn about network devices and network addressing schemes, and discover the types of media used to carry data across the network. This course maps to the Cisco Certified Networking Associate curriculum version 5.

*CSU*

**202 CISCO NETWORKING ACADEMY II****3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 201 (Fall 2013 or after) or completion of CCNA1 Version 5 at another Cisco Networking Academy, or explicit instructor permission

2 hours lecture, 3 hours laboratory

This is the second of four courses designed to provide knowledge, experience and skills in current and emerging networking technology. This course is also designed to help students prepare for the professional certification as a Cisco Certified Network Associate (CCNA). Routing and Switching Essentials describes the architecture, components, and operations of routers and switches. Students learn how to configure basic router and switch functions necessary for planning and implementing small networks. By the end of this course, students will be able to configure routers and switches and troubleshoot common issues with the Routing Information Protocol (RIPv1, RIPv2, and RIPv3), single-area Open Shortest Path First Protocol (OSPF), Dynamic Host Configuration Protocol (DHCP), Network Address Translation (NAT), Access Control Lists (ACLs), Virtual Local Area Networks (VLANs), and inter-VLAN routing in both IPv4 and IPv6 networks. This course maps to the Cisco Certified Networking Associate curriculum version 5.

*CSU*

**203 CISCO NETWORKING ACADEMY III****3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 202 (Fall 2013 or after) or completion of CCNA2 Version 5 at another Cisco Networking Academy, or explicit instructor permission

2 hours lecture, 3 hours laboratory

This is the third of four courses designed to provide knowledge, experience and skills in current and emerging networking technology. This course is also designed to help students prepare for the professional certification as a Cisco Certified Network Associate (CCNA). Scaling Networks describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with Open Shortest Path First (OSPF) protocol, Enhanced Interior Gateway Routing Protocol (EIGRP), First Hop Redundancy Protocols (HSRP), EtherChannel, and Spanning-Tree Protocol (STP) in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network. This course maps to the Cisco Certified Networking Associate curriculum version 5.

*CSU*

**204 CISCO NETWORKING****ACADEMY IV****3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 203 (Fall 2013 or after) or completion of CCNA3 Version 5 at another Cisco Networking Academy, or explicit instructor permission

2 hours lecture, 3 hours laboratory

This is the fourth of four courses designed to provide knowledge, experience and skills in current and emerging networking technology. This course is also designed to help students prepare for the professional certification as a Cisco Certified Network Associate (CCNA). Connected Networks discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network.

*CSU*

**205 IMPLEMENTING CISCO IP ROUTING (ROUTE)****3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 204 or equivalent or successful completion of the current version of CCNA1, 2, 3 and 4 at another Cisco Networking Academy or possess a current CCNA.

2 hours lecture, 3 hours laboratory

This course covers topics necessary to successfully complete the Cisco Certified Networking Professional ROUTE certification. Skills necessary for implementing, monitoring, and maintaining routing services in an enterprise network will be enhanced. Students will learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions using a range of IPv4 and IPv6 routing protocols. Topics include: EIGRP (Enhanced Interior Gateway Routing Protocol); Multi-area OSPF (Open Shortest Path First) routing protocols; mechanisms for controlling routing updates and traffic; BGP (Border Gateway Protocol); and secure routing solutions. This lab-intensive course provides hands-on experience building and configuring complex networks using Cisco routers and switches.

*CSU*

**206 CISCO NETWORKING****ACADEMY V****3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 205 or equivalent

2 hours lecture, 3 hours laboratory

This course, combined with CIS 205 Cisco Networking Academy V, covers topics necessary to successfully complete the Cisco Certified Networking Professional ROUTE certification. Skills necessary for implementing, monitoring, and maintaining routing services in an enterprise network will be enhanced. Students will learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions using a range of routing protocols in IPv4 and IPv6 environments. Continues using the CCNP ROUTE certification content learned in CIS 205 and introduces new topics: BGP (Border Gateway Protocol); secure routing solutions to support branch offices and mobile workers; introduction to IPv6; IPv6 addressing and routing; OSPFv3; IPv6 tunneling; and IPv4 to IPv6 translation. This lab-intensive course provides hands-on experience by performing case studies using Cisco networking devices.

*CSU*

**207 CISCO NETWORKING****ACADEMY VII 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 204 or equivalent or successful completion of the current version of CCNA1, 2, 3 and 4 at another Cisco Networking Academy or possess a current CCNA certification

2 hours lecture, 3 hours laboratory  
Cisco Networking Academy VII-Switch is the fifth level of Cisco Networking Academy routing and switching courses and one of three courses for the Cisco Certified Networking Professional designation. Students will learn how to implement, monitor, secure, and maintain network switching solutions in converged enterprise campus networks. Campus Network Technologies include: Multilayer Switching, VLANs, VTP (VLAN Trunking Protocol), STP (Spanning Tree Protocol), Switch security techniques (Private VLANs, AAA, VACLs, IEEE 802.1X, and various IOS-based security methods), SPAN (Switched Port Analyzer), PAgP and LACP (EtherChannel, Link Aggregation Control Protocol), Inter-VLAN Routing, HSRP (Hot Standby Router Protocol), VRRP (Virtual Redundant Router Protocol), GLBP (Gateway Load Balancing Protocol), SNMP (Simple Network Management Protocol) and NTP (Network Time Protocol). This lab-intensive course provides hands-on learning and practice to reinforce configuration skills using Cisco networking devices.

CSU

**208 CISCO NETWORKING****ACADEMY VIII 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 205 and 207 or equivalent or successful completion of the current Cisco Networking Academy CCNP ROUTE and SWITCH courses at another Cisco Networking Academy or possess current CCNP ROUTE and SWITCH certifications

2 hours lecture, 3 hours laboratory  
Cisco Networking Academy VIII-TSHOOT is the seventh level of Cisco Networking Academy courses and one of three courses for the Cisco Certified Networking Professional designation. Students will learn how to monitor and maintain complex enterprise routed and switched IP networks. Skills learned are based on systematic and industry recognized approaches to plan and execute regular network maintenance including support and troubleshooting network problems using technology-based processes and best practices. Troubleshooting topics include: processes for complex enterprise networks; tools and applications; campus switched solutions; routing solutions; addressing services; network performance issues; converged networks; network security implementations; and complex enterprise networks. This lab-intensive course provides hands-on learning and practice to reinforce troubleshooting skills using Cisco networking devices.

CSU

**209 CISCO NETWORKING****ACADEMY IX 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 202 or equivalent or successful completion of the current version of CCNA1, and 2 at another Cisco Networking Academy or possess a current CCNA or CCENT certification

2 hours lecture, 3 hours laboratory  
Designed for students seeking career-oriented, entry-level security specialist skills. Provides the technical knowledge and skill experience needed to prepare for entry-level security specialist careers. The CCNA Security curriculum blends classroom hands-on experience using Cisco routers, switches, ASAs and an online e-learning solution to develop an in-depth understanding of network security principles and security tools such

as: protocol sniffers/analyzers, TCP/IP and common desktop utilities; Cisco IOS-based network security, administrative access security and Intrusion Prevention System (IPS); Cisco ASA Firewalls; AAA; and VPNs. Preparation for the Implementing Cisco Network Security (IINS) certification exam (210-260 IINS), leading to the CCNA Security certification.

CSU

**210 CISCO NETWORKING****ACADEMY-VOICE 4 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 204 or equivalent or Cisco Networking Academy CCNA1, 2, 3, and 4 version 4 or version 5; or possess current CCNA certification

3 hours lecture, 3 hours laboratory  
The Cisco Networking Academy-Voice course covers the topics aligned to the Introducing Cisco Voice and Unified Communications Administration (ICOMM v8.0) 640-461 professional certification exam. This course introduces students to the architecture, components, functionalities, and features related to Cisco Unified Communications. This is a lab-intensive course providing students with the hands-on experience necessary to perform tasks related to system monitoring, moves, additions and changes on Cisco Unified Communications Manager, Cisco Unified Communications Manager Express, Cisco Unity Connection, and Cisco Unified Presence.

CSU

**211 WEB DEVELOPMENT I**

**3 UNITS**

Recommended Preparation: Basic computer skills (ability to use the Internet, word process documents, manage electronic files)

2 hours lecture, 3 hours laboratory  
This course is a hands-on overview of current web development. Emphasis will be placed on coding and debugging valid HTML and Cascading Style Sheets (CSS), but the course will also include design principles and introductory graphics to encourage attractive, usable design. Mobile development will be introduced. Student will use industry standard development environments to create websites.

CSU

**213 WEB DEVELOPMENT II**

**3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in CIS 211 or equivalent

2 hours lecture, 3 hours laboratory  
This course builds on the skills introduced in Web Development I (CIS 211) with hands-on projects that reinforce and further develop HTML5 and CSS3 expertise. Mobile development is addressed in detail. Also covered are content management systems, Search Engine Optimization (SEO), usability, and use of hosted and local servers.

CSU

**215 JAVASCRIPT WEB****PROGRAMMING 3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in CIS 211 or equivalent or one year verifiable HTML and CSS coding experience

2 hours lecture, 3 hours laboratory  
JavaScript, the most popular web development language, works with HTML and CSS to add interactivity, special effects, and functionality to web pages. This introduction to JavaScript focuses on using JavaScript to develop practical front-end web components such as menus, slide shows, accordions, tabs, form validators, and date pickers. The foundation is set with JavaScript coding and syntax basics and quickly moves on to manipulating web page elements. Students then learn to work with JQuery and jQuery UI, free JavaScript libraries commonly used by web developers to simplify

JavaScript programming. The course includes practical examples and hands-on assignments.

CSU

**218 INTRODUCTION TO WEB PROGRAMMING**

**3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 211 or equivalent or one year verifiable HTML and CSS coding experience

2 hours lecture, 3 hours laboratory  
This course introduces web programming principles using PHP, one of the most popular server side web programming languages. Students will learn introductory programming skills and database development using MySQL.

CSU

**219 PHP/MYSQL DYNAMIC WEB-BASED****APPLICATIONS 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 211 or equivalent or one year verifiable HTML and CSS coding experience and "C" grade or higher or "Pass" in any CS course or one year verifiable programming experience

2 hours lecture, 3 hours laboratory  
PHP, one of the most popular server-side web development languages, is used for powerful web applications that collect data from HTML forms and stores them in databases like MySQL. Examples include online stores and content driven sites like WordPress and Wikipedia. This introduction to PHP and MySQL provides the knowledge and skills necessary to develop dynamic web-based applications that allow users to create, read, update, and delete database data via web browser forms. Students will build practical web applications such as shopping carts, address books, and more.

CSU

**225 WEB DEVELOPMENT****CAPSTONE 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 211 or equivalent and completion of 15+ units with a "C" grade or higher or "Pass" from the following: CIS 140, 211, 213, 215, 218, 219; GD 105, 126, 217

2 hours lecture, 3 hours laboratory  
In this course, participants build professional quality websites, gaining the experience and work examples necessary to find employment in the field. The practical, hands-on work of the class will require participants to reinforce and synthesize learning from the Web Development degree core and explore topics too new or advanced for prior courses. Participants will be guided through project analysis, design, development, implementation and evaluation.

CSU

**240 ADVANCED DATABASES**

**3 UNITS**

Prerequisite: "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) and will learn how to create efficient, customized applications.

CSU

**242 DATABASE DESIGN**

**3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 140 or 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 NSSA DEGREE CAPSTONE 2 UNITS**

Prerequisite: Completion of 30+ units with a "C" grade or higher or "Pass" from the following courses: CIS 120, 121, 125, 140, 190, 191, 201, 202, 203, 204, 209, 210, 262, 263, 290, 291, 293, 294, 295, CS 119, 119L or equivalent

1 hour lecture, 3 hours laboratory

This Networking, Security and System Administration (NSSA) course allows students to verify skills and knowledge obtained in previous computer, networking, security, and telecommunications classes. Students will design, build, test, operate and maintain end-to-end converging and unified information and communication networks during the capstone's "hands-on" lab.

CSU

**262 WIRELESS NETWORKING 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 120, CIS 121, and CIS 125 or successful completion of CIS 201 or equivalent or possess current CCNA or CCNET certification or two years verifiable network administration experience

Recommended Preparation: "C" grade or higher or "Pass" in CIS 190, 202 or equivalent

2 hours lecture, 3 hours laboratory

Covers WLAN (Wireless Local Area Network) topics including basic wireless principles, wireless technology concepts, wireless networking devices, 802.11 antenna technology, and WLAN Security. Introduces 802.11 WLAN communication technologies available today. Along with learning wireless technology terms, concepts and principles, students will get hands-on experience configuring a variety of WLAN networking devices and topologies. The CWNA certification is the foundation level enterprise Wi-Fi certification for the Certified Wireless Network Professional (CWNP) program, and is required for the Certified Wireless Security Professional (CWSP) and Certified Wireless Networking Expert (CWNE) certifications.

CSU

**263 FUNDAMENTALS OF NETWORK SECURITY 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 125 or 201, and 190 or 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. Designed for students interested in understanding the field of network security and how it relates to other areas of Information Technology (IT). Covers materials included in the CompTIA (Computing Technology Industry Association) Security+ exam.

CSU

**267 DIRECTED WORK EXPERIENCE IN CIS 1-4 UNITS**

Prerequisite: 12 units in CIS/CS courses related to field in which work experience is sought and current resume highlighting computer science or information system experience and course-related study

5 hours paid or 4 hours unpaid work experience per week per unit

Work experience at a designated industry site in an information and communication technology (ICT) occupation category for students seeking job experience in the ICT industry. *May be taken for a maximum of 12 units.*

CSU

**290 WINDOWS SERVER-INSTALLING AND CONFIGURING 2 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 190 or equivalent or current Microsoft Certified Technology Specialist (MCTS) 70-680 certification

1 hour lecture, 3 hours laboratory

Comprehensive hands-on system administration course focusing on the installation, initial implementation, and configuration of Windows server software core services, including: Active

Directory (AD) Domain Services, local storage, file and print services, group policy and server virtualization technologies.

CSU

**291 LINUX SYSTEM ADMINISTRATION 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 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, 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. Course maps to the Linux Professional Institute (LPI) Certification Level 2 exam.

CSU

**293 WINDOWS SERVER-ADMINISTERING 2 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 190 or equivalent or current Microsoft Certified Technology Specialist (MCTS) 70-680 certification

1 hour lecture, 3 hours laboratory

Comprehensive hands-on system administration course focusing on the administration tasks essential to administering a Windows server infrastructure, including: user and group management, network access, and data security.

CSU

**294 WINDOWS SERVER-ADVANCED CONFIGURATION 2 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 190 or equivalent or current Microsoft Certified Technology Specialist (MCTS) 70-680 certification

1 hour lecture, 3 hours laboratory

Comprehensive hands-on system administration course focusing on advanced Windows server configuration tasks, including: fault tolerance, certificate services, and identity federation.

CSU

**295 VMWARE CERTIFIED PROFESSIONAL 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in CIS 290 or 291 or equivalent or two years verifiable server administration experience

2 hours lecture, 3 hours laboratory

Comprehensive hands-on instruction on enterprise level data center virtualization. Topics include: concepts of Data Center Virtualization; common IT virtualization challenges faced by organizations; and installation, configuration, and management of VMware vSphere (which consists of VMware ESXi and VMware vCenter Server). Course maps to the current VMware Certified Professional exam.

CSU

**COMPUTER SCIENCE (CS)****119 PROGRAM DESIGN AND DEVELOPMENT 3 UNITS**

**C-ID COMP 112 (with CS 119L)**

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 while introducing 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 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.

CSU, UC

**119L PROGRAM DESIGN AND DEVELOPMENT LAB 1 UNIT**

**C-ID COMP 112 (with CS 119)**

Corequisite: CS 119

Recommended Preparation: "C" grade or higher or "Pass" in CIS 110 or equivalent

3 hours laboratory

Laboratory tutorials, drills and programming problems designed to help students master the concepts and programming projects presented/assigned in CS 119.

CSU, UC

**181 INTRODUCTION TO C++ PROGRAMMING 4 UNITS**

**C-ID COMP 122**

Recommended Preparation: "C" grade or higher or "Pass" in CS 119 or equivalent, intermediate algebra

3 hours lecture, 3 hours laboratory

Introduction to computer programming using C++. Students with no previous programming experience in C++ will learn how to plan and create well-structured programs, write programs using sequence, selection and repetition structures, and create and manipulate sequential access files, structs, classes, pointers and arrays.

CSU, UC

**182 INTRODUCTION TO JAVA PROGRAMMING 4 UNITS**

**C-ID COMP 122**

Prerequisite: "C" grade or higher or "Pass" in MATH 110 or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in CS 119 or equivalent or experience programming in C++ or Java

3 hours lecture, 3 hours laboratory

Introductory course in the basics of the Java programming language focusing on object oriented methodology. Topics include classes, methods, parameters, arrays, modularity, abstraction, exception handling, and stream and file I/O. In addition to writing and using new classes, students will utilize the AWT and/or Swing libraries of classes. Basic inheritance and mobile application programming are introduced.

CSU, UC

**281 INTERMEDIATE C++ PROGRAMMING AND FUNDAMENTAL DATA STRUCTURES 4 UNITS**

**C-ID COMP 132**

Prerequisite: "C" grade or higher or "Pass" in CS 181 or equivalent

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****C-ID COMP 132**

Prerequisite: "C" grade or higher or "Pass" in CS 182, MATH 175 or equivalent

3 hours lecture, 3 hours laboratory

Continuation of CS 182. Implement and analyze a variety of data structures and the algorithms used with those data structures, and create abstract data types and learn how and when to utilize them. Fundamental data structures include multidimensional arrays, linked lists, stacks, queues, heaps, trees, and hash tables; 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-O notation. A variety of sort algorithms are reviewed and analyzed for best, worst, and average case performance, and are compared with tree traversal algorithms. Develop increased sophistication in object-oriented basics such as inheritance, encapsulation, design of abstract data types and polymorphism, and gain experience by working on larger programs and managing large, multi-programmer projects. Laboratory instruction includes program development and execution. Mobile and database applications will be introduced.

CSU, UC

**COUNSELING (COUN)****101 INTRODUCTION TO COLLEGE .5-1 UNIT**

.5-1 hour lecture

An introductory course designed to assist the student with a successful transition to college. An overview of student responsibilities, college expectations, and success strategies will be discussed. Students will learn about the college; its facilities, services, academic regulations, general education requirements, and certificate, degree and transfer options. Students will receive preliminary guidance in education planning. **Pass/No Pass only. Non-degree applicable.**

**110 CAREER DECISION MAKING 1 UNIT**

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 to relate their vocational assessment results to setting academic and career goals.

CSU

**120\* COLLEGE AND CAREER SUCCESS 3 UNITS**

3 hours lecture

This course teaches success strategies to enhance academic and lifelong learning. The course also discusses the importance of looking at the human being as an integrated physiological, social and psychological organism. Students will explore personality types and examine their own interests and values as a way to increase self-understanding and select an appropriate major and career. Students will identify their learning style and apply psychological principles of learning, memory, motivation and stress management to academic study strategies. Students will also apply life management techniques, such as time and money management, to accomplish personal goals. Students will examine the adult

stages of development and develop a plan for wellness and living a long and healthy life. Additionally, students will be given the opportunity to practice creative and critical thinking techniques.

CSU, CSU GE, UC

**130 STUDY SKILLS AND TIME MANAGEMENT 1 UNIT**

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.

CSU

**140 SELF AWARENESS AND INTERPERSONAL RELATIONSHIPS 3 UNITS**

3 hours lecture

This course analyzes the cognitive, behavioral, humanistic, and existential theories as they relate to the awareness of the self and the dynamics of healthy relationships. Using many of the skills suggested by the above theories, students will define and utilize personal achievement techniques, basic principles of healthy functioning, and effective coping strategies that facilitate the process of intra and interpersonal change and relationships. 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.

CSU, CSU GE

**150\* TRANSFER SUCCESS 1 UNIT**

1 hour lecture

This course provides the information needed for a student to transfer to a baccalaureate institution, including strategies to achieve academic success and research skills essential to developing a comprehensive educational plan. Topics include the community college transfer process, selection of major, student support services, comparing and contrasting a variety of universities, and clarification of one's educational goal.

CSU, UC

\*120 and 150 combined; maximum UC credit, one course

**ECONOMICS (ECON)****110 ECONOMIC ISSUES AND POLICIES 3 UNITS**

3 hours lecture

A one-semester course that provides general elementary knowledge of basic economic concepts and serves 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 or 121.*

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

**120 PRINCIPLES OF MACROECONOMICS 3 UNITS****C-ID ECON 202**

Prerequisite: "C" grade or higher or "Pass" in MATH 103 or 110 or equivalent (MATH 110 is recommended for Business majors)

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; and 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****C-ID ECON 201**

Prerequisite: "C" grade or higher or "Pass" in MATH 103 or 110 or equivalent (MATH 110 is recommended for Business majors)

3 hours lecture

Principles of economic analysis and decision-making from the viewpoint of the individual consumer, worker, and firm. Focuses 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

**EDUCATION (ED)****151 EFFECTIVE TUTORING STRATEGIES 1 UNIT**

1 hour lecture

This course is designed to prepare students for tutoring college students. Provides an overview of effective learner-centered, process oriented, tutoring strategies and practices. Topics include basic study skills, the tutoring cycle, learning styles, learning disabilities, behaviors and stresses that affect learning, communication skills, and diversity/cultural awareness. Students interested in working in the Tutoring Center must have a grade of "B" or higher in subject matter to qualify. **Pass/No Pass only. Non-degree applicable.**

**200 TEACHING AS A PROFESSION 3 UNITS**

3 hours lecture

This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, kindergarten through grade 12 (K-12). Career exploration, historical and philosophical foundations of education, critical issues, California's content standards and frameworks, teaching performance standards, and conditions for effective learning are discussed. A minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher is required. *Limitation on enrollment: must meet health and safety requirements for public school field experience placement.*

CSU, UC

**ELECTRONICS TECHNOLOGY (ET)****110 INTRODUCTION TO BASIC ELECTRONICS 4 UNITS**

3 hours lecture, 3 hours laboratory

Exploratory course of study in the laws of physics as they relate to electricity and electronics. Topics include: the history of electrical science, atomic structure, basic electrical laws, DC and AC circuits, semiconductors, integrated circuits, amplifiers, wave forms, electrical test equipment, circuit construction, and electrical safety. Background in basic algebra and use of scientific calculators is highly desirable.

