

# CUESTA COLLEGE

2012-2013

## CATALOG

The college reserves the right to make changes, additions or deletions to this catalog as deemed necessary by action of the administration and the Board of Trustees. Consult a current class schedule for more information. If requested, Cuesta College materials will be available in other formats. Please contact Disabled Student Programs and Services or the Vice President of Student Services for assistance.

*Copies of this catalog are available online at [www.cuesta.edu](http://www.cuesta.edu) or by contacting Cuesta College Marketing and Communications at (805) 546-3153.*

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CAMPUS**  
P.O. Box 8106  
San Luis Obispo, CA 93403-8106  
(805) 546-3100

**NORTH COUNTY  
CAMPUS**  
2800 Buena Vista Dr.  
Paso Robles, CA 93446  
(805) 591-6210

**SOUTH COUNTY CENTER**  
at **Arroyo Grande High School**  
Office in Room 913  
Corner of Orchard St. and W. Cherry Ave.  
Arroyo Grande, CA 93420  
(805) 474-3913



***SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT***

PO Box 8106, San Luis Obispo, CA 93403-8106  
(805) 546-3100

World Wide Web Address: <http://www.cuesta.edu>

Cuesta College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges  
3402 Mendocino Avenue, Santa Rosa, CA 9 5403 (707) 569-9177,  
an institutional accrediting body recognized by the  
Commission on Recognition of Postsecondary Accreditation  
and the U.S. Department of Education.

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Noemy Ornelas, Dean of Student Services  
Gary Rubin, Interim Dean, North County Campus & South County Centers

The Board of Trustees of the San Luis Obispo County Community College District affirms that no person shall, on the basis of race, color, religious beliefs, gender, national origin, ethnicity, age, mental or physical disabilities, veteran status, sexual orientation, or marital status, be unlawfully subject to discrimination under any program or activity of the San Luis Obispo County Community College District, and that the lack of English language skills shall not be a barrier to admission to, and participation in, vocational education programs and services of the San Luis Obispo County Community College District.

*El Patronato del Distrito de la Universidad Comunitaria del Condado de San Luis Obispo afirma que ninguna persona será ilegalmente sujeta a discriminación, en base a raza, color, creencia religiosa, género, nacionalidad, etnicidad, edad, incapacidad mental o física, posición de veterano, orientación sexual, o estado matrimonial, bajo cualquier programa o actividad del Distrito de la Universidad Comunitaria del Condado de San Luis Obispo, y que la falta de conocimiento del idioma inglés no será un obstáculo para ser admitido y para participar en los programas y servicios educativos vocacionales del Distrito de la Universidad del Condado de San Luis Obispo.*

## GENERAL INFORMATION

**ACADEMIC CALENDAR**

**MISSION STATEMENT**

**OVERVIEW**

# ACADEMIC CALENDAR 2012-2013

LEGEND: ○ Holiday - No Classes □ Instruction Begins/Ends ⬡ Flex Day - No Classes ■ Final Examinations

GENERAL INFO

## SUMMER SESSION 2012: JUNE 18 - JULY 26

June 18..... Instruction begins  
 July 4..... Independence Day Holiday  
 July 26..... Summer session ends (6-week classes)

Summer Session final exams are held on the last day of class.

JUNE 2012							JULY 2012						
Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat
					1	2	1	2	3	④	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

## FALL SEMESTER 2012: AUGUST 20 - DECEMBER 21

August 15-17 ..... Flex days  
 August 20..... Instruction begins  
 September 3 ..... Labor Day Holiday  
 October 5, 8-9 ..... Flex days  
 November 12 ..... Veterans Day Holiday  
 November 22-24 ..... Thanksgiving Holiday  
 December 15-21 ..... Final exams  
 December 21 ..... Semester ends

### AUGUST 2012      SEPTEMBER 2012      OCTOBER 2012      NOVEMBER 2012      DECEMBER 2012

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

## SPRING SEMESTER 2013: JANUARY 22 - MAY 24

January 17-18 ..... Flex days  
 January 21 ..... Martin Luther King, Jr. Holiday  
 January 22..... Instruction begins  
 February 15..... Lincoln's Birthday Holiday  
 February 18..... Washington's Birthday Holiday  
 April 1..... Board Holiday  
 April 2-6 ..... Spring break  
 May 18-24 ..... Final exams  
 May 27..... Memorial Day Holiday  
 May 29..... Semester ends

### JANUARY 2013      FEBRUARY 2013      MARCH 2013      APRIL 2013      MAY 2013

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

## MISSION STATEMENT

### VISION

Cuesta College is dedicated to accessible, high-quality education for the support and enhancement of student success, professional development, and the community we serve.

### MISSION

At Cuesta, students acquire the tools to be academically successful, develop critical thinking skills and expertise, and learn to appreciate the contributions of all people in a diverse society.

At Cuesta, we work together with dignity and respect toward the common goal of serving our students.

At Cuesta, we respond effectively to the personal, academic, and professional needs of our community.

### VALUES

*Access - Success - Excellence*

### LOCATION

Cuesta College, the “home” college of the entire county of San Luis Obispo, operates two campuses within the San Luis Obispo County Community College District and offers an evening program of course work at the Arroyo Grande Center at Arroyo Grande High School.

The San Luis Obispo Campus is located in the Chorro Valley between the cities of San Luis Obispo and Morro Bay on California’s beautiful, coast-hugging Highway One. Here the college has a permanent campus on 150 district-owned acres, leased facilities on adjacent California National Guard property, and a 75-acre field campus.

The North County Campus sits on 105 acres among the rolling hills of Paso Robles on Buena Vista Drive near the junction of Highway 101 and Highway 46 East.

San Luis Obispo County is well known for its outstanding recreational features such as stream, lake, and ocean sports and an extensive park system.

## OVERVIEW

### HISTORY

The original junior or community college in San Luis Obispo County was initiated as a postgraduate division of San Luis Obispo High School in 1916 and remained in operation until the United States entered into World War I. In 1936, the San Luis Obispo High School District again formed a junior college, which remained in operation until June 1959.

On April 16, 1963, San Luis Obispo County voters approved the formation of a countywide junior college district, serving seven public high school districts. The newly-formed San Luis Obispo County Junior College District served the Arroyo Grande Union High School District, Atascadero Union High School District, Coast Joint Union High School District, Paso Robles Joint Union High School District, San Luis Obispo Union High School District, Shandon Joint Union School District and Templeton Union High School District.

During the 1964-65 college year, the San Luis Obispo County Junior College District offered a limited evening division program with 463 students registering for the fall semester and 696 enrolling for the spring semester. Temporary quarters were established at Camp San Luis Obispo, a California National Guard facility located halfway between San Luis Obispo and Morro Bay. Classes and offices were situated in refurbished barracks, recreation rooms, and mess halls.

Despite the District’s modest beginnings, 917 day students and 991 evening students were enrolled in classes by the fall of 1965. Evening division classes also were conducted at three other locations in the county - Arroyo Grande, Atascadero, and Paso Robles. On October 4, 1965, the Board of Trustees of the San Luis Obispo County Junior College District named the new college “Cuesta College.” In 1971, the “junior” college district was renamed to “community college.”

In 1970, ground was broken for the college’s first permanent buildings, located on a 150-acre campus west of Camp San Luis Obispo. During the following 40 years, classroom buildings, a library, observatory, student center, art and music lab building, art gallery, high tech learning center, children’s center, performing arts center, and office spaces were constructed on the San Luis Obispo campus. By spring 2012, the student population on the San Luis Obispo Campus decreased to 8,000 students due to severe reduction in state funding.

Cuesta College has a long history, which dates back to the late 1960s. It is a history of teaching at off-campus instructional sites. Through the years, Cuesta has taught in Cambria, Morro Bay, Atascadero, Shandon, Paso Robles, Templeton, Arroyo Grande, and Nipomo.

In fall 1998, the college opened the North County Campus on its 105-acre site in Paso Robles. The campus, built almost exclusively with private gift support, has grown from 1,200 students the first semester to 3,000 day and evening students in spring 2012. The site began with modular buildings to be used until permanent buildings were approved by the state. In the summer of 2005, the first permanent building opened to students: The Fox Family Building. This building houses Allied Health, Math, and Science. The college broke ground for a second permanent building in spring 2010: The North County Campus Learning Resource Center. The Learning Resource Center was completed in fall 2011 and began serving students in spring 2012. The building was named in honor of donors Dale and Mary Schwartz and dedicated May 24, 2012.

The South County Center is an off-campus evening instructional site at Arroyo Grande High School, provided in cooperation with the Lucia Mar Unified School District. During the spring 2012 semester, 600 evening students were served at this site.

Cuesta College now serves more than 11,000 students at all college locations. The college has become a center for community use by individuals, families, and community groups on an extended-day and year-round basis.

### ACCREDITATION

San Luis Obispo County Community College District, Cuesta 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.

The Licensed Vocational Nursing Program at Cuesta College is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT, [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)) and by the California Community Colleges Chancellor’s Office.

The Associate Degree Registered Nursing program at Cuesta College is approved by the California Board of Registered Nursing (BRN, [www.rn.ca.gov](http://www.rn.ca.gov)) and by the California Community Colleges Chancellor's Office.

The Psychiatric Technician program is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT, [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)) and by the California Community Colleges Chancellor's Office.

The Central Coast Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, [www.caahep.org](http://www.caahep.org)) and approved by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professional (CoAEMSP, [www.coaemsp.org](http://www.coaemsp.org)) and by the California Community Colleges Chancellor's Office.

### ***EVENING CLASSES***

A varied schedule of college credit and non-credit classes is provided in the evening. In addition to classes housed in the regular facilities on the San Luis Obispo and North County campuses, evening classes are offered at Arroyo Grande High School, Paso Robles High School, Templeton High School and other common locations. These classes parallel all other Cuesta College classes in college credit value, prerequisites, standards, content, time devoted to preparation of assignment, and examination. Attendance and withdrawal rules, scholarship standards, and requirements for graduation with an Associate in Arts or Associate in Science degree are the same as for a regular semester.

### ***SUMMER SESSION***

The summer session offers a varied schedule of classes. Attendance and withdrawal rules, scholarship standards, and requirements for graduation with an Associate in Arts or Associate in Science degree are the same as for a regular semester but deadlines are based on the shorter summer schedule.

### ***NON-CREDIT***

Cuesta College offers a variety of non-credit classes in five areas:

1. Short-term vocational classes designed for upgrading job skills;
2. Wellness classes designed to enhance an individual's physical fitness;
3. English as a Second Language classes designed for community members whose native language is not English;
4. Citizenship classes designed for community members seeking to become U.S. citizens.

### ***LIBRARIES***

The Cuesta College Libraries on the San Luis Obispo Campus and the North County Campus support the educational program of the college. Books, periodical subscriptions and audiovisual materials are closely coordinated with curriculum offerings. Holdings include general education and vocational education materials, and other resources for updating and increasing skills and knowledge.

Through an electronic information system, students can search the Cuesta College library catalog to determine what is owned and whether it is checked out. In addition, students can search indexes of periodicals, some of which include full text of the articles, and use the Internet to connect to catalogs of other libraries and other sources of information wherever they may be located. Remote searches of the Cuesta College Library catalog and databases can be performed over the Internet at <http://library.cuesta.edu>.

To assist students and community residents with their informational and research needs, librarians are available at the Reference desk on the San Luis Obispo Campus whenever the library is open and designated hours at the North County Campus. College librarians hold advanced degrees and as part of the college faculty teach research skills and help students locate the best resources for their educational needs.

Library facilities include areas for studying, photocopying, computer use, viewing audio/visual materials and library instruction. Comfortable surroundings invite leisurely browsing, reading and viewing, and provide a quiet place for contemplation and learning.

To borrow library materials, students must show photo identification. Community residents must show a current I.D. with local street address to use a courtesy library card.

Open computer labs on the San Luis Obispo and the North County campuses are provided for academic use only. Workstations are equipped with most software taught at Cuesta so that students can work on class projects outside scheduled lecture and lab times for their courses. One lab on each campus is adjacent to or in the Library. Smaller and more specialized labs are also available on the San Luis Campus on a more limited basis.

## SERVICES

**MATRICULATION PROCESS: STEPS TO SUCESS**

**DISTRICT POLICES AND REGULATIONS**

**STUDENT PROGRAMS AND SERVICES**

## MATRICULATION PROCESS

### STEPS TO SUCCESS

Pursuant to the requirements of the Seymour-Campbell Matriculation Act of 1986, the San Luis Obispo County Community College District reaffirms its commitment to serve all students who may profit from its instructional programs to ensure them equal educational opportunity, to provide them the necessary services for optimizing their opportunities for success, and to help students obtain the appropriate information/assistance for achieving their educational goals.

#### STEP 1 - ADMISSIONS

#### STEP 2 - FINANCIAL AID

#### STEP 3 - TRANSCRIPTS

#### STEP 4 - ASSESSMENT

#### STEP 5 - PREREQUISITES/CO-REQUISITES

#### STEP 6 - ORIENTATION

#### STEP 7 - REGISTRATION

#### STEP 8 - COUNSELING

#### STEP 9 - FEES

### STEP 1 - ADMISSIONS

All students must complete and sign an official Cuesta College Admission Application (online with electronic signature or in print) to be admitted to the college.

- All information provided by the applicant on the admission application must be true and accurate as required by law.
- A student's identity is established with Cuesta College through the admission application.
- A student may have only one identity with Cuesta College.
- A student, who knowingly falsifies any information required on the Cuesta College Admission Application, or other college documents, is subject to dismissal from the college. Appeal of dismissal may be made to the college Superintendent/President, or designee, whose decision shall be final.

### WHEN TO APPLY?

Admission applications are available online at [www.cccApply.org](http://www.cccApply.org) beginning:

- November 1 for Fall Semester
- April 1 for Summer Session
- October 1 for Spring Semester

There is no fee to apply to Cuesta, with the exception of International Students. Once applications are received and processed, all Cuesta students will have access in myCuesta at [my.cuesta.edu](http://my.cuesta.edu).

Applicants are urged to provide their Social Security number when applying to Cuesta College. The Social Security number will be needed for financial aid, employment, education tax credit, and for many special programs that require California certification. All students will be assigned an alternative 9-digit number as a Cuesta student ID number.

### WHO NEEDS TO APPLY?

**New Students:** Students who have never attended Cuesta College must submit an admission application. Students who applied to Cuesta, but has no academic record must reapply to Cuesta College.

**Former Students:** Students who are returning to Cuesta College after an absence of two or more semesters must reapply to Cuesta.

### PROGRAMS WITH ADDITIONAL ADMISSION REQUIREMENTS

Admission to impacted specialized programs may require the completion of a program admission application and Chancellor's recommended and Board-approved admission requirements. Current program admission requirements are published by the respective program and made available on the Cuesta website. The Admission criteria, process and application for specialized programs are valid for the current application cycle only.

### SPECIAL PART-TIME ENRICHMENT STUDENTS

Applicants under the age of 18 who are currently enrolled in grades 9-12 and meet the criteria of Education Code Sections 48000 and 76001, are eligible to apply for admission to attend Cuesta College as "special part-time students", and are in possession of an approved Permit to Enroll, may enroll in specified advanced scholastic or vocational coursework at Cuesta College. Special part-time students may be referred to as "Enrichment" students.

- Cuesta College has defined advanced scholastic or vocational coursework as work that is transferable to a four-year institution and/or meets vocational degree or certificate requirements. Physical Education activity courses are not included.
- Special part-time students and approved highly gifted special part-time students are not considered to be regularly admitted, and must complete the admission application and permit to enroll every term until the student completes their high school diploma, or the equivalent, or the student turns 18 years of age.
- Special part-time students and approved special part-time highly gifted students are considered Cuesta College students, regardless of age, and are afforded the same protections under the Family Education Rights and Privacy Act (FERPA) and are held to the same student policies, including the Student Code of Conduct, as regularly admitted and enrolled students.
- Special part-time students, who are determined to be California residents, are eligible for an enrollment fee waiver. Students classified as "non-residents" of California are required to pay the non-resident tuition fee, but the California resident enrollment fee is still waived. All other fees will be assessed.

Special Part-time Students, grades 9-12, may enroll in Cuesta College courses on a space available basis and will be required to meet all of the following enrollment requirements:

- Demonstrate the ability to benefit from advanced scholastic or vocational coursework as determined by the student's principal, or designee;
- Undertake courses of instruction "of a scope and duration sufficient to satisfy the requirement of the law." (Education Code Section: 48800.5)
- Satisfactorily meet all course prerequisites; see Cuesta College catalog or Schedule of Classes for course prerequisites and the clearance process.

- Meet the age requirement of any age-restricted courses for which the student seeks to enroll, or successfully petition for authorization to enroll.
- A special part-time student may enroll in up to a maximum of nine (9.0) approved semester credits during the fall and spring semesters;
- A special part-time student may enroll in up to a maximum of five (5.0) approved semester credits during the summer session.
- Special Part-time students are prohibited from auditing courses.
- Special Part-time students are prohibited from enrolling in Physical Education activity courses.
- An eligible special part-time student must possess an approved Permit to Enroll to enroll in specified advanced scholastic or vocational courses. The Permit to Enroll must be completed by the student's current school Principal, or approved designee, identifying the specific course, or courses. The Permit to Enroll is approved by the student's parent, or legal guardian, and by the student. The Permit to Enroll is then submitted to the Cuesta Registration Office for processing.
- Eligible special part-time students may enroll in Summer Session courses on a space available basis. To be considered for admission and cleared for enrollment, the student must meet the eligibility standards as established in Education code sections 76001 and 48800 and follow the process provided above.

#### Age Restricted Course Appeal Process:

Any student who does not meet the age requirement of an age restricted course may petition to enroll in the course. The petition must be completed by the student and submitted to the relevant division for approval. The instructor and division Chair signatures are required for approval. Denial of a petition is final.

### **INTERNATIONAL STUDENTS**

Cuesta College is authorized to offer educational opportunity to international students who have met the International Admission Requirements and have been issued an F-1 or M-1 Visa.

- International students must complete the International Admission Application, available online at [academic.cuesta.edu/admreg/intrinfo.htm](http://academic.cuesta.edu/admreg/intrinfo.htm), and the Cuesta College online admission application to receive a form I-20.
- The International Student Admission Application must be completed and submitted by the admission deadline to allow for processing and forwarding of the student's I-20. The student may then apply to his or her embassy to obtain the F-1 visa to study at Cuesta College.

#### Applications periods are:

- o Spring Term: October 1 – December 15
- o Summer Session: April 1 – May 15
- o Fall Term: April 1 - July 15

- The international student admission requirements must be met before the I-20 can be issued by the Admissions staff. The International Admission Application and supporting forms may be found on the Cuesta College website under International Student Admission.
- A \$100 processing fee must accompany the International Student Application. This fee is subject to change pending Board of Trustee's approval.

- F-1 students currently attending another accredited post secondary institution in the United States may apply to transfer their I-20 to Cuesta College. Transferring F-1 international students will be required to confirm their academic standing and eligibility to transfer prior to acceptance. Cuesta College reserves the right to deny admission to an international student who is not in good academic standing at their current institution.
- International students, who have been issued an I-20 and have received an F-1 Visa to study at Cuesta College, must attend the international student orientation prior to enrolling in courses.
- Students, who received an I-20 to attend Cuesta College, but never enroll in the term, will be reported to US Immigration and Customs, within 30 days of the start of the term. This reporting invalidates their I-20 and F-1 visa. Students who are "no-shows" must reapply to Cuesta College.

#### **Certificate of Financial Responsibility**

Students must show evidence of ability to pay non-resident fees and must maintain a minimum of 12 credits a semester. Completion of a financial certificate is required to verify that the student has sufficient financial resources for physical maintenance, housing, and educational costs for the duration of their studies at Cuesta College.

#### **Test of English as a Foreign Language (TOEFL)**

Classes are conducted in English; therefore, it is necessary to be proficient in reading, writing, and speaking the English language. For this reason, Cuesta College requires all international (F-1) students applying for admission to submit proof of passing the Test of English as a Foreign Language (TOEFL) with a score of 500 or better.

#### **Transcripts of International Student Academic Records**

Students must provide certified transcripts of academic records achieved during all prior high school and college attendance. Transcripts must be translated into English and must bear the school seal and be signed by the registrar or other appropriate official. For credits from accredited international colleges or universities to be used toward an associate degree or transfer general education certification, the records must be evaluated by a recognized credential evaluation service. Transcripts must be evaluated prior to admission.

#### **Health Certification and Insurance**

The prospective applicant must provide a certificate of a negative skin test or a chest X-ray for tuberculosis. Certification of current health insurance coverage which covers accident or illness while in the U.S. will be required.

### **LICENSED VOCATIONAL NURSING PROGRAM**

Students interested in applying to the Licensed Vocational Nursing Program are strongly urged to consult with a counselor before they register for coursework in prerequisite classes.

All persons who have met general college admission requirements and the additional Licensed Vocational Nursing Program admission criteria will be eligible for admission to the LVN Program.

Students who submit a completed application and meet all LVN admission criteria are eligible to be admitted by random selection from a qualified applicant pool. Students are admitted once a year in May. The program is a 12 month program that is in session from May to May with minimal breaks. The LVN program is offered at the North County Campus in Paso Robles, CA.

Prerequisite course work must be complete at the time of application.

Completed physical examination, immunization, background check, drug screening, Healthcare Provider CPR card, a High School diploma or GED and a CNA certification are requirements for final acceptance into the program.

Entrance requirements are subject to change. For most current information please refer to the Nursing and Allied Health Department webpage on the [cuesta.edu](http://cuesta.edu) website.

The LVN Program prepares graduates to take the National Council Licensing Exam for Licensed Vocational Nursing (NCLEX-PN). Passing this exam is required to be employed as a licensed vocational nurse and must be taken at applicants' expense, upon completion of all program requirements.

### **REGISTERED NURSING**

Students who have met general college admission requirements and the additional Registered Nursing Program admission criteria will be eligible for admission to the Registered Nursing Program.

Students who submit a complete RN program application and meet all RN admission criteria are eligible to be admitted into the Registered Nursing Program through a multicriteria screening process. Students are admitted once a year in the fall.

Students interested in applying to the Registered Nursing Program are strongly urged to consult with a counselor regarding the associate degree nursing pathway before registering for course work.

Registered Nursing prerequisite coursework must be completed prior to applying to the program.

Entrance requirements are subject to change. Please refer to the Nursing and Allied Health Department webpage on the [cuesta.edu](http://cuesta.edu) website for the most current admission criteria.

Completed physical examination, immunizations, background check, drug screening and healthcare CPR certification are requirements for final acceptance into the program.

The Cuesta College Associate Degree Registered Nursing program prepares graduates to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) leading to licensure as a Registered Nurse. Four (4) preparation options are available:

1. Registered Nursing Associate in Science Degree – earned by completing all required coursework in the nursing program, Board of Registered Nursing content coursework and college associate degree requirements.
2. Registered Nursing Associate in Science Degree - earned by advanced placement LVN to RN pathway. Currently Licensed Vocational Nurses enter into the 2nd semester of the RN program. All associate degree requirements and Board of Registered Nursing content must be met and only Licensed Vocational Nurses are eligible for admission. Admission is limited to a space available basis.
3. Registered Nursing Certificate of Achievement – earned by completing all required coursework in the nursing program. No associate degree is awarded and the RN license received has practice limitation. Prior consultation with the Nursing director is required in order to review the limitations.
4. Registered Nursing Certificate of Achievement, 30-unit option – this pathway is available to Licensed Vocational Nurses only.

LVNs enter into the 3rd semester of the RN program, do not receive an associate's degree and have limited practice options upon completion. Admission is limited to a space available basis. Prior consultation with the Nursing director is required in order to review the limitations.

### **PARAMEDIC PROGRAM**

Students interested in applying to the Paramedic Program are strongly urged to consult with a counselor prior to registering in prerequisite coursework.

All persons who have met general college admission requirements and the additional Paramedic Program admission criteria will be eligible for admission to the Paramedic Program.

Students who submit a complete Paramedic Program application and meet all Paramedic admission criteria are eligible to be admitted into the Paramedic Program by random selection from a pool of qualified applicants. Students are admitted once a year in the fall.

Entrance requirements are subject to change. For most current information please refer to the Nursing and Allied Health Department webpage on the [cuesta.edu](http://cuesta.edu) website.

Completed physical examination, immunization, background check, drug screening, current county EMT certification, Current Healthcare Provider CPR card, High School diploma or GED, and EMT work experience are requirements for final acceptance into the program.

The Paramedic Program prepares graduates to take the Paramedic National Registry Licensure Examination (NREMT) leading to licensure as a California Paramedic.

### **PSYCHIATRIC TECHNICIAN STUDENTS**

Students interested in applying to the Psychiatric Technician Program are encouraged to attend a Psychiatric Technician informational meeting.

Students who have met general college admission requirements, submit a complete Psychiatric Technician program application and meet all Psychiatric Technician admission criteria are eligible to be admitted into the Psychiatric Technician Program by random selection from a pool of qualified applicants. Students are admitted three times a year.

All application requirements and deadlines must be met for admission to the program.

Entrance requirements and deadlines are subject to change. Please contact the Psychiatric Training Program Office at Atascadero State Hospital (805) 468-3175 for most current information or refer to the Nursing and Allied Health Department webpage on the [cuesta.edu](http://cuesta.edu) website.

Program prerequisite requirements must be complete at time of application.

The following are current requirements for consideration for admission to the Psychiatric Technician Program:

- \* A current Psychiatric Technician Application on file in the Psychiatric Training Program Office at Atascadero State Hospital. To request an application, call (805) 468-3175. Application must be submitted to the Psychiatric Training Program office by the filing deadline.
- \* A copy of the applicant's high school diploma or transcript, GED or equivalent, or official college transcripts showing degree of AA or higher. Transcripts must be submitted to the Psychiatric

Training Program office by the filing deadline.

\* Completed physical examination, background check and drug screening are requirements for final acceptance into the program.

Fulfilling the preceding criteria does not guarantee admission to the program. Completion of the above makes the applicant eligible for consideration, via a random selection from a pool of qualified applicants.

The Psychiatric Technician Training Program prepares graduates to take the National Council Licensure Examination (NCLEX/PN) leading to licensure as a California Psychiatric Technician.

### **WHO MAY ATTEND?**

The college shall admit students who meet one of the following requirements and who are capable of benefiting from the instruction offered:

- Students 18 years of age or older with a high school diploma, or equivalent, are eligible for admission to Cuesta College. A copy of the certification (California State Proficiency Exam or GED) is required if under 18 years of age;
- Students 18 years of age or older without a high school diploma, or equivalent, are eligible for provisional admission to Cuesta College.

Students under the age of 18 without a high school diploma, or equivalent, who are not currently enrolled in a secondary institution, are not eligible for admission to Cuesta College. A denied applicant may make an appeal to the Superintendent/President, or designee.

### **ADMISSION EXCEPTION FOR SPECIAL PART-TIME STUDENTS (ENRICHMENT STUDENTS):**

- An exception to the college admission policy may be made for a pupil currently enrolled in grades 6-8 who has been certified as "highly gifted" by their school district. (Board Policy 5010) A "highly gifted" pupil is defined by Title 5, section 52201(b), as follows:
- "Highly gifted pupil" means a gifted and talented pupil who has achieved a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by qualified personnel or has demonstrated extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the pupil's teacher and principal. Highly gifted pupils shall generally constitute not more than 1 percent of the K-12 pupil population."

A pupil currently enrolled in grades 6-8, whose request for concurrent admission or enrollment has been denied by the Director of Admissions and Records, may appeal the decision to the Vice President of Student Services, or designee, for the following reasons:

- The student is certified as "highly gifted" as defined by Title 5, 52201(b), and is not otherwise eligible to attend Cuesta College.
- The student is certified as "highly gifted" and requests enrollment in more than nine (9.0) credits for fall or spring, or more than five (5.0) credits for the summer session.

The Vice President of Student Services, or designee, will review the appeal and supporting documentation and issue a written finding within 30 days of receipt of the appeal. If the appeal is denied, the student may appeal to the Superintendent/President. The Superintendent/President, or designee, will review the student's appeal, supporting documentation,

and findings of the Vice President of Student Services and issue a decision within 30 days of receipt of the appeal. The decision of the Superintendent/President is final.

### **RESIDENCY REQUIREMENTS**

Admission of each student includes the determination of California State residency based on California Education code 68017 and Title 5, Sections 54000-54072.

**Resident Student:** A resident student is one who has been a legal resident in California for more than one year and a day immediately preceding the beginning of the term in which the student plans to enroll, and who demonstrates the intent to remain a permanent California resident. (Education Code 68017)

- Students determined to be California residents are charged the California State Enrollment fee as set by the California Community College Chancellor's office. All other fees apply.

**Non-Resident Student:** A non-resident student is one who has not had a legal residence in California for more than one year and a day immediately preceding the beginning of the term in which the student plans to enroll.

- Students determined to be non-residents are charged the non-resident tuition in addition to the resident enrollment fee.
- Non-residents are notified of their status within 14 working days of the receipt and processing of their admission application.
- A student who believes that their residency status is incorrect may challenge the non-resident status by completing the Residency Reclassification form and submitting it to the Admissions Office for review. Documentation may be required and final determination is made by the Vice President of Student Services, or designee.

A non-resident student may be eligible for an approved non-resident tuition exemption when the appropriate documentation is presented to the Admissions staff. Exemption to non-resident tuition exists when documentation is presented for any one of the following:

- Attended a California high school, or high school equivalent, for a minimum of three years and earned a California high school diploma, or equivalent;
- Full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related requirements;
- Seasonal agricultural worker for at least a total of two months of each of the past two years;
- Full-time employee, or spouse, or dependent of a full-time employee of any of the following college/universities: California Community Colleges, California State University, University of California, or Maritime Academy.
- Applicants, under the age of 19, who have lived under the direct care and control of an adult, other than a parent for two years immediately preceding the resident determination date; and such adult has for the year immediately preceding the residence determination date, had California residence.

Contact the Cuesta College Admissions Office at (805) 546-3140 for additional information.

Una exención a la cuota de la matrícula de los no-residentes es posible al presentar confirmación de una de las siguientes cosas:

Haber atendido a una escuela secundaria de California, o el equivalente a la escuela secundaria, por un mínimo de tres años y haber recibido un diploma de la escuela secundaria, o el equivalente.

Ser empleado/a de tiempo completo con credenciales y que trabaja en un colegio público de California y que se matricula en la universidad con el propósito de realizar requisitos relacionados con su credencial.

Ser agricultor temporal por un mínimo de dos meses de cada uno de los últimos dos años.

Ser empleado/a de tiempo completo, o esposo/a, o dependiente de un empleado/a de tiempo completo, en uno de los/las siguientes colegios/ universidades:

California Community College; California State University; University of California; o Maritime Academy.

Solicitantes menores de 19 años, que han vivido bajo el cuidado y control directo de un adulto que no sea su padre/madre, por dos años inmediatamente antes de la fecha determinante de residencia, y el adulto ha sido residente legal de California por el año completo antes de la fecha determinante de residencia.

Contacte a la Oficina de Admisiones de Cuesta College para más información, (805)546-3140.

### ADMISIÓN E INSCRIPCIÓN

Para estudiar en Cuesta College, usted debe ser de 18 años de edad o mayor. Si es menor de 18 años, debe ser graduado de la escuela secundaria, o haber completado el equivalente a la escuela secundaria, o asistir simultáneamente como estudiante de la escuela secundaria. Los pasos a seguir para inscribirse en Cuesta College son:

- Completar la solicitud de admisión a través del internet en [www.cccapply.org](http://www.cccapply.org), o en persona si nunca ha estado en Cuesta, o si ha faltado más de un semestre.
- Los estudiantes de la escuela secundaria necesitan, además, completar el Permiso de Inscripción.
- Presentar sus notas de los colegios o universidades atendidos previamente;
- Tomar el examen de evaluación de inglés, matemática, o de Inglés como Segundo Idioma, en caso de que va a ser estudiante universitario por primera vez;
- Asistir a una sesión de orientación con un consejero académico;
- Las solicitudes de admisión se aceptan a partir del 1° de abril para el verano y otoño, y el 1° de octubre para la primavera a través del internet, o en forma de papel, en las siguientes localidades:
- La Oficina de Admisiones y Servicios Estudiantiles de Cuesta College del Condado Norte, en el edificio N3000;
- La Oficina de Admisiones de Cuesta College en San Luis Obispo, en el edificio 3100, Centro de Servicio Estudiantil;
- El Centro de Arroyo Grande, localizado en la Escuela Secundaria de Arroyo Grande, Ala 900;
- El Centro de Nipomo se encuentra en la Escuela Secundaria de Nipomo, 525 North Thompson Road, Nipomo.

Favor de ver el Directorio de Servicios para las horas de trabajo de las Oficinas de Admisiones de Cuesta.

Por motivos de matrícula, los estudiantes se clasifican como residentes o no-residentes del estado. Se considera un estudiante residente si ha vivido continuamente por más de un año como residente legal de California antes del primer día del semestre, y tiene la intención de permanecer en el estado. El estudiante no-residente es aquel que no ha vivido en el estado de California por más de un año antes del comienzo del semestre.

Para los interesados en Inglés como Segundo Idioma, favor de ver las instrucciones en las páginas 100 y 101.

### STEP 2 – FINANCIAL AID

Financial Aid refers to funds made available to students for educational expenses. These funds come from a number of different sources, each having its own set of requirements.

#### Board of Governor's Fee Waiver Guide (BOGW) 2012-2013

The BOGW waives enrollment fees for California residents who meet one of the following criteria:

**Method A:** Students are eligible for any type of need-based financial aid and received in 2011 or 2010 TANF, Cal Works, SSI or General Assistance payments or if a dependent student, has a parent or Registered Domestic Partner (RDP) who receives this assistance; or has certification from the California Department of Veterans Affairs or the National Guard Adjutant General that the student is eligible for a dependent's fee waiver, is eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient, or a dependent of a victim of the September 11, 2001 terrorist attack, is eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty, have a total family income within the income standards listed below or, if a dependent student, a parent's total income falls within these standards:

**Method B:** Eligibility is based on household size and total family income.

Family Income Standards for 2012-2013:

Family Size	2011 Income
1	\$16,335
2	\$22,065
3	\$27,795
4	\$33,525
5	\$39,255
6	\$44,985
7	\$50,715
8	\$56,445
Each Additional Family Member	\$5,730

**Method C:** The 2012-2013 Free Application for Federal Student Aid (FAFSA) application is required to be completed and processed for Method C. A BOG C fee Waiver will be awarded to anyone with a financial need of \$1,104 or greater (financial need is determined by subtracting the estimated family contribution from the student's cost of attendance budget).

#### Other Financial Aid Available

The Financial Aid Office also administers the Federal Pell Grant, the Federal Academic Competitive Grant, the Federal Direct Loan Program, the Federal SEOG, Federal Work Study, Cal Grant B and C, and campus-based scholarships.

Cuesta College recommends use of the Free Application for Federal Student Aid (FAFSA). FAFSA applications are available in the Financial Aid Office beginning January preceding the academic year in which a student plans to attend. A student who filed a 2012/2013 FAFSA by March 2, 2012, is given priority in awarding for the 2012/2013 academic year. FAFSA applications are available on line at [www.fafsa.gov](http://www.fafsa.gov).

### **Student Educational Plan (SEP)/Orientation Certificate**

All students receiving federal financial aid must schedule a counseling appointment in order to complete your matriculation planning process and Student Educational Plan (SEP).

Contact the San Luis Obispo Campus, (805) 546-3138, or Student Services at the North County Campus, (805) 591-6241, to make an appointment.

IF YOU ARE A TRANSFER STUDENT or you have attended other school(s) since high school, you will need to:

Request that your academic transcripts, plus a general education pattern from all previous colleges you have attended, be forwarded to the Admissions and Records Office at Cuesta College.

### **Ability to Benefit**

Students enrolling for the first time after July 1, 2012 must have a High School Diploma, GED or state equivalent to be eligible for any federal financial aid. Students will no longer have the option to pass an ATB test or to successfully complete 6 core/degree applicable units to gain eligibility for federal financial aid.

### **Selective Service Requirement**

Federal law requires men, 18 through 25 years old, to register with the Selective Service System (SSS). Females are excluded from the requirement. Registration forms are available at any post office, at the Cuesta College Admissions and Records Office, and at the Financial Aid Office; or males may register online by visiting the SSS web page at [www.sss.gov](http://www.sss.gov).

### **CAUTION – Return of Title IV Funds Policy**

All returns will be distributed to the student financial assistance programs in the order below with the following exceptions. Title IV funds required to be returned by the student will not be distributed to a Federal Direct Loan Program and no returns shall be distributed to the Federal Work Study Program.

Federal Direct Unsubsidized Stafford Loan  
Federal Direct Stafford Loan Federal Direct PLUS Loan Federal PELL Grant Program Federal SEOG Program  
Other Title IV Programs  
Other Federal and State Programs  
Institutional or Agency Programs

**If you are thinking of withdrawing or just leaving... please, think again.**

See a counselor or advisor immediately to discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses. There are services (such as tutoring or personal support) to help you succeed in your educational endeavor. Talk to your teachers; see what advice and help they can offer.

**Don't leave unless you must. But if you must leave, please take care of business before you go.**

Begin the withdrawal process with the Admissions and Records Office.

Go to the Financial Aid Office immediately. Find out how much you will owe and how to repay your debt.

### **Please work with the Financial Aid Office.**

You may arrange for regular payments with the federal government without losing your student aid eligibility. If you leave without taking care of this business and you owe money, the Financial Aid Office is required to place a national hold on your student aid eligibility.

### **STEP 3 – TRANSCRIPTS (NON-NATIVE)**

Official transcripts from all other institutions must be submitted to Cuesta College Records Office prior to enrollment. Lower division (freshman/sophomore level) coursework from regionally-accredited colleges and universities will be evaluated and may be transferred to Cuesta College to meet certificate requirements, degree requirements, and requirements for transfer certification. If non-native credits are from a college or university on the quarter system, these credits will be converted to semester credits (quarter credits/1.5=semester credits).

Non-native coursework will be evaluated based on regional accreditation standards using the grades received at that institution. Cuesta College considers a grade of C- as substandard and eligible for repetition.

Transcripts submitted prior to 1998 were not archived and will need to be resubmitted. Official (sealed) copies of transcripts from colleges, universities and high schools attended should be submitted to:

Cuesta College Records Office  
PO Box 8106  
San Luis Obispo, CA 93403-8106

Transcripts should be submitted ahead of registration, in time for academic advising and prerequisite clearance. Final official transcripts, showing all coursework and grades received, must be received before GE certifications and degree and certificate evaluations may be completed. Transcripts are evaluated based on the AACRAO guidelines for regionally-accredited post-secondary institutions.

Upon application for the associate degree or transfer certification (Certificate of Achievement), non-native coursework credits will be included and reviewed with the Cuesta College student record. Applications for the associate degree and transfer certification are available in the Admissions and Records Office or website at <http://academic.cuesta.edu/admrrreg/evaluati.htm>.

Transcripts submitted to Cuesta College become the property of Cuesta College and will not be released to students, other colleges, or agencies. Plan to request a personal copy from your former college or university if you need one for your records.

### **STEP 4 – ASSESSMENT**

Assessment test placement results will assist students with appropriate course selection and may be used to satisfy mandatory course prerequisites. The English assessment consists of a 50 minute written essay. The math assessment is computerized and is untimed. Both are given free of cost.

Assessment tests on the San Luis Obispo campus are offered on a walk-in basis in the Assessment Office, Building 3400, Room 3414. On the North County Campus, sign-ups through Student Services, Building N3000, (805) 591-6210, are required for English assessments and math assessments are given on a walk-in basis in room N5004. Please visit our

Assessment Services website to view available test dates. Prior to taking the assessment test, you must be a current Cuesta student or have a submitted a Cuesta College admission application and know your Cuesta student ID or Social Security number.

### First-Time College Student

First-time college students are expected to complete their English and math assessment tests prior to registering for courses. Placement levels are determined based upon assessment test results AND evaluation of course completion in high school. It is essential for students to submit high school transcripts in order to receive accurate placement scores.

If you have not received a final grade in your current high school math course before your assessment test, the last fully completed math course with a "C" or better grade will be used to calculate your math placement at Cuesta. Upon completion of your final high school math course you may submit a transcript with your final course grade and your assessment placement will be recalculated.

Official high school transcripts will automatically be evaluated for the transcript component of our mandatory math and English assessment and placement process. If you have not already submitted an official high school transcript, please bring one to your assessment session. A copy of your transcript can be used for prerequisite/assessment purposes but official transcripts should be submitted to the records office for other evaluation purposes.

It may take up to six weeks for official transcripts to be received and processed by the Cuesta College Records Office. For most immediate processing and placement determination, please provide a copy of your transcript before or at the time of your assessment.

### Disabled Student Accommodation

Special accommodations are given to students with verified disabilities according to California Education Code Title 5 regulations. Accommodations are made on an individual basis and must be made prior to testing through the Disabled Students Programs and Services director. For more information, call Disabled Student Programs and Services (DSPS) at (805) 546-3148 (SLO campus) or (805) 591-6215 (NC campus) or visit the DSPS office on either campus. In order to receive examination accommodations for assessment testing as a qualified DSPS student, prior verification of disability is required.

### Alternatives to Assessment Testing

Assessment is mandatory if results are required to meet a course prerequisite. You may be exempt from assessment testing if you meet one of the following exemptions or alternatives:

- If you are not taking courses which require math or English prerequisites.
- If you have already completed college coursework equal to our math and English course prerequisites and have submitted a prerequisite clearance request form A.
- If you have already taken a placement test at another California Community College, UC or CSU campus and submitted your scores along with your high school transcript (Math Assessment scores are valid for 18 months. After that, you must take our math assessment).
- If you want to register directly into our Academic Skills math course (ACSK 075) or any of our English Academic Skills courses (ACSK 030A, 032, 036, 050, 055, 058)

- If you have met one of the following criteria and have submitted verification:

### MATH

1. Earned "ready for CSU college-level math courses" status on the EAP exam
2. Scored a 550 or above on the SAT Math exam
3. Scored a 23 or above on the ACT Math exam
4. Passed the AP Calculus AB exam or AP Statistics exam with a score of 3 or above

### ENGLISH

1. Earned "ready for CSU college-level English courses" status on the EAP exam
2. Scored a 680 or above on the SAT English exam
3. Scored a 24 or above on the ACT English exam
4. Scored an 8 or above on the AWPE (UC Analytical Writing Placement Exam)
5. Passed the AP English Language or Literature Composition Exam with a score of 3 or above
6. Earned a high school GPA of 3.7 AND a grade of "A" in your senior level English class.

Test scores may be faxed to (805) 546-3113 or mailed to the Cuesta College Assessment office, PO Box 8106, San Luis Obispo CA 93403-8106.

### STEP 5 – PREREQUISITES/CO-REQUISITES

Prerequisites, corequisites, and advisories are intended to enhance a student's chance of success in a desired course. If a student does not meet prerequisites or corequisites for a course, as listed in the class schedule, the student may not be allowed to enroll or remain enrolled in that course. Successful completion of a prerequisite or corequisite course is achieved by a final course grade of "C" or better.

Cuesta students enrolled in prerequisite courses at the time of registration for the upcoming term will be allowed to enroll in the next level course without knowing the final grade in their current course. A grade of "C" or better must be earned in the prerequisite course to meet the prerequisite requirement. Students that do not successfully complete prerequisite courses will be administratively dropped from the higher level course once grades are final and have been posted.

### Transfer Students

In order to use prerequisite coursework completed at another college, students must submit a Prerequisite Clearance Request Form A along with a copy of their transcripts prior to registering for classes. Prerequisite Clearance Request forms can be found at the Prerequisite Office, Counseling Department, or on the prerequisite website: <http://academic.cuesta.edu/matric/prereqs/>.

Submit forms in one of the following ways:

- FAX: to Prerequisite Specialists at (805) 546-3113.
- Hand deliver: to the Counseling Department in the Student Services building (SLO Student Services Center, Building 3011 or

North County Campus Building N3000, room N3011) or to the Assessment/Prerequisite Office (San Luis Obispo campus).

- Mail to: Cuesta College Assessment Office - Attention: Prerequisites, P.O. Box 8106, San Luis Obispo, CA 93403-8106. If students would like to use official transcripts that were already sent to Cuesta, please note that it may take up to six weeks for official transcripts to be received and processed by Cuesta's Records Office. For most immediate clearance, please include a copy of your transcript with your clearance request.

**FORM A** – Prerequisite Clearance Request: to be used to clear prerequisites with coursework completed at an institution other than Cuesta.

**FORM B** – Prerequisite Challenge: to be used to clear prerequisites that have been met through means other than course completion (previous knowledge, work experience, licensing). Student is responsible for providing evidence to support the claim and must get signatures from the appropriate department chair before prerequisite clearances can be processed.

**FORM C** – Prerequisite Clearance Request for Physics: to be used for Physics prerequisites completed at an institution other than Cuesta. Student is responsible for attaining the appropriate signatures from the Physical Science department chairperson before prerequisite clearances can be processed.

Prior pre/co-requisite clearance required before enrolling in:

## ENGLISH

Prerequisites will be checked for the English and literature courses listed below. Qualifying English assessment/placement scores will place students in English 099, 156, or 201A. To view other test options and prerequisite qualifications please view our English Registration Access Grid which can be found on the prerequisite website.

### English Courses

ENGL 099, 156, 165, 201A, 201B, 201C

### Literature Courses

ENGL 205, 206, 207, 212A, 212B, 213, 215, 216, 217, 231, 242H, 244A, 244B, 246A, 246B

### Early Childhood Education Courses

ECE 209, 210

### Library/Information Technology Courses

LIBT 101, 104, 105, 108, 109, 110, 111, 113

## MATH

Prerequisites will be checked for MATH 003 and higher. A qualifying math assessment/placement score will grant access up to MATH 127. In order to establish an accurate placement, results from your assessment test AND your high school transcripts are needed. Regardless of assessment score, students only will be able to access transfer level math courses (200 level courses) by submitting college transcripts, high school transcripts in conjunction with assessment test results, or by completing lower level prerequisite courses at Cuesta. To view other test options and prerequisite qualifications please view our Math Registration Access Grid which can be found on the prerequisite website.

### Math Courses

MATH 003, 007, 119, 021, 122, 123, 123SI, 126A, 126B, 127, 127SI (non-transferrable)

MATH 229, 230, 231, 232, 236, 242, 247, 255, 265A, 265B, 283, 287 (transferrable)

### Licensed Vocational Nursing Courses

LVN 103, 103A, 103B

### Medical Assistant Courses

MAST 111

### Registered Nursing [RN] Courses

NRAD 201A, 201D, 202A, 202B, 203A, 203B, 203D, 203H, 204, 204A, 204B, 204D

## SCIENCE

A qualifying math assessment score or high school coursework can be used to satisfy math prerequisites for the biological and physical science courses listed below. High School Chemistry can also be used to satisfy prerequisites for courses requiring CHEM 210. In order to use high school coursework to satisfy science prerequisites, a Prerequisite Clearance Request Form A must be submitted with appropriate documentation.

### Biological Science Courses

BIO 212L, 201A, 201B, 202, 203, 204, 206, 208E, 208G, 209C, 220L, 222L

### Physical Science Courses

ASTR 210, 210L

CHEM 201A, 201B, 210, 210FAL, 211, 212A, 212B

GEOL 210, 211, 229A, 229B

PSCI 201A, 201B

PHYS 205A, 205B, 208A, 208B, 208C, 210, 230

## STEP 6 – ORIENTATION

### **myCuesta Orientation Workshop**

The myCuesta Orientation workshop is a mini-orientation facilitated by a Cuesta College counselor. Students will complete the online orientation and choose their first term classes. Sessions are offered directly after English and math assessment testing. Please call the Cuesta College Assessment Office at (805) 546-3951 for dates and to reserve a spot. Sessions fill quickly.

### **Online Orientation**

Once an application for admission has been submitted and confirmation has been received, the online orientation is available to all Cuesta students at my.cuesta.edu. Go to the Student tab and My Web Services channel to Registration Tools and select "Online Orientation."

The online orientation allows students to choose their goal (AA, CSU or UC) and proceed on the appropriate path to accomplish that goal.

### **Exemptions to Orientation**

Students may be exempt from participation in orientation if they meet one of the exemption criteria that follows:

- Enrolling in six units or less
- Earned an Associate or higher degree
- Are a non-matriculating 9-12 grade student

- Are concurrently enrolled in another college or university and are receiving matriculation services at that college or university
- Are taking courses for personal interest only
- Are taking courses for advancement in current job/career (updating job skills)
- Are taking courses to maintain a certificate or license

### ENGLISH AS A SECOND LANGUAGE (ESL)

#### Application/Evaluation/Orientation/Registration

New students in the English as a Second Language (ESL) Program must take the ESL evaluation. Students will receive their evaluation results and class recommendations immediately after taking the tests. Contact the ESL Office for evaluation dates and locations as listed below.

- Sign up for the San Luis Obispo campus ESL Evaluation/Orientations in Building 3100, room 3133, or call (805) 546-3941.
- Sign up for the North County Campus ESL Evaluation/Orientations in Building N3000, Room N3030, or call (805) 591-6209.

#### Aplicación/Evaluación/Orientación/Registación

Los estudiantes nuevos en el Programa de Inglés como Segunda Lengua (ESL) deben de tomar la Evaluación ESL para determinar su nivel de inglés. Los estudiantes recibirán los resultados de su evaluación y se les indicará qué clases deberán tomar inmediatamente después de los exámenes. Los tiempos y localidades para las evaluaciones se encuentran abajo. Sólo preséntese en cualquiera de las siguientes localidades en las fechas siguientes.

- Para tomar la evaluación en Cuesta College del condado San Luis Obispo apúntese en el edificio 3100, oficina 3133, o llame al teléfono (805) 546-6941.
- Para tomar la evaluación en Cuesta College del condado Norte apúntese en el edificio N3000, oficina N3030, Centro de ESL, o llame al teléfono (805) 591-6209.

### STEP 7 – REGISTRATION

#### Priority Registration

To comply with legislative mandates, regulate the availability of limited class space, provide for fairness, and facilitate the registration process, procedures to provide priority registration for students on the basis of need are established through Board Policy 5055.

Priority to register online through myCuesta Banner Self-Service is given to continuing Cuesta College students by random alpha access dates and times, based on the number of credits completed at Cuesta College. A continuing student is defined as a student enrolled after the third week of, or received a grade, in the previous term. Students who withdraw from all classes by the drop without a “W” deadline in the prior term and Special Part-time Enrichment students are not considered continuing students and do not have priority to register. Credits completed at other colleges are not included in the priority calculation.

Students in specific programs identified by Board Policy have early priority to register. These programs are: CalWORKS, Extended Opportunity Programs and Services (EOPS), Disabled Student Programs and Services (DSPS), Foster Youth, Associated Students of Cuesta

College (ASCC) officers, Athletics, Facilitator Assisted Learning (FL), Reentry, pre-nursing candidates and veteran students. Contact program staff for specific requirements.

For the fall term only, graduating seniors from local (San Luis Obispo County) high schools who complete the admission application by the deadline and complete the matriculation process receive an early priority to register. Contact your high school counselor for more information.

Visit the Cuesta web site for priority registration dates at: <http://academic.cuesta.edu/admrrreg/regoffice.htm>

**Challenge:** A student may challenge their registration priority by petition with the Vice President of Student Services or designee. To be considered, the challenge must include validation of special circumstances and need.

#### Enrollment Limitations

A student’s ability to enroll in a course may be limited or restricted by the following:

- The student has not met the Cuesta admissions policy.
- The student has received disciplinary action by the District.
- The student is on Academic or Progress Dismissal, excluding summer session.
  - o A Transfer Student to Cuesta College, from another post secondary institution, whose stated goal includes: obtaining a degree, certificate, or transfer, and who was on academic probation or dismissal from their previous institution shall, if admitted, be immediately placed on academic probation.
- The student has not met prerequisites and co-requisites requirements for a course.
- The student has a previous debt or obligation to the District.

### COURSE ADD AND DROP POLICY

It is the student’s responsibility to add and drop courses by the deadlines posted on the Cuesta web site, in the online Class Finder, and the enrolled student’s myCuesta Class Schedule/Receipt. Summer session classes are considered short term courses for add and drop deadlines.

#### Adding Courses

Students may add classes online by the add deadline, which is the day prior to the census date. The census date is the date course enrollment is reported to the State for apportionment funding. Once a course begins, only the instructor may authorize enrollment by issuing the student an add code if there are seats available in the course at the first class meeting. Add codes must be entered by the student online in myCuesta within the add deadline to officially enroll in a course.

To add a course online, students login to myCuesta at [my.cuesta.edu](http://my.cuesta.edu) and go to the Student tab and My Web Services channel. In the Registration folder, go to “Register Add/Drop Classes” and enter the 5-digit course reference number (CRN) for the course by clicking “Submit Changes.” The student may enter the 4-digit add code in the box provided and click “Validate” to register after the course begins within the add deadline. Students may also add classes in-person at a registration center and must provide photo identification.

- Full-term course add deadline: The day prior to the posted census date, which is the end of the 2nd week of the term.

- Short-term or Summer course add deadline: Within 20% of the course or the day prior to the posted census date.

### Readmit

A student who was inadvertently dropped by an instructor may be allowed to be readmitted/re-added beyond the normal add deadline with instructor approval. The deadline to be readmitted is by the end of the 12th week of the term or within 60% of a short-term or Summer course. Readmit Cards are available at any registration center.

### Transfer

Instructor or department-arranged transfers will be allowed beyond the normal add deadline for students transferring from one course reference number (CRN) to another of the exact same course or to a lower or higher level class in established prerequisite levels of the same discipline. The deadline to be transferred is by the end of the 12th week of the term or within 60% of a short-term or Summer course. Transfer Cards are available at any registration center and require both instructors' signatures of approval.

Registration fees for the original CRN to be dropped will be credited while fees associated for the course to be added will be assessed to the student's account.

### Dropping Courses

Students may drop courses online within specified deadlines to receive a refund, to drop without a "W" for withdrawal symbol, or to drop with a "W" for withdrawal on their academic record. Students are not dropped by the college for non-payment of fees. ***Students will be held financially responsible for fees related to classes not dropped within the refund deadlines.***

To drop a course online, students login to myCuesta at my.cuesta.edu and go to the Student tab and My Web Services channel. In the Registration folder, go to "Register Add/Drop Classes" and use the drop-down menu beside the course to select the drop option then click "Submit Changes." Students may also drop classes in-person at a registration center and must provide photo identification.

### Dropping Course for a Full Refund

Students must drop a course by the Sunday before the start of the term or prior to the first class meeting of a short term or Summer course to receive a full refund of fees, less a \$10.00 processing fee. A written request for a refund must be submitted to the Cashier's Office by the end of the 4th week of the term or by the end of the following week after a short-term or Summer course ends. No notation (grade or symbol) will be posted on the student's academic record when a course is dropped within refund deadlines.

### Dropping Course for a Partial Refund

The student will receive a partial refund for a course dropped on or after the first class meeting and within the last day to drop for a refund deadline. The last day to drop with a refund deadline is posted in the online Class Finder by clicking on the CRN and appears on an enrolled student's myCuesta Class Schedule/Receipt. The deadline is calculated as within 10% of a short-term course or the end of the 2nd week (Sunday) for a full-term course.

A partial refund is the enrollment fee and Associated Student's Auditorium (Student Center) fee, less a \$10.00 processing fee. The student is responsible for paying all other registration fees associated with

a course. See the Fees section of the schedule for more information. A written request for a refund must be submitted to the Cashier's Office by the end of the 4th week of the term or by the end of the following week after a short-term course ends (includes summer course.) No notation (grade or symbol) will be posted on the student's academic record when a course is dropped within refund deadlines.

### Dropping a Course without a W for Withdrawal

No notation (grade or symbol) will be posted on a student's academic record if a course is dropped by the last day to drop without a "W" which is the end of the second week of the term for a full-term course or within 20% of a short-term or Summer course. The last day to drop without a "W" deadline is posted in the online Class Finder by clicking on the CRN and appears on an enrolled student's myCuesta Class Schedule/Receipt.

- Students who drop all courses and receive no academic grade or symbol ("W") in a term will not be eligible for priority registration as a continuing student in the next term.
- Full-Time Status: Students who drop below 12 credits for the Fall/Spring term or below 9 credits for the Summer session are no longer considered full-time status which is a requirement for certain programs such as international students, athletics, or veteran's benefits. Contact program administrators for more information.

### Dropping Courses with a W for Withdrawal

Students may drop or withdrawal from a course through the end of the 12th week (Sunday) for a full-term course or within 60% of a short term or Summer course and receive a "W" for withdrawal symbol on their academic record. The last day to drop with a "W" deadline is posted in the online Class Finder by clicking on the CRN and appears on an enrolled student's myCuesta Class Schedule/Receipt.

- A student may earn a no more than a maximum of three (3) withdrawals ("W" symbol) in a non-repeatable course.
- A student is placed on progress probation if the total number of withdrawals, incomplete ("I" symbol) and/or no credit/pass ("NC"/"NP") credits reach or exceed 50 percent of all attempted credits at Cuesta College. Three consecutive semesters on progress probation may result in dismissal from the college. See the Cuesta College Catalog section under Academic Probation and Dismissal for more information.
- Financial Aid students: A statutory schedule for all Title IV students who withdraw will be used to determine the amount of Title IV funds a student has earned as of the date he/she ceases attendance. A student who receives financial aid and earns all F's or a combination of F's and W's, under the Higher Education Amendments of 1998 may be required to repay some of the financial aid received. Contact the Financial Aid Office for more information or see the Return of Title IV Funds Policy section of the Schedule.

### Administrative Withdrawal/Cancelled Classes

Students will be notified by phone and/or mail if administratively dropped or if a class has been cancelled by action of the college. It is the student's responsibility to submit a refund request form to the Cashier's Office.

**PETITIONS**

Certain circumstances may require an approved petition be submitted before the student will be allowed to enroll in a course. Refer to the Cuesta College Catalog for specific information on Records and Grading Policy. Forms and petitions are available online at [academic.cuesta.edu/admrrreg/polforms.htm](http://academic.cuesta.edu/admrrreg/polforms.htm) or at any registration center. All registration forms require the student's signature, identification, and may require additional approval from a college official.

**Pass/No Pass (P/NP) Grading Option**

For courses identified as a grading option of GP in the online Class Finder or Cuesta College Catalog, the student may change the grading option from a letter grade to Pass/No Pass grading (P/NP) within the first 20 percent of the course. Refer to the Cuesta College Catalog for the Pass/No Pass grading policy. Students are encouraged to consult Counseling staff if they have questions regarding graded courses for degree and transfer requirements.

**Credit Overload**

A Credit Overload petition is to receive permission to enroll in more than 19 credits in the fall or spring term or in more than 9 credits in the summer. Approval from a Cuesta counselor is required.

**Schedule Conflict**

Students obtain approval by petition if enrolling in two courses whose meeting times overlap. Course meeting times and days must be clearly noted on the petition. The instructor whose class time will be missed must document how they will monitor and oversee the time to be made up. Approval signatures from both instructors are required.

**REGISTRATION CENTERS**

Adds and drops by registered students will be processed at the locations below. South County Center at Arroyo Grande High School is closed during the summer and term breaks.

**North County Campus Student Services**

Building N3000, (805) 591-6210

**San Luis Obispo Campus Student Services**

Building 3100, Student Service Center, (805) 546-3955

**South County Center**

Arroyo Grande High School, 495 Valley Road, (805) 474-3913

**WAITLIST**

When priority registration begins for a term, students will have the opportunity to enroll, via the myCuesta web portal, in an available waitlist seat for a closed class. Students must meet all registration requirements for the course, including prerequisites and co-requisites, prior to registering for a waitlist seat. If a student drops and a seat opens, the first waitlisted student will be notified via their myCuesta Student email account and will have 24 hours to register for the class. If you do not register before the notification period expires, you will be removed from the waitlist. Students should monitor their myCuesta student email twice daily, morning and evening. It is the student's responsibility to register once notified and pay applicable fees owed.

**Waitlist Restrictions**

Students will be blocked from enrolling in a waitlist seat under the following conditions:

- The student is enrolled in another section of the same course or enrolled in another waitlist seat for the same course.
- The class overlaps in time with other classes already on the student's schedule, which includes other waitlisted classes.
- The student has a hold.
- The student has not met prerequisite or co-requisite requirements. Courses with "Department Approval" such as PSYT, LVN, EMS that have special admission requirements.
- Cross-listed (CL) courses, such as mediated Math courses.
- The student has exceeded the repeat limits for the course. This includes work-in-progress which occurs if the student is already enrolled in the course in the prior term (spring for summer registration; summer for fall registration) and has not received a final grade.
- The class is not approved on a Permit to Enroll form for an Enrichment student.
- All waitlist seats are filled.

**STEP 8 – COUNSELING**

The primary goal of Counseling Services is to provide the necessary educational, vocational, and personal support to enable students to succeed at Cuesta College. Students should come for counseling when they need help with any kind of problem that might affect their academic performance. Because course selection is important and four-year college requirements change frequently, students should consult with a counselor on a regular basis before registering for classes.

Counselors are available by appointment and on a walk-in-basis. Walk-in is best for short-term academic planning, quick questions, referral to college and community services, or emergency problem-solving. Walk-in is on a first-come, first-served basis with the counselor available at that time; it is generally no longer than 15 minutes per student.

Due to the large number of students, there are certain times of the academic year when counseling is available by walk-in only—July, August, December and early January. To avoid the lengthy waits and rushed atmosphere associated with walk-in only, students should plan ahead. To plan for fall semester, make an appointment during spring before the end of April. To plan for spring semester, make an appointment in September or early October.

**APPOINTMENTS**

Appointments may be scheduled one week in advance, either in person or by phone, and may be made with a specific counselor. During the academic year, counseling assistance is provided for students who enroll in classes at one of the college's other sites.

**San Luis Obispo Campus Counseling Services**

Building 3100, Student Services Center  
(805) 546-3138, Call between 9:00 a.m. and 5:00 p.m.

**South County Center**

Arroyo Grande High School, 495 Valley Road, (805) 474-3913.  
For appointments, call San Luis Obispo Campus at (805) 546-3138 or the South County Center at (805) 474-3913

**North County Campus Student Services**

Building N3000, (805) 591-6241

**SERVICES**

**Orientation**

Orientation provides basic information regarding Cuesta College services and programs, as well as student rights and responsibilities. During advisement, a student and a counselor use a student’s assessment scores and previous academic history to plan a program of study appropriate to the skill level and educational goal of the student. Orientation/ advisement is conducted in group settings.

The Cuesta College new student orientation is designed to help students get off to a good start, learn about the requirements for a certificate, Associate Degree and transfer, as well as policies and procedures of the college. Students may participate in a new student orientation by attending a group orientation at the Cuesta College campus or by completing an online orientation.

Financial Aid students will have completed their required first term Student Education Plan (SEP) by completing either the group orientation at a Cuesta College campus or the online orientation.

- myCuesta Orientation: Scheduled group orientation sessions on the Cuesta College campus are offered immediately after the English and math assessment session and are approximately two hours long. Students must submit an admission application prior to signing up for a workshop at [www.cccapply.org](http://www.cccapply.org). Students may sign up for the Great Start orientation online through the Assessment Test site or by contacting the Assessment Office at (805) 546-3951.
- Online Orientation: Once an application for admission has been submitted and confirmation has been received, the online orientation is available to all Cuesta College students by logging into [my.cuesta.edu](http://my.cuesta.edu). The online orientation allows students to choose their goal (AA, CSU, or UC) and proceed on the appropriate path to accomplish their goal.
- Local High School Outreach: Liaisons to local high schools are provided to support the enrollment of local students at Cuesta College.

**Exemptions to Orientation**

Students may be exempt from participation in orientation if they meet one of the exemption criteria listed below:

- Enrolling in six credits or less;
- Earned an Associate or higher degree;
- Are a non-matriculating K-12 grade student;
- Are concurrently enrolled in another college or university and are receiving matriculation services at that college or university;
- Are taking courses for personal interest only;
- Are taking courses for advancement in current job/career (updating job skills);
- Are taking courses to maintain a certificate or license.

**Student Educational Plan (SEP)**

During a counseling appointment, students may identify their educational goals and develop a long-term academic plan. Prior to making an appointment with a counselor, verify that all official academic transcripts have been received by Cuesta.

Financial Aid Students: All students receiving federal financial aid must submit an SEP to the Financial Aid Office. First-time freshmen students may fulfill their first term SEP requirement by attending an orientation or completing the online orientation in [my.cuesta.edu](http://my.cuesta.edu).

**Transfer Information** ([www.assist.org](http://www.assist.org))

ASSIST is an online course planning system developed for prospective community college transfer students. ASSIST provides information about the applicability of community college courses toward UC and CSU General Education and major preparation requirements.

Contact the Transfer Center at (805) 546-3162 for assistance concerning articulation or major requirements.

**Specialized and Targeted Counseling**

Counselors also provide specialized and targeted counseling for the following groups of students:

- CalWORKS: Academic and personal counseling for qualified students.
- Career Technical Education: Academic and personal counseling for qualified students.
- Extended Opportunity Programs and Services (EOPS): Academic and personal counseling for qualified students.
- Disabled Student Programs and Services (DSPS): Academic and personal counseling for qualified students.
- International Students: Cuesta College enthusiastically welcomes international students from around the world. The international student counselor provides academic counseling and assists the student with the paperwork required for change of status, practical training, extension of stay, reinstatement to student status, and transfer to other institutions of learning.
- Reentry Students: The Reentry Program is designed to be a support system for students 25 and older, returning to school after an absence of five or more years.

**STEP 9 - FEES**

**Schedule of Fees Payable at Registration (per term)**

Credit (enrollment) fees are subject to change by the California State Legislature. If fees are increased for this term, additional charges will be added to each student’s account that must be paid before grades will be released. For tax purposes, students are responsible for retaining receipts as a record of fees paid.

<b>Enrollment Fee</b> .....	\$46.00
Note: Per credit, subject to change.	
<b>Non-Resident Tuition</b> .....	\$189.00
Note: Per credit, in addition to the \$46.00 enrollment fee.	
<b>Health Fee</b> .....	\$17.00 (Fall / Spring)
.....	\$14.00 (Summer)
Note: North County Campus and San Luis Obispo Campus only.	
<b>Associated Student Auditorium (Student Center) Fee</b>	
.....	\$10.00
Note: \$1.00 per credit Fall/Spring San Luis Obispo campus only - \$10.00 maximum per academic year.	
<b>Student Representation Fee</b> .....	\$1.00
Note: Fall /Spring only – per term.	

<b>ASCC Student ID Card Fee</b> .....	\$10.00 (Fall / Spring)
.....	\$5.00 (Summer)

Note: Renewal fee per term/session.

**Parking Permit Fee**

North County and San Luis Obispo Campuses only – per term, per vehicle.

Automobiles/vans/trucks.....	\$30.00 (Fall / Spring)
.....	\$7.50 (Summer)
Each additional automobile/van/truck.....	\$20.00 (Fall / Spring)
.....	\$7.50 (Summer)
Motorcycles/mopeds (per vehicle).....	\$5.00 (Fall / Spring)
.....	\$2.50 (Summer)
Each additional motorcycle/moped.....	\$5.00 (Fall / Spring)
.....	\$2.50 (Summer)

**Materials Fee**.....See course descriptions for specific amounts.

**FEE DESCRIPTIONS**

**Enrollment Fee**

Enrollment fees are charged per unit of enrollment credit and are set by the State of California. These fees are subject to change. If you need help paying this fee, you may qualify for a Board of Governor’s Fee Waiver (BOGW). An application is available in the Financial Aid Office. Completed BOGW applications and documents of income sources must be submitted to the Financial Aid Office before your registration materials are submitted. Refer to the Financial Aid section for BOGW eligibility requirements. If you are a new applicant, fill out the BOGW application. You must reapply each year for consideration. See the forms section of this class schedule for the application.

**Non-Resident Tuition**

The cost of tuition for international and out-of-state students is in addition to the enrollment fee. If you have questions about residency status, please contact the Admissions Office for assistance.

**Health Fee**

In accordance with the California Education Code and District policy, Cuesta College has a mandatory health fee. Students, excluding those with the exceptions listed, are required to pay the Health fee each term regardless of the number of credits they are taking. This fee is nonrefundable once the term or session begins and is subject to change per local Board action. The health fee is not an eligible tax credit fee.

Health Fee Exemptions: (Education Code Section 76355)

- Students enrolled in non-credit courses.
- Students who are taking classes only at the South County Centers (Arroyo Grande High School) and off-campus sites.
- Any student who depends exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization, provided that the student presents documentary evidence of an affiliation with such a bona fide religious sect, denomination, or organization to the Student Accounts/Cashier’s Office.
- Any student who is attending Cuesta under an approved Apprenticeship Program.

**Associated Students Auditorium (Student Center) Fee**

The Associated Students Auditorium fee is designated for the sole purpose of supporting the auditorium and is charged to all students

taking classes at the San Luis Obispo Campus. The fee, which is not to exceed \$10.00 per academic year, is based upon the number of credits taken during this period at the rate of \$1.00 per credit. An academic year consists of fall and spring terms.

The following are examples of Associated Students Auditorium fee calculation for a student taking classes on the San Luis Obispo Campus and at another Cuesta College site for one academic year:

**FALL TERM**

7 credits at San Luis Obispo Campus.....	\$7.00*
3 credits at North County Campus.....	\$0.00
Total.....	\$7.00

**SPRING TERM**

3 credits at San Luis Obispo Campus.....	\$3.00**
4 credits at North County Campus.....	\$0.00
Total.....	\$3.00

\*\$7.00 paid in Fall + \$3.00 paid in Spring = \$10.00 fee paid in full for academic year.

\*\*Fee partially paid for year

This fee is nonrefundable unless the student drops the associated San Luis Obispo campus class on or before the Sunday prior to the start of the term/session for a full-term course or before the first class meeting for a short-term course.

**Associated Students Auditorium (Student Center) Fee Exemptions**

The Student Center fee shall not apply to:

- A student enrolled in non-credit courses.
- A student who is a recipient of the benefits under the TANF (Temporary Aid to Needy Families) program, the Supplemental Security Income/State Supplementary Program, or the General Assistance program. To have the fee waived, a student must provide documentation of participation in these programs through the Financial Aid Office prior to registration.
- Students enrolled in courses at North County or South County only.

**Student Representation Fee**

A vote of the students authorized the collection of a mandatory Student Representation fee from every credit student each term. Monies collected will be used by the student government to advocate and lobby for student legislative issues such as eliminating fee hikes, advocating for adequate child care for student parents, and increasing state funding for community colleges. Other uses include leadership training, meeting with other student leaders and elected officials, and necessary supplies to support students in their advocacy and lobbying efforts.

The fee is charged during the registration process. A student may decline to pay the fee for religious, political, financial, or moral reasons. Students must sign a waiver prior to registration. The fee is nonrefundable once the term or session begins. Forms are available in the Cashier’s Office at all campus locations. The form is also available on the Web at [academic.cuesta.edu/admrrreg/polforms.htm](http://academic.cuesta.edu/admrrreg/polforms.htm) for students to print and complete. The form may be submitted to the Cashier’s Office or faxed to (805) 546-3169.

Associated Student Governments are allowed to implement the Student Representation fee according to Education Code 76060.5. This per-term

fee can be utilized by the ASCC to fund only those purposes listed above. For further information, please contact your ASCC Representative at the San Luis Obispo Campus Student Center, Building 5300. The Student Representation fee is not an eligible tax credit fee.

NOTE: The Student Representation fee may not be used to support individual candidates or campaigns.

**ASCC Student ID Card Fee**

The Student ID Card provides a college picture ID for use in campus labs, the library, the bookstore, and other locations on campus. The fee helps fund student jobs, student activities, critical campus programs and services, as well as providing discounts within the community. For more information on ASCC Student ID Card benefits, please visit our website [academic.cuesta.edu/lead/stuid.html](http://academic.cuesta.edu/lead/stuid.html). This optional fee is nonrefundable/nonreversible once the term or session begins. The ASCC Student ID card is to be purchased/renewed each term, even if a student has already had her or his picture taken. The ASCC card fee is not an eligible tax credit fee.

If the ASCC Student ID card is lost, stolen, or mutilated, the student will be provided, free of charge, one replacement during the student's Cuesta career. For any additional cards there is a \$2 replacement fee. Contact the Student Life and Leadership Office at (805) 546-3289 for picture ID dates, times, and information.

**Parking Fee**

Parking permits required for all vehicles parked on all campus property or roadways.

Term permits per vehicle are:

<b>Automobiles/vans/trucks</b> .....	\$30.00(Fall / Spring)
.....	\$ 7.50 (Summer)
<b>Each additional automobile/van/truck</b> .....	\$30.00 (Fall / Spring)
.....	\$ 7.50 (Summer)
<b>Motorcycles/mopeds</b> .....	\$ 5.00 (Fall / Spring)
.....	\$ 2.50 (Summer)
<b>Each additional motorcycle/moped</b> .....	\$ 5.00 (Fall / Spring)
.....	\$ 5.00 (Summer)

Registered students may purchase parking permits on-line through myCuesta/my Web Services. Permits purchased two weeks prior to the start of the semester will be mailed to the address on the student record. All other online permit purchases may be picked up at the campus police office. This fee is nonrefundable once the term or session begins. The parking permit fee is not an eligible tax credit fee.

For a copy of the College parking regulations, contact the San Luis Obispo Campus Public Safety Office at (805) 546-3205, or the North County Campus Public Safety Office at (805) 591-6205, or go to <http://academic.cuesta.edu/safety/>.

**Material Fees**

Credit and noncredit courses with mandatory material fees are identified in the class schedule and class finder. Fees are charged at the time of registration. This fee is nonrefundable unless the student drops the class on or before the Sunday prior to the start of the term/session for a full-term course or before the first class meeting for a short-term course.

**FEE PAYMENTS**

Students may pay fees, clear incurred debts (with the exception of library fines), purchase parking permits or Regional Transit Authority (RTA)

discount passes, obtain and file refund forms, and handle other situations as they pertain to student accounts at the Cashier's Office. Credit card payments may only be made online through myCuesta (Student tab Direct Links to Registration Services Pay Fees — View Account.) For tax purposes students are responsible for retaining receipts as a record of fees paid.

The Education Tax Credit benefit is available to Cuesta students who enrolled in credit courses for year and were charged eligible fees. Eligible fees include:

- Enrollment Fee
- Student Center Fee
- Non-Resident Tuition
- Materials Fee

A Form 1098T will be produced for students who were charged eligible fees. A 1098T will not be produced for students whose eligible fees were waived. The 1098T will also not be produced for students who declined to provide their their social security number when submitting their Cuesta College admission application.

**REGISTRATION FEE PAYMENT POLICY**

**Students will be held financially responsible for fees related to classes not dropped within the refund deadlines.** Fees are due at the time of registration and may be paid by mail, in person at the Cashier's Office, or by credit card – online only (VISA, MasterCard, Discover, or American Express). See myCuesta (Student tab Direct links to registration for online payments.) Holds will be placed on all records and future transactions for unpaid fees. Students will **NOT** be dropped from classes for unpaid fees.

**Credit card**

Payments may only be made online through myCuesta (Student tab "Direct Links to Registration Services" Pay Fees – View Account.) Payments of check, money order or cash may be submitted to the Cashier's Offices. Save fee payment receipts for your education tax credit filing.

**Mail-in**

Mail-in payments should be addressed to the Cuesta Cashier's Office, PO Box 8106, San Luis Obispo, CA 93403-8106. Payment drop boxes are located outside of the Cashier's Offices for payments made after hours. A \$25.00 service charge will be charged for all checks returned for insufficient funds, stop payments, etc.

**In-Person**

Payments by cash, check or money order can be made at the Cashier's Office at either

- San Luis Obispo Campus, Building 3100, Student Service Center, (805) 546-3949
- North County Campus, Building N3000, room N3041 (805) 591-6217

Any unpaid fees will result in a hold placed on the student's records blocking access to future registration, grades, transcripts, and will limit access to certain campus services. Students will **NOT** be dropped for unpaid fees.

To retain a seat in the class, students are strongly advised to attend the first class meeting. Students, who remain enrolled after the refund deadline, are financially responsible for payment of fees even if they drop the class or are dropped by the instructor after the refund deadline. It is the student's responsibility to drop and add classes.

### **REFUNDS FOR DROPPED COURSES**

Students must submit a written request for a refund to the Cashier. Students may request a form from the Cashier, print an online form, or submit a letter outlining the request and postmarked by the appropriate date listed below. A \$10.00 processing fee is assessed on enrollment refunds initiated by students. A full refund includes enrollment, non-resident, health, ASCC Student ID Card, Student Center and student representation fee, material, and parking fees (parking permit must be returned in usable condition). Partial refunds include only enrollment and non-resident fees. Refund checks are mailed to the address listed on the student's records approximately six to eight weeks after the request has been received.

#### **Full Refund**

Students must drop a course by the Sunday before the start of the term to receive a full refund of fees, less a \$10.00 processing fee. A written request for a refund must be submitted to the Cashier's Office by the end of the second week of Summer Session.

#### **Partial Refund**

The student will receive a partial refund for a course dropped on or after the first class meeting and within the last day to drop for a refund deadline. The last day to drop with a refund deadline is posted in the online Class Finder by clicking on the CRN and appears on an enrolled student's myCuesta Class Schedule/Receipt. A written request for a refund must be submitted to the Cashier's Office by the end of the second week of Summer Session.

#### **Military Withdrawal**

Military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. The student must verify such orders with registration staff at the time of the withdrawal. Copies of these orders must be submitted by the student to the cashier with a written refund request. Students withdrawing under this college policy will receive a grade of "MW" for each course from which they withdraw and shall be entitled to a full refund of all enrollment fees paid to the college unless academic credit has been awarded.

#### **Administrative Withdrawal/Cancelled Classes**

Full refunds will be authorized for students who are withdrawn from courses by action of the College. If the class is cancelled, a written request for a refund must be submitted by the student to the Cashier. Automatic refunds will not be generated. Refund requests for cancelled classes must be submitted within 30 days of cancellation.

#### **Overpayments (excess fee payments)**

If a student overpays registration fees, the amount of the overpayment will be credited to the student's account for the following spring term. The credit may be applied to any additional registration fees incurred.

NOTE: Dropped classes will not generate an overpayment refund. Please refer to "Refunds for Dropped Courses."

### **TAX CREDIT**

Cuesta College, in compliance with the Taxpayer Relief Act (TRA) of 1997, Cuesta College will provide each student enrolled at Cuesta during the 2011 calendar year (spring, summer and fall) with a 1098T form. The 1098T form reports enrollment and fee information charged for the 2011 year and is provided to students who were charged eligible fees for credit courses at Cuesta. Form 1098T will not be sent to students whose eligible fees were waived; who did not submit a Social Security Number or who did not incur eligible debt in 2011 (i.e. BOGW/FA recipients). In January 2012, the form will be sent to the student's address on file with Cuesta at that time.

Students are encouraged to keep their registration receipts to confirm amount of fees paid during the 2011 calendar year, regardless of the term of enrollment. Eligible fees include: enrollment fee, non-resident tuition, student center fee, course fee.

If you have questions about the TRA's Hope Tax Credit and Lifelong Learning Credit:

- Consult your tax preparer
- Review the informational brochure included with the 1098T form
- Access the Cuesta College website Tax Credit Information page
- Access the IRS web site at [www.irs.gov](http://www.irs.gov).

## DISTRICT POLICIES AND REGULATIONS

Students are held individually responsible for the information contained in the Cuesta College Catalog and in the Student Code of Conduct. Failure to read and comply with college regulations will not exempt students from whatever penalties they may incur.

The college reserves the right to make changes, additions and/or deletions to the list of rules and regulations during the school year when deemed necessary by action of the administration and/or Board of Trustees.

### ***ACADEMIC PROBATION AND DISMISSAL***

Students who earn unsatisfactory grades may jeopardize their enrollment at Cuesta College. Academic achievement is monitored during the fall and spring semesters excluding summer session. A student is placed on academic probation at the end of a semester if the student's semester grade point average is less than 2.0, or "C average," on a four-point scale.

A student who earns less than a 2.0 GPA for two consecutive semesters is subject to dismissal from the college. For the purpose of this section, semesters are considered consecutive on the basis of the student's pattern of enrollment. For example, a student earning less than a 2.0 in fall 2010 and fall 2011 would be subject to dismissal if the student did not attend Cuesta during spring 2011. Dismissed students are not allowed to attend the subsequent semester. They must "sit out" for one full semester before regaining eligibility for enrollment.

Students are notified of their academic progress/dismissal status through their myCuesta e-mail account at the end of grade processing each semester. Students on academic dismissal may attend a Reinstatement Workshop and agree to their Reinstatement Contract to enroll or remain enrolled in their courses for the subsequent term.

Students, who do not attend a reinstatement workshop will be blocked from enrolling and must "sit out" the following term. Dismissed students who are enrolled in the subsequent term, will be administratively dropped from their courses. Students who choose to "sit-out" one or more terms will need to contact the Admissions & Records Office to be reinstated for their next term. Reinstatement or "sitting out" a semester, does not change the student's academic standing. Once a student's semester GPA is 2.0 (C) or higher the student will be removed from Academic Dismissal.

### ***PROGRESS PROBATION AND DISMISSAL***

Students who fail to complete courses in which they enroll may jeopardize their ability to enroll at Cuesta College. Academic progress is monitored during the fall and spring semesters excluding summer session. A student enrolled in a total of 12 credits at Cuesta College is placed on progress probation at the end of a semester if the percentage of all Cuesta College credits in which a student has enrolled, for which entries of "W," "I," and "NP" are recorded, reaches or exceeds 50 percent.

A student placed on progress probation for the third consecutive semester is subject to dismissal from the college.

Students are notified of their progress probation/dismissal status through their myCuesta e-mail account at the end of grade processing each semester. Students on progress dismissal may attend a Reinstatement Workshop and agree to their Reinstatement Contract to enroll or remain enrolled in their courses for the subsequent term.

Students who do not attend a reinstatement workshop will be blocked

from enrolling and must "sit out the following term. Dismissed students who are enrolled in the subsequent term, will be administratively dropped from their courses. Students who choose to "sit-out" one or more terms will need to contact the Admissions & Records Office to be reinstated for their next term.

Reinstatement or "sitting out" a semester, does not change the student's academic standing. A student on progress dismissal shall be removed from probation/dismissal when the percentage of entries of "W", "I", and "NP" recorded drops below 50 percent.

Contact the Office of the Director of Admissions and Records or Director of Counseling for additional information.

### ***ACADEMIC RENEWAL WITHOUT COURSE REPETITION***

Previously recorded substandard academic work may be disregarded in the calculation of a student's grade point average if the work is not reflective of the student's present scholastic level of performance.

1. Academic renewal may be applied to two distinct terms/sessions of work and is a one-time irreversible option.
2. Academic renewal cannot be used to disregard prior academic credit or course work which has been applied toward an associate degree or certificate earned at Cuesta College.
3. For any term/session in which course work is to be disregarded, substandard academic work in that term/session will be disregarded, excluding satisfactory academic work.
4. If grade alleviation has already been applied two times for a course included in the requested term/session to be disregarded, the course will not be eligible for academic renewal without repetition and will remain on the academic record. No more than two substandard grades may be alleviated from the calculation of the student's grade point average for a course.
5. A period of at least two years must have elapsed since the completion of the work to be alleviated.
6. To alleviate course work, the student must have:
  1. Completed a minimum of 15 semester credits since the term(s) to be alleviated with at least a 3.0 grade point average; or
  2. Completed 30 semester credits since the term(s) to be alleviated with at least a 2.5 grade point average; or
  3. Completed 45 semester credits since the term(s) to be alleviated with at least a 2.0 grade point average.
7. Recalculation of the grade point average will be used toward qualification for graduation with honors.
8. Academic standing for the term/session(s) will be adjusted.
9. Permanent academic records will be annotated in such a manner that the record of all work remains legible, ensuring a true and complete academic history.

The student initiates the request by filing a Petition for Academic Renewal without Course Repetition in Counseling Services. The petition must be signed by the student and counselor.

- The student must submit official (sealed) transcripts from

all accredited colleges or universities where course work was completed.

- The Director of Counseling will make the final determination for academic renewal without course repetition.
- The petition is forwarded to the Admissions & Records Office for a college evaluator to review all evidence pertaining to the student's petition for academic renewal without course repetition.
- If academic renewal requirements are met, eligible courses will be alleviated from the student's permanent record.
- Calculation of the student's grade point average begins at the first term being alleviated under academic renewal.

Alleviated course work will be annotated on the student's transcript with an "E" for exclusion with a notation of "Academic Renewal" and the substandard grade will be excluded from the student's grade point average calculation.

### **ATTENDANCE**

Normal progress and successful completion of scholastic work depends upon regular attendance. Students are expected to attend all classes and laboratories for which they are registered. Instructors set an attendance policy for each class, and it is the student's responsibility to know and comply with each one. Instructors may drop a student from a class for infractions of the attendance policy. (To assure a seat in the class, students are advised to attend the first class session.)

It is the student's responsibility to officially withdraw from a course which the student is no longer attending. Failure to officially withdraw from a class may result in an "F" or failing grade.

### **AUTHORITY OF INSTRUCTOR**

The Board of Trustees shall establish rules and regulations for student conduct while on campus and/or engaged in any college-sponsored activity.

The Vice President of Student Services or designee shall be responsible for enforcing rules and regulations for all activities of students at times and places when students are under college jurisdiction, except that individual teachers are given the power to suspend students for good cause for the remainder of the subject school day, plus up to one additional class meeting. The Vice President of Student Services or designee is responsible for administering disciplinary functions.

All students are expected to conduct themselves in an acceptable manner while on campus or at off-campus sites and when representing Cuesta College in any off-campus activity. Specific rules and regulations, and applicable penalties for violation of the Student Code of Conduct (California Education Code Title V, sections 66300, 76030, and 76033), are provided in this section. Each student has the responsibility to be aware of college regulations.

### **Scope of Application**

These rules apply to all actions of students of the college on District property and at all activities sponsored by the college or registered student organizations, whether occurring on or off the campuses or other instructional sites.

### **Standard of Conduct**

Students attending Cuesta College assume an obligation to conduct

themselves in a manner compatible with the Student Code of Conduct and Academic Honesty Regulations, and the Student Computer Technology Access Agreement.

An instructor may remove a student for good cause from his or her class for the day of removal and the next class meeting (Educational Code 76032 and 76033). The instructor shall immediately report the removal to the Vice President of Student Services for appropriate action. During the period of removal, a student shall not be returned to the class from which her or she was removed without the concurrence of the instructor of the class.

An instructor may drop from class a student who is neglecting the work of the course.

### **COURSE LOAD**

A full-time student is a student who is enrolled in a minimum of 12 credits per semester (four credits per summer session). Students enrolled in fewer than 12 credits are considered to be less than full-time. Students are limited to a maximum of 19 credits during the fall and spring semesters (nine credits during the summer session), including both day and evening classes. To take more than the maximum number of credits, a student must have an outstanding academic record and must obtain approval from a counselor before registering.

### **COURSE REPETITION POLICY**

#### **Repeatable Course**

A repeatable course is identified in the college catalog and online Class Finder as repeatable more than one time.

- The student may petition to enroll in two sections of the same repeatable course if the length of the course is such that a student may enroll in two or more sections of the same course during the same period without being enrolled in more than one section at any given time.
- A student may repeat a course designated as a repeatable course including variable credit open-entry/open-exit courses up to the maximum number of allowed repetitions for that course.
- No more than two substandard grades may be alleviated within the allowable repeat limits for a repeatable course. If a course is repeated two or more times, the first two substandard grades will be excluded in calculating the student's GPA.
- Course repetition will not be allowed in a repeatable activity course beyond the maximum number of allowed repetitions for the course, which may be no more than three (3) terms/sessions.

#### **Non-Repeatable Course**

A non-repeatable course is a course in the college catalog that is not identified as repeatable.

- Substandard Grade - a grade of "D+," "D," "D-," "F," "FW," "NP," or "NC."
  - o A student will be permitted to retake a non-repeatable course in which a substandard grade or "W" was earned one time without a petition.
  - o If a student has earned a second substandard grade or "W" in a course, the student must agree and sign a Third Enrollment Agreement to be released to register for the third repetition of a course.

o Each non-repeatable course in which a substandard grade has been earned may be repeated two times only for grade alleviation unless such repetition is provided by District policy. The repeated course must contain the equivalent credit value or higher. The previous grade and credit will be disregarded in calculation of the student's grade point average even if the previous grade was higher.

- Satisfactory Grade – a grade of “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “P,” or “CR.”

o A course in which a satisfactory grade was received may not be repeated unless such repetition is provided for in the official course description or by District policy.

### Limitations on Withdrawal (“W” symbol)

Each non-repeatable course in which a “W” has earned may be repeated for a maximum of two times. The student may earn no more than three (3) withdrawals in the same course.

- Military withdrawals (“MW”) do not count against the “W” withdrawal limit.
- A student who has previously earned a maximum of three (3) withdrawals for a course that has a petition approved to repeat may only earn a satisfactory or substandard grade for the course. The student may not earn an additional “W” symbol unless the student demonstrates extenuating circumstances to justify an additional withdrawal for the course.

### PETITION TO REPEAT

Students may submit a “Petition to Repeat a Course” under certain circumstances as provided by Title V, California Code of Regulations and Cuesta College Board Policy. Petition approvals are reviewed by the Director of Admissions & Records, the North County Campus Dean, or designee.

**Significant Lapse in Time:** A student may petition to repeat a course, one time, where a satisfactory grade of “C” or better was earned if:

- the course is in a sequential series established by prerequisites such as math, science, and language courses and a period of two or more years has passed and an additional repetition of the course is essential for review of content in order to successfully advance to the next level;
- the District has established a recency prerequisite for a course or program;
- another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course.
- The grade and credit earned will not be included in the calculation of the student's grade point average.

### Disabled Student Accommodation

A student may repeat a special class for students with disabilities any number of times as required as a disability-related accommodation under the following circumstances:

- When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;

- When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or

- When the student has a student educational plan which involves a goal other than completion of the special class in question and repetition of the course will further achieve that goal.

- Authorization by Disabled Student Programs and Services (DSPS) staff or a medical professional's recommendation will be required on the petition.

- The grade and credit earned will not be included in the calculation of the student's grade point average each time the course is taken.

### Legally Mandated Training

A student may repeat a course any number of times as required to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade and credit will be included in the calculation of the student's grade point average each time the course is taken.

### Extenuating Circumstance – Prior Substandard Grades

A student may petition to repeat a course, one time, based on extenuating circumstances in a prior enrollment in which three (3) substandard grades have been earned. Extenuating circumstances are extreme cases of documented, verifiable circumstances beyond the student's control.

- The previous grade and credit earned will be disregarded in the calculation of the student's grade point average if either a substandard or satisfactory grade is earned.

### Extenuating Circumstance – Prior Satisfactory Grade

A student may petition to repeat a course, one time, based on extenuating circumstances in a prior enrollment in which a satisfactory grade has been earned. Extenuating circumstances are extreme cases of documented, verifiable circumstances beyond the student's control.

- The grade and credit earned will not be included in the calculation of the student's grade point average each time the course is taken.

### ENROLLMENT PRIORITIES

All courses of the District shall be open to enrollment to all eligible students, subject to a registration priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

Definition of student enrollment statuses referenced below:

**Continuing Student:** was enrolled after the fourth week of, or received a grade, in the previous term.

**New First-time Student:** never attended Cuesta College prior to the application term.

**Former Student:** attended Cuesta in the past, but was not enrolled in the term prior to the application term.

**Re-Entry Student:** is at least 25 years of age and has not attended a college or university within the past 5 years.

**New Transfer Student:** is enrolling at Cuesta for the first time after attending another post-secondary institution.

**Special Part-time Student (Enrichment Student):** is under the age of 18 and currently enrolled in grades 9-12, and eligible to attend Cuesta College. (Board Policy 5055).

Registration Priority Groups are defined below. Students will continue to have access to register after their priority date.

#### PRIORITY 1

Continuing students, who have completed, or are currently enrolled in a minimum of 12 semester credits for Cuesta College degree applicants and 3 semester credits for Cuesta College Certificate applicants; who will complete their remaining AA or AS degree requirements, and/or Certificate requirements within one semester (i.e. apply in fall and complete by end of spring), and have applied for their degree and/or Certificate by the application deadline. Students will receive priority in this classification one time.

#### PRIORITY 2

Graduating seniors from local (San Luis Obispo County) high schools who complete the admission application by the deadline and complete one or more components of the matriculation process, which may include assessment, orientation, or the completion of the Student Education Plan (SEP) (Fall only).

#### PRIORITY 3

Documented eligible new or continuing students participating in the Disabled Student Programs and Services (DSPS), Extended Opportunity Programs and Services (EOPS), all veterans, veterans' spouses and veterans' dependents receiving VA benefits to attend Cuesta College and who meet the criteria established by Education Code 66025.8, and individual groups identified as a requirement to meet legislative and/or grant compliance obligations.

#### PRIORITY 4

New or continuing students who have met the specific eligibility criteria for each of the following: CalWORKs Program, Intercollegiate Athletics during the semester of active team participation, Re-entry Program, Pre-nursing Program, Facilitated Assisted Learning (FAL) facilitators, ASCC leaders, student employees, staff, faculty, retired faculty and staff having earned emeritus distinction, and dependent children (with the exception of special part-time students), spouses, and domestic partners of faculty or staff.

#### PRIORITY 5

Continuing Cuesta College students will receive priority registration based on the total number of credits completed at Cuesta College. Credit increments:

- 5.1. Equal to or greater than 48.0 credits
- 5.2. Equal to or greater than 24.0 credits and less than 48.0 credits
- 5.3. Equal to or greater than 12.0 credits and less than 24.0 credits
- 5.4. Less than 12.0 credits

#### PRIORITY 6

First-time students and new re-entry students, will receive this registration priority when they apply and complete one or more components of the matriculation process, which may include assessment, orientation or the completion of the Student Education Plan (SEP).

#### PRIORITY 7

First-time, former, and transfer students who apply for admission and are not eligible for any other priority, register during the open access registration period.

#### PRIORITY 8

Special Part-Time Students (Enrichment) concurrently enrolled in grades 9-12, who have completed the admission application, permit to enroll, and have met all course prerequisites, are eligible to enroll during this time.

#### CHALLENGE

A student may challenge their registration priority by petition with the Vice President of Student Services or designee. To be considered, the challenge must include validation of special circumstances and need.

#### Enrollment Limitations

A student's ability to enroll in a course may be limited or restricted by the following:

- Enrollment in courses and programs may be limited to students meeting properly
- Established prerequisites and co-requisites.
- Enrollment in courses may be restricted for specified student holds as listed in the college catalog.
- Enrollment in courses by F-1 International students will be restricted until they meet all of the requirements of their application and attend the International Student Orientation.
- Minimum age course requirements for special part-time students.

Enrollment in courses and programs may also be limited due to the following practical considerations:

- Health and safety considerations
- Facility limitations
- Faculty workload
- Availability of qualified instructors
- Funding limitations
- Regional planning
- Legal requirements
- Contractual requirements
- Classroom enrollment caps

#### FERPA

The Family Education Rights and Privacy Act (FERPA) affords a student certain rights with respect to their education records. These rights include:

- The right to inspect and review their own educational record.
- The right to seek to amend their own educational record.
- The student must make a written request to the Director of Admissions and Records at the San Luis Obispo Campus and provide the names of the records they wish to review or amend. The administrator will respond with the timeframe and location for the materials to be reviewed.
- The right to have some control over the disclosure of information from their educational records. One exception that permits disclosure without consent is the disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide service instead of using College employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing her or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- The right to file a claim with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

### Directory Information

At its discretion, Cuesta College may provide “directory information” in accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA).

Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Personal identifiers, such as student identification numbers or social security numbers, race/ethnicity, gender, religious preference grades and GPA are not directory information. Cuesta College has identified the following elements as directory information:

- Name
- Field of Study
- Degrees and Certificates Earned
- Dates of Attendance
- Level of Enrollment (# of Credits)

Participation in officially recognized activities and sports

Contact a registration center for information about restricting the release of directory information.

### Electronic Files

The Family Educational Rights and Privacy Act does not differentiate between the medium of storage or the method of transmission. There is

no legal difference between the level of protection afforded to physical files over those that are stored or transmitted electronically or in any other form

### FINAL EXAMINATIONS

Final examinations will be given in all courses at the end of each semester, short course, or summer session. Dates and times are listed in the schedule of classes and on the Cuesta College website.

