CUESTA COLLEGE
2004-05 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 Instruction for assistance.

Copies of this catalog are available at the Cuesta College Bookstore (805) 546-3206.

CUESTA COLLEGE

SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

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 95403 (707) 569-9177],
an institutional accrediting body recognized by the
Commission on Recognition of Postsecondary Accreditation
and the U.S. Department of Education.

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 programs y servicios educativos vocacionales del Distrito de la Universidad del Condado de San Luis Obispo.

ACADEMIC CALENDAR
MISSION STATEMENT
OVERVIEW

DIRECTORIES

ACADEMIC CALENDAR 2004-2005

LEGEND: ⬤ Holiday - No Classes   ▢ Instruction Begins   ⬡ Flex Day - No Classes   ▨ Final Examinations

SUMMER SESSION 2004: JUNE 14 - JULY 23

June 14 .... Instruction begins
July 4 .... Independence Day Holiday
July 23 .... Summer session ends (6-week classes)

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

JUNE

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

JULY

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

FALL SEMESTER 2004: AUGUST 16 - DECEMBER 17

August 11-13 .... Flex days
August 16 .... Instruction begins
September 6 .... Labor Day Holiday
October 7-8 .... Flex days
November 12-13 .... Veterans' Day Observance

November 24 .... Flex day
November 25-27 .... Thanksgiving Holiday
December 11-17 .... Final exams
December 17 .... Semester ends

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

SPRING SEMESTER 2005: JANUARY 18 - MAY 24

January 13-14 .... Flex days
January 17 .... Martin Luther King Day Holiday
January 18 .... Instruction begins
February 18-19 .... Lincoln's Birthday Holiday
February 21 .... Washington's Birthday Holiday

March 28-April 2 .... Spring break
May 14-20 .... Final exams
May 23-24 .... Flex days
May 24 .... Semester ends

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

MISSION STATEMENT

VISION

Cuesta College is a premier community college providing accessible, high quality education that focuses on student success, lifelong learning, and community vitality.

MISSION

Cuesta College makes lifelong learning happen. We enable students to achieve their academic, transfer, workforce preparation, career advancement, and personal goals. Building on our tradition of excellence, we serve our community by providing programs and services that produce students who can succeed in a diverse and rapidly changing society, participate effectively in their local communities, and live responsible and rewarding lives. As a learning college, we provide a supportive environment for students and employees, assess student and institutional outcomes, improve performance, forge strategic partnerships, and maximize opportunities for learning.

VALUES

Excellence— We pride ourselves on providing high quality faculty and staff who create relevant and innovative programs and services that result in desired student learning outcomes.

Integrity — We strive to maintain public trust by being responsible, honest, and trustworthy with our students, staff, and community.

Diversity — We embrace diversity by respecting the dignity of every individual, accepting differences, and striving to be inclusive.

Responsiveness — We respond to the changing needs of our students and communities through open access, flexible learning options, and adapting to change.

Caring — We provide a safe, supportive, and participative environment that treats everyone respectfully and fairly and allows students and employees to recognize their strengths, clarify their goals, achieve success, and enrich their lives.

Collaboration — We are committed to creating an internal environment that fosters a sense of community and to achieving success through collaboration with business, community, and educational partners.

OVERVIEW

LOCATION

Cuesta College, the "home" college of San Luis Obispo County, operates two campuses within the San Luis Obispo County Community College District and offers some course work at off-campus locations in the district, including the Arroyo Grande Center in South County.

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.

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

OVERVIEW (CONTINUED)

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 30 years, classroom buildings, a library, observatory, student center, art and music lab building, art gallery, high tech learning center, children's center and offices were constructed on the San Luis Obispo campus. By spring, 2002, the student population on the San Luis Obispo Campus grew to more than 8,400 students.

In fall 1998, the college opened its North County Campus, which was built with private funds. The North County Campus now serves approximately 2,200 students in day as well as evening classes. Temporary buildings accommodate classrooms, a science lab, a library and a multi-purpose room on the 105-acre site. The September 2003 groundbreaking for the North County Campus' first permanent building, the 23,764 square-foot Allied Health, Math and Science Building, was made possible by the passage of Proposition 47. The building is scheduled to be open in 2005.

In 2001, Cuesta opened a South County Center at Arroyo Grande High School, providing expanded class offerings and services. The facility is another step in Cuesta's ongoing effort to reach South County students.

Cuesta College now serves more than 10,700 students. The college has become a center for community use by individuals, families and community groups on an extended-day and year-round basis.

Historia: *La universidad comunitaria del Condado de San Luis Obispo se formó inicialmente como una extensión de la Escuela Secundaria de San Luis Obispo en 1916 y permaneció abierta hasta que los Estados Unidos entró en la Primera Guerra Mundial. En 1936, el Distrito de la Escuela Secundaria de San Luis Obispo formó otra vez el colegio universitario, el cual se mantuvo en operación hasta junio de 1959.*

El 16 de abril de 1963, el Condado de San Luis Obispo aprobó la formación de una universidad comunitaria para servir a siete escuelas secundarias públicas del distrito. El Distrito del Colegio Universitario de San Luis Obispo sirvió los Distritos de la Escuela Secundaria de Arroyo Grande, de Atascdadero, de Coast Joint Union, de Paso Robles, de San Luis Obispo, de Shandon y de Templeton.

Durante el año académico 1964-65, el Distrito del Colegio Universitario de San Luis Obispo ofreció un programa nocturno con 463 estudiantes inscritos en el semestre del otoño y 696 en el de la primavera. La sede temporaria fue establecida en el Campamento de San Luis Obispo, la Guardia Nacional de California, localizada entre San Luis Obispo y Morro Bay. Esta sede modesta sirvió a 917 estudiantes diurnos y 991 estudiantes nocturnos durante el semestre del otoño de 1965. Además,

se ofrecieron clases nocturnas en Arroyo Grande, Atascadero y Paso Robles, El 4 de octubre de 1965, el Patronato del Distrito del Colegio Unversitario nombró a la universidad nueva "Cuesta College." En 1971, el colegio universitario fue renombrado "universidad comunitaria."

En 1970, se inició la construcción de los edificios permanentes, sobre un area de 150 hectáreas, al oeste del Campamento de San Luis Obispo. Durante el transcurso de 30 años, se construyeron aulas, una biblioteca, un observatorio, un centro estudiantil, un laboratorio de arte y música, una galería de arte, un centro de aprendizaje tecnológico, un centro de cuidado de niños, y oficinas en la ciudad universitaria de San Luis Obispo. En la primavera de 2002, la población estudiantil de San Luis Obispo llegó a más de 8,400 estudiantes.

En el otoño de 1998, se abrieron las puertas de la ciudad universitaria del Condado Norte, la cual fue fundada con fondos privados. La ciudad universitaria del Condado Norte actualmente sirve a aproximadamente 2,100 estudiantes diurnos y nocturnos. Se utilizan edificios temporarios para mientras el Estado provee los edificios permanentes, con aulas, un laboratorio para ciencias, una biblioteca, y un centro para actividades múltiples, sobre un area de 105 hectáreas.

En 2001, Cuesta abrió el Centro del Condado Sur en la Escuela Secundaria de Arroyo Grande, ofreciendo clases y servicios estudiantiles. Este centro nuevo constituye otro paso más en el afán de Cuesta para servir a los estudiantes del Condado Sur. Se espera ofrecer facilidades adicionals para servicios de admisión y clases en la Escuela Secundaria nueva de Nipomo en el otoño de 2002.

Cuesta College sirve en la actualidad a 10,600 estudiantes. La universidad se ha convertido en un centro para la comunidad para individuos, familias y grupos comunitarios durante todo el año.

ACCREDITATION

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 S04, Novato, CA 94949 (415) 506-0234]. All courses and curricula have been approved by the Board of Governors of the California Community Colleges. Cuesta College is fully authorized to give courses which parallel the first two years of the California State University and the University of California curricula and which qualify a student for transfer to these and other accredited colleges and universities throughout the United States.

The Associate Degree Registered Nursing program at Cuesta College has been approved by the California Board of Registered Nursing.

The Psychiatric Technician program has been approved by the California Board of Vocational Nurse and Psychiatric Technician Examiners.

OVERVIEW (CONTINUED)

NONDISCRIMINATION IN DISTRICT/ COLLEGE PROGRAMS

Unlawful Discrimination Grievance Procedures

In accordance with Board Policy 1565, the San Luis Obispo County Community College District will provide an educational and employment environment in which no person shall be unlawfully subject 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 funded directly by or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. The San Luis Obispo County Community College District implements the provisions of California Government Code, the Sex Equity in Education Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Act Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Age Discrimination Act, to the end that no person in the State of California shall on the basis of: ethnic group identification; national origin; religion; age; sex; race; color; ancestry; sexual orientation; or physical or mental disability, be unlawfully denied access to the benefits of or be unlawfully subjected to discrimination under any program or activity that is funded directly by or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges.

Sexual Harassment

It is the policy of the San Luis Obispo County Community College District 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, 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.

Filing A Complaint

An individual who believes he/she has been unlawfully discriminated against or sexually harassed in any program or activity that is funded directly by, or that receives any financial assistance from, the Chancellor or Board of Governors of the California Community Colleges may file a complaint with the Director of Human Resources.

Procedimiento de Agravios en contra de Discriminacíon Ilegal

De acuerdo a la Póliza 1565 el Patronato del Distrito de la Universidad Comunitaria del Condado de San Luis Obispo proveerá un ambiente educativo y laboral en que ninguna persona será sujeta a discriminación ilegal en base a grupo étnico, origen nacional, religión, edad, sexo, raza, color, o incapacidad mental o física en ningún programa o actividad financiada directamente por, o que recibe cualquier asistencia del Canciller o de la Junta de Gobernadores de las Universidades Comunitarias de California. Con estas medidas, el Distrito de la Universidad Comunitaria del Condado de San Luis Obispo pone en práctica las disposiciones del Código del Gobierno de California, la Igualdad de Sexo en Educación, Título VI del Acto de Derechos Civiles de 1964, Título IX de las Enmiendas de Educación, Sección 504 del Acto de Rehabilitación de 1973, el Acto de Americanos Incapacitados de 1990, y el Acto de Discriminación en base a Edad, con el fin de que ninguna persona en el Estado de California será, en base a su grupo étnico, origen nacional, edad, sexo, raza, color, ascendencia, orientación sexual, incapacidad física o mental, negada ilegalmente el acceso a los beneficios, o sujeta ilegalmente a discriminación en cualquier programa o actividad financiada directamente por, o que recibe asistencia financiera, del Canciller o de la Junta de Gobernadores de las Universidades Comunitarias de California.

OVERVIEW (CONTINUED)

Presentando una Queja

Cualquier individuo que cree que ha sido ilegalmente discriminado o acosado sexualmente en cualquier programa o actividad financiada directamente por, o que recibe asistencia financiera del, Canciler o de la Junta de Gobernadores de las Universidades Comunitarias de California puede presentar una queja al Director de Recursos Humanos

EVENING CLASSES

A varied schedule of college 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, Nipomo High School, and at Paso Robles High School. 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.

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; and
5. Emeritus College classes designed for community members over the age of 55. These courses were created at Cuesta to meet local community needs and are designed for the adult learner whose goals are personal enrichment.

WEEKEND COLLEGE

College credit courses are offered on weekends (Friday evenings and/or Saturdays) during the regular semester. Students who attend Weekend College can complete certificate and degree requirements in addition to general education courses for transfer.

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

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 can be performed over the Internet using Netscape or Internet Explorer at http://library.cuesta.edu. Currently enrolled students may also use this portal to gain remote access to full-text periodocal articles and e-books.

To assist students and community residents with their informational and research needs, librarians are available at the information desk on the San Luis Obispo Campus whenever the library is open. 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, typing, photocopying, microcomputer use and group seminars. 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.

Friends of the Library

The Friends of the Library is a volunteer membership organization founded in 1980 to promote the welfare of the Cuesta College Library. In addition to making financial contributions to the library, Friends of the Library regularly sponsors lecturers and social and cultural events that are open to the public. More information is available from the office of the Director of Learning Resources.
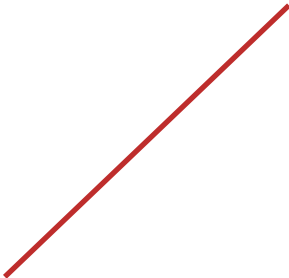
OVERVIEW (CONTINUED)

COMMUNITY PROGRAMS

Cuesta College fulfills its mission by providing a comprehensive source for lifelong learning, career education, recreational opportunities and cultural development in a friendly, accessible environment. For more information call (805) 546-3132, FAX (805) 546-3968, or visit http://www.communityprograms.net.

Cuesta's community education, special events, and recreation programs 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. Community education and recreational activities as well as special events are self-supporting activities, funded by participants' fees rather than by district (tax) funds.
- Community education offers a diverse curriculum with short courses and workshops in areas such as art, computers, home and garden, science and outdoor studies, personal and professional development, business and finance. Programs offered through the community education program are responsive to the needs and interests of the community's children, adults and senior citizens.
- Community recreation activities and class offerings are designed to meet the leisure time, sports, wellness and recreational pursuits of youth and adults in the district. Recreation classes and activities include team sports leagues and camps; fitness, martial arts, and dance classes; a complete aquatics instructional program for youth and adults; and individual and team sport instruction.

- Special events are scheduled to encourage the educational, cultural and personal enrichment of youth, adults and seniors in the district. Events include musical and dance performances, children's programs, Elderhostel, presentations by speakers, workshops, conferences and festivals.
- To develop leadership and provide educational services that utilize special skills, interests, and knowledge of college faculty and other professional community instructors. These services include:
  - Fee-supported short courses and workshops in areas such as vocational, avocational, and personal enrichment classes.
  - Continuing education courses to satisfy professional growth or relicensure requirements for professionals.
  - College for Kids educational program for elementary and middle school students, Writers' Conference, special workshops and conferences.
  - Concerts, musical productions, and dance and theatre promoting local artists.
  - Instructional sports camps and swimming program for children.
- To be a center of community life by scheduling college facilities and services on a year-round basis for individuals, families and community groups.
- To collaborate with community groups, county organizations and businesses in developing programs, facilities and educational services for comprehensive coverage of the district.

SERVICES

ADMISSIONS

Cuesta College and a student who enrolls for credit are brought into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements through a process called Matriculation.

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 can 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.

CONTRACT WITH CUESTA COLLEGE

The responsibilities of Cuesta College under this agreement will entail providing matriculation services which shall include:
- The processing of applications for admission in a timely manner;
- Pre-orientation and orientation services designed to provide, on a timely basis, needed information about instructional programs, course prerequisites, student services, college regulations, and student rights and responsibilities;
- Assessment of students with California Community College Chancellor-approved tests to determine student competency in computational and language skills; to assist where possible in identification of aptitudes, interests, educational objectives; and evaluate study and learning skills;
- Counseling and advising to assist students in interpreting test results and in developing and updating their educational plans through the Student Educational Plan (SEP) process;
- A follow-up system to detect and inform students of early signs of academic difficulty and to monitor the academic progress of each student;
- Referral of students to: (a) support services which may be available, including but not limited to, counseling/advising, financial aid, campus employment/placement services and Extended Opportunity Programs and Services (EOPS); and (b) specialized curriculum offerings including, but not limited to, pre-collegiate basic skills courses and programs in English as a Second Language (ESL);
- Ensuring that all prerequisite courses are valid and necessary for student success [California Education Code Title 5, Section 58106(e)] and ensuring the right of each student to enroll in courses for which he or she can meet necessary and valid prerequisite courses [California Education Code Title 5, Section 55530(a)].

The student's responsibilities under this agreement include:
- The expression of at least a broad educational intent upon enrollment;
- The declaration of a specific educational objective after completion of 15 semester units of degree-applicable credit course work;
- Diligence in class attendance and completion of assigned course work;
- The completion of course(s) and maintenance of progress toward an educational goal, according to standards established by the district and the state.

Failure of a student to abide by the responsibilities outlined above may result in the district suspending or terminating any or all of the college services outlined above [California Education Code Title 5, Section 55530(d)].

To initiate a challenge of a regulatory provision of matriculation, the student must contact the Director of Matriculation and Research Services, San Luis Obispo Campus Building 3400, Room 3419, or call (805) 546-3100 Ext. 2238 to initiate the process.

ADMISSION

Cuesta College admission information is available:
- at the Cuesta College website, http://www.cuesta.edu
- by calling the college's Registration Hotline, (805) 546-3126
- in the Cuesta College Class Schedule

WHO MAY ATTEND (OPEN ENROLLMENT POLICY)

Cuesta College offers "open door" admission for:
- any person with a high school diploma;
- any person 18 years of age or over who does not hold a high school diploma or a high school equivalent diploma;
- students who have passed the California State Proficiency Exam or equivalent. A copy of the certification is required if under 18;
- transfer students from colleges, universities, and other post-secondary programs;
- any person who has served in the Armed Forces of the United States;
- students interested in completing postsecondary coursework for personal development, vocational training, and/or transfer to a four-year educational institution;
- Minors currently enrolled in K-12, who in the opinion of their school principal, would benefit from concurrent enrollment in "advanced scholastic" or "vocational" coursework at Cuesta College. A Cuesta College Permit to Enroll with specific courses identified and approved by the school principal, along with parents' signature is required prior to registration.

ADMISSIONS (CONTINUED)

RESIDENCY REQUIREMENTS

Any person enrolling at Cuesta College in credit or non-credit courses is subject to residency requirements determined by the California Education Code, classified as follows:

Resident Student:

A resident student is one who has established both physical presence in the State of California for more than one year immediately preceding the first day of instruction each semester and who has demonstrated an intent to make California his/her state of legal residence. Demonstration of intent is attained by filing California State Income Tax forms, obtaining a California drivers license, or other reasonable evidence of permanent stay in California.

- Persons who are 19 years of age or older may establish residency in accordance with the above statement. Year of residency must begin after the eighteenth birthday.
- Persons who are under 19 years of age may establish residency in accordance with the above "resident" definition and the following:
  - Married minors may establish their own residence.
  - The residence of the supporting parent is the student's residence. In the event of death of both parents, minors may determine their own residence.
  - Residence of an unmarried minor who has a parent living cannot be changed by his/her own act, by appointment of a legal guardian, or by relinquishment of a parent's right of control (EC S68000).
- Students who have a "permanent residence visa" may establish residency in accordance with the preceding "resident" definition. Foreign students attending Cuesta College on an F-1 Visa, except refugees, are considered non-residents.
- All Foreign students must present a copy of their Visa at the time of application.
- Students with a permanent residency card must provide their Alien Registration number.
- *Los estudiantes que tienen tarjeta de residencia permanente, necesitan someter su número de registro de residente permanente empezando con la letra A.*
- Refugees and asylees may establish residency in accordance with the preceding "resident" definition.

Non-Resident Student:

A non-resident student is one who has not been physically present in California for more than one year immediately preceding the first official day of instruction each semester and has not demonstrated intent to make California their state of legal residence. Such students are required to pay a tuition fee, in addition to the enrollment fee, per unit per semester at the time of registration. This fee is subject to semester or annual change. Non-resident fees are refundable in accordance with the college's refund policy (see "Refunds" on page 21).

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 3 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.

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

INFORMACIÓN PARA LAS PERSONAS QUE HABLAN ESPAÑOL

La misión de Cuesta College es ofrecer oportunidades educativas comprensivas diseñadas para satisfacer las necesidades de los estudiantes que quieren continuar su educación en una universidad preparatoria (community college).

La universidad preparatoria sirve a su comunidad multicultural con programas educativos y culturales que amplian las experiencias de los estudiantes, desarrollan sus habilidades potenciales y los capacitan para que sean productivos y triunfen. Existe una póliza de "puerta abierta" para el ingreso a los programas y a las oportunidades de la universidad y los procedimientos se revisan periódicamente para asegurar que sean equitativos.

Cuesta College aspira a satisfacer las necesidades educativas individuales, a mantener las normas académicas apropiadas, a proteger las libertades académicas y personales, y a promover la igualdad de oportunidades. Están a su disposición varias actividades y muchos servicios de apoyo.

Cuesta College ofrece cursos que le prepararán para cursar diversos campos de estudios. También, para aquellas personas que necesitan aprender el inglés, se ofrecen clases de inglés en las que se le da énfasis a la fonética, a la conversación, al vocabulario, a la lectura y a la gramática. Asimismo, se ofrecen exámenes de asesoramiento para determinar el nivel de conocimiento del idioma a las personas interesadas en tomar cursos de inglés como segundo idioma. Vea la sección "Inglés como Segundo Idioma" para una descripción de las clases en el catálogo de clases. Además de estos cursos se le ofrece asistencia voluntaria en el Laboratorio de Idiomas y en el Learning Skills Center, donde pueden adquirir conocimientos básicos del idioma y de la cultura de los Estados Unidos, valiéndose de algunos de los métodos más modernos en la enseñanza. Para más información sobre estas clases puede comunicarse con el profesorado de Inglés como Segundo Idioma al teléfono (805) 546-3941 o al 546-3123.

ADMISSIONS (CONTINUED)

Exámenes preliminares a la matrícula y exámenes de asesoramiento.

Estos exámenes sirven para dirigir mejor al alumno a clases de acuerdo con su conocimento, y para aconsejarle mejor sobre el programa completo. El alumno debe completar estos exámenes por lo menos una semana antes de matricularse. Estos exámenes se ofrecen en grupos limitados, y es necesario hacer reservaciones, las cuales se consiguen en la oficina de Inglés como Segundo Idioma al teléfono (805) 546-3941.

El examen de Inglés como Segundo Idioma (ESL Placement Test) se exige a cada alumno nuevo que quiere inscribirse en una clase de Inglés como Segundo Idioma.

Las personas que no han sido residentes de California por más de un año previo al semestre que desean matricularse deberán pagar la cuota para personas no residentes del estado.

Ciertos estudiantes califican para una exención de la cuota de no residentes:

- *Los empleados de tiempo completo de una escuela pública de California que necesitan complementar sus credenciales.*
- *Los trabajadores que se dedican a labores agrícolas estacionales por un mínimo de dos meses durante dos años consecutivos.*
- *Los empleados de tiempo completo, sus cónyuges, o los dependientes del empleado de tiempo completo de una universidad comunitaria de California, Universidad del Estado de California, Universidad de California, o Academia Marítima.*
- *Aquellos estudiantes que han completado por lo menos 3 años de escuela secundaria en California y que se han graduado de una escuela secundaria en California.*

Favor comunicarse con la Oficina de Admisiones de Cuesta College para más información.

La matrícula para el semestre del otoño se abre a finales de junio, y la del semestre de la primavera se lleva a cabo entre semestres (véase el calendario en la primera parte de este catálogo). Usted necesita completar la solicitud de admisión si va a asistir a Cuesta College por primera vez o si ha faltado dos semestres o más. La solicitud de admisión se encuentra disponible en el internet al www.cccapply. org, o en la forma impresa en las Oficinas de Admisiones de todos los centros de Cuesta College. Para inscribirse en una clase durante las dos primeras semanas de clase, deberá primero obtener el permiso del profesor de esa clase. El procedimento que debe seguir para inscribirse aparecerá publicado en el catálogo de clases para cada sesión.

Cada vez que se abre la matrícula hay consejeros que pueden ayudar al alumno a escoger su plan de estudios.

Antes de dejar cualquier clase, el alumno debe hablar de su progreso con el profesor, utilizar los servicios de los consejeros y además avisar a la oficina de ingresos (Admissions).

El alumno inscrito en un curso que no asiste a la primera sesión de esa clase será excluído de la lista y su lugar se dará a otro.

FALSIFICATION OF ADMISSION INFORMATION

A student who falsifies any information required on the Cuesta College admission application or other college documents may be dismissed from the college.

El estudiante que falsifica información en los documentos o formas de admisíon de Cuesta College, será expulsado de sus clases.

WHO NEEDS TO APPLY?

New students:

Students who have never attended Cuesta College must submit an admission application. Students wishing to enroll in special programs may have additional admission requirements to be completed prior to registering.

Former students:

Students who have attended Cuesta College in the past. Students who did not attend the previous semester, are not required to submit an admission application but do not have priority to register. Former students who have been absent two or more semesters must submit an admission application.

Minors As Special Part-time Students (High School Enrichment Students):

Cuesta College may admit as a special part-time student anyone in public, private or parochial school, grades nine through twelve (9-12), who, in the opinion of the college president, may benefit from instruction. The majority of these students are concurrently enrolled in high school and are referred to as High School Enrichment students. Minors, grades K-8, may attend Cuesta College concurrently, but will need to meet with the Cuesta College Director of Admissions and Records or Executive Dean at the North County Campus, prior to registration.

The High School Enrichment student is expected to follow regulations and procedures established for all college students. High School Enrichment students are not required to pay the enrollment fee, but are responsible for all other applicable fees. Residents of other states and foreign countries are subject to non-resident tuition. High School Enrichment students will receive college credit for community college courses they complete.

A student applying as a high school enrichment student must submit an admission application and meet all of the following requirements each semester until the student has graduated from high school, achieved high school graduation equivalency, or become 18 years of age:

- Demonstrate the ability to benefit from advanced scholastic or vocational work as determined by the Cuesta College Board of Trustees;
- Receive a written, positive recommendation for specific coursework from the principal of the school of attendance on a

ADMISSIONS (CONTINUED)

Cuesta College Permit to Enroll request;

- Receive written parental consent to attend Cuesta College on a Permit to Enroll request;
- Meet all course prerequisites;
- Enroll in 11 or fewer units;
- To enroll in 12 units, a student must be authorized to attend Cuesta College by the Public School District or the County Board of Education if the student attends public school, and;
- Undertake courses of instruction that would provide "scope and duration sufficient to satisfy the requirement of the Law."

Special admission of minors is authorized by the following California Education Code Sections: 76001 and 48800 (special part-time students), 76001.5 and 48800.5 (special full-time students), and 76002 (summer school).

International students:

Cuesta College is approved by the United States Department of Justice as an institution of higher learning for non-immigrant F-1 & M-1 Visa students.

In addition to completing an application for admission to Cuesta College, F-1 & M-1 Visa students must comply with the following to be admitted to Cuesta College:

- Completion of an International Student Application, which includes a financial certificate, health and insurance certification, transcript requirement and a test of English as a foreign language (as noted in the "Test of English as a Foreign Language" section).
- Deadline for submitting the International Student Application is June 1 for the summer session and fall semester, and December 1 for the spring semester. A $25 processing fee must accompany the International Student Application.

Certificate of Financial Responsibility

Students must show evidence of ability to pay non-resident fees and must maintain 12 units 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.

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 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 another 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.

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.

I-20

Cuesta College will issue the I-20 to the student after all admission requirements have been met.

General

International students concurrently enrolled at any California State University, University of California, or another community college may enroll for not more than six units and must have the written consent of their advisor from the college where the I-20 is on file.

Prospective Visa students must apply for admission while residing in their homeland unless they are transfer students. Transfer students must contact the Admissions Office for direction on applying and transferring their I-20 to Cuesta College. programs may have additional admission requirements to be completed prior to registering.

ADMISSIONS (CONTINUED)

PROGRAMS WITH ADDITIONAL ADMISSION REQUIREMENTS

Additional admission requirements are in place for the following programs:

- Agricultural Technology
- Psychiatric Technician
- Registered Nursing

Agricultural Technology

The Agricultural Technology Program is a cooperative educational program between Cuesta College and California Polytechnic State University, San Luis Obispo. The program enables qualified Cuesta students to enroll in specified lower division Cal Poly courses in the College of Agriculture while concurrently attending Cuesta College. Students enrolled in this program may earn an Associate in Science degree in any of eight majors: animal science, crop science, dairy product technology, dairy production, environmental horticulture science/floral design, environmental horticultural science/landscape design, environmental horticulture science/plant production, or fruit science.

Agricultural technology students complete general education and elective course work at Cuesta College and major courses within the College of Agriculture at Cal Poly. Fees are paid to each institution for every term, and grades are posted to the student's transcript at the institution where the course was completed. Upon completion of the required course work and completed degree application, Cuesta College grants Associate in Science degrees to students in the program.
Students who have been academically disqualified from the College of Agriculture at Cal Poly are not eligible to participate in the Agricultural Technology Program until all conditions for readmission to Cal Poly have been met.

Application deadlines for the Agriculture Technology program are:

- Fall - September 1
- Spring - December 1
- Summer - Not Permitted

Interested students should contact the Cuesta College Admissions Office at (805) 546-3140 or the Cuesta Transfer/Career Services vocational counselor at (805) 546-3100 x2333.

Psychiatric Technician

Students interested in applying to the Psychiatric Technician Program are encouraged to attend a Psychiatric Technician information workshop and are strongly urged to consult with a counselor before they register for course work in the prerequisite class, Introduction to Psychiatric Technician.

All deadlines must be met for admission to the program.

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

- Satisfaction of the assessment tests. (Satisfactory score on placement exam, course work at the appropriate level.)
- A current Psychiatric Technician Application on file in the Psychiatric Training Program Office at Atascadero State Hospital. To submit an application, call (805) 468-3175 or 468-3099.
- Application for Admission to Cuesta College.
- Official college transcripts must be on file in the Cuesta College Admissions and Records Office.
- Completed physical examination and background screening is required for final acceptance.
- Completion of the orientation course, Psych Tech 10, Introduction to Psychiatric Technician, with a passing grade.

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

Registered Nursing

Students interested in applying to the Registered Nursing Program are strongly urged to consult with a counselor and attend a nursing information workshop before they register for course work in prerequisite classes.

The following are requirements for consideration for admission to the Registered Nursing program:

- A current completed Registered Nursing application on file in the Admissions and Records Office by deadline date.
- Graduation from an accredited high school or its equivalent.
- Acceptance as a student at Cuesta College. Official college transcripts must be on file in the Admissions and Records Office by date stated in the current Nursing Program Application of the year preceding anticipated enrollment.
- Completion of Biology 4, 5, 12, and English 1A with a grade of "C" or better by the end of the fall semester of the year preceding anticipated enrollment.
- Satisfactory completion of the nursing assessment tests.
- Completed physical examination required for final acceptance. (California Education Code Title 5, Section 51823 [f]).
- All applicable deadlines must be met for admission to the program.

Fulfilling the preceding criteria does not guarantee admission to the next beginning class. Completion of the above makes the applicant eligible for selection for a class or, placement on a waiting list.

ADMISSIONS (CONTINUED)

Students can achieve eligibility for the National Council Licensure Examination in Registered Nursing in three ways:
- Complete all required courses for the Associate in Science degree in Registered Nursing.
- Complete all Board of Registered Nursing required content without a degree.
- Complete the 30-unit optional program (only L.V.N.s are eligible).

Registered Nursing Program 30-Unit Option for Students (only available to L.V.N.s)

Licensed Vocational Nurses interested in applying to the Registered Nursing program must obtain an application from the Division of Nursing and Allied Health. L.V.N.s are accepted in this program on a space-available basis each fall. To be eligible the L.V.N. must have on file in the Nursing Office the following:
- Application for the 30-Unit Option;
- A current California L.V.N. license;
- Transcripts showing completion of Biology 12 (Human Biology) or college equivalent, and Biology 4 (General Bacteriology) or college equivalent with a "C" or better.

Entrance requirements and deadlines are subject to change. For additional information contact the Nursing and Allied Health Division Office at (805) 546-3119.

AUDITING

Auditing is permitted in classes on a space-available basis only. Admission applications are not required. Instructor approval is required. Students that audit will earn no units or grades. Audit Forms are available at any Cuesta campus in the Admissions and Records, Cashier, or Student Services offices.

Audit fees are $15 per audit unit plus any course fee listed in the class schedule. For students enrolled in 10 credit units or more, the first 3 audit units are free. Students wishing to audit must delay payment of fees until the last day to add a class. Audit payments may be submitted to the Cashier's Office at the San Luis Obispo or North County campuses.

TRANSCRIPTS

Prior to registration, all students must submit official (sealed) copies of all high school and college transcripts to the Cuesta College Records Office, P.O. Box 8106, San Luis Obispo CA 93403-8106. Final transcripts should be submitted once all coursework is completed and grades are posted.

Official transcripts are required to satisfy course prerequisites, Student Education Plans, GE Certifications, and all program evaluations at Cuesta College. Transcripts submitted to Cuesta College will not be released to students, other colleges or agencies.

ASSESSMENT TESTING
Mathematics Assessment

– New students, or those who have not completed prerequisite coursework at a high school, college or university, are expected to take a mathematics assessment test prior to enrolling in any non-transferable mathematics course (Math 3, 7, 19, 21, 23, 23SI, 24A, 25, 26A, 26B, 27 and 27SI). Students not wishing to take a mathematics assessment test, may enroll in Mathematics 3 (Arithmetic). Transferable mathematics courses (those numbered 29 and above) have academic prerequisites that must be verified prior to registration.

English Assessment

– New students, or those who have not completed prerequisite coursework at a college or university, are expected to take an English assessment test prior to enrolling in English 100 (Basic Reading and Writing) and/or Academic Skills 36 (Reading Essentials).

The assessment results and other multiple measures will be used by the student and a Cuesta College counselor in a pre-registration workshop to select the most appropriate classes, based on demonstrated ability.

Students transferring from other California community colleges are encouraged to submit their recent assessment test scores with recommended course placement to avoid additional assessment testing at Cuesta College [Title 5, Section 55530(c)]. However, if the placement from another community college is into English 1A (transferable English) and the student's prior English assessment did not include an essay, the student must also take Cuesta's essay-only exam.

In keeping with Cuesta College's commitment to assure each student equal opportunity to demonstrate competency or knowledge, the district shall monitor assessment test results to determine if a disproportionate impact may exist for particular groups of students. If such an impact is detected, a plan shall be developed (in consultation with the California State Chancellor's Office) to correct the disproportionate impact [California Education Code Title 5, Section 55512(a)].

Who Should Take Assessment Tests?

Placement testing for Cuesta College is available to students when they are in their senior year of high school or when they are ready to begin the matriculation process for entrance. Students who are not transferring prerequisites and want to take English courses other than English 100 or mathematics courses other than Math 3 are expected to take an assessment test. Testing may also be required for other courses that have academic prerequisites which students must meet to enroll in those courses.

ADMISSIONS (CONTINUED)

The only students who are specifically exempt from assessment are those taking courses (whose units total six or less) for personal enrichment or those students already possessing a college degree from an accredited institution. Note that a student is not exempt if the course desired has either a mathematics or English prerequisite, regardless of the number of units sought.

Assessment Appeal forms for both English and mathematics are available at the Matriculation and Research Services Office, San Luis Obispo Campus, Building 3400, Room 3419, or call (805) 546-3951.

Why Is Assessment Testing Important?

The college considers assessment testing to be one of the most valuable services it offers. Students find it gives them an important window to their basic abilities and interests. Assessment testing is diagnostic and can guide students in directions that can save them valuable time (sometimes more than a semester), grief (from a poor grade point average due to course failure), and effort in achieving their educational and career goals.

Para información acerca de exámenes de asesoramiento para aprender inglés, vea la sección "Información Para Las Personas Que Hablan Español," o por favor de llamar (805) 546-3140.

Assessment Testing for Students with Disabilities

The college has a commitment to assure each student an equal opportunity to demonstrate competency or knowledge in a subject area. Therefore, students with verified disabilities (according to California Education Code Title 5 regulations) are expected to demonstrate the same competency or knowledge as their non-disabled peers. Accommodations will be made on an individual basis in the method or format of examinations. These accommodations may be requested by a faculty member, Disabled Student Programs and Services (DSPS) faculty or the student with a disability. The request for accommodation shall be made in advance through the Director of Academic Support/ Disabled Students Programs and Services at the San Luis Obispo Campus, (805) 546-3148. For the North County Campus call (805) 591-6215. A verification of disability is required.

Exemptions to Assessment Testing

Assessment is mandatory if results are required to meet a course prerequisite. Students may be exempt from assessment testing if they meet one of the exemption criteria listed below.
- Enrolling in six units or less (except for units required to meet a course prerequisite)
- 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
- Are taking courses to maintain a certificate or license

COUNSELING SERVICES

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 so important, and four-year college requirements change so frequently, students should consult with a counselor on a regular basis before registering for classes. Students may schedule a half-hour appointment, or make a brief, ten-minute, walk-in counseling visit.

Appointments

Counseling Services at the San Luis Obispo Campus is located in the Library Building, Room 3101A. It is staffed both day and evening. Appointments can be made one week in advance beginning the first working day of the week. To schedule an appointment, call (805) 546-3138 between 9:00 a.m. and 4 p.m.

Counseling Services at the North County Campus is located in Building 3000. Appointments can be made at Student Services, Room N3039, or by calling (805) 591-6241.

Other Campuses/Centers

During the academic year, counseling assistance is provided for students who enroll in classes at one of the college's other sites.

Arroyo Grande Center (Arroyo Grande High School):

For appointments call Counseling Services at the San Luis Obispo Campus from 9:00 a.m. to 4 p.m., (805) 546-3138 or the Arroyo Grande, South County Centers at (805) 474-3919.

North County Campus (Paso Robles):

For information refer to the summer, fall or spring class schedules. For appointments call Student Services at (805) 591-6241 from 9:00 a.m. to 4 p.m.

Academic and Personal Counseling

Academic and personal counseling support is provided for continuing students through individual and small group sessions.

Counselors provide the following services:

Orientation/Advisement:
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 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. Orientation is not required for students taking classes only during evening hours (4 p.m. or later).

ADMISSIONS (CONTINUED)

The Cuesta College New Student Orientation is designed to help you get off to a "Great Start". You will learn about the requirements for a certificate, Associate Degree and transfer, as well as policies and procedures of the college. You can participate in a New Student Orientation by attending a Group Orientation on the Cuesta campus or by completing an Online Orientation.

Great Start Workshop Orientation:

Most scheduled Great Start group orientation sessions on the Cuesta campus are offered directly after the English and math assessment sessions and are approximately two hours long. Students must submit an admission application prior to signing up for a Great Start Workshop.

Online Orientation:

Once an application for admission has been submitted and confirmation has been received, the online orientation is available to all Cuesta students by logging into PAWS at www.cuesta.edu/paws.asp. The online orientation allows students to choose their goal (AA, CSU, or UC) and proceed on the appropriate path to accomplish their goal.

Exemptions to Orientation:

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

- Enrolling in six units 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.

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

Student Educational Plan (SEP):

After the semester begins, students are encouraged to see a counselor in order to develop a personalized Student Educational Plan (SEP) which charts the student's future through college.

LOCAL HIGH SCHOOL OUTREACH:

Liasons to local high schools are provided to support the enrollment of local students at Cuesta College.

Specialized and Targeted Counseling:

Counselors also provide specialized and targeted counseling for the following groups of 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.
- **Re-entry Students**: The Re-entry Program is designed to be a support system for students 25 and older, returning to school after an absence of 5 or more years. The services include:
  - "Great Start" Assessment and Orientation (prospective students)
  - Academic Counseling by appointment or walk-in
  - Priority Registration (limited number of semesters)
  - Information postcards and newsletters
  - Activities and social events
  - Reentry Center (San Luis Obispo campus)
  - Reentry course offerings (San Luis Obispo campus)

Course Transfer Information (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.

ADMISSIONS (CONTINUED)

FEES

REGISTRATION FEES

The college reserves the right to make changes, additions and/or deletions to the list of fees and charges during the academic year when deemed necessary by action of the State of California, the administration and/or the Board of Trustees.

In the case of a fee increase or decrease, students enrolled in the effected term will be subject to the fee increase or decrease for that term. The student's account will reflect the changes that occur and the fee payment policy will govern the credit or collection of these fees.

Students should be prepared for the following expenses. Other expenses will vary with individual student needs.
Contact the Counseling Department for help with questions concerning articulation or major requirements.

Enrollment Fee*	$18 per unit	**Non-Resident Tuition (in addition to preceding fees)**	
		Out-of-State Students	$160 per unit for all units attempted per semester plus enrollment fee
Material Fee	Varies per class (if applicable, see the current class schedule)		
		International Students	$160 per unit for all units attempted per semester plus enrollment fee
Student Center Fee*	$1 per unit at the San Luis Obispo Campus for a maximum of $10 per academic year (no fee charged during summer session)		
		Audit Fee - See Auditing section of Catalog.	
		Parking Permit Fees (Day or Evening)	
Health Center Fee*	$13 per semester $10 per summer session	**San Luis Obispo and North County Campuses**	
		Automobiles, vans, trucks	$20 per semester $7.50 per summer session
ASCC Student ID Card	$10 per semester $5 per summer session	Motorcycles, mopeds	$5 per semester $2.50 per summer session
Student Representation Fee	$1 per semester		
		Each additional vehicle	$5 per semester $2 per summer session
Textbooks and Supplies	$50-$85 average per course		
		A daily permit is available at Park-Ur-Self machines located in the parking lots.	

These fees may not apply to students who, at the time of enrollment, are recipients of benefits under the TANF (CalWORKs), the SSI/SSP or the General Assistance programs.

Parking citations will be issued for violations of campus parking and traffic regulations. A copy of these regulations is given to students when they purchase parking permits or may be obtained from the Public Safety Office.

The fine for parking violations is set by the Cuesta College Board of Trustees. Most violations are $20 to $54. The fine for unauthorized parking in handicapped spaces is $275. For a complete list of parking fines, contact the Public Safety Office.

Enrollment Fee (Education Code Section 76300)

The basic Enrollment Fee is charged per unit of enrollment and are set by the State of California. This fee is subject to change and is currently set at $18 per unit.

Non-Resident Tuition (Education Code Section 76140)

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

ADMISSIONS (CONTINUED)

Health Fee (Education Code Section 76355)

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 $13 fee each semester regardless of the number of units they are taking. This fee is nonrefundable once the semester begins.

Health Fee Exemptions

The following scenarios may exempt students from paying the Health Fee:

- Students who are taking classes only at the South County Centers.
- Any student who depends exclusively upon prayer for healing in accordance with the teaching 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.
- Any student who is attending Cuesta under an approved Apprenticeship program.
- Low income students, including students who demonstrate financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid and students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 5820 of Title 5 of the California Code of Regulations.
- Prior to registration, a student must provide documentation of the above exemptions to the Financial Aid Office.

ASCC Student ID Card Fee

The Associated Students of Cuesta College (ASCC) Student ID Card fee provides a college picture ID and helps fund student jobs, student activities and services, as well as college programs. This optional fee provides support to the following programs:

> Emergency book loans
> Easy access to library services
> Children's Center
> Free legal counseling
> Movies, games and music - ASCC Social Club **
> Intercollegiate sports**
> Free noon swim**
> Student art shows and intercollegiate music festivals
> Activities and Student Center support**
> Clubs and organizations

**San Luis Obispo Campus only*

If the ASCC Student ID card is lost, stolen, mutilated or destroyed, the student is provided, free of charge, one replacement during the student's Cuesta career. For any additional cards there is a $2 replacement fee. The Student ID Card is to be purchased/renewed each semester, even if the student has already had her or his picture taken. Non-refundable once the semester begins.

Student Center Fee (Education Code Section76375)

The Student Center Fee is designated for the sole purpose of supporting the Student Center and is charged to all students taking classes at the San Luis Obispo Campus. The fee, which is not to exceed $10 per academic year is based on upon the number of units taken during this period at the rate of $1 per unit. An academic year consists of fall and spring semesters. It does not include the summer session. The fee is not charged for units taken at the North County Campus and at the South County Centers.

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 Aid to Families with Dependent Children 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 Campus or Arroyo Grande Centers only.

Student Representation Fee

A vote of the students during the Spring 2002 semester authorized the collection of a mandatory $1.00 Student Representation fee from every credit student each semester. 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 childcare 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 can refuse 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 semester begins. Forms are available in the Admissions and Records Office and the Cashier's Office at all campus locations, and at the Student Life and Leadership Office on the SLO campus. The form is also available on the Web at http://academic.cuesta.edu/admrreg/polforms.htm for students to print and complete. The form may be submitted to the Admissions and Records Office or faxed to (805) 546-3975.

Associated Student Governments are allowed to implement the Student Representation fee according to Educational Code 76060.5. This per-semester fee can be utilized by the ASCC to fund only those purposes listed above.

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

ADMISSIONS (CONTINUED)

For further information, please contact your ASCC Representative at the San Luis Obispo campus Student Center, Building 5300.

Fee Payment Policy

All fees associated with the college must be paid at the time of walk-in registration. Fees may be paid by check, cash, or credit card (VISA, Discover, or MasterCard). Students registering online through WEBReg will have the option of paying immediately by credit card or by submitting payment to the Cuesta College Cashier within five working days. A $10 service fee will be charged for all checks returned for insufficient funds.

Students who register, but find they are unable to attend, must drop their classes and request a refund of fees paid. Students who drop classes are still responsible for paying the fees incurred based on the drop date, according to the Refund Policy. Refer to the fee schedule for refund dates. Cuesta College does not drop students from their classes for non-payment of fees. Instead a delinquent debt hold is placed on the student's records that blocks them from registering in classes and accessing their student records and official transcripts.

Students enrolled in noncredit courses will not receive units of credit or grades and are not charged enrollment, non-resident tuition, health, student representation, or student center fees. Some courses may have material fees that are due at registration. Parking and refund policies apply to students enrolled in noncredit courses.

REFUNDS

Students are responsible for dropping courses and initiating a written request for a refund. Requests for refunds will be considered according to the date the student submits the request and according to the following refund policy. The request forms may be obtained from the student services cashier, and from the Cuesta website. A refund check will be mailed to the student within six to eight weeks from the date submitted.

A Full Refund includes enrollment, non-resident tuition (if applicable), health, ASCC Student ID Card, Student Center and student representation fee, material and parking fees (parking permit must be returned in usable condition). A Partial Refund includes Enrollment and Student Center fees.

There are no refunds for parking fees, material fees, student representation fee, ASCC fee, or health fee after the official first day of instruction each semester and summer session.

Refer to the current class schedule for specific deadlines.

Refund Policy

- Students will receive a full refund for any classes canceled by the college or from which they are administratively dropped.
- Students must apply for these refunds.
- Students will receive a refund for enrollment fees, less a $10 service fee for processing the refund.

- Non-resident students who withdraw prior to the first official day of instruction will receive 100 percent of their non-resident fees.
- Non-resident students who withdraw during the first week of instruction will be refunded 80 percent of their non-resident fees.
- Non-resident students who withdraw during the second week of instruction will be refunded 50 percent of their non-resident fees.
- Requests for refunds will not be processed after the fourth week of instruction for 18-week courses. Courses must be dropped during the first two weeks of the semester for students to be eligible for a refund.
- If a student is erroneously determined to be a non-resident and pays non-resident fees, such fees will be refunded provided acceptable proof of California residence is presented within the period for which the fee was paid.
- For short-term courses (less than 18 weeks), no refunds are given after 10 percent of the class has been completed.
- These deadlines relate to fall and spring semester only. See the summer session class schedule for specific summer session deadlines.

Refunds for Registration Fee Overpayment

In the event that a student overpays registration fees, the amount of the overpayment will be credited to the student's account. The credit will be applied to any additional registration fees incurred in the event that the student adds classes.

If no additional fees are incurred, overpayment refunds will be automatically processed within six to eight weeks. Refunds will be mailed to the student's address on file in the Admissions and Records Office.

MAINTENANCE ALLOWANCE 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 the specific eligibility requirements, contact the Cuesta College Admissions and Records Office at (805) 546-3955.

RESTRICTING STUDENT SERVICE - HOLDS

Cuesta College will block student access to service by placing holds when the student has not met their obligations for the following:
- Neglected to submit the Admission Application Signature Page;
- Unpaid Registration Fees;
- Neglected to return library books or pay fines;
- Neglected to return equipment, uniforms or materials.
- Neglected to pay other debt due the Student Health Center and Bookstore.

RECORDS AND GRADING POLICIES

In most cases once the student returns the materials or pays the delinquent debt their hold will be released. Students may check their hold status through PAWS, the Cuesta College online student portal.

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.

Students shall have their records released when they:
- Return books or materials
- Pay charges for books or library materials.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) — RELEASE OF INFORMATION

Directory Information

In compliance with the Family Educational Rights and Privacy Act, Cuesta College treats the following student information as directory information that can be disclosed without a specific release of information from the student: name, field of study, degrees/awards, participation in officially recognized activities/sports, dates of attendance, grade level and enrollment status (e.g., undergraduate or graduate; full-time or part-time).

Students may restrict the release of directory information by written request available in the Admissions and Records Office.

Non-Directory Information

In compliance with FERPA guidelines, a student must provide self-identifying information in a signed and dated written request to the Cuesta College Records Office for the release of non-directory information. The receipt of a written request by fax satisfies this requirement.

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.

Access to Records

- Any currently enrolled or former student has a right of access to any and all records relating to the student and maintained by the college. Individuals who applied to the school but did not attend are not covered by FERPA. The full policy and procedure for review of a student's records are available from the Director of Admissions and Records.
- Students 18 years of age or older may examine all records in their name. These records are not available to any other person other than appropriate college personnel, unless released by the student. Legal exception is provided to the

above regulation, and these exceptions will be explained to any person who requests the information from the Director of Admissions and Records.
- Each student has a right to challenge any record which is kept by the college. The Director of Admissions and Records is responsible for all student records. Challenge of records, if any, shall be in writing to the director. A decision will be made within five school days to uphold or reject the challenge of any record. When the challenge of a record is upheld, that record shall be amended. If the challenge of a record is denied, the student may appeal this decision to the college's governing board (Board of Trustees).
- The specific regulations governing the Family Educational Rights and Privacy Act are available in the office of the Director of Admissions and Records.

TRANSCRIPTS

Cuesta College Transcripts

Official transcripts of Cuesta College records are available upon written request from the Records Office.

Transcripts ordered electronically will be mailed within 3-5 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 $5.00 per copy. Transcripts ordered in-person and by mail will be mailed within 7-10 working days and cost $3.00 per copy after the first two free copies. Unofficial transcripts are available for viewing and printing through PAWS on the Cuesta College website. Access to PAWS requires the student identification number and PIN. Transcripts will not be produced for students whohave a hold on their records.

Non-Native Transcript Evaluation

Official transcripts from other institutions must be submitted to Cuesta College Records Office prior to enrollment. Lower division (freshman/sophomore level) coursework from 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 units are from a college or university, which is on the quarter system, these units will be converted to semester units (quarter units x .6667=semester units).

Upon application for the associate degree or transfer certification, non-native coursework units will be posted to the Cuesta College student record. Applications for the associate degree and transfer certification are available in the Admissions and Records Office and on the website.

RECORDS AND GRADING POLICIES (CONTINUED)

GRADING POLICIES

GRADES

As adopted by the Board of Governors, February 29, 1980, the following grades are used in evaluating student work (grade points per unit based on a 4 point scale are in parentheses):

A   **Excellent (4)**
B   **Good (3)**
C   **Satisfactory (2)**
D   **Passing, less than satisfactory (1)**
F   **Failing (0)**
CR   **Credit** — At least satisfactory; units awarded are not counted in GPA
NC   **No Credit** — Less than satisfactory or failing; units are not counted in GPA but are included in progress probation/dismissal calculations.
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. The "I" symbol shall not be used in calculating units 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 due to circumstances beyond the control of the student. 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 fourth 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 fourth 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's student portal, PAWS, four weeks after the last day of the term. Grades are not automatically sent to students. Students may submit a self-addressed, stamped envelope to the Admissions and Records Office to have grades mailed to them, or they may access their grades via Cuesta College's PAWS website at http://www.cuesta.edu/paws.

Credit/No Credit Grading

- A student may select "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 credit/no credit grading decision.
- No more than 12 units of "credit/no credit" may be applied toward the Associate in Arts or Associate in Science degree.
- Courses listed on the schedule as "credit/no credit" grading option may be taken only once for "credit/no credit." The student may, however, repeat the course for a letter grade.
- Students shall receive a "CR" (credit) if, at the end of the semester, a grade of "C" or better is earned. The "CR" shall, when recorded, add units completed but shall have no effect on the grade point average.
- Students doing work that is unsatisfactory (Grade of "D" or "F") shall receive a "NC" (no credit) which, when recorded, will not increase units completed and will not be used to calculate the grade point average. However, units attempted for which an "NC" 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 "credit/no credit" option. Some courses are graded only on a "credit/no credit" basis. Enrollment in these courses would 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 credit/no credit grading option was selected for the second attempt.

RECORDS AND GRADING POLICIES (CONTINUED)

ACADEMIC RENEWAL REGULATIONS

Cuesta College recognizes that a student may in the past have completed academic coursework at an institution of higher learning that is not reflective of the student's present scholastic ability. The college also believes that there is merit in allowing students a chance for "academic renewal" so they are not unduly penalized in their educational pursuits for past substandard performance. Accordingly, Cuesta College provides the opportunity for academic renewal as follows:

Course Repetition: Substandard Work

- Students who have received a grade of "D" or "F" may repeat the course and receive a new grade and the units of credit attempted.
- Courses listed on the schedule with a "credit/no credit" grading option may be taken only once for "credit/no credit." The student may, however, repeat the course for a letter grade.
- In any course repetition, the last grade recorded will be used in determining the overall grade point average. However, when course repetition occurs, the permanent record shall be annotated in such a manner that all work remains legible.
- Students wishing to repeat a course must obtain and complete a "Course Repetition" form from the Admissions and Records Office. The completed form will be routed to the Admissions and Records Office where it will remain on file until the end of the semester when grades are submitted and the new grade is recorded.
- An equivalent course completed at another accredited college or university for which substandard academic performance was recorded at Cuesta, may be repeated under the conditions stated above. Official transcripts from the other institution must be submitted to Cuesta College. Students may also be requested to submit a copy of the course outline or catalog description to confirm course equivalency.

RESTRICTION ON COURSE REPETITION

Repetition of Courses for which Substandard Work Has Been Recorded

Students cannot register for a course in which they received an unsatisfactory course grade (D, F, W, or NC) more than three times. Students will be barred from registering in the course until the student:

- obtains a "Request to Exceed Repeat Limit" form from the Admissions and Records Office;
- meets with a counselor to develop a remediation plan noted on the form;
- receives approval on the form from a counselor or an instructor; and
- receives approval on the form from the Director of Admissions and Records at the San Luis Obispo Campus or the Executive Dean of the North County Campus.

Repetition of Courses for which Substandard Work Has NOT Been Recorded (California Education Code Title 5, Section 55763)

- Students who have previously received a grade of "C" or better may repeat the course if circumstances exist that justify such repetitions. However, the grade awarded for courses repeated under this section may not be counted in calculating a student's grade point average.
- When course repetition under this section occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible.

To exercise this option students must file a "Request to Repeat a Course with a Grade of 'C' or Better" form with the Admissions and Records Office after it has been approved by an instructor or counselor. The petition must be approved prior to enrollment.

Academic Renewal Through Alleviation of Courses without Course Repetition (California Education Code Title 5, Sections 55764 and 55765)

- Classes where substandard grades have been received may be disregarded in the computation of a student's grade point average if the work was substandard but not reflective of the student's present scholastic level of performance. This policy may be applied to two distinct semesters of work. This is a one-time-only option.
- A period of at least two years must have elapsed since the completion of the work to be alleviated.
- To alleviate course work, the student must have completed a minimum of:
  - 15 semester units with at least a 3.0 GPA, or
  - 30 semester units with at least a 2.5 GPA, or
  - 45 semester units with at least a 2.0 GPA.
- The student must file a "Course Alleviation" form with the Admissions and Records Office. If the course alleviation is approved by a counselor and the Director of Counseling Services, the alleviated course work will be noted as such on the student's permanent record by the Admissions and Records Office.
- Courses taken at another accredited college or university, indicating substandard performance, are eligible for course alleviation as mentioned above. Course work alleviated from transfer institutions will apply only to graduation requirements from Cuesta College. Cuesta is unable to alleviate work from any other institution's records for the purpose of transferring to another college or university.

Dates and times of registration are published for each semester and the summer session in a class schedule and on the Cuesta College website.

ACADEMIC PROBATION AND DISMISSAL

Students who earn unsatisfactory grades may jeopardize their enrollment at Cuesta. 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=4, B=3, C=2, D=1, F=0).

RECORDS AND GRADING POLICIES (CONTINUED)

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 2003 and Fall 2004 would be subject to dismissal if the student did not attend Cuesta during Spring 2004.

Dismissed students are not allowed to attend the subsequent semester. They must "sit out" for one full semester before regaining eligibility for enrollment.

To appeal academic dismissal, the student must attend a reinstatement workshop and sign a reinstatement contract that specifies the remedial actions a student must complete in order to remain enrolled. A student shall be removed from Academic Dismissal when the semester GPA earned is 2.0 or higher. If the student does not comply with the terms of the contract, the student will be required to "sit out" one semester

PROGRESS PROBATION AND DISMISSAL

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

A student on progress probation because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below 50 percent.

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

To appeal progress dismissal, the student must attend a reinstatement workshop and sign a reinstatement contract that specifies the remedial actions a student must complete in order to remain enrolled. If the student does not comply with the terms of the contract, the student will be required to "sit out" one semester.

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

SCHOLASTIC ACKNOWLEDGMENTS

Academic Honor List

Students who enroll and complete 12 or more units 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. Once a semester, students who qualify are notified by letter from the Vice President of Student Services and the achievement is posted under the qualifying semester on the student's academic transcript. In order to qualify in any particular semester, the student must enroll in 12 or more units and earn a 3.25 grade point average with no grade lower than a "C."

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 units.

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. This acknowledgment 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. This acknowledgment is posted on the student's diploma, the academic transcript and in the commencement ceremony program. 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 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 can be obtained from the Student Development Office. Recognition of AGS membership is posted on Cuesta transcripts. Students with AGS membership are recognized at commencement with a gold cord.

REGISTRATION

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 1999, 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 occuring after this three-year tracking period.

Based upon the cohort defined above, 35.3 percent attained a certificate or degree or became 'transfer-prepared' during a three-year period, from Fall 1999 to Spring 2002. Students who are 'transfer-prepared' have completed 60 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 25.7 percent transferred to another postsecondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period, from Spring 2000 to Spring 2002.

OPEN CLASSES

It is the policy of Cuesta College to offer classes to any person who has been admitted and who meets course prerequisites as officially approved by the State of California, the local Board of Trustees, or the California Education Code Title 5.

CLASSIFICATION OF STUDENTS

Freshman:	A student with less than 30 semester units of college credit
Sophomore:	A student who has completed 30 or more semester units of college credit
Full-time:	A student enrolled for 12 or more units (Fall, Spring semester) A student enrolled for 4 or more units summer session
Part-time:	A student enrolled in less than 12 units (Fall, Spring semester) A student enrolled in less than 4 units summer session
Enrichment Student:	A non-high school graduate under 18 years of age who is concurrently attending high school and Cuesta College.

PRIORITY REGISTRATION POLICY

Registration into Cuesta College courses begins in June for the fall semester, November for spring semester, and April for summer session. Cuesta College registration is available primarily over the web through the WEBReg program on PAWS at www.cuesta.edu/paws.asp. Walk-in registration dates also are scheduled prior to the start of each new term.

First-time college students are encouraged to attend an assessment of English and math skills and an orientation prior to registering in Cuesta College courses.

Access to registration is based on Cuesta College Board Policy 6009 shown below.

The Priority Registration Policy regulates the availability of limited class space in a fair manner that facilitates the registration process.

REGISTRATION (CONTINUED)

Board Policy 6009 Priority Registration

To 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 required. The following is a list of priority groups in the order that they will gain access to registration activities.

PRIORITY 1: Applicants for graduation who are continuing Cuesta College students and will complete remaining degree or certificate requirements within the semester. (Students will receive one-time only priority in this classification.)

PRIORITY 2: Graduating seniors from local area high schools who are processed through matriculation and who apply by the application deadline (fall only).

PRIORITY 3: Documented eligible students participating in the Disabled Student Program and Services (DSPS), Extended Opportunity Program and Services (EOPS), CalWORKs Program, students participating in Intercollegiate Athletics during the semester of active team participation, ASCC leaders, students in the Re-entry Program, students in the Pre-nursing Program, students serving as Facilitator Assisted Learning (FAL) facilitators, student employees, staff, faculty, retired faculty and staff having earned emeritus distinction; and dependent children, spouses, and partners of faculty or staff.

PRIORITY 4: Continuing Cuesta College students will receive priority registration based on the total number of Cuesta College units completed. Unit increments:
- 4.1   Equal to or greater than 48.0 units.
- 4.2   Equal to or greater than 24.0 units and less than 48.0 units.
- 4.3   Equal to or greater than 12.0 units and less than 24.0 units.
- 4.4   Less than 12.0 units.

PRIORITY 5: First-time students, including high school enrichment and new re-entry students, who are processed through matriculation and who apply by the application deadline.

PRIORITY 6: First-time, returning, and transfer students who apply for admission and register during open access registration periods.

STUDENT COURSE LOAD

A full-time student is a student who is enrolled in a minimum of 12 units per semester (4 units per summer session). Students enrolled in fewer than 12 units are considered to be less than full-time. Students are limited to a maximum of 19 units during the fall and spring semesters (9 units during the summer session), including both day and evening classes. In order to take more than the maximum number of units, a student must have an outstanding academic record and must obtain approval from a counselor before registering.

ADDING COURSES

Students must add classes by the second week of instruction for regular semester courses or by the second class meeting for short courses and summer session courses. Once instruction begins, all adds require instructor approval. Necessary instructor-arranged course transfers still will be allowed beyond the normal deadline for adding. In order to officially add a course, the student may add using web registration (PAWS WEBReg) or submit appropriate forms to the Admissions and Records Office by the deadline contingent upon instructor approval.

Auditing

Since auditing is permitted in some classes on a space-available basis only, students choosing to audit courses must delay registration for the courses until the last day of the regular registration period. Students will not receive academic credit for audited courses. Information and forms are available in the Admissions and Records Office.