AA/AS GE, CSU, CSU GE

# ENGINEERING (ENGR)

## 100 INTRODUCTION TO ENGINEERING AND DESIGN 4 UNITS

3 hours lecture, 3 hours laboratory  
Introduction to engineering as a way of perceiving the world. Overview of design and analytical techniques, problem solving and strategic thinking, disciplines, and ethics. Fundamentals of engineering graphics as a universal language and application to the visualization, representation, and documentation of designed artifacts, including orthographic projections, pictorial, section, and detail views; creation of basic to intermediate solid parts and assemblies; dimensioning and tolerancing practices; thread notation per ASME Y14.5M-1994. This course covers the principles of engineering drawings in visually communicating engineering designs, and an introduction to solid modeling and computer-aided design (CAD). Assignments develop technical sketching and 2D and 3D CAD skills. The use of solid modeling CAD software (SolidWorks and Creo Parametric) is an integral part of the course, as is the production of physical prototypes using 3D printing and other techniques. This course 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  
Recommended Preparation: Working knowledge of basic computer operations and file administration  
2 hours lecture, 4 hours laboratory  
CAD (Computer-Aided Drafting) fundamentals for engineers. Basic drawing techniques and commands in AutoCAD. Includes geometric construction, multiview and singleview projections, section views, dimensions, and text. *Not open to students with credit in CADD 120, 120ABCD.*

CSU, UC, UC credit limit

## 120 ENGINEERING COMPUTER APPLICATIONS 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in MATH 180 or equivalent or concurrent enrollment  
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 3D SOLID MODELING 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in CADD 115 or ENGR 100 or equivalent  
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 (SolidWorks). Techniques include feature based part construction using extrudes, cuts and revolves; advanced surface shaping using lofts and sweeps; and 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 introduction to manufacturing processes of mechanical parts such as sheet metal process and molding. *Also listed as CADD 125. Not open to students with credit in CADD 125.*

CSU, UC, UC credit limit

## 129 ENGINEERING SOLID MODELING 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in CADD 115 or ENGR 100 or equivalent  
2 hours lecture, 4 hours laboratory  
Advanced 3D computer-aided mechanical design and drafting. This parametric modeling course provides skills and knowledge of appropriate software (Pro/Engineer) and feature based part construction using extrudes, cuts, revolves, lofts and sweeps. Students will enhance their skills in model assembly and assembly drawings including proper organization and layout of component drawing views, dimensioning and tolerancing, sectioning and detailing. *Also listed as CADD 129. Not open to students with credit in CADD 129.*

CSU, UC

## 175 MECHATRONICS: INTRODUCTION TO MICROCONTROLLERS AND ROBOTICS 3 UNITS

2 hours 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 inputs from sensors. Application of these ideas through the development of an autonomous robot.

CSU

## 176 MECHATRONICS: PROTOTYPE DESIGN 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in ENGR 100 or 175 or equivalent  
2 hours lecture, 3 hours laboratory  
This course focuses on electromechanical product development. Control of single chip microcontrollers including memory-mapped I/O (Input/Output), direct access to registers, and fine control of timing. Development of custom circuits including manufacture of printed circuits. Control of DC and AC motors and stepper motors. Development of mechanisms and transmissions. Introduction to manufacturing techniques. This course includes a capstone design project.

CSU

## 182 WORK EXPERIENCE IN ENGINEERING TECHNOLOGY 1-3 UNITS

Prerequisite: Completion of a minimum of 10 units in an engineering technology program (e.g., CADD Technology, Mechatronics) and recommendation from engineering or CADD instructor. Must meet state guidelines for work experience.  
75 hours paid or 60 hours unpaid work experience per unit  
Students who are employed in the engineering technology industry full-time or part-time (paid or unpaid) and able to work the minimum required hours during the semester are eligible to enroll in this course. Assessment of student will be performed by instructor in discussion with appropriate supervisor at place of employment. Students will further develop skills attained in the classroom setting. *Preregistration counseling with the instructor is required. Occupational cooperative work experience may accrue at the rate of 1-8 units per semester for a total of 16 units. Students must work 75 paid hours or 60 unpaid hours per unit earned.*

CSU

## 200 ENGINEERING MECHANICS-STATICS 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in PHYC 190 or equivalent  
Corequisite: MATH 280 or previous enrollment  
3 hours lecture  
Engineering applications of the principles of static equilibrium of force systems acting on particles and rigid bodies; structural analysis of trusses, frames, and machines; forces in beams; dry friction; centroids and moments of inertia.

CSU, UC

## 210 ELECTRIC CIRCUITS 4 UNITS

Prerequisite: "C" grade or higher or "Pass" in MATH 280, PHYC 200 or equivalent  
3 hours lecture, 3 hours laboratory  
Fundamentals of electrical circuits for engineers. Includes both DC and AC analysis. Concepts include Kirchhoff's laws, nodal and mesh analysis, linearity and superposition, Thevenin's theorem, ideal and real operational amplifiers, step response of first and second order RLC circuits, complex impedance, steady-state sinusoidal AC circuits, and AC power. Laboratory work supports the theory and introduces basic lab practices and tools (e.g., oscilloscopes and signal generators).

CSU, UC

## 218 PLANE SURVEYING 4 UNITS

Prerequisite: "C" grade or higher or "Pass" in MATH 170 or equivalent or concurrent enrollment  
2 hours lecture, 6 hours laboratory  
Use, care and adjustment of surveying instruments. Fundamental surveying methods, traverse measurements, and area computations. Introduction to horizontal and vertical curves, stadia, and construction layout. Introduction to topographic mapping. Earth work computations. *Also listed as SURV 218. Not open to students with credit in SURV 218.*

CSU, UC

## 220 ENGINEERING MECHANICS-DYNAMICS 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in ENGR 200 or equivalent  
3 hours lecture  
Motion of particles, particle systems and rigid bodies, and the effects thereon of applied forces and moments. Newtonian laws of motion, work and energy; linear and angular momentum. Application to engineering problems.

CSU, UC

## 260 ENGINEERING MATERIALS 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in PHYC 190 or equivalent  
Corequisite: CHEM 141 or previous enrollment  
3 hours lecture  
Atomic and molecular structure of materials used in engineering. Analysis of the relationships between structure of materials and their mechanical, thermal, electrical, corrosion and radiation properties, together with examples of specific application to engineering problems.

CSU, UC

## 270 DIGITAL DESIGN 4 UNITS

Prerequisite: "C" grade or higher or "Pass" in MATH 175 or 176 or equivalent  
3 hours lecture, 3 hours laboratory  
Modeling, analysis, simulation, design and construction of combinational and sequential digital logic systems and networks.

CSU, UC

## ENGLISH (ENGL)

### 020 SUPPORT FOR FRESHMAN COMPOSITION 2 UNITS

Prerequisite: "C" grade or higher or "Pass" in ENGL 098 or ESL 106 or equivalent or assessment  
Corequisite: ENGL 120  
2 hours lecture

This course is designed to review and reinforce the skills necessary to be successful in English 120 (freshman composition). Students will study the elements and principles of composition through the practice of editing and revising narrative, expository, and argumentative essays. Student will also be introduced to effective reading skills and strategies necessary for the reading of college level material. **Pass/No Pass only. Non-degree applicable.**

### 090 BASIC ENGLISH SKILLS 3 UNITS

Recommended Preparation: Placement based on assessment

3 hours lecture, 1 hour laboratory  
Instruction in 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

Recommended Preparation: Placement based on assessment; recommend concurrent enrollment in ENGL 090

3 hours lecture, 1 hour laboratory  
Developmental course for improving basic reading skills. Focuses on building vocabulary, improving comprehension of short reading selections, increasing reading speed, and 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  
4 hours lecture

A course in basic English skills. Grammar, punctuation and standard written English usage will be studied. Introduction to the writing process; learn basic sentence patterns to compose paragraphs and one multi-paragraph essay. *It is recommended that students also enroll in ENGL 098R.* **Non-degree applicable.**

### 098R READING FUNDAMENTALS 3 UNITS

Prerequisite: Grade of "Pass" in ENGL 090, 090R or equivalent or assessment  
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. Learn basic strategies for critical thinking. **Non-degree applicable.**

### 099 ACCELERATED PREPARATION FOR COLLEGE READING, REASONING, AND WRITING 5 UNITS

Prerequisite: Grade of "Pass" in ENGL 090, 090R or equivalent or assessment recommendation for ENGL 098

5 hours lecture  
The course is designed to prepare students for college-level academic reading, reasoning, and writing expected in transfer and associate-degree courses. Students will engage in the essential practice of academic inquiry and practice the writing process with an emphasis on effective expression of ideas. Readings will be studied for form and content in order to enhance critical thinking skills. In a highly supported learning environment, students will

develop critical reading, reasoning, and writing strategies and skills to help them engage in research and write academic essays by using and acknowledging multiple sources. **Non-degree applicable.**

### 109 COMPOSITION FOR COLLEGE 4 UNITS

Prerequisite: "C" grade or higher or "Pass" in ENGL 098 or ESL 106 or equivalent or assessment  
4 hours lecture

Prepares students for entry into ENGL 120 (English IA, traditional freshman composition for transfer). Students will practice the writing process by composing sentences, paragraphs and essays with an emphasis on correct and effective expression through the study of appropriate language; grammar, punctuation, and usage; and structural writing skills. Readings will be studied to stimulate clarity of thought and written expression. Students will practice the reading process by previewing, annotating, and analyzing readings and completing in-class writings based upon them. By the end of the course, students will be able to write a basic, largely error-free researched essay by using and acknowledging at least three sources. *Not open to students with credit in ENGL 110.* **Non-degree applicable.**

### 110R PRINCIPLES OF COLLEGE READING 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in ENGL 098 or equivalent or assessment  
Recommended Preparation: Concurrent enrollment in ENGL 109

3 hours lecture, 1 hour laboratory  
Provides effective reading skills and strategies necessary for reading 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

**C-ID ENGL 100**  
Prerequisite: "C" grade or higher or "Pass" in ENGL 099 or 109 or ESL 119 or 120 or equivalent or assessment

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 is on using outside sources and documenting them according to MLA format.

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

### 122 INTRODUCTION TO LITERATURE 3 UNITS

**C-ID ENGL 120**  
Prerequisite: "C" grade or higher or "Pass" in ENGL 120 or equivalent

3 hours lecture  
Introduces literature through the reading, analysis and discussion of various genres such as myths, folktales, essays, short stories, poems, plays and novels. Literature encompasses different time periods and a variety of male and female authors from around the world. Students will use the literature to write critical and appreciative essays.

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

### 124 ADVANCED COMPOSITION: CRITICAL REASONING AND WRITING 3 UNITS

**C-ID ENGL 105**

Prerequisite: "C" grade or higher or "Pass" in ENGL 120 or equivalent

3 hours lecture, 1 hour laboratory  
Develop critical thinking, reading and writing skills beyond the level achieved in ENGL 120. Focuses on the development of logical reasoning and analytical and argumentative writing skills.

CSU, CSU GE, IGETC, UC

### 126 CREATIVE WRITING 3 UNITS

**C-ID ENGL 200**

Prerequisite: "C" grade or higher or "Pass" in ENGL 099 or 109 or equivalent or assessment into ENGL 120

3 hours lecture  
This course affords students the opportunity to write short prose, poetry, and drama in a positive atmosphere. Explore, study and analyze techniques in the works of professional writers and in the works of students. Ample opportunity will be directed toward publication of students' work.

CSU, UC

### 151 PRINCIPLES OF ENGLISH TUTORING 1 UNIT

Prerequisite: "C" grade or higher or "Pass" in ENGL 120 or equivalent

1 hour lecture

Covers theory of learner-centered, process-oriented English tutoring in order to promote tutee self-responsibility; improve tutee retention; and emphasize reading, writing and learning processes during tutoring. Addresses the roles and goals of a tutor; the procedures for tutoring, such as the Tutoring Cycle; the tools of tutoring, such as Socratic questioning and "Tutor Talk"; and applicable principles of learning theory and brain-based learning. Addresses how to deal with issues that ultimately arise in the tutoring experience, bridging cultural gaps, managing group tutorials, and tutoring learning skills. Provides a basic knowledge of academic resources and facilities available. Covers the essentials of tutoring writing, grammar and punctuation skills for English. **Pass/No Pass only. Non-degree applicable.**

### 201 IMAGES OF WOMEN IN LITERATURE 3 UNITS

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 120 or equivalent

3 hours lecture  
Examines women and their roles in society as portrayed in various forms of literature, past and present. Students may read poetry, short stories, novels, plays, and view films which will provide them with a broad base for understanding the changing role of women throughout history. Works by significant male and female authors will be used, reflecting a broad spectrum of political, cultural and historical views. Authors sampled may include Jane Austen, George Eliot, Virginia Woolf, William Shakespeare, Amy Tan, Alice Walker, Sandra Cisneros, Norman Mailer, Thomas Hardy, Ernest Hemingway, Sylvia Plath and others.

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

### 202 INTRODUCTION TO FILM AS LITERATURE 3 UNITS

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/21st 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, and the historical, political and sociological context of cinema. Key figures in film history such as Buster Keaton, John Ford, Orson Welles, Alfred Hitchcock, Spike Lee, Woody Allen, Akira Kurosawa and others will be studied.

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

**207 ROMANCE FICTION 3 UNITS**  
3 hours lecture

Literature survey course that focuses on the reading and analysis of romance novels. Beginning with the female gothic, the course covers the development of the popular romance novel. Includes the classic novels of Radcliffe, Burney, Bronte and Austen as well as more modern American and English romance novelists. Oral and written discussion of readings and their relevance to current trends will be emphasized. Analytical and/or original creative writings will be included.

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

**214 MASTERPIECES OF DRAMA 3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 120 or equivalent  
3 hours lecture

Survey of masterpieces in drama beginning with works from ancient Greece and concluding with plays from the 20th century. Although other types of drama may be discussed, the primary texts will be comedies and tragedies. Representative playwrights include Sophocles, William Shakespeare, Moliere, Henrik Ibsen, Susan Glaspell, Eugene O'Neill, Arthur Miller, Samuel Beckett, Lorraine Hansberry, August Wilson and others. Texts will be read, analyzed, discussed, and written about in essay format.

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

**217 FANTASY AND SCIENCE FICTION 3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 120 or equivalent  
3 hours lecture

Survey reading course of fantasy and science fiction, a unique literary genre with an unparalleled and still growing popularity. Reading selections cover a diverse spectrum of fantasy and science fiction. Oral and written discussion of such readings and their relevance to current trends will be emphasized. Analytical or original creative writings will be included.

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

**221 BRITISH LITERATURE I 3 UNITS**

*C-ID ENGL 160*  
Prerequisite: "C" grade or higher or "Pass" in ENGL 120 or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 122 or equivalent  
3 hours lecture

Survey of British literature from the Anglo Saxon period to the Romantic period. Students will read and interpret literature from historical, social and philosophical perspectives and according to various schools of critical theory. A typical syllabus might include Geoffrey Chaucer, William Langland, Edmund Spenser, William Shakespeare, Ben Johnson, John Milton, Lady Mary Wroth, Aphra Behn, and Jonathan Swift.

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

**222 BRITISH LITERATURE II 3 UNITS**

*C-ID ENGL 165*  
Prerequisite: "C" grade or higher or "Pass" in ENGL 120 or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 122 or equivalent  
3 hours lecture

Survey of British literature from the Romantic period to the present. Students will read and interpret literature from historical, social, and philosophical perspectives and according to

various schools of critical theory. A typical syllabus might include William Blake, Mary Wollstonecraft, William Wordsworth, Samuel Coleridge, Lord Byron, Percy Shelley, John Keats, Elizabeth Browning, Alfred Tennyson, Robert Browning, Emily Bronte, Matthew Arnold, Christina Rossetti, Oscar Wilde, Jane Austen, Thomas Hardy, William Butler Yeats, Virginia Woolf, James Joyce, Doris Lessing, and Derek Walcott.

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

**231 AMERICAN LITERATURE I 3 UNITS**

*C-ID ENGL 130*  
Prerequisite: "C" grade or higher or "Pass" in ENGL 120 or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 122 or equivalent  
3 hours lecture

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 Casteñeda, William Bradford, Anne Bradstreet, Benjamin Franklin, Thomas Jefferson, Judith Sargent Murray, Washington Irving, Catherine Sedgwick, James Fennimore Cooper, Henry David Thoreau, Walt Whitman and many others. Selections from the major writers will be read, analyzed, discussed and written about in essay format.

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

**232 AMERICAN LITERATURE II 3 UNITS**

*C-ID ENGL 135*  
Prerequisite: "C" grade or higher or "Pass" in ENGL 120 or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 122 or equivalent  
3 hours lecture

Study of American literature which explores literary works and their political, religious, economic and aesthetic context from 1860 to the present. Reading selections may consist of poetry, short stories, novels, plays and nonfiction prose, including essays. Authors studied include Abraham Lincoln, Frederick Douglass, Mark Twain, Edgar Allan Poe, Walt Whitman, Emily Dickinson, Eugene O'Neill, Gertrude Stein, Langston Hughes, Ernest Hemingway, John Steinbeck, Toni Morrison and others. Selections from the major writers will be read, analyzed, discussed and written about in essay format.

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

**270 WORLD LITERATURE I 3 UNITS**

*C-ID ENGL 140*  
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 120 or equivalent  
3 hours lecture

Survey and comparison of major works in translation and in English from various continents and cultures prior to 1650 A.D. Focuses on the historical, social, philosophical, and cultural aspects of literature and the roles of women and men. Minority perspectives will be included. Reading selections include works from the ancient Mediterranean world, South and East Asia, Europe, the Middle East, Africa, and the early Americas.

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

**271 WORLD LITERATURE II 3 UNITS**

*C-ID ENGL 145*  
Recommended Preparation: "C" grade or higher or "Pass" in ENGL 120 or equivalent  
3 hours lecture

Survey and comparison of major works in translation and in English from various continents and cultures from 1650 A.D. to the present.

Focuses on the historical, social, philosophical, and cultural aspects of literature and the roles of women and men. Minority perspectives will be included. Reading selections include works from Asia, the Middle East, Africa, Europe, the Americas, Australia and New Zealand.

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

**275 LITERARY PERIOD 3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 120 or equivalent  
3 hours lecture

In-depth study of a literary period. Reading selections cover a body of literature drawn from one literary period (e.g., The Beat Generation, Contemporary World Poetry, Naturalism, or Postmodern Fiction) and 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 retaken as the subject matter changes as indicated in the subtitle (e.g., The Beat Generation, Contemporary World Poetry, Naturalism, or Postmodern Fiction).

*AA/AS GE, CSU*

**276 MAJOR AUTHOR 3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 120 or equivalent  
3 hours lecture

In-depth study of a major author. Reading selections cover a breadth of literature drawn from one major author (e.g., Sylvia Plath, James Joyce, Tennessee Williams or Fyodor Dostoyevsky) and 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 retaken as the subject matter changes as indicated in the subtitle (e.g., Short Stories of Flannery O'Connor or Poetry of Emily Dickinson).

*AA/AS GE, CSU*

**277 LITERARY THEME 3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ENGL 120 or equivalent  
3 hours lecture

In-depth study of a theme in literature. Reading selections will cover a breadth of literature representative of a major theme (e.g., Images of War, Isolation/Exile, Coming of Age, or Diversity) and 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 retaken as the subject matter changes as indicated in the subtitle (e.g., Images of War, Isolation/Exile, Coming of Age, or Diversity).

*AA/AS GE, CSU*

## ENGLISH AS A SECOND LANGUAGE (ESL)

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, 106, 119 and 120 transfer as elective credit to CSU/UC. The traditional ESL program of study, as shown below, is divided into seven levels. Students should see a counselor to select additional courses in other areas for which their language skills will be acceptable.

**Level I:** Courses for the student with pre-entry level skills.

ESL 070 ESL I: Intro to ESL Literacy 6  
ESL 071 ESL I: Intro to ESL Communication 6

**Level II:** Entry level ESL focuses on basic listening, speaking and writing in English, as well as introductory intercultural skills.

ESL 080	ESL II: ESL Literacy	6
ESL 081	ESL II: ESL Communication	6

**Level III:** 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 III	5
ESL 096R	ESL Reading and Vocabulary Development III	3
ESL 096L	Listening and Speaking III	3
ESL 099A	ESL for the Workplace I	3

**Level IV:** 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.

ESL099AorB	ESL for the Workplace I or II	3
ESL 100	English as a Second Language IV	5
ESL 100R	ESL Reading and Vocabulary Development IV	3
ESL 100L	Listening and Speaking IV	3

**Level V:** 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 V	5
ESL 103R	ESL Reading and Vocabulary Development V	3
ESL 103L	Listening and Speaking V	3

**Level VI:** 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 VI	5
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\*Students will receive an ESL Certificate of Completion upon completion of ESL 106 with a "C" grade or higher or "Pass."

**Level VII:** Final level of ESL

ESL 119	English as a Second Language VII	5
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Cuyamaca College also offers an accelerated program of ESL courses to allow the student a faster pathway to ENGL 120. See a counselor for details.

### 1A ACCELERATED READING AND WRITING FOR ENGLISH AS A SECOND LANGUAGE 6 UNITS

Prerequisite: Grade of "Pass" in ESL 080 or equivalent or assessment into ESL 096, 100 or 1A  
6 hours lecture

This course is designed to bring students up to the grammatical, reading and composition level needed for three to two levels below ENGL 120. The focus is on reading intermediate-level complex texts, analyzing with critical attitude, and writing paragraph-to-essay length papers with proper format and evidence of intermediate to high intermediate level academic depth and rigor of research. Students in this course are generally on an accelerated pathway through the English as a Second Language program.  
**Non-degree applicable.**

### 1AG GRAMMAR FOR ESL ACCELERATED READING AND WRITING 3 UNITS

Prerequisite: Grade of "Pass" in ESL 080 or equivalent placement or concurrent enrollment in ESL 1A

3 hours lecture

This course focuses on the study of English grammar for students whose first language is other than English. It is designed as a companion course to the ESL 1A (Accelerated Reading and Writing for English as a Second Language). It develops and adds to skills in grammar and sentence structure such as is utilized in ESL 1A. Software is utilized to reinforce grammar skills introduced in class.  
**Pass/No Pass only. Non-degree applicable.**

### 1B ADVANCED ACCELERATED READING AND WRITING FOR ENGLISH AS A SECOND LANGUAGE 6 UNITS

Prerequisite: "C" grade or higher or "Pass" in ESL 100 or 1A or equivalent placement into ESL 103 or 1B

6 hours lecture

This course follows the sequence begun with ESL 2B and is designed to bring students up to the grammatical, reading and composition level needed for two levels below ENGL 120. The focus is on reading more complex texts, analyzing with more advanced critical attitude, and writing paragraph-to-essay length papers with proper format and evidence of high intermediate to low advanced academic depth and rigor of research. Students in this course are generally on an accelerated pathway through the English as a Second Language program.  
**Non-degree applicable.**

### 1BG GRAMMAR FOR ADVANCED ESL READING AND WRITING 3 UNITS

Prerequisite: Grade of "Pass" in ESL 096 or equivalent placement, or concurrent enrollment in ESL 1B

3 hours lecture

This course focuses on the study of English grammar for students whose first language is other than English. It is designed as a companion course to ESL 1B (Advanced Accelerated Reading and Writing for English as a Second Language). It develops and adds to skills in grammar and sentence structure such as is utilized in ESL 1B. Software is utilized to reinforce grammar skills introduced in class.  
**Pass/No Pass only. Non-degree applicable.**

### 2A ACCELERATED COMPOSITION FOR ENGLISH AS A SECOND LANGUAGE 6 UNITS

Prerequisite: "C" grade or higher or "Pass" in ESL 103, "B" grade or higher in ESL 1A, "C" grade or higher in ESL 1B, or equivalent placement into ESL 106 or 2A

6 hours lecture

This course is designed to bring students up to the grammatical and composition level needed for one level below ENGL 120, with the possibility of skipping that level and placing directly into ENGL 120 if student progress is advanced enough. The focus is on writing the essay in proper format with proper depth of analysis and rigor of research. Critical written responses to academic readings are also emphasized.

### 2AG GRAMMAR FOR ESL ACCELERATED COMPOSITION 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in ESL 103 or equivalent, or assessment, or concurrent enrollment in ESL 2A

3 hours lecture

This course focuses on the study of English grammar for students whose first language is other than English. It is designed as a companion course to ESL 2A (Accelerated Composition for English as a Second Language). It develops and adds to skills in grammar and sentence

structure such as is utilized in ESL 2A. Software is utilized to reinforce grammar skills introduced in class.  
**Pass/No Pass only. Non-degree applicable.**

### 2B ADVANCED ACCELERATED COMPOSITION FOR ENGLISH AS A SECOND LANGUAGE 6 UNITS

Prerequisite: "C" grade or higher or "Pass" in ESL 2A or equivalent placement into ESL 2B

6 hours lecture

This course is designed to bring students up to the advanced grammatical and composition level needed for ENGL 120. The focus is on writing the essay in proper format with proper depth of analysis and rigor of research. Critical written responses to academic readings are also emphasized.