### GRADING POLICIES

Courses shall be graded using the grading symbols established by Title 5. Effective fall 2008, faculty may use the following evaluative letter-grading symbols:

Symbol Definition  
Grade Point (4-Point Scale)

<b>A</b>	4.0 (Excellent)
<b>A-</b>	3.7
<b>B+</b>	3.3
<b>B</b>	3.0 (Good)
<b>B-</b>	2.7
<b>C+</b>	2.3
<b>C</b>	2.0 (Satisfactory)
<b>D+</b>	1.3 (Less than Satisfactory)
<b>D</b>	1.0
<b>D-</b>	0.7
<b>F</b>	0.0 (Failing)

**P** Passing (At least satisfactory C/2.0) – units awarded are not counted in GPA. “P” has the same meaning as “CR,” as that symbol was defined prior to fall 2008.

**NP** No Pass (Less than satisfactory C/2.0) – units awarded are not counted in GPA. “NP” has the same meaning as “NC,” as that symbol was defined prior to fall 2008.

**I** Incomplete – Incomplete academic work for unforeseeable, emergency, and justifiable reasons. Condition for removal of the “I” shall be stated by the instructor in a written record with a copy to the student. The “I” must be made up before the end of the following regular semester or it will be considered as an “F” grade or “NP” if grading option selected. The “I” symbol shall not be used in calculating credits attempted nor for grade points.

**IP** In Progress – The “IP” symbol shall be used to denote that the class extends beyond the normal end of an academic term. “IP” shall not be used in calculating grade point average.

**RD** Report Delayed – This symbol is assigned by the Director of Admissions and Records only. It is used when there is a delay in reporting grades by the instructor. This is a temporary notation and is not used in calculating GPA.

**W** Withdrawal – The “W” symbol is assigned when a student officially withdraws between the beginning of the third and end of the twelfth week of instruction for full semester courses. For courses that are less

than 18 weeks in length, withdrawal must be made during the first 20 percent of the course. (During summer sessions the withdrawal period extends through the fourth week of instruction.) Students who withdraw prior to the second week of instruction for full semester courses, or prior to the completion of the first 20 percent of the course for short courses, shall have no notation (“W” or any other) on their record. The academic record of a student who remains in a class beyond the twelfth week must reflect a symbol other than a “W.”

**MW** Military Withdrawal – The “MW” symbol is assigned when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, an “MW” may be assigned at any time after the twelfth week deadline for dropping classes. Military withdrawals shall not be counted in progress probation and dismissal calculations.

#### Grade Changes

After a grade has been issued, only the instructor has the authority to change the grade per California Education Code Section 76224. A student wishing to have a posted grade changed must submit appropriate documentation to the instructor who issued the grade and must request that the grade be changed. Based on an evaluation of the student’s progress in the course and the documentation, the instructor may or may not change the grade. Grade changes must be delivered to the Office of the Director of Admissions and Records by the instructor.

There is a deadline of six months from the date that the grade is posted to initiate a grade change.

#### Course Grades

Grades are available for viewing within Cuesta College’s student portal, myCuesta, four weeks after the last day of the term. Grades are not sent to students, but an unofficial grade report may be requested by presenting a photo identification card to an Admissions & Records service center staff member at any campus location.

#### Pass/No Pass

A student may select “pass/no pass” (formerly credit/no credit) through the fourth week of instruction for 18-week courses or, if the course is less than 18 weeks in duration, within the first 20 percent of the course. Students may change back to a letter grade prior to the fourth week or 20 percent deadline. After the fourth week or 20 percent deadline, students may not reverse their pass/no pass grading decision.

- Some general education, degree and certificate course work must be taken for a grade. Consult a counselor or program description. No more than 12 credits of “pass/no pass” may be applied toward the Associate in Arts or Associate in Science degree.
- Courses listed in the schedule as “pass/no pass” grading option may be taken only once for “pass/no pass.” The student may, however, repeat the course for a letter grade.
- Students shall receive a “P” (pass) if, at the end of the semester, a grade of “C” (2.0) or better is earned. The “P” shall, when recorded, add credits completed but shall have no effect on the grade point average.
- Students performing unsatisfactorily (at less than C/2.0) shall receive a “NP” (no pass) which, when recorded, will not increase credits completed and will not be used to calculate the grade point average. However, credits attempted for which an “NP” is recorded shall be considered in academic progress calculations to determine probation and dismissal status.

- Students may only select one course per semester on the “pass/no pass” option. Some courses are graded only on a “pass/no pass” basis. Enrollment in these courses will not affect the student’s right to select one additional class within the guidelines listed above.

- Students repeating a course in which a substandard grade was earned may not request a repeat discount if the pass/no pass grading option was selected for the second attempt.

#### LIBRARY FINES

Under authority of Section 72237 of the California Education Code, Cuesta College may withhold grades, transcripts, diplomas, and registration privileges from any student who fails to return books or materials to the library when due or have lost or damaged any books or materials.

Students shall have their records released when they:

- Return books or materials
- Pay charges for books or library materials.

#### MAINTENANCE ALLOW FOR STUDENTS FROM MODOC AND MONO COUNTIES

Students attending Cuesta College from Modoc and specific areas of Mono counties are eligible for a maintenance allowance if they maintain a permanent address in either county and all requirements are met. For information about eligibility requirements, contact the Cuesta College Registration Office at (805) 546-3100, Ext. 2325.

#### NONDISCRIMINATION IN-DISTRICT

##### Unlawful Discrimination Procedures

The policy of the San Luis Obispo County Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to the benefits of or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the San Luis Obispo County Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of.

In so providing, the San Luis Obispo County Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

### Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

### Academic Freedom

The San Luis Obispo County Community College District Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause discomfort to some students. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom, the San Luis Obispo County Community College District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

### How to File a Formal Discrimination Complaint

1. A FORMAL COMPLAINT MUST BE INITIATED BY FILLING OUT THE ATTACHED FORM APPROVED BY THE STATE CHANCELLOR'S OFFICE. That form is attached as the last page of board policy 1565, and has the title heading of "Unlawful Discrimination Complaint Form." YOU MUST SEND THAT COMPLETED FORM TO EITHER:

- San Luis Obispo County Community College District, Attn: Executive Director Of Human Resources And Labor Relations, Administration Building, Room 8003, San Luis Obispo, CA 93403-8106; Or
- Chancellor's Office, California Community Colleges, 1102 Q Street, Sacramento, California 95814-6511, Attention: Legal Affairs Division

2. The complaint must allege unlawful discrimination prohibited under Title 5, section 59300.

3. The complaint must be filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator.

4. In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.

5. In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

### What Happens When a Formal Discrimination Complaint is Filed?

The District will then complete an "Administrative Determination." Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report (containing the administrative determination) to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:

1. The determination as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
2. A description of actions taken, if any, to prevent similar problems from occurring in the future;
3. The proposed resolution of the complaint; and
4. The complainant's right to appeal to the District Board of Trustees and the State Chancellor.

### REMEDIAL COURSE WORK LIMITATION

A student who has completed 30 credits of remedial course work, but who has not attained full eligibility for college-level work, shall be dismissed from the college and referred to non-credit education courses unless a waiver has been granted.

Remedial course work refers to pre-collegiate basic skills courses designated as non-degree credit courses, the purpose of which is to prepare students for successful completion of associate degrees, transfer, or certificate courses. These courses are specifically designed to meet the needs of underprepared students so that the quality and rigor of the associate degree curriculum is protected.

A waiver of the limitation on remedial course work may be provided to any student who shows significant measurable progress toward the development of skills appropriate to the student's enrollment in college-level courses. Measurable progress is defined by transcripts, pre- and post-test measures, demonstrated progress toward an educational goal sustaining progress of education or social goals and objectives as documented in a Student Educational Plan (SEP). If a waiver is granted, its duration should not exceed one academic year and would normally be of one semester's duration.

Students enrolled in one or more courses of English as a Second Language (ESL) or students identified by the district as having a learning disability are exempt from the 30-semester-credit limitation (California Education Code Title 5, Section 55756.5).

### SCHOLASTIC HONORS

#### Academic Honor List

Students who enroll and complete 12 or more credits and earn a 3.25 grade point average with no grade lower than a "C" will be placed on the Academic Honor List. The student's academic record at Cuesta College will be annotated to reflect this achievement. The achievement is posted under the qualifying semester on the student's academic transcript.

Students in the Registered Nursing Program may make the Academic Honor List using the criteria listed above; however, due to the number of contact hours in this program, an R.N. student will be considered when enrolled in 11 or more credits.

### Graduating With Honors

Students who meet the requirements for graduation with a cumulative grade point average of 3.5 to 3.74 qualify for honors recognition.

The graduation grade point average is based on all degree applicable coursework completed at all postsecondary institutions through the term degree requirements are completed. This acknowledgement is posted on the student's diploma and on the academic transcript. Students receiving honors are recognized at commencement with a green cord.

### Graduating With High Honors

Students who meet the requirements for graduation with a cumulative grade point average of 3.75 to 4.0 qualify for high honors recognition. The graduation grade point average is based on all degree applicable coursework completed at all postsecondary institutions through the term degree requirements are completed. This acknowledgement is posted on the student's diploma and on the academic transcript. Students receiving high honors are recognized at commencement with a white cord.

### Alpha Gamma Sigma (AGS) Honor Society

Alpha Gamma Sigma (AGS) is a state-wide community college student honor society with the purpose of fostering, promoting, maintaining, and recognizing scholarship. In addition, AGS members develop character and civic responsibility through service to AGS, the college, and the community. The Gamma chapter at Cuesta College provides its membership scholarship opportunities, social activities, and leadership-building skills. Membership is based on grade point average. More information may be obtained from the Student Life and Leadership Office. Recognition of AGS membership is posted on Cuesta transcripts. Students with AGS membership are recognized at commencement with a gold cord.

### SERVICE ANIMALS

This policy is to provide regulations regarding the use of service animals on District property, to comply with ADA Regulations; and to ensure that an individual with a verifiable disability, visual or not, who needs a service animal may participate in and benefit from District and College services, programs, and activities.

#### Background

1. Service animals are animals trained to assist individuals with disabilities in the activities of normal living. The Americans with Disabilities Act (ADA) definition of a service animal is “. . . any . . . animal individually trained to do work or perform tasks and functions that a person who is disabled cannot perform for himself or herself, and for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.” If an animal meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program.

2. Regulations implementing Title II of the ADA (28 C.F.R. Section 35.130(b)(7)), California law (Civil Code Section 54 et seq. and Penal Code Section 365.5), and San Luis Obispo County Community College District policy (Board Policy 7965 § VIII) allows service animals to accompany persons with verifiable disabilities onto all Cuesta College campuses or center.

3. This policy differentiates “service animals” from “pets”, describes types of service animals, denotes campus locations that are off-limits to service animals based only on issues of safety, and sets behavioral guidelines for service animals.

#### Definitions

1. Service Animal: Any animal individually trained to do work or perform tasks for the benefit of a person with a verifiable disability. Service animals are usually dogs. A service animal is sometimes called an assistance animal. If there is a question as to whether an animal is a service animal, contact one of the resources listed below:

- a. Director of Disabled Student Programs and Services;
- b. Director of Public Safety.

2. Partner/Handler: A person with a service or therapy animal. A person with a verifiable disability is called a partner; a person without a disability is called a handler.

3. Team: A person with a verifiable disability (or handler) and his or her service animal. The twosome works as a cohesive team in accomplishing the tasks of everyday living.

4. Trainee: An animal undergoing training to become a service animal. Trainees are permitted on District property, in accordance with regulations addressed above. A trainee will be housebroken and fully socialized. To be fully socialized means the animal will not, except under rare occasions, bark, yip, growl, howl, or make any type of disruptive noises; will have a good temperament and disposition; will not show fear; will not be upset or agitated when it sees another animal; and will not be aggressive. A trainee will be under the control of the handler at all times, who may or may not have a disability. If the trainee begins to show improper behavior, the handler will act immediately to correct the animal or will remove the animal from District property.

5. Therapy Animal: An animal with good temperament and disposition, and who has reliable, predictable behavior, selected to visit people with disabilities or people who are experiencing the frailties of aging or confinement as a therapy tool. The animal may be incorporated as an integral part of a treatment process. A therapy animal does not assist an individual with a disability in the activities of daily living. The therapy animal does not accompany a person with a disability all the time. Thus, a therapy animal is not covered by laws protecting service animals and the rights given to service animals.

6. Pet: A domestic animal kept for pleasure or companionship. Pets are not permitted in College facilities. Permission may be granted only by the Director of Public Safety for a pet to be in a college facility for a specific reason at a specific time (e.g., a pet dog or cat is used as a demonstration tool in a zoology class, speech class, etc.).

#### Types of Service Animals

1. Service Dog: A dog that has been specially trained as a “Guide Dog”, “Hearing Dog”, “Ssig Dog”, “Seizure Dog”, or “Assistance Dog”.

2. Guide Dog: A dog carefully trained to serve as a travel tool by persons with severe visual impairments or who are blind.

3. Hearing Dog: A dog that has been trained to alert a person

with significant hearing loss or who is deaf when a sound (e.g., a knock on the door) occurs.

4. **Ssig Dog:** A dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g., hand flapping). A person with autism may have problems with sensory input and need the same support services from a dog that a dog might give to a person who is blind or deaf.

5. **Seizure Dog:** A dog trained to assist a person with various types of seizure disorders; how the dog serves the person depends on the person's needs. The dog may stand guard over the person during a seizure, or the dog may go for help. A very few dogs have somehow learned to predict a seizure and warn the person in advance.

6. **Assistance Dog:** A dog that has been specially trained to assist a person who has mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, pulling a wheelchair, etc.

### Requirements for Faculty, Staff, and Students

1. Allow the service animal to accompany the partner at all times on campus, except where service animals are specifically prohibited, (Section VIII).
2. Do not pet a service animal. Petting a service animal when the animal is working distracts the animal from the task at hand.
3. Do not feed a service animal. The service animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.
4. Do not deliberately startle a service animal.
5. Do not separate or attempt to separate a partner/handler from his or her service animal.

### Requirements of Service Animals and Their Partner/Handler

1. **Vaccinations:** The animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, including but not limited to vaccinations against rabies, distemper, and parvovirus. Other animals must have had the appropriate vaccination series specific for the type of animal, [County Code § 9.08.150, 9.08.170, 9.08.180, 9.08.190]. All vaccinations must be current. Though dogs in San Luis Obispo County are not required to wear or display a rabies vaccination tag, the owner must provide proof of a rabies vaccination upon request.
2. **Licensing:** The County of San Luis Obispo ordinance [§ 9.08.160], following state law requires all dogs be licensed by the time they reach 4 months of age. Guide dogs, hearing dogs, dogs serving mobility-impaired persons, and other service animals receive the license at no cost, [County Code Title IX, § 9.08.260].
3. **Health:** The animal must be in good health, displaying no skin, eye, ear, or nose irritation, infection, or discharge, unless the animal has a release from a veterinarian showing the animal free of any health risk to the public. The animal must be free of fleas and external parasites.
4. **Leash and Control:** The animal must be on a leash at all times.

The partner/handler must be in control of the animal at all times. The care and supervision of a service animal is solely the responsibility of its partner/handler.

5. **Cleanup:** The partner/handler must follow District policy in cleaning up after the animal defecates. District policy requires the partner/handler to: always carry equipment sufficient to clean up the animal's feces whenever the animal and partner/handler are off the partner's property, or animal's home base.

6. **Registration:** A partner/handler who is a District disabled student who wishes to bring a service animal/trainee onto the campus must register his/her animal with the Disabled Student Programs and Services (DSPS) Department. Employees and other partners/handlers who wish to bring service animals onto the campus must register their animals with the Public Safety Office. Visitors with service animals must check in with the Public Safety Office. (See form at <http://academic.cuesta.org/president/BP/BP7000/7985.doc>)

### When a Service Animal Can Be Asked to Leave

1. **Disruption:** The partner/handler of an animal that is unruly or disruptive (e.g., barking other than warning or protection, running around, bringing attention to itself) may be asked to remove the animal from District property. If the improper behavior happens repeatedly, the partner/handler may be told not to bring the animal onto District property until the partner/handler takes significant steps to mitigate the behavior. Mitigation can include, but is not limited to, muzzling a barking animal, refresher training for both the animal and the partner/handler, or providing proof of additional certified training from a state licensed facility.
2. **Health:** Service animals that are ill should not be taken into public areas. A partner/handler with an ill animal may be asked to leave the District property.
3. **Uncleanliness:** Partners/handlers with animals that are unclean, noisome and/or bedraggled may be asked to leave District property. An animal that becomes wet or muddy, but is otherwise clean, should be considered a clean animal. Animals that shed in the spring sometimes may look bedraggled. If the animal in question is well groomed, consider the animal tidy even though its spring coat is uneven and messy-appearing or it has become wet from weather or weather-related incidents.

### Areas Off Limits to Service Animals

1. **Mechanical Rooms/Custodial Closets:** Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms, and custodial closets are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful.
2. **Areas Where Protective Gear is Necessary:** Any room where protective gear is worn is off-limits to service animals. Examples impacting students include the foundry, glass laboratory, wood and metal shops, photographic lab, and chemistry or biology labs.
3. **Areas Where There is a Danger to the Service Animal:** Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to all service animals.

**Exceptions:**

1. A Dean and Division Chair/Director, in consultation with an instructor, may authorize opening a laboratory to service animals.
2. A Dean and Division Chair/Director of a research laboratory or an instructor in a classroom or teaching laboratory with moving equipment may grant permission to an individual service animal and partner/ handler team to enter the research laboratory, classroom, or teaching laboratory with moving machinery. Admission for each team will be granted or denied on a case-by-case basis. The final decision shall be made based on the nature of machinery and the best interest of the service animal. Example: The machinery in a classroom may have moving parts at a height such that the tail of a large dog could easily be caught in it; which is a valid reason for keeping large dogs out. However, a very small hearing dog may be shorter than any moving part and, therefore, considered for admission to the classroom.
3. Access to other designated off-limits areas may be granted on a case- by-case basis by the Dean of Student Services.
4. To be granted an Exception: A student partner/handler who wants his or her service animal to be granted admission to an off-limits area should contact the Disabled Student Program and Services (DSPS) Department and any non-student partner/ handler, including an employee, who wants his or her service animal to be granted admission to an off-limits area should contact the Public Safety Department. An employee of DSPS or Public Safety, respectively, should fill out the disability accommodation request form for the partner/handler and then the partner/handler should take the form to the appropriate Dean, Division Chair, or instructor for his/her signature. This form will remain in the student's file in DSPS or on file in Public Safety, as appropriate, for the current semester only.
5. The District will work with a partner/handler whose service animal has been excluded for an off-limits area to otherwise reasonably accommodate the partner/handler's needs.

**Evaluation Procedures**

1. The District's Dean of Student Services or Director of Public Safety must determine whether the service animal meets the basic ADA definitions. This determination is based upon whether the service animal has been trained to provide the specific task or service required by the individual because of his/her disability (ies) and whether the animal can actually provide that task or service. If the animal cannot perform the identified task or service, the District may exclude the animal from its facilities and campuses.
2. The District must rigorously analyze whether the presence of the service animal would actually have a significant effect upon the service, program, or activity involved. If the District determines that the use of the service animal causes a fundamental alteration in District services, programs, or activities, the District may exclude the animal from its facilities and campuses. (28 C.F.R. § 130 (b)(7).)
3. The District must determine whether the presence of a particular service animal poses a significant risk to the health or safety of other persons that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services. In doing so the District must make an individualized assessment based on reasonable judgment that relies

on current medical knowledge or on the best available objective evidence to determine the probability that the potential injury will actually occur. If the District determines that the presence of the service animal does pose a direct threat to the health or safety of persons participating in District service, programs, or activities, the District may exclude the animal from its facilities and campuses. (28 C.F.R. § 36.208.)

4. If the District determines that the use of a particular service animal will not be permitted, the Dean of Student Services will take the following steps to ensure that the individual with a disability is not discriminated against on the basis of that disability:
  - Determine whether alternative modifications to District policies, practices, or procedures can be made to permit the individual to participate in District services, programs, or activities.
  - Determine whether academic adjustments or auxiliary aids may be used by a student with a disability to permit his/her participation in District services, programs, or activities.
5. An individual with a disability who is denied the use of a service animal may appeal to the Vice President of Student Services.

**Complaints**

Anyone dissatisfied with a decision made concerning a service animal should refer to the Unlawful Discrimination Grievance Procedures. (Board Policy 1565)

**SEXUAL ASSAULT**

Cuesta College is committed to maintaining a safe campus, a campus free of violence and the threat of violence. All persons who come onto the campus or onto any facility maintained by the college are expected to treat others with respect and consideration.

Cuesta College will not tolerate any physical or sexual assault or threat of assault, including acquaintance rape, on its campus or at facilities maintained by the college. Where there is probable cause to believe that the college's regulations prohibiting sexual assault have been violated, the college will pursue vigorous investigative action through its own channels. Disciplinary actions include the possibility of suspension or dismissal from the college.

A student or employee charged with sexual assault can be prosecuted under California penal code statutes and disciplined under the college's Code of Student Conduct and board policy. Even if the criminal justice authorities choose not to prosecute, the college can pursue disciplinary action.

Cuesta College is committed to doing everything within its power to prevent sexual assaults from occurring and disciplining assailants when rape or other assault occurs on campus property or at college-sponsored events, and to provide prompt and compassionate services to students, faculty and staff who are raped or otherwise sexually assaulted. The college is further committed to ensuring that students, faculty, and staff are not adversely affected for bringing forward a charge of rape or sexual assault.

In order to provide a safe environment for students, faculty, staff, and guests, the college has established a multifaceted program composed of response procedures, prevention and education guidelines, services for victims, and sanctions.

## SEXUAL HARASSMENT

The policy of the San Luis Obispo County Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

### Definition

“Sexual harassment” means 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 workplace or in the educational setting, and includes but is not limited to:

1. Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of sexual harassment which appear in a written form include, but are not limited to: suggestive or obscene letters, notes, and invitations. Examples of verbal sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
2. Continuing to express sexual interest after being informed that the interest is unwelcomed.
3. Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of this type of sexual harassment within the work place: implying or actually withholding grades earned or deserved; suggesting that a poor performance evaluation will be written; or suggesting that a scholarship recommendation or college application will be denied.
4. Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee’s career, salary, and/or work environment.
5. Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
6. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications in exchange for sexual favors.

### Retaliation

It is unlawful for anyone to retaliate against someone who files a sexual harassment or other unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

### Procedures

Procedures for investigating complaints shall be the same as those outlined in Board Policy 1565 Unlawful Discrimination Grievance

## Summary of Your Rights to Seek an Information Resolution

(This is only a summary; please see Board Policy 1565 and 1575)

1. You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges. To start the informal resolution process, please contact the Executive Director of Human Resources and Labor Relations in the administration building, room 8003, or by phone at (805) 546-3129.
2. You do not need to participate in informal resolution;
3. You have the right to file a formal complaint (see below for the procedure in doing so);
4. You will not be required to confront or work out problems with the person accused of unlawful discrimination;
5. You may file a non-employment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency’s jurisdiction.

If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency’s jurisdiction.

### Purpose of the Information Resolution Process

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal resolution process will be invoked when there is a simple misunderstanding or the complainant does not wish to file a formal complaint. An informal resolution may require nothing more than a clarification of the misunderstanding or an apology from the respondent and an assurance that the offending behavior will cease. You will be notified of the proposed informal resolution proposed by the District.

If you pursue the informal resolution process, you should note the following important points:

1. You will need to sign a document which indicates that you have selected the informal resolution process.
2. The District will complete its investigation within the time required by Board Policy 1565 unless you voluntarily rescind your complaint prior to completion.
3. Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). For example, if you are not satisfied with the outcome of the informal resolution process (including the District’s proposed resolution), you may elect to file a formal complaint.

## SMOKING / NON-SMOKING

The Board of Trustees of the San Luis Obispo County Community College District is committed to promoting a tobacco-free environment. Effective January 1, 2004, the following regulations are applicable to employees, students, and the public; and shall be implemented on District sites.

1. Smoking any form of tobacco or non-tobacco products is permitted only in designated areas of District property.

2. Designated areas shall be identified by prominent signage.
3. Smoking is prohibited in District vehicles.
4. The District shall make available to employees and students through the District Health Services a referral list of treatment centers for smokers, and other information on smoking that may assist individuals who wish to stop using tobacco products.
5. Communication of this policy/regulation shall be by means of prominently displayed "No Smoking" signs, notices in the College schedule of classes, catalog, web site, and distribution of the policy/ regulation to students and employees.
6. Enforcement of this policy/regulation shall be in accordance with established procedures for enforcement of other regulations.

### ***SPEECH, TIME, PLACE, AND MANNER***

#### **Speech and Advocacy**

- General Principle: Students have the right of free expression, advocacy, and action except to the extent that it interferes with, obstructs, interrupts, or detracts from the operation of the college or the promotion of its educational or community objectives.
- Time, Place, and Manner Regulations: The time, place, and manner of exercising speech and advocacy within the limits described in the General Statement shall be subject to prior approval by the Vice President of Student Services or designee. To be approved, an activity will require orderly conduct, non-interference with college functions or activities, and identification of sponsoring groups or individuals, and shall provide for one or more open discussion areas. It is expected that "good taste" will be exercised by all students. The Vice President of Student Services or designee shall provide reasonable protection to persons on campus against practices that would make them involuntary audiences.
- Non-college Speakers: Registered student organizations may invite non-college speakers to address meetings on campus only upon prior notification and approval of the Superintendent/ President or designee, who may deny the use of available college facilities if the meeting is deemed to be incompatible with the educational objectives and established policies of the college. Individual students or student groups which have not qualified as registered student organizations may not invite non-college speakers to address meetings on campus.
- Whenever the Vice President of Student Services or designee considers it appropriate in furtherance of educational objectives and established policies, the following may be required:
  - a. That the meeting be chaired by a person approved by the Vice President of Student Services or designee; and/or
  - b. That the speaker be subject to questions from the audience.

It shall be the intent of the Vice President of Student Services or designee to assure opportunity for the expression of a variety of viewpoints, except those specified prohibited in Board Policy 7850, Use of College Facilities.

#### **Speakers and Political Events Not Sponsored by Student Organizations:**

Free Speech Areas: San Luis Obispo Campus

1. The Cuesta College Patio - Behind the cafeteria;

2. The Flag Pole Area;
3. Grass-slope on north side of High Tech Center.

Free Speech Areas: North County Campus

1. Flagpole area of campus courtyard.
  - a. The entire area would be available for the discussion of all issues or philosophies, which are discussed in normal speaking voice.
  - b. Brochures may be handed out to individuals but may not be left in stacks or posted on school bulletin boards without appropriate approvals. All discarded brochures are to be picked up by those who distributed them.
  - c. No amplification equipment will be allowed without prior approval by the Vice President of Student Services or designee.
  - d. No speakers or brochures which advocate any illegal activity or the overthrow of the Government of the United States would be allowed to use the Free Speech Area.
  - e. Free speech areas will be under the supervision of the Vice President of Student Services or designee.
  - f. No speakers may interfere with the activities of students or others using the designated Free Speech Areas.

### ***STUDENT CODE OF CONDUCT***

The following examples of conduct are considered unacceptable and shall constitute just cause for discipline including but not limited to removal, suspension or expulsion of a student.

1. Dishonesty, including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the college;
2. Forgery, alteration, or misuse of college documents, records, or identification;
3. Disrupting, obstructing, or interfering with instructional, administrative, disciplinary, or other functions or activities of the college;
4. Physical abuse, threat, or assault of any person on District-owned or controlled property or at college-sponsored or supervised functions; or conduct which threatens or endangers the health or safety of any such person;
5. Stealing, damaging, or attempting to steal, or to damage District property or private property on District facilities or knowingly receiving stolen District property or private property on campus.
6. Unauthorized entry into or occupancy of any buildings or other facilities owned, rented, leased by, or otherwise under the control of the college;
7. Unauthorized possession or use of any personal property or equipment of the college;
8. Violation of college policies or of campus regulations, including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression;
9. Disorderly conduct or lewd, indecent, or obscene conduct or expression;

10. Failure to comply with directions of college officials acting in the performance of their duties;
11. Possession, the attempt to purchase, or use of illegal drugs, use of any alcoholic beverages, or other controlled substances.
12. Any act which is defined as a felony, misdemeanor or infraction under the laws of the State of California or which violates any duly- adopted rule or regulation of the college.

Non-students or persons not affiliated with the college who interfere, obstruct, interrupt, or detract from the operation of the college or the promotion of its educational or community objectives are subject to criminal action under the State of California Penal Code, Section 602.10.

### Academic Honesty

Academic Honesty is essential to the academic community. Students expect that Cuesta College faculty be fair, truthful, and trustworthy. Faculty expect that Cuesta College students share these same values. Students who violate these principles by cheating, plagiarizing, or acting in other academically dishonest ways are subject to disciplinary procedures. Below are some examples of academically dishonest behavior. If you are unclear about a specific situation, ask your instructor.

Examples of Academic Dishonesty:

- Copying from another student's exam
- Giving answers during a test to another student
- Using notes or electronic devices during an exam when prohibited
- Taking a test for someone else
- Submitting another student's work as your own, e.g. copying a computer file that contains another student's own work
- Knowingly allowing another student to copy/use your computer file(s) as his or her own work
- Completing an assignment for another student
- Plagiarizing or "kidnapping" other people's thoughts, words, speeches or artistic works by not acknowledging them through proper documentation

At the discretion of the instructor, students caught being academically dishonest may receive a failing grade on the assignments in question, be dropped from the class, or be failed in the course. Beyond this, the student may be subject to disciplinary action as determined by the Vice President of Student Services or designee. An appeals process is available to the student through the office of the Vice President of Student Services. It is recommended that the faculty member report any acts of academic dishonesty to the Vice President of Student Services or designee.

### Student Computer Technology Access Agreement

This is to communicate what other users, instructors, and the District expects of students when using college computer technology and facilities. Failure to conform to these stipulations can result in disciplinary action. Violations of regulations in the use of computer technology will be addressed in accordance with the college Academic Honesty and Student Code of Conduct Policies, available for reference in the college catalog or by requesting copies from Student Services.

Computer technology and facilities are provided for the purpose of completing academic requirements.

A. Students may use the technology and facilities to:

1. Complete course assignments;
2. Conduct academic research;
3. Communicate with faculty and students.

B. User Responsibilities include, but are not limited to:

1. Using only their own designated ID, passwords/PIN, and accounts, and keeping IDs, passwords/PIN, and account information confidential. It is recommended that users change their passwords/ PIN periodically;
2. Using software and electronic materials, including shareware, in accordance with copyright, trademark, and licensing agreements and restrictions;
3. Accurately identifying and representing themselves in electronic messages, files, and transactions;
4. Saving all work on a floppy disk, zip disk or other removable storage media and not on the hard drive unless instructed to do so by the instructor;
5. Allowing lab technicians to scan disks before they are inserted into the disk drive as a precaution to insure the safety of the computers;
6. Asking appropriate Cuesta College personnel for assistance if unfamiliar with the operating system.

C. Prohibitions include, but are not limited to:

1. Damaging equipment, data, software, software protection, encryption or restriction on applications and files; including, introducing invasive or destructive programs (such as viruses, worms, and Trojan horses);
2. Disrupting or unauthorized use of accounts, access codes, passwords, or identification numbers;
3. Impeding or disrupting the use of computer technology and communications resources by game playing, sending an excessive or unreasonable number of messages, sending messages of unreasonable size (with large attachments); making or printing excessive copies of documents, files, data, or programs;
4. Violating copyrights, trademarks, and/or license agreements;
5. Accessing, using or copying another user's account, ID number, password, electronic files, data, or e-mail without prior authorization; or allowing such use by others;
6. Using District computer technology and communications resources in any unlawful manner including fraudulent, threatening, libelous, obscene, or harassing communications; procuring, or distributing obscene or pornographic material;
7. Circumventing or attempting to circumvent local, network, or remote security measures;
8. Altering or attempting to alter system software;
9. Altering or attempting to alter system hardware without Computer Services approval

10. Modifying or attempting to crash or hack into computer technology or communications resources;
11. Accessing or attempting to access restricted portions of any operating system or security software unless authorized to do so;
12. Installing or removing software unless authorized to do so;
13. Using computer technology and/or communications resources for private commercial or other personal purposes;
14. Copying software that has not been placed in the public domain and distributed as freeware; inspecting, changing, altering, copying, or distributing proprietary data programs, files, disks, or software without authorization;
15. Falsely identifying and/or representing one's self in the use of computer technology and communications resources.

The District may access, review, copy and disclose information entered or retained in computer technology and communications resources.

#### **Students in the Associate Degree Nursing Program Code of Conduct**

The Board of Trustees determines that the following policies govern the participation of alcohol- or drug-impaired students in the Associate Degree Nursing Program.

1. The nursing program, in addition to offering an academic program, includes clinical course work. The safety of patients under the care of student nurses must be assured. The instructor and the Director of Nursing Programs may take immediate corrective action to remove a student impaired by alcoholism or drug abuse from the clinical program if the student demonstrates by his/her conduct and performance in the clinical setting that he/she is a danger to the health and safety of patients under his/her care.
2. After evaluation and due process, students considered by the Director of Nursing Programs to be impaired by drugs or alcohol will be allowed to continue their studies, including clinical course work, as long as they are adhering to the provisions of a contract between the college and the student for the student's retention.
3. Information on the student's condition is confidential and will not be disclosed except when necessary to protect the safety of patients under the care of student nurses.
4. An individual contract of retention will be developed by the student, rehabilitation therapist, and the Director of Nursing and shall specify:
  - a. That the student must participate in an approved drug or alcohol treatment and rehabilitation program for the duration of his/her nursing program studies.
  - b. That evidence of satisfactory attendance and progress will be provided to the college on a regularly scheduled basis.
  - c. That the student will consent to periodic random drug screening as part of the treatment and rehabilitation program.
  - d. That the impaired student will give all medications under direct supervision and that the student will not have access to keys to medications.
  - e. That if the student fails to adhere to the conditions of the

contract for retention, the same procedure will be followed as with any other student on probation; the circumstances of the violation will be reviewed by the nursing faculty as a whole; and recommendations for the retention or dismissal will be made to the Director of Nursing Programs, who will then make the decision after advising the Vice President of Student Services.

5. Information on the student's dismissal from the nursing program will be reported to the Board of Registered Nursing when such information is requested by the Board of Registered Nursing.

### **STUDENT DISCIPLINE**

#### **A. Types of Discipline**

1. **Warning:** Notice to the student(s) that continuation or repetition of specified conduct may be cause for further disciplinary action.
2. **Censure:** Written reprimand for violation of specified regulation.
3. **Disciplinary Probation:** Exclusion from participation in privileges or extracurricular college activities as set forth in the notice of disciplinary probation for a specified period of time.
4. **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair, replace, or otherwise compensate for damages.
5. **Interim Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice of interim suspension, pending final determination of an alleged violation.
6. **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
7. **Dismissal:** Termination of student status for an indefinite period. The student(s) may be readmitted to Cuesta College with the specific approval of the Superintendent/President's or designee.
8. **Expulsion:** Permanent termination of student status without possibility of readmission.

#### **B. Administration of Discipline:**

1. A student(s) may be disciplined for improper conduct when such conduct is a part of any college activity.
2. The Vice President of Student Services or designee may appoint faculty, student, individual, or committee advisors, to consider potential disciplinary action, but the Vice President of Student Services has the final authority for administration of student discipline except that expulsion requires approval by the Superintendent/President of the college.
3. The Vice President of Student Services or designee may impose any discipline provided herein when there is reason to believe that substantial grounds exist for such discipline.
4. During the term of any discipline which does not terminate student status, students continue to be subject to District policies, regulations, and procedures.
5. **Pre-discipline conference/notice:** Students charged with misconduct shall be provided with written notice to meet with the

Vice President of Student Services or designee regarding the basis for possible disciplinary action. The notice must be given at least twenty-four (24) hours prior to the scheduled appointment.

6. The meeting with the Vice President of Student Services or designee should include:

- A written statement of charges to the student(s);
- A reasonable opportunity at the meeting for the student(s) to personally answer the charges;

Following the meeting, the student(s) shall either accept the disciplinary action, if any, or within forty-eight (48) hours (two school days) following receipt of the written notice of proposed disciplinary action, file at the office of the Vice President of Student Services or designee a written notice of intent to appeal to the Student Conduct Appeals Committee.

### C. Appeal

#### Level I

- The student(s) shall file with the Appeals Committee, within twenty-four (24) hours (one school day) following filing of a notice of intention to appeal, a specific written response to each of the charges. Any charge to which the student(s) does not respond shall be deemed to be true.
- The Appeals Committee shall include a hearing officer appointed by the Superintendent/President, administrator (Vice President of Student Services may not serve), faculty member appointed by the Academic Senate, and a student representative appointed by the Associated Students of Cuesta College.
- A meeting of the Appeals Committee shall be convened not earlier than twenty-four (24) hours after submission of the student's response to the charges, to hear the appeal and to make a decision in the case.
- The hearing before the Appeals Committee is not a judicial proceeding. The Appeals Committee recognizes the student's right to a fair opportunity to hear the charges and evidence in support thereof, the right to present oral and documentary evidence on his/her behalf, the right to present a written argument on conclusion of the hearing, and the right to have an accurate copy of the minutes of the hearing furnished to the student.
- The Appeals Committee shall submit its decision to the student within ten (10) working days of the hearing.

#### Level II

- Within twenty-four (24) hours (one school day) after receiving the decision of the Appeals Committee, the student(s) may appeal the decision in writing to the Superintendent/President. Such appeal may be based only on the grounds that:
- Required procedures have not been followed and the student(s) has/have been demonstrably damaged;
- There is insufficient evidence to support the decision of the Appeals Committee;
- One or more members of the Appeals Committee have, prior to the hearing, formed an opinion as to whether the student(s) has/have or has/have not committed the acts with which charged; and must include all supportive evidence.

- The Superintendent/President will evaluate the evidence and submit findings in writing to the student within fifteen (15) working days after receiving the appeal.

#### Level III

- Every student has the final right of appeal to the Board of Trustees when dismissal or expulsion has been imposed.
- A final written appeal may be made to the Board of Trustees within thirty (30) working days of the written response of the Superintendent/President. The Board will evaluate the evidence and render its decision within thirty (30) days of the initial meeting of the Board at which the matter is discussed.

Students have the right to pursue their complaint after completing the above complaint process with the California Community Colleges Chancellor's Office (CCCCO). CCCCCO provides students and others with a method and process outside of the institution that takes, investigates and responds to complaints regarding the institution. The link to the CCCCCO process and form is <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>. CCCCCO has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9 (b) (3) and 668.43(b).

### STUDENT GRIEVANCE PROCEDURE

A grievance shall mean a complaint that is non-disciplinary and is other than one dealing with civil rights discrimination,\* which has been filed by a student or by a student's designee on his/her behalf. The primary purpose of the following procedure is to secure at the earliest level possible an equitable solution to a complaint.

#### LEVEL 1.

The student should contact in person the Vice President of Student Services (or designee appointed by the Vice President of Student Services) and present his/her complaint. If the grievance is not resolved, the student can submit to the Vice President of Student Services (or designee) a written appeal for further consideration. (Time limit: ten calendar days from the date of appointment with the Vice President of Student Services, or designee.)

#### LEVEL 2.

A Student Appeals Committee, made up of three faculty and three student members jointly appointed by the Vice President of Student Services (or designee), and the ASCC President, then will be convened within ten calendar days after receiving the appeal and will submit its finding to the student in writing within an additional ten days. If the complaint is not resolved, a written appeal can be filed by the student to the President/Superintendent within ten calendar days. When a grievance involves the Vice President of Student Services (or designee) (Level 1) and/or the Associated Students Cuesta College (ASCC) President and the Vice President of Student Services (or designee) (Level 2), those responsibilities listed above for these two positions at Levels 1 and 2 shall be assumed by the Superintendent/President (or designee appointed by the Superintendent/President) of the District.

#### LEVEL 3.

The student will appeal in writing with all supportive evidence to the President/Superintendent (or designee) who will evaluate the evidence and submit his/her finding in writing to the student within ten calendar days after receiving the appeal.

**LEVEL 4.**

A final written appeal may be made to the Board of Trustees within thirty calendar days of the written response of the Superintendent/President (or designee). The decision of the Board will be given within thirty calendar days of the initial meeting at which the complaint is discussed.

\*When a student has a complaint which involves (1) sexual harassment, (2) civil rights discrimination on the basis of ethnicity, race, national origin, religious beliefs, age, gender, color, physical or mental disabilities, veteran status, sexual orientation or sexual identity, or marital status, or (3) retaliation for filing a sexual harassment or other unlawful discrimination complaint, referring a matter for investigation, participating in an investigation of a complaint, serving as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of the District's unlawful discrimination policy (Policy 1565), then the matter is to be referred to the Executive Director of Human Resources and Labor Relations as such matters are to be handled pursuant to Policy 1565 (unlawful discrimination) and not as a student grievance.

**STUDENT COMPLAINTS**

A student should initiate a complaint directly with the appropriate individual indicated on the Student Complaint Referral Grid. Please refer to myCuesta website for current referral grid: ([http://academic.cuesta.edu/vpss/Student\\_Complaint\\_Grid.pdf](http://academic.cuesta.edu/vpss/Student_Complaint_Grid.pdf)). The student complaint grid indicates the sequence of opportunities for resolving student complaints. If a student is not satisfied with the solution posed through the Student Complaint Referral Grid, the student should make an appointment with the Vice President of Student Services or designee to evaluate the next steps which may be the filing of a formal grievance.

The Vice President of Student Services or the Executive Dean serve as a clearing-house for students dissatisfied with an experience on campus, who may not be knowledgeable about the appropriate steps to take, or the protocol to follow regarding a complaint. An initial meeting between the Vice President of Student Services or designee and the student may result in a referral to the appropriate individual.\* The Vice President of Student Services or Executive Dean will contact the individual to whom the student is being referred to facilitate resolution.

\*While it is recognized that the grid represents the ideal sequence of opportunities for resolving student complaints, it is understood that when actual situations arise, the parties involved will use their best judgment regarding complaint resolution depending upon the availability of personnel and the immediacy of the problem.

**STUDENT COMPLAINT GRIEVANCES**

The next step beyond the complaint process may be the filing of a formal grievance depending upon the nature of the complaint.

A complaint is grievable if it is non-disciplinary and involves the process, application, or interaction of school policy—in other words, how something was done or processed. In general, a complaint is not grievable if it involves the content of existing policy.

For specific information regarding the Student Grievance Procedure, refer to Cuesta College Board Policy 6205.

**STUDENT ORGANIZATIONS**

1. Registration of Student Organizations: An organization in which active membership is limited to students and academic and administrative staff of the college may become a registered student

organization by complying with the registration procedures established by the Associated Students of Cuesta College and the Vice President of Student Services, which shall include the name of the organization, can include the name of Cuesta College, its purposes, its officers, and such other information as may be specified in campus regulations.

2. Standard of Conduct and Discipline: Student organizations are required to comply with college policies and campus regulations and are subject to revocation of registration or other discipline for violation of such policies or regulations.

3. Use of College Name: A student organization may use the name of Cuesta College, or abbreviations thereof, as a part of its own name approved in accordance with 1 above. A registered student organization may state that its membership is composed of students or students and staff of Cuesta College but shall not indicate or imply that it is acting on behalf of the college.

4. Use of College Facilities by Student Organizations: Registered student organizations may use college facilities for meetings and activities in accordance with Board Policy 7850 Use of College Facilities. The Vice President of Student Services or designee may grant approval for fund raising, recruiting participants, posting and distributing literature. Registered student religious organizations shall be extended the same privileges as other registered organizations, except as limited by federal and state law.

5. Taking Positions on Issues: Registered student organizations may take and publish positions on issues, and shall make it clear in so doing that they are not representing the views of the college or of the student government or of the student association as a whole.

**TRANSCRIPTS FROM CUESTA COLLEGE**

A written or electronic request by the student is required to release transcripts. Official transcripts of Cuesta College records are available upon written request by the student to the Records Office.

Transcripts ordered electronically will be mailed within 2-4 working days from the date of request in most cases. An electronic notification will inform the student of the status of their transcript order and notify them of any holds. The fee for the electronic transcript request is \$5.25 per copy. Transcripts ordered in-person and by mail will be mailed within 2-3 weeks and cost \$3 per copy after the first two free copies. Unofficial transcripts are available for viewing and printing through myCuesta on the Cuesta College website. Access to myCuesta requires the student identification number and password. Transcripts will not be produced for students who have a hold on their records.

## STUDENT PROGRAMS AND SERVICES

### **ACADEMIC SUPPORT**

It is the mission of Academic Support:

- to help all students achieve their personal, educational, and vocational goals by promoting the learning strategies and attitudes necessary for academic success;
- to encourage independent learning so that students can educate themselves continuously throughout their lifetimes;
- to promote student success by sharing knowledge of the learning process with students, faculty, administration, and staff in a collaborative partnership for the enhancement of learning;
- to help faculty infuse learning strategies and active learning experiences into their teaching methodologies; and
- to recognize and respect the diversity within our learning community by providing appropriate and effective academic support.

This mission is fulfilled by offering the following learning and teaching assistance to students and faculty:

#### **San Luis Obispo Campus – Academic Support**

ACADEMIC SKILLS COURSES are offered in reading, grammar, spelling, math, test preparation, test and performance anxiety, word processing, study skills, and college success. These courses help students review, refresh, or refine academic skills and strategies needed for success in college and beyond. Refer to Class Finder on the web or to Academic Skills in the published class schedule for available classes each semester.

ACADEMIC SUCCESS WORKSHOPS are offered throughout the year. Sample workshops include test preparation, memory techniques, time management, textbook reading strategies, and critical thinking. Workshops are open to all students free-of-charge. Topics and dates are posted in the Academic Support Center, Building 3300, and around campus.

ACADEMIC SUPPORT LAB is available to any Cuesta College student who wishes to improve his/her academic and learning skills. Students may come in for a comprehensive assessment of their learning needs, use particular instructional modules to supplement coursework, and/or improve their basic skills by enrolling in an open-entry computer and audio/video tutorial lab course. Students work independently on one or more of the following skills: grammar, writing, vocabulary, spelling, math, reading, critical thinking, study skills, mathematics, English as a Second Language, keyboarding, and word processing. The PLATO Integrated Learning System software is available in the lab. Students work on mastering individual skills, at the appropriate difficulty level, and at their own pace. Students may also earn .5 or 1.0 credit of credit by signing up for ACSK 005. Report to the lab, located in Building 3300, Monday through Thursday, 8:30 a.m. to 12:30 p.m., to arrange hours.

MATH LAB provides tutorial assistance on a drop-in basis to students needing help in MATH 003 through MATH 265B. Computer access is available for students to work on Mediated Math, Minitab, Geometer's Sketchpad, Derive, and other software. Hours are posted in Building 2601.

TUTORIAL SERVICES provides free individual and small group tutoring in most academic subjects. One hour of tutoring per week, per class is provided for each content area. Students may sign-up at the Tutorial Services Reception Desk in Building 3300. Peer tutors are faculty recommended, have received a "B" or better in the courses they tutor, are paid on an hourly wage, and complete a tutor-training class during their first semester as a tutor. Tutors are trained to help students develop long-term learning strategies that facilitate independent learning. Tutorial Services also offers Adjunct Study skills and Supplemental Instruction (SI) - learning assistance for POLS 202, PSYC 201, BIO 204, and BIO 206. Special Academic Skills courses (ACSK 115 and ACSK 217) are available for certain sections of these high-risk, difficult courses. Students learn how to apply content-specific study strategies. For more information, go to [academic.cuesta.edu/acasupp/tutor/index.htm](http://academic.cuesta.edu/acasupp/tutor/index.htm).

WRITING CENTER provides writing assistance to students on a drop-in basis and is available to all students. Students meet with an English instructor to have specific questions answered regarding structure and content. Papers are NOT proofread. Hours are posted in Building 3300.

#### **North County Campus – Academic Support**

ACADEMIC SKILLS COURSES are offered in reading, writing, grammar, spelling, math, study skills, and college success. These courses help students review, refresh, or refine academic skills and strategies needed for success in college and beyond. Refer to Class Finder on the web or to Academic Skills in the published class schedule for available classes each semester.

ACADEMIC SUCCESS WORKSHOPS are offered throughout the year. Sample workshops include test preparation, memory techniques, time management, textbook reading strategies, and critical thinking. Workshops are open to all students free-of-charge. Flyers with topics and dates are posted around campus and on the Student Services' bulletin board <http://academic.cuesta.edu/acasupp/as/0workshop.htm>.

OPEN LAB provides drop-in assistance for writing, math, and ACSK 005 instruction. Writing students may meet with an English instructor to have specific questions answered regarding structure and content. Papers are NOT proofread. Math students needing help in MATH 003 through MATH 265B are provided with computer access to work on Mediated Math, Minitab, Geometer's Sketchpad, Derive, and other software. The PLATO Integrated Learning System software is available in the lab. Hours are posted in Room N5004 and around the campus.

TUTORIAL SERVICES provides free individual and small group tutoring in most academic subjects. One hour of tutoring per week, per class is provided for each content area. Students may sign-up at the Tutorial Center in Building N4000 room N4002. Peer tutors are faculty recommended, have received a B or better in the courses they tutor, are paid and hourly wage, and complete a tutor training class during their first semester as a tutor. Tutors are trained to help students develop long-term learning strategies that facilitate independent learning.

For additional information, visit <http://academic.cuesta.edu/acasupp/tutor/index.htm>

#### **BOOKSTORE**

Cuesta College operates a bookstore as a service to Cuesta College students and the community by making available books and instructional supplies required for course work. In addition, the store maintains a wide selection of college supplies, clothing, and other merchandise that contribute to the general educational experience of the student.

The Cuesta Bookstore is a self-service operation open at posted hours. Textbooks go on sale the first day of registration for the following term. Personal checks, VISA, Discover, or Mastercard are accepted for payment with photo identification. Books may be purchased on-line at <http://bookstore.cuesta.edu>.

Refunds and exchanges are limited to one week from the start of the fall and spring semester, and one week from the start of summer session. The store buys back used textbooks year round.

Other services include textbook rentals, school rings, nursing pins, graduation caps and gowns, and college insignia items.

### ***BUSINESS & ENTREPRENEURSHIP CENTER (SERVICES TO BUSINESS AND INDUSTRY)***

San Luis Obispo Campus, Building 2800  
Business & Entrepreneurship Center  
(805) 546-3188

Hours: Monday - Friday, 8:00 AM - 5:00 PM  
<http://academic.cuesta.edu/bec/>

The Business & Entrepreneurship Center (BEC) Program, an initiative of the Economic and Workforce Development Program through the California Community Colleges, is a network of community organizations to identify and meet California's economic development needs in the areas of business improvements and entrepreneurship training.

The Business & Entrepreneurship Center (BEC) Program works with private, public and nonprofit resources to build strong, sustainable and successful businesses. The result is wealth creation, job creation and retention and better economic health in California.

By partnering with local, well-respected business growth organizations and community colleges, the Business & Entrepreneurship Center (BEC) and the entrepreneurs they serve can tap into an abundance of resources and know-how already in place, thereby enhancing the long-term growth and viability of these companies.

The Business & Entrepreneurship Center (BEC) Program supports local economic development corporations, chambers of commerce, community-based business outreach centers and other community-based organizations whose primary mission is to assist small businesses. Centers are strategically placed throughout California to serve you.

The BEC will provide, on as needed basis, advanced business consulting services to established business, industry sectors, financial institutions, city and state agencies, and chambers of commerce the following core areas:

- Marketing Strategies
- Marketing Research
- Strategic Planning
- Growth and Investment Strategies
- Access to Capital
- Financial Analysis
- Operations Management & Improvement
- Customer Service
- E-Commerce

- Economic Research and Analysis
- Business and Contract Law
- International Trade

### ***CALWORKS***

CalWORKs at Cuesta College is a comprehensive program designed to provide fast-track curriculum options, employment services, academic and career counseling, and supportive services for the welfare-to-work student. Welfare-to-work students are those who are enrolled at Cuesta College and receive cash assistance from the Department of Social Services for themselves and their children.

Services include:

- Career education and job seeking skills including vocational assessments as well as resume and interview preparation;
- Integrated job training and education programs;
- Networking with other established Cuesta programs to provide support services;
- Placement of CalWORKs students in work activities that enable them to meet work requirements, gain practical work experience, and meet educational goals, i.e., work study positions, internships, and job placement on/off campus;
- Academic counseling and student development plans that work with welfare to work plans.
- Life management and assessment with supportive counseling and crisis intervention.

In partnership with community agencies such as, the Department of Social Services, One Stop Career Centers, as well as local employers, the goal of CalWORKs is to assist the TANF student's transition from welfare to employment and financial self-sufficiency.

CalWORKs staff are located at Career Connections, Student Center, Room 5310, (805) 546-3204.

### ***CAREER CONNECTIONS (JOB PLACEMENT)***

Career Connections provides a centralized location where students can identify and receive information about available full and part-time jobs in the community as well as employment programs available at Cuesta College.

In collaboration with ASCC, Student Life and Leadership, Counseling, the Career Transfer Center, and others, Career Connections offers students access to practical workplace experience that relates to the educational goals and academic achievement of the Cuesta student.

Career Connections also provides a centralized location for local businesses to post job openings, conduct interviews, and meet with students on a formal or informal basis.

Career Connections is located in the Student Center, Room 5310.

### ***CHILDREN'S CENTERS***

Cuesta College has two licensed children's centers, at the San Luis Obispo campus, and at the North County campus in Paso Robles. These programs are planned, facilitated, and created by Early Childhood Education professionals, and ECE faculty. Children from 18 months

to five years of age are served. Cuesta's children's centers are lab schools for ECE Associate of Arts degree complete their teacher training courses through the center programs.

Children's programs are open Monday - Thursday, 7:30 am - 4:00 pm, and Fridays from 7:30 am - 2:30 pm. The campus academic calendar, closed for national holidays, campus holidays, campus board holidays, and during semester breaks are observed. Priority for enrollment is as follows, student parents, faculty & staff, and then community.

Each semester we start a new waiting list for the following semester. For instance, at the end of August begins the waiting list for spring semester, and in January begins the waiting list for summer and fall semesters. To inquire about the children's programs and waiting list for the San Luis Obispo campus, please call (805) 546-3285. For the North County campus, please call (805) 591-6292.

Each semester there is an enrollment fee, and parents choose a monthly fee plan that meets their needs. Student parents using the childcare subsidy program through Community Action Partners of San Luis Obispo (CAPSLO), Child Care Resource Connection (CCRC) are admitted. To find out about the subsidy program, please call CCRC at (805) 541-2272.

### **COMMUNITY ACTION PARTNERS OF SAN LUIS OBISPO (CAPSLO) HEAD START AND EARLY HEAD START PROGRAMS**

An Early Head Start program that serves infants, and a Head Start program that serves preschool aged children, are at the San Luis Obispo Cuesta College campus. To find out about hours of operation, eligibility and the waiting lists for these programs, please call CAPSLO at (805) 544-4355.

### **COMMUNITY PROGRAMS**

Cuesta College Community Programs provides a comprehensive source for lifelong learning, career education, recreation opportunities, and cultural development in a friendly, accessible environment for people of all ages. For more information call (805) 546-3132, FAX (805) 546-3107, or visit [www.communityprograms.net](http://www.communityprograms.net).

Cuesta's community education, special events, recreation programs, and aqua fitness classes serve four essential functions in the college district:

- To contribute to the cultural, intellectual, recreational, and social life of the residents of the District, and to offer training for workforce improvement.
- To develop leadership and provide educational services which utilize special skills, interests, and knowledge of college faculty and other professional community instructors.
- To be a center of community life by scheduling college facilities and services on an extended and year-round basis for individuals, families, and community groups.
- To collaborate with community groups, county organizations, and businesses in developing programs and educational services for comprehensive coverage of the district.

### **COOPERATIVE EDUCATION WORK EXPERIENCE PROGRAM**

Cooperative Work Experience is a collaborative program between students, community employers, and Cuesta College. This course

provides the opportunity to earn credits for working, either in a general capacity or toward a major/career path. Staff advisors guide students in accomplishing specific, measurable, and attainable job objectives, with the purpose of leading to successful outcomes. Students learn practical methods for improving communication, teambuilding, and goal-setting skills. For more information about Work Experience and program requirements, call (805) 546-3100, ext. 2522.

### **DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)**

Disabled Student Programs and Services (DSPS) helps to promote the full participation of students with disabilities. DSPS advocates and facilitates equal educational opportunities through appropriate support services, curricula, instruction, policies, and funding allocations. DSPS works to eliminate discrimination against students with disabilities and to promote their independence, growth, productivity, and equality.

Cuesta College provides support services and instruction to students with verified disabilities who can benefit from instruction. College facilities, courses, and programs are designed to accommodate the special needs of students with disabilities and to be in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and California Education Code Title 5.

Students with verified disabilities who wish to request special accommodations through DSPS must complete an application for services and meet with a specialist to determine reasonable accommodations. A Student Educational Contract (SEC) is developed with each student, outlining the support services and/or instruction appropriate for the student.

Students with disabilities who plan to or do attend Cuesta College must meet the following levels of independence:

- The ability to negotiate campus facilities independently or with the assistance of one's own attendant; and
- The ability to take care of personal needs unassisted or to provide one's own attendant.

Disability categories served include:

- Learning Disability
- Physical Disability (visual or mobility)
- Psychological Disability
- Communication Disability (speech, language, or hearing/deafness)
- Acquired Brain Impairment
- Developmental Disability
- Other Disability that may require support services or instruction.

Support services are specialized services available to students with disabilities and are in addition to the regular services provided to all students. Such services enable students to participate in activities, programs, and classes offered by the college. Services include, but may not be limited to, alternative testing, sign language interpreters, notetakers, readers, scribes, tutors, registration assistance, academic support, disability related counseling, and evaluation of need for and

access to adaptive equipment. If you have a verified disability and need college materials in an alternative format, contact DSPS or the Vice President of Student Services for assistance. Services for students with verified disabilities are available through DSPS or by contacting the Vice President of Student Services.

Special instruction in adapted physical education, adapted computer access skills, reading, writing, and mathematics is available to qualified students. Refer to the Academic Skills course descriptions in this catalog and in the current class schedule for a list of available classes and locations.

Students with personal attendants and/or service animals must register in the DSPS Office prior to attending classes. Materials will be made available in alternate format upon request. The DSPS Support Service Office will make every effort to provide services in a timely manner and to notify instructors of special needs.

Disabled Student Programs and Services (DSPS) is located on the first floor of the San Luis Obispo Campus High Tech Center Building 3300, phone (805) 546-3148 and in Room N3024 at the North County Campus phone (805) 591-6215. South County students should contact the San Luis Obispo DSPS Office.

For additional information, visit <http://academic.cuesta.edu/acasupp/dsps>.

### **EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)**

Extended Opportunity Programs and Services (EOPS) is a state-funded program that provides assistance, support, and encouragement to students who qualify economically as well as academically.

Cuesta College's EOPS targets two priority elements for student eligibility: financial need and need for academic support. The program offers an EOPS orientation; academic, career, and personal counseling; student success workshops; leadership training; priority registration; EOPS book grants; tutorial referrals; an EOPS newsletter; field trips; and related academic and social activities.

A student must meet the following qualifications to receive services in the program:

- Be a California resident;
- Be enrolled full-time at Cuesta College (12 credits);
- Not have completed more than 70 degree-applicable credits;
- Complete the FAFSA with the Financial Aid office and be BOGW "A" or "B" eligible;
- Display a need for academic support, as reflected in mathematics and English assessment scores or prior academic history.

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

Cooperative Agencies and Resources for Education (CARE), administered by EOPS, helps single CalWORKs/Temporary Assistance for Needy Families (TANF) parents by providing support activities related to parenting and student success. Services include referrals to support services, a child care/ transportation grant, placement at the Cuesta College Children's Center, and coordination of workshops and conferences for single parents.

The EOPS/CARE office at the San Luis Obispo Campus is located in the Library Building, Room 3131. The EOPS/CARE Office at the North County Campus is located in Building N3000, Room N3017.

### **FINANCIAL AID**

Asistencia Financiera Se habla Español

Telefono: (805) 546-3100 ext. 2517 o (805) 591-6202.

Current Website: <http://academic.cuesta.edu/finaid/>

Website after Sept 2012: <http://www.cuesta.edu/student/aboutmoney/finaid/>

Financial aid programs are available to help students who might otherwise be unable to complete their education. Students may apply for financial aid in the form of grants, fee waivers, student loans, work study and scholarships.

Financial aid funds are administered in accordance with a nationally established policy of financial assistance for education. The basis of this policy is the belief that students and their families have the primary responsibility for meeting educational costs. The amount of the contribution expected from students is determined by careful analysis of the family financial strength, taking into consideration adjusted gross income, family size, number of dependents members attending college, allowable expenses and assets. Dependent students are required to provide data for both themselves and their parents, while independent students are required to provide data for themselves and their spouse (if married). Congress has established policy and procedures that are used in determining the student's ability to pay for college costs.

### **Financial Aid Programs**

Cuesta College participates in federal, state, and local financial aid programs. Cuesta recommends use of the Free Application for Federal Student Aid (FAFSA). This application form is a tool for determining need for the BOGW, federal Pell, SEOG, FWS, and Direct Loans, as well as Cal Grants. FAFSA applications are available online at <http://www.fafsa.ed.gov>

### **Federal Student Aid Programs**

**Federal Pell Grant:** The Pell Grant is the largest federal grant program and is intended to serve all needy students as determined by the FAFSA. Funds are disbursed directly to eligible students to cover educationally-related expenses.

### **Decrease in the Maximum Lifetime Eligibility for a Pell Grant for 2012-2013**

*The federal Department of Education recently established new regulations which set the duration of a student's eligibility to receive a federal Pell Grant to 12 full-time semesters (or its equivalent). This provision applies to all federal Pell Grant eligible students effective 2012-13.*

**The William D. Ford federal Direct Loan Program:** The Direct Loan Program is a government loan commonly referred to as a guaranteed student loan. There are two types of Direct Student Loans:

**Subsidized Direct Loan:** The federal government pays the interest while students are in school **Unsubsidized Direct Loan:** The students are responsible for paying all the interest on the loan (from the day the loan is first disbursed to when it is paid in full). Interest payments can be deferred while they are in school. If students choose to let this interest accrue, it will be capitalized at repayment.

Students must attend college at least half time to receive Federal Direct Loan funds. Generally, repayment begins six months after students

graduate, withdraw from school or enroll less than half time. Students with an accumulated a total subsidized and unsubsidized student loan debt of \$20,000 may not be approved for additional student loans at the community college level.

**Direct Loan Changes for 2012-13:**

For new subsidized loans first disbursed on or after July 1, 2012 through June 30, 2014, the federal government will no longer subsidize (pay) the student loan interest during the six month grace period. The grace period is the time between when the student graduates or drops below half-time status and the time when the student must start repaying the loan. Students are encouraged to check with their Loan Servicer for any available options to assist with their loan repayment. The interest rates for subsidized loans disbursed on or after July 1, 2012 will be 6.8%.

**Federal Direct Parental Loans (PLUS):**

Parents of dependent students may apply for a Direct PLUS Loan to help pay their children's education expenses as long as certain eligibility requirements are met.

To be eligible for a Direct PLUS Loan for Parents:

- The parent borrower must be the student's biological or adoptive parent. In some cases, the student's stepparent may be eligible.
- The student must be a dependent student who is enrolled at least half-time at Cuesta College. Generally, a student is considered dependent if he or she is under 24 years of age, has no dependents, and is not married, a veteran, or a ward of the court.
- The parent borrower must not have an adverse credit history (credit check is conducted when you begin the loan application process). If the parent does not pass the credit check, the parent may still receive a loan if someone (a relative or friend) is able to pass the credit check and agrees to endorse the loan. The endorser promises to repay the loan if the parent fails to do so.
- The student and parent must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the federal student aid programs.
- Parents do not qualify for a Direct PLUS loan and receive a denial may borrow additional federal unsubsidized Direct loan funds by submitting a copy of their denial notification to the financial aid office at Cuesta College.

**PLUS Loan 2012-2013 Terms and Conditions:**

**Interest rate:** 7.9% fixed

**Origination fees:** for loans first disbursed on or after July 1, 2012, loan fees of 4.0% are deducted from each disbursement.

**PLUS Loan Repayment:** For parents of undergraduate students repayment begins within 60 days after your loan is fully disbursed and lasts ten years. Parent borrowers may contact the Direct Loan Servicing Center to request deferment of monthly payments while the student is in school.

**Student Loan Requirements:**

Students interested in applying for The Federal Direct Loans: Subsidized, Unsubsidized and or PLUS are required to complete:

1. The 2012-13 Free Application for Federal Student Aid (FAFSA)
2. Attend an Entrance Loan Counseling session to initiate the student loan process. Loan Workshop dates are scheduled periodically throughout each semester and are posted on the financial aid website at <http://academic.cuesta.edu/finaid/> and after Sept 2012 at <http://www.cuesta.edu/student/aboutmoney/finaid/>

**Federal Supplemental Educational Opportunity Grant (SEOG):** A federal grant (limited funding) is awarded to students with the highest need who received Pell Grant.

**Federal Work Study (FWS):** Campus employment (limited funding) is awarded to students with the highest need. Students must maintain meet financial Aid Satisfactory Academic Progress Policy and be enrolled in a minimum of 6 credits.

**State Student Aid Programs**

**The Board of Governor's Fee Waiver (BOGW):**

The BOGW waives enrollment fees for California residents who meet one of the following criteria:

**Method A:** Students are eligible for any type of need-based financial aid and received in 2011 or 2010 TANF, Cal Works, SSI or General Assistance payments or if a dependent student, has a parent or Registered Domestic Partner (RDP) who receives this assistance; or has certification from the California Department of Veterans Affairs or the National Guard Adjutant General that the student is eligible for a dependent's fee waiver, is eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient, or a dependent of a victim of the September 11, 2001 terrorist attack, is eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty, have a total family income within the income standards listed below or, if a dependent student, a parent's total income falls within these standards:

**Method B:** Eligibility is based on household size and total family income.

Family Income Standards for 2012-2013:

Family Size	2011 Income
1	\$16,335
2	\$22,065
3	\$27,795
4	\$33,525
5	\$39,255
6	\$44,985
7	\$50,715
8	\$56,445
Each Additional Family Member	\$5,730

**Method C:** The 2012-2013 Free Application for Federal Student Aid (FAFSA) application is required to be completed and processed for Method C. A BOG C fee Waiver will be awarded to anyone with a financial need of \$1,104 or greater (financial need is determined by subtracting the estimated family contribution from the student's cost of attendance budget).

**Cal Grants:** There are two state programs administered by the California Student Aid Commission Cal Grant B and Cal Grant C.

**Cal Grant B** provides a living allowance (and sometimes tuition/fee assistance) for low-income/disadvantaged students with high potential.

**Cal Grant C** assists vocational students with tuition and training costs. Students must be enrolled in an eligible vocational program at Cuesta College from four to 24 months in length. Students can apply for these Cal Grants when completing the Free Application for Federal Student Aid (FAFSA) and GPA Verification Form. The initial Cal Grant deadline is March 2 each year.

**California Chafee Grant for Foster Youth:** Youth who are or were in foster care may qualify for up to \$5,000 a year for college. To qualify, students must attend college at least half-time and their course of study must be at least one year long. Youth who have been in another state's foster care program and meet the Independent Living Program requirements are also eligible to apply. Students who were in foster care any time between their 16th and 18th birthdays but were later reunited with their parents still qualify for the California Chafee Grant. To apply, students must submit both the FAFSA and the California Chafee Grant Application, which is available online at <https://www.chafee.csac.ca.gov/default.aspx>

#### Campus Scholarships:

In addition to government funding, Cuesta has a campus scholarship program. These funds, made available through private donors, are awarded annually by the Financial Aid Committee. Requirements include an overall GPA of 2.5, two letters of recommendation, and the official application. The application deadline is March 2 each year.

Application: Financial aid funds come from appropriations made by the federal and state governments and through scholarship awards made by individuals and other public and private agencies and organizations. Hence, each of these funds **MUST** be administered according to different sets of policies, regulations and/or specific requirements.

To apply for campus scholarships, it is necessary to complete a separate application. The scholarship applications are also available in the Financial Aid Office and at [ad.demic.cuesta.edu/finaid](http://ad.demic.cuesta.edu/finaid) beginning the December proceeding the academic year the student plans to attend. The annual deadline is March 2.

#### Student Eligibility for Federal Aid

To receive federal financial aid, the Department of Education requires that you **MUST**:

- Be a U.S. citizen or an eligible noncitizen.
- You're eligible if you're a:
  - U.S. citizen
  - U.S. national (includes natives of American Samoa and Swain's Island).
  - U.S. permanent resident who has an I-151, I-551 or I-551C (Alien Registration Receipt Card).
  - Student who has an Arrival-Departure Record (I-94) from the INS with one of the following designations:
    - Refugee
    - Asylum Granted
    - Indefinite Parole and/or Humanitarian Parole

- Cuban-Haitian Entrant (Status Pending)
- Conditional Entrant (valid only if issued before April 1, 1980)

- Have a valid Social Security Number
- Have a high school diploma or a General Education Development (GED) certificate (if you are a home school graduate contact the financial aid office)
- Enroll in an eligible program as a regular student seeking associate degree or financial aid eligible certificate
- Register with the Selective Service, if you are male. If you're a male U.S. citizen (or eligible noncitizen) between the ages of 18 and 26, you must register with the Selective Service. Register in one of the following ways:
  - Register online.
  - Obtain a registration form from your high school or any U.S. post office.
  - Check "yes" in box #29 on your FAFSA (Free Application for Federal Student Aid).
- Be in good standing with satisfactory academic progress.
- Not be in default or delinquency on federal education loans, or owe any federal grant money to any institution. "Default" means a failure to make loan payments or otherwise honor a loan's terms. Loan defaults are reported to credit bureaus and can influence future credit and your ability to receive financial aid.
- Drug Conviction and Financial Aid Eligibility. Under the Higher Education Act, a student may become ineligible for federal student aid upon conviction of any offense involving the possession or sale of illegal drugs while receiving Title IV federal financial aid. A student may regain eligibility for federal student aid funds by successfully completing a drug rehabilitation program. To be sufficient to reinstate financial aid eligibility, the program must:
  - include at least 2 unannounced drug tests AND
  - be recognized as a Federal, State, or local government agency program

#### Ability to Benefit (ATB) changes for 2012-13

- Students enrolling for the first time after July 1, 2012 must have a High School Diploma, GED or state equivalent to be eligible for any federal financial aid. Students will no longer have the option to pass an ATB test or to successfully complete 6 core/degree applicable units to gain eligibility for federal financial aid.

#### To be eligible for California State aid

- Be California residents
- Be U.S. citizens or eligible non-citizens
- Meet U.S. Selective Service requirements
- Attend an eligible California qualifying postsecondary institution

- Be enrolled at least half-time
- Maintain satisfactory academic progress as defined at school of attendance
- Have family income and assets below the established ceilings
- Not be in default on any student loan
- Not owe any federal or state grant refund

**AB 540 Students**

State legislation has recently approved changes to state aid for undocumented students who qualify as AB 540 students, visit our financial aid website at <http://academic.cuesta.edu/finaid/> (<http://www.cuesta.edu/student/aboutmoney/finaid/>) for eligibility criteria and application process as these are currently being developed and will be finalized after the printing of this catalog.

**Student Educational Plan (SEP)/Orientation Certificate**

All students receiving federal financial aid must schedule a counseling appointment in order to complete your matriculation planning process and Student Educational Plan (SEP).

Contact the San Luis Obispo Campus, (805) 546-3138, or Student Services at the North County Campus, (805) 591-6241, to make an appointment.

IF YOU ARE A TRANSFER STUDENT or you have attended other school(s) since high school, you will need to:

Request that your academic transcripts, plus a general education pattern from all previous colleges you have attended, be forwarded to the Admissions and Records Office at Cuesta College.

**SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS**

Federal financial aid regulations mandate that a school establish satisfactory academic progress standards for students applying for, or receiving, financial aid. These regulations require that the financial aid office review all periods of a student's enrollment history, to determine if a student is making academic progress towards an educational goal. Your progress will be evaluated at the end of the fall, spring and summer semesters by the standards listed below. Special note: All periods of enrollment for all students will be evaluated regardless of whether or not financial aid was received. Although some grades may be excluded by academic renewal, federal regulations require that all grades must be counted for federal satisfactory academic progress standards.

Failure to maintain ALL these standards may result in losing financial aid eligibility

Standard	Minimum Requirement
Qualitative Standard	A minimum term AND a cumulative grade point average (GPA) of 2.0 in all coursework attempted
Quantitative Standard	A minimum term AND cumulative course completion rate of 80% of all coursework attempted.
Maximum Time Frame	Attempted units may not exceed 150% of the number of units required to complete your educational objective.

**Grades**

Grade symbols of A, B, C, D, or F received at Cuesta College will be used to calculate grade point average for S.A.P. purposes, a 2.0 GPA is required. Courses completed with CR, P, I, NC, NP or W will NOT be used in calculating a student's grade point. Be advised that symbols not used to determine grade point average will be used to determine the minimum unit requirement detailed in the next section.

**Minimum Unit Requirement**

A student must complete a minimum number of units per semester and overall cumulative number of units according to their enrollment status. Students enrolled full time, ½ time or ¾ time during the semester must complete 80% of the attempted\* units. Students enrolled in less than ½ time, must complete ALL units attempted. For example, a student who is enrolled at full time status will be expected to complete at least 10 units for the semester in order to satisfy this requirement (see table below).

Enrollment Status (per semester)	80% Unit Completion Requirement
Full Time (12+ units)	10 units per semester
¾ Time (9.0-11.5 units)	7.5-9.5 units per semester
½ Time (6.0-8.5 units)	5.0-7.0 units per semester
Less Than ½ time (0.5-5.5 units)	All Units Attempted

**Maximum Time Frame**

Federal regulations require that institutions establish a maximum unit total for a student to complete an educational goal (degree or certificate) if financial aid is received. Cuesta College students MUST complete the educational goal indicated in their admissions application by the time they have attempted 150% of the total units required for the degree or certificate (see table below). Maximum Time Frame is evaluated at the end of every semester.

Students must complete their educational goals within 150% of the program length. All course work appearing on your Cuesta College District academic transcript will count toward Maximum Time Frame.

Educational Goal	Units Required to Complete Goal (100%)	Maximum Unit Time Frame (150%)
Associate Degree	60 units	90 units
Transfer Requirements	60 units	90 units
Certificate	24 units	36 units

**Multiple Degrees or Majors**

Students seeking a second degree at the same level as first degree must complete the subsequent degree within the maximum time frame (or appeal). In the appeal the student will need to explain the rationale for the pursuit of a second degree. In addition, a student seeking multiple majors must complete the primary degree within the maximum time frame (or appeal). In the appeal the student will need to explain the rationale for the pursuit of multiple majors if this causes them to exceed the maximum time frame.

**Evaluation**

Academic progress will be evaluated at the end of each term to determine continued eligibility. Students who fail to meet academic progress will be placed on Warning (see Warning).

**ESL Courses**

ESL coursework must be part of an eligible program of study to receive financial aid. ESL coursework is not an approved program in itself. A student enrolled in ESL classes, who is not in an eligible program of study, is not eligible for financial aid funds. ESL coursework will count toward the 2.0 GPA term, cumulative GPA and 80% unit completion requirements (SAP Standard). ESL units will not count towards the maximum time frame limit and will be subtracted from the total when maximum time frame but will count toward the term, cumulative 2.0 GPA and 80% unit completion requirements.

**Remedial Courses**

Students are allowed to receive financial aid for remedial units if the remedial classes are a prerequisite for entrance into a regular college program. Financial aid cannot be received for more than 30 attempted units of remedial classes. Remedial units must be taken in recommended sequence.

**Course Repetition**

For financial aid purposes, courses may be repeated consistent with district academic standards, as identified in the college catalog. However, all repeated units will count toward Maximum Time Frame. Students may receive financial aid for repeat course work which they passed only once. Refer to repeating course policy below.

**Warning**

Students who fail to make satisfactory progress will be placed on Financial Aid Warning. Financial aid is available to students during a Warning period; however, satisfactory progress will be evaluated at the end of the academic term for which the warning period was established. Students will only receive ONE warning period for not meeting the progress standard.

**Suspension of Eligibility**

SAP standards are checked and verified each semester. Students who fail to meet satisfactory academic progress standards while on warning will be placed on Suspension and will no longer be eligible to receive financial aid. Generally, a student who is disqualified from financial aid must meet SAP standards by completing at least a successful semester without financial aid, and meet all SAP eligibility criteria to regain eligibility or successfully appealed the suspension status. Students on suspension status will continue to receive the Board of Governors Fee Waiver (BOGW) if eligible.

**Reinstatement**

A student Suspended for failing to meet Satisfactory Academic Standards may regain eligibility by submitting an appeal form if extenuating circumstances occurred with supporting documents to the Financial Aid Office or by achieving SAP unit completion and GPA requirements during the semester(s) without financial aid eligibility. It is the students' responsibility to notify the Financial Aid Office in writing when they have met the standards for reinstatement.

**Probation**

Students whose appeal was approved will be placed on financial aid probation. Financial aid is available during this probation period; however, satisfactory progress will be evaluated at the end of the

probationary term. During probation, students must complete 100% of all attempted units during this term, with a term GPA of 2.00 or better and must be following their approved Academic Plan.

**Appeal Process**

Students who have had their financial aid Suspended have the right to appeal by submitting a Satisfactory Academic Progress Appeal Form. Appeal forms may be requested from the Financial Aid Office in person or online at <http://www.cuesta.edu/student/aboutmoney/finaid/>. Appeal decisions are made on a case-by-case basis and may require the student to provide additional documentation for further review. The decision of the Financial Aid Appeals Committee is final.

Appeals may be filed for the following mitigating circumstances:

- Medical Problems
- Death
- Family Emergency
- Other documented extenuating circumstances

The student is responsible for providing documentation of the extenuating circumstances as well as an approved and current Student Education Plan (SEP), signed by both you and a Cuesta College Academic Counselor.

**Repeating Courses Policy**

Beginning July 1, 2011, a new federal regulation limits the number of times a student may repeat a course and receive financial aid for that course. Students may only receive federal financial aid for one repetition of a previously passed course. There is an exception for courses which require repeats. Students taking a required repeat course should work with the Financial Aid Office to ensure those credits are counted appropriately for financial aid eligibility. Students may need to provide documentation required the requirement to repeat.

If a student gets a 'W' or an 'F' in a course, that student is allowed to repeat the course and receive financial aid (assuming he/she is meeting Satisfactory Academic Progress and is meeting all of the eligibility requirements) until he/she receives a 'D' or better. Once the student has received a 'D' grade or better, he/she can repeat the course a second time and still receive federal aid. The third time the student repeats a course in which he/she has earned a 'D' or better, the Financial Aid cannot provide federal funding for that repeated course.

Listed below are a few scenarios for example purposes:

*Grades Earned*

D, C	If the student repeats the course again, that course is not eligible for financial aid repeat.
F, F, D, W, B	If the student repeats the course again, that course is not eligible for financial aid repeat.
F, F, D, B	If the student repeats the course again, that course is not eligible for financial aid repeat.
F, D, W, F, C	If the student repeats the course again, that course is not eligible for financial aid repeat.

### Federal Return of Title IV Funds Policy

Title IV recipients who withdraw completely before completing 60% of the term for which the student has been charged, will be required to return a portion of the Title IV funds they received. The return amount will be calculated using the number of days the student attended in the given term and the total number of days in the given term.

### Return of Overpayment

Title IV financial aid recipients who withdraw from all classes, or who are administratively withdrawn from all classes may be required to return a portion of the financial aid they received. Calculations are done to determine the percent of financial aid earned and unearned for the given term. Title IV financial aid recipients who receive an overpayment resulting from changes in enrollment, cost of attendance, general eligibility, and additional financial aid award(s) will be required to return funds in the amount necessary to eliminate the overpayment. The student will be notified if a Return of Title IV funds is due. Failure to return Title IV funds will result in the loss of eligibility for financial aid.

### Order of Return of Title IV funds

All returns will be distributed to the student financial assistance programs in the order below with the following exceptions. Title IV funds required to be returned by the student will not be distributed to a Federal Direct Loan Program and no returns shall be distributed to the Federal Work Study Program.

Federal Direct Unsubsidized Stafford Loan  
Federal Direct Stafford Loan Federal Direct PLUS Loan Federal PELL Grant Program Federal SEOG Program  
Other Title IV Programs  
Other Federal and State Programs  
Institutional or Agency Programs

### Financial Aid Office Locations:

San Luis Obispo Campus Library Building, Room 3125, San Luis Obispo, CA, 93403, (805) 546-3143

North County Campus, Building N3000, Room N3015, 2800 Buena Vista Dr., Paso Robles, CA, (805) 591-6202

Arroyo Grande Center, Arroyo Grande High School, 900 Wing, Orchard Ave., Arroyo Grande, CA, (805) 474-3913

Information can be accessed on the Cuesta College website at <http://academic.cuesta.edu/finaid/>

FAX (805) 546-3152

The Dean of Student Services will make available the institutional accreditation documents and the Title IV participation agreement upon student request. The Title IV Code for Cuesta College is 001192.

### HEALTH SERVICES

The Student Health Center, in San Luis Obispo Campus Building 3100, Room 3150 is normally open during the day when classes are in session and is open for limited evening hours. In addition, the college operates a Student Health Center at the North County Campus in Building N3000, Room 3025 with limited hours. For specific information on hours, or to make an appointment, call the San Luis Obispo Campus center at (805) 546-3171, or the North County Campus center at (805) 591-6200, ext. 4207. Information can be accessed on the Cuesta College website at <http://www.cuesta.edu/campus/health>

The goals of the Student Health Center are to help students achieve and maintain optimum physical, mental and emotional health, and to educate students toward taking responsibility for their own health. Information on medical records is strictly confidential. All students who have paid the health fee are eligible to receive services\*, which include the following:

- First Aid Treatment and Illness Assessment
- Services and Referrals:
- Medical Care
- Family Planning/Sexual Health Information
- Stress Reduction
- Diet and Nutrition
- Personal Counseling/Crisis Prevention and Intervention
- Substance Abuse
- Secondary Insurance Claim Processing for Campus/Accidents/Injuries
- Voluntary Medical Insurance, Dental Plan (referral to outside carriers)
- Support Staff by Appointment:
- Nurse Practitioner
- Registered Nurse
- Mental Health Professionals

Screening and Testing by Appointment:

- Primary Care Clinic
- Blood Pressure/Height and Weight/Blood Sugar/Cholesterol
- Tuberculosis Skin Test
- Male/Female Sexual Health

\*Not all services are available at the North County Campus at this time.

### INSTITUTE FOR PROFESSIONAL DEVELOPMENT

The Institute for Professional Development (IPD) addresses the Cuesta College mission to support economic growth through assessment, training, coaching, consulting, and facilitation. Training and support services are offered either on or off campus, with flexible hours, no prerequisites and no grades. Business support is delivered through customized contract training for individual company needs, and one-on-one consulting. IPD a staff of professionals, certified trainers, Cuesta College faculty, and industry specialists. IPD is a fee-based program. Training costs are highly competitive. For more information, contact the Institute for Professional Development, Cuesta College at (805) 546-3180, fax (805)546-3107.

**INTERCOLLEGIATE ATHLETICS**

Cuesta College is a member of the Western State Conference. Other community college conference members include Allan Hancock, Antelope Valley, Bakersfield, Citrus, College of the Canyons, Glendale, Los Angeles Pierce, Los Angeles Valley, Moorpark, Oxnard, Santa Barbara, Santa Monica, Ventura and West Los Angeles.

Intercollegiate activities include:

SEASON	MEN	WOMEN
Fall	Cross Country Water Polo Wrestling	Cross Country Water Polo Volleyball Soccer
Fall/Spring Spring	Basketball Baseball Swimming & Diving Track & Field	Basketball Softball Swimming & Diving Track & Field
Fall/Spring	Basketball	Basketball

Eligibility rules for intercollegiate competition are prescribed by the Constitution of the Community College League of California and its California Community College Athlete Association (CCCCAA). In order to participate in intercollegiate sports, the student:

- Must be registered for classes including athletic course no later than one month after the beginning of the semester;
- Must be enrolled in and regularly attending 12 credits or more;
- After the first season of competition, must complete 24 semester credits or 36 quarter credits before the second season of competition in any one sport, including credits earned during the first season of competition;
- Once a student becomes an athlete, he/she must maintain a 2.0 GPA to be eligible for additional seasons of sports;
- Must have a Student Educational Plan (SEP) on file.

These regulations are subject to change by conference officials and by the Community College League of California.

Athletic eligibility is determined in the Admissions and Records Office. Questions may be referred to the Director of Admissions and Records or the Vice President of Student Services (or designee).

Cuesta College Athletics offers a Program Assisting Student-Athlete Success (PASS), which provides confidential, professional, and voluntary assistance to support students in dealing with issues that may be adversely affecting their academic, athletic, or personal performance. Educational programs are provided to offer preventive information, to assist in identifying problems, and to promote the general well-being of student athletes. Appropriate referrals for assistance will be made to campus and community resources.

The PASS program consists of six components:

- Academic Advisement
- Academic Status
- Learning Assistance
- Student Athlete Success Class
- Scholarship Recognition
- Personal Development

Athletes who intend to transfer and compete at a four-year college or university should consult Counseling Services regarding eligibility, degree, and transfer requirements.

**STUDENT LIFE & LEADERSHIP**

The purpose of the Student Life & Leadership program is to assist the student population in the development of programs that serve and actively involve a wide range of students. Opportunities for personal growth are extended to students through leadership and peer counseling courses and programs, community and elementary school internships\*, clubs and organizations, and campus events produced by the students themselves.

\*Depending on course availability.

**Leadership Studies Program**

The Leadership Studies program provides a variety of opportunities for students to challenge their perceptions of leadership and to guide them to a new way of critically thinking about their own leadership potential. Courses offered can be used toward earning Certificates of Completion in either Leadership Studies or Service Leadership. Many of the courses offered in this division concentrate on learning how to develop the leader within; raising self-esteem; improving critical-thinking skills; experiencing greater self-awareness; increasing self-motivation; developing mutually supportive relationships; problem-solving/decision-making techniques; and helping others. Courses are interactive and experiential, offering many hands-on opportunities for field work and practicum experiences outside the classroom. Check the current class schedule for course offerings.

**Student Activities**

Cuesta College's student government develops a broad spectrum of activities, programs, and services for the student body. Its goals are to provide social contact, entertainment, and leadership opportunities for the campus community. Extracurricular activities foster a sense of unity among individuals, as well as among student groups pursuing specialized interests.

The complete planning and production of various events provide excellent experience for student leaders and enjoyable activities for all. Lectures, film series, forums, bands, community awareness programs, and seasonal and special events are all within the scope of student government sponsorship.

The broad array of student activities involves the educational experience of all members of the Associated Students of Cuesta College. Students plan and develop them and, by taking an active role, experience a personal satisfaction and growth beyond their academic pursuits.

**Associated Students of Cuesta College**

The Associated Students of Cuesta College (ASCC) operates under regulations authorized in the California Education Code and in the policies of the Cuesta College Board of Trustees. The ASCC is the college's official student government organization. Membership is open to all students who purchase an ASCC Student ID card.

The ASCC is established to promote the general welfare of Cuesta College students; to guarantee equality of opportunity among students; to offer an experience in practice of the American democratic government; and to encourage student participation in, planning for, and involvement in a comprehensive program of student activities. It offers students opportunities to participate in social and cultural events, to

share in governance activities, to interact with professionals, and to create and administer their own organizations and programs.

### Student Organizations

The college and the ASCC grant recognition to campus organizations including honor societies, service and religious organizations, those with an ethnic/multicultural focus, and departmental and special interest groups. The varied types of clubs not only offer an opportunity for social life but also make a fine contribution to the development of student leadership. Membership and active participation in a reasonable number of these organizations are strongly recommended by the college.

### Associated Students Center, Building 5300

The Student Center, located on the San Luis Obispo Campus only, provides a place for comprehensive student life opportunities and activities. Students can take advantage of the various experiences offered in the Student Center, including the ASCC Social Club, which offers games, a pool table, and live music events. Free legal counseling services are available here for ASCC Student ID cardholders. Club and student government offices also are located in the Student Center. The Student Center is a great place to take a break between classes or possibly get involved beyond the classroom experience. Campus tours for prospective students and their parents are facilitated by Student Life and Leadership staff. Call (805) 546-3289 for more information.

### Cultural Center

The Cultural Center, located at the San Luis Obispo campus, Room 5104 A&B (inside the cafeteria) supports exploration and awareness of diversity through activities, films, literature, music, and human interaction for the purpose of exchanging, sharing, and understanding all cultures. The Cultural Center's Mission Statement reads: "The Cuesta College Cultural Center embraces and celebrates the diverse cultural heritage that all Cuesta College students, faculty, and staff bring to the campus community." Call (805) 546-3289, for further information.

### TRANSFER / CAREER SERVICES

The Transfer/Career Center is located in Room 3134, first floor of the San Luis Obispo Campus Library building. The phone number is (805) 546-3162.

#### Transfer Services

The Transfer/Career Center has a wide variety of resources available to university bound students including college and university catalogs and information, college search materials, major and career books, and study abroad brochures and catalogs. The center maintains information about university transfer requirements, the university application process, articulation agreements and transfer admission guarantee programs. In addition, the center provides internet access with links to assist students completing online admissions applications and researching colleges.

Transfer counselors are available to help students identify their educational goals, research colleges and programs, determine university admission requirements, evaluate transcripts and develop Student Educational Plans (SEPs). Appointments to meet with a counselor can be made one week in advance beginning the first working day of the week and are available from 8:30 a.m. to 4:00 p.m. Monday through Thursday and from 10:30 a.m. to 4:00 p.m. on Friday.

Transfer/Career Center staff serve as liaisons to colleges and universities and advocate for students in the admission process. Center staff also coordinate university representative visits in which university outreach staff come to campus to meet with Cuesta College students individually.

Transfer Admission Guarantee (TAG programs) are commitments that selected colleges and universities make to Cuesta College students who meet specific credit, GPA, and course requirements. A TAG serves as a contract between the student and college or university. Students who have completed a TAG with a counselor and have met contractual requirements are guaranteed admission.

### CUESTA COLLEGE NOW HAS TRANSFER ADMISSION GUARANTEES WITH THE FOLLOWING UNIVERSITIES:

- UC Santa Cruz
- UC Riverside
- UC Santa Barbara
- UC Davis
- UC Irvine
- UC Merced
- UC San Diego
- CSU Monterey Bay
- CSU Northridge
- CSU San Francisco
- CSU San Jose
- CSU Fullerton
- Cal Poly Pomona
- Sonoma State University
- Columbia College
- Chapman University
- University of La Verne
- University of Maine (Library Information Technology)
- National University

#### Filing Dates for Transfer Students

Students should check with the Transfer/Career Center for information regarding application deadlines for transfer to UC, CSU or independent colleges and universities or see [www.csumentor.edu](http://www.csumentor.edu); [www.universityofcalifornia.edu/pathways](http://www.universityofcalifornia.edu/pathways); [www.aiccumentor.org](http://www.aiccumentor.org).

#### Career Services

Career services are available to assist students in exploring and clarifying their career goals, researching occupational fields, and making their educational plans accordingly. Students may make arrangements with a career counselor to complete online assessments of their interests and personality, use the Eureka Career Information System to obtain information about specific occupations, and check out any of a large number of books related to career and educational planning.

Student wishing to do in-depth career assessment and planning are encouraged to take COUN 254, Career Exploration, and/or COUN 261, Career Readiness and Job Shadowing, nine-week career decision-making and planning courses taught by career counselors.

### Transferring to California Polytechnic State University

California Polytechnic State University, San Luis Obispo (Cal Poly) is a part of the California State University (CSU) system. Because admission to Cal Poly is highly competitive, the university utilizes a comprehensive strategy to determine undergraduate admission selection. Candidates are screened and ranked by major. The competitive nature of each major is based on the number of applications received, compared to the number of openings available, and to each applicant's qualifications.

Applicants for a specific term are asked to submit, by a stated deadline, a Cal Poly application for admission (via the CSUMentor Internet site), which collects the necessary data to rank each applicant in the selection pool. Selection criteria include completion of specified coursework, grades in specified coursework and general education classes, and extracurricular activities and work experience.

The Cal Poly Admissions website provides comprehensive information on the admission selection process. Transfer students should pay special attention to the prerequisite coursework listed for their major on the Transfer Preparation Guide available on the Cal Poly Admissions website at [www.ess.calpoly.edu/\\_admiss/](http://www.ess.calpoly.edu/_admiss/).

Because of the special conditions of admission to Cal Poly, it is strongly recommended that students work closely with a Cuesta College counselor to prepare a Student Educational Plan. The course articulation (course equivalency) agreement between Cal Poly and Cuesta College maximizes the number of classes that will transfer for degree credit. In addition to major-specified prerequisite courses, Cal Poly will give preference for most majors to students who complete their General Education Breadth Certification or the Intersegmental General Education Transfer Curriculum (IGETC) prior to transfer. Students applying as upper-division transfer applicants to Cal Poly with all recommended prerequisite courses completed for their major traditionally have a higher rate of acceptance to the University.

### Articulation Agreements

Students who wish to transfer need to become familiar with the articulation agreements Cuesta College has established with four-year universities and colleges in general education and in specific majors.

Articulation agreements are available to students through counselors/academic advisors and in the Transfer Center. Most articulation agreements also can be accessed through the Internet or ASSIST ([www.assist.org](http://www.assist.org)). Easy-to-follow instructions allow students access to specific course requirements for all colleges where Cuesta College has established agreements.

### ASSIST

ASSIST (Articulation Subsystem Stimulating Inter-institutional Student Transfer) is a student-transfer information system available at [www.assist.org](http://www.assist.org). ASSIST displays reports describing how courses completed at a California community college will be applied to an undergraduate degree when they are transferred to a California State University or University of California campus. As the official repository of articulation for California's public colleges and universities, ASSIST provides the most accurate and up-to-date information available about student transfer within the state of California. Students who are planning to transfer to a California State University or a University of California campus are encouraged to utilize ASSIST information (in consultation with a counselor) for important information about the transfer and articulation process.

### Student Completion and Transfer Rates

In four decades of service to the community, Cuesta College has helped thousands of students reach a wide variety of educational goals, including completion of associate degrees, completion of certificate programs, and successful transfer to four-year institutions.

In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the San Luis Obispo County Community College District and Cuesta College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2004, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Cuesta College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 31.28% percent attained a certificate or degree or became 'transfer-prepared' during a three-year period, from Fall 2004 to Spring 2007. Students who are 'transfer-prepared' have completed 60 transferable credits with a GPA of 2.0 or better.

Based on the cohort defined above, 30.04% percent transferred to another postsecondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period, from Spring 2005 to Spring 2007.

### VETERANS

Cuesta College is approved for the training of veterans under the various public laws of the United States and the California Veterans Program.

Any student who plans to enroll under any federal or state program must contact the Cuesta College Veterans Resource Center, (805) 546-3142 which will supply all necessary forms and information.

Students who are children or widows of veterans who died as a result of military service, or who are dependents of veterans who are totally disabled as a result of such service or peace time military service since September 16, 1940, may be eligible for assistance from the Veterans Administration or the State of California. Satisfactory scholarship, attendance, and program progress are required for all students receiving benefits from any federal or state agency.

Rules and regulations pertaining to veterans' training are subject to change at any time. Veterans are advised to check with the Cuesta College Veterans Resource Center to receive a copy of the latest requirements, rules, and regulations. It is the veteran's responsibility to inform the Veterans Office of any changes to his or her schedule and program.

### Cuesta College Veterans Resource Center

The Cuesta College Veterans Resource Center is located in Building 6900, room #6903, next to the Campus Police. Our phone number is (805) 546-3142 and our business hours are Monday - Thursday, 9:00 am to 4:00 pm. The center is dedicated to serving Cuesta College's veterans, reservists, and military dependents as well as prospective students with military experience. Our staff consists of Veterans who are currently attending Cuesta College and enjoying working with fellow Veterans in an atmosphere of empathy and respect borne of shared experiences. We provide one-on-one assistance in order to ensure that Cuesta's many Veterans have a positive experience at Cuesta as well as the feeling of

being supported along each step of their educational journey at Cuesta. The Cuesta College Veterans Resource Center is the heart of the college's veteran community and serves as a gathering place for student veterans to connect and socialize. Veterans from all branches of the services are welcome and can expect to receive professional, courteous, and compassionate support as they pursue their educational or vocational goals at Cuesta College.