WITHDRAWAL FROM COLLEGE AND DROPPING OF COURSES

Any student leaving the college after registering must officially withdraw from the institution. To obtain a withdrawal from the college, a student must drop their courses on the web through PAWS WEBReg, or complete the appropriate forms provided in the Admissions and Records Office, and submit for processing.

A student may drop a class without receiving a "W" grade if the drop is processed by the fourth Friday of the semester for regular semester courses or within the first 20 percent of the class for short courses and summer session courses.

A student may drop a class with a "W" grade before 60 percent of the semester or session has been completed.

INSTRUCTIONAL PERIOD	DROP DEADLINE
Fall/spring semester	End of twelfth week
Summer session	End of fourth week
Short course	60 percent of the length of short course

Thereafter, a grade other than a "W" must be awarded, and an "F" is likely if the student has not arranged with the instructor to complete minimum course requirements. Drop forms are available in the Admissions and Records Office at any campus location and on the Cuesta College web site.

Withdrawal from classes after the end of the twelfth week may be made based on extenuating circumstances upon petition to the Director of Admissions and Records and with appropriate valid documentation. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student (California Code Title 5, Section 55758).

REGISTRATION (CONTINUED)

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 at the time of the withdrawal. 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.

OFFICIAL TRANSCRIPTS

All applicants must submit official transcripts of all prior high school and college work. Transcripts are to be forwarded to the Cuesta College Admissions and Records Office.

Transcripts submitted to the college are considered property of Cuesta College and will not be released to students or other colleges or agencies.

PREREQUISITES AND COREQUISITES

The purpose of prerequisites, corequisites and advisories is to enhance a student's chance of success in a desired course. A prerequisite is a course (or equivalent skill or prior experience) that a student must pass (or must possess) before enrolling in a more advanced course. A corequisite is a course in which a student must enroll at the same time as (or before) enrolling in the desired course. Successful completion of a prerequisite is achieved by a final course grade of "C" or better. An advisory is a course that a student is encouraged (but not required) to take before enrolling in a more advanced course. In addition, some courses — such as music performance, intercollegiate athletics, and honors programs — limit enrollment based on an audition or other screening procedure.

Transcript Evaluation - Prerequisites

To enroll at Cuesta College, two copies of a high school and/or college transcript (if any) should be obtained at least two weeks before registration for classes. One copy must be an official (sealed) copy and is to be submitted to the Admissions and Records Office. This copy will be kept on file for college use and cannot be released again to the student or another institution.

An unofficial copy (not a sealed copy) is to be hand-carried by the student to all advising and registration activities to validate that the necessary prerequisite courses have been met with a "C" grade or better. Students are strongly advised NOT to rely on forwarded transcripts. In such cases, the student should contact Counseling Services at the San Luis Obispo Campus, (805) 546-3138, or at the North County Campus, (805) 591-6225; or the Evaluations Office, (805) 546-3141, to clear any prerequisites. The student may need to provide a copy of the course description from the catalog of a private college or out-of-state college.

Prerequisite/Corequisite Challenge for Continuing Students

Continuing students will be allowed to enroll in an advanced course, without a Challenge Petition, if they are currently enrolled at Cuesta College in the required prerequisite for that course. If the student fails to receive a grade of "C" or higher in that prerequisite course, the student must drop the advanced course and reregister in the prerequisite course. If the student neglects to drop the advanced course the Admissions and Records Office will administratively drop them from the course.

Students wishing to reenroll (repeat) in the prerequisite course will need to complete a Petition to Repeat a Substandard Course to gain access to register for the course through WEBReg. This petition will also prompt the Records Office staff to discount the grade received in the initial class once the grades are processed for the repeated course.

Prerequisite/Corequisite Challenge Procedures

Students have the right to challenge course prerequisites. They have the responsibility to provide documentation to support their challenge.

A "Prerequisite/Corequisite Challenge" requires a written explanation of alternative course work (background or abilities) which, in the student's opinion, adequately prepares the student for the course.

A "Prerequisite/Corequisite Challenge" form can be obtained from the Admissions and Records Office on the San Luis Obispo campus and the Student Services Office on the North County campus.

Reasons for challenging a prerequisite/corequisite may include one or more of the following:
- A prerequisite/corequisite is not reasonably available to a student with a Student Educational Plan (SEP). Reasonably available is defined as any open seat(s) in any scheduled course within the last two semesters.
- The student believes the prerequisite was established in violation of state regulations or in violation of the district-approved prerequisite/corequisite process.
- The student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner. Discriminatory is defined as prerequisites/corequisites being arbitrarily enforced with some group(s) of students and not with other(s) or having a disproportionate impact on a particular group of students.
- The student has the documented knowledge based upon a multiple measure assessment (certificate of completion, transcript, syllabus, or copies of exams/challenge examination) of ability to succeed in the course without meeting the listed prerequisite(s).

REGISTRATION (CONTINUED)

- A student is completing work at another institution for which final grades are not yet available. The student must provide proof of enrollment. The student may enroll in the class by submitting the Prerequisite Challenge form in advance of accessing PAWS WEBReg or at the walk-in registration activity. The student will be dropped from the course if the minimum grade required is not met and/or the transcript with minimum grade is not submitted and verified by the deadline date.

Should a student wish to ask questions concerning the prerequisite/corequisite/advisory course process, the student should contact the Director of Counseling, (805) 546-3147 ext. 2238. Students may also stop by the office to make an appointment. The office is located in San Luis Obispo Campus Building 3100, Room 3101.

Upon filing a "Prerequisite/Corequisite Challenge" form, the student may enroll in the challenged class by presenting the challenge form to the Evaluations Office prior to registration or at the time of registration. The challenge form will be processed and acted upon by appropriate personnel within five working days. The student takes responsibility for enrolling in the challenged class by presenting this form at registration. The student will be dropped if the transcripts/grades requested are not submitted by the deadline date. The student will be dropped if the transcripts/grades submitted reflect that the prerequisite was not met.

REMEDIAL COURSE WORK LIMITATION

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

"Remedial course work" refers to pre-collegiate basic skills courses which are 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-unit limitation (California Education Code Title 5, Section 55756.5).

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. The "F" will be considered a valid grade and can only be changed by the instructor.

STUDENT FOLLOW-UP: "EARLY ALERT"

Early in each semester students who are having academic difficulty are contacted by the Director of Counseling Services. A letter is sent to each student about the problem with a recommendation that the student confer with the instructor(s) and/or receive additional support services (math lab, writing lab, tutoring, etc.).

Follow-up services also monitor student progress in order to inform students who may be on probation or disqualification of the appropriate services and assistance programs available.

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 web site.

STUDENT POLICIES

CHANGE OF RULES AND REGULATIONS

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.

STUDENT RESPONSIBILITY

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.

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), located on pages 30-32. Each student has the responsibility to be aware of college regulations. The following are significant excerpts from the Student Code of Conduct.

Students have the right to free expression, advocacy and action except to the extent that it unreasonably interferes with, obstructs, interrupts, or detracts from the operation of the college or the promotion of its educational or community objectives.

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

STUDENT CODE OF CONDUCT (BOARD POLICY 6200)

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 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 the disciplinary functions.

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.

STANDARD OF CONDUCT (BOARD POLICY R6200)

Students enrolled in Cuesta College assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution.

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.

- Dishonesty, including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the college;
- Forgery, alteration, or misuse of college documents, records, or identification;
- Disrupting, obstructing, or interfering with instructional, administrative, disciplinary, or other functions or activities of the college;
- 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;
- 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.
- Unauthorized entry into or occupancy of any buildings or other facilities owned, rented, leased by, or otherwise under the control of the college;
- Unauthorized possession or use of any personal property or equipment of the college;
- 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;
- Disorderly conduct or lewd, indecent, or obscene conduct or expression;
- Failure to comply with directions of college officials acting in the performance of their duties;
- Possession, the attempt to purchase, or use of illegal drugs, use of any alcoholic beverages, or other controlled substances.
- 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.

Academic Honesty

Academic Honesty is essential to the academic community. Students expect that the Cuesta faculty is fair, truthful and trustworthy. The faculty expects that Cuesta students will 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.

STUDENT POLICIES (CONTINUED)

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. (The Academic Honesty Policy is also included in the class schedule.)

Computer technology and facilities are provided for the purpose of completing academic requirements.
Students may use the technology and facilities to:

- Complete course assignments;
- Conduct academic research;
- Communicate with faculty and students.

User Responsibilities

User responsibilities include, but are not limited to:

- 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;
- Using software and electronic materials, including shareware, in accordance with copyright, trademark, and licensing agreements and restrictions;

- Accurately identifying and representing themselves in electronic messages, files, and transactions;
- 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 your instructor;
- Allowing lab technicians to scan disks before they are inserted into the disk drive as a precaution to insure the safety of the computers;
- Asking appropriate Cuesta College personnel for assistance if unfamiliar with the operating system.

Prohibitions

Prohibitions include, but are not limited to:

- 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);
- Disrupting or unauthorized use of accounts, access codes, passwords, or identification numbers;
- 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;
- Violating copyrights, trademarks, and/or license agreements;
- 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;
- 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;
- Circumventing or attempting to circumvent local, network, or remote security measures;
- Altering or attempting to alter system software;
- Altering or attempting to alter system hardware without Computer Services approval;
- Modifying or attempting to crash or hack into computer technology or communications resources;
- Accessing or attempting to access restricted portions of any operating system or security software unless authorized to do so;
- Installing or removing software unless authorized to do so;
- Using computer technology and/or communications resources for private commercial or other personal purposes;
- 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;
- Falsely identifying and/or representing one's self in the use of computer technology and communications resources.

STUDENT POLICIES (CONTINUED)

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

SPEECH: TIME, PLACE, AND MANNER (BOARD POLICY 6200.1)

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, which 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:

- That the meeting be chaired by a person approved by the Vice President of Student Services or designee; and/or
- 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:

- The Cuesta College Patio - Behind the cafeteria;
- The Flag Pole Area;
- Grassed slope on north side of High Tech Center.

North County Campus:

Flagpole area of campus courtyard.

- The entire area would be available for the discussion of all issues or philosophies, which are discussed in normal speaking voice.
- 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.
- No amplification equipment will be allowed without prior approval by the Vice President of Student Services or designee.
- 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.
- Free speech areas will be under the supervision of the Vice President of Student Services or designee.
- No speakers may interfere with the activities of students or others using the designated Free Speech Areas.

STUDENT ORGANIZATIONS (BOARD POLICY 6200.2)

- **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, its purposes, its officers, and such other information as may be specified in campus regulations.

- **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.

- **Use of College Name:** A student organization shall not use the name of Cuesta College or abbreviations thereof as a part of its own name approved in accordance with 1 above.

STUDENT POLICIES (CONTINUED)

 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 or with its approval or sponsorship.

- **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.

- **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.

UNACCEPTABLE CONDUCT

Behavior for which students are subject to discipline, as related to college activity or attendance, falls into the following categories:

- Dishonesty, including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the college.
- Forgery, alteration, or misuse of college documents, records, or identification.
- Disrupting, obstructing or interfering with teaching, research, administrative, disciplinary or any other functions or activities of the college. Functions or activities of the college include all activities occurring on Cuesta College campuses, whether or not they are sponsored by the college, or by registered student organizations, and whether occurring on or off-campus.
- Physical abuse, threat, or assault of any person on college-owned or controlled property, or at college-sponsored or college-supervised functions, or conduct which threatens or endangers the health or safety of any such person.
- Theft of, or damage to property of the college, a member of the college community, or campus visitor.
- Unauthorized entry into, or occupancy of, any buildings or other facilities owned, rented, leased, or otherwise under the control of the college.
- Unauthorized possession or use of any personal property or equipment of the college.
- 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.
- Disorderly conduct or lewd, indecent or obscene conduct or expression.
- Failure to comply with directions of college officials acting in the performance of their duties.

- The use, sale, or possession on any instructional site of, or presence on campus under the influence of drugs, narcotics, alcoholic beverages and/or other controlled substances.
- The use, sale, or possession on any instructional site of firearms or other weapons.
- Willful or persistent smoking in an area where smoking has been prohibited.
- Any act which is defined as a felony or misdemeanor under the laws of the State of California or which violates any duly adopted rule or regulation of the college.

STUDENT DISCIPLINE

The Vice President of Student Services or designee, acting on behalf of the college President, may take disciplinary action against any student who has been found to have willfully disrupted the orderly operation of the campus. The suspension, dismissal or expulsion of a student shall be accompanied by a prompt evidentiary hearing.

The vice president, or designee, may impose interim suspension, pending final determination of an alleged violation, in order to protect persons or property and to ensure the maintenance of order.

The President of the college shall report the suspension, dismissal, or expulsion to the Board of Trustees.

A student in suspension, dismissal, or expulsion status is prohibited from enrolling on any campus in the district for the period determined.

Types of Discipline

- **Warning:** Notice to the student(s) that continuation or repetition of specified conduct may be cause for further disciplinary action.
- **Censure**: Written reprimand for violation of specified regulation.
- **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.
- **Restitution:** Reimbursement for damage to, or misappropriation of, property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- **Interim Suspension:** Exclusion from class(es) and other privileges or activities as set forth in the notice of interim suspension, pending final determination of an alleged violation.
- **Suspension:** Exclusion from class(es) and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- **Dismissal:** Termination of student status for an indefinite period. The student may be readmitted to Cuesta College with the specific approval of the vice president of student services.
- **Expulsion:** Permanent termination of student status without possibility of readmission.

STUDENT POLICIES (CONTINUED)

AUTHORITY OF INSTRUCTOR

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 he 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.

STUDENT COMPLAINT DUE PROCESS

Level 1: Complaint

The Vice President of Student Services (or designee) responds to student complaints. Since students who are dissatisfied about an experience on campus may not be knowledgeable about the appropriate avenues to take regarding their complaint and/or the chain of command, the Vice President (or designee) often serves as a clearinghouse. The result of the initial meeting with the student may be a referral to the appropriate channel. In these cases, the Vice President (or designee) will contact the area to which the student is being referred in order to facilitate and expedite resolution. If the student is not satisfied with solutions posed through appropriate channels, the student can schedule to meet with the Vice President of Student Services (or designee) to evaluate the next step.

Level 2: Grievance

The next step beyond a complaint may be the formal filing of a grievance, depending on the nature of the complaint. A grievance shall mean a complaint, other than one dealing with civil rights discrimination (see note), that has been filed by a student or by a student's designee on the student's behalf. A complaint is grievable if it involves the process, application, or interpretation of school policy. The time limit for filing a grievance is 10 working days from the date of appointment with the Vice President of Student Services.

A Student Appeal Committee, made up of three faculty and three student members jointly appointed by the Vice President of Student Services and the Associated Students of Cuesta College (ASCC) president, will be convened to hear the complaint within 10 working days after receiving the grievant's statement. If the appeal is filed when classes are not in session, the appeal committee will be convened within 10 working days of the beginning of the next instructional session. The committee's findings will be submitted to the grievant in writing within 10 working days of the hearing. If the grievance is not resolved, a written further appeal can be filed by the student with the superintendent/president within 10 working days of receiving the decision of the committee.

When a complaint involves the Vice President of Student Services (or designee) (Level 1) and/or the ASCC president and the Vice President of Student Services (or designee) (Level 2), those responsibilities listed above for these two positions at Level 1 and 2 shall be assumed by the Superintendent/President of the college.

NOTE: When a student has a grievance which involves civil rights discrimination on the basis of race, color, religious beliefs, gender, national origin, ethnicity, age, physical or mental disability, veteran status, sexual orientation or marital status, the college's affirmative action coordinator should be contacted.

Level 3: Appeal

The student will appeal in writing with all supportive evidence to the Superintendent/President who will evaluate the evidence and submit findings in writing to the student within 10 working days after receiving the appeal.

Level 4: Final Appeal

A final written appeal may be made to the Board of Trustees within 30 working days of the written response of the Superintendent/President. The decision of the board will be given within 30 working days of the initial meeting at which the complaint is discussed.

SEXUAL HARASSMENT

It is the policy of the San Luis Obispo County Community College District 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, 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

STUDENT POLICIES (CONTINUED)

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.

Filing A Complaint

An individual who believes he/she has been unlawfully discriminated against or sexually harassed in any program or activity that is funded directly by, or that receives any financial assistance from, the Chancellor or Board of Governors of the California Community Colleges, may file a complaint with the Director of Human Resources.

SEXUAL ASSAULT

Cuesta College is committed to maintaining safe campuses, free of violence and the threat of violence. All persons who come onto Cuesta campuses 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 campus or at facilities maintained by the college. Where there is probable cause to believe that college regulations prohibiting sexual assault have been violated, the college will pursue vigorous investigative action through its own channels.

A student or employee charged with sexual assault can be prosecuted under California penal code statutes and disciplined under the college Student Code of 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, to discipline 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.

SMOKING/NON-SMOKING   2773

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.

SMOKING/NON-SMOKING   R2773

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.

STUDENT PROGRAMS AND SERVICES (CONTINUED

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 ACADEMIC SUPPORT

ACADEMIC SKILLS COURSES in reading, grammar, spelling, math, test preparation, test and performance anxiety, word processing, study skills, and college success 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. Students work on mastering individual skills, at the appropriate difficulty level, and at their own pace. Students may also earn .5 or 1.0 unit of credit by signing up for ACASK 5. 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 3 through Math 65B. Computer access is available for students to work on Mediated Math, Minitab, Geometer's Sketchpad, Derive, and other software. Hours are posted in Building 3300.

TUTORIAL SERVICES provides free individual, small group, and drop-in 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, 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.

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 in reading, writing, grammar, spelling, math, study skills and college success 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.

OPEN LAB provides drop-in assistance for writing, math and ACA SK 5 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 3 through Math 65B are provided with computer access to work on Mediated Math, Minitab, Geometer's Sketchpad, Derive, and other software. Hours are posted in Room N5004 and around the campus.

TUTORIAL SERVICES provides free individual, small group and drop-in 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 Transfer Center/Tutorial Services Office in Building N4000. Peer tutors are faculty recommended, have received a B or better in the courses they tutor, 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 www.cuesta.edu/acasupp/as

STUDENT PROGRAMS AND SERVICES (CONTINUED)

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 general books, paperbacks, 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 Monday through Friday at posted hours. Books for the upcoming semester go on sale approximately two weeks before classes start. Personal checks, VISA, Discover, or Mastercard are accepted for payment with photo identification. Books may be purchased on-line at http://bookstore.cuesta.org.

Refunds and exchanges are limited to three weeks from the start of the fall or spring semester, or one week from the start of summer session. The store buys back used textbooks during the final exams week of each semester. Check with the store for specific refund or buy-back dates and policies.

Other services include special book orders, school rings, nursing pins, graduation caps and gowns, college insignia items, Cuesta College catalogs, and class schedules.

CAREER CONNECTIONS (JOB PLACEMENT CENTER)

Career Connections provides a centralized location where students can identify and receive information about the many work-based and employment programs available at Cuesta College. These include job placement, internships, volunteer opportunities, work-study positions, job shadows, and cooperative work-study.

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

Career Connections serves the San Luis Obispo community by working with employers to place a qualified workforce. Career Connections provides a centralized location for local businesses to post job openings, conduct interviews, and meet with students on a formal or informal basis. Employers can become more involved in shaping the future of our workforce by participating in job shadowing programs, cooperative work experience, internships, and mentoring programs.

Career Connections is located in the Student Center, Room 5310. Feel free to stop by to visit the facilities. Office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday.

CHILDREN'S CENTERS

Cuesta College maintains two licensed children's centers with programs planned by early childhood education professionals. Both centers follow the academic calendar. The new center on the San Luis Obispo Campus serves children between the ages of 18 months and 5 years. The center on the North County Campus also enrolls children from 18 months to 5 years.

Registration is on a first-come, first-served basis, with priority to full-time students. Registration begins on the first working day in May for fall semester and on the first working day in December for spring semester. There is a fee for enrollment. The centers are open Monday through Friday, 7:15 a.m. to 2:30 p.m., with extended care available for an additional fee until 4 p.m.

If certain eligibility requirements are met, parents can qualify for a fee waiver or subsidized payments through the Cal WORKs program on campus, the CAREs program through the EOPS program on campus or the Child Care Resource Connection in San Luis Obispo.

The Early Childhood Education Laboratory School/Children's Center is open to children of student parents enrolled at Cuesta College and to the children of Cuesta College faculty and staff. The new center is located in Building 4000 on the San Luis Obispo Campus. For more information contact the program coordinator at (805) 546-3285.

The North County Campus Children's Center is open to children of student parents enrolled at Cuesta College and to the children of Cuesta College faculty and staff. If space is available, children from the community may also be enrolled. The center is located in Building N4000. For more information contact the center's assistant supervisor at (805) 591-6292.

A California State Pre-school program is located at the San Luis Obispo Campus Children's Cernter that is free to families who meet the income guidelines. The program is operated by the San Luis Obispo County Office of Education and follows the school year calendar. The hours are Monday through Friday, 7:30 AM - 5:15 PM. Special features of this State Pre-school program are that children must attend every day for a minimum of three hours, the enrichment program portion of the day, and parents must spend six hours a month participating in the classroom. For more information contact the California State Preschool principal at (805) 782-7274.

STUDENT PROGRAMS AND SERVICES (CONTINUED)

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) 546-3968, or visit 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, facilities and educational services for comprehensive coverage of the district.

COOPERATIVE EDUCATION WORK EXPERIENCE PROGRAM

Cooperative Work Experience is a collaborative program between Cuesta College, community employers, and students. Successful completion of this course will provide significant benefits in working together toward a balance of the student's academic program with work-based readiness skills. Staff coordinators guide students to accomplish specific and measurable job objectives. Laboratory credit is given for hours worked. Students learn practical methods to improve communication, teambuilding, and problem-solving 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 promotes the full participation of students with disabilities in all aspects of their post secondary education. 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 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, and other disabilities 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 and 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 Instruction for assistance. Services for students with verified disabilities are available through DSPS or by contacting the Vice President of Instruction.

Special instruction in adapted physical education, adapted computer access skills, and in reading, writing, and mathematics is available to qualified students. Refer to the 200-level learning 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 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, and in Room N3024 at the North County Campus. South County students should contact the San Luis Obispo DSPS Office.

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

STUDENT PROGRAMS AND SERVICES (CONTINUED)

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 EOPS program 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 units);
- Not have completed more than 70 degree-applicable units;
- 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 3133. The EOPS/CARE Office at the North County Campus is located in Building N3000, Room N3017.

FINANCIAL AID

Asistencia Financiera: se habla español.
Teléfono: (805) 546-3100 ext. 2231 o (805) 591-6202.

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, scholarships, loans, and work study.

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 family financial strength, taking into consideration net income, number of dependents,

allowable expenses, indebtedness, and assets. Dependent students will provide data for both themselves and their parents, while independent students will provide data for themselves and their spouse, if married. Congress has established procedures that are used in making an evaluation of how much families can be expected to contribute.

Financial Aid Programs

Cuesta College participates in the following federal, state, and local financial aid programs:
- **BOGW:** The Board of Governors fee waiver is a state program that waives the registration fee, even for those students attending less than half-time. The BOGW application also will waive the Health Fee if the student submits the application prior to registration.
- **Federal Pell Grant:** The Pell Grant is the largest federal grant program and is intended to serve as a foundation to all other forms of aid. Funds are disbursed directly to eligible students to cover educationally-related expenses.
- **Federal Stafford Student Loan Program:** This is a government loan commonly referred to as a guaranteed student loan. The Stafford-subsidized student loan accrues no interest while a student is enrolled at least half-time. Repayment begins six months after the student leaves school or drops below half-time status.
- **Federal Supplemental Education Opportunity Grant (SEOG):** A federal grant (limited funding) is awarded to students with the highest need.
- **Federal Work Study (FWS):** Campus employment (limited funding) is awarded to students with the highest need.
- **State Cal Grant B and Cal Grant C:** These are two state programs administered by the California Student Aid Commission. Cal Grant B provides a living allowance (and sometimes tuition/fee assistance) for very low-income/disadvantaged students with high potential. Cal Grant C assists vocational students with tuition and training costs. Students must be enrolled in a community college vocational program 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.
- **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. 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.

STUDENT PROGRAMS AND SERVICES (CONTINUED)

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 Stafford Loan, as well as the Cal Grants. FAFSA applications are available in the Financial Aid Office beginning the January preceding the academic year the student plans to attend. A student also can apply over the Internet at http://www.fafsa.ed.gov instead of using the paper form.

To apply for campus scholarships, it is necessary to complete a separate application. The scholarship applications are also available in the Financial Aid Office beginning the January preceding the academic year the student plans to attend. The annual deadline is March 2.

Student Eligibility

To receive federal financial aid, the Department of Education requires that you MUST:
- Be a citizen or eligible noncitizen of the United States;
- Have a valid Social Security Number;
- Have a high school diploma or a General Education Development (GED) certificate or pass an approved "ability to benefit" test;
- Enroll in an eligible program as a regular student seeking a degree or certificate;
- Register (or have registered) for Selective Service, if you are a male between the ages of 18-25;
- Be making satisfactory academic progress;
- Not owe a refund on a federal grant or be in default on a federal educational loan; and
- Complete a drug rehabilitation program for individuals convicted of any offense under federal or state law involving the possession or sale of a controlled substance.

To be eligible for California grants, you MUST:
- Be a resident of California;
- Have "financial need" based on the criteria for the Board of Governor's Fee Waiver or Cal Grant Program.

Ability to Benefit Testing for Non-High School Graduates
In order to qualify for financial aid, any person 18 years of age or older who has not earned a high school diploma, or has not received a satisfactory General Education Diploma (GED) test score, or has not passed a high school proficiency test will need to demonstrate evidence of the ability to benefit from college instruction by passing an exam designed for that purpose. Cuesta College administers an Ability To Benefit exam once each month during the school year. Sign-ups are conducted through the Assessment Office located in San Luis Obispo Campus Building 3400, Room 3414. Call (805) 546-3951 to sign up by telephone. To take the exam at the North County Campus, call (805) 546-6210 for an appointment.

Student Educational Plan (Sep) / Orientation

If you are a **FIRST-TIME FRESHMAN** and have a GED or its equivalent, you should submit an Orientation Verification or complete the Online Orientation, which can be accessed through WebReg or your Personal Access to Web Services (PAWS). This will fill the Financial Aid requirement for an SEP/Orientation for your first semester as a **First-Time Freshman ONLY**. Once you enroll in Cuesta, schedule a counseling appointment in order to complete your matriculation planning process.

If you are a **Continuing Cuesta Student** and you have attended no other colleges, you must submit a current SEP. Contact the Counseling Office at (805) 546-3138 to make an appointment.

If you are a **Transfer Student** or you have attended other schools since high school, you will need a SEP.

To obtain a SEP:
1. Request that your official academic transcripts, plus a general education pattern, from ALL previous schools you have attended be forwarded to Cuesta.
2. Verify with the Admissions and Records Office that Cuesta College has received ALL of your official academic transcript(s).
3. Make an appointment with an Academic Counselor at the Counseling Office. You will complete your SEP with the counselor at that time.
4. Submit a copy of your SEP to the Financial Aid Office.

Selective Service Requirement

Federal law requires men, 18 through 25 years old, to be registered with the Selective Service System (SSS). Females are excluded from the requirement. The law applies to male citizens and immigrant aliens but not to foreign students who hold student visas. Men must be registered before they can receive federal or state financial aid for school, including loans and grants. Registration forms are available at any post office, at the Cuesta College Admissions and Records Office, and at the Financial Aid Office. Or, a man can register on-line by visiting the SSS home page at www.sss.gov on the World Wide Web.

Standards For Satisfactory Progress For Financial Aid Eligibility

When a student accepts a financial aid award, he/she enters into a contract. The student agrees to successfully complete the number of units for which he/she received payment and to make satisfactory progress toward his/her educational goal. Progress will be evaluated at the end of each semester by the standards listed below.

STUDENT PROGRAMS AND SERVICES (CONTINUED)

This policy has been developed for students receiving federal financial aid to assist in academic planning and success. Federal regulations require a student to move toward the completion of a degree or certificate when receiving financial aid. Federal regulations state that academic progress standards MUST include a review of periods of enrollment in which the student did not receive aid as well as the semesters they did receive aid. For the purpose of financial aid eligibility, Cuesta College students MUST meet the following minimum standards to be applied to units attempted at all accredited post-secondary education institutions. These standards are applied to all previous college course work, whether or not the student received financial aid.

- **Minimum Unit Requirements**: Students are required to complete a minimum number of units per semester according to their enrollment status:
    Full time: 12 units
    Three-quarter time: 9 units
    Half time: 6 units
    Less than half time: 3 units
    Withdrawals (W), Repeats, Incompletes (I), No Credits (NC), Failing Grades (F), or units achieved by challenging courses are not considered units completed for financial aid purposes. All courses offered with units of credit at Cuesta College will be considered valid units, including basic skills courses.
- Students must maintain an overall cumulative GPA of 2.0 in all Cuesta College course work.
- **Maximum number of units attempted:** The amount of financial aid a student receives is limited by the student's educational goal/objective. A student may continue to receive financial aid provided the student has not attempted more than 150 percent of the units required for his or her educational goal. Attempted units are defined as units in which the student enrolls, whether or not the student completes those units or withdraws from them. Once a student achieves his or her goal or exceeds the number of attempted units, he or she is no longer eligible for financial aid. For example, if a student's educational objective is to earn an associate degree, the student is required to earn 60 units to complete that goal. Therefore, a student may earn up to 90 units (150 percent of the units required for the goal) and still be eligible for financial aid. Once the student earns beyond 90 units, he or she is no longer eligible for financial aid.
    Note: Transfer credits from other institutions will be included in the maximum unit count if applicable toward the student's current objective.
- Students must identify a Cuesta College academic or vocational goal. Entering students are to attend a Cuesta College Orientation Workshop. All continuing students must annually complete a Student Educational Plan (SEP) with an academic counselor.
- First-time financial aid applicants with a cumulative GPA below 2.0 from course work at Cuesta College or another institution may apply for financial aid and, if eligible, will be awarded for one semester only. This initial semester will be considered a probationary period.
- **Remedial Units:** Funding is limited to a maximum of 30 remedial units. Federal regulations define "remedial" as courses that do not apply to a degree, certificate or transfer program. For clarification, students can refer to the Remedial Course Work Limitation section of this college catalog or contact their academic advisor.

Financial Aid Probation

Any student who does not maintain satisfactory academic progress in any semester shall be placed on probation for the following semester. While on probation, the student will continue to receive grants provided they agree to complete the minimum units for which they received payment. However, loan eligibility may be affected. At the end of the probation period, the student's academic progress will be reviewed again. Probationary status will be removed if the student has met the Satisfactory Academic Progress standards. Students who do not make satisfactory academic progress during the probationary semester will be placed on financial aid suspension.

Financial Aid Suspension

Students who are placed on financial aid suspension are ineligible to receive financial aid. Students may request reinstatement of financial aid upon proof of completion of at least six units with a cumulative 2.0 GPA.

Students who have had their financial aid eligibility suspended may file an appeal with the Financial Aid Advisory Committee, if they feel they had special circumstances that prevented them from making satisfactory progress. The committee will meet in person with the student filing the appeal. If the advisory committee grants mitigating circumstances for a semester of unsatisfactory progress, financial aid eligibility will be extended for one semester. This semester will be considered a probationary period. Students may receive an approved appeal only once while at Cuesta College.

Return Of Title IV Funds

The U.S. Department of Education requires institutions and students to repay or refund unearned student aid funds. Student aid may be considered unearned if a student withdraws completely during a term in which federal Title IV money was received. Refund and repayment regulations specify, in a complex formula, exactly how much is due back to the federal programs from the institution and/or the student.

The Higher Education Act Amendments of 1998 adopted a new approach for the return of unearned federal funds. The new approach became law on October 7, 1998, and was implemented during the 2000/2001 year.

STUDENT PROGRAMS AND SERVICES (CONTINUED)

Schools have certain responsibilities if a student with Title IV funds:
- Officially withdraws,
- Drops out,
- Is expelled,
- Takes an unapproved leave of absence, or
- Fails to return from an approved leave of absence.

When a student completely withdraws, the institution determines what percent of the term has not yet expired (determined on a day-to-day basis). That percentage becomes the amount of money that was not "earned" by the student or institution. When only 40 percent of the term remains, 100 percent of funds are considered to be earned.

The return of Title IV funds applies only to federal financial aid funds received, excluding federal work-study earnings. There is no impact on state or institutional funds.

Cuesta College complies with all refund requirements established by the federal Title IV financial aid regulations. These regulations may differ from the college's regular refund policy. The college's current financial aid return to Title IV policy may be obtained from the Financial Aid Office.

Financial Aid Office Locations
The Financial Aid Office locations are:
- San Luis Obispo Campus Library Building, Room 3121B, 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
- Nipomo Center, Nipomo High School, C/O Cuesta College, San Luis Obispo, CA, (805) 546-3143
- Information can be accessed on the Cuesta College website at http://academic.cuesta.org/finaid.

The Director of Financial Aid 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 6500, 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 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
- Temporary Rest Area
- Services and Referrals:
  Low Cost Medical Care
  Family Planning/Sexual Health Information
  Stress Reduction
  Diet and Nutrition
  Personal Counseling/Crisis Prevention and Intervention
  Substance Abuse
  Insurance Claim Processing for Campus/Athletic Injuries
  Voluntary Low Cost 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
  Vision and Hearing
  Tuberculosis Skin Test
  Male/Female Sexual Health

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

STUDENT PROGRAMS AND SERVICES (CONTINUED)

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 has the finest staff of professionals, certified trainers, Cuesta facility, 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)546-3181, or log on to the website at http://www.cuesta.org/commty/ipd.

INTERCOLLEGIATE ATHLETICS

Cuesta College is a member of the Western State Conference. Other community college conference members include Allan Hancock, 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	Cross Country
	Water Polo	Water Polo
	Wrestling	Volleyball
		Soccer
SEASON	MEN	WOMEN
Fall/Spring	Basketball	Basketball
Spring	Baseball	Softball
	Swimming & Diving	Swimming & Diving
	Track & Field	Track & Field
		Tennis

Eligibility rules for intercollegiate competition are prescribed by the Constitution of the Community College League of California and its Commission on Athletics. In order to participate in intercollegiate sports, the student:

- Must be registered for classes no later than one month after the beginning of the semester;
- Must be enrolled in and regularly attending 12 units or more;
- After the first season of competition, must complete 24 semester units or 36 quarter units before the second season of competition in any one sport, including units 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 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 and transfer requirements.

STUDENT LIFE AND ACTIVITIES/LEADERSHIP STUDIES

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, community and elementary school internships*, clubs and organizations, intercollegiate athletics, and campus events produced by the students themselves.

*Paid internships available. Contact the Financial Aid Office for more information.

Leadership Studies Programs

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 PROGRAMS AND SERVICES (CONTINUED)

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, dances, 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. It operates on both the San Luis Obispo and the North County campuses. 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, 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.

Student 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 free movies, games, 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. Call (805) 546-3289 for more information.

SOUTH CENTRAL COAST SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center (SBDC) contributes directly to the economic development mission of Cuesta College. The SBDC provides business technical assistance services to any existing or startup business. The SBDC is a program of Cuesta College (in collaboration with Allan Hancock College and Santa Barbara City College) in partnership with the University of California, Merced and the U. S. Small Business Administration. The primary mission of the SBDC is to offer prepaid (by your tax dollars) one-on-one counseling to the small business community. Services also include workshops covering the basics of start-up, financing a small business and marketing a product or service. Other topic specific workshops are offered as community needs are assessed. Through small business successes, the SBDC contributes to job creation and retention in the region and helps businesses have a positive impact on the local and regional economies.

The SBDC is located at 3566 S. Higuera Street, Suite 100 in San Luis Obispo. For more information contact the SBDC at (805) 549-0401 or check out the website at www.smallbusinessinfo.org

TRANSFER/CAREER SERVICES

Transfer Center

The Transfer Center coordinates transfer activities and programs and serves as a liaison to California's four-year colleges and universities. It is the place to bring questions regarding transfer issues. Staff members assist students with the completion of applications and provide advocacy with four-year institutions' acceptance processes. The year-round University Representative Program provides visiting university outreach and admission staff to meet with Cuesta students.

Appointments

The Transfer Center is located on the second floor of the San Luis Obispo Campus Library Building. Appointments can be made one week in advance beginning the first working day of the week. Telephone hours for scheduling an appointment are from 8:30 a.m. to 4 p.m. Monday through Thursday, and from 10:30 a.m. to 4 p.m. Friday. Call (805) 546-3162.

Transfer Information

The Transfer Center was established in response to a state mandate to increase the numbers of students who transfer to universities. The Transfer Center functions as a service to all students, facilitating the transition from Cuesta to other colleges and universities and reducing the complexity of transfer through

STUDENT PROGRAMS AND SERVICES (CONTINUED)

the use of articulation and transfer agreements. Outreach counselors from the California State University and the University of California systems, other four-year institutions, and professional programs regularly meet with Cuesta students.

The Transfer Center provides information about admissions, electronic application filing, specific major information, general education requirements, and other transfer procedures. Internet access is available that makes it easy to search for colleges. Individual counseling and topical transfer workshops are provided. The center also maintains current catalog information for California public and private schools, out-of-state schools, and African-American colleges and universities.

Filing Dates for Transfer Students

Students should check with the Transfer Center for information regarding application deadlines for transfer to UC, CSU or independent colleges and universities or see www.csumentor.edu; www.vcop.edu/pathways; www.aiccumentor.org.

Transfer Admission Agreements

Transfer Admission Agreements (TAA's) are commitments that selected colleges and universities make to Cuesta students who meet specific unit, GPA, and course requirements. A TAA serves as a contract between a student and a transfer college or university. Students who meet contractual requirements are guaranteed admission.

Students preparing for a Transfer Admission Agreement begin by working with a Cuesta Counselor early in their academic preparation. This early relationship establishes the foundation for transfer and ensures the early development of a student educational plan (SEP). With the SEP in place, students have the knowledge that each course taken meets a requirement and that no credit will be lost.

CUESTA COLLEGE NOW HAS TRANSFER AGREEMENTS WITH THE FOLLOWING UNIVERSITIES:
- UC Davis
- UC Irvine
- UC Riverside
- UC Santa Barbara
- UC Santa Cruz
- Cal Poly Pomona
- CSU Fullerton
- CSU Monterey Bay
- CSU Northridge
- CSU Sacramento
- CSU San Jose
- Sonoma State University
- Chapman University
- Columbia College
- University of La Verne

Contact the Counseling Department or Transfer Center for Transfer Admission Agreement information.

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 each applicant's program of study in college, academic performance in college 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/.

Because of the special conditions of admission to Cal Poly, it is strongly recommended that students work closely with a Cuesta 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 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). Easy-to-follow instructions allow students access to specific course requirements for all colleges where Cuesta has established agreements.

STUDENT PROGRAMS AND SERVICES (CONTINUED)

ASSIST.org

ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at www.assist.org. Students should be encouraged to consult ASSIST for detailed information in their education planning process.

CAN:　The California Articulation Number System

The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a schedule of classes or catalog lists a course bearing a CAN number, students on one campus can be assured that it will be accepted **in lieu of** the comparable CAN course noted in the catalog or schedule of classes of another campus. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 course on other participating community colleges or university campuses.

The CAN numbering system is obviously useful for students attending more than one community college and is applied to many of the transferable, lower division courses students need as preparation for their intended major. Because these course requirements may change, however, and because courses are continually being redefined, qualified for, or deleted from the CAN database, students should always check with their campus' counselors, articulation officer, or the transfer center director to determine how CAN-designated courses fit into their educational plans for transfer.

Students should consult the ASSIST database at www.assist.org for specific information on course agreements. The college staff will help students interpret this information.

Career Center

The Career Center assists students in exploring and clarifying career and educational goals. The center houses information on thousands of different careers and occupational areas via computer and printed materials.

Students can learn about their interests and values and how they match up with occupational areas through EUREKA, a computerized career guidance system. The results of EUREKA and other tests, when appropriate, can be useful in setting career and educational goals.

Career planning classes (Counseling 54 and 61), spanning nine weeks, are suggested for those wishing to do an in-depth career search.

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 should contact the Cuesta College Veterans Office, 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 and attendance 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 Office 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.

STUDENT PROGRAMS AND SERVICES (CONTINUED)

WORKFORCE AND ECONOMIC DEVELOPMENT TRAINING

CalWORKs

CalWORKs is a state-funded program derived from the federal Welfare Reform law known as the TANF program. Under this legislation, all students who are receiving cash aid are eligible for 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 students currently receiving cash assistance through the CalWORKs/TANF program. To qualify, a student must be enrolled at Cuesta College in at least one class, and be receiving TANF or cash assistance from the Department of Social Services. 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 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, crisis intervention, supportive counseling;
- Child care vouchers for CalWORKs participants not funded through Department of Social Services;
- Crisis intervention; advocacy for students.

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

Career Plus

Career Plus is a partnership between employees, their employer, and Cuesta College Office of Employment Training. Cuesta's Career Plus program provides advanced job skills training to qualified participants so that the participant will gain a job promotion and a salary increase. Supportive services along with career assessments are available.

INSTRUCTIONAL DIVISION CHAIRS AND DIRECTORS

ASSOCIATE DEGREE REQUIREMENTS

DEGREE AND CERTIFICATE GENERAL INFORMATION

LIST OF DEGREES AND CERTIFICATES

DEGREE AND CERTIFICATE REQUIREMENTS

INSTRUCTIONAL PROGRAMS

INSTRUCTIONAL DIVISION CHAIRS AND DIRECTORS

ACADEMIC SUPPORT/ DISABLED STUDENT PROGRAMS AND SERVICES
TBA, Director
Learning Skills

ATHLETICS
Bob Mariucci, Director

BIOLOGICAL SCIENCES
Pete Pedersen, Chair
Biology
Environmental Science

BUSINESS EDUCATION
Michele McAustin, Chair
Business
Computer Applications/Office
      Administration
Computer Information Systems
Economics
Management
Marketing
Paralegal
Real Estate

COUNSELING AND LEADERSHIP
Candelario Munoz, Director
Counseling
Leadership

ENGLISH
Ed Conklin, Chair
English
English as a Second Language

ENGINEERING AND TECHNOLOGY
Pete Lagomarsino, Chair
Agricultural Technology
Architectural Technology
Automotive Technology
Computer Aided Design/Drafting
Construction Technology
Correctional Science
Criminal Justice
Electronics Technology
Engineering/Technology
Facilities Technology
Welding Technology

FINE ARTS
Guyla Amyx, Chair
Art
Photography

HUMAN DEVELOPMENT
Margaret Collier, Chair
Early Childhood Education
Family Studies
Fashion Design and Merchandising
Interior Design
Nutrition

LANGUAGES AND COMMUNICATIONS
Robert L. Hartwig, Chair
Broadcast Communications
French
German
Journalism
Sign Language
Spanish
Speech

LIBRARY/LEARNING RESOURCES
David Dowell, Director
Library/Information Technology
Web Development Technology

MATHEMATICS
Judy Barclay, Chair
Mathematics

NURSING AND ALLIED HEALTH
Mary Parker, Director
Emergency Medical Technology
Medical Assisting
Nursing Assistant
Nursing, Registered
Psychiatric Technician

PERFORMING ARTS
George Stone, Chair
Drama
Music

PHYSICAL EDUCATION
Dave Diaz, Chair
Health Education
Health, Fitness, & Nutrition
Physical Education
Recreation Administration

PHYSICAL SCIENCES
Kathy Jimison, Chair
Astronomy
Chemistry
Geology
Physical Science
Physics

SOCIAL SCIENCES
Randy Gold, Chair
Anthropology
Geography
Government
History
Philosophy
Psychology
Sociology

STUDENT LIFE AND LEADERSHIP
Karen Robert, Coordinator

ASSOCIATE DEGREE REQUIREMENTS

ASSOCIATE DEGREE APPLICATION

A Cuesta College Application for Associate Degree (A.A./A.S.) must be completed by each student who wishes to receive an Associate in Arts or Associate in Science degree. The application should be submitted to the Admissions and Records Office one semester in advance of the term in which the student plans to complete the requirements.

DEGREES AND CERTIFICATES

Degrees and certificates are awarded at the completion of each semester after degree requirements have been confirmed. Degree posting dates reflect the final date of the traditional semester or session in which the requirements were completed. See Instructional Programs section for a listing of degree and certificate programs.

Degree candidates are encouraged to participate in the Cuesta College commencement ceremony which takes place each spring on the San Luis Obispo campus.

Only those candidates whose degree requirements have been met will receive a diploma and/or a certificate.

CATALOG RIGHTS

A student who satisfies the following definition of attendance will follow the Cuesta College curriculum for degrees, general education, and certificates in effect:

- at the time the student began attendance at a California Community College, California State University, or University of California; or
- at the time the student began attendance at Cuesta College; 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, 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 a student record. Campus authorities may authorize or require substitutions for discontinued courses in certificate or degree programs.

RESIDENCY REQUIREMENT

Residency Requirements are met by enrolling in coursework through Cuesta College. Courses taken through "challenge" or credit by exam do not meet residency requirements.

- **A.A./A.S. DEGREE** - A minimum of 12 semester units must be completed in residence at Cuesta College before a degree may be granted.
- **ADVANCED PLACEMENT CREDIT** - A minimum of 12 units must be completed in residence at Cuesta College before credit can be awarded.
- **CERTIFICATE OF PROFICIENCY** - A minimum of two of the required courses must be completed in residence at Cuesta College.
- **GENERAL EDUCATION CERTIFICATION** - A minimum of 3 units must be completed in residence at Cuesta College before certification may be granted.
- **HOSPITAL DIPLOMA CREDIT** - A minimum of 12 units must be completed in residence at Cuesta College before credit can be awarded.
- **MILITARY CREDIT** - A minimum of 12 units must be completed in residence at Cuesta College before credit can be awarded.

REQUIREMENTS FOR ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE 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.

General Studies Degree

Sixty (60) semester units of college level work with an average of "C" or better are required (2.0 GPA). A minimum of 12 semester degree applicable units must be completed at Cuesta College.

- Minimum of 18 semester units of General Education (Refer to "General Education Requirements.")
- English and math competency requirements
- Health education requirement
- Diversity requirement

General Studies Transfer Degree

Sixty (60) semester units of college level work with an average of "C" or better are required (2.0 GPA). A minimum of 12 semester degree applicable units must be completed at Cuesta College.

Designated Degree

Sixty (60) semester units of college level work with an average of "C" or better are required (2.0 GPA). Coursework must be designed as transferable to the CSU and/or UC systems. A minimum of 12 semester transferable units must be completed at Cuesta College.

- Minimum of 39 semester units of General Education Includes certification of General Education for CSU or IGETC (UC/CSU).
- Health education requirement

ASSOCIATE DEGREE REQUIREMENTS (CONTINUED)

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.

CRITERIA FOR GENERAL EDUCATION COURSES

Courses that fulfill general education requirements must:
1. Require post-secondary skills in reading, writing, and critical thinking.
2. Be an introductory or survey course that presents the core concepts and methods of a major discipline as the main focus of instruction.
3. Require thinking competencies that enable a student to organize, integrate and critically analyze information; and to use these skills to generate and evaluate alternative perspectives.

CATEGORIES OF GENERAL EDUCATION COURSES

Categories of courses that fulfill general education requirements and the criteria for inclusion in each of the categories are as follows:

A1.   COMMUNICATION IN ENGLISH

After successfully completing courses in this category, students will write or orally deliver effective expository and argumentative discourse with a focus on inquiry as well as persuasion. Students will be able to read and listen critically in order to comprehend and communicate their understanding of 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 and/or spoken work.

A2.   ANALYTICAL THINKING

After successfully completing courses in 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.

B.   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.

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.

D1.   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.

D2.   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.

ASSOCIATE DEGREE REQUIREMENTS (CONTINUED)

ASSOCIATE IN ARTS OR SCIENCE DEGREE

In order to qualify for a degree from Cuesta College, students must complete 60 associate degree applicable semester units with a 2.0 grade point average. At least 12 of the 60 units must be earned at Cuesta. Students must take a minimum of 18 units of General Education coursework (one course in each category) and meet the English and Math competency requirements, the Health Education requirement, and the diversity requirement.

GENERAL EDUCATION CATEGORIES AND COURSES

A1. COMMUNICATIONS IN ENGLISH

English 56, 65 OR fulfill the English competency requirement through assessment and complete **one** of the following:
English 1, 1A, 1C; **Journalism** 1A, 1B; **Speech** 1A, 10, 12, 15

A2. ANALYTICAL THINKING

Math 19, 22, 23, 23SI, 30 OR fulfill the Math competency requirement through assessment and complete one of the following:
Computer Information Systems 14, 17, 31; **Electronics Technology** 116; **Math** 24A, 24B, 25, 26A, 26B, 27, 27SI, 29, 30, 31, 32, 36, 42, 45, 47, 55, 63, 65A; **Philosophy** 8

B. PHYSICAL AND LIFE SCIENCES

Anthropology 1; **Astronomy** 10; **Biology** 1A, 4, 5, 11, 12, 16, 20, 21, 22, 24; **Chemistry** 1A, 10, 10FAL, 11; **Electronics Technology** 113; **Geology** 10, 11, 20; **Nutrition** 10, 11; **Physical Science** 1A, 1B; **Physics** 5A, 8A, 10, 30; **Psychology** 2

C. ARTS AND HUMANITIES

Art 100, 103, 104, 105, 106, 120, 121, 140, 170, 171, 180; **Drama** 1A, 5, 6, 7; **English** 1B, 5, 6, 7, 8, 12A, 12B, 13, 15, 16, 17, 31, 44A, 44B, 46A, 46B; **French** 1, 2, 3; **German** 1, 2, 3; **Interior Design** 11; **Music** 30A, 30B, 35, 37, 38, 39; **Philosophy** 5, 6, 9, 12, 13; **Sign Language** 15A, 15B, 15C; **Spanish** 1, 2, 3; **Speech** 2A

D1. SOCIAL AND BEHAVIORAL STUDIES

Anthropology 2, 3, 25; **Early Childhood Education** 1; **Economics** 1A, 1B; **Family Studies** 12, 14, 15; **Geography** 1, 2; **History** 3A, 3B, 4A, 4B, 8A, 8B, 10, 12, 19, 33, 35, 39; **Legal** 17; **Political Science** 1, 4, 6, 9; **Psychology** 1A, 6, 33; **Sociology** 1A, 1B, 6

D2. AMERICAN INSTITUTIONS

History 7A, 7B; **Political Science** 2

ENGLISH AND MATH COMPETENCY REQUIREMENT

Competency in reading, written expression, and mathematics must be demonstrated. The reading and written expression competency requirements are satisfied by either being assessed at the eligible level for English 1A; or by completing English 1 or English 1A with a passing grade; or by taking English 56, or English 65 with a grade of "C" or better.

The math competency requirement is satisfied by completing Math 19 or 22 or 23 or 23SI with a grade of C or better or by scoring a 70% or higher on either the Cuesta College Math Assessment Test # 2 or the Math 23 Proficiency Test.

ASSOCIATE DEGREE REQUIREMENTS (CONTINUED)

HEALTH EDUCATION REQUIREMENT:

The Health Requirement for graduation encompasses 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 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

1. Descriptive and discussion content of the major chronic diseases in the United States.
2. Evaluation of individual risk factors for chronic diseases from a genetic, environmental, and lifestyle perspective.
3. Descriptive and discussion content about communicable diseases/infections (e.g., STI's, Hepatitis C) including symptoms and prevention.
4. Analyzing the influence of environmental and nutritional concepts on food choices.
5. Relating diet, exercise, and stress management to prevention of diseases and psychological well being.
6. Developing an appropriate physical fitness program that includes cardiovascular conditioning, muscle strength and endurance training, and flexibility.
7. 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.
8. Analyze and apply spiritual concepts to improve health and wellness.

Students are required to meet the Health Education Requirement by completing **one** of the following:

Health Education 2 **or**
Health Education 3 **or**
Health Education 8 **or**
Nutrition 10 **and** Family Studies 5 **and** Family Studies 18 **or**
Completion of any two semesters of the RN Curriculum **or**
Possession of a valid EMT certificate

DIVERSITY REQUIREMENT:

Students are required to complete **one** course from the following list of courses that qualify for the diversity requirement. These classes emphasize "prejudice reduction and an understanding of cultural differences; the disciplined use of critical thinking and reasoning skills to challenge the biased assumptions and behaviors of individuals and societal institutions; a focus on inter-group relationships within categories of identity: such as race, ethnicity, gender, religion, sexual orientation, class, ability, nationality or age; and a focus on struggles for power, justice, and access to resources."

Anthropology 3
Anthropology 20
Business Education 60
Early Childhood Education 15
English 13
English 17
Family Studies 15
Health Education 3
Health Education 8
History 39
Legal 17
Psychology 6
Speech 12
Sociology 2
Sociology 6
Completion of Nursing, Registered Degrees:
    A.S., Nursing, Registered
    C.P., Nursing, Registered
    C.P., Nursing. Registered (30 Unit Option)

DEGREE AND CERTIFICATE GENERAL INFORMATION

CAREER PROGRAMS

Cuesta College offers two types of academic programs with occupational emphasis: programs leading to an Associate in Arts or Associate in Science degree and programs leading to a Certificate of Proficiency and/or Certificate of Completion. Both 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-oriented program must be eligible to enroll at Cuesta College.

The Associate in Arts and Associate in Science degree programs require completion of a series of general education, health, and diversity courses in addition to courses which are career-oriented. Refer to the "Associate Degree Requirements" section of this catalog.

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 from a degree program to a certificate program without loss of credit. The reverse is also true.

Certificate programs require completion of a course or a series of courses. Typically, students who seek certificates 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 general education requirements for an Associate degree or requirements for transfer.

A list which includes the various career programs with transfer, degree, or certificate designation appears on pages -----. Following the list are the specific course(s) required for each transfer, degree, and certificate program.

Counseling Services can provide additional information to plan a specific program not covered in this catalog.

Courses listed in this catalog may not be offered each semester. Consult with a college counselor or obtain a current class schedule to determine if a needed class is being offered.

Certificate of Completion

Cuesta College shall grant a Certificate of Completion to those students who have satisfactorily completed the requirements with a minimum grade of "C" for a specific course or courses in a specialized area of study.

Certificate of Proficiency

Cuesta College shall grant a Certificate of Proficiency to those students who have satisfactorily completed the requirements in a specialized area of study.

Requirements for the Certificate of Proficiency shall be as follows:
- Successfully complete the minimum of prescribed courses in the major area of study. At least two of the courses must be taken at Cuesta College.
- A minimum grade of "C" for each course.

Application for the certificate of completion and proficiency are available on the Cuesta website and in the Admissions and Records Office.

EVALUATIONS, WAIVERS AND SUBSTITUTIONS

The Evaluations Office will determine progress toward a degree at the time a degree application is submitted. Included in the evaluation will be consideration of course work according to college policy. Students may initiate a waiver/substitution petition through Counseling Services for special circumstances.

UNITS NOT USED TOWARD DEGREES/ CERTIFICATES

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 toward degree requirements.

Non-Degree Applicable Units

Non-degree applicable college courses may not be used to meet degree curriculum or unit requirements. There will be no exceptions to this policy. Designation of degree applicable or non-degree applicable will be according to the catalog the student is following.

Units from Non-Accredited Institutions

Cuesta College only will accept course work from institutions that are recognized by a regional accrediting agency.

A publication titled, "Accredited Institutions of Postsecondary Education," published by the American Council on Education, is used for verification of accreditation. The publication is available in Counseling Services and in the Evaluations Office.

DEGREE AND CERTIFICATE GENERAL INFORMATION (CONTINUED)

Upper Division Course Work

Course credit from colleges and universities that are at the upper division, junior or senior level, as determined by the institution, will not be used toward the 60 semester units required for an associate degree. A student may petition to have upper division course content satisfy certain degree and certificate requirements. Contact Counseling Services for clarification of the waiver/substitution petition process.

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 high level of achievement of the student who has successfully completed one or more advanced placement examinations authorized by the College Entrance Examination Board (CEEB) and shall award credit based upon the criteria established by the college. Students may receive credit but no grade for some courses if they have scored a 3, 4, or 5 on the College Board Advanced Placement Examination (AP). The students must have completed at least 12 units at Cuesta College prior to receiving AP credit. For more information contact the Director of Counseling Services.

Credit for Educational Training in the Military

For currently enrolled students, in good standing, who have completed at least 12 units of "C" average work at Cuesta College, the college may grant up to 12 units of college credit 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 Admissions and Records Office.

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 units of credit.

Petitions for credit by examination must be complete and 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.
- The student has completed all prerequisites for the course.
- The student is duly registered, in good standing, and has completed at least 12 units 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 credit/no credit basis if the course has an either/or grade option code.
- A maximum of 15 semester units may be challenged.
- A course may not be challenged more than once.
- Units received through a challenge may not be used to satisfy eligibility requirements for athletics, financial aid or veteran's benefits.
- For courses that involve a lab, the examination will include a lab portion, studio portfolio evaluation or a similar demonstration of ability.
- Units received through challenge may not be used to satisfy residency requirements for the associate degree.

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 units 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.

DEGREE AND CERTIFICATE GENERAL INFORMATION (CONTINUED)

Credit for Hospital Diploma

A student who holds a current California R.N. license and who has earned at least 12 units of Cuesta College credit in residence may receive up to 35 Cuesta College credits for work previously earned at a hospital diploma nursing school as follows:

- Up to 18 semester units of course credit for specific diploma school nursing subject courses that have been evaluated by the Cuesta College director of nursing as equivalent to one or more of the courses required in the major for the current Cuesta College Registered Nursing designated degree; and

- Up to 12 semester units of additional elective, not-specified credit, none of which can be used for requirements in general education.

California Highway Patrol Academy and Approved Sheriff's Academies

For currently enrolled students, in good standing, who have completed at least 12 units of "C" average work at Cuesta College, up to 12 elective units may be allowed upon completion of the California Highway Patrol Academy or any approved academy of an administration of justice unit. For more information contact the Criminal Justice department of the Business Education Division.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) provides credit for successful completion of examinations and is based upon the premise that significant learning can and does take place outside of an educational institution. Students may petition the director of counseling services for review and credit for each examination. This avenue is available for currently enrolled students in good standing. For more information contact the Director of Counseling Services.

Tech Prep

In accordance with the San Luis Obispo County Tech Prep Articulation Agreements with local high schools, students may receive Cuesta College credit for technical and vocational courses taken at the high school level. Effective Spring 2000, current high school students can receive Cuesta College credit in Tech Prep courses by utilizing the "Credit by Examination" process (challenging of courses). Enrollment fees are waived for students currently enrolled in high school who have been in residence 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) 546-3204.