### 2BG GRAMMAR FOR ESL ADVANCED ACCELERATED COMPOSITION 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in ESL 106 or equivalent, or assessment, or concurrent enrollment in ESL 2B

3 hours lecture

This course builds upon the skills taught in ESL 2AG and further focuses on the study of English grammar for students whose first language is other than English. It is designed as a companion course to ESL 2B (Advanced Accelerated Composition for English as a Second Language). It develops and adds to skills in grammar and sentence structure such as is utilized in ESL 2B. Software is utilized to reinforce grammar skills introduced in class.  
**Pass/No Pass only. Non-degree applicable.**

### 3 ADVANCED ENGLISH SUPPORT 2 UNITS

Prerequisite: "C" grade or higher or "Pass" in any of the following: ESL 106, 119, 120, 2A, or 2B  
Corequisite: ENGL 120

2 hours lecture

This is a Boost course for English as a Second Language students who manage to enroll in ENGL 120 but need help with basic skills structure and fundamentals. It is meant to be taken only concurrently with ENGL 120. The basic principles and skills of ENGL 120 are reinforced in this course using a laboratory setting.  
**Pass/No Pass only. Non-degree applicable.**

### 010 AMERICAN CULTURE I 3 UNITS

3 hours lecture

First course in American culture for students to practice applied reading, writing, listening and speaking skills gained in the first two levels of the ESL program. Various aspects of American culture such as lifestyles, institutions, values and issues will be studied.  
**Pass/No Pass only. Non-degree applicable.**

### 020 AMERICAN CULTURE II 3 UNITS

3 hours lecture

Second course in American culture for students to practice applied reading, writing, listening and speaking skills gained in the third and fourth levels of the ESL program. Various aspects of American culture such as lifestyles, attitudes, government, customs and traditions will be studied.  
**Pass/No Pass only. Non-degree applicable.**

### 025 ESL WORKPLACE SKILLS LAB 1 UNIT

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 to succeed in a vocational program. Vocational areas offered will be listed in the class schedule.  
**Pass/No Pass only. Non-degree applicable.**

**070 ESL I: INTRODUCTION TO ESL LITERACY 6 UNITS**

Corequisite: ESL 071  
6 hours lecture

This is the literacy course in the first level of the ESL course sequence. Students learn to read and write basic English. They also learn basic word, phrase, and sentence grammar. In addition to reading, writing, and grammar, students learn classroom rules and communication necessary in academic settings. **Pass/No Pass only. Non-degree applicable.**

**071 ESL I: INTRODUCTION TO ESL COMMUNICATION 6 UNITS**

Corequisite: ESL 070  
6 hours lecture

This is the communication course in the first level of the ESL course sequence. Students develop basic listening and speaking skills beginning with the sounds of the English alphabet and progressing to simple word, phrase and sentence level interaction. Grammar taught in ESL 070 is practiced and reinforced. Students also learn basic classroom culture and communication necessary for success in academic settings. **Pass/No Pass only. Non-degree applicable.**

**080 ESL II: ESL LITERACY 6 UNITS**

Prerequisite: Grade of "Pass" in ESL 070, 071 or equivalent or assessment  
Corequisite: ESL 081  
6 hours lecture

This is the second core course in the study of English reading, writing, and grammar designed for students whose first language is not English. 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 second level of ESL classes. **Pass/No Pass only. Non-degree applicable.**

**081 ESL II: ESL COMMUNICATION 6 UNITS**

Prerequisite: Grade of "Pass" in ESL 070, 071 or equivalent or assessment  
Corequisite: ESL 080  
6 hours lecture

Students will learn basic listening and speaking skills appropriate in an academic setting. Grammar and vocabulary taught in ESL 080 are practiced and reinforced. **Pass/No Pass only. Non-degree applicable.**

**090 AMERICAN ENGLISH PRONUNCIATION I 3 UNITS**

3 hours lecture

Beginning course designed to assist non-native American English learners develop 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 III 5 UNITS**

Prerequisite: Grade of "Pass" in ESL 080, 081 or equivalent or assessment  
5 hours lecture, 1 hour laboratory

Third core course in the study of English reading, writing and grammar for students

whose first language is other than English. Includes basic reading, paragraph organization and format, grammar, and sentence structure. Software is utilized to reinforce reading, writing and grammar skills introduced in class. **Pass/No Pass only. Non-degree applicable.**

**096L LISTENING AND SPEAKING III 3 UNITS (formerly ESL 097)**

Prerequisite: Grade of "Pass" in ESL 080, 081 or equivalent or assessment into ESL 096  
3 hours lecture

Beginning course in the study of English listening and speaking skills for students whose first language is other than English. Designed to improve listening comprehension and 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. Not open to students with credit in ESL 097.**

**096R ESL READING AND VOCABULARY DEVELOPMENT III 3 UNITS (formerly ESL 098)**

Prerequisite: Grade of "Pass" in ESL 080, 081 or equivalent or assessment into ESL 096  
3 hours lecture

Beginning course designed to extend ESL students' vocabulary and reading ability. Emphasis is on improving reading skills and strategies as well as techniques and exercises for developing vocabulary. Concurrent enrollment in ESL 096 is recommended. **Pass/No Pass only. Non-degree applicable. Not open to students with credit in ESL 098.**

**099A ESL FOR THE WORKPLACE I 3 UNITS**

Prerequisite: Placement based on assessment  
3 hours lecture, 1 hour laboratory

First course in the study of English for the workplace for students whose first language is other than English. Supplements language skills taught in ESL 096 and focuses on using English in business situations. Learn simple business vocabulary, basic writing and oral communication skills, and word processing skills. **Pass/No Pass only. Non-degree applicable.**

**099B ESL FOR THE WORKPLACE II 3 UNITS**

Prerequisite: Grade of "Pass" in ESL 099A or equivalent or assessment  
3 hours lecture, 1 hour laboratory

Second course in the study of English for the workplace for students whose first language is other than English. Supplements language skills taught in ESL 100 and develops and adds to business English skills taught in ESL 099A. Learn business vocabulary, intermediate writing and oral communication skills, and computer skills. **Pass/No Pass only. Non-degree applicable.**

**100 ENGLISH AS A SECOND LANGUAGE IV 5 UNITS**

Prerequisite: Grade of "Pass" in ESL 096 or equivalent or assessment  
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 the basic skills taught in ESL 096. Includes intermediate reading, paragraph writing and sentence structure. Software is utilized to reinforce reading, writing and grammar skills introduced in class. **Pass/No Pass only. Non-degree applicable.**

**100L LISTENING AND SPEAKING IV 3 UNITS (formerly ESL 101)**

Recommended Preparation: Grade of "Pass" in ESL 096L or equivalent or assessment  
3 hours lecture

Second course in English listening and speaking for students whose first language is other than English. Further develops and adds to skills learned in ESL 096L. 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. **Pass/No Pass only. Non-degree applicable. Not open to students with credit in ESL 101.**

**100R ESL READING AND VOCABULARY DEVELOPMENT IV 3 UNITS (formerly ESL 102)**

Prerequisite: Grade of "Pass" in ESL 096 or ESL 096R or equivalent or assessment into ESL 100  
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 emphasized. Students will gain both a passive and active command of word form and word choice for the intermediate level, and will learn a variety of words and how to use them. Concurrent enrollment in ESL 100 is recommended. **Pass/No Pass only. Non-degree applicable. Not open to students with credit in ESL 102.**

**103 ENGLISH AS A SECOND LANGUAGE V 5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in ESL 100 or equivalent or assessment

5 hours lecture, 1 hour laboratory

Fifth 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 100. Includes high-intermediate reading, paragraph and short essay writing, grammar and sentence structure. Software is utilized to reinforce reading, writing and grammar skills introduced in class.

*CSU, UC credit limit*

**103L LISTENING AND SPEAKING V 3 UNITS (formerly ESL 104)**

Recommended Preparation: Grade of "Pass" in ESL 100L 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 100L. 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. **Not open to students with credit in ESL 104.**

**103R ESL READING AND VOCABULARY DEVELOPMENT V 3 UNITS (formerly ESL 105)**

Prerequisite: "C" grade or higher or "Pass" in ESL 100R or equivalent or assessment into ESL 103  
3 hours lecture

Third 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. Concurrent enrollment in ESL 103 is recommended. **Not open to students with credit in ESL 105.**

**106 ENGLISH AS A SECOND LANGUAGE VI****5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in ESL 103 or equivalent or assessment  
5 hours lecture, 1 hour laboratory  
Sixth 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. Software is utilized to reinforce reading, writing and grammar skills introduced in class.

*CSU, UC credit limit***106R ESL READING AND VOCABULARY DEVELOPMENT VI****3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in ESL 103R or equivalent or assessment into ESL 106  
3 hours lecture

Advanced course in reading and vocabulary development for ESL students enrolled in college courses that 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. Concurrent enrollment in ESL 106 is recommended.

**107 ORAL COMMUNICATION SKILLS****2 UNITS**

2 hours lecture

Intensive, short-term intermediate level course in the study of English. Focuses on developing 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**

Recommended Preparation: Grade of "Pass" in ESL 090 or equivalent or assessment  
3 hours lecture

Intermediate level course to assist non-native American English learners develop 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 VII****5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in ESL 106 or equivalent or assessment

5 hours lecture, 1 hour laboratory

Seventh core course in the study of English reading, writing and grammar 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. Software/Internet-based modules are designed to reinforce and develop the reading, writing, grammar and research skills introduced in class.

*CSU, UC credit limit***120 ACCELERATED COMPOSITION FOR ENGLISH AS A SECOND LANGUAGE****5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in ESL 103 or equivalent or assessment into ESL 106

5 hours lecture, 1 hour laboratory

This course combines the curricula of ESL 106 and 119 into an accelerated program designed to bring students up to the grammatical and composition level needed for ENGL 120. The focus is on writing the essay in proper format with proper depth of analysis and rigor of research. Critical written responses to academic readings are also emphasized.

*CSU, UC credit limit***ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT (EHSM)****100 INTRODUCTION TO ENVIRONMENTAL AND OCCUPATIONAL SAFETY AND HEALTH (OSH) TECHNOLOGY****4 UNITS**

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. Topics include 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.

*CSU***110 POLLUTION PREVENTION****3 UNITS**

3 hours lecture

Study of various raw materials and chemicals used in industry and the changes that occur as they move through the industrial process. Topics include: applicable regulations; the material balance concept of inventory; the importance of waste minimization/pollution prevention; pollution 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**

3 hours lecture

Study of the acute and chronic health effects produced by exposure to chemical, physical and biological agents with an 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**

3 hours lecture

Overview of the elements which are incorporated in a comprehensive general industrial safety program. Emphasizes methods used to reduce accidents/injuries through the 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 the essentials of Personal Protective Equipment (PPE).

*CSU***145 CONSTRUCTION SAFETY STANDARDS****3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in EHSM 100 or equivalent

3 hours lecture

Introduction to California and Federal (Cal/OSHA and Fed/OSHA) construction safety standards and regulations. Integrated study of hazard recognition and abatement principles related to the construction worksite. Topics include: 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

4 hours lecture

Overview of hazardous waste regulations with an emphasis on generator compliance, site investigation, remediation, permitting, enforcement, and liability. Explains the hazardous waste regulatory framework and the types of environmental resources available; develops research skills in the hazardous waste area; and provides hands-on application of the regulations at the technician level. Topics include 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.

*CSU***200 HAZARDOUS MATERIALS MANAGEMENT (HMM) APPLICATIONS****4 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in EHSM 100 or equivalent or concurrent enrollment

4 hours lecture

Requirements and applications of federal, state and local hazardous materials laws and regulations. Emphasizes program compliance with OSHA (Occupational Health and Safety Administration) Hazard Communication Plan, EPA (Environmental Protection Agency) Community Right-To-Know, Department of Transportation, Proposition 65, and Emergency Response Plan. Includes the legal framework of hazardous materials laws and requirements and step-by-step program development: written plan, obtaining/interpreting MSDS (Material

Safety Data Sheets), 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 (Department of Environmental Health/Hazardous Materials Division) Hazardous Material Business Plan, OSHA Hazardous Communication Plan, components of CalARP (California Accidental Release Prevention) and RMP (Risk Management Plan), and planning and reporting functions.

CSU

### 201 INTRODUCTION TO INDUSTRIAL HYGIENE AND OCCUPATIONAL HEALTH 4 UNITS

Recommended Preparation: "C" grade or higher or "Pass" in EHSM 100 or equivalent or concurrent enrollment

3 hours lecture, 3 hours laboratory

Anticipation, recognition, reevaluation and control of biological, chemical and physical hazards in the workplace. Introduction to the development of industrial hygiene and occupational health and safety as a professional discipline. Provides an understanding of basic physiological processes and the effects caused by occupational exposure to hazards. Survey of various occupational health and safety programs and government regulations. 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

4 hours lecture

Study of how accidents and incidents occur in the occupational health and safety environment. Instruction in the establishment and maintenance of safety programs and comprehensive analysis of occupational health programs with an 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; and employee accommodations in 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

4 hours lecture

Overview of water/wastewater regulations with an 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

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

3 hours lecture, 3 hours laboratory

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 (Personal Protective Equipment); 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 (Powered Air Purifying Respirator) and SCBA (Self Contained Breathing Apparatus); and an overview of the ICS (Incident Command System). Satisfies requirements for generalized employee training under OSHA (Occupational Health and Safety Administration) [29 CFR 1910.120] and Title 8, California Code of Regulations [5192 (e) (3) (A)].

CSU

### 240 COOPERATIVE WORK EXPERIENCE 1-4 UNITS

Prerequisite: "C" grade or higher or "Pass" in EHSM 100 or equivalent

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 Health and Safety Management (EHSM). Work experience will be paid or volunteer positions at local 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 work experience is required to complete the EHSM certificate/degree. *Occupational cooperative work experience credit may accrue at the rate of one to 8 units per semester for a total of 16 units, and students must work 75 paid hours or 60 non-paid hours per unit earned. May be taken for a maximum of 8 units in EHSM.*

CSU

## EXERCISE SCIENCE (ES)

Courses which meet the activity requirement for graduation have an asterisk (\*). Intercollegiate athletics courses, ES 206, 209, 213, 218, 224, 227, 230, 248, 249, are repeatable. Intercollegiate sports do not meet the activity requirement for graduation. A physical examination is recommended for all classes if the student has medical problems or is over the age of 30. *Due to health and safety considerations, only one fitness center class (ES 010, 011, 012) may be taken per semester.*

**Courses Related in Content (see page 35)**

### 001\* ADAPTED PHYSICAL EXERCISE 1 UNIT

1 hour lecture, 1 hour laboratory  
Assessment of physical performance status and postural evaluation. Individually prescribed exercise programs for the physically disabled. Recreational games and individual sports adapted to students' capabilities.

CSU, UC credit limit

### 009A\* BEGINNING AEROBIC DANCE EXERCISE 1 UNIT

1 hour lecture, 1 hour laboratory  
Aerobic dance exercise with an emphasis on conditioning the musculoskeletal system, improving the cardiovascular system, increasing the efficiency of the respiratory

system, and increasing flexibility. Principles of physical fitness, conditioning and other relevant health-related topics will be covered.

CSU, UC credit limit

### 009B\* INTERMEDIATE AEROBIC DANCE EXERCISE 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in ES 009A or equivalent or specified skill competencies

1 hour lecture, 1 hour laboratory

A continuation of ES 009A emphasizing the development of an intermediate level of conditioning of the musculoskeletal system, improvement of the cardiovascular system, increasing the efficiency of the respiratory system, and increasing flexibility. More complex movement patterns, routines and equipment will be used to increase intensity of exercise to achieve an increased level of fitness. Principles of physical fitness, conditioning, and other relevant health-related topics will also be covered.

CSU, UC, UC credit limit

### 009C\* ADVANCED AEROBIC DANCE EXERCISE 1 UNIT

Recommended Preparation: "C" grade or higher or "Pass" in ES 009B or equivalent or specified skill competencies

1 hour lecture, 1 hour laboratory

A continuation of ES 009B emphasizing the development of an advanced level of conditioning of the musculoskeletal system, improvement of the cardiovascular system, increasing the efficiency of the respiratory system, and increasing flexibility. More complex movement patterns, routines and equipment will be used to increase intensity of exercise to achieve an increased level of fitness. Principles of physical fitness, conditioning, and other relevant health-related topics will also be covered.

CSU, UC, UC credit limit

### 010\* CARDIOVASCULAR FITNESS AND NUTRITION .5-1 UNIT

1.5 - 3 hours laboratory

Fitness Center course designed to teach the benefits of cardiovascular exercise, heart-healthy nutrition guidelines, and provide opportunities for students to analyze their eating habits. Format is open entry/exit, computer log-in. Attendance requirements are 24 hours for .5 unit or 48 hours for 1.0 unit. Includes workouts and consultation with an instructor, as well as written and computer assignments. Students will be assessed in the areas of fitness and diet.

**Pass/No Pass only.**

CSU, UC credit limit

### 011\* CIRCUIT TRAINING .5-1 UNIT

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 body composition, cardiovascular efficiency, muscular strength and endurance, and flexibility. An individual fitness profile will then be established. From this profile, an individual fitness prescription will be developed. Fitness activity will primarily utilize exercise equipment organized into a super circuit. **Pass/No Pass only.**

CSU, UC credit limit

### 012\* INDIVIDUALIZED SPORTS CONDITIONING .5-1 UNIT

1.5 - 3 hours laboratory

Fitness Center course providing advanced exercisers 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 program will then be prescribed utilizing the student's personal fitness goals. **Pass/No Pass only.**  
*CSU, UC credit limit*

**013\* FLEXIBILITY FITNESS 1.5 UNITS**

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**

1 hour lecture, 2 hours laboratory  
Instruction and practice in conditioning, running and resistance exercises with an emphasis on total fitness of the individual.  
*CSU, UC credit limit*

**014B\* INTERMEDIATE BODY BUILDING 1.5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ES 014A or equivalent  
1 hour lecture, 2 hours laboratory  
Instruction and practice in weight lifting and weight training with an emphasis on techniques of lifting. Individual program adaptation is stressed.  
*CSU, UC credit limit*

**014C\* ADVANCED BODY BUILDING 1.5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ES 014B or equivalent  
1 hour lecture, 2 hours laboratory  
Advanced skills and techniques of body building.  
*CSU, UC credit limit*

**015\* STRENGTH AND STRETCH 1.5 UNITS**

1 hour lecture, 2 hours laboratory  
Exercise class providing a progression toward increased flexibility while adding the element of weight training. Includes injury rehabilitation with a guest trainer. Addresses strengthening specific problem areas of muscle weakness. Students will tone areas not strengthened with dancing or other exercise activities and will focus on each specific area of the body to increase their knowledge of injury prevention. The fundamental principles of physical fitness and its impact on lifelong health and wellness will be studied. 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**

1 hour lecture, 2 hours laboratory  
Exercise class including injury rehabilitation with a guest trainer. Students will tone areas not strengthened with dancing or other exercise activities and will focus on each specific area of the body to increase their knowledge of total fitness. The fundamental principles of physical fitness and its impact on lifelong health and wellness will be studied. 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**

1 hour lecture, 2 hours laboratory  
Instruction in physical conditioning, nutrition and weight control.  
*CSU, CSU GE, UC credit limit*

**019B\* INTERMEDIATE PHYSICAL FITNESS 1.5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ES 019A or equivalent  
1 hour lecture, 2 hours laboratory  
Further emphasis on individual physical conditioning, nutrition and weight control.  
*CSU, CSU GE, UC credit limit*

**019C\* ADVANCED PHYSICAL FITNESS 1.5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ES 019B or equivalent  
1 hour lecture, 2 hours laboratory  
Advanced skills and techniques of physical fitness with an emphasis on new concepts and techniques.  
*CSU, CSU GE, UC credit limit*

**020\* ADAPTED WEIGHT TRAINING 1-1.5 UNITS**

1 hour lecture, 1 hour laboratory, 1 unit  
1 hour lecture, 2 hours laboratory, 1.5 units  
Weight training class for students who are either temporarily or permanently physically unable to participate in the regular physical education program. Emphasis is on an individual program based on each 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.** May be repeated.  
*CSU, UC credit limit*

**035\* ADAPTED SWIMMING 1 UNIT**

1 hour lecture, 1 hour laboratory  
Instruction and practice in basic swimming skills structured to fit each student's individual needs. May be repeated.  
*CSU, UC credit limit*

**060A\* BEGINNING BADMINTON 1 UNIT**

1 hour lecture, 1 hour laboratory  
Presentation of the official singles and doubles games including the six basic strokes, footwork, strategy and etiquette.  
*CSU, UC credit limit*

**060B\* INTERMEDIATE BADMINTON 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in ES 060A or equivalent  
1 hour lecture, 1 hour laboratory  
Continuation of ES 060A with an emphasis on playing strategy and match play in singles and doubles.  
*CSU, UC credit limit*

**060C\* ADVANCED BADMINTON 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in ES 060B or equivalent  
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**

1 hour lecture, 1 hour laboratory  
Presentation of the official singles and doubles games including basic strokes, rules, strategy and etiquette.  
*CSU, UC credit limit*

**076B\* INTERMEDIATE TENNIS 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in ES 076A or equivalent  
1 hour lecture, 1 hour laboratory  
Continuation of ES 076A with an emphasis on individual stroke analysis, playing strategy and match play, singles and doubles.  
*CSU, UC credit limit*

**076C\* ADVANCED TENNIS 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in ES 076B or equivalent  
1 hour lecture, 1 hour laboratory  
Continuation of ES 076B with an emphasis on advanced techniques, strategy and match play for singles, doubles and mixed doubles.  
*CSU, UC credit limit*

**080A\* MODERN DANCE I 1.5 UNITS**

1 hour lecture, 2 hours laboratory  
Dance as an artistic expression. Covers 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; and short dance sequences using pure movement. Includes the history of modern dance and its place in the world of dance as well as beginning vocabulary of modern dance.  
*CSU, UC*

**080B\* MODERN DANCE II 1.5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ES 080A or equivalent  
1 hour lecture, 2 hours laboratory  
Continuation of ES 080A. Covers modern dance technique using an eclectic approach; center exercises of the torso using various movement qualities such as stretches, contractions and releases; movements of the feet, legs and combinations; floor exercises; fall and recoveries; locomotor movement patterns; and dances using various themes. Reviews the history of modern dance and the leading exponents of modern dance in the United States.  
*CSU, UC*

**080C\* MODERN DANCE III 1.5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ES 080B or equivalent  
1 hour lecture, 2 hours laboratory  
Dance as an art form. Covers 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; and dances based on different ideas and set to music. Includes the work of leading modern dance companies, choreographers and dancers, locally and nationally.  
*CSU, UC*

**080D\* MODERN DANCE IV 1.5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ES 080C or equivalent  
1 hour lecture, 2 hours laboratory  
Dance as an art form. Covers advanced dance skills using the theories of Doris Humphrey, Jose Limon, Martha Graham and others well-known in the modern dance field. Dance technique uses an eclectic approach and choreographed dances are based on set themes using different forms of accompaniment. Includes the work of leading modern dance companies and their choreographers.  
*CSU, UC*

**084A\* JAZZ DANCE I 1.5 UNITS**

1 hour lecture, 2 hours laboratory  
Introduces and develops 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*

**084B\* JAZZ DANCE II 1.5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ES 084A or equivalent  
1 hour lecture, 2 hours laboratory  
Introduces and develops 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 level.  
*CSU, UC*

**084C\* JAZZ DANCE III 1.5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ES 084B or equivalent  
1 hour lecture, 2 hours laboratory  
Introduces and develops 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**

Recommended Preparation: "C" grade or higher or "Pass" in ES 084C or equivalent  
1 hour lecture, 2 hours laboratory  
Introduces and develops 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 advanced level.  
*CSU, UC*

**088A\* BALLET I 1.5 UNITS**

1 hour lecture, 2 hours laboratory  
Introduces and develops 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**

Recommended Preparation: "C" grade or higher or "Pass" in ES 088A or equivalent  
1 hour lecture, 2 hours laboratory  
Introduces and develops 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**

Recommended Preparation: "C" grade or higher or "Pass" in ES 088B or equivalent  
1 hour lecture, 2 hours laboratory  
Introduces and develops 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**

Recommended Preparation: "C" grade or higher or "Pass" in ES 088C or equivalent  
1 hour lecture, 2 hours laboratory  
Introduces and develops 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**

1 hour lecture, 1 hour laboratory  
Instruction and practice in basic golf skills to include course conduct, rules and self-evaluation of skills. Practice is limited to development of swing, stance and grip.  
*CSU, UC credit limit*

**125B\* INTERMEDIATE GOLF 1.5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ES 125A or equivalent  
1 hour lecture, 2 hours laboratory  
Instruction and practice in golf including skills required to play a small executive course. Students must furnish their own equipment.  
*CSU, UC credit limit*

**125C\* ADVANCED GOLF 1.5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in ES 125B or equivalent  
1 hour lecture, 2 hours laboratory  
Continuation of ES 125B with an emphasis on advanced techniques, strategies and tournament play. Students must furnish their own equipment.  
*CSU, UC credit limit*

**150\* ADAPTED SPORTS EDUCATION 1 UNIT**

1 hour lecture, 1 hour laboratory  
This course is for physically challenged individuals in various sports and physical activities including track and field, basketball, football, weight training and golf. Includes the fundamental principles of physical fitness and their impact on lifelong health and wellness.  
*CSU, UC credit limit*

**155A\* BEGINNING BASKETBALL 1 UNIT**

1 hour lecture, 1 hour laboratory  
Instruction and practice in the basic skills of basketball with an emphasis on individual skill development and team play. Includes the fundamental principles of physical fitness and their impact on lifelong health and wellness.  
*CSU, UC credit limit*

**155B\* INTERMEDIATE BASKETBALL 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in ES 155A or equivalent  
1 hour lecture, 1 hour laboratory  
Continuation of ES 155A with an emphasis on intermediate level individual skill development, team play, defensive/offensive tactics and team strategies. Includes the fundamental principles of physical fitness and their impact on lifelong health and wellness.  
*CSU, UC credit limit*

**155C\* ADVANCED BASKETBALL 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in ES 155B or equivalent  
1 hour lecture, 1 hour laboratory  
Continuation of ES 155B with an emphasis on advanced level individual skill development, team play, defensive/offensive tactics and team strategies. Includes the fundamental principles

of physical fitness and their impact on lifelong health and wellness.