## INSTRUCTIONAL PROGRAMS

**INSTRUCTIONAL DIVISION CHAIRS AND DIRECTORS**

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**DEGREE AND CERTIFICATE GENERAL INFORMATION**

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**DEGREE AND CERTIFICATE REQUIREMENTS**

## INSTRUCTIONAL DIVISION CHAIRS AND DIRECTORS

**CREDIT PROGRAMS****ACADEMIC SUPPORT/  
DISABLED STUDENT  
PROGRAMS AND SERVICES**

Academic Skills

**ATHLETICS**

Bob Mariucci, Director

**BIOLOGICAL SCIENCES**Ron Ruppert, Chair  
Ann Maliszewski, North County Coordinator  
Biology**BUSINESS EDUCATION**Leila Chambers, Chair  
TBA, North County Coordinator  
Business Administration  
Computer Applications/Office Administration  
Computer Information Systems  
Customer Service Academy  
Economics  
Hospitality  
Legal  
Paralegal  
Real Estate**COUNSELING**Candelario Munoz, Director  
Counseling**ENGLISH**Dennis Baeyen, Chair  
Sean Boling, North County Coordinator  
English**ENGLISH AS A SECOND  
LANGUAGE**Madeline Medieros, Chair  
Regina McKeown, North County Coordinator  
English as a Second Language**ENGINEERING AND  
TECHNOLOGY**John Stokes, Chair  
Agricultural Technology  
Architecture  
Automotive Technology  
Broadcast Communications  
Computer and Networking Technology  
Construction Technology  
Criminal Justice  
Electronics and Electrical Technology  
Engineering  
Welding**FINE ARTS**Margaret Korisheli, Chair  
Art**HUMAN DEVELOPMENT**Don Norton, Chair  
Culinary Arts  
Early Childhood Education  
Family Studies  
Fashion Design and Merchandising  
Interior Design  
Nutrition**KINESIOLOGY, HEALTH  
SCIENCES AND ATHLETICS**Jani Johnson, Chair  
Athletics  
Dance  
Health Education  
Kinesiology Theory  
Physical Education Adapted  
Physical Education Activity  
Recreation Administration  
Wellness**LANGUAGES AND  
COMMUNICATIONS**Tony Rector-Cavagnaro, Chair  
Beth-Ann Dumas, North County Coordinator  
American Sign Language  
Communication Studies  
French  
German  
Journalism  
Spanish**LIBRARY/LEARNING  
RESOURCES**Mark Stengel, Director  
Library/Information Technology  
Online**MATHEMATICS**Marie Larsen, Chair  
Rich Taylor, North County Coordinator  
Mathematics**NON-CREDIT PROGRAMS**Matthew Green, Director  
English as a Second Language  
English as a Second Language, Vocational  
High School Diploma  
Work Experience**NURSING AND ALLIED  
HEALTH**Marcia Scott, Director of Nursing and Allied Health  
Lisa Wearda, Associate Director of Nursing and Allied Health  
Pam Peachey, Chair/Assistant Director  
Fay Johnson, North County Coordinator  
Emergency Medical Services  
Licensed Vocational Nursing  
Medical Assisting  
Nursing Assistant  
Nursing, Registered  
Psychiatric Technician**PERFORMING ARTS**Jennifer Martin, Chair  
Drama  
Music**PHYSICAL SCIENCES**Greg Baxley, Interim Chair  
Praveen Babu, North County Coordinator  
Astronomy  
Chemistry  
Geology  
Meteorology  
Oceanography  
Physical Science  
Physics**SOCIAL SCIENCES**Jane Morgan, Chair  
Brent LaMon, North County Coordinator  
Anthropology  
Geography  
History  
Philosophy  
Political Science  
Psychology  
Sociology**STUDENT LIFE AND  
LEADERSHIP**Anthony Gutierrez, Coordinator  
Leadership

## ASSOCIATE DEGREES AND CERTIFICATES

Students wishing to receive an associate degree or certificate must complete the Cuesta College Associate Degree Application or Certificate Application in order for the Evaluations Office to perform an official final evaluation of the student's record for completion of requirements. Students must be within two terms of completing requirements before the application will be accepted, and should consult with a counselor for verification. The applications are available on the Office of Admissions and Records' website and in the Student Services Center at all campus locations. See "List of Degrees and Certificates".

Degrees and certificates are awarded two to three months after the completion of the term in which requirements were met. Posting dates reflect the final date of the traditional semester or session in which the requirements were completed (certain exceptions may apply).

Degree candidates are encouraged to participate in the Cuesta College Commencement Ceremony which takes place each May on the San Luis Obispo campus. Commencement information is available on the Evaluations Office website or in the Commencement Channel in myCuesta.

### CATALOG RIGHTS

A student who satisfies the following definition of attendance will follow the Cuesta College curriculum for degrees and certificates in effect:

- at the time the student began attendance at a California Community College, California State University, University of California, or other regionally accredited college or university; or
- as outlined in a subsequent Cuesta College catalog

"Attendance" means attendance in at least one semester or two quarters each academic year. A student who misses two consecutive semesters, or three quarters in an academic year, excluding summer school, will lose catalog rights. In that case, the student must follow (1) the Cuesta College catalog that coincides with the student's date of re-enrollment in a regionally accredited college or university or (2) a subsequent Cuesta College catalog. A total withdrawal in a semester does not constitute a one-semester break in enrollment when "Ws" are posted on the student record. Campus authorities may authorize or require substitutions for discontinued courses in certificate or degree programs.

### RESIDENCY CREDIT REQUIREMENTS FOR DEGREE, CERTIFICATE, GE CERTIFICATION AND APPLICATION OF ALTERNATIVE EDUCATION CREDIT

Residency credit does *not* refer to with whether or not a student is a resident of the State of California.

Residency credit is defined as credits earned while in residence at the campus granting the degree, certificate, general education certification, or application of alternative education credit.

Credit that does not satisfy the residency credit requirement:

- Advanced Placement
- Credit-by-Exam
- Military
- Other alternative education credit

Residency credit required for the awarding of Cuesta College degrees, certificates and general education certifications:

- **DEGREES** - Minimum of 12 semester credits
- **CERTIFICATE OF ACHIEVEMENT** - Minimum of two of the required courses
- **CERTIFICATE OF SPECIALIZATION** - Minimum of one of the required courses
- **CSU GENERAL EDUCATION CERTIFICATION** - Minimum of one course (at least three semester credits)
- **IGETC** (Intersegmental General Education Transfer Curriculum) – Minimum of one course (at least three semester credits)

Residency credit required for the application of alternative education credit.

- **CREDIT-BY-EXAM** – Minimum 12 semester credits with "C" average work
- **ADVANCED PLACEMENT** – Minimum 12 semester credits
- **MILITARY CREDIT** - Minimum 12 semester credits of "C" average work

### REQUIREMENTS FOR THE ASSOCIATE DEGREE

Graduates from Cuesta College have conferred upon them the degree of Associate in Arts or Associate in Science. Requirements for graduation are prescribed by the Board of Governors of the California Community Colleges and the District Board of Trustees.

#### Designated Degree

Requirements:

- 60 semester degree applicable credits overall
  - lower division coursework only (use of upper division credits is subject to appeal)
- 18 credits of Cuesta general education coursework with a minimum overall GPA of 2.00
- Prescribed coursework in a specific major with grades of "C" or better
- Residency
- Health Education
- Diversity
- English Competency
- Math Competency
- American Ideals/Institutions
- 2.00 GPA overall

#### A.A., Liberal Arts (Non-Transfer)

Requirements:

- 60 semester degree applicable credits overall
  - lower division coursework only (use of upper division credits is subject to appeal)
- 18 semester credits of Cuesta general education coursework with a minimum overall GPA of 2.00
- 18 semester credits of coursework in one of the following Areas of Emphasis with grades of "C" or better:
  - Arts and Humanities
  - Mathematics and Sciences
  - Social and Behavioral Sciences

For Depth, two courses must be from a single discipline  
For Breadth, at least three disciplines must be selected

- Residency
- Health Education
- Diversity
- English Competency
- Math Competency
- American Ideals/Institutions
- 2.00 GPA overall

**A.A., Liberal (Transfer)**

## Requirements:

- 60 semester transferable credits overall (CSU or UC)
  - lower division coursework only (use of upper division credit is subject to appeal)
- Completion of the CSU GE with an overall minimum GPA of 2.00, or
- Completion of IGETC (minimum grade of “C” required in all coursework)
- 18 semester credits of coursework in one of the following Areas of Emphasis with grades of “C” or better:
  - Arts and Humanities
  - Mathematics and Sciences
  - Social and Behavioral Sciences

**A.A. for Transfer and A.S. for Transfer**

California Community Colleges offer associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-credits baccalaureate degree within 60 semester or 90 quarter credits.

To view the most current list of Cuesta College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to [www.californiacommunitycolleges.cccco.edu/Students/AssociateDegreeforTransfer.aspx](http://www.californiacommunitycolleges.cccco.edu/Students/AssociateDegreeforTransfer.aspx). Current and prospective community college 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.

## Requirements:

- Minimum of 60 CSU transferable semester credits
- Minimum overall grade point average (GPA) of at least 2.00
  - While a minimum of 2.00 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information
- Completion of a minimum of 18 semester credits in prescribed major coursework, with a grade of C or better or a “P” if the course is taken on a “pass-no pass” basis
- Certified completion of the California State University General Education-Breadth pattern (CSU GE Breath) OR the Intersegmental General Education Transfer Curriculum (IGETC)

Important Information for Transfer-bound Students

Earning an associate degree may not guarantee transfer readiness into a particular CSU or UC campus or major. Consult with an academic counselor for details and a thorough evaluation of your transferable credits, grade point average, and lower division major preparation.

Required Records for Degree Evaluation

Cuesta College incorporates all associate degree applicable coursework from all regionally accredited institutions attended, into overall totals for the degree.

Official transcripts from all post secondary institutions attended are required. Incomplete or missing transcripts and other records will cause the degree to be denied.

Official documentation is required for Advanced Placement scores and other sources of alternative education to be applied to program requirements.

Advanced Placement scores may be ordered by calling the College Board at 888-308-0013 ([http://www.collegeboard.com/student/testing/ap/exgrd\\_rep.html](http://www.collegeboard.com/student/testing/ap/exgrd_rep.html)).

Any foreign credentials must be independently evaluated and the official independent evaluation submitted to the Evaluations Office. Academic Credentials Evaluation Institute, Inc. (ACEI) is the preferred provider for independent evaluation of foreign credentials (<http://www.acei1.com>), and a “comprehensive” evaluation is required. Use of other agencies must be approved by the Cuesta College Director of Admissions and Records.

**CUESTA GENERAL EDUCATION**

General education is a coherent pattern of courses intended to serve three purposes: Taken as a whole, the program is intended to strengthen students’ essential intellectual skills; broadly introduce students to the core concepts and methods of the major disciplines; and prepare students to lead enriched lives in our multicultural society. General education courses are distinguished from those required for a major or allowed as freely chosen electives. Courses in the general education category are “general” in two senses: independently, they survey the core concepts and methods of the discipline in which they are included; and they point, where possible, to the influences and contributions of the discipline to other disciplines, culture, human history and our quest to understand our universe.

Through this program, students will acquire the ability to think and communicate clearly and effectively both orally and in writing; to use mathematics and other symbolic systems; to understand the modes of inquiry of the major disciplines; to appreciate the structures and processes of the natural environment; to be aware of other cultures and times; to achieve insights by thinking about ethical and social problems; to understand and appreciate the history of US culture and its governing institutions.

Upon completion of the general education course pattern, in addition to the area-specific outcomes, students should be able to:

- identify, explain, and analyze the core concepts and methods of the major discipline in which the course is included;
- identify, explain, and analyze the influences and contributions of the specific discipline to other disciplines, cultures, human history, and our quest to understand the universe.
- organize, integrate, and critically analyze information within the course, using these skills to generate and evaluate alternative perspectives; and
- prepare students to live enriched lives in our multicultural society..

**AREA A: PHYSICAL AND LIFE SCIENCES**

After successfully completing courses in this category, students will understand the scientific method and its role in research, analyze problems in a structured way, and develop and employ strategies for solutions using scientific principles. Students will understand the empirical bases for current scientific theories, how those theories develop and change, and how they explain the natural world. Students also will appreciate the influence of scientific knowledge on the development of civilization.

Select one course from the following:

**Anthropology**

201 Physical Anthropology (3)

**Astronomy**

210 Astronomy (3)

**Biology**

201A Biology (5)  
 204 Microbiology (5)  
 205 Human Anatomy (4)  
 211 Life Science (3)  
 212 Human Biology (3)  
 213 Genetics in Society (3)  
 216 Plants & People (4)  
 220 Environmental Biology (3)  
 221 General Ecology (4)  
 222 Marine Biology (3)  
 224 Principles of Natural History (3)

**Chemistry**

201A General College Chemistry (5)  
 210FL Introduction to Chemistry with Facilitator Assisted Learning (4)  
 211 Introductory Organic/Biochemistry (4)

**Electronics and Electrical Technology**

213 Electronics Fundamentals (6)

**Geology**

210 Physical Geology (4)  
 211 Historical Geology (4)  
 212 Geologic Hazards, Man, and the Environment (3)  
 220 Geology of California (3)

**Nutrition**

210 Nutrition (3)  
 211 Introduction to Nutrition for Health Professionals (3)

**Oceanography**

210 Oceanography (3)  
 212 Introduction to Meteorology (3)

**Physical Science**

201A Physical Science: Physics and Chemistry (3)  
 201B Physical Science: Astronomy and Geology (3)

**Physics**

205A General Physics (4)  
 208A Principles of Physics (5)

**Psychology**

202 Introduction to Biological Psychology (3)

**AREA B: SOCIAL AND BEHAVIORAL STUDIES**

After successfully completing courses in this category, students will understand the theories and be able to employ and evaluate the methods of social science inquiry. Students will be able to analyze and critically assess ideas about the individual, social groups, institutions and society, as well as their interrelationships, structure and function. Students will be able to use this knowledge to develop a capacity for self-understanding and to understand contemporary issues, conflicts, problems and their origins.

Select one course from the following:

**Anthropology**

202 Archaeology (3)  
 203 Cultural Anthropology (3)  
 225 Contemporary Culture of the World (3)

**Criminal Justice**

202 Introduction to Criminal Justice (3)

**Early Childhood Education**

201 Child Growth and Development (3)

**Economics**

201A Principles of Economics (3)  
 201B Principles of Economics (3)

**Family Studies**

212 Human Development Life Span (3)  
 213 Ethnic Identity and Developmental Patterns (3)  
 214 Marriage and Family Relations (3)  
 215 Developmental Patterns of Women (3)  
 270 Introduction to Addiction Studies: Addiction and the Community (3)

**Geography**

201 Physical Geography (3)  
 202 Cultural Geography (3)

**History**

203A History of World Civilization (3)  
 203B History of World Civilization (3)  
 204A History of Western Civilization (3)  
 204B History of Western Civilization (3)  
 207A History of the United States (3)  
 207B History of the United States (3)  
 210 History of California (3)  
 212 History of the Mexican-American (3)  
 233 Afro-American History (3)  
 237 History of American Women (3)  
 239 The History of the Role of Women (3)  
 260 History of the San Simeon Region (3)

**Legal**

217 Introduction to Law (3)

**Political Science**

201 Introduction to Political Science (3)  
 202 Government and Politics of the United States (3)  
 204 World Politics (3)  
 205 Law and Politics (3)  
 206 Comparative Government (3)  
 209 Introduction to Political Theory (3)

**Psychology**

201 Introductory Psychology (3)  
 206 Introduction to Social Psychology (3)  
 233 Personality and Adjustment (3)

**Sociology**

201A Introduction to Sociology (3)  
 201B Social Institutions (3)  
 206 Minority Group Relations (3)  
 208 Introduction to Women's Studies (3)

**AREA C: ARTS AND HUMANITIES**

After successfully completing courses in this category, students will recognize the value of the great works of the human imagination in a broad context and understand their contribution to human culture. They will be able to analyze and appraise cultural/artistic achievements in verbal and/or non-verbal forms. Since language acquisition is a door to understanding the arts and humanities of other cultures, students who acquire second language skills also fulfill the category C requirement.

Select one course from the following:

**American Sign Language**

- 215A Beginning American Sign Language (3)  
 215B American Sign Language II (3)  
 215C American Sign Language III (3)

**Art**

- 200 Art Appreciation (3)  
 203 Survey of Art History: Old Stone Age through Gothic (3)  
 204 Survey of Art History: Renaissance through 19th Century (3)  
 205 Survey of Art History: Modernism and Post-Modernism (3)  
 206 Survey of Art History: Non-Western Art (3)  
 220 Fundamentals of 2-D Design (2-3)  
 221 Beginning Drawing (2-3)  
 240 Introduction to Print Media (2-3)  
 270 3-Dimensional Design (2-3)  
 271 Beginning Sculpture (2-3)  
 280 Ceramics (2-3)

**Communication Studies**

- 202A Oral Interpretation of Literature (3)

**Drama**

- 201A Principles of Acting (3)  
 205 Introduction to Dramatic Literature (3)  
 206 Theater Appreciation (3)  
 207 Introduction to the Theatre (3)

**English**

- 201B English Composition: Introduction to Literature (4)  
 205 Introduction to Poetry (3)  
 206 Introduction to the Novel (3)  
 212A American Literature (3)  
 212B American Literature (3)  
 213 Multicultural Voices in American Literature (3)  
 215 Shakespeare (3)  
 216 Literature and Film (3)  
 217 Literature by Women (3)  
 231 Creative Writing (3)  
 244A European Literature (3)  
 244B European Literature (3)  
 246A Survey of British Literature (3)  
 246B Survey of British Literature (3)

**French**

- 201 Elementary French (5)  
 202 French (5)  
 203 French (5)

**German**

- 201 Elementary German (5)  
 202 German (5)  
 203 German (5)

**Interior Design**

- 282 History of Interior Design (4)

**Music**

- 235 Music Appreciation: Classical Music (3)  
 237 Music Appreciation: American Popular Music (3)  
 238 Music Appreciation: Jazz History (3)  
 239 Fundamentals of Music (3)

**Philosophy**

- 205 Introduction to the Bible (3)  
 206 Introduction to Philosophy (3)  
 209 World Religions (3)  
 212 Philosophical Classics in Theory of Reality (3)  
 213 Philosophical Classics in Ethics and Social Philosophy (3)

**Spanish**

- 201 Elementary Spanish (5)  
 202 Spanish (5)  
 203 Spanish (5)

**AREA D: ENGLISH AND MATH COMPETENCY REQUIREMENT**

Competency in reading, written expression, and mathematics must be demonstrated. The reading and written expression competency requirement is satisfied by completing English 201A, or an equivalent college level writing course with a grade of "C" or better, from a regionally accredited institution.

The mathematics competency requirement is satisfied by completing Math 124, 126B, 127 or a higher college level mathematics course, with a grade of "C" or better. Equivalent college level mathematics courses completed at regionally accredited colleges and universities are also acceptable.

(Note: Students who have been in attendance at Cuesta or any regionally accredited institution prior to Fall 2009 should see a Cuesta counselor to establish catalog rights regarding competency requirements.)

**AREA D1: COMMUNICATIONS IN ENGLISH**

After successfully completing this category, students will be able to read and write effective expository and argumentative prose with a focus on inquiry as well as persuasion. Students will be able to read critically in order to comprehend the central ideas and rhetorical techniques in the assigned texts. They also will be able to demonstrate an ethical use of various rhetorical techniques in their written work.

**English**

- 201A English Composition (4)

**AREA D2: ANALYTICAL THINKING**

After successfully completing this category, students will be able to construct and analyze statements in a formal symbolic system, and understand the relationship between the symbolic system and its various applications in the real world. Students will also appreciate the strengths and limitations of the system, its logical structure, and its derivation.

Complete one course from the following:

**Computer Information Systems**

- 201 Introduction to Computer Science (3)  
 217 "C" Programming Language (3)  
 231 Fundamentals of Computer Science I (4)

**Electronics and Electrical Technology**

216 Digital Circuits (4)

**Mathematics**

126B Intermediate Algebra - Part 2 (5)  
 127 Intermediate Algebra (5)  
 229 Trigonometry (3)  
 230 College Mathematics for the Humanities (3)  
 231 Trigonometry with Geometric Foundations (5)  
 232 College Algebra (3)  
 236 Introduction to Applied Statistics (3)  
 242 Pre-calculus Algebra (5)  
 247 Introduction to Statistics (4)  
 255 Calculus for Business and Management (3)  
 265A Analytic Geometry and Calculus (5)  
 265B Analytic Geometry and Calculus (5)  
 283 Calculus (5)  
 287 Linear Analysis (5)

**Philosophy**

208 Introduction to Logic (3)

**AREA E: AMERICAN INSTITUTIONS**

After successfully completing courses in this category, students will understand the impact of social, political, and economic forces in the historical development of the US. Students will be able to employ interpretative skills to analyze historical causes and effects. Students will have an enhanced understanding of the interrelationship among the branches of our government over time. Students will also develop an understanding of US cultural and social diversity, and ethnic, gender, and class conflict.

Select one course from the following (cannot be double counted for AREA B):

**History**

207A History of the United States (3)  
 207B History of the United States (3)

**Political Science**

202 Government and Politics of the United States (3)

**DIVERSITY REQUIREMENT**

After successfully completing the requirement, students will be able to identify, assess, and challenge biased assumptions and behaviors of individuals and societal institutions; analyze inter-group relations within categories of identity, such as race, ethnicity, gender, religion, sexual orientation, class, ability, nationality, or age; and examine struggles of non-dominant groups for power, justice, and access to resources.

Select one course from the following approved courses for 2012-13:

**Anthropology**

203 Cultural Anthropology (3)  
 220 California Indians (3)

**Business Education**

260 International Business (3)

**Communication Studies**

212 Intercultural Communication (3)

**Criminal Justice**

224 Police-Community Relations (3)

**Early Childhood Education**

215 Teaching in a Diverse Society (3)

**English**

213 Multicultural Voices in American Literature (3)  
 217 Literature by Women (3)

**Family Studies**

213 Ethnic Identity and Developmental Patterns (3)  
 215 Developmental Patterns of Women (3)

**Health Education**

203 Women's Health Issues (3)  
 208 Multicultural Health (3)

**History**

237 History of American Women (3)  
 239 History of the Role of Women (3)

**Legal**

217 Introduction to Law (3)

**Nutrition**

222 Food Customs and Culture

**Psychology**

206 Introduction to Social Psychology (3)

**Sociology**

202 Social Problems (3)  
 206 Minority Group Relations (3)  
 208 Introduction to Women's Studies (3)

Completion of one of the following degree or certificate programs will also satisfy the Diversity requirement:

- A.S., Nursing, Registered
- C.A., Nursing, Registered
- C.A., Nursing, Registered (30 Unit Option)

**HEALTH REQUIREMENT**

After successfully completing this requirement, students will be able to apply a breadth & depth of knowledge that is inclusive of all the dimensions of health e.g., spiritual, environmental, social, mental & emotional, and physical. The scope and content of the health education course work this requirement provides the student with the knowledge and problem solving skills essential to evaluate health literature, analyze personal health risks and promote lifestyle choices. This preparation empowers the student to make relevant choices applicable to their genetic, environmental, and health risk factors that ultimately optimize mind/body/spirit health over a lifetime.

- Descriptive and discussion content of the major chronic diseases in the United States.
- Evaluation of individual risk factors for chronic diseases from a genetic, environmental, and lifestyle perspective.
- Descriptive and discussion content about communicable diseases/infections (e.g., STI's, Hepatitis C) including symptoms and prevention.
- Analyzing the influence of environmental and nutritional concepts on food choices.
- Relating diet, exercise, and stress management to prevention of diseases and psychological wellbeing.
- Developing an appropriate physical fitness program that includes cardiovascular conditioning, muscle strength and endurance training, and flexibility.
- Examining the relationship between values and beliefs and mental health. Utilize this relationship to create effective interpersonal

communication in relationships, coping, prevention of addictive behaviors and personal safety.

- Analyze and apply spiritual concepts to improve health and wellness.

Select one from the following:

#### Health Education

202	Health Education (3)
203	Women's Health Issues (3)
208	Multicultural Health (3)
210	Community Health (3)

Completion of one of the following degree or certificate programs will also satisfy the Health Education requirement:

- A.S., Nursing, Registered
- C.A., Nursing, Registered
- C.A., Nursing, Registered (30 Unit Option)

## CAREER AND VOCATIONAL PROGRAMS

Cuesta College offers two types of academic programs with career and vocational emphasis: Associate in Arts or Associate in Science degree and Certificate of Achievement and/or Certificate of Specialization. These programs provide instruction in the skills and knowledge needed to enter or to make progress in an occupation. The student who wants to pursue a career/vocational oriented program must be eligible to enroll at Cuesta College.

The Associate in Arts or Associate in Science degree programs require completion of 60 degree applicable credits, including general education, health education, diversity and American Institutions coursework, in addition to the prescribed coursework in a specific discipline. (See A.A. for Transfer and A.S. for Transfer for certain exceptions). Refer to the "Associate Degrees and Certificates" section.

Career and vocational programs are developed by the college in close cooperation with advisory committees composed of representatives from business, industry and the college. These advisory committees review course content to make certain that the instruction and curriculum provide current skills, and recommendations are made to update the curriculum. In this manner students in these programs receive the most current information and skills to prepare them for employment in their chosen field.

Frequently a student's educational goal will change. The college recognizes the mobility within our society and the necessity of changing education needs and goals. Therefore, students can switch between programs; without loss of credit.

Certificate programs require completion of a course or a series of courses. Typically, students who seek a certificate wish to complete a career program as quickly as possible to obtain employment. Many students complete the requirements for the certificate, attain employment, and return to Cuesta College to complete the additional requirements for an associate degree or requirements for transfer.

Courses listed in this catalog may not be offered each semester. Consult with a counselor or refer to the current class schedule.

#### Certificate of Specialization

Cuesta College shall grant a Certificate of Specialization to those students who have completed the requirements with a minimum grade of "C" in each course in a specialized area of study, have met residency requirements and apply for the certificate.

#### Certificate of Achievement

Cuesta College shall grant a Certificate of Achievement to those students who have completed the requirements with a minimum of grade of "C" in each course in a specialized area of study, have met residency requirements and apply for the certificate.

#### *EVALUATIONS, SUBSTITUTIONS, WAIVERS AND APPEALS*

Degrees and certificates are awarded only after the Evaluations Office has conducted a final review of complete records and determined that all requirements have been met. Students should schedule regular appointments with a counselor to document progress, prior to submitting the degree or certificate application to the Evaluations Office.

In special circumstances, students may initiate a Substitution or Waiver petition through Counseling Services to request use of other coursework, etc. to meet major coursework requirements, or request a waiver of major coursework/credit requirements. Such petitions must be receive final approval from the division chair/director and instructional dean and be on file with the Evaluations Office for final review.

Students may submit a Policy Appeal for Extenuating Circumstances to the Director of Admissions and Records when justified circumstances exist which may create an impediment to degree or certificate progress. Appeal issues range from priority registration and general education to Cuesta graduation requirements, etc. The Director's decision is final.

Contact the Evaluations Office at (805) 546-3141 for information.

#### *CREDIT FOR ALTERNATIVE EDUCATION*

Cuesta College affirms that there is merit in awarding college credit for other than the traditional classroom experiences when those experiences represent learning that may be validated. Therefore, Cuesta College awards credit according to the policies stated below.

#### Advanced Placement Examination

Cuesta College recognizes the completion of College Board Advanced Placement Exams (AP), authorized by the College Entrance Examination Board (CEEB). Credit is awarded based upon the criteria established by the college. Advanced placement scores may be ordered by calling the College Board at (888) 308-0013.

#### Credit for Educational Training in the Military

For currently enrolled students, in good standing, who have completed at least 12 semester credits of "C" average work at Cuesta College, the college may grant up to 12 elective semester credits in accordance with the recommendations of the American Council on Education for educational training completed in the military service. Educational work completed through the United States Armed Forces Institute (USAFI) will also be accepted with no unit maximum. For more information contact the Veteran's Resource Center.

#### Credit by Examination (Challenge of Courses)

Credit by Examination enables students to use their acquired knowledge,

abilities and competencies to challenge certain existing courses for credit.

Petitions for Credit by Examination must be submitted to the Admissions and Records Office no later than the Friday of the fourth week of the fall or spring semester or the Friday of the second week of summer session.

These requirements must be met in order to qualify for Credit by Examination:

- The course is listed in the catalog and appears on the list of classes that may be challenged for that semester or session.
- The student has completed all prerequisites for the course.
- The student is duly registered, in good standing, and has completed at least 12 semester credits of "C" average work at Cuesta College.

The following restrictions apply per Cuesta College Board Policy R6400:

- A course may be challenged for a letter grade or on a pass/no pass basis if the course has an either/or grade option code.
- A maximum of 15 semester credits may be challenged.
- A course may not be challenged more than once.
- Credits received through a challenge may not be used to satisfy eligibility requirements for athletics, financial aid or veterans benefits.
- For courses that involve a lab, the examination will include a lab portion, studio portfolio evaluation or a similar demonstration of ability.
- Credits received through challenge may not be used to satisfy residency requirements.

For more information, refer to the "Petition for Credit by Examination" form available in the Admissions and Records Office.

### Independent Studies

The option of Independent Study at Cuesta College provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic under the direction of an instructor. In order to qualify, a student must not be on academic probation, must be enrolled in another class in addition to the independent study course, and must have completed the prerequisite and preparatory course work. A student may not earn more than two credits for an independent study course in any term. To initiate independent study, a student should confirm through the Admissions and Records Office eligibility to enroll in an independent study course and should contact the appropriate academic division.

### High School Career Education Articulation

Local high school students may receive Cuesta College credit for approved technical and vocational courses, through the San Luis Obispo County Tech Prep Articulation Agreement process. A specialized "Credit by Examination process" allows high school students to challenge the content and/or skill proficiency of specific courses, provided a valid Tech Prep articulation agreement between the student's high school and Cuesta College is maintained. Enrollment fees are waived for students currently enrolled in high school who have been in residence in San Luis Obispo County for at least one year. Each student must fill out a Cuesta College admission application and a "Permit to Enroll" form, and submit a transcript to the Cuesta College Records Office.

For more information, contact the Tech Prep Office at 805-546-3100 ext 2533.

### ***CREDITS NOT ACCEPTED TOWARD DEGREES/ CERTIFICATES/CERTIFICATIONS***

### Continuing Education Units (CEU)

Though earned at colleges and universities, continuing education courses are designed for personal enrichment or job advancement and may not be used.

### College Level Examination Program (CLEP)

A passing score earned on the American Government CLEP exam is accepted by Cuesta College for credit toward Cuesta's POLS 202, Government and Politics of the United States. Due to lab or performance requirements, Cuesta College does not accept credit through examination for any of the other tests offered by the College Level Exam Program.

### Non-Degree Applicable Credits

Non-degree applicable college courses are not used to meet degree curriculum or credit requirements. Degree applicability is determined according to the catalog for the term in which course was taken.

### Credits from Non-Accredited Institutions

Cuesta College will only accept course work from institutions that are recognized by a regional accrediting agency.

### Upper Division Course Work

Course credit from colleges and universities at the upper division level is not used (certain exceptions apply).

## LIST OF DEGREES AND CERTIFICATES

### Agricultural Technology

- C.S. Viticulture Practices
- C.S. Viticulture Practices and Maintenance

### Architectural Technology

- A.S. Architectural Technology
- C.A. Architectural Technology

### Art

- A.A. Art History and Professional Practices
- A.A. Art Studio
- C.S. Graphics

### Automotive Technology

- A.S. Advanced Engine Performance Technician
- A.S. Auto Body Technician
- C.A. Auto Body Technician
- A.S. Automotive Technician
- C.A. Automatic Transmission/Transaxle Specialist
- C.A. Brakes Specialist
- C.A. Chassis and Suspension Specialist
- C.A. Electrical Systems Specialist
- C.A. Engine Performance Specialist
- C.A. Engine Repair Specialist
- C.A. Heating and Air Conditioning Specialist
- C.A. Manual Drivetrains and Axles Specialist

### Biology

- A.S. Biological Sciences

### Broadcast Communications

- A.A. Broadcast Communications

### Business

- A.A. Business Administration - Transferable
- A.A. Business Administration - Career Path
- C.A. Business Administration
- A.A. Management
- C.S. Customer Service
- A.A. Marketing

### Chemistry

- A.S. Chemistry

### Computer Applications/Office Administration

- A.A. Computer Applications/Office Administration
- C.A. Administrative Assistant
- C.A. Office Professional
- C.A. Word Processing
- C.A. Accounting Clerk/Bookkeeper
- C.A. Business Communications
- C.S. Desktop Publishing
- C.A. Computer Applications
- C.A. Document Processing

### Computer Information Systems

- A.S. Computer Science
- A.S. Management Information Systems

### Computer and Networking Technology

- A.S. Computer and Networking Technology
- C.A. Computer and Network Maintenance
- C.A. Computer Networking Specialist
- C.S. Computer Repair

### Construction Technology

- A.S. Construction Technology
- C.A. Construction Technology

### Criminal Justice

- A.A. Criminal Justice

### Culinary Arts

- A.S. Culinary Arts
- C.A. Culinary Arts
- C.S. Baking
- C.S. Whole Foods

### Dance

- A.A. Dance

### Drama

- A.A. Drama

### Early Childhood Education

- A.A. Early Childhood Education Teacher
- C.A. Early Childhood Education Teacher

### Electronics and Electrical Technology

- A.S. Electrical Technology
- C.A. Electrical Technology
- C.S. Power and Instrumentation Certificate

### Emergency Medical Services

- C.A. Paramedic
- C.S. Emergency Medical Services Hazardous Materials First Responder Operational
- C.S. Emergency Medical Services Technician Refresher
- C.S. Emergency Medical Technician

### Engineering

- A.S. Engineering

### English

- A.A. English

### English as a Second Language

- C.S. English as a Second Language, Intermediate
- C.S. English as a Second Language, Advanced

### Facilities

- A.S. Facilities Technology Management
- C.A. Facilities Technology

### Family Studies/Human Services

- A.A. Family Studies/Human Services
- C.S. Addiction Studies
- C.S. Addiction Studies Fieldwork

### Fashion Design and Merchandising

- A.A. Fashion Design
- C.A. Fashion Design
- A.A. Fashion Merchandising
- C.A. Fashion Merchandising

## A.A. – ASSOCIATE IN ARTS

## A.S. – ASSOCIATE IN SCIENCE

## C.A. – CERT. OF ACHIEVEMENT

## C.S. – CERT. OF SPECIALIZATION

**Geology**

A.S. Geology

**History**

A.A. History

**Hospitality**

A.A. Hospitality

C.A. Hospitality

C.S. Hospitality Fundamentals

**Interior Design**

A.A. Interior Design

C.A. Interior Design

**International Studies**

A.A. International Studies

**Journalism**

A.A. Journalism

**Kinesiology**

A.S. Fitness, Health and Nutrition

C.A. Fitness, Health and Nutrition

A.S. Kinesiology

C.S. Personal Training

**Liberal Arts**

A.A. Liberal Arts (Non-Transfer): Arts and Humanities

A.A. Liberal Arts (Non-Transfer): Mathematics and Sciences

A.A. Liberal Arts (Non-Transfer): Social and Behavioral Sciences

A.A. Liberal Arts (Transfer): Arts and Humanities

A.A. Liberal Arts (Transfer): Mathematics and Sciences

A.A. Liberal Arts (Transfer): Social and Behavioral Sciences

C.A. CSU General Education

C.A. IGETC

**Legal Studies**

A.A. Legal Studies: Business Option

A.A. Legal Studies: Social Science Option

**Library/Information Technology**

A.S. Library/Information Technology

C.A. Library/Information Technology

C.S. Essential Skills for Internet Research

C.S. Library Services to Children

C.S. Web Page Coding

**Mathematics**

A.S. Mathematics

**Medical Assisting**

A.S. Medical Assisting

C.A. Medical Assisting

C.S. Medical Assisting

C.S. Phlebotomy

**Music**

A.A. Jazz Studies

A.A. Music Performance

C.S. Audio Technology

**Nursing Assistant**

C.S. Nursing Assistant

C.S. Nursing Assistant, Acute Care Nurse Assistant

C.S. Nursing Assistant, EKG Monitor Observer

**Nursing, Licensed Vocational Nurse**

C.A. Nursing, Licensed Vocational Nurse

**Nursing, Registered**

A.S. Nursing, Registered

C.A. Nursing, Registered

C.A. Nursing, Registered (30 Unit Option)

**Nutrition**

C.S. Nutrition

**Paralegal**

A.A. Paralegal

C.A. Paralegal

**Paramedic***See Emergency Medical Services***Physics**

A.S. Physics

**Political Science**

A.A. Political Science

**Psychiatric Technician**

A.S. Psychiatric Technician

C.A. Psychiatric Technician

**Psychology**

A.S. Psychology

**Recreation**

A.A. Recreation Administration

**Sociology**

A.A. Sociology

**Transfer Degrees**

AS-T Mathematics

AA-T Sociology

**Transfer Certificates**

C.A. CSU General Education

C.A. IGETC

**Web Development Technologies**

C.A. Web Development Technologies

**Welding**

A.S. Welding Technology

C.A. Welding Technology

C.S. Welding Technology Pipe

C.S. Welding Technology Structural Steel

**Non-Credit**

C.C. Income Tax Preparation

C.C. Non Credit English as a Second Language

C.C. Non Credit Vocational English as a Second Language

C.C. Secondary Education

**Link to Cuesta College Program Student Learning Outcomes**

[http://www.curricunet.com/Cuesta/search/program/program\\_search\\_result.cfm?status=1&colleges\\_id=1&subjects\\_id=&program\\_title=&OK=OK](http://www.curricunet.com/Cuesta/search/program/program_search_result.cfm?status=1&colleges_id=1&subjects_id=&program_title=&OK=OK)

**Institutional Learning Outcomes for the district can be found at:**

[http://academic.cuesta.edu/sloa/docs/Cuesta\\_ILO\\_final.pdf](http://academic.cuesta.edu/sloa/docs/Cuesta_ILO_final.pdf)

**AGRICULTURAL TECHNOLOGY****C.S., VITICULTURE PRACTICES**

Required Courses (5 credits)

AGTC 105	Vineyard Pruning	.5
AGTC 110	Propagation Techniques	.5
AGTC 115	Vineyard Irrigation and Fertilization	1
AGTC 120	Vineyard Canopy Management	1
AGTC 130	Basic Viticulture	1
AGTC 135	Pest Control Management Update	.5
AGTC 140	Soil Fertility and Quality in Central Coast Viticulture	.5

**C.S., VITICULTURE PRACTICES AND MAINTENANCE**

Required Courses (17 credits)

AGTC 105	Vineyard Pruning	.5
AGTC 110	Propagation Techniques	.5
AGTC 115	Vineyard Irrigation and Fertilization	1
AGTC 120	Vineyard Canopy Management	1
AGTC 130	Basic Viticulture	1
AGTC 135	Pest Control Management Update	.5
AGTC 140	Soil Fertility and Quality in Central Coast Viticulture	.5
CTCH 250	Introduction to Construction	3
CTCH 168	Residential Plumbing	3
CTCH 169	Residential Wiring	3
WELD 270A	Basic Welding	3

**ARCHITECTURAL TECHNOLOGY****A.S., ARCHITECTURAL TECHNOLOGY**

Required Courses (34.5 credits)

ARCH 201	Survey of Architectural Education and Practice	1.5
ARCH 232	Architectural Design & Presentation Computer Graphics	3
ARCH 221	Design and Visual Communication I	4
ARCH 222	Design and Visual Communication II	4
ARCH 244	Architectural Environment Control Systems	3
ARCH 230	Architectural Computer Aided Drafting and Design	3
ARCH 242	Introduction to Architectural Practice	3
ARCH 251	Architectural Design Fundamentals I	5
ARCH 252	Architectural Design Fundamentals II	5
CTCH 250	Introduction to Construction	3

Plus 9 units from the following:

ARCH 202	Introduction to Architecture and Environmental Design	1.5
ARCH 205	Architectural Modelmaking	2
ARCH 245	Green Building with LEED Training	1
ARCH 254	Advanced Architectural Graphic Communication	2
CTCH 180A	Building Code I, Architectural Design Provisions	3
ENGR 125	AutoCAD	1
or ENGR 226	Engineering Drawing I	(4)
ENGR 227	Engineering Drawing II	3
ENGR 250	Engineering Statics	3
ENGR 252A	Strength of Materials I	2
and ENGR 252B	Strength of Materials II	2
ENGR 260	Structural Systems for Architects	3

**C.A., ARCHITECTURAL TECHNOLOGY**

Required Courses (21.5 credits)

ARCH 201	Survey of Architectural Education and Practice	1.5
ARCH 232	Architectural Design & Presentation Computer Graphics	3
ARCH 221	Design and Visual Communication I	4
ARCH 230	Architectural Computer Aided Drafting and Design	3
ARCH 242	Introduction to Architectural Practice	3
CTCH 250	Introduction to Construction	3
ENGR 226	Engineering Drawing I	4
Plus 6 units from the following:		
ARCH 202	Introduction to Architecture and Environmental Design	1.5
ARCH 222	Design and Visual Communication II	4
ARCH 213	Architecture Portfolio Presentation	2
ARCH 205	Architectural Modelmaking	2
ARCH 245	Green Building with LEED Training	1
ARCH 254	Advanced Architectural Graphic Communication	2
ENGR 227	Engineering Drawing II	3
MATH 125	Plane Geometry	3
MATH 126B	Intermediate Algebra-Part 2	5
MATH 127	Intermediate Algebra	5
MATH 229	Trigonometry	3
MATH 231	Trigonometry with Geometric Foundations	5
MATH 242	Precalculus Algebra	5
MATH 263	Precalculus Math	5
MATH 265A	Analytic Geometry and Calculus	5
MATH 265B	Analytic Geometry and Calculus	5

**ART****A.A., ART HISTORY AND PROFESSIONAL PRACTICES**

A total of 21 credits are required for the degree. A minimum of 8 credits from the Required Courses must be earned at Cuesta College.

Required Courses (15 credits)

ART 202	Museum Practices	3
or ART 295	Art Gallery	(3)
ART 203	Survey of Art History: Old Stoneage Through Gothic	3
ART 204	Survey of Art History: Renaissance Through 19th Century	3
ART 205	Survey of Art History: Modernism and Post-Modernism	3
ART 206	Survey of Art History: Non-Western Art	3
Plus 6 credits from the following:		
ART 200	Art Appreciation	3
ART 202	Museum Practices	3
ART 220	Fundamentals of 2-Dimensional Design	3
ART 221	Beginning Drawing	2-3
ART 229	Color	3
ART 243	Book Arts	2-3
ART 244	Photography	2-3
ART 253	Digital Art	2-3
ART 256	Adobe Photoshop: Art, Design, and Photography	1-3
ART 266	Graphic Design	3
ART 268	Typography	3
ART 270	Fundamentals of 3-Dimensional Design	3
ART 271	Beginning Sculpture	2-3
ART 280	Ceramics	2-3

ART 295 Art Gallery 3  
 NOTE: Students who plan to use these courses to transfer into art programs in four year colleges are advised to take the 3 credit courses.

**A.A., ART STUDIO**

A total of 21 credits are required for the degree. A minimum of 12 credits in Art must be earned at Cuesta College.

Required Courses (11 credits)

ART 203	Survey of Art History: Old Stoneage Through Gothic	3
or ART 204	Survey of Art History: Renaissance Through 19th Century	(3)
or ART 205	Survey of Art History: Modernism and Post-Modernism	(3)
or ART 206	Survey or Art History: Non-Western Art	(3)
ART 220	Fundamentals of 2-Dimensional Design	3
or ART 270	Fundamentals of 3-Dimensional Design	(3)
ART 221	Beginning Drawing	3
ART 293	Portfolio Presentation	2
Plus 10 credits from the following:		
ART 220	Fundamentals of 2-Dimensional Design	3
ART 222	Intermediate Drawing	2-3
ART 223	Life Drawing	2-3
ART 224	Intermediate Life Drawing	2-3
ART 229	Color	3
ART 230	Beginning Painting	2-3
ART 231	Intermediate Painting	2-3
ART 232	Watercolor Painting	2-3
ART 233	Intermediate Watercolor Painting	2-3
ART 235	Mural Painting	3
ART 234	Figure Painting	2-3
ART 240	Introduction to Print Media	2-3
ART 241	Etching	2-3
ART 243	Book Arts	2-3
ART 244	Photography	2-3
ART 245	Intermediate Photography	2-3
ART 247	Digital Video Editing	3
ART 248	Digital Video Effects	3
ART 249	Digital Photography	3
ART 251	Alternative Photographic Processes	3
ART 252	Photographic Lighting	3
ART 253	Digital Art	2-3
ART 254	Intermediate Digital Art	3
ART 255	Adobe Illustrator: Art, Design, and Illustration	1-3
ART 256	Adobe Photoshop: Art, Design, and Photography	1-3
ART 257	Digital Painting	1-3
ART 258	Adobe Indesign: Art, Design, and Photography	1-3
ART 259	Adobe Dreamweaver: Art, Design, and Interactivity	1-3
ART 265	Adobe Flash: Art, Design, and Animation	3
ART 266	Graphic Design	3
ART 267	Intermediate Graphic Design	2-3
ART 268	Typography	3
ART 270	Fundamentals of 3-Dimensional Design	3
ART 271	Beginning Sculpture	2-3
ART 272	Intermediate Sculpture	2-3
ART 273	Figure Sculpture	2-3
ART 274	Sculpture Foundry	2-3
ART 280	Ceramics	2-3
ART 281	Ceramics	2-3

ART 282	Intermediate Ceramics	2-3
ART 283	Ceramic Sculpture	2-3
ART 284	Alternative and Primitive Firing Techniques in Ceramics	2-3
ART 295	Art Gallery	3

NOTE: Students who plan to use these courses to transfer into art programs in four year colleges are advised to take the 3 credit courses.

**C.S., GRAPHICS**

Required Courses (17 credits)

ART 220	Fundamentals of 2-Dimensional Design	3
ART 221	Beginning Drawing	2
ART 255	Adobe Illustrator: Art, Design, and Illustration	3
ART 256	Adobe Photoshop: Art, Design, and Photography	3
ART 258	Adobe Indesign: Art, Design, and Photography	3
or ART 259	Adobe Dreamweaver: Art, Design, and Interactivity	(3)
ART 266	Graphic Design	3

**AUTOMOTIVE TECHNOLOGY**

**AUTOMOTIVE TECHNOLOGY A.S. DEGREES**

Students must pass a minimum of two certification tests for the National Institute of Automotive Service Excellence (ASE).

**AUTOMOTIVE TECHNOLOGY CERTIFICATES OF PROFICIENCY**

The program of study is designed to facilitate entry into a growing technology-oriented field or to upgrade those already working in the area of automotive mechanics. Nine specialized Certificates of Proficiency are offered in the area of Automotive Technology. In addition to the prescribed curriculum, a student must pass the certification test for The National Institute for Automotive Service Excellence (ASE) for that specialty area.

If the student has completed a high school automotive lab class, or has experience in the auto repair industry, the ATCH 166 Automotive Maintenance & Light Repair Course requirement has been satisfied; however, students may take the class if they wish.

**A.S., ADVANCED ENGINE PERFORMANCE TECHNICIAN**

Required Courses (36.5 credits)

ATCH 109	Introduction to Automotive Computers	2.5
ATCH 120	Automotive Ignition Systems	2
ATCH 125	Engine Performance	4
ATCH 127	Advanced Emissions Diagnostics	1
ATCH 152	Internal Combustion Engine	3
ATCH 158	Automotive Electricity and Electronics	4
ATCH 160	Automotive Electrical Accessories	4
ATCH 164	Basic Clean Air Car Course	3
ATCH 168	Automotive Repair Business	3
ATCH 187	Automotive Fuel Injection and Turbochargers	3
ATCH 188	Automotive Heating and Air Conditioning	3
ENGL 201A	English Composition	4
Plus choose one course from the following:		
MATH 124	Intermediate College Mathematics	3
MATH 127	Intermediate Algebra	5
Plus choose one course from the following:		
EET 213	Electronics Fundamentals	6
PSCI 201A	Physical Science: Physics and Chemistry	3

**INSTRUCTION**

**A.S., AUTO BODY TECHNICIAN**

Required Courses (36.5-38.5 credits)

ATCH 160	Automotive Electrical Accessories	4
ATCH 168	Automotive Repair Business	3
ATCH 170	Auto Body Repair I	3
ATCH 171	Advanced Auto Body	3
or ATCH 177	Advanced Auto Painting	(3)
ATCH 175	Automotive Painting	5
ATCH 284	Braking Systems	4
ATCH 186	Chassis and Suspension Systems	3
ATCH 188	Automotive Heating and Air Conditioning	3
ATCH 109	Introduction to Automotive Computers	2.5
WELD 270A	Basic Welding	3-4
WELD 270C	Welding GMAW & GTAW	3-4

**C.A., AUTO BODY TECHNICIAN**

Required Courses (18 credits)

ATCH 160	Automotive Electrical Accessories	4
or ATCH 158	Automotive Electricity and Electronics	(4)
ATCH 168	Automotive Repair Business	3
ATCH 170	Auto Body Repair I	3
ATCH 175	Automotive Painting	5
ATCH 186	Chassis and Suspension Systems	3
or ATCH 188	Automotive Heating and Air Conditioning	(3)

**A.S., AUTOMOTIVE TECHNICIAN**

Required Courses (39.5 credits)

ATCH 109	Introduction to Automotive Computers	2.5
ATCH 152	Internal Combustion Engine	3
ATCH 153	Engine Overhaul Procedure	3
ATCH 158	Automotive Electricity and Electronics	4
ATCH 168	Auto Repair Business	3
ATCH 182	Automatic Transmissions	4
ATCH 186	Chassis and Suspension Systems	3
ATCH 188	Automotive Heating and Air Conditioning	3
ATCH 280	Manual Drivetrains	3
ATCH 281	Manual Transmissions	3
ATCH 284	Braking Systems	4
ENGL 201A	English Composition	4
Plus choose one course from the following:		
MATH 124	Intermediate College Mathematics	3
MATH 127	Intermediate Algebra	5
Plus choose one course from the following:		
EET 213	Electronics Fundamentals	6
PSCI 201A	Physical Science: Physics and Chemistry	3

**C.A., AUTOMATIC TRANSMISSION/TRANSAXLE SPECIALIST**

Required Courses (17 credits)

ATCH 160	Automotive Electrical Accessories	4
ATCH 168	Automotive Repair Business	3
ATCH 182	Automatic Transmissions	4
ATCH 280	Manual Drivetrains	3
ATCH 281	Manual Transmissions	3

**C.A., BRAKES SPECIALIST**

Required Courses (13.5 credits)

ATCH 109	Introduction to Automotive Computers	2.5
ATCH 160	Automotive Electrical Accessories	4
ATCH 168	Automotive Repair Business	3
ATCH 284	Braking Systems	4

**C.A., CHASSIS AND SUSPENSION SPECIALIST**

Required Courses (14 credits)

ATCH 160	Automotive Electrical Accessories	4
ATCH 168	Automotive Repair Business	3
ATCH 186	Chassis and Suspension Systems	3
ATCH 284	Braking Systems	4

**C.A., ELECTRICAL SYSTEMS SPECIALIST**

Required Courses (13.5 credits)

ATCH 109	Introduction to Automotive Computers	2.5
ATCH 158	Automotive Electricity and Electronics	4
ATCH 160	Automotive Electrical Accessories	4
ATCH 168	Automotive Repair Business	3

**C.A., ENGINE PERFORMANCE SPECIALIST**

Required Courses (21.5 credits)

ATCH 109	Introduction to Automotive Computers	2.5
ATCH 120	Automotive Ignition Systems	2
ATCH 125	Engine Performance	4
ATCH 152	Internal Combustion Engines	3
ATCH 153	Engine Overhaul Procedures	3
ATCH 158	Automotive Electricity and Electronics	4
ATCH 187	Automotive Fuel Injection and Turbochargers	3

**C.A., ENGINE REPAIR SPECIALIST**

Required Courses (17 credits)

ATCH 125	Engine Performance	4
ATCH 152	Internal Combustion Engines	3
ATCH 153	Engine Overhaul Procedures	3
ATCH 158	Automotive Electricity and Electronics	4
ATCH 168	Automotive Repair Business	3

**C.A., HEATING AND AIR CONDITIONING SPECIALIST**

Required Course (15.5 credits)

ATCH 109	Introduction to Automotive Computers	2.5
ATCH 152	Internal Combustion Engines	3
ATCH 160	Automotive Electrical Accessories	4
ATCH 168	Automotive Repair Business	3
ATCH 188	Automotive Heating and Air Conditioning	3

**C.A., MANUAL DRIVETRAINS AND AXLES SPECIALIST**

Required Course (13 credits)

ATCH 160	Automotive Electrical Accessories	4
ATCH 168	Automotive Repair Business	3
ATCH 280	Manual Drivetrains	3
ATCH 281	Manual Transmissions	3

**BIOLOGY****A.S., BIOLOGICAL SCIENCE**

Required Courses (15 credits)

BIO 201A	Biology	5
BIO 201B	Biology	5
BIO 204	Microbiology	5

Plus 23-27 credits from the following:

MATH 236	Introduction to Applied Statistics	3
or MATH 247	Introduction to Statistics	4
CHEM 201A	General College Chemistry	5
and CHEM 201B	General College Chemistry	5
or PHYS 205A	General Physics	4
and PHYS 205B	General Physics	4

or PHYS 208A	Principles of Physics	5
and PHYS 208B	Principles of Physics	5
and PHYS 208C	Modern Physics	3

**BROADCAST COMMUNICATIONS**

**A.A., BROADCAST COMMUNICATIONS**

Required Courses (19 credits)

BCST 221	Introduction to Broadcasting	3
BCST 223	Video Operations	3
BCST 224A	Basic Audio Production	3
BCST 225A	Video Studio Production	3
BCST 226	Media Writing	3
ENGL 201A	English Composition	4

Plus 3 credits from the following:

BCST 224B	Advanced Audio Production	3
BCST 224C	Advanced Audio Production	3
BCST 224D	Advanced Audio Production	3
BCST 225B	Field Video Production and Editing	3
BCST 230A	Television Internship	3
BCST 230B	Television Internship	3
BCST 230C	Television Internship	3
BCST 230D	Television Internship	3

**BUSINESS**

**A.A., BUSINESS ADMINISTRATION - TRANSFERABLE**

Required Courses (21 credits)

BUS 201A	Financial Accounting	4
BUS 201B	Managerial Accounting	4
BUS 218	Business Law	4
BUS 245	Introduction to Business	3
ECON 201A*	Principles of Economics	3
ECON 201B	Principles of Economics	3

Plus 6 credits from the following elective options:

BUS 243	Marketing	3
BUS 248	Small Business Management	3
or BUS 249	Entrepreneurship	(4)
BUS 260	International Business	3
BUS 283	Management and Supervision	3
BUS 286	Human Relations	3
CIS 210	Introduction to Computer Applications	4
CAOA 261	Introduction to Spreadsheets	3
MATH 247**	Introduction to Statistics	4
or MATH 236**	Introduction to Applied Statistics	(3)
MATH 255**	Calculus for Business and Management	3
or MATH 265A**	Analytic Geometry and Calculus	(5)

\*This class will double count towards meeting Gen. Ed. Social Science requirement for Cuesta's AA GE, for the CSU GE and for IGETC.

\*\*Most CSU's and UC's will require courses in Statistics and Business Calculus or Calculus as part of the BS degree in Business. See a counselor for specific details.

The lower division major requirements for transfer into a Business Administration major can vary at each university. To be best prepared for transfer see a counselor for specific details including information about how to satisfy admission, general education and major requirements at your intended transfer institution.

Lastly, remember that an AA degree requires a total of 60 lower division

semester credits which include major coursework, general education and graduation requirements.

**A.A., BUSINESS ADMINISTRATION - CAREER PATH**

Required Courses (3 credits)

BUS 245	Introduction to Business	3
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Plus 12 or more credits from the following core courses:

BUS 201A*	Financial Accounting	4
BUS 218*	Business Law	4
BUS 243*	Marketing	3
BUS 248*	Small Business Management	3
BUS 260*	International Business	3
BUS 283*	Management and Supervision	3
BUS 286*	Human Relations	3
ECON 201A*	Principles of Economics	3

Plus 9 or more credits from the following Business electives:

BUS 130	Introduction to E-Commerce	3
BUS 131	E-Commerce: Social Media Marketing	3
BUS 132	E-Commerce: Information Products	3
BUS 133	E-Commerce: Physical Products	3
BUS 134	E-Commerce: Entrepreneurship	4
BUS 135	Everything eBay	3
BUS 201A*	Financial Accounting	4
BUS 201B	Managerial Accounting	4
BUS 218*	Business Law	4
BUS 240	Advertising	3
BUS 241	Sales	3
BUS 243*	Marketing	3
BUS 246	Retail Merchandising	3
BUS 248*	Small Business Management	3
BUS 249	Entrepreneurship	4
BUS 260*	International Business	3
BUS 283*	Management and Supervision	3
BUS 286*	Human Relations	3
CAOA 227	Business Communications	4
CAOA 261	Introduction to Spreadsheets	3
CAOA 264	Introduction to Database Management	3
CIS 210	Introduction to Computer Applications	4
ECON 201A*	Principles of Economics	3
ECON 201B	Principles of Economics	3
LGL 206	Business Organizations	3
RE 160	Real Estate Principles	3
RE 162	Real Estate Practices	3
RE 168	Real Estate Economics	3
RE 169	Real Estate Property Management	3

\*Courses taken cannot be "double-counted" for credits. That is, completed courses can be counted only once, in either the core courses section or the Business electives section.

Students are encouraged to select courses based upon their personal preferences and vocational or career goals.

**C.A., BUSINESS ADMINISTRATION**

Required Courses (14 credits)

BUS 201A	Principles of Accounting	4
BUS 218	Business Law	4
BUS 245	Introduction to Business	3
ECON 201A	Principles of Economics	3

Plus 6 credits from the following:

BUS 130	Introduction to E-Commerce	3
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INSTRUCTION

BUS 243	Marketing	3
BUS 248	Small Business Management	3
or BUS 249	Entrepreneurship	(4)
BUS 260	International Business	3
BUS 283	Management and Supervision	3
BUS 286	Human Relations	3

**A.A., MANAGEMENT**

Required Courses (12 credits)

BUS 245	Introduction to Business	3
BUS 260	International Business	3
BUS 283	Management and Supervision	3
BUS 286	Human Relations	3

Plus 6 credits from the following:

BUS 130	Introduction to E-Commerce	3
BUS 131	E-Commerce: Social Media Management	3
BUS 201A	Principles of Accounting	4
BUS 218	Business Law	4
BUS 240	Advertising	3
or BUS 241	Sales	(3)
BUS 243	Marketing	3
BUS 246	Retail Merchandising	3
BUS 248	Small Business Management	3
or BUS 249	Entrepreneurship	(4)
CAOA 227	Business Communications	4
CAOA 261	Introduction to Spreadsheets	3
CAOA 264	Introduction to Database Management	3
CIS 210	Introduction to Computer Applications	4
ECON 201A	Principles of Economics	3
LGL 206	Business Organizations	3
RE 160	Real Estate Principles	3
RE 162	Real Estate Practices	3

**C.S., CUSTOMER SERVICE**

Required Courses (5 Credits)

Choose 5 credits from the following:

BUS 170	Dealing with Change	.5
BUS 171	Team Building	.5
BUS 172	Communicating With People	.5
BUS 173	Conflict Resolution	.5
BUS 174	Customer Service	.5
BUS 175	Values and Ethics	.5
BUS 176	Attitude in the Workplace	.5
BUS 177	Stress Management	.5
BUS 178	Decision Making & Problem Solving	.5
BUS 179	Time Management	.5
BUS 181	Professional Image: Appearance, Etiquette, & Networking	.5
BUS 182	Goal Setting: Vision, Goals and Job Search Strategies	.5
BUS 183	Using Technology to Communicate Effectively	.5

**A.A., MARKETING**

Required Courses (12 credits)

BUS 131	Social Media Marketing	3
BUS 240	Advertising	3
BUS 241	Sales	3
BUS 243	Marketing	3

Plus 12 credits from the following:

BUS 130	Introduction to E-Commerce	3
BUS 132	E-Commerce: Information Products	3
BUS 133	E-Commerce: Physical Products	3
BUS 134	E-Commerce: Entrepreneurship	4

BUS 135	Everything E-Bay	3
BUS 170	Dealing with Change	.5
BUS 171	Team Building	.5
BUS 172	Communicating with People	.5
BUS 173	Conflict Resolution	.5
BUS 174	Customer Service	.5
BUS 175	Values and Ethics	.5
BUS 176	Attitude in the Workplace	.5
BUS 177	Stress Management	.5
BUS 178	Decision Making	.5
BUS 179	Time Management	.5
BUS 245	Introduction to Business	3
BUS 248	Small Business Management	3
BUS 249	Entrepreneurship	4
CAOA 167	PowerPoint	1
CAOA 227	Business Communications	4
CAOA 261	Introduction to Spreadsheets	3
CAOA 264	Introduction to Database Management	3
CAOA 265	Adobe InDesign: Business Applications	3
CAOA 269	Introduction to Web Publishing: Dreamweaver	3
CIS 210	Introduction to Computer Applications	4
MATH 247	Introduction to Statistics	4
JOUR 201A	News Writing & Reporting	3
JOUR 201B	Intro to Mass Communications	3
COMM 201A	Speech Communications	3
COMM 212	Intercultural Communications	3

**CHEMISTRY****A.S., CHEMISTRY**

Required Courses (29 credits)

CHEM 201A	General College Chemistry	5
CHEM 201B	General College Chemistry	5
CHEM 212A	Organic Chemistry	5
CHEM 212B	Organic Chemistry	5
MATH 242	Precalculus Algebra	5
MATH 229	Trigonometry	4

**COMPUTER APPLICATIONS/OFFICE ADMINI.****A.A., COMPUTER APPLICATIONS/OFFICE ADMINISTRATION**

At least 8 units in Computer Applications/Office Administration must be earned at Cuesta College for a Computer Applications/Office Administration, A.A. Degree.

Required Courses (40.5-42.5 credits)

BUS 201B	Principles of Accounting	4
or CAOA 252	Computerized Accounting Using QuickBooks Pro	(3)
BUS 251	Elements of Accounting	4
or BUS 201A	Principles of Accounting	(4)
or PLGL 101	Introduction to Law Office Procedures for Paralegals	(3)
CAOA 120B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 123	Business English	3
CAOA 225	Business Calculations	3
CAOA 126	Voice Recognition Software with Document Applications	3
or CAOA 250	Advanced Word Processing: Microsoft Word	(3)
CAOA 227	Business Communications	4
CAOA 128	Office Technology and Telecommunications	3

CAOA 129	Computer Applications/Office Administration Internship	3
CAOA 246	Beginning Word Processing: Microsoft Word	3
CAOA 160	Microcomputer Operations	3
CAOA 261	Introduction to Spreadsheets	3
CAOA 264	Introduction to Database Management	3
CAOA 265	Adobe InDesign	3
or CAOA 250	Advanced Word Processing: Microsoft Word	(3)
or CAOA 167	PowerPoint	(1)
and CAOA 153	Essentials of MS Publisher	(2)
or CAOA 268	Introduction to Photoshop	(3)

**C.A., ADMINISTRATIVE ASSISTANT**

Required Courses (29.5-30.5 credits)

BUS 251	Elements of Accounting	4
or BUS 201A	Principles of Accounting	(4)
CAOA 120B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 123	Business English	3
CAOA 225	Business Calculations	3
CAOA 126	Voice Recognition Software with Document Applications	3
or CAOA 250	Advanced Word Processing: Microsoft Word	(3)
CAOA 227	Business Communications	4
CAOA 128	Office Technology and Telecommunications	3
CAOA 129	Computer Applications/Office Administration Internship	.5
CAOA 246	Beginning Word Processing: Microsoft Word	3
CAOA 252	Computerized Accounting Using QuickBooks Pro	3
or BUS 201B	Principles of Accounting	(4)
Plus 9 credits from the following:		
BUS 286	Human Relations	3
CAOA 120A	Beginning Computer Keyboarding and Document Processing	3
CAOA 250*	Advanced Word Processing: Microsoft Word	3
CAOA 153	Essentials of MS Publisher	2
CAOA 154	Essentials of MS Outlook	2
CAOA 156	Test Prep for Microsoft Office Specialist (MOS) Certification	.5
CAOA 160	Microcomputer Operations	3
CAOA 261	Introduction to Spreadsheets	3
CAOA 162	Introduction to Beginning Computer Keyboarding	1
CAOA 264	Introduction to Database Management	3
CAOA 265	Adobe InDesign	3
CAOA 266	Introduction to Computer Basics	1
CAOA 167	PowerPoint	1
CAOA 268	Introduction to Photoshop	3
CAOA 268A	Photoshop-Level 2	1.5
CAOA 269	Introduction to Web Publishing: Dreamweaver	3
CAOA 172	Photoshop Elements	1.5
CAOA 173	Adobe Acrobat	1.5

\* If not used for required credits.

**C.A., OFFICE PROFESSIONAL**

Required Courses (25.5 credits)

CAOA 120B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 123	Business English	3
CAOA 126	Voice Recognition Software with Document Applications	3
CAOA 227	Business Communications	4
CAOA 128	Office Technology and Telecommunications	3

CAOA 129	Computer Applications/Office Administration Internship	.5
CAOA 246	Beginning Word Processing: Microsoft Word	3
CAOA 250	Advanced Word Processing: Microsoft Word	3
Plus 12 credits from the following:		
BUS 251	Elements of Accounting	4
BUS 286	Human Relations	3
CAOA 120A	Beginning Computer Keyboarding and Document Processing	3
CAOA 153	Essentials of MS Publisher	2
CAOA 154	Essentials of MS Outlook	2
CAOA 156	Test Prep for Microsoft Office Specialist (MOS) Certification	.5
CAOA 160	Microcomputer Operations	3
CAOA 261	Introduction to Spreadsheets	3
CAOA 162	Introduction to Beginning Computer Keyboarding	1
CAOA 264	Introduction to Database Management	3
CAOA 265	Adobe InDesign	3
CAOA 266	Introduction to Computer Basics	1
CAOA 167	PowerPoint	1
CAOA 268	Introduction to Photoshop	3
CAOA 168A	Photoshop-Level 2	1.5
CAOA 269	Introduction to Web Publishing: Dreamweaver	3
CAOA 271	Introduction to Flash: Business Applications	1.5-3
CAOA 172	Photoshop Elements	1.5
CAOA 173	Adobe Acrobat	1.5

**C.A., WORD PROCESSING**

Required Courses (28 credits)

CAOA 120B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 123	Business English	3
CAOA 126	Voice Recognition Software with Document Applications	3
CAOA 227	Business Communications	4
CAOA 128	Office Technology and Telecommunications	3
CAOA 129	Computer Applications/Office Administration Internship	3
CAOA 246	Beginning Word Processing: Microsoft Word	3
CAOA 250	Advanced Word Processing: Microsoft Word	3
CAOA 160	Microcomputer Operations	3
Plus 10 credits from the following:		
BUS 251	Elements of Accounting	4
BUS 286	Human Relations	3
CAOA 120A	Beginning Computer Keyboarding and Document Processing	3
CAOA 225	Business Calculation	3
CAOA 246*	Beginning Word Processing: Microsoft Word	3
CAOA 153	Essentials of MS Publisher	2
CAOA 154	Essentials of MS Outlook	2
CAOA 156	Test Prep for Microsoft Office Specialist (MOS) Certification	.5
CAOA 261	Introduction to Spreadsheets	3
CAOA 162	Introduction to Beginning Computer Keyboarding	1
CAOA 264	Introduction to Database Management	3
CAOA 265	Adobe InDesign	3
CAOA 266	Introduction to Computer Basics	1
CAOA 167	PowerPoint	1
CAOA 268	Introduction to Photoshop	3
CAOA 168A	Photoshop-Level 2	1.5
CAOA 269	Introduction to Web Publishing: Dreamweaver	3
CAOA 271	Introduction to Flash: Business Applications	1.5-3

INSTRUCTION

CAOA 172	Photoshop Elements	1.5
CAOA 173	Adobe Acrobat	1.5

\* If not used for required credits.

### **C.A., ACCOUNTING CLERK/BOOKKEEPER**

Required Courses (19.5 credits)

BUS 251	Elements of Accounting	4
CAOA 123	Business English	3
CAOA 225	Business Calculations	3
CAOA 128	Office Technology and Telecommunications	3
CAOA 129	Computer Applications/Office Administration Internship	.5

CAOA 252	Computerized Accounting Using QuickBooks Pro	3
CAOA 261	Introduction to Spreadsheets	3

Plus 3 credits from the following:

CAOA 120A	Beginning Computer Keyboarding and Document Processing	3
CAOA 120B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 160	Microcomputer Operations	3

### **C.A., BUSINESS COMMUNICATIONS**

Required Courses (26.5 credits)

CAOA 120B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 123	Business English	3
CAOA 225	Business Calculations	3
CAOA 126	Voice Recognition Software with Document Applications	3

CAOA 227	Business Communications	4
CAOA 128	Office Technology and Telecommunications	3
CAOA 129	Computer Applications/Office Administration Internship	.5
CAOA 246	Beginning Word Processing: Microsoft Word	3
CAOA 250	Advanced Word Processing: Microsoft Word	3
CAOA 167	PowerPoint	1

### **C.S., DESKTOP PUBLISHING**

Required Courses (13.5 credits)

ART 220	Fundamentals of 2-Dimensional Design	3
CAOA 250	Advanced Word	3
CAOA 265	Adobe InDesign	3
CAOA 268	Introduction to Photoshop	3
or CAOA 269	Introduction to Web Publishing: Dreamweaver	(3)
CAOA 173	Adobe Acrobat	1.5

Plus 3 credits from the following:

CAOA 153	Essentials of MS Publisher	2
CAOA 168A	Photoshop-Level 2	1.5
CAOA 172	Photoshop Elements	1.5
CAOA 270	Intermediate Web Publishing: Dreamweaver	3
CAOA 271	Using Flash for Business Applications	3

### **C.A., COMPUTER APPLICATIONS**

Required Courses (16 credits)

CAOA 246	Beginning Word Processing: Microsoft Word	3
CAOA 250	Advanced Word Processing: Microsoft Word	3
CAOA 261	Introduction to Spreadsheets	3
CAOA 264	Introduction to Database Management	3
CAOA 265	Adobe InDesign	3
or CAOA 167	PowerPoint	(1)
and CAOA 153	Essentials of MS Publisher	(2)
or CAOA 268	Introduction to Photoshop	(3)
or CAOA 269	Introduction to Web Publishing: Dreamweaver	(3)

CAOA 266	Introduction to Computer Basics	1
Plus 3 credits from the following:		
CAOA 120A	Beginning Computer Keyboarding and Document Processing	3
CAOA 120B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 271	Using Flash for Business Applications	3

### **C.A., DOCUMENT PROCESSING**

Required Courses (16 credits)

CAOA 123	Business English	3
CAOA 125	Business Calculations	1
CAOA 128	Office Technology and Telecommunications	3
CAOA 129	Computer Applications/Office Administration Internship	3

CAOA 246	Beginning Word Processing: Microsoft Word	3
CAOA 250	Advanced Word Processing: Microsoft Word	3

Plus 1-3 credits from the following:

CAOA 120A	Beginning Computer Keyboarding and Document Processing	3
CAOA 120B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 162	Introduction to Beginning Computer Keyboarding	1
CAOA 173	Adobe Acrobat	1.5
CAOA 266	Introduction to Computer Basics	1

## **COMPUTER INFORMATION SYSTEMS**

### **A.S., COMPUTER SCIENCE**

Required Courses (34 credits)

CIS 201	Introduction to Computer Science	3
CIS 231	Fundamentals of Computer Science I	4
CIS 232	Fundamentals of Computer Science II	2
CIS 233	Fundamentals of Computer Science III	2
CIS 240	Microcomputer Architecture & Programming	3
or CIS 241	Discrete Structures	(3)
CHEM 201A	General College Chemistry	5
and CHEM 201B	General College Chemistry	5
or PHYS 208A	Principles of Physics	(5)
and PHYS 208B	Principles of Physics	(5)
MATH 265A	Analytic Geometry and Calculus	5
MATH 265B	Analytic Geometry and Calculus	5
Plus 3 credits from the following:		
CIS 217	"C" Programming Language	3
CIS 219	Object Oriented Programming - C++	3
CIS 218	C# .NET Programming	3
CIS 222	Introduction to Unix/Linux	3
ENGR 217	Introduction to Electronic Circuit Analysis	4
ENGR 219	Logic and Switching Circuits	4
ENGR 245	Materials Engineering	3
ENGR 250	Engineering Statics	3

### **A.S., MANAGEMENT INFORMATION SYSTEMS**

Required Courses (36 credits)

BUS 201A	Principles of Accounting	4
BUS 201B	Principles of Accounting	4
BUS 218	Business Law	4
CAOA 261	Introduction to Spreadsheets	3
CAOA 264	Introduction to Database Management	3
CIS 201	Introduction to Computer Science	3
CIS 231	Fundamentals of Computer Science I	4
CIS 232	Fundamentals of Computer Science II	2

ECON 201A	Principles of Economics	3
ECON 201B	Principles of Economics	3
MATH 255	Calculus for Business and Management	3
Plus 5 credits from the following:		
CIS 103	Fundamentals of Programming for the Internet	2
CIS 217	"C" Programming Language	3
CIS 218	C# .NET Programming	3
CIS 219	Object Oriented Programming - C++	3
CIS 222	Introduction to Unix/Linux	3
CIS 233	Fundamentals of Computer Science III	2
CIS 240	Microcomputer Architecture & Programming	3

**COMPUTER AND NETWORKING TECH**

**A.S., COMPUTER AND NETWORKING TECHNOLOGY**

Required Courses (41 credits)

BUS 286	Human Relations	3
CNET 218	Wireless Network Communication and Administration	4
CNET 221	Operating Systems Concepts I	3
CNET 253	Microcomputers Fundamentals for Technicians	3
CNET 254	Server Maintenance and Administration	4
CNET 255	Network Cabling Certification	3
CNET 256	Fiber Network Cabling Certification	2
CNET 260	Networking Fundamentals	2
CNET 261	Router Theory and Technology	2
CNET 262	Advanced Routing and Switching	2
CNET 263	Wide Area Networking	2
EET 111	Laboratory Techniques I	1
EET 213	Electronics Fundamentals	6
EET 216	Digital Circuits	4

**C.A., COMPUTER AND NETWORK MAINTENANCE**

Required Courses (18 credits)

CNET 221	Operating Systems Concepts I	3
CNET 260	Networking Fundamentals	2
CNET 261	Router Theory and Technology	2
CNET 253	Microcomputer Fundamentals for Technicians	3
CNET 254	Server Maintenance and Administration	4
CNET 255	Network Cabling Certification	2
CNET 256	Fiber Network Cabling Certification	2

**C.A., COMPUTER NETWORKING SPECIALIST**

Required Courses (24 credits)

CNET 221	Operating System Concepts I	3
CNET 260	Networking Fundamentals	2
CNET 261	Router Theory and Technology	2
CNET 262	Advanced Routing and Switching	2
CNET 263	Wide Area Networking	2
CNET 253	Microcomputer Fundamentals for Technicians	3
CNET 254	Server Maintenance and Administration	4
EET 213	Electronics Fundamentals	6

**C.S., COMPUTER REPAIR**

Required Courses (10 credits)

CNET 221	Operating Systems Concepts I	3
CNET 253	Microcomputer Fundamentals for Technicians	3
CNET 254	Server Maintenance and Administration	4

**CONSTRUCTION TECHNOLOGY**

**A.S., CONSTRUCTION TECHNOLOGY**

Required Courses (34 credits)

CTCH 250	Introduction to Construction	3
CTCH 255	Basic Woodworking	3
CTCH 163	Construction Management	3
CTCH 164	Blueprint Reading	3
CTCH 168	Residential Plumbing	4
CTCH 169	Residential Wiring	3
CTCH 171A	Homebuilding: Layout and Concrete I	3
CTCH 172A	Homebuilding: Floor & Wall Framing I	3
CTCH 173A	Homebuilding: Roof Framing I	3
CTCH 174A	Homebuilding: Finish Carpentry I	3
CTCH 180A	Building Code I, Architectural Design Provisions	3
Plus 3 credits from the following:		
BUS 283	Management and Supervision	3
CTCH 156	Machine Woodworking/Furniture	3
CTCH 157	Cabinetmaking/32 mm European Construction	3
CTCH 158	Cabinetmaking/Face Frame Construction	3
CTCH 165	Block Masonry	3
CTCH 166	Brick Masonry	3
CTCH 171B	Homebuilding: Layout and Concrete II	2
CTCH 172B	Homebuilding: Floor & Wall Framing II	2
CTCH 173B	Homebuilding: Roof Framing II	2
CTCH 174B	Homebuilding: Finish Carpentry II	2
CTCH 175	Basic Heating, Refrigeration, and Air Conditioning	3
CTCH 176	Basic Water Treatment	3
CTCH 177	Water Distribution Systems	3
CTCH 180B	Building Code II, Structural Design and Material Provisions	3
CTCH 181	National Electrical Code	3
CTCH 182	Uniform Plumbing and Mechanical Codes	3
CTCH 183A	Commercial Wiring and Electrical Systems	4
CTCH 183B	Industrial Wiring and Electrical Systems	4
CTCH 284	Introduction to Solar Technology	3.5
CTCH 285	Solar Technology Design and Construction	3.5
CTCH 287	Introduction to Green Technology	4
WELD 270A	Basic Welding	3-4

**C.A., CONSTRUCTION TECHNOLOGY**

Required Courses (34 credits)

CTCH 250	Introduction to Construction	3
CTCH 255	Basic Woodworking	3
CTCH 163	Construction Management	3
CTCH 164	Blueprint Reading	3
CTCH 168	Residential Plumbing	4
CTCH 169	Residential Wiring	3
CTCH 171A	Homebuilding: Layout and Concrete I	3
CTCH 172A	Homebuilding: Floor and Wall Framing I	3
CTCH 173A	Homebuilding: Roof Framing I	3
CTCH 174A	Homebuilding: Finish Carpentry I	3
CTCH 180A	Building Code I, Architectural Design Provisions	3
Plus 3 credits from the following:		
CTCH 156	Machine Woodworking/Furniture	3
CTCH 157	Cabinetmaking/32 mm European Construction	3
CTCH 158	Cabinetmaking/Face Frame Construction	3
CTCH 165	Block Masonry	3
CTCH 166	Brick Masonry	3
CTCH 171B	Homebuilding: Layout and Concrete II	2
CTCH 172B	Homebuilding: Floor and Wall Framing II	2

**INSTRUCTION**

CTCH 173B	Homebuilding: Roof Framing II	2
CTCH 174B	Homebuilding: Finish Carpentry II	2
CTCH 175	Basic Heating, Refrigeration, and Air Conditioning	3
CTCH 176	Basic Water Treatment	3
CTCH 177	Water Distribution Systems	3
CTCH 180B	Building Code II, Structural Design and Material Provisions	3
CTCH 181	National Electrical Code	3
CTCH 182	Uniform Plumbing and Mechanical Codes	3
CTCH 183A	Commercial Wiring and Electrical Systems	4
CTCH 183B	Industrial Wiring and Electrical Systems	4
WELD 270A	Basic Welding	3-4

## CRIMINAL JUSTICE

### A.A., CRIMINAL JUSTICE

Students must pass all classes with a grade of "C" or better.

A minimum of 12 credits in Criminal Justice must be earned at Cuesta College.

Required Courses (26 credits)

CJ 202	Introduction to Criminal Justice	3
CJ 204	Principles and Procedures of the Justice System	3
CJ 206	Concepts of Criminal Law	3
CJ 208	Legal Aspects of Evidence	3
CJ 210	Principles of Investigation	3
CJ 213	Concepts of Enforcement Service	3
CJ 224	Police-Community Relations	3
CJ 226	Investigative Report Writing	2
CJ 228	Introduction to Corrections	3

## CULINARY ARTS

### A.S., CULINARY ARTS

Required Courses (22.5 credits)

CUL 125	Baking and Baking Science I	1
CUL 145	Advanced Pastry Arts	1
CUL 149	Vegetarian Cuisine	1
CUL 210	Culinary Arts Fundamentals I	2.5
CUL 213	Food Sanitation and Safety	1
CUL 220	Culinary Arts Fundamentals II	1.5
CUL 230	Meat, Poultry, and Seafood Analysis and Production	1.5
CUL 235	Intermediate Baking	1
CUL 240	Garde Manger	1
CUL 243	International Cuisine	.5
HOSP 230	Food and Beverage Operations	3
MATH 112	Converting Measurements	1
NUTR 210	Nutrition	3
NUTR 222	Food Customs and Culture	3
WEXP 252L	Cooperative Work Experience Lab Occupational	0.5

Plus 3 courses (1.5 credits) from the following:

BUS 170	Dealing with Change	.5
BUS 171	Team Building	.5
BUS 172	Communicating with People	.5
BUS 173	Conflict Resolution	.5
BUS 174	Customer Service	.5
BUS 175	Values & Ethics	.5
BUS 176	Attitude in the Workplace	.5
BUS 177	Stress Management	.5
BUS 178	Decision Making & Problem Solving	.5
BUS 179	Time Management	.5

### C.A., CULINARY ARTS

Required Courses (22.5 credits)

CUL 125	Baking and Baking Science I	1
CUL 145	Advanced Pastry Arts	1
CUL 149	Vegetarian Cuisine	1
CUL 210	Culinary Arts Fundamentals I	2.5
CUL 213	Food Sanitation and Safety	1
CUL 220	Culinary Arts Fundamentals II	1.5
CUL 230	Meat, Poultry, and Seafood Analysis and Production	1.5
CUL 235	Intermediate Baking	1
CUL 240	Garde Manger	1
CUL 243	International Cuisine	.5
HOSP 230	Food and Beverage Operations	3
MATH 112	Converting Measurements	1
NUTR 210	Nutrition	3
NUTR 222	Food Customs and Culture	3
WEXP 252L	Cooperative Work Experience Lab Occupational	0.5

Plus 3 courses (1.5 credits) from the following:

BUS 170	Dealing with Change	.5
BUS 171	Team Building	.5
BUS 172	Communicating with People	.5
BUS 173	Conflict Resolution	.5
BUS 174	Customer Service	.5
BUS 175	Values & Ethics	.5
BUS 176	Attitude in the Workplace	.5
BUS 177	Stress Management	.5
BUS 178	Decision Making & Problem Solving	.5
BUS 179	Time Management	.5

### C.S., BAKING

Required Courses (3.5-5.5 credits)

CUL 100	Culinary Kitchen Basics	.5
or CUL 210	Culinary Arts Fundamentals I	(2.5)
CUL 125	Baking and Baking Science I	1
CUL 145	Advanced Pastry Arts	1
CUL 235	Intermediate Baking	1

### C.S., WHOLE FOODS

Required Courses (4.5 credits)

CUL 100	Culinary Kitchen Basics	.5
CUL 101	Whole Grains Cookery	.5
CUL 102	Seasonal Cuisine	.5
CUL 103	Healthful Ethnic Cuisine	.5
CUL 104	Living and Raw Foods	.5
CUL 105	Alternative Baking and Dessert Methods	.5
CUL 106	Advanced Vegetarian Cuisine	.5
CUL 149	Vegetarian Nutrition and Cuisine	1

## DANCE

### A.A., DANCE

Required Courses (26 credits)

DANC 228	Social Dance Forms	1
DANC 225	Dance Improvisation and Composition	1
DANC 250	Dance History of the 20th Century	3
DANC 252	Dance Cultures of the World	3
DANC 255	Ballet	1
DANC 256	Jazz	1
DANC 258	Choreography and Performance	2
DANC 260A	Beginning Modern	1
DANC 260B	Intermediate Modern	1

DANC 260C	Advanced Modern	1
DRA 207	Introduction to Theatre	3
MUS 239	Fundamentals of Music	3
PEAC 206	Pilates for Fitness and Health	1
KINE 214	Foundations for Fitness	3
Plus 9 credits from the following: Electives		
BIO 205	Human Anatomy	4
BIO 212	Human Biology	3
DANC 249	Dance Ensemble	.5 - 3
DANC 254	Introduction to Dance	1
MUS 220	Elementary Voice	2
MUS 235	Music Appreciation	3
MUS 240	Recording Arts	2
MUS 250	Musical Theatre Workshop	3
MUS 251	Musical Theatre Performance	3
NUTR 230	Nutrition for Fitness and Sport	3

**DRAMA**

**A.A., DRAMA**

Required Courses (21 credits)

DRA 201A	Principles of Acting	3
DRA 201B	Principles of Acting	3
DRA 207	Introduction to the Theatre	3
DRA 211A	Basic Theatre Practice	3
DRA 211B	Basic Theatre Practice	3
DRA 215	Introduction to Stage Movement	3
DRA 248	Play Production	3
Plus 6 credits from the following:		
DRA 202	Applied Principles of Acting	3
DRA 208	Voice for the Actor	3
DRA 247	Independent Studies - Drama	.5-2
DRA 250	Musical Theatre Workshop	3
DRA 251	Musical Theatre Performance	3
DRA 252	Writing, Directing, and Acting for Theatre	3

**EARLY CHILDHOOD EDUCATION**

**A.A., EARLY CHILDHOOD EDUCATION TEACHER**

Required Courses (29 credits)

ECE 201	Child Growth and Development	3
ECE 202	Child, Family and Community	3
ECE 203	Curriculum for Young Children	3
ECE 204	Child Health Safety and Nutrition	3
ECE 205	Introduction to Early Childhood Education: Principles and Practices	3
ECE 206	Observation, Recording Techniques and Assessment	3
ECE 209	Guidance, Curriculum and Environments	3
ECE 210	Practicum: Guidance, Curriculum and Environment	3
ECE 215	Teaching in a Diverse Society	3
HEED 204*	Standard First Aid and CPR	2
Plus 3 credits from the following:		
ECE 211	Music And Movement Activities for Young Children	3
ECE 220	Art for Children	3
ECE 234	Children's Literature	3
Plus 3 credits from the following:		
ECE 244	Supervision and Administration of Parent Programs	3
ECE 245	Adult Supervision, Evaluations and Staff Relations in ECE	3

Relations in ECE		
ECE 246	Administration and Supervision of Early Childhood Schools	3
Plus 3 credits from the following:		
ECE 135	Strategies for Challenging Behaviors in the ECE Classroom	3
ECE 236	Understanding the Child with Special Needs	3
ECE 242	Infant-Toddler Caregiving	3
* Current certification in Standard First Aid and CPR may be substituted for HEED 204.		

**C.A., EARLY CHILDHOOD EDUCATION TEACHER**

Required Courses (29 credits)

ECE 201	Child Growth and Development	3
ECE 202	Child, Family and Community	3
ECE 203	Curriculum for Young Children	3
ECE 204	Child Health Safety and Nutrition	3
ECE 205	Introduction to Early Childhood Education: Principles and Practices	3
ECE 206	Observation, Recording Techniques and Assessment	3
ECE 209	Guidance, Curriculum and Environments	3
ECE 210	Practicum: Guidance, Curriculum and Environment	3
ECE 215	Teaching in a Diverse Society	3
HEED 204*	Standard First Aid and CPR	2
Plus 3 credits from the following:		
ECE 211	Music And Movement Activities for Young Children	3
ECE 220	Art for Children	3
ECE 234	Children's Literature	3
Plus 3 credits from the following:		
ECE 244	Supervision and Administration of Parent Programs	3
ECE 245	Adult Supervision, Evaluations and Staff Relations in ECE	3
ECE 246	Administration and Supervision of Early Childhood Schools	3
Plus 3 credits from the following:		
ECE 135	Strategies for Challenging Behaviors in the ECE Classroom	3
ECE 236	Understanding the Child with Special Needs	3
ECE 242	Infant-Toddler Caregiving	3
* Current certification in Standard First Aid and CPR may be substituted for HEED 204.		

**INSTRUCTION**

**ELECTRONICS AND ELECTRICAL TECH**

**A.S., ELECTRICAL TECHNOLOGY**

Required Courses (45 credits)

CNET 255	Network Cabling Certification	3
CNET 256	Advanced Network Cablin Techniques	2
CTCH 169	Residential Wiring	3
CTCH 181	National Electrical Code	3
CTCH 183A	Commercial Wiring and Electrical Systems	4
CTCH 183B	Industrial Wiring and Electrical Systems	4
EET 111	Laboratory Techniques I	1
EET 160	Alarm Systems	2
EET 213	Electronics Fundamentals	6
EET 224	Industrial Electronics	4
EET 228	Programmable Logic Controllers	4
EET 267	Power Systems and Rotating Electrical Machinery	4
MATH 127	Intermediate Algebra	5

**C.A., ELECTRICAL TECHNOLOGY**

Required Courses (40 credits)

CNET 255	Network Cabling Certification	3
CNET 256	Advanced Network Cablin Techniques	2
CTCH 169	Residential Wiring	3
CTCH 181	National Electrical Code	3
CTCH 183A	Commercial Wiring and Electrical Systems	4
CTCH 183B	Industrial Wiring and Electrical Systems	4
EET 111	Laboratory Techniques I	1
EET 160	Alarm Systems	2
EET 213	Electronics Fundamentals	6
EET 224	Industrial Electronics	4
EET 228	Programmable Logic Controllers	4
EET 267	Power Systems and Rotating Electrical Machinery	4

**C.S., POWER AND INSTRUMENTATION CERTIFICATE**

Required Courses (16 credits)

EET 224	Industrial Electronics	4
EET 228	Programmable Logic Controllers	4
EET 257	Computer Instrumentation and Control	4
EET 267	Power Systems and Rotating Electrical Machinery	4

**EMERGENCY MEDICAL SERVICES**

Adherence to Cuesta College Paramedic students policies is required for process within and graduation from the program and satisfaction of eligibility to take the Paramedic National Registry licensure examination (NREMT) leading to licensure as a California Paramedic. All EMS Paramedic courses must be completed with a minimum grade of "C" to progress. Conviction of a felony or of any offense substantially related to the qualifications, functions and duties of a Paramedic may constitute grounds for denial of licensure.

Students must meet one of the following:

- Full-time, six months work experience as an EMT; or
- Part-time 1000 hours work experience as an EMT; or
- Successful completion of an Emergency Medical Services Academy

**C.A., PARAMEDIC**

Required Courses (35 credits)

EMS 106	Paramedic Theory I	14
EMS 107	Paramedic Theory II	3
EMS 107A	Advanced Cardiac Life Support	1
EMS 107B	Pediatric Advanced Life Support	1
EMS 107C	Prehospital Trauma Life Support	1
EMS 107L	Paramedic Clinical	3
EMS 108A	Paramedic Internship I	1
EMS 108B	Paramedic Internship II	8
BIO 212	Human Biology	3

**C.S., EMERGENCY MEDICAL SERVICES HAZARDOUS MATERIALS FIRST RESPONDER OPERATIONAL**

Students must receive an 80% or better on the final exam to receive certification from the Governor's Office of Emergency Services California Specialized Training Institute (CSTI).

Required Course (1.5 credits)

EMS 103	Hazardous Materials First Responder Operational	1.5
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**C.S., EMERGENCY MEDICAL SERVICES TECHNICIAN REFRESHER**

Students must possess a current Emergency Medical Technician I county-issued certificate that has not expired for more than two years, and successfully pass the EMS 102 refresher class to receive certification from Cuesta.

Required Course (1.5 credits)

EMS 102	Emergency Medical Technician - Refresher	1.5
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**C.S., EMERGENCY MEDICAL TECHNICIAN**

Students must receive a "C" or better in the class to receive certification from Cuesta.

Required Course (8.5 credits)

EMS 201	Emergency Medical Technician	8.5
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**ENGINEERING**

**A.S., ENGINEERING**

Completion of this program prepares the students for admission to any college or university in the engineering discipline of their choice. All courses are fully articulated and transferable. All courses listed must be completed with a "C" grade or better.

Required Courses (37 credits)

CHEM 201A	General College Chemistry	5
ENGR 250	Engineering Statics	3
MATH 265A	Analytic Geometry and Calculus	5
MATH 265B	Analytic Geometry and Calculus	5
MATH 283	Calculus	4
MATH 287	Linear Analysis	5
PHYS 208A	Principles of Physics	5
PHYS 208B	Principles of Physics	5

Plus 13 credits (of which 9 must be earned at Cuesta) from the following, with a minimum of 3 courses from the Engineering discipline:

CIS 217	"C" Programming Language	3
CIS 231	Fundamentals of Computer Science I	4
CIS 240	Microcomputer Architecture & Programming	3
CTCH 201	Plane Surveying	3
ENGR 210	Computational Methods for Engineers	3
ENGR 218	Introduction to Electronic Circuit Analysis	3
ENGR 218L	Electronic Circuit Lab	1
ENGR 219	Logic and Switching Circuits	4
ENGR 246	Materials Engineering	2
ENGR 246L	Engineering Materials Lab	1
ENGR 248	Introduction to Engineering	1
ENGR 251	Engineering Dynamics	3
ENGR 252A	Strength of Materials I	2
and ENGR 252B	Strength of Materials II	2
ENGR 252L	Strength of Materials Lab	1
GEOL 210	Physical Geology	4
PHYS 208C	Modern Physics	3
WELD 270A	Basic Welding	3-4

**ENGLISH**

**A.A., ENGLISH**

Required Course (8 credits)

ENGL 201A	English Composition	4
ENGL 201B	English Composition: Introduction to Literature	4
or ENGL 201C	English Composition: Critical Thinking	(4)

Plus 12 credits from the following:

ENGL 205	Introduction to Poetry	3
ENGL 206	Introduction to the Novel	3
ENGL 212A	American Literature	3

ENGL 212B	American Literature	3
ENGL 213	Multicultural Voices in American Literature	3
ENGL 215	Shakespeare	3
ENGL 216	Literature and Film	3
ENGL 217	Literature by Women	3
ENGL 231	Creative Writing	3
ENGL 244A	European Literature	3
ENGL 244B	European Literature	3
ENGL 246A	Survey of British Literature	3
ENGL 246B	Survey of British Literature	3

CTCH 285	Solar Technology Design and Construction	3.5
CTCH 287	Introduction to Green Technology	4
EET 228	Programmable Logic Controllers	4
EET 257	Instrumentation and Control	4
EET 267	Power Systems and Rotating Electrical Machinery	4
LDER 255	Community Internship	1-3
LDER 261A	Philosophy of Leadership	1.5
LDER 261B	Leadership: Success Strategies Seminar	1.5
WELD 270B	Advanced Welding	3-4

**ENGLISH AS A SECOND LANGUAGE**

***C.S., ENGLISH AS A SECOND LANGUAGE, INTERMEDIATE***

Required Course (12 credits)

ESL 003	ESL Reading, Writing, and Grammar, Level 3	6
ESL 004	ESL Reading, Writing, and Grammar, Level 4	6
Plus 2 credits from the following:		
ESL 025A	ESL 25A Intermediate Level Conversation	2
ESL 025B	ESL 25B Intermediate Level Conversation	2
ESL 025C	ESL 25C Intermediate Level Conversation	2

***C.S., ENGLISH AS A SECOND LANGUAGE, ADVANCED***

Required Course (15 credits)

ESL 005	English as a Second Language, Writing and Grammar 005	6
ESL 006	English as a Second Language, Writing and Grammar, 006	6
ESL 045	English as a Second Language, Advanced Reading 045	3
Plus 2 credits from the following:		
ESL 035A	Advanced Level Conversation	2
ESL 035B	Advanced Level Conversation	2
ESL 035C	Advanced Level Conversation	2

**FACILITIES**

***A.S., FACILITIES TECHNOLOGY MANAGEMENT***

Required Courses (42 credits)

ATCH 166	Automotive Maintenance and Light Repair	2
BUS 245	Introduction to Business	3
BUS 283	Management and Supervision	3
CNET 255	Network Cabling Certification	3
CTCH 168	Residential Plumbing	3
CTCH 169	Residential Wiring	3
CTCH 183A	Commercial Wiring and Electrical Systems	4
CTCH 250	Introduction to Construction	3
EET 111	Laboratory Techniques I	1
EET 213	Electronics Fundamentals	6
EET 224	Industrial Electronics	4
EET 227	Fluid and Pneumatic Technology	4
WELD 270A	Basic Welding	3
Plus 3 credits from the following:		
ATCH 152	Internal Combustion Engines	3
ATCH 158	Automotive Electricity and Electronics	4
ATCH 168	Automotive Repair Business	3
ATCH 188	Automotive Heating And Air Conditioning	3
ATCH 280	Manual Drivetrains	3
CIS 210	Introduction to Computer Applications	3
CTCH 183B	Industrial Wiring and Electrical Systems	4
CTCH 284	Introduction to Solar Technology	3.5

***C.A., FACILITIES TECHNOLOGY***

Required Courses (18-19 credits)

ATCH 166	Automotive Maintenance and Light Repair	2
CTCH 168	Residential Plumbing	3
CTCH 250	Introduction to Construction	3
EET 111	Laboratory Techniques I	1
EET 213	Electronics Fundamentals	6
WELD 270A	Basic Welding	3-4

**FAMILY STUDIES/HUMAN SERVICES**

***A.A., FAMILY STUDIES/HUMAN SERVICES***

Students transferring to four-year colleges or universities are urged to include Psychology 201 and Sociology 201A as part of their General Education/Breadth requirements.