LIST OF DEGREES AND CERTIFICATES

A.A. – ASSOCIATE IN ARTS   A.S. – ASSOCIATE IN SCIENCE   C.P. – CERTIFICATE OF PROFICIENCY C.C. – CERTIFICATE OF COMPLETION

Agricultural Technology
A.S.   Animal Science
A.S.   Crop Science
A.S.   Dairy Product Technology
A.S.   Dairy Production
A.S.   Environmental Horticulture Science/Floral Design
A.S.   Environmental Horticulture Science/Landscape Design
A.S.   Environmental Horticulture Science/Plant Production
A.S.   Fruit Science
C.C.   Viticulture Practices
C.C.   Viticulture Practices and Maintenance

Architectural Technology
A.S.   Architectural Technology
C.P.   Architectural Technology

Art
A.A.   Arts Management
A.A.   2-Dimensional Art
A.A.   3-Dimensional Art

Automotive Technology
A.S.   Advanced Engine Performance Technician
A.S.   Auto Body Technician
C.P.   Auto Body Technician
A.S.   Automotive Technician
C.P.   Automatic Transmission/Transaxle Specialist
C.P.   Brakes Specialist
C.P.   Chassis and Suspension Specialist
C.P.   Electrical Systems Specialist
C.P.   Engine Performance Specialist
C.P.   Engine Repair Specialist
C.P.   Heating and Air Conditioning Specialist
C.P.   Manual Drivetrains and Axles Specialist

Biology
A.S.   Biological Science
C.P.   Environmental Biology

Broadcast Communications
A.A.   Broadcast Communications

Business
A.A.   Business Administration
C.P.   Business Administration
A.A.   International Business
C.C.   International Business
A.A.   Management
C.C.   Supervision
C.C.   Customer Service
A.A.   Marketing

Chemistry
A.S.   Chemistry

Computer Applications/Office Administration
A.A.   Computer Applications/Office Administration
C.P.   Administrative Assistant
C.P.   Computer Office Support and Maintenance Specialist
C.P.   Office Professional
C.P.   Word Processing
C.C.   Accounting Clerk/Bookkeeper
C.C.   Business Communications
C.C.   Microcomputer Applications
C.C.   Office Operations
C.C.   Word Processing

Computer Information Systems
A.S.   Computer Information Systems, Programming
C.C.   Internet Applications Developer
A.S.   Computer Network Administration
C.P.   Computer Networking Specialist
A.S.   Computer Science
A.S.   Management Information Systems
A.S.   Visual Basic/Database Administration

Construction Technology
A.S.   Construction Technology
C.P.   Construction Technology
C.C.   Basic Water Treatment
C.C.   Block Masonry
C.C.   Brick Masonry
C.C.   National Electrical Code
C.C.   Uniform Building Code
C.C.   Uniform Plumbing and Mechanical Codes
C.C.   Woodworking

Criminal Justice
A.A.   Criminal Justice

LIST OF DEGREES AND CERTIFICATES (CONTINUED)

A.A. – ASSOCIATE IN ARTS   A.S. – ASSOCIATE IN SCIENCE   C.P. – CERTIFICATE OF PROFICIENCY C.C. – CERTIFICATE OF COMPLETION

Drama
A.A.   Drama

Early Childhood Education
A.A.   Child Care and Development Teacher
C.P.   Child Care and Development Teacher
C.C.   Child Care and Development Associate Teacher
A.A.   Early Childhood Education
C.P.   Early Childhood Education
C.C.   Early Childhood Education
C.C.   Early Childhood Education Master Teacher: Creative Curriculum
C.C.   Early Childhood Education Master Teacher: Diversity
C.C.   Early Childhood Education Site Supervisor

Electronics and Computer Technology
A.S.   Computer and Networking Technology
C.C.   Computer and Network Maintenance
C.C.   Computer Repair
A.S.   Electro Mechanical Technology
C.P.   Electro Mechanical Technician
A.S.   Electrical Technology
C.P.   Electrical Technology
C.C.   Electronics Automation Technology
C.C.   Power and Instrumentation Certificate

Emergency Medical Technology
C.C.   Emergency Medical Technology
C.C.   Emergency Medical Technology
       Hazardous Materials First Responder Operational
C.C.   Emergency Medical Technician Refresher
C.C.   Emergency Vehicle Operator - Ambulance

Engineering
A.S.   Engineering
C.P.   Computer Aided Design/Drafting (CAD)
C.C.   AutoCAD 2002 – Level I
C.C.   AutoCAD 2002 – Level I and Engineering Drawing
C.C.   AutoCAD 2002 – Level II/ Inventor

Facilities
A.S.   Facilities Technology
C.C.   Facilities Technology

Family Studies/Human Services
A.A.   Family Studies/Human Services
C.C.   Family Child Care Provider

Fashion Design and Merchandising
A.A.   Fashion Design
C.P.   Fashion Design
A.A.   Fashion Merchandising
C.P.   Fashion Merchandising
C.C.   Fashion Studies

General Studies
A.A.   General Studies
A.S.   General Studies
A.A.   General Studies (Transfer)
A.S.   General Studies (Transfer)

Geology
A.S.   Geology

History
A.A.   History

Hospitality
A.S.   Hospitality
C.P.   Hospitality

Interior Design
A.A.   Interior Design
C.P.   Interior Design

International Studies
A.A.   International Studies

Journalism
A.A.   Journalism

Leadership
C.C.   Leadership Studies
C.C.   Service Leadership

Library/Information Technology
A.S.   Library/Information Technology
C.P.   Library/Information Technology

LIST OF DEGREES AND CERTIFICATES (CONTINUED)

A.A. – ASSOCIATE IN ARTS   A.S. – ASSOCIATE IN SCIENCE   C.P. – CERTIFICATE OF PROFICIENCY C.C. – CERTIFICATE OF COMPLETION

Mathematics
A.S.   Mathematics

Medical Assisting
A.S.   Medical Assisting
C.P.   Medical Assisting
C.C.   Medical Assisting
C.C.   Introductory Medical Coding
C.C.   Medical Financial Management
C.C.   Phlebotomy

Music
A.A.   Jazz Studies
A.A.,   Music Performance

Nursing Assistant
C.C.   Nursing Assistant
C.C.   Nursing Assistant, Acute Care Nurse Assistant
C.C.   Nursing Assistant, EKG Monitor Observer
C.C.   Nursing Assistant, Health Unit Coordinator

Nursing, Registered
A.S.   Nursing, Registered
C.P.   Nursing, Registered
C.P.   Nursing, Registered (30 Unit Option)
C.C.   Nursing, Introduction to Emergency Care
C.C.   Nursing, Obstetrical Nursing
C.C.   Nursing, Introduction to Operating Room Experience
C.C.   Nursing, Radiation Protection for the Health Worker

Paralegal
A.A.   Paralegal
C.P.   Paralegal

Physical Education
A.S.   Fitness, Health and Nutrition
C.P.   Fitness, Health and Nutrition
A.S.   Physical Education

Physics
A.S.   Physics

Political Science
A.A.   Political Science

Psychiatric Technician
A.S.   Psychiatric Technician
C.P.   Psychiatric Technician

Psychology
A.S.   Psychology

Recreation
A.A.   Recreation Administration

Web Development Technologies
C.P.   Web Development Technologies

Welding
A.S.   Welding Technology
C.P.   Welding Technology
C.C.   Welding Technology

DEGREE AND CERTIFICATE REQUIREMENTS

AGRICULTURAL TECHNOLOGY

A.S., ANIMAL SCIENCE

Cal Poly Required Course (37 units)		Qtr. Units
ASCI 101	Introduction to the Animal Sciences	2
ASCI 102	Principles of Animal Science	4
ASCI 211	Meats	3
ASCI 220	Introductory Animal Nutrition and Feeding	4
ASCI 221	Introduction to Beef Production	4
ASCI 222	Systems of Swine Production	4
ASCI 223	Systems of Sheep Production	4
ASCI 224	Equine Science	4
PM 225	Introduction to Poultry Management	4
VS 223	Anatomy and Physiology of Farm Animals	4

Cal Poly Suggested Electives		
AG 250	Computer Applications to Agriculture	3
ASCI 212	Livestock Show Management	2
ASCI 214	Equine Management	2
ASCI 216	Meat Grading and Evaluation	2
ASCI 260	Preparation of Livestock for Show and Sale	2
ASCI 290	Livestock Management Enterprise	2-4
CRSC 123	Forage Crops	4

Cuesta Suggested Electives		Sem. Units
BIO 1A	Biology	5
BIO 1B	Biology	5
BIO 4	General Bacteriology	5
BIO 11	Life Science	3
CHEM 1A	General College Chemistry	5
CHEM 1B	General College Chemistry	5
CHEM 11	Introduction to Organic and Biochemistry	4

A.S., CROP SCIENCE

Cal Poly Required Course (33 units)		Qtr. Units
CRSC 132	Cereal Grain Production	4
CRSC 133	Row Crop Production	4
CRSC 202	Enterprise Project	3
or VGSC 202	Enterprise Project Management	(3)
FRSC 230	California Fruit Growing	4
HCS 110	Orientation to Environmental Horticulture and Crop Science	2
HCSx120	Principles of Horticulture and Crop Science	4
SS 121	Introductory Soil Science	4
VGSC 232	California Vegetable Production	4
VGSC 260	Vegetable Gardening, Nutrition and History	4

Cuesta Suggested Electives		Sem. Units
BIO 2	General Botany	5
CHEM 1A	General College Chemistry	5
MATH 42	Precalculus Algebra	5

A.S., DAIRY PRODUCT TECHNOLOGY

Cal Poly Required Courses (22 units)		Qtr. Units
DSCI 121	Elements of Dairying	4
DSCI 134	Introduction to Dairy Projects Technology	4
DSCI 202	Dairy Product Marketing Programs	4
DSCI 223	Frozen Dairy Foods	4
DSCI 233	Milk Processing and Inspection	4
DSCI 234	Dairy Foods Evaluation	2

Cuesta Required Courses (16-19 units)		Sem. Units
BIO 4	General Bacteriology	5
CHEM 10	Introductory Chemistry	5
or CHEM 1A	General College Chemistry	(5)
CHEM 11	Introduction to Organic Biochemistry	4
MATH 32	College Algebra	3
or MATH 42	Precalculus Algebra	(5)

A.S., DAIRY PRODUCTION

Cal Poly Required Courses (24 units)		Qtr. Units
DSCI 101	Dairy Feeds and Feeding	4
DSCI 121	Elements of Dairying	4
DSCI 134	Introduction to Dairy Products Technology	4
DSCI 202	Dairy Promotion and Marketing	4
DSCI 233	Milk Processing and Inspection	4
DSCI 241	Dairy Cattle Selection, Breeds, Fitting & Showing	4

Cuesta Required Courses (17-20 units)		Sem. Units
BIO 1A	Biology	5
BIO 4	General Bacteriology	5
CHEM 10	Introductory Chemistry	5
or CHEM 1A	General College Chemistry	(5)
MATH 32	College Algebra	3
or MATH 42	Precalculus Algebra	(5)

A.S., ENVIRONMENTAL HORTICULTURE SCIENCE/FLORAL DESIGN

Cal Poly Required Courses (30 units)		Qtr. Units
AGB 212	Agricultural Economics	4
EHS 122	Fundamentals of Environmental Horticultural II	4
EHS 125	Florist Practices I	3
EHS 126	Environmental Horticulture Construction	2
EHS 225	Florist Practices II	3
FRSC 230	California Fruit Growing	4
HCS 110	Orientation to Environmental Horticulture and Crop Science	2
HCSx120	Principles of Horticulture and Crop Science	4
SS 121	Introductory Soil Sciences	4

Cuesta Required Courses (13 units)		Sem. Units
BIO 2	General Botany	5
BUS 51	Elements of Accounting	4
CIS 10	Introduction to Computer Applications	4

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

A.S., ENVIRONMENTAL HORTICULTURE SCIENCE/LANDSCAPE DESIGN

Cal Poly Required Courses (36 units)		Qtr. Units
EHS 122	Fundamentals of Environmental Horticulture II	4
EHS 123	Landscape Installation and Maintenance	4
EHS 124	Plant Propagation	4
EHS 126	Environmental Horticulture Construction	2
EHS 231	Plant Materials	4
EHS 232	Plant Materials	4
HCS 110	Orientation to Environmental Horticulture and Crop Science	2
HCSx120	Principles of Horticulture and Crop Science	4
SS 121	Introductory Soil Sciences	4
SS 221	Fertilizers and Plant Nutrition	4

Cuesta Required Courses (13 Units)		Sem. Units
BIO 2	General Botany	5
BUS 51	Elements of Accounting	4
CIS 10	Introduction to Computer Applications	4

A.S., ENVIRONMENTAL HORTICULTURE SCIENCE/PLANT PRODUCTION

Cal Poly Required Courses (36 units)		Qtr. Units
EHS 122	Fundamentals of Environmental Horticulture II	4
EHS 123	Landscape Installation and Maintenance	4
EHS 124	Plant Propagation	4
EHS 126	Environmental Horticulture Construction	2
EHS 231	Plant Materials	4
EHS 232	Plant Materials	4
HCS 110	Orientation to Environmental Horticulture and Crop Science	2
HCSx120	Principles of Horticulture and Crop Science	4
SS 121	Introductory Soil Sciences	4
SS 221	Fertilizers and Plant Nutrition	4

Cuesta Required Courses (13 Units)		Sem. Units
BIO 2	General Botany	5
BUS 51	Elements of Accounting	4
CIS 10	Introduction to Computer Applications	4

A.S., FRUIT SCIENCE

Cal Poly Required Course (31 units)		Qtr. Units
CRSC 230	Agronomic Crop Production	4
or VGSC 230	Introduction to Vegetable Science	(4)
FRSC 123	Beekeeping	3
FRSC 132	Pomology	4
FRSC 133	Pomology	4
FRSC 210	Viticulture Practices	2
FRSC 231	Viticulture	4
HCS 110	Orientation to Environmental Horticulture and Crop Science	2
HCSx120	Principles of Horticulture and Crop Science	4
SS 121	Introductory Soil Science	4

Cuesta Suggested Electives		Sem. Units
BIO 2	General Botany	5
CHEM 1A	General College Chemistry	5
MATH 42	Precalculus Algebra	5

C.C., VITICULTURE PRACTICES

Required Courses (4.5 units)		
AGTECH 5	Vineyard Pruning	.5
AGTECH 10	Propagation Techniques	.5
AGTECH 15	Vineyard Irrigation and Fertilization	1
AGTECH 20	Vineyard Canopy Management	1
AGTECH 30	Basic Viticulture	1
AGTECH 35	Pest Control Management Update	.5

C.C., VITICULTURE PRACTICES AND MAINTENANCE

Required Courses (16.5 units)		
AGTECH 5	Vineyard Pruning	.5
AGTECH 10	Propagation Techniques	.5
AGTECH 15	Vineyard Irrigation and Fertilization	1
AGTECH 20	Vineyard Canopy Management	1
AGTECH 30	Basic Viticulture	1
AGTECH 35	Pest Control Management Update	.5
CTECH 50	Introduction to Construction	3
CTECH 68	Residential Plumbing	3
CTECH 69	Residential Wiring	3
WELD 70A	Basic Welding	3

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

ARCHITECTURAL TECHNOLOGY

A.S., ARCHITECTURAL TECHNOLOGY

Required Courses (36.5 units)

ARCH 101	Survey of Architectural Education and Practice	1.5
ARCH 110	Architectural Design & Presentation Computer Graphics	3
ARCH 111	Design and Visual Communication I	4
ARCH 112	Design and Visual Communication II	4
ARCH 113	Architecture Portfolio Presentation	2
ARCH 207	Architectural Environment Control Systems	3
ARCH 230	Architectural Computer Aided Drafting and Design	3
ARCH 231	Introduction to Architectural Practice	3
ARCH 251	Architectural Design Fundamentals I	5
ARCH 252	Architectural Design Fundamentals II	5
CTECH 50	Introduction to Construction	3

Plus 9 units from the following:

ARCH 102	Introduction to Architecture and Environmental Design	1.5
ARCH 115	Architectural Modelmaking	2
ARCH 220	Green Building with LEED Training	1
ARCH 254	Advanced Architectural Graphic Communication	2
CTECH 67	Construction Technology Internship	2.5
CTECH 80A	Building Code I, Architectural Design Provisions	3
ENGR 25	AutoCad	1
or ENGR 26	Engineering Drawing I	4
ENGR 27	Engineering Drawing II	3
ENGR 50	Engineering Statics	3
ENGR 52A	Strength of Materials I	1.5
and ENGR 52B	Strength of Materials II	1.5
ENGR 60	Structural Systems for Architects	3

C.P., ARCHITECTURAL TECHNOLOGY

Required Courses (21.5 units)

ARCH 101	Survey of Architectural Education and Practice	1.5
ARCH 110	Architectural Design & Presentation Computer Graphics	3
ARCH 111	Design and Visual Communication I	4
ARCH 230	Architectural Computer Aided Drafting and Design	3
ARCH 231	Introduction to Architectural Practice	3
CTECH 50	Introduction to Construction	3
ENGR 26	Engineering Drawing I	4

Plus 12 units from the following:

ARCH 102	Introduction to Architecture and Environmental Design	1.5
ARCH 112	Design and Visual Communication II	4
ARCH 113	Architecture Portfolio Presentation	2
ARCH 115	Architectural Modelmaking	2
ARCH 220	Green Building with LEED Training	1
ARCH 254	Advanced Architectural Graphic Communication	2
ENGR 27	Engineering Drawing II	3
MATH 25	Plane Geometry	3
MATH 27	Intermediate Algebra	5
or MATH 27SI	Intermediate Algebra with Supplemental Learning	(5)
MATH 29	Trigonometry	3
MATH 42	Precalculus Algebra	5
MATH 63	Precalculus Math	5
MATH 65A	Analytic Geometry and Calculus	5
MATH 65B	Analytic Geometry and Calculus	5

ART

A.A., ARTS MANAGEMENT

A minimum of 8 units in Art including the Art Gallery units must be earned at Cuesta College for an Arts Management, A.A. Degree.

Required Courses (17-20 units)

ART 105	Survey of Art History: 20th Century	3
ART 120	Fundamentals of 2-Dimensional Design	3
ART 153	Digital Art	3
ART 193	Portfolio Presentation	2-3
ART 195	Art Gallery	3-5
BUS 45	Introduction to Business	3
or BUS 46	Retail Merchandising	(3)
or BUS 48	Small Business Management	(3)
or BUS 49	Entrepreneurship	(3)

Plus 6 units from the following:

ART 100	Art Appreciation	3
ART 103	Survey of Art History	3
ART 104	Survey of Art History	3
ART 106	Survey of Art History	3
ART 146	Camera Art	2
ART 150	Macintosh Operating System	1
ART 154	Intermediate Digital Art	3
ART 155	Vector Graphics	1
ART 156	Image Editing	1
ART 157	Digital Painting	1
ART 158	Page Layout	1
ART 166	Graphic Design	2-3
ART 167	Intermediate Graphic Design	2-3
ART 170	Fundamentals of 3-Dimensional Design	3
ART 190	Art Excursion	1

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

A.A., 2-DIMENSIONAL ART

A minimum of 8 units in Art including 6 from the second year courses must be earned at Cuesta College for a 2-Dimensional Art, A.A. Degree.

Required Courses (14-20 units)

ART 120	Fundamentals of 2-Dimensional Design	2-3
ART 121	Beginning Drawing	2-3
ART 122	Intermediate Drawing	2-3
ART 153	Digital Art	3
ART 193	Portfolio Presentation	2-3
ART 195	Art Gallery	3-5

Plus 6 units from the following:

ART 103	Survey of Art History	3
ART 104	Survey of Art History	3
ART 105	Survey of Art History	3
ART 106	Survey of Art History	3

Plus 9 units from the following:

ART 123	Life Drawing	2-3
ART 124	Intermediate Life Drawing	2-3
ART 130	Beginning Painting	2-3
ART 131	Intermediate Painting	2-3
ART 132	Watercolor Painting	2-3
ART 134	Figure Painting	2-3
ART 140	Introduction to Print Media	2-3
ART 141	Etching	2-3
ART 143	Book Arts	2-3
ART 144	Photography	2-3
ART 145	Intermediate Photography	2-3
ART 146	Camera Art	2
ART 147	Time-Based Media	3
ART 149	Digital Photography	3
ART 150	Macintosh Operating System	1
ART 154	Intermediate Digital Art	3
ART 155	Vector Graphics	1
ART 156	Image Editing	1
ART 157	Digital Painting	1
ART 158	Page Layout	1
ART 160	Conceptual Blockbusting	3
ART 165	Motion Graphics	3
ART 166	Graphic Design	2-3
ART 167	Intermediate Graphic Design	2-3
ART 168	Typography	3

A.A., 3-DIMENSIONAL ART

A minimum of 8 units in Art including 6 from the second year courses must be earned at Cuesta College for a 3-Dimensional Art, A.A. Degree.

Required Courses (16-20 units)

ART 120	Fundamentals of 2-Dimensional Design	3
ART 121	Beginning Drawing	2-3
ART 153	Digital Art	3
ART 170	Fundamentals of 3-Dimensional Design	3

ART 193	Portfolio Presentation	2-3
ART 195	Art Gallery	3-5

Plus 8 units from the following:

ART 171	Beginning Sculpture	2-3
ART 172	Intermediate Sculpture	2-3
ART 173	Figure Sculpture	2-3
ART 174	Sculpture Foundry	2-3
ART 180	Ceramics	2-3
ART 181	Ceramics	2-3
ART 182	Intermediate Ceramics	2-3
ART 183	Ceramic Sculpture	2-3

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 ATech 66 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 (54-55 units)

ATECH 52	Internal Combustion Engine	3
ATECH 58	Automotive Electricity and Electronics	4
ATECH 60	Automotive Electrical Accessories	4
ATECH 64	Basic Clean Air Car Course	3
ATECH 87	Automotive Fuel Injection and Turbochargers	3
ATECH 88	Automotive Heating and Air Conditioning	3
ATECH 109	Introduction to Automotive Computers	2.5
ATECH 120	Automotive Ignition Systems	2
ATECH 125	Engine Performance	4
ATECH 127	Advanced Emissions Diagnostics	1
CIS 10	Introduction to Computer Applications	4
ELTECH 30L	Technical Physics Lab	1
ELTECH 110	DC Electronics	3.5
ELTECH 111	Laboratory Techniques I	1
ENGL 65	Basic Technical Communications	4
MATH 24A	Technical Math	5
PHYSCI 1A	Physical Science: Physics and Chemistry	3
WELD 70A	Basic Welding	3-4

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

A.S., AUTO BODY TECHNICIAN

Required Courses (53.5-55.5 units)

ATECH 60	Automotive Electrical Accessories	4
ATECH 68	Automotive Repair Business	3
ATECH 70	Auto Body Repair I	3
ATECH 71	Advanced Auto Body	3
ATECH 75	Automotive Painting	5
ATECH 84	Braking Systems	4
ATECH 86	Chassis and Suspension Systems	3
ATECH 88	Automotive Heating and Air Conditioning	3
ATECH 109	Introduction to Automotive Computers	2.5
CIS 10	Introduction to Computer Applications	4
ELTECH 30L	Technical Physics Lab	1
ENGL 65	Basic Technical Communications	4
MATH 24A	Technical Math	5
PHYSCI 1A	Physical Science: Physics and Chemistry	3
WELD 70A	Basic Welding	3-4
WELD 70C	Welding GMAW & GTAW	3-4

C.P., AUTO BODY TECHNICIAN

Required Courses (17 units)

ATECH 60	Automotive Electrical Accessories	4
ATECH 66	Automotive Maintenance and Light Repair	2
ATECH 68	Automotive Repair Business	3
ATECH 70	Auto Body Repair I	3
ATECH 75	Automotive Painting	5

Plus 8 units from the following:

ELTECH 30L	Technical Physics Lab	1
ENGL 65	Basic Technical Communications	4
MATH 24A	Technical Math	5
PHYSCI 1A	Physical Science: Physics and Chemistry	3

A.S., AUTOMOTIVE TECHNICIAN

Required Courses (55.5-56.5 units)

ATECH 52	Internal Combustion Engine	3
ATECH 53	Engine Overhaul Procedure	3
ATECH 58	Automotive Electricity and Electronics	4
ATECH 68	Auto Repair Business	3
ATECH 69	Automotive Technology Internship	3
ATECH 80	Manual Drivetrains	3
ATECH 81	Manual Transmissions	3
ATECH 82	Automatic Transmissions	4
ATECH 84	Braking Systems	4
ATECH 88	Automotive Heating and Air Conditioning	3
ATECH 109	Introduction to Automotive Computers	2.5
CIS 10	Introduction to Computer Applications	4
ELTECH 30L	Technical Physics Lab	1
ENGL 65	Basic Technical Communications	4
MATH 24A	Technical Math	5
PHYSCI 1A	Physical Science: Physics and Chemistry	3
WELD 70A	Basic Welding	3-4

C.P., AUTOMATIC TRANSMISSION/TRANSAXLE SPECIALIST

Required Courses (16 units)

ATECH 60	Automotive Electrical Accessories	4
ATECH 66	Automotive Maintenance and Light Repair	2
ATECH 68	Automotive Repair Business	3
ATECH 81	Manual Transmissions	3
ATECH 82	Automatic Transmissions	4

Plus 8 units from the following:

ELTECH 30L	Technical Physics Lab	1
ENGL 65	Basic Technical Communications	4
MATH 24A	Technical Math	5
PHYSCI 1A	Physical Science: Physics and Chemistry	3

C.P., BRAKES SPECIALIST

Required Courses (15.5 units)

ATECH 60	Automotive Electrical Accessories	4
ATECH 66	Automotive Maintenance and Light Repair	2
ATECH 68	Automotive Repair Business	3
ATECH 84	Braking Systems	4
ATECH 109	Introduction to Automotive Computers	2.5

Plus 8 units from the following:

ELTECH 30L	Technical Physics Lab	1
ENGL 65	Basic Technical Communications	4
MATH 24A	Technical Math	5
PHYSCI 1A	Physical Science: Physics and Chemistry	3

C.P., CHASSIS AND SUSPENSION SPECIALIST

Required Courses (16 units)

ATECH 60	Automotive Electrical Accessories	4
ATECH 66	Automotive Maintenance and Light Repair	2
ATECH 68	Automotive Repair Business	3
ATECH 84	Braking Systems	4
ATECH 86	Chassis and Suspension Systems	3

Plus 8 units from the following:

ELTECH 30L	Technical Physics Lab	1
ENGL 65	Basic Technical Communications	4
MATH 24A	Technical Math	5
PHYSCI 1A	Physical Science: Physics and Chemistry	3

C.P., ELECTRICAL SYSTEMS SPECIALIST

Required Courses (15.5 units)

ATECH 58	Automotive Electricity and Electronics	4
ATECH 60	Automotive Electrical Accessories	4
ATECH 66	Automotive Maintenance and Light Repair	2
ATECH 68	Automotive Repair Business	3
ATECH 109	Introduction to Automotive Computers	2.5

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

Plus 8 units from the following:

ELTECH 30L	Technical Physics Lab	1
ENGL 65	Basic Technical Communications	4
MATH 24A	Technical Math	5
PHYSCI 1A	Physical Science: Physics and Chemistry	3

C.P., ENGINE PERFORMANCE SPECIALIST

Required Courses (25.5 units)

ATECH 52	Internal Combustion Engines	3
ATECH 58	Automotive Electricity and Electronics	4
ATECH 64	Basic Clean Air Car Course	3
ATECH 68	Automotive Repair Business	3
ATECH 87	Automotive Fuel Injection and Turbochargers	3
ATECH 109	Introduction to Automotive Computers	2.5
ATECH 120	Automotive Ignition Systems	2
ATECH 125	Engine Performance	4
ATECH 127	Advanced Emissions Diagnostics	1

C.P., ENGINE REPAIR SPECIALIST

Required Courses (22 units)

ATECH 52	Internal Combustion Engines	3
ATECH 53	Engine Overhaul Procedures	3
ATECH 58	Automotive Electricity and Electronics	4
ATECH 64	Basic Clean Air Car Course	3
ATECH 66	Automotive Maintenance and Light Repair	2
ATECH 68	Automotive Repair Business	3
ATECH 125	Engine Performance	4

Plus 4 units from the following:

ELTECH 30L	Technical Physics Lab	1
ENGL 65	Basic Technical Communications	4
MATH 24A	Technical Math	5
PHYSCI 1A	Physical Science: Physics and Chemistry	3

C.P., HEATING AND AIR CONDITIONING SPECIALIST

Required Courses (17.5 units)

ATECH 52	Internal Combustion Engines	3
ATECH 60	Automotive Electrical Accessories	4
ATECH 66	Automotive Maintenance and Light Repair	2
ATECH 68	Automotive Repair Business	3
ATECH 88	Automotive Heating and Air Conditioning	3
ATECH 109	Introduction to Automotive Computers	2.5

Plus 8 units from the following:

ELTECH 30L	Technical Physics Lab	1
ENGL 65	Basic Technical Communications	4
MATH 24A	Technical Math	5
PHYSCI 1A	Physical Science: Physics and Chemistry	3

C.P., MANUAL DRIVETRAINS AND AXLES SPECIALIST

Required Courses (15 units)

ATECH 60	Automotive Electrical Accessories	4
ATECH 66	Automotive Maintenance and Light Repair	2
ATECH 68	Automotive Repair Business	3
ATECH 80	Manual Drivetrains	3
ATECH 81	Manual Transmissions	3

Plus 8 units from the following:

ELTECH 30L	Technical Physics Lab	1
ENGL 65	Basic Technical Communications	4
MATH 24A	Technical Math	5
PHYSCI 1A	Physical Science: Physics and Chemistry	3

BIOLOGY

A.S., BIOLOGICAL SCIENCE

Required Courses (10 units)

BIO 1A	Biology	5
BIO 2	General Botany	5
or BIO 3	General Zoology	(5)

Plus 32 units from the following:

BIO 1B	Biology	5
BIO 4	General Bacteriology	5
BIO 5	Human Anatomy	4
BIO 6	General Human Physiology	5
BIO 8G	Biology Seminar: General Topics	1
BIO 9C	Coastal Biology Field Studies	1
BIO 9D	Desert Biology Field Studies	1
BIO 9H	Hawaiian Biology Field Studies	1-3
BIO 9S	Sierra Biology Field Studies	1
BIO 10E	Natural History of the Eastern California Mountains & Deserts	2
BIO 10R	Natural History of the Coast Ranges	2
BIO 10V	Natural History of Death Valley National Park	2
BIO 12	Human Biology	3
BIO 12L	Human Biology Lab	1
BIO 13	Genetics and Society	3
BIO 20	Environmental Biology	3
or BIO 20	Environmental Biology	(3)
and BIO 20L	Environmental Biology Lab	(1)
BIO 21	Concepts of Ecology	3
BIO 22	Introduction to Marine Science	3
and BIO 22L	Introduction to Marine Science Laboratory	1
BIO 24	Principles of Natural History	3
BIO 47	Independent Studies	.5-2

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

C.P., ENVIRONMENTAL BIOLOGY

Required Courses (8 units)

BIO 20	Environmental Biology	3
BIO 20L	Environmental Biology Lab	1
BIO 21	Concepts of Ecology	4

Plus 4 units from the following

BIO 1AB	Biology	5,5
BIO 2	General Botany	5
BIO 3	General Zoology	5
BIO 8E	Biology Seminar: Environmental	1
BIO 9C	Coastal Biology Field Studies	1
BIO 9D	Desert Biology Field Studies	1
BIO 9H	Hawaiian Biology Field Studies	1-3
BIO 9S	Sierra Biology Field Studies	1
BIO 10E	Natural History of the Eastern California Mountains & Deserts	2
BIO 10R	Natural History of the Coast Ranges	2
BIO 10V	Natural History of Death Valley National Park	2
BIO 16	Plants & People	4
BIO 22	Introduction to Marine Science	3
or BIO 22	Introduction to Marine Science	(3)
and BIO 22L	Introduction to Marine Science Laboratory	(1)
BIO 24	Principles of Natural History	3
BIO 26	Understanding Rare Species in California	1

Plus 9 units from the following:

CHEM 10	Introductory Chemistry	4
CJ 10	Principles of Investigation	3
ENGL 1A	English Composition	4
or ENGL 1	Technical Communication	(4)
ENGL 56	College Reading and Writing	4
ENGL 65	Basic Technical Communication	4
GEOL 20	Geology of California	3
SPCH 1A	Public Address	3

BROADCAST COMMUNICATIONS

A.A., BROADCAST COMMUNICATIONS

Required Courses (19 units)

BCST 21	Introduction to Broadcasting	3
BCST 23	Video Operations	3
BCST 24A	Basic Audio Production	3
BCST 25A	Video Studio Production	3
BCST 26	Media Writing	3
ENGL 1A	English Composition	4

Plus 3 units from the following:

BCST 24B	Advanced Audio Production	3
BCST 24C	Advanced Audio Production	3
BCST 24D	Advanced Audio Production	3
BCST 25B	Field Video Production and Editing	3
BCST 30A	Television Internship	3
BCST 30B	Television Internship	3
BCST 30C	Television Internship	3
BCST 30D	Television Internship	3

BUSINESS

A.A., BUSINESS ADMINISTRATION

Required Courses (36.5-44 units)

BUS 1A	Principles of Accounting	4
BUS 1B	Principles of Accounting	4
BUS 18	Business Law	3
or BUS 19	International Business Law	(3)
BUS 45	Introduction to Business	3
BUS 83	Management and Supervision	3
BUS 86	Human Relations	3
CAOA 61	Introduction to Spreadsheets	3
or CAOA 71A	Introduction to Spreadsheets: Modules I	(1)
and CAOA 71B	Introduction to Spreadsheets: Modules II	(1)
and CAOA 71C	Introduction to Spreadsheets: Modules III	(1)
CAOA 64	Introduction to Database Management	3
or CAOA 70A	Introduction to Database Management: Modules I	(1)
and CAOA 70B	Introduction to Database Management: Modules II	(1)
and CAOA 70C	Introduction to Database Management: Modules III	(1)
CIS 10	Introduction to Computer Applications	4
ECON 1A	Principles of Economics	3
ECON 1B	Principles of Economics	3
WRKEXP 50	Cooperative Work Experience	.5-4
or WRKEXP 51	Cooperative Work Experience Education - General	(.5-6)
or WRKEXP 52	Cooperative Work Experience Education - Occupational	(.5-8)

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

Plus 3 units from the following:

BUS 70	Dealing With Change	.5
BUS 71	Team Building	.5
BUS 72	Communicating With People	.5
BUS 73	Conflict Resolution	.5
BUS 74	Customer Service	.5
BUS 75	Values and Ethics	.5
BUS 76	Attitude in the Workplace	.5
BUS 77	Stress Management	.5
BUS 78	Decision Making & Problem Solving	.5
BUS 79	Time Management	.5

C.P., BUSINESS ADMINISTRATION

Required Courses (19-20 units)

BUS 1A	Principles of Accounting	4
or ECON 1A	Principles of Economics	(3)
BUS 43	Marketing	3
BUS 45	Introduction to Business	3
BUS 83	Management and Supervision	3
CAOA 23	Business English	3
or SPCH 1A	Public Address	(3)
CIS 10	Introduction to Computer Applications	4

Plus 6 units from the following:

BUS 18	Business Law	3
BUS 41	Sales	3
BUS 48	Small Business Management	3
BUS 49	Entrepreneurship	4
BUS 60	International Business	3
BUS 86	Human Relations	3
WRKEXP 50	Cooperative Work Experience	.5-4
or WRKEXP 51	Cooperative Work Experience Education - General	(.5-6)
or WRKEXP 52	Cooperative Work Experience Education - Occupational	(.5-8)

A.A., INTERNATIONAL BUSINESS

Required Courses (43 units)

BUS 1A	Principles of Accounting	4
BUS 19	International Business Law	3
BUS 45	Introduction to Business	3
BUS 60	Introduction to International Business	3
BUS 62	Geography for International Business	3
BUS 64	International Trade Relations	3
BUS 65	Basic of Exporting and Importing	2
BUS 68	International Marketing	3
BUS 83	Management and Supervisor	3
or BUS 86	Human Relations	(3)
CIS 10	Introduction to Computer Application	4
ECON 11	Global Economics	3
2 semesters	Foreign Language (French, German, Spanish)	8
PEACT 83	Golf (2 semesters)	2

C.C., INTERNATIONAL BUSINESS

Required Courses (16 units)

BUS 19	International Business Law	3
BUS 60	Introduction to International Business	3
BUS 64	International Trade Relations	3
BUS 68	International Marketing	3
Foreign Language:	French, German, or Spanish	4

A.A., MANAGEMENT

Required Courses (29-30 units)

BUS 1A	Principles of Accounting	4
BUS 18	Business Law	3
BUS 45	Introduction to Business	3
BUS 48	Small Business Management	3
or BUS 49	Entrepreneurship	(4)
BUS 83	Management and Supervision	3
BUS 86	Human Relations	3
CAOA 61	Introduction to Spreadsheets	3
or CAOA 71A	Introduction to Spreadsheets: Modules I	(1)
and CAOA 71B	Introduction to Spreadsheets: Modules II	(1)
and CAOA 71C	Introduction to Spreadsheets: Modules III	(1)
CIS 10	Introduction to Computer Applications	4
ECON 1A	Principles of Economics	3

C.C., SUPERVISION

Required Courses (12-16.5 units)

BUS 83	Management and Supervision	3
BUS 86	Human Relations	3
or BUS 96	Workplace Human Relations	(2)
CAOA 23	Business English	3
FAMST 5	Life Management	3
WRKEXP 50	Cooperative Work Experience	.5
WRKEXP 50L	Cooperative Work Experience Lab	.5-4

C.C., CUSTOMER SERVICE

Required Courses (5 units)

BUS 70	Dealing with Change	0.5
BUS 71	Team Building	0.5
BUS 72	Communicating With People	0.5
BUS 73	Conflict Resolution	0.5
BUS 74	Customer Service	0.5
BUS 75	Values and Ethics	0.5
BUS 76	Attitude in the Workplace	0.5
BUS 77	Stress Management	0.5
BUS 78	Decision Making & Problem Solving	0.5
BUS 79	Time Management	0.5

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

A.A., MARKETING

Required Courses (38-39 units)

BUS 1A	Principles of Accounting	4
BUS 18	Business Law	3
BUS 40	Advertising	3
BUS 41	Sales	3
BUS 43	Marketing	3
BUS 45	Introduction to Business	3
BUS 48	Small Business Management	3
or BUS 49	Entrepreneurship	(4)
BUS 83	Management and Supervision	3
BUS 86	Human Relations	3
CAOA 61	Introduction to Spreadsheets	3
or CAOA 71A	Introduction to Spreadsheets: Modules I	(1)
and CAOA 71B	Introduction to Spreadsheets: Modules II	(1)
and CAOA 71C	Introduction to Spreadsheets: Modules III	(1)
CIS 10	Introduction to Computer Applications	4
ECON 1A	Principles of Economics	3

CHEMISTRY

A.S., CHEMISTRY

Required Courses (25 units)

CHEM 1A	General College Chemistry	5
CHEM 1B	General College Chemistry	5
CHEM 12A	Organic Chemistry	5
CHEM 12B	Organic Chemistry	5
MATH 63*	Pre-Calculus Mathematics	5

* Any course for which Mathematics 63 is a prerequisite may be substituted.

COMPUTER APPLICATIONS/ OFFICE ADMINISTRATION

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 units)

BUS 1B	Principles of Accounting	4
or CAOA 32	Law Office Procedures for Paralegals II	(3)
or CAOA 52	Computerized Accounting Using QuickBooks Pro	(3)
BUS 51	Elements of Accounting	4
or BUS 1A	Principles of Accounting	(4)
or CAOA 31	Law Office Procedures for Paralegals I	(3)

CAOA 20B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 23	Business English	3
CAOA 25	Business Calculations	3
CAOA 26	Voice Recognition Software with Document Applications	3
or CAOA 50	Advanced Word Processing: Microsoft Word	(3)
CAOA 27	Business Communications	4
CAOA 28	Office Technology and Telecommunications	3
CAOA 29	Computer Applications/Office Administration Internship	.5
CAOA 46	Beginning Word Processing: Microsoft Word	3
or CAOA 48	Beginning Word Processing: WordPerfect for Windows	(3)
or CAOA 51A	Beginning Word Processing: Modules I	(1)
and CAOA 51B	Beginning Word Processing: Modules II	(1)
and CAOA 51C	Beginning Word Processing: Modules III	(1)
CAOA 60	Microcomputer Operations	3
CAOA 61	Introduction to Spreadsheets	3
or CAOA 71A	Introduction to Spreadsheets: Modules I	(1)
and CAOA 71B	Introduction to Spreadsheets: Modules II	(1)
and CAOA 71C	Introduction to Spreadsheets: Modules III	(1)
CAOA 64	Introduction to Database Management	3
or CAOA 70A	Introduction to Database Management: Modules I	(1)
and CAOA 70B	Introduction to Database Management: Modules II	(1)
and CAOA 70C	Introduction to Database Management: Modules III	(1)
CAOA 65	Desktop Publishing	3
or CAOA 50	Advanced Word Processing: Microsoft Word	(3)
or CAOA 67	PowerPoint	(1)
and CAOA 53	Essentials of MS Publisher	(2)
or CAOA 68	Introduction to Photoshop	(3)

C.P., ADMINISTRATIVE ASSISTANT

Required Courses (29.5-30.5 units)

BUS 51	Elements of Accounting	4
or BUS 1A	Principles of Accounting	(4)
CAOA 20B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 23	Business English	3
CAOA 25	Business Calculations	3
CAOA 26	Voice Recognition Software with Document Applications	3
or CAOA 50	Advanced Word Processing: Microsoft Word	(3)
CAOA 27	Business Communications	4
CAOA 28	Office Technology and Telecommunications	3

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

CAOA 29	Computer Applications/Office Administration Internship	.5
CAOA 46	Beginning Word Processing: Microsoft Word	3
or CAOA 48	Beginning Word Processing: WordPerfect for Windows	(3)
or CAOA 51A	Beginning Word Processing: Modules I	(1)
and CAOA 51B	Beginning Word Processing: Modules II	(1)
and CAOA 51C	Beginning Word Processing: Modules III	(1)
CAOA 52	Computerized Accounting Using QuickBooks Pro	3
or BUS 1B	Principles of Accounting	(4)

Plus 9 units from the following:

BUS 86	Human Relations	3
CAOA 20A	Beginning Computer Keyboarding and Document Processing	3
CAOA 20R	Review Computer Keyboarding	2
CAOA 20S	Speed and Accuracy Computer Keyboarding	2
CAOA 49	Advanced Word Processing: WordPerfect for Windows	3
or CAOA 50*	Advanced Word Processing: Microsoft Word	(3)
CAOA 53	Essentials of MS Publisher	2
CAOA 54	Essentials of MS Outlook	2
CAOA 56	Test Prep for Microsoft Office Specialist (MOS) Certification	.5
CAOA 60	Microcomputer Operations	3
CAOA 61	Introduction to Spreadsheets	3
or CAOA 71A	Introduction to Spreadsheets: Modules I	(1)
and CAOA 71B	Introduction to Spreadsheets: Modules II	(1)
and CAOA 71C	Introduction to Spreadsheets: Modules III	(1)
CAOA 64	Introduction to Database Management	3
or CAOA 70A	Introduction to Database Management: Modules I	(1)
and CAOA 70B	Introduction to Database Management: Modules II	(1)
and CAOA 70C	Introduction to Database Management: Modules III	(1)
CAOA 65	Desktop Publishing	3
CAOA 66	Introduction to Windows	1
CAOA 67	PowerPoint	1
CAOA 68	Introduction to Photoshop	3

* If not used for required units.

C.P., COMPUTER OFFICE SUPPORT AND MAINTENANCE SPECIALIST

Required Courses (24 units)

CAOA 46	Beginning Word Processing, Microsoft Word	3
CAOA 50	Advanced Word Processing, Microsoft Word	3
CAOA 54	Essentials of MS Outlook	2
CAOA 60	Microcomputer Operations	3
CAOA 61	Introduction to Spreadsheets	3
CAOA 64	Introduction to Database Management	3
CAOA 67	PowerPoint	1
CIS 121	Operating Systems Concepts I	3
ELTECH 153	Microcomputer Fundamentals for Technicians	3

C.P., OFFICE PROFESSIONAL

Required Courses in Major (25.5 units)

CAOA 20B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 23	Business English	3
CAOA 26	Voice Recognition Software with Document Applications	3
CAOA 27	Business Communications	4
CAOA 28	Office Technology and Telecommunications	3
CAOA 29	Computer Applications/Office Administration Internship	.5
CAOA 46	Beginning Word Processing: Microsoft Word	3
or CAOA 48	Beginning Word Processing: WordPerfect for Windows	(3)
or CAOA 51A	Beginning Word Processing: Modules I	(1)
and CAOA 51B	Beginning Word Processing: Modules II	(1)
and CAOA 51C	Beginning Word Processing: Modules III	(1)
CAOA 49	Advanced Word Processing: WordPerfect for Windows	3
or CAOA 50	Advanced Word Processing: Microsoft Word	(3)

Plus 12 units from the following:

BUS 51	Elements of Accounting	4
BUS 86	Human Relations	3
CAOA 20A	Beginning Computer Keyboarding and Document Processing	3
CAOA 20R	Review Computer Keyboarding	2
CAOA 20S	Speed and Accuracy Computer Keyboarding	2
CAOA 53	Essentials of MS Publisher	2
CAOA 54	Essentials of MS Outlook	2
CAOA 56	Test Prep for Microsoft Office Specialist (MOS) Certification	.5
CAOA 60	Microcomputer Operations	3
CAOA 61	Introduction to Spreadsheets	3
or CAOA 71A	Introduction to Spreadsheets: Modules I	(1)

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

and CAOA 71B	Introduction to Spreadsheets: Modules II	(1)
and CAOA 71C	Introduction to Spreadsheets: Modules III	(1)
CAOA 62	Introduction to Beginning Computer Keyboarding	1
CAOA 64	Introduction to Database Management	3
or CAOA 70A	Introduction to Database Management: Modules I	(1)
and CAOA 70B	Introduction to Database Management: Modules II	(1)
and CAOA 70C	Introduction to Database Management: Modules III	(1)
CAOA 65	Desktop Publishing	3
CAOA 66	Introduction to Windows	1
CAOA 67	PowerPoint	1
CAOA 68	Introduction to Photoshop	3

C.P., WORD PROCESSING

Required Courses (28 units)

CAOA 20B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 23	Business English	3
CAOA 26	Voice Recognition Software with Document Applications	3
CAOA 27	Business Communications	4
CAOA 28	Office Technology and Telecommunications	3
CAOA 29	Computer Applications/Office Administration Internship	3
CAOA 46	Beginning Word Processing: Microsoft Word	3
or CAOA 48	Beginning Word Processing: WordPerfect for Windows	(3)
or CAOA 51A	Beginning Word Processing: Modules I	(1)
and CAOA 51B	Beginning Word Processing: Modules II	(1)
and CAOA 51C	Beginning Word Processing: Modules III	(1)
CAOA 49	Advanced Word Processing: WordPerfect for Windows	3
or CAOA 50	Advanced Word Processing: Microsoft Word	(3)
CAOA 60	Microcomputer Operations	3

Plus 10 units from the following:

BUS 51	Elements of Accounting	4
BUS 86	Human Relations	3
CAOA 20S	Speed and Accuracy Computer Keyboarding	2
CAOA 25	Business Calculation	3
CAOA 46*	Beginning Word Processing: Microsoft Word	3
or CAOA 48*	Beginning Word Process: WordPerfect for Windows	(3)
CAOA 53	Essentials of MS Publisher	2
CAOA 54	Essentials of MS Outlook	2
CAOA 56	Test Prep for Microsoft Office Specialist (MOS) Certification	.5

CAOA 61	Introduction to Spreadsheets	3
CAOA 62	Introduction to Beginning Computer Keyboarding	1
CAOA 64	Introduction to Database Management	3
CAOA 65	Desktop Publishing	3
CAOA 66	Introduction to Windows	1
CAOA 67	PowerPoint	1
CAOA 68	Introduction to Photoshop	3

If not used for required units.

C.C., ACCOUNTING CLERK/BOOKKEEPER

Required Courses (19.5 units)

BUS 51	Elements of Accounting	4
CAOA 23	Business English	3
CAOA 25	Business Calculations	3
CAOA 28	Office Technology and Telecommunications	3
CAOA 29	Computer Applications/Office Administration Internship	.5
CAOA 52	Computerized Accounting Using QuickBooks Pro	3
CAOA 61	Introduction to Spreadsheets	3
or CAOA 71A	Introduction to Spreadsheets: Modules I	(1)
and CAOA 71B	Introduction to Spreadsheets: Modules II	(1)
and CAOA 71C	Introduction to Spreadsheets: Modules III	(1)

Plus 2-3 units from the following:

CAOA 20A	Beginning Computer Keyboarding and Document Processing	3
CAOA 20B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 20R	Review Computer Keyboarding	2
CAOA 20S	Speed and Accuracy Computer Keyboarding	2

C.C., BUSINESS COMMUNICATIONS

Required Courses (26.5 units)

CAOA 20B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 23	Business English	3
CAOA 25	Business Calculations	3
CAOA 26	Voice Recognition Software with Document Applications	3
CAOA 27	Business Communications	4
CAOA 28	Office Technology and Telecommunications	3
CAOA 29	Computer Applications/Office Administration Internship	.5
CAOA 46	Beginning Word Processing: Microsoft Word	3
or CAOA 48	Beginning Word Processing: WordPerfect for Windows	(3)
or CAOA 51A	Beginning Word Processing: Modules I	(1)
and CAOA 51B	Beginning Word Processing: Modules II	(1)
and CAOA 51C	Beginning Word Processing: Modules III	(1)

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

CAOA 49	Advanced Word Processing: WordPerfect for Windows	3
or CAOA 50	Advanced Word Processing: Microsoft Word	(3)
CAOA 67	PowerPoint	1

C.C., MICROCOMPUTER APPLICATIONS

Required Courses (18 units)

CAOA 46	Beginning Word Processing: Microsoft Word	3
or CAOA 48	Beginning Word Processing: WordPerfect for Windows	(3)
or CAOA 51A	Beginning Word Processing: Modules I	(1)
and CAOA 51B	Beginning Word Processing: Modules II	(1)
and CAOA 51C	Beginning Word Processing: Modules III	(1)
CAOA 49	Advanced Word Processing: WordPerfect for Windows	3
or CAOA 50	Advanced Word Processing: Microsoft Word	(3)
CAOA 60	Microcomputer Operations	3
CAOA 61	Introduction to Spreadsheets	3
or CAOA 71A	Introduction to Spreadsheets: Modules I	(1)
and CAOA 71B	Introduction to Spreadsheets: Modules II	(1)
and CAOA 71C	Introduction to Spreadsheets: Modules III	(1)
CAOA 64	Introduction to Database Management	3
or CAOA 70A	Introduction to Database Management: Modules I	(1)
and CAOA 70B	Introduction to Database Management: Modules II	(1)
and CAOA 70C	Introduction to Database Management: Modules III	(1)
CAOA 65	Desktop Publishing	3
or CAOA 67	PowerPoint	(1)
and CAOA 53	Essentials of MS Publisher	(2)
or CAOA 68	Introduction to Photoshop	(3)

Plus 2 units from the following:

CAOA 20A	Beginning Computer Keyboarding and Document Processing	3
CAOA 20B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 20R	Review Computer Keyboarding	2
CAOA 20S	Speed and Accuracy Computer Keyboarding	2

C.C., OFFICE OPERATIONS

Required Courses (14 units)

CAOA 23	Business English	3
CAOA 28	Office Technology and Telecommunications	3
CAOA 60	Microcomputer Operations	3
CAOA 66	Introduction to Windows	1
CIS 10	Introduction to Computer Applications	4

C.C., WORD PROCESSING

Required Courses (15.5 units)

CAOA 23	Business English	3
CAOA 25	Business Calculations	3
CAOA 28	Office Technology and Telecommunications	3
CAOA 29	Computer Applications/Office Administration Internship	.5
CAOA 46	Beginning Word Processing: Microsoft Word	3
or CAOA 48	Beginning Word Process: WordPerfect for Windows	(3)
or CAOA 51A	Beginning Word Processing: Modules I	(1)
and CAOA 51B	Beginning Word Processing: Modules II	(1)
and CAOA 51C	Beginning Word Processing: Modules III	(1)
CAOA 49	Advanced Word Processing: WordPerfect for Windows	3
or CAOA 50	Advanced Word Processing: Microsoft Word	(3)

Plus 2-3 units from the following:

CAOA 20A	Beginning Computer Keyboarding and Document Processing	3
CAOA 20B	Intermediate Computer Keyboarding and Document Processing	3
CAOA 20R	Review Computer Keyboarding	2
CAOA 20S	Speed and Accuracy Computer Keyboarding	2

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

COMPUTER INFORMATION SYSTEMS

A.S., COMPUTER INFORMATION SYSTEMS, PROGRAMMING

Required Courses (44 units)

BUS 1A	Principles of Accounting	4
BUS 45	Introduction to Business	3
BUS 83	Management and Supervision	3
CIS 10	Introduction to Computer Applications	4
CIS 12	Beginning COBOL Programming	3
CIS 17	"C" Programming Language	3
CIS 19	Object Oriented Programming - C++	3
or CIS 21	C# .NET Programming	(3)
CIS 31	Fundamentals of Computer Science I	4
CIS 32	Fundamentals of Computer Science II	2
CIS 33	Fundamentals of Computer Science III	2
CIS 114	Introduction to Visual Basic	3
ECON 1A	Principles of Economics	3
ENGL 1	Technical Communication	4
BUS 18	Business Law	3

C.C., INTERNET APPLICATIONS DEVELOPER

Required Courses (17 units)

CAOA 64	Introduction to Database Management	3
or CAOA 70ABC	Introduction to Database Management: Modules I, II, III	(1,1,1)
CIS 114	Introduction to Visual Basic	3
CIS 115	Visual Basic for Internet Applications	3
CIS 141	Data Base Administration	4
LIBINF 6	Web Page Development with HTML	3
LIBINF 7	Javascript Fundamentals	1

A.S., COMPUTER NETWORK ADMINISTRATION

Required Courses (36 units)

BUS 86	Human Relations	3
CIS 121	Operating Systems Concepts I	3
CIS 128	Windows Server Administration	3
CIS 130	Networking Fundamentals	2
CIS 131	Router Theory and Technology	2
CIS 132	Advanced Pouting and Switching	2
CIS 133	Wide Area Networking	2
ELTECH 111	Laboratory Techniques I	1
ELTECH 113	Electronics Fundamentals	6
ELTECH 153	Microcomputer Fundamentals for Technicians	3
ENGL 65	Basic Technical Communication	4
MATH 24A	Technical Math	5

Plus 6-7 units from the following:

CAOA 61	Introduction to Spreadsheets	3
CAOA 64	Introduction to Database Management	3
CIS 14	Beginning Basic Programming	3
CIS 17	"C" Programming Language	3
CIS 19	Object Oriented Programming – C++	3
CIS 31	Fundamentals of Computer Science I	4
CIS 114	Introduction to Visual Basic	3
CIS 122	Introduction to Linux	3
CIS 141	Database System Administration	4
CIS 143	Web Site Administration	4
ELTECH 120	Microcomputer Architecture and Programming	4
ELTECH 154	Advanced Microcomputer Maintenance	4
LIBINF 7	Web Page Development with HTML	3
LIBINF 11	Javascript Fundamentals	1

C.P., COMPUTER NETWORKING SPECIALIST

Required Courses (28 units)

CIS 121	Operating System Concepts I	3
CIS 128	Network Server Administration	3
CIS 130	Networking Fundamentals	2
CIS 131	Router Theory and Technology	2
CIS 132	Advanced Routing and Switching	2
CIS 133	Wide Area Networking	2
ELTECH 113	Electronics Fundamentals	6
ELTECH 153	Microcomputer Fundamentals for Technicians	3
MATH 24A	Technical Math	5

A.S., COMPUTER SCIENCE

Required Courses (31 units)

CIS 31	Fundamentals of Computer Science I	4
CIS 32	Fundamentals of Computer Science II	2
CIS 33	Fundamentals of Computer Science III	2
CIS 41	Discrete Structures	3
CHEM 1A	General College Chemistry	5
and CHEM 1B	General College Chemistry	5
or PHYS8A	Principles of Physics	(5)
and PHYS8B	Principles of Physics	(5)
MATH 65A	Analytic Geometry and Calculus	5
MATH 65B	Analytic Geometry and Calculus	5

Plus 6 units from the following:

CIS 17	"C" Programming Language	3
CIS 19	Object Oriented Programming - C++	3
CIS 21	C# .NET Programming	3
CIS 40	Microcomputer Architecture & Programming	3
ENGR 19	Logic and Switching Circuits	4

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

A.S., MANAGEMENT INFORMATION SYSTEMS

Required Courses (36-39)

BUS 1A	Principles of Accounting	4
BUS 1B	Principles of Accounting	4
BUS 18	Business Law	3
CIS 31	Fundamentals of Computer Science I	4
and CIS 32	Fundamentals of Computer Science II	2
or CIS 114	Introduction to Visual Basic	(3)
and CIS 115	Visual Basic for Internet Application	(3)
ECON 1A	Principles of Economics	3
ECON 1B	Principles of Economics	3
MATH 49	Statistics for Business	5
MATH 55	Calculus for Business and Management	3

Plus 5 units from the following:

CIS 12	Beginning COBOL Programming	3
CIS 17	"C" Programming Language	3
CIS 19	Object Oriented Programming - C++	3
CIS 21	C# .NET Programming	3
CIS 31*	Fundamentals of Computer Science I	4
CIS 32*	Fundamentals of Computer Science II	2
CIS 33	Fundamentals of Computer Science III	2
CIS 40	Microcomputer Architecture & Programming	3
CIS 114*	Introduction to Visual Basic	3
CIS 115*	Visual Basic for Internet Application	3

If not used for required units

A.S., VISUAL BASIC/DATABASE ADMINISTRATION

Required Courses (38 units)

BUS 1A	Principles of Accounting	4
BUS 45	Introduction to Business	3
BUS 83	Management and Supervision	3
CAOA 61	Introduction to Spreadsheets	3
CAOA 64	Introduction to Database	3
CIS 31	Fundamentals of Computer Science I	4
CIS 32	Fundamentals of Computer Science II	2
CIS 114	Introduction to Visual Basic	3
CIS 115	Visual Basic for Internet Applications	3
ECON 1A	Principles of Economics	3
ENGL 1	Technical Communication	4
BUS 18	Business Law	3

CONSTRUCTION TECHNOLOGY

A.S., CONSTRUCTION TECHNOLOGY

Required Courses (27 units)

CTECH 50	Introduction to Construction	3
CTECH 55	Basic Woodworking	3
CTECH 63	Construction Management	3
CTECH 64	Blueprint Reading	3
CTECH 71A	Homebuilding: Layout and Concrete I	3
CTECH 72A	Homebuilding: Floor & Wall Framing I	3
CTECH 73A	Homebuilding: Roof Framing I	3
CTECH 74A	Homebuilding: Finish Carpentry I	3
CTECH 80A	Building Code I, Architectural Design Provisions	3

Plus 3 units from the following:

BUS 83	Management and Supervision	3
CTECH 56	Machine Woodworking/Furniture	3
CTECH 57	Cabinetmaking/32 mm European Construction	3
CTECH 58	Cabinetmaking/Face Frame Construction	3
CTECH 65	Block Masonry	3
CTECH 66	Brick Masonry	3
CTECH 68	Residential Plumbing	4
CTECH 69	Residential Wiring	3
CTECH 71B	Homebuilding: Layout and Concrete II	2
CTECH 72B	Homebuilding: Floor & Wall Framing II	2
CTECH 73B	Homebuilding: Roof Framing II	2
CTECH 74B	Homebuilding: Finish Carpentry II	2
CTECH 75	Basic Heating, Refrigeration, and Air Conditioning	3
CTECH 76	Basic Water Treatment	3
CTECH 77	Water Distribution Systems	3
CTECH 80B	Building Code II, Structural Design and Material Provisions	3
CTECH 81	National Electrical Code	3
CTECH 82	Uniform Plumbing and Mechanical Codes	3
ENGL 65	Basic Technical Communication	4
MATH 23	Elementary Algebra	5
or MATH 23SI	Elementary Algebra with Supplemental Learning	(5)
WELD 70A	Basic Welding	3-4

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

C.P., CONSTRUCTION TECHNOLOGY

Required Courses (24 units)

CTECH 50	Introduction to Construction	3
CTECH 55	Basic Woodworking	3
CTECH 64	Blueprint Reading	3
CTECH 71A	Homebuilding: Layout and Concrete I	3
CTECH 72A	Homebuilding: Floor and Wall Framing I	3
CTECH 73A	Homebuilding: Roof Framing I	3
CTECH 74A	Homebuilding: Finish Carpentry I	3
CTECH 80A	Building Code I, Architectural Design Provisions	3

Plus 6 units from the following:

CTECH 56	Machine Woodworking/Furniture	3
CTECH 57	Cabinetmaking/32 mm European Construction	3
CTECH 58	Cabinetmaking/Face Frame Construction	3
CTECH 63	Construction Management	3
CTECH 65	Block Masonry	3
CTECH 66	Brick Masonry	3
CTECH 68	Residential Plumbing	4
CTECH 69	Residential Writing	3
CTECH 71B	Homebuilding: Layout and Concrete II	2
CTECH 72B	Homebuilding: Floor and Wall Framing II	2
CTECH 73B	Homebuilding: Roof Framing II	2
CTECH 74B	Homebuilding: Finish Carpentry II	2
CTECH 75	Basic Heating, Refrigeration, and Air Conditioning	3
CTECH 76	Basic Water Treatment	3
CTECH 77	Water Distribution Systems	3
CTECH 80B	Building Code II, Structural Design and Material Provisions	3
CTECH 81	National Electrical Code	3
CTECH 82	Uniform Plumbing and Mechanical Codes	3
ENGL 65	Basic Technical Communication	4
MATH 23	Elementary Algebra	5
or MATH 23SI	Elementary Algebra with Supplemental Learning	(5)
WELD 70A	Basic Welding	3-4

C.C., BASIC WATER TREATMENT

Required Courses (3 units)

CTECH 76	Basic Water Treatment	3

C.C., BLOCK MASONRY

Required Course (3 units)

CTECH 65	Block Masonry	3

C.C., BRICK MASONRY

Required Course (3 units)

CTECH 66	Brick Masonry	3

C.C., NATIONAL ELECTRICAL CODE

Required Course (3 units)

CTECH 81	National Electrical Code	3

C.C., UNIFORM BUILDING CODE

Required Course (6 units)

CTECH 80A	Building Code I, Architectural Design Provisions	3
CTECH 80B	Building Code II, Structural Design and Material Provisions	3

C.C., UNIFORM PLUMBING AND MECHANICAL CODES

Required Course (3 units)

CTECH 82	Uniform Plumbing and Mechanical Codes	3

C.C., WOODWORKING

Required Courses (12 units)

CTECH 55	Basic Woodworking	3
CTECH 56	Machine Woodworking/Furniture	3
CTECH 57	Cabinetmaking/32 mm European Construction	3
CTECH 58	Cabinetmaking/Face Frame Construction	3

CRIMINAL JUSTICE

A.A., CRIMINAL JUSTICE

Students must pass all classes with a grade of "C" or better. A minimum of 12 units in Criminal Justice must be earned at Cuesta College.

Required Courses (28 units)

CIS 10	Introduction to Computer Applications	4
CJ 2	Introduction to Criminal Justice	3
CJ 4	Principles and Procedures of the Justice System	3
CJ 6	Concepts of Criminal Law	3
CJ 8	Legal Aspects of Evidence	3
CJ 10	Principles of Investigation	3
CJ 12	Juvenile Justice Procedures	3
CJ 13	Concepts of Enforcement Service	3
CJ 24	Police-Community Relations	3

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

DRAMA

A.A., DRAMA

Required Courses (21 units)

DRA 1A	Principles of Acting	3
DRA 1B	Principles of Acting	3
DRA 7	Introduction to the Theatre	3
DRA 11A	Basic Theatre Practice	3
DRA 11B	Basic Theatre Practice	3
DRA 15	Introduction to Stage Movement	3
DRA 48	Play Production	3

Plus 6 units from the following:

DRA 2	Applied Principles of Acting	3
DRA 8	Voice for the Actor	3
DRA 47	Independent Studies - Drama	.5-2
DRA 50	Musical Theatre Workshop	3
DRA 51	Musical Theatre Performance	3
DRA 52	Writing, Directing, and Acting for Theatre	3

EARLY CHILDHOOD EDUCATION

EARLY CHILDHOOD EDUCATION DEGREES AND CERTIFICATES

All Early Childhood Education courses must be completed with a minimum grade of 'C'. The grade of 'C' is also required on all clourses for the Child Development Permit.