*CSU, UC credit limit*

**170A\* BEGINNING SOCCER 1 UNIT**

1 hour lecture, 1 hour laboratory  
Basic skills and strategy of soccer with an emphasis on team play and individual skills.  
*CSU, UC credit limit*

**170B\* INTERMEDIATE SOCCER 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in ES 170A or equivalent  
1 hour lecture, 1 hour laboratory  
Intermediate soccer skills and team play with an emphasis on techniques, team strategy, language, and lore of the game of soccer.  
*CSU, UC credit limit*

**170C\* ADVANCED SOCCER 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in ES 170B or equivalent  
1 hour lecture, 1 hour laboratory  
Advanced individual soccer skills and team play. Emphasizes techniques and team strategy.  
*CSU, UC credit limit*

**171A\* BEGINNING SOFTBALL 1 UNIT**

1 hour lecture, 1 hour laboratory  
Introduces the basic fundamentals of the game of softball. For individuals of all ages and fitness levels. Emphasizes lifelong health and vigor through exercise and activities. Promotes enjoyment of the game of softball, physical activity, safety, and injury prevention. Includes individual position skill, and offense and defense strategies.  
*CSU, UC credit limit*

**171B\* INTERMEDIATE SOFTBALL 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in ES 171A or equivalent  
1 hour lecture, 1 hour laboratory  
Instruction in the fundamentals of the game of softball at the intermediate level. For individuals of all ages and fitness levels. Emphasizes lifelong health and vigor through exercise and activities. Promotes enjoyment of the game of softball, physical activity, safety, and injury prevention. Includes individual position skill, and offense and defense strategies.  
*CSU, UC credit limit*

**171C\* ADVANCED SOFTBALL 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in ES 171B or equivalent  
1 hour lecture, 1 hour laboratory  
Instruction in the game of softball at the advanced level. For individuals of all ages and fitness levels. Emphasizes lifelong health and vigor through exercise and activities. Promotes enjoyment of the game of softball, physical activity, safety, and injury prevention. Includes individual position skill, and offense and defense strategies.  
*CSU, UC credit limit*

**175A\* BEGINNING VOLLEYBALL 1 UNIT**

1 hour lecture, 1 hour laboratory  
Competency development in the team sport of volleyball with an emphasis on individual techniques and team strategy.  
*CSU, UC credit limit*

**175B\* INTERMEDIATE VOLLEYBALL 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in ES 175A or equivalent  
1 hour lecture, 1 hour laboratory  
Continuation of ES 175A with an emphasis on intermediate level play and strategy and four-person teams.  
*CSU, UC credit limit*

**175C\* ADVANCED VOLLEYBALL 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in ES 175B or equivalent

1 hour lecture, 1 hour laboratory

Continuation of ES 175B with an emphasis on advanced play and strategy and four-person teams.

CSU, UC credit limit

**180\* SELF DEFENSE FOR WOMEN 1 UNIT**

1 hour lecture, 1 hour laboratory

Basic principles of practical personal protection for women with an emphasis on awareness and prevention of situations that may leave a person vulnerable to crime, especially rape. Physical, mental and verbal responses will be taught and practiced so that students may develop the confidence to stand up and defend themselves, if needed. Students will learn the fundamental principles of physical fitness and its impact on lifelong health and wellness.

CSU, UC credit limit

**181A\* KARATE I 1.5 UNITS**

1 hour lecture, 2 hours laboratory

Introduction and practice in the basic skills and philosophy of Shotokan karate. Introduces 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)

1 hour lecture, 2 hours laboratory

Introduction and practice in the intermediate skills and philosophy of Shotokan karate. Introduces intermediate level blocks, strikes, punches and kicks, which will be taught individually and then linked and practiced in two and three movement combinations. Covers the timing and distancing for three-step sparring without a count and the proper performance and timing of kata Heian Nidan.

CSU, UC credit limit

**181C\* KARATE III 1.5 UNITS**

Prerequisite: "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)

1 hour lecture, 2 hours laboratory

Introduction and practice in the high intermediate skills and philosophy of Shotokan karate. Introduces intermediate II level strikes and blocks, three-move combinations, one step sparring—attacking and defending against face, stomach and front kick—and kata Heian Sandan.

CSU, UC credit limit

**181D\* KARATE IV 1.5 UNITS**

Prerequisite: "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)

1 hour lecture, 2 hours laboratory

Introduction and practice in the advanced skills and philosophy of Shotokan karate. Introduces advanced level blocks and strikes, four-move combinations, one-step sparring without a count for five techniques, and kata Heian Yondan.

CSU, UC credit limit

**206 INTERCOLLEGIATE BASKETBALL 2 UNITS**

Prerequisite: Tryout

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.

*Athletic insurance fee is required. Repeatable.*

CSU, UC credit limit

**209 INTERCOLLEGIATE CROSS-COUNTRY 2 UNITS**

Prerequisite: Tryout

5 hours lecture, 5 hours laboratory

Open to students with advanced cross-country skills who wish to compete at the intercollegiate level. *Athletic insurance fee is required. Repeatable.*

CSU, UC credit limit

**213 INTERCOLLEGIATE GOLF 2 UNITS**

Prerequisite: Tryout

5 hours lecture, 5 hours laboratory

Instruction in team play and strategy. Competition in practice and league play. *Athletic insurance fee is required. Repeatable.*

CSU, UC credit limit

**218 INTERCOLLEGIATE SOCCER 2 UNITS**

Prerequisite: Tryout

5 hours lecture, 5 hours laboratory

Open to students with advanced soccer skills who wish to compete at the intercollegiate level. *Athletic insurance fee is required. Repeatable.*

CSU, UC credit limit

**224 INTERCOLLEGIATE TENNIS 2 UNITS**

Prerequisite: Tryout

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. *Athletic insurance fee is required. Repeatable.*

CSU, UC credit limit

**227 INTERCOLLEGIATE TRACK 2 UNITS**

Prerequisite: Tryout

5 hours lecture, 5 hours laboratory

Open to students with advanced track skills who wish to compete at the intercollegiate level. *Athletic insurance fee is required. Repeatable.*

CSU, UC credit limit

**230 INTERCOLLEGIATE VOLLEYBALL 2 UNITS**

Prerequisite: Tryout

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. *Athletic insurance fee is required. Repeatable.*

CSU, UC credit limit

**248 CONDITIONING FOR INTERCOLLEGIATE ATHLETES 1 UNIT**

Prerequisite: Recommendation of Intercollegiate Coach

1 hour lecture, 1 hour laboratory

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, games, and resistance exercises will be emphasized. This course is intended for intercollegiate athletes who are proficient in the fundamental skills and have knowledge of the basic rules of the competitive sport. Instruction is geared toward advanced techniques, strategies, injury prevention, conditioning, and team play. *Athletic insurance fee is required. Repeatable.*

CSU

**249 COMPETENCIES FOR INTERCOLLEGIATE ATHLETES 2-4 UNITS**

Prerequisite: Recommendation of Intercollegiate Coach

1 hour lecture, 3 hours laboratory, 2 units

1 hour lecture, 6 hours laboratory, 3 units

1 hour lecture, 9 hours laboratory, 4 units

This course is designed to prepare student athletes for intercollegiate competition at both the two and four year level, and to maintain athletic conditioning between seasons. It is intended for students who have demonstrated the potential (through performance or interview with respective coach) to succeed in intercollegiate athletics. Students will be required to participate in lab hours within the intercollegiate sport of their choice. *Athletic insurance fee may be required upon enrollment.*

CSU

**250 INTRODUCTION TO KINESIOLOGY 3 UNITS**

C-ID KIN 100

3 hours lecture

Introduction to the interdisciplinary approach to the study of human movement. An overview of the concepts within and importance of the sub-disciplines in kinesiology will be discussed, along with career opportunities in the areas of teaching, coaching, allied health, dietetic, and fitness professions.

CSU, UC

**253 PHYSICAL EDUCATION IN ELEMENTARY SCHOOLS 3 UNITS**

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**

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 that pertain 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

4 hours unpaid work experience per week

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**

3 hours lecture, 1 hour laboratory

Designed to (1) provide a background for individuals interested in an athletic training career, (2) develop an understanding of athletic injuries in terms of prevention, recognition, evaluation, treatment, first aid and emergency care for coaches and/or teachers in athletic settings, and (3) provide athletes with an

understanding of how to manage their own injuries and methods of prevention.

*CSU, UC credit limit*

**270 COOPERATIVE GAMES 1 UNIT**

1 hour lecture

Instruction in planning and implementing cooperative games for physical education/activities involving pre-school and elementary school-age 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**

1 hour lecture

Instruction in 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**

1 hour lecture

Survey of current knowledge relating to the cause and prevention of childhood obesity. Content will include suggested physical activity planning and nutrition guidelines, as well as historically relevant trends in regards to childhood obesity, diet and physical activity.

*CSU*

**273 FIELD EXPERIENCE IN SCHOOL-BASED RECREATIONAL LEADERSHIP 1 UNIT**

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: develop and supervise fitness and recreational experiences, conduct group activities, handle routines, and respond to individual and group needs of school-age children in a school-based, day care or school day environment.

*CSU*

## FRENCH (FREN)

**120 FRENCH I 5 UNITS**

5 hours lecture

Introduction to the French language and the cultures of its speakers. Facilitates the practical application of the language in everyday oral and written communication at the beginning level. The focus is 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  
5 hours lecture

Continuation of FREN 120. This course will continue to develop oral and written skills based on practical everyday needs.

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

**220 FRENCH III 5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in FREN 121 or three years of high school French or equivalent  
5 hours lecture

Continuation of FREN 121. This course will continue to develop oral, listening, reading and

writing skills in order to improve proficiency in French.

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

**221 FRENCH IV 5 UNITS**

Prerequisite: "C" grade or higher or "Pass" in FREN 220 or four years of high school French or equivalent  
5 hours lecture

Continuation of FREN 220. This course will continue to develop oral, listening, reading and writing skills in order to improve proficiency in French.

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

**250 CONVERSATIONAL FRENCH I 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in FREN 121 or three years of high school French or equivalent  
3 hours lecture

Develops oral, reading, writing and listening skills with an emphasis on oral proficiency.

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

**251 CONVERSATIONAL FRENCH II 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in FREN 250 or four years of high school French or equivalent  
3 hours lecture

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

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

## GEOGRAPHY (GEOG)

**106 WORLD REGIONAL GEOGRAPHY 3 UNITS**

*C-ID GEOG 125*

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 PHYSICAL GEOGRAPHY: EARTH SYSTEMS 3 UNITS**

*C-ID GEOG 110*

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: EARTH SYSTEMS LABORATORY 1 UNIT**

*C-ID GEOG 111, GEOL 120L*

Prerequisite: "C" grade or higher or "Pass" in GEOG 120 or GEOL 104 or equivalent or concurrent enrollment in either course  
3 hours laboratory

This course is designed to explore the Earth's physical environment, complementing either the physical geography lecture course (GEOG 120) or the Earth Science lecture course (GEOL 104) through practical applications of materials covered in these courses. This laboratory course enhances the observational and

analytical skills that are vital to understanding Earth's major physical and chemical systems including atmospheric, hydrospheric, lithospheric and biospheric processes and the Earth's place within the Solar System. Exercises will utilize the methods of scientific inquiry to explore the Geographic Grid, Earth-Sun relationships; weather and climate; the rock cycle; plate tectonics, including faulting, earthquakes, hot spot volcanism and plate boundary dynamics; erosional and depositional environments; landform genesis, identification and geomorphic change; soil and vegetation distributions and habitat analysis. Students gain experience with map interpretation/analysis, unit conversions and dimensional analysis, field work using GPS, compass, clinometer, and other specialized equipment. Special attention is given to the unique local setting of San Diego County especially as exhibited in the Cuyamaca College Nature Preserve where field experiences are incorporated into laboratory exercises on a regular basis.

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

**122 REGIONAL FIELD STUDIES IN PHYSICAL GEOGRAPHY 1 UNIT**

Recommended Preparation: "C" grade or higher or "Pass" in GEOG 120 or equivalent or concurrent enrollment

1 hour lecture, 1 hour laboratory

Provides focused experience in geographical field studies of a selected region in western North America. Emphasizes observation and interpretation of physical geography phenomena through direct experience in a field setting. Requires a multi-day field trip as well as on-campus meetings prior to and immediately following the field trip. Students must supply their own camping gear including food, cooking gear, stove, eating utensils, sleeping bag and tent. *May be taken with different content for a maximum of 4 units.*

*CSU*

**130 HUMAN GEOGRAPHY: THE CULTURAL LANDSCAPE 3 UNITS**

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 is 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*

## GEOLOGY (GEOL)

**104 EARTH SCIENCE 3 UNITS**

*C-ID GEOL 120*

3 hours lecture

This physical science course studies the patterns and processes that define Earth's major physical systems, the basic energy and material flows by which these systems operate, and the comparative place of our planet within the larger solar system. Topics will be investigated at global, regional and local scales and will provide a general synthesis of

the disciplines of astronomy, geology, physical geography, meteorology and oceanography. Environmental disturbance and climate change will be addressed within the context of the topics described above.

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

### 110 PLANET EARTH 3 UNITS

#### C-ID GEOL 100

3 hours lecture

Introductory physical science course investigating the composition of the earth and the geologic processes by which it formed. Emphasis is placed on the unifying theory of plate tectonics and the associated activities of volcanism, earthquakes, and mountain building. Topics include crystals, minerals and rocks, their distribution within the planet, and the evolution of the earth across deep time. The sculpturing of the surface of the planet by wind, waves, streams, glaciers and landslides will also be considered.

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

### 111 PLANET EARTH LABORATORY 1 UNIT

#### C-ID GEOL 100L

Prerequisite: "C" grade or higher or "Pass" in GEOL 110 or equivalent or concurrent enrollment

3 hours laboratory

Physical science laboratory course to accompany and augment GEOL 110. Includes laboratory and field investigations of the Earth, emphasizing hands-on experience with minerals, rocks and landforms, as well as topographic and geologic maps.

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

## GRAPHIC DESIGN (GD)

### Repeat Limitation

Unless specifically required by a transfer institution for preparation for a specific major, students are limited to four enrollments in "Digital Art Foundations" courses related in content in the Grossmont-Cuyamaca Community College District. These courses include ART 171, 172, 175, GD 105, 126. Students intending to major in Art, Graphic Design, or a related major at a California State University or University of California campus that requires more than the limit should take documentation to the Admissions & Records Office for clearance.

### 105 FUNDAMENTALS OF DIGITAL MEDIA 3 UNITS

Recommended Preparation: Basic computer and file management skills

2 hours lecture, 3 hours laboratory

This course explores the digital software used for graphic design, multimedia, and web design, specifically the use of vector (Adobe Illustrator) and raster images (Adobe Photoshop). Using the design process, students will create projects that require the use and comprehension of various file formats and color modes used in print and web design. Input devices such as digital cameras and scanners will be used to enhance projects. The elements of art and principles of design will be introduced as students develop aesthetic compositional skills.

CSU, UC

### 110 GRAPHIC DESIGN PRINCIPLES 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in GD 105 or equivalent or two years verifiable industry experience

Recommended Preparation: "C" grade or higher or "Pass" in ART 124 or equivalent

2 hours lecture, 3 hours laboratory

Explores the fundamental concepts of graphic design and visual communication. Basic concepts, principles and elements of design

are reinforced through creative problem solving. Text and visual elements such as photos and illustrations are integrated to create appropriate and aesthetic solutions to print graphics problems. Students will investigate career options and begin portfolio development.

CSU

### 125 TYPOGRAPHY 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in GD 105 or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in GD 110 or equivalent

2 hours lecture, 3 hours laboratory

This course explores the fundamental nature of typography as a reflection of society. Characters are examined as art forms and as carriers of language and ideas. Technical aspects of typography will be considered including function and production. Letterforms will be designed using both traditional and digital processes with an emphasis on developing a professional portfolio.

CSU

### 126 DIGITAL IMAGING 3 UNITS

Recommended Preparation: "C" grade or higher or "Pass" in GD 105 or equivalent

2 hours lecture, 3 hours laboratory

Explores capturing, digitizing and editing images. Students will learn to digitize images and use industry standard software to edit, manipulate, retouch, enhance and composite digital images. Explores digital workflows, color management, digital effects, and output methods used to achieve the best possible output from digital image files. Emphasis is on meeting aesthetic and technical requirements of the commercial arts and graphic design industry.

CSU

### 129 PAGE LAYOUT 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in GD 125 or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in GD 110 or equivalent

2 hours lecture, 3 hours laboratory

This course emphasizes the aesthetic and functional organization of text, charts, graphs, line art, illustrations and photos in multiple page documents. Uses traditional and digital processes to develop creative thumbnails, roughs, and comprehensive layouts. Emphasis is on preparing text and images for electronic pre-press and for selecting printing options. Students will develop work for a professional portfolio.

CSU

### 130 PROFESSIONAL BUSINESS PRACTICES 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in GD 129 or equivalent. Student must have a substantial body of completed design or web projects prior to enrollment in this class.

3 hours lecture

This course 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

### 210 PROFESSIONAL DIGITAL PHOTOGRAPHY I 3 UNITS

Recommended Preparation: "C" grade or higher or "Pass" in GD126 or equivalent, or experience using industry standard image editing software

2 hours lecture, 3 hours laboratory

Practical course 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

Recommended Preparation: "C" grade or higher or "Pass" in GD 210 or equivalent

2 hours lecture, 3 hours laboratory

Focuses on advanced photographic and digital imaging techniques, expanding on knowledge and skills acquired in GD 126 and 210. Covers 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

Recommended Preparation: "C" grade or higher or "Pass" in CIS 211 or equivalent or basic computer and Internet skills and ability to create and upload a simple website, GD 126 or equivalent or ability to use Adobe Photoshop to create digital images

2 hours lecture, 3 hours laboratory

Focuses on the creation of attractive, usable web interfaces and graphic elements. Students will use Photoshop to design and develop common web design elements as they explore information design, screen design and navigation design.

CSU, UC

### 222 WEB ANIMATION 3 UNITS

Recommended Preparation: "C" grade or higher or "Pass" in CIS 211 or equivalent or basic computer and Internet skills and ability to create and upload a simple website

2 hours lecture, 3 hours laboratory

Covers design, development and implementation of web-based animation using animation software. Students will create common web animation projects such as advertisements and web interfaces.

CSU

### 223 ADVANCED WEB ANIMATION 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in GD 222 or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in CIS 211 or equivalent or ability to create and upload a simple website

2 hours lecture, 3 hours laboratory

Develop interactive, rich media web animation applications. Includes principles of interaction and content design, ActionScript programming, and techniques to effectively incorporate animation, sound and graphics.

CSU

### 225 DIGITAL ILLUSTRATION 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in GD 105 or equivalent

Recommended Preparation: "C" grade or higher or "Pass" in ART 124, GD 110 or equivalent

2 hours lecture, 3 hours laboratory

Uses vector and raster image software to create digital illustrations. Applies design principles and computer technology to create graphic images in an aesthetic composition. Students will produce artwork based on contemporary illustration styles. Applicable for fine art, graphic design, and interactive design.

CSU, UC

**230 GRAPHIC DESIGN****WORK EXPERIENCE****1-4 UNITS**

Prerequisite: 12 units in Graphic Design courses related to field in which work experience is sought and current resume highlighting graphic design experience and course-related study

5 hours paid or 4 hours unpaid work experience per week per unit

Work experience at a designated industry site in a graphic design occupational category for students seeking job experience in graphic design. *May be taken for a maximum of 12 units.*  
*CSU*

## HEALTH EDUCATION (HED)

**105 HEALTH EDUCATION FOR TEACHERS****1 UNIT**

1 hour lecture

Designed for multiple or single subject teacher candidates. Provides 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. Meets the state of California health education requirement for the K-12 teaching credential.  
*CSU*

**120 PERSONAL HEALTH AND LIFESTYLES****3 UNITS****C-ID PHS 100**

3 hours lecture

This course focuses on the exploration of major health issues and behaviors in the various dimensions of health. Emphasis is placed on individual responsibility for personal health and the promotion of informed, positive health behaviors. Topics include nutrition, exercise, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare, and environmental hazards and safety.