Required Courses (27 credits)

FMST 202	The Child, Family and Community	3
FMST 205	Life Management	3
FMST 210	Introduction to Human Services	3
FMST 212	Human Development: Life Span	3
or FMST 220	Aging in the 21st Century: Social Gerontology	(3)
FMST 213	Ethnic Identity Development Across the Life Span	3
FMST 214	Family, Relationships and Intimacy	3
FMST 215	Developmental Patterns of Women	3
FMST 216	Parenting	3
FMST 218	Human Sexuality	3
Plus 6 credits from the following:		
FMST 212*	Human Development: Life Span	3
or FMST 220*	Aging in the 21st Century: Social Gerontology	3
FMST 270	Introduction to Addiction Studies: Addiction and the Community	3

FMST 271	Group Process and Practice	3
FMST 272	Drug Prevention and Education	3
FMST 278	Families and Addiction	3
FMST 280	Basic Interviewing and Counseling	3
FMST 288	Addiction Studies Fieldwork & Seminar	7
LDER 253	Peer Counseling	2
or LDER 255	Community Internship	(3)
PSYC 201	Introductory Psychology	3
SOC 201A	Introduction to Sociology	3
SOC 206	Minority Group Relations	3
WEXP 252/252L	Cooperative Work Experience – Occupational	1-4

\* If not used for required credits

***C.S., ADDICTION STUDIES***

Required Courses (15 credits)

FMST 270	Introduction to Addiction Studies: Addiction & the Community	3
FMST 272	Drug Prevention and Education	3
FMST 278	Families and Addiction	3
FMST 279	Treatment and Case Management	3
HEED 206	Health Aspects of Drug Use	3

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or FDM 218	Commercial Fashion Design	(3)
FDM 247	Independent Study: Fashion Design and Merchandising	.5-2
or WEXP 252	Cooperative Work Experience Education - Occupational	(.5)
and WEXP 252L	Cooperative Work Experience Lab - Occupational	(.5-3.5)
FDM 260	Product Development	3

\* No more than 3 credits

**C.A., FASHION MERCHANDISING**

Required Courses (31 credits)

CIS 210	Introduction to Computer Applications	4
FDM 210	Introduction to Fashion	3
FDM 212	Textiles	3
FDM 214	Apparel Evaluation	3
FDM 215	Design Analysis and Color Theory	3
FDM 220	Fashion Analysis	3
FDM 225	History of Fashion: Classic through 19th Century	3
FDM 230	Fashion Buying	3
FDM 235	Fashion Promotion	3
FDM 240	Visual Merchandising and Display	3

Plus 9 credits from the following:

BUS 240	Advertising	3
or BUS 243	Marketing	(3)
BUS 248	Small Business Management	3
or BUS 249	Entrepreneurship	(4)
BUS 283	Management and Supervision	3
or BUS 286	Human Relations	(3)

Plus 3 credits from the following:

BUS 170*	Dealing with Change	.5
BUS 171*	Team Building	.5
BUS 172*	Communicating with People	.5
BUS 173*	Conflict Resolution	.5
BUS 174*	Customer Service	.5
BUS 175*	Values & Ethics	.5
BUS 176*	Attitude in the Workplace	.5
BUS 177*	Stress Management	.5
BUS 178*	Decision Making & Problem Solving	.5
BUS 179*	Time Management	.5
FDM 216	Fashion Illustration	3
or FDM 218	Commercial Fashion Design	(3)
FDM 247	Independent Study: Fashion Design and Merchandising	.5-2
or WEXP 252	Cooperative Work Experience Education - Occupational	(.5)
and WEXP 252L	Cooperative Work Experience Lab - Occupational	(.5-3.5)
FDM 260	Product Development	3

\* No more than 3 credits

**GEOLOGY**

**A.S., GEOLOGY**

Required Courses (16 credits)

GEOL 210	Physical Geology	4
GEOL 220	Geology of California	3
GEOL 212	Geologic Hazards, Man, and the Environment	3
or GEOL 225	Introduction to Geographic Information Systems	(3)
GEOL 229A	Geological Science Field Studies	1
GEOL 229B	Geological Science Field Studies	1
OCEN 210	Oceanography	3
OCEN 210L	Oceanography Lab	1

Plus 10 credits from the following:

CHEM 201A	General College Chemistry	5
CHEM 201B	General College Chemistry	5
MATH 265A	Analytic Geometry and Calculus	5
MATH 265B	Analytic Geometry and Calculus	5
PHYS 208A	Principles of Physics	5
PHYS 208B	Principles of Physics	5

**HISTORY**

**A.A., HISTORY**

Required Courses (12 credits)

HIST 203A	History of World Civilizations	3
or HIST 203B	History of World Civilizations	(3)
or HIST 208A	History of Latin America	(3)
or HIST 208B	History of Latin America	(3)
or HIST 219	History of the Far East	(3)
or HIST 235	History of African Civilization	(3)
HIST 204A	History of Western Civilization	3
or HIST 204B	History of Western Civilization	(3)
HIST 207A	History of the United States	3
or HIST 207B	History of the United States	(3)
POLS 204	World Politics	3
or POLS 206	Comparative Government	(3)
or POLS 209	Introduction to Political Theory	(3)

Plus 9 credits from the following:

ECON 201A	Principles of Economics	3
HIST 203A*	History of World Civilizations	3
HIST 203B*	History of World Civilizations	3
HIST 204A*	History of Western Civilization	3
HIST 204B*	History of Western Civilization	3
HIST 207A*	History of the United States	3
HIST 207B*	History of the United States	3
HIST 208A*	History of Latin America	3
HIST 208B*	History of Latin America	3
HIST 210	History of California	3
HIST 212	History of the Mexican-American	3
HIST 219*	History of the Far East	3
HIST 233	History of the Afro-American	3
HIST 235*	History of African Civilization	3
HIST 239	History of the Role of Woman	3
HIST 260	History of the San Simeon Region	3

\* If not used for required credits.

**HOSPITALITY**

**A.S., HOSPITALITY**

Required Courses (30 credits)

HOSP 201	Introduction to Hospitality	3
HOSP 205	Front Office Operations	3
HOSP 210	Hospitality Marketing and Sales	3
HOSP 215	Housekeeping Operations	3
HOSP 220	Supervision in the Hospitality Industry	3
HOSP 225	Hospitality Law	3
HOSP 230	Food and Beverage Operations	3
HOSP 235	Hospitality Security and Loss Prevention	3
HOSP 240	Hospitality Training and Development Skills	3
HOSP 245	Hospitality Internship	3

**C.A., HOSPITALITY**

Required Courses (24 credits)

HOSP 205	Front Office Operations	3
HOSP 210	Hospitality Marketing and Sales	3

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HOSP 215	Housekeeping Operations	3
HOSP 220	Supervision in the Hospitality Industry	3
HOSP 225	Hospitality Law	3
HOSP 230	Food and Beverage Operations	3
HOSP 235	Hospitality Security and Loss Prevention	3
HOSP 240	Hospitality Training and Development Skills	3

### **C.A., HOSPITALITY FUNDAMENTALS**

Required Courses (15 credits)

Choose any 5 courses from the following:

HOSP 201	Introduction to Hospitality	3
HOSP 205	Front Office Operations	3
HOSP 210	Hospitality Marketing and Sales	3
HOSP 215	Housekeeping Operations	3
HOSP 220	Supervision in the Hospitality Industry	3
HOSP 225	Hospitality Law	3
HOSP 230	Food and Beverage Operations	3
HOSP 235	Hospitality Security and Loss Prevention	3
HOSP 240	Hospitality Training and Development Skills	3
HOSP 245	Hospitality Internship	3

## **INTERIOR DESIGN**

### **A.A., INTERIOR DESIGN**

Required Courses (42 credits)

CIS 210	Introduction to Computer Applications	4
ID 270	Introduction to Interior Design	3
ID 272	Architectural Drafting and Structure for Interior Design	
ID 274	Interior Design Studio 1	4
ID 276	Principles of Green Design	
ID 278	Interior Design Studio 2	4
ID 280	Materials and Methods of Interior Design	3
ID 282	History of Interior Design	4
ID 284	Interior Design Studio 3	4
ID 286	CAD for Interior Design	3
ID 288	Professional Practice	3
ID 290	Interior Design Studio 4	4

### **C.A., INTERIOR DESIGN**

Required Courses (42 credits)

CIS 210	Introduction to Computer Applications	4
ID 270	Introduction to Interior Design	3
ID 272	Architectural Drafting and Structure for Interior Design	
ID 274	Interior Design Studio 1	
ID 276	Principles of Green Design 3	
ID 278	Interior Design Studio 2	4
ID 280	Materials and Methods of Interior Design 3	
ID 282	History of Interior Design	4
ID 284	Interior Design Studio 3	4
ID 286	CAD for Interior Design	3
ID 288	Professional Practice	3
ID 290	Interior Design Studio 4	4

## **INTERNATIONAL STUDIES**

### **A.A., INTERNATIONAL STUDIES**

Required Courses (28 credits)

ANTH 203	Cultural Anthropology	3
GEOG 202	Cultural Geography	3
POLS 204	World Politics	3
POLS 206	Comparative Government	3
ECON 201A	Principles of Economics	3
ECON 201B	Principles of Economics	3
2 semester	Foreign Language (French, German, Spanish)	10

## **JOURNALISM**

### **A.A., JOURNALISM**

Required Courses (24-25 credits)

ENGL 201A	English Composition	4
JOUR 201A	News Writing and Reporting	3
JOUR 201B	Introduction to Mass Communication	3
JOUR 202A	Introduction to News Production	4
JOUR 202B	News Production	4
JOUR 202C	News Production	4
ART 244	Photography	2-3
or ART 245	Intermediate Photography	(2-3)
Plus 3 credits from the following:		
BCST 221	Introduction to Broadcasting	3
BCST 226	Writing for Electronic Media	3
COMM 201A	Public Address	3

## **KINESIOLOGY**

### **A.S., FITNESS, HEALTH AND NUTRITION**

Required Courses (28-29 credits)

BIO 205	Human Anatomy	4
or BIO 212	Human Biology	(3)
HEED 202	Health Education	3
HEED 204	Standard First Aid and CPR	2
HEED 206	Health Aspects of Drug Use	3
NUTR 210	Nutrition	3
or NUTR 211	Introduction to Nutrition for Health Professionals	(3)
NUTR 230	Nutrition for Fitness and Sport	3
KINE 213	Introduction to Prevention and Care of Athletic Injuries	2
KINE 214	Foundations for Fitness	3
KINE 218	Exercise Leadership	3
REC 204	Recreation Program Planning	3

### **C.A., FITNESS, HEALTH AND NUTRITION**

Required Courses (28-29 credits)

BIO 205	Human Anatomy	4
or BIO 212	Human Biology	(3)
HEED 202	Health Education	3
HEED 204	Standard First Aid and CPR	2
HEED 206	Health Aspects of Drug Use	3
NUTR 210	Nutrition	3
or NUTR 211	Introduction to Nutrition for Health Professionals	(3)
NUTR 230	Nutrition for Fitness and Sport	3
KINE 213	Introduction to Prevention and Care of Athletic Injuries	2
KINE 214	Foundations for Fitness	3
KINE 218	Exercise Leadership	3
REC 204	Recreation Program Planning	3

**A.S., KINESIOLOGY**

Required Courses (22 credits)

BIO 205	Human Anatomy	4
BIO 206	General Human Physiology	5
HEED 202	Health Education	3
or HEED 203	Women's Health Issues	(3)
or HEED 208	Multicultural Health Issues	(3)
HEED 204	Standard First Aid and CPR	2
KINE 201	Intro to Kinesiology	3
KINE 213	Introduction to Prevention and Care of Athletic Injuries	2
KINE 214	Foundations for Fitness	3

Plus 4 credits from the following Personal Fitness Courses:

PEAC 206	Pilates for Fitness and Health	.5-1
PEAC 240	Swimming	.5-1
PEAC 264	Step Training	1
PEAC 265	Adult Fitness	.5-1
PEAC 266	Endurance Conditioning	.5-1
PEAC 268	Stretching Routines for Fitness and Sport	.5-1
PEAC 269	Circuit Weight Training	.5-1
PEAC 270	Weight Training	.5-1
PEAD 200	Adapted Aquatics	1
PEAD 205	Adapted Fitness: Weight Training	.5-1

Plus 2 credits from the following Skills Courses:

Any ATHL	Intercollegiate Athletics	1
DANC 254	Introduction to Dance	.5-1
DANC 255	Ballet	.5-1
DANC 256	Jazz Dance	.5-1
DANC 258	Dance Choreography and Performance	2
PEAC 241	Springboard Diving	.5-1
PEAC 242	Water Polo	.5-1
PEAC 250	Wrestling	.5-1
PEAC 283	Golf	.5-1
PEAC 285	Tennis	.5-1
PEAC 291	Baseball	.5-1
PEAC 292	Basketball	.5-1
PEAC 295	Soccer	.5-1
PEAC 296	Softball	.5-1

Plus 3 credits from the following:

HEED 206	Health Aspects of Drug Use	3
NUTR 210	Nutrition	3
REC 203	Intramural and Recreational Sport Programming	3

Note: No Personal Fitness or Skill course can be counted more than once.

**C.S., PERSONAL TRAINING**

Required Courses (18 credits)

BIO 205	Human Anatomy	4
NUTR 230	Nutrition for Fitness and Sports	3
KINE 213	Introduction to Prevention and Care and Care of Athletic Injuries	2
KINE 214	Foundations for Fitness	3
KINE 218	Exercise Leadership and Assessment	3
KINE 224	Personal Training Certification	3

**LEGAL STUDIES**

**A.A., LEGAL STUDIES: BUSINESS EMPHASIS**

Required Courses (13 credits)

BUS 218	Business Law	4
ECON 201A	Principles of Economics	3
LGL 217	Introduction to Law	3
POLS 202	Government of the United States	3

Plus 12-14- credits from the following:

BUS 201A	Principles of Accounting	4
BUS 201B	Principles of Accounting	4
BUS 245	Introduction to Business	3
ECON 201B	Principles of Economics	3
LGL 206	Business Organizations	3
LGL 220	Legal Research and Writing	3
MATH 247	Introduction to Statistics	4
MATH 255	Calculus for Business and Management	3

**A.A., LEGAL STUDIES: SOCIAL SCIENCE EMPHASIS**

Required Courses (13 credits)

BUS 218	Business Law	4
LGL 217	Introduction to Law	3
POLS 202	Government of the United States	3
SOC 201A	Introduction to Sociology	3

Plus 12 credits from the following:

ANTH 203	Cultural Anthropology	3
ECON 201A	Principals of Economics	3
ECON 201B	Principals of Economics	3
LGL 220	Legal Research and Writing	3
POLS 201	Introduction to Political Science	3
POLS 206	Comparative Government	3
POLS 209	Introduction to Political Theory	3
HIST 204A	History of Western Civilization	3
HIST 204B	History of Western Civilization	3
HIST 207A	History of United States	3
HIST 207B	History of United States	3
PHIL 208	Introduction to Logic	3
PHIL 213	Philosophical Classics in Ethics and Social Philosophy	3

**LIBERAL ARTS**

**LIBERAL ARTS (NON-TRANSFER)**

The Associate of Arts in Liberal Arts (Non-Transfer) degree is designed to provide a broad knowledge of liberal arts and sciences plus coursework in an "Area of Emphasis."

- Students must complete the Cuesta College General Education pattern
- Complete 18 semester credits in one of the Area of Emphasis outlined below
  - For Depth, two courses must be from a single discipline
  - For Breadth, at least three disciplines must be selected
- Complete Cuesta College graduation requirements
- Elective credits may be necessary and must be transferable (CSU or UC)

**ARTS AND HUMANITIES**

These courses emphasize the study of cultural, literary, and humanistic activities, as well as artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have expressed themselves and responded to the world around them through artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

- ASL (American Sign Language) 215A, 215B, 215C
- ART (Art) 200, 203, 204, 205, 206, 220, 221, 222, 223, 224, 229, 230, 231, 232, 240, 241, 244, 245, 253, 268, 270, 271, 273, 280, 281, 282, 283
- DANC (Dance) 225, 228, 250, 252, 255, 256, 258, 260A, 260B,

- 260C
- DRA (Drama) 201A, 201B, 206, 207, 20 8, 211A, 215, 218, 248, 251
- ENGL (English) 201B, 201C, 205, 206, 207, 212A, 212B, 213, 215, 216, 217, 231, 244A, 244B, 246A, 246C
- FR (French) 201, 202, 203, 204
- GER (German) 201, 202, 203, 204
- HIST (History) 203A, 203B, 204A, 204B, 207A, 207B, 212, 219, 233, 235, 239
- MUS (Music) 203A, 203B, 203C, 212, 220, 223, 225, 226, 227, 228, 229, 231, 232A, 233, 235, 237, 238,239, 245, 246, 253, 255, 258, 259, 270
- PHIL (Philosophy) 205, 206, 209, 212, 213
- SPAN (Spanish) 201 ,202, 203, 204

### **MATHEMATICS AND SCIENCES**

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also be able to examine the influence that acquisition of scientific knowledge has on the development of the world's civilization.

At least one mathematics course is required for this area of emphasis.

- BIO (Biology) 201A, 201B, 202, 203, 204, 205, 206, 211, 212, 212L, 216, 220, 220L, 221, 222, 222L, 224
- CHEM (Chemistry) 201A, 201B, 210, 210FAL, 211, 212A, 212B
- GEOL (Geology) 210, 211, 212, 220
- MATH (Mathematics) 229, 231, 232, 236, 242, 247, 255, 265A, 265B, 283, 287
- NUTR (Nutrition) 210, 211
- OCEN (Oceanography) 210, 210L
- PSCI (Physical Science) 201A, 201AL
- PHYS (Physics) 205A, 205B, 208A, 208B, 208C, 210

### **SOCIAL AND BEHAVIORAL SCIENCES**

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

- ANTH (Anthropology) 201, 201A, 202, 203, 220, 221, 225
- CJ (Criminal Justice) 202, 206
- ECE (Early Childhood Education) 201, 202
- ECON (Economics) 201A, 201B, 211
- FMST (Family Studies) 202, 214
- GEOG (Geography) 202
- HIST (History) 203A, 203B, 204A, 204B, 207A, 207B, 208A, 208B, 210, 212, 219, 233, 235, 239
- LGL (Legal Studies) 217
- MATH (Mathematics) 236 or 247
- POLI (Political Science) 201, 202, 204, 206, 209
- PSYC (Psychology) 201, 202, 206, 233
- SOC (Sociology) 201A, 201B, 202, 206, 208

### **LIBERAL ARTS (TRANSFER)**

The Associate of Arts in Liberal Arts (Transfer) degree is designed to provide a broad knowledge of liberal arts and sciences plus coursework

in an "Area of Emphasis." This degree is an ideal choice for those students planning on transferring to the California State University or University of California systems, since it satisfies the general education requirements and focuses on transferable coursework that relates to majors at the CSU or UC.

- Choose either the CSU General Education Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC) pattern
- CSU GE and IGETC patterns are required for transfer to the four-year systems
- Complete 18 semester credits in one of the Area of Emphasis outlined below
  - For Depth, two courses must be from a single discipline
  - For Breadth, at least three disciplines must be selected
- Appropriate courses in the Area of Emphasis may be double counted for GE requirements
- Complete Cuesta College graduation requirements
- Elective credits may be necessary and must be transferable (CSU or UC)
- All classes listed below transfer to CSU and/or UC. Courses in **BOLD** are only transferable to CSU. Refer to [www.ASSIST.org](http://www.ASSIST.org) for transfer details.

### **ARTS AND HUMANITIES**

These courses emphasize the study of cultural, literary, and humanistic activities, as well as artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have expressed themselves and responded to the world around them through artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

This area of emphasis is for students who are planning to transfer in one of the following majors: Art, Art History, Communications, Drama, English, French, Philosophy, Spanish, German, Music and Philosophy. Students should check with a counselor to determine if this area of emphasis is appropriate.

- ASL (American Sign Language) 215A, 215B, 215C
- ART (Art) 200, 203, 204, 205, 206, 220, 221, 222, 223, 224, 229, 230, 231, 232, 240, 241, 244, 245, 253, 268, 270, 271, 273, 280, 281, 282, 283
- DANC (Dance) 225, 228, 250, 252, 255, 256, 258, 260A, 260B, 260C
- DRA (Drama) 201A, 201B, 206, 207, 20 8, 211A, 215, 218, 248, 251
- ENGL (English) 201B, 201C, 205, 206, 207, 212A, 212B, 213, 215, 216, 217, 231, 244A, 244B, 246A, 246C
- FR (French) 201, 202, 203, 204
- GER (German) 201, 202, 203, 204
- HIST (History) 203A, 203B, 204A, 204B, 207A, 207B, 212, 219, 233, 235, 239
- MUS (Music) 203A, 203B, 203C, 212, 220, 223, 225, 226, 227, 228, 229, 231, 232A, 233, 235, 237, 238,239, 245, 246, 253, 255, 258, 259, 270
- PHIL (Philosophy) 205, 206, 209, 212, 213
- SPAN (Spanish) 201 ,202, 203, 204

### **MATHEMATICS AND SCIENCES**

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative

tools. Students will also be able to examine the influence that acquisition of scientific knowledge has on the development of the world's civilization.

At least one mathematics course is required for this area of emphasis. This area of emphasis is for students who are planning to transfer in one of the following majors: Biology, Chemistry, Ecology, Engineering, Geology, Marine Biology, Mathematics and Nutrition. Students should check with a counselor to determine if this area of emphasis is appropriate.

- BIO (Biology) 201A, 201B, 202, 203, 204, 205, 206, 211, 212, 212L, 216, 220, 220L, 221, 222, 222L, 224
- CHEM (Chemistry) 201A, 201B, 210, 210FAL, 211, 212A, 212B
- GEOL (Geology) 210, 211, 212, 220
- MATH (Mathematics) 229, 231, 232, 236, 242, 247, 255, 265A, 265B, 283, 287
- NUTR (Nutrition) 210, 211
- OCEN (Oceanography) 210, 210L
- PSCI (Physical Science) 201A, 201AL
- PHYS (Physics) 205A, 205B, 208A, 208B, 208C, 210

**SOCIAL AND BEHAVIORAL SCIENCES**

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

This area of emphasis is for students who are planning to transfer in one of the following majors: Anthropology, Criminal Justice, Child Development, Economics\*, Family Studies, Geography, History, Political Science, Psychology and Sociology. Students should check with a counselor to determine if this area of emphasis is appropriate.

- ANTH (Anthropology) 201, 201A, 202, 203, 220, 221, 225
- CJ (Criminal Justice) 202, 206
- ECE (Early Childhood Education) 201, 202
- ECON (Economics) 201A, 201B, 211
- FMST (Family Studies) 202, 214
- GEOG (Geography) 202
- HIST (History) 203A, 203B, 204A, 204B, 207A, 207B, 208A, 208B, 210, 212, 219, 233, 235, 239
- LGL (Legal Studies) 217
- MATH (Mathematics) 236 or 247
- POLI (Political Science) 201, 202, 204, 206, 209
- PSYC (Psychology) 201, 202, 206, 233
- SOC (Sociology) 201A, 201B, 202, 206, 208

\*Students transferring to a CSU or UC as an Economics major should consult with a counselor to determine which area of emphasis is appropriate for them.

**TRANSFER DEGREES**

**ASSOCIATE IN ARTS TRANSFER AND ASSOCIATE IN SCIENCE FOR TRANSFER**

The Student Transfer Achievement Reform Act (Senate Bill 1440, codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing one of these degrees is guaranteed admission

to the CSU system, but not to a particular campus or major. See requirements listed below.

**AS-T, MATHEMATICS**

Required Core (23-25 credits)		
MATH 265A	Analytic Geometry and Calculus	5
MATH 265B	Analytic Geometry and Calculus	5
MATH 283	Calculus	5
List A: (5 credits)		
MATH 287	Linear Analysis	5
List B: (One course from the following; 3-5 credits)		
CIS 241	Discrete Structures	3
PHYS 208A	Principles of Physics	5
CIS 217	"C" Programming Language	3
CIS 218	C#.NET Programming	3
CIS 219	Object Oriented Programming C++	3
CIS 231	Fundamentals of Computer Science I	3
MATH 236	Introduction to Applied Statistics	3
MATH 247	Introduction to Statistics	4

**AA-T, SOCIOLOGY**

Required Core (3 credits)		
SOC 201A	Introduction to Sociology	3
List A: (Select SOC 202 and either MATH 236 or MATH 247; 6-7 credits)		
SOC 202	Social Problems	3
MATH 236	Introduction to Applied Statistics	3
or MATH 247	Introduction to Statistics	(4)
List B: (Select two courses from the following; 6 credits)		
SOC 208	Introduction to Women's Studies	3
SOC 206	Minority Group Relations	3
SOC 204	Introduction to Criminology	3
FMST 214	Family, Relationships and Intimacy	3
PSYC 206	Introduction to Social Psychology	3
List C: (Select one course not selected from List B or one course from the following; 3 credits)		
SOC 201B	Social Institutions	3
ANTH 203	Cultural Anthropology	3
GEOG 202	Cultural Geography	3
PSYC 201	Introduction to Psychology	3

In addition to the major preparation course work listed above, completion of the CSU GE or the IGETC pattern is mandatory. Courses completed for the major can also be double counted towards GE, where appropriate. See a counselor for details.

**TRANSFER CERTIFICATES**

**C.A., CSU GENERAL EDUCATION**

Complete the lower-division California State University General Education pattern.

**C.A., IGETC**

Complete the Intersegmental General Education Transfer Curriculum (IGETC).

**LIBRARY/INFORMATION TECHNOLOGY**

**A.S., LIBRARY/INFORMATION TECHNOLOGY**

All courses required for the degree must be completed with a grade of "C" or better.

Required Courses (25.5 credits)		
CIS 210	Introduction to Computer Applications	4

INSTRUCTION

ENGL 201A	English Composition	4
LIBT 101	Introduction to Library Services	1
LIBT 104	Organizing Information	3
LIBT 105	Library/Information Center Collections	3
LIBT 106	Introduction to the Internet	1
LIBT 108	Library Supervisory Skills	1
LIBT 109	Library Public Services	3
LIBT 114	Information Technology Internship	2
LIBT 115	Technology in the Workplace	2
LIBT 117	Ethics in the Information Age	1
DIST 101	Introduction to Online Courses	.5
Plus 4 credits from the following:		
BUS 131	E-Commerce: Social Media Marketing	3
CAOA 246	Beginning Word Processing: Microsoft Word	3
CAOA 160	Microcomputer Operations	3
CAOA 261	Introduction to Spreadsheets	3
CAOA 264	Introduction to Database Management	3
CAOA 265	Adobe InDesign: Business Applications	3
CAOA 167	PowerPoint	1
ECE 234	Children's Literature	3
HEED 204	Standard First Aid and CPR	2
LIBT 102	Introduction to Web Technologies and Concepts	1
LIBT 207	Web Page Development with XHTML	3
LIBT 110	School Library/Media Center Services	3
LIBT 111	JavaScript Fundamentals	1
LIBT 212	Research Skills for Information Age	1
LIBT 113	Advanced Internet Searching	1
LIBT 116	Multimedia Applications for the Web	2
LIBT 118	Connecting Adolescents with Literature and Libraries	3
LIBT 147	Independent Studies	.5-2

**C.A., LIBRARY/INFORMATION TECHNOLOGY**

All courses required for the certificate must be completed with a grade of "C" or better.

Required Courses (17.5 credits)

LIBT 101	Introduction to Library Services	1
LIBT 104	Organizing Information	3
LIBT 105	Library/Information Center Collections	3
LIBT 106	Introduction to the Internet	1
LIBT 108	Library Supervisory Skills	1
LIBT 109	Library Public Services	3
LIBT 114	Information Technology Internship	2
LIBT 115	Technology in the Workplace	2
LIBT 117	Ethics in the Information Age	1
DIST 101	Introduction to Online Courses	.5
Plus 9 credits from the following:		
BUS 131	E-Commerce: Social Media Marketing	3
CAOA 246	Beginning Word Processing: Microsoft Word	3
CAOA 160	Microcomputer Operations	3
CAOA 261	Introduction to Spreadsheets	3
CAOA 264	Introduction to Database Management	3
CAOA 265	Adobe InDesign: Business Applications	3
CAOA 167	PowerPoint	1
CIS 210	Introduction to Computer Applications	4
ECE 234	Children's Literature	3
LIBT 102	Introduction to Web Technologies and Concepts	1
LIBT 207	Web Page Development with XHTML	3
LIBT 110	School Library/Media Center Services	3
LIBT 111	JavaScript Fundamentals	1
LIBT 212	Research Skills for Information Age	1
LIBT 113	Advanced Internet Searching	1

LIBT 116	Multimedia Applications for the Web	2
LIBT 118	Connecting Adolescents with Literature and Libraries	3
LIBT 147	Independent Studies	.5-2

**C.S., ESSENTIAL SKILLS FOR INTERNET RESEARCH**

Required Courses (2 credits)

LIBT 106	Introduction to the Internet	1
LIBT 113	Advanced Internet Searching	1

**C.S., LIBRARY SERVICES TO CHILDREN**

All courses required for the certificate must be completed with a grade of "C" or better.

Required Courses (10 credits)

LIBT 101	Introduction to Library Services	1
LIBT 110	School Library/Media Center Services	3
LIBT 118	Connecting Adolescents with Literature and Libraries	3
ECE 234	Children's Literature	3

**C.S., WEB PAGE CODING**

Required Courses (4 credits)

LIBT 207	Web Page Development with XHTML	3
LIBT 120	Fundamentals of Cascading Style Sheets	1

**MATHEMATICS**

**A.S., MATHEMATICS**

A minimum of nine credits from Math 265A, 265B, 283 or 287 must be earned at Cuesta College for a Mathematics, A.S. Degree.

Required Courses (19 credits)

MATH 265A	Analytic Geometry and Calculus	5
MATH 265B	Analytic Geometry and Calculus	5
MATH 283	Calculus	4
MATH 287	Linear Analysis	5

Plus 8 credits from the following:

CHEM 201A	General College Chemistry	5
CHEM 201B	General College Chemistry	5
MATH 247	Introduction to Statistics	4
PHYS 208A	Principles of Physics	5
PHYS 208B	Principles of Physics	5
PHYS 208C	Modern Physics	3

**MEDICAL ASSISTING**

**A.S., MEDICAL ASSISTING**

All Allied Health courses must be completed with a minimum grade of "C" to progress within and to graduate from the program in order to fulfill Designated Degree requirements.

Required Courses (33 credits)

BIO 212	Human Biology	3
CAOA 123	Business English	3
CAOA 227	Business Communications	4
MAST 110	Medical Assisting Basics	2
MAST 111	Medical Assisting Fast Track	11
MAST 111L	Medical Assisting Fast Track Lab	1
NRAD 222	Medical Terminology	3
PSYC 201	Introductory Psychology	3
SOC 201A	Introduction to Sociology	3

Plus 3 credits from the following:

CAOA 128	Office Technology and Telecommunications	3
CAOA 264	Introduction to Database Management	3

MAST 109	Phlebotomy	2.5
MAST 109L	Phlebotomy Externship	1

**C.A., MEDICAL ASSISTING**

All Allied Health courses must be completed with a minimum grade of "C" to progress within and to graduate from the programs in order to fulfill Occupational Certificate requirements.

Required Courses (23 credits)

BIO 212	Human Biology	3
CAOA 123	Business English	3
MAST 110	Medical Assisting Basics	2
MAST 111	Medical Assisting Fast Track	11
MAST 111L	Medical Assisting Fast Track Lab	1
NRAD 222	Medical Terminology	3

Plus 3 credits from the following with a minimum grade of "C" for each course:

CAOA 128	Office Technology and Telecommunications	3
CAOA 227	Business Communications	4
CAOA 264	Introduction to Database Management	3
MAST 109	Phlebotomy	2.5
MAST 109L	Phlebotomy Externship	1
MAST 148	Nursing Assistant	3
MAST 148L	Nursing Assistant Lab	2

**C.S., MEDICAL ASSISTING**

Required Courses (14 credits)

MAST 110	Medical Assisting Basics	2
MAST 111	Medical Assisting Fast Track	11
MAST 111L	Medical Assisting Fast Track Lab	1

**C.S., PHLEBOTOMY**

Required Course (3.5 credits)

MAST 109	Phlebotomy	2.5
MAST 109L	Phlebotomy Externship	1

**MUSIC**

**A.A., JAZZ STUDIES**

Required Courses (23 credits)

MUS 203A	Music Theory	5
MUS 203B	Music Theory	5
MUS 203C	Music Theory	3
MUS 212	Applied Music (4 times)	8
MUS 233	Jazz Improvisation	2

Plus 8 credits from the following:

MUS 223	Vocal Jazz Ensemble	2-3
MUS 231	Jazz Ensemble	1-3
MUS 232A	Concert Jazz Ensemble	1-3
MUS 227	Instrumental Small Ensemble	1-3
MUS 245	Jazz Workshop	2

Plus 4 credits from the following:

MUS 238	Music Appreciation: Jazz History	3
MUS 258	Elementary Piano	2
MUS 224	Vocal Jazz Workshop	2
MUS 233*	Jazz Improvisation	2

\*Course must be repeated for credit for this area.

**A.A., MUSIC PERFORMANCE**

Required Courses (25 credits)

MUS 203A	Music Theory	5
MUS 203B	Music Theory	5
MUS 203C	Music Theory/Counterpoint	3
MUS 212	Applied Music x 4	8

MUS 220	Elementary Voice	2
or MUS 258	Elementary Piano	(2)
MUS 234	Music Theory/Orchestrating, Scoring & Arranging	2

Plus 8 credits from the following:

MUS 206	Composing for Film and Video	3
MUS 222	Intermediate Voice	2
MUS 223	Vocal Jazz Ensemble	3
MUS 225	Wind Orchestra	2
MUS 226	Band	3
MUS 227	Instrumental Small Ensemble	1-3
MUS 228	Mixed Chorus	1-3
MUS 229	Chamber Singers	2
MUS 231	Jazz Ensemble	3
MUS 232A	Concert Jazz Ensemble	3
MUS 240	Recording Arts I	2
MUS 241	Recording Arts II	2
MUS 250	Music Theater Workshop	3
MUS 251	Music Theater Performance	3
MUS 255	Master Chorale	2
MUS 256	Orchestra	2
MUS 259	Intermediate Piano	2
MUS 262	Choral Music II Baroque	2
MUS 263	Choral Music III Romantic	2
MUS 264	Choral Music IV Modern	2

**C.S., AUDIO TECHNOLOGY**

Required Courses (16 credits)

MUS 239	Fundamentals of Music	3
MUS 240	Recording Arts I: Fundamentals of Audio Technology	3
MUS 241	Recording Arts II: Studio Workshop I	3
MUS 242	Recording Arts III: Advanced Audio Technology	3
MUS 243	Recording Arts IV: Studio Workshop II	4

**NURSING ASSISTANT**

**C.S., NURSING ASSISTANT**

Conviction by any court of a crime requires prior clearance by the Department of Health Services before providing patient care.

Required Course (5 credits)

MAST 148	Nursing Assistant	3
MAST 148L	Nursing Assistant Lab	2

**C.S., NURSING ASSISTANT, ACUTE CARE NURSE ASSISTANT**

Required Course (3 credits)

MAST 145	Acute Care Nurse Assistant	2
MAST 145L	Acute Care Nurse Assistant Lab	1

**C.S., NURSING ASSISTANT, EKG MONITOR OBSERVER**

Required Course (1 credits)

MAST 125	EKG Monitor Observer	1
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**NURSING, LICENSED VOCATIONAL NURSE**

**C.A., NURSING, LICENSED VOCATIONAL NURSE**

Adherence to Cuesta College LVN student policies is required for progress within and graduation from the program and satisfaction of eligibility to the vocational nurse licensure examination. All courses must be completed with a minimum grade of "C" to progress. Conviction of a felony or of any offense substantially related to the qualifications, functions and duties

**INSTRUCTION**

of a LVN may constitute grounds for denial of licensure.

#### Required Courses (60 credits)

LVN 101	Fundamentals Theory and Basics of Nursing	5
LVN 101A	Fundamental Skills Theory	5
LVN 101AL	Fundamental Skills Lab	1.5
LVN 101B	Fundamental Clinical	2.5
LVN 102	Maternal Child and Intermediate Vocational Nursing Theory	6
LVN 102A	Intermediate and Medication Skills	5
LVN 102AL	Intermediate and Medication Skills Lab	1.5
LVN 102B	Maternal/Child and Intermediate Clinical	5.5
LVN 103	Advanced Vocational Nursing Theory	6
LVN 103A	Advanced Skills for Vocational Nursing	5
LVN 103AL	Advanced Skills Lab for Vocational Nursing	1.5
LVN 103B	Advanced Vocational Nursing Clinical	5.5
BIO 212	Human Biology	3
ENGL 156	College Reading and Writing	4
MATH 007	Prealgebra	3

## NURSING, REGISTERED

INSTRUCTION

### A.S., NURSING, REGISTERED

Adherence to Cuesta College NRAD student policies is required for progress within and graduation from the program and satisfaction of eligibility to take professional licensure examinations. All courses must be completed with a minimum grade of "C" to progress within and to graduate from the program in order to fulfill Designated Degree requirements.

Conviction of a felony or of any offense substantially related to the qualifications, functions and duties of a Registered Nurse may constitute grounds for denial of licensure.

#### Required Courses (75.5-78.5 credits)

NRAD 201*	Foundations of Nursing/Caring	2
NRAD 201A*	Nurse Caring Concepts	2
NRAD 201B*	Nurse Caring Practicum I	5
NRAD 201D*	Decision Making Data I	2
NRAD 202A*	Nurse Caring Family Concepts	3
NRAD 202B*	Nurse Caring Practicum II	8
NRAD 202D*	Decision Making Data II	2
NRAD 203A*	Nurse Caring Concepts III	2
NRAD 203B*	Nurse Caring Practicum III	5
NRAD 203D*	Nurse Caring for Medical-Surgical Clients	2
NRAD 204*	Nurse Leadership/Management	1
NRAD 204A*	Nurse Caring Concepts for Clients Psychiatrically at Risk	2
NRAD 204B*	Nurse Caring for People at Risk Practicum	6
NRAD 204D*	Nurse Caring for People at Risk Concepts	2
NRAD 120*	Supplementary Nursing Skills Practice (3 semesters)	.5,.5,.5
BIO 204*	Microbiology or Equivalent	4-5
BIO 205*	Human Anatomy	4
BIO 206*	General Human Physiology or Equivalent	4-5
ENGL 201A*	English Composition or Equivalent	3-4
HIST 207A	History of the United States	3
or HIST 207B	History of the United States	(3)
or POLS 202	Government of the United States	(3)
HUMANITIES	Any course meeting graduation requirements	3
PSYC 201*	Introductory Psychology	3
SOC 201A*	Introduction to Sociology	3
COMM 201A*	Public Address	3
or COMM 210	Small Group Discussion	(3)

\* Courses required to be eligible to sit for boards, without a degree.

### C.A., NURSING, REGISTERED

Adherence to Cuesta College NRAD student policies is required for progress within and graduation from the program and satisfaction of eligibility to take professional licensure examinations. All courses must be completed with a minimum grade of "C" to progress. Conviction of a felony or of any offense substantially related to the qualifications, functions and duties of a Registered Nurse may constitute grounds for denial of licensure.

#### Required Courses (69.5-72.5 credits)

NRAD 201	Foundations of Nursing/Caring	2
NRAD 201A	Nurse Caring Concepts	2
NRAD 201B	Nurse Caring Practicum I	5
NRAD 201D	Decision Making Data I	2
NRAD 202A	Nurse Caring Family Concepts	3
NRAD 202B	Nurse Caring Practicum II	8
NRAD 202D	Decision Making Data II	2
NRAD 203A	Nurse Caring Concepts III	2
NRAD 203B	Nurse Caring Practicum III	5
NRAD 203D	Nurse Caring for Medical-Surgical Clients	2
NRAD 204	Nurse Leadership/Management	1
NRAD 204A	Nurse Caring Concepts for Clients Psychiatrically at Risk	2
NRAD 204B	Nurse Caring for People at Risk Practicum	6
NRAD 204D	Nurse Caring for People at Risk Concepts	2
NRAD 120	Supplementary Nursing Skills Practice (3 semesters)	.5,.5,.5
BIO 204	Microbiology or Equivalent	4-5
BIO 205	Human Anatomy	4
BIO 206	General Human Physiology or Equivalent	4-5
ENGL 201A	English Composition or Equivalent	3-4
PSYC 201	Introductory Psychology	3
SOC 201A	Introduction to Sociology	3
COMM 201A	Public Address	3
or COMM 210	Small Group Discussion	(3)

### C.A., NURSING, REGISTERED (30 UNIT OPTION)

These students will be identified by the director of nursing as having met the BRN requirements under the LVN 30-unit options. All courses must be completed with a minimum grade of "C" to progress. Conviction of a felony or of any offense substantially related to the qualifications, functions and duties of a Registered Nurse may constitute grounds for denial of licensure.

#### Required Courses (30 credits)

NRAD 203	Nursing Transitions	1
NRAD 203A	Nurse Caring Concepts III	2
NRAD 203B	Nurse Caring Practicum III	5
NRAD 203D	Nurse Caring for Medical-Surgical Clients	2
NRAD 203H	Third Semester Readiness Nursing	.5
NRAD 204	Nurse Leadership/Management	1
NRAD 204A	Nurse Caring Concepts for Clients Psychiatrically at Risk	2
NRAD 204B	Nurse Caring for People at Risk Practicum	6
NRAD 204D	Nurse Caring for People at Risk Concepts	2
NRAD 220	Supplementary Nursing Skills Practice	.5
BIO 204	Microbiology or Equivalent	5
BIO 212	Human Biology	3

## NUTRITION

### C.S., NUTRITION

#### Required Courses (15 credits)

NUTR 210	Nutrition	3
or NUTR 211	Introduction to Nutrition for	

	Health Professionals	(3)
NUTR 218	Maternal & Child Nutrition	3
NUTR 222	Food Customs and Culture	3
NUTR 224	Gerontological Nutrition	3
NUTR 230	Nutrition for Fitness and Sport	3

PHYS 208A	Principles of Physics	5
PHYS 208B	Principles of Physics	5
PHYS 208C	Modern Physics	3

**PARALEGAL**

**POLITICAL SCIENCE**

**A.A., PARALEGAL**

**A.A., POLITICAL SCIENCE**

Required Courses (28 credits)

BUS 218	Business Law	4
CAOA 123*	Business English	3
CAOA 227	Business Communications	4
LGL 217	Introduction to the Law	3
LGL 220	Legal Research and Writing	3
PLGL 131	Current Ethical Issues for Paralegals	1
PLGL 201	Introduction to Paralegal Studies	3
PLGL 203	Paralegal Internship	3
PLGL 205	Civil Procedure and Litigation	4

Plus 9 credits (including 6 credits from classes with an LGL prefix) from the following:

CJ 206	Concepts of Criminal Law	3
LGL 206	Business Organizations	3
LGL 207	Family aw	3
LGL 208	Estate Planning and Administration	3
LGL 222	Tort and Insurance Law	3
RE 163	Legal Aspects of Real Estate	3

\*CAOA 123 may be waived upon proof of completion of ENGL 201A.

Required Courses (18 credits)

POLS 201	Introduction to Political Science	3
POLS 202	Government of the United States	3
POLS 204	World Politics	3
POLS 205	Law and Politics: Introduction to Legal Controversies	3
POLS 206	Comparative Government	3
POLS 209	Introduction to Political Theory	3

Plus 9 credits from the following:

ECON 201A	Principles of Economics	3
HIST 203A*	History of World Civilizations	3
HIST 203B*	History of World Civilizations	3
HIST 204A*	History of Western Civilization	3
HIST 204B*	History of Western Civilization	3
HIST 207A*	History of the United States	3
HIST 207B*	History of the United States	3
HIST 208A*	History of Latin America	3
HIST 208B*	History of Latin America	3
HIST 210*	History of California	3
HIST 212*	History of the Mexican-American	3
HIST 219*	History of the Far East	3
HIST 233*	History of the Afro-American	3
HIST 235*	History of African Civilization	3
HIST 239*	History of the Role of Women	3
PHIL 206	Introduction to Philosophy	3
or PHIL 208	Introduction to Logic	3
PSYC 206	Introduction to Social Psychology	3
SOC 206	Minority Group Relations	3

\* No more than 6 credits

**C.A., PARALEGAL**

**PSYCHIATRIC TECHNICIAN**

Required Courses (28 credits)

BUS 218	Business Law	4
CAOA 123*	Business English	3
CAOA 227	Business Communications	4
LGL 217	Introduction to the Law	3
LGL 220	Legal Research and Writing	3
PLGL 131	Current Ethical Issues for Paralegals	1
PLGL 201	Introduction to Paralegal Studies	3
PLGL 203	Paralegal Internship	3
PLGL 205	Civil Procedure and Litigation	4

Plus 9 credits (including 6 credits from classes with an LGL prefix) from the following:

CJ 206	Concepts of Criminal Law	3
CJ 208	Legal Aspects of Evidence	3
LGL 206	Business Organizations	3
LGL 207	Family Law	3
LGL 208	Estate Planning and Administration	3
LGL 222	Tort and Insurance Law	3
RE 163	Legal Aspects of Real Estate	3

\*CAOA 123 may be waived upon proof of completion of ENGL 201A.

**A.S., PSYCHIATRIC TECHNICIAN**

Required Courses (70.5 credits)

BIO 212	Human Biology	3
FMST 212	Human Development: Life Span	3
PSYC 201	Introductory Psychology	3
PSYT 207	Nursing Sciences	19
PSYT 208	Care of the Developmentally Disabled	17.5
PSYT 209	Psychiatric Nursing	18.5
PSYT 110	Introduction to Psychiatric Technician	6.5

**PARAMEDIC**

See Emergency Medical Services

**C.A., PSYCHIATRIC TECHNICIAN**

Required Courses (61.5 credits)

PSYT 207	Nursing Sciences	19
PSYT 208	Care of the Developmentally Disabled	17.5
PSYT 209	Psychiatric Nursing	18.5
PSYT 110	Introduction to Psychiatric Technician	6.5

**PHYSICS**

**A.S., PHYSICS**

Required Courses (29-31 credits)

MATH 265A	Analytic Geometry and Calculus	5
MATH 265B	Analytic Geometry and Calculus	5
MATH 283	Calculus	3
MATH 185	Differential Equations	3
or MATH 287	Linear Analysis	(5)

**PSYCHOLOGY**

**A.S., PSYCHOLOGY**

Required Courses (12 credits)

PSYC 201	Introduction to Psychology	3
PSYC 202	Introduction to Biological Psychology	3
PSYC 206	Introduction to Social Psychology	3

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PSYC 233	Personality and Adjustment	3
Students who plan to transfer to a specific four-year college or university should consult the Catalog of that institution for lower division major requirements when selecting elective courses.		
Plus two courses 6-10 credits from the following:		
ANTH 201	Physical Anthropology	3
ANTH 203	Cultural Anthropology	3
BIO 201A	Biology	5
BIO 201B	Biology	5
BIO 211	Life Science	3
BIO 212	Human Biology	3
FMST 212	Human Development: Life Span	3
FMST 214	Marriage and Family Relations	3
FMST 218	Human Sexuality	3
MATH 236	Introduction to Applied Statistics	3
or MATH 247	Introduction to Statistics	(4)
SOC 201A	Introduction to Sociology	3
SOC 206	Minority Group Relations	3

**RECREATION**

**A.A., RECREATION ADMINISTRATION**

Required Courses (28 credits)		
CIS 210	Introduction to Computer Applications	4
HEED 202	Health Education	3
or HEED 208	Multicultural Health Issues	(3)
HEED 204	Standard First Aid and CPR	2
MATH 147	Introduction to Statistics	4
REC 203	Intramural and Recreational Sport Programming	3
REC 204	Recreation Program Planning	3
REC 206	Introduction to Therapeutic Recreation	3
REC 207	Introduction to Recreation and Leisure Services	3
REC 208	Recreation Leadership	3
Plus 6 credits from the following:		
PEAC 206	Pilates for Fitness and Health	.5-1
PEAC 240	Swimming (Intermediate or Advanced Level)	.5-1
PEAC 254	Introduction to Dance	.5-1
PEAC 265	Adult Fitness	.5-1
PEAC 266	Endurance Conditioning	.5-1
PEAC 268	Stretching Routines for Fitness and Sport	.5-1
PEAC 269	Circuit Weight Training	.5-1
PEAC 270	Weight Training	.5-1
PEAC 283	Golf	.5-1
PEAC 285	Tennis	.5-1
PEAC 291	Baseball	.5-1
PEAC 292	Basketball	.5-1
PEAC 295	Soccer	.5-1
PEAC 296	Softball	.5-1
PEAC 297	Volleyball	.5-1

Note: Only one level per activity can be counted toward the completion of the 6 credits.

**SOCIOLOGY**

**A.A., SOCIOLOGY**

Required Courses (12 credits)		
SOC 201A	Introduction to Sociology	3
SOC 201B	Social Institutions	3
SOC 202	Social Problems	3
SOC 206	Minority Group Relations	3
or SOC 208	Introduction to Women's Studies	3
Plus 9-11 credits from the following:		
ANTH 203	Cultural Anthropology	3

ANTH 225	Contemporary Cultures of the World	3
ECON 201A	Principles of Economics	3
GEOG 202	Cultural Geography	3
POLS 204	World Politics	3
POLS 206	Comparative Government	3
HEED 203	Women's Health Issues	3
HEED 208	Multicultural Health Issues	3
HIST 204A	History of Western Civilization	3
HIST 204B	History of Western Civilization	3
HIST 207A	History of the United States	3
HIST 207B	History of the United States	3
HIST 208A	History of Latin America	3
HIST 208B	History of Latin America	3
HIST 210	History of California	3
HIST 212	History of the Mexican-American	3
HIST 219	History of the Far East	3
HIST 233	History of the Afro-American	3
HIST 235	History of African Civilization	3
HIST 239	History of the Role of Woman	3
MATH 236	Introduction to Applied Statistics	3
or MATH 147	Introduction to Statistics	(4)
or MATH 149	Statistics for Business	(5)
PHIL 206	Introduction to Philosophy	3
PHIL 208	Introduction to Logic	3
PHIL 209	World Religions	3
PSYC 201	Introduction to Psychology	3
PSYC 206	Introduction to Social Psychology	3
SOC 204	Introduction to Criminology	3

**TRANSFER CERTIFICATES**

**C.A., CSU GENERAL EDUCATION**

Complete the lower-division California State University General Education pattern.

**C.A., IGETC GENERAL EDUCATION**

Complete the Intersegmental General Education Transfer Curriculum (IGETC).

**WEB DEVELOPMENT TECHNOLOGIES**

**C.A., WEB DEVELOPMENT TECHNOLOGIES**

Required Courses (20 credits)		
ART 220	Fundamentals of 2-Dimensional Design	3
BUS 243	Marketing	3
BUS 248	Small Business Management	3
LIBT 102	Introduction to Web Technologies and Concepts	1
LIBT 106	Introduction to the Internet	1
LIBT 207	Web Page Development with XHTML	3
LIBT 111	JavaScript Fundamentals	1
LIBT 114	Information Technology Internship	2
LIBT 116	Multimedia Applications for the Web	2
LIBT 117	Ethics in the Information Age	1
Plus 6 credits from the following:		
ART 255	Adobe Illustrator: Art, Design, and Illustration	1-3
ART 256	Adobe Photoshop: Art, Design, and Photography	1-3
ART 266	Graphic Design	3
ART 267	Intermediate Graphic Design	2-3
ART 293	Portfolio Presentation	2-3
BUS 131	E-Commerce: Social Media Marketing	3
BUS 260	International Business	3
BUS 283	Management and Supervision	3

**INSTRUCTION**

CAOA 264	Introduction to Database Management	3
CAOA 268	Introduction to Photoshop	3
CIS 103	Fundamentals of Programming for the Internet	2
CIS 128	Windows Server Administration	3
CIS 217	"C" Programming Language	3
CIS 218	C# .Net Programming	3
CIS 219	Object Oriented Programming - C++	3
CIS 227	Web Server Administration	3
ENGL 210	Technical Communication	4
LIBT 113	Advanced Internet Searching	1
LIBT 120	Fundamentals of Cascading Style Sheets	1

ESL 705	ESL Beginning Literacy - Level 5	0
ESL 706	ESL Advanced	0

**C.C., NON CREDIT VOCATIONAL ENGLISH AS A SECOND LANGUAGE**

Required Courses (0.0 credits)

VESL 701	Work-Related Conversational Skills, Level 1	0
VESL 702	Work-Related Conversational Skills, Level 2	0

**C.C., SECONDARY EDUCATION**

Required Courses (0.0 credits)

HSD 400	HSD Non-Credit Basic Skills, Drawing	0
HSD 401	HSD Non-Credit Basic Skills, Painting	0
HSD 402	HSD Non-Credit Basic Skills, Ceramics	0
HSD 403	HSD Non-Credit Basic Skills, Visual Design	0
HSD 404	HSD Non-Credit Basic Skills, Biology	0
HSD 405	HSD Non-Credit Basic Skills, Chemistry	0
HSD 406	HSD Non-Credit Basic Skills, Economics	0
HSD 407	HSD Non-Credit Basic Skills, World History	0
HSD 408	HSD Non-Credit Basic Skills, U.S. History	0
HSD 409	HSD Non-Credit Basic Skills, Algebra I	0
HSD 410	HSD Non-Credit Basic Skills, Algebra II	0
HSD 411	HSD Non-Credit Basic Skills, Geometry	0
HSD 412	HSD Non-Credit Basic Skills, Political Science	0
HSD 413	HSD Non-Credit Basic Skills, Psychology	0
HSD 414	HSD Non-Credit Basic Skills, Spanish I	0
HSD 415	HSD Non-Credit Basic Skills, Spanish II	0
HSD 416	HSD Non-Credit Basic Skills, Spanish III	0

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**WELDING**

**A.S., WELDING TECHNOLOGY**

Required Courses (19 credits)

ENGR 226	Engineering Drawing I	4
WELD 270A	Basic Welding	3
WELD 270B	Advanced Welding	3
WELD 270C	Welding: GMAW and GTAW	3
WELD 277	Metal Fabrication	3
WELD 280A	Structural Steel Welding Certification	3
or WELD 280B	Pipe Welding Certification	(3)

Plus 5-6 credits of technical electives from the following:  
(Must choose two of the following courses)

WELD 173	Metallurgy	3
WELD 175	Blueprint Reading Materials	3
WELD 176	Welding Power	3
CTCH 100	Workplace Safety	2

**C.A., WELDING TECHNOLOGY**

Required Courses (18-19 credits)

ENGR 226	Engineering Drawing I	4
or WELD 175	Blueprint Reading and Materials Processing	(3)
MATH 007	Prealgebra	3
WELD 270A	Basic Welding	3
WELD 270B	Advanced Welding	3
WELD 270C	Welding: GMAW and GTAW	3
WELD 277	Metal Fabrication	3

**C.S., WELDING TECHNOLOGY PIPE**

Required Course (3 credits)

WELD 280B	Pipe Welding Certification	3
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**C.S., WELDING TECHNOLOGY STRUCTURAL STEEL**

Required Course (3 credits)

WELD 280A	Structural Steel Welding Certification	3
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**Non Credit**

**C.C., INCOME TAX PREPARATION**

Required Courses (0.0 credits)

BUS 510	Introduction to Tax Preparation I	0
BUS 511	Introduction to Tax Preparation II - Software	0
BUS 512	Introduction to Tax Preparation III - Internship	0

**C.C., NON CREDIT ENGLISH AS A SECOND LANGUAGE**

Required Courses (0.0 credits)

ESL 701	ESL Beginning Literacy - Level 1	0
ESL 702	ESL Beginning Literacy - Level 2	0
ESL 703	ESL Beginning Literacy - Level 3	0
ESL 704	ESL Beginning Literacy - Level 4	0

## TRANSFER TO THE CALIFORNIA STATE UNIVERSITY (CSU) SYSTEM

Cuesta College offers courses to meet lower division (freshman and sophomore) General Education requirements for transfer to universities and colleges both public and private. For specific majors, consult the appropriate four-year catalog. Cuesta College Counseling Services will provide additional information in planning a specific freshman and sophomore year program for students. The California State University (CSU) General Education pattern is subject to change. Students are advised to check with Counseling Services.

### GENERAL EDUCATION BREADTH PATTERN FOR THE CSU SYSTEM

To obtain a bachelor's degree from the CSU system, a student must complete a minimum of 48 term credits of General Education courses, nine of which must be upper division credits.

Cuesta College may certify a maximum of thirty-nine (39) credits as having fulfilled the CSU lower division General Education requirements. No more than thirty (30) term credits may be certified for areas B through D combined. It is required that the students complete all of Area A and B3 with grades of "C" or better prior to transfer. A class taken at another accredited institution may be included in Cuesta College's certification if the class would have been certified at the other institution. At Cuesta College, ASSIST is used to provide accurate data about articulation agreements, thus reducing the possibility of students receiving incorrect information. Visit ASSIST at <http://www.assist.org>.

### GENERAL EDUCATION CERTIFICATION

Applications for General Education certifications can be obtained in the Admissions and Records Office. To be fully certified, students must complete 9 credits in each area of A, B, C, and D, and 3 credits in area E.

### DISTRIBUTION OF COURSES

The following courses are applicable to the General Education requirements that may be certified by Cuesta College. They must be distributed as follows (P = course prerequisite).

#### AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE

A minimum of nine (9) term credits are required to satisfy the CSU General Education requirements in this area. Included are courses that involve one, or all, of the following: oral communication, written communication, critical thinking, and consideration of common fallacies in reasoning. Cuesta College will certify a maximum of nine (9) credits in this area. Area A must be completed with a grade of "C" or better prior to transfer.

Choose one (1) course each from A1, A2, and A3.

#### [A1] ORAL COMMUNICATION

COMM 201A Public Address (3)  
COMM 210 Small Group Discussion (3)  
\*COMM 215 Argumentation and Debate (3)

#### [A2] WRITTEN COMMUNICATION

ENGL 201A<sup>P</sup> English Composition (4)

#### [A3] CRITICAL THINKING

Select one (1) course from the following:

ENGL 201B<sup>P</sup> English Composition: Intro to Literature and Critical Thinking (4)  
ENGL 201C<sup>P</sup> English Composition: Critical Thinking (4)  
PHIL 208 Introduction to Logic (3)  
\*SPCM 215 Argumentation and Debate (3)

\* Course cannot be double counted.

#### AREA B: PHYSICAL UNIVERSE, AND LIFE FORMS

A minimum of nine (9) credits is required. Choose one (1) course each from B1, B2, and B3. At least one lab course is required in B1 or B2 area. Lab courses are underlined.

#### [B1] PHYSICAL SCIENCE

##### Astronomy

210 Astronomy (3)

##### Chemistry

201A<sup>P</sup> General College Chemistry (5)  
201B<sup>P</sup> General College Chemistry (5)  
210<sup>P</sup>FL Introductory Chemistry w/ Facilitator Assisted Learning (4)  
211<sup>P</sup> Intro Organic/Biochemistry (4)  
212A<sup>P</sup> Organic Chemistry (5)  
212B<sup>P</sup> Organic Chemistry (5)

##### Geology

210<sup>P</sup> Physical Geology (4)  
211<sup>P</sup> Historical Geology (4)  
212 Geologic Hazards, Man, and the Environment (3)  
220 Geology of California (3)

##### Meteorology

212<sup>P</sup> Introduction to Meteorology (3)

##### Oceanography

210<sup>P</sup> Oceanography (3)

##### Physical Science

201A<sup>P</sup> Physical Science: Physics & Chemistry (3)  
201B<sup>P</sup> Physical Science: Astronomy and Geology (3)

##### Physics

205A<sup>P</sup> General Physics (4)  
205B<sup>P</sup> General Physics (4)  
208A<sup>P</sup> Principles of Physics (5)  
208B<sup>P</sup> Principles of Physics (5)

#### [B2] LIFE FORMS

##### Anthropology

201 Physical Anthropology (3)

##### Biology

201A<sup>P</sup> Biology (5)  
201B<sup>P</sup> Biology (5)  
202<sup>P</sup> General Botany (5)  
204<sup>P</sup> Microbiology (5)  
205 Human Anatomy (4)  
206<sup>P</sup> General Human Physiology (5)  
211 Life Science (3)  
212 Human Biology (3)

- 213 Genetics in Society (3)  
216 Plants and People (4)  
 220 Environmental Biology (3)  
221 General Ecology (4)  
 222 Marine Biology (3)  
224 Principles of Natural History (3)

**Psychology**

- 202<sup>P</sup> Introduction to Biological Psychology (3)

**[B3] LABORATORY ACTIVITY**

Must be taken with or subsequent to corresponding course from B1 or B2.

**Anthropology**

- 201L Physical Anthropology Laboratory (1)

**Astronomy**

- 210L Astronomy Lab (1)

**Physical Science**

- 201AL Physical Science Lab (1)

**Biology**

- 212L<sup>P</sup> Human Biology Lab (1)  
220L<sup>P</sup> Environmental Science Lab (1)  
222L<sup>P</sup> Marine Biology (1)

**Oceanography**

- 210L<sup>P</sup> Oceanography Lab (3)

**[B4] MATHEMATICS/QUANTITATIVE REASONING**

One course must be completed with a grade of "C" or better prior to transfer.

**Computer Information Systems**

- 241 Discrete Structures (3)

**Mathematics**

- 229<sup>P</sup> Trigonometry (4)  
 230<sup>P</sup> Mathematics for the Humanities (3)  
 231<sup>P</sup> Trigonometry with Geometric Foundations (5)  
 232<sup>P</sup> College Algebra (3)  
 236<sup>P</sup> Introduction to Applied Statistics (3)  
 242<sup>P</sup> Precalculus Algebra (5)  
 247<sup>P</sup> Introduction to Statistics (4)  
 255<sup>P</sup> Calculus for Business and Management (3)  
 265A<sup>P</sup> Analytic Geometry and Calculus (5)  
 265B<sup>P</sup> Analytic Geometry and Calculus (5)  
 283<sup>P</sup> Calculus (4)  
 287<sup>P</sup> Linear Analysis (5)

**AREA C: ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGES**

A minimum of nine (9) semester credits is required. Choose one course from C1, one course from C2, and additional courses from either.

**[C1] ARTS****Art**

- 200 Art Appreciation (3)  
 203 Survey of Art History: Old Stone Age through Gothic (3)

- 204 Survey of Art History: Renaissance through 19th Century (3)  
 205 Survey of Art History: Modernism and Post-Modernism (3)  
 206 Survey of Art History: Non-Western Art (3)  
 220 Fundamentals of 2-D Design (2-3)  
 221 Beginning Drawing (2-3)  
 222<sup>P</sup> Intermediate Drawing (2-3)  
 223<sup>P</sup> Life Drawing (2-3)  
 230<sup>P</sup> Beginning Painting (2-3)  
 231<sup>P</sup> Intermediate Painting (2-3)  
 232<sup>P</sup> Watercolor Painting (2-3)  
 234<sup>P</sup> Figure Painting (2-3)  
 241<sup>P</sup> Etching (3)  
 244 Photography (2-3)  
 245<sup>P</sup> Intermediate Photography (2-3)  
 246<sup>P</sup> Camera Art (2)  
 247 Digital Video Editing (2)  
 266<sup>P</sup> Graphic Design (3)  
 267<sup>P</sup> Intermediate Graphic Design (2-3)  
 270 Fundamentals of 3-D Design (2-3)  
 271 Beginning Sculpture (2-3)  
 273<sup>P</sup> Figure Sculpture (2-3)  
 274<sup>P</sup> Sculpture Foundry (2-3)  
 280 Ceramics (2-3)  
 281<sup>P</sup> Ceramics (2-3)  
 282<sup>P</sup> Intermediate Ceramics (2-3)  
 293 Portfolio Presentation (2-3)  
 295 Art Gallery (3-4-5)

**Communication Studies**

- 202A Oral Interpretation of Literature (3)

**Dance**

- 250 Dance History of the 20th Century (3)  
 252 Dance Cultures of the World (3)

**Drama**

- 201A Principles of Acting (3)  
 202<sup>P</sup> Applied Principles of Acting (3)  
 205 Introduction to Dramatic Literature (3)  
 206 Theater Appreciation (3)  
 207 Introduction to the Theatre (3)  
 211A Stagecraft (3)  
 218 Main Styles in Films (3)  
 248 Play Production (3)  
 250<sup>P</sup> Musical Theatre Workshop (3)

**Music**

- 220 Elementary Voice (2)  
 235 Music Appreciation: Classical Music (3)  
 237 Music Appreciation: American Popular Music (3)  
 238 Music Appreciation: Jazz History (3)  
 239 Fundamentals of Music (3)  
 250<sup>P</sup> Musical Theatre Workshop (3)  
 253<sup>P</sup> Master Chorale (2)  
 258 Elementary Piano (2)

**[C2] HUMANITIES****American Sign Language**

- 215A Beginning American Sign Language (3)  
 215B<sup>P</sup> American Sign Language II (3)

**Early Childhood Education**

- 234<sup>P</sup> Literature for Young Children (3)

**English**

- \*201B<sup>P</sup> Introduction to Literature and Critical Thinking (4)  
 205<sup>P</sup> Introduction to Poetry (3)  
 206<sup>P</sup> Introduction to the Novel (3)  
 212A<sup>P</sup> American Literature (3)  
 212B<sup>P</sup> American Literature (3)  
 213<sup>P</sup> Multicultural Voices in American Literature (3)  
 215<sup>P</sup> Shakespeare (3)  
 216<sup>P</sup> Literature and Film (3)  
 217<sup>P</sup> Literature by Women (3)  
 231<sup>P</sup> Creative Writing (3)  
 244A<sup>P</sup> European Literature (3)  
 244B<sup>P</sup> European Literature (3)  
 246A<sup>P</sup> Survey of British Literature (3)  
 246B<sup>P</sup> Survey of British Literature (3)

**French**

- 201 French I (5)  
 202<sup>P</sup> French II (5)  
 203<sup>P</sup> French III (5)

**German**

- 201 German I (5)  
 202<sup>P</sup> German II (5)  
 203<sup>P</sup> German III (5)  
 204<sup>P</sup> German IV (5)

**History**

- \*203A History of World Civilization (3)  
 \*203B History of World Civilization (3)  
 \*204A History of Western Civilization (3)  
 \*204B History of Western Civilization (3)

**Philosophy**

- 205 Introduction to the Bible (3)  
 206 Introduction to Philosophy (3)  
 209 World Religions (3)  
 212 Philosophical Classics in Theory of Reality and of Knowledge (3)  
 213 Philosophical Classics in Ethics and Social Philosophy (3)

**Spanish**

- 201 Spanish I (5)  
 202<sup>P</sup> Spanish II (5)  
 203<sup>P</sup> Spanish III (5)  
 204<sup>P</sup> Spanish IV (5)

\* Course(s) cannot be double-counted

### **AREA D: SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS**

A minimum of nine (9) term credits is required. Choose three courses from at least two (2) disciplines

#### **[D1] ANTHROPOLOGY & ARCHEOLOGY**

**Anthropology**

- 202 Archaeology (3)  
 203 Cultural Anthropology (3)  
 220 California Indians (3)  
 221 North American Indians (3)  
 225 Contemporary Cultures of the World (3)

**[D2] ECONOMICS****Economics**

- 201A<sup>P</sup> Principles of Economics (3)

**[D3] ETHNIC STUDIES****Communication Studies**

- 212 Intercultural Communication (3)

**Family Studies**

- 213 Ethnic Identity and Developmental Patterns (3)

**[D4] GENDER STUDIES****Family Studies**

- 215 Developmental Patterns of Women (3)

**History**

- 237 History of American Women (3)

**Sociology**

- 208 Introduction to Women's Studies (3)

**[D5] GEOGRAPHY****Geography**

- 201 Physical Geography (3)  
 202 Cultural Geography (3)

**[D6] HISTORY****History**

- \*203A History of World Civilization (3)  
 \*203B History of World Civilization (3)  
 204A History of Western Civilization (3)  
 204B History of Western Civilization (3)  
 207A History of the U.S. (3)  
 207B History of the U.S. (3)  
 210 History of California (3)  
 212 History of the Mexican-American (3)  
 233 History of the Afro-American (3)  
 237 History of American Women (3)  
 239 History of the Role of Women (3)

\* Course(s) cannot be double counted

#### **[D7] INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE**

**Criminal Justice**

- 202 Introduction to Criminal Justice (3)  
 228 Introduction to Corrections (3)

**Early Childhood Education**

- 201 Child Growth and Development (3)  
 202<sup>P</sup> Child, Family and Community (3)

**Family Studies**

- 202<sup>P</sup> Child, Family and Community (3)  
 212 Human Development: Life Span (3)  
 214 Family, Relationships and Intimacy (3)

#### **[D8] POLITICAL SCIENCE, GOVERNMENT & LEGAL INSTITUTIONS**

**Legal**

- 217 Introduction to Law (3)

**Political Science** (Prior to Fall 2004 Government)

- 201 Introduction to Political Science (3)  
 202 Government and Politics of the United States (3)  
 204 World Politics (3)  
 205 Law and Politics (3)  
 206 Comparative Government (3)  
 209 Introduction to Political Theory (3)

**[D9] PSYCHOLOGY****Psychology**

- 201 Introductory Psychology (3)  
 233 Personality and Adjustment (3)

**[D0] SOCIOLOGY****Sociology**

- 201A Introduction to Sociology (3)  
 201B Social Institutions (3)  
 202 Social Problems (3)  
 204 Introduction to Criminology (3)  
 206 Minority Group Relations (3)  
 208 Introduction to Women's Studies (3)

NOTE: United States History, Constitution, and American Ideals Requirement. The CSU system will not award a degree until this requirement is fulfilled. HIST 207A or HIST 207B and POLS 202 will fulfill this requirement.

**AREA E: LIFELONG UNDERSTANDING AND SELF DEVELOPMENT**

A minimum of three (3) term credits is required to satisfy the CSU General Education requirement in this area. Included in this area are classes designed to equip people for lifelong understanding and development of themselves as integrated physiological and psychological entities. Cuesta College will certify a maximum of three (3) credits in this area. Select three (3) credits from the following courses:

**Academic Skills** (Prior to Spring 2004 Learning Skills 102)

- 225 College Success (3)

**Early Childhood Education**

- 201 Child Growth and Development (3)

**Family Studies**

- 212 Human Development: Life Span (3)  
 215 Developmental Patterns of Women (3)  
 216 Parenting (3)  
 218 Human Sexuality (3)  
 220 Aging in the 21st Century: Social Gerontology (3)

**Health Education**

- 202 Health Education (3) or  
 203 Women's Health Issues (3) or  
 206 Health Aspects of Drug Use (3)  
 208 Multicultural Health (3)  
 210 Community Health (3)

**Nutrition**

- 210 Nutrition (3)

**Psychology**

- 201 Introductory Psychology (3)  
 206 Introduction to Social Psychology (3)

**Sociology**

- 206 Minority Group Relations (3)

Note: Additions to the General Education Breadth Pattern can be located on the ASSIST web site at [www.assist.org](http://www.assist.org).

**ADMISSION AS A TRANSFER STUDENT TO THE CSU SYSTEM**

Admission as a transfer student to a CSU campus is subject to change. Check with Counseling Services for confirmation.

A student will qualify for admission as a transfer student if the student has a grade point average of 2.0 or better in all transferable credits attempted, was in good standing at the last college attended, and meets the following standards:

1. Was eligible as a freshman, or
2. Was eligible as a freshman except for the college preparatory subjects in English and mathematics and has satisfied the subject deficiencies, or
3. Has completed sixty (60) transferable term credits and has satisfied any deficiencies in college preparatory English and mathematics (non-residents must have a grade point average of 2.4 or better).

**The CSU campuses are:**

Bakersfield  
 Cal Poly Pomona  
 Cal Poly San Luis Obispo  
 Channel Islands  
 Chico  
 Dominguez Hills  
 California Maritime Academy  
 Fresno  
 Fullerton  
 East Bay (formerly Hayward)  
 Humboldt  
 Long Beach  
 Los Angeles  
 Monterey Bay  
 Northridge  
 Sacramento  
 San Bernardino  
 San Diego  
 San Francisco  
 San Jose  
 San Marcos  
 Sonoma  
 Stanislaus

## TRANSFER TO THE UNIVERSITY OF CALIFORNIA (UC) SYSTEM

### ADMISSION AS A RESIDENT STUDENT TO THE UNIVERSITY OF CALIFORNIA

Course requirements vary from one UC campus to the next. Therefore, students should work with a counselor to first select a particular UC campus to formulate a strategy for completing that campus' admissions requirements, major requirements, and general education requirements. Students should consult the catalog of the UC campus of their choice to find out specific details regarding transfer, major, and breadth requirements.

Students in this category must:

- A. Complete 60 term credits or 90 quarter units of transferable college course work with a grade point average of at least 2.40, and
- B. Complete a course pattern requirement (with at least a "C" grade in each course) to include:
  - 1. Two transferable college courses (3 term or 4-5 quarter credits each) in English composition: English 201A and English 201C; and
  - 2. One transferable college course (3 term or 4-5 quarter credits) in Mathematical Concepts and Quantitative Reasoning; and
  - 3. Four transferable college courses (3 term or 4-5 quarter credits each) chosen from at least two of the following subject areas: Arts and Humanities; Social and Behavior Sciences; or Physical and Biological Sciences. The Intersegmental General Education Transfer Curriculum (IGETC) will satisfy the above new requirements.

Students who did not satisfy the Subject Requirement based on their high school record must take transferable college courses in the subjects they are missing, earn a grade of "C" or better in each course, and earn an overall "C" (2.0) average in all transferable college course work.

Students who met the Subject and Scholarship Requirements from high school, but who did not meet the Examination Requirement (SAT/ACT), must complete a minimum of 12 term (18 quarter) credits of transferable work and earn an overall "C" (2.00) average in all transferable college course work. Students need not take the examinations required of freshmen.

The UC campuses are:

UC Berkeley  
UC Santa Barbara  
UC Davis  
UC Santa Cruz  
UC Irvine  
UC San Francisco (graduate only)  
UC Los Angeles  
UC Merced  
UC Riverside  
UC San Diego

Students are advised to contact a Cuesta counselor regarding changes to the UC admissions requirements, changes to the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and changes to the "pass-along" policy.

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower division, general education courses to satisfy campus general education requirements. The course requirements for all areas must be completed before IGETC can be certified. Applications for IGETC certification are available in the Admissions and Records Office. Official transcripts must be on file before applying for IGETC certification. UC transfers must complete all subject areas prior to transferring to the UC system.

IGETC policy is subject to change and it is the student's responsibility to check with Counseling Services and the Transfer/Career Center regarding the current status of IGETC. Cuesta College will "pass along" coursework from other accredited colleges excluding UCs. See Counseling Services for details. For updates to the IGETC list visit the ASSIST web site at <http://www.assist.org>.

All courses must be completed with grades of "C" or better.

<sup>1</sup> Indicates courses that may be counted in one area only.

<sup>2</sup> Indicates that transfer credit may be limited by either UC or CSU or both. Consult with a counselor for additional information.

Laboratory courses are underlined.

<sup>p</sup> Designates course has a prerequisite.

### AREA 1 – ENGLISH COMMUNICATION

For CSU, three (3) courses required, one (1) from each group below, three (3) term credits; for UC, two (2) courses required, one (1) from Group A and B.

#### Group A: English Composition

1 Course (4 term credits)

English 201A<sup>p</sup>      English Composition (4)

#### Group B: Critical Thinking - English Composition

1 Course (3 term credits)

\*English 201B<sup>p</sup>      English Composition: Introduction to Literature and Critical Thinking (4)

English 201C<sup>p</sup>      Critical Thinking and Composition (4)

#### Group C: Oral Communication (CSU Requirement Only)

1 Course (3 term units)

Communication Studies 201A Public Address (3)

\*Cannot be double counted

### AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 course (3 term credits)

Comp Info Sys 241<sup>p</sup>      Discrete Structures (3)

Math 230<sup>p</sup>      College Math for the Humanities (3)

Math 232<sup>2p</sup>      College Algebra (3)

Math 236<sup>2p</sup>      Introduction to Applied Statistics (3)

Math 242<sup>2p</sup>      Precalculus Algebra (5)

Math 247<sup>2p</sup>      Introduction to Statistics (4)

Math 255 <sup>2P</sup>	Calculus for Business & Management (3)
Math 265A <sup>2P</sup>	Analytic Geometry & Calculus (5)
Math 265B <sup>P</sup>	Analytic Geometry & Calculus (5)
Math 283 <sup>P</sup>	Calculus (4)
Math 287 <sup>P</sup>	Linear Analysis (5)

### AREA 3 - ARTS AND HUMANITIES

At least 3 courses, 1 course from Arts, 1 course from Humanities and the third course from either area (9 term credits).

#### Arts

Art 200	Art Appreciation (3)
Art 203	Survey of Art History: Old Stone Age through Gothic (3)
Art 204	Survey of Art History: Renaissance through 19th Century (3)
Art 205	Survey of Art History: Modernism and Post-Modernism (3)
Art 206	Survey of Art History: Non-Western Art (3)
Dance 252	Dance History (3)
Dance 252	Dance Culture (3)
Drama 205	Introduction to Dramatic Literature (3)
Drama 206	Theater Appreciation (3)
Drama 207	Introduction to the Theatre (3)
Drama 218	Main Styles in Films (3)
Music 235	Music Appreciation: Classical Music (3)
Music 237	Music Appreciation: American Popular Music (3)
Music 238	Music Appreciation: Jazz History (3)

#### Humanities

*English 201B <sup>P</sup>	English Composition: Introduction to Literature and Critical Thinking (3)
English 205 <sup>P</sup>	Introduction to Poetry (3)
English 206 <sup>P</sup>	Introduction to the Novel (3)
English 212A <sup>P</sup>	American Literature (3)
English 212B <sup>P</sup>	American Literature (3)
English 213 <sup>P</sup>	Multicultural Voices in American (3)
English 215 <sup>P</sup>	Shakespeare (3)
English 216 <sup>P</sup>	Literature and Film (3)
English 217 <sup>P</sup>	Literature by Women (3)
English 244A <sup>P</sup>	European Literature (3)
English 244B <sup>P</sup>	European Literature (3)
English 246A <sup>P</sup>	Survey of British Literature (3)
English 246B <sup>P</sup>	Survey of British Literature (3)
French 203 <sup>P</sup>	French III (5)
German 203 <sup>P</sup>	German III (5)
German 204 <sup>P</sup>	German IV (5)
*History 203A	History of World Civilization (3)
*History 203B	History of World Civilization (3)
*History 204A <sup>1</sup>	History of Western Civilization (3)
*History 204B <sup>1</sup>	History of Western Civilization (3)
*History 207A <sup>1</sup>	History of United States (3)
*History 207B <sup>1</sup>	History of United States (3)
*History 210 <sup>1</sup>	History of California (3)
*History 212 <sup>1</sup>	History of Mexican-American (3)
*History 233 <sup>1</sup>	History of the Afro-American (3)
*History 237	History of American Women (3)
*History 239 <sup>1</sup>	History of the Role of Women (3)
Philosophy 205	Introduction to the Bible (3)
Philosophy 206	Introduction of Philosophy (3)

Philosophy 209	World Religions (3)
Philosophy 212	Philosophical Classics in Theory of Reality and of Knowledge (3)
Philosophy 213	Philosophical Classics in Ethics and Social Philosophy (3)
Spanish 203 <sup>P</sup>	Spanish III (5)
Spanish 204 <sup>P</sup>	Spanish IV (5)

\*Cannot be double counted

### AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

At least three (3) courses from at least two (2) disciplines or an interdisciplinary sequence.

Anthropology 202	Archaeology (3)
Anthropology 203	Cultural Anthropology (3)
Anthropology 220	California Indians (3)
Anthropology 221	North American Indians (3)
Anthropology 225	Contemporary Cultures of the World (3)
Early Child Edu 201	Child Growth and Development (3)
Early Child Edu 202	Child, Family and Community (3)
Economics 201A <sup>P</sup>	Principles of Economics (3)
Economics 201B	Principles of Economics (3)
Family Studies 212	Human Development: Life Span (3)
Family Studies 213	Ethnic Identity and Developmental Patterns (3)
Geography 201	Physical Geography (3)
Geography 202	Cultural Geography (3)
*History 203A	History of World Civilization (3)
*History 203B	History of World Civilization (3)
*History 204A <sup>1</sup>	History of Western Civilization (3)
*History 204B <sup>1</sup>	History of Western Civilization (3)
*History 207A <sup>1</sup>	History of United States (3)
*History 207B <sup>1</sup>	History of United States (3)
*History 210 <sup>1</sup>	History of California (3)
*History 212 <sup>1</sup>	History of Mexican-American (3)
*History 219 <sup>1</sup>	History of Far East (3)
*History 233 <sup>1</sup>	History of the Afro-American (3)
*History 239 <sup>1</sup>	History of the Role of Women (3)
Legal 217	Introduction to Law (3)
Political Sci 201**	Introduction of Political Science (3)
Political Sci 202**	Government and Politics of the United States (3)
Political Sci 204**	World Politics (3)
Political Sci 205	Law and Politics (3)
Political Sci 206**	Comparative Government (3)
Political Sci 209**	Introduction to Political Theory (3)
Psychology 201	Introductory Psychology (3)
Psychology 206	Introduction to Social Psychology (3)
Psychology 233	Personality and Adjustment (3)
Sociology 201A	Introduction to Sociology (3)
Sociology 201B	Social Institutions (3)
Sociology 202	Social Problems (3)
Sociology 206	Minority Group Relations (3)
Sociology 208	Introduction to Women's Studies (3)

\* History courses cannot be double counted in area 3 and area 4.

\*\* (Prior to Fall 2004 Government)

### AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

At least two (2) courses, one (1) Physical Science and one (1) Biological Science course; at least one (1) must include a laboratory (7-9 term credits). Laboratory courses are underlined.

**Meteorology**

Meteorology 212 Introduction to Meteorology (3)

**Physical Science**

Astronomy 210<sup>P</sup> Astronomy (3)  
Astronomy 210L<sup>P</sup> Astronomy Lab (3)  
Chemistry 201A<sup>P</sup> General College Chemistry (5)  
Chemistry 201B<sup>P</sup> General College Chemistry (5)  
Chemistry 210FL<sup>P</sup> Introductory Chemistry with (FAL) (4)  
Chemistry 211<sup>P</sup> Introductory Organic Chemistry (4)  
Chemistry 212A<sup>2P</sup> Organic Chemistry (5)  
Chemistry 212B<sup>P</sup> Organic Chemistry (5)  
Geology 210<sup>P</sup> Physical Geology (4)  
Geology 211<sup>P</sup> Historical Geology (4)  
 Geology 212 Geologic Hazards, Man and Environment (1)  
 Geology 220 Geology of California (3)  
 Physical Sci 201A<sup>P</sup> Physics and Chemistry (3)  
Physical Sci 201AL<sup>P</sup> Physical Science Lab (1)  
 Physical Sci 201B<sup>P</sup> Astronomy and Geology (3)  
Physics 205A<sup>P</sup> General Physics (4)  
Physics 205B<sup>P</sup> General Physics (4)  
Physics 208A<sup>P</sup> Principles of Physics (5)  
Physics 208B<sup>P</sup> Principles of Physics (5)

**Oceanography**

Oceanography 210 Oceanography (3)  
Oceanography 210L Oceanography Laboratory (1)

**Psychology**

Psychology 202 Introduction to Biological Psychology (3)

**Anthropology**

Anthropology 201 Physical Anthropology (3)  
Anthropology 201L Physical Anthropology Laboratory (1)

**Biological Science**

Biology 201A<sup>P</sup> Biology (5)  
Biology 201B<sup>P</sup> Biology (5)  
Biology 202<sup>P</sup> General Botany (5)  
Biology 204<sup>P</sup> Microbiology (5)  
Biology 205<sup>P</sup> Human Anatomy (4)  
Biology 206<sup>P</sup> General Human Physiology (5)  
 Biology 211<sup>2P</sup> Life Science (3)  
 Biology 212 Human Biology (3)  
Biology 212L<sup>P</sup> Human Biology Lab (1)  
 Biology 213 Genetics in Society  
Biology 216 Plants and People (4)  
 Biology 220 Environmental Biology (3)  
Biology 220L<sup>P</sup> Environmental Biology Lab (1)  
Biology 221 Concepts of Ecology (4)  
 Biology 222 Marine Biology (3)  
Biology 222L<sup>P</sup> Marine Biology Lab (1)  
 Biology 224<sup>L</sup> Principles of Natural History (3)

American Sign Lang 215B<sup>P</sup> American Sign Language II  
 French 201 French I (5)  
 French 202<sup>P</sup> French II (5)  
 German 201 German I (5)  
 German 202<sup>P</sup> German II (5)  
 Spanish 201 Spanish I (5)  
 Spanish 202<sup>P</sup> Spanish II (5)

NOTE: Additions to the IGETC list can be located on the ASSIST web site at <http://www.assist.org>.

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

Courses used to meet this requirement may not be used to satisfy requirements for IGETC, but may be completed prior to transfer.

Six (6) credits, one (1) course from #1 and one (1) course from #2.

1. History 207A or 207B
2. Political Science 202 (Prior to Fall 2004 Government 2)

***LANGUAGE OTHER THAN ENGLISH  
 (UC REQUIREMENT ONLY)***

Complete 2 years of the same foreign language of high school work with a grade of "C" or better OR earn a score of 3 or higher on the Foreign Language Advanced Placement test, or 550 on the College Board Achievement Test in Foreign Language or complete a 2 course sequence from the courses below at Cuesta College. High school transcripts must be submitted to verify language proficiency.

## COURSES

ACADEMIC SKILLS (ACSK)  
 AG TECHNOLOGY (AGTC)  
 AMERICAN SIGN LANGUAGE (ASL)  
 ANTHROPOLOGY (ANTH)  
 ARCHITECTURE (ARCH)  
 ART (ART)  
 ASTRONOMY (ASTR)  
 ATHLETICS (ATHL)  
 AUTOMOTIVE TECHNOLOGY (ATCH)  
 BIOLOGY (BIO)  
 BROADCAST COMMUNICATIONS (BCST)  
 BUSINESS (BUS)  
 CHEMISTRY (CHEM)  
 COMMUNICATION STUDIES (COMM)  
 COMPUTER APPL/OFFICE ADMIN (CAOA)  
 COMPUTER INFORMATION SYSTEMS (CIS)  
 COMPUTER AND NETWORKING  
 TECHNOLOGY (CNET)  
 CONSTRUCTION TECHNOLOGY (CTCH)  
 COUNSELING (COUN)  
 CRIMINAL JUSTICE (CJ)  
 CULINARY ARTS (CUL)  
 DANCE (DANC)  
 DRAMA (DRA)  
 EARLY CHILDHOOD EDUCATION (ECE)  
 ECONOMICS (ECON)  
 ELECTRONICS AND ELECTRICAL  
 TECHNOLOGY (EET)  
 EMERGENCY MEDICAL SERVICES (EMS)  
 ENGINEERING (ENGR)  
 ENGLISH (ENGL)  
 ENGLISH AS A SECOND LANGUAGE (ESL)  
 FAMILY STUDIES (FMST)  
 FASHION DESIGN AND MERCHANDISING (FDM)  
 FRENCH (FR)  
 GEOGRAPHY (GEOG)  
 GEOLOGY (GEOL)  
 GERMAN (GER)  
 HEALTH EDUCATION (HEED)  
 HIGH SCHOOL DIPLOMA (HSD)  
 HISTORY (HIST)  
 HOSPITALITY (HOSP)  
 INTERIOR DESIGN (ID)  
 JOURNALISM (JOUR)  
 KINESIOLOGY THEORY (KINE)  
 LEADERSHIP (LDER)  
 LEGAL (LGL)  
 LIBRARY/INFORMATION TECHNOLOGY  
 (LIBT)  
 LICENSED VOCATIONAL NURSING (LVN)  
 MATHEMATICS (MATH)  
 MEDICAL ASSISTING (MAST)  
 METEOROLOGY (METE)  
 MUSIC (MUS)  
 NURSING ASSISTANT (NAST)  
 NURSING, REGISTERED ASSOCIATE  
 DEGREE  
 (NRAD)  
 NUTRITION (NUTR)  
 ONLINE (DIST)  
 PARALEGAL (PLGL)  
 PHILOSOPHY (PHIL)  
 PHYSICAL EDUCATION ADAPTED (PEAD)  
 PHYSICAL EDUCATION ACTIVITY (PEAC)  
 PHYSICAL SCIENCE (PSCI)  
 PHYSICS (PHYS)  
 POLITICAL SCIENCE (POLS)  
 PSYCHIATRIC TECHNICIAN (PSYT)  
 PSYCHOLOGY (PSYC)  
 REAL ESTATE (RE)  
 RECREATION ADMINISTRATION (REC)  
 SOCIOLOGY (SOC)  
 SPANISH (SPAN)  
 VOCATIONAL ESL (VESL)  
 WELDING (WELD)  
 WELLNESS (WELL)  
 WORK EXPERIENCE (WEXP)

**ACADEMIC SKILLS [ACSK]****001 COMPUTER ACCESS EVALUATION (0.5)**

0.5 hours lecture per week  
Associate Degree Non-Applicable

Provides a diagnostic evaluation to determine whether the student possesses the necessary skills to benefit from participation in the Assistive Technology Center for the Disabled. Evaluation areas include cognitive processing abilities, keyboard access, general mobility and seating, educational or vocational goals.

**004 ADAPTED STUDIES: LECTURE (2.0 to 1.0)**

2.0 hours lecture per week  
Associate Degree Non-Applicable

Presents curricula and instruction, not available in other courses in a lecture format, to meet identified special learning needs of disabled students. May include advanced training in comprehension, phonetics, computer-assisted instruction, or other specialized topics. An appointment with a Disabled Student Programs and Services faculty member prior to enrollment is strongly advised.

*Repeatable 3 times.*

**005 ACADEMIC SUPPORT LABORATORY (1.0 to 0.5)**

3.0 hours laboratory per week  
Associate Degree Non-Applicable

Provides students with specialized programs designed to improve basic skills in reading, spelling, grammar, vocabulary, mathematics, study skills, and English as a Second Language. Students work independently and at their own pace using computers, audio-tutorial tapes, and supplemental materials. Laboratory time is arranged with the instructor.

*Repeatable 3 times.*

**007 ADAPTED STUDIES: LABORATORY (1.0 to 0.5)**

3.0 hours laboratory per week  
Associate Degree Non-Applicable

Presents individualized curricula and instruction to meet identified special learning needs of disabled students. May include computer assisted instruction, audiotutorial programs, individual assignments, or tutoring in specialized topics. An appointment with a Disabled Student Programs and Services faculty member prior to enrollment is strongly advised.

*Repeatable 3 times.*

**010 KEYBOARDING FOR COMPUTER ACCESS (1.0 to 0.5)**

3.0 hours laboratory per week  
Associate Degree Non-Applicable

Provides keyboarding basics to students with disabilities. Incorporates adaptive technologies into the context of computer tutorials.

*Repeatable 1 time.*

**013 COMPUTER ACCESS: ADAPTED WORD PROCESSING (1.0)**

3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Non-Applicable

*Advisory: Ability to type 15 words per minute.*

Presents a 9-week basic word processing course. Emphasizes assistive hardware and software (speech synthesizers, screen enlargers, spell-checkers, keyboard alternatives) and beginning word processing skills (editing, saving, printing, formatting, file management). Designed for students with verified disabilities.

*Repeatable 1 time.*

**019 INTRODUCTION TO COMPUTERS USING ASSISTIVE TECHNOLOGY (3.0)**

3.0 hours lecture per week  
Associate Degree Non-Applicable

An introduction to computers designed for students with disabilities. Discusses the history of the personal computer as well as how it relates to students with disabilities. Students will also learn about the components that make up a personal computer and relevant information which will enable them to create an ideal computer system for themselves.

*Repeatable 3 times.*

**022 INTRODUCTION TO THE INTERNET USING ASSISTIVE TECHNOLOGY (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Non-Applicable

An introduction to the Internet designed for students with disabilities. Discusses the Internet as well as how it relates to students with disabilities. Students will also learn about the components that make up the Internet and relevant information, which will allow them to search on the Internet with the latest search engines. New technologies affecting the Internet will also be discussed and used in context to the educational setting.

*Repeatable 3 times.*

**025 COMPUTER ACCESS: ADAPTED WORD PROCESSING I (2.0)**

3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Non-Applicable

*Advisory: Ability to type 20 words per minute (depending upon nature of disability).*

Introduces the use of microcomputer access technologies for students with physical or learning disabilities within the context of word processing.

*Repeatable 1 time.*

**028 COMPUTER ACCESS: WORD PROCESSING II (1.0 to 0.5)**

3.0 hours laboratory per week  
Associate Degree Non-Applicable

*Advisory: ACSK 025 or equivalent.*

Continues ACSK 025. Enhances the student's skills through the completion of assignments or projects.

*Repeatable 3 times.*

**031 COMPUTER ACCESS: APPLICATIONS (2.0)**

3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Non-Applicable

*Advisory: MATH 003, ENGL 099, Ability to type 15 words per minute.*

Presents the use of computer access technologies for students with physical and/or learning disabilities within the context of word processing, database, and spreadsheet programs. Designed for students with verified disabilities.

*Repeatable 1 time.*

**032 READING COMPREHENSION (2.0 to 1.0)**

2.0 hours lecture per week  
Associate Degree Non-Applicable

Designed for students who have difficulty understanding and remembering what they read. Includes progressive instruction in sentence, paragraph, essay, and textbook chapter comprehension. An appointment with a Disabled Student Programs and Services faculty member prior to enrollment is strongly advised.

*Repeatable 2 times.*

**036 READING ESSENTIALS (3.0)**

3.0 hours lecture per week  
Associate Degree Non-Applicable

Promotes understanding and retention of textbook information. Explores myths and misconceptions of the reading process and facilitates increased reading efficiency. Promotes interpretive and application skills of comprehension and develops vocabulary through the integration of content area materials.

**040 DIAGNOSTIC TESTING FOR LEARNING DISABILITY (0.5)**

0.5 hours lecture per week  
Associate Degree Non-Applicable

Assesses eligibility for Disabled Student Programs and Services according to California Community College Title V regulations. Develops a Student Educational Contract (SEC). Provides placement recommendations, support, and counseling. An appointment with a Disabled Student Programs and Services faculty member prior to enrollment is strongly advised.

**047 INDEPENDENT STUDIES: ACADEMIC SKILLS (2.0 to 0.5)**

6.0 hours laboratory per week  
Associate Degree Non-Applicable

*Prerequisite: The student must have completed preparatory course work in the field*

*in which the study is to be undertaken*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of learning skills under the direction of an instructor. An appointment with a Disabled Student Programs and Services faculty member is strongly advised.

*Repeatable 3 times.*

### **050 WRITING FUNDAMENTALS (3.0)**

3.0 hours lecture per week

Associate Degree Non-Applicable

*Advisory: For speakers of languages other than English, completion of the English as a Second Language (ESL) sequence is highly recommended.*

Focuses on the grammar, punctuation, sentence writing, and paragraph writing skills students need to succeed in basic English courses. Provides intensive practice, multi-sensory instruction, and individualized assistance to promote the written language development of students with diverse needs and backgrounds, including students with learning disabilities and speakers of other languages.

Offered as a prerequisite to the basic English writing course for students who do not receive a qualifying score on the Assessment test or equivalent.