A.A., CHILD CARE AND DEVELOPMENT TEACHER

Required Courses (35 units)

ECE 1	Child Growth and Development	3
ECE 2	Child, Family and Community	3
ECE 3	Creative Activities for Young Children	3
ECE 4	Child Health, Safety, and Nutrition	3
ECE 11	Music and Movement Activities for Young Children	3
ECE 20	Art for Young Children	3
or ECE 22	Crafts for School Aged Children	(3)
ECE 36	Understanding the Child with Special Needs	3
ECE 42	Infant-Toddler Caregiving	3
ECE 44	Supervision and Administration of Parent Programs	3
or ECE 45	Adult Supervision, Evaluation, and Staff Relations in ECE Programs	(3)
or ECE 46	Administration and Supervision of Early Childhood Schools	(3)
ECE 56	Discipline and Classroom Management	3
ECE 57	Developing the Learning Environment	3
HEED 4*	Standard First Aid and CPR	2

Plus 6 units from the following:

ECE 15	Multicultural/Anti-Bias Curriculum	3
ECE 34	Children's Literature	3
FAMST 5	Life Management	3
WRKEXP 52	Cooperative Work Experience Education-Occupational	.5
and WRKEXP 52L	Cooperative Work Experience Lab - Occupational	2.5

* Current certification in Standard First Aid and CPR may be substituted for HEED 4.

C.P., CHILD CARE AND DEVELOPMENT TEACHER

Required Courses (35 units)

ECE 1	Child Growth and Development	3
ECE 2	Child, Family and Community	3
ECE 3	Creative Activities for Young Children	3
ECE 4	Child Health, Safety, and Nutrition	3
ECE 11	Music and Movement Activities for Young Children	3
ECE 20	Art for Young Children	3
or ECE 22	Crafts for School Aged Children	(3)
ECE 36	Understanding the Child with Special Needs	3
ECE 42	Infant-Toddler Caregiving	3
ECE 44	Supervision and Administration of Parent Programs	3
or ECE 45	Adult Supervision, Evaluations, and Staff Relations in ECE Programs	(3)
or ECE 46	Administration and Supervision of Early Childhood Schools	(3)
ECE 56	Discipline and Classroom Management	3
ECE 57	Developing the Learning Environment: Program and Curriculum	3
HEED 4*	Standard First Aid and CPR	2

Plus 6 units from the following:

ECE 15	Multicultural/Anti-Bias Curriculum	3
ECE 34	Children's Literature	3
FAMST 5	Life Management	3
WRKEXP 52	Cooperative Work Experience Education-Occupational	.5
and WRKEXP 52L	Cooperative Work Experience Lab - Occupational	2.5

* Current certification in Standard First Aid and CPR may be substituted for HEED 4.

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

C.C., CHILD CARE AND DEVELOPMENT ASSOCIATE TEACHER

Required Courses (15 units)

ECE 1	Child Growth and Development	3
ECE 2	Child, Family, and Community	3
ECE 3	Creative Activities for Young Children	3
ECE 56	Discipline and Classroom Management	3
ECE 57	Developing the Learning Environment: Program and Curriculum	3

A.A., EARLY CHILDHOOD EDUCATION

Completion of these courses also meets the requirements for the General School Service Credential: Child Development Teacher Permit

Required Courses (39 units)

ECE 1	Child Growth and Development	3
ECE 2	Child, Family and Community	3
ECE 3	Creative Activities for Young Children	3
ECE 4	Child Health, Safety, and Nutrition	3
ECE 5	Introduction to Early Childhood Education	3
ECE 7	Guidance of the Young Child	3
ECE 9	Program: Curriculum and Environment	3
ECE 6	Observing and Recording Techniques	3
ECE 8	Practicum: Guidance of the Young Child	3
ECE 10	Practicum: Curriculum and Environment	4
ECE 42	Infant-Toddler Caregiving	3
ECE 44	Supervision and Administration of Parent Programs	3
or ECE 45	Adult Supervision, Evaluations, and Staff Relations in ECE Programs	(3)
or ECE 46	Administration and Supervision of Early Childhood Schools	(3)
HEED 4*	Standard First Aid and CPR	2

Plus 3 units from the following:

ECE 11	Music And Movement Activities for Young Children	3
ECE 15	Multicultural/Anti-Bias Curriculum	3
ECE 20	Art for Children	3
ECE 22	Crafts for School Age Children	3
ECE 34	Children's Literature	3
FAMST 5	Life Management	3
LEADER 55	Community Internship	1-2

* Current certification in Standard First Aid and CPR may be substituted for HEED 4.

C.P., EARLY CHILDHOOD EDUCATION

Required Courses (39 units)

ECE 1	Child Growth and Development	3
ECE 2	Child, Family and Community	3
ECE 3	Creative Activities for Young Children	3
ECE 4	Child Health, Safety, and Nutrition	3
ECE 5	Introduction to Early Childhood Education	3
ECE 7	Guidance of the Young Child	3
ECE 9	Program: Curriculum and Environment	3
ECE 6	Observing and Recording Techniques	3
ECE 8	Practicum: Guidance of the Young Child	3
ECE 10	Practicum: Curriculum and Environment	4
ECE 42	Infant-Toddler Caregiving	3
ECE 44	Supervision and Administration of Parent Programs	3
or ECE 45	Adult Supervision, Evaluations, and Staff Relations in ECE Programs	(3)
or ECE 46	Administration and Supervision of Early Childhood Schools	(3)
HEED 4*	Standard First Aid and CPR	2

Plus 3 units from the following:

ECE 11	Music And Movement Activities for Young Children	3
ECE 15	Multicultural/Anti-Bias Curriculum	3
ECE 20	Art for Children	3
ECE 22	Crafts for School Age Children	3
ECE 34	Children's Literature	3
FAMST 5	Life Management	3
LEADER 55	Community Internship	1-2

* Current certification in Standard First Aid and CPR may be substituted for HEED 4.

C.C., EARLY CHILDHOOD EDUCATION

Required Courses (15 units)

ECE 1	Child Growth and Development	3
ECE 2	Child, Family and Community	3
ECE 3	Creative Activities for Young Children	3
ECE 4	Child Health Safety and Nutrition	3
ECE 5	Intro to Early Childhood	3
or ECE 57	Developing the Learning Environment: Program and Curriculum	(3)

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

C.C., EARLY CHILDHOOD EDUCATION MASTER TEACHER: CREATIVE CURRICULUM

Required Courses (12 units)

ECE 7	Guidance of the Young Child	3
or ECE 56	Discipline and Classroom Management	(3)
ECE 9	Program: Curriculum and Environment	3
or ECE 57	Developing the Learning Environment: Program and Curriculum	(3)
ECE 34	Literature for Children	3
ECE 45	Adult Supervision, Evaluations, and Staff Relations in ECE Programs	3

Plus 3 units from the following:

ECE 11	Music and Movement Activities for Young Children	3
ECE 14	Prekindergarten Learning & Development Guidelines	0.5
ECE 20	Art for Young Children	3
ECE 22	Crafts for School Aged Children	3

C.C., EARLY CHILDHOOD EDUCATION MASTER TEACHER: DIVERSITY

Required Courses (12 units)

ECE 7	Guidance of the Young Child	3
or ECE 56	Discipline and Classroom Management	(3)
ECE 9	Program: Curriculum and Environment	3
or ECE 57	Developing the Learning Environment: Program and Curriculum	(3)
ECE 15	Multicultural/Anti-Bias Curriculum	3
ECE 45	Adult Supervision, Evaluations, and Staff Relations in ECE Programs	3

Plus 3 units from the following:

SOC 6	Minority Group Relations	3
SPCH 12	Intercultural Communication	3

C.C., EARLY CHILDHOOD EDUCATION SITE SUPERVISOR

Required Courses (15 units)

ECE 7	Guidance of the Young Child	3
or ECE 56	Discipline and Classroom Management	(3)
ECE 9	Program: Curriculum and Environment	3
or ECE 57	Developing the Learning Environment: Program and Curriculum	(3)
ECE 44	Supervision and Administration of Parent Programs	3
ECE 45	Adult Supervision, Evaluations, and Staff Relations in ECE Programs	3
ECE 46	Administration and Supervision of Early Childhood Schools	3

ELECTRONICS AND COMPUTER TECHNOLOGY

A.S., COMPUTER AND NETWORKING TECHNOLOGY

Required Courses (44 units)

BUS 86	Human Relations	3
CIS 114	Introduction to Visual Basic	3
CIS 121	Operating Systems Concepts I	3
CIS 130	Networking Fundamentals	2
CIS 131	Router Theory and Technology	2
CIS 132	Advanced Routing and Switching	2
CIS 133	Wide Area Networking	2
ELTECH 111	Laboratory Techniques I	1
ELTECH 113	Electronics Fundamentals	6
ELTECH 116	Digital Circuits	4
ELTECH 120	Microcomputer Architecture and Programming	2
ELTECH 153	Microcomputers Fundamentals for Technicians	3
ELTECH 154	Advanced Microcomputer Maintenance	4
ELTECH 155	Network Cabling Certification	2
MATH 26B	Intermediate Algebra-Part 2	5
or MATH 27	Intermediate Algebra	(5)
or MATH 27SI	Intermediate Algebra with Supplemental Learning	(5)

Plus 3 units of the following:

CIS 17	"C" Programming Language	3
CIS 19	Object Oriented Programming – C++	3
CIS 115	Visual Basic Desktop Applications	4
ELTECH 118	Wireless Communication And Connectivity	2
ELTECH 122	Logical Troubleshooting Techniques	2

C.C., COMPUTER AND NETWORK MAINTENANCE

Required Courses (16 units)

CIS 121	Operating Systems Concepts I	3
CIS 130	Networking Fundamentals	2
CIS 131	Router Theory and Technology	2
ELTECH 153	Microcomputer Fundamentals for Technicians	3
ELTECH 154	Advanced Microcomputer Maintenance	4
ELTECH 155	Network Cabling Certification	2

C.C., COMPUTER REPAIR

Required Courses (10 units)

CIS 121	Operating Systems Concepts I	3
ELTECH 153	Microcomputer Fundamentals for Technicians	3
ELTECH 154	Advanced Microcomputer Maintenance	4

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

A.S., ELECTRO MECHANICAL TECHNOLOGY

Required Courses (36 units)

CIS 114	Introduction to Visual Basic	3
ELTECH 111	Laboratory Techniques I	1
ELTECH 113	Electronics Fundamentals	6
ELTECH 116	Digital Circuits	4
ELTECH 124	Industrial Electronics	4
ELTECH 127	Fluid and Pneumatic Technology	4
ELTECH 155	Network Cabling Certification	2
ENGR 26	Engineering Drawing I	4
MATH 26B	Intermediate Algebra-Part 2	5
or MATH 27	Intermediate Algebra	(5)
or MATH 27SI	Intermediate Algebra with Supplemental Learning	(5)
PHYSCI 1A	Physical Science: Physics and Chemistry	3

Plus 12 units from the following:

ATECH 58	Automotive Electricity and Electronics	4
ATECH 80	Manual Drivetrains	3
ATECH 109	Introduction to Automotive Computers	2.5
CTECH 69	Residential Wiring	3
ELTECH 120	Microcomputer Architecture and Programming	2
ELTECH 122	Logical Troubleshooting	2
ELTECH 128	Programmable Logic Controllers	4
ELTECH 135	Robotics Technology	4
ELTECH 139	Computer Numerical Control	3
ELTECH 153	Microcomputer Fundamentals for Technicians	3
ELTECH 154	Advanced Microcomputer Maintenance	4
ELTECH 157	Computer Instrumentation and Control	4
ELTECH 167	Power Systems and Rotating Electrical Machinery	4
ENGR 27	Engineering Drawing II	3
WELD 70A	Basic Welding	3-4

C.P., ELECTRO MECHANICAL TECHNICIAN

Required Courses (38 units)

CIS 114	Introduction to Visual Basic	3
ELTECH 111	Laboratory Techniques I	1
ELTECH 113	Electronics Fundamentals	6
ELTECH 116	Digital Circuits	4
ELTECH 124	Industrial Electronics	4
ELTECH 127	Fluid and Pneumatic Technology	4
ELTECH 128	Programmable Logic Controllers	4
ENGR 26	Engineering Drawing I	4
MATH 24A	Technical Math	5
or MATH 27	Intermediate Algebra	(5)
or MATH 27SI	Intermediate Algebra with Supplemental Learning	(5)
PHYSCI 1A	Physical Science: Physics and Chemistry	3

A.S., ELECTRICAL TECHNOLOGY

Required Courses (46 units)

CTECH 50	Introduction to Construction	3
CTECH 64	Blueprint Reading	3
CTECH 69	Residential Wiring	3
CTECH 81	National Electrical Code	3
ELTECH 113	Electronics Fundamentals	6
ELTECH 124	Industrial Electronics	4
ELTECH 128	Programmable Logic Controllers	4
ELTECH 155	Network Cabling Certification	2
ELTECH 167	Power Systems and Rotating Electrical Machinery	4
MATH 24A	Technical Math	5
or MATH 27	Intermediate Algebra	(5)
or MATH 27SI	Intermediate Algebra with Supplemental Learning	(5)
PHYSCI 1A	Physical Science: Physics and Chemistry	3

C.P., ELECTRICAL TECHNOLOGY

Required Courses (46 units)

CTECH 50	Introduction to Construction	3
CTECH 64	Blueprint Reading	3
CTECH 69	Residential Wiring	3
CTECH 81	National Electrical Code	3
ELTECH 113	Electronics Fundamentals	6
ELTECH 124	Industrial Electronics	4
ELTECH 128	Programmable Logic Controllers	4
ELTECH 155	Network Cabling Certification	2
ELTECH 167	Power Systems and Rotating Electrical Machinery	4
MATH 24A	Technical Math	5
or MATH 27	Intermediate Algebra	(5)
or MATH 27SI	Intermediate Algebra with Supplemental Learning	(5)
PHYSCI 1A	Physical Science: Physics and Chemistry	3

C.C., ELECTRONICS AUTOMATION TECHNOLOGY

Required Courses (15 units)

ELTECH 124	Industrial Electronics	4
ELTECH 128	Programmable Logic Controllers	4
ELTECH 135	Robotics Technology	4
ELTECH 139	Computer Numerical Controls	3

C.C., POWER AND INSTRUMENTATION CERTIFICATE

Required Courses (16 units)

ELTECH 124	Industrial Electronics	4
ELTECH 128	Programmable Logic Controllers	4
ELTECH 157	Computer Instrumentation and Control	4
ELTECH 167	Power Systems and Rotating Electrical Machinery	4

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

EMERGENCY MEDICAL TECHNOLOGY

C.C., EMERGENCY MEDICAL TECHNOLOGY

Students must receive an 80% or better on the final exam to receive certification from EMSA.

Required Course (6 units)

EMT 1	Emergency Medical Technician I	6

C.C., EMERGENCY MEDICAL TECHNOLOGY

Hazardous Materials First Responder Operational
Students must receive an 80% or better on the final exam to receive certification from EMSA.

Required Course (1.5 units)

EMT 3	Hazardous Materials First Responder Operational	1.5

C.C., EMERGENCY MEDICAL TECHNICIAN REFRESHER

Students must receive an 80% or better on the final exam to receive certiication from EMSA.

Required Course (1.5 units)

EMT 2	Emergency Medical Technician I Refresher	1.5

C.C., EMERGENCY VEHICLE OPERATORS – AMBULANCE

Required Course (.5 units)

EMT 4	Emergency Vehicle Operator - Ambulance	.5

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 (40 units)

CHEM 1A	General College Chemistry	5
CIS 10	Introduction to Computer Applications	4
ENGR 50	Engineering Statics	3
MATH 65A	Analytic Geometry and Calculus	5
MATH 65B	Analytic Geometry and Calculus	5
MATH 83	Calculus	4
MATH 85	Differential Equations	4
PHYS 8A	Principles of Physics	5
PHYS 8B	Principles of Physics	5

Plus 13 units (of which 9 must be earned at Cuesta) from the following, with a minimum of 3 courses from the Engineering discipline:

CIS 11	Fortran for Scientists and Engineers	2.5
CIS 17	"C" Programming Language	3
ENGR 1	Plane Surveying	3
ENGR 17	Introduction to Electronic Circuit Analysis	4
ENGR 45	Materials Engineering	3
ENGR 48	Introduction to Engineering	1
ENGR 51	Engineering Dynamics	3
ENGR 52A	Strength of Materials I	1.5
and ENGR 52B	Strength of Materials II	1.5
GEOL 10	Physical Geology	4
PHYS 8C	Modern Physics	3
WELD 70A	Basic Welding	3-4

C.P., COMPUTER AIDED DESIGN/DRAFTING (CAD)

All courses must be completed with a grade of "C" or better.

Required Courses (22 units)

ARCH 110	Architectural Design & Presentation Computer Graphics	3
ARCH 111	Design and Visual Communication I	4
ARCH 230	Architectural Computer Aided Drafting	3
CIS 10	Introduction to Computer Applications	4
CTECH 50	Introduction to Construction	3
ENGR 26	Engineering Drawing I	4
ENGR 27	Engineering Drawing II	3

Plus 6 units from the following:

ARCH 112	Design and Visual Communication II	4
ARCH 231	Introduction to Architectural Practice	3
ENGR 1	Plane Surveying	3
ENGL 1A	English Composition	4
or ENGL 1	Technical Communication	(4)
ENGL 56	College Reading and Writing	4
or ENGL 65	Basic Technical Communication	(4)
MATH 25	Plane Geometry	3
MATH 29	Trigonometry	3

C.C., AUTOCAD - LEVEL I

Required Courses (1 unit)

ENGR 25	AutoCAD	1

C.C., AUTOCAD - LEVEL I AND ENGINEERING DRAWING

Required Courses (4 units)

ENGR 26	Engineering Drawing I	4

C.C., AUTOCAD - LEVEL II/ INVENTOR

Required Courses (3 units)

ENGR 27	Engineering Drawing II	3

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

FACILITIES

A.S., FACILITIES TECHNOLOGY

Required Courses (43-44 units)

ATECH 66	Automotive Maintenance and Light Repair	2
BUS 86	Human Relations	3
CTECH 50	Introduction to Construction	3
CTECH 68	Residential Plumbing	3
CTECH 69	Residential Wiring	3
ELTECH 111	Laboratory Techniques I	1
ELTECH 113	Electronics Fundamentals	6
ELTECH 124	Industrial Electronics	4
ELTECH 127	Fluid and Pneumatic Technology	4
ELTECH 128	Programmable Logic Controllers	4
ELTECH 155	Network Cabling Certification	2
MATH 26B	Intermediate Algebra-Part 2	5
or MATH 27	Intermediate Algebra	(5)
or MATH 27SI	Intermediate Algebra with Supplemental Learning	(5)
WELD 70A	Basic Welding	3-4

Plus 7 units from the following:

ATECH 52	Internal Combustion Engines	3
ATECH 58	Automotive Electricity and Electronics	4
ATECH 68	Automotive Repair Business	3
ATECH 80	Manual Drivetrains	3
ATECH 88	Automotive Heating And Air Conditioning	3
ELTECH 157	Instrumentation and Control	4
ELTECH 167	Power Systems and Rotating Electrical Machinery	4
LEADER 55	Community Internship	1-3
LEADER 61A	Philosophy of Leadership	1.5
LEADER 61B	Leadership: Success Strategies Seminar	1.5
WELD 70B	Advanced Welding	3-4

C.C., FACILITIES TECHNOLOGY

Required Courses (18-19 Units)

ATECH 66	Automotive Maintenance and Light Repair	2
CTECH 50	Introduction to Construction	3
CTECH 68	Residential Plumbing	3
ELTECH 111	Laboratory Techniques I	1
ELTECH 113	Electronics Fundamentals	6
WELD 70A	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 1A and Sociology 1A as part of their General Education/Breadth requirements.

Required Courses (21 units)

FAMST 2	The Child, Family and Community	3
FAMST 5	Life Management	3
FAMST 10	Introduction to Human Services	3
FAMST 12	Human Development: Life Span	3
FAMST 14	Marriage and Family Relations	3
FAMST 16	Parenting	3
FAMST 18	Human Sexuality	3

Plus 6 units from the following:

FAMST 11	Introduction to the Teaching Profession	3
FAMST 15	Developmental Patterns of Women	3
FAMST 20	Aging in the 21st Century: Social Gerontology	3
LEADER 53	Peer Counseling	2
or LEADER 55	Community Internship	(3)
PSYCH 1A	Introductory Psychology	3
SOC 1A	Introduction to Sociology	3
SOC 6	Minority Group Relations	3
WRKEXP 52	Cooperative Work Experience Education - Occupational	.5
and WRKEXP 52L	Cooperative Work Experience Lab - Occupational	.5-3.5

C.C., FAMILY CHILD CARE PROVIDER

Required Courses (7 units)

ECE 54	Essentials of Child Safety, Health, and Nutrition	1
or	Certificates from community training covering the requirements of Title 22	
ECE 64	Family Child Care: Focus on the Provider	1
ECE 60	Family Child Care Seminar	.5-3
ECE 65	Family Child Care: Focus on the Business	1
ECE 66	Family Child Care: Focus on the Family	1
ECE 67	Family Child Care: Focus on the Child	1
HE ED 4*	Standard First Aid and CPR	2

* Current certification in Standard First Aid and CPR may be substituted for HE ED 4.

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

FASHION DESIGN AND MERCHANDISING

A.A., FASHION DESIGN

Required Courses (36 units)

ENGR 25	AutoCAD	1
FDM 10	Introduction to Fashion	3
FDM 12	Textiles	3
FDM 14	Apparel Evaluation	3
FDM 15	Design Analysis and Color Theory	3
FDM 16	Fashion Illustration	3
FDM 18	Commercial Fashion Design	3
FDM 20	Fashion Analysis	3
FDM 25	History of Fashion: Classic Through 19th Century	3
FDM 60	Product Development	3
or FDM 26	20th Century Trends and Designs	(3)
FDM 63	Clothing Construction	3
FDM 65	Pattern Development	2
FDM 70	Fashion Portfolio Presentation	3

Plus 3 units from the following:

ART 100	Art Appreciation	3
ART 121	Beginning Drawing	2-3
ART 122	Intermediate Drawing	2-3
ART 123	Life Drawing	2-3

Plus 3 units from the following:

BUS 45	Introduction to Business	3
BUS 70*	Dealing with Change	.5
BUS 71*	Team Building	.5
BUS 72*	Communicating with People	.5
BUS 73*	Conflict Resolution	.5
BUS 74*	Customer Service	.5
BUS 75*	Values & Ethics	.5
BUS 76*	Attitude in the Workplace	.5
BUS 77*	Stress Management	.5
BUS 78*	Decision Making & Problem Solving	.5
BUS 79*	Time Management	.5
FDM 25**	History of Fashion: Classic Through 19th Century	3
or FDM 26**	20th Century Trends and Designs	(3)
FDM 30	Fashion Buying	3
FDM 35	Fashion Promotion	3
CIS 10	Introduction to Computer Applications	4
FDM 40	Visual Merchandising and Display	3
FDM 47	Independent Study: Fashion Design and Merchandising	.5-2
or WRKEXP 52	Cooperative Work Experience Education - Occupational	(.5)
and WRKEXP 52L	Cooperative Work Experience Lab - Occupational	(.5-3.5)

 * No more than 3 units
 ** If not used for required units

C.P., FASHION DESIGN

Required Courses (36 units)

ENGR 25	AutoCAD	1
FDM 10	Introduction to Fashion	3
FDM 12	Textiles	3
FDM 14	Apparel Evaluation	3
FDM 15	Design Analysis and Color Theory	3
FDM 16	Fashion Illustration	3
FDM 18	Commercial Fashion Design	3
FDM 20	Fashion Analysis	3
FDM 25	History of Fashion: Classic Through 19th Century	3
FDM 60	Product Development	3
or FDM 26	20th Century Trends and Designs	(3)
FDM 63	Clothing Construction	3
FDM 65	Pattern Development	2
FDM 70	Fashion Portfolio Presentation	3

Plus 3 units from the following:

ART 100	Art Appreciation	3
ART 121	Beginning Drawing	2-3
ART 122	Intermediate Drawing	2-3
ART 123	Life Drawing	2-3

Plus 3 units from the following:

BUS 45	Introduction to Business	3
BUS 70*	Dealing with Change	.5
BUS 71*	Team Building	.5
BUS 72*	Communicating with People	.5
BUS 73*	Conflict Resolution	.5
BUS 74*	Customer Service	.5
BUS 75*	Values & Ethics	.5
BUS 76*	Attitude in the Workplace	.5
BUS 77*	Stress Management	.5
BUS 78*	Decision Making & Problem Solving	.5
BUS 79*	Time Management	.5
FDM 25**	History of Fashion: Classic Through 19th Century	3
or FDM 26**	20th Century Trends and Designs	(3)
FDM 30	Fashion Buying	3
FDM 35	Fashion Promotion	3
CIS 10	Introduction to Computer Applications	4
FDM 40	Visual Merchandising and Display	3
FDM 47	Independent Study: Fashion Design and Merchandising	.5-2
or WRKEXP 52	Cooperative Work Experience Education - Occupational	(.5)
and WRKEXP 52L	Cooperative Work Experience Lab - Occupational	(.5-3.5)

 * No more than 3 units
 ** If not used for required units

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

A.A., FASHION MERCHANDISING

Required Courses (31 units)

CIS 10	Introduction to Computer Applications	4
FDM 10	Introduction to Fashion	3
FDM 12	Textiles	3
FDM 14	Apparel Evaluation	3
FDM 15	Design Analysis and Color Theory	3
FDM 20	Fashion Analysis	3
FDM 25	History of Fashion: Classic through 19th Century	3
or FDM 26	20th Century Trends and Designs	(3)
FDM 30	Fashion Buying	3
FDM 35	Fashion Promotion	3
FDM 40	Visual Merchandising and Display	3

Plus 9 units from the following:

BUS 40	Advertising	3
or BUS 43	Marketing	(3)
BUS 48	Small Business Management	3
or BUS 49	Entrepreneurship	(4)
BUS 83	Management and Supervision	3
or BUS 86	Human Relations	(3)

Plus 3 units from the following:

BUS 70*	Dealing with Change	.5
BUS 71*	Team Building	.5
BUS 72*	Communicating with People	.5
BUS 73*	Conflict Resolution	.5
BUS 74*	Customer Service	.5
BUS 75*	Values & Ethics	.5
BUS 76*	Attitude in the Workplace	.5
BUS 77*	Stress Management	.5
BUS 78*	Decision Making & Problem Solving	.5
BUS 79*	Time Management	.5
FDM 16	Fashion Illustration	3
or FDM 18	Commercial Fashion Design	(3)
FDM 25**	History of Fashion: Classic through 19th Century	3
or FDM 26**	20th Century Trends and Designs	(3)
FDM 47	Independent Study: Fashion Design and Merchandising	.5-2
or WRKEXP 52	Cooperative Work Experience Education - Occupational	(.5)
and WRKEXP 52L	Cooperative Work Experience Lab - Occupational	(.5-3.5)
FDM 60	Product Development	3

  * No more than 3 units
  ** If not used for required units

C.P., FASHION MERCHANDISING

Required Courses (31 units)

CIS 10	Introduction to Computer Applications	4
FDM 10	Introduction to Fashion	3
FDM 12	Textiles	3
FDM 14	Apparel Evaluation	3
FDM 15	Design Analysis and Color Theory	3
FDM 20	Fashion Analysis	3
FDM 25	History of Fashion: Classic Through 19th Century	3
or FDM 26	20th Century Trends and Designs	(3)
FDM 30	Fashion Buying	3
FDM 35	Fashion Promotion	3
FDM 40	Visual Merchandising	3

Plus 9 units from the following:

BUS 40	Advertising	3
or BUS 43	Marketing	(3)
BUS 48	Small Business Management	3
or BUS 49	Entrepreneurship	(4)
BUS 83	Management and Supervision	3
or BUS 86	Human Relations	(3)

Plus 3 units from the following:

BUS 70*	Dealing with Change	.5
BUS 71*	Team Building	.5
BUS 72*	Communicating with People	.5
BUS 73*	Conflict Resolution	.5
BUS 74*	Customer Service	.5
BUS 75*	Values & Ethics	.5
BUS 76*	Attitude in the Workplace	.5
BUS 77*	Stress Management	.5
BUS 78*	Decision Making & Problem Solving	.5
BUS 79*	Time Management	.5
FDM 16	Fashion Illustration	3
or FDM 18	Commercial Fashion Design	(3)
FDM 25**	History of Fashion: Classic through 19th Century	3
or FDM 26**	20th Century Trends and Designs	(3)
FDM 47	Independent Study: Fashion Design and Merchandising	.5-2
or WRKEXP 52	Cooperative Work Experience Education - Occupational	(.5)
and WRKEXP 52L	Cooperative Work Experience Lab - Occupational	(.5-3.5)
FDM 60	Product Development	3

  * No more than 3 units
  ** If not used for required units

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

C.C., FASHION STUDIES

Required Courses (18 units)

FDM 10	Introduction to Fashion	3
FDM 12	Textiles	3
FDM 14	Apparel Evaluation	3
FDM 15	Design Analysis	3
FDM 20	Fashion Analysis	3
FDM 35	Fashion Promotion	3

GENERAL STUDIES

A.A., A.S. GENERAL STUDIES
(A.S. REQUIRES 18 UNITS IN MATH/SCIENCE COURSES)

Sixty (60) semester units of college level work with an average of 2.0 grade point average. A minimum of 12 semester units must be completed at Cuesta College.

General Education Requirements - 18 units

Health Education Requirement

Diversity Requirement

GENERAL STUDIES (TRANSFER DEGREES)

A.A., A.S. GENERAL STUDIES
(A.S. REQUIRES 18 UNITS IN MATH/SCIENCE COURSES)

Sixty (60) transferable semester units of college level work with an average of 2.0 grade point average. A minimum of 12 semester units must be completed at Cuesta College. Student must meet one of the following:

- Complete the lower-division California State UniversityGeneral Education pattern
- Health Education Requirement
- Diversity Requirement

or

- Complete the Intersegmental General Education Transfer Curriculum (IGETC).
- Health Education Requirement
- Diversity Requirement

GEOLOGY

A.S., GEOLOGY

Required Courses (38-39 units)

CHEM 1A	General College Chemistry	5
CHEM 1B	General College Chemistry	5
GEOL 10	Physical Geology	4
GEOL 11	Historical Geology	4
or GEOL 20	Geology of California	(3)
and GEOL 29A	Geological Science Field Studies	(1)
and GEOL 29B	Geological Science Field Studies	(1)
MATH 65A	Analytic Geometry and Calculus	5
MATH 65B	Analytic Geometry and Calculus	5
PHYS 8A	Principles of Physics	5
PHYS 8B	Principles of Physics	5

HISTORY

A.A., HISTORY

Required Courses (21 units)

HIST 3A	History of World Civilizations	3
or HIST 3B	History of World Civilizations	(3)
or HIST 8A	History of Latin America	(3)
or HIST 8B	History of Latin America	(3)
or HIST 19	History of the Far East	(3)
or HIST 35	History of African Civilization	(3)
HIST 4A	History of Western Civilization	3
or HIST 4B	History of Western Civilization	(3)
HIST 7A	History of the United States	3
or HIST 7B	History of the United States	(3)
POLSCI 4	World Politics	3
or POLSCI 6	Comparative Government	(3)
or POLSCI 9	Introduction to Political Theory	(3)

Plus 9 units from the following:

ECON 1A	Principles of Economics	3
HIST 3A*	History of World Civilizations	3
HIST 3B*	History of World Civilizations	3
HIST 4A*	History of Western Civilization	3
HIST 4B*	History of Western Civilization	3
HIST 7A*	History of the United States	3
HIST 7B*	History of the United States	3
HIST 8A*	History of Latin America	3
HIST 8B*	History of Latin America	3
HIST 10	History of California	3
HIST 12	History of the Mexican-American	3
HIST 19*	History of the Far East	3
HIST 33	History of the Afro-American	3
HIST 35*	History of African Civilization	3
HIST 39	History of the Role of Woman	3

* If not used for required units.

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

HOSPITALITY

A.S., HOSPITALITY

Required Courses (28 units)

HOSP 5*	Front Office Operations	3
HOSP 10*	Hospitality Marketing and Sales	3
HOSP 15*	Housekeeping Operations	3
HOSP 20*	Supervision in the Hospitality Industry	3
HOSP 25*	Hospitality Law	3
HOSP 30*	Food and Beverage Operations	3
HOSP 35*	Hospitality Security and Loss Prevention	3
HOSP 40*	Hospitality Training and Development Skills	3
WRKEXP 50L	Cooperative Work Experience	3.5
WRKEXP 52	Cooperative Work Experience Educational-Occupational	.5

Plus 4 units from the following:

BUS 1A	Principles of Accounting	4
or BUS 1B	Principles of Accounting	(4)
BUS 51	Elements of Accounting	4
CIS 10	Introduction to Computer Applications	4
MATH 23	Elementary Algebra	5

* Completion of courses earns Hotel Lodging Association Hospitality certificates.

C.P., HOSPITALITY

Required Courses (24 units)

HOSP 5	Front Office Operations	3
HOSP 10	Hospitality Marketing and Sales	3
HOSP 15	Housekeeping Operations	3
HOSP 20	Supervision in the Hospitality Industry	3
HOSP 25	Hospitality Law	3
HOSP 30	Food and Beverage Operations	3
HOSP 35	Hospitality Security and Loss Prevention	3
HOSP 40	Hospitality Training and Development Skills	3

INTERIOR DESIGN

A.A., INTERIOR DESIGN

Required Courses (42 units)

ARCH 111	Design and Visual Communication I	4
CIS 10	Introduction to Computer Applications	4
CTECH 50	Introduction to Construction	3
ENGR 25	AutoCad	1
INTDES 10	Interior Design	3
INTDES 11	Design & History of Furnishings	3
INTDES 12	Textiles	3
INTDES 15	Design Analysis and Color Theory	3
or FDM 15	Design Analysis and Color Theory	(3)
INTDES 17	Rendering & Rapid Visualization for Interior Design	3
INTDES 19	Interior Architectural Drafting	3
INTDES 20	Materials and Products of Interior Design	3
INTDES 22	Interior Space and Light Planning	3
INTDES 28	Residential and Commercial Interior Design	3
INTDES 35	Professional Practices	3

Plus 6 units from the following:

ARCH 112	Design and Visual Communication II	4
ART 100	Art Appreciation	3
ART 121	Beginning Drawing	2-3
BUS 46	Retail Merchandising	3
BUS 48	Small Business Management	3
BUS 49	Entrepreneurship	4
BUS 86	Human Relations	3
CTECH 80A	Building Code 1, Architectural Design Provisions	3
FDM 40	Visual Merchandising and Display	3
INTDES 55	Interior Design: California Excursions	2
INTDES 60	Interior Design: European Excursions	2

C.P., INTERIOR DESIGN

Required Courses (42 units)

ARCH 111	Design and Visual Communication I	4
CIS 10	Introduction to Computer Applications	4
CTECH 50	Introduction to Construction	3
ENGR 25	AutoCad	1
INTDES 10	Interior Design	3
INTDES 11	Design & History of Furnishings	3
INTDES 12	Textiles	3
INTDES 15	Design Analysis and Color Theory	3
or FDM 15	Design Analysis and Color Theory	(3)
INTDES 17	Rendering & Rapid Visualization for Interior Design	3
INTDES 19	Interior Architectural Drafting	3
INTDES 20	Materials and Products of Interior Design	3
INTDES 22	Interior Space and Light Planning	3
INTDES 28	Residential and Commercial Interior Design	3
INTDES 35	Professional Practices	3

Plus 6 units from the following:

ARCH 112	Design and Visual Communication II	4
ART 100	Art Appreciation	3
ART 121	Beginning Drawing	2-3
BUS 46	Retail Merchandising	3
BUS 48	Small Business Management	3
BUS 49	Entrepreneurship	4
BUS 86	Human Relations	3
CTECH 80A	Building Code 1, Architectural Design Provisions	3
FDM 40	Visual Merchandising and Display	3
INTDES 55	Interior Design: California Excursions	2
INTDES 60	Interior Design: European Excursions	2

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

INTERNATIONAL STUDIES

A.A., INTERNATIONAL STUDIES

Required Courses (26 units)

ANTH 3	Cultural Anthropology	3
GEOG 2	Cultural Geography	3
POLSCI 4	World Politics	3
POLSCI 6	Comparative Government	3
ECON 1A	Principles of Economics	3
ECON 1B	Principles of Economics	3
2 semester	Foreign Language (French, German, Spanish)	8

JOURNALISM

A.A., JOURNALISM

Required Courses (24-25 units)

ENGL 1A	English Composition	4
JOUR 1A	News Writing and Reporting	3
JOUR 1B	Introduction to Mass Communication	3
JOUR 2A	Introduction to News Production	4
JOUR 2B	News Production	4
JOUR 2C	News Production	4
ART 144	Photography	2-3
or ART 145	Intermediate Photography	(2-3)

Plus 3 units from the following:

BCST 21	Introduction to Broadcasting	3
BCST 26	Writing for Electronic Media	3
SPCH 1A	Public Address	3

LEADERSHIP

C.C., LEADERSHIP STUDIES

Required Courses (10.5-14 units)

LEADER 47*	Independent Studies: Leadership	.5-2
LEADER 61A	Philosophy of Leadership	1.5
LEADER 61B	Leadership Success Strategies Seminar	1.5
LEADER 62	Student Leadership (minimum 2 semesters)	4-6
LEADER 63	Exploring Leadership-Making a Difference	3

NOTE: The Independent Study course for this certificate must include a project related strictly to Leadership Studies.

C.C., SERVICE LEADERSHIP

Required Courses (7.5-13 units)

LEADER 47*	Independent Studies: Leadership	.5-2
LEADER 53	Peer Counseling	2
LEADER 55	Community Internship (minimum 2 semesters)	1-3, 1-3
LEADER 61A	Philosophy of Leadership	1.5
LEADER 61B	Leadership Success Strategies Seminar	1.5

NOTE: The Independent Study course for this certificate must include a project related strictly to Service Leadership.

LIBRARY/INFORMATION TECHNOLOGY

A.S., LIBRARY/INFORMATION TECHNOLOGY

Required Courses (25 units)

CIS 10	Introduction to Computer Applications	4
ENGL 1A	English Composition	4
LIBINF 1	Introduction to Library Services	1
LIBINF 4	Organizing Information	3
LIBINF 5	Library/Information Center Collections	3
LIBINF 6	Introduction to the Internet	1
LIBINF 8	Library Supervisory Skills	1
LIBINF 9	Library Public Services	3
LIBINF 14	Information Technology Internship	2
LIBINF 15	Technology in the Workplace	2
LIBINF 17	Ethics in the Information Age	1
ONLINE 1	Introduction to Online Courses	.5

Plus 4 units from the following:

CAOA 46	Beginning Word Processing: Microsoft Word	3
or CAOA 48	Beginning Word Processing: WordPerfect for Windows	(3)
CAOA 60	Microcomputer Operations	3
CAOA 61	Introduction to Spreadsheets	3
or CAOA 71A	Introduction to Spreadsheets: Modules I	(1)
and CAOA 71B	Introduction to Spreadsheets: Modules II	(1)
and CAOA 71C	Introduction to Spreadsheets: Modules III	(1)
CAOA 64	Introduction to Database Management	3
or CAOA 70A	Introduction to Database Management: I	(1)
and CAOA 70B	Introduction to Database Management: II	(1)
and CAOA 70C	Introduction to Database Management: III	(1)
CAOA 65	Desktop Publishing	3
CAOA 67	PowerPoint	1
ECE 34	Children's Literature	3
ECE 7	Guidance of the Young Child	3
HEED 4	Standard First Aid and CPR	2
LIBINF 2	Introduction to Web Technologies and Concepts	1
LIBINF 7	Web Page Development	3
LIBINF 10	School Library/Media Center Services	2
LIBINF 11	JavaScript Fundamentals	1
LIBINF 12	Research Skills for Information Age	1
LIBINF 16	Multimedia Applications for the Web	2
LIBINF 17	Ethics in the Information Age	1
LIBINF 18	Connecting Adolescents with Literature and Libraries	3
LIBINF 47	Independent Studies	.5-2

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

C.P., LIBRARY/INFORMATION TECHNOLOGY

Required Courses (17 units)

LIBINF 1	Introduction to Library Services	1
LIBINF 4	Organizing Information	3
LIBINF 5	Library/Information Center Collections	3
LIBINF 6	Introduction to the Internet	1
LIBINF 8	Library Supervisory Skills	1
LIBINF 9	Library Public Services	3
LIBINF 14	Information Technology Internship	2
LIBINF 15	Technology in the Workplace	2
LIBINF 17	Ethics in the Information Age	1
ONLINE 1	Introduction to Online Courses	.5

Plus 9 units from the following:

CAOA 46	Beginning Word Processing: Microsoft Word	3
or CAOA 48	Beginning Word Processing: WordPerfect for Windows	(3)
CA0A 60	Microcomputer Operations	3
CAOA 61	Introduction to Spreadsheets	3
or CAOA 71A	Introduction to Spreadsheets: Modules I	(1)
and CAOA 71B	Introduction to Spreadsheets: Modules II	(1)
and CAOA 71C	Introduction to Spreadsheets: Modules III	(1)
CAOA 64	Introduction to Database Management	3
or CAOA 70A	Introduction to Database Management: I	(1)
and CAOA 70B	Introduction to Database Management: II	(1)
and CAOA 70C	Introduction to Database Management: III	(1)
CAOA 65	Desktop Publishing	3
CAOA 67	PowerPoint	1
CIS 10	Introduction to Computer Applications	4
ECE 34	Children's Literature	3
ECE 7	Guidance of the Young Child	3
LIBINF 2	Introduction to Web Technologies and Concepts	1
LIBINF 7	Web Page Development	3
LIBINF 10	School Library/Media Center Services	2
LIBINF 11	JavaScript Fundamentals	1
LIBINF 12	Research Skills for Information Age	1
LIBINF 16	Multimedia Applications for the Web	2
LIBINF 18	Connecting Adolescents with Literature and Libraries	3
LIBINF 47	Independent Studies	.5-2

MATHEMATICS

A.S., MATHEMATICS

A minimum of six units from Math 65A, 65B, 83 or 85 must be earned at Cuesta College for a Mathematics, A.S. Degree.

Required Courses (18 units)

MATH 65A	Analytic Geometry and Calculus	5
MATH 65B	Analytic Geometry and Calculus	5
MATH 83	Calculus	4
MATH 85	Differential Equations	4

Plus 8 units from the following:

CHEM 1A	General College Chemistry	5
CHEM 1B	General College Chemistry	5
MATH 47	Introduction to Statistics	4
or MATH 49	Statistics for Business	(5)
PHYS 8A	Principles of Physics	5
PHYS 8B	Principles of Physics	5
PHYS 8C	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 (34 units)

BIO 12	Human Biology	3
BUS 51	Elements of Accounting	4
CIS 10	Intro to Computer Applications	4
MEDAST 1	Introduction to Medical Assisting	3
and MEDAST 2A	Basic Clinical Procedures	3
and MEDAST 2B	Advanced Clinical Procedures	3
and MEDAST 3	Practicum	2
and MEDAST 4	Medical Office Management	3
or MEDAST 10	Medical Assisting Basics	(2)
and MEDAST 11	Medical Assisting Fast Track	(12)
NRAD 22	Medical Terminology	3
PSYCH 1A	Introductory Psychology	3
SOC 1A	Introduction to Sociology	3

Plus 4 units from the following:

MEDAST 6	Introductory Medical Coding	4
MEDAST 7	Medical Insurance Claim Management	2
MEDAST 9	Phlebotomy	3
NRAST 51	Health Unit Coordinator	2.5

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

C.P., 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 (20 units)

BIO 12	Human Biology	3
MEDAST 1	Introduction to Medical Assisting	3
and MEDAST 2A Basic Clinical Procedures		3
and MEDAST 2B Advanced Clinical Procedures		3
and MEDAST 3 Practicum		2
and MEDAST 4 Medical Office Management		3
or MEDAST 10	Medical Assisting Basics	(2)
and MEDAST 11 Medical Assisting Fast Track		(12)
NRAD 22	Medical Terminology	3

Plus 4 units from the following with a minimum grade of "C" for each course:

BUS 51	Elements of Accounting	4
MEDAST 6	Introductory Medical Coding	4
MEDAST 7	Medical Insurance Claim Management	2
MEDAST 9	Phlebotomy	3
NRAST 48	Nursing Assistant	5
NRAST 51	Health Unit Coordinator	2.5

C.C., MEDICAL ASSISTING

Required Courses (14 units)

MED AST 1	Introduction to Medical Assisting	3
and MED AST 2A Basic Clinical Procedures		3
and MED AST 2B Advanced Clinical Procedures		3
and MED AST 3 Practicum		2
and MED AST 4 Medical Office Management		3
or MED AST 10	Medical Assisting Basics	(2)
and MED AST 11 Medical Assisting Fast Track		(12)

C.C., INTRODUCTORY MEDICAL CODING

Required Course (4 units)

MED AST 6	Introductory Medical Coding	4

C.C., MEDICAL FINANCIAL MANAGEMENT

Required Courses (6 units)

MEDAST 6	Introductory Medical Coding	4
MEDAST 7	Medical Insurance Claim Management	2

C.C., PHLEBOTOMY

Required Course (3 units)

MED AST 9	Phlebotomy	3

MUSIC

A.A., JAZZ STUDIES

Required Courses (21 units)

MUS 3A	Music Theory	5
MUS 3B	Music Theory	5
MUS 3C	Music Theory	3
MUS 12	Applied Music (4 times)	8

And 8 units from the following:

MUS 23	Vocal Jazz Ensemble	2-3
MUS 31	Jazz Ensemble	1-3
MUS 33	Jazz Improvisation	2
MUS 32A	Concert Jazz Ensemble	1-3

Plus 6 units from the following:

MUS 20	Elementary Voice	2
MUS 38	Music Appreciation: Jazz History	3
MUS 58	Elementary Piano	2
MUS 60	Jazz Piano Techniques	1-2

A.A., MUSIC PERFORMANCE

Required Courses (25 units)

MUS 3A	Music Theory	5
MUS 3B	Music Theory	5
MUS 3C	Music Theory/Counterpoint	3
MUS 12	Applied Music x 4	8
MUS 20	Elementary Voice	2
or MUS 58	Elementary Piano	(2)
MUS 34	Music Theory/Orchestrating, Scoring & Arranging	2

Plus 8 units from the following:

MUS 6	Composing for Film and Video	3
MUS 22	Intermediate Voice	2
MUS 23	Vocal Jazz Ensemble	3
MUS 25	Wind Orchestra	2
MUS 26	Band	3
MUS 27	Instrumental Small Ensemble	1-3
MUS 28	Mixed Chorus	1-3
MUS 29	Chamber Singers	2
MUS 31	Jazz Ensemble	3
MUS 32A	Concert Jazz Ensemble	3
MUS 40	Recording Arts I	2
MUS 41	Recording Arts II	2
MUS 50	Music Theater Workshop	3
MUS 51	Music Theater Performance	3
MUS 55	Master Chorale	2
MUS 56	Orchestra	2
MUS 59	Intermediate Piano	2
MUS 62	Choral Music II Baroque	2
MUS 63	Choral Music III Romantic	2
MUS 64	Choral Music IV Modern	2

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

NURSING ASSISTANT

C.C., 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 units)

NR AST 48	Nursing Assistant	5

C.C., NURSING ASSISTANT, ACUTE CARE NURSE ASSISTANT

Required Course (3 units)

NR AST 45	Acute Care Nurse Assistant	3

C.C., NURSING ASSISTANT, EKG MONITOR OBSERVER

Required Course (1 unit)

NR AST 25	EKG Monitor Observer	1

C.C., NURSING ASSISTANT, HEALTH UNIT COORDINATOR

Required Course (2.5 units)

NR AST 51	Health Unit Coordinator	2.5

NURSING, REGISTERED

A.S., NURSING, REGISTERED

Adherence to Cuesta College NR AD student policies is required for progress within and graduation from the program and satisfaction of eligibility to take professional licensure examinations. All nursing 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 (81.5- 84.5 units)

NR AD 1*	Foundations of Nursing/Caring	2
NR AD 1A*	Nurse Caring Concepts	2
NR AD 1B*	Nurse Caring Practicum I	5
NR AD 1D*	Decision Making Data I	2
NR AD 2A*	Nurse Caring Family Concepts	3
NR AD 2B*	Nurse Caring Practicum II	8
NR AD 2D*	Decision Making Data II	2
NR AD 3A*	Nurse Caring Concepts III	2
NR AD 3B*	Nurse Caring Practicum III	5
NR AD 3D*	Nurse Caring for Medical-Surgical Clients	2
NR AD 4*	Nurse Leadership/Management	1
NR AD 4A*	Nurse Caring Concepts for Clients Psychiatrically at Risk	2
NR AD 4B*	Nurse Caring for People at Risk Practicum	6

NR AD 4D*	Nurse Caring for People at Risk Concepts	2
NR AD 20*	Supplementary Nursing Skills Practice (3 semesters)	.5,.5,.5
BIO 4*	General Bacteriology or Equivalent	4-5
BIO 5*	Human Anatomy	4
BIO 6*	General Human Physiology or Equivalent	4-5
ENGL 1A*	English Composition or Equivalent	3-4
HIST 7A	History of the United States	3
or HIST 7B	History of the United States	3
or GOV 2	Government of the United States	3
HUMANITIES	Any course meeting graduation requirements	3
PSYCH 1A*	Introductory Psychology	3
SOC 1A*	Introduction to Sociology	3
SPCH 1A*	Public Address or a course in interpersonal relations or communications skills	3
or SPCH 10	Small Group Discussion	(3)
or SPCH 15	Argumentation and Debate	(3)

* Courses required to be eligible to sit for boards, without a degree.

C.P., NURSING, REGISTERED

Adherence to Cuesta College NR AD student policies is required for progress within and graduation from the program and satisfaction of eligibility to take professional licensure examinations. All nursing 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 units)

NR AD 1	Foundations of Nursing/Caring	2
NR AD 1A	Nurse Caring Concepts	2
NR AD 1B	Nurse Caring Practicum I	5
NR AD 1D	Decision Making Data I	2
NR AD 2A	Nurse Caring Family Concepts	3
NR AD 2B	Nurse Caring Practicum II	8
NR AD 2D	Decision Making Data II	2
NR AD 3A	Nurse Caring Concepts III	2
NR AD 3B	Nurse Caring Practicum III	5
NR AD 3D	Nurse Caring for Medical-Surgical Clients	2
NR AD 4	Nurse Leadership/Management	1
NR AD 4A	Nurse Caring Concepts for Clients Psychiatrically at Risk	2
NR AD 4B	Nurse Caring for People at Risk Practicum	6
NR AD 4D	Nurse Caring for People at Risk Concepts	2
NR AD 20	Supplementary Nursing Skills Practice (3 semesters)	.5,.5,.5
BIO 4	General Bacteriology or Equivalent	4-5
BIO 5	Human Anatomy	4
BIO 6	General Human Physiology or Equivalent	4-5
ENGL 1A	English Composition or Equivalent	3-4
PSYCH 1A	Introductory Psychology	3
SOC 1A	Introduction to Sociology	3
SPCH 1A	Public Address or a course in interpersonal relations or communications skills	3

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

or SPCH 10	Small Group Discussion	(3)
or SPCH 15	Argumentation and Debate	(3)

C.P., 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 nursing 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 units)

NR AD 3	Nursing Transitions	1
NR AD 3A	Nurse Caring Concepts III	2
NR AD 3B	Nurse Caring Practicum III	5
NR AD 3D	Nurse Caring for Medical-Surgical Clients	2
NR AD 3H	Third Semester Readiness Nursing	.5
NR AD 4	Nurse Leadership/Management	1
NR AD 4A	Nurse Caring Concepts for Clients Psychiatrically at Risk	2
NR AD 4B	Nurse Caring for People at Risk Practicum	6
NR AD 4D	Nurse Caring for People at Risk Concepts	2
NR AD 20	Supplementary Nursing Skills Practice	.5
BIO 4	General Bacteriology or Equivalent	5
BIO 12	Human Biology	3

C.C., NURSING, INTRODUCTION TO EMERGENCY CARE

Required Course (3.5 units)

NR AD 24	Introduction to Emergency Care	3.5

C.C., NURSING, OBSTETRICAL NURSING

Required Course (4 units)

NR AD 27	Obstetrical Nursing	4

C.C., NURSING, INTRODUCTION TO OPERATING ROOM EXPERIENCE

Required Course (7 units)

NR AD 26	Introduction to Operating Room Experience	7

C.C., NURSING, RADIATION PROTECTION FOR THE HEALTH WORKER

Required Course (2.5 units)

NR AD 48	Radiation Protection for the Health Worker	2.5

PARALEGAL

A.A., PARALEGAL

Required Courses (44-46 units)

BUS 18	Business Law	3
CAOA 23	Business English	3
CAOA 31	Law Office Procedures for Paralegals I	3
CAOA 32	Law Office Procedures for Paralegals II	3
CAOA 35	Civil Litigation Procedures and Documents	3
CAOA 46	Beginning Word Processing: Microsoft Word	3
or CAOA 48	Beginning Word Processing: WordPerfect for Windows	(3)
or CAOA 51A	Beginning Word Processing: Modules I	(1)
and CAOA 51B	Beginning Word Processing: Modules II	(1)
and CAOA 51C	Beginning Word Processing: Modules III	(1)
CAOA 52	Computerized Accounting Using QuickBooks Pro	3
CIS 10	Introduction to Computer Applications	4
CJ 6	Concepts of Criminal Law	3
LEGAL 17	Introduction to the Law	3
LEGAL 20	Legal Research and Writing	3
LEGAL 21	Probate, Estate, and Family Law	3
LEGAL 22	Tort and Insurance Law	3
LEGAL 30	Paralegal Internship	1-3
RE 63	Legal Aspects of Real Estate	3

C.P., PARALEGAL

Required Courses (44-46 units)

BUS 18	Business Law	3
CAOA 23	Business English	3
CAOA 31	Law Office Procedures for Paralegals I	3
CAOA 32	Law Office Procedures for Paralegals II	3
CAOA 35	Civil Litigation Procedures and Documents	3
CAOA 46	Beginning Word Processing: Microsoft Word	3
or CAOA 48	Beginning Word Processing: WordPerfect for Windows	(3)
or CAOA 51A	Beginning Word Processing: Modules I	(1)
and CAOA 51B	Beginning Word Processing: Modules II	(1)
and CAOA 51C	Beginning Word Processing: Modules III	(1)
CAOA 52	Computerized Accounting Using QuickBooks Pro	3
CIS 10	Introduction to Computer Applications	4
CJ 6	Concepts of Criminal Law	3
LEGAL 17	Introduction to the Law	3
LEGAL 20	Legal Research and Writing	3
LEGAL 21	Probate, Estate, and Family Law	3
LEGAL 22	Tort and Insurance Law	3
LEGAL 30	Paralegal Internship	1-3
RE 63	Legal Aspects of Real Estate	3

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

PHYSICAL EDUCATION

A.S., FITNESS, HEALTH AND NUTRITION

Required Courses (28-29 units)

BIO 5	Human Anatomy	4
or BIO 12	Human Biology	(3)
HE ED 2	Health Education	3
HE ED 4	Standard First Aid and CPR	2
HE ED 6	Health Aspects of Drug Use	3
NUTR 10	Nutrition	3
or NUTR 11	Introduction to Nutrition for Health Professionals	(3)
NUTR 30	Nutrition for Fitness and Sport	3
PE THRY 4	Recreation Program Planning	3
PE THRY 13	Introduction to Prevention and Care of Athletic Injuries	2
PE THRY 14	Foundations for Fitness	3
PE THRY 18	Exercise Leadership	3

C.P., FITNESS, HEALTH AND NUTRITION

Required Courses (28-29 units)

BIO 5	Human Anatomy	4
or BIO 12	Human Biology	(3)
HEED 2	Health Education	3
HEED 4	Standard First Aid and CPR	2
HEED 6	Health Aspects of Drug Use	3
NUTR 10	Nutrition	3
or NUTR 11	Introduction to Nutrition for Health Professionals	(3)
NUTR 30	Nutrition for Fitness and Sport	3
PETHRY 4	Recreation Program Planning	3
PETHRY 13	Introduction to Prevention and Care of Athletic Injuries	2
PETHRY 14	Foundations for Fitness	3
PETHRY 18	Exercise Leadership	3

A.S., PHYSICAL EDUCATION

Required Courses (30 units)

BIO 5	Human Anatomy	4
BIO 6	General Human Physiology	5
HE ED 2	Health Education	3
or HE ED 3	Women's Health Issues	(3)
or HE ED 8	Multicultural Health Issues	(3)
HE ED 4	Standard First Aid and CPR	2
PETHRY 5	Intro to Physical Education	2
PETHRY 13	Introduction to Prevention and Care of Athletic Injuries	2
PETHRY 14	Foundations for Fitness	3

Plus 4 units from the following Personal Fitness Courses:

PEACT 40	Swimming	.5-1
PEACT 64	Step Training	1
PEACT 65	Adult Fitness	.5-1
PEACT 66	Endurance Conditioning	.5-1
PEACT 68	Stretching Routines for Fitness and Sport	.5-1
PEACT 69	Circuit Weight Training	.5-1
PEACT 70	Weight Training	.5-1
PEACT 106	Pilates for Fitness and Health	.5-1
PEADPT 100	Adapted Aquatics	1
PEADPT 105	Adapted Fitness: Weight Training	.5-1

Plus 2 units from the following Skills Courses:

Any PEATH	Intercollegiate Athletics	1
DANCE 54	Introduction to Dance	.5-1
DANCE 55	Ballet	.5-1
DANCE 56	Jazz Dance	.5-1
DANCE 58	Dance Choreography and Performance	2
PEACT 41	Springboard Diving	.5-1
PEACT 42	Water Polo	.5-1
PEACT 50	Wrestling	.5-1
PEACT 81	Badminton	.5-1
PEACT 83	Golf	.5-1
PEACT 85	Tennis	.5-1
PEACT 91	Baseball	.5-1
PEACT 92	Basketball	.5-1
PEACT 95	Soccer	.5-1
PEACT 96	Softball	.5-1

Plus 3 units from the following:

HE ED 6	Health Aspects of Drug Use	3
NUTR 10	Nutrition	3
PETHRY 3	Intramural and Recreational Sport Programming	3

NOTE: No Personal Fitness or Skill course can be counted more than once.

PHYSICS

A.S., PHYSICS

Required Courses (29 units)

MATH 65A	Analytic Geometry and Calculus	5
MATH 65B	Analytic Geometry and Calculus	5
MATH 83	Calculus	3
MATH 85	Differential Equations	3
PHYS 8A	Principles of Physics	5
PHYS 8B	Principles of Physics	5
PHYS 8C	Modern Physics	3

DEGREE AND CERTIFICATE REQUIREMENTS (CONTINUED)

POLITICAL SCIENCE

A.A., POLITICAL SCIENCE

Required Courses (18 units)

POLSCI 1	Introduction to Political Science	3
POLSCI 2	Government of the United States	3
POLSCI 4	World Politics	3
POLSCI 5	Law and Politics: Introduction to Legal Controversies	3
POLSCI 6	Comparative Government	3
POLSCI 9	Introduction to Political Theory	3

Plus 9 units from the following:

ECON 1A	Principles of Economics	3
HIST 3A*	History of World Civilizations	3
HIST 3B*	History of World Civilizations	3
HIST 4A*	History of Western Civilization	3
HIST 4B*	History of Western Civilization	3
HIST 7A*	History of the United States	3
HIST 7B*	History of the United States	3
HIST 8A*	History of Latin America	3
HIST 8B*	History of Latin America	3
HIST 10*	History of California	3
HIST 12*	History of the Mexican-American	3
HIST 19*	History of the Far East	3
HIST 33*	History of the Afro-American	3
HIST 35*	History of African Civilization	3
HIST 39*	History of the Role of Women	3
PHIL 6	Introduction to Philosophy	3
or PHIL 8	Introduction to Logic	3
PSYCH 6	Introduction to Social Psychology	3
SOC 6	Minority Group Relations	3

* No more than 6 units

PSYCHIATRIC TECHNICIAN

A.S., PSYCHIATRIC TECHNICIAN

Required Courses (69.5 units)

BIO 12	Human Biology	3
FAMST 12	Human Development: Life Span	3
PSYCH 1A	Introductory Psychology	3
PSYTECH 7	Nursing Sciences	18.5
PSYTECH 8	Care of the Developmentally Disabled	17
PSYTECH 9	Psychiatric Nursing	18.5
PSYTECH 10	Introduction to Psychiatric Technician	6.5

C.P., PSYCHIATRIC TECHNICIAN

Required Courses (60.5 units)

PSYTECH 7	Nursing Sciences	18.5
PSYTECH 8	Care of the Developmentally Disabled	17
PSYTECH 9	Psychiatric Nursing	18.5
PSYTECH 10	Introduction to Psychiatric Technician	6.5

PSYCHOLOGY

A.S., PSYCHOLOGY

Required Courses (13 units)

MATH 47	Introduction to Statistics	4
PSYCH 1A	Introduction to Psychology	3
PSYCH 2	Introduction to Biological Psychology	3
PSYCH 6	Introduction to Social Psychology	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 three courses 9-15 units from the following:

ANTH 1	Physical Anthropology	3
ANTH 3	Cultural Anthropology	3
BIO 1A	Biology	5
BIO 1B	Biology	5
BIO 11	Life Science	3
BIO 12	Human Biology	3
and BIO 12L	Human Biology Laboratory	1
FAMST 12	Human Development: Life Span	3
FAMST 14	Marriage and Family Relations	3
FAMST 18	Human Sexuality	3
MATH 36	Introduction to Applied Statistics	3
PSYCH 33	Personality and Adjustment	3
SOC 1A	Introduction to Sociology	3
SOC 6	Minority Group Relations	3

RECREATION

A.A., RECREATION ADMINISTRATION

Required Courses (31 units)

CIS 10	Introduction to Computer Applications	4
HE ED 2	Health Education	3
or HE ED 8	Multicultural Health Issues	(3)
HE ED 4	Standard First Aid and CPR	2
MATH 47	Introduction to Statistics	4
PETHRY 3	Intramural and Recreational Sport Programming	3
PETHRY 4	Recreation Program Planning	3
PETHRY 7	Introduction to Recreation and Leisure Services	3
PETHRY 8	Recreation Leadership	3

Plus 6 units from the following:

PEACT 40	Swimming (Intermediate or Advanced Level)	.5-1
PEACT 54	Introduction to Dance	.5-1
PEACT 65	Adult Fitness	.5-1
PEACT 66	Endurance Conditioning	.5-1
PEACT 68	Stretching Routines for Fitness and Sport	.5-1
PEACT 69	Circuit Weight Training	.5-1
PEACT 70	Weight Training	.5-1
PEACT 83	Golf	.5-1
PEACT 85	Tennis	.5-1
PEACT 91	Baseball	.5-1
PEACT 92	Basketball	.5-1
PEACT 95	Soccer	.5-1
PEACT 96	Softball	.5-1
PEACT 97	Volleyball	.5-1
PEACT 106	Pilates for Fitness and Health	.5-1

Note: Only one level per activity can be counted toward the completion of the 6 units.