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

**155 REALITIES OF NUTRITION****3 UNITS**

3 hours lecture

Introduction to the basic principles of nutrition and its relationship to good health. Evaluation of current nutritional information (and misinformation) with an 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**

3 hours lecture

Investigates the effects of nutrition and various dietary regimens on athletic performance, physical fitness and general health. Compares 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 is included.  
*CSU, CSU GE*

**201 INTRODUCTION TO PUBLIC HEALTH****3 UNITS****C-ID PHS 101**

3 hours lecture

This course provides an introduction to the discipline of Public Health. Students will gain an understanding of the basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions, and an in-depth examination of the core public health disciplines is covered. Topics of the discipline include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and healthcare policy and management.  
*AA/AS GE, CSU, CSU GE, UC*

**202 HEALTH PROFESSIONS AND ORGANIZATIONS****3 UNITS**

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 included.  
*CSU*

**203 SUBSTANCE ABUSE AND PUBLIC HEALTH****3 UNITS****C-ID PHS 103**

3 hours lecture

This course provides an overview of the epidemiology and toxicology of substance abuse and its relevance to personal and public health. Students will be 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.  
*AA/AS GE, CSU, CSU GE, UC*

**204 HEALTH AND SOCIAL JUSTICE****3 UNITS****C-ID PHS 102**

3 hours lecture

This course provides an introduction to the health inequities in the United States that stem from unequal living conditions. Students will explore how education, socioeconomic status, race and gender shape health epidemics and policy development. The basic knowledge and skills necessary for advocating for health and social justice will be theoretically demonstrated.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**251\* HEALTHY LIFESTYLES: THEORY AND APPLICATION****3 UNITS**

2 hours lecture, 3 hours laboratory

A combination of physical activity and lecture providing 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.  
*AA/AS GE, CSU, CSU GE*

*AA/AS GE, CSU, CSU GE*

\*Meets the activity requirement for graduation.

**255 SCIENCE OF NUTRITION****3 UNITS****C-ID NUTR 110**

Prerequisite: "C" grade or higher or "Pass" in BIO 130, 131 and CHEM 115 or 120 or equivalent

3 hours lecture

Establishes the relationship between foods and science through the study and integration of chemistry, biology and nutrition science. The metabolism and functions and sources of nutrients will be covered in detail to correlate the role they have in promotion of health and disease prevention. The challenges that occur during the human life cycle and how nutrient needs change will be studied. Includes evaluation from a scientific perspective of current concepts, controversies, and dietary recommendations. Nutritional issues as they relate to weight maintenance, eating disorders, food labeling, food safety and special needs at various stages in the life cycle will be thoroughly examined.  
*CSU, CSU GE, UC*

## HISTORY (HIST)

**100 EARLY WORLD HISTORY****3 UNITS****C-ID HIST 150**

3 hours lecture

Examination of ancient to early-modern civilizations and the interconnections between diverse world societies to 1500. Included are Mesopotamia, Egypt, China, India, the classical West, early Islamic civilization, civilizations of Africa, and civilizations of the Americas and Oceania.

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

**101 MODERN WORLD HISTORY****3 UNITS****C-ID HIST 160**

3 hours lecture

Examination of 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****C-ID HIST 170**

3 hours lecture

Survey of Mediterranean and European cultures, thought and institutions from ancient times to 1650. Includes Greece, Rome, Medieval Europe, the Renaissance, and the Reformation.

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

**106 MODERN WESTERN CIVILIZATION****3 UNITS****C-ID HIST 180**

3 hours lecture

Survey of European cultures, thought and institutions from 1650 to the present. Includes Absolutism, Scientific Revolution, the Enlightenment, age of the French Revolution, 19th 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****C-ID HIST 130**

3 hours lecture

Survey of the early political, social and cultural development of the entire geographic area that is now the United States, with an 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****C-ID HIST 140**

3 hours lecture

Survey of the political, social and cultural development of the modern United States with an 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*

**118\* U.S. HISTORY: CHICANO/ CHICANA PERSPECTIVES I** **3 UNITS**

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**

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**

3 hours lecture

Survey of the social, political, cultural, economic and intellectual development of women in America from pre-contact to 1877 in the entire geographic area that is now the United States. Women's experiences are placed in the context of the origins of American institutions and ideals.

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

**123\* WOMEN IN MODERN AMERICAN HISTORY** **3 UNITS**

3 hours lecture

Survey of the social, political, cultural, economic and intellectual development of women in America from 1877 to the present in the entire area that is now the United States. Women's experiences are examined in the context of evolving American institutions.

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

**124 HISTORY OF CALIFORNIA** **3 UNITS**

3 hours lecture

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.

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

**130\* U.S. HISTORY AND CULTURES: NATIVE AMERICAN PERSPECTIVES I** **3 UNITS**

3 hours lecture

Historical survey of the indigenous people throughout the North American continent from the earliest recorded knowledge to 1850. Attention is given to Indian perspectives of native and non-native cultures. The influence of American Indians on the federal constitution and the political philosophies of early Americans will be studied. Indian political organization and its parallels and differences in early American political organizations and philosophies are studied. Particular attention is given to legislation and its impact on Indian culture and society.

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

**131\* U.S. HISTORY AND CULTURES: NATIVE AMERICAN PERSPECTIVES II** **3 UNITS**

3 hours lecture

Historical survey of the indigenous peoples of the North American continent from the period of 1850 to the present. Attention is given to contemporary, historical, political, and socio-economic issues affecting the American Indian nationwide, statewide and locally. Indian perspectives of native and nonnative cultures will be included. The federal and state constitutions are studied with special emphasis given to the effects on and influence of the Indian culture and society. Particular attention is given to political philosophies and the impact of legislation on Indian culture and society.

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

**132 KUMEYAAY HISTORY I: PRECONTACT - 1900** **3 UNITS**

3 hours lecture

Historical survey of the Kumeyaay Nation from prehistoric times to 1900. Attention is given to Kumeyaay perspectives of Kumeyaay and non-Kumeyaay cultures. Kumeyaay oral history will be incorporated with discussions of the Creation Story, bird songs, ceremonies, religion and peon games. Overview of tribal sovereignty and Kumeyaay independence, laws pertaining to Native Americans in the United States, and early assimilation policies of the United States and Mexico.

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

**133 KUMEYAAY HISTORY II: 1900 - PRESENT** **3 UNITS**

3 hours lecture

Historical survey of the Kumeyaay Nation from 1900 to the present. Attention is given to Kumeyaay perspectives of Kumeyaay and non-Kumeyaay cultures. Specific segments include: The Mission Indian Federation, The Indian Relocation Act, The Termination Era and PL 280, Indian Activism, Indian Self-Determination, and the Indian Gaming Regulatory Act and contemporary Tribal Governments. The modern history of the Kumeyaay Nation including participation in the Mission Indian Federation, impact of Public Law 280, and the growth leading to the creation of current Indian Gaming in San Diego County will be examined. 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.

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

**180\* U.S. HISTORY: BLACK PERSPECTIVES I** **3 UNITS**

3 hours lecture

United States history with an emphasis on social, economic, political and cultural experiences of Black people. Traces the development of African-American history from African origins through the period of Reconstruction.

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

**181\* U.S. HISTORY: BLACK PERSPECTIVES II** **3 UNITS**

3 hours lecture

Examination of significant aspects of United States history from the aftermath of the Civil War to the present. Emphasis is on the socio-economic, political and cultural experience of African-Americans in the United States from Reconstruction to the present.

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

**275 HISTORICAL PERIOD** **3 UNITS**

3 hours lecture

In-depth study of an historical period. Reading, discussion, lecture and instructional media

focuses on the forces contributing to the creation of the material studied and on the place of that material in relation to other disciplines in the humanities.

*CSU, CSU GE, IGETC, UC*

**276 GEOGRAPHICAL AREA** **3 UNITS**

3 hours lecture

In-depth study of a geographical area. Reading, discussion, lecture and instructional media focuses on the forces contributing to the creation of the material studied and on the place of that material in relation to other disciplines in the humanities.

*CSU, CSU GE, IGETC, UC*

**277 HISTORICAL THEME** **3 UNITS**

3 hours lecture

In-depth study of an historical theme. Reading, discussion, lecture and instructional media focuses on the forces contributing to the creation of that material in relation to other disciplines in the humanities.

*CSU, CSU GE, IGETC, UC*

\*Can be used to satisfy U.S. History, Constitution, and American Ideals graduation requirement for the CSU.

## HUMANITIES (HUM)

**110 PRINCIPLES OF THE HUMANITIES** **3 UNITS**

3 hours lecture

In this interdisciplinary humanities course, students will learn how to examine, compare, analyze, evaluate, interpret and discuss creative works within their cultural contexts. Examples for study will be selected from the world's great works of literature, drama, painting, sculpture, architecture, music, etc.

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

**115 ARTS AND CULTURE IN LOCAL CONTEXT—SAN DIEGO** **3 UNITS**

3 hours lecture

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) will be integrated into the course to bring students into direct contact with the arts. Field trips and tours of local cultural sites are a required component of this class.

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

**116 KUMEYAAY ARTS AND CULTURE** **3 UNITS**

3 hours lecture

This course is a survey of arts and culture of the Kumeyaay Nation in what is now commonly known as San Diego and Imperial Counties and Baja California. Students will study Kumeyaay art, music, dance, games, related literature, philosophy, religious beliefs and traditions. Kumeyaay humanities will be studied in the broader context of world cultures. Guest lectures by Kumeyaay elders and experts will be integrated into the course. Field trips to various cultural sites and events are a required component of this class.

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

**120 EUROPEAN HUMANITIES** 3 UNITS  
3 hours lecture  
An 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 HUMANITIES OF THE AMERICAS** 3 UNITS  
3 hours lecture  
Integrated exploration of broadly representative examples of literature, philosophy, drama, music, visual art and architecture of the Americas—the geographical scope of which will include the United States, Canada, the Caribbean, and Latin America.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**155 MYTHOLOGY** 3 UNITS  
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, supernatural beings, and the world they live in. Focuses 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*

## INTERDISCIPLINARY STUDIES (IS)

**198 SUPERVISED TUTORING** 0 UNIT  
TBA hours  
This course uses a variety of educational tools to assist students with various learning needs. Course may 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 taken with different content. No fee/no credit/noncredit course.*

## ITALIAN (ITAL)

**120 ITALIAN I** 5 UNITS  
5 hours lecture  
Introduction to the Italian language and culture for students with little or no knowledge of Italian. This course facilitates the practical application of the language in everyday oral and written communication at the beginning level. Since the focus will be on basic communication skills, the class will be conducted in Italian as much as possible. Students will learn structures that will enable them to function in Italian in everyday contexts while becoming familiar with the Italian speaking world.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**121 ITALIAN II** 5 UNITS  
Prerequisite: "C" grade or higher or "Pass" in ITAL 120 or two years of high school Italian or equivalent  
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*

**220 ITALIAN III** 5 UNITS  
Prerequisite: "C" grade or higher or "Pass" in ITAL 121 or three years of high school Italian or equivalent  
5 hours lecture  
Continuation of Italian 121. This course will continue to develop oral, listening, reading and

writing skills in order to acquire proficiency in Italian.

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

## LIBRARY INFORMATION RESOURCES (LIR)

**110 RESEARCH METHODS IN AN ONLINE WORLD** 1 UNIT  
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 library catalogs, research databases, and search engines. Students will develop search strategies, as well as focus on expressing research questions in relevant search terms. They will learn how to evaluate information for credibility, quality, authority, accuracy, and other criteria. In addition, students will be introduced to citation styles, as well as the basics of copyright and plagiarism.  
*CSU, CSU GE*

## MATHEMATICS (MATH)

**010 JUST-IN-TIME-SUPPORT FOR INTERMEDIATE ALGEBRA** 3 UNITS  
Prerequisite: Appropriate placement  
Corequisite: Concurrent enrollment in MATH 110 at Cuyamaca College  
2.5 hours lecture, 1.5 hours laboratory  
A review of the core prerequisite skills, competencies, and concepts for intermediate algebra. Intended for students who are concurrently enrolled in MATH 110, Intermediate Algebra, at Cuyamaca College. Review topics include: computational skills developed in pre-algebra, the vocabulary of algebra, translation from English to algebra, and evaluation of literal expressions and functions. Topics covered in more depth include: solving and graphing linear equations and inequalities in one and two variables, solving and graphing systems of equations in two variables, factoring, algebraic operations on polynomial and rational expressions, solving quadratics using factoring, and rational equations. Recommended for students with little or no recent knowledge of algebra. A graphing calculator is required for this course. **Pass/No Pass only. Non-degree applicable.**

**060 JUST-IN-TIME SUPPORT FOR ELEMENTARY STATISTICS** 2 UNITS  
Prerequisite: Appropriate placement  
Corequisite: Concurrent enrollment in MATH 160 at Cuyamaca College  
2 hours lecture

A review of the core prerequisite skills, competencies, and concepts needed in statistics. Intended for students who are concurrently enrolled in MATH 160, Elementary Statistics, at Cuyamaca College. Topics include concepts from arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Concepts are taught through the context of descriptive data analysis. Additional emphasis is placed on solving and graphing linear equations and modeling with linear functions. **Pass/No Pass only. Non-degree applicable.**

**075 INTERMEDIATE ALGEBRA FOR MATH 175** 2 UNITS  
Prerequisite: Appropriate placement  
Corequisite: Concurrent enrollment in MATH 175 at Cuyamaca College  
2 hours lecture

A review of the core prerequisite skills, competencies, and concepts needed in college algebra. Intended for majors in science, technology, engineering, and mathematics who are concurrently enrolled in MATH 175, College Algebra, at Cuyamaca College. Topics include: a review of computational skills developed in intermediate algebra, factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, functions including composition and inverses, and an in-depth focus on quadratic functions. This course is appropriate for students who are confident in their graphing and beginning algebra skills. A graphing calculator is required for this course. **Pass/No Pass only. Non-degree applicable.**

**076 INTERMEDIATE ALGEBRA FOR MATH 176** 2 UNITS  
Prerequisite: Appropriate placement  
Corequisite: Concurrent enrollment in MATH 176 at Cuyamaca College  
2 hours lecture

A review of the core prerequisite skills, competencies, and concepts needed in pre-calculus. Intended for majors in science, technology, engineering, and mathematics who are concurrently enrolled in MATH 176, Precalculus, at Cuyamaca College. Topics include: a review of computational skills developed in intermediate algebra, factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, functions including composition and inverses, an in-depth focus on quadratic functions, and a review of topics from geometry. This course is appropriate for students who are confident in their graphing and beginning algebra skills. A graphing calculator is required for this course. **Pass/No Pass only. Non-degree applicable.**

**078 INTERMEDIATE ALGEBRA FOR MATH 178** 2 UNITS  
Prerequisite: Appropriate placement  
Corequisite: Concurrent enrollment in MATH 178 at Cuyamaca College  
2 hours lecture

A review of the core prerequisite skills, competencies, and concepts needed in business calculus. Intended for majors in science, technology, engineering, and mathematics who are concurrently enrolled in MATH 178, Calculus for Business, Social and Behavioral Sciences at Cuyamaca College. Topics include: a review of computational skills developed in intermediate algebra, factoring, operations on rational and radical expressions, linear, exponential and logarithmic expressions and equations, an introduction to matrices, functions including composition and inverses, and an in-depth focus on quadratic functions. This course is appropriate for students who are confident in their graphing and beginning algebra skills. A graphing calculator is required for this course. **Not open to students with credit in MATH 180. Pass/No Pass only. Non-degree applicable.**

**088 PRE-ALGEBRA** 4 UNITS  
4 hours lecture, 1 hour laboratory  
Operations with signed numbers are emphasized. The derivation and use of selected measurement concepts and the development

of pre-algebra ideas such as variable and equations are included. Measurement, area and volume formulas for fundamental shapes are stressed. These topics are explored in the context of problem solving and appropriate calculator use. **Pass/No Pass only. Non-degree applicable.**

**090 ELEMENTARY ALGEBRA 5 UNITS**

Recommended Preparation: Grade of "Pass" in MATH 088 or equivalent

5 hours lecture, 1 hour laboratory

The first of a two-course sequence in algebra intended to help prepare students for transfer level mathematics. An introduction to the following topics is included: the vocabulary of algebra, translation from English to algebra, evaluation of literal expressions, and functions. Topics covered in more depth include: solving and graphing linear equations and inequalities in one and two variables; solving and graphing systems of equations in two variables; factoring; algebraic operations on polynomial, rational, and radical expressions; solving quadratics using factoring; and rational equations. 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.**

**096 PREPARATION FOR ELEMENTARY STATISTICS 6 UNITS**

6 hours lecture

An accelerated one-semester course to transfer-level Elementary Statistics (Math 160) covering core concepts from arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Concepts are taught through the context of descriptive data analysis. The core arithmetic and algebra skills needed to understand the concepts, formulas, and graphs used in transfer-level statistics are investigated in a "just-in-time" approach rather than the standard sequence found in the traditional algebra path. Additional emphasis is placed on solving and graphing linear equations; modeling with linear functions; solving contextualized problems; and dimensional analysis. This course is NOT intended for math, science, computer science, business, or engineering majors. **Pass/No Pass only. Non-degree applicable.**

**097 PLANE GEOMETRY 3 UNITS**

Prerequisite: Grade of "Pass" in MATH 090 or equivalent

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

3 hours lecture, 1 hour laboratory

The second of a two-course sequence in algebra. This course completes some topics from the first course, such as factoring and operations on rational and radical expressions, and includes the addition of new topics such as exponential and logarithmic expressions and equations, and conic sections. The concept of functions is developed including composition and inverses. Quadratic functions are covered in depth. Computational techniques developed in beginning algebra are prerequisite skills

for this course. This course is 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 5 units can be earned for taking MATH 103 and 110.*

AA/AS GE

**110 INTERMEDIATE ALGEBRA FOR BUSINESS, MATH, SCIENCE AND ENGINEERING MAJORS 5 UNITS**

Prerequisite: Grade of "Pass" in MATH 090 or equivalent

5 hours lecture

The second of a two-course sequence in algebra. This course completes some topics from the first course, such as factoring and operations on rational and radical expressions, and includes the addition of new topics such as absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, and an introduction to matrices and sequences and series. The concept of functions is developed including composition and inverses. Quadratic functions are covered in depth. Computational techniques developed in beginning algebra are prerequisite skills for this course. This course is 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. Graphing calculators are required for this course. *Maximum of 5 units can be earned for taking MATH 103 and 110.*

AA/AS GE

**120 MATHEMATICS FOR GENERAL EDUCATION 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in MATH 103 or 110 or equivalent

3 hours lecture

This course covers topics from logic, set theory, probability, statistics and computer math that provide a very brief introduction to the structure of mathematical theories, the history of mathematics, and applications of mathematics to the real world. Designed for students who do not intend to prepare for a career in science or business.

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

**125 STRUCTURE AND CONCEPTS OF ELEMENTARY MATHEMATICS I 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in MATH 103 or 110 and MATH 097 or equivalent

3 hours lecture, 1 hour laboratory

In blending the mathematical topics of sets, whole numbers, numeration, number theory, integers, rational and irrational numbers, measurement, relations, functions and logic, the course will investigate the interrelationships of these topics using a problem-solving approach and appropriate use of technology.

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

**126 STRUCTURE AND CONCEPTS OF ELEMENTARY MATHEMATICS II 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in MATH 125 or equivalent

3 hours lecture, 1 hour laboratory

In blending the mathematical topics of statistics, probability, measurement, coordinate geometry, plane geometry, solid geometry, logic, relations and functions, the course will investigate the interrelationships of these topics using a problem-solving approach and appropriate use of technology.

CSU, CSU GE, IGETC, UC credit limit

**128 CHILDREN'S MATHEMATICAL THINKING 1.5 UNITS**

Corequisite: MATH 125

1.5 hours lecture

Children's mathematical thinking and in-depth analyses of children's understanding of operations (addition, subtraction, multiplication, division) and place value. Students will observe individual children solving mathematics problems.

CSU

**160 ELEMENTARY STATISTICS 4 UNITS**

C-ID MATH 110

Prerequisite: "C" grade or higher or "Pass" in MATH 096 or 103 or 110 or equivalent

4 hours lecture

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.

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

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. *Successful completion of MATH 170, 175 is equivalent to the successful completion of MATH 176.*

AA/AS GE, CSU, CSU GE

**175 COLLEGE ALGEBRA 4 UNITS**

C-ID MATH 151

Prerequisite: "C" grade or higher or "Pass" in MATH 110 or equivalent (MATH 103 does not meet the prerequisite)

4 hours lecture

College level course in algebra for majors in science, technology, engineering, and mathematics: polynomial, rational, radical, exponential, absolute value, and logarithmic functions; systems of equations; theory of polynomial equations; and analytic geometry. *Maximum of 7 units can be earned for successfully completing any combination of MATH 170, 175, 176.*

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

**176 PRECALCULUS: FUNCTIONS AND GRAPHS 6 UNITS**

Prerequisite: "C" grade or higher or "Pass" in MATH 110 or equivalent (MATH 103 does not meet the prerequisite)

6 hours lecture

Preparation for calculus: polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions and their graphs; analytic geometry, polar coordinates. *Maximum of 7 units can be earned for successfully completing any combination of MATH 170, 175, 176.*

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

**178 CALCULUS FOR BUSINESS, SOCIAL AND BEHAVIORAL SCIENCES 4 UNITS**

Prerequisite: "C" grade or higher or "Pass" in MATH 110 or equivalent (MATH 103 does not meet the prerequisite)

4 hours lecture

Presents a study of the techniques of calculus with emphasis placed on the application of these concepts to business and management related problems. The applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions are studied. *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**

**C-ID MATH 210, 900S**

Prerequisite: "C" grade or higher or "Pass" in MATH 170 and 175, or MATH 176 or equivalent

5 hours lecture

Graphic, numeric and analytic approaches to the study of analytic geometry, limits and continuity of functions, and introductory differential and integral calculus. Applications involving analysis of algebraic, exponential, logarithmic, trigonometric and hyperbolic functions from a variety of disciplines including science, business and engineering. First of three courses designed to provide serious science students with a solid introduction to the theory and techniques of analysis.

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

**245 DISCRETE MATHEMATICS 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in MATH 280 or equivalent

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**

**C-ID MATH 220, 900S**

Prerequisite: "C" grade or higher or "Pass" in MATH 180 or equivalent

4 hours lecture

A second course in differential and integral calculus of a single variable: integration; techniques of integration; infinite sequences and series; polar and parametric equations; applications of integration. Primarily for science, technology, engineering and math majors.

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

**281 MULTIVARIABLE CALCULUS 4 UNITS**

Prerequisite: "C" grade or higher or "Pass" in MATH 280 or equivalent

4 hours lecture

The third of a three-course sequence in calculus. Topics include vector valued functions, calculus of functions of more than one variable, partial derivatives, multiple integration, Green's Theorem, Stokes' Theorem, and divergence theorem.

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

**284 LINEAR ALGEBRA 3 UNITS**

**C-ID MATH 250, 910S**

Prerequisite: "C" grade or higher or "Pass" in MATH 280 or equivalent

3 hours lecture

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented

including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included.

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

**285 DIFFERENTIAL EQUATIONS 3 UNITS**

**C-ID MATH 240, 910S**

Prerequisite: "C" grade or higher or "Pass" in MATH 280 or equivalent

3 hours lecture

This course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including series solutions, singular points, Laplace transforms and linear systems.

CSU, CSU GE, IGETC, UC

## MUSIC (MUS)

*Courses Related in Content (see page 35)*

**001 MUSIC FUNDAMENTALS 4 UNITS**

**C-ID MUS 110**

4 hours lecture

Basic elements of music. Notation, major and minor keys, intervals, triads and 7th chords with inversions. Musical terms and analysis of chord structures. Keyboard application.