*Repeatable 3 times.*

### **058 GRAMMAR ESSENTIALS (2.0)**

2.0 hours lecture per week

Associate Degree Non-Applicable

Focuses on the basic grammar, punctuation, and usage skills essential for effective writing. Provides extensive practice to apply and reinforce written language skills with an emphasis on identifying and correcting common sentence errors.

*Repeatable 3 times.*

### **075 ARITHMETIC FUNDAMENTALS (4.0)**

4.0 hours lecture per week

Associate Degree Non-Applicable

Provides a basic arithmetic and math study skills course for students who have a history of difficulties in mathematics. This course uses alternative and active approaches for learning the concepts and skills of place value, basic operations, fractions, decimals, percentages, word problems, learning styles, and math study strategies.

### **093A WELLNESS ARTS (2.0)**

3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)

Associate Degree Non-Applicable

*Advisory: Consult with Wellness Arts Coordinator*

Presents art as a tool for processing, expressing and managing mental health issues as they relate to succeeding in a college environment. Examines internal and external factors that affect wellness in the college setting and strategies for managing them. Provides skills for establishing and assessing educational goals. Students will learn to advocate for themselves and others with the knowledge of campus and community resources. Creates an atmosphere for team-building and self-discovery. Designed for students who struggle with levels of anxiety, sadness, intrusive thoughts, and social phobia that may make attending and succeeding in college difficult.

### **099 NON-CREDIT SUPERVISED TUTORING (0.0)**

4.0 hours laboratory per week

*Prerequisite: Enrollment in a Cuesta College credit course and referral by a counselor and/or instructor.*

Provides non-credit basic skills and all other content area courses supervised tutoring for students one-to-one and in small groups. Includes assessment of study skills, exam reviews and study sessions.

*Repeatable.*

### **120 LEARNING ESSENTIALS FOR COLLEGE SURVIVAL (1.5)**

3.0 hours lecture per week

Associate Degree Applicable

Presents essential study methods that promote college success. Including, but not limited to; managing and maximizing learning and study time; critical thinking; levels of comprehension; understanding textbooks and other written material; active listening and notetaking strategies; test preparation: synthesizing and reviewing course content; test taking strategies; and campus resources.

### **121 STRATEGIC TEXTBOOK STUDY (0.5)**

0.5 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Enhances effective reading strategies necessary for comprehension and retention of college textbook information. Focuses on self-regulating learning strategies for metacognition, active reading, note-taking, rate flexibility, vocabulary development, and inferential and critical reading.

### **168 TUTOR TRAINING: SELECTED TOPICS (1.0 to 0.5)**

1.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Provides specialized information and guided practice in designated topics or projects. Tutors gain expertise in subject areas not offered in other tutor training courses. An appointment with the Tutorial Services Coordinator prior to enrollment is strongly advised.

### **193 ACADEMIC SKILLS SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

### **225 COLLEGE SUCCESS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

A comprehensive course that integrates personal growth and values, academic study strategies, and critical and creative thinking proficiency. This survey course focuses on life management, learning styles, personal and educational values, time management, instructor-student relations, maintaining health, memory and concentration, lecture note-taking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem solving, and creative thinking. Emphasis is on the attainment of life-long success in academic, professional and personal development.

*Transfer: CSU; UC (For maximum credit of one course between ACSK 225 and PETH 210).*

### **227 TEST AND PERFORMANCE ANXIETY (1.5)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Explores the relationship between the physiological, psychological, and emotional responses to test and performance anxiety. Course investigates the theories of stress and anxiety and offers guided practice in the cognitive, meditative, and biofeedback-aided techniques to manage anxiety while taking a test, succeeding in math, giving a speech, and/or competing in a sports event.

*Transfer: CSU.*

### **247 INDEPENDENT STUDIES: ACADEMIC SKILLS (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

*Advisory: Eligibility for ENGL 156.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of tutor training or disability research.

*Repeatable 3 times.*

*Transfer: CSU.*

### **500 GED TEST PREPARATION (0.0)**

3.0 hours laboratory per week

Designed to prepare students in basic skills, including the five areas of the GED examination: Mathematics, Science, Social Studies, Language Arts-Writing I and II, and Language Arts-Reading. Material is presented through a variety of methods, including teacher-led, computer-assisted and individualized instruction as well as working at problem.

*Repeatable.*

**ADAPTED PHYSICAL ED. [PEAD]****200 ADAPTED AQUATICS (1.0)**

3.0 hours laboratory per week

Associate Degree Applicable

Provides an individualized aquatic exercise program for students with a disability. Improves flexibility, strength, and endurance using the water as a source of buoyancy and resistance. An appointment with a Disabled Student Programs and Services faculty member prior to enrollment is strongly advised.

*Repeatable 3 times.*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

**205 ADAPTED FITNESS: WEIGHT TRAINING (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Provides an individualized fitness program for students with a disability using resistive exercises and equipment. An appointment with a Disabled Student Programs and Services faculty member prior to enrollment is strongly advised.

*Repeatable 3 times.*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

**AG TECHNOLOGY [AGTC]****105 VINEYARD PRUNING (0.5)**

9.0 hours lecture per week

Associate Degree Applicable

Presents theory and field practice of pruning head, cane, and cordon vines.

Includes training of young and mature vines.

**110 PROPAGATION TECHNIQUES (0.5)**

9.0 hours lecture per week

Associate Degree Applicable

Presents rootstock and "T" budding of older vines to change varieties. Examines pros and cons of various propagation techniques used in vineyards. Covers care of vines following budding.

**115 VINEYARD IRRIGATION AND FERTILIZATION (1.0)**

6.0 hours lecture per week

Associate Degree Applicable

Studies rootstocks and phylloxera concerns, water and nutrition needs, water application techniques, irrigation and fertilizer injection systems.

**120 VINEYARD CANOPY MANAGEMENT (1.0)**

9.0 hours lecture per week

Associate Degree Applicable

Studies the latest techniques in developing trellis systems to improve both grape and wine quality.

**130 BASIC VITICULTURE (1.0)**

3.0 hours lecture per week

Associate Degree Applicable

Basic principles of plant growth, physiology, and anatomy as they pertain to grapevines. Fundamentals of irrigation, fertilization, and pest management will be discussed.

**135 PEST CONTROL MANAGEMENT UPDATE (0.5)**

9.0 hours lecture per week

Associate Degree Applicable

Presents lectures in entomology and related subjects in pest control management. Also provides update training for persons with a pest control license.

*Repeatable 3 times.***140 SOIL FERTILITY AND QUALITY IN CENTRAL COAST VITICULTURE (0.5)**

9.0 hours lecture per week

Associate Degree Applicable

Presents basic soil science and soil quality issues needed in growing wine grapes

in the Central Coast wine growing region. The focus is on soil textures, soil fertility, soil quality and estimating the available water holding capacities. Soil profiles and other essential soil properties will be investigated by using backhoe pits.

**147 INDEPENDENT STUDIES: AGRICULTURE (4.0 to 0.5)**

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic of agriculture under direction of an instructor.

*Repeatable 1 time.***193 AGRICULTURE TECHNOLOGY SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

**195 TECHNICAL CAREER PREPARATION IN AGRICULTURE (1.0)**

1.0 hours lecture per week

Associate Degree Applicable

Overview of agricultural careers with focus on preparing for the job market.

Includes discussion of career opportunities in agriculture, both union and non-union. Focus on providing the tools necessary to target and obtain a position in the agriculture industry.

*Repeatable 2 times.***AMERICAN SIGN LANGUAGE [ASL]****147 INDEPENDENT STUDIES: AMERICAN SIGN LANGUAGE (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic of American Sign Language under the direction of an instructor.

*Repeatable 3 times.***215A BEGINNING AMERICAN SIGN LANGUAGE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Introduces expressive and receptive skills used in American Sign Language (ASL) through vocabulary development, grammar, non-manual behaviors, and finger spelling. Provides exposure to Deaf Culture by reviewing the history of ASL, dynamics of the Deaf Community, varieties of manual communication, Deaf President Now protest, and cultural customs of communication.

*Transfer: CSU; UC.***215B AMERICAN SIGN LANGUAGE II (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ASL 215A with a grade of C or better*

Presents a continuation of SL 15A with a functional-notional approach to language acquisition; expands expressive and receptive skills through vocabulary development, grammar, non-manual behaviors and fingerspelling. Continues exposure to Deaf Culture through awareness of cross-cultural communications; history of the Deaf in America and customs of the Deaf community.

*Transfer: CSU; UC.***215C AMERICAN SIGN LANGUAGE III (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ASL 215B with a grade of C or better or equivalent*

Continues skills presented in SL 15B. Emphasizes fluency in communicating with the deaf as practiced in a variety of situational contexts. Explores creative uses of American Sign Language.

*Transfer: CSU; UC.*

**ANTHROPOLOGY [ANTH]****201 PHYSICAL ANTHROPOLOGY (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*

Presents an introduction to the science of physical anthropology. Topics include: the fields of anthropology, the scientific method, evolutionary theory, genetics and inheritance, human variation, biology and behavior of living primates, and the fossil evidence of human evolution  
*Transfer: CSU; UC.*

**201L PHYSICAL ANTHROPOLOGY LABORATORY (1.0)**

3.0 hours laboratory per week  
Associate Degree Applicable  
*Corequisite: ANTH 201*

Utilizes the hands-on laboratory approach in studying primatology, osteology, dentition, genetics and human variation. Both fossil and contemporary will be studied.

*Transfer: CSU; UC.*

**202 ARCHAEOLOGY (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*

Presents an introduction to archaeological theory and concepts, as well as an overview of both New and Old World archaeology.

*Transfer: CSU; UC.*

**203 CULTURAL ANTHROPOLOGY (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*

Presents an introduction to the concepts of cultural anthropology, different perspectives for the study of culture and their application. Primitive cultures are studied both as they existed before contact with Western civilization and as they are today.

*Transfer: CSU; UC.*

**220 CALIFORNIA INDIANS (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*

Presents a history of the California Indians, including their prehistory, the Indians at the time of European contact, the Spanish period, the early Anglo-American period, and the Indians today.

*Transfer: CSU; UC.*

**221 NORTH AMERICAN INDIANS (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*

Studies the North American Indians, including their lifestyle at the time of contact, their reactions to European contact, and the Indians at present.

*Transfer: CSU; UC.*

**225 CONTEMPORARY CULTURES OF THE WORLD (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*

Studies the ways of life of people in different regions of the world, including Latin America, Middle East, East Asia, and Africa. Beliefs, values, and other social characteristics such as family, economics, and religion will be studied.

*Transfer: CSU; UC.*

**247 INDEPENDENT STUDIES: ANTHROPOLOGY (2.0 to 0.5)**

6.0 hours laboratory per week  
Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field*

*in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of anthropology under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

**ARCHITECTURE [ARCH]****193 ARCHITECTURE SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**195 TECHNICAL CAREER PREPARATION IN ARCHITECTURE (1.0)**

1.0 hours lecture per week  
Associate Degree Applicable

Overview of architectural careers with focus on preparing for the job market. Includes discussion of career opportunities in architecture, both union and non-union. Focus on providing the tools necessary to target and obtain a position in the architectural industry.

*Repeatable 2 times.*

**201 INTRODUCTION TO ARCHITECTURE AND ENVIRONMENTAL DESIGN (2.0)**

2.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*

Introduces a critical framework for regarding buildings as works of architecture. Explores the nature of the architectural profession and how it relates to other environmental design fields, such as city and regional planning, urban design, and landscape architecture. Examines how building and environmental design professions are responding to the profound challenges of living sustainability in the 21st century. This course is intended for the student intending to transfer to a university major in architecture or a related environmental design discipline.

*Transfer: CSU; UC. (For UC, maximum credit of 18 units between ARCH 201, 213, 221, 222, 251 and 252).*

**205 ARCHITECTURAL MODEL MAKING (2.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: ARCH 221 and CTCH 250*

*Advisory: Completion of or concurrent enrollment in ARCH 222, ARCH 231, or high school drafting.*

Introduces basic concepts and creation of 3D scaled material architectural models for visual representation and communication of architectural design.

*Repeatable 3 times.*

*Transfer: CSU.*

**221 DESIGN AND VISUAL COMMUNICATION I (4.0)**

8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)  
Associate Degree Applicable

Presents principles, concepts, methods and skills pertaining to freehand and drafted drawings employing orthographic, axonometric, oblique and lineal perspective drawing systems to represent ideas, objects and environments. Includes principles and concepts of two- and three-dimensional visual design. Covers basic color theory principles, concepts and application; basic physical model building concepts and skills; shadow casting principles, conventions and techniques for orthographic, axonometric, oblique and perspective drawing systems.

*Transfer: CSU; UC. (For UC, maximum credit of 18 units between ARCH 201, 213, 221, 222, 251 and 252).*

**222 DESIGN AND VISUAL COMMUNICATION II (4.0)**

8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)  
Associate Degree Applicable

*Prerequisite: ARCH 221 and Completion of or concurrent enrollment in ARCH 232*

Continuation and extension of the content and issues introduced in ARCH 221, plus the principles, concepts, methods and skills pertaining to the

freehand, drafted and digital visualization and communication of quantitative and qualitative information to support analysis and conceptualization.

*Transfer: CSU; UC. (For UC, maximum credit of 18 units between ARCH 201, 213, 221, 222, 251 and 252).*

### 230 ARCHITECTURAL COMPUTER AIDED DRAFTING AND DESIGN (3.0)

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: ARCH 231 and ENGR 125.*

Presents the use of computer aided drafting and design software as a tool for generating construction drawings, 3D modeling and design presentations. This course provides an introduction to the use of Architectural Desktop and 3D Studio VIS as it applies to architectural practice.

*Transfer: CSU.*

### 232 ARCHITECTURAL DESIGN & PRESENTATION COMPUTER GRAPHICS (3.0)

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CIS 210 or equivalent.*

*Advisory: ARCH 221.*

Introduces computer design and presentation skills for architecture students including image editing, page layout, and 3D modeling.

*Transfer: CSU.*

### 242 INTRODUCTION TO ARCHITECTURAL PRACTICE (3.0)

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CTCH 250, ARCH 221, and completion of or concurrent enrollment in ARCH 230.*

Introduces the concepts and methods associated with the use and application of construction systems, processes and materials. Emphasis is placed on the standards and conventions used to detail and document light framed construction.

*Transfer: CSU.*

### 244 ARCHITECTURAL ENVIRONMENT CONTROL SYSTEMS (3.0)

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: PHYS 205B*

*Advisory: Completion of or concurrent enrollment in ARCH 252.*

Introduces the theory and application of climate, energy use and comfort as determinates of architectural form. Includes architectural methods of ventilating, cooling, heating, and lighting for envelope-load dominated buildings. Acceptable for credit, CSU, (credit based on portfolio review).

*Transfer: CSU.*

### 245 INTRODUCTION TO GREEN BUILDING AND LEED GREEN ASSOCIATE CREDENTIAL PREPARATION (1.5)

1.5 hours lecture per week

Associate Degree Applicable

*Prerequisite: ARCH 244 or CTCH 250 or ID 276 or equivalent professional experience*

Explores the environmental impacts of the built environment, principals of green building design and construction, available rating/certification systems for green building, with an in-depth review of the LEED Rating Systems and their applications, specifically the LEED Building Design and Construction (BD&C) Rating System. At the completion of the course, a review will be completed to support preparation to apply for the LEED Green Associate Credential Exam.

*Transfer: CSU.*

### 246 GREEN BUILDING AND LEED AP BD+C EXPERIENCE (1.5)

1.5 hours lecture per week

Associate Degree Applicable

*Prerequisite: ARCH 245 and LEED Green Associate Credential Prep, or equivalent professional experience.*

Explores the environmental impacts of the built environment, principals of

green building design and construction, available rating/certification systems for green building, with an in-depth review and exploration of the LEED Rating Systems and their applications, specifically the LEED Building Design and Construction (BD&C) Rating System. The course will be primarily focused on the partial documentation/certification of a project pursuing LEED Certification. At the completion of the course, a review will be completed to support preparation to apply for the LEED AP BD+C Credential Exam.

*Transfer: CSU.*

### 247 INDEPENDENT STUDIES: ARCHITECTURE (2.0 to 0.5)

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic of architecture under direction of an instructor.

*Repeatable 4 times.*

*Transfer: CSU.*

### 248 GREEN BUILDING AND LEED AP HOMES EXPERIENCES (1.5)

1.5 hours lecture per week

Associate Degree Applicable

*Prerequisite: ARCH 245 and LEED Green Associate Credential Prep, or equivalent professional experience.*

Explores the environmental impacts of the built environment, principals of green building design and construction, available rating/certification systems for green building, with an in-depth review and exploration of the LEED Rating Systems and their applications, specifically the LEED for Homes Rating System. The course will be primarily focused on the partial documentation/certification of a project pursuing LEED for Homes Certification. At the completion of the course, a review will be completed to support preparation to apply for the LEED Homes Credential Exam.

*Transfer: CSU.*

### 251 ARCHITECTURAL DESIGN FUNDAMENTALS I (5.0)

9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ARCH 222*

Presents theories, principles, methods and means of creative problem solving, two- and three-dimensional visual organizations to communicate concepts and meanings, basic verbal and visual communication skills, analysis of the built environment with emphasis on the creation and interrelationship of architectural form, function and light.

*Transfer: CSU; UC. (For UC, maximum credit of 18 units between ARCH 201, 213, 221, 222, 251 and 252).*

### 252 ARCHITECTURAL DESIGN FUNDAMENTALS II (5.0)

9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ARCH 251*

*Advisory: Completion of or concurrent enrollment in ARCH 213 and ARCH 244.*

Continuation of theories, principles, methods and means of creative problem solving, two- and three-dimensional visual organizations to communicate concepts and meanings, basic verbal and visual communication skills, analysis of the built environment with emphasis on the creation and interrelationship of architectural form, function, structure and context.

*Transfer: CSU; UC. (For UC, maximum credit of 18 units between ARCH 201, 213, 221, 222, 251 and 252).*

## ART [ART]

### 193 ART SPECIAL TOPIC (4.0 to 0.5)

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

### 200 ART APPRECIATION (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces the form, content, and media of the visual arts. Overview of artistic methods, materials, and language, exploring cultural and historical significance. Presents major art movements and styles including prehistoric to contemporary.  
*Transfer: CSU; UC.*

**202 MUSEUM PRACTICES (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: Eligibility for ENGL 201A.*

Introduces the history, functions, and professional practices of art museums. Includes development of an historical display and accompanying texts for exhibition. Introduces curatorial and art critical writing, including writing art reviews for publication.

*Repeatable 1 time.*

*Transfer: CSU.*

**203 SURVEY OF ART HISTORY: OLD STONE AGE THROUGH GOTHIC (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 201A.*

Presents the first of a three-semester course in the history of Western art. Includes cultural and historical background of Prehistoric (Paleo-lithic and Neolithic periods), Ancient Near Eastern, Egyptian, Aegean, Greek, Roman, and Medieval art traditions. Discusses and compares the cultural background of each of these artistic traditions.

*Transfer: CSU; UC.*

**204 SURVEY OF ART HISTORY: RENAISSANCE THROUGH 19TH CENTURY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 201A.*

Presents the second of a three-semester course in the history of Western art. Includes cultural and historical background of the Renaissance, Baroque, Rococo, Neo-Classical, Romantic, Realist, Impressionist, and Post-Impressionist periods of art.

*Transfer: CSU; UC.*

**205 SURVEY OF ART HISTORY: MODERNISM AND POST-MODERNISM (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 201A.*

Presents an overview of the art movements, artists and issues of Modernism and Post-Modernism. This includes art from the mid-nineteenth century, through the twentieth century and contemporary art. Includes the social, political, and aesthetic context of the time.

*Transfer: CSU; UC.*

**206 SURVEY OF ART HISTORY: NON-WESTERN ART (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 201A.*

Surveys the art traditions of African, Asian, Native American, Pre-Columbian, and other non-Western cultures as expressions of their religions and philosophies. Compares non-Western to Western art to reveal cross-cultural influences and explains the diversity of 20th century art.

*Transfer: CSU; UC.*

**220 FUNDAMENTALS OF 2-D DESIGN (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

Introduces the basic design elements and principles common to all visual art forms. Provides studio experience in the practical application of design and color theory through creative assignments.

*Transfer: CSU; UC.*

**221 BEGINNING DRAWING (3.0 to 2.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

Presents an overview of the art of drawing in an historical and contemporary context by introducing the basic practice and theories of drawing as a fine art. It introduces basic elements and principles of design, a variety of drawing media, and the use of drawing as a personal means of visual expression and communication.

*Transfer: CSU; UC.*

**222 INTERMEDIATE DRAWING (3.0 to 2.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 221*

Continues ART 221 with an emphasis on composition and content.

*Repeatable 1 time.*

*Transfer: CSU; UC.*

**223 LIFE DRAWING (3.0 to 2.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 222*

Presents the fundamentals of anatomy and representation of the human form in various attitudes and movements. The skeleton and live models will be used.

*Transfer: CSU; UC.*

**224 INTERMEDIATE LIFE DRAWING (3.0 to 2.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 223*

Continues ART 223 with an emphasis on personal interpretation and the use of the figure in composition.

*Repeatable 2 times.*

*Transfer: CSU; UC.*

**229 COLOR (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Advisory: ART 220.*

Presents the physical nature of color and the theory of color. Studio projects explore primary systems, color properties, interaction, strategies and expressive qualities of color. Investigates the physiological, psychological, symbolic, and cultural aspects of color.

*Transfer: CSU; UC.*

**230 BEGINNING PAINTING (3.0 to 2.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 220 and ART 221*

Introduces basic painting techniques, methods, materials and language, including color mixing, brushwork, and composition.

*Transfer: CSU; UC.*

**231 INTERMEDIATE PAINTING (3.0 to 2.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 230*

Presents a continuation of ART 230 with an emphasis on contemporary issues in painting. Composition and content is also stressed.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

**232 WATERCOLOR PAINTING (3.0 to 2.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 220 and ART 221*

Explores the fundamental techniques and creative use of aqueous media in painting on paper.

*Transfer: CSU; UC.*

**233 INTERMEDIATE WATERCOLOR PAINTING (3.0 to 2.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 232*

Continues ART 232 with an emphasis on problem-solving, composition and development of personal style.

*Repeatable 2 times.**Transfer: CSU; UC.***234 FIGURE PAINTING (3.0 to 2.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 223 and ART 230**Advisory: ART 224 and ART 231.*

Introduces the fundamentals of painting from the human figure, the creative use of various painting media, and the figure in context.

*Repeatable 3 times.**Transfer: CSU; UC.***235 MURAL PAINTING (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 220 and ART 221 or ART 230*

Introduces mural painting and processes. Includes analyzing a site, developing a design and proposal, the study and application of painting materials, executing a mural in a public space, and working in a collaborative environment. Presents a contemporary and historical view of mural painting. Students may need to travel to mural site.

*Repeatable 3 times.**Transfer: CSU.***240 INTRODUCTION TO PRINT MEDIA (3.0 to 2.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

Introduces a variety of print media including traditional historical printmaking practices such as relief, etching, and stencil. Includes contemporary print media such as photocopy, offset lithography, computer generated images and artists' books. Presents the art of printmaking in an historical and contemporary context.

*Transfer: CSU; UC.***241 ETCHING (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 221*

Offers instruction and studio practice in etching and related intaglio printmaking techniques as well as the designing of images appropriate to these techniques.

*Repeatable 3 times.**Transfer: CSU; UC.***243 BOOK ARTS (3.0 to 2.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 220*

Presents an investigation of the book form as a vehicle of creative expression.

Explores the book structure through the history, concepts and the creative application of this unique art object, in which the content is not limited to words alone.

*Repeatable 3 times.**Transfer: CSU.***244 PHOTOGRAPHY (3.0 to 2.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces black and white still photography as a fine art in an historical and contemporary context. Presents traditional darkroom practices through projects that introduce the elements and principles of design. Emphasizes use and care

of 35mm cameras, related photography equipment, black and white film processing and photographic enlargements. NOTE: A 35mm camera is required for class.

*Transfer: CSU; UC.***245 INTERMEDIATE PHOTOGRAPHY (3.0 to 2.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 244*

Continues study of photography as a fine art as introduced in ART 244. Presents intermediate level concepts and darkroom techniques in black and white still photography. The development of photography as a means of personal expression, the infusion of content, and composition will be stressed.

*Repeatable 3 times.**Transfer: CSU; UC.***247 DIGITAL VIDEO EDITING (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

Presents an overview of digital non-linear video editing, including acquiring digital video and combining and editing source material to create complete digital movies. Topics include: basic editing techniques, cuts and transitions, adding and altering audio, titling, keying and transparency, and applying filters and effects.

*Repeatable 3 times.**Transfer: CSU; UC.***248 DIGITAL VIDEO EFFECTS (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

Presents the art and science of digital compositing for visual effects and 2D animation, utilizing Adobe After Effects for film and video applications. Explores technical and aesthetic issues.

*Repeatable 3 times.**Transfer: CSU.***249 DIGITAL PHOTOGRAPHY (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 244 and ART 256*

Introduces concepts and technical fundamentals of digital photography as an extension to traditional photography. Presents practices and techniques unique to digital photography through projects that emphasize personal expression, the infusion of content and composition. Emphasizes the practical and aesthetic issues of digital photography, care and use of digital cameras, and other equipment related to digital photography.

*Repeatable 3 times.**Transfer: CSU, UC.***251 ALTERNATIVE PHOTOGRAPHIC PROCESSES (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 244*

Explores creative photographic techniques emphasizing experimental manipulation of the photographic image. Introduces silver and non-silver alternative photographic techniques including multiple image usage, high contrast materials, toning, image transfer, and digital negative with emphasis on personal expression, content, and development of style.

*Repeatable 3 times.**Transfer: CSU.***252 PHOTOGRAPHIC LIGHTING (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 244*

Explores various photographic lighting techniques emphasizing artificial sources. Introduces the student to modifying available light, tungsten light and strobe light on location and in the studio environment.

*Repeatable 3 times.**Transfer: CSU.*

- 253 DIGITAL ART (3.0 to 2.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
Introduces the use of the Macintosh computer, specific to art applications and the creation of fine art. Instruction will focus on the Macintosh operating system, and the use of current industry standard vector-based drawing and raster-based image editing softwares, computer hardware basics, technology, terminology, peripheral equipment and general practices used when operating a personal computer.  
*Transfer: CSU; UC.*
- 255 ADOBE ILLUSTRATOR: ART, DESIGN, AND ILLUSTRATION(3.0 to 1.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: Basic computer skills.*  
Presents primary instruction in digital drawing and illustration using Adobe Illustrator. Students learn how to create drawings and illustrations, use drawing and image creation tools, type, layout, and organizational features, filters, and format images for print, web and other digital media.  
*Repeatable 3 times.*  
*Transfer: CSU.*
- 256 ADOBE PHOTOSHOP: ART, DESIGN, AND PHOTOGRAPHY(3.0 to 1.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: Basic computer skills.*  
Presents primary instruction in digital imaging and editing using Adobe Photoshop. Students learn how to edit and create digital photographs and composite images. Students will use drawing and image creation tools; study type, layout, and organizational features; will use filters; and format images for print, web and other digital media.  
*Repeatable 3 times.*  
*Transfer: CSU.*
- 257 DIGITAL PAINTING (3.0 to 1.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: Basic computer skills.*  
Presents an introduction to digital painting using Adobe Photoshop, with a focus on basic painting techniques, methods and language. Includes color mixing, composition and the integration of traditional and digital painting techniques.  
*Repeatable 3 times.*  
*Transfer: CSU.*
- 258 ADOBE INDESIGN: ART, DESIGN, AND PHOTOGRAPHY (3.0 to 1.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: Basic computer skills.*  
Introduces digital prepress production involving preparation of pages for reproduction on any kind of press or printing system. Presents topics and practical experience in Adobe InDesign, work flow, terminology, file types, font issues, job requirements, various digital input devices, complex file storage and transfer systems, and output options for hard copy.  
*Repeatable 3 times.*  
*Transfer: CSU.*
- 259 ADOBE DREAMWEAVER: ART, DESIGN, AND INTERACTIVITY (3.0 to 1.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: ART 253.*  
Introduces web page design using Adobe Dreamweaver. Covers a comprehensive range of tasks and functions of the software used in the process of designing and creating artistic and visually dynamic web sites.  
*Repeatable 3 times.*  
*Transfer: CSU.*
- 265 ADOBE FLASH: ART, DESIGN, AND ANIMATION (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Introduces the basic principles of animation, interactivity, and other time-based media projects using Adobe Flash Professional. Students will learn how these principles are used to construct games, animations and interactive media.  
*Repeatable 1 time.*  
*Transfer: CSU.*
- 266 GRAPHIC DESIGN (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: ART 255 (3 units) or ART 256 (3 units)*  
Introduces principles and processes used in the creative and practical exploration of visual communication. Topics may include digital layout, graphics, illustrations, photography, animation, video and multimedia. Projects incorporate symbols and typography into visual design, exploring interrelationships between formal elements and symbolic content.  
*Transfer: CSU.*
- 267 INTERMEDIATE GRAPHIC DESIGN (3.0 to 2.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: ART 266*  
Continues the practical skills of ART 266 emphasizing critical assessment of the design principles used in visual communication as well as creative and practical exploration. Topics in this class are fundamental to the creation of digital layout, graphics, illustrations, photography, animation, video and multimedia.  
*Transfer: CSU.*
- 268 TYPOGRAPHY (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Introduces basic principles in the effective use of type. Emphasis is on the use of typography in graphic design. Topics include the history of type, aesthetic qualities of letterforms, anatomy of the letter, typeface and style, and compositional arrangement.  
*Repeatable 1 time.*  
*Transfer: CSU; UC.*
- 270 FUNDAMENTALS OF 3-D DESIGN (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
Introduces the basic elements and principles of three-dimensional design. Presents a variety of studio problems using basic sculptural materials, tools and methods. Presents an overview of 3D design in historical and contemporary context.  
*Transfer: CSU; UC.*
- 271 BEGINNING SCULPTURE (3.0 to 2.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
Introduces the issues and techniques of contemporary sculpture. Assignments emphasize ideas and personal expression while utilizing the elements and principles of design. Projects explore materials such as fabrication with plaster, metal, mixed media, and wood, and contemporary approaches such as site-specific and installation sculpture.  
*Transfer: CSU; UC.*
- 272 INTERMEDIATE SCULPTURE (3.0 to 2.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: ART 271*  
Continues study of issues and techniques of contemporary sculpture as introduced in ART 271. Presents intermediate level assignments in fabrication and introduces the casting process. Additional emphasis will be placed on large-

scale projects such as site-specific, performance, installation and public art.

*Repeatable 3 times.*

*Transfer: CSU.*

### 273 FIGURE SCULPTURE (3.0 to 2.0)

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 223, ART 270, or ART 271*

Provides instruction and creative practice in figure sculpture using a live model with directed assignments. Traditional and contemporary techniques and materials will be employed with an emphasis on contemporary issues in figure sculpture. Media may include, but are not limited to, clay, plaster mold-making, cast hydro-stone, bronze casting, plaster construction, welded steel and mixed-media.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

### 274 SCULPTURE FOUNDRY (3.0 to 2.0)

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 270, ART 271 or equivalent.*

Provides instruction and practice in bronze casting of sculpture using the lost wax processes including direct modeling and mold making. Emphasizes contemporary art issues related to bronze sculpture.

*Repeatable 3 times.*

*Transfer: CSU.*

### 280 CERAMICS (3.0 to 2.0)

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

Introduces the practice and appreciation of ceramics as a fine art covering the basic elements and principles of design, methods and materials specific to ceramic media with a focus on hand-building. Emphasizes the use of ceramics as a personal means of visual expression and communication. Presents an overview of the art of ceramics in an historical and contemporary context.

*Transfer: CSU; UC.*

### 281 CERAMICS (3.0 to 2.0)

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 280*

Continues ART 280 with an emphasis on throwing on the potter's wheel, sculptural form derived from wheel-thrown objects, and sculptural form combining wheel and handbuilt forms.

*Repeatable 2 times.*

*Transfer: CSU; UC.*

### 282 INTERMEDIATE CERAMICS (3.0 to 2.0)

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 280*

Explores contemporary issues in ceramic art and the more technically involved construction and decorating methods with an emphasis on glaze technology.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

### 283 CERAMIC SCULPTURE (3.0 to 2.0)

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 280 or a comparable college-level beginning ceramics class*

Presents contemporary and traditional processes and materials in their application to the construction of ceramic sculpture.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

### 284 ALTERNATIVE AND PRIMITIVE FIRING TECHNIQUES IN CERAMICS (3.0 to 2.0)

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ART 280*

Presents instruction and experience in alternative firing techniques for ceramic art. Firings will include pit, sawdust, and raku.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

### 293 PORTFOLIO PRESENTATION (3.0 to 2.0)

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: A body of artworks to include a minimum of twelve pieces which have been completed in college studio art courses and ART 256.*

*Advisory: ENGL 156.*

Introduces professional presentation techniques in Studio Art and Graphic Design. Topics include the selection, photographing, and mounting of artwork for the production of a physical and a digital portfolio. Covers resume writing, artists statements, and letters of introduction. Examines career opportunities in various art-related fields and investigates four year programs and requirements. This course is geared toward the Studio Art or Graphic Design major near the completion of their studies at Cuesta College.

*Repeatable 1 time.*

*Transfer: CSU.*

### 295 ART GALLERY (3.0)

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Advisory: ENGL 156*

Explores theoretical, technical, and aesthetic aspects of exhibiting works of art, as well as providing actual experience in operating an art gallery. Students will work with exhibiting artists, learn about contemporary issues in art, and the relationship between gallery, artist, and viewing public. Students assist in design, publicity, installation, and management of the Cuesta College Art Gallery.

*Repeatable 3 times.*

*Transfer: CSU.*

### 299 INDEPENDENT STUDIES: ART (2.0 to 0.5)

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Art under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

## ASTRONOMY [ASTR]

### 193 ASTRONOMY SPECIAL TOPIC (4.0 to 0.5)

4.0 hours lecture per week

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

### 210 ASTRONOMY (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 123 or MATH 123SI or equivalent*

*Advisory: Eligibility for ENGL 201A.*

Presents the astronomy of planets, satellites, asteroids, comets, meteors, the sun, stars, and galaxies.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

### 210L ASTRONOMY LAB (1.0)

3.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: MATH 123 or MATH 123SI or equivalent*

*Corequisite: ASTR 210*

*Advisory: Eligibility for ENGL 201A.*

Laboratory application of the principles presented in ASTR 210.

*Transfer: CSU; UC.*

**299 ASTRONOMY RESEARCH SEMINAR (1.0)**

3.0 hours per week: (1.0 hours lecture, 2.0 hours laboratory)

Associate Degree Applicable

Presents basics of scientific research and operation of astronomical telescopes and instruments. Students plan research projects, make observations, analyze results, and write reports for publication.

*Repeatable 3 times.**Transfer: CSU.***ATHLETICS [ATHL]****193 PHYSICAL EDUCATION ATHLETICS SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**225 INTERCOLLEGIATE BASEBALL: MEN (3.0 to 1.5)**

10.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.*

Develops advanced knowledge and skills in the sport of baseball. Appropriate for students desiring the physical, mental, and emotional challenges inherent in intercollegiate baseball competition.

*Repeatable 2 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***226 INTERCOLLEGIATE BASKETBALL: MEN (3.0 to 1.5)**

10.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.*

Considers broad aspects of intercollegiate basketball competition with emphasis on offensive and defensive floor strategies. Attention is given to physical conditioning necessary for engaging in competitive sports and the responsibilities required of a player who participates in a team activity.

*Repeatable 3 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***227 INTERCOLLEGIATE BASKETBALL: WOMEN (3.0 to 1.5)**

10.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.*

Considers broad aspects of intercollegiate basketball. Emphasizes offensive and defensive floor strategies, the physical conditioning necessary for engaging in competitive sports, and the responsibilities required of a player who participates in a team activity.

*Repeatable 3 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***228 INTERCOLLEGIATE CROSS COUNTRY (3.0 to 1.5)**

10.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.*

Presents the theory and practice of cross country running and includes participation in intercollegiate competition.

*Repeatable 2 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***231 INTERCOLLEGIATE SOFTBALL: WOMEN (3.0 to 1.5)**

10.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Students must possess advanced intercollegiate athletics skills and*

*knowledge to participate, which will be determined by the instructor.*

Develops advanced knowledge and skill in the sport of women's softball. Provides the physical, mental, and emotional challenges inherent in intercollegiate competition.

*Repeatable 2 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***232 SWIMMING AND DIVING (3.0 to 1.5)**

10.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.*

Presents an opportunity for physically advanced students to further develop knowledge and skill in the sport of swimming and diving. Appropriate for students desiring the physical, mental and emotional challenges that are inherent in competition.

*Repeatable 2 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***234 INTERCOLLEGIATE TRACK AND FIELD (3.0 to 1.5)**

10.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.*

Presents the theory and practice of track and field athletics. Includes the rules and fundamentals of the track and field events and participation in intercollegiate track meets.

*Repeatable 2 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***235 INTERCOLLEGIATE VOLLEYBALL: WOMEN (3.0 to 1.5)**

10.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.*

Presents an opportunity for physically advanced students to further develop a knowledge and skill in the sport of volleyball. This offering is appropriate for students desiring the physical, mental and emotional challenges that are inherent in competition against students representing other colleges.

*Repeatable 2 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***236 INTERCOLLEGIATE WATER POLO (3.0 to 1.5)**

10.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.*

Presents an opportunity for physically advanced students to further develop a knowledge and skill in the sport of water polo. This offering is appropriate for students desiring the physical, mental and emotional challenges that are inherent in competition against students representing other colleges.

*Repeatable 2 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***237 INTERCOLLEGIATE WRESTLING (3.0 to 1.5)**

10.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.*

Develops knowledge and skill in the sport of wrestling. Emphasizes skill instruction and conditioning techniques that prepare students for intercollegiate competition.

*Repeatable 2 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

**238 INTERCOLLEGIATE WOMEN'S SOCCER (3.0 to 1.5)**

10.0 hours laboratory per week  
Associate Degree Applicable

*Prerequisite: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.*

Develops advanced knowledge and skills in the sport of soccer. Appropriate for students desiring the physical, mental and emotional challenges inherent in intercollegiate soccer competition.

*Repeatable 2 times.*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

**239 WOMEN'S INTERCOLLEGIATE WATER POLO (3.0 to 1.5)**

10.0 hours laboratory per week  
Associate Degree Applicable

*Prerequisite: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.*

Presents an opportunity for physically advanced students to further develop a knowledge and skill in the sport of water polo. This offering is appropriate for students desiring the physical, mental and emotional challenges that are inherent in competition against students representing other colleges.

*Repeatable 2 times.*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

**247 INDEPENDENT STUDIES: PHYSICAL EDUCATION ATHLETICS (2.0 to 0.5)**

6.0 hours laboratory per week  
Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or skill development experience by an individual student in a selected topic of physical education athletics under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

**AUTOMOTIVE TECHNOLOGY [ATCH]****109 INTRODUCTION TO AUTOMOTIVE COMPUTERS (2.5)**

4.0 hours per week: (2.0 hours lecture, 2.0 hours laboratory)

Associate Degree Applicable

Covers the theory, operation, and basic test procedures for on-board computers found on domestic and imported vehicles. Designed for entry level automotive study.

**120 AUTOMOTIVE IGNITION SYSTEMS (2.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

Covers modern vehicle ignition system theory, diagnosis, and repair. Includes IT, EI, and Coil-On-Plug systems.

*Repeatable 1 time.*

**125 ENGINE PERFORMANCE (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: ATCH 152, ATCH 109, ATCH 120 or one year in the automotive trade.*

Studies automotive engine performance theory and operation including fuel, electrical, emission, and computer systems. Emphasizes tune-up, pollution control, and driveability diagnostic techniques.

*Repeatable 1 time.*

**127 ENHANCED CLEAN AIR CAR COURSE (1.0)**

2.0 hours per week: (1.0 hours lecture, 1.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in ATCH 164*

Provides training as required by the California Bureau of Automotive Repair to meet Advanced Emission Specialist Technician license requirements. Includes

training on Smog Check failure analysis and operation of the Bar-97 dynamometer testing system.

*Repeatable 2 times.*

**147 INDEPENDENT STUDIES: AUTOMOTIVE / TECHNOLOGY (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the technical field in which the study is to be undertaken.*

Provides an opportunity for in-depth study or practicum experience by an individual student in a selected topic in the automotive technology area with support and direction from an instructor.

*Repeatable 3 times.*

**152 INTERNAL COMBUSTION ENGINES (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156 or 65.*

Presents the principles of internal combustion engines encompassing design, construction, and application of engine components, including the ignition, cooling, lubricating, fuel systems, and engine tests and measurements.

**153 ENGINE OVERHAUL PROCEDURES (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Advisory: ATCH 252 or equivalent.*

Presents a lecture and laboratory course covering theory and manipulative skills required for entry-level employment as an Engine Service Technician. Covers information needed to pass A.S.E. Automotive Technician Certification Test for Engine Service Specialist. Covers diagnosis removal, teardown, inspection, machining, reassembly, installation, and break-in of automotive engines.

**158 AUTOMOTIVE ELECTRICITY AND ELECTRONICS (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156 or ENGL 165.*

Studies basic electrical theory, transistors and other semiconductors, as well as batteries, charging systems, cranking systems, lighting, vehicle wiring, and accessory systems.

**160 AUTOMOTIVE ELECTRICAL ACCESSORIES (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156 or ENGL 165.*

Presents electrical and electronic testing, troubleshooting, and repair procedures on the modern vehicle. Covers body and accessory circuits, power options, instrumentation, and interfacing between engine and body control computers.

**164 BASIC AREA CLEAN AIR CAR COURSE (4.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: Minimum one year of trade experience in emissions/tune-up or 180 hours (9 semester credits) of accredited training in tune-up, fuel and electrical courses*

Covers the rules and regulations governing the Smog Check Program, inspection procedures using the BAR97 Emissions Inspection System (EIS), and an overview of Onboard Diagnostics II (OBDII). Successful completion of ATCH 164 meets a portion of the requirements for technicians seeking an Emission Basic (EB) or Emission Advanced (EA) Smog Check Technician License.

*Repeatable 3 times.*

**166 AUTOMOTIVE MAINTENANCE AND LIGHT REPAIR (2.0)**

3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156 or ENGL 165.*

Presents theory and practical application of safety inspections, battery service, oil and lubrication, cooling system, ignition system, brake inspection, wheel bearings and minor repairs.

- 168 AUTOMOTIVE REPAIR BUSINESS (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156 or ENGL 165.*  
Introduces the many facets of operating an automotive repair business, including entrepreneurship, franchising, market analysis, physical facilities, financing, organization, taxes, insurance, bookkeeping, legal aspects. Material is covered from both the employee's and the employer's point of view.
- 170 AUTO BODY REPAIR I (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156 or ENGL 165.*  
Presents the fundamentals of automotive body repair. Includes instruction in body construction, welding, metalworking methods and equipment used in the auto body repair industry. Emphasis is placed on developing the knowledge and manipulative skill necessary for gainful employment in the auto body repair industry.
- 171 ADVANCED AUTO BODY (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: ATCH 170*  
Presents an advanced course in automotive body and fender repair which combines laboratory work on campus and on-site research in a commercial repair facility. This course covers estimating damage, frame alignment, trim work, upholstery removal and installation, shop management, and major collision damage repair. Emphasis is placed on developing the knowledge and manipulative skill necessary for gainful employment in the automotive collision repair industry.
- 175 AUTOMOTIVE PAINTING (5.0)**  
9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156 or ENGL 165.*  
Covers surface preparation, selection and application of undercoats, topcoats and other types of refinishing materials and equipment which are compliant with current Air Pollution Control District rulings and laws governing commercial automotive refinishing operations. Addresses health, safety, and environmental concerns relative to the automotive painting industry. Emphasizes development of the knowledge and manipulative skills necessary for gainful employment in the automotive painting industry.
- 177 ADVANCED AUTOMOTIVE PAINTING (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: ATCH 170 and ATCH 175*  
*Advisory: Eligibility for ENGL 156 or ENGL 165.*  
Presents complete vehicle refinishing, color matching techniques, color theory and custom painting as well as vehicle detailing. Prepares students for employment as an automotive painter.  
*Repeatable 1 time.*
- 182 AUTOMATIC TRANSMISSIONS (4.0)**  
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156 or ENGL 165.*  
Introduces fundamental operations, rebuilding procedures, and service of torque converters and automotive automatic transmissions. Provides preparation for Automotive Service Excellence Certification.
- 186 CHASSIS AND SUSPENSION SYSTEMS (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156 or ENGL 165.*  
Presents suspension geometry and design, wheel alignment, active suspension systems, wheel balancing, tires, and steering systems. Provides training toward Automotive Service Excellence Certification.
- 187 AUTOMOTIVE FUEL INJECTION AND TURBOCHARGERS (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156 or ENGL 165.*  
Presents both mechanical and electrical fuel injection systems for automotive gasoline and diesel fuel engines as well as automotive and light truck turbochargers.
- 188 AUTOMOTIVE HEATING AND AIR CONDITIONING (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156 or ENGL 165.*  
Provides theory and practical application of the function and repair of heating and air conditioning systems as applied to domestic and imported automobiles. Provides training toward Automotive Service Excellence Certification.
- 193 AUTOMOTIVE TECHNOLOGY SPECIAL TOPIC (4.0 to 0.5)**  
Associate Degree Applicable  
Examines a special topic in the field of study related to the discipline offering this course.
- 195 TECHNICAL CAREER PREPARATION IN AUTOMOTIVE (1.0)**  
1.0 hours lecture per week  
Associate Degree Applicable  
Overview of automotive careers with focus on preparing for the job market. Includes discussion of career opportunities in the automotive industry, both union and non-union. Focus on providing the tools necessary to target and obtain a position in the automotive industry.  
*Repeatable 2 times.*
- 263 AUTOMOTIVE FUEL SYSTEMS: CARBURETION (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156 or ENGL 165.*  
Studies automotive fuel systems including filters, tanks, lines, safety equipment, pumps, carburetors, and computer controlled carburetors.  
*Transfer: CSU.*
- 269 AUTOMOTIVE TECHNOLOGY INTERNSHIP (3.0)**  
6.0 hours per week: (1.5 hours lecture, 4.5 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: Successful completion of 12 semester credits of ATCH courses with a 3.0 GPA*  
Presents lecture and lab instruction centering around the working environment in the automotive repair industry. Students are assigned to a commercial automotive repair facility for their laboratory experience. Lectures cover such topics as work habits, resumes, interviewing, attitude, safety, labor laws, record keeping, and rules and regulations pertinent to the automotive repair industry.  
*Repeatable 3 times.*  
*Transfer: CSU.*
- 280 MANUAL DRIVETRAINS (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156 or ENGL 165.*  
Presents the fundamental operation, service, diagnosis, and repair of clutch assemblies, manual transmissions and transaxles, rear wheel drive (RWD) drive shafts and universal joints, front wheel drive (FWD) half-shafts and constant velocity joints, rear axle assemblies and differentials, and drive axle wheel bearings as applied to automobiles and light duty trucks.  
*Transfer: CSU.*
- 281 MANUAL TRANSMISSIONS (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: ATCH 182, ATCH 186, and ATCH 109 and eligibility for ENGL 156 or ENGL 165.*  
Presents the operation, diagnosis, repair, and overhaul of rear wheel drive manual transmissions, front wheel drive manual transaxles, and rear wheel drive axles as applied to automobiles and light duty trucks both foreign and domestic.  
*Transfer: CSU.*

**284 BRAKING SYSTEMS (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: ATCH 109 and eligibility for ENGL 156 or ENGL 165.*

Presents automotive braking systems including conventional drum type brakes, disc brakes, vacuum and hydraulic boosters, and anti-lock brake systems.

Provides training for licensing by the Bureau of Automotive Repair and by Automotive Service Excellence Certification.

*Transfer: CSU.*

**BIOLOGY [BIO]****193 BIOLOGY SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**201A BIOLOGY (5.0)**

9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: MATH 127, MATH 127SI or equivalent with a grade of C or better and CHEM 210 or high school chemistry with a grade of C or better*

*Advisory: ENGL 156.*

Presents the principles of life and life processes with an emphasis on cellular structure, cellular chemistry, genetics, and life's origins and diversity.

*Transfer: CSU; UC.*

**201B BIOLOGY (5.0)**

9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: BIO 201A with a grade of C or better*

Continues BIO 201A with emphasis on plant and animal structure and physiology, evolution, and ecology.

*Transfer: CSU; UC.*

**202 GENERAL BOTANY (5.0)**

9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Completion of any 3-unit or more college level biology course with a lab with a grade of C or better; or Completion of a high school AP biology course with a grade of C or better*

*Advisory: ENGL 156.*

Presents a study of structure and function of roots, stems, leaves, flowers, fruits and seeds of the flowering plants. Includes the characteristics, life cycles, classification, evolution and ecology of cyanobacteria, fungi, algae and vascular plants.

*Transfer: CSU; UC.*

**204 MICROBIOLOGY (5.0)**

9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CHEM 210 or equivalent with a grade of C or better*

*Advisory: ENGL 156 and BIO 201A.*

Presents the general facts regarding bacteria and other microbial forms, particularly those that affect general health. Laboratory work includes culture techniques, animal host techniques, and identification of microbes.

*Transfer: CSU; UC.*

**205 HUMAN ANATOMY (4.0)**

8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)

Associate Degree Applicable

*Advisory: ENGL 156.*

Studies human anatomy with models and selected preserved material to demonstrate the anatomical systems. Utilizes an audio-tutorial approach to instruction.

*Transfer: CSU; UC.*

**206 GENERAL HUMAN PHYSIOLOGY (5.0)**

7.0 hours per week: (4.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CHEM 210 or equivalent with a grade of C or better and BIO 205*

*Advisory: BIO 201A.*

Presents the physiology of human body systems with emphasis upon functions of growth, fitness, motion and sensitivity. Lecture and laboratory contents are appropriate for students of biology, nursing, pre-medical and exercise sciences.

*Transfer: CSU; UC.*

**209C COASTAL BIOLOGY FIELD STUDIES (1.0)**

54.0 hours laboratory by arrangement per week

Associate Degree Applicable

*Prerequisite: Any 3 unit or greater college level biology course.*

Emphasizes observations and techniques used to appreciate and evaluate

California's coastal ecosystems. Camping, food, and other expenses will be the responsibility of the students.

*Transfer: CSU; UC.*

**209D DESERT BIOLOGY FIELD STUDIES (1.0)**

54.0 hours laboratory by arrangement per week

Associate Degree Applicable

*Prerequisite: Any 3 unit or greater college level biology course.*

Presents a field study course on the California deserts. Includes the formation of the deserts and the ecological relationship of desert plants and animals.

Practices field techniques used in data collection and analysis. Camping, food, and other expenses will be shared by the students. UC credit contingent upon

UC review.

*Transfer: CSU; UC.*

**209S SIERRA BIOLOGY FIELD STUDIES (1.0)**

54.0 hours laboratory by arrangement per week

Associate Degree Applicable

*Prerequisite: BIO 220 or any college biology lab course*

*Advisory: ENGL 156.*

Studies Sierra ecosystems with emphasis on riparian and meadow habitats, Alpine and coniferous forest ecology and grandeur. Practices field study

observations and techniques. Camping, food, and other expenses will be the responsibility of students.

*Transfer: CSU; UC.*

**210I ISLAND BIOLOGY (2.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

Presents a lecture and field study course on the biology, ecology, and natural history of islands. Includes the study of their ecological and evolutionary history,

including colonization and establishment of native plant and animal communities, human impacts, and preservation and conservation of island ecosystems. A

field trip will reinforce and elaborate upon lecture material. Field techniques will also be taught on the field trip. Students will be required to maintain and

turn in a standardized field notebook. Camping, food, transportation, and other expenses will be the responsibility of the students. Students should be

prepared for camping in a coastal environment and for extensive hiking on and off trails over rugged terrain.

*Transfer: CSU; UC.*

**210R NATURAL HISTORY OF THE COAST RANGES (2.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: Eligibility for ENGL 201A.*

Presents a lecture and field study course on the ecology and natural history of the coast ranges. Includes the study of their geological history, native plant and animal communities, human impacts, and the history and function of the pres-

ervation and conservation of ecosystems including the national forest, Bureau of Land Management, and California state parks. A field trip will reinforce

and elaborate upon lecture material. Field techniques also will be taught on the field trip. Students will be required to maintain and turn in a standardized

field notebook. Camping, food, transportation, and other expenses will be the responsibility of the students. Students should be prepared for camping in a

moist, coastal environment and extensive hiking on and off trails from sea level

to over 2000 feet over rugged terrain.

*Repeatable 1 time.*

*Transfer: CSU; UC.*

**211 LIFE SCIENCE (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: ENGL 156.*

Introduces the non-biology major to the organization and evolution of life and the structure and function of living systems from cells to biomes. Utilizes the lecture and laboratory approach to instruction.

*Transfer: CSU; UC (For UC, no credit if taken after BIO 201A, 201B, 202, or 203).*

**212 HUMAN BIOLOGY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Introduces fundamental structural and functional concepts of the human body systems, and their disorders and therapies. Designed for non-science majors and provides an appreciation for popular interests such as fitness, immunity, inheritance, and common medical terminology.

*Transfer: CSU; UC.*

**212L HUMAN BIOLOGY LABORATORY (1.0)**

3.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Completion or concurrent enrollment in BIO 212*

*Advisory: ENGL 156.*

Laboratory to accompany Human Biology (BIO 212), a general education course for non-biology majors and pre-health related fields. Provides an introduction to the biology of the human species, designed to create an awareness and understanding of the human body functions, human's place in nature and the mechanics of human heredity. Provides direct participation in experiments, demonstrations, and discussions. Topics include elements of human anatomy and physiology, nutrition, disease, elements of human heredity and environmental adaptations, and interpretations of relevant current topics in biology.

*Transfer: CSU; UC.*

**213 GENETICS IN SOCIETY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Introduces basic principles of genetics and heredity. Emphasizes current advances in genetics, including stem cell research, cloning, cancer, and genetically modified crops. Investigates the social consequences and ethical implications of biotechnology in medicine and agriculture.

*Transfer: CSU; UC.*

**216 PLANTS & PEOPLE (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

Designed for plant enthusiasts who do not have a strong science background.

Includes the basic structure, physiology, reproduction, taxonomy, evolution, and ecology of plants. Discusses varied uses of plants by people of different cultures throughout history. Laboratory work includes setting up experiments, growing, and propagating plants. Students will also learn basic gardening techniques and how to design water-efficient sustainable gardens using California native plants.

*Transfer: CSU; UC.*

**220 ENVIRONMENTAL BIOLOGY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 201A.*

Presents a study of biological concepts, processes, and organismal biology, including scientific methodology, metabolism, genetics, evolution and ecology. These concepts are used to assess environmental issues including human population growth, biodiversity, biological conservation, pollution, and resource and energy use.

*Transfer: CSU; UC.*

**220L ENVIRONMENTAL BIOLOGY LAB (1.0)**

3.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in BIO 220*

*Advisory: Eligibility for ENGL 201A.*

Presents an optional laboratory course designed to complement BIO 220, Environmental Science. Applies and expands knowledge gained in BIO 220 through field trips, laboratory investigations, and special projects.

*Transfer: CSU; UC.*

**221 GENERAL ECOLOGY (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: ENGL 156 and eligibility for MATH 007.*

Studies plant and animal communities emphasizing the interrelationships of living organisms and their living and non-living environment. The emphasis in lecture is on major principles describing these interrelationships including evolution, energy flow and nutrient cycling via food webs, competition, and predation. The emphasis in the laboratory is on the gathering and interpretation of ecological data in lab and field.

*Transfer: CSU; UC.*

**222 MARINE BIOLOGY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Presents and integrates aspects of marine processes, organisms, and ecology.

Provides a general overview of marine biology, research, and human impacts on marine environments.

*Transfer: CSU; UC.*

**222L MARINE BIOLOGY LABORATORY (1.0)**

3.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in BIO 222*

Presents an applied, optional course designed to augment BIO 222, through laboratory and field investigations.

*Transfer: CSU; UC.*

**224 PRINCIPLES OF NATURAL HISTORY (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: ENGL 156.*

Presents an ecological approach to the natural history of terrestrial plants and animals in California. Emphasizes classification, relationships to environment, interrelationships, problems of life, economic importance, and field biology techniques.

*Transfer: CSU; UC.*

**247 INDEPENDENT STUDIES: BIOLOGY (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of biology under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

**BROADCAST COMMUNICATIONS [BCST]**

**193 BROADCAST COMMUNICATIONS SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Non-Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**221 INTRODUCTION TO ELECTRONIC MEDIA (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Presents a survey of electronic media including radio, television, film and digital media and their impact on culture and society in context with preexisting models; includes history, economics, technological development, programming, ratings, legal aspects, and social aspects of broadcasting in America with cross-cultural and international comparisons.

*Transfer: CSU.*

## **223 VIDEO OPERATIONS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Presents the theory and demonstration of video control room and studio equipment. Offers beginning students a comprehensive overview of video studio and field operations, technical fundamentals, and basic program production.

*Transfer: CSU.*

## **224A AUDIO PRODUCTION (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Presents the theory and practice of audio techniques in radio, television, film, and multimedia, including acoustics, audio language and terms, signal flow, use of microphones, use of mixers and related production equipment, and the aesthetic aspects of sound mixing. Students will apply their knowledge to create audio productions in class and on the college radio station, KGUR 105.3 FM.(FT)

*Transfer: CSU.*

## **225A VIDEO STUDIO PRODUCTION (3.0)**

7.0 hours per week: (1.0 hours lecture, 6.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in BCST 223*

Provides an introduction to the theory, terminology, signal flow and operations within a multicamera television studio and control room; includes TV history, TV aesthetics directing, the operation of broadcast quality video cameras, audio equipment, switchers, the fundamentals of lighting, computer generated graphics, video control and recording.

*Transfer: CSU.*

## **225B FIELD VIDEO PRODUCTION AND EDITING (3.0)**

7.0 hours per week: (1.0 hours lecture, 6.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in BCST 223*

Provides an introduction to the theory, terminology, and operation of single camera video production including composition and editing techniques, camera operation, portable lighting, video recorder operation, audio control, and non-linear editing. Includes the aesthetics and fundamentals of scripting, producing, and directing on location, incorporating multimedia, and postproduction.

*Transfer: CSU.*

## **226 WRITING FOR ELECTRONIC MEDIA (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ENGL 201A or equivalent with a grade of C or better*

Introduces the principles, techniques, and style of writing for electronic media. Includes the writing of commercials, public service announcements, news, editorials, narration, and dramatic presentations. Introduces an analysis of content and ethical considerations of the electronic media.

*Transfer: CSU.*

## **227 PRINCIPLES OF RADIO BROADCAST PERFORMANCE (3.0 to 0.5)**

3.0 hours lecture per week

Associate Degree Applicable

Explore techniques necessary to effectively communicate messages through basic announcing skills. Interviewing, radio news, commercial announcing, ad-lib techniques, voice tracking and career exploration will be covered in-depth.

Learn practice skills needed to professionally perform in radio broadcasting as a career.

*Repeatable 3 times.*

*Transfer: CSU.*

## **230A TELEVISION INTERNSHIP (3.0)**

9.0 hours laboratory by arrangement per week

Associate Degree Applicable

*Prerequisite: BCST 225A and approval of station management*

Provides practical supervised work experience as a regular staff member in a local area television station. Includes work in the production department of a television station helping to prepare for and operate equipment during newscasts which may include studio camera operation, floor directing, teleprompter operation, and other assigned responsibilities. Acceptable credit, CSU. ONLY STUDENTS WHO HAVE BEEN GIVEN PERMISSION FROM THE CHAIR OF THE BROADCASTING DEPARTMENT MAY BE ALLOWED TO INTERVIEW FOR THE INTERNSHIP PROGRAM.

*Transfer: CSU.*

## **247 INDEPENDENT STUDIES: BROADCAST COMMUNICATIONS (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of broadcast communications under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

# **BUSINESS [BUS]**

## **129 BUSINESS INTERNSHIP (3.0 to 1.0)**

8.0 hours per week: (0.5 hours lecture, 7.5 hours laboratory)

Associate Degree Applicable

*Prerequisite: 6 units of Business classes*

Provides students an opportunity to experience the responsibilities of an employee in a business setting related to their courses of study in business.

*Repeatable 3 times.*

## **130 INTRODUCTION TO E-COMMERCE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Summarizes online buying, selling, and delivery of products and services for personal and business purposes. Addresses Internet security and privacy issues, including credit card use, analyzes various revenue streams for business opportunities, and evaluates popular shopping cart packages.

## **131 E-COMMERCE: SOCIAL MEDIA MARKETING (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: BUS 243.*

*Advisory: BUS 130.*

Provides a hands-on introduction to social media marketing, including personal branding, blogs, email campaigns, social network participation, affiliate marketing, search engine optimization (SEO), and search engine marketing (SEM). Explore viral marketing, measurement tools for social media marketing campaigns, and career opportunities.

## **132 E-COMMERCE: INFORMATION PRODUCTS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: BUS 130 OR BUS 243*

*Advisory: BUS 131.*

Builds upon the concepts learned in Social Media Marketing, BUS 131, in order to effectively develop a plan to sell digital goods, such as music, information, videos, software, etc., or services, such as consulting, online. Addresses legal issues such as copyrights, taxes, and guarantees, and customer relationship and retention strategies.

- 133 E-COMMERCE: PHYSICAL PRODUCTS (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
*Prerequisite: BUS 130 OR BUS 243.*  
*Advisory: BUS 131.*  
Builds upon the concepts learned in E-Commerce: Social Media Marketing, BUS 131, in order to effectively develop a plan to sell physical products, as well as to conduct business-to-business e-commerce via extranets. Includes order fulfillment, shipping, delivery, reverse logistics, and supply chain management issues.
- 134 E-COMMERCE ENTREPRENEURSHIP (4.0)**  
4.0 hours lecture per week  
Associate Degree Applicable  
*Prerequisite: BUS 248 AND EITHER BUS 132 OR BUS 133.*  
*Advisory: LIBT 207 AND CAO A 269.*  
Design, develop, test, and implement a virtual "store". Transfer brick and mortar small business management skills in business planning and operations to an online business. Gain actual experience in e-commerce site design, including working with potential clients, needs analysis, and production strategies.
- 135 EVERYTHING EBAY (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: BUS 130 and LIBT 207.*  
Provides an overview of conducting business electronically via eBay, the World Wide Web's most popular online auction platform. Introduces students to online selling for both B2C (Business to Consumer) and B2B (Business to Business). Students will set up an eBay store and successfully conduct transactions, including sourcing, listing, marketing, selling and shipping the physical products.
- 170 DEALING WITH CHANGE (0.5)**  
4.5 hours lecture per week  
Associate Degree Applicable  
Provides students with an understanding of change and the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational change, theoretical models of change, stages of change, and how to manage organizational change.  
*Repeatable 1 time.*
- 171 TEAM BUILDING (0.5)**  
4.5 hours lecture per week  
Associate Degree Applicable  
Provides the student with an understanding of how teams work together, common problems teams encounter and how to solve them. Students will learn to recognize various team player styles. Students will be introduced to team building in the workplace.  
*Repeatable 1 time.*
- 172 COMMUNICATING WITH PEOPLE (0.5)**  
4.5 hours lecture per week  
Associate Degree Applicable  
Introduces the student to key elements in communication within business organizations. Topics will include verbal and nonverbal communication, listening skills and specific supervisory communication skills.  
*Repeatable 1 time.*
- 173 CONFLICT RESOLUTION (0.5)**  
4.5 hours lecture per week  
Associate Degree Applicable  
Provides the student with an analysis of attitudes and behavior, which create conflict between individuals and groups within an organization.  
*Repeatable 1 time.*
- 174 CUSTOMER SERVICE (0.5)**  
4.5 hours lecture per week  
Associate Degree Applicable  
Provides the student with certain key skills and attitudes in order to effectively
- meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction and customer retention.  
*Repeatable 1 time.*
- 175 VALUES & ETHICS (0.5)**  
4.5 hours lecture per week  
Associate Degree Applicable  
Acquaints the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in the supervisor's carrying out his/her duties will be emphasized.  
*Repeatable 1 time.*
- 176 ATTITUDE IN THE WORKPLACE (0.5)**  
4.5 hours lecture per week  
Associate Degree Applicable  
Provides the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude at the workplace and at home. Concepts of how attitudes are communicated, the three types of attitudes and how to adjust one's attitude will be presented.  
*Repeatable 1 time.*
- 177 STRESS MANAGEMENT (0.5)**  
4.5 hours lecture per week  
Associate Degree Applicable  
Acquaints the student with various skills the supervisor needs to help employees. Included is the recognition of stress and how to manage it.  
*Repeatable 1 time.*
- 178 DECISION MAKING & PROBLEM SOLVING (0.5)**  
4.5 hours lecture per week  
Associate Degree Applicable  
Introduces the student to decision making and problem solving as a supervisor.  
*Repeatable 1 time.*
- 179 TIME MANAGEMENT (0.5)**  
4.5 hours lecture per week  
Associate Degree Applicable  
Introduces the student to time management principles and specific tools that assist in making maximum use of time.  
*Repeatable 1 time.*
- 180 EFFECTIVE LABOR RELATIONS (0.5)**  
4.5 hours lecture per week  
Associate Degree Applicable  
Provides students with an understanding of the elements of an effective labor relations program for today's workforce. Topics will include understanding principal labor legislation, ways to respond to legal challenges and how to develop basic labor relations approach.  
*Repeatable 1 time.*
- 181 PROFESSIONAL IMAGE: APPEARANCE, ETIQUETTE & NETWORKING (0.5)**  
0.5 hours lecture per week  
Associate Degree Applicable  
Engages the student in discussions and activities related to the significance of personal appearance, business appropriate behavior and etiquette, as well the process of networking to build professional relationships.
- 182 GOAL SETTING: VISION, GOALS AND JOB SEARCH STRATEGIES (0.5)**  
0.5 hours lecture per week  
Associate Degree Applicable  
Engages the student in discussions and activities related to the significance of having a personal vision, setting attainable goals for the future, and employing useful job search strategies for pursuing a meaningful career and work life.
- 183 IMPACTS OF TECHNOLOGY ON COMMUNICATION (0.5)**  
0.5 hours lecture per week  
Associate Degree Applicable  
Equips the student to communicate professionally and effectively when us-

ing various forms of electronic/technology communication tools. Includes telephone etiquette and techniques, e-mail, text messaging and other business-related technologies.

**190 SUPERVISION AND MANAGEMENT ACADEMY: EXPAND YOUR MANAGEMENT PERSPECTIVE (0.5)**

0.5 hours lecture per week

Associate Degree Applicable

Builds on students' past and current experience as a manager supervising employees. This advanced class facilitates and expands students' understanding of the significant change in perspective that must be adopted by supervisors in order to be effective at managing employees and adhering to company policies and labor law.

*Repeatable 1 time.*

**191 SUPERVISION AND MANAGEMENT ACADEMY: THE PERFORMANCE MANAGEMENT CYCLE (0.5)**

0.5 hours lecture per week

Associate Degree Applicable

Enhances the students' current performance management practices from hiring to the formal appraisal by examining the performance management cycle. This is an advanced course designed for students who are currently employed with responsibility to formally manage employee performance.

*Repeatable 1 time.*

**192 SUPERVISION AND MANAGEMENT ACADEMY: THE ART OF REACHING MUTUAL UNDERSTANDING (0.5)**

0.5 hours lecture per week

Associate Degree Applicable

Learn state of the art communication skills necessary to reach mutual understanding and manage inevitable conflicts that supervisors must handle. This is an advanced communication and conflict management course designed for students who are currently employed with the responsibility of supervising others.

*Repeatable 1 time.*

**193 BUSINESS SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**194 SUPERVISION AND MANAGEMENT ACADEMY: MAKING CONSCIOUS, STRATEGIC DECISIONS (0.5)**

0.5 hours lecture per week

Associate Degree Applicable

Expounds on strategic methods for effective decision-making while exploring the implications of those decisions on organizational/employee resistance to change. This is an advanced class that emphasizes the students' current ability to strategically and effectively lead the process of change as a working manager.

*Repeatable 1 time.*

**195 SUPERVISION AND MANAGEMENT ACADEMY: MOTIVATING PERFORMANCE THROUGH FEEDBACK AND DELEGATION (0.5)**

0.5 hours lecture per week

Associate Degree Applicable

Expands the student's understanding of human motivation investigating why employees do what they do and how to sustain a motivated work environment through supportive and/or corrective feedback toward improving work performance. Explores solutions for when opportunities exceed resources through the application of the laws of time management and the effectiveness of delegation.

*Repeatable 1 time.*

**196 WORKPLACE HUMAN RELATIONS (2.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Discusses the process of forming personal attitudes, identifying and changing our personal attitudes, the behavioral aspects of interpersonal relationship and self-esteem are studied. Personal communication skills concepts are discussed.

Cultural diversity awareness and increased team building skills are explored.

**197 SUPERVISION AND MANAGEMENT ACADEMY: LEADING A DIVERSE TEAM (0.5)**

0.5 hours lecture per week

Associate Degree Applicable

Identifies the students' demonstrated strengths and areas of improvement for leading a diverse team. Improves the students' ability as a manager to value diversity and effectively use their legitimate and personal power to lead a highly effective team.

*Repeatable 1 time.*

**201A FINANCIAL ACCOUNTING (4.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156 and MATH 123.*

Explores what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. Covers 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. Includes issues relating to asset, liability and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics.

*Transfer: CSU; UC.*

**201B MANAGERIAL ACCOUNTING (4.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: BUS 201A*

Examination of how managers use accounting information in decision-making, planning, directing operations and controlling costs. Focus on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Examines profit planning, standard costs, operations and capital budgeting, cost control and accounting for costs in manufacturing organizations.

*Transfer: CSU; UC.*

**218 BUSINESS LAW (4.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Offers legal knowledge concerning business and business relationships with emphasis on the laws of torts, property, contracts, agency, business organizations, and sales. Includes study of the nature and background of American law, court systems, and court procedures.

*Transfer: CSU; UC.*

**240 ADVERTISING (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: BUS 243*

*Advisory: Eligibility for ENGL 156.*

Introduces the student to the principles, purposes and practices of advertising; the importance of correct appeal, style, headline, typography, color, layout, ethics; and other problems involved in the creation and evaluation of effective advertising. (No artistic ability required.)

*Transfer: CSU.*

**241 SALES (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Presents principles, purposes, and practices of personal selling and its importance to an organization and to a free enterprise economic system.

*Transfer: CSU.*

**243 MARKETING (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 201A.*

Introduces fundamentals of product planning, pricing, distribution and promotion of goods, services and non-profits; market research, consumer behavior, international business, and the industrial market.

*Transfer: CSU.*

**245 INTRODUCTION TO BUSINESS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces the field of business and business economics. Includes functions, characteristics, organization, operation, and general problems of business.

Surveys the various fields of business management, distribution, records, selling, finance, and production.

*Transfer: CSU; UC.*

**246 RETAIL MERCHANDISING (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 201A and MATH 123 or MATH 123SI.*

Introduces students to the methods and techniques of retail distribution of merchandise, with special emphasis on buying, selling and promotion processes in the retail store.

*Transfer: CSU.*

**247 INDEPENDENT STUDIES: BUSINESS (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of business under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

**248 SMALL BUSINESS MANAGEMENT (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Presents the role of small businesses in the free enterprise system. Discusses numerous aspects of small business ownership and entrepreneurship. Provides techniques in strategic planning, marketing, and controlling business operations for managers of small firms.

*Transfer: CSU.*

**249 ENTREPRENEURSHIP (4.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156 and MATH 123 or MATH 123SI.*

Introduces students to the concepts, techniques and requirements for establishing a business.

*Transfer: CSU.*

**250 ENTREPRENEUR SIMULATION (1.0)**

1.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156 and MATH 123 or MATH 123SI.*

Introduces students to the use of a simulation in making decisions affecting the success/failure of a business.

*Transfer: CSU.*

**251 ELEMENTS OF ACCOUNTING (4.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Provides a condensed and general accounting background dealing with basic accounting practices and procedures. Introduces necessary procedures for "service" as well as "service-trading" businesses and payroll accounting. Not open to students with credit in or enrolled in BUS 201A or BUS 201B.

*Transfer: CSU.*

**260 INTERNATIONAL BUSINESS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: BUS 245.*

Provides an understanding of the cultural dimensions and market forces necessary to conduct business in a global environment. Examines ethnocentric models of cultural values and behavior and explores cross-cultural differences between Asia, Latin America, Africa, Middle East, Europe, and the United States in order to develop appropriate strategies to conduct business in a trans-national setting. Introduces adaptation skills to successfully deal abroad and identifies the major components of national culture impacting the development and growth of business products and services in the international marketplace.

*Transfer: CSU.*

**283 MANAGEMENT AND SUPERVISION (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Discusses the process of management and how to supervise employees in today's business climate. The behavioral aspects of managing human resources are emphasized with a focus on the current practices of world-class companies.

*Transfer: CSU.*

**286 HUMAN RELATIONS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces students to the basic principles of how to manage employees in various organizational settings such as business, government and the service sector.

*Transfer: CSU.*

**510 INTRODUCTION TO TAX PREPARATION I (0.0)**

1.0 hours lecture per week

Introduces basic tax concepts and terminology needed to prepare simple federal/state income tax returns under the supervision of a qualified instructor for the SLO County VITA Coalition free Income Tax Assistance program. Students must also enroll in Introduction to Income Tax Preparation Software and Income Tax Preparation Internship of the Income Tax Preparation certificate program.

*Repeatable.*

**511 INTRODUCTION TO TAX PREPARATION II - SOFTWARE (0.0)**

0.5 hours lecture per week

*Prerequisite: Registered and attended the Introduction to Income Tax Preparation* Provides 9 hours of interactive computer-based training using the IRS-approved Tax Wise federal/state income tax preparation software, under the supervision of a qualified instructor for the SLO County VITA Coalition free Income Tax Assistance program. Students must also enroll in Introduction to Income Tax Preparation and Income Tax Preparation Internship of the Income Tax Preparation certificate program.

*Repeatable.*

**512 INTRODUCTION TO TAX PREPARATION III - INTERNSHIP (0.0)**

2.0 hours laboratory per week

Provides 36 hours of supervised basic federal/state income tax return preparation utilizing TaxWise software for families and individuals earning less than \$40,000 per year as part of the SLO County VITA Coalition free Income Tax Assistance program. Students must also enroll in Introduction to Income Tax Preparation and Introduction to Income Tax Preparation Software of the Income Tax Preparation certificate program.

*Repeatable.*

**CHEMISTRY [CHEM]**

**193 CHEMISTRY SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**201A GENERAL COLLEGE CHEMISTRY (5.0)**

7.0 hours per week: (4.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite:* MATH 127, MATH 127SI or its equivalent with a grade of C or better and CHEM 210, High School Chemistry or equivalent with a grade of C or better

Presents the first semester of a one-year course in the fundamental principles of chemistry. Topics covered include kinetic-molecular treatment of gases, atomic structure and the periodic law, thermochemistry, chemical bonding, correlation of structure with properties, quantitative relationships in chemical reactions, chemical formulas and equations. Laboratory work includes a study of precision and accuracy, standard methods of gravimetric and volumetric analysis, and some computer acquisition and analysis of data.

*Transfer:* CSU; UC.

**201B GENERAL COLLEGE CHEMISTRY (5.0)**

7.0 hours per week: (4.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite:* CHEM 201A with a grade of C or better

A continuation of Chemistry 201A with particular reference to the periodic classification of the elements and the laws of chemical equilibrium as illustrated by the qualitative scheme of analysis. Topics covered will include chemical kinetics, thermodynamics, aqueous equilibria, free energy entropy, electrochemistry, coordination chemistry, nuclear and organic chemistry. Laboratory work will include quantitative work as well as a qualitative scheme of analysis for cations and anions and some computer acquisition and analysis of data.

*Transfer:* CSU; UC.

**201X APPLIED PROBLEMS FOR GENERAL CHEMISTRY (1.0)**

1.0 hours lecture per week

Associate Degree Applicable

*Corequisite:* CHEM 201A

Supplements CHEM 201A to further develop general chemistry skills and conceptual understanding. Provides the opportunity for additional assistance in developing and mastering problem-solving abilities.

*Repeatable 2 times.*

*Transfer:* CSU.

**210FL INTRODUCTORY CHEMISTRY WITH FACILITATOR ASSISTED LEARNING (4.0)**

7.0 hours per week: (3.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite:* MATH 123, MATH 123SI or equivalent

Presents an introduction to chemistry and chemical laboratory techniques and methods, including a survey of important chemical principles and a description of the elements and their compounds. One lab hour per week will utilize Facilitator Assisted Learning to practice problem solving.

*Transfer:* CSU; UC (For UC, no credit if taken after CHEM 201A).

**211 INTRODUCTORY ORGANIC/BIOCHEMISTRY (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite:* CHEM 210 or equivalent

Presents a semester course of organic and biochemistry. The classification, structure, reactions, bioenergetics, biosynthesis, and chemical communication of organic compounds are studied. In the laboratory, techniques and types of reactions are studied.

*Transfer:* CSU; UC (For UC, maximum credit of one course between CHEM 211 and CHEM 212A).

**212A ORGANIC CHEMISTRY (5.0)**

9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)

Associate Degree Applicable

*Prerequisite:* CHEM 201B with a grade of C or better

Presents the first semester of a one-year course in organic chemistry. The structure and physical properties of the aliphatic, alicyclic and aromatic compounds are correlated with attention to nomenclature and reaction mechanisms. The concepts of stereochemistry, nucleophilic substitution, electrophilic addition

and spectroscopy will be introduced. In the laboratory, separation techniques and synthesis reactions will be performed.

*Transfer:* CSU; UC (For UC, maximum credit of one course between CHEM 211 and CHEM 212A).

**212B ORGANIC CHEMISTRY (5.0)**

9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)

Associate Degree Applicable

*Prerequisite:* CHEM 212A with a grade of C or better

Presents the second semester of a one-year course in organic chemistry. The study of reaction types and mechanisms will be correlated with structures. In addition, carbohydrates, fats, proteins and nucleic acids will be studied in conjunction with certain cellular processes. Organic synthesis, structural features, and literature materials will be studied.

*Transfer:* CSU; UC.

**243 FACILITATOR ASSISTED LEARNING CHEMISTRY SEMINAR (0.5)**

9.0 hours lecture per week

Associate Degree Applicable

Develops interpersonal skills, understanding of the learning process, and effectiveness as a facilitator. Seminar prepares students to facilitate in their subject area.

*Repeatable 1 time.*

*Transfer:* CSU.

**244 FACILITATOR ASSISTED LEARNING PRACTICUM: CHEMISTRY (1.0)**

1.0 hours lecture per week

Associate Degree Applicable

*Prerequisite:* CHEM 210 or CHEM 210FL

Provides practical applications of facilitator assisted learning (FL) in small groups of chemistry students.

*Repeatable 3 times.*

*Transfer:* CSU.

**COMMUNICATION STUDIES [COMM]****193 SPEECH SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**201A PUBLIC ADDRESS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory:* Eligibility for ENGL 156.

Introduces public speaking with an emphasis on clear, logical organization and effective delivery of expository and persuasive speeches.

*Transfer:* CSU; UC.

**210 SMALL GROUP DISCUSSION (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory:* Eligibility for ENGL 156.

Provides for an exploration of discussion techniques, personality interaction and group decision making. Students will select and research the topics for class discussions.

*Transfer:* CSU.

**212 INTERCULTURAL COMMUNICATION (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory:* Eligibility for ENGL 156.

Focuses on the importance of culture and its effect on communication. Examines interactive patterns of communication across various cultural contexts (international, ethnic, gender, and class) and assess different methods and techniques of adapting communication to enhance and overcome the difficulties of intercultural communication. Analyzes how cultures adapt, borrow, communi-

cate verbally and non-verbally, and are represented in a diverse world.

*Transfer: CSU; UC.*

**215 ARGUMENTATION AND DEBATE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 201A.*

Building, defending, and refuting arguments in formal and informal settings. Evaluation and use of evidence, reasoning, and sources. Emphasis on oral advocacy and debate skills such as organization, refutation, cross examination, and audience adaptation. Students will debate and communicate arguments orally.  
*Transfer: CSU; UC.*

**247 INDEPENDENT STUDIES: SPEECH (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of speech under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

**COMPUTER APPL/OFFICE ADMINISTRATION [CAOA]**

**120A BEGINNING COMPUTER KEYBOARDING AND DOCUMENT PROCESSING (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: ENGL 156.*

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or for personal use. Provides basic keyboarding skills by touch, using a microcomputer with a 10-key pad. Includes basic formatting instructions for letters, tables, and reports.

**120B INTERMEDIATE COMPUTER KEYBOARDING AND DOCUMENT PROCESSING (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CAOA 120A or ability to type 30 words per minute*

*Advisory: CAOA 246 or CAOA 251A, CAOA 251B and CAOA 251C.*

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or for personal use. Provides the primary purposes of building speed and accuracy and arranging letters, memos, reports, business forms and tables in proper format.

**123 BUSINESS ENGLISH (3.0)**

4.0 hours per week: (3.0 hours lecture, 1.0 hours laboratory)

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Provides an essential course in the writing of sentences and paragraphs necessary to prepare business communications including email messages, memos, letters, and short reports. Introduces principles and correct application of English grammar, style, word usage, language structure, punctuation and sentence construction.

**125 BUSINESS CALCULATIONS (1.0)**

3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Provides students with a functional knowledge of the computer numeric keypad by touch with speed and accuracy using industry standards for data entry. Includes solving various types of problems to meet employment testing standards.

**126 VOICE RECOGNITION SOFTWARE APPLICATION (1.5)**

2.0 hours per week: (1.25 hours lecture, 0.75 hours laboratory)

Associate Degree Applicable

Introduces the use of speech recognition software and changes the way one will work and interact with the computer. Provides a competitive edge on the job and in educational endeavors. Uses the human voice and covers proper dictation procedures to create business documents, spreadsheets, presentations, emails, and navigate the internet. Use of voice recognition software may greatly reduce carpal tunnel syndrome and repetitive stress injuries.

**128 OFFICE TECHNOLOGY AND TELECOMMUNICATIONS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: Ability to type 25 words per minute.*

Introduces typical office routines and responsibilities; principles, practices, and terminology as applied to most common filing methods; business forms; record keeping; office automation; communication and bank services; telephone procedures; human relations; telecommunications; and job securing processes.

**129 COMPUTER APPLICATIONS/OFFICE ADMINISTRATION INTERNSHIP (3.0)**

8.0 hours per week: (0.5 hours lecture, 7.5 hours laboratory)

Associate Degree Applicable

Provides students an opportunity to experience the responsibilities of an office employee in a business setting.

**147 INDEPENDENT STUDIES: COMPUTER APPLICATIONS/OFFICE ADMIN. (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Computer Applications/Office Administration under the direction of an instructor.

*Repeatable 3 times.*

**153 ESSENTIALS OF MS PUBLISHER (2.0)**

2.0 hours lecture per week

Associate Degree Applicable

Introduces the basics of desktop publishing using MS Publisher. Provides an opportunity for the student to use graphic design and layouts to enhance messages with predefined layouts, programmed guidance through the creation process; and, the ability to personalize, change, completely re-design from basics.  
*Repeatable 1 time.*

**154 ESSENTIALS OF MS OUTLOOK (2.0)**

2.0 hours lecture per week

Associate Degree Applicable

*Advisory: CAOA 266.*

Introduces the computer user to an electronic desktop information management (DIM) system; a central location from which to create, view, and organize all computer information. Simplifies organizational tasks, journal entries, works with Web addresses by allowing the storage, management and navigation to web sites.

*Repeatable 1 time.*

**156 TEST PREP FOR MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION (0.5)**

4.5 hours lecture per week

Associate Degree Applicable

Provides students with the opportunity to become a Specialist in the Microsoft office programs (Word, Excel, Powerpoint, Access or Outlook.) Includes unlimited review and practice tests along with test-taking strategies. Upon completion of class, student will be prepared to take MOS certification exams.

*Repeatable 3 times.*

**162 INTRODUCTION TO BEGINNING COMPUTER KEYBOARDING (1.0)**

3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)

Associate Degree Applicable

Introduces typing fundamentals, machine functions, keyboard use, and speed and accuracy drills. Designed to develop a minimum typing speed of 20 words a minute.

- 167 POWERPOINT (1.0)**  
1.0 hours lecture per week  
Associate Degree Applicable  
*Prerequisite:* CAO A 162, CAO A 120A or ability to type 25 words per minute  
*Advisory:* Eligibility for ENGL 156.  
Introduces the functions of the PowerPoint program, enabling the production of high-quality output for presentation to an audience. Includes delivering web presentations.  
*Repeatable 1 time.*
- 168A PHOTOSHOP-LEVEL 2: BUSINESS APPLICATIONS (1.5)**  
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Applicable  
*Prerequisite:* CAO A 268  
Continues the techniques CAO A 268 introduced to enhance fliers, newsletters, presentations, and web pages in an office environment. Learn to create and produce high-quality digital images for use in professional publications.
- 172 PHOTOSHOP ELEMENTS (1.5)**  
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Applicable  
Presents image-editing basics for amateur photographers and photo hobbyists. Provides tools and features for users to touch up and enhance photos from digital cameras or scanners; create original images with paintbrushes, textures and special effects; merge photos into panoramas; and other image editing tasks.
- 173 ADOBE ACROBAT (1.5)**  
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Applicable  
Presents primary instruction in the use of Adobe Acrobat Professional. Students learn how to create Adobe PDF files from: Microsoft Office programs, popular authoring programs, image files and Web pages. In addition, students will learn reviewing and commenting on existing PDF files; customizing output quality by compressing and reducing file sizes; adding signatures and security to documents, converting paper forms to interactive online forms; creating multi-media presentations that include sound files. Course also teaches using Adobe Live Cycle Designer to create interactive forms from scratch.
- 193 COMPUTER APPLICATIONS/OFFICE ADMINISTRATION SPECIAL TOPIC (4.0 to 0.5)**  
Associate Degree Applicable  
Examines a special topic in the field of study related to the discipline offering this course.
- 227 BUSINESS COMMUNICATIONS (4.0)**  
4.0 hours lecture per week  
Associate Degree Applicable  
*Prerequisite:* CAO A 123  
Presents a study of the principles and techniques applicable to all forms of effective business communication. Covers general areas of grammar mechanics and sentence structure. Emphasis is on memorandums, e-mail, routine request letters, positive response letters, negative response correspondence, persuasive communication, and goodwill and special messages. Includes informal and formal reports, proposals, resumes and cover letters, and follow-up messages.  
*Transfer:* CSU.
- 246 BEGINNING WORD PROCESSING MICROSOFT WORD (3.0)**  
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Applicable  
*Prerequisite:* Ability to type 35 words per minute  
Introduces basic operations and components of a microcomputer and the Microsoft Word word processing program. Includes text entry, formatting, locating, editing, printing, fonts, writing tools, tabs, merging, headers/footers, and footnotes/endnotes.  
*Repeatable 1 time.*  
*Transfer:* CSU.
- 250 ADVANCED WORD PROCESSING: MICROSOFT WORD (3.0)**  
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Applicable  
*Prerequisite:* CAO A 246
- Introduces advanced operations of word processing. Emphasizes Microsoft Word's macros, hyphenation, bookmarks, borders, clip art, Draw program, WordArt, Equation Editor, World Wide Web, home pages, hyperlinks, tables, charts, columns, styles, sort and select, outlines, fill-in form templates, table of contents, and index features.  
*Repeatable 1 time.*  
*Transfer:* CSU.
- 252 COMPUTERIZED ACCOUNTING USING QUICKBOOKS PRO (3.0)**  
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Advisory:* BUS 201A or BUS 251.  
Provides students familiar with accounting concepts the knowledge, skills, and practice needed to use microcomputers for accounting applications. Includes inputting and electronically managing general journal, specialized journals, financial statement analysis, payroll, inventory, accounts receivable, accounts payable, depreciation, and other accounting applications. Provides training for entry-level computerized bookkeepers, small business owners, and students pursuing further accounting courses.  
*Repeatable 1 time.*  
*Transfer:* CSU.
- 261 INTRODUCTION TO SPREADSHEETS (3.0)**  
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Applicable  
*Prerequisite:* CAO A 162, CAO A 120A or ability to type 25 words per minute  
*Advisory:* Eligibility for ENGL 156.  
Introduces the basics of an electronic spreadsheet program. Provides hands-on experience to create the various functions of spreadsheets, macros, databases, and charts. Learn to analyze, identify, and apply the principles needed to apply these various functions.  
*Transfer:* CSU.
- 264 INTRODUCTION TO DATABASE MANAGEMENT (3.0)**  
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Applicable  
*Prerequisite:* CAO A 162, CAO A 120A or ability to type 25 words per minute  
*Advisory:* Eligibility for ENGL 156.  
Introduces the basics of database management by implementing simple databases. Includes creating, querying, sorting, indexing, and manipulating a database file and generating reports and labels. Create custom screens, work with multiple database files, and work with advanced command and report structures applying the knowledge and skills acquired in this course.  
*Transfer:* CSU.
- 265 ADOBE INDESIGN: BUSINESS APPLICATIONS (3.0)**  
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Applicable  
Presents primary instruction in the use of Adobe InDesign, a design-oriented publishing tool. Create documents and integrate text and graphics to produce files that may be printed inhouse, printed commercially, or published to a web site.  
*Transfer:* CSU.
- 266 INTRODUCTION TO COMPUTER BASICS (1.0)**  
3.0 hours per week: (2.0 hours lecture, 1.0 hours laboratory)  
Associate Degree Applicable  
Covers the basics of the computer's Windows operating system. Includes working with folders and files, customizing the operating system environment, using a browser to explore and search the World Wide Web.  
*Transfer:* CSU.
- 268 INTRODUCTION TO PHOTOSHOP: BUSINESS APPLICATIONS (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory:* CAO A 162, CAO A 120A or ability to type 25 words per minute.  
Presents the basic components of image editing using Adobe Photoshop includ-

**COMPUTER INFORMATION SYSTEMS [CIS]**

ing color management, image formats, and image creation. Concentrates on the Photoshop environment and the use of selections, layers, masks, channels, paths, type, painting tools, blending modes, and filters. Projects include compositing, retouching, and creating images for both the print process and web publishing.

*Repeatable 3 times.*

*Transfer: CSU.*

**269 INTRODUCTION TO WEB PUBLISHING: DREAMWEAVER (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: CAO A 162 OR CAO A 120A or ability to type 25 words per minute and manage*

personal computer files. LIBT 207 and CAO A 268.

Introduces Web publishing using Macromedia Dreamweaver. Includes web design terms, techniques and publishing issues; use of Dreamweaver software for Website creation, editing and publishing; and the use of graphic image editing techniques in relation to Web publishing.

*Repeatable 1 time.*

*Transfer: CSU.*

**271 USING FLASH FOR BUSINESS APPLICATIONS (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: CAO A 120A, CAO A 162 or CAO A 266 or LIBT 116, ART 265, or equivalent knowledge.*

Introduces the basics of maintaining content for interactive websites. Learn to maintain an engaging interface using text, graphics, moving pictures, and sound for enhancing business, marketing or personal e-commerce websites.

*Repeatable 1 time.*

*Transfer: CSU.*

**520A BEGINNING COMPUTER KEYBOARDING AND DOCUMENT PROCESSING (0.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

*Advisory: ENGL 156.*

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or for personal use. Provides basic keyboarding skills by touch, using a microcomputer with a 10-key pad. Includes basic formatting instructions for letters, tables, and reports.

*Repeatable.*

**520B INTERMEDIATE COMPUTER KEYBOARDING AND DOCUMENT PROCESSING (0.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

*Advisory: CAO A 251A, CAO A 251B and CAO A 251C or CAO A 120A, CAO A 520A, CAO A 246 or ability to type 30 words per minute.*

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or for personal use. Provides the primary purposes of building speed and accuracy and arranging letters, memos, reports, business forms and tables in proper format.

*Repeatable.*

**520S SPEED AND ACCURACY COMPUTER KEYBOARDING (0.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

*Advisory: Ability to type 20 words per minute or successful completion of CAO A 120A. Increases skills in typing speed and accuracy.*

Emphasizes keyboarding basics through keystoking analysis and corrective drills.

*Repeatable.*

**562 INTRODUCTION TO BEGINNING COMPUTER KEYBOARDING (0.0)**

3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)

Introduces typing fundamentals, machine functions, keyboard use, and speed and accuracy drills. Designed to develop a minimum typing speed of 20 words a minute.

*Repeatable.*

**103 FUNDAMENTALS OF PROGRAMMING FOR THE INTERNET (2.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

Presents concepts of writing computer programs for use on the Internet.

Includes techniques for problem analysis, software design, implementation, and verification with particular reference to object-oriented programming.

**193 COMPUTER INFORMATION SYSTEMS SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**193I TECHNOLOGY PROJECT (2.0)**

3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)

Associate Degree Applicable

Develop a complete project for release. Includes specification and implementation of the project. Workshops on entrepreneurial skills to bring the project to market.

**201 INTRODUCTION TO COMPUTER SCIENCE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Introduces students to the Computer Science discipline. Problem solving and using computers to solve problems. Introduction to computer programming and algorithmic thinking. Survey of the career field.

*Transfer: CSU, UC.*

**203 IOS DEVELOPMENT I (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Provides the basics in mobile development for the iOS (iPhone, iPad, iPod, et al) platform. Covers the fundamentals of iOS development, standard development tools and resources, and an introduction to the Objective C language.

*Transfer: CSU.*

**204 IOS DEVELOPMENT II (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: CIS 203*

Provides in-depth material on intermediate facets of mobile development for the iOS (iPhone, iPad, iPod, et al) platform. Covers the enhanced methods of iOS development, development tools and resources, and additional features of Objective C language. Prepares students to release professional quality applications.

*Transfer: CSU.*

**207 ANDRIOD DEVELOPMENT I (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Provides the basics in mobile development for the Android platform. Covers the fundamentals of Android development, standard development tools and resources, and an introduction to the Java language.

*Transfer: CSU.*

**210 INTRODUCTION TO COMPUTER APPLICATIONS (4.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ENGL 156 or eligibility for ENGL 201A*

*Advisory: CAO A 120A, CAO A 162 or ability to type 25 words per minute.*

Introduces computer terminology, relationship between hardware and software, computer operating systems and application software such as word processing, spreadsheet, database management programs, Web features, and linking between application programs.

*Transfer: CSU; UC.*

**217 "C" PROGRAMMING LANGUAGE (3.0)**

4.0 hours per week: (3.0 hours lecture, 1.0 hours laboratory)

Associate Degree Applicable

Presents a course in programming computers using the ANSI "C" programming language. Includes techniques for analyzing problems and devising algorithms for the computer solution of problems requiring the use of elementary algebraic concepts.

*Transfer: CSU; UC.*

**231 FUNDAMENTALS OF COMPUTER SCIENCE I (4.0)**

4.0 hours lecture per week

Associate Degree Applicable

Presents the fundamentals of an engineering approach to software development. Includes techniques for problem analysis and software design, implementation and verification. Includes algorithmic problem solving using basic procedural constructs and solving computational problems requiring an understanding of intermediate algebraic concepts. Introduction to object oriented programs, graphical user interfaces and software engineering.

*Transfer: CSU; UC.*

**232 FUNDAMENTALS OF COMPUTER SCIENCE II (2.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: CIS 231*

Continues the fundamentals of algorithmic problem solving and applications in the engineering of modern computer software using procedural and object-based methods and object oriented programming languages. Presents the principles of abstract data types, including the specification and implementation of simple abstractions such as tables, stacks, queues and lists. Includes basic searching and sorting algorithms and introduces the analysis of algorithms and recursion.

*Transfer: CSU; UC (For UC, both CIS 232 and 233 must be completed in order to receive transfer credits).*

**233 FUNDAMENTALS OF COMPUTER SCIENCE III (2.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: CIS 232*

*Corequisite: CIS 241*

Introduces advanced concepts including: theory, generic programming implementation, applications, and analysis of associated algorithms including lists, stacks, queues, hash tables, trees, and graphs, recursion, iteration, searching, and sorting algorithms and analysis.

*Transfer: CSU; UC (For UC, both CIS 232 and 233 must be completed in order to receive transfer credits).*

**240 MICROCOMPUTER ARCHITECTURE & PROGRAMMING (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite:*

CIS 217 or CIS 231

*Advisory: MATH 24A and ENGR 219.*

Presents basic microprocessor concepts including internal architecture, memory, addressing, and control through the use of assembly language. Students will write a variety of assembly language programs to perform logic functions and high speed hardware control operations. The use of assemblers, linkers, and debugging tools will be explored.