WEB DEVELOPMENT TECHNOLOGIES

C.P., WEB DEVELOPMENT TECHNOLOGIES

Required Courses (20 units)

ART 120	Fundamentals of 2-Dimensional Design	3
BUS 43	Marketing	3
BUS 48	Small Business Management	3
LIBINF 2	Introduction to Web Technologies and Concepts	1
LIBINF 6	Introduction to the Internet	1
LIBINF 7	Web Page Development with HTML	3
LIBINF 11	JavaScript Fundamentals	1
LIBINF 14	Information Technology Internship	2
LIBINF 16	Multimedia Applications for the Web	2
LIBINF 17	Ethics in the Information Age	1

Plus 6 units from the following

ART 155	Vector Graphics	1
ART 156	Image Editing	1
ART 166	Graphic Design	3
ART 167	Intermediate Graphic Design	3
ART 193	Portfolio Presentation	3
BUS 60	International Business	3
BUS 83	Management and Supervision	3
CAOA 64	Introduction to Database Management	3
CAOA 68	Introduction to Photoshop	3
CIS 17	"C" Programming Language	3
CIS 19	Object Oriented Programming - C++	3
CIS 121	Operating Systems Concepts I	3
CIS 118	Fundamentals of Programming for the Internet	2
CIS 128	Windows Server Administration	3
CIS 143	Web Site Administration	4
ENGL 1	Technical Communication	4

WELDING

A.S., WELDING TECHNOLOGY

Required Courses (28-32 units)

ENGL 1A	English Composition	4
or ENGL 1	Technical Communication	(4)
ENGR 26	Engineering Drawing I	4
MATH 23*	Elementary Algebra	5
or MATH 23SI	Elementary Algebra with Supplemental Learning	(5)
WELD 70A	Basic Welding	3-4
WELD 70B	Advanced Welding	3-4
WELD 70C	Welding: GMAW and GTAW	3-4
WELD 77	Metal Fabrication	3
WELD 80	Welding Certification	3-4

OR satisfactory completion of the math proficiency for graduation.

C.P., WELDING TECHNOLOGY

Required Courses (26-30 units)

ENGL 56	College Reading and Writing	4
or ENGL 65	Basic Technical Communications	(4)
ENGR 26	Engineering Drawing I	4
WELD 70A	Basic Welding	3-4
WELD 70B	Advanced Welding	3-4
WELD 70C	Welding: GMAW and GTAW	3-4
WELD 77	Metal Fabrication	3
WELD 80	Welding Certification	3-4
MATH 7	Prealgebra	3

C.C., WELDING TECHNOLOGY

Required Course (3-4 units)

WELD 80	Welding Certification	3-4

TRANSFER TO THE CALIFORNIA STATE
UNIVERSITY (CSU) SYSTEM
TRANSFER TO THE UNIVERSITY OF CALIFORNIA
(UC) SYSTEM
INTERSEGMENTAL GENERAL EDUCATION
TRANSFER CURRICULUM (IGETC)

TRANSFER

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 semester hours of General Education courses, nine of which must be upper division units.

Cuesta College may certify a maximum of thirty-nine (39) units as having fulfilled the CSU lower division General Education requirements. No more than thirty (30) semester units 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's certification if the class would have been certified at the other institution. At Cuesta, 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 units in each area of A, B, C, and D, and 3 units 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) semester units is 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) units in this area. Area A must be completed with a grade of "C" or better prior to transfer.

Select from the following courses:
Required Courses

[A1] SPEECH

SPCH 1A	Public Address (3)
SPCH 10	Small Group Discussion (3)
*SPCH 15	Argumentation and Debate

[A2] ENGLISH

ENGL 1A[P]	English Composition (4)

[A3] CRITICAL THINKING

Select one (1) course from the following:

ENGL 1B[P]	English Composition: Intro to Literature (3)
ENGL 1C[P]	English Composition: Critical Thinking (3)
PHIL 8	Introduction to Logic (3)
*SPCH 15	Argumentation and Debate (3)

Course cannot be double counted.

AREA B: PHYSICAL UNIVERSE, LIFE FORMS AND MATHEMATICAL CONCEPTS

A minimum of nine (9) units is required. Choose one (1) course each from B1, B2, and B3. At least one lab course is required in B1 or B2 area.

Select from the following c

[B1] PHYSICAL SCIENCE

Lab Courses
Astronomy

10[P]	Astronomy (3)
10L	Astronomy Lab (1)

Chemistry

1A[P]	General College Chemistry (5)
1B[P]	General College Chemistry (5)
10[P]	Introductory Chemistry (4)
10[P] FAL	Introductory Chemistry Facilitator Assisted Learning (4)
11[P]	Intro Organic/Biochemistry (4)
12A[P]	Organic Chemistry (5)
12B[P]	Organic Chemistry (5)

Geology

10[P]	Physical Geology (4)
11[P]	Historical Geology (4)

Physics

5A[P]	General Physics (4)
5B[P]	General Physics (4)
8A[P]	Principles of Physics (5)
8B[P]	Principles of Physics (5)

TRANSFER TO THE (CSU) SYSTEM (CONTINUED)

Non-lab Courses
Geology
12   Geological Hazards, Man and the Environment (3)
20   Geology of California (3)

Physical Science
1A[P]   Physical Science (3)
1B[P]   Physical Science (3)
1AL   Physical Science Lab
Physics
10[P]   Introduction to Physics (3)

[B2] BIOLOGICAL SCIENCE
Lab Courses
Biology
1A[P]   Biology (5)
1B[P]   Biology (5)
2[P]   General Botany (5)
3[P]   General Zoology (5)
4[P]   General Bacteriology (5)
5   Human Anatomy (4)
6[P]   General Human Physiology (5)
11   Life Science (3)
12L[P]   Human Biology Lab (1)
(must have completed or be concurrently enrolled in Bio 12 lecture)
16   Plants and People (4)
20L[P]   Environmental Science Lab (1)
(must have completed or be concurrently enrolled in Bio 20 lecture)
21   General Ecology (4)
22L[P]   Introduction to Marine Science Lab (1)
(must have completed or be concurrently enrolled in Bio 22 lecture) 24
Principles of Natural History (3)

Non-Lab Courses
12   Human Biology (3)
13   Genetics in Society (3)
20   Environmental Science (3)
22   Introduction to Marine Science (3)

[B3] MATHEMATICS
One course must be completed with a grade of "C" or better prior to transfer.

Computer Information System
11   Fortran for Scientists and Engineers (3)

Mathematics
29[P]   Trigonometry (3)
30[P]   Mathematics for the Humanities (3)
31[P]   Trigonometry with Geometric Foundations (5)
32[P]   College Algebra (3)
36[P]   Introduction to Applied Statistics (3)
42[P]   Precalculus Algebra (5)

45[P]   Finite Mathematics (3)
47[P]   Introduction to Statistics (4)
49[P]   Statistics for Business (5)
55[P]   Calculus for Business and Management (3)
63[P]   Precalculus Mathematics (5)
65A[P]   Analytic Geometry and Calculus (5)
65B[P]   Analytic Geometry and Calculus (5)
83[P]   Calculus (4)
85[P]   Differential Equations (4)
87   Linear Analysis (5)

AREA C: ARTS AND HUMANITIES
A minimum of nine (9) semester units is required. Choose one course from C1, one course from C2, and additional courses from either.

[C1] FINE ARTS
Studio, activity, or performance classes limited to one (1) course or a maximum of three (3) units.

Art
100   Art Appreciation (3)
103   Survey of Art History: Old Stone Age through Gothic (3)
104   Survey of Art History: Renaissance through 19th Century (3)
105   Survey of Art History: 20th Century (3)
106   Survey of Art History: Non-Western Art (3)
120   Fundamentals of 2-D Design (2-3)
121   Beginning Drawing (2-3)
122[P]   Intermediate Drawing (2-3)
123[P]   Life Drawing (2-3)
130[P]   Beginning Painting (2-3)
131[P]   Intermediate Painting (2-3)
132[P]   Watercolor Painting (2-3)
134[P]   Figure Painting (2-3)
141[P]   Etching (3)
144   Photography (2-3)
145   Intermediate Photography (2-3)
146   Camera Art (2)
147   Film and Video Art (2)
166[P]   Graphic Design (2-3)
167[P]   Graphic Design (2-3)
170[P]   3-Dimensional Design (2-3)
171   Beginning Sculpture (2-3)
173[P]   Figure Sculpture (2-3)
174[P]   Sculpture Foundry (2-3)
180   Ceramics (2-3)
181[P]   Ceramics (2-3)
182[P]   Intermediate Ceramics (2-3)
190   Art Excursions (0.5-1)
193   Portfolio Presentation (2-3)
195   Art Gallery (3-4-5)

TRANSFER TO THE (CSU) SYSTEM (CONTINUED)

Dance
| 50 | Dance History of the 20th Century (3) |
| 52 | Dance Cultures of the World (3) |

Drama
1A	Principles of Acting (3)
2^P	Principles of Acting (3)
5	Introduction to Dramatic Literature (3)
6	Theater Appreciation (3)
7	Introduction to the Theatre (3)
11A	Basic Theatre Practice (3)
18	Main Currents in Motion Pictures (3)
48	Play Production (3)
50^P	Musical Theatre Workshop (3)

History
| 3A | History of World Civilization (3) |
| 3B | History of World Civilization (3)\ |

Music
20	Elementary Voice (2)
30A^P	Music History (3)
30B^P	Music History (3)
35	Music Appreciation: Classical Music (3)
37	Music Appreciation: American Popular Music (3)
38	Music Appreciation: Jazz History (3)
39	Fundamentals of Music (3)
50^P	Musical Theatre Workshop (3)
53^P	Master Chorale (2)
58	Elementary Piano (2)

Speech
| 2A | Oral Interpretation of Literature (*Same as Drama 10A*) (3) |

[C2] Literature

Early Childhood Education
| 34^P | Literature for Young Children (3) |

English
5^P	Introduction to Poetry (3)
6^P	Introduction to the Novel (3)
7^P	Introduction to the Short Story (3)
8^P	Introduction to Drama (3)
12A^P	American Literature (3)
12B^P	American Literature (3)
13^P	Multicultural Voices in American Literature (3)
15^P	Shakespeare (3)
16^P	Literature and Film (3)
17^P	Literature by Women (3)
31^P	Creative Writing (3)
44A^P	European Literature (3)
44B^P	European Literature (3)
46A^P	Survey of British Literature (3)
46B^P	Survey of British Literature (3)

Foreign Language
1	Elementary French (4)
2^P	French (4)
3^P	French (4)
4^P	French (4)
1	Elementary German (4)
2^P	German (4)
3^P	German (4)
4^P	German (4)
1	Elementary Spanish (4)
2^P	Spanish (4)
3^P	Spanish (4)
4^P	Spanish (4)

Philosophy
5	Introduction to the Bible (3)
6	Introduction to Philosophy (3)
9	World Religions (3)
12	Philosophical Classics in Theory of Reality (3)
13	Philosophical Classics in Ethics and Social Philosophy (3)

Sign Language
| 15A | Beginning American Sign Language (3) |
| 15B^P | Intermediate American Sign Language (3) |

AREA D: SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS

A minimum of nine (9) semester units is required. Choose one course from D1, D2, and D3:

Required Courses
[D1] U.S. History
| HIST 7A | History of the U.S. (3) |
| HIST 7B | History of the U.S. (3) |

[D2] POLITICAL SCIENCE
| POLSCI 2 | Government of the U.S. (3) |
(Prior to Fall 2004 GOV 2)

The above courses satisfy the United States History, Constitution, and American Ideals requirement (California Education Code, Title 5, Section 40404). However, certain CSU campuses will not allow them to be counted under the General Education requirements. Students should check the General Education requirements of the CSU campus to which they plan to transfer to determine whether "double counting" is allowed.

[D3] ELECTIVES
Select one (1) course from the following:
Anthropology

TRANSFER TO THE (CSU) SYSTEM (CONTINUED)

1	Physical Anthropology (3)
2	Archaeology (3)
3	Cultural Anthropology (3)
20	California Indians (3)
21	North American Indians (3)
25	Contemporary Culture of the World (3)

Early Childhood Education
2[P]	The Child, Family and Community (3)

Economics
1A[P]	Principles of Economics (3)
11	Global Economics (3)

Family Studies
2[P]	The Child, Family and Community (3)
14	Marriage and Family Relations (3)

Geography
1	Physical Geography (3)
2	Cultural Geography (3)

History
3A	History of World Civilization (3)
3B	History of World Civilization (3)
4A	History of Western Civilization (3)
4B	History of Western Civilization (3)
7A	History of the U.S. (3)
7B	History of the U.S. (3)
8A	History of Latin America (3)
8B	History of Latin America (3)
10	History of California (3)
12	History of the Mexican-American (3)
19	History of the Far East (3)
33	Afro-American History (3)
35	The History of African Civilization (3)
39	The History of the Role of Women (3)

Political Science (Prior to Fall 2004 Government)
1	Introduction to Political Science (3)
4	World Politics (3)
5	Law and Politics: Introduction to Legal Controversies (3)
6	Comparative Government (3)
9	Introduction to Political Theory (3)

Sociology
1A	Introduction to Sociology (3)
1B	Social Institutions (3)
2	Social Problems (3)

Speech Communication
12	Intercultural Communication (3)

AREA E: LIFELONG UNDERSTANDING AND SELF DEVELOPMENT

A minimum of three (3) semester units 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 will certify a maximum of three (3) units in this area. Select three (3) units from the following courses:

Academic Skills (Prior to Spring 2004 Learning Skills 102)
25	College Success (3)

Dance
55	Ballet (0.5-1)
56	Jazz Dance (0.5-1)
58	Dance Choreography and Performance (2)

Family Studies
12	Human Development Life Span (3)
15	Developmental Patterns of Women (3)
16	Parenting (3)
18	Human Sexuality (3)
20	Introduction to Gerontology (3)

Health Education
2*	Health Education (3) or
3*	Women's Health Issues (3) or
8*	Multicultural Health (3)
6	Health Aspects of Drug Use (3)

*Plus one physical education activity if taken prior to Fall 2000.

Nutrition
10	Nutrition (3)

Physical Education
Physical Education Activity (1) (no more than one activity class may be included)

Psychology
1A	Introductory Psychology (3)
6	Introduction to Social Psychology (3)
35	Psychological Principles of Communication (3)

Sociology
6	Minority Group Relations (3)

Note: Additions to the General Education Breadth Pattern can be located on the ASSIST web site at http://www.assist.org.

TRANSFER TO THE (CSU) SYSTEM (CONTINUED)

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 units 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 semester units 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
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 semester units 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 semester or 4-5 quarter units each) in English composition: English 1A and English 1C; and

2. One transferable college course (3 semester or 4-5 quarter units) in Mathematical Concepts and Quantitative Reasoning; and

3. Four transferable college courses (3 semester or 4-5 quarter units 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 semester (18 quarter) units 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 Modesto
UC Riverside
UC San Diego**

**Eleanor Roosevelt & Revelle do not accept IGETC.*

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

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 is subject to change and it is the student's responsibility to check with Counseling Services and the Transfer Center regarding the current status of IGETC. Cuesta 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.
[1] Indicates courses that may be counted in one area only.
[2] Indicates that transfer credit may be limited by either UC or CSU or both. Consult with a counselor for additional information.
[L] Designates courses with a laboratory.

AREA 1 – ENGLISH COMMUNICATION

For CSU, three (3) courses required, one (1) from each group below, three (3) semester units; for UC, two (2) courses required, one (1) from Group A and B.

Group A: English Composition
1 Course (4 semester units)
English 1A   English Composition (4)

Group B: Critical Thinking - English Composition
1 Course (3 semester units)
English 1C   Critical Thinking and Composition (3)

Group C: Oral Communication (CSU Requirement Only)
1 Course (3 semester units)
Speech 1A   Public Address (3)

AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
1 course (3 semester units)

Math 32[2]	College Algebra (3)	
Math 36[2]	Introduction to Applied Statistics (3)	
Math 42[2]	Precalculus Algebra (5)	
Math 45	Finite Mathematics (3)	
Math 47[2]	Introduction to Statistics (4)	
Math 49[2]	Statistics for Business (5)	
Math 55[2]	Calculus for Business & Management (3)	
Math 63[2]	Precalculus Mathematics (5)	
Math 65A[2]	Analytic Geometry & Calculus (5)	
Math 65B	Analytic Geometry & Calculus (5)	
Math 83	Calculus (4)	
Math 85	Differential Equations (4)	

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 semester units).

Arts
Art 100   Art Appreciation (3)
Art 103   Survey of Art History: Old Stone Age through Gothic (3)
Art 104   Survey of Art History: Renaissance through 19th Century (3)
Art 105   Survey of Art History: 20th Century (3)
Art 106   Survey of Art History: Non-Western Art (3)
Dance 50   Dance History (3)
Dance 52   Dance Culture (3)
Drama 5   Introduction to Dramatic Literature (3)
Drama 6[2]   Theater Appreciation (3)
Drama 18   Main Styles in Film (3)
Music 35   Music Appreciation: Classical Music (3)
Music 37   Music Appreciation: American Popular Music (3)
Music 38   Music Appreciation: Jazz History (3)

Humanities
English 1B   English Composition: Introduction to Literature (3)
English 5   Introduction to Poetry (3)
English 6   Introduction to the Novel (3)
English 7   Introduction to the Short Story (3)
English 8   Introduction to Drama (3)
English 12A   American Literature (3)
English 12B   American Literature (3)
English 13   Multicultural Voices in American (3)
English 15   Shakespeare (3)
English 16   Literature and Film (3)
English 17   Literature by Women (3)
English 44A   European Literature (3)
English 44B   European Literature (3)

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

English 46A   Survey of British Literature (3)
English 46B   Survey of British Literature (3)
History 3A   History of World Civilization (3)
History 3B   History of World Civilization (3)
History 4A[1]   History of Western Civilization (3)
History 4B[1]   History of Western Civilization (3)
History 7A[1]   History of United States (3)
History 7B[1]   History of United States (3)
History 8A[1]   History of Latin America (3)
History 8B[1]   History of Latin America (3)
History 10[1]   History of California (3)
History 12[1]   History of Mexican-American (3)
History 19[1]   History of the Far East (3)
History 33[1]   Afro-American History (3)
History 35[1]   History of African Civilization (3)
History 39[1]   History of the Role of Women (3)
Philosophy 5   Introduction to the Bible (3)
Philosophy 6   Introduction of Philosophy (3)
Philosophy 9   World Religions (3)
Philosophy 12   Philosophical Classics in Theory of Reality
                   and of Knowledge (3)
Philosophy 13   Philosophical Classics in Ethics and
                   Social Philosophy (3)

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES
At least three (3) courses from at least two (2) disciplines or an interdisciplinary sequence.

nthropology 2   Archaeology (3)
Anthropology 3   Cultural Anthropology (3)
Anthropology 20   California Indians (3)
Anthropology 21   North American Indians (3)
Anthropology 25   Contemporary Cultures of the World (3)
Economics 1A   Principles of Economics (3)
Economics 1B   Principles of Economics (3)
Geography 2   Cultural Geography (3)
History 3A   History of World Civilization (3)
History 3B   History of World Civilization (3)
History 4A[1]   History of Western Civilization (3)
History 4B[1]   History of Western Civilization (3)
History 7A[1]   History of United States (3)
History 7B[1]   History of United States (3)
History 8A[1]   History of Latin America (3)
History 8B[1]   History of Latin America (3)
History 10[1]   History of California (3)
History 12[1]   History of Mexican-American (3)
History 19[1]   History of Far East (3)
History 33[1]   Afro-American History (3)
History 35[1]   History of African Civilization (3)
History 39[1]   History of the Role of Women (3)
Political Sci 1*   Introduction of Political Science (3)
Political Sci 2*   Government of United States (3)
Political Sci 4*   World Politics (3)
Political Sci 6*   Comparative Government (3)

Political Sci 9*   Introduction to Political Theory (3)
Psychology 1A   Introductory Psychology (3)
Psychology 6   Introduction to Social Psychology (3)
Sociology 1A   Introduction to Sociology (3)
Sociology 1B   Social Institutions (3)
Sociology 2   Social Problems (3)
Sociology 6   Minority Group Relations (3)
* (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 semester units).

Physical Science
Astronomy 10   Astronomy (3)
Astronomy 10[L]   Astronomy Lab (3)
Chemistry 1A[L]   General College Chemistry (5)
Chemistry 1B[L]   General College Chemistry (5)
Chemistry 10   Intro to Chemistry (4)
Chemistry 10FAL   Intro to Chemistry (FAL) (4)
Chemistry 11[L]   Introductory Organic Chemistry (4)
Chemistry 12A[2L] Organic Chemistry (5)
Chemistry 12B[L]   Organic Chemistry (5)
Geology 10[L]   Physical Geology (4)
Geology 11[L]   Historical Geology (4)
Geology 12   Geologic Hazards, Man and Environment (1)
Geology 20   Geology of California (3)
Physical Sci 1A   Physics and Chemistry (3)
Physical Sci 1B   Astronomy and Geology (3)
Physics 8A   Principles of Physics (5)
Physics 8B   Principles of Physics (5)
Physics 10[2]   Introduction to Physics (3)

Biological Science
Biology 1A[L]   Biology (5)
Biology 1B[L]   Biology (5)
Biology 2[L]   General Botany (5)
Biology 3[L]   General Zoology (5)
Biology 4[L]   General Bacteriology (5)
Biology 5[L]   Human Anatomy (4)
Biology 6[L]   General Human Physiology (5)
Biology 11[2L]   Life Science (3)
Biology 12   Human Biology (3)
Biology 12[L]   Human Biology Lab (1)
Biology 13   Genetics in Society
Biology 16[L]   Plants and People (4)
Biology 20   Environmental Biology (3)
Biology 20[L]   Environmental Biology Lab (1)
Biology 21[L]   Concepts of Ecology (4)
Biology 22   Introduction to Marine Science (3)
Biology 22[L]   Introduction to Marine Science Lab (1)
Biology 24[L]   Principles of Natural History (3)

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

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.

French 1	Elementary French (4)
French 2	French (4)
German 1	Elementary German (4)
German 2	German (4)
Spanish 1	Elementary Spanish (4)
Spanish 2	Spanish (4)
Sign Lang 15A	Beginning American Sign Language (4)

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) units, one (1) course from #1 and one (1) course from #2.
1. History 7A or 7B
2. Political Science 2 (Prior to Fall 2004 Government 2)

COURSES

ACADEMIC SKILLS - ACASK
Prior to Spring 2004 Learning Skills

5 ACADEMIC SUPPORT LABORATORY (0.5 to 1.0)
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.

10 TEST PREPARATION: OCCUPATIONAL (1.0)
6.0 hours lecture per week*
Associate Degree Applicable

Prepares prospective employees to successfully take the necessary placement test or qualifying examination to apply for employment in a variety of occupations, such as the psychiatric technician placement test and the civil service examination. The specific content, skills, knowledge, and the most appropriate test-taking approaches will be included to build confidence, and reduce uncertainty, confusion, and test anxiety. The goal is to maximize each individual's potential to achieve the highest possible score on the placement test or qualifying examination. Credit limitation of 3 units.

15 ADJUNCT STUDY SKILLS (0.5)
1.5 hours laboratory per week
Associate Degree Applicable

Learn, practice, and apply time management, textbook reading, critical thinking, note taking, and test taking skills to specific content courses through combining small group collaborative instruction and individualized lab modules covering study skills appropriate to various content courses.

**20 LEARNING ESSENTIALS FOR COLLEGE (1.5)
SURVIVAL**
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.

25 COLLEGE SUCCESS (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

27 TEST AND PERFORMANCE ANXIETY (1.5)
3.0 hours lecture per week*
Associate Degree Applicable
Advisory: ENGL 56

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.

**30A INTRO PHONETIC FOUNDATIONS FOR (3.5)
READING AND SPELLING**
4.5 hours per week: (3.0 hours lecture, 1.5 hours laboratory)
Associate Degree Non-Applicable

Develops an awareness of sound identity and sequence in words. Promotes the ability to use single-syllable word attack generalizations and introduces multi-syllable concepts. Features multi-sensory and discovery learning. Designed for students with learning disabilities. Contact the instructor as soon as you enroll to schedule the required 1.5 weekly lab hours.

**30B ADVANCED PHONETIC FOUNDATIONS FOR (3.5)
READING AND SPELLING**
4.5 hours per week: (3.0 hours lecture, 1.5 hours laboratory)
Associate Degree Non-Applicable

Continues to develop phonemic awareness and self-correction skills. Teaches multi-syllable word attack generalizations, prefixes, suffixes, and strategies for visual memory and proofreading. Continues to use multi-sensory and discovery learning. Contact the instructor as soon as you enroll to schedule the required 1.5 weekly lab hours.

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32   READING COMPREHENSION   **(1.0 to 2.0)**
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.

34   BUILDING READING ESSENTIALS   **(3.0)**
3.0 hours lecture per week
Associate Degree Applicable

Promotes review, improvement, and development of the basic reading skills needed to be prepared for ACA SK 36: Reading Essentials. This preparation includes the skills fundamental to effective reading and clear thinking by increasing vocabulary through word attack skills, by analyzing the structure of written material through identifying stated and implied main ideas, by discerning the relationships of supporting details, and by valid inferences. Active reading strategies are stressed for optimal comprehension.

36   READING ESSENTIALS   **(3.0)**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ACASK 34 or qualified score on the Cuesta College Assessment Test.

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.

47   INDEPENDENT STUDIES: ACADEMIC   **(0.5 to 2.0)**
     SKILLS
6.0 hours laboratory per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis). **Transfer: CSU.**

50   WRITING FUNDAMENTALS   **(3.0)**
3.0 hours lecture per week
Associate Degree Non-Applicable

Presents the sequential development of writing, beginning with sentence structure, grammar and mechanics. Practice is provided in creating a topic sentence, pre-writing, writing and revising whole paragraphs. Particular attention is paid to focusing on the topic and providing adequate support for main idea statement. Critical thinking and organizational skills are developed through mapping and brainstorming techniques for writing logical and well-structured paragraphs. A multisensory approach to the writing process is emphasized to ensure success for the learning disabled student with processing deficits. An appointment with a Disabled Student Programs and Services faculty member prior to enrollment is strongly advised.

55   SPELLING ESSENTIALS   **(3.0)**
3.0 hours lecture per week
Associate Degree Non-Applicable
Advisory: Eligibility for ENGL 56

Introduces techniques for improving spelling competence with emphasis on understanding and analyzing spelling errors.

58   GRAMMAR ESSENTIALS   **(1.5)**
3.0 hours lecture per week
Associate Degree Non-Applicable

Focuses on the basic grammar, punctuation, and usage skills essential for effective writing.

75   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.

93   ACADEMIC SKILLS SPECIAL TOPIC   **(0.5 to 4.0)**
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

99   SUPERVISED TUTORING   **(0.0)**
1.0 hours laboratory per week
Prerequisite: Enrollment in a Cuesta College credit course and referral by a counselor and/or instructor.

Provides students one-to-one and small group tutoring in basic skills and content area courses. Includes assessment of study skills, exam reviews and study sessions. Repeatable.

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101   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.

104   ADAPTED STUDIES: LECTURE   (1.0 to 2.0)
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.

107   ADAPTED STUDIES: LABORATORY   (0.5 to 1.0)
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.

110   KEYBOARDING FOR COMPUTER   (0.5 to 1.0)
    ACCESS
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. May be taken 2 semesters for credit.

113   COMPUTER ACCESS: ADAPTED WORD   (1.0)
    PROCESSING
3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)
Associate Degree Non-Applicable
Advisory: Ability to keyboard 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. May be taken for a total of 4 units.

119   INTRODUCTION TO COMPUTERS USING   (3.0)
    ASSISTIVE TECHNOLOGY
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.

122   INTRODUCTION TO THE INTERNET USING   (3.0)
    ASSISTIVE TECHNOLOGY
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.

125   COMPUTER ACCESS: ADAPTED WORD   (2.0)
    PROCESSING I
3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)
Associate Degree Non-Applicable
Advisory: Typing skills of approximately 20 words a 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. May be taken 2 semesters for credit.

128   COMPUTER ACCESS: WORD   (0.5 to 1.0)
    PROCESSING II
3.0 hours laboratory per week
Associate Degree Non-Applicable
Advisory: ACASK 125 or equivalent.

Continues Computer Access: Adapted Word Processing I. Enhances the student's skills through the completion of assignments or projects. May be taken 4 semesters for credit.

131   COMPUTER ACCESS: APPLICATIONS   (2.0)
3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)
Associate Degree Non-Applicable
Advisory: MATH 3, ENGL 100, Ability to keyboard 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.

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**140   DIAGNOSTIC TESTING FOR LEARNING   (0.5)
        DISABILITY**

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 an Individual Educational Plan (IEP). Provides
placement recommendations, support, and counseling. An
appointment with a Disabled Student Programs and Services
faculty member prior to enrollment is strongly advised.

**147   INDEPENDENT STUDIES: ACADEMIC   (0.5 to 2.0)
        SKILLS**

6.0 hours laboratory per week
Associate Degree Non-Applicable

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. May be taken 4 semesters for credit (only if
each semester has a different topic emphasis).

168   TUTOR TRAINING: SELECTED TOPICS (0.5 to 1.0)

1.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

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AG TECHNOLOGY - AGTECH

5   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.

10   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.

15   VINEYARD IRRIGATION AND   (1.0)
        FERTILIZATION
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.

20   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.

30   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.

35   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.

93   AGRICULTURE TECHNOLOGY   (0.5 to 4.0)
        SPECIAL TOPIC
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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ANTHROPOLOGY - ANTH

1   PHYSICAL ANTHROPOLOGY   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Presents an introduction to, and history of, evolutionary theory, its application to human evolution, humans' relationship to primates, and the significance of racial differences.
Transfer: CSU; UC.

1L   PHYSICAL ANTHROPOLOGY LABORATORY   (1.0)
3.0 hours laboratory per week
Associate Degree Applicable
Corequisite: ANTH 1

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.

2   ARCHAEOLOGY   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Presents an introduction to archaeological theory and concepts, as well as an overview of both New and Old World archaeology.
Transfer: CSU; UC.

3   CULTURAL ANTHROPOLOGY   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

20   CALIFORNIA INDIANS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

21   NORTH AMERICAN INDIANS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

**25   CONTEMPORARY CULTURES OF THE   (3.0)
      WORLD**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

**47   INDEPENDENT STUDIES: (0.5 to 2.0)
      ANTHROPOLOGY**
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

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ARCHITECTURE - ARCH

101 SURVEY OF ARCHITECTURAL EDUCATION (1.5) AND PRACTICE
1.5 hours lecture per week
Associate Degree Applicable

Exploration of the major paradigms which have guided the development of architectural education and the profession. Survey of the roles of the architects and an introduction to curricula and programs designed to prepare students for careers in architecture.
Transfer: CSU; UC.

102 INTRODUCTION TO ARCHITECTURE AND (1.5) ENVIRONMENTAL DESIGN
1.5 hours lecture per week
Associate Degree Applicable

Introduces the professional fields of architecture, engineering, city planning, construction and landscape design. Includes the design process and development as a basis for architectural analysis. This course is not taught at Cuesta College, but may be taken at Cal Poly through concurrent enrollment.
Transfer: CSU; UC.

110 ARCHITECTURAL DESIGN & (3.0) PRESENTATION COMPUTER GRAPHICS
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CIS 10 or equivalent; completion of or concurrent enrollment in ARCH 111.

Introduces computer design and presentation skills for architecture students including image editing, page layout, and 3D modeling.
Transfer: CSU.

111 DESIGN AND VISUAL COMMUNICATION I (4.0)
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in ARCH 110.

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.

112 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 111 and Completion of or concurrent enrollment in ARCH 110.

Continuation and extension of the content and issues introduced in ARCH 111, 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.

113 ARCHITECTURAL PORTFOLIO (2.0) PRESENTATION
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ARCH 112
Advisory: Concurrent enrollment in ARCH 252.

Prepares students with skills and resources needed to present work in a consistent and unified portfolio for job procurement and transfer credit. This studio based design course focuses on the development of a professional architectural portfolio representing student architectural design, model making and visual communication skills.
Transfer: CSU; UC.

115 ARCHITECTURAL MODEL MAKIING (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ARCH 111, CTECH 50
Advisory: Completion of or concurrent enrollment in ARCH 112, 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.
Transfer: CSU.

207 ARCHITECTURAL ENVIRONMENT (3.0) CONTROL SYSTEMS
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: PHYS 5B
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.

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**220   GREEN BUILDING DESIGN WITH LEED   (1.0)
       TRAINING**
1.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ARCH 207, 231, CTECH 50, or comparable professional experience.

Introduces Green Building Design and prepares architecture students and design and construction professionals for LEED accreditation with an introduction to the U.S. Green Building Council LEED Rating System, green building design fundamentals, and industry resources, processes and strategies for green design.
Transfer: CSU.

**230   ARCHITECTURAL COMPUTER AIDED   (3.0)
       DRAFTING AND DESIGN**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: ARCH 231

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.

**231   INTRODUCTION TO ARCHITECTURAL   (3.0)
       PRACTICE**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CTECH 50, ARCH 111

Introduces wood construction methods, processes, and their documentation.
Transfer: CSU.

**251   ARCHITECTURAL DESIGN   (5.0)
       FUNDAMENTALS I**
9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ARCH 112

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.

**252   ARCHITECTURAL DESIGN   (5.0)
       FUNDAMENTALS II**
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 113, ARCH 207.

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.

**254   ADVANCED ARCHITECTURAL GRAPHIC   (2.0)
       COMMUNICATION**
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ARCH 111, ARCH 112
Advisory: ARCH 251

Presents advanced architectural presentation drawing and graphic communication skills with emphasis on representing quantitative and qualitative information, ideas, and concepts with freehand sketching and drawing techniques. Includes abstract diagramming, the use of color and the design of two-dimensional graphic communications with direct application in a community design charette.
Transfer: CSU.

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ART

93   ART SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

100   ART APPRECIATION   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Presents a basic understanding of the form, content, and media of the visual arts, with a special emphasis on the historical development and interrelationship of Western fine art and mass media forms of art.
Transfer: CSU; UC.

103   SURVEY OF ART HISTORY: OLD STONE AGE   (3.0)
         THROUGH GOTHIC
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A

Presents the first of a three-semester course in the history of Western art. Includes cultural and historical background of Prehistoric (Paleolithic 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.

104   SURVEY OF ART HISTORY: RENAISSANCE   (3.0)
         THROUGH 19TH CENTURY
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A

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-Classic, Romantic, Realist, Impressionist, and Post- Impressionist periods of art.
Transfer: CSU; UC.

105   SURVEY OF ART HISTORY: 20TH CENTURY   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A

Includes the origin of modern art in the 19th century, modernist movements of the early 20th century, and contemporary trends of the mid and late 20th century. Includes related cultural and historical information as well as discussion of individual artists whose works best typify each movement's artistic goals.
Transfer: CSU; UC.

106   SURVEY OF ART HISTORY: (3.0)
         NON-WESTERN ART
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A

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.

119   ART ISSUES SEMINAR   (1.0)
1.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Presents lectures and discussions concerning a specific topic in contemporary or historical art issues or theory. Provides the opportunity for an in-depth study and analysis of individual artists, art works, movements and contemporary trends in art making and criticism. May be taken 3 semesters for credit.
Transfer: CSU.

120   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.

121   BEGINNING DRAWING   (2.0 to 3.0)
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.

122   INTERMEDIATE DRAWING   (2.0 to 3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 121

Continues ART 121 with an emphasis on composition and content. May be taken two semesters for credit.
Transfer: CSU; UC.

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123 LIFE DRAWING   **(2.0 to 3.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 122

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.

124 INTERMEDIATE LIFE DRAWING   **(2.0 to 3.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 123

Continues ART 123 with an emphasis on personal interpretation and the use of the figure in composition. May be taken 3 semesters for credit.
Transfer: CSU; UC.

130 BEGINNING PAINTING   **(2.0 to 3.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 120, ART 121

Introduces basic painting techniques, methods, materials and language, including color mixing, brushwork, and composition.
Transfer: CSU; UC.

131 INTERMEDIATE PAINTING   **(2.0 to 3.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 130

Presents a continuation of Art 130 with an emphasis on contemporary issues in painting. Composition and content is also stressed.
Transfer: CSU; UC.

132 WATERCOLOR PAINTING   **(2.0 to 3.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 120, ART 121

Explores the fundamental techniques and creative use of aqueous media in painting on paper.
Transfer: CSU; UC.

133 INTERMEDIATE WATERCOLOR   **(2.0 to 3.0)**
      PAINTING
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 132

Continues ART 132 with an emphasis on problem-solving, composition and development of personal style.
Transfer: CSU; UC.

134 FIGURE PAINTING   **(2.0 to 3.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 123, ART 130
Advisory: ART 124, ART 131

Introduces the fundamentals of painting from the human figure, the creative use of various painting media, and the figure in context. May be taken 4 semesters for credit.
Transfer: CSU; UC.

140 INTRODUCTION TO PRINT MEDIA   **(2.0 to 3.0)**
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.

141 ETCHING   **(3.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 121

Offers instruction and studio practice in etching and related intaglio printmaking techniques as well as the designing of images appropriate to these techniques. May be taken 4 semesters for credit.
Transfer: CSU; UC.

143 BOOK ARTS   **(2.0 to 3.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 120

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.

144 PHOTOGRAPHY   **(2.0 to 3.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

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145   INTERMEDIATE PHOTOGRAPHY   (2.0 to 3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 144

Continues study of photography as a fine art as introduced in
ART 144. 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.
Transfer: CSU; UC.

146   CAMERA ART   (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 144

Explores photography as an art form including cross-media
hybrids such as painting with light, handcoloring and drawing on
photographic images, use of liquid light, combining images and
words, and conventional photography. May be taken 4 semesters
for credit.
Transfer: CSU.

147   TIME-BASED MEDIA   (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable

Examines the content, theory and structure of the art of film and
digital video production. Students examine story development,
art direction, production design, principles of visual and audio
communication and action/sound relationships. This course
presents instruction on the use of industry standard software for
producing and editing digital video.
Transfer: CSU; UC.

149   DIGITAL PHOTOGRAPHY   (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 144, ART 156

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.
Transfer: CSU.

150   MACINTOSH OPERATING SYSTEM   (1.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)*
Associate Degree Applicable

Introduces the Macintosh Operating System, computer hardware
basics, technology, terminology, peripheral equipment and
general practices used when operating a personal computer. Basic
computer graphics and related graphics hardware are introduced.

153   DIGITAL ART   (3.0)
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.

154   INTERMEDIATE DIGITAL ART   (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 153

Continuation of ART 153 with emphasis on the more complex
tools and procedures of the software which is introduced in ART
153.Presents intermediate level of integration of digital media
with natural art media. Critiques focus on contemporary aesthetic
and ethical issues in digital art as well as the design attributes of
the artwork.
Transfer: CSU; UC.

155   VECTOR GRAPHICS   (1.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)*
Associate Degree Applicable
Advisory: ART 150 or basic computer skills.

Presents primary instruction in the use of industry standard
vector-based drawing program. It includes instruction on the use
of various digital input devices, complex file storage and transfer
systems and output options for hard copy print and screen
presentations.
Transfer: CSU; UC.

156   IMAGE EDITING   (1.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)*
Associate Degree Applicable
Advisory: Art 150 or basic computer skills.

Presents primary instruction in the use of the industry standard
image editing program. It includes instruction on the use of
various digital input devices, complex file storage and transfer
systems and output options for hard copy print and screen
presentations.
Transfer: CSU; UC.

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157   DIGITAL PAINTING   **(1.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)*
Associate Degree Applicable
Advisory: Art 150 or basic computer skills.

Presents primary instruction on the use of the industry standard software for digital painting. It includes instruction on the use of various digital input devices, complex file storage and transfer systems, and output options for hard copy and screen presentations.
Transfer: CSU; UC.

158   PAGE LAYOUT   **(1.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)*
Associate Degree Applicable
Advisory: Art 150 or basic computer skills.

Presents primary instruction in the use of the industry standard software for digital graphics layout. It includes instruction on the use of various digital input devices, complex file storage and transfer systems, and output options for hard copy.
Transfer: CSU.

160   CONCEPTUAL BLOCKBUSTING   **(3.0)**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Presents students with basic concepts to enhance innate creative abilities. Explores the mental and emotional factors involved in the creative process; linear and non-linear thinking, and multiple intelligences. Numerous creative problem-solving techniques, invention, scientific, and artistic case studies are explored. The underlying assumption is that innovation is a skill which can be learned.
Transfer: CSU

165   MOTION GRAPHICS   **(3.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Advisory: ENGL 56

Introduces the basic principles of animation, interactivity, and other time-based media projects. Students will preview how these are used to construct games, animations and interactive media.
Transfer: CSU

166   GRAPHIC DESIGN   **(2.0 to 3.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 153

Principles and processes used in visual communication. This class focuses on the creative and practical exploration in the area of visual communication. Topics in this class are fundamental to the creation of digital layout, graphics, illustrations, photography, animation, video and multimedia. Projects incorporate symbols and typography into visual design, exploring interrelationships between the formal elements and symbolic content.
Transfer: CSU.

167   INTERMEDIATE GRAPHIC DESIGN   **(2.0 to 3.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 166

Continues the practical skills of Art 166 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.

168   TYPOGRAPHY   **(3.0)**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Advisory: ENGL 56

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.
Transfer: CSU.

170   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.

171   BEGINNING SCULPTURE   **(2.0 to 3.0)**
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.

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172   INTERMEDIATE SCULPTURE   (2.0 to 3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 171

Continues study of issues and techniques of contemporary
sculpture as introduced in ART 171. 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.
Transfer: CSU.

173   FIGURE SCULPTURE   (2.0 to 3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 123, 170, or 171

Introduces basic anatomy including the opportunity to sculpt
from a live model using traditional and contemporary techniques
and materials. Emphasizes development of individual, creative
work within directed assignments.
Transfer: CSU; UC.

174   SCULPTURE FOUNDRY   (2.0 to 3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
*Prerequisite: Successful completion of ART 170 or ART 171 or
equivalent study to be presented in a portfolio and evaluated by
the instructor.*

Provides instruction and practice in bronze and aluminum casting
of sculpture using lost wax processes (i.e., direct modeling and
mold making. Explores contemporary art issues as related to cast
metal sculpture. May be taken 3 semesters for credit.
Transfer: CSU.

180   CERAMICS   (2.0 to 3.0)
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 three-dimensional
design, methods and materials specific to ceramic media, and
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.

181   CERAMICS   (2.0 to 3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 180

Continues ART 180 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.
Transfer: CSU; UC.

182   INTERMEDIATE CERAMICS   (2.0 to 3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ART 180

Explores contemporary issues in ceramic art and the more
technically involved construction and decorating methods.
Covers large scale handbuilding, advanced wheel work, glaze
testing, and kiln stacking. May be taken 4 semesters for credit.
Transfer: CSU; UC.

183   CERAMIC SCULPTURE   (2.0 to 3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
*Prerequisite: ART 180 or a comparable college-level beginning
ceramics class.*
Advisory: ART 170 and/or ART 171

Presents contemporary and traditional processes and materials in
their application to the construction of ceramic sculpture. May be
taken 4 semesters for credit.
Transfer: CSU; UC.

190   ART EXCURSIONS   (0.5 to 1.0)
3.0 hours laboratory per week
Associate Degree Applicable
*Prerequisite: Completion of or concurrent enrollment in any
art class.*
Advisory: Eligibility for ENGL 1A

Presents an opportunity for fine arts students to sketch and study
original works of art in museums, galleries, art schools, and other
sites in the Los Angeles and San Francisco areas. Sketchbook
drawings and/or journal notes may be used by the student as a
basis for developing an independent art work or essay. May be
taken 4 semesters for credit.
Transfer: CSU.

193   PORTFOLIO PRESENTATION   (2.0 to 3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Advisory: ENGL 56
Develops basic skills in resume formulation, selecting, mounting
and photographing art work for portfolio presentation to
future college or vocational agencies. Examines opportunities
and requirements for work in various art-related fields,
and investigates goals relative to individual development.
Recommended for art majors and minors.
Transfer: CSU.

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195   ART GALLERY   (3.0 to 5.0)
11.0 hours per week: (2.0 hours lecture, 9.0 hours laboratory)
Associate Degree Applicable
Advisory: Art 120, 170, and 190.

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.
Transfer: CSU.

199   INDEPENDENT STUDIES: ART   (0.5 to 2.0)
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. May be taken 4 semesters for
credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

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ASTRONOMY - ASTR

10   ASTRONOMY   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 23SI or equivalent.
Advisory: Eligibility for ENGL 1A

Presents the astronomy of planets, satellites, asteroids, comets,
meteors, the sun, stars, and galaxies.
Transfer: CSU; UC.

10L   ASTRONOMY LAB   (1.0)
3.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 23SI or equivalent.
Corequisite: ASTR 10
Advisory: Eligibility for ENGL 1A

Laboratory application of the principles presented in Astronomy 10.
Transfer: CSU; UC.

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AUTOMOTIVE TECHNOLOGY - ATECH

47 INDEPENDENT STUDIES: (0.5 to 2.0)
AUTOMOTIVE TECHNOLOGY
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).

52 INTERNAL COMBUSTION ENGINES (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56 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.

53 ENGINE OVERHAUL PROCEDURES (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Advisory: ATECH 52 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.

58 AUTOMOTIVE ELECTRICITY AND (4.0)
ELECTRONICS
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56 or 65

Studies basic electrical theory, transistors and other semiconductors, as well as batteries, charging systems, cranking systems, lighting, vehicle wiring, and accessory systems.

60 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 56 or 65

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.

63 AUTOMOTIVE FUEL SYSTEMS: (3.0)
CARBURETION
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56 or 65

Studies automotive fuel systems including filters, tanks, lines, safety equipment, pumps, carburetors, and computer controlled carburetors.
Transfer: CSU.

64 BASIC CLEAN AIR CAR COURSE (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Minimum one year of trade experience in emissions/ tune-up or 180 hours (9 semester units) of accredited training in tune-up, fuel and electrical courses.

Covers testing of vehicle emission control systems. Emphasizes operation of the California Smog Check BAR-90 Test/Analyzer System. Qualifies as a preparatory course for the State of California Basic Area Licensed Smog Technician Test.

66 AUTOMOTIVE MAINTENANCE AND LIGHT (2.0)
REPAIR
3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56 or 65

Presents theory and practical application of safety inspections, battery service, oil and lubrication, cooling system, ignition system, brake inspection, wheel bearings and minor repairs.

68 AUTOMOTIVE REPAIR BUSINESS (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56 or 65

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.

69 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 units of AT-ECH 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.
Transfer: CSU.

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70 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 56 or 65

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.

71 ADVANCED AUTO BODY (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ATECH 70

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.

75 AUTOMOTIVE PAINTING (5.0)
9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56 or 65

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.

80 MANUAL DRIVETRAINS (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56 or 65

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.

81 MANUAL TRANSMISSIONS (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Advisory: ATECH 82, 86, 109. Eligibility for ENGL 56 or 65

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.

82 AUTOMATIC TRANSMISSIONS (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56 or 65

Introduces fundamental operations, rebuilding procedures, and service of torque converters and automotive automatic transmissions. Provides preparation for Automotive Service Excellence Certification.

84 BRAKING SYSTEMS (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: ATECH 109. Eligibility for ENGL 56 or 65

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.

86 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 56 or 65

Presents suspension geometry and design, wheel alignment, active suspension systems, wheel balancing, tires, and steering systems. Provides training toward Automotive Service Excellence Certification.

**87 AUTOMOTIVE FUEL INJECTION AND (3.0)
TURBOCHARGERS**
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56 or 65

Presents both mechanical and electrical fuel injection systems for auto- motive gasoline and diesel fuel engines as well as automotive and light truck turbochargers.

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88   AUTOMOTIVE HEATING AND AIR   (3.0)
       CONDITIONING
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56 or 65

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.

93   AUTOMOTIVE TECHNOLOGY   (0.5 to 4.0)
       SPECIAL TOPIC
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the discipline offering this course.

109   INTRODUCTION TO AUTOMOTIVE   (2.5)
        COMPUTERS
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.

125   ENGINE PERFORMANCE   (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: ATECH 52, 109, 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.

127   ADVANCED EMISSIONS DIAGNOSTICS   (1.0)
2.0 hours per week: (1.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ATECH 64

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 dynomometer testing system.

BIOLOGY - BIO

1A   BIOLOGY   (5.0)
9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CHEM 10 or high school chemistry with a grade of C or better.
Advisory: ENGL 56

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.

1B   BIOLOGY   (5.0)
9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: BIO 1A with a grade of C or better.

Continues BIO 1A with emphasis on plant and animal structure and physiology, evolution, and ecology.
Transfer: CSU; UC.

2   GENERAL BOTANY   (5.0)
9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: BIO 1A
Advisory: ENGL 56

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.

3   GENERAL ZOOLOGY   (5.0)
9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: BIO 1A with a grade of C or better.

Presents a study of the comparative biology of the animal kingdom. Topics covered include comparative anatomy and physiology, embryology, evolution, and ecology.
Transfer: CSU; UC.

4   GENERAL BACTERIOLOGY   (5.0)
9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: Chemistry 10 or equivalent with a grade of C or better.
Advisory: ENGL 56, BIO 1A

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.

5   HUMAN ANATOMY   (4.0)
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Advisory: ENGL 56

Studies human anatomy with models and selected preserved material to demonstrate the anatomical systems. Utilizes an audio-tutorial approach to instruction.
Transfer: CSU; UC.

6   GENERAL HUMAN PHYSIOLOGY   (5.0)
7.0 hours per week: (4.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: Prerequisite of CHEM 10 or equivalent with a grade of C or better. Completion of BIO 5.
Advisory: BIO 1A

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.

8E   BIOLOGY SEMINAR: ENVIRONMENTAL   (1.0)
1.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in any college biology course.
Advisory: ENGL 56

Presents discussions of the latest developments in biology and allied fields with an emphasis on environment-related topics.
Transfer: CSU; UC.

8G   BIOLOGY SEMINAR: GENERAL TOPICS   (1.0)
1.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in any college biology course.
Advisory: ENGL 56

Presents discussions in the latest developments in biology and allied fields with an emphasis on general topics.
Transfer: CSU; UC.

9C   COASTAL BIOLOGY FIELD STUDIES   (1.0)
54.0 hours laboratory by arrangement per week*
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in any college biology laboratory course.
Advisory: BIO 22

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.

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9D   DESERT BIOLOGY FIELD STUDIES   (1.0)
54.0 hours laboratory by arrangement per week*
Associate Degree Applicable
Prerequisite: BIO 20 or any college biology laboratory course.
Advisory: ENGL 56

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.

9H   HAWAIIAN BIOLOGY FIELD STUDIES   (1.0 to 3.0)
36.0 hours per week: (9.0 hours lecture, 27.0 hours laboratory)*
Associate Degree Applicable

Presents a field study course on the Natural History of Hawaii. Includes the formation of the islands and the ecological relationship of the island plants and animals. Transportation and Land costs are the responsibility of the students.
Transfer: CSU; UC.

9S   SIERRA BIOLOGY FIELD STUDIES   (1.0)
54.0 hours laboratory by arrangement per week*
Associate Degree Applicable
Prerequisite: BIO 20 or any college biology lab course.
Advisory: ENGL 56

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.

**10E   NATURAL HISTORY OF EASTERN   (2.0)
CALIFORNIA MOUNTAINS & DESERTS**
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A

Presents a lecture and field study course on the ecology and natural history of Eastern California mountains and deserts. Includes the study of their geological history, native plant and animal communities, human impacts, and the history and function of the preservation and conservation of ecosystems including the U.S. Forest Service and Bureau of Land Management. 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 both hot and cold (freezing) environments and for extensive hiking on and off trails over rugged terrain at elevations greater than 10,000 feet.
Transfer: CSU; UC.

10R   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 1A

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 preservation 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' over rugged terrain.
Transfer: CSU; UC.

**10V   NATURAL HISTORY OF DEATH VALLEY   (2.0)
NATIONAL PARK**
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A

Presents a lecture and field study course on the ecology and natural history of Death Valley National Park (DVNP). Includes the study of its geological history, native plant and animal communities, human impacts on DVNP ecosystems, and the history and function of the National Park Service. A field trip to DVNP 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 hot deserts, high mountain elevations (8000+ feet), and extensive hiking on and off trails.
Transfer: CSU; UC.

11   LIFE SCIENCE   (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: ENGL 56

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.

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12 HUMAN BIOLOGY (3.0)

3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

12L HUMAN BIOLOGY LABORATORY (1.0)

3.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: Completion or concurrent enrollment in BIO 12.
Advisory: ENGL 56

Laboratory to accompany Human Biology (BIO 12), 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.

13 GENETICS IN SOCIETY (3.0)

3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

16 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.

20 ENVIRONMENTAL BIOLOGY (3.0)

3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A.

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.

20L ENVIRONMENTAL BIOLOGY LAB (1.0)

3.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in BIO 20.
Advisory: Eligibility for ENGL 1A.

Presents an optional laboratory course designed to complement Biology 20, Environmental Science. Applies and expands knowledge gained in Biology 20 through field trips, laboratory investigations, and special projects.
Transfer: CSU; UC.

21 GENERAL ECOLOGY (4.0)

6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: ENGL 56 and eligibility for MATH 7

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.

22 INTRODUCTION TO MARINE SCIENCE (3.0)

3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Presents and integrates the fundamental geological, physical, chemical, and biological aspects of ocean processes. Provides a general introduction to marine research, technology, history and man's interrelationship with the sea.
Transfer: CSU; UC.

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**22L   INTRODUCTION TO MARINE SCIENCE   (1.0)
         LABORATORY**
3.0 hours laboratory per week
Associate Degree Applicable
*Prerequisite: Concurrent enrollment in or completion of BIO 22
with a grade of C or better.*

Presents an applied, optional course designed to augment Biology
22, through open-sea, laboratory and intertidal investigations.
Transfer: CSU; UC.

24   PRINCIPLES OF NATURAL HISTORY   (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: ENGL 56

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.

**26   UNDERSTANDING RARE SPECIES IN   (1.0)
         CALIFORNIA**
2.0 hours lecture per week*
Associate Degree Applicable
Advisory: ENGL 56

Introduces the importance of rare species, studies reasons
for rarity, and examines methods of preservation. Biological,
economical and political influences on rare species are
considered.
Transfer: CSU.

42H   HONORS SEMINAR: BIOLOGY   (1.0)
1.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 1A

Provides the opportunity for broadening the student's background
in general education and for providing a study of selected topics
in biology. Emphasis shall be on discussion and analysis of
subject matter and current advancements. Open only to students
admitted to the Honors Program.
Transfer: CSU; UC.

**43   FACILITATOR ASSISTED LEARNING: (0.5)
         BIOLOGY SEMINAR**
9.0 hours lecture per week*
Associate Degree Applicable
Advisory: ENGL 56

Develops interpersonal skills, understanding of the learning
process, and effectiveness as a facilitator. Seminar prepares
students to facilitate in their subject area.
Transfer: CSU.

**44A   FACILITATOR ASSISTED LEARNING   (1.0)
         PRACTICUM: ANATOMY**
1.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Provides practical applications of facilitator assisted learning
(FAL) in small groups of anatomy students. May be taken 4
semesters for credit.
Transfer: CSU.

**44B   FACILITATOR ASSISTED LEARNING   (1.0)
         PRACTICUM: BIOLOGY**
1.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Completion or concurrent enrollment in Biology 43.
Advisory: ENGL 56

Provides practical applications of facilitator assisted learning
(FAL) in small groups of biology students. May be taken 4
semesters for credit.
Transfer: CSU.

47   INDEPENDENT STUDIES: BIOLOGY   (0.5 to 2.0)
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. May be taken 4 semesters for
credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

93   BIOLOGY SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the
discipline offering this course.

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BROADCAST COMMUNICATIONS - BCST

21 INTRODUCTION TO BROADCASTING (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Presents the history of the development of radio, television, and cable as technical tools for communication and studies the relationship of this technology to the broadcasting industry, considering such topics as FCC, comparisons of international and American broadcasting, PBS and commercial organizations, regulations, programming sales and advertising, ratings, criticism, free speech implications, and cable and CCTV applications.
Transfer: CSU.

23 VIDEO OPERATIONS (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

24A BASIC AUDIO PRODUCTION (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Presents basic fundamentals of sound, psychoacoustics, sound equipment, and procedures for obtaining the first media job. Laboratory practice provides hands-on use of equipment.
Transfer: CSU.

24B ADVANCED AUDIO PRODUCTION (3.0)
7.0 hours per week: (1.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: SPCH 24A or equivalent.

Emphasizes polishing basic production skills and developing new and more complex production techniques through computer (Digidesign Pro Tools) editing and audio recording. Provides laboratory practice in the day- to-day operation of the campus radio station.
Transfer: CSU.

24C ADVANCED AUDIO PRODUCTION (3.0)
7.0 hours per week: (1.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: BCST 24B with a grade of C or better.
Advisory: Eligibility for ENGL 56

Builds upon the skills introduced in BCST 24B. Introduces theory of programming, format operations, and management of small market stations. Provides experience in news scripting and on-the-air newscasting. Introduces quick punch advanced recording using the Digidesign Pro Tools audio computer. Provides laboratory practices in the day-to-day operation of the campus radio station. Provides some staff members for KGUR radio station.
Transfer: CSU.

24D ADVANCED AUDIO PRODUCTION (3.0)
7.0 hours per week: (1.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: BCST 24C with a grade of C or better.
Advisory: Eligibility for ENGL 56

Builds upon the skills and techniques introduced in BCST 24C. Further develops production skills with the introduction of Digidesign Pro Tools mixdown and mastering techniques, and bouncing tracks. Air personality skills emphasized. Provides laboratory practice in the operation day-to- day operation of the campus radio stations. Provides some staff members for KGUR radio station.
Transfer: CSU.

25A 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 23.

Provides experience in the creation and production of studio video material, including use of TV cameras, switching equipment, studio lighting, audio equipment, and other components of video. Students participate in video productions as performers, camera operators, switchers, floor managers, video and audio engineers, producers, and directors.
Transfer: CSU.

25B 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 23.

Provides experience in the creation and production of single-camera-field video program material. Students will get experience in single-camera-field shooting, non-linear editing, producing, writing, and evaluating.
Transfer: CSU.

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26   WRITING FOR ELECTRONIC MEDIA   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A 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.

30A   TELEVISION INTERNSHIP   (3.0)
9.0 hours laboratory by arrangement per week
Associate Degree Applicable
Prerequisite: BCST 25A 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 station helping to prepare for and operate equipment during newscasts which may include studio camera operation, floor directing, teleprompter operation, and other assigned responsibilities.
Transfer: CSU.

30B   TELEVISION INTERNSHIP   (3.0)
9.0 hours laboratory by arrangement per week
Associate Degree Applicable
Prerequisite: BCST 25B and approval of the station management.

Provides practical supervised experience working as a regular staff member in a local television station. Includes field shooting, videotape editing, field sound operation, and other production responsibilities as assigned.
Transfer: CSU.

30C   TELEVISION INTERNSHIP   (3.0)
9.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: BCST 25A or BCST 25B and approval of station management.

Provides practical supervised work experience as a regular staff member in a local cable company, television station, or other facility. Includes planning, scheduling, talent coordination, production duties and other responsibilities as assigned.
Transfer: CSU.

30D   TELEVISION INTERNSHIP   (3.0)
9.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: BCST 25A or BCST 25B and approval of the station management.

Provides practical supervised work experience as a regular staff member in a local area cable company, television station, or other facility. Includes working for independent production companies or advertising agencies.
Transfer: CSU.

47   INDEPENDENT STUDIES: BROADCAST (0.5 to 2.0)
          COMMUNICATIONS
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU.

93   BROADCAST COMMUNICATIONS   (0.5 to 4.0)
          SPECIAL TOPIC
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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BUSINESS - BUS

1A PRINCIPLES OF ACCOUNTING (4.0)
4.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56 and MATH 23 or MATH 23SI

Provides basic principles of accounting for service and merchandising enterprises. Includes an analysis of books of original and final entry, preparation of financial statements, deferrals and accruals, use of special journals and subsidiary ledgers, notes, allowance method for write-offs, inventory methods, methods of depreciating plant assets, and payroll systems.
Transfer: CSU; UC.

1B PRINCIPLES OF ACCOUNTING (4.0)
4.0 hours lecture per week
Associate Degree Applicable
Prerequisite: BUS 1A

Provides accounting for partnerships and corporations. Includes consolidated statements, statement of changes in financial position, financial statement analysis, accounting for bonds, cost accounting, cost-profit-volume and differential analysis, and accounting for non-profit organizations.
Transfer: CSU; UC.