CSU

**090 PREPARATORY PERFORMANCE STUDIES I .5 UNIT**

1.5 hours laboratory

Preparation for audition into MUS 190. 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. **Pass/No Pass only. Non-degree applicable.**

**091 PREPARATORY PERFORMANCE STUDIES II .5 UNIT**

1.5 hours laboratory

Continued preparation for audition into MUS 190. 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. **Pass/No Pass only. Non-degree applicable.**

**104 INTRODUCTION TO THE MUSIC INDUSTRY 3 UNITS**

3 hours lecture

Survey of the music industry with an 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**

**C-ID MUS 120, 125**

4 hours lecture, 2 hours laboratory

Introduction to music theory and ear-training. Study of harmonic concepts of the 18th and 19th centuries. Rhythmic and melodic ear-training. Keyboard application and sight singing.

CSU, UC

**106 MUSIC THEORY AND PRACTICE II 4 UNITS**

Prerequisite: "C" grade or higher or "Pass" in MUS 105 or equivalent

4 hours lecture, 2 hours laboratory

Continuation of MUS 105. Four-part writing, 7th chords, cadences and non-chord tones. Rhythmic and melodic dictation and harmonic

ear-training. Sight singing. Analysis of Bach chorales and binary and ternary forms.

CSU, UC

**107A AREA STUDIES IN AFRICAN MUSIC 2 UNITS**

1 hour lecture, 2 hours laboratory

Study of rudimentary playing technique and the broad cultural context of African music.

CSU, UC

**107B AREA STUDIES IN SUNDANESE GAMELAN MUSIC 2 UNITS**

1 hour lecture, 2 hours laboratory

Study of rudimentary playing technique and the broad cultural context of Sundanese gamelan music.

CSU, UC

**107C AREA STUDIES IN LATIN AMERICAN MUSIC 2 UNITS**

1 hour lecture, 2 hours laboratory

Study of rudimentary playing technique and the broad cultural context of Latin American music.

CSU, UC

**108-109-208-209 ROCK, POP AND SOUL ENSEMBLE 1 UNIT**

Prerequisite: Audition

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 an emphasis on rock, rhythm and blues, and pop music. Open to instrumentalists and singers.

CSU, UC

**110 GREAT MUSIC LISTENING 3 UNITS**

**C-ID MUS 100**

3 hours lecture

Listening and reading survey course to acquaint students with fundamental elements of musical style. Covers repertoire from a variety of cultures and periods with primary emphasis on the Western concert tradition.

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

**111 HISTORY OF JAZZ 3 UNITS**

3 hours lecture

Listening and reading survey course covering the history of jazz from its origins to the present. Includes style periods, significant artists, the broad cultural context of jazz, and the development of critical listening skills.

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

**112-113-214-215 CHAMBER ORCHESTRA 1 UNIT**

**C-ID MUS 180**

Prerequisite: Audition

2.5 hours lecture, 2.5 hours laboratory

Study of representative chamber orchestra compositions in a wide variety of styles at regular rehearsals and public performances.

CSU, UC (112, 214 only)

**114 MUSIC IN THE UNITED STATES 3 UNITS**

3 hours lecture

Music in the United States from pre-Colonial times to the present. Coverage includes the music of Native Americans, the Colonies, the 1800s, distinctive regions and subcultures, jazz, art music, popular music styles, and nonwestern influences.

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

**115 HISTORY OF ROCK MUSIC 3 UNITS**

3 hours lecture

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. Basic musical concepts such as pitch, rhythm and form will

be introduced and applied to the music under consideration.

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

**116 INTRODUCTION TO WORLD MUSIC 3 UNITS**

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

3 hours lecture

Survey of art music in Western civilization from the ancient period to the present. Musical styles will be studied within the context of concurrent developments in society, politics and other arts.

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

**118 INTRODUCTION TO MUSIC 4 UNITS**

4 hours lecture

Study of basic music theory including notation, rhythms, 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**

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 taken for a maximum of 12 units.*

CSU

**120 INTRODUCTION TO MUSIC TECHNOLOGY 3 UNITS**

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

**121-122-221-222 MUSIC INDUSTRY SEMINAR 1 UNIT**

3 hours laboratory

In this project-based class, students will develop and create promotional materials for a local musical artist or groups, and will collaborate to produce concerts of popular music. The course content combines work in recording, print, and electronic media as well as concert production.

CSU

**126 CLASS GUITAR I 2 UNITS**

2 hours lecture

Beginning course in guitar for non-music majors. Fundamentals of music as related to the guitar including 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

2 hours lecture

Guitar for non-music majors. Continuation of MUS 126 with an 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

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

2.5 hours lecture, 2.5 hours laboratory

Study of Sundanese gamelan compositions at regular rehearsals and public performances.

CSU, UC

**130C-131C-230C-231C WORLD MUSIC ENSEMBLE: LATIN AMERICAN MUSIC 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in MUS 107C or equivalent

2.5 hours lecture, 2.5 hours laboratory

Study of different Latin American music genres at regular rehearsals and public performances.

CSU, UC

**132 CLASS PIANO I 3 UNITS**

3 hours lecture

Note reading in treble and bass clefs. Major and minor key signatures. Scales, arpeggios and primary triads in major and minor keys. Transposition, improvisation and harmonization. Development of sight reading ability, two-handed coordination, correct fingering techniques, and proper use of weight and relaxation in production of tone.

CSU, UC

**133 CLASS PIANO II 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in MUS 132 or equivalent

3 hours lecture

Continuation of MUS 132. Scales in minor keys. Scales with hands together. Music literature performed in major and minor keys. Harmonization and sight reading in major and minor keys. Piano pieces in binary form with mixed texture including parallel, contrary and oblique motion.

CSU, UC

**136-137-236-237 CHAMBER SINGERS 1 UNIT**

Prerequisite: Audition

2.5 hours lecture, 2.5 hours laboratory

Study of standard and contemporary choral literature (classics to jazz) for small choral ensemble. Includes performances on campus and in local schools and communities. Open to all singers in the community and students of the college.

CSU, UC

**152-153-252-253 CONCERT BAND 1 UNIT**

*C-ID MUS 180 (152, 252, 253)*

Prerequisite: Audition

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

**156-157-256-257 JAZZ ENSEMBLE 1 UNIT**

*C-ID MUS 180 (156, 157)*

Prerequisite: Audition

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

**158-159-258-259 CHORUS 1 UNIT**

*C-ID MUS 180*

Prerequisite: Audition

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**

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 taken for a maximum of 12 units.*

CSU

**170-171-270-271 CLASS VOICE 2 UNITS**

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: "C" grade or higher or "Pass" in MUS 120 or equivalent

2 hours lecture, 3 hours laboratory

In-depth presentation of digital audio recording, editing and processing. Students will learn techniques for in-studio and live recording and will record and edit new musical recordings. Students should have a basic understanding of digital audio vocabulary and basic experience with using a computer to make/record music.

CSU

**190-191-290-291 PERFORMANCE STUDIES .5 UNIT**

*C-ID MUS 160*

Prerequisite: Audition

1.5 hours laboratory

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

**205 MUSIC THEORY AND PRACTICE III 4 UNITS**

*C-ID MUS 140, 145*

Prerequisite: "C" grade or higher or "Pass" in MUS 106 or equivalent

4 hours lecture, 2 hours laboratory

Continuation of MUS 106. Chromatic harmony of the 18th and 19th centuries including secondary dominants, borrowed chords and altered chords. Rhythmic, melodic and harmonic dictation. Sight singing. Analysis of Bach

chorales. Form analysis of Sonata-form, Minuet/Scherzo, Rondo, and Theme and Variations.  
*CSU, UC*

**206 MUSIC THEORY AND PRACTICE IV** 4 UNITS

*C-ID MUS 150, 155*  
Prerequisite: "C" grade or higher or "Pass" in MUS 205 or equivalent  
4 hours lecture, 2 hours laboratory  
Continuation of MUS 205. Harmony of the Post-Romantic and 20th century styles. Expanded tonality. Use of church modes, pentatonic, synthetic and dodecaphonic scales. Parallelism, pandiatonicism, twelve-tone technique, aleatory music and electronic music. Study of the 18th century two-part counterpoint. Ear-training and sight singing.  
*CSU, UC*

**226 CLASS GUITAR III** 2 UNITS

Prerequisite: "C" grade or higher or "Pass" in MUS 127 or equivalent  
2 hours lecture  
Guitar for non-music majors. Continuation of MUS 127 with an 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  
2 hours lecture  
Guitar for non-music majors. Continuation of MUS 226 with an emphasis on playing solos and accompaniments in various styles and idioms.  
*CSU, UC*

**232 CLASS PIANO III** 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in MUS 133 or equivalent  
3 hours lecture  
Continuation of MUS 133. Multiple octave performance of major and minor scales. Authentic and plagal cadences. Reading of four-part chorales. Ensemble playing and accompaniment. Intermediate piano pieces in ternary form.  
*CSU, UC*

**233 CLASS PIANO IV** 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in MUS 232 or equivalent  
3 hours lecture  
Continuation of MUS 232. Keyboard harmony and deceptive cadence. Reading an open score. Ensemble playing and accompaniment. Piano literature from the 18th through the 20th centuries.  
*CSU, UC*

## NATIVE AMERICAN LANGUAGES (NAKY)

**120 KUMEYAAY I** 4 UNITS

4 hours lecture  
Introduction to the Kumeyaay language and the culture of its speakers. Facilitates the practical application of the language in everyday oral communication at the beginning level. Since the focus is 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** 4 UNITS

Prerequisite: "C" grade or higher or "Pass" in NAKY 120 or equivalent  
4 hours lecture  
Continuation of NAKY 120. Students will continue to develop oral skills based on practical everyday situations and contexts.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**220 KUMEYAAY III** 4 UNITS

Prerequisite: "C" grade or higher or "Pass" in NAKY 121 or equivalent  
4 hours lecture  
Continuation of NAKY 121. Students will develop increasingly advanced oral, listening and speaking skills in the Kumeyaay language.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

## OCEANOGRAPHY (OCEA)

**112 INTRODUCTION TO OCEANOGRAPHY** 3 UNITS

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  
3 hours laboratory  
Hands-on oceanographic laboratory experience to accompany and augment OCEA 112. Includes laboratory and field investigations of the marine environment emphasizing the geological, chemical, physical and biological aspects of the ocean.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

## ORNAMENTAL HORTICULTURE (OH)

**102 XERISCAPE: WATER CONSERVATION IN THE LANDSCAPE** 2 UNITS

2 hours lecture  
Water management principles and practices as applied to the landscape. Topics include plant selection, landscape design principles for water conservation, irrigation system selection and management, soil preparation and management, and current topics and issues of California and United States water conservation efforts.  
*CSU*

**105 EDIBLES IN URBAN LANDSCAPES** 1.5 UNITS

1.5 hours lecture  
Covers the basics of cultivating edible plants in small scale urban settings, including annual and perennial vegetables as well as shrubs and trees that produce edible fruit. San Diego's climate allows for the production of many tropical and sub-tropical edibles as well as deciduous trees that require some winter chill. Topics include suitable crops, planting techniques, irrigation, fertilizers, maintenance, pests and diseases, and harvest and storage requirements.  
*CSU*

**105A EDIBLES IN URBAN LANDSCAPES FOR APPRENTICES** 1.5 UNITS

Prerequisite: Student is a registered State indentured apprentice  
1.5 hours lecture  
This course is part of a state approved apprenticeship and is open to students accepted into the apprenticeship program. Covers the basics of cultivating edible plants in small scale urban settings, including annual and perennial vegetables as well as shrubs and trees that produce edible fruit. San Diego's climate allows for the production of many tropical and sub-tropical edibles as well as deciduous trees that require some winter chill. Topics include suitable crops, planting techniques, irrigation, fertilizers, maintenance, pests and diseases and harvest and storage requirement.  
*CSU*

**114 FLORAL DESIGN I** 3 UNITS

2 hours lecture, 3 hours laboratory  
Theory and practice of basic geometric floral design, identification of flowers and foliages, and practical skills necessary for employment in the floral industry. Fresh, silk and dried flowers will be used.  
*CSU*

**116 FLORAL DESIGN II** 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in OH 114 or equivalent  
2 hours lecture, 3 hours laboratory  
Theory and practice of parallel, vegetative, and contemporary line designs for the retail floral industry. Students will use fresh flowers, silks, dried flowers, foliages, organic and inorganic materials for creating floral designs with an emphasis on European influence and trends.  
*CSU*

**117 WEDDING DESIGN I** 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in OH 114 or equivalent  
2 hours lecture, 3 hours laboratory  
Theory and practice of numerous styles of wedding bouquets and corsages including church and reception floral designs. Emphasis is on the skills, mechanics and speed necessary in the floral industry.  
*CSU*

**118 SPECIAL OCCASION FLORAL DESIGN** 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in OH 114 or equivalent or one year high school floral design or trade experience  
2 hours lecture, 3 hours laboratory  
Learn to create unique floral arrangements used for parties, weddings, funerals and gala events. Arrangements will focus on the use of unusual and exotic flowers, containers and special mechanical props.  
*CSU*

**119 WEDDING DESIGN II** 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in OH 117 or equivalent  
2 hours lecture, 3 hours laboratory  
Theory and practice of designs used for weddings including bouquets for brides and attendants, corsages, church decorations, and reception decorations primarily using fresh flowers.  
*CSU*

**120 FUNDAMENTALS OF ORNAMENTAL HORTICULTURE** 3 UNITS

2 hours lecture, 3 hours laboratory  
Study of plant structure and function. Topics include basic principles of soil science and fertilizer requirements, and the growth of plants in regard to the environmental factors of water, light and temperature. The lab provides an

overview of various skills needed in all fields of ornamental horticulture including pruning, basic equipment operation, fertilizer application, and general nursery skills.

CSU

### 120A FUNDAMENTALS OF ORNAMENTAL HORTICULTURE FOR APPRENTICES 3 UNITS

Prerequisite: Student is a registered State indentured apprentice

2 hours lecture, 3 hours laboratory

This course is part of a state approved apprenticeship and is open to students accepted into the apprenticeship program. Study of plant structure and function. Topics include basic principles of soil science and fertilizer requirements, and the growth of plants in regard to the environmental factors of water, light and temperature. The lab provides an overview of various skills needed in all fields of ornamental horticulture including pruning, basic equipment operation, fertilizer application and general nursery skills

CSU

### 121 PLANT PROPAGATION 3 UNITS

C-ID AG-EH 116L

2 hours lecture, 3 hours laboratory

Principles of plant propagation from seed, cutting, budding, grafting, layering, division and tissue culture. Greenhouses, cold frames, mist chambers and other propagating structures will be discussed along with stock selection, use of rooting hormones, proper sanitation procedures, and protection of young seedlings from disease. Lab exercises include propagation of plant material by various methods and working with various structures, tools and equipment common to plant propagation.

CSU

### 130 PLANT PEST CONTROL 3 UNITS

2 hours lecture, 3 hours laboratory

Identification and control of insects, mites, spiders, snails, weeds and diseases that affect ornamental plants with an emphasis on their morphological and phylogenetic relationships, habits, habitats and important characteristics affecting the health of ornamental plants. Control methods will stress integrated pest management.

CSU

### 130A PLANT PEST CONTROL FOR APPRENTICES 3 UNITS

Prerequisite: Student is a registered State indentured apprentice

2 hours lecture, 3 hours laboratory

This course is part of a state approved apprenticeship and is open to students accepted into the apprenticeship program. Identification and control of insects, mites, spiders, snails, weeds and diseases that affect ornamental plants with an emphasis on their morphological and phylogenetic relationships, habits, habitats and important characteristics affecting the health of ornamental plants. Control methods will stress integrated pest management.

CSU

### 140 SOILS 3 UNITS

2 hours lecture, 3 hours laboratory

Study of soil formation, characteristics, and classification with an emphasis on the management of various soil types with regard to pH, salinity, texture, organic matter control and other variables. The lab will include investigation of soil conditions, problems and management solutions common to soils in Southern California.

CSU, UC

### 140A SOILS FOR APPRENTICES 3 UNITS

Prerequisite: Student is a registered State indentured apprentice

2 hours lecture, 3 hours laboratory

This course is part of a state approved apprenticeship and is open to students accepted into the apprenticeship program. Study of soil formation, characteristics, and classification with an emphasis on the management of various soil types with regard to pH, salinity, texture, organic matter control and other variables. The lab will include investigation of soil conditions, problems and management solutions common to soils in Southern California.

CSU

### 170 PLANT MATERIALS: TREES AND SHRUBS 3 UNITS

3 hours lecture

Identification, cultural requirements, and landscape uses of ornamental trees and shrubs common to the California landscape.

CSU, UC

### 171 LANDSCAPE DRAFTING 1 UNIT

.5 hour lecture, 1.5 hours laboratory

Introduction to basic drafting practices used in landscape design. Includes topography drawings, concept plans, construction drawings, and construction and installation details. Upon completion, students should be able to complete a set of working drawings for a residential landscape.

CSU, UC

### 172 INTRODUCTION TO LANDSCAPE DESIGN 3 UNITS

Recommended Preparation: "C" grade or higher or "Pass" in OH 171 or equivalent

2 hours lecture, 3 hours laboratory

Principles of landscape design for residential projects with an emphasis on residential landscape design and the creation of usable, pleasant outdoor spaces. Focuses on size and placement of plants, walks, patios and other structures in the residential landscape. The lab emphasizes practice in the design and drafting of actual landscape projects.

CSU, UC

### 173 INTERMEDIATE LANDSCAPE DESIGN 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in OH 172 or equivalent

2 hours lecture, 3 hours laboratory

Landscape design course covering advanced site analysis, use relationships, outside furniture and structures, color presentations, and client/designer relationships as they relate to estate, greenbelt and advanced planting designs.

CSU, UC

### 174 TURF AND GROUND COVER MANAGEMENT 3 UNITS

2 hours lecture, 3 hours laboratory

Building, care and maintenance of turf grasses and ground covers in parks and landscaping. Includes soil preparation, planting, fertilizing, maintenance of common and special turf grasses and ground covers, and pest and disease problems and their control.

CSU

### 175 ADVANCED LANDSCAPE DESIGN 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in OH 173 or equivalent

2 hours lecture, 3 hours laboratory

Advanced development, design and presentation of residential landscape projects incorporating slope analysis, codes and ordinances, client or institutional requirements, detail sheets, sections and cost estimates. Client presentation of concept, lighting and planting

plans will utilize sketches, demonstration boards and digital presentation techniques.

CSU

### 180 PLANT MATERIALS: ANNUALS AND PERENNIALS 3 UNITS

3 hours lecture

Identification, cultural requirements, and landscape value of common annuals and perennials used as bedding plants, annual color, and in the commercial floral industry.

CSU

### 200 INTRODUCTION TO COMPUTER-AIDED LANDSCAPE DESIGN 3 UNITS

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. Also listed as CADD 200. Not open to students with credit in CADD 200.

CSU

### 201 ADVANCED COMPUTER-AIDED LANDSCAPE DESIGN 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in CADD/OH 200 or equivalent

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 the development of design drawings, concept plans, construction documents, and cost estimates for residential landscape projects. Also listed as CADD 201. Not open to students with credit in CADD 201.

CSU

### 220 LANDSCAPE CONSTRUCTION: CONCRETE AND MASONRY 3 UNITS

2 hour lecture, 3 hours laboratory

Study of landscape construction methods and materials. Topics include: landscape contract law; concrete flat work including stamped concrete; brick, block and 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

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; basic materials and methods for construction of decks, overhead structures, wooden fences and gates; code and design requirements for irrigation, drainage and landscape structures.

CSU

### 221A LANDSCAPE CONSTRUCTION: IRRIGATION AND CARPENTRY FOR APPRENTICES 3 UNITS

Prerequisite: Student is a registered State indentured apprentice

2 hours lecture, 3 hours laboratory

This course is part of a state approved apprenticeship and is open to students accepted into the apprenticeship program. 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; basic materials and methods for construction of decks, overhead structures, wooden fences and gates; code and

design requirements for irrigation, drainage and landscape structures.

CSU

**222 JAPANESE GARDEN DESIGN AND CONSTRUCTION 1 UNIT**

.5 hour lecture, 1.5 hours laboratory  
An introduction to Japanese garden design concepts and construction methods. The course will cover the historical development of Japanese gardens and, based on the 11th century garden design book *Sakuteiki*, design concepts and construction of garden elements such as stone compositions, streams, ponds, waterfalls, Zen-influenced stone gardens (dry landscape garden), water-basins, introduction to traditional pruning and other basic design, construction and maintenance techniques.

**225 LANDSCAPE CONTRACTING 3 UNITS**

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**

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. Introduction to system components including valves, backflow prevention devices, controllers, and pumps and pipe.

CSU

**235A PRINCIPLES OF LANDSCAPE IRRIGATION FOR APPRENTICES 4 UNITS**

Prerequisite: Student is a registered State indentured apprentice  
4 hours lecture

This course is part of a state approved apprenticeship and is open to students accepted into the apprenticeship program. 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. 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  
2 hours lecture, 3 hours laboratory

Introduction to 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**

2 hours lecture, 3 hours laboratory  
Study of greenhouse plant production. Emphasis on the programming of greenhouse

crops common to Southern California. The course will cover equipment, structures, environmental control, estimation of crop production requirements, and production and sales of common greenhouse crops.

CSU

**250 LANDSCAPE WATER MANAGEMENT 2 UNITS**

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 3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in OH 120, 170 or equivalent  
3 hours lecture

Principles and practices of sustainable landscape design, construction and maintenance. The course provides a basic understanding of the holistic function of the landscape in the context of sustainability. Using a comprehensive systems approach, learn to investigate, analyze, and apply sustainable environmental practices to a project site. Practice communicating ideas, research, and solutions, creatively and confidently via regular oral presentations.

CSU, UC

**260 ARBORICULTURE 3 UNITS**

2 hours lecture, 3 hours laboratory  
Introductory course in the study and practice of arboriculture: the knowledge and care of individual trees living in populated areas. The course will familiarize students with the principles and practices of selecting, establishing, and maintaining trees, including tree biology, planting, pruning, diagnosis and preventative care, hazard evaluation, safe work practices, and tree valuation methods. The course can be used to prepare for the International Society of Arboriculture Certification Exam, and can provide Continuing Education units for those already certified.

CSU

**261 TREE SURGERY AND SPECIALIZED PRUNING TECHNIQUES 1 UNIT**

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. Includes practical application of pruning theories and principles.

CSU

**262 ARBORICULTURE: PALMS AND RELATED PLANTS 1 UNIT**

1 hour lecture, .5 hour laboratory  
Provides opportunities to learn the physiology of palms and other monocots, identification traits, and appropriate uses of common species. Understanding requirements for proper growing conditions and pruning of these plants will improve cultural management and assist with the diagnosis and treatment of common biotic and abiotic disorders.

CSU

**263 URBAN FORESTRY 1 UNIT**

1 hour lecture, .5 hour laboratory  
Introduces students to the theory and practice of conducting detailed tree inventories,

management of public trees, tree evaluation for hazard assessment and risk reduction programs, legal aspects of trees, and appraisal of value methods for trees. Students will also learn site evaluation, benefits of tree volunteer organizations, priority action plans, and emergency response plans.