*Transfer: CSU; UC.*

**241 DISCRETE STRUCTURES (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 229 and MATH 242 or Math 263 or High School equivalent*

Introduction to structures of computer science: numbers, sets, relations, functions and trees. This course includes propositional and predicate logic, applications of predicate logic: preconditions, postconditions, invariants, guards; inductive proofs; applications to verification of algorithms; introduction to complexity of algorithms.

*Transfer: CSU; UC.*

**247 INDEPENDENT STUDIES: COMPUTER & INFORMATIONAL SCIENCE (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of computer and information science under the direction of an instructor.

*Transfer: CSU.*

**COMPUTER & NETWORKING TECH. [CNET]****100 CERTIFICATION PREPARATION AND TESTING (0.5)**

1.5 hours laboratory per week

Associate Degree Applicable

Provides students with tools to prepare for and complete popular certification tests such as CompTIA A+, Server+, Net+ and Cisco CCNA as well as others. Test Vouchers may become available through certification providers and testing will be scheduled in-class.

*Repeatable 3 times.*

**218 WIRELESS NETWORK COMMUNICATION AND ADMINISTRATION (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: EET 213.*

Includes topics related to wireless networking and communications that address the Certified Wireless Network Administrator (CWNA) certification. This is an introductory course with broad exposure to the wireless communication field. General coverage of wireless transmissions, wireless network administration, and wireless connectivity will be addressed.

*Transfer: CSU.*

**220 MICROCOMPUTER ARCHITECTURE AND PROGRAMMING (2.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: CIS 214 and EET 216.*

Presents basic microprocessor concepts including internal architecture, memory, addressing, and control through the use of assembly language. Students will write a variety of assembly language programs to perform logic functions and hardware control operations. The use of assemblers, linkers, and debugging tools will be explored.

*Transfer: CSU.*

**221 OPERATING SYSTEMS CONCEPTS (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

Presents the fundamental structure and functions of computer operating systems: file systems, memory management, interprocess communication, resource scheduling, information sharing and protection. By using the Windows operating system as our principle example, students are prepared to take the Microsoft Certified Professional (MCP) Exam: Installing, Configuring, and Administering Windows.

*Transfer: CSU.*

**235 COMPUTER SYSTEM SECURITY (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: CNET 221 or CNET 122.*

Conducts a comprehensive examination of the types of attacks launched against networks and computer system. Teaches students how to use network security products, operating system security features, and other hardware/software based tools to counter these threats.

*Transfer: CSU.*

**253 MICROCOMPUTER FUNDAMENTALS FOR TECHNICIANS (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

## Associate Degree Applicable

*Advisory: EET 213.*

Introduces fundamental concepts involved with upgrading and repairing personal computer systems. Includes topics on the "A+" computer service technician certification. Lectures and labs will cover internal microcomputer operation, operating systems, primary and secondary storage methods (system memory modules and disk drives), adapter cards, serial and parallel ports, and power supplies. Different components and subsystems will be compared and evaluated based on performance specifications and design considerations.

*Repeatable 3 times.*

*Transfer: CSU.*

**254 SERVER MAINTENANCE AND ADMINISTRATION (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: CNET 253, CIS 121.*

Prepares the student for the COMPTIA "SERVER+" computer service technician and Microsoft Server Administration certifications. The course builds on basic concepts taught in the Microcomputer fundamentals and operating system courses. Topics include PC hardware and advanced troubleshooting, new computer architectures, multiple OS's, advanced diagnostic tools, storage devices, RAID controllers, dual processor systems, hard disk recovery, server operating system installation and configuration.

*Transfer: CSU.*

**255 NETWORK CABLING CERTIFICATION (3.0)**

4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)

Associate Degree Applicable

*Advisory: MATH 123.*

Addresses topics on industry standard network cabling certification tests.

Presents basic concepts in network cabling and its application to network infrastructure. Basic terminology, cable types, wiring structures, installation factors and techniques will be discussed. LAN topologies, wiring technology, management, and standards will be investigated and applied to lab practice. Termination techniques for multi-category twisted pair connectors will be studied and applied. Testing and troubleshooting of network cabling and terminations using wiremap and performance testers will be explored. Certification testing at the end of the course will be offered.

*Repeatable 3 times.*

*Transfer: CSU.*

**256 FIBER NETWORK CABLING CERTIFICATION (3.0)**

4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)

Associate Degree Applicable

*Advisory: EET 213, MATH 123.*

Presents fiber optic network connectivity subjects including fiber optic theory, cabling, and termination techniques. Fiber optic plant design, performance testing, and inspection of fiber systems will also be covered. Fiber Optic Association (FOA) Certified Fiber Optic Technician test will be offered at the end of the course.

*Repeatable 3 times.*

*Transfer: CSU.*

**260 NETWORKING FUNDAMENTALS (2.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: CNET 253.*

Provides students with classroom and laboratory experience in current and emerging networking technology. Topics include network terminology and protocols, the OSI and TCP/IP networking models, network topologies and media access control techniques, local area networks (LAN's) and internetworking devices (repeaters, hubs, switches, and routers). Special attention is paid to LAN configuration and operation, media types, and IP addressing schemes.

*Transfer: CSU.*

**261 ROUTER THEORY AND TECHNOLOGY (2.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CNET 260*

A course on router technology, router configuration, dynamic routing, and routing protocols. Other topics include Ethernet, Token Ring, and Fiber Distributed Data Interface (FDDI) network architectures, and detailed coverage of Transport Control and Internetworking Protocols (TCP/IP). Students will perform router initialization, configuration, testing, and troubleshooting using console ports, over the network Telnet sessions, and Trivial File Transport Protocol (TFTP) servers.

*Transfer: CSU.*

**262 SWITCHED AND WIRELESS LANS (2.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CNET 260 Networking Fundamentals*

Presents Local Area Network architecture and design, including the Spanning-Tree Protocol and Virtual LANs, integration of switched and wireless technology, and wireless security concepts and configuration. This course continues preparation for the Cisco Certified Network Associate (CCNA) Exam.

*Transfer: CSU.*

**263 WIDE AREA NETWORKING (2.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CNET 262*

Presents concepts and protocols related to Wide Area Network (WAN) management and design. Detailed coverage is devoted to the Point-to-Point Protocol (PPP), Frame Relay, ISDN, DSL, Leased Lines (T1/T3), and Virtual Private Networks (VPNs). Hierarchical WAN design techniques are used in the completion of a Threaded Case Study (TCS).

*Transfer: CSU.*

**CONSTRUCTION TECHNOLOGY [CTCH]****100 WORKPLACE SAFETY (2.0)**

2.0 hours lecture per week

Associate Degree Applicable

Introduces safety topics that address the OSHA 10 and 30 hour training requirements. Topics including OSHA safety and health standards, common violations, OSHA regulations, whistle blower rights, record keeping rules, fall protection, fire protection, electrical safety, hazard communications, personal protective equipment and emergency planning.

*Repeatable 3 times.*

**163 CONSTRUCTION MANAGEMENT (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156 or ENGL 165.*

Presents the principles and practices of construction management for small firms, with emphasis on marketing, cost accounting, job costing, ownership structure, financing, legal requirements, and construction bonding.

**164 BLUEPRINT READING (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156 or ENGL 165 and CTCH 250.*

Introduces basic skills in interpreting blueprints used in construction and interpreting requirements of a plan check. Covers architectural working drawings of residential, light construction, and commercial buildings. Provides an overview of building code provisions in a plan check.

**168 RESIDENTIAL PLUMBING (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

Introduces basic residential plumbing theory, installation techniques, plan reading and estimating methods.

*Repeatable 1 time.*

**169 RESIDENTIAL WIRING (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Advisory: CTCH 250.*

Introduces basic residential wiring skills. Includes basic electrical theory, installation techniques, basic plan reading, estimating and wiring methods.

*Repeatable 1 time.*

### **171A HOMEBUILDING - LAYOUT AND CONCRETE I (3.0)**

12.0 hours per week: (4.0 hours lecture, 8.0 hours laboratory)

Associate Degree Applicable

*Advisory: CTCH 250.*

Provides basic instruction in the skills required for employment in building construction. Includes instruction in tool, equipment, and construction site safety, surveying, blueprint reading, concrete formwork, backhoe operations, and concrete flatwork.

*Repeatable 1 time.*

### **172A HOMEBUILDING - FLOOR AND WALL FRAMING I (3.0)**

12.0 hours per week: (4.0 hours lecture, 8.0 hours laboratory)

Associate Degree Applicable

*Advisory: CTCH 250.*

Provides basic instruction in the skills required for employment in building construction. Includes instruction in rough carpentry, floor systems, wall framing, ceiling joists, exterior siding, shear walls, trusses, windows and roof sheathing, and fireplaces.

*Repeatable 1 time.*

### **173A HOMEBUILDING - ROOF FRAMING I (3.0)**

12.0 hours per week: (4.0 hours lecture, 8.0 hours laboratory)

Associate Degree Applicable

*Advisory: CTCH 250.*

Introduces types of roof and stair systems, roofing, estimating live and dead loads, and specialized structural systems.

*Repeatable 1 time.*

### **174A HOMEBUILDING - FINISH CARPENTRY I (3.0)**

12.0 hours per week: (4.0 hours lecture, 8.0 hours laboratory)

Associate Degree Applicable

*Advisory: CTCH 250.*

Provides basic instruction in the skills required to install interior and exterior doors, cabinet systems, interior and exterior trim, including stair cases, wainscot, decks and railings. Also covers basic millwork and machine use for making special moldings.

*Repeatable 1 time.*

### **175 BASIC HEATING, REFRIGERATION AND AIR CONDITIONING (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156 or ENGL 165.*

Introduces residential gas heating, commercial refrigeration, and residential air conditioning. Includes demonstrations and systematic problem solving of electrical and mechanical malfunction.

### **176 BASIC WATER TREATMENT (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: MATH 123 or MATH 123SI.*

Prepares the student to become a Water Treatment Plant Operator, Grade 1 or Grade 2. Includes the study of plant operation, water sources and treatment, reservoir management, coagulation and flocculation, sedimentation, filtration, disinfection, taste and odor control, and corrosion control.

### **177 WATER DISTRIBUTION SYSTEMS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: MATH 123 or MATH 123SI.*

Prepares the student to be an operator for water storage and distribution systems. Provides an understanding of the basic operational and maintenance concepts of water distribution systems. Develops the ability to analyze and solve problems such as tastes and odors, corrosion damage, and system failures when they occur.

### **180A BUILDING CODE I, ARCHITECTURAL DESIGN PROVISIONS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: CTCH 250 and eligibility for ENGL 165.*

Introduction to the Building Code, concentrating on the permit process and fundamental architectural design requirements involving occupancies, maximum allowable area, type of construction, proximity to property lines, exiting, fire protection, disabled access, elevators, and construction safety. This course is the first in a series of two which will familiarize the student with building code provisions relating to the design and construction of residential and commercial structures. The emphasis will be on requirements which limit or specify the building space to be created.

*Repeatable.*

### **180B BUILDING CODE II, STRUCTURAL DESIGN AND MATERIAL PROVISIONS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Application of the Building Code, concentrating on basic structural requirements for wood, concrete, steel, and masonry construction. The course will cover code provisions for site preparation, foundations, roofing, and interior/exterior finish materials. This course is the second in a series of two which will familiarize the student with building code provisions relating to the design and construction of residential and commercial structures. The emphasis will be on requirements relating to the structural design of the building and the materials used to create the building space.

*Repeatable.*

### **181 NATIONAL ELECTRICAL CODE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: CTCH 169 and ENGL 156 or ENGL 165.*

Introduces the use of the National Electrical Code. Promotes an understanding of the electrical code necessary to the installation of such systems and the need to safeguard the public through uniformity and safety in building laws.

### **183A COMMERCIAL WIRING AND ELECTRICAL SYSTEMS (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CTCH 169 or 2 years experience in the electrical field.*

Presents planning, construction, and testing of a typical commercial electrical installation including: plans and specifications, applicable codes, load calculations, wire sizing, conduit fill analysis and bending, branch circuits, feeders, grounding practices, transient surge suppression, uninterruptible power supply selection and installation techniques. Course developed in conjunction with the California Apprenticeship Council's standards for the State Electrical Certification Examination.

*Repeatable 3 times.*

### **183B INDUSTRIAL WIRING AND ELECTRICAL SYSTEMS (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CTCH 169 or 183A or 2 years experience in the electrical field.*

Studies the responsibilities and knowledge required for professional industrial electricians working under current state certification requirements including: the industrial electrical service, power and lighting, feeder bus systems, panel boards, fiber optics and other high bandwidth data cabling systems, harmonics and filtering, hazardous locations, power factor, ballasts, transformers, switching systems, grounding and bonding, installation techniques, and applying code requirements to all aspects of industrial wiring systems. Course developed in conjunction with the California Apprenticeship Council's standards for the State Electrical Certification Examination.

*Repeatable 3 times.*

### **193 TECHNICAL CAREER PREPARATION IN CONSTRUCTION (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**201 PLANE SURVEYING (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: MATH 229 or equivalent*

Introduces the principles and practices of surveying, including the use of the engineer's tape, level, transit, and the use of an EDM (Electronic Distance Measurement). This equipment will be used to perform computations for horizontal and vertical distances, profiles, azimuths and bearings, traverse closures, topographic mapping, earthwork and land grading, and horizontal and vertical curves. Maps and land description also will be discussed.

*Transfer: CSU; UC.***247 INDEPENDENT STUDIES: CONSTRUCTION TECHNOLOGY (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the technical field in which the study is to be undertaken.*

Provides an opportunity for in-depth study or practicum experience by an individual student in a selected topic in the construction technology area with support and direction from an instructor.

*Repeatable 3 times.**Transfer: CSU.***250 INTRODUCTION TO CONSTRUCTION (3.0)**

4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)

Associate Degree Applicable

*Advisory: ENGL 156 or ENGL 165.*

Presents the use and application of construction processes and materials for residential, commercial, heavy and highway construction. Covers topics such as elements of city planning, contracting, designing, construction finance, and real estate principals.

*Transfer: CSU.***284 INTRODUCTION TO SOLAR TECHNOLOGY (3.5)**

5.5 hours per week: (2.5 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: EET 213*

Introduces basic concepts in solar energy including: the photovoltaic industry, solar radiation and electrical power, site surveying and planning, components of solar systems, cells modules and arrays, batteries, charge controllers and inverters. Addresses topics on the NABCEP PV entry level certification exam.

*Repeatable 3 time.**Transfer: CSU.***285 SOLAR TECHNOLOGY DESIGN AND CONSTRUCTION (3.5)**

5.5 hours per week: (2.5 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: EET 284*

Builds on basic concepts from introduction to solar technology (EET 284), expanded topics include: solar system sizing, mechanical and electrical integration, utility interconnection, permitting and inspection, commissioning, maintenance, troubleshooting and economical analysis. Addresses topics on the NABCEP PV entry level certification exam.

*Repeatable 3 times.**Transfer: CSU.***287 INTRODUCTION TO GREEN TECHNOLOGY (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

Introduces students to Green Building technologies. Investigates environmental trades impact on society, conservation fundamentals, energy management concepts, basics of retrofits, energy efficient building techniques and solar and wind energy principles.

*Repeatable 3 times.**Transfer: CSU.***COUNSELING [COUN]****156 STUDENT SUCCESS (1.0)**

2.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Prepares students for a successful college experience. College skills will include the understanding of campus/ community diversity, communication, financial planning for college, utilizing campus/community resources, setting educational priorities to include looking at major and certificate programs, and understanding of college rules, regulations, and policies.

**254 CAREER EXPLORATION (1.0)**

2.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Assesses the student's interests, skills, personality, values, and includes career research in a planning process. Applies assessment information to occupational possibilities and choice of college majors.

*Transfer: CSU.***CRIMINAL JUSTICE [CJ]****193 CRIMINAL JUSTICE SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**202 INTRODUCTION TO CRIMINAL JUSTICE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Presents an overview of the history, theory, organization and practices of the criminal justice system and the interrelationship between the criminal justice system and society as a whole. Studies the origin, development and application of crime causation theories. Includes exploration and analysis of the roles, structure, and function of criminal justice agencies. Integrates an examination of the criminal justice system with a critical analysis of the system as an instrument of societal control and change.

*Transfer: CSU; UC.***204 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Presents legal processes, responsibilities, and interrelationships of each component of the justice system. Includes a review of case and common law, pertinent court decisions, case methodology and research.

*Transfer: CSU.***206 CONCEPTS OF CRIMINAL LAW (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Presents elements of the penal code and general laws about crimes against persons, property, standards of morality, and the state.

*Transfer: CSU; UC.***208 LEGAL ASPECTS OF EVIDENCE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Presents kinds of evidence and principles of admissibility, witness competency, privileged communications, and hearsay. Includes the procedures to be followed in evidence collection and preservation.

*Transfer: CSU.***210 PRINCIPLES OF INVESTIGATION (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Presents investigation fundamentals of crime scene search, collecting/recording

evidence, interviews and interrogation. Covers procedures used in investigating various kinds of criminal activity.

*Transfer: CSU.*

**213 CONCEPTS OF ENFORCEMENT SERVICES (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Presents concepts, responsibilities, and techniques of police patrol in handling ordinary police occurrences, including public service responsibilities.

*Transfer: CSU.*

**224 POLICE-COMMUNITY RELATIONS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Explores the complex relationships between the community and the justice system. Examines the role that race, ethnicity, gender, sexual orientation, social class and culture play in the administration of justice. Presents the challenges of administering justice within a diverse multicultural population and imparts cultural knowledge, awareness and competence.

*Transfer: CSU; UC.*

**226 INVESTIGATIVE REPORT WRITING (2.0)**

2.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Develops proper investigative report writing skills. Provides practice in drafting investigative reports that are used in the administration of justice. Emphasis is on proper use of terminology, attention to detail, clarity, organization, and accuracy in report writing.

*Repeatable 2 times.*

*Transfer: CSU.*

**228 INTRODUCTION TO CORRECTIONS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Presents the history, operation, management, and procedures of the adult and juvenile correctional systems, including probation and parole. Examines the general operation of correctional institutions and the associated legal issues.

Includes an examination of correctional policy and its impact on society.

*Transfer: CSU.*

**247 INDEPENDENT STUDIES: CRIMINAL JUSTICE (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the technical field in which the study is to be undertaken.*

Provides an opportunity for in-depth study or practicum experience by an individual student in a selected topic of criminal justice under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

## CULINARY ARTS [CUL]

**100 CULINARY KITCHEN BASICS (0.5)**

0.5 hours lecture per week

Associate Degree Applicable

Introduces students to kitchen and pantry basics such as basic knife skills, professional safety and sanitation guidelines, culinary math, and general kitchen and pantry lay-out, guidelines, and procedures.

**101 WHOLE GRAINS COOKERY (0.5)**

18.0 hours per week: (4.5 hours lecture, 13.5 hours laboratory)

Associate Degree Applicable

*Prerequisite: CUL 100*

Introduces the student to a wide variety of whole, un-refined grains in the context of their native bio-regions and cultural status. Whole grains pertaining

to the Native Americas, Native Europe, Near Eastern regions, Asia, and Africa will all be discussed and prepared. The student will explore a variety of cooking techniques and applications pertaining to these grains for both home and professional use.

**102 SEASONAL CUISINE (0.5)**

18.0 hours per week: (4.5 hours lecture, 13.5 hours laboratory)

Associate Degree Applicable

*Prerequisite: CUL 100*

Demonstrates whole foods cuisine from a seasonal perspective, and how to integrate these foods into both a production and home kitchen. The student will learn the seasonality of produce through hands on experience, developing seasonal menus, and field trips to local farmer's markets and organic farms. Local foods and farmers will be emphasized.

**103 HEALTHFUL ETHNIC CUISINE (0.5)**

18.0 hours per week: (4.5 hours lecture, 13.5 hours laboratory)

Associate Degree Applicable

*Prerequisite: CUL 100*

Introduces the student to traditional healthful cuisines found around the globe. Preparing foods from traditional cuisines such as Mediterranean, Japanese, Indian, and Thai will be emphasized. Traditional cuisines will be compared and contrasted to a Western diet, and the health implications of both will be evaluated and discussed.

**104 LIVING AND RAW FOODS (0.5)**

18.0 hours per week: (4.5 hours lecture, 13.5 hours laboratory)

Associate Degree Applicable

*Prerequisite: CUL 100*

Introduces the student to the basic principles, theories, and preparations of living and raw foods cuisine. Dishes will be prepared and evaluated according to the principles of raw and living foods, requiring the food to never be heated over 110 degrees F-115 degrees F. Basic food production methods covered include sprouting, dehydrating, juicing, fermenting, soaking, and specialized knife skills.

**105 ALTERNATIVE BAKING AND DESSERT METHODS (0.5)**

18.0 hours per week: (4.5 hours lecture, 13.5 hours laboratory)

Associate Degree Applicable

*Prerequisite: CUL 100*

Introduces and teaches the student to use alternative baking methods and whole food ingredients to create classic baked goods and sweets such as cakes, cookies, scones, biscuits, breads, frostings, candies, frozen desserts, and custard like desserts. Ingredients such as whole grain flours, unrefined sweeteners, non-dairy milks, nuts, seeds, and fresh and dried fruits are emphasized.

**106 ADVANCED VEGETARIAN CUISINE (0.5)**

18.0 hours per week: (4.5 hours lecture, 13.5 hours laboratory)

Associate Degree Applicable

*Prerequisite: CUL 149*

*Advisory: CUL 101, CUL 102, CUL 103, CUL 104, CUL 105.*

Engages the student in a more critical and in-depth approach to vegetarian cuisine. Emphasizes advanced cooking techniques, vegetarian menu planning and design, menu execution, seasonality of foods, fresh produce, whole grains, and alternative cooking methods and ingredients.

**125 BAKING AND BAKING SCIENCE I (1.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CUL 210*

*Corequisite: CUL 220*

Introduces the student to the basic skills needed for professional baking. Enables the student to learn and practice the skills and methods of the production of bread, desserts, and other baked goods using quantity production techniques.

**145 ADVANCED PASTRY ARTS (1.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CUL 235*

*Corequisite: CUL 240 AND CUL 243*

Engages the student in the advanced techniques of classical and modern pastry. Emphasis on advanced professional bakeshop operations. Cakes, pastries, meringues, chocolates and sauces are created and displayed, using different theories of plate design. Hands-on experience in the production and display of pastillage, croquant, marzipan, and royal icing

**149 VEGETARIAN CUISINE (1.0)**

22.0 hours per week: (16.0 hours lecture, 6.0 hours laboratory)

Associate Degree Applicable

Engages the student in gourmet vegetarian food preparation, focusing on food service applications. Explores the history of vegetarianism worldwide, nutrition and health implications, ingredient selection, and preparation and cooking techniques of a wide variety of vegetarian diets.

**193 CULINARY ARTS SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**210 CULINARY ARTS FUNDAMENTALS I (2.5)**

10.0 hours per week: (2.5 hours lecture, 7.5 hours laboratory)

Associate Degree Applicable

Introduces the student to the culinary arts profession and the professional kitchen. Emphasis on basic cooking methods, equipment use, and ingredients provides the student with a beginning understanding of food chemistry and cooking techniques. The course includes "hands-on" experience managing the dining room and kitchen in the production of stocks, broths, sauces, gravies, soups, and breakfast cookery.

*Transfer: CSU.*

**213 FOOD SAFETY AND SANITATION (1.0)**

1.0 hours lecture per week

Associate Degree Applicable

Examines the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handlers responsibility in maintaining high sanitation and safety standards.

*Transfer: CSU.*

**220 CULINARY ARTS FUNDAMENTALS II (1.5)**

6.0 hours per week: (1.5 hours lecture, 4.5 hours laboratory)

Associate Degree Applicable

*Prerequisite: CUL 210*

*Corequisite: CUL 125*

Engages the student in the practical kitchen application of vegetable, grain, starch and the principles and practices used in producing pantry items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, sandwiches, and vegetable, grain and legume dishes.

*Transfer: CSU.*

**230 MEAT, POULTRY, AND SEAFOOD ANALYSIS AND PRODUCTION (1.5)**

6.0 hours per week: (1.5 hours lecture, 4.5 hours laboratory)

Associate Degree Applicable

*Prerequisite: CUL 220*

*Corequisite: CUL 235*

Engages the student in the practical kitchen application and cooking methods for major cuts of beef, pork, poultry, and seafood.

*Transfer: CSU.*

**235 INTERMEDIATE BAKING (1.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CUL 125*

*Corequisite: CUL 230*

Engages the student in the skills necessary for the production of cakes, tortes, French pastries, and petit fours utilizing commercial baking techniques.

*Transfer: CSU.*

**240 GARDE MANGER (1.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CUL 230*

*Corequisite: CUL 243 AND CUL 145*

Engages the student in a comprehensive study of the skills necessary for the preparation of cold buffets. The course focuses on "hands-on" experience in the production of aspic jellies, terrines, galantines, salads, garnishes, chaud froid sauces, forcemeats, pates, gelatins, sausages, mousses, brines, dry cures, marinades, smoked meats, poultry and fish, salt dough display pieces, vegetable flowers, and buffet table and tray centerpieces using fruits and vegetables and ice sculptures.

*Transfer: CSU.*

**243 INTERNATIONAL CUISINE (0.5)**

2.0 hours per week: (0.5 hours lecture, 1.5 hours laboratory)

Associate Degree Applicable

*Prerequisite: CUL 230*

*Corequisite: CUL 240 AND CUL 145*

Engages the student in gourmet international food preparation applied to restaurants. Explores customs, serving styles, and preparation techniques of foods unique to selected international cultures. Cultures to include, but not limited to: Italian, German, French, Asian, Middle Eastern, and Latin.

*Transfer: CSU.*

## DANCE [DANC]

**225 DANCE IMPROVISATION AND COMPOSITION (1.0)**

3.0 hours laboratory per week

Associate Degree Applicable

Exploration and development of improvisational and composition skills for the craft of choreography.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

**228 SOCIAL DANCE FORMS (1.0)**

3.0 hours laboratory per week

Associate Degree Applicable

Introduction to social dance techniques. Instruction and practice to include Swing, Cha Cha, Waltz, Fox Trot, Rhumba and Tango dances.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

**249 DANCE ENSEMBLE (3.0 to 0.5)**

9.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: By audition or consent of instructor*

*Advisory: One semester of dance technique in ballet, jazz, or modern recommended.*

A laboratory course providing instruction in various dance techniques, choreography, music collaboration, make-up, costume construction, light design, and set construction, cumulating in an informal dance performance. Requires rehearsal.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

**250 DANCE HISTORY OF THE 20TH CENTURY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

A study of 20th century social and theatrical dance forms in the context of western societies with an emphasis on American dance. Influential choreographers, dancers and theorists will be discussed.

*Transfer: CSU; UC.*

**252 DANCE CULTURES OF THE WORLD (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

An introductory overview to some of the major dance traditions of the world. Emphasis is on why people dance, how they dance and why they dance the way they do. The particular forms may vary each semester but may include; African, Asian, Native American, Flamenco, Hawaiian and primitive dance.

*Transfer: CSU; UC.*

- 254 INTRODUCTION TO DANCE (1.0 to 0.5)**  
3.0 hours laboratory per week  
Associate Degree Applicable  
Introduces the technique, history and choreography of the three major dance forms: ballet, jazz dance, and modern dance. Includes a final performance.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*
- 255 BALLET (1.0 to 0.5)**  
3.0 hours laboratory per week  
Associate Degree Applicable  
Beginning Ballet: Introduces classical ballet. Develops alignment, turnout, muscular control, grace, flexibility, five basic positions, terminology, and rhythm. "Intermediate Ballet": Reviews fundamentals of ballet techniques with increased complexity and introducing additional movement vocabulary. Development of strength in feet by means of exercises on demi-point, development of stability and strength in legs by increasing the number of movements covered. Development of technique by executing the movements in a faster tempo.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*
- 256 JAZZ DANCE (1.0 to 0.5)**  
3.0 hours laboratory per week  
Associate Degree Applicable  
Introduces jazz dance techniques including phrasing, performance, technique, choreography, and the presentation of simple dance.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*
- 258 DANCE CHOREOGRAPHY AND PERFORMANCE (2.0)**  
6.0 hours laboratory per week  
Associate Degree Applicable  
Presents basic dance techniques and choreography as they apply to dance production. Requires rehearsal and performance of selected student and/or faculty pieces. Presents choreography and dance production experience in a professional stage setting to broaden and expand comprehension of dance as an artistic and commercial form of expression.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*
- 260A MODERN DANCE, BEGINNING (1.0)**  
3.0 hours laboratory per week  
Associate Degree Applicable  
Presents beginning Modern Dance techniques, theory and processes. Includes technique practice focusing on the fundamentals of time, space and energy, exploration of anatomically efficient dance forms and preparation for individual expression through class performance.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*
- 260B MODERN DANCE, INTERMEDIATE (1.0)**  
3.0 hours laboratory per week  
Associate Degree Applicable  
Presents intermediate Modern Dance techniques, theory and processes. Includes technique practice focusing on the fundamentals of time, space and energy, exploration of anatomically efficient dance forms and preparation for individual expression through class performance.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*
- 260C MODERN DANCE, ADVANCED (1.0)**  
3.0 hours laboratory per week  
Associate Degree Applicable  
Presents advanced Modern Dance techniques, theory and processes. Includes technique practice focusing on the fundamentals of time, space and energy, exploration of anatomically efficient dance forms and preparation for individual expression through class performance.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*
- 270 DANCE PILATES (1.0 to 0.5)**  
3.0 hours laboratory per week  
Associate Degree Applicable  
*Advisory: Successful completion of a health screening examination.*  
Presents the technique of the Pilates method as a supportive conditioning practice for dance. The exercises encompass strength and flexibility components while focusing on alignment, efficiency of movement, balance and coordination as it pertains to dancers and their specific needs.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*

**DRAMA [DRA]**

- 193 DRAMA SPECIAL TOPIC (4.0 to 0.5)**  
Associate Degree Applicable  
Examines a special topic in the field of study related to the discipline offering this course.
- 201A PRINCIPLES OF ACTING (3.0)**  
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156.*  
Explores each person's creative artistic expression and emphasizes the study of acting as a discipline. The fundamental techniques of acting are explored by analyzing plays with an emphasis on the actor's approach to personal awareness, characterization, and the performer's relationship to all parts of the play's production.  
*Transfer: CSU; UC.*
- 201B PRINCIPLES OF ACTING (3.0)**  
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: DRA 201A, DRA 248 or DRA 252*  
Continues the study of the theory and practice of acting with special emphasis on styles and forms of acting.  
*Repeatable 1 time.*  
*Transfer: CSU; UC.*
- 202 APPLIED PRINCIPLES OF ACTING (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: DRA 201A*  
Presents experience in ensemble interaction within the framework of dramatic works. Provides an opportunity to perform in workshop scenes and to present a program of short dramatic works for an audience.  
*Transfer: CSU; UC.*
- 203 IMPROVISATION (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
Explores spontaneity, physicalization, character and building in an energetic and engaging environment. Students will create non-scripted theatre through theatre games and improvisational scenes directed towards live performance (No previous theatre experience or preparation required.)  
*Repeatable 3 times.*  
*Transfer: CSU.*
- 205 INTRODUCTION TO DRAMATIC LITERATURE (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 201A.*  
Surveys the development of the world theatre from Greek drama to the present time as observed in the reading of representative plays. Introduces the playwrights, works, conventions, and traditions of important movements in the history of the theatre.  
*Transfer: CSU; UC.*
- 206 THEATRE APPRECIATION (3.0)**  
3.0 hours lecture per week

## Associate Degree Applicable

*Advisory: Completion of or concurrent enrollment in ENGL 156.*

A study of the combined elements of theatre through examination of current and classical plays with special emphasis on dramatic analysis and cultural significance for non-drama majors. Also provides background in various technical aspects of production and in the skills and talents required to successfully produce both plays and musicals.

*Transfer: CSU; UC (For UC, maximum credit one course between DRA 206 and 207).*

**207 INTRODUCTION TO THE THEATRE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 201A.*

Introduces theatre and related crafts such as costuming, lighting, and theatre architecture. Emphasizes awareness of components constituting an artistic entity and the ability to objectively evaluate a professional or non-professional performance.

*Transfer: CSU; UC (For UC, maximum credit one course between DRA 206 and 207).*

**208 VOICE FOR THE ACTOR (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: DRA 201A.*

Designed to (1) improve natural, clear, unaffected speech, and (2) eliminate negative habits and regional accents: exercises for physical tension, vocal support, tone production, vocal quality, and articulation.

*Repeatable 2 times.*

*Transfer: CSU; UC.*

**209 INTRODUCTION TO TECHNICAL THEATER (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

Introduces the student to the theories and practices of stagecraft. This comprehensive course covers the principles and safe execution of scenery construction, scenic art, properties, stage lighting, and audio through lecture and practical lab experience. Topics also include: design process, professionalism, theater performance spaces, and the production staff.

*Transfer: CSU; UC.*

**211A STAGECRAFT (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

Introduces theatre shop equipment and basic construction techniques needed for design fabrication, and finishing of stage scenery and props.

*Transfer: CSU; UC.*

**211B ADVANCED STAGECRAFT (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: DRA 211A*

Continues the study of theatre shop equipment and basic construction techniques needed for design, fabrication, and finishing of stage scenery and props.

*Transfer: CSU; UC.*

**215 INTRODUCTION TO STAGE MOVEMENT (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Introduces the student to various aspects of stage movement, including choreography, blocking, stage combat, mime, and character work. Develops students' awareness of the expressive nature of the human body and how to use the body as a tool for creating a character.

*Transfer: CSU; UC.*

**218 MAIN STYLES IN FILMS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 201A.*

Traces the main currents in American and British films by means of the various movie genres and the representative films. Explores the conventions and aesthetic standards for the Western, mystery, comedy, musical, and science fiction of motion pictures.

*Transfer: CSU; UC.*

**221 ACTING FOR THE CAMERA (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

Prepares students to present themselves in a professional manner for the camera. Voice, appearance, movement and the technical aspects of camera performance will be covered through comprehensive exercises and on-camera evaluation.

*Transfer: CSU.*

**222 DIRECTING FOR THE CAMERA (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

Introduces students to the art and craft of directing for the camera. Develops skills in pre-visualizing, pre-production, and executing successful shooting sessions. Prepares students to effectively work with actors and other crew members.

*Transfer: CSU.*

**236 THEATRICAL COSTUME CONSTRUCTION 1 (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

Explores the basic areas of costume construction. Topics include fabrics, color, patterns, sewing techniques, costume pieces, and accessories. Period styles, costume analysis, and basic design are also covered. It offers experience in constructing costumes for theatrical productions. Field trips may be required.

*Transfer: CSU.*

**247 INDEPENDENT STUDIES: DRAMA (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

Provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic of drama, under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

**248 PLAY PRODUCTION (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Eligibility for ENGL 156*

Studies the techniques involved in the production of dramatic works. Emphasizes directing, acting, stagecraft, costuming, make-up, publicity, and stage lighting. Students must complete a major production responsibility.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

**250 MUSICAL THEATRE WORKSHOP (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Audition is required and previous choral experience is recommended*

Develops the students' skills for performance in musical theatre, including singing, acting, stage movement and choreography. Public performance may be required. Same as MUS 250.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

**251 MUSICAL THEATRE PERFORMANCE (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in DRA 250 or MUS 250 and/or audition*

*Advisory: Eligibility for ENGL 156.*

Studies the techniques involved in the production of a full-length musical with emphasis on acting, singing, dancing, costuming, make-up, stagecraft, and pub-

licity. Produces one musical each semester. Public performance will be required. Same as MUS 251.

*Repeatable 3 times.*  
*Transfer: CSU; UC.*

## EARLY CHILDHOOD EDUCATION [ECE]

### 135 STRATEGIES FOR CHALLENGING BEHAVIORS IN THE ECE CLASSROOM (3.0)

3.0 hours lecture per week  
Associate Degree Applicable

Introduces the biological and environmental risks associated with prenatal, perinatal, and postnatal brain development and the behavioral, psychological and cognitive implications for Early Childhood Education teachers. Presents strategies for dealing with challenging behaviors in the Early Childhood Classroom that result from cultural differences and/or difficulties with self-regulation, motivation, and sensory processing.

### 193 EARLY CHILDHOOD EDUCATION SPECIAL TOPIC (4.0 to 0.5)

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

### 201 CHILD GROWTH AND DEVELOPMENT (3.0)

3.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite: ENGL 156*

Presents a study of human development, and major milestones, from conception to adolescence; including cognitive (language), physical, social and emotional development, both typical and atypical, in order to foster an understanding of human behavior. In the process of studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

*Transfer: CSU; UC.*

### 202 CHILD, FAMILY AND COMMUNITY (3.0)

3.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite: ENGL 156*

Examines the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

*Transfer: CSU; UC.*

### 203 CURRICULUM FOR YOUNG CHILDREN (3.0)

3.0 hours lecture per week  
Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine a teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science.

*Transfer: CSU.*

### 204 CHILD HEALTH SAFETY AND NUTRITION (3.0)

3.0 hours lecture per week  
Associate Degree Applicable

*Advisory: ENGL 156.*

Introduction to the Title 22 Community Care Licensing laws, regulations, standards, center specific sun exposure and poison control policies and procedures, Red Cross and Playground Safety policies, and environmental rating scales for early childhood and infant/toddler programs and curriculum related to child health safety and nutrition. The key components that ensure physical health,

mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children.

*Transfer: CSU.*

### 205 INTRO TO EARLY CHILDHOOD EDUCATION: PRINCIPLES AND PRACTICES (3.0)

3.0 hours lecture per week  
Associate Degree Applicable

*Advisory: Concurrent enrollment in ECE 206 is highly recommended.*

Provides an overview of Early Childhood Education, educational requirements, compensation for teachers in California, and developmentally appropriate curriculum planning and teaching methods. This course reviews the historical roots of early childhood programs and the evolution of the practices promoting advocacy, professional ethics and identity.

*Transfer: CSU.*

### 206 OBSERVATION, RECORDING TECHNIQUES AND ASSESSMENT (3.0)

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable

*Advisory: Concurrent enrollment in ECE 205 is highly recommended.*

Explores techniques in observing, documenting and assessing the development and behavior of children. Anecdotal records, checklists, rating systems, portfolios and multiple assessment strategies will be explored.

*Transfer: CSU.*

### 209 GUIDANCE, CURRICULUM AND ENVIRONMENTS (3.0)

3.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite: ECE 203 and ECE 205*

*Corequisite: ECE 210*

*Advisory: ENGL 156.*

Presents the principles of behavior and development that inform effective guidance, classroom management, curriculum, and learning environments. Analyzes the sources of curriculum and methodologies used in planning, presenting and assessing learning experiences and classroom ecologies. Meets Title XXII requirements: DS 3.

*Transfer: CSU.*

### 210 PRACTICUM: FIELD EXPERIENCE (3.0)

7.0 hours per week: (1.0 hours lecture, 6.0 hours laboratory)  
Associate Degree Applicable

*Prerequisite: ECE 206 and Department of Social Services Title XXII, Section 101215B requires current TB clearance*

*Corequisite: ECE 209*

*Advisory: ENGL 156.*

Demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. 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.

*Transfer: CSU.*

### 211 MUSIC AND MOVEMENT ACTIVITIES FOR YOUNG CHILDREN (3.0)

3.0 hours lecture per week  
Associate Degree Applicable

*Advisory: Eligible for ENGL 156.*

Presents techniques and guidelines for teaching movement exploration, physical education, and music to the preschool through third grade child. Examines the child's need for effective movement skills and musical experiences. Meets Title XXII requirements: DS 3, DS 5.

*Transfer: CSU.*

**213 INTRODUCTION TO THE TEACHING PROFESSION (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: ENGL 156.*

Provides a minimum of 45 hours of supervised observation and participation in cooperating public schools. Discussion focuses on instructional practice and subject matter taught in the grades observed, as well as the historical, philosophical and social foundations of American public education. Examines opportunities, requirements, responsibilities, new directions, and rewards in teaching. Places students in a more informed position regarding the decision to pursue a career in education.

*Transfer: CSU; UC.*

**215 TEACHING IN A DIVERSE SOCIETY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ENGL 156*

Explores the issues of diversity and social justice and applies these concepts to early education programs. Self examination and reflection contribute to a deepening understanding of how to best support children as they gain a sense of identity and become respectful and confident members of our complex, diverse society. Various classroom strategies will be explored, emphasizing a culturally and linguistically appropriate anti-bias approach to creating a multicultural classrooms.

*Transfer: CSU.*

**220 ART FOR CHILDREN (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Presents the study of the developmental sequence of children's art and the teaching implications for children from age two through age eight with an emphasis on creative expression, aesthetic development, cultural and art heritage. Introduces a variety of media including drawing, painting, collage, printmaking, clay, assemblage, mask and puppet making. Meets Title XXII requirements: DS 3, DS 5.

*Transfer: CSU.*

**234 CHILDREN'S LITERATURE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ENGL 201A*

Presents a survey of literature for children from infancy through elementary school with an emphasis on a diversity perspective. Introduces the genre: picture books, traditional literature, fantasy, poetry, historical fiction, realistic fiction, biography and informational books. Emphasizes understanding, analysis, appreciation and application through an in-depth examination of a variety of children's books. Meets Title XXII requirements: DS3, DS5.

*Transfer: CSU.*

**236 UNDERSTANDING THE CHILD WITH SPECIAL NEEDS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Examines the characteristics of children with special needs and how to effectively meet their individual needs. Presents the identification, educational needs, behavior management, family relationships, children's rights and community resources of/for the child with special needs.

*Transfer: CSU.*

**241 INTERNSHIP (3.0)**

7.0 hours per week: (1.0 hours lecture, 6.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ECE 210, an interview and Department of Social Services Title XXII, Section 101216B requires current TB clearance*

Provides selected advanced students an opportunity to experience the responsibilities of being intern staff members in a preschool program. Meets Title XXII requirements: DS 3.

*Transfer: CSU.*

**242 INFANT-TODDLER CAREGIVING (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Presents theories, techniques, and guidelines for the appropriate care, nurturing and guidance of infants and toddlers. Examines the materials, equipment and activities appropriate for children from infancy through age three. Examines the special needs of infants and toddlers with regard to health and safety, nutrition, rest and toileting. Meets Title XXII requirements: DS 4.

*Transfer: CSU.*

**244 SUPERVISION AND ADMINISTRATION OF PARENT PROGRAMS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ECE 205 or one year of Early Childhood Education teaching experience*

Explores the interdependent relationship between the teacher and the parent(s) of a young child. Investigates the wide range of activities in parent involvement, parent participation, and parent education in early childhood education. Presents techniques for working with parent(s), including: development of long-range plans, interview and guidance skills, and the ability to work with small and large groups. Meets Title XXII requirements: DS 6 Basic.

*Transfer: CSU.*

**245 ADULT SUPERVISION, EVALUATION AND STAFF RELATIONS IN ECE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ECE 207 or one year of Early Childhood Education teaching experience*

Presents principles and practices in staff relations and the supervision and evaluation of staff in early childhood programs. Includes the study of the method of clinical supervision and performance evaluation, leadership styles, group dynamics, conflict resolution, staff development, staff diversity, staff roles and responsibilities. Meets Title XXII requirements: DS 6 Advanced: DS 6 Advanced

*Transfer: CSU.*

**246 ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD SCHOOLS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ECE 244 or ECE 245*

Presents principles and practices in supervision and management of preschools, child care centers, and other programs. Includes the study of program planning, organizing, budgeting requirements, developing personnel policy, doing record keeping, following legal requirements and establishing relationships with community, parents, and regulatory agencies. Meets Title XXII requirements: DS 6 Advanced.

*Transfer: CSU.*

**ECONOMICS [ECON]****193 ECONOMICS SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**201A PRINCIPLES OF ECONOMICS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 123, MATH 123SI or equivalent*

*Advisory: Eligibility for ENGL 156.*

Introduces the concepts and tools of macroeconomic analysis, especially as they apply to the United States economy. Includes the economizing problem; resource allocation between the private and public sectors; national income determination; fiscal and monetary policies as they relate to business cycles; and alternative views of Keynesians, Monetarists and supply-siders as they relate to solving economic problems.

*Transfer: CSU; UC.*

**201B PRINCIPLES OF ECONOMICS****(3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Presents a continuation of ECON 201A with emphasis on the concepts and tools of microeconomic analysis as they pertain to the economics of the firm and resource allocation; current economic problems such as antitrust regulations, rural economics, urban economics, income distribution, the radical critique; international economics and the world economy.

*Transfer: CSU; UC.***211 GLOBAL ECONOMICS****(3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ECON 201A.*

Examines international trade patterns and the underlying economic theory. Issues to be investigated include trade policies, the emergence of developing nations, and international mobility. Included will be an exploration of past and present international financial relations.

*Transfer: CSU, UC.***247 INDEPENDENT STUDIES: ECONOMICS****(2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Economics under the direction of an instructor.

*Repeatable 3 times.**Transfer: CSU.***ELECTRONICS & ELECT. TECH. [EET]****015 COMPUTER MAINTENANCE SEMINAR****(2.0)**

36.0 hours lecture per week

Associate Degree Non-Applicable

Prepares the student for the "A+" computer service technician certification.

The course covers basic concepts of computer maintenance. Troubleshooting techniques, fault isolation, software configuration, hardware configuration, and PC maintenance will be some of the topics addressed.

**111 LABORATORY TECHNIQUES I****(1.0)**

6.0 hours laboratory per week

Associate Degree Applicable

Presents safety instruction for industrial situations, schematic interpretation, test equipment utilization, and circuit construction. Signal generators, test meters and oscilloscopes will be used. Students also will learn circuit board production techniques including soldering.

**113 INTRODUCTION TO ELECTRONICS****(3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 123 or MATH 123SI**Advisory: MATH 124A.*

Introduces fundamental topics in electricity and electronics. Principles and theory of DC and AC electronics are studied with heavy emphasis on basic concepts. Circuit analysis, test, measurement, and troubleshooting methods will be studied using computer simulation software.

**114 INTRODUCTION TO TECHNOLOGY****(1.0)**

1.0 hours lecture per week

Associate Degree Applicable

Presents a broad overview of the field of electronics and manufacturing technology. Includes discussion on the various opportunities in the field as well as skills required to be successful in school and in the profession.

**128 PROGRAMMABLE LOGIC CONTROLLER SEMINAR****(1.0)**

18.0 hours lecture per week

Associate Degree Applicable

*Advisory: EET 213 or equivalent.*

Course includes basic topics related to Programmable Logic Controllers (PLC). Topics include a discussion of the PLC's purpose, basic operation, functions, and applications.

*Repeatable 3 times.***130L TECHNICAL PHYSICS LAB****(1.0)**

3.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: MATH 123 or MATH 124A**Corequisite: PHYS 130*

Presents applied physics concepts and experiments that support Technical Physics (PHYS 130) lecture material. The experiments form the basis of a well-balanced course in physics for the student who plans a career in a technical or vocational field. Experiments cover topics such as measurement systems, acceleration, friction, forces, power, work, levels, gears, simple machines, gas laws, pressure, volume, flow, heat, and waves. Physics concepts will be taught using industrial equipment whenever practical to show relationship between real world applications and physical laws.

**138 NUMERICAL CONTROL SYSTEMS****(2.5)**

7.0 hours per week: (4.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: ENGR 226**Advisory: CIS 213 or CIS 214.*

Students will study CAD and CAM software and its application to manufacturing processes. Software will be utilized to design components that will be produced on CNC machinery. The basics of CNC hardware and operation, as well as programming will be studied. The mathematics of controlling tool paths, the integration of software and hardware, and the manufacturing of products using CNC machines will be applied to lab experiments.

**150 INDUSTRY INTERNSHIP****(4.0 to 2.0)**

10.0 hours per week: (1.0 hours lecture, 9.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: EET 144*

Students obtain and complete a cooperative work placement with emphasis on development and use of technical, analytical, report writing and presentation skills. Students complete work term logs, employment-related technical reports and presentations.

*Repeatable 3 times.***152 AUTOMATION PROJECT****(2.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: EET 144*

The course will develop the students' ability to plan, schedule, self-direct, evaluate, build communication skills, and develop team building techniques. Students are required to undertake a large manufacturing and automation project, simulating as nearly as possible the integration of advanced technologies.

*Repeatable 2 times.***193 ELECTRONICS TECHNOLOGY SPECIAL TOPIC****(4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**198 TECHNICAL CAREER PREPARATION IN ELECTRONICS****(1.0)**

1.0 hours lecture per week

Associate Degree Applicable

Overview of electronics careers with focus on preparing for the job market. Includes discussion of career opportunities in electronics, both union and non-union. Focus on providing the tools necessary to target and obtain a position in the electronics industry.

*Repeatable 2 times.***213 ELECTRONICS FUNDAMENTALS****(6.0)**

8.0 hours per week: (5.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite:* Completion of or concurrent enrollment in MATH 123, MATH 127 or MATH 127SI

Introduces a broad range of topics in electricity and electronics. Fundamentals of DC, AC, transistors, and digital logic are all addressed with heavy emphasis on basic concepts. Circuit analysis methods and troubleshooting will be studied using a hands-on approach.

*Transfer:* CSU.

### 215 ANALOG DEVICES (2.0)

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite:* EET 213

*Advisory:* EET 224.

Presents fundamental concepts in: transistor amplifiers, silicon controlled rectifiers, and op-amp circuits. Class and lab projects will include the building and troubleshooting of circuits using both schematic/simulator tools and actual hardware.

*Transfer:* CSU.

### 216 DIGITAL CIRCUITS WITH VHDL (4.0)

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite:* EET 113 and EET 111 or EET 213

Introduces the design and implementation of digital circuits and systems using Complex Programmable Logic Devices (CPLDs), and Field Programmable Gate Arrays (FPGAs). VHDL is integrated into the course as students develop real designs using industry leading CAD tools.

*Transfer:* CSU.

### 224 INDUSTRIAL ELECTRONICS (4.0)

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite:* EET 113 and EET 111 or EET 213

*Advisory:* EET 216.

Course includes basic topics related to industrial electronics. A brief review of analog circuits is expanded upon to develop more advanced circuit concepts. Topics include FET's, SCR's, basic components involved in motor control, DC and AC motors, and their controller circuits will be covered. Operational amplifiers will be covered, and their applications to sensor instrumentation. Transducers and applications to various sensors for heat, flow, force, etc. will be developed. Troubleshooting techniques for the above topics will be incorporated with each section.

*Transfer:* CSU.

### 227 FLUID AND PNEUMATIC TECHNOLOGY (4.0)

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory:* PHYS 210.

Presents basic topics related to fluid and pneumatic systems and devices. Basic physics relating to fluid hydraulics and pneumatics will lead into applied topics such as tanks, pumps, pump filters, accumulators, actuators, valves, compressors, and pressure regulators. Some advanced topics such as accumulator circuits, directional control valves, sequencers, accumulator circuits, directional control valves, sequencers, pilots and solenoid controlled valves, and servo flow controlled valves will be addressed.

*Transfer:* CSU.

### 228 PROGRAMMABLE LOGIC CONTROLLERS (4.0)

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite:* EET 213

Presents basic topics related to Programmable Logic Controllers (PLC) and SCADA data acquisition systems. Topics include a discussion of the PLC's purpose, basic operation, functions, and applications. PLC architecture and hardware will be investigated, including I/O structures and configurations, central processing unit, and power supplies. PLC programming basics including: relay ladder logic, extended relay instructions, timers and counters, math functions, data and bit manipulation will be studied. Programs will be written and debugged, in a laboratory environment, that interface to electromechanical,

hydraulic, pneumatic and Solar monitoring equipment. PLC peripherals and accessories will also be studied as well as SCADA software configuration.

*Transfer:* CSU.

### 239 COMPUTER NUMERICAL CONTROLS (3.0)

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory:* CIS 213 and ENGR 226.

Presents basic concepts in CAD and CAM software and its application to manufacturing processes. Software will be utilized to design components that will be produced on CNC machinery. The basics of CNC hardware and operation, as well as programming in one, two, and three dimensions will be studied. The mathematics of controlling tool paths, the integration of software and hardware, and the manufacturing of products using CNC machines will be applied to lab experiments. CNC as a component of Computer Integrated Manufacturing will also be addressed.

*Transfer:* CSU.

### 247 INDEPENDENT STUDIES: ELECTRONICS TECHNOLOGY (2.0 to 0.5)

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite:* The student must have completed preparatory course work in the technical field in which the study is to be undertaken

Provides an opportunity for in-depth study or practicum experience by an individual student in a selected topic in the Electronics Technology area with support and direction from an instructor.

*Repeatable 3 times.*

*Transfer:* CSU.

### 257 COMPUTER INSTRUMENTATION AND CONTROL (4.0)

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory:* EET 224.

Course includes topics related to basic process instrumentation and control developed in conjunction with Pacific Gas and Electric's (PG&E's) I&C technician training program. A brief review of industrial electronics is expanded upon to develop more advanced process instrumentation and control concepts. Topics include advanced applications of components used in both DC and AC motor control, recorders, control valves and actuators, temperature sensors, pressure sensors, level sensors, flow sensors and instrumentation maintenance techniques.

*Transfer:* CSU.

### 267 POWER SYSTEMS AND ROTATING ELECTRICAL MACHINERY (4.0)

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory:* EET 224.

Course includes topics related to fundamental industrial electrical maintenance training developed in conjunction with Pacific Gas and Electric's (PG&E's) Electrical Maintenance Training Program. A brief review of electrical theory and practical troubleshooting is expanded upon to develop comprehensive electrical power system concepts. Topics include power drawings and circuit diagrams, grounding-cabling and conduit, meters, power transformers, circuit protection, relays, rotating electrical machinery, electrical testing equipment, bolting practices, controllers, safety and fire protection.

*Transfer:* CSU.

## EMERGENCY MEDICAL SERVICES [EMS]

### 102 EMERGENCY MEDICAL TECHNICIAN - REFRESHER (1.5)

1.5 hours lecture per week

Associate Degree Applicable

*Prerequisite:* Current Emergency Medical Technician I County Certificate or a County EMT Certificate that has not been expired for more than 2 years.

Reviews and updates knowledge and skills required to qualify for the State of California Emergency Medical Technician Level 1 certification. County EMT

Basic certificate will need to be received in the Nursing office department in order to register for this course.  
*Repeatable.*

**103 HAZARDOUS MATERIALS FIRST RESPONDER OPERATIONAL (1.5)**

9.0 hours lecture per week  
Associate Degree Applicable  
Focus is safety in hazardous materials response as an emergency responder. After successful completion of this course, the student will receive a California State certificate for Hazardous Materials First Responder Operational level. The CA Certification meets the requirements of Title 8 CCR Sec. 5192 (q) and is required by emergency providers. A certification fee is required prior to completion of the course.  
*Repeatable 3 times.*

**105 PARAMEDIC PREPARATORY (1.5)**

1.5 hours lecture per week  
Associate Degree Applicable  
*Prerequisite: Current EMT certificate; American Heart Association Healthcare Provider CPR or Red Cross Professional Rescuer; Must be 18 years of age on the first day of class.*  
*Corequisite: EMS 105L*  
Introduces the student who may be interested in paramedicine to pre-hospital concepts. Emphasis is on a strong base of EMT skills prior to considering a career in paramedicine. The course is designed to prepare the student for the paramedic training. Topics include anatomy and physiology review, patient assessment, electrocardiology, basic pharmacology and study habits as it applies to paramedic-level training.  
*Repeatable 1 time.*

**105L PARAMEDIC PREPARATORY LAB (0.5)**

1.8 hours laboratory per week  
Associate Degree Applicable  
*Prerequisite: Current EMT certificate; American Heart Association Healthcare Provider CPR or Red Cross Professional Rescuer; Must be 18 years of age on the first day of class.*  
Introduces the student to a ride-a-long experience exposing them to a working Paramedic on 911 systems in the field of EMS. The purpose is to watch how paramedics work with patients, Fire Departments, hospital staff, families and bystanders on scene, and nurses in the convalescent homes and other settings. Also, focuses on observation of how paramedics interact and work while on call.  
*Repeatable 1 time.*

**106 PARAMEDIC THEORY I (14.0)**

22.0 hours per week: (10.0 hours lecture, 12.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: Program admission.*  
Applies advanced life support training in the emergency medical services career structure covering all techniques of anatomy and physiology. Includes cardiovascular, respiratory, pediatric, OB/GYN and traumatic emergency training. This course meets the minimum 450 hours of the 1090 minimum hours required to complete paramedic training in the state of California. Course content is based on the guidelines and authority of the Title 22, Division 9, of the California Code or regulations and the US Department of Transportation Emergency Medical Technician-Paramedic Standard National Curriculum.  
*Repeatable 1 time.*

**107 PARAMEDIC THEORY II (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Prerequisite: EMS 106*  
*Corequisite: EMS 107L*  
Builds on advance life support concepts by using scenario based situations to acute care patients for the paramedic student. This phase extends the theory discussion of EMS 106 with special events and operations.  
*Repeatable 1 time.*

**107A ADVANCED CARDIAC LIFE SUPPORT (1.0)**

1.0 hours lecture per week  
Associate Degree Applicable  
*Prerequisite: EMS 106; Current CPR for Health Care Providers Certificate*  
Teaches Advanced Cardiac Life Support knowledge and skills necessary to provide the appropriate early treatment for cardiopulmonary arrest. Based on current American Heart Association guidelines.  
*Repeatable 4 times.*

**107B PEDIATRIC ADVANCE LIFE SUPPORT (1.0)**

1.0 hours lecture per week  
Associate Degree Applicable  
*Prerequisite: EMS 106; Current CPR for Health Care Providers Certificate*  
Teaches Pediatric Advanced Cardiac Life Support knowledge and skills necessary to provide the appropriate treatment for pediatric emergencies Based on current American Heart Association guidelines.  
*Repeatable 3 times.*

**107C PREHOSPITAL TRAUMA LIFE SUPPORT (1.0)**

1.0 hours lecture per week  
Associate Degree Applicable  
*Prerequisite: EMS 106; Current CPR for Health Care Providers Certificate*  
Provides knowledge and skills taught to provide pre-hospital trauma life support appropriate for the care of the trauma patient. National Association of Emergency Medical Technicians based course.  
*Repeatable 3 times.*

**107L PARAMEDIC CLINICAL (3.0)**

9.0 hours laboratory per week  
Associate Degree Applicable  
*Prerequisite: EMS 106*  
*Corequisite: EMS 107*  
*Corequisite: Advanced Cardiac Life Support, Basic Trauma Life Support, Pediatric Advanced Life Support*  
Provides clinical application of advance life support concepts in acute patient cared for the paramedic student. Opportunities for increasing skill performance in the clinical setting.  
*Repeatable 1 time.*

**108A PARAMEDIC INTERN I (1.0)**

3.0 hours laboratory per week  
Associate Degree Applicable  
*Prerequisite: EMS 107*  
Apply the third and final phase of paramedic training, which allows the student to be assigned to an emergency response vehicle with a field preceptor to establish advanced life support patient care responsibilities. The student develops advanced life support skills acquiring 54 hours toward the total hours required for the internship. Upon successful completion of this phase of training the student builds foundational skill in paramedicine.  
*Repeatable 2 times.*

**108B PARAMEDIC INTERN II (8.0)**

24.0 hours laboratory per week  
Associate Degree Applicable  
*Prerequisite: EMS 108A*  
Builds upon and provides a continuation of EMS 108A. Assigned to a preceptor on an emergency medical response vehicle, the student develops skill proficiency and increased independence in advanced life support patient care. Upon completion of this culminating field experience, the student becomes eligible for state certification as an Emergency Medical Technician - Paramedic.  
*Repeatable 1 time.*

**193 EMERGENCY MEDICAL SERVICES SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable  
Examines a special topic in the field of study related to the discipline offering this course.

**201 EMERGENCY MEDICAL TECHNICIAN (8.5)**

8.0 hours per week: (8.0 hours lecture, 0.5 hours laboratory)

**Associate Degree Applicable**

*Prerequisite: Student must be 18 years of age by the first class meeting. Have a current Healthcare Provider or Professional Rescuer CPR card.*

*Advisory: NRAD 222 and Eligibility for ENGL 156.*

Meets the U.S. Department of Transportation Emergency Medical Technician (EMT) National Standard Curriculum for students desiring eligibility for certification. State certification for an EMT is mandated as the minimal level of emergency medical training required to work on any ambulance and in most fire departments. Student must be 18 years of age by the first class meeting and is required to bring a valid CA driver's license to show proof of age and a copy of current AHA issued Healthcare Provider or ARC issued CPR for the Professional Rescuer to first class meeting. Student is required to complete a drug screen and background check. Proof of immunizations will be needed prior to clinical. Uniform and other related materials will be required.

*Transfer: CSU.*

**ENGINEERING [ENGR]****125 AUTOCAD (1.0)**

6.0 hours per week: (4.0 hours lecture, 2.0 hours laboratory)

Associate Degree Applicable

*Advisory: CIS 210 or basic knowledge of a Windows operating environment.*

Introduction to AutoCAD. Topics include all basic drawing commands, layers, dimensioning, and editing objects. Intended for those students wanting to learn the software and not necessarily how to draw. Ideal for professional engineers and architects or students in architecture or interior design. This course is exactly the same material as the first six weeks of ENGR 226 (18 week course). *Repeatable 1 time.*

**193 ENGINEERING SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**195 TECHNICAL CAREER PREPARATION IN ENGINEERING (1.0)**

1.0 hours lecture per week

Associate Degree Applicable

Overview of engineering careers with focus on preparing for the job market. Includes discussion of career opportunities in engineering, both union and non-union. Focus on providing the tools necessary to target and obtain a position in the engineering industry. *Repeatable 2 times.*

**210 COMPUTATIONAL METHODS FOR ENGINEERS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: Completion of MATH 265A or higher OR concurrent enrollment in MATH 265A.*

*Advisory: PHYS 205A or 208A.*

Methodology and techniques for solving engineering/science problems using numerical-analysis computer-application programs MATLAB and EXCEL. Technical computing and visualization of problems in mechanics, electrical circuits, thermal systems, fluid systems and other branches of engineering. *Transfer: CSU.*

**217 INTRODUCTION TO ELECTRONIC CIRCUIT ANALYSIS (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: PHYS 208B*

Presents an integrated transient and steady-state analysis of linear DC and AC circuits by use of the mesh and node approach. Examines network theorems, phasors, complex-frequency concepts, and computer circuit analysis. *Transfer: CSU; UC.*

**219 DIGITAL DESIGN (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CIS 217 or CIS 231*

Presents standard material on binary arithmetic, Boolean algebra, Combina-

tional and sequential logic circuits, and finite state machines, for computer and electrical engineers. Hardware Description Language (HDL) is used to synthesize digital logic circuits in Programmable Logic Devices (PLDs).

*Transfer: CSU.*

**226 ENGINEERING DRAWING I (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

Introduction to engineering drawing using AutoCAD. Topics include geometric construction, orthographic projection, isometrics, sectionals, auxiliaries, descriptive geometry, dimensioning, and working drawings. The first six weeks of this course are the same as ENGR 25.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

**246 MATERIALS ENGINEERING (2.0)**

2.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: CHEM 201A, MATH 265A*

*Corequisite: ENGR 246L*

Presents the fundamentals of the structure of matter. Introduces physical and mechanical properties of materials including metals, alloys, ceramics, semi-conductors, and polymers. Provides a study of heat treatments, materials selection, corrosion phenomena, and equilibrium diagrams.

*Transfer: CSU; UC.*

**246L ENGINEERING MATERIALS LAB (1.0)**

3.0 hours laboratory per week

Associate Degree Applicable

*Corequisite: ENGR 246*

Presents laboratory experiments on the heat treatment and resulting properties of metals, effects of cold deformation of metals, brittle-ductile fracture behavior, equilibrium phase relationships, corrosion, mechanical behavior of polymers, as well as properties of semiconductor devices.

*Transfer: CSU; UC.*

**247 INDEPENDENT STUDIES: ENGINEERING (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the technical field in which the study is to be undertaken.*

Provides an opportunity for in-depth study or practicum experience by an individual student in a selected topic in the engineering area with support and direction from an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

**248 INTRODUCTION TO ENGINEERING (1.0)**

1.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156 or ENGL 165.*

Broad overview of the field of engineering, including professional societies and their student chapters, professional licensing and registration, professional codes of ethics, the elements of engineering design, and the scope of analysis and design activities undertaken by private and public sector civil design professionals. *Transfer: CSU; UC.*

**250 ENGINEERING STATICS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: PHYS 208A*

Analyzes forces on structures in equilibrium, properties of forces, moments, couples and resultant, conditions for equilibrium, friction, centroids, and area moments of inertia. Introduces mathematical modeling and problem-solving utilizing vector mathematics.

*Transfer: CSU; UC.*

**251 ENGINEERING DYNAMICS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite:* ENGR 250

Analyzes the dynamics associated with motion of rigid bodies and particles, including velocity, acceleration, relative motion, energy, work, momentum, and impulse. Utilizes vector mathematics.

*Transfer:* CSU; UC.

### 252A STRENGTH OF MATERIALS I (2.0)

4.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite:* ENGR 250

Study of stresses, strains, and deformations associated with axial, torsional, and flexural loading of bars, shafts, and beams. Includes analysis of elementary determinate and indeterminate mechanical and structural systems.

*Transfer:* CSU; UC (For UC, both ENGR 252A and 252B must be completed in order to receive transfer credit).

### 252B STRENGTH OF MATERIALS II (2.0)

4.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite:* ENGR 252A

Study of stress and strain transformations, analysis of beam deflection and rotation, indeterminate beams, and column buckling.

*Transfer:* CSU; UC (For UC, both ENGR 252A and 252B must be completed in order to receive transfer credit).

## ENGLISH [ENGL]

### 099 BASIC READING AND WRITING (4.0)

4.0 hours lecture per week  
Associate Degree Non-Applicable

*Prerequisite:* ACSK 036 and ACSK 050 with a C or better or ESL 006 and ESL 045 with a C or better or qualifying score on the Assessment test or equivalent

Introduces students to the language arts through intensive reading, writing, and critical thinking. Emphasizes the process approach to reading and writing. Provides a basic course in sentence and paragraph construction, with limited introduction to the essay.

### 156 COLLEGE READING AND WRITING (4.0)

4.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite:* ENGL 099 with a C or better or equivalent

Provides a basic course in college reading and writing with individual attention to sentence structure, paragraph and essay structure, grammar, and critical thinking skills.

### 193 ENGLISH SPECIAL TOPICS (4.0 to 0.5)

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

### 201A ENGLISH COMPOSITION (4.0)

4.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite:* ENGL 156 or ENGL 165 with a grade of C or better

Provides a study of and practice in the use of language and writing of argumentative/analytical essays and research papers.

*Transfer:* CSU; UC.

### 201B ENGLISH COMPOSITION: INTRODUCTION TO LITERATURE (4.0)

4.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite:* ENGL 201A with a grade of C or better

Provides an introduction to the study of literature with an emphasis in both literary composition and critical thinking. This course develops critical thinking and writing skills through the close study of major genres of literature: poetry, fiction, and drama. Students receive instruction in analytical and argumentative writing by studying literature and criticism and by identifying sound and fallacious methods of reasoning in assessments of literature.

*Transfer:* CSU; UC.

### 201C ENGLISH COMPOSITION: CRITICAL THINKING (4.0)

4.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite:* ENGL 201A with a grade of C or better

Presents an advanced composition course beyond ENGL 201A which emphasizes critical thinking, including reasoning, rhetoric, reading, and information fluency in order to develop argumentative skills for diverse contexts and audiences.

*Transfer:* CSU; UC.

### 205 INTRODUCTION TO POETRY (3.0)

3.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite:* ENGL 201A with a grade of C or better

*Advisory:* ENGL 201B.

Introduces the study of poetry with emphasis on understanding, analysis, and appreciation of poetry through an in-depth examination of a variety of literary works.

*Transfer:* CSU; UC.

### 206 INTRODUCTION TO THE NOVEL (3.0)

3.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite:* ENGL 201A with a grade of C or better

*Advisory:* ENGL 201B.

Introduces the study of the novel with emphasis on understanding, analysis, and appreciation of the novel through an in-depth examination of a variety of literary works.

*Transfer:* CSU; UC.

### 212A AMERICAN LITERATURE (3.0)

3.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite:* ENGL 201A with a grade of C or better

Presents a survey of American literature from the pre-colonial period to the Civil War. Introduces the study of major American writers against their historical backgrounds. Such writers as Bradstreet, Paine, Franklin, Jefferson, Poe, Cooper, Irving, Bryant, Melville, Hawthorne, Longfellow, Emerson, Thoreau, Whitman, and Dickinson are studied.

*Transfer:* CSU; UC.

### 212B AMERICAN LITERATURE (3.0)

3.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite:* ENGL 201A with a grade of C or better

The study of major American writers from the Civil War up through contemporary times. Includes writers such as Twain, Howells, Crane, London, Hemingway, Steinbeck, Faulkner, Wright, Dos Passos, Frost, Pound, Eliot, Stevens, Cummings, O'Neill, Tennessee Williams, Arthur Miller, O'Connor, Alice Walker, Berryman, Lowell, Sexton and Plath.

*Transfer:* CSU; UC.

### 213 MULTICULTURAL VOICES IN AMERICAN LITERATURE (3.0)

3.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite:* ENGL 201A with a grade of C or better

Introduces current literary study which focuses upon issues of race, gender, class, sexual orientation, and ethnicity in American literature. Surveys American history and culture in the context of its multicultural literary tradition from the early Native American tradition to present day. Emphasizes the formation of minority discourse against and within American mainstream culture and its literary tradition. Uses poems, novels, short stories, and essays for study.

*Transfer:* CSU; UC.

### 215 SHAKESPEARE (3.0)

3.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite:* ENGL 201A with a grade of C or better

Introduces Shakespeare's works with emphasis on analysis of character and

structured scene and requires preparation of critical papers based on analytical reading and investigation.  
*Transfer: CSU; UC.*

**216 LITERATURE AND FILM (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ENGL 201A with a grade of C or better*

Presents the techniques of literary criticism to analyze films and the literary works that inspired them. Examines narrative in film and the criteria for evaluating films and literature emphasizing objective analysis and comparison and contrast.

*Transfer: CSU; UC.*

**217 LITERATURE BY WOMEN (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ENGL 201A with a grade of C or better*

Presents a survey of literature by women of English-speaking countries from the Middle Ages to the 21st century, with an emphasis on comparing historically oppressed women writers (including African-American and lesbian writers) to those in the mainstream. Authors covered include Phillis Wheatley, Anne Bradstreet, Mary Wollstonecraft, Jane Austen, Sojourner Truth, Harriet Beecher Stowe, Kate Chopin, Willa Cather, Gertrude Stein, Virginia Woolf, Zora Neale Hurston, Anne Sexton, Maya Angelou, Adrienne Rich, Toni Morrison, Sylvia Plath, Audre Lorde, Alice Walker, and Louie Erdrich.

*Transfer: CSU; UC.*

**231 CREATIVE WRITING (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ENGL 201A with a grade of C or better*

Presents an opportunity for creative literary expression and emphasizes techniques in writing poems, and/or short stories, and/or plays for informal discussion and criticism by the class and by the instructor. Provides the opportunity to discover one's talent and to practice writing skills.

*Transfer: CSU; UC.*

**242H HONORS SEMINAR: ENGLISH COMPOSITION (1.0)**

1.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in ENGL 201A*

Provides the opportunity for broadening a student's background in general education and for providing study and practice in greater depth in writing. Emphasis is on discussion and analysis of subject matter, issues related to the field of study and current advancements in the field. Open only to students admitted to the honors program.

*Transfer: CSU.*

**244A EUROPEAN LITERATURE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ENGL 201A with a grade of C or better*

Presents a survey of European literature from the early Greeks up through the Renaissance of the 15th and 16th centuries. Major works and authors covered include Homer, Sophocles, Aristophanes, Plato, Aristotle, Virgil, Ovid, Catullus, "The Song of Roland," Dante, Boccaccio, Petrarch, Rabelais, Cellini, Erasmus, Machiavelli, and Cervantes.

*Transfer: CSU; UC.*

**244B EUROPEAN LITERATURE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ENGL 201A with a grade of C or better*

Presents a survey of European literature from the Neo-classical Age up into the moderns of the 20th century. Major authors covered include Moliere, Racine, Voltaire, Rousseau, Goethe, Flaubert, Tolstoy, Ibsen, Chekhov, Baudelaire, Kafka, Sartre, and Camus.

*Transfer: CSU; UC.*

**246A SURVEY OF BRITISH LITERATURE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ENGL 201A with a grade of C or better*

Presents a survey of British literature from the Middle Ages through the 18th century. Introduces the study of major British writers against their historical backgrounds. Such writers as Chaucer, Spenser, Shakespeare, Jonson, Donne, Milton, Dryden, Swift, Pope, Johnson, and Boswell will be studied.

*Transfer: CSU; UC.*

**246B SURVEY OF BRITISH LITERATURE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ENGL 201A with a C or better*

Presents a survey of major British writers extending from the Romantic Period through the 20th century, focusing on such writers as Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, Browning, Arnold, Hopkins, Yeats, Lawrence, Eliot, Auden, Thomas, and Woolf.

*Transfer: CSU; UC.*

**247 INDEPENDENT STUDIES: ENGLISH (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of English under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

**ENGLISH SECOND LANGUAGE [ESL]****001 READING, WRITING, GRAMMAR AND CONVERSATION (6.0)**

6.0 hours lecture per week

Associate Degree Non-Applicable

*Prerequisite: ESL Placement Test*

Focuses on building English language skills for speakers of other languages with an emphasis on reading, writing, grammar, listening and speaking at the beginning level. May be taken concurrently with ESL 015, ESL 025, or ESL 035.

**002 ESL READING, WRITING, AND GRAMMAR, LEVEL 2 (6.0)**

6.0 hours lecture per week

Associate Degree Non-Applicable

*Prerequisite: High-beginning score on the ESL placement test or successful completion of ESL 001 with a grade of C or better.*

Focuses on building English language skills for speakers of other languages with an emphasis on reading, writing, grammar, listening and speaking at the high-beginning level. May be taken concurrently with ESL 015, ESL 025 or ESL 035.

**003 ESL READING, WRITING, AND GRAMMAR, LEVEL 3 (6.0)**

6.0 hours lecture per week

Associate Degree Non-Applicable

*Prerequisite: Low-intermediate score on the ESL placement test or successful completion of ESL 002 with a grade of C or better.*

Focuses on building English language skills for speakers of other languages with an emphasis on reading, writing and grammar at the low-intermediate level. May be taken concurrently with ESL 015, ESL 025 or ESL 035.

**004 ESL READING, WRITING, AND GRAMMAR, LEVEL 4 (6.0)**

6.0 hours lecture per week

Associate Degree Non-Applicable

*Prerequisite: High-intermediate score on the ESL placement test or completion of ESL 003 with a grade of C or better*

Focuses on building English language skills for speakers of other languages with an emphasis on reading, writing and grammar at the high-intermediate level. May be taken concurrently with ESL 015, ESL 025 or ESL 035.

**005 ENGLISH AS A SECOND LANGUAGE, WRITING AND GRAMMAR 005****(6.0)**

6.0 hours lecture per week  
Associate Degree Non-Applicable

*Prerequisite:* Lower-advanced score on the ESL placement test or completion of ESL 004 with a grade of C or better

Focuses on building English language skills for speakers of other languages with an emphasis on writing and grammar at the lower-advanced level. May be taken concurrently with ESL 045 and with ESL 035A, ESL 035B or ESL 035C.

**006 ENGLISH AS A SECOND LANGUAGE, WRITING AND GRAMMAR 006****(6.0)**

6.0 hours lecture per week  
Associate Degree Non-Applicable

*Prerequisite:* Upper-advanced score on the ESL placement test or completion of ESL 005 with a grade of C or better

Focuses on building English language skills for speakers of other languages with an emphasis on writing and grammar at the upper-advanced level. May be taken concurrently with ESL 045 and with ESL 035A, ESL 035B or ESL 035C.

**045 ENGLISH AS A SECOND LANGUAGE, ADVANCED READING 045****(3.0)**

3.0 hours lecture per week  
Associate Degree Non-Applicable

*Prerequisite:* Advanced score on the ESL placement test or completion of ESL 004 with a grade of C or better

Focuses on building English language skills for speakers of other languages with an emphasis on reading at the advanced level. May be taken concurrently with ESL 005 or ESL 006 and with ESL 035A, ESL 035B, or ESL 035C.

**015A BEGINNING LEVEL CONVERSATION****(3.0 to 2.0)**

3.0 hours lecture per week  
Associate Degree Non-Applicable

*Prerequisite:* Beginning-level score on the oral component of the ESL placement test  
Focuses on basic communication skills in listening comprehension and speaking for speakers of other languages and enables the beginning-level student to function in common English-speaking situations. Prepares students for ESL 025A, 025B or 025C.

**015B BEGINNING LEVEL CONVERSATION****(3.0 to 2.0)**

3.0 hours lecture per week  
Associate Degree Non-Applicable

*Prerequisite:* Beginning-level score on the oral component of the ESL placement test  
Focuses on basic communication skills in listening comprehension and speaking for speakers of other languages and enables the beginning-level student to function in common English-speaking situations. Prepares students for ESL 025A, 025B or 025C.

**015C BEGINNING LEVEL CONVERSATION****(3.0 to 2.0)**

3.0 hours lecture per week  
Associate Degree Non-Applicable

*Prerequisite:* Beginning-level score on the oral component of the ESL placement test  
Focuses on basic communication skills in listening comprehension and speaking for speakers of other languages and enables the beginning-level student to function in common English-speaking situations. Prepares students for ESL 025A, 025B or 025C.

**025A INTERMEDIATE LEVEL CONVERSATION****(3.0 to 2.0)**

3.0 hours lecture per week  
Associate Degree Non-Applicable

*Prerequisite:* Intermediate-level score on the oral component of the ESL placement test or completion of ESL 015 or 015A or 015B or 015C with a grade of C or better  
Focuses on communication skills in listening comprehension and speaking for speakers of other languages and enables the intermediate-level student to function in everyday English-speaking situations. Prepares students for ESL 035A, 035B or 035C.

**025B INTERMEDIATE LEVEL CONVERSATION****(3.0 to 2.0)**

3.0 hours lecture per week  
Associate Degree Non-Applicable

*Prerequisite:* Intermediate-level score on the oral component of the ESL placement test or completion of ESL 015 or 015A or 015B or 015C with a grade of C or better  
Focuses on communication skills in listening comprehension and speaking for speakers of other languages and enables the intermediate-level student to function in everyday English-speaking situations. Prepares students for ESL 035A, 035B or 035C.

**025C INTERMEDIATE LEVEL CONVERSATION****(3.0 to 2.0)**

3.0 hours lecture per week  
Associate Degree Non-Applicable

*Prerequisite:* Intermediate-level score on the oral component of the ESL placement test or completion of ESL 015 or 015A or 015B or 015C with a grade of C or better  
Focuses on communication skills in listening comprehension and speaking for speakers of other languages and enables the I intermediate-level student to function in everyday English-speaking situations. Prepares students for ESL 035A, 035B or 035C.

**035A ADVANCED LEVEL CONVERSATION****(3.0 to 2.0)**

3.0 hours lecture per week  
Associate Degree Non-Applicable

*Prerequisite:* Advanced-level score on the oral component of the ESL placement test or completion of ESL 025 or 025A or 025B or 025C with a grade of C or better  
Focuses on communication skills in listening comprehension and speaking for speakers of other languages and enables the advanced-level student to function in academic, professional and everyday English-speaking situations.

**035B ADVANCED LEVEL CONVERSATION****(3.0 to 2.0)**

3.0 hours lecture per week  
Associate Degree Non-Applicable

*Prerequisite:* Advanced-level score on the oral component of the ESL placement test or completion of ESL 025 or 025A or 025B or 025C with a grade of C or better  
Focuses on communication skills in listening comprehension and speaking for speakers of other languages and enables the advanced-level student to function in academic, professional and everyday English-speaking situations.

**035C ADVANCED LEVEL CONVERSATION****(3.0 to 2.0)**

3.0 hours lecture per week  
Associate Degree Non-Applicable

*Prerequisite:* Advanced-level score on the oral component of the ESL placement test or completion of ESL 025 or 025A or 025B or 025C with a grade of C or better  
Focuses on communication skills in listening comprehension and speaking for speakers of other languages and enables the advanced-level student to function in academic, professional and everyday English-speaking situations.

**061 BEGINNING LANGUAGE LAB****(1.0 to 0.5)**

3.0 hours lab per week  
Associate Degree Non-Applicable

Provides self-paced, individualized English-language instruction for beginning-level students whose first language is not English. The lab focuses on writing, reading, grammar, and listening skills needed in beginning-level ESL courses. This course is open to beginning-level students whose first language is not English.

**062 INTERMEDIATE LANGUAGE LAB****(1.0 to 0.5)**

3.0 hours lab per week  
Associate Degree Non-Applicable

Provides self-paced, individualized English-language instruction for intermediate-level students whose first language is not English. The lab focuses on writing, reading, grammar, and listening skills needed for intermediate-level ESL courses. This course is open to intermediate-level students whose first language is not English.

**063 ADVANCED LANGUAGE LAB****(1.0 to 0.5)**

3.0 hours lab per week  
Associate Degree Non-Applicable

Provides self-paced, individualized English-language instruction for advanced-

level students whose first language is not English. The lab focuses on writing, reading, grammar, and listening skills needed for advanced-level ESL courses. This course is open to advanced-level students whose first language is not English.

**193 ENGLISH AS A SECOND LANGUAGE SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Non-Applicable  
Examines a special topic in the field of study related to the discipline offering this course.

**193A LANGUAGE LAB (1.0 to 0.5)**

3.0 hours laboratory per week  
Associate Degree Non-Applicable  
*Limit on Enrollment: Open to students whose first language is not English*  
Provides self-paced, individualized instruction in Academic English, including oral and written communication skills for students who speak English as a second language. The lab focuses on writing, reading, listening, and speaking skills needed in college courses. This course is open to any student whose first language is not English.

**701 ESL BEGINNING LITERACY - LEVEL 1 (0.0)**

4.5 hours lecture per week  
The purpose of this course is to provide pre-literate students who have extremely limited or no reading/writing skills in their primary language with basic English necessary to function successfully in everyday encounters.  
*Repeatable 3 times.*

**702 ESL BEGINNING LITERACY - LEVEL 2 (0.0)**

4.5 hours lecture per week  
Provides students with basic skills at the beginning-low level in English through listening/speaking practice. Lifeskills, grammar, pronunciation, vocabulary, history, government, and culture are taught.  
*Repeatable 3 times.*

**703 ESL BEGINNING HIGH - LEVEL 3 (0.0)**

4.5 hours lecture per week  
Provides students with basic skills in English at the beginning-high level through listening/speaking practice. Lifeskills, grammar, pronunciation, vocabulary, history, government, and culture are taught.  
*Repeatable 3 times.*

**704 ESL INTERMEDIATE LOW - LEVEL 4 (0.0)**

4.5 hours lecture per week  
Provides students with basic skills in English at the intermediate-low level through listening/speaking practice. Lifeskills, grammar, pronunciation, vocabulary, history, government, and culture are taught.  
*Repeatable 3 times.*

**705 ESL INTERMEDIATE HIGH - LEVEL 5 (0.0)**

4.5 hours lecture per week  
Provides students with basic skills in English at the intermediate-high level through listening/speaking practice. Lifeskills, grammar, pronunciation, vocabulary, history, government, and culture are taught.  
*Repeatable 3 times.*

**706 ESL ADVANCED - LEVEL 6 (0.0)**

4.5 hours lecture per week  
Provides students with basic skills in English at the advanced level through listening/speaking practice. Lifeskills, grammar, pronunciation, vocabulary, history, government, and culture are taught.  
*Repeatable 3 times.*

**707 U. S. CITIZENSHIP (0.0)**

3.0 hours lecture per week  
Designed to provide non-U.S. citizens with an in-depth study of the federal and state system of government and the U. S. Constitution. This class will also prepare students for the U.S. Citizenship and Immigration Service application process and oral interview.  
*Repeatable 3 times.*

## FAMILY STUDIES [FMST]

**193 FAMILY STUDIES SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable  
Examines a special topic in the field of study related to the discipline offering this course.

**202 CHILD, FAMILY AND COMMUNITY (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Prerequisite: ENGL 156*  
Studies patterns of family living in contemporary society, emphasizing the varying roles and interaction of family members and factors which affect family life. Discusses cultural, social, economic, racial, and ethnic differences. Focuses on the developing child and emphasizes the influences of family and community. Same as ECE 202. Meets Title XXII requirements: DS 2.  
*Transfer: CSU; UC.*

**205 LIFE MANAGEMENT (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
Life Management provides individuals with skills for understanding and using internal and external resources to function effectively in society now and in the future. Major topics covered in the course include: the effects of cultural forces and future trends on values, standards, and goals; skills for decision making, time, personal energy, stress, and conflict management; and techniques for improving self-esteem and self-understanding, values clarification, and interpersonal relationships.  
*Transfer: CSU.*

**210 INTRODUCTION TO HUMAN SERVICES (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Presents an overview and history of the human services, with emphasis on the groups needing services in contemporary society. Acquaints students with career opportunities in, and the education and job requirements of the different services.  
*Transfer: CSU.*

**212 HUMAN DEVELOPMENT: LIFE SPAN (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Integrates the physical, social, emotional and cognitive aspects of human development throughout the lifespan. Discusses the developmental tasks facing people at various points in the life cycle. Explores the way social interaction and cultural institutions shape the development of the individual. Meets Title XXII requirements: DS 1.  
*Transfer: CSU; UC (For UC, maximum credit of one course between FMST 212 and 215).*

**213 ETHNIC IDENTITY AND DEVELOPMENTAL PATTERNS (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
Interrogates the influence of ethnic identity on psycho-social developmental processes of major U.S. ethnic groups. Examines psychological theories of ethnic identity development and how ethnicity impacts the development and functioning of intra-psychological processes; interpersonal relationships; and mental health. Analyzes research methodology and current research on the developing person and multicultural psychology. Discusses the psychological contents of culture and its relationship to mental processes and behaviors.  
*Transfer: CSU; UC.*

**214 FAMILY, RELATIONSHIPS AND INTIMACY (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Presents sociological, psychological and cross-cultural concepts of intimate rela-

tionships and the family unit. Focuses on diversity within and the development of committed relationships and the family unit. Emphasizes intimacy dynamics, communication processes, and assessment of functionality and wellness.

*Transfer: CSU; UC.*

### 215 DEVELOPMENTAL PATTERNS OF WOMEN (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Examines major theories and research illuminating the relationship between gender and women's development across the lifespan. Particular emphasis is given to the evaluation of how the socio-cultural construction of gender influences psychological processes and interpersonal relationships.

*Transfer: CSU; UC (For UC, maximum credit of one course between FMST 212 and 215).*

### 216 THE STUDY OF PARENTING: THEORY AND PRACTICE (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Presents background for understanding parent-child relationships in the changing social environment. Examines common problems in child rearing and, cultural influences on parenting. Emphasizes development of a parenting philosophy and development of effective parenting behavior across the lifespan.

*Transfer: CSU.*

### 218 HUMAN SEXUALITY (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Presents an overview of the complex social, psychological, and psychological aspects of human sexuality. Examines responsible use of sexuality as a part of life adjustment.

*Transfer: CSU; UC.*

### 247 INDEPENDENT STUDIES: FAMILY STUDIES (2.0 to 0.5)

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of family studies under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

### 270 INTRO TO ADDICTION STUDIES: ADDICTION AND THE COMMUNITY (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Explores historical, psychological, and sociological perspectives on the use, abuse, and social control of psychoactive drugs. Presents in depth analysis of the theoretical models of the biopsychosocial nature of addiction, the dynamics of addiction, the impact of addiction on children, families and society with emphasis on special populations, contemporary treatment and prevention approaches, and the addiction counseling profession.

*Transfer: CSU.*

### 271 GROUP PROCESS AND PRACTICE (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: FMST 210 and FMST 270*

Presents and develops basic competency in theory and techniques of group process and practice used in the helping professions including task-oriented, psychoeducational, counseling, and psychotherapy groups with specific populations.

*Transfer: CSU.*

### 272 DRUG PREVENTION AND EDUCATION (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: FMST 270*

Presents and develops basic competency in the history, theories, research, and current approaches to substance abuse education and prevention including public policy, media, age, gender, ethnic and culture-specific considerations and models, environmental risk reduction, harm reduction, and healthy alternatives to substance use.

*Transfer: CSU.*

### 278 FAMILIES AND ADDICTION (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156 and FMST 270*

Examines common patterns of family structure and functioning often correlated with substance abuse and addiction including the major types of family systems and dynamics. Reviews basic clinical practice including therapeutic approaches, skills, and techniques for effective intervention and treatment modalities for both individuals and the family system.

*Transfer: CSU.*

### 279 TREATMENT AND CASE MANAGEMENT (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: FMST 210 and FMST 270*

Presents theories, skills, techniques, and legal and ethical practices fundamental to client treatment and case management. Includes guidelines for developing assessments, diagnoses, and the implementation of treatment plans. Emphasis is on working with chemically dependent individuals, survivors of intimate partner abuse, the homeless population, and individuals who are mentally impaired.

*Repeatable 1 time.*

*Transfer: CSU.*

### 280 BASIC INTERVIEWING AND COUNSELING SKILLS (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: FMST 210 and FMST 270*

Presents and develops basic competency in one-on-one counseling skills relevant to the helping professions with emphasis on motivational interviewing and client empowerment approaches. Places a strong emphasis on professional ethics and boundaries. Skills may be applied in counseling, mediation, negotiation and interpersonal settings.

*Repeatable 1 time.*

*Transfer: CSU.*

### 288 ADDICTION STUDIES FIELDWORK AND SEMINAR (7.0)

17.0 hours per week: (2.0 hours lecture, 15.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: FMST 213, FMST 270, FMST 271, FMST 272, FMST 278, FMST 279, FMST 280, HEED 206*

Provides the required 250 hours of internship for students seeking a degree or certificate in Addiction Studies and/or state certification as an alcohol and drug counselor. Course components include 15 hours a week of fieldwork in a licensed chemical dependency agency and 2.0 hours a week of seminar/classroom activities.

*Transfer: CSU.*

## FASHION DESIGN & MERCHANDISING [FDM]

### 193 FASHION MERCHANDISING & DESIGN SPECIAL TOPIC (4.0 to 0.5)

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

- 210 INTRODUCTION TO FASHION** (3.0)  
3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Explores the fashion industry and careers related to design, production, and merchandising of fashion products.  
*Transfer: CSU.*
- 212 TEXTILES** (3.0)  
3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Introduces fibers, yarns, fabric constructions, and finishes which affect textile selection, uses, and care; provides experiences in textile testing and fabric identification; and relates textile science to consumer textile product selection. Same as ID 280.  
*Transfer: CSU; UC.*
- 216 FASHION ILLUSTRATION** (3.0)  
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
Presents techniques of "quick sketch" using pencil, pen, art markers, and watercolors. Students will also learn how to show fabric texture and pattern in their finished drawings which may become part of their design portfolio.  
*Transfer: CSU.*
- 218 FASHION DESIGN I** (3.0)  
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: FDM 216.*  
Provides an in-depth study of the fashion design process involving research of current trends, fashion influences, target markets, customer focus, and trade publications. Presents the concept of designing "collections" utilizing artwork, tools and techniques suitable for inclusion in a fashion portfolio. Translate original designs onto a fashion croquis; both figure and flat format. Employ creative applications for line pages and presentation boards.  
*Transfer: CSU.*
- 220 FASHION ANALYSIS** (3.0)  
3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Studies the psychological and sociological significance of clothing styles. Applies elements and principles of design of apparel and figure types to project a desired image.  
*Transfer: CSU.*
- 225 HISTORY OF FASHION** (3.0)  
3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Surveys the evolution of apparel and accessory styles from classic civilization through present day. Explores the relationship of recurring styles of the past to contemporary trends. Includes the impact of sociological, technological, economic, cultural and political factors on fashion.  
*Transfer: CSU.*
- 230 RETAIL BUYING** (3.0)  
3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156 and MATH 003.*  
Explores the intricate decision making process of forecasting trends, planning merchandise assortments, and buying for various types of retail environments. Also includes pricing principles, inventory control through a six-month merchandise plan and composing purchase orders. The importance of developing strategic partnerships with vendors and suppliers is explored.  
*Transfer: CSU.*
- 235 FASHION PROMOTION** (3.0)  
3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Principles of fashion promotion and coordination. Study of the psychology of fashion, functions of the fashion coordinator and techniques and procedures for presenting fashion. Observation and participation in an area of the fashion industry. Studies the functions of fashion coordinators and directors in retail and wholesale fields.  
*Transfer: CSU.*
- 247 INDEPENDENT STUDIES: FASHION DESIGN AND MERCHANDISING** (2.0 to 0.5)  
6.0 hours laboratory per week  
Associate Degree Applicable  
*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*  
Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of fashion design or fashion merchandising under the direction of an instructor.  
*Repeatable 3 times.*  
*Transfer: CSU.*
- 263 APPAREL CONSTRUCTION I** (3.0)  
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
Apply the principles and methods of apparel construction with emphasis on fashion fabric selection, pattern design selection, and construction techniques for garment design and fit.  
*Repeatable 1 time.*  
*Transfer: CSU.*
- 265 PATTERN DEVELOPMENT** (3.0)  
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
Presents drafting and the flat pattern method of pattern design. Build block patterns and original apparel designs for the commercial dress form or individual figure. Analyze garment designs, fit adjustments, figure variations, and the use of fabric grain.  
*Transfer: CSU.*

**FRENCH [FR]**

- 110 BEGINNING FRENCH CONVERSATION AND READING** (5.0)  
5.0 hours lecture per week  
Associate Degree Applicable  
Presents basic vocabulary and pronunciation needed to converse in French. Students will also develop listening comprehension, reading skills and knowledge and understanding of French-speaking cultures.
- 120 FRENCH CONVERSATION AND READING** (5.0)  
5.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: FR 110 with a minimum grade of C or better*  
Presents a continuation of FR 110 with intensive practice of oral communication skills and students will develop listening and reading strategies to access authentic cultural information.
- 193 FRENCH SPECIAL TOPIC** (4.0 to 0.5)  
Associate Degree Applicable  
Examines a special topic in the field of study related to the discipline offering this course.
- 201 FRENCH I** (5.0)  
5.0 hours lecture per week  
Associate Degree Applicable  
Presents a topic-based introduction to contemporary French language and culture with an emphasis on listening comprehension, oral interaction, culture-centered reading and writing basic French. Social and cultural aspects of the

French-speaking world are presented along with some of the most essential structures and vocabulary.

*Transfer: CSU; UC.*

**202 FRENCH II (5.0)**

5.0 hours lecture per week  
Associate Degree Applicable

*Advisory: FR 201 with a minimum grade of C or better*

Presents a continuation of FR 201 with intensive, topic-based practice in oral interaction, culture-centered reading and writing, and listening comprehension using recordings and video clips from the French-speaking world.

*Transfer: CSU; UC.*

**203 FRENCH III (5.0)**

5.0 hours lecture per week  
Associate Degree Applicable

*Advisory: FR 202 with a minimum grade of C or better*

Presents a continuation of FR 202 with intensive, topic-based practice in listening comprehension, cultural readings and writing, and oral interaction including group discussion.

*Transfer: CSU; UC.*

**247 INDEPENDENT STUDIES: FRENCH (2.0 to 0.5)**

6.0 hours laboratory per week  
Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for in-depth study by an individual student in a selected topic of French under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

## GEOGRAPHY [GEOG]

**201 PHYSICAL GEOGRAPHY (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Studies human interaction with the basic elements of the physical environment. Includes climate, vegetation, soils, landforms, and their patterns of distribution.

*Transfer: CSU; UC.*

**202 CULTURAL GEOGRAPHY (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Studies human interaction with the basic elements of the cultural environment. Includes language, religion, economy, and other cultural phenomena and their patterns of distribution.

*Transfer: CSU; UC.*

## GEOLOGY [GEOL]

**193 GEOLOGY SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**193C GEOLOGIC FIELD TECHNIQUES (1.0)**

2.72 hours per week: (0.5 hours lecture, 2.22 hours laboratory)

Associate Degree Applicable

Investigate methods of field geologic mapping and data acquisition.