18 BUSINESS LAW (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Offers basic legal knowledge essential to business with emphasis on the laws of contract, sales, agency and employment, commercial paper, property, and secured transactions. Includes study of nature and background of American law, courts, and court procedures.
Transfer: CSU; UC.

19 INTERNATIONAL BUSINESS LAW (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Offers basic legal knowledge essential to business including study of nature and background of American law and courts and court procedures with emphasis on both domestic and international laws of contract, sales, agency, employment, business organizations, commercial paper, property, and dispute resolution.
Transfer: CSU; UC.

29 BUSINESS INTERNSHIP (1.0 to 3.0)
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.

40 ADVERTISING (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: BUS 43
Advisory: Eligibility for ENGL 56

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.

41 SALES (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Presents principles, purposes, and practices of personal selling and its importance to an organization and to a free enterprise economic system.
Transfer: CSU.

43 MARKETING (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A

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.

45 INTRODUCTION TO BUSINESS (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

46   RETAIL MERCHANDISING   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A and MATH 23 or MATH 23SI
or more advanced math.

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.

47   INDEPENDENT STUDIES: BUSINESS   (0.5 to 2.0)
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. May be taken for 4 semesters
for credit (only if each semester has a different topic emphasis).
Transfer: CSU.

48   SMALL BUSINESS MANAGEMENT   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

49   ENTREPRENEURSHIP   (4.0)
4.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56, MATH 23 or MATH 23SI.

Introduces students to the concepts, techniques and requirements
for establishing a business.
Transfer: CSU.

50   ENTREPRENEUR SIMULATION   (1.0)
1.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56, MATH 23 or MATH 23SI

Introduces students to the use of a simulation in making decisions
affecting the success/failure of a business.
Transfer: CSU.

51   ELEMENTS OF ACCOUNTING   (4.0)
4.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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 Business 1A or 1B.
Transfer: CSU.

60   INTERNATIONAL BUSINESS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: BUS 45

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
transnational 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.

62   GEOGRAPHY FOR INTERNATIONAL   (3.0)
        BUSINESS
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Survey of the characteristics and issues that help define Europe,
Latin America, Africa, the Middle East, Asia and the Pacific
Rim. Course introduces the topics of natural resource
allocation, population patterns, economic variables, political
institutions and regional cultural characteristics pertaining to
consumers and how they act in the business environment in
different regions of the world.

64   INTERNATIONAL TRADE RELATIONS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Presents how domestic and foreign trade policy is established and
discusses its impact on companies conducting international trade.
Covers trade agreements, political systems, global monetary
determinants and economic policies which facilitate or impede
free market trade worldwide.

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65   BASICS OF EXPORTING AND IMPORTING   (2.0)
2.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Presents processes and strategies necessary to export and import from overseas markets. Considers the demand for product utilization, marketing within cultural contexts, pricing levels, transportation channels, export/import documentation requirements plus financing alternatives.

66   ISO 9000/TOTAL QUALITY MANAGEMENT   (2.0)
2.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Introduces ISO 9000 as a comprehensive management system which assures a quality level of industrial standards that can be applied to worldwide trade. Presents how TQM can be incorporated into company operations leading to continual performance improvements with a focus on the customer.

68   INTERNATIONAL MARKETING   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Presents the issues associated with marketing products and services in an international context. Discusses the analysis of markets, competitors, consumers and governments in Europe, Asia, Latin America and the Middle East plus sources of information to conduct global research.

70   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.

71   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.

72   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.

73   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.

74   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.

75   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.

76   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.

77   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.

78   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.

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79   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.

80   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.
Transfer: CSU.

83   MANAGEMENT AND SUPERVISION   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

86   HUMAN RELATIONS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

93   BUSINESS SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the
discipline offering this course.

96   WORKPLACE HUMAN RELATIONS   (2.0)
4.0 hours lecture per week*
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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.

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CHEMISTRY - CHEM

1A   GENERAL COLLEGE CHEMISTRY   (5.0)
7.0 hours per week: (4.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MATH 27 or MATH 27SI or its equivalent with a grade of C or better and CHEM 10, 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.

1B   GENERAL COLLEGE CHEMISTRY   (5.0)
7.0 hours per week: (4.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CHEM 1A with a grade of C or better.

A continuation of CHEM 1A 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.

10   INTRODUCTORY CHEMISTRY   (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 23SI or equivalent, with a grade of C or better.

Presents an introduction to chemistry and chemical laboratory techniques and methods, including a survey of important chemical principles, a description of the elements, and their compounds.
Transfer: CSU.

10FAL   INTRODUCTORY CHEMISTRY   (4.0)
WITH FACILITATOR ASSISTED LEARNING
7.0 hours per week: (3.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 23SI 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.

11   INTRODUCTORY ORGANIC/BIOCHEMISTRY (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: Completion of CHEM 10 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.

12A   ORGANIC CHEMISTRY   (5.0)
9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CHEM 1B 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.

12B   ORGANIC CHEMISTRY   (5.0)
9.0 hours per week: (3.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CHEM 12A 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.

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43   FACILITATOR ASSISTED LEARNING   (0.5)
**   CHEMISTRY SEMINAR**
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.
Transfer: CSU.

44   FACILITATOR ASSISTED LEARNING   (1.0)
**   PRACTICUM: CHEMISTRY**
1.0 hours lecture per week
Associate Degree Applicable
Prerequisite: CHEM 10 or CHEM 10FAL

Provides practical applications of facilitator assisted learning
(FAL) in small groups of chemistry students.
Transfer: CSU.

47   INDEPENDENT STUDIES: CHEMISTRY   (0.5 to 2.0)
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
chemistry under the direction of an instructor. May be taken 4
semesters for credit (only if each semester has a different topic
emphasis).
Transfer: CSU; UC.

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COMPUTER APPLICATIONS/OFFICE ADMINISTRATION - CAOA

**20A BEGINNING COMPUTER KEYBOARDING (3.0)
AND DOCUMENT PROCESSING**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: ENGL 56

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.

**20B INTERMEDIATE COMPUTER KEYBOARDING(3.0)
AND DOCUMENT PROCESSING**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CAOA 20A, or ability to keyboard 30 words per minute.
Advisory: CAOA 46 or CAOA 51 A,B, and C.

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or personal use. Provides the primary purposes of building speed and accuracy and arranging letters, memos, reports, business forms and tables in proper format.

20R REVIEW COMPUTER KEYBOARDING (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CAOA 20A or ability to keyboard 20 words per minute.

Presents a review of basic operations and machine functions of the computer. Emphasizes keyboarding techniques, methods, drills, and strategies in order to further develop keyboarding capabilities, and reviews basic formatting skills.

**20S SPEED AND ACCURACY COMPUTER (2.0)
KEYBOARDING**
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CAOA 20R or ability to keyboard 30 words per minute.

Increases skills in typing speed and accuracy to meet requirements of advanced keyboarding word processing classes. Emphasizes keyboarding basics through keystroking analysis and corrective drills.

23 BUSINESS ENGLISH (3.0)
4.0 hours per week: (3.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

24 MACHINE TRANSCRIPTION SKILLS (3.0)
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Prerequisite: CAOA 20B or the ability to type 35 words per minute and CAOA 46, CAOA 48, or CAOA 51 A,B, and C.

Emphasizes a high degree of skill in transcribing from machine dictation and improves proofreading skills. Continues keyboarding, spelling, vocabulary, and word division skills used in writing letters, reports, memos, and other written communications.
Transfer: CSU.

25 BUSINESS CALCULATIONS (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Provides students with a functional knowledge of electronic calculators and helps them learn to solve efficiently and skillfully various types of problems involving the four arithmetic processes. This functional knowledge includes using proper techniques in the basic operations, understanding the machine parts, interpreting the answers, and recording the answers. Introduces a calculator program on the computer.
Transfer: CSU.

**26 VOICE RECOGNITION SOFTWARE WITH (3.0)
DOCUMENT APPLICATION**
4.0 hours per week: (3.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CAOA 20A or the ability to type 25 words per minute and CAOA 46 or CAOA 48.

Uses voice-recognition software in place of the computer keyboard to create documents and navigate the Internet. Covers dictation procedures and voice commands to input text, access program menus, and activate keyboard commands. Uses voice dictation to create e-mail messages, memorandums, letters, and other business documents. Reviews punctuation, capitalization, number usage, and word usage principles in the context of creating business documents by voice.

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27 BUSINESS COMMUNICATIONS (4.0)
4.0 hours lecture per week
Associate Degree Applicable
Prerequisite: CAOA 23

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.

28 OFFICE TECHNOLOGY AND (3.0)
TELECOMMUNICATIONS
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: CAOA 20A or the ability to type 35 words per minute.
Corequisite: CAOA 29

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.

29 COMPUTER APPLICATIONS/OFFICE (0.5)
ADMINISTRATION INTERNSHIP
3.0 hours per week: (0.5 hours lecture, 2.5 hours laboratory)*
Associate Degree Applicable
Prerequisite: CAOA 20A or the ability to type 35 words per minute.
Corequisite: CAOA 28

Provides students an opportunity to experience the responsibilities of an office employee in a business setting.

46 BEGINNING WORD PROCESSING (3.0)
MICROSOFT WORD
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Prerequisite: The 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.
Transfer: CSU.

47 INDEPENDENT STUDIES: COMPUTER (0.5 to 2.0)
APPLICATIONS/OFFICE ADMINISTRATION
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. May be taken for four semesters or for credit (only if each semester has a different topic emphasis).

48 BEGINNING WORD PROCESSING: (3.0)
WORDPERFECT FOR WINDOWS
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Prerequisite: The ability to type 35 words per minute.

Introduces basic operations and components of a microcomputer and the WordPerfect word processing program. Includes text entry, editing, formatting, managing documents, fonts, printing, writing tools, tabs, headers/footers, footnotes/endnotes, manipulating text, and merging.
Transfer: CSU.

49 ADVANCED WORD PROCESSING: (3.0)
WORDPERFECT FOR WINDOWS
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Prerequisite: CAOA 48

Introduces advanced operations of word processing. Emphasizes WordPerfect's formatting documents with special features; macros; graphics and graphic elements; Draw and TextArt; columns; tables; charts; outline feature; sorting and extracting text; styles; creating tables, indexes, and lists; and working with the Web.
Transfer: CSU.

50 ADVANCED WORD PROCESSING: (3.0)
MICROSOFT WORD
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Prerequisite: CAOA 46

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.
Transfer: CSU.

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51A   BEGINNING WORD PROCESSING   (1.0)
MODULE I
4.5 hours per week: (2.5 hours lecture, 2.0 hours laboratory)*
Associate Degree Applicable
Prerequisite: CAOA 20B and/or the ability to type 35 words a minute.
Advisory: ENGL 56

Introduces basic operations and components of a microcomputer and the word processing program. Includes text entry, editing, formatting, spell checking, and printing functions.
Transfer: CSU.

51B   BEGINNING WORD PROCESSING   (1.0)
MODULE II
4.5 hours per week: (2.5 hours lecture, 2.0 hours laboratory)*
Associate Degree Applicable
Prerequisite: CAOA 20B or the ability to type 35 words a minute and CAOA 51A or the basic knowledge of the word processing program.
Advisory: ENGL 56

Introduces special features of the word processing program. Includes formatting, tabs, merging, multiple page documents, headers and footers, footnotes and endnotes, and find and replace.
Transfer: CSU.

51C   BEGINNING WORD PROCESSING   (1.0)
MODULE III
4.5 hours per week: (2.5 hours lecture, 2.0 hours laboratory)*
Associate Degree Applicable
Prerequisite: CAOA 20B or the ability to type 35 words a minute and CAOA 51A or the basic knowledge of the word processing program.
Advisory: ENGL 56

Introduces special features of the word processing program. Includes creating tables, columns, framing and borders, WordArt or TextArt, and draw programs.
Transfer: CSU.

52   COMPUTERIZED ACCOUNTING USING   (3.0)
QUICKBOOKS PRO
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: BUS 1A OR BUS 51

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.
Transfer: CSU.

53   ESSENTIALS OF MS PUBLISHER   (2.0)
2.0 hours lecture per week
Associate Degree Applicable
Advisory: CAOA 66

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.

54   ESSENTIALS OF MS OUTLOOK   (2.0)
2.0 hours lecture per week
Associate Degree Applicable
Advisory: CAOA 66

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.

55   INTRODUCTION TO VOICE RECOGNITION   (1.0)
SOFTWARE
1.0 hours lecture per week
Associate Degree Applicable

Provides an opportunity for the student to learn speech recognition software and introductory concepts for the student to dictate phrases and sentences into a word processing program.

56   TEST PREP FOR MICROSOFT OFFICE   (0.5)
SPECIALIST(MOS) CERTIFICATION
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.

60   MICROCOMPUTER OPERATIONS   (3.0)
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Prerequisite: CAOA 20A or CAOA 62 or the ability to type 25 words per minute.
Advisory: ENGL 56

Provides an overview of computer hardware, software, and operating system concepts used on computer systems. Students will use a computer to execute problem solving exercises using the operating system. Students will be able to customize the start-up of the operating system and will be able to optimize the use of the operating system.

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61 INTRODUCTION TO SPREADSHEETS (3.0)
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Prerequisite: CAOA 62 or CAOA 20A or the ability to type 25 words per minute.
Advisory: Eligibility for ENGL 56

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.

**62 INTRODUCTION TO BEGINNING (1.0)
COMPUTER KEYBOARDING**
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.

**64 INTRODUCTION TO DATABASE (3.0)
MANAGEMENT**
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Prerequisite: CAOA 62 or CAOA 20A or the ability to type 25 words per minute.
Advisory: Eligibility for ENGL 56

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.

65 DESKTOP PUBLISHING (3.0)
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Prerequisite: CAOA 62 or CAOA 20A or the ability to type 25 words per minute.
Advisory: Eligibility for ENGL 56.

Provides desktop publishing concepts and hands-on training with the use of microcomputers, laser printers, desktop scanners, and various page composition software packages. Integrates text and graphics into camera-ready, near-typeset quality publications for business.
Transfer: CSU.

66 INTRODUCTION TO WINDOWS (1.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)*
Associate Degree Applicable
Prerequisite: Ability to type 25 wpm or CAOA 20A.

Introduces the functions of Windows. Includes basic operations of a microcomputer, appropriate hardware, and the advantages of interfacing Windows with other software programs.
Transfer: CSU.

67 POWERPOINT (1.0)
1.0 hours lecture per week
Associate Degree Applicable
Prerequisite: CAOA 62 or CAOA 20A or the ability to type 25 words per minute.
Advisory: Eligibility for ENGL 56

Introduces the functions of the PowerPoint program, enabling the production of high-quality output for presentation to an audience. Include delivering web presentations.

68 INTRODUCTION TO PHOTOSHOP (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: CAOA 62 or CAOA 20A or ability to type 25 words per minute.

Presents the basic components of image editing using Adobe Photoshop 6.0, including 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.
Transfer: CSU.

**69 INTRODUCTION TO WEB PUBLISHING: (3.0)
DREAMWEAVER**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: CAOA 62 OR CAOA20A or ability to type 25 words per minute and manage personal computer files. LIBINF 7 and CAOA 68.

Introduces Web publishing using Macromedia Deamweaver. 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.

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**70A INTRODUCTION TO DATABASE   (1.0)
       MANAGEMENT-MODULE I**
4.5 hours per week: (2.5 hours lecture, 2.0 hours laboratory)*
Associate Degree Applicable
*Prerequisite: CAOA 62 or CAOA 20A or the ability to type 25
words per minute.*
Advisory: ENGL 56

Introduces the basics of database management. Includes creating
and manipulating a database file, and creating and modifying
custom forms.
Transfer: CSU.

**70B INTRODUCTION TO DATABASE   (1.0)
       MANAGEMENT MODULE II**
4.5 hours per week: (2.5 hours lecture, 2.0 hours laboratory)*
Associate Degree Applicable
*Prerequisite: CAOA 70A and CAOA 62 or CAOA 20 or the ability
to type 25 words per minute.*
Advisory: ENGL 56

Introduces the basics of database management. Create various
reports, create and modify select queries, and implement one-to-
many relationships within a database.
Transfer: CSU.

**70C INTRODUCTION TO DATABASE   (1.0)
       MANAGEMENT MODULE III**
4.5 hours per week: (2.5 hours lecture, 2.0 hours laboratory)*
Associate Degree Applicable
*Prerequisite: CAOA 70B and CAOA 62 or CAOA 20 or the ability
to type 25 words per minute.*
Advisory: ENGL 56

Introduces the basics of database management. Create many-to-
many relationships, create a main form and subform, use cascade
update and cascade delete, create parameter query, use aggregate
functions, and use macros.
Transfer: CSU.

**71A INTRODUCTION TO SPREADSHEETS   (1.0)
       MODULE I**
4.5 hours per week: (2.5 hours lecture, 2.0 hours laboratory)*
Associate Degree Applicable
*Prerequisite: CAOA 62 or CAOA 20A or the ability to type 25
words per minute.*
Advisory: ENGL 56

Introduces the basics of an electronic spreadsheet program.
Provides hands-on experience to create formulas and to
manipulate multiple workbooks.
Transfer: CSU.

**71B INTRODUCTION TO SPREADSHEETS   (1.0)
       MODULE II**
4.5 hours per week: (2.5 hours lecture, 2.0 hours laboratory)*
Associate Degree Applicable
*Prerequisite: CAOA 71A and CAOA 62 or CAOA 20A or the abil-
ity to type 25 words per minute.*
Advisory: ENGL 56

Introduces the basics of an electronic spreadsheet program.
Includes formatting, page set-up, and printing tips and
techniques. Learn to create charts and macros, and use lists and
built-in functions.
Transfer: CSU.

**71C INTRODUCTION TO SPREADSHEETS   (1.0)
       MODULE III**
4.5 hours per week: (2.5 hours lecture, 2.0 hours laboratory)*
Associate Degree Applicable
*Prerequisite: CAOA 71B and CAOA 62 or CAOA 20A or the abil-
ity to type 25 words a minute.*
Advisory: ENGL 56

Introduces the basics of an electronic spreadsheet program.
Includes naming cells and ranges, linking and embedding, using
templates, and enhancing the worksheet.
Transfer: CSU.

**93   COMPUTER APPLICATIONS/OFFICE   (0.5 to 4.0)
        ADMINISTRATION SPECIAL TOPIC**
Associate Degree Applicable

Examines a special topic in the field of study related to the
discipline offering this course.

**520A BEGINNING COMPUTER KEYBOARDING   (0.0)
        AND DOCUMENT PROCESSING**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Advisory: ENGL 56

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.

**520B INTERMEDIATE COMPUTER   (0.0)
        KEYBOARDING AND DOCUMENT PROCESSING**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
*Advisory: CAOA 20A, 520A, 46, 51ABC or ability to keyboard 30
words per minute.*

Designed for all students whose keyboarding skill will be
primary and/or secondary to their vocation and/or personal use.
Provides the primary purposes of building speed and accuracy
and arranging letters, memos, reports, business forms and tables
in proper format.

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Asterisk coded courses are always taught in less then a full semester.

**520C ADVANCED COMPUTER KEYBOARDING   (0.0)
       AND DOCUMENT PROCESSING**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
*Advisory: CAOA 20B with a C or better, 520B, 45, 51ABC, or
ability to keyboard 40 words per minute.*

Continues the development of the speed and accuracy levels
necessary for an acceptable keyboarding performance in an
office. Emphasis is placed on building production skill in
keyboarding accurate business correspondence, manuscripts,
materials for duplication, and various business forms.

520R REVIEW COMPUTER KEYBOARDING   (0.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
*Advisory: CAOA 20A, 520A, or ability to keyboard 20 words per
minute.*

Presents a review of basic operations and machine functions
of the IBM computer. Emphasizes keyboarding techniques,
methods, drills, and strategies in order to further develop
keyboarding capabilities, and reviews basic formatting skills in
centering, correspondence, reports, and business forms.

**520S SPEED AND ACCURACY COMPUTER   (0.0)
       KEYBOARDING**
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
*Advisory: CAOA 20R, 520R, or ability to keyboard 30 words per
minute.*

Increases skills in typing speed and accuracy to meet
requirements of advanced keyboarding word processing classes.
Emphasizes keyboarding basics through keystroking analysis and
corrective drills.

**562   INTRODUCTION TO BEGINNING   (0.0)
       COMPUTER KEYBOARDING**
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.

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COMPUTER INFORMATION SYSTEMS - CIS

**10   INTRODUCTION TO COMPUTER   (4.0)
        APPLICATIONS**
4.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 56 or eligibility for ENGL 1A.
Advisory: CAOA 20A or CAOA 62 or the 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.

**11   FORTRAN FOR SCIENTISTS AND   (2.5)
        ENGINEERS**
4.0 hours per week: (2.0 hours lecture, 2.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MATH 65A or equivalent.

Presents the Fortran language for programming computers. Includes techniques for analyzing problems and devising algorithms for the computer solution of problems requiring the use of elementary algebraic concepts.
Transfer: CSU; UC.

12   BEGINNING COBOL PROGRAMMING   (3.0)
4.0 hours per week: (3.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 23SI or equivalent.

Presents an introduction to programming computers using the Cobol 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.

14   BEGINNING BASIC PROGRAMMING   (3.0)
4.0 hours per week: (3.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 23SI or equivalent.

Presents an introduction to structured programming using the QUICK BASIC 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.

17   "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.

19   OBJECT ORIENTED PROGRAMMING - C++   (3.0)
4.0 hours per week: (3.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Advisory: CIS 17 or CIS 31 or CIS 114

This course presents the fundamental concepts of object oriented programming using the C++ language. The course includes techniques for problem analysis and software design with algorithmic problem solutions using basic procedural constructs. The course includes an introduction to simple data structures and their relation to software design.
Transfer: CSU; UC.

31   FUNDAMENTALS OF COMPUTER SCIENCE I (4.0)
4.0 hours lecture per week
Associate Degree Applicable
Advisory: CIS 17 or CIS 114

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.

**32   FUNDAMENTALS OF COMPUTER   (2.0)
        SCIENCE II**
4.0 hours lecture per week*
Associate Degree Applicable
Prerequisite: CIS 31

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.

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**33 FUNDAMENTALS OF COMPUTER (2.0)
SCIENCE III**
4.0 hours lecture per week*
Associate Degree Applicable
Prerequisite: CIS 32
Corequisite: CIS 41

Introduces advanced concepts in JAVA 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.

**40 MICROCOMPUTER ARCHITECTURE & (3.0)
PROGRAMMING**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CIS 17 or CIS 31
Advisory: MATH 24A, ENGR 19

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.

41 DISCRETE STRUCTURES (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 29 and MATH 42 OR MATH 63 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.

**47 INDEPENDENT STUDIES: COMPUTER (0.5 to 2.0)
& INFORMATIONAL SCIENCE**
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU.

**51 INTRODUCTION TO WEB PUBLISHING: (3.0)
FRONTPAGE**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: CIS 10

Overview of the fundamentals of web publishing. This course provides an understanding of web publishing issues and the internet as well as a thorough working knowledge of Microsoft Frontpage.
Transfer: CSU.

**93 COMPUTER INFORMATION SYSTEMS (0.5 to 4.0)
SPECIAL TOPIC**
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**111 INSTALLING AND MAINTAINING (2.0)
COMPUTER SOFTWARE**
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)*
Associate Degree Applicable

Presents the fundamentals of computer software installation and maintenance. Includes techniques for installing computer applications on various computer platforms. Students will learn how to install and upgrade personal computer software.

**112 TROUBLESHOOTING COMPUTER (2.0)
APPLICATIONS**
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)*
Associate Degree Applicable

Presents the fundamentals of troubleshooting and repair of computer software. The course includes communication strategies and techniques for the diagnosis and repair of malfunctioning applications on various computer platforms. Includes the use of diagnostic tools and vendor services. Intended for students completing an Associate in Science degree in Computer Systems Technician program.

114 INTRODUCTION TO VISUAL BASIC (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 23SI or equivalent.

Introduces programming skills necessary to create Mocrosoft Visual Basic desktop applications. Instructs how to build custom, multiple-form applications incorporating menus, status bars, and custom toolbars. Includes writing code for input field validation and debug applications using debugging tools. Uses standard controls, control arrays, and create controls dynamically. Implements centralized error-handling in applications and creates setup programs to distribute applications.
Transfer: CSU.

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115 VISUAL BASIC DESKTOP APPLICATIONS (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CIS 114
Advisory: CIS 64 or CIS 70A, CIS 70B, and CIS 70C

Develops knowledge and skills necessary to create Microsoft Visual Basic desktop applications. Addresses objectives of the "Microsoft Designing and Implementing Desktop Applications with Microsoft Visual Basic" exam, one of the MCSD core examinations. Students will learn how to design COM components, including Class Modules, ActiveX: controls, DLL's, EXE's, and Documents. Utilizes ActiveX Data Objects for accessing database applications and connecting to COM servers in client/server applications. Includes creation of internet applications using ActiveX documents, Dynamic HTML, and Internet Information Server Webclasses.

117 FUNDAMENTALS OF OBJECT-ORIENTED (2.0)
PROGRAMMING FOR TECHNICIANS
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)*
Associate Degree Applicable

Presents concepts of computer programming using an object-oriented computer programming language. Includes techniques for problem analysis, software design, implementation, and verification with particular reference to object-oriented programming languages.

118 FUNDAMENTALS OF PROGRAMMING FOR (2.0)
THE INTERNET
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.

121 OPERATING SYSTEMS CONCEPTS I (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable

Presents the fundamentals of computer operating systems using the Windows operating system as the primary example. Covers how to install, configure and troubleshoot an operating system. Examines operating system concepts associated with applications software support and computer resource management and control.

122 INTRODUCTION TO LINUX (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: ELTECH 153

Presents detailed coverage of operating system concepts and provides the hands-on training necessary for the installation, configuration, and maintenance of the Linux operating system. Subjects covered include file system management and applications support, print server administration, creating user accounts and user groups, networking protocols and TCP/IP networking services, system backup and troubleshooting.

123 MICROCOMPUTER PERIPHERALS (2.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)*
Associate Degree Applicable

Present the fundamentals of computer peripheral devices. Students will learn how to install and troubleshoot various internal and external computer system components.

126 NETWORK OPERATING SYSTEMS (4.0)
CONCEPTS
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ELTECH 153 or equivalent.
Advisory: CIS 130

Presents the concepts and provides the hands-on training necessary for the installation, configuration, and maintenance of a network based computer operating system. Subjects covered include client operating system installation and configuration, network resource location and access using directory services, managing the configuration database (registry), file systems and applications support. Networking protocols and TCP/IP networking services are examined, along with the above topics, during extensive hands-on exercises on a laboratory network.

128 WINDOWS SERVER ADMINISTRATION (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ELTECH 153
Advisory: CIS 121

Provides the knowledge and skills necessary to perform network server configuration and administration tasks for a typical business network using the Windows Server operating system. Topics will include: configuring network resources, and Active Directory services, server performance optimization, backup strategies, auditing and monitoring network resources and events.

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130 NETWORKING FUNDAMENTALS (2.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)*
Associate Degree Applicable
Advisory: ELTECH 153

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.

131 ROUTER THEORY AND TECHNOLOGY (2.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)*
Associate Degree Applicable
Prerequisite: CIS 130

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.

132 ADVANCED ROUTING AND SWITCHING (2.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)*
Associate Degree Applicable
Prerequisite: CIS 131

Presents advanced routing concepts such as: the Interior Gateway Routing Protocol (IGRP), network security and traffic control using Access Control Lists, and Novell's IPX internetworking protocol. It also covers LAN switch configuration and technology, Virtual LANs, and the principles of Local Area Network design.

133 WIDE AREA NETWORKING (2.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)*
Associate Degree Applicable
Prerequisite: CIS 132

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).

141 DATABASE SYSTEM ADMINISTRATION (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CAOA 64
Advisory: CIS 128

Provides the knowledge and skills required to install, configure, administer, and troubleshoot Microsoft SQL Server 2000 client- server database management system. Topics include architecture, planning, upgrading, installation, file management, security, backup and restoration of the data, performance issues, constructing and using structured query language (SQL) statements, creating/ transferring/deleting databases, and managing users. This course prepares students for the Microsoft Certified Professional (MCP) exam #70-228: Installing, Configuring, and Administering Microsoft SQL Server Enterprise Edition.

143 WEB SITE ADMINISTRATION (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CIS 128 or equivalent.

Provides a solid understanding of what is going on behind the scenes of a Web Site. Coursework emphasizes Web Site structure, performance factors, Web Server maintenance, basic programming techniques, and scripting languages. Security issues such as daemons, auditing, IP spoofing and sniffing, firewalls, encryption, Java security, CGI security and viruses are covered.

CONSTRUCTION TECHNOLOGY - CTECH

**47   INDEPENDENT STUDIES: (0.5 to 2.0)
        CONSTRUCTION TECHNOLOGY**
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU.

50   INTRODUCTION TO CONSTRUCTION   (3.0)
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Advisory: ENGL 56 or 65

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.

55   BASIC WOODWORKING   (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable

Presents the application of power and hand tools to the mill and cabinet trade. Examines types of woods, both hard and soft. Deals with methods of fastening and types of fasteners and joints. Emphasizes general power tools such as table saw, jointer, planer, drill press, sander, shaper and lathe. Safety, capabilities and techniques are covered.
Transfer: CSU.

56   MACHINE WOODWORKING/FURNITURE   (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CTECH 55

Presents the study, design, and development of practical applications for basic furniture cabinet, table, and chair construction as utilized by the wood products industry. Includes partitions, face frame, carcase, and basic door and drawer construction used in the furniture industry. Covers operation of woodworking machines, tools and processes, techniques, and care and suitability of tools and machines.

**57   CABINET MAKING/32 MM EUROPEAN   (3.0)
        CONSTRUCTION**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CTECH 55

Introduces European 32mm production methods as used in cabinetmaking. Includes European design and space utilization, European machinery, hardware, and the latest in European systems. Examines the influence of the 32mm system on the American cabinetmaking industry.

**58   CABINET MAKING/FACE FRAME   (3.0)
        CONSTRUCTION**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CTECH 55

Presents traditional face frame cabinet construction as applied in kitchens and bathrooms. Covers design, layout, and material analysis. Includes hands-on experience in carcase construction, face frames, partitions and construction of doors and drawers.

63   CONSTRUCTION MANAGEMENT   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56 or 65

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.

64   BLUEPRINT READING   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56 or 65, and CTECH 50

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.

65   BLOCK MASONRY   (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable

Introduces basic concrete block masonry skills. Includes manufacture, sizes and shape, installation techniques, basic plan reading, estimating, scaffolding, and concrete coring.

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66   BRICK MASONRY   (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Advisory: CTECH 65

Provides lecture, demonstrations and training on the installation and uses of brick masonry, veneer fireplaces and cultured stone. Includes basic blueprint reading and estimating for masonry.

67   CONSTRUCTION TECHNOLOGY   (2.5)
       INTERNSHIP
6.5 hours per week: (0.5 hours lecture), 6.0 hours laboratory by arrangement
Associate Degree Applicable

Provides an opportunity to work in the construction industry on an actual job site supervised by industry professionals.

68   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.

69   RESIDENTIAL WIRING   (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Advisory: CTECH 50

Introduces basic residential wiring skills. Includes basic electrical theory, installation techniques, basic plan reading, estimating and wiring methods.

70   ADVANCED WOODWORKING   (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CTECH 55

Introduces advanced wood and cabinet making skills. Examines the types of woods, plywoods, and composites used in European and faceframe cabinet systems. Includes methods of fastening cabinet joints, cabinet design, and production techniques.

71A HOMEBUILDING - LAYOUT AND   (3.0)
       CONCRETE I
12.0 hours per week: (4.0 hours lecture, 8.0 hours laboratory)*
Associate Degree Applicable
Advisory: CTECH 50

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.

71B HOMEBUILDING - LAYOUT AND   (2.0)
       CONCRETE II
12.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: CTECH 71A

Provides instruction to develop speed and skill through repetition and increasing responsibility for employment in building layout and concrete construction.

72A HOMEBUILDING - FLOOR AND WALL   (3.0)
       FRAMING I
12.0 hours per week: (4.0 hours lecture, 8.0 hours laboratory)*
Associate Degree Applicable
Advisory: CTECH 50

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.

72B HOMEBUILDING - FLOOR AND WALL   (2.0)
       FRAMING II
12.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: CTECH 72A

Provides instruction to develop speed and skill through repetition and increasing responsibility, for employment in rough carpentry including floor systems, wall framing, exterior siding, shear walls, trusses, windows, roof sheathing, and fireplaces.

73A HOMEBUILDING - ROOF FRAMING I   (3.0)
12.0 hours per week: (4.0 hours lecture, 8.0 hours laboratory)*
Associate Degree Applicable
Advisory: CTECH 50

Introduces types of roof and stair systems, roofing, estimating live and dead loads, and specialized structural systems.

73B HOMEBUILDING - ROOF FRAMING II   (2.0)
12.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: CTECH 73A

Provides an opportunity to develop speed and skill in framing roof systems, stair systems and specialized structural systems.

74A HOMEBUILDING - FINISH CARPENTRY I   (3.0)
12.0 hours per week: (4.0 hours lecture, 8.0 hours laboratory)*
Associate Degree Applicable
Advisory: CTECH 50

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.

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74B   HOMEBUILDING - FINISH CARPENTRY II   (2.0)
12.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: CTECH 74A

Course provides an opportunity to develop speed and skill in
installing doors, installing cabinets, installing base, window,
closet and wall trim, decks, railings, and interior finish.

**75   BASIC HEATING, REFRIGERATION AND AIR   (3.0)
      CONDITIONING**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56 or 65

Introduces residential gas heating, commercial refrigeration,
and residential air conditioning. Includes demonstrations
and systematic problem solving of electrical and mechanical
malfunction .

76   BASIC WATER TREATMENT   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: MATH 23 or 23SI

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.

77   WATER DISTRIBUTION SYSTEMS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: MATH 23

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.

**80A   BUILDING CODE I, ARCHITECTURAL   (3.0)
       DESIGN PROVISIONS**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: CTECH 50 and eligibility for ENGL 65

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.

**80B   BUILDING CODE II, STRUCTURAL   (3.0)
       DESIGN AND MATERIAL PROVISIONS**
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.

81   NATIONAL ELECTRICAL CODE   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: CTECH 69,and ENGL 56 or 65

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.

**82   UNIFORM PLUMBING AND MECHANICAL   (3.0)
      CODES**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: CTECH 50, and ENGL 56 or 65

Introduces the use of the Uniform Plumbing and Mechanical
Code. Promotes an understanding of the plumbing and
mechanical codes necessary to the installation of plumbing and
HVAC systems and the need to safeguard the public through
uniformity and safety in building laws.

**93   CONSTRUCTION TECHNOLOGY   (0.5 to 4.0)
      SPECIAL TOPIC**
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the
discipline offering this course.

555   BASIC WOODWORKING   (0.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Presents the application of power and hand tools to the mill and
cabinet trade. Examines types of woods, both hard and soft.
Deals with methods of fastening and types of fasteners and joints.
Emphasizes general power tools such as table saw, jointer, planer,
drill press, sander, shaper and lathe. Safety, capabilities and
techniques are covered.

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568 RESIDENTIAL PLUMBING (0.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)

Introduces basic residential plumbing theory, installation techniques, plan reading and estimating methods.

569 RESIDENTIAL WIRING (0.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Advisory: CTECH 50

Introduces basic residential wiring skills. Includes basic electrical theory, installation techniques, basic plan reading, estimating and wiring methods.

570 ADVANCED WOODWORKING (0.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Prerequisite: CTECH 55, 555 or consent of instructor.

Introduces advanced wood and cabinet making skills. Examines the types of woods, plywoods, and composites used in European and faceframe cabinet systems. Includes methods of fastening cabinet joints, cabinet design, and production techniques.

571A HOMEBUILDING - LAYOUT AND CONCRETE I (0.0)
12.0 hours per week: (4.0 hours lecture, 8.0 hours laboratory)
Advisory: CTECH 50

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.

571B HOMEBUILDING - LAYOUT AND CONCRETE II (0.0)
12.0 hours laboratory per week
Prerequisite: CTECH 71A, 571A, or consent of instructor.

Provides instruction to develop speed and skill through repetition and increasing responsibility for employment in building layout and concrete construction.

572A HOMEBUILDING - FLOOR AND WALL FRAMING (0.0)
12.0 hours per week: (4.0 hours lecture, 8.0 hours laboratory)
Advisory: CTECH 50

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.

572B HOMEBUILDING - FLOOR AND WALL FRAMING II (0.0)
12.0 hours laboratory per week
Prerequisite: CTECH 72A, 572A, or consent of instructor.

Provides instruction to develop speed and skill through repetition and increasing responsibility for employment in rough carpentry including floor systems, wall framing, exterior siding, shear walls, trusses, windows, roof sheathing, and fireplaces.

573A HOMEBUILDING - ROOF FRAMING I (0.0)
12.0 hours per week: (4.0 hours lecture, 8.0 hours laboratory)
Advisory: CTECH 50

Introduces types of roof and stair systems, roofing, estimating live and dead loads, and specialized structural systems.

573B HOMEBUILDING - ROOF FRAMING II (0.0)
12.0 hours laboratory per week
Prerequisite: CTECH 73A, 573A, or consent of instructor.

Provides an opportunity to develop speed and skill and framing roof systems, stair systems and specialized structural systems.

574A HOMEBUILDING - FINISH CARPENTRY I (0.0)
12.0 hours per week: (4.0 hours lecture, 8.0 hours laboratory)
Advisory: CTECH 50

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.

574B HOMEBUILDING - FINISH CARPENTRY II (0.0)
12.0 hours laboratory per week
Advisory: CTECH 74A or CTECH 574A

Course provides an opportunity to develop speed and skill in installing doors, installing cabinets, installing base, window, closet and wall trim, decks, railings, and interior finish.

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COUNSELING - COUNS

50 MATH ANXIETY (2.0)
2.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Concurrent enrollment in MATH 23 or 23 SI or competition of MATH 23 or an equivalent course at another institution.

Presents cognitive and behavioral techniques to reduce math anxiety as well as effective strategies for solving mathematical problems at the elementary algebra level.

**52 ORIENTATION TO COLLEGE FOR (1.0)
RE-ENTRY STUDENTS**
2.0 hours lecture per week*
Associate Degree Applicable

Directed toward the adult re-entry student, 25 years or older. Presents self exploration, goal setting, and developing a student education plan. Covers issues of time and stress management, value clarification, problem solving, decision making, college resources, and support systems.

54 CAREER EXPLORATION (1.0)
2.0 hours lecture per week*
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

56 STUDENT SUCCESS (1.0)
2.0 hours lecture per week*
Associate Degree Applicable
Advisory: ENGL 56

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.

60 PLANNING FOR TRANSFER (0.5)
3.0 hours lecture per week*
Associate Degree Applicable
Advisory: ENGL 56

Designed to provide students with information and resources to facilitate a smooth transfer from Cuesta College to four year colleges and universities. Students learn to research transfer possibilities, find a school which fits their academic and personal needs, and develop a Student Educational Plan to plan transfer goal(s). transfer goal.

61 CAREER SKILLS AND JOB SHADOWING (1.0)
2.0 hours lecture per week*
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Introduces career readiness concepts through exploration of personal work attitudes and skills, study of job search techniques, and job shadowing experiences.
Transfer: CSU.

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CRIMINAL JUSTICE - CJ

2   INTRODUCTION TO CRIMINAL JUSTICE   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Presents the history, philosophy, and organization of the criminal justice system. Surveys criminal procedures and theories of crime, punishment, rehabilitation, and prevention. Reviews standards for professionalism in the system.
Transfer: CSU; UC.

4   PRINCIPLES AND PROCEDURES OF THE   (3.0)
        JUSTICE SYSTEM
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.

6   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.

8   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.

10   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.

12   JUVENILE JUSTICE PROCEDURES   (3.0)
3.0 hours lecture per week
Associate Degree Applicable

Presents the organization, functions, and jurisdiction of juvenile justice agencies. Covers juvenile processing and detention, case disposition, statutes, and court procedures.
Transfer: CSU.

13   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.

24   POLICE-COMMUNITY RELATIONS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Examines the interrelationships between criminal justice agencies and the community. Emphasizes a public service image, an understanding of ethnic groups, and skills in confrontations with the public during crises.
Transfer: CSU; UC.

47   INDEPENDENT STUDIES: CRIMINAL   (0.5 to 2.0)
        JUSTICE
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU.

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DANCE

**25   DANCE IMPROVISATION AND   (1.0)
       COMPOSITION**
3.0 hours laboratory per week
Associate Degree Applicable
Advisory: Successful completion of health screening examination.

Exploration and development of improvisational and composition skills for the craft of choreography.
Transfer: CSU; UC.

28   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.
Transfer: CSU; UC.

49   DANCE ENSEMBLE   (0.5 to 3.0)
10.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: By audition or consent of instructor.
Advisory: One quarter 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.
Transfer: CSU; UC.

50   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.

52   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.

54   INTRODUCTION TO DANCE   (0.5 to 1.0)
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. May be taken 4 semesters for credit.
Transfer: CSU; UC.

55   BALLET   (0.5 to 1.0)
3.0 hours laboratory per week
Associate Degree Applicable
Advisory: Successful completion of a health screening examination.

"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. May be taken 4 semesters for credit.
Transfer: CSU; UC.

56   JAZZ DANCE   (0.5 to 1.0)
3.0 hours laboratory per week
Associate Degree Applicable
Advisory: Successful completion of a health-screening examination.

Introduces jazz dance techniques including phrasing, performance, technique, choreography, and the presentation of simple dance. May be taken 4 semesters for credit.
Transfer: CSU; UC.

**58   DANCE CHOREOGRAPHY AND   (2.0)
       PERFORMANCE**
6.0 hours laboratory per week
Associate Degree Applicable
Advisory: Successful completion of a health-screening examination. Previous dance experience.

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.
Transfer: CSU; UC.

DRAMA - DRA

1A PRINCIPLES OF ACTING (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

1B PRINCIPLES OF ACTING (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: DRA 1A, DRA 48, or DRA 52

Continues the study of the theory and practice of acting with special emphasis on styles and forms of acting.
Transfer: CSU; UC.

2 APPLIED PRINCIPLES OF ACTING (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: DRA 1A

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.

5 INTRODUCTION TO DRAMATIC LITERATURE (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A

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.

6 THEATRE APPRECIATION (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Completion of or concurrent enrollment in ENGL 56.

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.

7 INTRODUCTION TO THE THEATRE (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A

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.

8 VOICE FOR THE ACTOR (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: DRA 1A

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.
Transfer: CSU; UC.

11A 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 and fabrication of stage scenery and props.
Transfer: CSU; UC.

11B STAGECRAFT (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: DRA 11A

Provides a basic background in technical drawing and fabrication of theatre scenery, props, and related stage properties through research and construction assignments.
Transfer: CSU; UC.

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15 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.

18 MAIN STYLES IN FILMS (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 1A

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.

47 INDEPENDENT STUDIES: DRAMA (0.5 to 2.0)
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

48 PLAY PRODUCTION (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: Eligibility for ENGL 56 is recommended.

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. May be taken 4 semesters for credit.
Transfer: CSU; UC.

50 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. 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. May be taken 4 semesters for credit. Same as MUS 50.
Transfer: CSU; UC.

51 MUSICAL THEATRE PERFORMANCE (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: DRA 50 or MUS 50 or concurrent enrollment and/ or audition.
Advisory: Eligibility for ENGL 56

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. May be taken 4 semesters for credit. Same as MUS 51.
Transfer: CSU; UC.

**52 WRITING, DIRECTING, AND ACTING FOR (3.0)
    THEATRE**
7.0 hours per week: (1.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Presents practical experience in the creation of a production company, within the class, whose objectives are the casting, rehearsal, and public performance of live theatre. May be taken 4 semesters for credit.
Transfer: CSU.

93 DRAMA SPECIAL TOPIC (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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EARLY CHILDHOOD EDUCATION - ECE

1   CHILD GROWTH AND DEVELOPMENT   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 56

Presents a study of human development from conception to adolescence. Examines cognitive, language, physical, social, and emotional development, both typical and atypical. Fosters the understanding of human behavior and self-awareness. Meets Title XXII requirements, DS 1.
Transfer: CSU; UC.

2   CHILD, FAMILY AND COMMUNITY   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 56

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 FAMST 2. Meets Title XXII requirements, DS 2.
Transfer: CSU; UC.

**3   CREATIVE ACTIVITIES FOR YOUNG   (3.0)
       CHILDREN**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Explores creative activities and experiences in art, music, drama, literature, social science, biological science, physical science, computer science and mathematics appropriate for children from infancy through the third grade. Covers the concept of development of young children and the need for presentation of creative activities in a sequential manner. Meets Title XXII requirements: DS 3, DS 5.
Transfer: CSU.

4   CHILD HEALTH SAFETY AND NUTRITION   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Explores the interrelated roles of the home, the school and the community meeting the health and safety needs of the young child. Topics to be covered include nutrition, common childhood diseases, immunizations, accident prevention, emergency care and special health problems of the young child. Referral procedures to utilize the resources available from the schools and the community to meet the health and safety needs of the young child will be explored. Meets Title XXII requirements: DS 7.
Transfer: CSU.

**5   INTRODUCTION TO EARLY CHILDHOOD   (3.0)
       EDUCATION**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Concurrent enrollment in ECE 6, Observing and Recording Techniques is highly recommended.

Presents an overview of early childhood education with its importance, historical models, current types of programs, regulatory laws, salaries and job potential for the student. Presents an introduction to the development of a planned program for young children. Meets Title XXII requirements, DS 3.
Transfer: CSU.

6   OBSERVING AND RECORDING TECHNIQUES (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: Concurrent enrollment in ECE 5, Introduction to Early Childhood Education is highly recommended.

Explores techniques in observing and recording the development and behavior of children. Includes observation of the effects of adult interaction with children both individually and in group settings. Collection and analysis of data through various observation methods. Meets Title XXII requirements: DS 3.
Transfer: CSU.

7   GUIDANCE OF THE YOUNG CHILD   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ECE 5
Corequisite: ECE 8

Presents the theories of behavior and development of the young child. The social, emotional, intellectual, moral and physical development of the young child will be examined in relation to guidance in the Early Childhood classroom. Meets Title XXII requirements: DS 3.
Transfer: CSU.

**8   PRACTICUM: GUIDANCE OF THE YOUNG   (3.0)
       CHILD**
7.0 hours per week: (1.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: Department of Social Services Title XXII, Section 101216B requires current TB clearance. ECE 6
Corequisite: ECE 7

Presents an opportunity for observation of and interaction with young children in order to study their behavior and development. Guidance techniques will be applied through supervised practical experience in a preschool setting. Meets Title XXII requirements: DS 3.
Transfer: CSU.

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**9   PROGRAM: CURRICULUM AND   (3.0)
      ENVIRONMENT**
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ECE 3, 7
Corequisite: ECE 10

Studies theories of play, creativity, and concept development as they relate to the preschool program. Develops the learning environment for young children including goals, curriculum, materials, equipment, and the interaction of children, staff, and families. Meets Title XXII requirements: DS 3.
Transfer: CSU.

**10   PRACTICUM: CURRICULUM AND   (4.0)
      ENVIRONMENT**
10.0 hours per week: (1.0 hours lecture, 9.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ECE 8. Department of Social Services Title XXII, Section 101215B requires current TB clearance.
Corequisite: ECE 9

Applies principles of behavior and development which help to meet the needs of young children individually and in group settings. Includes theories of play, creativity, and concept development in planning, providing and evaluating the preschool program. Provides supervised practical experience in a preschool program. Meets Title XXII requirements: DS 3.
Transfer: CSU.

**11   MUSIC AND MOVEMENT ACTIVITIES FOR   (3.0)
      YOUNG CHILDREN**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligible for ENGL 56

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.

**14   PREKINDERGARTEN LEARNING &   (0.5)
      DEVELOPMENT GUIDELINES**
9.0 hours lecture per week*
Associate Degree Applicable

Presents the Prekindergarten Learning and Development Guidelines developed by the California Department of Education. The Guidelines represent the best practices as defined by NAEYC for education appropriate for children ages' three through five, including children with disabilities and other special needs.
Transfer: CSU.

15   MULTICULTURAL/ANTI-BIAS CURRICULUM (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Eligibility for ENGL 56 is recommended.

Explores issues of diversity and social justice and applies these concepts to early childhood education curriculum. Includes construction of educational materials and participation in a variety of experiential activities. Meets Title XXII requirements: DS 3, DS 5. Acceptable for ES 114, Cal Poly.
Transfer: CSU.

20   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.

22   CRAFTS FOR SCHOOL AGE CHILDREN   (3.0)
3.0 hours lecture per week
Associate Degree Applicable

Presents the universal nature of crafts including their historical origins and current applications. Introduces a variety of crafts appropriate for school age children including weaving, dyes, embroidery and applique, quilting, candle making, jewelry and paper creations. This class fulfills part of the 12 units required for teachers in early childhood education programs.
Transfer: CSU.

34   CHILDREN'S LITERATURE   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A

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.

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**36 UNDERSTANDING THE CHILD WITH (3.0)
SPECIAL NEEDS**
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.

41 INTERNSHIP (3.0)
7.0 hours per week: (1.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
*Prerequisite: ECE 10 and an interview. Department of Social
Services Title XXII, Section 101216B requires current TB clear-
ance.*

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.

42 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.

42A INFANT-TODDLER CAREGIVING MODULE I (0.5)
9.0 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 principles of care giving for infants and toddlers, care giving
routines and group care, care giving as curriculum, and cross
cultural communication.
Transfer: CSU.

**42B INFANT-TODDLER CAREGIVING (0.5)
MODULE II**
9.0 hours lecture per week*
Associate Degree Applicable

Presents theories, techniques, and guidelines for the appropriate
care, nurturing and guidance of infants and toddlers. Examines
play as curriculum, development of attachment, implications of
early brain development, and adult care giving roles.
Transfer: CSU.

**42C INFANT-TODDLER CAREGIVING (0.5)
MODULE III**
9.0 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 development of perception and motor skills.
Transfer: CSU.

**42D INFANT-TODDLER CAREGIVING (0.5)
MODULE IV**
9.0 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 development of cognition, the development of language and
communication and their importance in the development of the
brain. Explores the impact of culture on communication and
special considerations for special needs children.
Transfer: CSU.

42E INFANT-TODDLER CAREGIVING MODULE V (0.5)
9.0 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 development of emotions and social skills. Explores the
development of self esteem, fears, trust, security, and autonomy.
Presents guidance techniques appropriate for infants and toddlers.
Transfer: CSU.

**42F INFANT-TODDLER CAREGIVING (0.5)
MODULE VI**
9.0 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 physical environment: equipment, safety, and group size.
Explores the social environment: culture and self image, parental
background and cultural perspectives, communication between
parent and caregiver, and staff development.
Transfer: CSU.

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**44   SUPERVISION AND ADMINISTRATION OF   (3.0)
         PARENT PROGRAMS**

3.0 hours lecture per week
Associate Degree Applicable
*Prerequisite: ECE 5 or equivalent, or one year of Early Child-
hood 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.

**45   ADULT SUPERVISION, EVALUATION AND   (3.0)
         STAFF RELATIONS IN ECE**

3.0 hours lecture per week
Associate Degree Applicable
*Prerequisite: ECE 7 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.

**46   ADMINISTRATION AND SUPERVISION OF   (3.0)
         EARLY CHILDHOOD SCHOOLS**

3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ECE 44 or ECE 45 with a grade of C or better.

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.

**47   INDEPENDENT STUDIES: EARLY   (0.5 to 2.0)
         CHILDHOOD EDUCATION**

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 early
childhood education under the direction of an instructor. May be
taken 4 semesters for credit (only if each semester has a different
topic emphasis).
Transfer: CSU.

**50   EARLY CHILDHOOD EDUCATION   (0.5 to 3.0)
         SEMINAR**

3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Examines current issues in the field of early childhood education
affecting children from infancy through age twelve. May be taken
4 semesters for a total not to exceed 12 units. Meets Title XXII
requirements: DS 3, DS 5.

**51   FUNDAMENTALS OF CHILD GROWTH AND   (2.0)
         DEVELOPMENT**

2.0 hours lecture per week
Associate Degree Applicable

Presents a study of human development from conception to
adolescence. Examines cognitive, language, moral, physical,
social, and emotional development, both typical and atypical.
Fosters the understanding of human behavior and self-awareness.

**52   ORIENTATION TO CHILD CARE AND   (1.0)
         DEVELOPMENT PROGRAMS**

1.0 hours lecture per week
Associate Degree Applicable

Presents an overview of center based child care and development
programs, philosophies, hours of operation, regulatory laws,
licensing and permit regulations. Introduces child care as a
profession with a career ladder for advancement: The California
Child Development Permit.

**53   KEY CONCEPTS IN OBSERVING AND   (1.0)
         RECORDING**

1.0 hours lecture per week
Associate Degree Applicable

Explores key concepts in observing and recording the
development and behavior of children. Includes observation
techniques, types of observations, and analysis of observations.

54 ESSENTIALS OF CHILD SAFETY, HEALTH (1.0) AND NUTRITION

1.0 hours lecture per week
Associate Degree Applicable

Presents an overview of children's safety, health, and nutritional needs in group care situations. Physical safety, emergency preparedness, prevention of infectious diseases, and nutrition will be addressed. Meets Title XXII requirements for health and safety training (other than pediatric CPR and first aid).

55 INTRODUCTION TO CHILD, FAMILY, (2.0) SCHOOL AND COMMUNITY

2.0 hours lecture per week
Associate Degree Applicable

Introduces family living patterns in contemporary society, emphasizing the influences of the family and community on the developing child. Presents the interaction of family members and factors both in and outside the family that affect family life. Studies economic, social, cultural, ethnic, and racial differences.

56 DISCIPLINE AND CLASSROOM (3.0) MANAGEMENT

3.0 hours lecture per week
Associate Degree Applicable

Presents developmentally appropriate techniques for guiding young children's behavior in an early childhood education setting. Common developmental guidance problems will be explored as well as schedules, routines and general classroom management.
Transfer: CSU.

57 DEVELOPING THE LEARNING (3.0) ENVIRONMENT: PROGRAM AND CURRICULUM

3.0 hours lecture per week
Associate Degree Applicable

Presents methodology used in planning, presenting and evaluating develop- mentally appropriate curriculum used in early childhood education. Meeting group and individual needs in the areas of play, science, social studies, music, movement, nutrition, language, literature, and creative expression will be explored. Presents criteria for the identification and selection of materials and equipment used in the classroom.
Transfer: CSU.

58 SUPERVISED FIELD EXPERIENCE (3.0)

7.0 hours per week: (1.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ECE 3. Department of Social Services Title XXII, Section 1012168 requires current TB clearance.
Advisory: ENGL 56.

Applies curriculum planning to create a learning environment appropriate for young children. Provides for observation of and interaction with children including planning and implementing developmentally appropriate activities. The emphasis will be on using a diversity/anti-bias perspective to meet the needs of individual children and children as a group. Provides supervised practical experience in a child development lab/Children's Center.

59 TEACHING RESOURCE MATERIALS (1.0)

3.0 hours laboratory per week
Associate Degree Applicable
Advisory: ECE 3

Provides an opportunity to create teaching materials for use with young children using a diversity/anti-bias approach. Explores themes and a webbing approach to describe developmentally appropriate activities in all areas of the curriculum. Includes creating lesson plans that meet the cognitive, social, emotional, creative and physical needs of children.

60 FAMILY CHILD CARE SEMINAR (0.5 to 3.0)

3.0 hours lecture per week
Associate Degree Applicable

Examines current issues in child care affecting children from infancy through age 12 in Family Child Care, center based care or out-of-school care. May be taken four times for credit.
Transfer: CSU.

64 FAMILY CHILD CARE: FOCUS ON THE (1.0) PROVIDER

1.0 hours lecture per week
Associate Degree Applicable

This course is one of a series designed to promote and enhance quality in family child care. The focus of the course is on the provider: identifying characteristics of the successful provider, practicing effective communication skills, developing strategies to avoid stress and burnout and professionalism in family child care.

65 FAMILY CHILD CARE: FOCUS ON THE (1.0) BUSINESS

1.0 hours lecture per week
Associate Degree Applicable

This course is one of a series designed to promote and enhance quality in family child care. The focus of this course is on the business aspects of family child care. Topics covered include: professional support systems, resources for small businesses, developing a business plan, marketing strategies and ongoing operating procedures.

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**66   FAMILY CHILD CARE: FOCUS ON THE   (1.0)
      FAMILY**
1.0 hours lecture per week
Associate Degree Applicable

This course is one of a series designed to promote and enhance quality in family child care. The focus of the course is on the families in family child care: both the client's and the provider's. Topics include: diversity, parenting styles, provider family concerns, client family concerns, and creating successful relationships.

**67   FAMILY CHILD CARE: FOCUS ON THE   (1.0)
      CHILDREN**
1.0 hours lecture per week
Associate Degree Applicable

This course is one of a series designed to promote and enhance quality in family child care. The focus of the course is on the children in care. Topics include: principles of child development, creating learning environments, planning developmentally appropriate activities, child guidance techniques and quality care indicators for family child care.

**93   EARLY CHILDHOOD EDUCATION   (0.5 to 4.0)
      SPECIAL TOPIC**
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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ECONOMICS - ECON

1A   PRINCIPLES OF ECONOMICS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 23SI or equivalent.
Advisory: Eligibility for ENGL 56

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.

1B   PRINCIPLES OF ECONOMICS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable

Presents a continuation of Economics 1A 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.

11   GLOBAL ECONOMICS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ECON 1A

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.

47   INDEPENDENT STUDIES: ECONOMICS (0.5 to 2.0)
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. May be taken for four semesters or for credit (only if each semester has a different topic emphasis).

93   ECONOMICS SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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EDUCATIONAL SERVICES - EDSER

**120   EDUCATIONAL SERVICES EDUCATION   (0.5 to 8.0)
      SEMINAR**
8.0 hours lecture per week*
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Examines current issues in the field of study relating to the
educational program sponsoring the training/workshop seminar.

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ELECTRONICS TECHONOLOGY - ELTECH

10   INTRODUCTION TO ROBOTICS   (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable

Introduces basic principles of robot operation, applications, and programming. Students will analyze basic robot configurations and industrial applications, as well as proper uses, safety and workplace environment. Students will configure trainer robots for various applications, and program them with script language for process automation. Team robot design and competition will integrate many of the course concepts.

13   INTRODUCTION TO ELECTRONICS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 23 or 23SI
Advisory: MATH 24A

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.

15   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.

30L   TECHNICAL PHYSICS LAB   (1.0)
3.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 24A
Corequisite: PHYS 30

Presents applied physics concepts and experiments that support Technical Physics (PHYS 30) 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.

47   INDEPENDENT STUDIES: (0.5 to 2.0)
       ELECTRONICS TECHNOLOGY
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU.

93   ELECTRONICS TECHNOLOGY   (0.5 to 4.0)
       SPECIAL TOPIC
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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   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 24A, 27, or 27SI.

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.

116   DIGITAL CIRCUITS   (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ELTECH 13 and ELTECH 111, or ELTECH 113

Presents basic digital logic concepts, binary, octal, hexadecimal numbers used in digital logic systems, logic gates, counters, registers, sequential logic, integrated and programmable logic devices. These concepts will be expanded to include design applications.
Transfer: CSU.

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**120   MICROCOMPUTER ARCHITECTURE AND   (2.0)
PROGRAMMING**
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: CIS 114 (or equivalent), ELTECH 116

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.

**122   LOGICAL TROUBLESHOOTING   (2.0)
TECHNIQUES**
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)*
Associate Degree Applicable
Prerequisite: ELTECH 13 and ELTECH 111, or ELTECH 113
Advisory: ELTECH 116

Presents basic troubleshooting techniques for both the system and component levels. Discusses logical and systematic troubleshooting processes. Interpretation of block diagrams, flow charts, and schematics for use in fault isolation. Determining signal flow paths in schematic diagrams. Fault isolation methods such as bracketing, and half splitting. Fault isolation in parallel systems and multiple channel systems. Troubleshooting tools and techniques using: extender boards, chip clips, jumpers, piggyback IC's, and applications of heat and cold.

124   INDUSTRIAL ELECTRONICS   (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ELTECH 13 and ELTECH 111, or ELTECH 113
Advisory: ELTECH 116

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.

127   FLUID AND PNEUMATIC TECHNOLOGY   (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: PHYS 10

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, accumultors, 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.

128   PROGRAMMABLE LOGIC CONTROLLERS   (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ELTECH 113
Advisory: CIS 14 or 114, ELTECH 120 or 124

Course includes basic topics related to Programmable Logic Controllers (PLC). 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, and pneumatic equipment. PLC peripherals and accessories will also be studied.
Transfer: CSU.

135   ROBOTICS TECHNOLOGY   (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: CIS 14, ELTECH 113, PHYS 30

Introduces the history and use of robots in industry. Standard arm configurations and hardware including principles of path control, motion sensing, speed and position control, and servo-actuators are examined. Arm configuration, basic mechanics and kinematics of arm structure and hardware are investigated. End-effectors, supplemental tooling hardware, and sensors are studied in workcell applications. Includes programming the controller in a high level language using a teach pendant.
Transfer: CSU.

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138   NUMERICAL CONTROL SYSTEMS   (2.5)
7.0 hours per week: (4.0 hours lecture, 3.0 hours laboratory)*
Associate Degree Applicable
Prerequisite: ENGR 26
Advisory: CIS 14 or CIS 114

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.

139   COMPUTER NUMERICAL CONTROLS   (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: CIS 14, ENGR 26

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.