CSU

**264 SAFE WORK PRACTICES IN TREE CLIMBING AND ARBORICULTURE 1 UNIT**

.5 hour lecture, 1.5 hours laboratory  
Study and training in the current accepted arboricultural practices in tree climbing and tree work with a chainsaw. Course content includes safety standards and procedures for: personal protective equipment, climbing equipment identification and preparation, pre-climb tree inspection, proper use of climbing equipment, safe operation and maintenance of chainsaws. The course can be used to help with preparation for the International Society of Arboriculture Certified Tree Worker Climber Specialist Exam, and can provide Continuing Education units for those already certified.

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  
2 hours lecture, 3 hours laboratory  
Advanced study in the specialization of golf course and athletic field management. Includes specialized turf management techniques, specialized equipment, budget development, scheduling requirements, and administrative considerations.

CSU

**266 SCIENCE IN PRACTICE FOR ARBORICULTURE 1 UNIT**

1 hour lecture  
An overview of the scientific concepts of arboriculture, especially as applied to the knowledge required of an International Society of Arboriculture Certified Arborist. Individuals who attain this certification are expected to apply current scientific knowledge and best management practices to the evaluation and care of trees.

CSU

**275 DIAGNOSING HORTICULTURAL PROBLEMS 1.5 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in OH 120, 130, 170 or equivalent  
1 hour lecture, 1.5 hours laboratory  
Explores 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**

2 hours lecture, 3 hours laboratory  
General maintenance and specific repair procedures for common horticultural equipment including troubleshooting, tune-up, and proper preventive maintenance programs for small and medium two- and four-cycle engines. The lab includes work on mowers, trenchers, trimmers, tractors, spray rigs and other equipment.

CSU

**278 BUSINESS MANAGEMENT FOR ORNAMENTAL HORTICULTURE 3 UNITS**  
3 hours lecture

Principles and practices for the small business owner in the landscape, nursery, floral design, arboriculture or irrigation industries. Focuses 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

**290 COOPERATIVE WORK EXPERIENCE EDUCATION 1-4 UNITS**

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 provided. Two on-campus sessions will be scheduled. *May be taken for a maximum of 12 units.*

CSU

## PARALEGAL STUDIES (PARA)

**100 INTRODUCTION TO PARALEGAL STUDIES 3 UNITS**

3 hours lecture

This course provides a historical perspective of the law and the profession of paralegal. The main focus is the role of the paralegal in the law office including client contact, ethical responsibilities, investigative fact finding, law office management, and legal restrictions. Students will be introduced to legal research and writing, substantive and procedural law, the court systems, and legal terminology.

CSU

**110 CIVIL LITIGATION PRACTICE AND PROCEDURES 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

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 including e-discovery and trial practice.

CSU

**120 ADMINISTRATIVE LAW 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3 hours lecture

Statutory law, case law, and administrative rules will be utilized to develop an understanding of the role and authority of administrative agencies. Particular attention will be paid to social security and workers' compensation claims.

CSU

**125 BUSINESS ORGANIZATIONS 1 UNIT**

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.

CSU

**130 LEGAL RESEARCH AND WRITING 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3 hours lecture

Includes in-depth legal research, writing research reports and subject matter reports on legal issues, case briefings and citations utilizing the uniform system of citation ("Blue Book") and other citators.

CSU

**132 COMPUTER ASSISTED LEGAL RESEARCH (CALR) 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3 hours lecture

The study of computer software programs designed specifically for use in law offices and legal environments, including but not limited to specific applications such as calendaring, and time and billing programs. The course focuses on legal research using electronic sources.

CSU

**135 BANKRUPTCY LAW 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3 hours lecture

The United States Federal Bankruptcy Code (as amended) will be the foundation of this examination of bankruptcy law and practice. Students will be exposed to the jurisdictional and filing requirements for bankruptcy cases under Chapters 7, 11 and 13 of the Bankruptcy Code, and will learn pertinent rules of federal procedure associated with bankruptcy case filings. The focus will be on "consumer" Chapters 7 and 13.

CSU

**140 CRIMINAL LAW AND PROCEDURES 3 UNITS**

3 hours lecture

The California Criminal Code and Rules of Criminal Procedure will be the foundation of this examination of the pre-trial and post-trial procedures in a criminal case. Students will be exposed to the criminal justice system from the elements of offenses through post-conviction remedies. The drafting of motions and other documents associated with criminal matters will be included.

CSU

**145 ESTATE PLANNING AND ADMINISTRATION OF ESTATES 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

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. The law of wills, estates and estate administration including testate and intestate estates, and the law of descent and distribution will also be discussed.

CSU

**150 FAMILY LAW 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

3 hours lecture

Domestic relations matters such as marriage, divorce, dissolution, child custody and support, visitation, and adoptions are included. The law regulating such matters and the drafting of appropriate documents will be emphasized.

CSU

**160 PERSONAL INJURY 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

1 hour lecture

Study of the essentials of tort actions with an emphasis on personal injury and other forms of negligence. Special attention will be given to the elements of a cause of action in negligence. Theories of recovery, defenses, case handling, witness interviewing, working with insurance carriers, and evidence requirements under current California law will be reviewed. Students will review the particular ethical constraints on personal injury paralegals.

CSU

**170 WORKERS' COMPENSATION 1 UNIT**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

1 hour lecture

Overview of California's Workers' Compensation statutes, including the concept of no-fault insurance and the administration of contested compensation claims for death, disability, and vocational rehabilitation. Students will compute awards based upon current benefit formulae.

CSU

**199 SPECIAL STUDIES OR PROJECTS IN PARALEGAL STUDIES 1-3 UNITS**

48-54 hours (1 unit), 96-108 hours (2 units), 144-162 hours (3 units)

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 with different content for a maximum of 9 units.*

(see page 40, Academic Policies and Procedures)

**250 INTERNSHIP 1-4 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PARA 100 or equivalent

5 hours paid or 4 hours unpaid work experience per week per unit

Practical work experience in a cooperating law office or corporate legal department. *May be taken for a maximum of 9 units.*

CSU

## PERSONAL DEVELOPMENT-SPECIAL SERVICES (PDSS)

**080 EDUCATIONAL ASSESSMENT AND PRESCRIPTIVE PLANNING .5 UNIT**

.5 hour lecture

Designed to assess, identify and diagnose learning strengths and weaknesses for the purpose of identifying specific learning disabilities. Guidelines mandated by the California Community Colleges Chancellor's Office. *Learning Disabilities Eligibility and Service Model*, will be utilized to determine eligibility for Learning Disabilities Services. An orientation to the Learning Disabilities Program will be provided as well as prescriptive planning. A pre- and post-conference will be held with a qualified and certificated Disabled Students Programs and Services (DSPS) Specialist.

**Pass/No Pass only. Non-degree applicable.**

**081 SELF-ADVOCACY 1 UNIT**

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 taken for a maximum of 4 units. Pass/No Pass only. Non-degree applicable.*

**085 ADAPTED COMPUTER BASICS 1 UNIT**

.5 hour lecture, 1.5 hours laboratory  
Individualized course of study for students with disabilities. Designed to acquaint students with basic assistive technology and techniques that may improve their ability to participate in general activities, programs and classes offered by the college and improve their potential for success in college. *May be taken for a maximum of 4 units. Pass/No Pass only. Non-degree applicable.*

**087 ADAPTED COMPUTER STUDIES 1 UNIT**

1 hour lecture, 1 hour laboratory  
Individualized course of study for students with disabilities. Provides in-depth, individualized instruction in assistive technology and techniques to maximize independent use of assistive and mainstream computer hardware/software. This course is intended to improve students' ability to participate in general activities, programs and classes offered by the college and improve their potential for success in college-level courses. *May be taken for a maximum of 4 units. Pass/No Pass only. Non-degree applicable.*

**090ABCD LEARNING STRATEGIES PRACTICUM 1 UNIT**

1 hour lecture  
This course is designed for students with specialized learning needs. Emphasis is on the development and implementation of specific learning strategies in a developmental learning environment utilizing specialized software programs to assist students' academic performance. **Pass/No Pass only. Non-degree applicable.**

**092 MATH STRATEGIES FOR STUDENTS WITH DISABILITIES 1 UNIT**

1 hour lecture  
Instruction in strategies to improve success in developmental math courses for students with disabilities. Included in the course are test taking strategies, techniques to deal with math anxiety, textbook reading skills, ways to improve note taking and memory, and effective homework practices. Students will identify various aspects of their learning styles and use the information to develop study strategies that are appropriate for a math course. Students with disabilities enrolled in Math 088, 090, 103 or 110 would benefit from this course. **Pass/No Pass only. Non-degree applicable.**

**096 COGNITIVE COMMUNICATION SKILLS AND STRATEGIES 1 UNIT**

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 taken for a maximum of 4 units. Pass/No Pass only. Non-degree applicable.*

**PHILOSOPHY (PHIL)****110 A GENERAL INTRODUCTION TO PHILOSOPHY 3 UNITS**

**C-ID PHIL 100**  
3 hours lecture  
In this basic orientation, students will explore, compare, analyze, evaluate and discuss a variety of principle questions addressed in philosophy, such as: What is the purpose of my existence? Can I know anything with certainty? Do I really have a free will? Can we prove that God exists? Why should I be moral? Whose self-interest counts?, etc. Issues covered will encompass relevant philosophical perspectives from Western and other major world cultures, and include contributions of women and minority cultures to the realm of philosophy.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**115 HISTORY OF PHILOSOPHY I: ANCIENT 3 UNITS**

**C-ID PHIL 130**  
3 hours lecture  
Survey of ancient philosophy with emphasis on the development of philosophy from the Pre-Socratics through Plato and Aristotle, to the medieval period.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**117 HISTORY OF PHILOSOPHY II: MODERN AND CONTEMPORARY 3 UNITS**

3 hours lecture  
Survey of philosophy from the Renaissance to the 20th century including the development of modern scientific processes as well as empiricism, rationalism, idealism, etc.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**125 CRITICAL THINKING 3 UNITS**

3 hours lecture  
Introduction to critical thinking with an emphasis on analyzing and constructing both inductive and deductive arguments. Critical reasoning will be applied to a variety of situations such as making sound decisions, evaluating claims and assertions, avoiding fallacious reasoning, etc.  
*AA/AS GE, CSU, CSU GE, UC*

**130 LOGIC 3 UNITS**

3 hours lecture  
Study of correct thinking comprising both deductive and inductive inference and principles of scientific method. Application of fundamental principles of logic to practical problems.  
*AA/AS GE, CSU, CSU GE, UC*

**140 PROBLEMS IN ETHICS 3 UNITS**

**C-ID PHIL 120**  
3 hours lecture  
Study of values as they affect the individual and society. Conduct as expressed by ethical standards and natural law, problems and theories of beauty and value.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**160 AMERICAN PHILOSOPHY 3 UNITS**

3 hours lecture  
Study of the main traditions of American philosophical thought with an emphasis on the philosophers, their works, and systems of philosophy peculiar to the United States. Includes American philosophy from the earliest time to the present.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**170 PHILOSOPHY OF RELIGION: A CROSS-CULTURAL INTRODUCTION 3 UNITS**

3 hours lecture  
In this introductory course, students will explore cross-cultural perspectives on topics such as the nature and grounds of religious belief,

the relation between religion and ethics, the nature and existence of God/ultimate reality, the problem of evil, the validity of religious experience, and religious pluralism versus religious exclusivism. The examination of issues will take into account the diversity of religious thought evident in the world today.  
*AA/AS GE, CSU, CSU GE, IGETC, UC*

**PHYSICS (PHYC)****110 INTRODUCTORY PHYSICS 4 UNITS**

3 hours lecture, 3 hours laboratory  
Simple treatment of basic physics principles and phenomena with an emphasis on relating them to events and processes of everyday living. Study of the description and cause of various kinds of motion, conservation laws, hot and cold bodies with heat exchange, sound in music and hearing, light and color perception, electricity and some of its practical uses, observation of atomic particles from radiation sources, and other subjects. There is no math prerequisite; the main emphasis is on understanding the concepts rather than doing many mathematical manipulations.  
*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**130 FUNDAMENTALS OF PHYSICS 4 UNITS**

Prerequisite: "C" grade or higher or "Pass" or concurrent enrollment in MATH 180 or equivalent  
3 hours lecture, 3 hours laboratory  
Calculus-based problem solving as well as a philosophical approach to physical phenomena such as force, linear and rotational motion and energy, simple harmonic motion and wave behavior, heat and thermodynamics. Laboratory experience is an integral part of this course.  
*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**131 FUNDAMENTALS OF PHYSICS 4 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PHYC 130 or equivalent  
3 hours lecture, 3 hours laboratory  
Calculus-based problem solving as well as a philosophical approach to physical phenomena such as electricity, magnetism, optics and modern physics. Laboratory experience is an integral part of this course.  
*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**190 MECHANICS AND HEAT 5 UNITS**

**C-ID PHYS 205, C-ID PHYS 200S**  
Prerequisite: "C" grade or higher or "Pass" in MATH 180 or equivalent or concurrent enrollment  
Recommended Preparation: Concurrent enrollment in MATH 280

4 hours lecture, 3 hours laboratory  
This course covers linear and rotational kinematics and dynamics, equilibrium, work, energy, momentum, gravitation, simple harmonic motion, thermal properties of matter, and thermodynamics. This course is the first of a three semester sequence intended for students majoring in physical sciences and engineering.  
*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**200 ELECTRICITY AND MAGNETISM 5 UNITS**

**C-ID PHYS 210, 200S**  
Prerequisite: "C" grade or higher or "Pass" in PHYC 190 or equivalent; "C" grade or higher or "Pass" in MATH 280 or equivalent or concurrent enrollment  
Recommended Preparation: Concurrent enrollment in MATH 281

4 hours lecture, 3 hours laboratory  
Course focus is on the electric and magnetic behavior of matter. The primary emphasis is on Maxwell's Equations and their applications. This course is part of a three semester sequence intended for students majoring in physical sciences and engineering.  
*AA/AS GE, CSU, CSU GE, IGETC, UC credit limit*

**210 WAVE MOTION AND MODERN PHYSICS 5 UNITS****C-ID PHYS 215, 200S**

Prerequisite: "C" grade or higher or "Pass" in PHYC 190 or equivalent; "C" grade or higher or "Pass" in MATH 281 or equivalent or concurrent enrollment

4 hours lecture, 3 hours laboratory  
Course focuses on hydrostatics, hydrodynamics, wave behavior, geometric and physical optics, relativity, light as a particle, matter as a wave, the hydrogen atom and the Schrodinger Equation, electrical conductivity of solids, lasers, and nuclear physics. This course is part of a three semester sequence intended for students majoring in physical sciences and engineering.

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

**POLITICAL SCIENCE (POSC)****120 INTRODUCTION TO POLITICS AND POLITICAL ANALYSIS 3 UNITS****C-ID POLS 150**

3 hours lecture

The primary aim of this course is to assist the student/citizen in the development of a set of skills which can be helpful in analyzing political situations in the world today. In order to accomplish this objective, students will be introduced to the basic approaches, perspectives, techniques and models of the political scientist. Accordingly, this course covers some universal aspects of political stability and change, ideologies, conflicts, institutions, political economy and issues.

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

**121\* INTRODUCTION TO U.S. GOVERNMENT AND POLITICS 3 UNITS****C-ID POLS 110**

3 hours lecture

Analysis of the evolution of the structures and functions of the U.S. and California political systems from the time of the nation's founding to the current day in what is now the United States. Emphasis is on the continuity and uniqueness of the American political experience and how that experience has derived from other political cultures. This will be examined in the context of the larger cultural, economic, and sociological forces shaping the U.S. political system. Attention will be given to significant events affecting the evolution of the U.S. political system since its founding. The development and evolution of the U.S. Constitution and policy making role of traditional political institutions such as the presidency, the Congress, and the judiciary will be explored. The impact of other political forces such as mass movements, the media, the bureaucracy, interest groups, and ethnic and social groups will be examined. Topics will be illustrated through reference to actual political events occurring as the course progresses.

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

**124 INTRODUCTION TO COMPARATIVE GOVERNMENT AND POLITICS 3 UNITS****C-ID POLS 130**

3 hours lecture

Analysis of the political systems of selected developed, transitional and developing countries of the world in order to understand the importance of political development, political institutions, political culture, political actors, political processes, and political change for the dynamics of today's global society.

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

**130 INTRODUCTION TO INTERNATIONAL RELATIONS 3 UNITS****C-ID POLS 140**

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.

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

**140\* INTRODUCTION TO CALIFORNIA GOVERNMENTS AND POLITICS 3 UNITS**

3 hours lecture

Examination of 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.

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

\*Meets part of the American Institutions requirement. See CSU General Education Breadth under Degree Requirements & Transfer Information for complete requirements and different options, or visit [www.assist.org](http://www.assist.org).

**PSYCHOLOGY (PSY)****120 INTRODUCTORY PSYCHOLOGY 3 UNITS****C-ID PSY 110**

3 hours lecture

Introduction to the facts and theories which seek to explain and understand human thought and behavior including such topics as personality, psychotherapy, learning, memory, interpersonal relationships, adjustment and biological influences.

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

**125 CROSS-CULTURAL PSYCHOLOGY 3 UNITS**

3 hours lecture

Introduction to theories and research findings regarding cultural influences on human behavior and cognitive processes (lifespan development, abnormal behavior and mental health, drug use, self-concept, emotion, gender schemas and gender roles, social behavior, perception, learning, intelligence and memory). By providing students with a non-judgmental understanding of how culture influences human behavior, they will be more equipped to interact in a world where there is increasing contact among different cultures.

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

**134 HUMAN SEXUALITY 3 UNITS****C-ID PSY 130**

3 hours lecture

Review of the biological, psychological and social aspects of human sexuality including sexuality throughout the lifespan, individual and cultural variations, homosexuality, communication and relationships, sex therapy, sex roles, morality, contraception, and sexually transmitted diseases (STDs).

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

**138 SOCIAL PSYCHOLOGY 3 UNITS****C-ID PSY 170**

3 hours lecture

Examination of the individual's perception of and reaction to other people and social influences. Topics such as attitude formation, prejudice and discrimination, helping behavior, aggression, conformity, obedience, cooperation and conflict reduction, and group behavior are explored.

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

**140 PHYSIOLOGICAL PSYCHOLOGY 3 UNITS****C-ID PSY 150**

Prerequisite: "C" grade or higher or "Pass" in PSY 120 or equivalent

3 hours lecture

Examination of the relationships between bodily processes and aspects of behavior. Review of fundamental research methods and major research findings in physiological psychology. Application of experimental methods in psychology, physiology and related disciplines to the understanding of perceptual processes, the control of movement, sleep and waking, reproductive behaviors, ingestive behaviors, emotion, learning, language and mental disorders are explored.

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

**150 DEVELOPMENTAL PSYCHOLOGY 3 UNITS****C-ID PSY 180**

Prerequisite: "C" grade or higher or "Pass" in PSY 120 or equivalent

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.

*Not open to students with credit in PSY 165.*

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

**170 ABNORMAL PSYCHOLOGY 3 UNITS****C-ID PSY 120**

3 hours lecture

Overview of psychological research and theory involving the causes and treatment of abnormal behavior. The major disorders include anxiety disorders (such as phobias, panic attacks, obsessive-compulsive), mood disorders (such as depression and bipolar), schizophrenic disorders, and personality disorders. Also includes child/adolescence disorders (such as ADHD and eating disorders), substance abuse, mental retardation, sexual disorders, and the effects of stress on the body.

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

**205 RESEARCH METHODS IN PSYCHOLOGY 3 UNITS****C-ID PSY 200**

Prerequisite: "C" grade or higher or "Pass" in PSY 120, 215 or equivalent

3 hours lecture

Introduction to scientific methodology in psychology. Emphasis is placed on descriptive, experimental, and applied research. Students will learn the American Psychological Association writing style for empirical report writing. This course is intended for psychology majors and behavioral science students interested in the processes of research.

CSU, UC

**215 STATISTICS FOR THE BEHAVIORAL SCIENCES 4 UNITS****C-ID SOCI 125**

Prerequisite: "C" grade or higher or "Pass" in MATH 096 or 103 or 110 or equivalent

3.5 hours lecture, 1.5 hours laboratory  
Methods and experience in defining and solving quantitative problems in the behavioral sciences. Emphasis is on the design of experiments and the application of a variety of parametric and nonparametric techniques to the analysis of data.

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

**220 LEARNING 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in PSY 120 or equivalent

3 hours lecture  
Examination of the basic principles and research in animal and human learning.

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

**REAL ESTATE (RE)****125 ESCROW PROCEDURES I 3 UNITS**

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

**190 REAL ESTATE PRINCIPLES 3 UNITS**

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**

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**

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**

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**

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**

3 hours lecture  
Study of the economic factors which determine the market and location of real property investments.

CSU

**201 REAL ESTATE PROPERTY MANAGEMENT 3 UNITS**

3 hours lecture  
Study of property management and problem areas associated with operating income-producing property.

CSU

**204 REAL ESTATE OFFICE ADMINISTRATION 3 UNITS**

3 hours lecture  
Study of administration, supervision and management of a real estate brokerage office.

CSU

**250 REAL ESTATE INTERNSHIP 1-4 UNITS**

75 hours paid or 60 hours unpaid work experience per unit  
Practical work experience in the real estate industry. *May be taken for a maximum of 12 units.*

CSU

**292 MORTGAGE LOAN BROKERING AND LENDING 3 UNITS**

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**

3 hours lecture  
Study of the practices and procedures involved in advanced real estate appraising including the analysis of income and commercial properties.

CSU

**RELIGIOUS STUDIES (RELG)****120 WORLD RELIGIONS 3 UNITS**

3 hours lecture  
Introduction to the teachings, major figures, attitudes and practices of world religions.

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

**130 SCRIPTURES OF WORLD RELIGIONS 3 UNITS**

3 hours lecture  
The study of religions based on scriptures selected from Eastern and Western religions.

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

**160 INTRODUCTION TO THE HEBREW BIBLE: THE FIRST TESTAMENT 3 UNITS**

(formerly RELG 210)  
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. *Not open to students with credit in RELG 210.*

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

**170 INTRODUCTION TO THE NEW TESTAMENT 3 UNITS**

(formerly RELG 215)  
3 hours lecture  
Introduction to the history and culture of the New Testament period, the methods of critical

analysis of Biblical materials, and the content of the New Testament. *Not open to students with credit in RELG 215.*

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

**SOCIAL WORK (SW)****110 SOCIAL WORK FIELDS OF SERVICE 3 UNITS**

3 hours lecture  
A generalist perspective that introduces students to the profession of social work and the major fields of practice. Explores the relevance of social work to current social issues. Students will identify and understand the implications of social work practice with diverse populations. This includes, but may not be limited to, the impact of cultural diversity, racism, sexism, disabilities, ageism, homophobia and other forms of discrimination, and the need for and provision of basic human services. Strategies for fulfilling the professional responsibility of the social worker to create an equitable society will be identified and developed.

CSU

**120 INTRODUCTION TO SOCIAL WORK 3 UNITS**

3 hours lecture  
Students will use a social problems approach to describe how poverty, child abuse, substance abuse, health and mental health issues, sexism, racism, other forms of discrimination, crime and other social issues affect people. Provides a framework for analyzing policy issues and for making informed civic decisions on social issues. Students are asked to volunteer at a social service/community service agency to observe and report on how social workers attempt to assess and address social problems.

CSU

**SOCIOLOGY (SOC)****120 INTRODUCTORY SOCIOLOGY 3 UNITS**

C-ID SOCI 110  
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**

C-ID SOCI 130  
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**

C-ID SOCI 115  
3 hours lecture

Identification and analysis of contemporary 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

## SPANISH (SPAN)

### 120 SPANISH I 5 UNITS

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

### 121 SPANISH II 5 UNITS

**C-ID SPAN 110**

Prerequisite: "C" grade or higher or "Pass" in SPAN 120 or two years of high school Spanish or equivalent

5 hours lecture

Continuation of SPAN 120. Continues to develop oral and written skills based on practical everyday needs.