**210 PHYSICAL GEOLOGY (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable

*Prerequisite: MATH 123 or MATH 123SI*

*Advisory: ENGL 156 or ENGL 165.*

Introduces the concepts and principles upon which geologic knowledge is based

including the composition, structure, and description of the earth's external and internal processes and features.

*Transfer: CSU; UC.*

**211 HISTORICAL GEOLOGY (4.0)**

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: GEOL 210 or equivalent and MATH 123 or MATH 123SI or equivalent*

*Advisory: Eligibility for ENGL 201A.*

Presents the theory of the origin and evolution of the earth and its lifeforms; emphasizing the tectonic development of North America and its biological evolution through time.

*Transfer: CSU; UC.*

**212 GEOLOGIC HAZARDS, MAN, AND THE ENVIRONMENT (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156 or ENGL 165.*

Studies geologic hazards as they relate to human interaction with the environment. Emphasizes the cause of earthquakes, their recording, location, and measurement. Also covers flooding, landslides, subsidence, and volcanic hazards.

*Transfer: CSU; UC.*

**220 GEOLOGY OF CALIFORNIA (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Introduces the principles and processes of the physical and historical geology of California.

*Transfer: CSU; UC.*

**225 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

Introduces the concepts, techniques, and tools of a Geographic Information System (GIS), including data acquisition, management, manipulation, spatial analysis, and cartographic output. Emphasizes training in the use of technology and software in order to provide students with skills and a conceptual base on which they can build further expertise in GIS. Includes exercises using GIS as a tool for solving real-world problems across a wide spectrum of disciplines. Focuses on development of spatial reasoning skills with applications in fields such as natural hazards, environmental assessment, and resource management.

*Transfer: CSU; UC.*

**229A GEOLOGICAL SCIENCE FIELD STUDIES (1.0)**

49.0 hours per week: (9.0 hours lecture, 40.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in GEOL 210, GEOL 211 or GEOL 220*

Presents an on-site field study of Yosemite, the Sierra Nevada, Mono Basin, Long Valley Caldera, and Owens Valley area.

*Transfer: CSU; UC.*

**229B GEOLOGICAL SCIENCE FIELD STUDIES (1.0)**

49.0 hours per week: (9.0 hours lecture, 40.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in GEOL 210, GEOL 211 or GEOL 220*

Presents an on-site field study of the Transverse Ranges, central San Andreas fault, Mojave desert, and the Death Valley area.

*Transfer: CSU; UC.*

## GERMAN [GER]

**110 BEGINNING GERMAN CONVERSATION AND READING (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

Presents an introduction to contemporary German with emphasis on basic vocabulary and pronunciation skills needed to converse in German, interpretive communication skills and awareness of the links between language and culture.

**120 GERMAN CONVERSATION AND READING (5.0)**

5.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: GER 110*

Presents a continuation of GER 110 with emphasis on interpersonal and interpretive communication skills, including reading strategies for authentic cultural material and expanding awareness of the relationship between language and culture.

**193 GERMAN SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable  
Examines a special topic in the field of study related to the discipline offering this course.

**201 GERMAN I (5.0)**

5.0 hours lecture per week  
Associate Degree Applicable

Presents a topic-centered introduction to contemporary German language and culture with emphasis on interpersonal, interpretive and presentational communication skills and awareness of the links between language and culture.  
*Transfer: CSU; UC.*

**202 GERMAN II (5.0)**

5.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: GER 201 or equivalent competency*

Presents a continuation of GER 201 with emphasis on interpersonal, interpretive and presentational communication skills, including reading strategies for authentic cultural material and expanding awareness of the relationship between language and culture.  
*Transfer: CSU; UC.*

**203 GERMAN III (5.0)**

5.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: GER 202 or equivalent competency*

Presents a continuation of GER 202 with further development of interpersonal, interpretive, and presentational communication skills and continued awareness of cultural implications of language use.  
*Transfer: CSU; UC.*

**204 GERMAN IV (5.0)**

5.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: GER 203 or equivalent competency*

Presents a continuation of GER 203 with emphasis on interpersonal, interpretive and presentational communication skills involving abstract topics and continued development of cultural knowledge and understanding based on social and historical context.  
*Transfer: CSU; UC.*

**247 INDEPENDENT STUDIES: GERMAN (2.0 to 0.5)**

6.0 hours laboratory per week  
Associate Degree Applicable  
*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken*  
Provides an opportunity for in-depth study by an individual student in a selected topic of German under the direction of an instructor.  
*Repeatable 3 times.*  
*Transfer: CSU.*

## HEALTH EDUCATION [HEED]

**193 HEALTH EDUCATION SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**202 HEALTH EDUCATION (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156.*

Presents a broad-based survey of major health topics, emphasizing the prevention of chronic conditions, promotion of health and fitness throughout the lifespan, and the application of current trends in health to affect behavior and lifestyle changes in the student. Health issues will be discussed from a multi-dimensional perspective using relevant examples from a variety of diverse populations, including predominant ethnic minority groups.  
*Transfer: CSU; UC (For UC, maximum credit of one course between HEED 202, 203, and 208).*

**203 WOMEN'S HEALTH ISSUES (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156.*

Presents major health issues of special significance to women cross culturally. Emphasis will be placed on current trends in the prevention of chronic diseases and health disorders, the promotion of a positive body image, and self-empowerment. Identification of significant cultural obstacles of access for women's health care by non-dominant groups are presented. In addition, traditional, as well as, experiential and cooperative teaching/learning strategies will be used to explore the application of lifestyle changes to individual health beliefs and practices.  
*Transfer: CSU; UC (For UC, maximum credit of one course between HEED 202, 203, and 208).*

**204 STANDARD FIRST AID AND CPR (CARDIOPULMONARY RESUSCITATION) (2.0)**

2.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156.*

Presents information and training in the immediate and temporary emergency care in case of accident or illness. Prepares the student for first-aid and C.P.R. certificate examinations.  
*Transfer: CSU; UC.*

**206 HEALTH ASPECTS OF DRUG USE (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156.*

Presents an in depth analysis of the major health problems associated with the use, misuse, and abuse of drugs including herbs/plants, performance enhancing, over-the-counter, prescription, controlled, and designer drugs. Emphasizes the metabolism of drugs, drug-drug and herb-interactions, addiction from an age, gender, and ethnic perspective, and the impact of substance use and abuse on a variety of cultures.  
*Transfer: CSU; UC.*

**208 MULTICULTURAL HEALTH (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156.*

Presents the major health problems facing non-dominant/minority ethnic groups related to acculturation, assimilation, and biological variations. Various health beliefs systems, folk remedies, health practices, and attitudes toward health will be analyzed to promote prejudice reduction and understanding of cultural differences. A variety of non-traditional and experiential teaching/learning strategies will be used to examine alternative approaches to healthy lifestyles.  
*Transfer: CSU; UC (For UC, maximum credit of one course between HEED 202, 203, and 208).*

**210 COMMUNITY HEALTH****(3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Presents environmental, biological and socio-cultural determinants of health quality in a given community. Areas of emphasis include: personal and community health behavior, epidemiology of infectious and chronic disease, methods of community health assessment and investigation, health promotion, environmental health, and the organization, implementation and regulation of community health efforts. Within these topics physiological, psychological and spiritual influences of health will be addressed including accessibility, availability and community education toward disease prevention of special populations within a given community. A variety of community-based activities will afford students the opportunity to experience and propose innovative solutions to local community health problems identified.

*Transfer: CSU; UC.***HIGH SCHOOL DIPLOMA [HSD]****400 HSD NON-CREDIT BASIC SKILLS DRAWING****(0.0)**

20.0 hours per week: (5.0 hours lecture, 15.0 hours laboratory)

This is an elective course towards a high school diploma. The course introduces the studio arts pertaining to drawing. The course will emphasize the basic elements of art. Various drawing and techniques will be introduced to the student such as gesture, contour and modeling. The student will have the opportunity to create works in various media. Students will also gain the ability to analyze and respond to various works, including their own. Furthermore, students will be introduced to numerous cultural and historical styles and motifs. Through critiques, students will display the ability to aesthetically value and appreciate works of art, as well as understand the relationship between art, culture and history.

**401 HSD NON-CREDIT BASIC SKILLS PAINTING****(0.0)**

20.0 hours per week: (5.0 hours lecture, 15.0 hours laboratory)

This is an elective course towards a high school diploma. The course introduces the disciplines of painting and design. The course will emphasize the basic elements of color and design as they relate to painting. The student will create works in water color, oil, and acrylic. Students will also gain the ability to analyze and evaluate art, including their own. Students will survey the history of art in general and painting in specific, putting art in a historic and cultural context.

**402 HSD NON-CREDIT BASIC SKILLS CERAMICS****(0.0)**

20.0 hours per week: (5.0 hours lecture, 15.0 hours laboratory)

This is an elective course towards a high school diploma. This course is a technical and aesthetic exploration of 3-dimensional design through the mediums of clay, and ceramics. This course will also include 2 dimensional basic drawing and layout skills. The student will participate in a wide range of experiences using additive or subtractive sculpture techniques, designed to build artistic and creative confidence. Functional objects as well as sculptural ideas will be explored during the year. Students will also be exposed to several methods of glazing their own work. An introduction to the potter's wheel as a forming tool will also take place. The products created in this course may serve as functional items or fine art works.

**403 HSD NON-CREDIT BASIC SKILLS VISUAL DESIGN****(0.0)**

20.0 hours per week: (5.0 hours lecture, 15.0 hours laboratory)

This is an elective course towards a high school diploma. A multi-culture studio art class which coordinates 2-D and 3-D studio work and cultural studies together. Selected cultures of Meso-American, Italian, German, French, Middle Eastern and Asia will be introduced to produce art projects that relate to each unique culture. Language (vocabulary) and cultural studies will be taught on a daily basis so as to appreciate historical and cultural differences. The art elements and principles of design composition serve as a foundation for each unit covered. Attention will be given to visual studio work, language and culture studies. Students will gain knowledge and an appreciation for various art forms.

**404 HSD NON-CREDIT BASIC SKILLS BIOLOGY****(0.0)**

8.0 hours per week: (5.0 hours lecture, 3.0 hours laboratory)

Designed to inculcate the student with the living world and its systems. Introduces concepts of Cell Biology, Genetics, Evolution and Physiology. Investigation and experimentation will be utilized in the biology laboratory component to promote technical lab competence, utilize the scientific processes of research and reporting, as well as teach and reinforce scientific concepts. Lab attendance and completion of biology lab reports are requirements. This is an elective course towards a high school diploma.

**405 HSD NON-CREDIT BASIC SKILLS CHEMISTRY****(0.0)**

8.0 hours per week: (5.0 hours lecture, 3.0 hours laboratory)

Emphasizes the structure of the atom, chemical bonding, periodic properties, states of matter, stoichiometry and chemical reactions. Introduction to reaction kinetics, chemical equilibrium and nuclear chemistry as well. The laboratory work will develop students reasoning power, the ability to apply chemical principles; as well as acquaint students with chemical laboratory techniques. This is an elective course towards a high school diploma.

**406 HSD NON-CREDIT BASIC SKILLS ECONOMICS****(0.0)**

4.0 hours per week: (3.0 hours lecture, 1.0 hours laboratory)

Introduce students to microeconomics, macroeconomics, and international economic relationships. Presents vocabulary and the technical knowledge needed for an understanding of economic issues, both in the media and at the collegiate level of study. Provides the student with information and analytical tools useful in developing a personal system of values in regard to economic issues. This is an elective course towards a high school diploma.

**407 HSD NON-CREDIT BASIC SKILLS WORLD HISTORY****(0.0)**

8.0 hours per week: (6.0 hours lecture, 2.0 hours laboratory)

Introduces major turning points that shaped the modern world, from the late eighteenth century through the present, including the cause and course of two world wars. Tracing the rise of democratic ideas and develop an understanding of the historical roots of current world issues, especially as they pertain to international relations. Extrapolate from the American experience that democratic ideals are often achieved at a high price, remain vulnerable, and are not practiced everywhere in the world. Develop an understanding of current world issues and relate them to their historical, geographic, political, economic, and cultural contexts. Consideration of multiple accounts of events in order to understand international relations from a variety of perspectives. This is an elective course towards a high school diploma.

**408 HSD NON-CREDIT BASIC SKILLS U.S. HISTORY****(0.0)**

8.0 hours per week: (6.0 hours lecture, 2.0 hours laboratory)

Introduces the major turning points in American history in the twentieth century. Following a review of the nation's beginnings and the impact of the Enlightenment on US democratic ideals, students build upon the tenth grade study of global industrialization to understand the emergence and impact of new technology and a corporate economy, including the social and cultural effects. Tracing change in the ethnic composition of American society; the movement toward equal rights for racial minorities and women; and the role of the United States as a major world power. Emphasis on the expanding role of the federal government and federal courts as well as the continuing tension between the individual and the state. Consider the major social problems of our time and trace their causes in historical events. Emphasis that the United States has served as a model for other nations and that the rights and freedoms we enjoy are not accidents, but the results of defined set of political principles that are not always basic to citizens of other countries. Develop the understanding that our rights under the U.S. Constitution are a precious inheritance that depends on an educated citizenry for their preservation and protection. This is an elective course towards a high school diploma.

**409 HSD NON-CREDIT BASIC SKILLS ALGEBRA I****(0.0)**

8.0 hours per week: (6.0 hours lecture, 2.0 hours laboratory)

Designed to cover symbolic reasoning and calculations with symbols allowing a student to develop an understanding of the symbolic language of mathematics and the sciences. Range of problem solving situations allow for the development of algebraic skills and concepts. This is an elective course towards a high school diploma.

**410 HSD NON-CREDIT BASIC SKILLS ALGEBRA II (0.0)**

8.0 hours per week: (6.0 hours lecture, 2.0 hours laboratory)  
Introduces Algebra II topics including linear equations and inequalities, systems of equations and polynomial, exponential and logarithmic functions. Geometric topics covered are triangular and circular trigonometry. Other topics covered are probability, conic sections and trigonometric functions and their graphs. This is an elective course towards a high school diploma.

**411 HSD NON-CREDIT BASIC SKILLS GEOMETRY (0.0)**

8.0 hours per week: (6.0 hours lecture, 2.0 hours laboratory)  
Focusing on fundamental knowledge of basic geometric postulates and theorems and their use in proofs. Integrating Algebra in a geometric setting. Using formulas to calculate perimeter, area, and volume of a variety of geometric shapes. This is an elective course towards a high school diploma.

**412 HSD NON-CREDIT BASIC SKILLS POLITICAL SCIENCE (0.0)**

4.0 hours per week: (3.0 hours lecture, 1.0 hours laboratory)  
Presents the organization and mechanics of our federal, state, and local systems of government. Explores the basic ideals of American democracy as well as contemporary issues relevant to American government. This is an elective course towards a high school diploma

**413 HSD NON-CREDIT BASIC SKILLS PSYCHOLOGY (0.0)**

4.0 hours per week: (3.0 hours lecture, 1.0 hours laboratory)  
Introduce students to the vast diverse field of psychology. Engage students in reflection about who they are, what motivates them, what people think, and a myriad of other questions about themselves and other people and begin to explore the science of human behavior through guest speakers, lectures, and readings. Including, the exploration of the conscious and unconscious mind, the developmental processes throughout the lifespan, personality development, psychological disorders and therapeutic methods. This is an elective course towards a high school diploma

**414 HSD NON-CREDIT BASIC SKILLS SPANISH I (0.0)**

20.0 hours lecture per week  
This is an elective course towards a high school diploma. Per California Foreign Language Standards (1995), Spanish 1 focuses on teaching students how to read, write, speak and understand standard Spanish at a basic level. Students will acquire basic vocabulary and grammar structures, including the simple present tense, noun-adjective agreement, subject-verb agreement, interrogatives, the immediate future tense, and the preterit tense. Students are exposed to and expected to work with the cultures of the Spanish-speaking countries of the world. Students will use Spanish selectively both within and beyond the school setting. This class requires students to participate in cultural projects, including comparing and contrasting other cultures to their own.

**415 HSD NON-CREDIT BASIC SKILLS SPANISH II (0.0)**

20.0 hours lecture per week  
This is an elective course towards a high school diploma. Per California Foreign Language Standards (1995), Spanish 2 focuses on teaching students how to read, write, speak and understand standard Spanish at a basic level. Students will acquire additional basic vocabulary and grammar structures, including the regular and irregular preterit tense, imperfect tense, commands, interrogatives, the future tense, comparisons, and direct and indirect object pronouns. Students are exposed to and expected to work with the cultures of the Spanish-speaking countries of the world. Students will use Spanish selectively both within and beyond the school setting. This class requires students to participate in cultural projects, including comparing and contrasting other cultures to their own.

**416 HSD NON-CREDIT BASIC SKILLS SPANISH III (0.0)**

20.0 hours lecture per week  
This is an elective course towards a high school diploma. Per California Foreign Language Standards (1995), Spanish 3 focuses on teaching students how to read, write, speak and understand standard Spanish at an intermediate level. As well as revisiting the grammar structures and topics focused on during Spanish 2, students will delve deeper into the relationship between the preterit and the imperfect, the use of direct and indirect object pronouns and reflexive

pronouns, will learn the present subjunctive, conditional, and present perfect tenses, and be introduced to the Spanish passive voice and the imperfect subjunctive. They will reach further into their cultural knowledge in order to be able to express and defend opinions and will further refine and develop their language skills. Students will use Spanish selectively both within and beyond the school setting. This class requires students to participate in cultural projects which stress the integration of textbook learning with real world language applications.

**HISTORY [HIST]****203A HISTORY OF WORLD CIVILIZATIONS (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
Surveys the major world civilizations from antiquity to the early sixteenth century. Explores the people, ideas, and events that have shaped the ancient world, including the social, economic, and political institutions that have made significant contributions to the human experience.  
*Transfer: CSU; UC.*

**203B HISTORY OF WORLD CIVILIZATIONS (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
Surveys the major world civilizations from the early sixteenth century to the present. Explores the people, ideas, and events that have shaped the modern world, including the social economic, and political institutions that have made significant contributions to the human experience.  
*Transfer: CSU; UC.*

**204A HISTORY OF WESTERN CIVILIZATION (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Surveys the history of Western Civilization from Mesopotamia (ca. 3000 B.C.) to the Elizabethan Age (1603 A.D.). Emphasizes historical methodology, physical environment, religious beliefs, and social, political and economic factors. Explores the diverse antecedents of Western Civilization.  
*Transfer: CSU; UC.*

**204B HISTORY OF WESTERN CIVILIZATION (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Surveys the history of Western Civilization from the Stuart dynasty in England (1603) to the present. Emphasizes historical methodology as well as the physical environment, religious beliefs, and social, political, and economic factors.  
*Transfer: CSU; UC.*

**207A HISTORY OF THE UNITED STATES (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Presents a survey of the political, economic, social and cultural developments of the United States to 1865 with emphasis on development which have conditioned and characterized the American way of life.  
*Transfer: CSU; UC.*

**207B HISTORY OF THE UNITED STATES (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Surveys the political, social and cultural development of the United States from 1865 to the present. Emphasizes those developments which have conditioned and characterized the American way of life.  
*Transfer: CSU; UC.*

**210 HISTORY OF CALIFORNIA (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable

*Advisory: ENGL 156.*

Introduces the concepts and issues that have shaped the history of California. Emphasizes the physical environment, the indigenous Indian culture, the Hispanic culture, and the American culture. Analyzes political, social, and economic factors.

*Transfer: CSU; UC.*

**212 HISTORY OF THE MEXICAN-AMERICAN (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Surveys the major social and cultural events of people of Mexican descent north of Mexico. Presents their history in relation to the broad background of Hispanic-Mexican history. Emphasizes the history of the Southwest United States since 1848.

*Transfer: CSU; UC.*

**233 HISTORY OF THE AFRO-AMERICAN (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Surveys the political, economic and social history of the Afro-Americans from the early 17th century to the present with emphasis on the contributions of Afro-Americans to American culture.

*Transfer: CSU; UC.*

**237 HISTORY OF AMERICAN WOMEN (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156 or equivalent.*

Surveys the social, political, economic, and cultural history of women in America from pre-European Native American societies through the late twentieth century, with particular emphasis on the marginalization of women and their struggles for justice, power, and equality in America.

*Transfer: CSU; UC.*

**239 HISTORY OF THE ROLE OF WOMEN (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Surveys woman's place historically and sociologically in specific cultures throughout the ages. Assesses how womankind is perceived in her role, status, limitations, and opportunities in various historic and periods and analyzes the dynamics of change in role from one person to another.

*Transfer: CSU; UC.*

**247 INDEPENDENT STUDIES: HISTORY (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field for which the study is undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of history under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

## HOSPITALITY [HOSP]

**147 INDEPENDENT STUDIES: HOSPITALITY (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Hospitality under the direction of an instructor.

*Repeatable 3 times.*

**193 HOSPITALITY SPECIAL TOPICS (4.0 to 0.5)**

Associate Degree Non-Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**201 INTRODUCTION TO HOSPITALITY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Explores the worlds of lodging, foodservice, meeting planning, travel and tourism, gaming, sports management, revenue management principles and related businesses within the hospitality industry.

*Transfer: CSU.*

**205 MANAGING FRONT OFFICE OPERATIONS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Provides knowledge and skills to supervise a hotel front office including reservations, registration, check-out, settlement, security, accounting, and audits through study and practical application.

**210 HOSPITALITY MARKETING AND SALES (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces the student to effective sales and customer service techniques in such areas as service encounters, guest behavior, data, pricing strategies, selling and entrepreneurship.

*Transfer: CSU.*

**215 HOUSEKEEPING OPERATIONS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Provides students with the competencies necessary to successfully supervise housekeeping operations of a hotel. Presents the responsibilities of the Housekeeping Department in relation to other hotel departments and the skills necessary to supervise housekeeping and laundry staff.

*Transfer: CSU.*

**220 SUPERVISION IN THE HOSPITALITY INDUSTRY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Replace this with the Catalog Description for HOSP 220.

*Transfer: CSU.*

**225 HOSPITALITY LAW (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Presents a wide range of laws regulating hotel responsibilities to guests, guest rights, hotel facility regulations, and employee rights.

*Transfer: CSU.*

**230 FOOD AND BEVERAGE OPERATIONS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Provides the skills necessary to successfully supervise a hotel Food and Beverage Department. Includes department responsibilities and staff supervision issues in addition to the knowledge and practices of a variety of food and beverage operations including menu development, food and beverage services, scheduling and costs control.

*Transfer: CSU.*

**235 SECURITY AND LOSS PREVENTION (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces hospitality security systems and strategies to address hospitality security concerns and emergency situations, through study and practical application.  
*Transfer: CSU.*

### **240 HOSPITALITY TRAINING AND DEVELOPMENT (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156 and employment in the industry.*

Prepares students to assess training and development needs, mentor and train staff and evaluate training initiatives through study and practical application in a hospitality setting.

*Transfer: CSU.*

### **245 HOSPITALITY INTERNSHIP (3.0)**

8.0 hours per week: (0.5 hours lecture, 7.5 hours laboratory)

Associate Degree Applicable

Consists of 135 - 270 hours of work in lodging employment. Supervised employment of students with the intent of creating student awareness of hospitality management employment opportunities. Students perform assigned responsibilities as an employee, follow employer's policies and write individual learning objectives.

*Transfer: CSU.*

## **INTERIOR DESIGN [ID]**

### **193 INTERIOR DESIGN SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

### **247 INDEPENDENT STUDIES: INTERIOR DESIGN (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite:*

The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of interior design under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

### **270 INTRODUCTION TO INTERIOR DESIGN (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Recognize the skills and explain the profession of Interior Design including career options. Introduce industry standards pertaining to design principles, social responsibility, and presentation techniques.

*Transfer: CSU.*

### **272 ARCHITECTURAL DRAFTING AND STRUCTURE FOR INTERIOR DESIGN (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

Presents the tools and techniques required for architectural drafting standards and lettering, while introducing the understanding of foundations, structure, and non-structural systems.

*Transfer: CSU.*

### **274 INTERIOR DESIGN STUDIO 1 (4.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ID 272*

*Advisory: ENGL 156.*

Demonstrate the elements and principles of design, concepts, and skills pertaining to two and three dimensional design including freehand and constructed representation of visual communication of ideas, objects and environments. Develop applications of color and concepts pertaining to color theory.

*Transfer: CSU.*

### **276 PRINCIPLES OF GREEN DESIGN (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ID 270, ID 272.*

Examine the history, philosophical, and practical principles of Green Design. Environmental issues, sustainable materials and methods, and application in professional practice are explored. The course provides a foundation for evaluation of materials, processes, and applications of design components related to the principles of sustainability and environmentally responsible design.

*Transfer: CSU.*

### **278 INTERIOR DESIGN STUDIO 2 (4.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ID 274*

Demonstrate foundational and evidence-based design skills for individual spaces within the commercial and residential built environment to include universal theory, sustainability standards, and building codes. An emphasis is placed on lighting theory, application of luminaries, and lighting design.

*Transfer: CSU.*

### **280 MATERIALS AND METHODS OF INTERIOR DESIGN (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Explain and examine textiles, materials, finishes, furniture, and equipment pertaining to residential and commercial interior design including performance, liability, construction, installation, and maintenance. Identify and examine textiles in regard to fiber, construction, finishes, testing, and codes used for Interior Design. Formulate the application and selection of appropriate fabrics applied to various forms and structures based on their properties, performance criteria, and environmental attributes.

*Transfer: CSU.*

### **282 HISTORY OF INTERIOR DESIGN (4.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Examine the History of Interior Design in regard to furnishings, interiors and architecture from Ancient Mesopotamian to the present. Evaluate the influence of each period and research skills for developing historical designs for today's clients and projects.

*Transfer: CSU.*

### **284 INTERIOR DESIGN 3 (4.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: ID 278*

Develop and analyze the principles relating to residential design. Demonstrate the design process; establish goals, collect and analyze facts, test concepts, determine needs, and state the problem. Examine all elements of environmental design, human factors, universal design, building controls, and codes pertaining to the residential environment. Assemble concept statements, drawings, studies of theories, and specifications in presentation form to be used as part of the students portfolio.

*Transfer: CSU.*

### **286 CAD FOR INTERIOR DESIGN (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: CIS 210*

*Advisory: ID 272.*

Demonstrate computer aided drafting, modeling, and rendering using industry standard software. Create 2 dimensional and 3 dimensional for construction documentation as well as conceptual presentation graphics. Develop and design a presentation for a design project that will become part of a portfolio.

*Transfer: CSU.*

**288 PROFESSIONAL PRACTICE (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
Illustrate the business practices found in the field of residential and commercial interior design from types of firms, contracts, and ordering, to business etiquette.  
*Transfer: CSU.*

**290 INTERIOR DESIGN STUDIO 4 (4.0)**  
4.0 hours lecture per week  
Associate Degree Applicable  
*Prerequisite: ID 284*  
Presents applications of the principles of sustainable and healthy interiors to the commercial environment. Emphasis is placed on the design process; space planning and analysis; and the identification and solution of design problems. Also included will be the study of traffic flow patterns, human factors, lighting, indoor air quality, and codes and regulations, with the emphasis on the U.S. Green Building Council's leadership in Energy and Environmental Design (LEED) program.  
*Transfer: CSU.*

## JOURNALISM [JOUR]

**193 JOURNALISM SPECIAL TOPIC (4.0 to 0.5)**  
Associate Degree Applicable  
Examines a special topic in the field of study related to the discipline offering this course.

**201A NEWS WRITING AND REPORTING (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156.*  
Introduces techniques of news reporting and writing. Provides intensive practice in gathering and evaluating information and writing basic news stories. Considers ethical and legal aspects of publications. Concentrates on the lead and simple story types, organization and structure of news stories, and the language and style of journalism.  
*Transfer: CSU.*

**201B INTRODUCTION TO MASS COMMUNICATION (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Presents a survey of the field of journalism, media, and opportunities, including an introduction to journalism literature, news analysis, comparison of journalistic styles, and an introduction to the writing and structure of news stories.  
*Transfer: CSU; UC.*

**201C JOURNALISM FIELD STUDIES (1.0 to 0.5)**  
18.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156.*  
Presents on-site studies of local, state, or national government entities, and/or publications and broadcasting stations. Students must pay their proportional part of the expenses resulting from transportation, meals, and lodging.  
*Repeatable 3 times.*  
*Transfer: CSU.*

**202A INTRODUCTION TO NEWS PRODUCTION (4.0)**  
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: ENGL 156.*  
Introduces hands-on preparatory news production using state-of-the-art technology to produce "The Cuestonian," the student newspaper. Presents all aspects of the newspaper business including reporting, writing, photography, word processing, typesetting, editing, graphic design, composition, layout, desk-top publishing, and distribution.  
*Transfer: CSU.*

**202B NEWS PRODUCTION (4.0)**  
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: JOUR 202A.*  
Involves students in editorial positions using state-of-the-art computer technology to produce "The Cuestonian," the student newspaper. Continues the study of all aspects of the newspaper business.  
*Transfer: CSU.*

**202C NEWS PRODUCTION (4.0)**  
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: JOUR 202B.*  
Involves students in major hands-on editorial positions and leadership in using state-of-the-art computer technology to produce The Cuestonian, the student newspaper. Continues the study of all aspects of the newspaper business.  
*Repeatable 1 time.*  
*Transfer: CSU.*

**203 FEATURE WRITING (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 201A.*  
Introduces feature writing techniques. Presents critical analysis of markets for nonfiction articles and practice in research and preparation of articles for both magazines and newspapers.  
*Transfer: CSU.*

**205 MULTIMEDIA JOURNALISM (3.0)**  
3.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: JOUR 201A and ENGL 201A.*  
Introduces the fundamentals Explores ethical issues and stresses multimedia storytelling.  
*Transfer: CSU.*

**225 PUBLIC RELATIONS (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
Introduces public relations theory and practice. Focuses on working with media outlets, writing press releases and executing public campaigns in private, public and nonprofit organizations.  
*Transfer: CSU.*

**247 INDEPENDENT STUDIES: JOURNALISM (2.0 to 0.5)**  
6.0 hours laboratory per week  
Associate Degree Applicable  
*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*  
Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of journalism under the direction of an instructor.  
*Repeatable 3 times.*  
*Transfer: CSU.*

## KINESIOLOGY THEORY [KINE]

**201 INTRODUCTION TO KINESIOLOGY (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
Presents the discipline of kinesiology including the history, current programs and future trends in the profession and the career options associated with it.  
*Transfer: CSU.*

**213 INTRODUCTION TO PREVENTION AND CARE OF ATHLETIC INJURIES (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156.*

Provides the student with basic exposure to the care and prevention of activity injuries. Includes general principles in sports medicine and athletic training.  
*Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses).*

**214 FOUNDATIONS FOR FITNESS (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156.*

Presents the physiological principles and other factors that provide the foundations for the development and maintenance of optimal physical fitness.  
*Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses).*

**215 THEORY OF BASEBALL (2.0)**

2.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156.*

Presents all the fundamental phases of defensive and offensive baseball. Lectures, chalkboard discussion, demonstrations, and video studies are included in the course.  
*Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses).*

**216 THEORY OF TRACK AND FIELD AND CROSS COUNTRY (2.0)**

2.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156.*

Introduces the basic description and knowledge of all track and field and cross country events. Provides advanced understanding of rules, regulations, and organization of track and field and cross country including community events.  
*Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses).*

**218 FUNDAMENTALS OF GROUP EXERCISE LEADERSHIP (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: PETH 201 and ENGL 156.*

Presents the fundamentals of exercise programming and group class leadership. Students will demonstrate skills in assessment and monitoring of group fitness participants, learning methods of teaching group exercise classes, including general and special populations, as well as how to apply principles of adherence and motivation to group exercisers. Class will prepare students to take the ACE Group Fitness Instructor exam.  
*Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses).*

**220 WELLNESS: PERSONALIZED FITNESS AND NUTRITION FOR LIFE (2.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
Presents and applies the scientific principles of fitness and nutrition for a well lifestyle. Upon completion of the course, the student will be able to continue applying and implementing the fitness principles, wellness parameters, and nutritional guidelines into their personal lifestyles.  
*Repeatable 3 times.*  
*Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses).*

**224 PERSONAL TRAINING CERTIFICATION (3.0)**

5.0 hours per week: (3.0 hours lecture, 2.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: BIO 212.*  
Presents the principles of fitness training and its application to personal training for the health and fitness professional. Upon completion of this course, the student will be prepared to take the NASM personal trainer certification test.  
*Repeatable 1 time.*  
*Transfer: CSU.*

**LEADERSHIP [LDER]**

**193 LEADERSHIP SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable  
Examines a special topic in the field of study related to the discipline offering this course.

**247 INDEPENDENT STUDIES: LEADERSHIP (2.0 to 0.5)**

6.0 hours laboratory per week  
Associate Degree Applicable  
*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*  
Provides an opportunity for an in-depth study or skill development experience by an individual student in a selected topic of leadership under the direction of an instructor.  
*Repeatable 3 times.*  
*Transfer: CSU.*

**250 PEER EDUCATOR - ORIENTATION LEADER (2.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: LDER 53.*  
This course is designed for students who are interested in or who have been invited to be an orientation leader. Students will become knowledgeable in campus policies, procedures, and services. Leadership theory, diversity awareness and appreciation are also explored, as well as the psychological and personal issues facing college students. Students will have the opportunity to lead group discussions, make presentations, and be trained to be SLO Days counselors, as well as peer educators on campus.  
*Repeatable 3 times.*  
*Transfer: CSU.*

**253 PEER COUNSELING (2.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Advisory: Completion of or concurrent enrollment in ENGL 156 or ENGL 165.*  
Peer Counseling is a practicum experience that helps to address positive mental health concepts. It prepares students to assist other students with issues and problems facing many college students, including self-acceptance, problem solving/decision making, and interpersonal relationships.  
*Transfer: CSU.*

**255 COMMUNITY INTERNSHIP (3.0 to 1.0)**

8.0 hours per week: (0.5 hours lecture, 7.5 hours laboratory)  
Associate Degree Applicable  
*Advisory: LDER 253.*  
Provides students the opportunity to explore life goals. Training helps guide students to complete learning objectives. Internship experience provides a structured, on-the-job opportunity in a human services setting, elementary school, and/or college. Students also participate in a training program at their on-site placement.  
*Repeatable 3 times.*  
*Transfer: CSU.*

**256 CAMPUS PEER EDUCATOR (1.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Prerequisite: Completion of or concurrent enrollment in LDER 253*  
This course is designed for students who are interested in or who have been invited to be a campus peer educator. Peer education is a leadership program which takes the knowledge gained from LDER 253 and applies it in a way to promote healthy behaviors and wellness among all members of the Cuesta College community.  
*Transfer: CSU.*

**257 CAMPUS PEER INTERNSHIP (2.0)**

5.0 hours per week: (0.5 hours lecture, 4.5 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: Completion of or concurrent enrollment in LDER 256*  
*Advisory: LDER 253.*  
This course provides structured, on-the-job experience on campus with the opportunity to serve as a peer counselor in a student services setting. The required seminar is scheduled during the 1st, 4th, 8th, 12th, and last week of the semester.  
*Repeatable 3 times.*  
*Transfer: CSU.*

**260 COMMUNITY PARTNERSHIP THROUGH APPLIED VOLUNTARISM (2.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable

*Advisory: Completion of or concurrent enrollment in SOC 201A or FMST 210.*  
Integrates public service experience through community volunteer work with instruction on voluntarism. Presents historical perspective of volunteer work for improving human conditions. Develops interpersonal skills, awareness of civic responsibility, and sensitivity to economic conditions.

*Transfer: CSU.*

**261A PHILOSOPHY OF LEADERSHIP (1.5)**

3.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in ENGL 156 or ENGL 165*  
Studies group and individual leadership techniques. Identifies, classifies, and analyzes the components essential to the development of leadership. Includes definitions, traits and behaviors of leadership, personal considerations in leadership, listening skills, personal values, and problem solving. Recommended for all first-time elected or appointed officers in the Student Senate; and recommended for officers of other organizations with a voting position on the Student Senate.

*Transfer: CSU.*

**261B LEADERSHIP: SUCCESS STRATEGIES SEMINAR (1.5)**

3.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in ENGL 156 or ENGL 165*  
This course is designed to help students create greater success in college and in life. In so doing, discover those inner qualities necessary to become an effective leader. Such qualities touched on include personal responsibility; motivating purpose; taking effective action; building mutually supportive relationships; gaining heightened self awareness; developing emotional maturity; and believing in yourself.

*Transfer: CSU.*

**262 STUDENT LEADERSHIP (3.0 to 1.0)**

9.0 hours laboratory per week  
Associate Degree Applicable

*Advisory: Completion of or concurrent enrollment in LDER 261A or LDER 261B for first-time elected or appointed officers in the Student Senate.*

Provides membership experience in the Student Senate with additional leadership experiences in the planning and implementation of student activities and services. Allows students to initiate on-campus and off-campus community projects and programs.

*Repeatable 3 times.*

*Transfer: CSU.*

**263 EXPLORING LEADERSHIP-MAKING A DIFFERENCE (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable

Evaluates how purpose in life influences goals and leadership in a rapidly changing world. Analyzes responsibilities and commitments in the context of leadership for the common good and for purposeful change. Examines leadership potential. Explores how leaders and participants mutually shape the environment of an organization and/or community.

*Transfer: CSU.*

**LEGAL [LGL]****193 LEGAL SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examine a special topic in the field of study related to the discipline offering this course.

**206 BUSINESS ORGANIZATIONS (3.0)**

4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces the student to the substantive law and procedural aspects of business organizations, including sole proprietorships, partnerships, limited liability companies, and corporations. Includes a study of the relative advantages and disadvantages of the different business organizations as related to formation, management, liability, dissolution, regulation, and taxation. Also includes an overview of such related areas as agency law, employment law, and business ethics.

*Transfer: CSU.*

**207 FAMILY LAW (3.0)**

4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Applicable

*Advisory: Eligibility for ENGL 156 or equiv.*

Introduces the fundamental principles of California Family Law along with the terminology, procedures, and legal document and form preparation involved in family law matters. Topics include an overview of California law regarding marriage versus domestic partnerships, principles of community property law, marital and cohabitation agreements, legal separations, marital and domestic partnership dissolutions, annulments, spousal and domestic partner support, child custody and support, paternity, adoption, and domestic violence.

*Transfer: CSU.*

**208 ESTATE PLANNING AND ADMINISTRATION (3.0)**

4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Applicable

*Advisory: Eligibility for ENGL 156 or equiv.*

Introduces the fundamental principles of estate planning and administration. Also introduces the terminology, procedures, and legal document and form preparation involved in estate planning and administration matters.

*Transfer: CSU.*

**217 INTRODUCTION TO LAW (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable

*Advisory: ENGL 156.*

Introduces the student to the study of law and the interrelationship between law and society as a whole. Addresses the fundamental but seemingly contradictory functions the law serves as an instrument of both social control and social change. Also examines the critical role the law plays in conflict resolution, especially with regard to conflicts between majority and minority interests in society. Explores the evolution and social impact of different legal systems, competing sources of the law, and conflicting theories of the law. Integrates an examination of selected procedural and substantive areas of the law with a critical analysis of these areas as sources of social control, social change, and conflict mediation among various social groups.

*Transfer: CSU; UC.*

**220 LEGAL RESEARCH AND WRITING (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

An introduction to the fundamental aspects of legal research by an in-depth analysis of case law, statutory law, and administrative law on both a federal and state level. Students will learn to locate authority relevant to selected legal issues. This skill is applied to writing clear and concise briefs, memoranda, and points and authorities employing the IRAC (issue, rule, analysis, conclusion) legal analytical formula.

*Transfer: CSU.*

**222 TORT AND INSURANCE LAW (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable

*Advisory: ENGL 156.*

An introduction to the causes of action, defenses, and remedies in the major categories of tort law. Topics include various intentional torts, negligence, strict liability, insurance law, and workers' compensation.

*Transfer: CSU.*

**247 INDEPENDENT STUDIES: LEGAL (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected legal topic under the direction of an instructor.

*Repeatable 3 times.**Transfer: CSU.***LIBRARY/INFO TECHNOLOGY [LIBT]****101 INTRODUCTION TO LIBRARY SERVICES (1.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in DIST 101**Advisory: ENGL 156 with a grade of C or better.*

Surveys the history, organization, services, personnel and functions of libraries and information centers. Provides beginning library/information technology students with an introduction and overview to the field and identifies job opportunities.

**102 INTRODUCTION TO WEB TECHNOLOGIES AND CONCEPTS (1.0)**

1.0 hours lecture per week

Associate Degree Applicable

This class introduces students to the wide range of concepts and technologies involved in web publishing, and management as well as employment opportunities. Topics will include the discussion and demonstration of multimedia and web technologies, web development languages, Internet publishing ethics, network fundamentals, marketing, management, and industry employment outlook.

**104 ORGANIZING INFORMATION (3.0)**

4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in LIBT 101**Advisory: Eligibility for ENGL 156.*

A practical introduction to the tasks involved with cataloging book and non-book library materials. Includes descriptive cataloging using AACR2, subject cataloging, and classification. Covers MARC formats as well as their use in the OCLC bibliographic utility and local automated library systems.

**105 LIBRARY/INFORMATION CENTER COLLECTIONS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in LIBT 101*

Provides an overview of how to select, purchase, and organize print, electronic, and other materials to stock library/information center collections.

**106 INTRODUCTION TO THE INTERNET (1.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

Designed to prepare students to use the Internet for personal and academic needs. This course is an introduction to various features and components of the Internet. Emphasis is also placed on the location and evaluation of Internet resources.

**108 LIBRARY SUPERVISORY SKILLS (1.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in LIBT 101*

Introduces supervisory skills within the context of a library department or branch. Covers how to train, motivate, counsel and evaluate employees, time management, delegation of work, preparation of memos and statistical reports.

**109 LIBRARY PUBLIC SERVICES (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in LIBT 101*

Surveys all major library services provided to the public. Focuses on the philosophy, policies and procedures associated with reference/information and circulation services. Major emphasis is placed on skill building in defining and executing search strategies that answer information questions from the public.

**110 SCHOOL LIBRARY/MEDIA CENTER SERVICES (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in LIBT 101*

Explores the role of the school library media program in the educational community. Introduces students to the basic skills and competencies necessary to provide effective school library media programs for grades K-12.

**113 ADVANCED INTERNET SEARCHING (1.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Completion of LIBT 106 with a grade of C or better.*

Moves beyond general Web searching and focuses on advanced search and strategies for searching library catalogs, research databases and Web resources. Students will learn how to select appropriate databases, formulate search queries, and retrieve information from these resources.

*Repeatable 2 times.***114 INFORMATION TECHNOLOGY INTERNSHIP (2.0)**

5.0 hours per week: (0.5 hours lecture, 4.5 hours laboratory)

Associate Degree Applicable

*Prerequisite: Completion of with a grade of C or better or concurrent enrollment in 10 Library/Information Technology units from LIBT 101, LIBT 104, LIBT 105, LIBT 106, LIBT 108, LIBT 109, LIBT 115, or LIBT 117 or ten Web Development Technologies units from ART 220, BUS 243, BUS 248, LIBT 102, LIBT 106, LIBT 207, LIBT 111, LIBT 116 or LIBT 117 and Consent of the instructor*

Provides structured on-the-job experience in an appropriate information technology environment. (e.g., information center, library, business, etc.)

**115 TECHNOLOGY IN THE WORKPLACE (2.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

This course offers a practical look at proper approaches and techniques used to understand, utilize and troubleshoot workplace technology--particularly computer and multimedia technology.

**116 MULTIMEDIA APPLICATIONS FOR THE WEB (2.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: LIBT 207.*

Focus is on the various ways of creating, editing, and presenting multimedia content for use on the web.

**117 ETHICS IN THE INFORMATION AGE (1.0)**

1.0 hours lecture per week

Associate Degree Applicable

Focuses on ethical and legal issues of information access and publishing as applicable to the Internet. Include a basic knowledge of copyright laws, security and privacy issues, Internet advertising, and the appropriate use of the Internet as an information delivery system.

**118 CONNECTING ADOLESCENTS WITH LITERATURE AND LIBRARIES (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

Explores the literature and electronic resources essential for library technicians to work effectively with adolescents in the information age. Issues of materials selection, evaluation and youth programming will be related to teenage trends, popular culture, multiculturalism and other contemporary subjects of importance to adolescents.

**120 FUNDAMENTALS OF CASCADING STYLE SHEETS (1.0)**

1.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: LIBIT 207 or CAO A 269*

Introduces the fundamentals of CSS for the Web Page Developer. The essential elements such as selectors, positioning, floating, and vertical alignment, tables, and other topics will be explored.

**147 INDEPENDENT STUDIES: LIBRARY/INFORMATION TECHNOLOGY (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: LIBT 101 and other preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Library/Information Technology (more specialized than is covered in the curriculum) under the direction of an instructor.

*Repeatable 3 times.***193 LIBRARY INFORMATION SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**207 WEB PAGE DEVELOPMENT WITH XHTML (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory: LIBT 106.*

Designed to prepare students to understand XHTML and the steps necessary to the effective design and development of a web site. All elements of web page design will be covered including such topics as content, navigation and aesthetics. The student will have the opportunity to demonstrate mastery of the subject by working on a collaborative web site project. This class is for the student who is new to web page development.

*Repeatable 1 time.**Transfer: CSU.***212 RESEARCH SKILLS FOR INFORMATION AGE (1.0)**

1.0 hours lecture per week

Associate Degree Applicable

An information literacy course for students wishing to improve their research skills. This course will prepare students to effectively address different information questions, problems or issues by providing them with the skills to locate, interpret, analyze, synthesize, evaluate and communicate information.

*Transfer: CSU.***LICENSED VOCATIONAL NURSING [LVN]****101 FUNDAMENTALS THEORY AND BASICS OF NURSING (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: Program admission**Corequisite: LVN 101A and LVN 101B*

This is the first in a series of theory courses, which prepares students to practice vocational nursing. The Caring Framework is used for the study of nursing fundamentals, nursing process, and standard nursing and medical care for a variety of common disease states. The course compares and contrasts nursing care systems employed in health maintenance, acute illness, chronic illness and rehabilitation. Adapting standard nursing care to meet the needs of the elderly is also a focus.

*Repeatable 1 time.***101A FUNDAMENTAL SKILLS THEORY (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

*Corequisite: LVN 101 and LVN 101AL and LVN 101B*

Applies theory and demonstration of basic nursing skills based on scientific principles. Planning and implementing basic patient care are demonstrated

in a simulated clinical setting. Identify relationships between patient care and nursing skills, relevant to steps in the nursing process: assessment, planning, implementing, evaluation and documentation. Methods that foster safe medication administration are introduced to develop a baseline for safe practice.

*Repeatable 1 time.***101AL FUNDAMENTAL SKILLS LAB (1.5)**

4.5 hours laboratory per week

Associate Degree Applicable

*Corequisite: LVN 101 and LVN 101A and LVN 101B*

Provides opportunity for supervised practice of basic nursing skills in a simulated clinical setting. During their practice, students apply relationships between theory concepts and nursing skills relevant to steps in the nursing process: assessment, planning, implementing, evaluations and documentation. Emphasis is placed on practicing a consistent method of medication administration. Students demonstrate competent skill performance in a simulated clinical setting.

*Repeatable 1 time.***101B FUNDAMENTAL CLINICAL (2.5)**

7.5 hours laboratory per week

Associate Degree Applicable

*Corequisite: LVN 101 and LVN 101A and LVN101AL*

Apply fundamental principles of theory and skills courses in the care of patients in long term-care, respite day health and physical rehabilitation settings. Mental & spiritual health concepts and socio-cultural aspects are explored as they apply to individually assigned patients.

*Repeatable 1 time.***102 MATERNAL CHILD AND INTERMEDIATE VOCATIONAL NURSING THEORY (6.0)**

6.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: LVN 101B**Corequisite: LVN 102A and LVN 102B*

Prepares the licensed vocational nurse to care for patients and integration of pharmacology concepts across the lifespan. The main foci are (1) Basic concepts of maternal and child health nursing with an emphasis on wellness (2) Normal perinatal period for mother (3) Infant and family as a system. (4) Deviations from norms are presented in all aspects of the perinatal period for mother and infant with common interventions and medical/nursing regimens. (5) Integration of pediatric conditions related to each of the body systems. Concepts related to normal growth and development are integrated into the content. (6) Adult patients with increasingly complex problems (7) Pathological processes of selected disease states are explored with an emphasis on care of the perioperative patient.

*Repeatable 1 time.***102A INTERMEDIATE AND MEDICATION SKILLS (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: LVN 101B**Corequisite: LVN 102 and LVN 102AL and LVN 102B*

Applies nursing concepts through theory and demonstration of intermediate skills and medication administration based on scientific principles. Concepts from theory include lifespan of adult patients with acute problem, maternal-child, infant and pediatric assessment and skills. Planning and implementing patient care is relevant to steps in the nursing process: assessment, planning, implementing, evaluation and documentation.

*Repeatable 1 time.***102AL INTERMEDIATE AND MEDICATION SKILLS LAB (1.5)**

4.5 hours laboratory per week

Associate Degree Applicable

*Prerequisite: LVN 101B**Corequisite: LVN 102 and LVN 102A and LVN 102B*

Provides opportunities for supervised practice of intermediate skills and medication administration for various types of patients across the lifespan continuum: acute care adult, maternal-child, infant and pediatric patients. Planning and

implementing patient care are expressed in the simulated clinical setting relevant to steps in the nursing process: assessment, planning, implementing, evaluation and documentation. Students will practice and demonstrate skills in the lab setting prior to assignment of these skills in the clinical setting.

*Repeatable 1 time.*

### **102B MATERNAL/CHILD AND INTERMEDIATE CLINICAL (5.5)**

16.5 hours laboratory per week

Associate Degree Applicable

*Prerequisite: LVN 101B*

*Corequisite: LVN 102 and LVN 102A*

Maternal child and intermediate clinical course for vocational nursing. Application of concepts and skills learned with integration of pharmacology. Care of the normal and acute care of the obstetric, neonate, and pediatric clients. An emphasis on normal growth and development process in relationship to disease is emphasized. The family as a whole system of interactions for patient teaching and the administration of culturally sensitive care is applied to diverse clinical setting. Application of the critical elements for clinical skills performance.

*Repeatable 1 time.*

### **103 ADVANCED VOCATIONAL NURSING THEORY (6.0)**

6.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: LVN 102B*

*Corequisite: LVN 103A and LVN 103B*

Concepts learned in previous theory courses are integrated in the study of nursing care for severely acute and chronic illness patients in hospitals, ambulatory care, home care, residential skilled and community health settings. Concepts fundamental to the leadership, supervision and delegation roles are presented. Community health and illness prevention are studied. Health promotion and maintenance are emphasized. Health problems common in the elderly and legal/ethical dilemmas arising in their care are explored.

*Repeatable 1 time.*

### **103A ADVANCED SKILLS FOR VOCATIONAL NURSING (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: LVN 102B*

*Corequisite: LVN 103 and LVN 103AL and LVN 103B*

Applies nursing concepts through theory and demonstration of advanced vocational nursing skills based on scientific principles. Planning and implementing patient care are done through scenarios relevant to steps in the nursing process: assessment, planning, implementing, evaluating and documenting, for patients in the extended care facility, community and psychiatric setting. Emphasis is placed on the unique needs of the frail elderly, psychiatric issues, leadership by the LVN, IV therapy within the LVN scope of practice and NCLEX and career preparedness.

*Repeatable 1 time.*

### **103AL ADVANCED SKILLS LAB FOR VOCATIONAL NURSING (1.5)**

4.5 hours laboratory per week

Associate Degree Applicable

*Prerequisite: LVN 102B*

*Corequisite: LVN 103 and LVN 103A and LVN 103B*

Provides opportunities for supervised practice of advanced vocational nursing skills based on scientific principles & concepts from previously learned theory. Planning & implementing patient care in a simulated clinical setting relevant to steps in the nursing process: assessment, planning, implementing, evaluating and documenting, for patients in the extended care facility, community and psychiatric setting. Students will demonstrate competent skills prior to use in clinical settings.

*Repeatable 1 time.*

### **103B ADVANCED VOCATIONAL NURSING CLINICAL (5.5)**

16.5 hours laboratory per week

Associate Degree Applicable

*Prerequisite: LVN 102B*

*Corequisite: LVN 103 and LVN 103A*

Prepares students to make the transition from student vocational nurse to entry-

level practice. The principles learned in co-requisites and previous theory and skills level courses are applied to care of patients in acute, home care and skilled nursing settings with a team leadership component. Students are challenged with more complicated and unstable patients in a variety of settings. This is a community health focus, which includes visits. This course also includes a 108 hour preceptorship component during the last 5 weeks of the semester.

*Repeatable 1 time.*

### **193 LVN SPECIAL TOPICS (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

## **MATHEMATICS [MATH]**

### **003 ARITHMETIC (3.0)**

3.0 hours lecture per week

Associate Degree Non-Applicable

Provides a review of the basic skills of arithmetic. Designed as a transitional course for students who have either not taken a mathematics course for a considerable period of time or who have been in a tutorial program. This course is organized in a regular classroom setting to prepare students for a pre-algebra course.

### **007 PREALGEBRA (3.0)**

3.0 hours lecture per week

Associate Degree Non-Applicable

*Prerequisite: MATH 003 or equivalent with a grade of C or better*

Presents the mathematical concepts and arithmetic skills necessary for success in elementary algebra and for further work in mathematics. The concepts are applied to numerous practical problems in order to demonstrate their applicability to real life situations. Not open to students with credit in MATH 123 or its equivalent or any course for which MATH 123 is the prerequisite.

### **008 INTRODUCTION TO FACTORING (1.0)**

1.0 hours lecture per week

Associate Degree Non-Applicable

*Prerequisite: Completion of MATH 007 or equivalent*

Introduces the student to methods of factoring polynomials. Presents the topic from geometric, numeric and algebraic perspectives. Multi-sensory approaches will include manipulatives and graphing. Students should have proficiency in whole number arithmetic skills, including positives and negatives and knowledge of procedures for solving simple linear equations.

### **021 TWO-SEMESTER BEGINNING ALGEBRA: PART 1 (5.0)**

5.0 hours lecture per week

Associate Degree Non-Applicable

*Prerequisite: MATH 007 or equivalent with a grade of C or better*

Presents the first half of a two-semester course in beginning algebra for the student who has no algebraic background. This course enables students to complete the equivalent of Elementary Algebra, (MATH 123) at a slower pace. Successful completion of MATH 021 or equivalent and MATH 122 is equivalent to MATH 123.

### **112 CONVERTING MEASUREMENTS (1.0)**

3.0 hours lecture per week

Associate Degree Applicable

Introduces the student to methods of converting from one measurement unit to another. Emphasis will be on basic applications from nutrition, nursing, chemistry, physical sciences and other disciplines.

### **114 WORD PROBLEMS (1.0)**

1.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in MATH 123, MATH 123SI, MATH 127 or MATH 127SI*

This course presents strategies for successfully solving word problems such as distance, mixture, work and others at the elementary and intermediate algebra level. This course is intended to help students with word problems in MATH 123 and MATH 127.

**122 TWO-SEMESTER BEGINNING ALGEBRA: PART 2 (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 21 or equivalent with a grade of C or better (two-semester beginning algebra, part I).*

Presents the second half of a two-semester course in beginning algebra for the student who has no algebraic background. This course enables the students to complete the equivalent of Elementary Algebra (MATH 123) at a slower pace. Successful completion of MATH 021 or equivalent and MATH 122 is equivalent to MATH 123.

**123 ELEMENTARY ALGEBRA (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 007 or equivalent with a grade of C or better*

Presents a first course in algebra for the student without any algebraic background. Topics include solving linear equations and inequalities, solving quadratic equations by factoring, polynomial expressions, factoring, graphing linear equations and inequalities in the variables, solving systems of two linear equations and radical expressions and equations.

**126A INTERMEDIATE ALGEBRA-PART 1 (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 123, 122 or equivalent with grade of C or better*

Presents the first half of a two-semester course in intermediate algebra. This course enables students to complete the equivalent of Intermediate Algebra (MATH 127) at a slower pace. Topics include factoring polynomial expressions, simplifying rational expressions, absolute value equations and inequalities, functions and relations, and solving systems of linear equations and inequalities.

**126B INTERMEDIATE ALGEBRA-PART 2 (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 126A or equivalent with a grade of C or better*

Presents the second half of a two-semester course in Intermediate Algebra. This course enables students to complete Intermediate Algebra (MATH 127) at a slower pace. Topics include functions and relations, quadratic equations, exponential and logarithmic functions, inverse functions, and sequences and series.

**127 INTERMEDIATE ALGEBRA (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 123, 122 or equivalent with grade of C or better*

Broadens and adds to the concepts of elementary algebra. Such additions include rational expressions, quadratic equations, functions, exponential and logarithmic functions, inverse of functions, solving systems of two or more linear equations, and sequences and series.

**193 MATH SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**229 TRIGONOMETRY (4.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 127 or 126B and geometry or equivalent courses with a grade of C or better.**Advisory: Math 242.*

Presents trigonometry from a function approach using both right triangle and circular relationships. The relationships between the angles and sides of triangles and relationships between central angles and the coordinates of points on a circle are developed. The course is designed to prepare the student for further study in the mathematics required in the sciences and technical areas.

*Transfer: CSU.***230 COLLEGE MATHEMATICS FOR THE HUMANITIES (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 127, 126B or equivalent with a grade of C or better*

Presents applications of intermediate algebra and critical thinking to solving contemporary problems in mathematics. Topics include mathematical reasoning with four additional topics selected from number systems, number theory, finance, computer applications, probability, statistics and mathematical modeling.

*Transfer: CSU; UC.***231 TRIGONOMETRY WITH GEOMETRIC FOUNDATIONS (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 127, 126B or equivalent with a grade of C or better*

Presents the entire content of MATH 229 Trigonometry with topics from MATH 125 Geometry. Topics include trigonometric functions, equations, graphs, identities, and solution of triangles. Also includes geometric congruence, properties of polygons, parallel lines, similarity, areas, and volumes.

*Transfer: CSU.***232 COLLEGE ALGEBRA (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 127, 126B or equivalent with a grade of C or better*

Presents a study of college algebra and analytic geometry with an emphasis on mathematical modeling. Covers such topics as algebraic equations and inequalities, functions and graphs, zeros of functions rational functions, exponential and logarithmic functions, conic sections, systems of equations, matrices and determinants.

*Transfer: CSU; UC (For UC, maximum credit of one course between MATH 232 and 242).***236 INTRODUCTION TO APPLIED STATISTICS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 127, 126B or equivalent with a grade of C or better*

Presents an introduction to the study of basic descriptive and inferential statistical methods, with an emphasis on applications, to prepare students for work in the disciplines of psychology, sociology, education, life sciences, and applied science.

*Transfer: CSU; UC (For UC, 4 credit maximum between MATH 236 and 247).***242 PRECALCULUS ALGEBRA (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 127, MATH 126B or equivalent with a grade of C or better*

Presents a study of precalculus algebra and analytic geometry. Covers such topics as algebraic equations and inequalities, functions and graphs, zeros of functions, polynomial functions, rational functions, exponential and logarithmic functions, parametric equations, conic sections, systems of equations and inequalities, matrices, determinants, sequences and series, and probability. The course is designed to prepare the student for calculus.

*Transfer: CSU; UC (For UC, maximum credit of one course between MATH 232 and 242).***247 INTRODUCTION TO STATISTICS (4.0)**

4.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 127, 126B or equivalent with a grade of C or better*

Presents a study of basic descriptive and inferential statistics designed to prepare students for work in the fields of economics, business, psychology, education, mathematics and applied science. Not open to students with credit in MATH 239 or MATH 249.

*Transfer: CSU; UC (For UC, 4 credit maximum between MATH 236 and 247).***255 CALCULUS FOR BUSINESS AND MANAGEMENT (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 242 or equivalent with a grade of C or better*

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.  
*Transfer: CSU; UC (For UC, maximum credit of one course between MATH 255 and 265A).*

**265A ANALYTIC GEOMETRY AND CALCULUS (5.0)**

5.0 hours lecture per week  
 Associate Degree Applicable  
*Prerequisite: MATH 242 and MATH 229 or equivalent with a grade of C or better*  
 Presents a study of analytic geometry, limits, continuity, the calculus of algebraic, trigonometric, exponential and logarithmic functions as well as applications of the derivative and integral. Every topic will be taught geometrically, numerically, and algebraically.  
*Transfer: CSU; UC (For UC, maximum credit of one course between MATH 255 and 265A).*

**265B ANALYTIC GEOMETRY AND CALCULUS (5.0)**

5.0 hours lecture per week  
 Associate Degree Applicable  
*Prerequisite: MATH 265A or equivalent with a grade of C or better*  
 NOTE: If you are transferring from a college on the quarter system the prerequisite for MATH 265B is two quarters of Calculus. From Cal Poly it is MATH 142 with a grade of C or better.  
 Presents a continuing study on integration, some first and second order differential equations, Taylor and Fourier series, multiple variable functions, vectors, and their applications. Every topic will be taught geometrically, numerically, and algebraically.  
*Transfer: CSU; UC.*

**283 CALCULUS (5.0)**

5.0 hours lecture per week  
 Associate Degree Applicable  
*Prerequisite: MATH 265B (Analytic Geometry and Calculus) or equivalent with a grade of C or better*  
 Presents a study of differentiation and integration of multiple variable functions, parametric curves in two and three dimensions, optimization, line integrals, and the calculus of vector fields. Specific topics include vector functions, partial derivatives, surfaces, parametric equations, multiple integrals (with rectangular, polar, cylindrical, and spherical coordinates), and vector calculus (including line integrals, flux integrals, Greens Theorem, the Divergence Theorem, and Stokes Theorem). Every topic will be taught geometrically, numerically, and algebraically.  
*Transfer: CSU; UC.*

**287 LINEAR ANALYSIS (5.0)**

5.0 hours lecture per week  
 Associate Degree Applicable  
*Prerequisite: MATH 265B or equivalent with a grade of C or better*  
 Presents a study of separable and linear ordinary differential equations with selected applications; numerical and analytical solutions; second order differential equations; Laplace transforms. Delves into Linear Algebra with a study of vectors in n-space, matrices, linear transformations, eigenvalues, eigenvectors, diagonalization; applies linear algebra in the study of systems of linear differential equation.  
*Transfer: CSU; UC.*

**MEDICAL ASSISTING [MAST]****109 PHLEBOTOMY (2.5)**

2.78 hours lecture per week  
 Associate Degree Applicable  
*Prerequisite: Student must be 18 years of age by the first class meeting. Proof of high school or equivalent education.*  
*Corequisite: MAST 109L and Health Care Provider CPR*  
*Advisory: NRAD 222*  
 Designed to prepare the student in essential blood specimen collecting skills to fulfill CA state phlebotomy certificate requirements. Student is required to bring a valid CA driver's license or CA photo ID card to the first class meeting to show proof of age. Must be 18 years or older to be certified.  
*Repeatable 1 time.*

**109L PHLEBOTOMY LAB (1.0)**

3.0 hours laboratory per week  
 Associate Degree Applicable  
*Prerequisite: Student must be 18 years of age by the first class meeting.*  
*Corequisite: MAST 109*  
*Advisory: NRAD 222*

Provide students the opportunity of an externship to apply knowledge and skills to an acute and/or ambulatory care laboratory setting.  
*Repeatable 1 time.*

**110 MEDICAL ASSISTING BASICS (2.0)**

2.0 hours lecture per week  
 Associate Degree Applicable  
 Introduces the medical assisting role and responsibilities, professionalism, and medical terminology. Concepts of anatomy, physiology, and computer basics are presented to facilitate entry level medical assisting practice.

**111 MEDICAL ASSISTING FAST TRACK (11.0)**

11.33 hours lecture per week  
 Associate Degree Applicable  
*Prerequisite: Completion of MAST 110 with a grade of C or better or concurrent enrollment in MAST 110; Student must be 18 years of age by the first class meeting.*  
*Corequisite: MAST 111L and Current Health Care Provider CPR and Standard First Aid*  
*Advisory: NRAD 222*  
 Prepares the student for entry level employment as a medical assistant and eligibility for approved state or national certification exam. Must be 18 years or older to be certified.  
*Repeatable 1 time.*

**111L MEDICAL ASSISTING FAST TRACK LAB (1.0)**

3.77 hours laboratory per week  
 Associate Degree Applicable  
*Prerequisite: Student must be 18 years of age by the first class meeting*  
*Corequisite: MAST 111 and Current Health Care Provider CPR and Standard First Aid*  
 Provides the opportunity to apply theory during skills lab practice and externship Placement in a community front and back office site helps the student perform various skills, communications techniques and professionalism under the direction of a preceptor. This experience provides marketability for employment as a medical assistant and eligibility for approved state or national certification exam. Must be 18 years or older to be certified.  
*Repeatable 1 time.*

**193 MEDICAL ASSISTING SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable  
 Examines a special topic in the field of study related to the discipline offering this course.

**METEOROLOGY [METE]****212 INTRODUCTION TO METEOROLOGY (3.0)**

3.0 hours lecture per week  
 Associate Degree Applicable  
*Prerequisite: MATH 123 or equivalent*  
*Advisory: ENGL 156*  
 Introduces the fundamentals of meteorology, including the nature and origin of the atmosphere. Topics include atmospheric circulation, humidity, cloud formation, precipitation, storm growth, cyclone development, climates of the earth, and global climate change.  
*Transfer: CSU.*

**MUSIC [MUS]****193 MUSIC SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable  
 Examines a special topic in the field of study related to the discipline offering this course.

- 203A MUSIC THEORY (5.0)**  
6.0 hours per week: (5.0 hours lecture, 1.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite:* Completion of MUS 239, MUS 258 or equivalent background  
Presents a correlated course with two areas of music study: traditional harmonic practice studied through the principles of writing of the Common Practice era including scales, tonality, chords and four-part writing in root position; and aural skills which include solfege with movable do, sight-singing, and aural recognition and dictation of intervals and rhythm. This course is the first in a sequence of three. Required of all music majors.  
*Transfer:* CSU; UC.
- 203B MUSIC THEORY (5.0)**  
6.0 hours per week: (5.0 hours lecture, 1.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite:* MUS 203A or equivalent  
A continuation of MUS 203A. Written theory pursues further part-writing and study of the principles of the Common Practice era, including six-chords, six-four chords, major-minor sevenths, melodic embellishments and modulation. Aural skills are further developed through sight-singing chromatics using movable do, and melodic and harmonic dictation. This course is the second in a sequence of three. Required of all music majors.  
*Transfer:* CSU; UC.
- 203C MUSIC THEORY (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
*Prerequisite:* MUS 203B or equivalent  
A continuation of MUS 203B, with contrapuntal harmonic practices of the 18th, 19th and 20th centuries. The course explores ninth chords, diminished sevenths, half-diminished sevenths, augmented sixth chords, chord beyond the ninths, whole-tone systems and current practices through four-part writing analysis, essays and discussion. Required of all music majors.  
*Transfer:* CSU; UC.
- 212 APPLIED MUSIC (PRIVATE LESSONS) (2.0)**  
7.0 hours laboratory per week  
Associate Degree Applicable  
*Prerequisite:* Audition and/or consent of instructor  
*Corequisite:* MUS 203A, MUS 203B, MUS 203C or MUS 239 and MUS 223, MUS 225, MUS 226, MUS 227, MUS 228, MUS 229, MUS 231, MUS 232A, MUS 253, MUS 262, MUS 263 or MUS 265  
A workshop/recital class and a private one-hour lesson per week. The student is required to practice on campus a minimum of five hours per week, and to enroll and participate in a large performing music ensemble. Applied lessons are available in voice, piano, strings, guitar, woodwinds, brass, and percussion.  
*Repeatable 3 times.*  
*Transfer:* CSU.
- 220 ELEMENTARY VOICE (2.0)**  
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
Presents a study of the techniques of voice training for solo singing. Music will range through appropriate song repertoire and selections from musicals. Class performance required.  
*Transfer:* CSU; UC.
- 222 INTERMEDIATE VOICE (2.0)**  
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite:* MUS 220 or equivalent or audition and/or consent of instructor  
Provides an opportunity for students to continue with advanced study of singing and preparation of song repertoire on an individual basis. Public performance required.  
*Repeatable 3 times.*  
*Transfer:* CSU; UC.
- 223 VOCAL JAZZ ENSEMBLE (3.0 to 2.0)**  
9.0 hours laboratory per week  
Associate Degree Applicable  
*Prerequisite:* Audition and/or consent of instructor  
*Advisory:* Eligibility for ENGL 156.  
Presents the study and performance of literature in the vocal jazz and popular music genre with emphasis upon vocal improvisation in the jazz and scat style. Student compositions and arrangements will be encouraged. Attendance at scheduled performances is required.  
*Repeatable 3 times.*  
*Transfer:* CSU; UC.
- 224 VOCAL JAZZ WORKSHOP (2.0)**  
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite:* Audition and/or consent of instructor  
Practice and study vocal jazz literature and techniques. Introduce vocal jazz improvisation and vocal jazz harmonies.  
*Repeatable 3 times.*  
*Transfer:* CSU; UC.
- 225 WIND ORCHESTRA (2.0)**  
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite:* Audition and/or consent of instructor  
Study and public performance of music written specifically for large wind orchestras (woodwinds, brass, and percussion). Limited to those students who have had experience with wind and percussion instruments.  
*Repeatable 3 times.*  
*Transfer:* CSU; UC.
- 227 INSTRUMENTAL SMALL ENSEMBLE (3.0 to 1.0)**  
9.0 hours laboratory per week  
Associate Degree Applicable  
*Prerequisite:* Ability to play a musical instrument and audition and/or consent of instructor  
Presents the study and performance of appropriate literature for limited, carefully balanced ensembles with emphasis on developing repertoire for required public performances.  
*Repeatable 3 times.*  
*Transfer:* CSU; UC.
- 228 MIXED CHORUS (3.0 to 1.0)**  
9.0 hours laboratory per week  
Associate Degree Applicable  
*Prerequisite:* Audition and/or consent of instructor  
*Advisory:* Knowledge of music notation.  
Presents the study and performance of appropriate choral literature selected from the wide variety of historic eras and musical styles from the 16th Century to the present. Public performance required.  
*Repeatable 3 times.*  
*Transfer:* CSU; UC.
- 229 CHAMBER SINGERS (2.0)**  
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite:* Audition and/or consent of instructor  
*Advisory:* Previous choral experience.  
A small group ensemble specializing in madrigals and vocal chamber music of all cultures and time periods. Frequent performances on and off campus will be a large part of the class.  
*Repeatable 3 times.*  
*Transfer:* CSU; UC.
- 231 JAZZ ENSEMBLE (3.0 to 1.0)**  
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite:* Ability to play an instrument and to read music at sight and audition and/or consent of instructor

Provides for reading, preparing, and performing of music arranged for a dance band. Presents the opportunity to arrange and compose for the band as well as to direct. Attendance at scheduled performances is required.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

### **232A CONCERT JAZZ ENSEMBLE (3.0 to 1.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Audition and/or consent of instructor*

*Advisory: Ability to play an instrument.*

The concert jazz ensemble is a performance organization designed to acquaint the student with a wide variety of jazz and swing compositions, arrangers and guest soloists. This course will stress stylistic interpretation and ensemble playing. It will be limited to students with considerable experience.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

### **233 JAZZ IMPROVISATION (2.0)**

3.0 hours per week: (2.0 hours lecture, 1.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Ability to read music and play an instrument or sign and audition and/or consent of instructor*

*Advisory: Completion of MUS 239 or equivalent and concurrent enrollment in MUS 227.*

Provides an opportunity for performance and analysis of jazz improvisation.

Public performances may be required.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

### **234 ARRANGING, SCORING, AND ORCHESTRATION (2.0)**

2.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MUS 203B or equivalent and knowledge of jazz literature, styles and basic piano skills*

*Advisory: Concurrent enrollment in MUS 223, MUS 225, MUS 227, MUS 228, MUS 229, MUS 231, or MUS 232A.*

Provides an opportunity for composing, arranging and orchestrating for jazz ensembles and orchestras. Focuses on the analysis of jazz and classical harmonic practices, relation of contemporary melodic and rhythmic concepts to instrumentation.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

### **235 MUSIC APPRECIATION: CLASSICAL MUSIC (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces classical music in its evolution from the earliest recorded through the 20th century. Includes the study and analysis of significant works.

*Transfer: CSU; UC.*

### **237 MUSIC APPRECIATION: AMERICAN POPULAR MUSIC (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces the non-music major to the history and literature of the popular music movement in the United States. Emphasizes musical styles and personalities from the late forties to the present.

*Transfer: CSU; UC.*

### **238 MUSIC APPRECIATION: JAZZ HISTORY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces the history and literature of jazz music in the United States. Emphasizes the styles and musical personalities involved from 1900 to the present. Designed for the non-music major.

*Transfer: CSU; UC.*

### **239 FUNDAMENTALS OF MUSIC (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: No previous musical experience necessary.*

Provides a thorough foundation in fundamentals of music for the non-major or the potential music major who does not have an adequate background.

*Transfer: CSU; UC (For UC, no credit if taken after any MUS 203A, 203B, 203C, 230A, 203B, or 230C).*

### **240 RECORDING ARTS I: FUNDAMENTALS OF AUDIO TECHNOLOGY (3.0)**

4.0 hours per week: (3.0 hours lecture, 1.0 hours laboratory)

Associate Degree Applicable

Introduction to audio technology, including sound characteristics, signal flow, basic recording console functions, microphone types and techniques, signal processing, and mixing techniques.

*Transfer: CSU.*

### **241 RECORDING ARTS II: STUDIO WORKSHOP (3.0)**

4.0 hours per week: (3.0 hours lecture, 1.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: MUS 240*

Provides the student with an in-depth introduction to audio equipment and techniques. Topics include basic studio procedures, equipment design and proper use of multitrack techniques using the Digidesign Pro Tools HD System and D-Command Console.

*Transfer: CSU.*

### **242 RECORDING ARTS III: ADVANCED AUDIO TECHNOLOGY (3.0)**

4.0 hours per week: (.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Successful completion of Recording Arts I and II or other experience assessed by the instructor.*

Provides an advanced study or new technologies, focusing on an in-depth look at recording, editing and mixing within the Digidesign HD Pro Tools environment and D-Command Console.

*Transfer: CSU.*

### **243 RECORDING ARTS IV: STUDIO WORKSHOP II (4.0)**

8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Successful completion of Recording Arts I, II and III, or other assessed by the instructor.*

This is a project based course that offers students studio time to track, edit, mix, master and create a portfolio of five sessions from a variety of musical sources selected by both the instructor and student.

*Transfer: CSU.*

### **245 JAZZ WORKSHOP (2.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Audition*

*Advisory: Ability to play an instrument.*

The jazz workshop is a performance organization designed to acquaint the student with a wide variety of jazz and swing compositions, arrangers and guest soloists. Stresses stylistic interpretation and ensemble playing.

*Repeatable 3 times.*

*Transfer: CSU.*

### **246 EVENING JAZZ ENSEMBLE (2.0)**

4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Audition or consent of instructor.*

Provides experience reading, rehearsing and public performance of music arranged for large jazz group and will stress stylistic interpretation and ensemble playing. It is limited to a carefully balanced ensemble and attendance at scheduled performances is required.

*Repeatable 3 times.*

*Transfer: CSU; UC.*

- 247 INDEPENDENT STUDIES: MUSIC (2.0 to 0.5)**  
6.0 hours laboratory per week  
Associate Degree Applicable  
*Prerequisite: Audition and/or consent of instructor*  
Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of music under the direction of an instructor.  
*Repeatable 3 times.*  
*Transfer: CSU.*
- 249 JAZZ ENSEMBLE: THE MUSIC OF DUKE ELLINGTON (2.0)**  
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
Provides for reading, preparing, and performing of music arranged for a Big Band style jazz ensemble with special emphasis on the music of Duke Ellington.  
*Repeatable 3 times.*  
*Transfer: CSU.*
- 250 MUSICAL THEATRE WORKSHOP (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: Audition and/or consent of instructor*  
*Coresquisite: Completion of or concurrent enrollment in MUS 203A or MUS 239*  
*Advisory: Previous choral or dance experience is recommended.*  
Develops skills for performance in Musical Theatre, including singing, acting, stage movement and choreography. Public performance may be required. Same as DRA 250.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*
- 251 MUSICAL THEATRE PERFORMANCE (3.0)**  
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: Completion of or concurrent enrollment in DRA 250 or MUS 250 or audition and/or consent of instructor*  
Studies the techniques involved in the production of a full length musical with emphasis on acting, singing, dancing, costuming, makeup, stagecraft, and publicity. Produces one musical each semester. Public performance will be required. Same as DRA 251.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*
- 253 MASTER CHORALE (2.0)**  
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: Audition and/or consent of instructor*  
Presents the study and performance of major historical choral works. Public performance is required.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*
- 258 ELEMENTARY PIANO (2.0)**  
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
Introduces the student to practical keyboard facility, sight reading, harmony and performance of elementary piano repertoire. Required for music majors.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*
- 259 INTERMEDIATE PIANO (2.0 to 1.0)**  
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: MUS 258 or equivalent or audition and/or consent of instructor*  
The study and performance of concert piano literature from Baroque, Classic, Romantic, and 20th Century time periods. The student will develop and improve pianistic skills and repertoire.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*
- 262 CHORAL MUSIC II: CHORAL MUSIC OF THE CLASSICAL PERIOD (2.0)**  
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: Audition and/or consent of instructor*  
Presents the study and performance of major historical choral works with concentration on the Classical Period. Students will develop and improve choral music techniques and repertoire. Auditions will be scheduled at the beginning of each semester.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*
- 265 MUS V: MASTER WORKS FROM J.S. BACH TO MOZART (2.0)**  
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)  
Associate Degree Applicable  
*Prerequisite: Audition for placement and/or consent of the instructor.*  
Presents the study and performance of major historical choral works from the time of J.S. Bach to Wolfgang Amadeus Mozart. Students will develop and improve choral singing skills and techniques. Audition required at the beginning of each semester. May be taken four semesters for credit.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*
- 266 CHORAL MUSIC 1: MUSIC OF THE MASTERS (2.0)**  
8.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory), 4.0 hours laboratory by arrangement  
Associate Degree Applicable  
*Prerequisite: Audition for placement and consent of the instructor.*  
Study and performance of major historical choral works with emphasis on master composers. These include, but are not limited to, J.S. Bach, W.A. Mozart, Joseph Haydn, Felix Mendelssohn, Johannes Brahms, Ludwig van Beethoven, Giuseppe Verdi, Benjamin Britten, and Igor Stravinsky. Students will develop and improve choral music techniques through rehearsing great choral works. Auditions will be scheduled at the beginning of each semester. May be taken four semesters for credit.  
*Transfer: CSU; UC.*
- 270 ELEMENTARY GUITAR (2.0)**  
3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)  
Associate Degree Applicable  
Introduces the techniques of playing the guitar. Topics include reading music, flat picking and finger picking, chords, and the playing of melodies. No previous musical experience is required. Students must provide their own acoustic or electric guitar.  
*Repeatable 3 times.*  
*Transfer: CSU; UC.*

**NURSING ASSISTANT [NAST]**

- 125 EKG MONITOR OBSERVER (1.0)**  
6.0 hours lecture per week  
Associate Degree Applicable  
Provides the student with the skills to analyze and interpret basic cardiac rhythms. Emphasis is on recognition of clinically significant rhythms. Treatment is not covered. Concepts include basic cardiac anatomy and physiology, electrical conduction through the heart, components of the EKG waveform, and identification of normal and abnormal cardiac rhythms.
- 145 ACUTE CARE NURSE ASSISTANT (2.0)**  
2.2 hours lecture per week  
Associate Degree Applicable  
*Coresquisite: NAST 145L*  
*Advisory: ENGL 156.*  
Prepares the certified nurse assistant to function at a competent level in the acute care setting. Provides guidelines for acute clinical experiences. Facilitate an understanding of human beings as integrated physiological, social, and psychological organisms. Student is required to bring a valid CA driver's license or CA photo ID card to the first class meeting to show proof of age. Must be 18 years of age by the first class meeting.  
*Repeatable 1 time.*

**145L ACUTE CARE NURSE ASSISTANT LAB (1.0)**

3.11 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Student must be 18 years of age by the first class meeting. NAST 148 Nursing Assistant, or provide proof of having completed an approved Nursing Assistant Training Program, or already be a Certified Nursing Assistant. Have a current Healthcare Provider or Professional Rescuer CPR card.*

*Corequisite: NAST 145*

Prepares the certified nurse assistant to function at a competent level in the acute care setting. Provides guidelines for acute clinical experiences. Facilitate an understanding of human beings as integrated physiological, social, and psychological organisms. Student is required to bring a valid CA driver's license or CA photo ID card to the first class meeting to show proof of age. Must be 18 years of age by the first class meeting.

*Repeatable 1 time.*

**148 NURSING ASSISTANT (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Corequisite: NAST 148L*

*Advisory: Eligibility for ENGL 156.*

Presents theory necessary for basic nursing care. Upon completion of this course, students are eligible to take the Nurse Assistant Training and Assessment Program Test (NATAP). This will allow the candidate to obtain a certificate as a nurse assistant in the state of California.

*Repeatable 3 times.*

**148L NURSING ASSISTANT LAB (2.0)**

6.0 hours laboratory per week

Associate Degree Applicable

*Corequisite: NAST 148*

Presents skills necessary for basic nursing care. Requires supervised clinical experiences in a skilled nursing facility. Upon completion of this course, students are eligible to take the Nurse Assistant Training and Assessment Program Test (NATAP). This will allow the candidate to obtain a certificate as a nurse assistant in the state of California. Must be able to lift 50 pounds.

*Repeatable 3 times.*

**193 NURSING ASSISTANT SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**NURSING REGISTERED ASSOC. DEG. [NRAD]****004E NCLEX PREPARATION (0.5)**

0.5 hours lecture per week

Associate Degree Non-Applicable

*Corequisite: NRAD 204B*

This course is to help prepare the RN student for the state licensing exam. Critical thinking strategies required to answer the NCLEX questions are presented. A portion of this class will be hands-on computer testing to simulate the state board testing format.

**103H THIRD SEMESTER NURSING READINESS (0.5)**

4.5 hours lecture per week

Associate Degree Applicable

*Prerequisite: Admission to the nursing program*

*Corequisite: NRAD 203A*

A course designed for registered nursing students entering the third semester. Nursing concepts necessary for success in the third semester are reviewed.

**120 SUPPLEMENTARY NURSING SKILLS PRACTICE (3.0 to 0.5)**

9.0 hours laboratory per week

Associate Degree Applicable

*Corequisite: Enrollment in the nursing program*

Provides the opportunity to practice nursing skills in a caring environment. Nursing skills will vary from the simple to the complex. Allows for demonstra-

tion and assessment of nursing skills and knowledge learned in nursing lecture and laboratory courses. Practice opportunities vary from highly structured to less structured simulated clinical situations. Note: 0.5 unit required in first, second, and third semester.

*Repeatable 3 times.*

**193 NURSING SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**201 FOUNDATIONS OF NURSING/CARING (2.0)**

2.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 201A.*

Introduces caring theory as the essence of nursing. Foundational concepts include communication, teaching/learning, nursing process, life-span. Self-care and academic success principles are introduced. Surveys historical, social, legal, economic and ethical aspects of nursing, emphasizing critical thinking, patient advocacy and caring in a multicultural society.

*Transfer: CSU.*

**201A NURSE CARING CONCEPTS (2.0)**

2.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: Admittance into the registered nursing program*

*Corequisite: NRAD 201B*

Applies the foundational caring concepts of communication, teaching, learning, nursing process, caring, energy and life span as a structure for nursing practice. Provides a foundation for health promotion in a multicultural society. Introduces independent learning modules.

*Transfer: CSU.*

**201B NURSE CARING PRACTICUM I (5.0)**

11.0 hours per week: (2.0 hours lecture, 9.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Admission to the registered nursing program and Current Health Care Provider CPR card is required*

*Corequisite: NRAD 201D*

Applies nursing concepts to the practice of nursing. Presents related nursing procedures. Provides opportunities for student practice of procedures. Provides skill practice in lab setting for the student to perform nursing care for adults and geriatric clients through structured experiences in long-term care settings and acute care hospital settings. Student will identify personal biases as they relate to the provision of culturally sensitive nursing care. Application of nursing process and cultural concepts to individual nursing care.

*Transfer: CSU.*

**201D DECISION MAKING DATA I (2.0)**

2.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: Admittance into the registered nursing program*

*Corequisite: NRAD 201A*

Presents fundamental concepts and nursing care problems related to pharmacology, nutrition, fluid and electrolyte balance, diagnostic testing, and acute pain for the adult and geriatric client. Introduces math calculations for medication administration. Explores application of nursing process to nursing care problems. Cultural concepts pertinent to nursing care are presented.

*Transfer: CSU.*

**202A NURSE CARING FAMILY CONCEPTS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: NRAD 201B and/or admission to the nursing program*

*Corequisite: NRAD 202B*

Continues the study of caring concepts in greater depth and complexity. Teaches nursing care of the childbearing family, children and young through middle adulthood. Introduces family considerations in establishing short-term and long-term goals for health promotion. Continues focus on the individual as-

suming responsibility for health promotion and learning. Emphasizes planning, implementation and evaluation of nursing process in a multicultural society.  
*Transfer: CSU.*

**202B NURSE CARING PRACTICUM II (8.0)**

20.0 hours per week: (2.0 hours lecture, 18.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: NRAD 201B and/or admission to the nursing program and Current Health Care Provider CPR card is required*

*Corequisite: NRAD 202D*

Applies nurse caring concepts to the clinical practice of nursing in a wide variety of health care settings. Presents related nurse caring skills. Provides opportunity to deliver planned culturally relevant nursing care for maternity clients, infants, children, and young/middle-aged adults in moderately structured clinical practice.

*Transfer: CSU.*

**202D DECISION MAKING DATA II (2.0)**

2.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: NRAD 201B and/or admission to nursing program*

*Corequisite: NRAD 202A*

Builds on fundamental concepts related to pharmacology, nutrition, diagnostic testing across the life span. Emphasis is placed on the role of the nurse in client education. Cultural concepts pertinent to nursing care problems are presented.

*Transfer: CSU.*

**203 NURSING TRANSITIONS (1.0)**

0.89 hours lecture per week

Associate Degree Applicable

*Prerequisite: 30 Unit Option Program Admission*

*Corequisite: NRAD 203A*

Introduces caring theory as the essence of nursing. Self care and academic success principles are introduced. Surveys legal and ethical aspects of nursing, emphasizing critical thinking, patient advocacy and caring in a multicultural society. Provides an 8-week transition course required for 30 unit option students.

*Transfer: CSU.*

**203A NURSE CARING CONCEPTS III (2.0)**

2.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: NRAD 202D and/or admission to the nursing program*

*Corequisite: NRAD 203B*

Applies nurse caring concepts to care of child, adult, and elderly clients with goal setting, energy, and caring problems. Includes cultural diversity and ethnic considerations, men and women's health, musculoskeletal, nutrition and elimination, degenerative nervous system, liver, skin, acute oxygenation, hematology, and vascular problems. Emphasizes nursing intervention.

*Transfer: CSU.*

**203B NURSE CARING PRACTICUM III (5.0)**

11.0 hours per week: (2.0 hours lecture, 9.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: NRAD 202D and/or admission to the nursing program and Current Health Care Provider CPR card is required*

*Corequisite: NRAD 203D*

Applies nurse caring concepts to the clinical practice of nursing in a variety of health care settings. Presents advanced nursing skills. Provides opportunity to implement culturally relevant nursing care to clients with varied health problems in a various clinical settings

*Transfer: CSU.*

**203D NURSE CARING FOR MEDICAL-SURGICAL CLIENTS (2.0)**

2.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: NRAD 202D and/or admission to the nursing program*

*Corequisite: NRAD 203A*

Applies nursing interventions of prevention, maintenance, restoration and caring to a variety of health problems: neurologic, genito-urinary, renal, endocrine.

Content is related to pathophysiology, life span, barriers to goal-setting, nursing process and teaching/learning. Emphasis is also placed on the impact that this situational crisis has on the client and families ability to cope.

*Transfer: CSU.*

**204 NURSE LEADERSHIP/MANAGEMENT (1.0)**

1.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: NRAD 203D and/or admission to the nursing program*

*Corequisite: NRAD 204A*

Continues to develop leadership and management content at the Associate Degree level as required for beginning practice. Includes the management process, assertion skills, organizational skills, decision making, and change theory. Explores work-role relationships and collegiality, including conflict resolution, reality shock and strategies to deal with burnout.

*Transfer: CSU.*

**204A NURSE CARING CONCEPTS FOR CLIENTS PSYCHIATRICALY AT RISK (2.0)**

2.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: NRAD 203D and/or admission to the nursing program*

*Corequisite: NRAD 204B*

Applies nurse caring concepts to planning nursing care for clients at risk from mental illness, dysfunction and crisis. Presents assessment techniques, nursing diagnoses and specific nursing interventions.

*Transfer: CSU.*

**204B NURSE CARING FOR PEOPLE AT RISK PRACTICUM (6.0)**

18.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: NRAD 203D and/or admission to the nursing program and Current Health Care Provider CPR card is required*

*Corequisite: NRAD 204D*

Applies culturally sensitive nursing care for people at risk in health care settings, which are varied and more complex. Provides client care experiences in a less structured environment and with increasing independence. Includes preceptorship experience, which covers a designated period of time and a variety of clients across the life span in a variety of settings.

*Transfer: CSU.*

**204D NURSE CARING FOR PEOPLE AT RISK CONCEPTS (2.0)**

2.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: NRAD 203D and/or admission to the nursing program*

*Corequisite: NRAD 204*

Applies nurse caring concepts to clients at risk. Emphasizes the nursing process as a framework for critical thinking for moderate to complex client situations. Introduces the critical care environment and establishment of priorities for clients in crisis. Emphasis is on clients with cardiovascular problems. Coping strategies, life style changes to promote health, and culturally relevant care are presented.

*Transfer: CSU.*

**219 BEGINNING STUDENT INTERN (3.0 to 1.0)**

9.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: NRAD 202B*

Provides the opportunity to practice selected nursing skills learned during the first year of Associate Degree Nursing course work under the supervision of a preceptor. Offers work experience in a participating agency.

*Repeatable 2 times.*

*Transfer: CSU.*

**222 MEDICAL TERMINOLOGY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Introduces medical terminology for body structure, body systems, and diagnostic work. Prefixes, suffixes and combined root forms are used to identify medical terms.

*Repeatable 1 time.*

*Transfer: CSU.*

## NUTRITION [NUTR]

### 193 NUTRITION SPECIAL TOPIC (4.0 to 0.5)

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

### 210 NUTRITION (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Examines nutritional needs throughout the life cycle including the interpretation of the chemical composition of food as applied to the utilization of nutrients in the body.

*Transfer: CSU; UC.*

### 211 INTRODUCTION TO NUTRITION FOR HEALTH PROFESSIONALS (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

This course is designed for current or prospective members of health professions such as nurses, physicians, physician assistants, dietitians, dentists, dental hygienists, physical therapists and occupational therapists. Studies the nutritional needs of the human life cycle. Examines the biological function and chemical classification of nutrients. Relates nutrition concepts to health and disease.

*Transfer: CSU.*

### 218 MATERNAL & CHILD NUTRITION (3.0)

3.0 hours lecture per week

Associate Degree Applicable

Examines the nutritional requirements of the pregnant woman, developing fetus, infant, toddler and child.

*Transfer: CSU.*

### 222 FOOD CUSTOMS AND CULTURE (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: NUTR 210.*

Examines the impact of stereotypes, stigmas, and discrimination on the health of non-dominant ethnic/racial and select minority groups (women, children and religious) based on their heritage consistent food patterns and preferences. Various socio-political, industrial, environmental, communication styles, and psychological factors influencing assimilation and acculturation will be analyzed to promote prejudice reduction and understanding of the meaning of food to cultures around the world. Non-traditional and/or experiential teaching/learning strategies may be used to evaluate nutritional excesses as well as deficiencies across the life span.

*Transfer: CSU.*

### 224 GERONTOLOGICAL NUTRITION (3.0)

3.0 hours lecture per week

Associate Degree Applicable

Introduces the basic nutrition concepts and theories that impact the nutritional status of older persons. Emphasis is placed on the physiologic changes of aging and the effect on nutrition status; the factors that influence nutrient intakes and what diet and/or exercise changes may correct nutrition deficiencies and/or stabilize chronic diseases.

*Transfer: CSU.*

### 230 NUTRITION FOR FITNESS AND SPORT (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156 and NUTR 210.*

Presents a specialized course relating nutrition to physical performance and fitness. Explores current trends, controversies, and professional publications. Provides opportunity to analyze various dietary recommendations and relate them to specific physical needs.

*Transfer: CSU.*

### 247 INDEPENDENT STUDIES: NUTRITION (2.0 to 0.5)

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of nutrition under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

## OCEANOGRAPHY [OCEN]

### 210 OCEANOGRAPHY (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 123 or MATH 123SI*

*Advisory: ENGL 156 or ENGL 165.*

An introductory course designed to acquaint the student with general oceanography. Topics treated include the history and scope of oceanography, properties of sea water, ocean currents, ocean waves and tides, submarine morphology and geology, marine sediments, life in the sea, and the significance of the oceans to local and global environments.

*Transfer: CSU; UC.*

### 210L OCEANOGRAPHY LABORATORY (1.0)

3.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in OCEN 210*

Laboratory and field investigations of marine environments, including geologic, physical, chemical, and biological aspects of the ocean and coastal area. The course emphasizes changing physical factors and human activities as they affect the oceans.

*Transfer: CSU; UC.*

### 247 INDEPENDENT STUDIES – OCEANOGRAPHY (4.0 to 0.5)

6.0 hours laboratory per week

Associate Degree Applicable

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Oceanography under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

## ONLINE [DIST]

### 101 INTRODUCTION TO ONLINE COURSES (0.5)

4.5 hours laboratory per week

Associate Degree Applicable

Introduces students to the different types of technologies utilized in a distance education course. Students will determine if distance education is right for them and learn academic and technological skills for success in distance education and technology mediated courses.

*Repeatable 1 time.*

## PARALEGAL [PLGL]

### 131 CURRENT ETHICAL ISSUES FOR PARALEGALS (1.0)

1.0 hours lecture per week

Associate Degree Applicable

Examines current ethical issues for paralegals using case law and examples of lawyer and paralegal misconduct.

**147 INDEPENDENT STUDIES: PARALEGAL (2.0 to 0.5)**

6.0 hours laboratory per week  
Associate Degree Applicable

*Prerequisite:* The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Paralegal under the direction of an instructor.

*Repeatable 3 times.*

**193 PARALEGAL SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**201 INTROCUCTION TO PARALEGAL STUDIES (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Advisory:* ENGL 156.

Introduces the professional responsibilities of the paralegal, including rules regarding ethical conduct and a basic overview of the legal system and research.

Covers different law office management functions commonly performed by paralegals such as basic correspondence, billing and financial management, calendar and docket control management, file and record management, and library management.

*Transfer:* CSU.

**203 PARALEGAL INTERNSHIP (3.0)**

8.0 hours per week: (0.5 hours lecture, 7.5 hours laboratory)

Associate Degree Applicable

*Advisory:* LGL 220, PLGL 201, PLGL 205.

Provides students an opportunity to experience the responsibilities of an employee in a legal setting related to their courses in paralegal studies.

*Transfer:* CSU.

**205 CIVIL PROCEDURE AND LITIGATION (4.0)**

5.0 hours per week: ( 3.5 hours lecture, 1.5 hours laboratory)

Associate Degree Applicable

*Advisory:* ENGL 156.

Introduces the principles and management of civil litigation in state and federal courts including pretrial, trial, and post trial practice and procedures. Covers pleadings, discovery, pretrial motions, trial preparation, trial motions, trial assistance, post trial motions, enforcement of judgments, and appeals. Procedures used in case settlement and in alternative dispute resolution such as mediation and arbitration will also be covered.

*Transfer:* CSU.

**PE ACTIVITIES [PEAC]****193 PHYSICAL EDUCATION SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**193I ADVANCED BASEBALL (2.0)**

6.0 hours laboratory per week

Associate Degree Applicable

Designed for students of advanced ability in baseball. Fundamentals of offence, defense and advanced strategies will be stressed. Recommended for those interested in intercollegiate competition.

*Repeatable 3 times.*

**193J ADVANCED SWIMMING (2.0)**

6.0 hours laboratory per week

Associate Degree Applicable

Designed for students of advanced ability in swimming. Fundamentals of all four competitive strokes, and advanced strategies of how to compete as an individual/team will be stressed. Recommended for those interested in intercollegiate competition.