144   COMPUTER INTEGRATED   (2.0)
            MANUFACTURING
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ELTECH 138
Advisory: ELTECH 128, ELTECH 135

This course combines the concepts of robotics, computer numerical control, and automation programming into an integrated manufacturing setting. Control of manufacturing processes by both centralized and distributed computer systems will be studied. The manufacturing processes using CAD design, CAM implementation and finished CNC product, will be integrated into a robotic assembly line utilizing a vision inspection system for quality control. Broader CIM concepts of Just In Time (JIT) manufacturing, Database Management System (DBMS), Manufacturing Resource Planning (MRP), and OSI-based Manufacturer's Automation Protocol (MAP) will be discussed or implemented in labs settings.

150   INDUSTRY INTERNSHIP   (2.0 to 4.0)
10.0 hours per week: (1.0 hours lecture, 9.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ELTECH 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.

152   AUTOMATION PROJECT   (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ELTECH 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.

153   MICROCOMPUTER FUNDAMENTALS FOR   (3.0)
            TECHNICIANS
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: ELTECH 113

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.
Transfer: CSU.

154   ADVANCED MICROCOMPUTER   (4.0)
            MAINTENANCE
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ELTECH 153 or equivalent.
Advisory: MATH 24A

Prepares the student for the COMPTIA "A+", and "SERVER+" computer service technician certifications. The course builds on basic concepts taught in the Microcomputer Fundamentals course, and incorporates digital troubleshooting practices taught in the Digital Circuits course. PC hardware, internal architecture, Multiple OS's, advanced software tools, storage devices, RAID controllers, Dual Processor systems, hard disk recovery, communications devices, video and audio will be studied. Troubleshooting techniques, fault isolation, software configuration, hardware configuration, and PC maintenance will also be addressed.
Transfer: CSU.

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155   NETWORK CABLING CERTIFICATION   (2.0)
3.0 hours per week: (1.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Advisory: MATH 24A

Addresses topics on the BICSI LEVEL I industry standard
network cabling certification test. 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 twisted pair
and fiber optic cables and connectors will be studied and applied.
Fiber optic theory, cable design, and cabling techniques will be
investigated. Testing of network cabling and terminations using
conductivity, bandwidth, attenuation, and time domain reflectivity
will be explored.
Transfer: CSU.

157   COMPUTER INSTRUMENTATION AND   (4.0)
        CONTROL
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: ELTECH 124

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.

167   POWER SYSTEMS AND ROTATING   (4.0)
        ELECTRICAL MACHINERY
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: ELTECH 124

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.

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EMERGENCY MEDICAL TECHNOLOGY - EMT

1 EMERGENCY MEDICAL TECHNICIAN I (6.0)
7.0 hours per week: (6.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Presents the techniques of emergency medical care presently considered within the responsibilities of the Emergency Medical Technician 1. Includes laboratory practice of selected skills. Students must be 18 years of age or older to be certified.
Transfer: CSU.

**2 EMERGENCY MEDICAL (1.5)
TECHNICIAN I REFRESHER**
7.0 hours lecture per week*
Associate Degree Applicable
Prerequisite: EMT 1 certificate.

Reviews and updates knowledge and skills required to qualify for the State of California Emergency Medical Technician Level 1 certification. EMT Basic certificate and social security numbers will need to be received in the nursing office in order to register online for this course.

**3 HAZARDOUS MATERIALS FIRST (1.5)
RESPONDER OPERATIONAL***
9.0 hours lecture per week
Associate Degree Applicable

Presents the theory to be used in an emergency medical response to hazardous materials incidents, a guide for first responders. After successful completion of this course, the student will receive a California State certificate for Hazardous Materials First Responder "Operational" and Emergency Medical Response to Hazardous Materials Incidents.

**4 EMERGENCY VEHICLE OPERATORS - (0.5)
AMBULANCE**
5.5 hours per week: (4.0 hours lecture, 1.5 hours laboratory)*
Associate Degree Applicable
Prerequisite: Valid CA driver's license and be 18 years or older.

Presents ambulance operators with knowledge and skills to operate vehicles so that vehicle, equipment, crew, and patients will be delivered safely and efficiently. The safety of the public will be assured during all phases of the delivery of Emergency Medical Services (EMS) involving the ambulance.

93 PARAMEDICAL SPECIAL TOPIC (0.5 to 4.0)
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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EMERITUS COLLEGE - EMCOLL

400 LITERATURE BY LOCAL AUTHORS (0.0)
3.0 hours lecture per week*

Students read and discuss selected novels, short story collections, and poetry by San Luis Obispo County writers. These works are considered in the context of contemporary fiction and poetry using techniques of reading, analysis, and discussion.

**401 WRITING BITS AND PIECES OF PERSONAL (0.0)
HISTORY**
3.0 hours lecture per week*

Students learn to use memoir, essays, vignettes, poetry, and letters to write small incidents of personal history after reading and discussing examples of these genres. Student writing is read, discussed, revised, and edited.

406 COMPOSING YOUR LIFE STORY (0.0)
3.0 hours lecture per week*

This course presents the process of ordering and developing chronologically a personal history, including introductory genealogical research and preservation of family historical materials.

**407 FUNDAMENTAL MUSIC THEORY FOR (0.0)
SENIORS**
3.0 hours lecture per week*

An overview of classical and popular music from the earliest recorded to the present, this class presents the fundamentals of music theory. It includes the study of musical themes, melodic and bass lines, and orchestra instruments as well as participation in music games and singing.

408 BEGINNING MUSIC ARTS FOR SENIORS (0.0)
3.0 hours lecture per week*

Studying style, intonation, and lyrical content of musical selection develops critical listening ability and enriches musical experiences. Attendance at concerts and preliminary and follow-up discussions help students to become more critical listeners.

409 SENIOR CHORUS (0.0)
3.0 hours lecture per week*

This study of choral literature includes selections from the 16th century to the present encompassing numerous historical eras and musical styles. It presents vocal exercises, fundamentals of music theory, and the aesthetics of music. A performance for family and friends may conclude the class.

411 CREATIVE WRITING FOR SENIORS (0.0)
3.0 hours lecture per week*

Introduction to shaping autobiographies, fiction and non-fiction, and poetry into more readable and publishable form.

**413 PASTEL DRAWING AND PAINTING FOR (0.0)
SENIORS**
3.0 hours lecture per week*

Introduction to the techniques and materials of pastel with emphasis on color, form, value, composition, perspective, and visual creativity. Subjects covered include landscape components, still life, and the human form.

415 YOGA FOR SENIORS (0.0)
3.0 hours laboratory per week*

Presents yoga to enhance health and well-being. Instruction and practice will include passive exercise adapted for students over the age of 50, relaxation while stretching; strengthening, deep breathing, postural alignment, yoga asanas (postures) to enhance and develop full range of motion, flexibility of muscles, strengthening of musculature while holding poses - quieting of mind.

420 FINANCE: WILLS AND TRUSTS (0.0)
3.0 hours lecture per week*

Students learn about the pros and cons of wills and trusts, the process of probate, the types of trusts and of powers of attorney. Students find out what they need to know to make informed estate-planning decisions.

421 GREAT LITERATURE: SELECTED READING (0.0)
3.0 hours lecture per week*

Students participate in a guided reading of a selected great work of literature such as Dante's Inferno or Virgil's Aeneid or a play by William Shakespeare. Reading selection changes each six-week session. Discussion of the theme, the setting, the characterization occurs in class; in addition, students read aloud portions of the work and learn about the historical and cultural context of its writing.

422 ACCOUNTING: FINANCIAL STATEMENTS (0.0)
3.0 hours lecture per week*

Presents the content and construction of financial statements, and the interpretation and application of their contents.

423 ART: WATERCOLOR (0.0)
3.0 hours lecture per week*

Introduces the fundamentals of watercolor. It includes planning and preparation, color mixing and theory, design and composition, perspective. Several painting techniques and criteria for evaluation are taught as students create and critique their work.

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424 ART: PAINTING/OIL PAINTING (0.0)
3.0 hours lecture per week*

Learn and use theories of color mixing and composition, and participate in the critiquing process. Create a piece of work in oil or acrylic.

425 ART HISTORY (0.0)
3.0 hours lecture per week*

Presents an overview of art emphasizing historical development and cultural influences. Discussion and evaluation of works may center on a particular period or type of art such as modernism or impressionism or folk art, or may be a more general presentation spanning several centuries.

426 DRAMA: READER'S THEATRE (0.0)
3.0 hours lecture per week*

Learn to analyze, interpret, and perform orally a work of literature. Selections may be chosen from drama, poetry, short stories or novels, and are adapted specifically for in-class dramatic readings.

**427 NUTRITION AND HEALTH FOR ADULTS (0.0)
OVER FIFTY**
3.0 hours lecture per week*

Learn the basics of nutrition, how older adults' nutritional needs differ, and how to meet those needs. Learn about shopping in today's marketplaces and how to eat to aid recovery from surgery and illness.

428 FILM APPRECIATION (0.0)
3.0 hours lecture per week*

Studies major films to consider historical context, dramatic issues, artistic and technical objectives, and the process and elements of filmmaking.

**429 PHOTOGRAPHY: EQUIPMENT AND (0.0)
TECHNIQUES**
3.0 hours lecture per week*

Presents camera choices, developing and printing techniques available through commercial developers, light and composition, and traveling with a camera.

431 TRANSITIONS: MIDLIFE AND BEYOND (0.0)
3.0 hours lecture per week*

Examines the changes of midlife and beyond such as retirement, bereavement, travel, community involvement, and grand parenting, with the intent to discuss, anticipate, and respond to concerns and challenges.

432 GENEALOGICAL RESEARCH (0.0)
3.0 hours lecture per week

Provides an introduction to and overview of genealogical research, including the collection of genealogical information from a variety of sources and the composition of pedigree charts and history sheets.

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ENGINEERING - ENGR

1   PLANE SURVEYING   (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MATH 29 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.

**17   INTRODUCTION TO ELECTRONIC CIRCUIT   (4.0)
         ANALYSIS**
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: PHYS 8B

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.

19   LOGIC AND SWITCHING CIRCUITS   (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CIS 17 or CIS 31

Introduces Modulo-N arithmetic and digital coding techniques. Covers fundamentals of Boolean algebra and minimization techniques, two-level logic realizations of SOP and POS functions and an introduction to multi- level logic. Includes multiple function synthesis using PLDs and gate arrays; combinational circuit design as it applies to computers; and sequential circuit elements, flip-flops, counters and shift-registers.
Transfer: CSU.

25   AUTOCAD 2004   (1.0)
6.0 hours per week: (4.0 hours lecture, 2.0 hours laboratory)*
Associate Degree Applicable
Advisory: CIS 10 or basic knowledge of a Windows operating environment.

Introduction to AutoCAD 2004. 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 26 (18 week course).

26   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.
Transfer: CSU; UC.

27   ENGINEERING DRAWING II   (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ENGR 25 or 26

Presents advanced subjects in engineering drawing using AutoCAD 2002 and Inventor. Course topics include 3D, macros, customization, and an introduction to AutoLisp.
Transfer: CSU; UC.

45   MATERIALS ENGINEERING   (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CHEM 1A

Presents the fundamentals of the structure of matter. Introduces physical and mechanical properties of materials including metals, alloys, ceramics, insulating materials, semi-conductors, and polymers. Provides a study of heat treatments, materials selection, corrosion phenomena, and equilibrium diagrams.
Transfer: CSU; UC.

**47   INDEPENDENT STUDIES: (0.5 to 2.0)
         ENGINEERING**
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

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48   INTRODUCTION TO ENGINEERING   (1.0)
1.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56 or 65

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.

50   ENGINEERING STATICS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: PHYS 8A

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.

51   ENGINEERING DYNAMICS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGR 50

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.

52A   STRENGTH OF MATERIALS I   (1.5)
3.0 hours lecture per week*
Associate Degree Applicable
Prerequisite: ENGR 50

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.

52B   STRENGTH OF MATERIALS II   (1.5)
3.0 hours lecture per week*
Associate Degree Applicable
Prerequisite: ENGR 52A

Study of stress and strain transformations, analysis of beam deflection and rotation, indeterminate beams, and column buckling.

60   STRUCTURAL SYSTEMS FOR ARCHITECTS   (2.0)
2.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGR 50

Introduces the concepts of structural integrity and stability, structural subsystems, and methods of analysis.
Transfer: CSU.

70   NUCLEAR POWER PLANT SYSTEMS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGR 26

Presents a description of systems and major components, their function, materials of construction design, operating characteristics, limits of operation, system interfaces, and where applicable, control systems and limits associated with a Pressurized Water Reactor (PWR) commercial nuclear power plant. Access to the course requires current employment at PG&E Diablo Canyon Power Plant.

**72   BASIC RADIATION PROTECTION TECH &   (3.0)
RADIATION MEASUREMENTS LAB**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: ENGR 70, PHYS 5B

Introduces the principles and applications of health physics covering radiation sources, biological effects of radiation and radiation dosimetry fundamentals. Presents a description of radiation detection instrumentation, external personnel monitoring systems, and internal dosimetry techniques used in industry. Environmental survey techniques including standards, contamination, control, air sampling, waste management and emergency planning are examined.

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74   REACTOR CORE FUNDAMENTALS   (2.0)
2.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGR 70, PHYS 5B

Introduction to the basic concepts of nuclear reactor core physics.
Topics include: neutron sources and energies; flux, cross-sections,
reaction rates; power and energy. Neutron life cycle, six factor
formula and reactivity are defined and examined. Reactivity
defects for given reactivity coefficients and temperature changes
are calculated. Applications to various reactor designs involving
different core geometrics for heterogeneous and homogeneous
systems are made.

93   ENGINEERING SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the
discipline offering this course.

ENGLISH - ENGL

1 TECHNICAL WRITING AND ORAL COMMUNICATION (4.0)

4.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Either ENGL 50, 56, or 65 with a grade of C or better.

Presents work in effective written communication, including persuasive letters and memos, informative short reports, comprehensive and clear instructions, and an analytical formal report. Introduces students to basic oral communication for the workplace.
Transfer: CSU.

1A ENGLISH COMPOSITION (4.0)

4.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Either ENGL 50, 56, or 65 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.

1B ENGLISH COMPOSITION: INTRODUCTION TO LITERATURE (3.0)

3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A with a grade of C or better.

Provides an introduction to the study of literature with further training in writing and critical thinking. Emphasis is placed on analysis of selected literary forms and types, specifically the short story, drama, and poetry.
Transfer: CSU; UC.

1C ENGLISH COMPOSITION: CRITICAL THINKING (3.0)

3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A with a grade of C or better.

Presents a composition course beyond ENGL 1A which emphasizes critical thinking and reading in order to develop further logical reasoning and analytical and argumentative writing skills.
Transfer: CSU; UC.

5 INTRODUCTION TO POETRY (3.0)

3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A with a grade of C or better.
Advisory: ENGL 1B

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.

6 INTRODUCTION TO THE NOVEL (3.0)

3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A with a grade of C or better.
Advisory: ENGL 1B

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.

7 INTRODUCTION TO THE SHORT STORY (3.0)

3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A with a grade of C or better.
Advisory: ENGL 1B

Introduces the study of the short story with emphasis on understanding, analysis, and appreciation of the short story through an in-depth examination of a variety of literary works.
Transfer: CSU; UC.

12A AMERICAN LITERATURE (3.0)

3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A 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.

12B AMERICAN LITERATURE (3.0)

3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A with a grade of C or better.

The study of major America 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.

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**13   MULTICULTURAL VOICES IN AMERICAN   (3.0)
        LITERATURE**
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A 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.

15   SHAKESPEARE   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A 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.

16   LITERATURE AND FILM   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A 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.

17   LITERATURE BY WOMEN   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A 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.

31   CREATIVE WRITING   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A 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.

**42H   HONORS SEMINAR: ENGLISH   (1.0)
        COMPOSITION**
1.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in ENGL 1A.

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; UC.

44A   EUROPEAN LITERATURE   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A 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.

44B   EUROPEAN LITERATURE   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A 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, Sarte, and Camus.
Transfer: CSU; UC.

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46A SURVEY OF BRITISH LITERATURE (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A 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.

46B SURVEY OF BRITISH LITERATURE (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 1A with a grade of 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.

47 INDEPENDENT STUDIES: ENGLISH (0.5 to 2.0)
6.0 hours laboratory per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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. May be taken 4 semesters for
credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

56 COLLEGE READING AND WRITING (4.0)
4.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 100 with a grade of 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.

65 BASIC TECHNICAL COMMUNICATION (4.0)
4.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 100 or equivalent.

Provides a basic course in technical communication
with attention to the fundamentals of written and verbal
communication in business and industry.

93 ENGLISH SPECIAL TOPICS (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the
discipline offering this course.

100 BASIC READING AND WRITING (4.0)
4.0 hours lecture per week
Associate Degree Non-Applicable
*Prerequisite: Student qualifies for ENGL 100 through the Cuesta
College Assessment procedures.*
*Advisory: Placement determined by score on the Cuesta College
English Placement Test.*

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.

ENGLISH SECOND LANGUAGE - ESL

**1A   ESL READING AND CONVERSATION,   (0.5 to 3.0)
LEVEL 1**
3.0 hours lecture per week
Associate Degree Non-Applicable
Prerequisite: ESL Placement Test.

Focuses on reading and conversation for the non-native speaker at the beginning level. No English is required.

1B   ESL WRITING AND GRAMMAR, LEVEL 1   (3.0)
3.0 hours lecture per week
Associate Degree Non-Applicable
Prerequisite: ESL Placement Test.

Focuses on writing and grammar for the non-native speaker at the beginning level. No English is required.

**2A   ESL READING AND CONVERSATION,   (3.0)
LEVEL 2**
3.0 hours lecture per week
Associate Degree Non-Applicable
Prerequisite: High-beginning score on the ESL placement test or completion of ESL 1A with a grade of C or better.

Focuses on reading and conversation at the high-beginning level. May be taken 4 semesters for credit.

2B   ESL WRITING AND GRAMMAR, LEVEL 2   (3.0)
3.0 hours lecture per week
Associate Degree Non-Applicable
Prerequisite: High-beginning score on the ESL placement test or completion of ESL 1B with a grade of C or better.

Focuses on writing and grammar at the high-beginning level. May be taken 4 semesters for credit.

**3A   ESL READING AND CONVERSATION,   (3.0)
LEVEL 3**
3.0 hours lecture per week
Associate Degree Non-Applicable
Prerequisite: Low-intermediate score on the ESL placement test or completion of ESL 2A with a grade of C or better.

Provides group and individual instruction for improvement of reading and conversation skills in English for non-native speakers at the low-intermediate level. May be taken 4 semesters for credit.

3B   ESL WRITING AND GRAMMAR, LEVEL 3   (3.0)
3.0 hours lecture per week
Associate Degree Non-Applicable
Prerequisite: Low-intermediate score on the ESL placement test or completion of ESL 2B with a grade of C or better.

Provides group and individual instruction for improvement of writing and grammar skills in English for non-native speakers at the low-intermediate level. May be taken 4 semesters for credit.

**4A   ESL READING AND CONVERSATION,   (3.0)
LEVEL 4**
3.0 hours lecture per week
Associate Degree Non-Applicable
Prerequisite: High-intermediate score on the ESL placement test or completion of ESL 3A with a grade of C or better.

Provides group and individual instruction for improvement of reading and listening/speaking skills in English for non-native speakers at the high-intermediate level. Special focus is on developing vocabulary and idiomatic expression in reading and speaking English. May be taken 4 semesters for credit.

4B   ESL WRITING AND GRAMMAR, LEVEL 4   (3.0)
3.0 hours lecture per week
Associate Degree Non-Applicable
Prerequisite: High-intermediate score on the ESL placement test or completion of ESL 3B with a grade of C or better.

Provides group and individual instruction for improvement of writing and grammar in English for non-native speakers at the high-intermediate level. May be taken 4 semesters for credit.

**5A   ESL READING AND CONVERSATION,   (3.0)
LEVEL 5**
3.0 hours lecture per week
Associate Degree Non-Applicable
Prerequisite: Advanced score on the ESL Placement Test or completion of ESL 4A with a grade of C or better.

Provides group and individual instruction for improvement of reading comprehension and oral expression skills in English for non-native speakers at the advanced level. May be taken 4 semesters for credit.

5B   ESL WRITING AND GRAMMAR, LEVEL 5   (3.0)
3.0 hours lecture per week
Associate Degree Non-Applicable
Prerequisite: Advanced score on the ESL placement test or completion of ESL 4B with a grade of C or better.

Provides group and individual instruction for improvement of writing and grammar skills in English for non-native speakers at the advanced level. May be taken 4 semesters for credit.

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**93 ENGLISH AS A SECOND LANGUAGE (0.5 to 4.0)
SPECIAL TOPIC**
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**101 ENGLISH AS A SECOND LANGUAGE SKILLS (0.5)
LABORATORY-BEGINNING**
1.5 hours laboratory per week
Associate Degree Non-Applicable
Prerequisite: ESL Placement Exam.

Provides English as a Second Language students with specialized programs designed to improve reading, vocabulary, listening comprehension, pronunciation, grammar, idiomatic expression, conversation, and writing at the beginning level. NOTE: Students may register for two sections of lab.

**102 ENGLISH AS A SECOND LANGUAGE SKILLS (0.5)
LAB - INTERMEDIATE**
1.5 hours laboratory per week
Associate Degree Non-Applicable
Advisory: ESL 2A, 2B

Provides ESL students with specialized programs designed to improve reading, vocabulary, listening comprehension, pronunciation, grammar, idiomatic expression, conversation, word processing and writing at the intermediate level.

**103 ENGLISH AS A SECOND LANGUAGE SKILLS (0.5)
LABORATORY - ADVANCED**
1.5 hours laboratory per week
Associate Degree Non-Applicable
Advisory: ESL 4A, 4B

Provides ESL students with specialized programs designed to improve reading, vocabulary, listening comprehension, pronunciation, grammar, idiomatic expression, conversation, word processing and writing at the advanced level.

FAMILY STUDIES - FAMST

2 CHILD, FAMILY AND COMMUNITY (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 56

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 2. Meets Title XXII requirements: DS 2.
Transfer: CSU; UC.

5 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.

10 INTRODUCTION TO HUMAN SERVICES (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

11 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 56

Introduces the principles of public education today, with an emphasis on the role of the teacher. 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. Introduces the Liberal Studies and Single Subject majors and their role in Elementary and Secondary Education. The focus is on providing the students an opportunity for early field work/observation of classes at elementary, secondary, and community college levels.
Transfer: CSU; UC.

12 HUMAN DEVELOPMENT: LIFE SPAN (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: EBGL 56

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.

14 MARRIAGE AND FAMILY RELATIONS (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Presents sociological and psychological concepts of marriage and family life. Focuses on the development of appreciation for the family and committed relationships. Emphasizes changes affecting marriage and family lifestyles, communication, mate selection, and adjustment in marriage.
Transfer: CSU.

15 DEVELOPMENTAL PATTERNS OF WOMEN (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Studies the biological, social, and emotional development of women through the lifespan. Focuses on central issues affecting women.
Transfer: CSU; UC.

16 PARENTING (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Presents background for understanding parent-child relationships in the changing social environment. Examines common problems in child rearing and emphasizes development of a philosophy of parenthood and development of effective parenting behavior.
Transfer: CSU.

18 HUMAN SEXUALITY (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

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**20   AGING IN THE 21ST CENTURY: SOCIAL   (3.0)
        GERONTOLOGY**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Provides an introduction to the rapidly changing field of
gerontology - the study of aging. Aging and the end of life are
explored from a multidisciplinary perspective that views aging
as not only a biological, but also a psychological, emotional and
social process. Includes the effect on family members, ways of
adapting living and working environments, and decisions that
need to be made to prepare for death. Introduces local, state, and
federal programs that can assist in meeting the needs of the aged
and their families. Provides students with tools to better prepare
for their parents' and their own later years.
Transfer: CSU.

**47   INDEPENDENT STUDIES: FAMILY   (0.5 to 2.0)
        STUDIES**
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. May be taken 4
semesters for credit (only if each semester has a different topic
emphasis).
Transfer: CSU.

93   FAMILY STUDIES SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the
discipline offering this course.

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FASHION DESIGN AND MERCHANDISING - FDM

10 INTRODUCTION TO FASHION (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Explores the fashion industry and careers related to design, production, and merchandising of fashion products.
Transfer: CSU.

12 TEXTILES (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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 INTDES 12.
Transfer: CSU; UC.

14 APPAREL EVALUATION (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Analyzes components of apparel and related fashion accessories. Develops evaluation techniques for quality comparison.
Transfer: CSU.

15 DESIGN ANALYSIS AND COLOR THEORY (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Presents the design elements and principles as they apply to interior design, clothing, textiles, jewelry and accessories. Includes a wide variety of creative applications with special emphasis on color theory and use. Same as INTDES 15.
Transfer: CSU.

18 COMMERCIAL FASHION DESIGN (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: FDM 16

Provides an opportunity for an in-depth study of fashion design as applied to the commercial apparel industry. Presents the concept of designing "collections" or coordinated groups of themed designs. A wide variety of creative applications will be utilized solving problems related to fashion design. Students will create original fashions using a croquis. Developing "flats" for commercial specifications is also explored.

20 FASHION ANALYSIS (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

25 HISTORY OF FASHION: CLASSIC THROUGH 19TH CENTURY (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

A survey of the evolution of apparel and accessory styles from the classic civilizations, medieval, Renaissance, Baroque, and the various periods of the 19th Century. Emphasizes the relationship of recurring styles of the past to contemporary trends. Includes the impact of sociological, technological, economic and political factors on fashion.
Transfer: CSU.

26 20TH CENTURY TRENDS AND DESIGNS (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Surveys the evolution of apparel and accessory styles from the late 19th century through the present. Explores the relationship of recurring style trends between decades within the century as well as any from previous centuries. Includes sociological, technological, economic, cultural, and political factors affecting the design.
Transfer: CSU.

30 FASHION BUYING (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56 and MATH 23 or 23SI

Principles of buying for resale in independent stores, department stores and chain stores with centralized buying. Includes buying for fashion merchandise, staples, hard and soft merchandise lines, merchandise planning and selection, resource relations, legal trade regulations, pricing, merchandise management and control. Emphasizes quantitative merchandising techniques as applied to pricing, mark-downs, discounts, stock control, budgets, income statements and balance sheets.
Transfer: CSU.

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35   FASHION PROMOTION   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

40   VISUAL MERCHANDISING AND DISPLAY   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56 and FDM 15

Presents a study of the visual approach to selling with emphasis
on the how and why of display. Includes a brief history of display,
contemporary visual merchandising, art principles, and sales
theory. Experience in designing and constructing visual displays
for merchandising strategies to increase sales and store image.
Transfer: CSU.

47   INDEPENDENT STUDIES: FASHION   (0.5 to 2.0)
DESIGN AND MERCHANDISING
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. May be taken 4 semesters for credit (only if each
semester has a different topic emphasis).
Transfer: CSU.

60   APPAREL PRODUCT DEVELOPMENT   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: FDM 14

Explores the dynamic facets of Apparel Product Development
from Line Development through Production. Evaluates garment
silhouettes, fabrication, construction, and quality. Demonstrates
how to develop a Bill of Materials, Cost Sheets, and Specification
Sheets. Presents sizing, fit, and sourcing options.
Transfer: CSU.

63   CLOTHING CONSTRUCTION   (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable

Provides lecture, demonstration, and laboratory experience in the
techniques of garment construction. Includes sewing equipment
use and care, pattern selection and adjustments, and garment
fitting and alterations. Students will construct at least one
garment.
Transfer: CSU.

65   PATTERN DEVELOPMENT   (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: FDM 63

Presents the flat pattern method of pattern designing with
emphasis on bodices, collars, sleeves, skirts, pants, and selected
design variations. Develops an understanding of pattern
adjustments, garment fitting, and the use of fabric grain.

70   FASHION PORTFOLIO PRESENTATION   (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: FDM 18

Preparation of a fashion design portfolio and apparel collection
flats. Portfolio and contents based on research and analysis of
industry trends and utilizing professional formats and techniques.

93   FASHION MERCHANDISING & DESIGN (0.5 to 4.0)
SPECIAL TOPIC
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the
discipline offering this course.

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FRENCH - FR

1 ELEMENTARY FRENCH (4.0)
5.0 hours per week: (4.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable

Presents an introductory, topic-based course in contemporary French with an emphasis on listening comprehension, language acquisition, 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 forms, structures and vocabulary in the language. Language laboratory practice required.
Transfer: CSU; UC.

2 FRENCH (4.0)
5.0 hours per week: (4.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: FR 1 or equivalent competency.

Presents a continuation of FR 1 with intensive, topic-centered practice in listening comprehension, language acquisition, conversations and composition. Selected cultural readings from the French-speaking world including cultural vignettes, prose, and poetry. Language laboratory practice is required.
Transfer: CSU; UC.

3 FRENCH (4.0)
5.0 hours per week: (4.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: FR 2 or equivalent.

Presents a continuation of FR 2 with more intensive, topic-centered practice in grammatical structures including the subjunctive, future, conditional, past conditional and past perfect tenses. Practice includes group discussions, cultural readings from the French-speaking world including cultural vignettes, and more advanced prose and poetry, and oral presentations in French.
Transfer: CSU; UC.

4 FRENCH (4.0)
5.0 hours per week: (4.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: FR 3 or equivalent competency.

Presents a topic-centered, in-depth study of French structures at an intermediate level through interactive activities, extensive readings and authentic recordings, and compositions. Students learn to deal orally and in written form with complex situations. Language lab use is required.
Transfer: CSU; UC.

10 BEGINNING FRENCH CONVERSATION AND READING (4.0)
5.0 hours per week: (4.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable

Emphasizes basic vocabulary and pronunciations needed to converse in French. Students will also develop listening comprehension, reading skills and knowledge and understanding of French-speaking cultures. Language laboratory practice required.

20 FRENCH CONVERSATION AND READING (4.0)
5.0 hours per week: (4.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: FR 1 or equivalent competency.

Presents intensive practice of oral communication skills. Students will also develop reading strategies to access authentic cultural information. Language laboratory practice is required.

47 INDEPENDENT STUDIES: FRENCH (0.5 to 2.0)
6.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: FR 1 or equivalent competency.

Provides an opportunity for in-depth study by an individual student in a selected topic of French under the direction of an instructor. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

63 FRENCH REVIEW (2.0)
3.0 hours per week: (2.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: FR 1 or equivalent competency.

Presents a topic-centered review of French structures through listening comprehension, interactive activities and compositions. Cultural readings include an historical perspective to contrast with the contemporary and authentic literary selections. Language laboratory practice, including use of the CD-ROMs and the Internet, is required.
Transfer: CSU.

93 FRENCH SPECIAL TOPIC (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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GEOGRAPHY - GEOG

1   PHYSICAL GEOGRAPHY   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Studies human interaction with the basic elements of the physical
environment. Includes climate, vegetation, soils, landforms, and
their patterns of distribution.
Transfer: CSU; UC.

2   CULTURAL GEOGRAPHY   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Studies human interaction with the basic elements of the cultural
environment. Includes language, religion, economy, and other
cultural phenomema and their patterns of distribution.
Transfer: CSU; UC.

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GEOLOGY - GEOL

10   PHYSICAL GEOLOGY   (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 23SI
Advisory: ENGL 56 or 65

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.

11   HISTORICAL GEOLOGY   (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
*Prerequisite: GEOL 10 or equivalent and MATH 23 or MATH
23SI or equivalent.*
Advisory: Eligibility for ENGL 1A is recommended.

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.

12   GEOLOGIC HAZARDS, MAN, AND THE   (3.0)
      ENVIRONMENT
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56 or 65

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.

20   GEOLOGY OF CALIFORNIA   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Introduces the principles and processes of the physical and
historical geology of California.
Transfer: CSU; UC.

29A   GEOLOGICAL SCIENCE FIELD STUDIES   (1.0)
49.0 hours per week: (9.0 hours lecture, 40.0 hours laboratory)*
Associate Degree Applicable
*Prerequisite: Concurrent enrollment in or prior completion of
GEOL 10, 11 or 20*

Presents an on-site field study of Yosemite, the Sierra Nevada,
Mono Basin, Long Valley Caldera, and Owens Valley area.
Transfer: CSU; UC.

29B   GEOLOGICAL SCIENCE FIELD STUDIES   (1.0)
49.0 hours per week: (9.0 hours lecture, 40.0 hours laboratory)*
Associate Degree Applicable
*Prerequisite: Concurrent enrollment in or prior completion of
GEOL 10, 11 or 20.*

Presents an on-site field study of the Transverse Ranges, central
San Andreas fault, Mojave desert, and the Death Valley area.
Transfer: CSU; UC.

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GERMAN - GER

1   ELEMENTARY GERMAN   (4.0)
 5.0 hours per week: (4.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable

Presents a topic-centered introduction to contemporary German language and culture. Students will achieve basic functional proficiency in oral and written communication skills and develop knowledge and understanding of German-speaking cultures based on social and historical contexts. Language laboratory practice is required.
Transfer: CSU; UC.

2   GERMAN   (4.0)
5.0 hours per week: (4.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: GER 1 or equivalent competency.

Presents a continuation of GER 1 with topic-centered intensive practice of oral and written communication skills. Students will develop strategies to access authentic cultural information including prose, poetry and current events. Language laboratory practice is required.
Transfer: CSU; UC.

3   GERMAN   (4.0)
5.0 hours per week: (4.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: GER 2 or equivalent competency.

Reviews grammar, including discussion of grammatical features beyond the elementary level including intensive oral and written drills in idiomatic construction, composition, conversation, cultural readings and language laboratory practice.
Transfer: CSU; UC.

4   GERMAN   (4.0)
5.0 hours per week: (4.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: GER 3 or equivalent competency.

A continuation of GER 3 with extensive practice in composition, conversation, and comprehension, with readings from classical and contemporary writers and with language laboratory practice.
Transfer: CSU; UC.

**10   BEGINNING GERMAN CONVERSATION AND (4.0)
         READING**
5.0 hours per week: (4.0 hours lecture), 1.0 hours laboratory by arrangement
Associate Degree Applicable

Emphasizes basic vocabulary and pronunciations skills needed to converse in German. Students will also develop listening comprehension, reading skills and knowledge and understanding of German-speaking cultures. Language laboratory practice required.

20   GERMAN CONVERSATION AND READING   (4.0)
5.0 hours per week: (4.0 hours lecture), 1.0 hours laboratory by arrangement
Associate Degree Applicable
Prerequisite: GER 1, GER 10 or equivalent competency.

Presents a continuation of GER 10 with intensive practice of oral communication skills. Students will also develop reading strategies to access authentic cultural information. Language laboratory practice is required.

47   INDEPENDENT STUDIES: GERMAN   (0.5 to 2.0)
6.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: GER 1 or equivalent competency.

Provides an opportunity for in-depth study by an individual student in a selected topic of German under the direction of an instructor. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

93   GERMAN SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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HEALTH EDUCATION - HEED

2   HEALTH EDUCATION   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

3   WOMEN'S HEALTH ISSUES   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

4   STANDARD FIRST AID AND CPR   (2.0)
       (CARDIOPULMONARY RESUSCITATION)
2.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

6   HEALTH ASPECTS OF DRUG USE   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Presents an in depth analysis of the major health problems associated with the use, misuse, and abuse of drugs including herbs/plants, ergogenics, over-the-counter, prescription, controlled, and designer drugs. Emphasizes the metabolism of drugs, drug-drug and herb-drug 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.

8   MULTICULTURAL HEALTH   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

93   HEALTH EDUCATION SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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HISTORY - HIST

3A   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.

3B   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.

4A   HISTORY OF WESTERN CIVILIZATION   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

4B   HISTORY OF WESTERN CIVILIZATION   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

7A   HISTORY OF THE UNITED STATES   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

7B   HISTORY OF THE UNITED STATES   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

8A   HISTORY OF LATIN AMERICA   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Examines the colonial history of Latin America from discovery to independence in 1821. Emphasizes the impact of European and non-European contributions to a distinctive Latin American culture. Includes a review of pre-1492 European, African, and New World cultures.
Transfer: CSU; UC.

8B   HISTORY OF LATIN AMERICA   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Examines the rise of Latin American social, economic and political institutions from the Age of Independence to the present. Emphasizes the trends and themes which compose a collective Latin American historical identity.
Transfer: CSU; UC.

10   HISTORY OF CALIFORNIA   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

12   HISTORY OF THE MEXICAN-AMERICAN   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

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19   HISTORY OF THE FAR EAST   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Surveys the social, political, and economic history of China,
Japan, and other Asian countries. Emphasizes themes and
concepts resulting in the current problems of the Far East and
how they relate to the United States.
Transfer: CSU; UC.

33   HISTORY OF THE AFRO-AMERICAN   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

35   HISTORY OF AFRICAN CIVILIZATION   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Surveys the history of Africa from antiquity to the present.
Emphasizes the ancient African kingdoms, societies, and cultures
before Arabic and European invasions. Studies the impact of
European colonization leading to contemporary African demands
for self-determination and nation-building.
Transfer: CSU; UC.

39   HISTORY OF THE ROLE OF WOMEN   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

47   INDEPENDENT STUDIES: HISTORY   (0.5 to 2.0)
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. May be taken 4 semesters for
credit (only if each semester has a different topic emphasis).

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HOSPITALITY - HOSP

5 FRONT OFFICE OPERATIONS (3.0)
7.0 hours per week: (1.0 hours lecture), 6.0 hours laboratory by arrangement
Associate Degree Applicable
Advisory: Eligibility for ENGL 56. Employment in the industry.

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.

10 HOSPITALITY MARKETING AND SALES (3.0)
7.0 hours per week: (1.0 hours lecture), 6.0 hours laboratory by arrangement
Associate Degree Applicable
Advisory: Eligibility for ENGL 56. Employment in the industry.

Introduces the student to effective sales and customer service techniques in such areas as service encounters, guest behavior, data, pricing strategies, selling and entrepreneurship.

15 HOUSEKEEPING OPERATIONS (3.0)
7.0 hours per week: (1.0 hours lecture), 6.0 hours laboratory by arrangement
Associate Degree Applicable
Advisory: Eligibility for ENGL 56. Employment in the industry.

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.

20 SUPERVISION IN THE HOSPITALITY (3.0)
**   INDUSTRY**
7.0 hours per week: (1.0 hours lecture), 6.0 hours laboratory by arrangement
Associate Degree Applicable
Advisory: Eligibility for ENGL 56. Employment in the industry.

Introduction supervisory skills necessary in the hospitality industry such as effective communications, training, coaching, evaluating, disciplining, and managing conflict, through study and practical application.

25 HOSPITALITY LAW (3.0)
7.0 hours per week: (1.0 hours lecture), 6.0 hours laboratory by arrangement
Associate Degree Applicable
Advisory: Eligibility for ENGL 56. Employment in the industry.

Presents a wide range of laws regulating hotel responsibilities to guests, guest rights, hotel facility regulations, and employee rights.

30 FOOD AND BEVERAGE OPERATIONS (3.0)
7.0 hours per week: (1.0 hours lecture), 6.0 hours laboratory by arrangement
Associate Degree Applicable
Advisory: Eligibility for ENGL 56. Employment in the industry.

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.

35 HOSPITALITY SECURITY AND LOSS (3.0)
**   PREVENTION**
7.0 hours per week: (1.0 hours lecture), 6.0 hours laboratory by arrangement
Associate Degree Applicable
Advisory: Eligibility for ENGL 56. Employment in the industry.

Introduces hospitality security systems and strategies to address hospitality security concerns and emergency situations, through study and practical application.

40 HOSPITALITY TRAINING AND (3.0)
**   DEVELOPMENT SKILLS**
7.0 hours per week: (1.0 hours lecture), 6.0 hours laboratory by arrangement
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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.

47 INDEPENDENT STUDIES: HOSPITALITY (0.5 to 2.0)
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. May be taken for four semesters or for credit (only if each semester has a different topic emphasis).

93 HOSPITALITY SPECIAL TOPICS (0.5 to 4.0)
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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INTERIOR DESIGN - INTDES

10 INTERIOR DESIGN (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Presents an overview of interior design as a profession. Includes the basics of color and design elements necessary to plan functional, personalized interiors.
Transfer: CSU.

11 DESIGN AND HISTORY OF FURNISHINGS (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56, INTDES 10

Summarizes the development of furniture styles in France, England, and America from ancient times through the 20th century. Discusses the evolvement of design based on historical foundations.
Transfer: CSU.

12 TEXTILES (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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 Fashion Design and Merchandising 12.
Transfer: CSU; UC.

15 DESIGN ANALYSIS AND COLOR THEORY (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Presents the design elements and principles as they apply to interior design, clothing, textiles, jewelry and accessories. Includes a wide variety of creative applications with special emphasis on color theory. Same as Fashion Design and Merchandising 15.
Transfer: CSU.

17 RENDERING AND RAPID VISUALIZATION (3.0)
FOR INTERIOR DESIGN
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Corequisite: INTDES 10

Presents the methods, techniques and tools used for illustrating interior spaces and products with an emphasis placed on rapid design and production. Various illustration techniques in light, shade, fabric and texture will be practiced and assignments may become part of a design portfolio.
Transfer: CSU.

19 INTERIOR ARCHITECTURAL DRAFTING (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable

Presents the tools and techniques for drafting for Interior Design including: lettering, measuring techniques, scale problems, dimensioning, plans, elevations and sections. Students will develop and draft a residential or commercial floor plan, compose a drawing for furniture layout and develop specifications to accompany a full set of drawings.
Transfer: CSU.

20 MATERIALS AND PRODUCTS OF INTERIOR (3.0)
DESIGN
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: INTDES 10
Advisory: INTEDS 22, MATH 7

Explores the materials and products used in interior design. Demonstrates how to calculate the amount of merchandise that is needed to place an order for the materials and products. Applies design and drafting skills to create floor plans and an interior specification folder for a residential project. Examines a variety of personal and professional communication skills.
Transfer: CSU.

22 INTERIOR SPACE AND LIGHT PLANNING (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: INTDES 10

Presents techniques of planning successful interior spaces in residential and commercial buildings. Evaluation of interior space for functions of lifestyle, workstyle, human factors, standard accesses, clearances, traffic flow and ADA laws. Demonstrates the process to develop viable space plans beginning with the schematic design phase through final design drawing phase using common presentation methods. Addresses barrier free interiors, space planning of kitchens and baths, and the beginning principles of interior lighting.
Transfer: CSU.

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28   RESIDENTIAL AND COMMERCIAL DESIGN   (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: INTDES 10 and INTDES 22
Advisory: CTECH 111

Studies interior design as it relates to personal and family living spaces plus business and public spaces. Emphasis is placed on the design process; gathering information, analyzing the space, solving design problems and presenting the solution to the problem. Included will be the study of different aspects of homes and businesses such as space planning, scale, traffic flow, human factors, lighting, barrier free design, codes and regulations, furnishings, appropriate fabrics, finishes and materials used for residential and commercial structures.

35   PROFESSIONAL PRACTICES   (3.0)
3.0 hours lecture per week
Associate Degree Applicable

Presents the business practices commonly found in the field of both residential and commercial interior design. Defines the various types of interior design business formations. Examines methods of compensation for design services, contract writing, billing, purchasing, project management, marketing, professional liability, and communication skills. Explores the different professional organizations and the qualification tests. Emphasis is placed on professional and ethical practice.

**47   INDEPENDENT STUDIES: INTERIOR   (0.5 to 2.0)
        DESIGN**
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU.

**55   INTERIOR DESIGN: CALIFORNIA   (0.5)
        EXCURSIONS**
19.0 hours per week: (5.0 hours lecture, 14.0 hours laboratory)*
Associate Degree Applicable
Advisory: INTDES 10,11

Emphasizes observations and techniques used to appreciate, evaluate, and sketch original art, decorative arts and/or attend seminars conducted by professionals in the design field. Excursions may include: museums, galleries, manufacturing facilities, showrooms, showcase houses and/or historical sites in California. Food and other expenses will be the responsibility of the students.

**60   INTERIOR DESIGN: EUROPEAN   (2.0)
        EXCURSIONS**
36.0 hours per week: (9.0 hours lecture, 27.0 hours laboratory)*
Associate Degree Applicable
Advisory: INTDES 11

Emphasizes observations and techniques used to appreciate, evaluate, and sketch original art, decorative arts and design in museums, castles, manor houses, galleries, showrooms, and other historical sites in Europe. Airfare, food, accommodations, and other expenses will be the responsibility of the students.

93   INTERIOR DESIGN SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**555   INTERIOR DESIGN: CALIFORNIA   (0.0)
        EXCURSIONS**
19.0 hours per week: (5.0 hours lecture, 14.0 hours laboratory)
Advisory: INTDES 11

Emphasizes observations and techniques used to appreciate, evaluate, and sketch original art, decorative arts and/or attend seminars conducted by professionals in the design field. Excursions may include: museums, galleries, manufacturing facilities, showrooms, showcase houses and/or historical sites in California. Food and other expenses will be the responsibility of the students.

**560   INTERIOR DESIGN: EUROPEAN   (0.0)
        EXCURSIONS**
36.0 hours per week: (9.0 hours lecture, 27.0 hours laboratory)
Advisory: INTDES 11

Emphasizes observations and techniques used to appreciate, evaluate, and sketch original art, decorative arts and design in museums, castles, manor houses, galleries, showrooms, and other historical sites in Europe. Airfare, food, accommodations, and other expenses will be the responsibility of the students.

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JOURNALISM - JOUR

1A   NEWS WRITING AND REPORTING   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

1B   INTRODUCTION TO MASS   (3.0)
         COMMUNICATION
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

1C   JOURNALISM FIELD STUDIES   (0.5 to 1.0)
18.0 hours lecture per week*
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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. May be taken 4 semesters for credit.
Transfer: CSU.

2A   INTRODUCTION TO NEWS PRODUCTION   (4.0)
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Advisory: ENGL 56

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.

2B   NEWS PRODUCTION   (4.0)
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Advisory: JOUR 2A

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.

2C   NEWS PRODUCTION   (4.0)
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Advisory: JOUR 2B

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. May be taken 2 semesters for credit.
Transfer: CSU.

3   FEATURE WRITING   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A

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.

47   INDEPENDENT STUDIES: JOURNALISM (0.5 to 2.0)
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU.

93   JOURNALISM SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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LEADERSHIP - LEADER

47   INDEPENDENT STUDIES: LEADERSHIP (0.5 to 2.0)
6.0 hours laboratory per week
Associate Degree Applicable
Advisory: The student is encouraged to have completed preparatory coursework 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.
Transfer: CSU.

50   PEER EDUCATOR - ORIENTATION LEADER   (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: LEADER 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. Student development 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.
Transfer: CSU.

53   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 56 or 65.

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.

55   COMMUNITY INTERNSHIP   (1.0 to 3.0)
8.0 hours per week: (0.5 hours lecture, 7.5 hours laboratory)
Associate Degree Applicable
Advisory: LEADER 53

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.
Transfer: CSU.

56   CAMPUS PEER EDUCATOR   (1.0)
3.0 hours lecture per week*
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in LEADER 53.

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 LEADER 53 and applies it in a way to promote healthy behaviors and wellness among all members of the Cuesta College community.
Transfer: CSU.

57   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 LEADER 56.
Advisory: LEADER 53

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.
Transfer: CSU.

**60   COMMUNITY PARTNERSHIP THROUGH   (2.0)
       APPLIED VOLUNTARISM**
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: Completion of or concurrent enrollment in SOC 1A or FAMST 10.

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.

61A   PHILOSOPHY OF LEADERSHIP   (1.5)
3.0 hours lecture per week*
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in ENGL 56 or 65.

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.

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**61B LEADERSHIP: SUCCESS STRATEGIES (1.5)
SEMINAR**

3.0 hours lecture per week*
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in ENGL 56 or 65.

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.

62 STUDENT LEADERSHIP (1.0 to 3.0)

9.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in POLSCI 61 for voting privileges in Student Senate.
Advisory: Completion of or concurrent enrollment in LEADER 61A or LEADER 61B for first time elected or appointed officers in the Student Senate.

Provides membership experience in the Student Senate with additional Provides membership experience in the Student Senate. Allows students to initiate both on-campus and off-campus community projects and programs. leadership experiences in the planning and implementation of student May be taken for a total of 12 units. activities and services on the San Luis Obispo and the North County Acceptable for credit, CSU, and for elective credit, Cal Poly. campuses. Allows students on either campus to initiate on-campus and off- campus community projects and programs.
Transfer: CSU.

**63 EXPLORING LEADERSHIP-MAKING A (3.0)
DIFFERENCE**

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.

**93 STUDENT DEVELOPMENT SPECIAL (0.5 to 4.0)
TOPIC**

Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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LEGAL STUDIES - LEGAL

17   INTRODUCTION TO LAW   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

20   LEGAL RESEARCH AND WRITING   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

21   PROBATE, ESTATE AND FAMILY LAW   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Overview of the fundamental principles of planning documents.
Overview of the fundamentals of estate administration, including
formal probate proceedings and disposition of estates outside of
probate. Overview of the substantive and procedural aspects of
California family law, including community property, marriage
prenuptial and separation agreements, dissolutions, support,
custody, paternity and adoption.
Transfer: CSU.

22   TORT AND INSURANCE LAW   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

47   INDEPENDENT STUDIES: LEGAL   (0.5 to 2.0)
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. May be taken for four semesters or
for credit (only if each semester has a different topic emphasis).

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LIBRARY/INFO TECHNOLOGY - LIBINF

1   INTRODUCTION TO LIBRARY SERVICES   (1.0)
3.0 hours lecture per week*
Associate Degree Applicable
Prerequisite: ONLINE 1
Corequisite: ONLINE 1
Advisory: ENGL 56 with a 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.

**2   INTRODUCTION TO WEB TECHNOLOGIES   (1.0)
        AND CONCEPTS**
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.

4   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 LIBINF 1
Advisory: Eligibility for ENGL 56

A practical introduction to the tasks involved with cataloging book and nonbook 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.

**5   LIBRARY/INFORMATION CENTER   (3.0)
        COLLECTIONS**
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in LIBINF 1

Provides an overview of how to select, purchase, and organize print, electronic, and other materials to stock library/information center collections.

6   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 in a research environment. Emphasis is on concepts of the global network and on use of the basic features such as electronic mail, Telnet, FTP, Gopher, World Wide Web. Hands-on exploration of these resources, evaluation of search strategies, and analysis of data located.

7   WEB PAGE DEVELOPMENT WITH HTML   (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: LIBINF 6

Designed to prepare students to understand HTML 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.

8   LIBRARY SUPERVISORY SKILLS   (1.0)
3.0 hours lecture per week*
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in LIBINF 1

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.

9   LIBRARY PUBLIC SERVICES   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in LIBINF 1

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.

**10   SCHOOL LIBRARY/MEDIA CENTER   (2.0)
        SERVICES**
3.0 hours lecture per week*
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in LIBINF 1

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.

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11   JAVASCRIPT FUNDAMENTALS   (1.0)
2.0 hours per week: (0.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Prerequisite: LIBINF 7 with a grade of C or better or consent of instructor.

Introduces the fundamentals of JavaScript and web page design techniques.

12   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.**

14   INFORMATION TECHNOLOGY 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 10 Library/Information Technology units of LIBINF 1, LIBINF 4, LIBINF 5, LIBINF 6, LIBINF 8, LIBINF 9, LIBINF 15, LIBINF 17 or 10 Web Development Technologies units of ART 120, BUS 43, BUS 48, LIBINF 2, LIBINF 6, LIBINF 7, LIBINF 11, LIBINF 16, LIBINF 17 with a grade of C or better. Consent of instructor required.

Provides structured on-the-job experience in an appropriate information technology environment. (e.g., information center, library, business, etc.) The required seminar is scheduled monthly during the semester.

15   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.

16   MULTIMEDIA APPLICATIONS FOR THE WEB (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: LIBINF 7

Focus is on the various ways of creating, editing, and presenting multimedia content for use on the web.

17   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.

**18   CONNECTING ADOLESCENTS WITH   (3.0)
       LITERATURE AND LIBRARIES**
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, multiculturism and other contemporary subjects of importance to adolescents.

**47   INDEPENDENT STUDIES: LIBRARY/   (0.5 to 2.0)
       INFORMATION TECHNOLOGY**
6.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: LIBINF 1 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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).

**93   LIBRARY INFORMATION SPECIAL   (0.5 to 4.0)
       TOPIC**
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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MATHEMATICS - MATH

3 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.

7 PREALGEBRA (3.0)
3.0 hours lecture per week
Associate Degree Non-Applicable
Prerequisite: MATH 3 or equivalent course 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 23 or its equivalent or any course for which MATH 23 is the prerequisite.

8 INTRODUCTION TO FACTORING (1.0)
1.0 hours lecture per week
Associate Degree Non-Applicable
Prerequisite: Completion of MATH 7 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.

10 INTRODUCTION TO GRAPHING (1.0)
CALCULATORS
1.0 hours lecture per week
Associate Degree Applicable
Advisory: MATH 23 or MATH 23SI

Introduction to the capabilities of a scientific graphing calculator. Emphasis will be on the operation of a graphing calculator to perform computations, to analyze functions, and to use as a tool in solving problems chosen from a variety of disciplines.

12 CONVERTING MEASUREMENTS (1.0)
1.0 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.

14 WORD PROBLEMS (1.0)
1.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Completion of, or concurrent enrollment in, MATH 23 or MATH 23SI or MATH 27 or MATH 27SI.

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 23 and 27.

15 INTERNSHIP: MATHEMATICS (0.5 to 2.0)
6.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in MATH 65A.

Provides an opportunity for a tutorial experience by an individual student in selected topics in mathematics under the direction of an instructor.

19 ELEMENTARY COLLEGE MATHEMATICS (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 7 or equivalent course with a grade of C or better.

Presents a course in college mathematics for the student without any algebraic background. Topics include solving linear equations, including applications; geometry; probability and descriptive statistics; and finance.

21 TWO-SEMESTER BEGINNING ALGEBRA: (5.0)
PART 1
5.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 7 or equivalent course 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 23) at a slower pace. Successful completion of MATH 21 or equivalent and MATH 22 is equivalent to MATH 23.

22 TWO-SEMESTER BEGINNING ALGEBRA: (5.0)
PART 2
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 23) at a slower pace. Successful completion of MATH 21 or equivalent and MATH 22 is equivalent to MATH 23.

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23 ELEMENTARY ALGEBRA (5.0)
5.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 7 or equivalent course 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.

23SI ELEMENTARY ALGEBRA WITH (5.0)
SUPPLEMENTAL LEARNING
6.0 hours per week: (5.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MATH 7 or equivalent course 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. The one hour of lab per week will utilize Supplemental Instruction to practice problem solving.

24A TECHNICAL MATH (5.0)
5.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 23SI, or equivalent course with a grade of C or better.

Presents a course in technical math for students majoring in electronics, computer networking and robotics. Topics include algebra and trigonometry, necessary for the study of DC and AC electronics. Vectors, phasors, computer number systems, Boolean algebra and logic circuits are discussed.

25 PLANE GEOMETRY (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 23SI, or equivalent course with a grade of C or better.

Presents a study of the geometry of two-dimensional Euclidean space with an emphasis on proof using deductive reasoning. An introduction to three dimensional geometry and applications of both two- and three-dimensional geometry is also presented.

26A INTERMEDIATE ALGEBRA-PART 1 (5.0)
5.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 20D, 22, 23 or Math 23SI or equivalent with a grade of C or better or a recommending score on the Cuesta College Assessment Test.

Presents the first half of a two-semester course in intermediate algebra. This course enables students to complete the equivalent of Intermediate Algebra (MATH 27) 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.

26B INTERMEDIATE ALGEBRA-PART 2 (5.0)
5.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 26A 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 27) at a slower pace. Topics include functions and relations, quadratic equations, exponential and logarithmic functions, inverse functions, and sequences and series.

27 INTERMEDIATE ALGEBRA (5.0)
5.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 20D, 22, or 23 or MATH 23SI, or equivalent course with a grade of C or better or a recommending score on the Cuesta College Assessment Test.

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.

27SI INTERMEDIATE ALGEBRA WITH (5.0)
SUPPLEMENTAL LEARNING
6.0 hours per week: (5.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MATH 20D, 22, 23, 23SI, or equivalent course with a grade of C or better or a recommending score on the Cuesta College Assessment Test.

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. The one hour of lab per week will utilize Supplemental Instruction to practice problem solving.

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29   TRIGONOMETRY   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 27 or MATH 27SI and MATH 25, or equivalent courses with a grade of C or better.
Advisory: MATH 42

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.

**30   COLLEGE MATHEMATICS FOR THE   (3.0)
         HUMANITIES**
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 27 or MATH 27SI, or equivalent course 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.

**31   TRIGONOMETRY WITH GEOMETRIC   (5.0)
         FOUNDATIONS**
5.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 27, MATH 27SI, or equivalent course with a grade of C or better.

Presents the entire content of MATH 29 Trigonometry with topics from MATH 25 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.

32   COLLEGE ALGEBRA   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 27 or MATH 27SI 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.

36   INTRODUCTION TO APPLIED STATISTICS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 27 or MATH 27SI, 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.

42   PRECALCULUS ALGEBRA   (5.0)
5.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 27 or MATH 27SI 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.

**42G   PRECALCULUS ALGEBRA: GRAPHING   (1.0)
         CALCULATOR COMPONENT**
1.0 hours lecture per week
Associate Degree Applicable

Supports the MATH 42 Precalculus Algebra course by presenting the features and use of a graphing calculator to solve problems specific to that course. Topics covered will parallel the development of concepts in MATH 42. A TI-83 or TI-83 Plus graphing calculator is required. (Other models not supported.)

45   FINITE MATHEMATICS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 42 or equivalent course with a grade of C or better.

Presents a study of sets, counting problems, probability theory and distributions, vectors and matrices with applications, Gaussian elimination, linear programming, Markov chains and selected topics from the area of business finance.
Transfer: CSU; UC.

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47 INTRODUCTION TO STATISTICS (4.0)
4.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 27 or MATH 27SI or an equivalent course 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 39, 49.
Transfer: CSU; UC.

49 STATISTICS FOR BUSINESS (5.0)
5.0 hours lecture per week
Associate Degree Applicable
Prerequisite: CIS 10 and MATH 45 or MATH 55 or equivalent course with a grade of C or better.

Presents a study of descriptive and inferential statistics designed for use in the field of business. Includes hypothesis testing, chi-square analysis, regression, correlation, time series, and forecasting.
Transfer: CSU; UC.

55 CALCULUS FOR BUSINESS AND (3.0)
     MANAGEMENT
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 42 or an equivalent course 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.

63 PRECALCULUS MATHEMATICS (5.0)
5.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 29 with a grade of C or better.

Presents a study of college algebra, trigonometry, and an introduction to analytic geometry. The course is designed to prepare the student for calculus.
Transfer: CSU; UC.

65A ANALYTIC GEOMETRY AND CALCULUS (5.0)
5.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 42 and MATH 29 or MATH 63 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.

65B ANALYTIC GEOMETRY AND CALCULUS (5.0)
5.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 65A or its equivalent with a grade of C or better. NOTE: If you are transferring from a college on the quarter system the prerequisite for MATH 65B 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.

83 CALCULUS (4.0)
4.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 65B 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.

85 DIFFERENTIAL EQUATIONS (4.0)
4.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 65B or equivalent with a grade of C or better.
Advisory: MATH 83

Presents an introduction to ordinary differential equations and their applications: linear differential equations, Laplace transforms, series and numerical methods.
Transfer: CSU; UC.

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87   LINEAR ANALYSIS   (5.0)
5.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 65B 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.

93   MATH SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

MEDICAL ASSISTING - MEDAST

1   INTRODUCTION TO MEDICAL ASSISTING   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: CAOA 20S
Advisory: Eligibility for ENGL 56

Introduces medical assisting as an important part of the medical team. Presents communications, human relations, medical technology, medical office responsibilities, and the ethical and legal considerations required of the medical assistant. Facilitates an understanding of human beings as integrated physiological, social, and psychological organisms.

2A   BASIC CLINICAL PROCEDURES   (3.0)
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Prerequisite: Current Health Care Provider CPR card required.
Corequisite: BIO 12

Presents the basic clinical procedures which are fundamental to medical assisting. Procedures relate to medical assessment and examination, universal precautions, emergencies, asepsis, specimen collection, and principles of health insurance.

2B   ADVANCED CLINICAL PROCEDURES   (3.0)
7.5 hours per week: (3.0 hours lecture, 4.5 hours laboratory)*
Associate Degree Applicable
Prerequisite: MEDAST 1, 2A, MATH 3, and current Health Care Provider CPR card.
Corequisite: MEDAST 3

Presents the advanced clinical procedures required of medical assistants. Procedures include health teaching and counseling, immunology and injections, physical medicine skills, medication administration, and electrocardiography. Specimen collection of biologic fluids performance of clinical test approved under waived testing category.

3   PRACTICUM   (2.0)
22.0 hours laboratory per week*
Associate Degree Applicable
Prerequisite: Current Health Care Provider CPR card.
Corequisite: MEDAST 2B with a grade of C or better.

Provides opportunity to apply knowledge and develop skills through guided experience in medical offices and clinics.

4   MEDICAL OFFICE MANAGEMENT   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Introduces typical medical office management routines and responsibilities, principals, practices, terminology as applied to medical records, business forms, financial record keeping, telephone procedures, employee recruitment and training, marketing strategies, conflict resolution, staff meetings, and effective communication with patients and staff.

6   INTRODUCTORY MEDICAL CODING   (4.0)
4.0 hours lecture per week
Associate Degree Applicable
Corequisite: NRAD 22
Advisory: MATH 3, BIO 12, ENGL 56

A medical coding course designed to teach principles and techniques for successful coding of diagnosis and procedures. This course will include ICD-9-CM/DRG, CPT-4/HCPCS, using the correct terminology and procedure books. Both forms of coding will encompass in-patient and out-patient coding as it applies to the patient's medical record.