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

### 141 SPANISH AND LATIN AMERICAN CULTURES 3 UNITS

3 hours lecture

Survey of the 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

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 selected Hispanic country.

AA/AS GE, CSU, CSU GE, UC

### 220 SPANISH III 5 UNITS

**C-ID SPAN 200**

Prerequisite: "C" grade or higher or "Pass" in SPAN 121 or three years of high school Spanish or equivalent

5 hours lecture

Continuation of SPAN 121. Continues to develop oral, listening, reading and writing skills in order to acquire proficiency in Spanish.

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

### 221 SPANISH IV 5 UNITS

**C-ID SPAN 210**

Prerequisite: "C" grade or higher or "Pass" in SPAN 220 or four years of high school Spanish or equivalent

5 hours lecture

Continuation of SPAN 220. 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

3 hours lecture

Develop oral, reading, writing and listening skills with an emphasis on oral proficiency.

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

### 251 CONVERSATIONAL SPANISH II 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in SPAN 250 or four years of high school Spanish or equivalent

3 hours lecture

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

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

## SURVEYING (SURV)

### 218 PLANE SURVEYING 4 UNITS

Prerequisite: "C" grade or higher or "Pass" in MATH 170 or equivalent or concurrent enrollment

2 hours lecture, 6 hours laboratory

Use, care and adjustment of surveying instruments. Fundamental surveying methods, traverse measurements, and area computations. Introduction to horizontal and vertical curves, stadia, and construction layout. Introduction to topographic mapping. Earth work computations. *Also listed as ENGR 218.*

*Not open to students with credit in ENGR 218.*

CSU, UC

### 220 BOUNDARY CONTROL AND LEGAL PRINCIPLES 3 UNITS

Prerequisite: "C" grade or higher or "Pass" in SURV/ENGR 218 or equivalent

3 hours lecture

Legal and professional aspects of surveying such as U.S. public land surveys, property surveys, title search, report laws affecting a surveyor, resurveys or surveys based on the deed or record, and the new divisions of land.

CSU

### 240 ADVANCED SURVEYING 4 UNITS

Prerequisite: "C" grade or higher or "Pass" in SURV/ENGR 218 or equivalent

3 hours lecture, 3 hours laboratory

Topographic, hydrographic and geodetic surveying. Precise equipment and control surveying, city and land surveys. Astronomical observations. State plane coordinates system. Route location and layout, transition, horizontal and vertical curves. Introduction to electronic and photogrammetric methods. U.S. Public Land Surveys and legal descriptions, and an introduction to Global Positioning Systems (G.P.S.).

CSU, UC

## THEATRE ARTS (THTR)

### 110 INTRODUCTION TO THE THEATRE 3 UNITS

**C-ID THTR 111**

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 the theatre arts as a reflection of 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

3 hours lecture

Survey of theatre from Classical Greece through 18th century France and England. The social, political, philosophical and religious impact of theatre and drama will be studied in depth.

Exemplary plays from great theatrical periods will be analyzed and critiqued.

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

### 121 HISTORY OF THE THEATRE II 3 UNITS

3 hours lecture

Survey of theatre from 19th century Germany through 20th century Europe and America. The social, political, philosophical and religious impact of theatre and drama will be studied in depth. Exemplary plays from great theatrical periods will be analyzed and critiqued.

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

## WATER/WASTEWATER TECHNOLOGY (WWTR)

### 101 FUNDAMENTALS OF WATER/WASTEWATER TECHNOLOGY 3 UNITS

3 hours lecture

This course 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 be explored.

CSU

### 102 CALCULATIONS IN WATER/WASTEWATER TECHNOLOGY 3 UNITS

Recommended Preparation: Grade of "Pass" in MATH 090 or equivalent

3 hours lecture

Study of the mathematical principles and methods involved in solving problems related to water and wastewater treatment, distribution, and collection systems, including volume, flow rate, velocity, pressure, force, unit conversions, dimensional analysis, chemical dose rates, dilutions, filter loading and backwash rates as related to water/wastewater technology.

CSU

### 103 INTRODUCTION TO WATER RESOURCES MANAGEMENT 3 UNITS

3 hours lecture

With the ever increasing demands for safe and reliable supplies of potable water, combined with decreasing supplies and over commitments of our existing water resources, we are facing a serious water crisis in the western United States. This course explores the history and development of California water resources, legal and financial issues, water portfolio diversification, the role of groundwater recharge and management, wastewater reclamation and reuse, desalination, and energy conservation.

CSU

### 104 APPLIED HYDRAULICS 3 UNITS

Recommended Preparation: "C" grade or higher or "Pass" in WWTR 102 or equivalent

3 hours lecture

Study of the hydraulic principles involved in the operation of water and wastewater distribution and collection systems. The behavior of water in closed-conduit pressure systems and open channel delivery systems and the types of pumps used in water/wastewater service and their operational characteristics will be explored.

CSU

### 105 PRINCIPLES AND PRACTICES OF WATER CONSERVATION 3 UNITS

3 hours lecture

This course provides theoretical and practical training in applied water use efficiency and a foundation in the need for and major components of comprehensive water conservation programs.

Topics include residential, commercial, and landscape customers; water uses; budgets; demand management; water audits; Best Management Practices; rate structures; and program design and management.  
*CSU*

**106 INTRODUCTION TO ELECTRICAL AND INSTRUMENTATION PROCESSES 3 UNITS**

3 hours lecture  
An introductory course in basic electronic, electrical, and control system 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**

3 hours lecture  
Examines basic fundamentals of laboratory analysis with an 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**

Recommended Preparation: "C" grade or higher or "Pass" in WWTR 102 or equivalent  
3 hours lecture  
Study of the sources of water and the public health aspects of water supply; chemical, physical and bacteriological standards of water quality; types of water treatment plants; and water treatment procedures, operation, maintenance, storage and distribution.  
*CSU*

**114 BASIC PLANT OPERATIONS: WASTEWATER TREATMENT 3 UNITS**

3 hours lecture  
An introduction to the basic principles involved in the operation of conventional public wastewater treatment plants. Provides information on plant hydraulics, preliminary, primary and secondary treatment processes, disinfection, as well as environmental and safety regulation compliance.  
*CSU*

**115 WASTEWATER RECLAMATION AND REUSE 3 UNITS**

3 hours lecture  
This course covers the fundamentals of wastewater reclamation and reuse. Topics include the history of wastewater treatment and reclamation; total resource recovery including bio-solids/biogas harvesting; planning, design, and construction of reclamation plants; and reclaimed wastewater distribution. Problems regarding regulations, marketing, and public perception of using reclaimed wastewater will be discussed, along with public safety issues.  
*CSU*

**117 ADVANCED PLANT OPERATIONS: WATER TREATMENT 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in WWTR 112 or equivalent  
3 hours lecture  
The 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, safety, cost, and environmental factors.

*CSU*

**120 ADVANCED PLANT OPERATIONS: WASTEWATER TREATMENT 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in WWTR 114 or equivalent  
3 hours lecture  
This course examines how modern wastewater treatment plants are operated to maximize efficiency and reliability in processing municipal wastewater. Emphasis on wastewater treatment plant facilities, equipment, preventative maintenance procedures, plant process monitoring and control, and safety/regulatory compliance.  
*CSU*

**130 WATER DISTRIBUTION SYSTEMS 3 UNITS**

Recommended Preparation: "C" grade or higher or "Pass" in WWTR 102 or equivalent  
3 hours lecture  
Study of the operation and maintenance of a water supply and distribution system. Water sources, water quality, treatment methods, distribution operations, customer metering, pipeline installation and repair, valves and appurtenances, storage tanks, and maintenance topics will be discussed. Includes mathematical and hydraulic formulas and principles to determine volume, flow, pressure and force. Part of a series required for eligibility to take the California Department of Public Health (CDPH) Water Distribution Operator certification examinations; supports certification examinations for CDPH Water Distribution Operator grade D1 and D2.  
*CSU*

**132 WASTEWATER COLLECTION SYSTEMS 3 UNITS**

3 hours lecture  
Study of 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**

3 hours lecture  
Overview of 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*

**265 WATER DISTRIBUTION SYSTEMS II 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in WWTR 130 or equivalent  
3 hours lecture  
The second of an integrated sequence of courses covering water distribution systems. Students will gain a more comprehensive understanding of the operation and maintenance of a water supply and distribution system including advanced calculations, management, safety, and emergency response issues. Contemporary issues facing the water and wastewater industry will be explored in depth. Expands on topics covered in the introductory course, WWTR 130. Part of a series required for eligibility to take the California Department of Public Health (CDPH) Water Distribution Operator certification examinations; prepares students to take and pass CDPH Water Distribution

Operator certification examinations for grades D3, D4 and D5

*CSU*

**267 WASTEWATER COLLECTION SYSTEMS II 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in WWTR 132 or equivalent  
3 hours lecture  
Provides an in-depth understanding of the operation and maintenance of wastewater collection systems. Includes the design, operation, monitoring, maintenance and repair of collection systems and pump stations; equipment maintenance; safety and survival systems; and administration and organizational principles.  
*CSU*

**268 INTRODUCTION TO MEMBRANE PLANT OPERATION 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in WWTR 112 or 114 or equivalent  
3 hours lecture  
Study of basic membrane technology and the application of this technology to water and wastewater treatment. This course explores the operation and maintenance of membrane components within a water and wastewater treatment system, as well as pre and post treatment.  
*CSU*

**270 PUBLIC WORKS SUPERVISION 3 UNITS**

Prerequisite: "C" grade or higher or "Pass" in WWTR 101 or equivalent  
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**

1.5 hours lecture, 1.5 hours laboratory  
Preparation 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**

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**

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. Various aspects of cross connection control recycled water shut down testing will be demonstrated.  
*CSU*

**290 COOPERATIVE WORK EXPERIENCE 1-4 UNITS**

Recommended Preparation: Successful completion of at least three Water/Wastewater Technology courses prior to enrolling in WWTR 290 is highly recommended

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 taken for a maximum of 12 units.*

## WORK EXPERIENCE (WEX)

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**110 GENERAL COOPERATIVE WORK EXPERIENCE EDUCATION 1-3 UNITS**

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 taken for a maximum of 6 units.*

# Faculty, Administration and Classified Personnel

# Full-Time Faculty & Administration

## ABUSHABAN, SAHAR

*Vice President, Administrative Services*  
B.S., San Diego State University

## ALDER, KATE

*Dean, Career & Technical Education*  
B.V.E., California State University, Long Beach  
M.S., University of Wisconsin  
Ph.D., University of Wisconsin

## ANNESS, ROBERT

*Associate Professor, Chemistry*  
B.S., Ohio State University  
M.A., San Diego State University  
Ph.D., San Diego State University/University of California, San Diego

## ASHER-FITZPATRICK, MARY

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## ASHLEY, SHERYL

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B.A., University of Phoenix  
M.S., San Diego State University

## AUBRY, MICHAEL

*Associate Professor, Business*  
B.S., San Diego State University  
M.B.A., National University  
Ph.D., Alliant International University

## BARNES, JULIANNA

*President*  
B.A., University of California, San Diego  
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## BRANTON, CHRISTOPHER

*Associate Professor, Automotive Technology, GM ASEP Program*  
A.S., Grossmont College

## BRAZIL, LINDY

*Professor, English*  
B.A., University of California, Irvine  
M.A., Claremont Graduate School

## BUCKY, MARVELYN

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*Professor, Humanities, Philosophy, Religious Studies*  
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M.Mus., University of Southern California  
Ph.D., Catholic University of Louvain, Belgium

## CHARTER, CHARLES

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Master's Certification, San Diego State University

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M.F.A., Pacific University

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M.A., Gallaudet University

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B.S., Fudan University  
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**ADMINISTRATOR EMERITUS**

Glyn Rowbotham

**FACULTY EMERITI**

Therese Botz, Ed.D.  
James Custeau  
Jan Ford  
Marsha Fralick, Ed.D.  
Susan Haber  
Jerry Humpert, Ed.D.\*  
Charles L. Hyde  
Peter Larson  
Kathleen McWilliams\*  
Bradford Monroe  
George A. Murphy  
Jerry Riley  
William Tester  
Samuel S. Turner  
Jose Villareal, Ph.D.  
Anthony Zambelli, J.D.

**PRESIDENT EMERITI**

Samuel M. Ciccati, Ph.D.  
Wallace F. Cohen, Ed.D.\*

**CUYAMACA COLLEGE PRESIDENTS**

Wallace F. Cohen, Ed.D.	1978-1982
Samuel M. Ciccati, Ph.D.	1984-1994
Sherrill L. Amador, Ph.D.	1995-2002
Geraldine M. Perri, Ph.D.	2002-2008
Mark J. Zacovic, Ph.D.	2011-2015
Julianna M. Barnes, Ed.D.	2015-Present

\*Deceased

# Classified Personnel

**ADAMS, JAMIE**

Athletic Trainer

**AHMADIAN, ARIANE**

Admissions &amp; Records Assistant, Sr.

**ALLEN, MICHAEL**

Financial Aid Advisor

**ALLEN, SARA**

Clerical Assistant

**ALVAREZ, CHERYL**

Administrative Assistant III

**ANDREWS, ADAM**

Instructional Media Services Technician

**ASBURY, NANCY**

Administrative Assistant III

**ATTAR, GEORGE**

Custodian

**AYERS, DEBRA**

Admissions &amp; Records Specialist

**BARTHOLOMEW, PRISCILLA**

Health Services Nurse

**BAUERLEIN, RHONDA**

Instructional Design Technology Specialist

**BLAHA, DENISE**

Child Development Center Coordinator

**BOURGET, CYNTHIA**

Instructional Media Services, Lead

**BRAAKSMA, SHERRI**

Instructional Computer Facilities Supervisor

**BRANTON, PATRICIA**

Facilities Clerk, Sr.

**BROWN, MARCELLA**

Student Services Specialist-Assessment

**BURNETT, DAVID**

Life Sciences &amp; Biotechnology Technician

**BUSHARA, LINDA**

Child Development Center Aide

**CALLEROS, SILVESTRE**

Custodian

**CARROLL, TERRY**

General Maintenance Worker

**CASILLAS, VIOLETA**

Chemistry Technician, Sr.

**CENTANINO, ALEJANDRO**

Instructional Lab Assistant, Int., ESL

**CONNOLLY, LYMAN**

Athletic Trainer

**COOPER, BRYAN**

Theatre Production Design Technician

**COSSANO, MARK**

Multi-Media Technician, Sr.

**COSTA, ERNEST**

Custodian

**CRUME, MICHAEL**

Grounds Maintenance Worker, Sr.

**CURTIS, EMMA**

Tutoring Center Specialist

**DAVIS, RAMON**

Grounds Maintenance Worker

**DELOS SANTOS, MAX**

Custodian

**DIAZ, GEORGE**

General Maintenance Worker, Sr.

**DIAZ, LACI**

Administrative Assistant IV

**DIBELLA, LISA**

Evaluations Advisor

**DOWNES, SARA**

Account Clerk, Sr.

**DUBORD, MARTIN**

Custodial Supervisor

**ERICKSON, MICHAEL**

Printing Operations Assistant

**ESPIRITU, SALVADOR**

Maintenance Supervisor

**EVELAND, JANET**

Instructional Lab Assistant, Int., CADD Technology &amp; Surveying

**EYGENHUYSEN, DANIELLE**

Child Development Center Aide

**FAUCETT-GIOSCIA, KIMBERLY**

Administrative Assistant III

**FERNANDEZ, JUDITH**

Child Development Center Training Specialist

**FLEMING, PAMELA**

Financial Aid Advisor

**FRANCIS, DAVID**

Graphics Coordinator

**FRITZ, CATHERINE**

Student Services Assistant

**FUNK, PAUL**

Grounds Maintenance Worker, Sr.

**GAGNON, CURTIS**

Custodian

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**GARCIA, NIALL-CONOR**

Chemistry Technician

**GARDNER, BRITTANY**

Instructional Lab Assistant, Int., Reading

**GEARHART, MARIA**

Multi-Media Technician

**GEOOLA, FARAMARZ**

Computer Lab Technician

**GOMEZ, VIRGINIA**

Instructional Lab Assistant, Int., Art

**GOTTFRIED, ROBERTA**

Test Proctor

**GRECO, VICKI**

Child Development Center Training Specialist

**GREENHALGH, TERESA**

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**GRIMES, KEN**

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**GUO, XIAOYAN**

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**GUZMAN, HENRY**

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**HENSLEY, CORRINE**

Tutoring Center Specialist

**HERNANDEZ, JACQUELINE**

Assistant Bookstore Manager

**HERNANDEZ, JR., SAMMY**

Microbiology Technician

**HIGGINS, BERNARD**

Athletic Field Maintenance Worker

**HUBER, REBECCA**

Bookstore Purchasing Assistant

**HUGHES, AMBER**

Community Learning Operations Coordinator

**HUGHES, SHIRLEY**

Financial Aid Supervisor

**JACOBS, DIANA**

Instructional Lab Assistant, BOT

**KAHLER, JULIE**

Instructional Operations Supervisor

**KAKOS, ANMAR**

Clerical Assistant

**KELLER, LAURA**

Evaluations Advisor

**KEW, DIANE**

Instructional Computer Lab Technician, Int.

**KNOX, KAREN**

Student Services Specialist

**KOENES, MARK**

Automotive Maintenance Worker, Sr.

**LAVAN, BILLIE**

College Cashier

**LEWON, WILLIAM**

Automotive Technology Technician

**LONG, CATHY**

Multi-Media Technician, Sr.

**LYTLE, ALEXIS**

Financial Aid Advisor

**LYTLE, JANE**

Clerical Assistant, Sr.

**MEEK, KATHERINE**

Computer Lab Technician

**MENDOZA, CYNTHIA**

Child Development Center Training Specialist

**MODICA, BARBARA**

Administrative Assistant I

**MOLINA, MELISSA**

Chemistry Technician

**MOORE, JENNIFER**

Learning Assistance Center Specialist

**MOSA, NICOLE**

Computer Lab Assistant

**MURGUIA, JESSICA**

Student Services Specialist

**NELSON, ROSS**

Instructional Lab Assistant, Int., Music

**NGUYEN, PHU**

Photographer/Instructional Media Services Technician

**NIEVES-CORTEZ, VERONICA**

Tutoring Center Specialist

**NIX, GWEN**

Administrative Assistant IV

**NOBLE, TERRI**

Multi-Media Technician

**NYA, PATRICE**

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**O'SHEA, MATTHEW**

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**OLSON, DONNA**

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**ORENA, ALDRIN**

Custodian

**OSBORNE, JOSEPH**

Custodian

**PERRY, REINE**

Bookstore Purchasing Assistant

**PETERSON, VALERIE**

Student Services Specialist

**PHILLIPS, JACK**

Instructional Lab Assistant, Automotive Technology

**POLE, ARIAN**

Financial Aid Advisor

**RAMOS, SANDRA**

Admissions &amp; Records Specialist

**RIDLFO, DEBRA**

Administrative Assistant IV

**RODRIGUEZ, ARACELI**

Student Services Specialist

**ROSE, RAYMOND**

Web &amp; Technology Support Specialist

**SAENZ, VANESSA**

Admissions &amp; Records Specialist, Sr., International Students

**SANDOVAL, REGINA**

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Admissions &amp; Records Assistant

**SENINI, LORI**

Health Services Supervisor

**SHABA, LAYLA**

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**SHINKAN, JUDY**

Printing Operations Assistant, Sr

**SILVA, PAUL**

General Maintenance Worker, Sr. HVACR

**SOUZA, JOSEPH**

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**SUNDSTROM, FRANK**

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**SUTO, RIEKO**

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**TACKETT, PATRICIA**

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**THOMAS, JOHN**

Ornamental Horticulture Coordinator

**THOMAS, KELSEY**

Child Development Center Aide

**TO, STEVE**

Network Specialist II

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Athletics Operations Specialist

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**VASQUEZ, HERIBERTO**

Student Services Specialist

**VEJAR, LAILA**

Custodian

**WANG, SKYLAR**

Tutoring Center Specialist

**WEISGERBER, ROBERT**

Custodian, Sr.

**WILLIAMS, COURTNEY**

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**WILLIAMS, WALTER**

Tutoring Center Specialist

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**WORRELL, NATALIJA**

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**YACOUB, THAMIR**

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**YALDEKKO, LEKAA**

Student Services Assistant

**YORK, DOUG**

Tutoring Center Specialist

**YOUSIF, ANGHAM**

Office Administration Technician

**ZAKARIA, EVA**

Computer Lab Technician

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# CUYAMACA COLLEGE

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



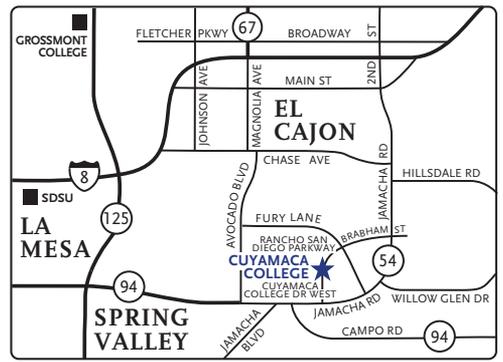
**PARKING/LEGEND**

- Parking Permit Machines (One-Day Permits valid only in Student lots. For visitors, spectators, etc.)
- VISITOR
- STUDENT
- MOTORCYCLE
- BICYCLE
- Wheelchair Ramp Access
- Public Pay Phone
- Call Box
- ATM Machine
- Restrooms
- Restrooms (Unisex)
- Contemplation Room
- STAFF
- DISABLED
- District Electrical/ Electronics Maintenance

Academic Resource Center - C Bldg  
 Adjunct Faculty Offices - B, E and F Bldgs  
 Administration - F Bldg  
 Admissions & Records - A Bldg  
 Assessment Center - A Bldg  
 Automotive Technology - K Bldg  
 Bookstore - Student Center  
 CalWORKs S.T.E.P.S. - A Bldg  
 Campus & Parking Services (CAPS) - A Bldg  
 CARE - A Bldg  
 Career/Placement Center - A Bldg  
 Cashier - A Bldg  
 Center for Innovation - L Bldg  
 Child Development Center - R Bldg  
 Computer Labs/Tech Mall (Student use) - E Bldg

Counseling - A Bldg  
 DSPS - A Bldg  
 DSPS Learning Lab - C Bldg  
 Duplicating (Faculty Support Services) - F Bldg  
 Environmental Training Center (ETC) - F Bldg  
 EOPS - A Bldg  
 Financial Aid - A Bldg  
 First Year Experience - A Bldg  
 Fitness Center - D Bldg  
 Food Services - Student Center  
 Gym - D Bldg  
 Health & Wellness Center - Student Center  
 Heritage of the Americas Museum - O Bldg  
 High School & Community Relations - Student Center

Library (LRC) - C Bldg  
 Mailroom - F Bldg  
 Nursery (Plant Sales) - M Bldg  
 Ornamental Horticulture - M Bldg  
 Performing Arts Theater - B Bldg  
 Sheriff's Office - A Bldg  
 STEM Achievement Center - H Bldg  
 Student Affairs - Student Center  
 Student Center - I Bldg  
 Switchboard - F Bldg  
 Transfer Center - A Bldg  
 UP! - A Bldg  
 Veterans Resource Center - Student Center  
 Veterans Services - A Bldg  
 Writing Center - B Bldg  
 Word Processing (Faculty Support Services) - F Bldg





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