*Repeatable 3 times.*

**206 PILATES FOR HEALTH AND FITNESS (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Presents a progressive exercise program using the Pilates method. Exercises encompass the strength and flexibility fitness components, while focusing on alignment, efficiency of movement, balance and coordination.

*Repeatable 3 times.*

*Transfer:* CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).

**209 ADVANCED TRACK & FIELD APPLICATIONS (2.0)**

6.0 hours laboratory per week

Associate Degree Applicable

*Advisory:* PEAC 275.

Designed for students of advanced skills and abilities in track and field. Fundamentals of jumping, throwing, sprinting, hurdling and distance running will be stressed. Recommended for those interested in club sport and/or intercollegiate competition.

*Repeatable 3 times.*

*Transfer:* CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).

**210 CARDIO KICKBOXING (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Presents the concepts of muscular endurance, cardio respiratory fitness, muscular strength flexibility and spirituality of boxing and kickboxing.

*Repeatable 3 times.*

*Transfer:* CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).

**220 ATHLETIC SKILL AND TRAINING DEVELOPMENT (0.5)**

1.5 hours laboratory per week

Associate Degree Applicable

Provides advanced skills and strategy to prepare students for athletic competition.

*Repeatable 3 times.*

*Transfer:* CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).

**240 SWIMMING (1.0 to 0.5)**

(Formerly PEACTION 40)

3.0 hours laboratory per week

Associate Degree Applicable

*Advisory:* Meet the objectives of the preceding skill level before enrolling in the advanced levels.

Provides training for students wishing to improve swimming skills in order to increase recreational enjoyment, to improve stroke technique, and to increase endurance, strength, and stamina.

*Repeatable 3 times.*

*Transfer:* CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).

**242 WATER POLO (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Provides the opportunity for swimmers to develop an interest in and knowledge of water polo. Presents the rules and fundamental skills of the game.

*Repeatable 3 times.*

*Transfer:* CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).

**247 INDEPENDENT STUDIES: PHYSICAL EDUCATION ACTIVITY (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite:* The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or skill development experience by an individual student in a selected topic of physical education under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

### **250 FOLKSTYLE WRESTLING (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Presents the basic skill techniques involved in Folkstyle Wrestling. Emphasizes active participation in drill and scrimmage situations.

*Repeatable 3 times.*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

### **252 INTERNATIONAL WRESTLING (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Presents the basic skill techniques involved in International Wrestling: Freestyle and Greco-Roman. Designed for both the beginning and advanced wrestler.

*Repeatable 3 times.*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

### **260 CYCLING FOR CARDIO FITNESS (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Presents the concepts of cardio-respiratory fitness, muscular endurance, muscular strength and flexibility in a cycling format. Students will use a combination of cardio-respiratory training and strength work using stationary bikes to enhance overall fitness and health levels.

*Repeatable 3 times.*

*Transfer: CSU.*

### **262 YOGA (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Introduces the ancient discipline of personal development which balances the mind, body and spirit. Students will learn the history of yoga and a series of physical postures (asanas) as well as practical methods of proper breathing, relaxation, meditation, and concentration that promote health, alleviate stress, improve skeletal alignment and increase muscular strength and flexibility.

*Repeatable 3 times.*

*Transfer: CSU.*

### **264 STEP TRAINING (1.0)**

3.0 hours laboratory per week

Associate Degree Applicable

Presents a total fitness program, including cardiovascular, muscular strength and flexibility fitness through a step training program.

*Repeatable 3 times.*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

### **266 ENDURANCE CONDITIONING (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Presents a programmed method of cardiovascular/respiratory fitness through walking, running, swimming and/or cycling.

*Repeatable 3 times.*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

### **267 ENDURANCE CONDITIONING (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Presents general and sport-specific conditioning methods for intercollegiate athletes. Course is designed to meet conditioning needs using a variety of modalities including running, swimming, cycling and resistance training.

*Repeatable 3 times.*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

### **270 BEGINNING WEIGHT TRAINING (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Presents the fundamentals of weight training and the principles involved in developing a strength and endurance conditioning program. Students will learn proper training techniques utilizing a variety of exercise modalities to achieve strength, endurance and core stability.

*Repeatable 3 times.*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

### **271 INTERMEDIATE WEIGHT TRAINING (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: PEAC 270 or by consent of instructor.*

Presents concepts and techniques of strength and endurance training for the intermediate level student. Training strategies and their underlying principles will be emphasized, with the focus on more advanced program development.

*Repeatable 3 times.*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

### **274 DISTANCE RUNNING FOR INDIVIDUAL SUCCESS (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Presents the key ingredients of successful distance running and their application to life long fitness. The class will prepare students for competitive distance running; 10k - 1/2 marathon distances.

*Repeatable 3 times.*

*Transfer: CSU.*

### **275 TRACK AND FIELD CONDITIONING (2.0)**

6.0 hours laboratory per week

Associate Degree Applicable

Provides an introduction to strength and fitness building as well as the fundamentals and techniques of multiple track & field events in preparation for spring competition.

*Repeatable 3 times.*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

### **285 TENNIS (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

*Advisory: Meet the objectives of the preceding skill level before enrolling in the advanced levels.*

Beginning Tennis: Introduces the basic skills and strokes used in controlling play, rules, and etiquette of the game. Intermediate Tennis: Reviews basic ground strokes, improves serving technique, introduces advanced skills and starts on basic strategy patterns. Advanced Tennis: Presents individual instruction to develop player's own personal stroke pattern and refine skills in a competitive atmosphere.

*Repeatable 3 times.*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

### **288 BODY BOOTCAMP (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Presents the fundamentals and techniques of total body fitness including cardiovascular fitness, strength, agility, and flexibility training. Students will learn proper techniques and exercise progression in a predominantly outdoor environment.

*Repeatable 3 times.*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).*

**291 BASEBALL (3.0)**

9.0 hours laboratory per week

Associate Degree Applicable

Presents the skills, drills, theory and practice of advanced baseball. Presents individual and team instruction to develop player's own personal skills in a competitive atmosphere.

*Repeatable 3 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***292 BASKETBALL (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Emphasizes basic skills, techniques, theories, strategems, and rule interpretations used in basketball.

*Repeatable 3 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***293 ADVANCED BASKETBALL APPLICATIONS (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

*Advisory: Prior participation in a high school, collegiate or club level basketball program or consent of instructor.*

Presents major concepts of basketball offense and defense, taught and played in game-like situations. Designed for the advanced student-athlete with previous interscholastic, intercollegiate and club experience.

*Repeatable 3 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***294 ADVANCED BASEBALL APPLICATIONS (2.0)**

6.0 hours laboratory per week

Associate Degree Applicable

*Advisory: PEAC 291*

Designed for students of advanced ability in baseball. Fundamentals of offense, defense and advanced strategies will be stressed. Recommended for those interested in intercollegiate competition.

*Repeatable 3 times.**Transfer: CSU.***295 SOCCER (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Introduces techniques, tactics, skills, rules and attitudes inherent to the sport of soccer.

*Repeatable 3 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***296 SOFTBALL (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Presents theory, practice, and strategy of fastpitch softball.

*Repeatable 3 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***297 VOLLEYBALL (1.0 to 0.5)**

3.0 hours laboratory per week

Associate Degree Applicable

Presents the theory, practice, history, and fundamentals of volleyball. Includes offensive and defensive aspects of the game.

*Repeatable 3 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***299 ADVANCED SWIMMING APPLICATIONS (2.0)**

6.0 hours laboratory per week

Associate Degree Applicable

Designed for students of advanced ability in swimming. Fundamentals of all four competitive strokes and advanced strategies of how to compete as an individual/team will be incorporated. Recommended for those interested in intercollegiate competition.

*Repeatable 3 times.**Transfer: CSU; UC (UC credit limit of 4 semester credits total in PEAD, PEAC and PEAT courses).***PHILOSOPHY [PHIL]****205 INTRODUCTION TO THE BIBLE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces the literature of the Hebrew scriptures and the Christian New Testament through their history, literary conventions, authors, and sources.

*Transfer: CSU; UC.***206 INTRODUCTION TO PHILOSOPHY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Presents the scope, methods, and concepts of major philosophers. Analyzes their philosophies through the reading of selections from original texts.

*Transfer: CSU; UC.***208 INTRODUCTION TO LOGIC (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Presents a study of language and its functions, definitions, informal fallacies, inductive reasoning, and the fundamental concepts and techniques of traditional and modern logic.

*Transfer: CSU; UC.***209 WORLD RELIGIONS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 201A.*

Presents the history, concepts, and cultures of the world's major religions.

Emphasizes Judaism, Christianity, Islam, Hinduism, and Buddhism. Surveys Jainism, Confucianism, Taoism, Zoroastrianism, Shintoism, and Sikhism.

*Transfer: CSU; UC.***212 PHILOSOPHICAL CLASSICS IN THEORY OF REALITY AND OF KNOWLEDGE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 201A.*

Presents an in-depth study of problems in the theory of reality and the theory of knowledge by means of a critical analysis of a selection of classics in philosophy.

*Transfer: CSU; UC.***213 PHILOSOPHICAL CLASSICS IN ETHICS AND SOCIAL PHILOSOPHY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 201A.*

Studies problems in ethics and social philosophy by critically analyzing a selection of classic texts.

*Transfer: CSU; UC.***247 INDEPENDENT STUDIES: PHILOSOPHY (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken*

Provides an opportunity for in-depth study or a practicum experience by an

individual student in a selected topic of philosophy under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

## PHYSICAL SCIENCE [PSCI]

### 201A PHYSICAL SCIENCE: PHYSICS AND CHEMISTRY (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 123, MATH 123SI or equivalent*

*Advisory: ENGL 156 or ENGL 165.*

Presents a survey of the physical sciences, physics and chemistry. Not open to students who have credit for any college chemistry or physics course.

*Transfer: CSU; UC (For UC, no credit if taken after a college level course in Chemistry or Physics).*

### 201AL PHYSICAL SCIENCE LAB (1.0)

3.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in PSCI 201A or equivalent*

Applies laboratory principles developed in Physical Science: Physics and Chemistry.

*Transfer: CSU; UC (For UC, no credit if taken after a college level course in Chemistry or Physics).*

### 201B PHYSICAL SCIENCE: ASTRONOMY AND GEOLOGY (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: MATH 123, MATH 123SI or equivalent*

*Advisory: ENGL 156 or ENGL 165.*

Presents a survey of the physical sciences, astronomy and geology. Not open to students who have credit for any college geology or astronomy course.

*Transfer: CSU; UC (For UC, no credit if taken after a college level course in Chemistry or Physics).*

## PHYSICS [PHYS]

### 193 PHYSICS SPECIAL TOPIC (4.0 to 0.5)

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

### 205A GENERAL PHYSICS (4.0)

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: MATH 229 or MATH 1231 or equivalent*

Presents the principles of statics and dynamics of particles and rigid bodies, harmonic motion, fluid mechanics, heat, thermodynamics, wave motion and sound using trigonometry.

*Transfer: CSU; UC (For UC, credit for one series only between PHYS 205A-205B and PHYS 208A-208B-208C).*

### 205B GENERAL PHYSICS (4.0)

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: PHYS 205A or equivalent*

Presents the principles of geometric optics, physical optics, static and dynamic electricity and magnetism, introductory D.C. and A.C. circuit theory, relativity, particles and waves, atomic structure, radioactivity and nuclear reactions using trigonometry.

*Transfer: CSU; UC (For UC, credit for one series only between PHYS 205A-205B and PHYS 208A-208B-208C).*

### 208A PRINCIPLES OF PHYSICS (5.0)

7.0 hours per week: (4.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: MATH 265A or equivalent*

Presents the principles of statics and dynamics of particles and rigid bodies,

fluids, harmonic motion, heat and thermodynamics using calculus.

*Transfer: CSU; UC (For UC, credit for one series only between PHYS 205A-205B and PHYS 208A-208B-208C).*

### 208B PRINCIPLES OF PHYSICS (5.0)

7.0 hours per week: (4.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: PHYS 208A and MATH 265B*

Presents the principles of wave motion, sound, geometric and physical optics, static and dynamic electricity and magnetism, D.C. and A.C. circuit theory and electromagnetic waves using calculus.

*Transfer: CSU; UC (For UC, credit for one series only between PHYS 205A-205B and PHYS 208A-208B-208C).*

### 208C MODERN PHYSICS (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: PHYS 208B*

Presents the principles of relativity, waves and particles, Bohr theory, quantum mechanics and Schrodinger's equation, elementary atomic structure, nuclear structure and radioactivity using calculus and vector algebra.

*Transfer: CSU; UC (For UC, credit for one series only between PHYS 205A-205B and PHYS 208A-208B-208C).*

### 218 APPLIED PROBLEMS FOR CALCULUS-BASED PHYSICS (1.0)

1.0 hours lecture per week

Associate Degree Applicable

*Corequisite: PHYS 208A or PHYS 208B.*

Develops problem-solving skills that directly assist student mastery of concepts presented in PHYS 208 classes.

*Repeatable 3 times.*

*Transfer: CSU.*

## POLITICAL SCIENCE [POLS]

### 137 GOVERNMENT/POLITICS INTERNSHIP (3.0 to 1.0)

9.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: POLS 202 and approval of instructor*

Provides practical experience in the office of an elected representative, a government agency, or a non-governmental organization. Instructor will coordinate placement.

### 201 INTRODUCTION TO POLITICAL SCIENCE (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Surveys the scope, methods and theories of political science with special emphasis on contemporary political issues and problems.

*Transfer: CSU; UC.*

### 202 GOVERNMENT AND POLITICS OF THE UNITED STATES (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Presents an introduction to the institutions, operation, and policy outputs of the American political system at the national, state, and local levels. The structures and functions of American government will be explored in the context of their historical development and their relation to political power and interest today.

*Transfer: CSU; UC.*

### 204 WORLD POLITICS (3.0)

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Examines the nature of relations among states. Analyzes the basic forces affecting the formulation of foreign policy and the dynamics of international politics. Emphasizes contemporary problems affecting the United States of America in relation to other nations of the world.

*Transfer: CSU; UC.*

**205 LAW AND POLITICS (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: ENGL 201A.*

Introduces the political and constitutional context of major legal controversies, including but not limited to civil rights, civil liberties, presidential versus congressional power, and national versus state and local power.

*Transfer: CSU; UC.*

**206 COMPARATIVE GOVERNMENT (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: Eligibility for ENGL 156.*

Studies and compares constitutional principles, institutions, governments, and political problems of selected foreign countries and regions. Emphasizes current political philosophies, developments, institutions, and practices on a regional basis.

*Transfer: CSU; UC.*

**209 INTRODUCTION TO POLITICAL THEORY (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable  
*Advisory: POLS 201 and Eligibility for ENGL 201A.*

Surveys the diversity of ideas and concepts in political thought from the ancients to the present, from Plato to contemporary feminism.

*Transfer: CSU; UC.*

**PSYCHIATRIC TECHNICIAN [PSYT]****110 INTRODUCTION TO PSYCHIATRIC TECHNICIAN (6.5)**

40.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite: Admission to the Psychiatric Technician Program*

Introductory psychiatric technician training program. Concepts necessary to practice safely and legally in a forensic mental institution are presented. The effect of culture and its affect on the client and care are presented.

**193 PSYCHIATRIC TECHNICIAN SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**207 NURSING SCIENCE (19.0)**

31.0 hours per week: (13.5 hours lecture, 17.5 hours laboratory)  
Associate Degree Applicable

*Prerequisite: PSYT 110*

Presents principles of Mental Health and Physical Health. Principles of Theory and Clinical Skills are applied in the care of patients in Long Term Care and Respite Day Care facilities. Students demonstrate competent skill performance in a simulated clinical setting. Principles of Nursing Process, Standard Nursing Care for a variety of common diseases and care of the elderly are also a focus.

*Transfer: CSU.*

**208 CARE OF THE DEVELOPMENTALLY DISABLED (17.5)**

30.1 hours per week: (11.5 hours lecture, 18.6 hours laboratory)  
Associate Degree Applicable

*Prerequisite: PSYT 207*

Introduces concepts of care for the developmentally disabled. Presents causes, prevention, and treatment of developmentally disabled disorders. Provides practice and the rise of rehabilitative methods, problem solving, and communication in providing client care.

*Transfer: CSU.*

**209 PSYCHIATRIC NURSING (18.5)**

31.0 hours per week: (12.5 hours lecture, 18.5 hours laboratory)  
Associate Degree Applicable

*Prerequisite: PSYT 207*

Introduces psychological and mental health concepts. Presents causes, prevention, and treatment of mental, emotional and behavior disorders. Provides

practice in interpersonal skills, self understanding, problem solving, communication, and the use of rehabilitative methods in providing client care.

*Transfer: CSU.*

**PSYCHOLOGY [PSYC]****200 RESEARCH METHODS FOR THE BEHAVIORAL AND SOCIAL SCIENCES (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable

*Prerequisite: PSYC 201 with a minimum grade of C or better or consent of instructor.*

Introduces research methods used in psychology and other social sciences.

Topics include the logic and ethics of research; descriptive, correlational, and experimental methodology; instrumentation; strategies for searching research literature; basic statistical reasoning and methods; and the collection, analysis, interpretation, and reporting of research data.

*Transfer: CSU.*

**201 INTRODUCTORY PSYCHOLOGY (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable

*Advisory: ENGL 156.*

Introduces the field of psychology through a study of the facts and principles involved in learning, development, motivation, personality adjustment and the physiological and social bases of behavior. Presents basic concepts, vocabulary and methods of psychology. Emphasis is placed on those concepts which relate to an understanding of human behavior.

*Transfer: CSU; UC.*

**202 INTRODUCTION TO BIOLOGICAL PSYCHOLOGY (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable

*Advisory: PSYC 201.*

Presents an analysis of the biological bases of behavior in terms of evolutionary, genetic, anatomical and physiological determinants. Examines heredity, development, sensory processes and the function of the nervous and endocrine systems.

*Transfer: CSU; UC.*

**206 INTRODUCTION TO SOCIAL PSYCHOLOGY (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable

*Advisory: PSYC 201.*

Introduces the basic concepts, principles, issues and methods useful in understanding social behavior. Emphasizes social thinking and influence, attitudes, biases, group structure and conflict.

*Transfer: CSU; UC.*

**233 PERSONALITY AND ADJUSTMENT (3.0)**

3.0 hours lecture per week  
Associate Degree Applicable

*Advisory: PSYC 201.*

Presents theories in the study of personality. Includes a comparison of healthy and unhealthy developmental patterns. Emphasizes self-management techniques as a means of understanding and changing behavior.

*Transfer: CSU; UC.*

**247 INDEPENDENT STUDIES: PSYCHOLOGY (2.0 to 0.5)**

6.0 hours laboratory per week  
Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of psychology under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

**REAL ESTATE [RE]****147 INDEPENDENT STUDIES: REAL ESTATE (2.0 to 0.5)**

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Real Estate under the direction of an instructor.

*Repeatable 3 times.***160 REAL ESTATE PRINCIPLES (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Presents basic real estate terminology and provides a general overview of the industry. Covers real estate law, finance, appraisal, construction, escrow, and career opportunities. Meets the Department of Real Estate's pre-licensing requirements.

**162 REAL ESTATE PRACTICES (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: RE 160*

Studies the activities of the broker and salesperson in the real estate business. Includes the real estate office, listings, various disclosure forms, evaluation of listings, prospecting, advertising, exchanges, property management and leasing, land utilization and development, public relations, supervision of sales force, and ethics of the real estate business.

**163 LEGAL ASPECTS OF REAL ESTATE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces the legal aspects and current laws pertaining to real estate.

**164 REAL ESTATE FINANCE (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces principles and practices of real estate finance. Emphasizes financing and techniques employed in originating and servicing home loans.

**165 REAL ESTATE APPRAISAL (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: RE 160 and eligibility for ENGL 156 is recommended*

Provides an introduction to the appraisal process and the different approaches, methods, and techniques used to determine the value of property. Emphasis is on single-unit residential properties. Fulfills a portion of the California educational requirements for the broker's examination.

**168 REAL ESTATE ECONOMICS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: Real Estate 160**Advisory: Eligibility for ENGL 156 or equiv.*

Presents a basic overview of the factors that influence changes in real estate uses and values. Utilizes economic principles, both macro and micro, to analyze the impact that national, regional, community, and neighborhood trends have on real estate uses and values. Meets a portion of the CA Dept. of RE education pre-licensing requirements.

**169 REAL ESTATE PROPERTY MANAGEMENT (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: RE 160**Advisory: Eligibility for ENGL 156 or equiv.*

Presents a comprehensive introduction into the principles and practices of Real

Property Management from the property manager's perspective. Course covers residential, special housing, retail, office, and industrial property management. Emphasis on practical application of property management principles.

**193 REAL ESTATE SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**RECREATION ADMINISTRATION [REC]****203 INTRAMURAL AND RECREATIONAL SPORT PROGRAMMING (3.0)**

4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)

Associate Degree Applicable

*Prerequisite: Eligibility for ENGL 156*

Presents philosophy, foundations, policy and techniques underlying intramurals and recreational sport programming in schools, public, private and commercial recreation settings. Analyzes program design for club, informal, league and tournament formats. Discusses appropriate means for promotion, safety and risk management and participant recognition. Detailed sport program plan created.

*Transfer: CSU.***204 RECREATION PROGRAM PLANNING (3.0)**

4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Presents a theoretical and practical approach to program planning, organization, implementation, and evaluation of recreation services in public, non-profit, private, and commercial settings. Emphasis on interrelationship of needs and interests of participants with goals and objectives, physical settings and activity content. Includes planning and conducting events under direct supervision of instructor and local agency supervisor.

*Transfer: CSU.***206 INTRODUCTION TO THERAPEUTIC RECREATION (3.0)**

4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)

Associate Degree Applicable

Introduction to special populations and therapeutic recreation. Concepts of therapeutic recreation will include history, social issues, professional issues, and basic program design adapted to benefit individuals with special needs.

*Transfer: CSU.***207 INTRODUCTION TO RECREATION AND LEISURE SERVICES (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces the history, philosophy, principles, organization and direction of recreation and leisure services in the public, voluntary, private and commercial sectors. Emphasizes functions, areas, facilities, clientele and career opportunities available within the profession.

*Transfer: CSU.***208 RECREATION LEADERSHIP (3.0)**

4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Presents the history, the philosophy, and the theory of recreation leadership and the associated techniques used by modern recreation and leisure professionals. Emphasizes leadership styles, characteristics and skills.

*Transfer: CSU.***SOCIOLOGY [SOC]****201A INTRODUCTION TO SOCIOLOGY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: Eligibility for ENGL 156.*

Introduces the basic principles of sociology including the study of the structure of human society, and the structure and process of group life.

*Transfer: CSU; UC.*

**201B SOCIAL INSTITUTIONS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: SOC 201A and eligibility for ENGL 156.*

Studies the major social institutions (family, economy, religion, education, and politics) including their structures and functions. Considers major works and draws comparisons between our institutions and those of other societies.

*Transfer: CSU; UC.*

**202 SOCIAL PROBLEMS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: SOC 201A and eligibility for ENGL 156.*

Examines current social problems and the sociological concepts, theories, and methods used in their analysis. Emphasis is on the role of power and ideology in the definition of social problems, the causes and consequences of social problems, and the methods of intervention. Topics include crime, poverty, gender inequality, race/ethnic inequality, and family problems.

*Transfer: CSU; UC.*

**204 INTRODUCTION TO CRIMINOLOGY (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: SOC 201A and eligibility for ENGL 156.*

Introduces the basic principles of criminology including the various theories of criminal behavior and the processing of delinquency and crime including arrest, trial, detention, and release from prison.

*Transfer: CSU.*

**206 RACE AND ETHNIC RELATIONS (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: English 156.*

Introduces students to the sociological analysis of race, ethnicity, and racism, focusing on the US American context. Examines the experiences of racial and ethnic groups. Discusses the patterns of interaction between racial and ethnic groups. Analyzes social and cultural factors that sustain racial and ethnic inequality. Evaluates efforts to achieve racial and ethnic equality.

*Transfer: CSU; UC.*

**208 INTRODUCTION TO WOMEN'S STUDIES (3.0)**

3.0 hours lecture per week

Associate Degree Applicable

*Advisory: ENGL 156.*

Studies the interaction of gender and society. Introduces theories of gender differentiation, stratification, and gender roles. Discusses research methodology and examines current research on gender, both within and outside the United States. Investigates how social and cultural factors (e.g., race, class) have shaped the lives of men and women as well as how they have affected their social and cultural environments. Examines the role and status of U.S. women and men within the larger social structure. Women and men in varying cultural settings will be examined, with an emphasis on how social systems shape the roles of women and affect larger U.S. institutions.

*Transfer: CSU; UC.*

**247 INDEPENDENT STUDIES: SOCIOLOGY (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of sociology under the direction of an instructor.

*Repeatable 3 times.*

*Transfer: CSU.*

## SPANISH [SPAN]

**193 SPANISH SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**201 SPANISH I (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

Presents a topic-based, introductory language acquisition course in standard contemporary Spanish, with emphasis on listening comprehension, oral interaction, culture-centered readings, and writing of basic Spanish. Social and cultural aspects of the Spanish-speaking world are presented along with the most essential structures and vocabulary. Typed written exercises and online multimedia practice activities are required.

*Transfer: CSU; UC.*

**202 SPANISH II (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: SPAN 201 with a minimum grade of C or better*

Presents a continuation of SPAN 201 with a topic-centered, intensive practice in listening comprehension, oral interaction, and writing. Selected readings from the Hispanic world include cultural vignettes, prose selections, and poetry. Typed written exercises and online multimedia practice activities are required.

*Transfer: CSU; UC.*

**203 SPANISH III (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: SPAN 202 with a minimum grade of C or better*

Presents a continuation of SPAN 202 incorporating a review with topic-centered intensive practice in listening comprehension, oral interaction, and paragraph writing. Selected readings from the Hispanic world include social, cultural, and history-themed vignettes, prose selections, and poetry. Typed written exercises and online multimedia practice activities are required.

*Transfer: CSU; UC.*

**204 SPANISH IV (5.0)**

5.0 hours lecture per week

Associate Degree Applicable

*Prerequisite: SPAN 203 with a minimum grade of C or better*

Presents an expansion of SPAN 203 focusing on 4 skills: listening, conversation, reading and presentational writing. Drawing from authentic materials, SPAN 204 is an intermediate course that provides a comprehensive grammar review, extensive oral practice and an introduction to literary concepts. Competency reflects the students' emerging ability to perform both orally and in written form with complex situations. Online multimedia practice is required and includes audio and video and extensive online resources.

*Transfer: CSU; UC.*

**247 INDEPENDENT STUDIES: SPANISH (2.0 to 0.5)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Spanish under the direction of an instructor.

*Transfer: CSU.*

## VOCATIONAL ESL [VESL]

**701 WORK-RELATED CONVERSATIONAL SKILLS, LEVEL 1 (0.0)**

3.0 hours lecture per week

*Advisory: ESL placement evaluation or equivalent.*

Focuses on work-related conversation, reading, and writing for the non-native speaker at the beginning level. No English is required.

*Repeatable.*

**702 WORK-RELATED CONVERSATIONAL SKILLS, LEVEL 2 (0.0)**

3.0 hours lecture per week

*Advisory: VESL 701 or equivalent.*

Presents a continuation of VESL 701, focusing on work-related reading, conversation, and writing for the non-native speaker.

*Repeatable.***715 COMMUNICATION SKILLS FOR WORKPLACE (0.0)**

2.0 hours per week: (0.5 hours lecture, 1.5 hours laboratory)

Focuses on the basic verbal communication skills and cultural knowledge needed in job readiness and job search in the United States.

*Repeatable.***WELDING [WELD]****175 BLUEPRINT READING AND MATERIALS PROCESSING (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: WELD 270A, and completion of or concurrent enrollment in WELD 270B.**Advisory: MATH 123.*

Provides students with instruction and experience with structural, architectural and shop blueprints commonly utilized in the welding industry. Interpretation, drawing, and application of skills will be applied to determining job cost, material acquisition and project construction.

*Repeatable 1 time.***176 WELDING POWER (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

Applies principles of selection, maintenance, diagnostics and repair of various welding power supplies and external drive mechanisms. Includes instruction and hands on experiences in electrical principles as they pertain to machine selection, installation, operation and maintenance. Manual, semiautomatic and automatic equipment will be included as focus topics for this course.

*Repeatable 1 time.***193 WELDING TECHNOLOGY SPECIAL TOPIC (4.0 to 0.5)**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**247 INDEPENDENT STUDIES: METALS TECHNOLOGY (2.0)**

6.0 hours laboratory per week

Associate Degree Applicable

*Prerequisite: The student must have completed preparatory course work in the technical field in which the study is to be undertaken.*

Provides an opportunity for in-depth study or practicum experience by an individual student in a selected topic in the Welding Technology area with support and direction from an instructor.

*Repeatable 3 times.**Transfer: CSU.***270A BASIC WELDING (3.0)**

6.0 hours per week: (2.0 hours lecture 4.0 hours laboratory)

Associate Degree Applicable

Provides for basic instruction in oxyacetylene and shielded metal arc welding. Begins with the fundamentals and quickly progresses through intermediate skills for welding steel. Includes information on cutting, braze welding, metalurgy, vertical arc welding and non-ferrous welding. An emphasis is placed on developing good manipulative welding skills for joining steel in the flat and horizontal positions.

*Repeatable 1 time.**Transfer: CSU.***270B ADVANCED WELDING (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: WELD 270A*

Continues WELD 270A with emphasis placed on vertical and overhead welding with the shielded metal arc processes. Includes instruction on air carbon arc gouging, flux core arc welding, and development of welding procedures and techniques.

*Transfer: CSU.***270C WELDING: GMAW & GTAW (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: WELD 270A*

Presents advanced welding with Gas Tungsten Arc (Heliarc) Welding, Gas Metal Arc (Wire Feed) Welding and Flux Core Arc Welding processes on ferrous and nonferrous materials.

*Repeatable 2 times.**Transfer: CSU.***273 METALLURGY (3.0)**

5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)

Associate Degree Applicable

Emphasizes the mechanical and physical properties of ferrous and non-ferrous metals. Includes preparation and inspection of metal samples and manufacturing and forming processes.

*Transfer: CSU.***277 METAL FABRICATION (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: WELD 270A*

Provides an opportunity to design and construct major projects from metal.

Manufacturing processes and production techniques are included in planning and developing projects.

*Repeatable 1 time.**Transfer: CSU.***280A STRUCTURAL STEEL WELDING CERTIFICATION (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: Completion of or concurrent enrollment in WELD 270B.*

Continues WELD 270B. Prepares the student to meet industry standards in shielded metal arc welding on plate steel. Includes performance and procedure qualification, workmanship, techniques, inspection. Provides opportunity for certification to the American Welding Society D1.1 Structural Welding Code.

*Repeatable 1 time.**Transfer: CSU.***280B PIPE WELDING CERTIFICATION (3.0)**

6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Associate Degree Applicable

*Prerequisite: WELD 270B*

Prepares the student to meet industry standards in Shielded Metal Arc Welding (SMAW) on plate and pipe, as well as introduces Gas Tungsten Arc Welding (GTAW) on pipe. Includes workmanship and pipe fitting techniques, providing opportunity for certification to the American Society of Mechanical Engineers (ASME) Section IX Boiler and Pressure Vessel code.

*Repeatable 1 time.**Transfer: CSU.***WELLNESS [WELL]****000 ADULT FITNESS (0.0)**

3.0 hours laboratory per week

Presents an opportunity to begin or continue a lifetime fitness program.

Students will participate in activities developing flexibility, muscular endurance, muscular strength, cardiovascular and general conditioning. Group or individual activities may include weight training, aerobics, step training, running, walking, water exercise, resistance workout, use of exercise equipment, etc.

*Repeatable.*

**001 ADAPTED AQUATICS (0.0)**  
3.0 hours laboratory per week  
Provides an individualized aquatic exercise program for students with a disability. Improves flexibility, strength, and endurance using the water as a source of buoyancy and resistance.  
*Repeatable.*

## WORK EXPERIENCE [WEXP]

**012 LIFE SKILLS FOR SUCCESS A: WHO AM I? (1.0)**  
1.0 hours lecture per week  
Associate Degree Non-Applicable  
Provides individuals with skills to function effectively in the workplace, school and the community. This course focuses on issues related to personal identity, values and goals, and self-esteem and through reality-based readings, discussions and activities fosters the skills needed to live and thrive in our society.  
*Repeatable 3 times.*

**013 LIFE SKILLS FOR SUCCESS B: HOW DO I DECIDE? (1.0)**  
1.0 hours lecture per week  
Associate Degree Non-Applicable  
Provides individuals with skills to function effectively in the workplace, school and the community. This course focuses on issues related to decision-making, dealing with change, time and energy management through reality-based readings, discussions and activities fosters the skills needed to live and thrive in our society.  
*Repeatable 3 times.*

**014 LIFE SKILLS FOR SUCCESS C: HOW MUCH DO I NEED? (1.0)**  
1.0 hours lecture per week  
Associate Degree Non-Applicable  
Provides individuals with skills to function effectively in the workplace, school and the community. This course focuses on issues related to financial literacy, personal budgeting and planning, and through reality-based readings, discussions and activities fosters the skills needed to live and thrive in our society.  
*Repeatable 3 times.*

**015 LIFE SKILLS FOR SUCCESS D: STAYING HEALTHY (1.0)**  
1.0 hours lecture per week  
Associate Degree Non-Applicable  
Provides individuals with skills to function effectively in the workplace, school and the community. This course focuses on issues related to establishing a healthy lifestyle in the areas of physical, mental and sexual health, and through reality-based readings, discussions and activities fosters the skills needed to live and thrive in our society.  
*Repeatable 3 times.*

**016 LIFE SKILLS FOR SUCCESS E: FINDING YOUR FUTURE (1.0)**  
1.0 hours lecture per week  
Associate Degree Non-Applicable  
Provides individuals with skills to function effectively in the workplace, school and the community. This course focuses on issues related to planning one's future including identifying career interests and motivation, career paths, related educational opportunities, job market trends, basic elements of a job search portfolio; and through reality-based readings, discussions and activities fosters the skills needed to live and thrive in our society.  
*Repeatable 3 times.*

**017 LIFE SKILLS FOR SUCCESS F: COMMUNITY LIVING A (1.0)**  
1.0 hours lecture per week  
Associate Degree Non-Applicable  
Provides individuals with skills to function effectively in the workplace, school and the community. This course focuses on issues related to getting along in the community such as housing, transportation, and public services; and through reality-based readings, discussions and activities fosters the skills needed to live and thrive in our society.  
*Repeatable 3 times.*

**018 LIFE SKILLS FOR SUCCESS Q: COMMUNITY LIVING B (1.0)**  
1.0 hours lecture per week  
Associate Degree Non-Applicable  
Provides individuals with skills to function effectively in the workplace, school and the community. This course focuses on issues related to developing a sense of community and participating in the community; and through reality-based readings, discussions and activities fosters the skills needed to live and thrive in our society.  
*Repeatable 3 times.*

**019 LIFE SKILLS FOR SUCCESS R: LIVING HEALTHY RELATIONSHIPS (1.0)**  
1.0 hours lecture per week  
Associate Degree Non-Applicable  
Provides individuals with skills to function effectively in the workplace, school and the community. This course focuses on issues related to building and maintaining healthy relationships; and through reality-based readings, discussions and activities fosters the skills needed to live and thrive in our society.  
*Repeatable 3 times.*

**147 INDEPENDENT STUDIES: WORK EXPERIENCE (2.0 to 0.5)**  
Associate Degree Applicable  
*Prerequisite: The student must have completed preparatory course work in the field in which the study is to be undertaken.*  
Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Work Experience under the direction of an instructor.  
*Repeatable 3 times.*

**151L COOPERATIVE WORK EXPERIENCE LAB - GENERAL (2.5 to 0.5)**  
15.0 hours laboratory per week  
Associate Degree Applicable  
*Corequisite: Choose one of the following courses: BUS 170, BUS 171, BUS 172, BUS 173, BUS 174, BUS 175, BUS 176, BUS 177, BUS 178, BUS 179, BUS 180, BUS 181, BUS 182, BUS 183 or WEXP 151 and must be working a minimum of 5 hours per week.*  
Examines and provides information on work-related topics. Students enrolling in this class must have a job, working a minimum of 5 hours per week. For Summer, students must be enrolled in one other credit course, and be working a minimum of 7.5 hours per week.  
*Repeatable.*

**193 WORK EXPERIENCE SPECIAL TOPICS (4.0 to 0.5)**  
Associate Degree Applicable  
Examines a special topic in the field of study related to the discipline offering this course.

**210 INTRODUCTION TO WORKPLACE READINESS (3.0)**  
3.0 hours lecture per week  
Associate Degree Applicable  
Introduction of fundamentals for workplace readiness and job retention. Students will develop skills related to customer service, workplace attitude, written and oral communication, and ethical behavior; students will also create a resume and complete a job application, and develop qualities sought by employers.  
*Repeatable 3 times.*  
*Transfer: CSU.*

**252L COOPERATIVE WORK EXPERIENCE LAB - OCCUPATIONAL (3.5 to 0.5)**  
20.0 hours laboratory per week  
Associate Degree Applicable  
*Corequisite: Choose one of the following courses: BUS 170, BUS 171, BUS 172, BUS 173, BUS 174, BUS 175, BUS 176, BUS 177, BUS 178, BUS 179, BUS 180, BUS 181, BUS 182, BUS 183 or WEXP 252 and must be working a minimum of 5 hours per week.*  
Examines and provides information on work-related topics. Students enrolling in this class must have a job, working a minimum of 5 hours per week. For

Summer, students must be enrolled in one other credit course, and be working a minimum of 7.5 hours per week.

*Repeatable 3 times.*

*Transfer: CSU.*

**510 INTRODUCTION TO WORKPLACE READINESS (0.0)**

8.0 hours per week: (5.0 hours lecture, 3.0 hours laboratory)

Introduction of fundamentals for workplace readiness and job retention.

Students will learn to develop oral and written communication skills, complete an employment application, interview techniques, build interactive workplace relations, and develop qualities sought by employers.

*Repeatable.*

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**DIRECTORIES**

**EMERITI: FACULTY**

**EMERITI: MANAGEMENT**

**EMERITI: SUPPORT STAFF**

**ADVISORY COMMITTEES**

**VOCATIONAL EDUCATION ADVISORY COMMITTEES**

**CUESTA COLLEGE FOUNDATION**

**FACULTY: FULL-TIME**

**FACULTY: PART-TIME**

**MANAGEMENT**

**EMERITI: FACULTY**

Upon retirement, regular (tenured) and temporary faculty members who have served as faculty at Cuesta College for a minimum of fifteen years shall be eligible for Emeritus Faculty Status if they have fulfilled at least nine full-time equivalent years.

**AMYX, CHESTER L. (1965-1993)**

Fine Arts

**AMYX, GUYLA (1988-2010)**

Fine Arts

**ANDREWS, KATCHY (1991-2011)**

Counseling and Guidance

**ASIRE, JOSEPH J. (1967-1995)**

Physical Sciences

**ALESHIRE, EVLYNE (1975-2008)**

Biological Sciences

**AVILA, FRANK W.\* (1965-1974)**

Social Sciences

**BAILEY, LORRAINE H. (1975-1993)**

Human Development

**BALFOUR, D.M.E., WARREN H. (1973-2001)**

Performing Arts

**BASSERI, ED.D., JAMSHID\* (1965-1996)**

Business Education

**BARCLAY, JUDITH (1985-2008)**

Mathematics

**BAUER, PAUL G. (1971-2006)**

Physical Sciences

**BEDELL, LEE L. (1966-2006)**

English

**BELDEN, LONNIE M. (1966-1999)**

Biological Sciences

**BLAKESLEE, D.S.M., EARLE B.\* (1965-1973)**

Fine Arts

**BOOSTER, ELIZABETH (1974-2011)**

Human Development

**BOWEN, TERRY C. (1978-2004)**

Physical Education

**BOWEN, JOHN E.\* (1965-1988)**

Physical Sciences and Mathematics

**BRADY, LINDA (1986-2010)**

Counseling and Guidance

**BRUDNEY, KENT (1986-2010)**

Social Sciences

**BRUNDAGE II, JOE R. (1965-2003)**

Physical Sciences

**BURSEY, VICTORIA D. (1989-2006)**

English

**CANNEY, D.A., DANIEL J. (1966-1995)**

Language Arts

**CARDINALE, JOE (1985-2012)**

Counseling Services

**CARRA, HEDY (1979-2009)**

Academic Support/DSPS

**CHANDLER, ARLENE B. (1965-1986)**

Human Development

**COLLIER, MARGARET (1975-2005)**

Human Development

**COREY, JEAN (2004-2012)**

Nursing and Allied Health

**CRYSTAL, ED.D., DELBERT G.\* (1966-1993)**

Engineering and Technology

**DIAZ, DAVID (1984-2009)**

Kinesiology, Health Sciences and Athletics

**DILL, PETER (1983-2010)**

Social Sciences

**EISTER, J. OWEN (1965-1993)**

Language Arts

**ENGLISH, WALLACE E. (1972-1995)**

Engineering and Technology

**ERICKSON, LENORE A. (1967-2000)**

Social Sciences

**EVANS, VALERIE (1986-2001)**

Business Education

**FINDLEY, VIRGINIA (1983-2010)**

Business Education

**FISHER, RICHARD L. (1965-1998)**

Physical Sciences

**FRANK, ARNOLD F. W. (1965-1990)**

Engineering and Technology

**FRANTZ, BARRY J. (1967-2001)**

Fine Arts

**FREY, ADELE H. (1965-1992)**

Physical Education

**FROST, RAMONA Z. (1965-1988)**

Language Arts

**GENEREUX, MARILYN KAY\* (1989-2001)**

Disabled Student Programs and Services/Learning Skills

**GIRARD, SALLY (1984-2010)**

Languages and Communications

**GIROLO, NELLA S. (1972-2003)**

Performing Arts

**GOLD, RANDALL (1968-2010)**

Social Sciences

**GUIDI, ADDIE (1972-1991)**

Nursing and Allied Health

**HANSEN, DONALD F. (1965-2000)**

Business Education/Men's Basketball

**HANSEN, MARY EL (1985-2001)**

Counseling Services

**HARTWIG, ROBERT L.\* (1976-2005)**

Languages and Communications

**HENDRICKS, JUDITH E. (1987-2003)**

Human Development

**HERBEKIAN, STEVE (1996-2012)**

Mathematics

**HESSON, J. C. (1965-1995)**

Language Arts

**HITCHMAN, RICHARD J. (1967-2003)**

Social Sciences

**HUGHES, PATRICK (1989-2010)**

Mathematics

**JOHNS, MARVIN (1984-1995)**

Physical Sciences and Mathematics

**JOHNSON, JOYCE R. (1965-1986)**

Business Education

**JOHNSON, RICHARD E. (1989-2005)**

English

**JOHNSTON, LAURENCE (1990-2012)**

Mathematics

**KANBARA, JACK N. (1969-1990)**

Library Services

**KELLEY, JAMES DAVID (1965-1990)**

Social Sciences

**LAGOMARSINO, PETER (1976-2008)**

Construction

**LANE, IRENE O. (1969-1986)**

Counseling Services

**LARSON, BEVERLY (1998-2010)**

Business Education

**LAU, CHRISTINA (1991-2012)**

Library/Learning Resources

**LILLEY, KEITH (1974-2008)**

Library/Learning Resources

**MARCHANT, CHRISTINE (1987-2011)**

English

**MARSHALL, A. ROBERT (1977-2005)**

Mathematics

**MAURO, CARMEN L.\* (1965-1987)**

Physical Education

**MCBADE, JAYSON (1967-1986)**

Fine Arts

**MCCORKLE, MARY (1975-2010)**

Languages and Communications

**MCGEE, BARBARA (1989-2012)**

Mathematics

**MCGILL, PAUL L.\* (1966-1983)**

Language Arts

**MEISSNER, GARY C. (1971-2002)**

Physical Education

**NAPOLI, MICHAEL (1985-2011)**

Kinesiology, Health Sciences and Athletics

**NELSON, DARLENE L. (1986-2004)**

Learning Skills/Disabled Students Programs and Services

**NUNEZ, DANIEL J. (1972-1992)**

Engineering and Technology

**PANTER, DWIGHT (1976-2004)**

Engineering and Technology

**PEDERSEN, PETE K. (1971-2006)**

Biological Sciences

**PELFREY, ROBERT H. (1972-2003)**

Fine Arts

**PETER, GILBERT M.\* (1966-1993)**

Physical Sciences and Mathematics

**PILLSBURY, DOUGLAS (1990-2010)**

English as a Second Language

**PLATOU, HARALD S. (1965-1989)**

Biological Sciences

**PLATOU, TEOFILA A. (1968-1991)**

Nursing and Allied Health

**PLATT, JR., HUGH H. (1981-1999)**

Language Arts

**RALSTON, IRMTRAUD (1986-2010)**

Counseling and Guidance

**REHM, WALT (1990-2012)**

Kinesiology, Health Sciences and Athletics

**RICH, DARRELL L. (1972-2002)**

Physical Education

**RICHMOND, WILLIAM F. (1972-2004)**

Engineering and Technology

**ROBERT, KAREN (1989-2006)**

Student Life and Leadership

**RUMORE, GEORGE (1968-2001)**

Business Education

**SHEARER, NANCY (1988-2008)**

Languages and Communications

**SHELTON, EUGENE R. (1969-1995)**

Language Arts

**SMITH, DARLENE (1976-2010)**

Social Sciences

**STANFORD, PH.D., BARBARA (1971-1992)**

Social Sciences

**STEWART, JAMES (1973-2010)**

Counseling and Guidances

**STONE, RICHARD M.\* (1971-2002)**

Business Education

**STOUT, LELAND K. (1971-1988)**

Engineering and Technology

**SULLIVAN, JOHN (1987-2012)**

Business Education

**SUTTER, RALPH (1987-2011)**

Languages and Communications

**THOMPSON, SAE, FIAE, STANLEY E. (1970-1998)**

Engineering and Technology

**THORUP, PH.D., H. CHRISTIAN\* (1966-1995)**

Social Sciences

**TOMLINSON, ROBERT S. (1966-1987)**

Language Arts

**WELCH, D.A., C. LEE (1965-1991)**

Physical Sciences and Mathematics

**WINDSOR, ALOHA (1989-2012)**

English

**EMERITI: MANAGEMENT**

Upon retirement, management, supervisory, confidential, and classified employees who have served at Cuesta College for a minimum of fifteen years shall be eligible for Management, Supervisor, Confidential, or Classified Staff Emeritus Status if they have fulfilled at least nine full-time equivalent years.

**BENNETT, SIDNEY S. (1968-1995)**

Counseling Services/Director of Career-Transfer Center and Job Placement

**BOOTH, JUANITA A.\* (1966-1975)**  
Director of Nursing Programs

**CEMENTINA, ED.D., ERNEST G. (1966-1992)**  
Dean of Instruction, Humanities

**CHOATE, DEAN (1975-1992)**  
Director of Building Maintenance and Operations

**DRESSLER, ED.D., SUSAN J. (1992-2005)**  
Assistant Superintendent/Vice President, Instructional Services

**EISENBISE, PH.D./LL.D., MERLIN E.\* (1964-1977)**  
President/Superintendent

**EVANS, ROBERT J. (1968-2001)**  
Dean of Instruction, Humanities

**FRADY KELLEY, ED.D., LYNN (1973-2001)**  
Director of Learning Support/Disabled Student Programs and Services

**GABRIEL, DOUGLAS J. (1975-1992)**  
Director of Grounds

**GARRETT, RICHARD L. (1967-1989)**  
Director of Student Affairs

**GEORGE, ED.D., BARBARA H. (1977-2004)**  
Executive Director of Institutional Advancement

**GRANT, RN, PH.D., ANN B. (1981-2004)**  
Dean of Instruction, Sciences, Mathematics, Nursing and Physical Education

**GREATHOUSE, ED.D., JIM J. (1966-1992)**  
Vice President/Assistant Superintendent, Educational Services

**HAGEN, PH.D., PETER F. (1988-2004)**  
Director of Matriculation and Research Services

**HANSEN, WARREN E. (1965-2001)**  
Director of Athletics and Physical Education

**HENDRICKS, ORVILLE L. (1966-1998)**  
Dean of Instruction, Business, Engineering/Technology, and Human Development

**HENRY, JOY F. (1965-1989)**  
Registrar

**JUDSON, LAURIE (1968-1992)**  
Director of Public Affairs

**MANYAK, JOHN N. (1965-1993)**  
Director of Counseling Services

**MARTINEZ, ED.D., FRANK R. (1964-1988)**  
President/Superintendent

**MCGINNIS, ED.D., GEORGE C.\* (1964-1972)**  
Assistant Superintendent, Business Services

**MILLER, WILMA J.\* (1971-2000)**  
Director of Fiscal Services

**MITCHELL, ED.D., GRACE N.\* (1989-1999)**  
Superintendent/President

**PARKER, MARY N. (1973-2006)**  
Director of Nursing/Allied Health

**PEARCE, EDWIN M. (1968-2002)**  
Dean of Vocational Education, Community Programs/Recreation, and Economic Development

**PERKINS, CYNTHIA S.\* (1964-1969)**  
Director of Counseling and Guidance

**SCHAUB, JOHN G.\* (1965-1985)**  
Administrative Dean of Student Services

**STORK, ED.D., GILBERT H. (1967-2004)**  
Assistant Superintendent/Vice President, Student Services

**WAMBOLT, CONNIE (1981-1998)**  
Director of Community Services

**WILHELM, MARY LOU (1976-1993)**  
Director of Library Services

**WONG, EMERY (1968-2000)**  
Director of Bookstore and Auxiliary Services

**WORKMAN, BURMA (1980-2004)**  
Director of Human Resources

## EMERITI: SUPPORT STAFF

Upon retirement, management, supervisory, confidential, and classified employees who have served at Cuesta College for a minimum of fifteen years shall be eligible for Management, Supervisor, Confidential, or Classified Staff Emeritus Status if they have fulfilled at least nine full-time equivalent years.

**AMBORN, SANDRA (1996-2009)**  
Counseling and Guidance

**BACHMANN, ANNE (1980-2004)**  
Administrative Services

**BARTHOLOW, BONNIE\* (1976-2001)**  
Student Services

**BARTHOLOW, SID (1985-2005)**  
Physical Plant

**BROWN, JUDI (1990-2009)**  
Health Services

**CARVER, LEON D. (1986-2006)**  
Learning Resources

**COATS, ELAINE H. (1964-1992)**  
Educational Services

**COOK, SALLY (1969-2000)**  
President's Office

**CUDIGAN, KAREN (1971-2000)**  
Fiscal Services

**DESCHLER, FRED "RIC" (1981-2001)**  
Fiscal Services

**EDDY, EDNA M.\* (1973-1996)**  
Library Services

**ELLITHORPE, LARRY (1965-1998)**  
Business Services

**FAZIO, GLORIA (1976-2001)**  
Counseling Services

**FEIL, JENNIFER (1988-2012)**  
Bookstore

**GRANT, WILLIAM (1967-1999)**  
Physical Education

**HARLING, EVELYN (1973-1991)**  
Physical Education

**HAYNER, CLAUDIA L. (1968-2004)**  
Executive Dean's Office, North County Campus

**HOLLENBACH, PAULA (1965-1983)**  
Business Services

**HOLLENBACH, ROBERT\* (1966-1981)**  
Physical Education

**HUNSAKER, PAM (1977-2003)**

Fiscal Services

**INGRAM, IRA LEON (1971-1993)**

Physical Plant

**JOHNSON, RANDALL (1985-2007)**

Fine Arts

**JONES, MARLA (1975-2010)**

Institutional Research and Assessment

**JONSSON, JODI (1997-2012)**

Reprographics

**KIRSTATTER, RUTH (1993-2011)**

Nursing and Allied Health

**LACROSS, MARYANN (1995-2012)**

Fine Arts

**LAWSON, LORI (1973-2008)**

Human Resources

**MALMEN, JEFF (1980-2007)**

Maintenance, Operations and Grounds

**MARTIN, MADELINE (1998-2011)**

Telecommunications

**MAY, KATHRYN (1969-1990)**

Library Services

**MEISSNER, DARLENE (1977-2001)**

Sciences, Mathematics, Nursing and Physical Education

**MILLER, GLOVER\* (1965-1980)**

Public Safety

**MUNSON, MARCIA (1971-1992)**

Study Center

**NELSON, ED (1968-1991)**

Physical Plant

**PARKER, BRUCE (1977-1995)**

Physical Plant

**PEDDRONI, PETE (1972-2007)**

Maintenance, Operations and Grounds

**ROBINSON, PAULA (1990-2012)**

Academic Support/DSPS

**RYAN, WILLIAM (1979-2010)**

Maintenance, Operations and Grounds

**SCHOENFELD, LOLA "WILLIE" (1981-2001)**

English

**SCOTT, LINDA (1995-2012)**

Social Sciences

**SCOTT DEWING, JUDITH (1975-2008)**

North County Campus

**SUMMERS, NOMA (1979-2004)**

Career Transfer Services

**SWAN, ELAINE (1981-2009)**

Library, Learning Resources and Distance Education

**VILLADOR, ED (1965-1981)**

Maintenance and Operations

**VOGEL, JANET\* (1979-1995)**

Admissions and Records

**WADDELL, YOLANDA (1978-2000)**

Information Technology Services

**WINTERBERG, STEPHEN (1987-2012)**

Grounds

**WISE, KATHRYN CLAIRE  
(1975-1995)**

Learning Resources

## CUESTA COLLEGE FOUNDATION

The Cuesta College Foundation was incorporated in 1973 for the purpose of providing financial support to the college. A 40-member board of directors governs the Foundation. The Board includes community members from throughout San Luis Obispo County, an elected Trustee, administration, faculty, and the president of the Associated Students of Cuesta College. The Foundation provides essential support for college programs, services, scholarships and capital needs.

### **MISSION**

The Cuesta College Foundation ensures the greatest educational opportunities for student access and success by:

- Providing the highest level of support and philanthropic opportunities
- Serving as a liaison between the college and the community
- Enhancing the college's visibility and stature
- Advocating for community colleges
- Fostering a creative and rewarding environment for students, faculty, staff and volunteers

To learn more about the Foundation's programs and ways to give, visit our website at <http://academic.cuesta.edu/foundation/> or call at (805) 546-3279.

### **SCHOLARSHIPS AND GRANT AWARDS**

#### **Perpetual Endowment Funds**

The following is a listing of perpetual endowments with earnings available for scholarships or specially designated awards (year indicated is date funded).

Acorn Scholarship (2001)  
 Anna Adams-Gohler Nursing Scholarship (1997)  
 Helen R. "Pat" Allen-Kennedy Scholarship Fund (1990)  
 The Joseph T. and Amy Silva Arsenio Endowment (1998)  
 Ed Atkinson Memorial Nursing Scholarship (1978)  
 Frank and Josephine Avila Endowment Fund (1993)  
 Bessie Barnes Scholarship (1989)  
 Sid and Bonnie Bartholow Scholarship (2002)  
 Baywood Park Women's Club Scholarship Endowment (1973)  
 Martha C. Bennett Nursing Endowment (2005)  
 Nellie Bjorn Nursing Scholarship (2002)  
 Earle B. and Diane P. Blakeslee Endowment Fund (1988)  
 The Earle B. Blakeslee Music Award (1999)  
 Jack Bohannon Scholarship Endowment (1996)  
 John Bowen Memorial Scholarship (1989)  
 Sidney R. Broadbent, M.D., Nursing Training Fund (2005)  
 Elizabeth Brown Endowment (1994)  
 Charles and Marjorie Burkhardt Endowment (1991)  
 The Pete Cagliero Family Endowment (2005)  
 Brian Caldwell Scholarship Fund (1989)  
 Carl A. Carlson Scholarship Fund (2001)  
 Central Coast Women's League Scholarship (1985)  
 Central Shores Chapter of the Oncology Nursing Society Excellence in Nursing Scholarship (2001)  
 Arlene B. Chandler and Everett M. Chandler Endowment (2002)  
 John K. and Vivian B. Christian Scholarship (1999)  
 Be Happy, Smile at a Stranger Drama Scholarship in Memory of Daniel Cicchini, Danny Boy (2005)  
 Clifford Engineering and Science Scholarship (2001)  
 Don and Elaine Holley Coats Scholarship Endowment (2003)

College Grant Fund (1993)  
 College Readiness Endowment (1991)  
 Bert Conklin Scholarship Endowment (1996)  
 Walter Conley Endowment (1993)  
 Ethel Cooley Scholarship Endowment Fund (1993)  
 Betty A. Cousins "Queenie" Scholarship (1999)  
 Cuesta College Endowment Fund (1982)  
 Ralph Waldo and Opal Lucy Daugherty Scholarship Fund (2000)  
 Rev Doctor Sharon Rose Daugherty Scholarship Fund (2000)  
 Robert David Endowment (1999)  
 Thomas and Susan Davies Master Chorale Endowment (2004)  
 Lillian Dean Memorial Fund (2006)  
 Dori Lynn Deutsche Scholarship (2003)  
 Norberto G. Diaz Scholarship Fund (2004)  
 Zelle Diefenderfer Endowment (1988)  
 Peter and M'May Diffley Award for Faculty Excellence (1989)  
 Disabled Student Programs and Services Endowment Fund (1989)  
 Dowell Fund for Technology Advancement (2000)  
 M. L. Duke Scholarship (1985)  
 Merlin and June Eisenbise Endowment Fund (1996)  
 James K. Ekegren, M.D., Nursing Scholarship Fund (1992)  
 Audrey J. English and Wallace E. English Memorial Endowment (1992)  
 Lorraine V. Erno, R.N., Memorial Scholarship (1998)  
 Faculty Grants Endowment Fund (1994)  
 C. Baring Farmer, M.D., Scholarship (1989)  
 The Farrer Family Women in Technology Scholarship Fund (2000)  
 Vicki Farrer Endowment (1989)  
 Finley-Kolemaine Scholarship (2002)  
 Frady Family Scholarship Endowment (1998)  
 Barry Frantz Scholarship Fund (2001)  
 Friends of the Library Lyn Vivrette Scholarship (2005)  
 Ramona Frost Foreign Language Scholarship (1988)  
 Calvin and Ruth Gabriel Family Scholarship (1994)  
 LaVonne Gaebe Nursing Scholarship Fund (1997)  
 General Foundation Administration Endowment (1988)  
 Dr. Barbara H. George Fund for the Greatest Need (2004)  
 Christopher Giambalvo Memorial Fund (1995)  
 Jim and Maxine Greathouse Endowment (1992)  
 The Grover City Civic Women's Club Scholarship (2000)  
 Don Hansen Basketball Camp Scholarship (2000)  
 John and Dorothy Hayner Memorial Scholarship (2002)  
 The Gene and Fern Hulse "Twiggy" Award (1994)  
 Independent Insurance Agents and Brokers of San Luis Obispo County Endowment Fund (1981)  
 Ada Irving Nursing Endowment Fund (1991)  
 Dr. W. Boyd and Mrs. Carol Judd Scholarship in Honor of Anita Judd (2002)  
 Tibor Kalman String Quartet Award (1991)  
 Charline Albertine Knight Nursing Scholarship (1993)  
 The Laumann Family Scholarship Endowment (1986)  
 Wendi Lawless Interior Design Endowment Fund (1999)  
 League of Women Voters Scholarship in Memory of Beverly Hund (1993)  
 Virgie L. Lebo Scholarship Endowment (1996)  
 Milton and Margaret Levy Endowment Scholarship Fund (1989)  
 Dr. Danny Lickness Nursing Scholarship (1998)  
 J. Vard Loomis Memorial Scholarship Fund (1977)  
 Mr. and Mrs. Robert Lutz Scholarship Fund (1989)  
 Avis J. Madden, R.N., Memorial Scholarship (1987)  
 Frank and Lois Martinez "President's Scholarship" Endowment Fund (1988)  
 Carmen Mauro Scholarship (1990)

June and Jayson McBade Endowment Fund (1989)  
 Rose Polin McKeen and William Henry McKeen Scholarship (1994)  
 Mary Mae McQuaid Scholarship Fund (1997)  
 The Marianne Michels College for Kids Memorial Scholarship (1998)  
 Military Officers Association of America Ladies (MOAAL) Scholarship (1991)  
 Jean Ann Miller Memorial Endowment (1995)  
 B.T. and Bonnie Mills Scholarship Fund (2000)  
 Grace N. Mitchell Opportunity Scholarship (1999)  
 Arletta Dennis Moore Scholarship Fund (1991)  
 J. Neil Moses Scholarship (1986)  
 Bud and Grace Myers Scholarship Quota International of Paso Robles (2000)  
 Peter and Maria Nappi Scholarship (1990)  
 Betty Nielsen Scholarship Fund (1994)  
 The Norby-Perkins Scholarship Fund (2001)  
 Frederick G. Novy III History Scholar Award (1991)  
 Helen Novy Art Fund (1995)  
 Margaret Peart-Collier Early Childhood Education Endowment Scholarship (1989)  
 C.M. Peart Family Endowment (2001)  
 Marie Alice Peart and Gilbert M. Peart Scholarship Fund (1992)  
 Gil Peter "S.A.M." (Scholastic Achievement in Mathematics) Scholarship Endowment Fund (1996)  
 Lucille Peyton Endowment (1989)  
 The Linnaea Phillips Endowment (1998)  
 Mark Corey Pitchlyn Textbook Grant (1992)  
 The Fely and Harald Platou Scholarship Fund (1997)  
 Portraits in Music/Public Events Endowment (1989)  
 Quota International of Morro Bay Garnet Coughlin Scholarship (1991)  
 Quota International of San Luis Obispo Endowment Fund (1994)  
 Carolyn Ragsdale Nursing Scholarship (2005)  
 Ralston Family Scholarship Fund (1993)  
 Jessie H. Ray Encouragement Endowment (1991)  
 Wallace and Frances J. Reynolds Scholarship Fund (1994)  
 Alvin E. and Mary S. Rhodes Trustee Award (1990)  
 Patty Riley "Big Sun Peppermint Willow" Scholarship (1999)  
 Mario Rizzoli Automotive Scholarship (2004)  
 Glenn H. Robinson Memorial Scholarship Fund (2002)  
 Craig Farley Ryan Gift of Life Scholarship (1985)  
 San Luis Obispo General Hospital Auxiliary Endowment Fund (1990)  
 The Rose Sargen Endeavor Scholarship (2005)  
 John G. Schaub Memorial "Dean's" Award (1999)  
 The Carl and Carol Schliep Fund (1983)  
 Paul and Katherine Schmitt Scholarship Fund (2002)  
 Scholarship Endowment for Nursing Students (1989)  
 The Schwartz Family (Stella, Barney, Dorothy, Mary, and Dale) Scholarship (1999)  
 Schwartz-Studer Scholarship Fund (2000)  
 Eleanor Sears Memorial Scholarship Endowment (1988)  
 Francis Vincent See Memorial Fund (1993)  
 Florence Eileen Shaffer Memorial Scholarship (1994)  
 Maude E. Shawhan Scholarship Endowment (1991)  
 Sierra Vista Hospital Volunteer Auxiliary Scholarship (1990)  
 SLO County Physicians Endowment Fund (1995)  
 Joyce Williams Smith Memorial Scholarship (1987)  
 Mary E. Smith Memorial Marine Biology Award (1983)  
 Soroptimist International of San Luis Obispo Scholarship Award (1991)  
 The Michael James Sotelo Scholarship (2005)  
 Frank A. "Tony" Sprague Memorial Award (1989)  
 Chris Stodolka Scholarship for Academic Excellence (1994)  
 Dorothy B. Stork Memorial Endowment (2005)

Dr. Gilbert H. Stork Scholarship (2004)  
 Christy Sweeny Scholarship Fund for Nursing Students (2004)  
 Teaching and Service Excellence Awards (1992)  
 Margaret Templeton Scholarship (2004)  
 Mickey Testa Memorial Scholarship (1998)  
 Wanetta Thomas Endowment Fund (1984)  
 Alice Thompson Scholarship Endowment (1995)  
 William Larrick Trevathan Fund to Benefit the Learning Disabled (1989)  
 Kathryn Trout Memorial Fund (1984)  
 Elizabeth Tudor Scholarship of the Central Coast Renaissance Historical Society (1995)  
 Veterinarians of San Luis Obispo County Scholarship Fund (1996)  
 G. D. Wallace Endowment for Public and Community Events (1997)  
 The Patrick A. Walsh Memorial Scholarship Fund (1999)  
 The Ralph M. and Grace Warten Scholarship (1997)  
 Ruth Whipple and Genevieve Coolidge Endowment (1972)  
 Wilhelm Book Endowment Fund (1993)  
 Hassiba Williams Scholarship (2001)  
 Jane Barnes Williams Endowment Fund (1990)  
 Women's Program Endowment Fund (1990)  
 Jack E. Robinson Geology Endowment (2010)  
 Evelyn E. Cunningham Endowment (2010)

### ANNUAL SCHOLARSHIPS

Funds may be received for annual scholarship awards. The type of scholarships and the receipt of these gifts vary from year to year. Following is a list of annual scholarships that may be available:

AAUW Morro Bay - Mildred Logan Scholarship  
 Helen and Gene Graves Adopt-a-Student Scholarship  
 Altrusa International, Inc. of Cinco Ciudades  
 Altrusa International of San Luis Obispo  
 ASCC Kent Brudney Leadership Award  
 ASCC Outstanding Service to School and Community  
 Atascadero Women of the Moose-Chapter 1799  
 Cambria Women's Resource Center  
 Casey Art Scholarship  
 Casey Drama Scholarship  
 Casey Writing Scholarship  
 The CCFT Lenore Erickson Scholarship  
 The CCFT Katy Tomes Memorial Scholarship  
 The Central Coast Learning Disabilities Conference Student Award  
 Charter Communications Scholarship  
 Cuesta College Academic Senate  
 Delta Kappa Gamma, Alpha Mu Chapter  
 Elementary Education Career Scholarship  
 Estero Bay Women's Club Scholarship  
 Dorothy Fritts Scholarship  
 The Haruo and Rosie Hayashi Scholarship  
 Independent Living Program Scholarship  
 The Johnson Gallery Scholarship  
 Dorothy Keck Scholarship Fund  
 Cristal Heaven King Memorial Scholarship  
 Kiwanis Club of Greater Pismo Beach  
 J.M. Long Foundation Scholarship  
 Juanita D. and E. Stuart McMullen  
 Morro Bay Art Association  
 Morro Bay Presbyterian Women Scholarship  
 Orcutt Mineral Society-Geology Earth Science Award  
 PEO-Chapter GO, In Memory of Shirley Isbell  
 PEO-Chapter SO, In Memory of Martha Frady  
 Phi Epsilon Phi Sorority - Psi Chapter Scholarship

Rotary Club of Morro Bay Scholarship  
 Rotary Club of San Luis Obispo Vocational Scholarship  
 San Luis Ambulance Service-Dale Ashburn Memorial Scholarship  
 San Luis Obispo Bicycle Club Scholarship  
 San Luis Obispo Gem and Mineral Club Scholarship  
 San Luis Obispo Women's Network Scholarship  
 Lisa Segura Memorial Scholarship  
 Sierra Vista Regional Medical Center Volunteer Auxiliary Book Grant Program  
 SLO Community Health Foundation Nursing and Allied Health Professional Development Scholarship  
 SLO Senior Citizen Center "Stitch & Chatter"  
 Leona Forbes Stenner Scholarship  
 Studio Arts Materials Scholarship  
 Mary Pintar Trull Scholarship  
 Twin Cities Hospital Volunteers  
 Nancy Vaughan Memorial Sweet Springs Fund  
 Wingate Foundation Scholarship  
 The Women's Club of Arroyo Grande Scholarship

Kathryn Wetterstrand  
 Tim Williams  
 Deborah Wulff

**Advisory Director**  
 Shannon Hill

**Honorary Directors**

Barbara H. George  
 Jim. J. Greathouse  
 Jon Jenkins  
 Frank R. Martinez  
 Grace N. Mitchell  
 Marie E. Rosenwasser

***CUESTA COLLEGE FOUNDATION BOARD OF DIRECTORS (2012-2013)***

**Honorary Directors**

President, Bob Wacker  
 Secretary-Treasurer, Rob Garcia  
 Vice President for Alumni Relations, Roxanne Carr  
 Vice President for Development, Doug Hilton  
 Vice President for Membership, Nella Girolo Bud Anderson

**Directors**

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 Casey Appell  
 Jeff Buckingham  
 Charlie Cabassi  
 Donna Crocker  
 Reese Davies  
 Gary Harkins  
 Linda Harris  
 Mary E. Howell  
 Jordan Knowles  
 John Knutson  
 Dee Lacey  
 Ken Levine  
 Sandee McLaughlin  
 Gene Miller  
 Angela Mitchell  
 Sandy Morris  
 Debbie Perrault  
 George Pudlo  
 Henry Ramos  
 Linda Reitner  
 Karen Reyes  
 Anita Robinson  
 Mary Schwartz  
 Anneka Scranton  
 Laurie Sinton  
 Toni Sommer  
 Aaron Steed  
 Gilbert Stork  
 Iris Swisher  
 Terry Vigil  
 Scott Wall

## FACULTY: FULL-TIME AS OF JULY 1, 2012

### **AKELIAN, CHRISTOPHER (1977)**

#### ENGINEERING AND TECHNOLOGY

B.S., California Polytechnic State University, San Luis Obispo;  
M.S., San Diego State University

### **ALLEN, BRET (2001)**

#### ENGINEERING AND TECHNOLOGY

B.S., California Polytechnic State University, San Luis Obispo

### **AMBROSE, MARY ANN**

#### NURSING/ALLIED HEALTH

B.S., Long Beach State University;  
B.S.N, M.S.N., Graceland University

### **ARNO, JOHN (2007)**

#### LANGUAGES AND COMMUNICATIONS

B.A., M.A., University of Southern California;

### **BABU, PRAVEEN (2006)**

#### PHYSICAL SCIENCES

B.S., Boston College;  
Ph.D., Louisiana State University

### **BAEYEN, DENNIS (1988)**

#### ENGLISH

B.A., Washington State University, Pullman;  
M.A., Iowa State University

### **BASTI, M (1990)**

#### KINESIOLOGY, HEALTH SCIENCE AND ATHLETICS

B.S.N., San Diego State University;  
M.S.N., California State University, Dominguez Hills

### **BAXLEY, GREGORY (2004)**

#### PHYSICAL SCIENCES

B.S., California Polytechnic State University, San Luis Obispo;  
Ph.D., University of Oregon

### **BAXLEY, LARA (2012)**

#### CHEMISTRY

B.S., California Polytechnic University; San Luis Obispo;  
Ph.D., University of Oregon; Eugene

### **BIERING, RUTH (2008)**

#### BUSINESS EDUCATION

B.A., University of California, Los Angeles;  
J.D., Loyola University

### **BLUM, KATHERINE (2006)**

#### COUNSELING SERVICES

B.S., University of California, Davis;  
M.A., California Polytechnic State University, San Luis Obispo

### **BOLING, SEAN (2000)**

#### ENGLISH

B.A., University of Santa Cruz;  
M.A., San Francisco State University

### **BONTENBAL, KEVIN (1997)**

#### LIBRARY/LEARNING RESOURCES

B.A., California State University, Chico;  
M.L.S., Syracuse University, New York  
Ed.D., University of California, Santa Barbara

### **BOWER, DONNA (2001)**

#### ENGLISH AS A SECOND LANGUAGE

B.A., M.A., California State University, Fresno

### **BRAMSEN, TRICIA (1983)**

#### HUMAN DEVELOPMENT

B.S., California Polytechnic State University, San Luis Obispo

### **BRENNAN SMITH, SCOTT (2005)**

#### FINE ARTS

B.A., San Diego State University;  
M.A., California State University, Chico;  
M.A., University of California, Davis

### **CHAMBERS, LEILA (2001)**

#### BUSINESS EDUCATION

B.S., California Polytechnic State University, San Luis Obispo;  
M.B.A., University of La Verne

### **CHELLEN, DENISE (2006)**

#### MATHEMATICS

B.S., M.S., California Polytechnic State University, San Luis Obispo

### **CLAYTON, PETRA (1992)**

#### LANGUAGES AND COMMUNICATIONS

B.A., M.A., University of California, Riverside

### **COCKE, PEET (2001)**

#### FINE ARTS

B.A., San Diego State University  
M.F.A., University of Southern California

### **CONKLIN, EDWARD (1990)**

#### ENGLISH

B.A., California State University, Long Beach;  
M.A., University of California, Irvine

### **CURTIS, LISA (2001)**

#### ACADEMIC SUPPORT/DISABLED STUDENT PROGRAMS AND SERVICES

B.S., M.A., California Polytechnic State University, San Luis  
Obispo

### **DEFRAGA, LISA (2005)**

#### SOCIAL SCIENCES

B.A., Pomona College;  
M.A., San Francisco State University

### **DEMAREST, SALLY (2000)**

#### ENGLISH

B.A., Indiana University;  
M.Ed., University of North Carolina, Greensboro;  
M.A., California Polytechnic State University, San Luis Obispo

**DEMAREST, WILLIAM (2011)**

## MATHEMATICS

B.S., M.A., California Polytechnic State University, San Luis Obispo

**DEVITT, ANDREA (2006)**

## COUNSELING SERVICES

B.A., Loyola Marymount University;  
M.A., California State University, Dominguez Hills

**DOWNING, TANYA (2004)**

## BUSINESS EDUCATION

B.A., M.A., California Polytechnic State University, San Luis Obispo

**DRECHSLER, BAILEY (1999)**

## HUMAN DEVELOPMENT

B.A., University of California, Berkeley

**DUMAS, BETH-ANN (1999)**

## LANGUAGES AND COMMUNICATIONS

B.A., M.A., California State University, Fullerton

**DUNN, BETSY (2006)**

## LANGUAGES AND COMMUNICATIONS

B.S., University of Washington;  
M.S., University of Tennessee

**EICKEMEYER, JAMES (1999)**

## PHYSICAL SCIENCES

M.S., University of California, Los Angeles;  
B.S., Ph.D., University of California, Santa Barbara

**FAVORETO, SILVIO (2010)**

## BIOLOGY

M.S., Federal University of Uberlandia  
Ph.D., Federal University of Sao Paulo

**FERNANDEZ, DAVID (2004)**

## ENGINEERING AND TECHNOLOGY

B. Arch., California Polytechnic State University, San Luis Obispo

**FINGER, ROLAND (2011)**

## ENGLISH

B.A., San Francisco State University; San Francisco;  
M.A., California State University; Hayward;  
Ph.D., University of California; Davis

**FLEMING, MATTHEW (1999)**

## ENGLISH

B.A., California State University, Sacramento;  
M.A., California Polytechnic State University, San Luis Obispo

**FLOREZ, JANET (1994)**

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

B.A., M.A., California State University, San Diego

**GALCZENSKI, MARIAN (1990)**

## FINE ARTS

B.F.A., Tyler School of Art, Temple University, Pennsylvania;  
M.F.A., Carnegie Mellon University, Pennsylvania

**GILBERT, CHRISTOPHER (2000)**

## SOCIAL SCIENCES

B.A., Loyola Marymount University;  
M.A., Boston College, Massachusetts;  
Ph.D., University of California, Riverside

**GILLETTE, JAN (1997)**

## HUMAN DEVELOPMENT

B.S., State University of New York at Stony Brook;  
M.S.W., McGill University, Canada

**GOSSARD, SUSAN (1986)**

## COUNSELING SERVICES

B.A., California State University, Chico;  
M.A., California State University, Sacramento

**GOUGH, DANA (1986)**

## COUNSELING SERVICES

B.A., University of California, Santa Barbara;  
M.A., California Polytechnic State University, San Luis Obispo

**GROVER, JEFFREY (1988)**

## PHYSICAL SCIENCES

B.S., University of Southern California;  
M.S., University of Arizona

**GUTIERREZ, ANTHONY (2006)**

## STUDENT DEVELOPMENT AND ACTIVITIES

B.A., Azusa Pacific University;  
M.A., Michigan State University

**HA, FRANCIS (2001)**

## SOCIAL SCIENCES

B.S., University of California, Berkeley;  
M.A., Ph.D., University of California, Santa Barbara

**HALL, ZACHARY (2010)**

## LANGUAGE &amp; COMMUNICATIONS

B.A., California State University; Northridge;  
M.S., San Jose State University; San Jose;  
Ph.D., University of California; Santa Barbara

**HARDIMAN, TONYA (1995)**

## COUNSELING SERVICES

B.A., California Polytechnic State University, San Luis Obispo;  
M.S., University of La Verne

**HARRIS, LINDA (2008)**

## NURSING/ALLIED HEALTH

B.S., Consortium Cal State University; Nursing Program;  
M.S., California State University; Dominguez Hills

**HIGHLAND, DOUGLAS (2004)**

## FINE ARTS

B.A., California Polytechnic State University, San Luis Obispo;  
M.A., University of Arizona

**HOFFMAN, JULIE (1999)**

## MATHEMATICS

B.A., University of California, Irvine;  
M.S., California State University, San Jose

**IREDALE, SUSAN (2012)**

## BUSINESS EDUCATION

B.A., Pace University;  
M.S., University of California; Irvine

**JIMISON, KATHERINE (1996)**

## PHYSICAL SCIENCES

B.S., University of Nevada, Reno;  
M.S., University of California, Santa Barbara

**JOHNSON, BETH (2012)**

## NURSING/ALLIED HEALTH

B.S., Pacific Lutheran University; Tacoma;  
M.S., Walden University Minneapolis (In Progress; expected completion date June 27, 2013)

**JOHNSON, FAY (1999)**

## NURSING/ALLIED HEALTH

A.A., Harbor College

**JOHNSON, JANI (2002)**

## KINESIOLOGY, HEALTH SCIENCE AND ATHLETICS

B.S., California Polytechnic State University, San Luis Obispo;  
M.S., Southern Illinois University, Carbondale

**JONES, JEFFREY (1990)**

## ENGINEERING AND TECHNOLOGY

B.S., M.S., San Jose State University

**JUDD, DENNIS (1999)**

## SOCIAL SCIENCES

B.A., California Polytechnic State University, San Luis Obispo;  
M.A., University of California, Santa Barbara

**KAHANE-UNCH, ALEXANDRA (2008)**

## CHEMISTRY

B.A., State University of New York; Geneseo;  
Ph.D., Ohio State University; Columbus

**KAYSER, AMY (2006)**

## ENGLISH AS A SECOND LANGUAGE

B.A., University of Chicago;  
M.A., Northern Arizona University;  
Ed.D., University of Exeter, UK

**KINTER, MICHAEL (1999)**

## MATHEMATICS

B.A., University of California, Berkeley;  
M.A., University of Houston, Texas

**KNUDSEN, MATTHEW (2000)**

## MATHEMATICS

B.A., University of California, Santa Cruz;  
M.S., University of California, Irvine

**KNUTSON, JOHN (2001)**

## PERFORMING ARTS

B.M., University of Minnesota, Twin Cities;  
M.M., Northern Arizona University

**KOENINGER, ANTHONY (2001)**

## SOCIAL SCIENCES

B.A., M.A., Ph.D., University of California, Santa Barbara

**KORISHELI, MARGARET (2002)**

## FINE ARTS

B.S., University of California, Los Angeles;  
M.A., California State University, Northridge

**KRULIKOWSKI, VICTOR (2001)**

## SOCIAL SCIENCES

B.A., University of Delaware;  
M.A., University of California, Santa Barbara

**LAMON, BRENT (1999)**

## SOCIAL SCIENCES

B.S., California Polytechnic State University, San Luis Obispo;  
M.Phil., Ph.D., Graduate School and University Center of the City University of New York

**LARSEN, MARIE (1999)**

## MATHEMATICS

B.S., M.S., California Polytechnic State University, San Luis Obispo

**LAU, CHRISTINA (1991)**

## LIBRARY/LEARNING RESOURCES

B.A., Southern California College;  
M.L.S., University of California, Los Angeles;

**LEN, PATRICK (2003)**

## PHYSICAL SCIENCES

B.A., Washington State University, Missouri;  
Ph.D., University of California, Davis

**LEONE, STEPHEN (1999)**

## ENGLISH

B.A., M.A., California State University, Fresno

**LEWIS, GREG (1992)**

## MATHEMATICS

B.S., University of California, Los Angeles;  
M.S., California State University, Northridge

**LLOYD, SUSAN (1992)**

## LANGUAGES AND COMMUNICATIONS

B.A., California State University, Hayward;  
B.A., University of Montpellier, France;  
M.A., University of California, Santa Barbara

**LOBO, ELIZABETH (2012)**

## BIOLOGY

B.S., University of San Francisco; San Francisco;  
Ph.D., City of Hope Beckman Research Institute; Duarte

**LOVE, CARINA (2004)**

## LIBRARY/LEARNING RESOURCES AND DISTANCE EDUCATION

B.A., University of California, Santa Barbara;  
M.A., University of California, Los Angeles

**MACHADO, CATHERINE (2006)**

## COUNSELING SERVICES

B.A., M.A., California Polytechnic State University, San Luis Obispo

**MALISZEWSKI, ANN (2006)**

## BIOLOGICAL SCIENCES

B.S., Keene State College, New Hampshire;  
M.A., Kent State University, Ohio;  
Ph.D., University of Massachusetts

**MANN, NANCY (1990)**

## BIOLOGICAL SCIENCES

B.A., M.A., California State University, Fullerton

**MARSALA, SUSAN (1989)**

## ENGLISH

B.A., M.A., California Polytechnic State University, San Luis  
Obispo

**MARSH, JOHN (2004)**

## KINESIOLOGY, HEALTH SCIENCE AND ATHLETICS

B.A., M.A., California Polytechnic State University, San Luis  
Obispo

**MARTIN, JENNIFER (2004)**

## PERFORMING ARTS

B.A., California State University, Fullerton;  
M.M., University of Redlands

**MCAUSTIN, MICHELLE (1990)**

## BUSINESS EDUCATION

B.S., M.A., California Polytechnic State University, San Luis  
Obispo

**MCCARLEY, RONALD (2005)**

## PERFORMING ARTS

B.A., Westmont College;  
M.F.A., California Institute of the Arts

**MCCONNICO, LAURIE (2007)**

## BIOLOGICAL SCIENCES

B.S., University of California, San Diego;  
M.S., Moss Landing Marine Laboratories, San Jose State University

**MCDONALD, RONALD (2007)**

## ENGINEERING AND TECHNOLOGY

Cuesta College

**MEDEIROS TAYLOR, MADELINE (2005)**

## ENGLISH AS A SECOND LANGUAGE

B.A., M.A., California State University, Chico

**MERZON, ALLISON (1996)**

## KINESIOLOGY, HEALTH SCIENCE AND ATHLETICS

B.A., University of California, Davis;  
M.A., California Polytechnic State University, San Luis Obispo

**MEYER, JODI (2001)**

## MATHEMATICS

B.S., California Polytechnic State University, San Luis Obispo;  
M.S., Northern Arizona University

**MIFSUD, LISE (2008)**

## SOCIAL SCIENCES

B.A., University of California, Berkeley;  
M.A., University of Tennessee, Knoxville

**MILLER, BARBARA (1996)**

## MATHEMATICS

B.A., College of St. Benedict, Minnesota;  
M.S., University of Colorado, Denver

**MILLER, KENNETH "BOB" (2003)**

## KINESIOLOGY, HEALTH SCIENCE AND ATHLETICS

B.S., University of Redlands;  
M.S.S., United States Sports Academy, Alabama

**MILLICH, STACY (2008)**

## CRIMINAL JUSTICE

B.A., California State University; Chico;  
J.D., Santa Clara University; School of Law

**MOONEY, AMY (1997)**

## ENGLISH

B.A., M.A., Iowa State University

**MOORE, CHERIE (1995)**

## HUMAN DEVELOPMENT

B.A., University of Hawaii at Manoa;  
M.A., California Polytechnic State University, San Luis Obispo

**MORGAN, JANE (2001)**

## SOCIAL SCIENCES

B.S., San Diego State University;  
M.A., Ph.D., Florida International University

**MOSCOSO, GLENDA (2005)**

## COUNSELING SERVICES

B.A., M.A., California Polytechnic State University, San Luis  
Obispo

**NEARY, ANGELA (2008)**

## KINESIOLOGY, HEALTH SCIENCE AND ATHLETICS

B.A., California Polytechnic University; San Luis Obispo;  
M.S., University of Arkansas; Fayetteville;  
M.A., State University of New York; Stony Brook

**NEIDHARDT, KATHERINE (2011)**

## PSYCHOLOGY

B.A., M.A., Humboldt State University; Arcata

**NORTON, DONALD (1989)**

## HUMAN DEVELOPMENT

B.A., Antioch University;  
M.A., Pacific Oaks College and Children's School

**NUNEZ, IRENE (1986)**

## COUNSELING SERVICES

B.S., California State University, Fresno;  
M.A., California State College, Bakersfield

**PATCHELL, THOMAS (2006)**

## ENGLISH

B.A., M.A., California Polytechnic State University, San Luis  
Obispo

**PEACHEY, PAM (1995)**

## NURSING/ALLIED HEALTH

B.S.N., Azusa Pacific University;  
M.S.N., California State University, Dominguez Hills

**PETERS, KATHLEEN (1997)**

## ACADEMIC SUPPORT/DISABLED STUDENT PROGRAMS AND SERVICES

B.A., M.A., California Polytechnic State University, San Luis Obispo

**POINTER, STACY (2006)**

## ENGLISH

B.A., M.A., California Polytechnic State University, San Luis Obispo

**PORTER KATHLEEN (2006)**

## COUNSELING SERVICES

B.A., California State University – Sacramento;  
M.A., California Polytechnic State University, San Luis Obispo

**POWERS, ROBIN (2009)**

## ACADEMIC SUPPORT/DSPS

TESL Certificate, University of Santa Barbara;  
B.A., M.A., Kent State University; Ohio

**PROCHASKA, DAVID (1997)**

## FINE ARTS

B.F.A., College of Creative Studies, University of California, Santa Barbara;  
M.F.A., University of California, Santa Barbara

**RECTOR-CAVAGNARO, ANTHONY (1989)**

## LANGUAGES AND COMMUNICATIONS

B.A., M.A., University of California, Irvine

**REED, BLAKE (1997)**

## COUNSELING SERVICES

B.A., M.A., California Polytechnic State University, San Luis Obispo

**RODRIGUES, AARON (1991)**

## SOCIAL SCIENCES

B.A., University of Southern California;  
M.A., Stanford University

**ROSS, ALAN (1998)**

## BUSINESS EDUCATION

B.S., M.S., Ph.D., University of California, Los Angeles

**ROSSA, MARILYN (1984)**

## ENGLISH

B.A., California Polytechnic State University, San Luis Obispo;  
M.A., San Francisco State University

**RUPPERT, RON (1989)**

## BIOLOGICAL SCIENCES

B.A., M.A., California State University, Fullerton

**SANDERS-MORENO, JENNIFER (2001)**

## MATHEMATICS

B.S., M.S., California Polytechnic State University, San Luis Obispo

**SAWZAK, VICKI (1989)**

## STUDENT HEALTH CENTER

B.S., Loma Linda University;  
M.S., Chapman University

**SCHWENNICKE, ROBERT (1998)**

## MATHEMATICS

B.A., California State University, Long Beach;  
M.A., Ph.D., University of California, Santa Barbara

**SCOTT, MARCIA (1995)**

## NURSING/ALLIED HEALTH

B.S.N., Luther College, Decorah, Iowa  
M.S.N., California State University, Dominguez Hills

**SCOVIL, RANDY (2001)**

## BUSINESS EDUCATION

B.A., San Diego State University;  
M.S., California Polytechnic State University, San Luis Obispo

**SHERMAN, TERI (2002)**

## COUNSELING SERVICES

B.A., California State University, Fresno;  
M.A., California Polytechnic State University, San Luis Obispo

**SILVERBERG, BRUCE (2008)**

## ENGINEERING AND TECHNOLOGY

B.A., Dickinson College, Pennsylvania;  
B.Arch., Boston Architectural Center;  
M.S., Columbia University, New York

**SMITH, DAWN (1999)**

## NURSING/ALLIED HEALTH

B.S.N., California State University, Dominguez Hills

**SMITH, JULIE (2006)**

## COUNSELING SERVICES

B.S., M.A., California Polytechnic State University, San Luis Obispo

**SNIDER, WILLIAM (1989)**

## BUSINESS EDUCATION

B.S., California Polytechnic State University, Pomona;  
M.B.A., University of Southern California

**SPENGEMAN, SARAH (2012)**

## POLITICAL SCIENCE

B.A., Westmont College; Montecito;  
M.A., University of Notre Dame

**STAKES, DEBRA (2006)**

## PHYSICAL SCIENCES

B.A., Rice University;  
Ph.D., Oregon State University

**STALEY, RICHARD (2006)**

## NURSING/ALLIED HEALTH

B.S., California State University – Fresno;  
M.A., California Polytechnic State University

**STEVER, CINDY (2006)**

## COUNSELING SERVICES

B.A., M.A., California Polytechnic University, San Luis Obispo

**STOKES, JOHN (2006)**

## ENGINEERING AND TECHNOLOGY

B.S., California Polytechnic University, San Luis Obispo

**STONE, GEORGE (1998)**

## PERFORMING ARTS

B.A., California State University, Northridge;  
M.A., University of La Verne

**TAYLOR, RICHARD (1999)**

## MATHEMATICS

B.A., M.A., San Jose State University

**THORESEN, GEORGE “ROB” (2005)**

## ENGINEERING AND TECHNOLOGY

B.S., M.S., California Polytechnic State University, San Luis Obispo

**TOMES, MARK (1989)**

## ACADEMIC SUPPORT/DISABLED STUDENT PROGRAMS AND SERVICES

B.A., California State University, Chico;  
M.A., Humboldt State University

**TORREY, ANTONIA (2001)**

## NURSING/ALLIED HEALTH

A.D.N., Cuesta College;  
B.S.N., M.S.N., California State University, Dominguez Hills;  
Ph.D., Duquesne University, Pittsburgh, PA

**TURNER, MARK (1995)**

## MATHEMATICS

B.A., California State University, Fullerton;  
M.S., California Polytechnic State University, San Luis Obispo

**VALLE, BREE (2001)**

## PERFORMING ARTS

B.A., B.Ed., Lakehead University, Canada;  
M.F.A., Arizona State University

**VASQUES, MATT (1998)**

## LANGUAGES AND COMMUNICATIONS

B.A., California Polytechnic State University, San Luis Obispo;  
M.A., University of Maine

**VASTA, JOSEPH (2001)**

## MATHEMATICS

B.S., M.S., Ph.D., University of California, Riverside

**VERES, JOHN (1999)**

## BIOLOGICAL SCIENCES

B.A., Rutgers University, New Jersey;  
M.S., Washington State University;  
Ph.D., Duke University, North Carolina

**VILLA, GARY (2001)**

## ENGINEERING AND TECHNOLOGY

B.A., California Polytechnic State University, San Luis Obispo

**VOGE, REGINA (2006)**

## ENGLISH AS A SECOND LANGUAGE

B.A., M.A., California Polytechnic State University

**VRIEND, REGINA (2007)**

## COUNSELING SERVICES

B.S., M.A., California Polytechnic State University, San Luis Obispo

**WASKA, KAREN (2007)**

## ACADEMIC SUPPORT/DISABLED STUDENT PROGRAMS AND SERVICES

B.A., California State University, Fullerton;  
M.A., Claremont Graduate University

**WEBER, MARK (1989)**

## SOCIAL SCIENCES

B.A., Humboldt State University;  
M.A., Vanderbilt University, Tennessee

**WEST, JAMES (1999)**

## ENGLISH

B.A., M.A., California Polytechnic State University, San Luis Obispo

**WRIGHT, PEGGY (1999)**

## MATHEMATICS

B.A., University of California, Los Angeles;  
M.S., California State University, Northridge

**ZIEHL, CHERYL (1990)**

## ACADEMIC SUPPORT/DISABLED STUDENT PROGRAMS AND SERVICES

B.A., University of California, Santa Barbara;  
M.A., California Polytechnic State University, San Luis Obispo

**ZIN, KYI (2009)**

## MATHEMATICS

B.S., M.S., Western Illinois University; Macomb

**ZINN, CARMEN (2012)**

## PHILOSOPHY

B.A., California State University; Chico;  
M.A., University of California; Santa Cruz;  
M.A., University of California, Santa Barbara

**ZIPPERIAN, KATHRYN (1998)**

## ENGLISH

B.A., California State University, Sacramento;  
M.A., California Polytechnic State University, San Luis Obispo

## MANAGEMENT

**ARTEAGA, JOSEPH (2011)**

DIRECTOR, PUBLIC SAFETY

B.S., California State University; Los Angeles;  
M.A., California State University; Fullerton

**BELL, TRUDY (2000)**

DIRECTOR, BOOKSTORE

Ventura City College;  
California Polytechnic State University, San Luis Obispo

**BENJAMIN, WILLIAM (2011)**

EXECUTIVE DIRECTOR, HUMAN RESOURCES AND LABOR RELATIONS

B.A., University of California; Santa Barbara;  
M.A., Chapman University; Orange

**CARTNAL, RYAN (1994)**

DIRECTOR, INSTITUTIONAL RESEARCH AND ASSESSMENT

B.A., Occidental College; Los Angeles;  
M.A., California State University Bakersfield

**CASCAMO, JOHN (2010)**

DEAN OF ACADEMIC AFFAIRS, WORKFORCE AND ECONOMIC DEVELOPMENT

B.A., Chaminade University, Honolulu;  
M.A., Chaminade University, Honolulu

**CLARK, BRET (2005)**

INTERIM DEAN OF ACADEMIC AFFAIRS, MATH, BIOLOGICAL AND PHYSICAL SCIENCES, NURSING/ ALLIED HEALTH, KINESIOLOGY, HEALTH SCIENCES AND ATHLETICS

B.S., M.S., California Polytechnic State University, San Luis Obispo

**DOMINGUEZ, ISRAEL (2007)**

DIRECTOR, BUSINESS &amp; ENTREPRENEURSHIP CENTER

B.S., California Polytechnic State University, San Luis Obispo;  
M.B.A., University of La Verne, San Luis Obispo

**GREEN, CHRISTOPHER (2002)**

DIRECTOR, FISCAL SERVICES

B.S., California Polytechnic State University; San Luis Obispo;

**GREEN, MATTHEW (2002)**

DIRECTOR, WORKFORCE ECONOMIC DEVELOPMENT PROGRAMS

B.A., University of California Santa Barbara;  
M.A., University of California Davis

**HOUSE, JANICE (1990)**

DIRECTOR, COMPUTER SERVICES

B.S., California Polytechnic State University, San Luis Obispo

**HILL, SHANNON (2011)**

EXECUTIVE DIRECTOR, ADVANCEMENT/ FOUNDATION

B.F.A., University of Tennessee  
M.S., University of Oregon

**MARIUCCI, ROBERT (2001)**

DIRECTOR, ATHLETICS

B.S., M.A., Northern Michigan University

**MCLAUGHLIN, SANDEE (1986)**

INTERIM ASSISTANT SUPERINTENDENT/VICE-PRESIDENT OF STUDENT SERVICES AND COLLEGE CENTER

B.A., University of California, Santa Barbara;  
M.S., California Polytechnic State University, San Luis Obispo

**MUNOZ, CANDELARIO (1989)**

DIRECTOR, COUNSELING SERVICES

B.A., Loyola University;  
M.A., Loyola Marymount University

**ORNELAS, NOHEMY (2012)**

DEAN OF STUDENT SERVICES

B.A., University of California; Santa Barbara;  
M.A., California Polytechnic University; San Luis Obispo

**PIMENTEL, KRISTIN (2011)**

DIRECTOR, ADMISSIONS AND RECORDS

B.S., University of Phoenix; Phoenix

**RALSTON, PAMELA (2008)**

DEAN OF ACADEMIC AFFAIRS, ARTS, HUMANITIES, &amp; SOCIAL SCIENCES

B.A., University of Oregon;  
M.A., University of Washington;  
Ph.D., University of Washington

**REECE, TERRY (2001)**

DIRECTOR, MAINTENANCE OPERATIONS AND GROUNDS

A.A., Cuesta College

**RUBIN, GARY (2004)**

INTERIM DEAN, NORTH COUNTY CAMPUS &amp; SOUTH COUNTY CENTERS

B.S., DePaul University, Chicago;  
J.D., California Western School of Law

**SCOTT, MARCIA (1995)**

DIRECTOR OF NURSING &amp; ALLIED HEALTH

B.S.N., Luther College, Decorah, Iowa;  
M.S.N., California State University, Dominguez Hills

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