7   MEDICAL INSURANCE CLAIM MANAGEMENT   (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MEDAST 6
Advisory: ENGL 56

Introduces a medical insurance claim management course including management responsibilities, legal issues, managed care, third-party payers, and application of diagnostic and procedural coding required for insurance claim completion. **Transfer: CSU.**

9   PHLEBOTOMY   (3.0)
9.0 hours per week: (4.5 hours lecture, 4.5 hours laboratory)*
Associate Degree Applicable
Prerequisite: Health Care Provider CPR Card.
Advisory: Standard First Aid.

Designed to prepare the student in essential blood specimen collecting skills to fulfill state phlebotomy certificate requirements.

10   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.

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11   MEDICAL ASSISTING FAST TRACK   (12.0)
14.0 hours per week: (11.5 hours lecture, 2.5 hours laboratory)
Associate Degree Applicable
Prerequisite: Completion of MEDAST 10 with a grade of C or better; OR concurrent enrollment in MEDAST 10.
Corequisite: Current Health Care Provider CPR and Standard First Aid.

Designed to prepare the student for an entry-level position as a medical assistant. The content includes verbal and written communication, basic and advanced clinical skills, medical office management techniques, and professional employment marketing skills. Includes preceptorship experience.

93   MEDICAL ASSISTING SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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MUSIC - MUS

3A   MUSIC THEORY   (5.0)
6.0 hours per week: (5.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: Completion of MUS 39 or MUS 58 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.

3B   MUSIC THEORY   (5.0)
6.0 hours per week: (5.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MUS 3A or equivalent.

A continuation of MUS 3A. 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.

3C   MUSIC THEORY/COUNTERPOINT   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MUS 34

A continuation of MUS 3B, 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.

**6   COMPOSING MUSIC FOR MOTION   (3.0)
        PICTURES AND TELEVISION**
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MUS 3A, 3B, 3C, or consent of the instructor.
Advisory: Knowledge of piano/keyboard technique is desirable.

A study of the various aspects of composing for video, motion pictures, and television, including appropriate compositional techniques, stylistic considerations and an in-depth study of the uses and application of computer technology in writing, scoring, and synchronizing music for video and film.
Transfer: CSU.

12   APPLIED MUSIC (PRIVATE LESSONS)   (2.0)
7.0 hours per week: (2.0 hours laboratory) , 5.0 hours laboratory by arrangement
Associate Degree Applicable
Prerequisite: Audition and/or consent of instructor.
Corequisite: MUS 3A, 3B, 23, 25, 28, 31, 32A, 50, 51, or 61

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.
Transfer: CSU.

20   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.

22   INTERMEDIATE VOICE   (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MUS 20 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. May be taken 4 semesters for credit.
Transfer: CSU; UC.

23   VOCAL JAZZ ENSEMBLE   (2.0 to 3.0)
9.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: Audition and/or consent of instructor.
Advisory: Eligibility for ENGL 56.

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. May be taken 4 semesters for credit.
Transfer: CSU; UC.

24   VOCAL JAZZ WORKSHOP   (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.

Practice and study vocal jazz literature and techniques. Introduce vocal jazz improvisation and vocal jazz harmonies.

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Asterisk coded courses are always taught in less then a full semester.

25   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.
Transfer: CSU; UC.

26   BAND   **(1.0 to 3.0)**
9.0 hours laboratory per week
Associate Degree Applicable
*Prerequisite: Ability to play a band instrument. Audition and/or
consent of instructor.*

Presents the study and performance of appropriate wind ensemble
literature with emphasis on developing repertoire for required
public performances. May be taken 4 semesters for credit.
Transfer: CSU; UC.

27   INSTRUMENTAL SMALL ENSEMBLE   **(1.0 to 3.0)**
9.0 hours laboratory per week
Associate Degree Applicable
*Prerequisite: Ability to play a musical instrument. 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. May be
taken 4 semesters for credit.
Transfer: CSU; UC.

28   MIXED CHORUS   **(1.0 to 3.0)**
9.0 hours laboratory per week
Associate Degree Applicable
*Prerequisite: Audition for placement and/or consent of the in-
structor.*
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. May be taken 4 semesters for credit.
Transfer: CSU; UC.

29   CHAMBER SINGERS   **(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 in-
structor.*
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.
Transfer: CSU; UC.

30A   MUSIC HISTORY   **(3.0)**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: MUS 39 or 3A

Studies the history of music in western civilization from the
Ancient period to the culmination of the Baroque period.
Transfer: CSU; UC.

30B   MUSIC HISTORY   **(3.0)**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: MUS 30A, 39 or 3A

Presents a study of the history of music in the Western
civilization from the end of the Baroque period to the current
period, including Avant Garde and Serial Techniques.
Transfer: CSU; UC.

31   JAZZ ENSEMBLE   **(1.0 to 3.0)**
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. 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. May be taken 4 semesters
for credit.
Transfer: CSU; UC.

32A   CONCERT JAZZ ENSEMBLE   **(1.0 to 3.0)**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: Audition and/or consent of the 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.
Transfer: CSU; UC.

33   JAZZ IMPROVISATION   **(2.0)**
3.0 hours per week: (2.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
*Prerequisite: Audition for placement and/or consent of the in-
structor. Ability to read music and play an instrument or sing.*
*Advisory: Completion of or concurrent enrollment in MUS 3A or
MUS 39.*

Provides an opportunity for performance and analysis of jazz
improvisation. Public performances may be required. May be
taken four semesters for credit.
Transfer: CSU; UC.

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**34 ARRANGING, SCORING, AND (2.0)
ORCHESTRATION**
2.0 hours lecture per week
Associate Degree Applicable
*Prerequisite: MUS 3A and 3B or equivalent and knowledge of
jazz literature and styles. Some ability to play the piano.*
Advisory: Concurrent enrollment in MUS 23,28,32A,33,45,51.

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.
Transfer: CSU; UC.

**35 MUSIC APPRECIATION: CLASSICAL (3.0)
MUSIC**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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.

**37 MUSIC APPRECIATION: AMERICAN (3.0)
POPULAR MUSIC**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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.

38 MUSIC APPRECIATION: JAZZ HISTORY (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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.

39 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.

40 RECORDING ARTS I (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable

First in a sequence of four recording arts courses offering
an overview of music technology. Recording Arts I is an
introduction to the physics of sound, sound recording, and sound
reproduction.
Transfer: CSU.

41 RECORDING ARTS II (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MUS 40

Second in a sequence of four recording arts courses offering
an overview of music technology. Covers the latest recording
technology, such as digital tape recording, hard disk recording,
digital work stations, and MIDI. Students will have access to the
recording studio to fulfill assignments and/or record their own
projects.
Transfer: CSU.

45 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.
Transfer: CSU; UC.

47 INDEPENDENT STUDIES: MUSIC (0.5 to 2.0)
6.0 hours laboratory per week
Associate Degree Applicable
*Prerequisite: Audition for placement and/or consent of the in-
structor.*

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. May be taken 4 semesters for
credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

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50 MUSICAL THEATRE WORKSHOP (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: Audition for placement and/or consent of the instructor.
Corequisite: Completion of or concurrent enrollment in MUS 3A or MUS 39.
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. May be taken 4 semesters for credit. Same as DRA 50.
Transfer: CSU; UC.

51 MUSICAL THEATRE PERFORMANCE (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: DRAMA 50 or MUS 50 or concurrent enrollment 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. May be taken 4 semesters for credit. Same as DRA 51.
Transfer: CSU; UC.

53 MASTER CHORALE (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. Public performance is required. May be taken 4 semesters for credit.
Transfer: CSU; UC.

55 WORKSHOP IN INSTRUMENTAL ENSEMBLE (3.0) MUSIC
9.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: Ability to play a musical instrument. Audition for placement and/or consent of the instructor.

Presents the study and performance of appropriate instrumental ensemble and orchestral music selected from standard repertoires leading to a series of public performances. May be taken 4 semesters for credit.
Transfer: CSU; UC.

56 ORCHESTRA (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Ability to play an orchestral instrument. Audition and/or consent of instructor.

Presents the study and performance of appropriate combined string and wind ensemble literature with the emphasis upon developing repertoire for required public performances.
Transfer: CSU.

58 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. May be taken 4 semesters for credit.
Transfer: CSU; UC.

59 INTERMEDIATE PIANO (1.0 to 2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MUS 58 or equivalent private study 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.
Transfer: CSU; UC.

60 JAZZ PIANO TECHNIQUES (1.0 to 2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MUS 58 Elementary Piano or equivalent private study or by audition.

This course provides the student with basic jazz piano playing skills including voicings of 9th, 11th, and 13th chords applied to arranging lead sheets for piano.
Transfer: CSU; UC.

61 CHORAL MUSIC I: RENAISSANCE AND (2.0) BAROQUE PERIOD
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 with concentration on the Renaissance and Baroque periods (1400-1600). Students will develop and improve choral music techniques and repertoire. Auditions will be scheduled at the beginning of each semester. May be taken 4 semesters for credit.

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**62   CHORAL MUSIC II: CHORAL MUSIC OF THE (2.0)
         CLASSICAL PERIOD**
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 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.
May be taken 4 semesters for credit.

**63   MUSIC III: CHORAL MUSIC OF THE   (2.0)
         ROMANTIC TO EARLY 20TH CENTURY**
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 with concentration on the Romantic Period from the end
of the Classical Period to the early 20th century. Students will
develop and improve choral techniques and repertoire. Auditions
will be scheduled at the beginning of each semester. May be
taken 4 semesters for credit.

64   MUSIC IV: MODERN PERIOD   (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 with concentration on the Modern Period (Post World War
I to present). Students will develop and improve choral music
techniques and repertoire. Auditions will be scheduled at the
beginning of each semester. May be taken 4 semesters for credit.

93   MUSIC SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the
discipline offering this course.

NURSING ASSISTANT - NRAST

25   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.

45   ACUTE CARE NURSE ASSISTANT   (3.0)
12.0 hours per week: (5.0 hours lecture, 7.0 hours laboratory)*
Associate Degree Applicable
Prerequisite: Be a certified nursing assistant and have current "health care provider" card.
Advisory: ENGL 56

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.

48   NURSING ASSISTANT   (5.0)
18.0 hours per week: (6.0 hours lecture, 12.0 hours laboratory)*
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Presents theory and practice 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 20 pounds.

51   HEALTH UNIT COORDINATOR   (2.5)
3.5 hours per week: (2.0 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable

Introduction to basic skills required of a Health Unit Coordinator in today's health care environment.

93   NURSING ASSISTANT SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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NURSING REGISTERED ASSOCIATE DEGREE - NRAD

1   FOUNDATIONS OF NURSING/CARING   (2.0)
2.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A.

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.

1A   NURSE CARING CONCEPTS   (2.0)
2.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Admittance into the Registered Nursing Program.
Corequisite: NRAD 1B

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.

1B   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. Current Health Care Provider CPR card is required.
Corequisite: NRAD 1D

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.

1D   DECISION MAKING DATA I   (2.0)
2.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Admittance into the Registered Nursing Program.
Corequisite: NRAD 1A

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 problems are presented.
Transfer: CSU.

2A   NURSE CARING FAMILY CONCEPTS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: NRAD 1B and/or admission to the Nursing Program.
Corequisite: NRAD 2B

Continues the study of caring concepts in nursing by presenting concepts in greater depth and complexity. Applies these concepts in nursing maternal health clients, children, young and middle aged adults. Introduces family considerations in establishing short-term and long- term goals for health promotion. Continues focus on the individual assuming responsibility for health promotion and learning. Emphasizes planning and implementation of the nursing process in administering care.
Transfer: CSU.

2B   NURSE CARING PRACTICUM II   (8.0)
20.0 hours per week: (2.0 hours lecture, 18.0 hours laboratory)
Associate Degree Applicable
Prerequisite: NRAD 1B and/or admission to the Nursing Program. Current Health Care Provider CPR card is required.
Corequisite: NRAD 2D

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 nursing care for maternity clients, infants, children, and young and middle-aged adults in moderately structured clinical practice.
Transfer: CSU.

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2D DECISION MAKING DATA II (2.0)
2.0 hours lecture per week
Associate Degree Applicable
Prerequisite: NRAD 1B and/or admission to Nursing Program.
Corequisite: NRAD 2A

Continues the application of critical thinking to problems in pharmacology, nutrition, and diagnostics. Presents selected content from natural, behavioral, physical, and social sciences to provide a data base for nursing judgment and decision making. Emphasizes the nursing process as a framework for critical thinking, analysis, and problem solving moderately complex issues related to medication management, food-drug and drug-drug interactions, health specific diets, and laboratory and diagnostic test interpretation.
Transfer: CSU.

2E CRITICAL THINKING SKILLS FOR DATA (1.5)
DECISION MAKING
1.5 hours lecture per week
Associate Degree Applicable
Prerequisite: Admission to the Registered Nursing Program.
Corequisite: NRAD 2A

Emphasizes the application of critical thinking skills to realistic clinical situations involving medication management, food-drug and drug-drug interactions and diagnostic test interpretation. Provides an interactive format for the presentation of moderately complex scenarios requiring analysis and problem solving.

3 NURSING TRANSITIONS (1.0)
2.0 hours lecture per week
Associate Degree Applicable
Prerequisite: 30 Unit Option Program Admission
Corequisite: NRAD 3A

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.

3A NURSE CARING CONCEPTS III (2.0)
2.0 hours lecture per week
Associate Degree Applicable
Prerequisite: NRAD 2D and/or admission to the Nursing Program.
Corequisite: NRAD 3B

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, hematologic, and vascular problems. Emphasizes nursing intervention.
Transfer: CSU.

3B NURSE CARING PRACTICUM III (5.0)
11.0 hours per week: (2.0 hours lecture, 9.0 hours laboratory)
Associate Degree Applicable
Prerequisite: NRAD 2D and/or admission to the Nursing Program. Current Health Care Provider CPR card is required.
Corequisite: NRAD 3D

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.
Transfer: CSU.

3D NURSE CARING FOR MEDICAL-SURGICAL (2.0)
CLIENTS
2.0 hours lecture per week
Associate Degree Applicable
Prerequisite: NRAD 2D and/or admission to the Nursing Program.
Corequisite: NRAD 3A

Applies nursing interventions of prevention, maintenance, restoration and caring to a variety of health problems: neurologic, genitourinary, 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.

3G CRITICAL THINKING SEMINAR (1.0)
2.0 hours lecture per week*
Associate Degree Applicable
Prerequisite: Admission to the Nursing Program.

For the third semester nursing student. An analysis of complex patient scenarios that require independent critical thinking for the entry level nurse. Incorporates advanced assessment skills to modify and revise the care plan for complex clients.

3H THIRD SEMESTER NURSING READINESS (0.5)
4.5 hours lecture per week*
Associate Degree Applicable
Prerequisite: Admission to the Nursing Program.
Corequisite: NRAD 3A

A course designed for registered nursing students entering the third semester. Nursing concepts necessary for success in the third semester are reviewed.

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4 NURSE LEADERSHIP/MANAGEMENT (1.0)
1.0 hours lecture per week
Associate Degree Applicable
Prerequisite: NRAD 3D and/or admission to the Nursing Program.
Corequisite: NRAD 4A

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.

4A NURSE CARING CONCEPTS FOR CLIENTS (2.0)
PSYCHIATRICALLY AT RISK
2.0 hours lecture per week
Associate Degree Applicable
Prerequisite: NRAD 3D and/or admission to the Nursing Program.
Corequisite: NRAD 4B

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.

4B NURSE CARING FOR PEOPLE AT RISK (6.0)
PRACTICUM
18.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: NNRAD 3D and/or admission to the Nursing Pro-
gram. Current Health Care Provider CPR card is required.
Corequisite: NRAD 4D

Applies the nurse caring process for people at risk in health care setting which are varied and more complex. Provides experience in a less structured environment and with less instructor supervision. 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.

4D NURSE CARING FOR PEOPLE AT RISK (2.0)
CONCEPTS
2.0 hours lecture per week
Associate Degree Applicable
Prerequisite: NRAD 3D and/or admission to the Nursing Program.
Corequisite: NRAD 4

Applies nurse caring concepts to nursing care for people at risk. Identifies people at risk and presents specific nursing intervention.
Transfer: CSU.

17 SELF-CARE STRATEGIES (2.0)
2.0 hours lecture per week
Associate Degree Applicable

Introduces self-care concepts from a holistic viewpoint as a primary area of an individual's responsibility. Relates stress management, humor, psychological and spiritual well-being, personal safety and social support to interpersonal and work-role relationships. Problem solving, planning and stress reduction strategies are presented.
Transfer: CSU.

18 SURVEY OF ALTERNATIVE MEDICINE (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: ENGL 56

Explores various cultural perspectives on alternative medicine. Chinese Medicine, Ayurvedic Medicine, Native and Latin American Folk Medicines, Homeopathy, Naturopathy, Herbal Medicine, Mind/Body Medicine, Chiropractic Medicine, Environmental Medicine and other approaches. These approaches are analyzed and discussed within the context of the current medical model of health care in the United States.
Transfer: CSU.

19A BEGINNING STUDENT INTERN (1.0 to 3.0)
9.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: NRAD 2B

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. May be taken 2 semesters for credit.
Transfer: CSU.

19B ADVANCED STUDENT INTERN (1.0 to 3.0)
9.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: NRAD 3B

Provides the opportunity to practice selected nursing skills learned during the first, second and third semesters of Associate Degree Nursing course work under the supervision of a preceptor. Offers work experience in a participating agency. May be taken 2 semesters for credit.
Transfer: CSU.

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**20 SUPPLEMENTARY NURSING SKILLS (0.5 to 3.0)
PRACTICE**
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 demonstration 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. May be taken 4 semesters for credit. Note: 0.5 unit required in first, second, and third semester.

22 MEDICAL TERMINOLOGY (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Introduces medical terminology for body structure, body systems, and diagnostic work. Prefixes, suffixes and combined root forms are used to identify medical terms.
Transfer: CSU.

23 BILINGUAL MEDICAL TERMINOLOGY (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

Introduces Bilingual Medical Terminology for body structure, body systems, and diagnostic work. Prefixes, suffixes and combined root forms are used to form bilingual medical terms.

24 INTRODUCTION TO EMERGENCY CARE (3.5)
4.5 hours per week: (3.0 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in NRAD 4B or equivalent.

This course is designed for the Registered Nurse, Licensed Vocational Nurse, Paramedic, and graduating Registered Nursing student (a) who intends to make a career move into emergency care, or (b) who is working in the emergency department and seeks to develop a practical framework for practice. Licenses and/or certificates and social security numbers will need to be received in the nursing office in order to register online for this course.

25 HEALTH CAREER PREPAREDNESS (2.0)
2.0 hours lecture per week
Associate Degree Applicable

An overview of opportunities and expectations in health care careers. Basic tools for success will be presented.
Transfer: CSU.

**26 INTRODUCTION TO THE OPERATING (7.0)
ROOM EXPERIENCE**
11.0 hours per week: (5.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: RN, NRAD 4B, or equivalent.

An introduction to the operating room course, designed for registered nurses and fourth semester nursing students. Theory and clinical will introduce the preoperative, intraoperative and postoperative period and appropriate nursing care.

27 OBSTETRICAL NURSING (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: RN license or registered nursing interim permit.

This obstetrical course is an introduction to the nursing health care needs of the laboring women, new mothers, newborns and their support systems. The strengths and needs of childbearing families are studied within their socioeconomic, ethnic, and cultural community contexts. The course has both classroom and clinical components. The student is expected to develop clinical objectives and arrange a preceptorship in an acute care setting.

47 INDEPENDENT STUDIES: NURSING (0.5 to 2.0)
6.0 hours laboratory per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of nursing under the direction of an instructor. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU.

**48 RADIATION PROTECTION FOR THE (2.5)
HEALTH WORKER**
5.0 hours lecture per week*
Associate Degree Applicable

Basic radiation protection technology for people working in the health care setting. Upon successful completion of the course, students will be able to qualify as a Radiation Safety Officer.
Transfer: CSU.

93 NURSING SPECIAL TOPIC (0.5 to 4.0)
Associate Degree Non-Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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NUTRITION - NUTR

10   NUTRITION   **(3.0)**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Studies the nutritional needs of the human life cycle including interpretation of basic food groups and their chemical composition as applied to the utilization of nutrients in the body.
Transfer: CSU; UC.

**11   INTRODUCTION TO NUTRITION FOR   (3.0)
     HEALTH PROFESSIONALS**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56

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.

12   PRENATAL NUTRITION   **(1.0)**
3.0 hours lecture per week*
Associate Degree Applicable

Examines the nutritional needs of the pregnant woman and developing fetus, including interpretation of food groups and their chemical composition as applied to the utilization of nutrients in the bodies of these particular individuals.
Transfer: CSU.

14   INFANT NUTRITION   **(1.0)**
3.0 hours lecture per week*
Associate Degree Applicable

Examines the nutritional needs of the infant, including the importance of breastfeeding and its chemical composition as applied to the utilization of nutrients in the bodies of these particular individuals.
Transfer: CSU.

16   TODDLER/PRESCHOOLER NUTRITION   **(1.0)**
3.0 hours lecture per week*
Associate Degree Applicable

Examines the nutritional needs of the toddler/preschooler, including the interpretation of food groups and their chemical composition as applied to the utilization of nutrients in the bodies of these particular individuals.
Transfer: CSU.

18   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.

30   NUTRITION FOR FITNESS AND SPORT   **(3.0)**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 56, NUTR 10.

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.

47   INDEPENDENT STUDIES: NUTRITION   (0.5 to 2.0)
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU.

93   NUTRITION SPECIAL TOPIC   **(0.5 to 4.0)**
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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ONLINE

1   INTRODUCTION TO ONLINE COURSES   (0.5)
4.5 hours laboratory per week*
Associate Degree Applicable

Presents different types of technologies essential to a distance education course. Topics will cover the effective use of e-mail, the Internet, and other technologies used in both online delivered classes or on-campus classes. Prepares student for succeeding in distance education courses and others that rely heavily on technology.

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PARALEGAL - PARAL

**1 INTRODUCTION TO LAW OFFICE   (3.0)
    PROCEDURES FOR PARALEGALS**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: ENGL 56

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.

**2 LAW OFFICE PROCEDURES FOR   (3.0)
    PARALEGALS**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: ENGL 56

Introduces the terminology and procedures used in non-litigation matters and legal document preparation in such areas as personal and real property, business organizations, wills, probate and estate matters, bankruptcy procedure and family law matters. Sample legal documents and forms will be processed in logical sequence and will be accompanied by definitions, background information and step by step instructions and statements of procedures.

3 PARALEGAL INTERNSHIP   (1.0 to 3.0)
8.0 hours per week: (0.5 hours lecture, 7.5 hours laboratory)
Associate Degree Applicable
Prerequisite: CAOA 31, 32, 35, BUS 17

Provides students an opportunity to experience the responsibilities of an employee in a legal setting related to their courses in paralegal studies.
Transfer: CSU.

**5 CIVIL/LITIGATION PROCEDURES AND   (3.0)
    DOCUMENTS**
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: CAOA 62 or CAOA 20A or the ability to type 25 words per minute.
Advisory: ENGL 56

Introduces the terminology and procedures used in general civil procedure and litigation including pretrial procedures, discovery, trial, and post trial procedures. Covers specific areas such as landlord/tenant disputes and employment disputes and includes procedures used in alternative dispute resolution such as arbitration and mediation. Sample pleadings, forms, and documents will be processed in logical sequence and will be accompanied by definitions, background information and step by step instructions and statements of procedures.

47 INDEPENDENT STUDIES: PARALEGAL (0.5 to 2.0)
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. May be taken for four semesters for credit (only if each semester has a different topic emphasis).

93 PARALEGAL SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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PHILOSOPHY - PHIL

5   INTRODUCTION TO THE BIBLE   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Introduces the literature of the Hebrew scriptures and the
Christian New Testament through their history, literary
conventions, authors, and sources.
Transfer: CSU; UC.

6   INTRODUCTION TO PHILOSOPHY   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Presents the scope, methods, and concepts of major philosophers.
Analyzes their philosophies through the reading of selections
from original texts.
Transfer: CSU; UC.

8   INTRODUCTION TO LOGIC   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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.

9   WORLD RELIGIONS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A.

Presents the history, concepts, and cultures of the world's major
religions. Emphasizes Judaism, Christianity, Islam, Hinduism,
and Buddism. Surveys Jainism, Confucianism, Taoism,
Zoroastrianism, Shintoism, and Sikhism.
Transfer: CSU; UC.

**12   PHILOSOPHICAL CLASSICS IN THEORY OF   (3.0)
        REALITY AND OF KNOWLEDGE**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A.

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.

**13   PHILOSOPHICAL CLASSICS IN ETHICS   (3.0)
        AND SOCIAL PHILOSOPHY**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A.

Studies problems in ethics and social philosophy by critically
analyzing a selection of classic texts.
Transfer: CSU; UC.

47   INDEPENDENT STUDIES: PHILOSOPHY (0.5 to 2.0)
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. May be taken 4
semesters for credit (only if each semester has a different topic
emphasis).
Transfer: CSU; UC.

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PHYSICAL EDUCATION ACTIVITY - PEACT

40   SWIMMING   **(0.5 to 1.0)**
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. May be taken 4 semesters for credit.
Transfer: CSU; UC.

41   SPRINGBOARD DIVING   **(0.5 to 1.0)**
3.0 hours laboratory per week
Associate Degree Applicable

Provides instruction and practice in springboard diving with emphasis on coordination, body mechanics and mastery of diving techniques. May be taken 4 semesters for credit.
Transfer: CSU; UC.

42   WATER POLO   **(0.5 to 1.0)**
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. May be taken 4 semesters for credit.
Transfer: CSU; UC.

47   INDEPENDENT STUDIES: PHYSICAL   **(0.5 to 2.0)**
**   EDUCATION ACTIVITY**
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

50   WRESTLING   **(0.5 to 1.0)**
3.0 hours laboratory per week
Associate Degree Applicable

Presents the basic skill techniques involved in freestyle, Greco-Roman and college-style wrestling. Emphasizes active participation in drill and scrimmage situations. May be taken 4 semesters for credit.
Transfer: CSU; UC.

64   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.
Transfer: CSU; UC.

65   ADULT FITNESS   **(0.5 to 1.0)**
3.0 hours laboratory per week
Associate Degree Applicable

Presents the opportunity, methods, materials, and knowledge for the student to begin a lifetime adult physical fitness program.
Transfer: CSU; UC.

66   ENDURANCE CONDITIONING   **(0.5 to 1.0)**
3.0 hours laboratory per week
Associate Degree Applicable

Presents a programmed method of cardiovascular/respiratory fitness through walking, running, swimming and/or cycling.
Transfer: CSU; UC.

68   STRETCHING ROUTINES FOR FITNESS **(0.5 to 1.0)**
**   AND SPORTS**
3.0 hours laboratory per week
Associate Degree Applicable

Presents a program of controlled stretch patterns to increase flexibility, relax tension, and help prevent injuries in sports activities. May be taken 4 semesters for credit.
Transfer: CSU; UC.

69   CIRCUIT WEIGHT TRAINING   **(0.5 to 1.0)**
3.0 hours laboratory per week
Associate Degree Applicable

Introduces an open laboratory physical fitness course designed to develop muscular endurance and strength. Presents an opportunity to develop a positive attitude and work habits leading to cardiovascular efficiency, optimum body composition and flexibility.
Transfer: CSU; UC.

70   WEIGHT TRAINING   **(0.5 to 1.0)**
3.0 hours laboratory per week
Associate Degree Applicable

Presents the different concepts of strength, endurance and muscle tone development of weight training. Students will use machine and free weights for fitness development. May be taken 4 semesters for credit.
Transfer: CSU; UC.

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81   BADMINTON   (0.5 to 1.0)
3.0 hours laboratory per week
Associate Degree Applicable

Emphasizes skill techniques, strategy of singles and doubles, rule interpretation, and court etiquette of badminton. May be taken 4 semesters for credit.
Transfer: CSU; UC.

83   GOLF   (0.5 to 1.0)
3.0 hours laboratory per week
Associate Degree Applicable

Presents an opportunity to develop one's knowledge and skills in the sport of golf. Instruction emphasizes rules, strategy, etiquette and technique. May be taken 4 semesters for credit.
Transfer: CSU; UC.

85   TENNIS   (0.5 to 1.0)
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. May be taken 4 semesters for credit.
Transfer: CSU; UC.

91   BASEBALL   (0.5 to 1.0)
3.0 hours laboratory per week
Associate Degree Applicable

Presents the basic skills, fundamentals, rules, stratagems and etiquette of baseball. May be taken 4 semesters for credit.
Transfer: CSU; UC.

92   BASKETBALL   (0.5 to 1.0)
3.0 hours laboratory per week
Associate Degree Applicable

Emphasizes basic skills, techniques, theories, stratagems, and rule interpretations used in basketball. May be taken 4 semesters for credit.
Transfer: CSU; UC.

**93   PHYSICAL EDUCATION SPECIAL   (0.5 to 4.0)
        TOPIC**
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.
Transfer: CSU; UC.

95   SOCCER   (0.5 to 1.0)
3.0 hours laboratory per week
Associate Degree Applicable

Introduces techniques, tactics, skills, rules and attitudes inherent to the sport of soccer. May be taken 4 semesters for credit.
Transfer: CSU; UC.

96   SOFTBALL   (0.5 to 1.0)
3.0 hours laboratory per week
Associate Degree Applicable

Presents theory, practice, and strategy of fast pitch softball. May be taken 4 semesters for credit.
Transfer: CSU; UC.

97   VOLLEYBALL   (0.5 to 1.0)
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. May be taken 4 semesters for credit.
Transfer: CSU; UC.

106   PILATES FOR HEALTH AND FITNESS   (0.5 to 1.0)
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.
Transfer: CSU.

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PHYSICAL EDUCATION (ADAPTED) - PEADPT

100   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.
Transfer: CSU; UC.

**105   ADAPTED FITNESS: WEIGHT   (0.5 to 1.0)
          TRAINING**
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.
Transfer: CSU; UC.

PE ATHLETICS - PEATH

25 INTERCOLLEGIATE BASEBALL: MEN (1.5 to 3.0)
10.0 hours laboratory per week
Associate Degree Applicable

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. May be taken 3 semesters for credit.
Transfer: CSU; UC.

26 INTERCOLLEGIATE BASKETBALL: (1.5 to 3.0)
 MEN
10.0 hours laboratory per week
Associate Degree Applicable

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. May be taken 4 semesters for credit.
Transfer: CSU; UC.

27 INTERCOLLEGIATE BASKETBALL: (1.5 to 3.0)
 WOMEN
10.0 hours laboratory per week
Associate Degree Applicable

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. May be taken 4 semesters for credit.
Transfer: CSU; UC.

28 INTERCOLLEGIATE CROSS COUNTRY (1.5 to 3.0)
10.0 hours laboratory per week
Associate Degree Applicable

Presents the theory and practice of cross country running and includes participation in intercollegiate competition. May be taken 3 semesters for credit.
Transfer: CSU; UC.

31 INTERCOLLEGIATE SOFTBALL: (1.5 to 3.0)
 WOMEN
10.0 hours laboratory per week
Associate Degree Applicable
Develops advanced knowledge and skill in the sport of women's softball. Provides the physical, mental, and emotional challenges inherent in intercollegiate competition. May be taken 3 semesters for credit.
Transfer: CSU; UC.

32 SWIMMING AND DIVING (1.5 to 3.0)
10.0 hours laboratory per week
Associate Degree Applicable

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. May be taken 3 semesters for credit.
Transfer: CSU; UC.

33 INTERCOLLEGIATE TENNIS (1.5 to 3.0)
10.0 hours laboratory per week
Associate Degree Applicable

Presents an opportunity for advanced tennis students to further develop a knowledge and skill in the sport. Appropriate for students desiring the physical, mental, and emotional challenge of intercollegiate competition. May be taken 3 semesters for credit.
Transfer: CSU; UC.

34 INTERCOLLEGIATE TRACK AND (1.5 to 3.0)
 FIELD
10.0 hours laboratory per week
Associate Degree Applicable

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. May be taken 3 semesters for credit.
Transfer: CSU; UC.

35 INTERCOLLEGIATE VOLLEYBALL: (1.5 to 3.0)
 WOMEN
10.0 hours laboratory per week
Associate Degree Applicable

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. May be taken 3 semesters for credit.
Transfer: CSU; UC.

36 INTERCOLLEGIATE WATER POLO (1.5 to 3.0)
10.0 hours laboratory per week
Associate Degree Applicable

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. May be taken 3 semesters for credit.
Transfer: CSU; UC.

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37   INTERCOLLEGIATE WRESTLING   (1.5 to 3.0)
10.0 hours laboratory per week
Associate Degree Applicable

Develops knowledge and skill in the sport of wrestling.
Emphasizes skill instruction and conditioning techniques that
prepare students for intercollegiate competition. May be taken 3
semesters for credit.
Transfer: CSU; UC.

38   INTERCOLLEGIATE WOMEN'S   (1.5 to 3.0)
         SOCCER
10.0 hours laboratory per week
Associate Degree Applicable

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. May be taken 3 semesters for credit.
Transfer: CSU; UC.

39   WOMEN'S INTERCOLLEGIATE   (1.5 to 3.0)
         WATER POLO
10.0 hours laboratory per week
Associate Degree Applicable

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. May be taken 3
semesters for credit.
Transfer: CSU; UC.

93   PHYSICAL EDUCATION ATHLETICS   (0.5 to 4.0)
         SPECIAL TOPIC
Associate Degree Applicable

Examines a special topic in the field of study related to the
discipline offering this course.

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PE THEORY - PETHRY

**3   INTRAMURAL AND RECREATIONAL   (3.0)
SPORT PROGRAMMING**
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Prerequisite: Eligibility for ENGL 56

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.

4   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 56

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.

5   INTRODUCTION TO PHYSICAL EDUCATION (2.0)
2.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

Presents the heritage, current programs and the future potential of
the physical education profession.
Transfer: CSU; UC.

**7   INTRODUCTION TO RECREATION AND   (3.0)
LEISURE SERVICES**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

8   RECREATION LEADERSHIP   (3.0)
4.0 hours per week: (2.5 hours lecture, 1.5 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56

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.

10   STUDENT/ATHLETE SUCCESS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Designed to increase the student's success in college by assisting
the student in obtaining the knowledge of concepts necessary to
reach educational objectives. Information and opportunities are
provided for students to learn and adopt methods to be successful
in college and life.
Transfer: CSU.

**12   ADAPTED PHYSICAL EDUCATION   (2.0)
INSTRUCTION**
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Provides instruction and practice in working with disabled
students in an adapted physical education activity. An
appointment with a Disabled Student Programs and Services
faculty member prior to enrollment is strongly advised.
Transfer: CSU.

**13   INTRODUCTION TO PREVENTION AND   (2.0)
CARE OF ATHLETIC INJURIES**
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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.

14   FOUNDATIONS FOR FITNESS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Presents the physiological principles and other factors that
provide the foundations for the development and maintenance of
optimal physical fitness.
Transfer: CSU.

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15   THEORY OF BASEBALL   (2.0)
2.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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.

**16   THEORY OF TRACK AND FIELD AND CROSS (2.0)
        COUNTRY**
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Introduces the basic fundamentals, techniques, rules, regulations and organization of track and field and cross country.
Transfer: CSU; UC.

17   HEALTH APPRAISAL AND FITNESS TESTING (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Presents appropriate techniques for health appraisal and use of fitness evaluations.
Transfer: CSU.

18   EXERCISE LEADERSHIP AND ASSESSMENT   (3.0)
5.0 hours per week: (2.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Presents fundamentals of leading exercise with healthy populations, including adults, children, pregnant women and the elderly, and presents appropriate techniques of health and fitness appraisal for these populations.
Transfer: CSU.

21   WATER SAFETY INSTRUCTOR   (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Advisory: Eligibility for ENGL 56 and successful completion of advanced swimming instructions and a health-screening examination.

Provides instruction and practice in American Red Cross life-saving techniques. Reviews Red Cross swimming and life-saving courses. Red Cross certification as a Water Safety Instructor may be earned.
Transfer: CSU; UC.

22   LIFEGUARD TRAINING   (2.0)
4.0 hours per week: (1.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: Successful completion of advanced swimming instruction and a health-screening examination are recommended.

Prepares individuals to effectively assume the duties and responsibilities of lifeguards at swimming pools and protected (no-surf) open water beaches.
Transfer: CSU; UC.

PHYSICAL SCIENCE - PHYSCI

**1A   PHYSICAL SCIENCE: PHYSICS AND   (3.0)
      CHEMISTRY**
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 23SI or equivalent.
Advisory: ENGL 56 or 65.

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.

1AL   PHYSICAL SCIENCE LAB   (1.0)
3.0 hours laboratory per week
Associate Degree Applicable
*Prerequisite: Completion of or concurrent enrollment in PHYSCI
1A or equivalent.*

Applies laboratory principles developed in Physical Science:
Physics and Chemistry.

**1B   PHYSICAL SCIENCE: ASTRONOMY AND   (3.0)
      GEOLOGY**
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 23SI or equivalent.
Advisory: ENGL 56 or 65

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.

PHYSICS - PHYS

5A   GENERAL PHYSICS   (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MATH 29 or MATH 31 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.

5B   GENERAL PHYSICS   (4.0)
6.0 hours per week: (3.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: PHYS 5A 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.

8A   PRINCIPLES OF PHYSICS   (5.0)
7.0 hours per week: (4.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: MATH 65A 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.

8B   PRINCIPLES OF PHYSICS   (5.0)
7.0 hours per week: (4.0 hours lecture, 3.0 hours laboratory)
Associate Degree Applicable
Prerequisite: PHYS 8A and MATH 65B

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.

8C   MODERN PHYSICS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: PHYS 8B

Presents the principles of relativity, waves and particles, Bohr
theory, quantum mechanics and Schroedinger's equation,
elementary atomic structure, nuclear structure and radioactivity
using calculus and vector algebra.
Transfer: CSU; UC.

10   INTRODUCTION TO PHYSICS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 23 or MATH 23SI
Advisory: ENGL 56 or 65

Presents a survey of physical laws and principles involved in
classical and modern physics. Not open to students who have
credit for PSYSCI 1A.
Transfer: CSU; UC.

30   TECHNICAL PHYSICS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: MATH 24A or equivalent.
Corequisite: MATH 24B or equivalent

Presents the basic physics principles of statics and dynamics of
particles and rigid bodies, fluids, heat, gases, and waves.

93   PHYSICS SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the
discipline offering this course.

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POLITICAL SCIENCE - POLSCI
Prior to Fall 2004 Government

1   INTRODUCTION TO POLITICAL SCIENCE   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Surveys the scope, methods and theories of political science with special emphasis on contemporary political issues and problems.
Transfer: CSU; UC.

2   GOVERNMENT OF THE UNITED STATES   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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.

4   WORLD POLITICS   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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.

**5   LAW AND POLITICS: INTRODUCTION TO   (3.0)
     LEGAL CONTROVERSIES**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: ENGL 1A

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.

6   COMPARATIVE GOVERNMENT   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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.

9   INTRODUCTION TO POLITICAL THEORY   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: GOV 1. Eligibility for ENGL 1A.

Surveys the diversity of ideas and concepts in political thought from the ancients to the present, from Plato to contemporary feminism.
Transfer: CSU; UC.

37   GOVERNMENT/POLITICS INTERNSHIP (1.0 to 3.0)
9.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: POLSCI 2 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.

**47   INDEPENDENT STUDIES: (0.5 to 2.0)
     GOVERNMENT**
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 government under the direction of an instructor. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

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PSYCHIATRIC TECHNICIAN - PSYTEC

7 NURSING SCIENCE (18.5)
34.5 hours per week: (14.5 hours lecture, 20.0 hours laboratory)*
Associate Degree Applicable
Prerequisite: PSYTEC 10

Presents principles of mental health and physical health,
the maintenance of health, anatomy and physiology, and an
understanding of disease and its treatment. Develops the ability to
perform basic care activities, provides learning experiences in the
care of children, adults, and aged patients with medical/surgical
conditions.
Transfer: CSU.

**8 CARE OF THE DEVELOPMENTALLY (17.0)
DISABLED**
33.5 hours per week: (12.5 hours lecture, 21.0 hours laboratory)*
Associate Degree Applicable
Prerequisite: PSYTEC 7

Studies the care of the developmentally disabled. Provides
learning experiences in community facilities and continued
practice in individual and group work.
Transfer: CSU.

9 PSYCHIATRIC NURSING (18.5)
34.5 hours per week: (14.0 hours lecture, 20.5 hours laboratory)*
Associate Degree Applicable
Prerequisite: PSYTEC 7

Introduces psychological and mental health concepts. Presents
the causes, prevention, and treatment of mental, emotional and
behavioral disorders. Provides practice in interpersonal skills,
self-understanding, problem solving, communication, and the use
of rehabilitative methods in providing patient care.
Transfer: CSU.

**10 INTRODUCTION TO PSYCHIATRIC (6.5)
TECHNICIAN**
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.

**93 PSYCHIATRIC TECHNICIAN SPECIAL (0.5 to 4.0)
TOPIC**
Associate Degree Applicable

Examines a special topic in the field of study related to the
discipline offering this course.

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PSYCHOLOGY - PSYCH

1A   INTRODUCTORY PSYCHOLOGY   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Completion of ENGL 56.

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.

**2   INTRODUCTION TO BIOLOGICAL   (3.0)
        PSYCHOLOGY**
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: PSYCH 1A

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.

6   INTRODUCTION TO SOCIAL PSYCHOLOGY   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: PSYCH 1A

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.

33   PERSONALITY AND ADJUSTMENT   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: PSYCH 1A

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.

**35   PSYCHOLOGICAL PRINCIPLES OF   (3.0)
        COMMUNICATION**
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Presents a psychological study of communication in terms of its role in interpersonal relationships, groups, and society. Attention is focused on the development and function of various models of communication.
Transfer: CSU.

**47   INDEPENDENT STUDIES: (0.5 to 2.0)
        PSYCHOLOGY**
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

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REAL ESTATE - RE

60   REAL ESTATE PRINCIPLES   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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.

63   LEGAL ASPECTS OF REAL ESTATE   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Introduces the legal aspects and current laws pertaining to real
estate.

64   REAL ESTATE FINANCE   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Introduces principles and practices of real estate finance.
Emphasizes financing and techniques employed in originating
and servicing home loans.

SIGN LANGUAGE - SL

15A   BEGINNING AMERICAN SIGN LANGUAGE   (3.0)
3.0 hours lecture per week
Associate Degree Applicable

Introduces American Sign Language, basic sign vocabulary and grammar, the manual alphabet, and topics related to deafness including deaf culture and history, and support services for the deaf.
Transfer: CSU; UC.

15B   INTERMEDIATE AMERICAN SIGN   (3.0)
      LANGUAGE
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: SL 15A or equivalent competency.

Emphasizes sign language competency, vocabulary enlargement, and expressive and receptive skill development.
Transfer: CSU; UC.

15C   ADVANCED AMERICAN SIGN LANGUAGE   (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Prerequisite: SL 15B or equivalent competency.

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 and introduces interpreting exercises.
Transfer: CSU; UC.

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SOCIOLOGY - SOC

1A INTRODUCTION TO SOCIOLOGY (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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.

1B SOCIAL INSTITUTIONS (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Soc 1A and eligibility for ENGL 56.

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.

2 SOCIAL PROBLEMS (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Soc 1A, eligibility for ENGL 56.

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.

4 INTRODUCTION TO CRIMINOLOGY (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56. SOC 1A.

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.

6 MINORITY GROUP RELATIONS (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56, SOC 1A.

Surveys the characteristics of selected minority groups in America. Studies issues and social conflicts associated with minority-group dominant relationships.
Transfer: CSU; UC.

47 INDEPENDENT STUDIES: SOCIOLOGY (0.5 to 2.0)
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

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SPANISH - SPAN

1   ELEMENTARY SPANISH   (4.0)
5.0 hours per week: (4.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable

Presents a topic-based, introductory course in contemporary
Spanish with emphasis on listening comprehension, language
acquisition, oral interaction, culture-centered reading, and
writing basic Spanish. Social and cultural aspects of the Spanish-
speaking world are presented along with some of the most
essential forms, structures, and vocabulary in the language.
Language laboratory practice is required.
Transfer: CSU; UC.

2   SPANISH   (4.0)
5.0 hours per week: (4.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: SPAN 1 or equivalent competency.

Presents a continuation of SPAN 1 with a topic-centered,
intensive practice in listening comprehension, language
acquisition, oral interaction, and writing development. Selected
readings from the Hispanic world include cultural vignettes,
prose, and poetry. Language laboratory practice is required.
Transfer: CSU; UC.

3   SPANISH   (4.0)
5.0 hours per week: (4.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: SPAN 2 or equivalent competency.

Presents a continuation of SPAN 2 incorporating an intensive
review with topic-centered intensive practice in listening
comprehension, language acquisition, oral interaction, and
paragraph writing. Selected readings from the Hispanic world
include social, cultural, and history vignettes, prose, and poetry.
Language laboratory practice is required.
Transfer: CSU; UC.

4   SPANISH   (4.0)
5.0 hours per week: (4.0 hours lecture, 1.0 hours laboratory)
Associate Degree Applicable
Prerequisite: SPAN 3 or equivalent competency.

Presents a continuation of Spanish 3 and gives extensive practice
in composition, conversation and comprehension. Drawing from
authentic sources, the course 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 complicated
situations. Language lab practice is required. Lab material is
computer-based and includes an interactive CD ROM, digitalized
video and extensive on-line resources either created or organized
by the instructor.
Transfer: CSU; UC.

**10   CONVERSATIONAL SPANISH WITH A FOCUS (1.0)
        ON DAILY ACTIVITIES**
2.0 hours lecture per week*
Associate Degree Applicable
Prerequisite: SPAN 1 or equivalent.

Presents an opportunity to practice and build upon previously
acquired Spanish speaking and listening skills. Through
topic-based conversations, guided discussions and skills
building activities (both controlled and spontaneous), students
will continue to develop their oral/aural abilities in Spanish.
Course emphasis will include increasing speaking proficiency
and adding to awareness of aspects of the diverse Hispanic
culture. This course is offered in 9 week modules. The
vocabulary component varies in accordance with the topic
of the module. The grammar component is common to all
modules. This course is taught in Spanish.
Transfer: CSU.

**43   FACILITATOR ASSISTED LEARNING: (0.5)
        SPANISH**
9.0 hours lecture per week*
Associate Degree Applicable
Advisory: Completion of or concurrent enrollment in ENGL 56.

Develops interpersonal skills, understanding of the learning
process, and effectiveness as a facilitator. Prepares students to
facilitate in their subject area.
Transfer: CSU.

**44A   FACILITATOR ASSISTED LEARNING   (1.0)
        PRACTICUM: SPANISH**
1.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in SPAN 43.
Advisory: Completion of or concurrent enrollment in ENGL 56.

Provides practical applications of facilitator assisted learning
(FAL) in small groups of Spanish language students.
Transfer: CSU.

**44B   FACILITATOR ASSISTED LEARNING   (1.0)
        PRACTICUM: SPANISH**
1.0 hours lecture per week
Associate Degree Applicable
Prerequisite: Completion of or concurrent enrollment in SPAN 44A.
Advisory: Completion of or concurrent enrollment in ENGL 56.

Provides practical applications of facilitator assisted learning
(FAL) in small groups of Spanish language students.
Transfer: CSU.

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47   INDEPENDENT STUDIES: SPANISH   (0.5 to 2.0)
6.0 hours laboratory per week
Associate Degree Applicable
Prerequisite: SPAN 1 or equivalent competency.

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. May be taken 4 semesters for
credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

93   SPANISH SPECIAL TOPIC   (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the
discipline offering this course.

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SPEECH - SPCH

1A PUBLIC ADDRESS (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

Introduces public speaking with an emphasis on clear, logical organization and effective delivery of expository and persuasive speeches.
Transfer: CSU; UC.

2A ORAL INTERPRETATION OF LITERATURE (3.0)
3.0 hours lecture per week
Associate Degree Applicable

Presents an introduction to the oral reading of prose, poetry, and dramatic literature. Emphasis is placed on techniques of delivery and literary analysis.
Transfer: CSU; UC.

10 SMALL GROUP DISCUSSION (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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.

12 INTERCULTURAL COMMUNICATION (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 56.

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, communicate verbally and non-verbally, and are represented in a diverse world.
Transfer: CSU; UC.

15 ARGUMENTATION AND DEBATE (3.0)
3.0 hours lecture per week
Associate Degree Applicable
Advisory: Eligibility for ENGL 1A.

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.

47 INDEPENDENT STUDIES: SPEECH (0.5 to 2.0)
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU; UC.

93 SPEECH SPECIAL TOPIC (0.5 to 4.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

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VOCATIONAL ESL - VESL

**701 WORK-RELATED CONVERSATIONAL   (0.0)
SKILLS, LEVEL 1**

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.

**702 WORK-RELATED CONVERSATIONAL   (0.0)
SKILLS, LEVEL 2**

3.0 hours lecture per week
Advisory: VESL 1 or equivalent.

Presents a continuation of VESL 1, focusing on work-related
reading, conversation, and writing for the non-native speaker.

WELDING - WELD

**47 INDEPENDENT STUDIES: METALS (2.0)
TECHNOLOGY**
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. May be taken 4 semesters for credit (only if each semester has a different topic emphasis).
Transfer: CSU.

70A BASIC WELDING (3.0 to 4.0)
8.0 hours per week: (2.0 hours lecture, 6.0 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, metallurgy, 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.
Transfer: CSU.

70B ADVANCED WELDING (3.0 to 4.0)
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: WELD 70A

Continues Welding Technology 70A 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.

70C WELDING: GMAW & GTAW (3.0 to 4.0)
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: WELD 70A

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.
Transfer: CSU.

77 METAL FABRICATION (3.0)
6.0 hours per week: (2.0 hours lecture, 4.0 hours laboratory)
Associate Degree Applicable
Prerequisite: WELD 70A

Provides an opportunity to design and construct major projects from metal. Manufacturing processes and production techniques are included in planning and developing projects.
Transfer: CSU.

80 WELDING CERTIFICATION (3.0 to 4.0)
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)
Associate Degree Applicable
Prerequisite: Completion or concurrent enrollment in WELD 70B.

Continues WELD 70B. 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.
Transfer: CSU.

570A BASIC WELDING (0.0)
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)

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, metallurgy, 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.

570B ADVANCED WELDING (0.0)
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)
Prerequisite: WELD 70A, 570A, or consent of instructor.

Continues WELD 70A 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.

570C WELDING: GMAW & GTAW (0.0)
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)
Prerequisite: WELD 70A, 570A, or consent of instructor.

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.

580 WELDING CERTIFICATION (0.0)
8.0 hours per week: (2.0 hours lecture, 6.0 hours laboratory)
Prerequisite: Completion of or concurrent enrollment in WELD 70B or 570B, or consent of instructor.

Continues Welding Technology 70B. 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.

* All course hours (lecture & lab) in the catalog are listed as semester long courses except for those courses coded with an asterisk.
Asterisk coded courses are always taught in less then a full semester.

WELLNESS - WELL

100   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.

101   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.

* All course hours (lecture & lab) in the catalog are listed as semester long courses except for those courses coded with an asterisk.
Asterisk coded courses are always taught in less then a full semester.

WORK EXPERIENCE - WRKEXP

**10 INTRODUCTION TO WORKPLACE (3.0)
READINESS**
3.0 hours per week: (2.5 hours lecture, 0.5 hours laboratory)
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.
Transfer: CSU.

**11 INTRODUCTION TO WORKPLACE (3.0)
READINESS: VESL**
8.0 hours per week: (5.0 hours lecture, 3.0 hours laboratory)*
Associate Degree Applicable

Introduction of fundamentals for workplace readiness and job retention, as well as basic ESL grammar and vocabulary pertaining to the workplace. 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.
Transfer: CSU.

50 COOPERATIVE WORK EXPERIENCE (0.5)
0.5 hours lecture per week
Associate Degree Applicable
Prerequisite: Spring or Fall semester: maintain a minimum of 7 units including Work Experience and work a minimum of 5 hours per week. Summer session: maintain enrollment in one other credit course and work 7.5 hours per week. Approval of Dean or Designee.
Corequisite: WRKEXP 50L

Cooperative Work Experience is a program where working students learn skills, increase performance and explore short and long range career goals on the job. Through collaborative efforts among employers, instructors, and college coordinators students accomplish specific measurable learning objectives and are given laboratory credit for hours worked. Requests for information are coordinated through the Cooperative Education Work Experience program. WRKEXP 50 and 50L have a credit limitation of 16 units.
Transfer: CSU.

**50L COOPERATIVE WORK EXPERIENCE (0.5 to 3.5)
LAB**
20.0 hours laboratory by arrangement per week
Associate Degree Applicable
Corequisite: LEADER 55

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, be enrolled in a minimum of 7 units, including Cooperative Work Experience, and be enrolled in Leader 55. For summer, students must be enrolled in one other credit course, and be working a minimum of 7.5 hours per week.
Transfer: CSU.

**51 COOPERATIVE WORK EXPERIENCE (0.5)
EDUCATION - GENERAL**
0.5 hours lecture per week
Associate Degree Applicable
Prerequisite: Maintain enrollment in a minimum of 7 units, including Cooperative Work Experience, and be working a minimum of 5 hours per week.
Corequisite: WRKEXP 51L

General Work Experience is supervised employment intended to assist students in acquiring desirable work habits, attitudes, and career awareness. The work experience need not be related to the student's educational goals.

**51L COOPERATIVE WORK EXPERIENCE (0.5 to 2.5)
LAB - GENERAL**
15.0 hours laboratory by arrangement per week
Associate Degree Applicable
Corequisite: WRKEXP 51

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, be enrolled in a minimum of 7 units, including Cooperative Work Experience, and be enrolled in WRKEXP 51. For Summer, students must be enrolled in one other credit course, and be working a minimum of 7.5 hours per week.

**52 COOPERATIVE WORK EXPERIENCE (0.5)
EDUCATION-OCCUPATIONAL**
0.5 hours lecture per week
Associate Degree Applicable
Prerequisite: Maintain enrollment in a minimum of 7 units, including Cooperative Work Experience, and be working a minimum of 5 hours per week.
Corequisite: WRKEXP 52L

Occupational Work Experience is supervised employment, extending classroom learning at an on-the-job learning station, and relating to the student's educational or occupational goals.
Transfer: CSU.

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* All course hours (lecture & lab) in the catalog are listed as semester long courses except for those courses coded with an asterisk.
Asterisk coded courses are always taught in less then a full semester.

**52L   COOPERATIVE WORK EXPERIENCE   (0.5 to 3.5)
       LAB - OCCUPATIONAL**
20.0 hours laboratory by arrangement per week
Associate Degree Applicable
Corequisite: WRKEXP 52

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, be enrolled in a minimum of 7 units, including Cooperative Work Experience, and be enrolled in WRKEXP 52. For Summer, students must be enrolled in one other credit course, and be working a minimum of 7.5 hours per week.
Transfer: CSU.

93   WORK EXPERIENCE SPECIAL TOPICS   (0.5 to 8.0)
Associate Degree Applicable

Examines a special topic in the field of study related to the discipline offering this course.

**510   INTRODUCTION TO WORKPLACE   (0.0)
       READINESS**
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.
Transfer: CSU.

**511   INTRODUCTION TO WORKPLACE   (0.0)
       READINESS:VESL**
8.0 hours per week: (5.0 hours lecture, 3.0 hours laboratory)

Introduction of fundamentals for workplace readiness and job retention, as well as basic ESL grammar and vocabulary pertaining to the workplace. 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.
Transfer: CSU.

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

ASIRE, JOSEPH J. (1967-1995)
Physical 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

BELDEN, LONNIE M. (1966-1999)
Biological Sciences

BLAKESLEE, D.S.M., EARLE B.* (1965-1973)
Fine Arts

BOWEN, TERRY C. (1978-2004)
Physical Education

BOWEN, JOHN E.* (1965-1988)
Physical Sciences and Mathematics

BRUNDAGE II, JOE R. (1965-2003)
Physical Sciences

CANNEY, D.A., DANIEL J. (1966-1995)
Language Arts

CHANDLER, ARLENE B. (1965-1986)
Human Development

CRYSTAL, ED.D., DELBERT G.* (1966-1993)
Engineering and Technology

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

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

Deceased

GIROLO, NELLA S. (1972-2003)
Performing Arts

GUIDI, ADDIE (1972-1991)
Nursing and Allied Health

HANSEN, DONALD F. (1965-2000)
Business Education/Men's Basketball

HANSEN, MARYEL (1985-2001)
Counseling Services

HENDRICKS, JUDITH E. (1987-2003)
Human Development

HESSON, J. C. (1965-1995)
Language Arts

HITCHMAN, RICHARD J. (1967-2003)
Social Sciences

JOHNS, MARVIN (1984-1995)
Physical Sciences and Mathematics

JOHNSON, JOYCE R. (1965-1986)
Business Education

KANBARA, JACK N. (1969-1990)
Library Services

KELLEY, JAMES DAVID (1965-1990)
Social Sciences

LANE, IRENE O. (1969-1986)
Counseling Services

MAURO, CARMEN L.* (1965-1987)
Physical Education

MCBADE, JAYSON (1967-1986)
Fine Arts

MCGILL, PAUL L.* (1966-1983)
Language Arts

MEISSNER, GARY C. (1971-2002)
Physical Education

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

PELFREY, ROBERT H. (1972-2003)
Fine Arts

PETER, GILBERT M.* (1966-1993)
Physical Sciences and Mathematics

PLATOU, HARALD S. (1965-1989)
Biological Sciences

PLATOU, TEOFILA A. (1968-1991)
Nursing and Allied Health

PLATT, JR., HUGH H. (1981-1999)
Language Arts

RICH, DARRELL L. (1972-2002)
Physical Education

RICHMOND, WILLIAM F. (1972-2004)
Engineering and Technology

RUMORE, GEORGE (1968-2001)
Business Education

SHELTON, EUGENE R. (1969-1995)
Language Arts

Deceased

STANFORD, PH.D., BARBARA (1971-1992)
Social Sciences
STONE, RICHARD M. (1971-2002)
Business Education
STOUT, LELAND K. (1971-1988)
Engineering and Technology
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

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
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
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.

BACHMANN, ANNE (1980-2004)
Administrative Services

BARTHOLOW, BONNIE* (1976-2001)
Student Services

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

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

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

SCHOENFELD, LOLA "WILLIE" (1981-2001)
English

SUMMERS, NOMA (1979-2004)
Career Transfer Services

VILLADOR, ED (1965-1981)
Maintenance and Operations

VOGEL, JANET* (1979-1995)
Admissions and Records

WADDELL, YOLANDA (1978-2000)
Information Technology Services

WISE, KATHRYN CLAIRE (1975-1995)
Learning Resources

ADVISORY COMMITTEES

Disabled Student Programs & Services (DSPS)
William Bailey
Mary Jo DeSio
Linda Long
Marilyn Pedroni
Walt Rehm
Kathy Robasciotti
Dean Meyer
Steve Sales (Alternate)

Extended Opportunity Programs and Services (EOPS)
Betsy Alloway
Bernadette Bernardi
Francisco Curiel
Tony Domingues
Ernie Gomez
Vela Herrera
Julianne Jackson
Maria Legato
Diane Limon
Lily Magnia-Aanerud
Glenda Moscoso
Mimi Naish
Roanna Prell
Gil Stork
Juanita Tuan
Holley Volk

Master Chorale
Jim Baker
Lyn Baker
Diane Blakeslee
Sharon Carro
Vicki Ewart
Charles Hiigel
John Knutson
Harry Schade
Henry Sullivan

Senior Advisory Group for Education (SAGE)
Helen Baker
Sharon Blattner
Mary Bianco
Catharina Bybee
Earl Cornwell
Glenna Deane Davey
Nava Davidson
Ray Easton
Dorothy Ellis
Shirley Ferguson
Mary Ellen Gibson
Homer Hoyt
Carolee Jenkins
Ree Kelly
Al Lane
Henrietta Lichtenbaum
Helena Salaverria
Jared Sharon
Jack Smith
Janice Strom

Small Business Development Center
Clay Appleton
Evan Augsburger
Ray Johnson
Brian Kearns
Joanne Main
Norma Moye
Bob Mulrooney
Davina Palazzo
Bill Rabenaldt
Toni Sommer
Andrea Zeller

Tech Prep
Matt Aydelott
John Barnhart
Rich Becker
Linda Brady
Linda Carson
Peter Smith
Pat Casey
Susan Clayton
Jeanne Eggert
Jim Fotinakes
James Souza
John Stokes
Dennis Larson
Karen Lopez
John Mitchell
Cande Munoz
Paul Orton
Mary Parker
Grant Phillips
Ed Railsback
Robyn Ramsey
Sabrina Robertson
Toni Sommer

Workforce Development Projects
Nancy Acebo
Betsy Alloway
Margie Allred
Matt Aydelott
Katherine Blum
Genene Boldt
Sandra Bourbon
Tracy Buckingham
Robin Crawford
Franky Curiel
Susan Fuller
Connie Gannon
Jan Gillette
Matthew Green
Stephan Gunsalulus
Julianne Jackson
Rochell Long
Jan Maitzen
Mimi Naish
Karen Robert
Sabrina Robertson
Peppe Rose
Lee Rosenwasser
Kathleen Schaefer
Toni Sommer
Sheri Wilson

VOCATIONAL EDUCATION ADVISORY COMMITTEES

Advisory committees are formed to ensure continuity between the college's vocational training programs and the current employment needs and occupational trends of the community. These committees, whoes members serve without remuneration, are comprised solely of citizens involved in the business, services, and industrial occupations of the county. The committees also serve as liaison between the vocational program and the community.

Allied Health
Judy Creedon R.N.
Judy Hilyard R.N.
Chris Javine
Susan Jones R.N.
Tim Hodge Compass
Ellen McDonald R.N.
Stephanie Ponti
Rose Racho
Ellie Smith R.N.
Cathie Tetreaul
Susan Winsell
Terri Nefores
Mary El Hansen
Ann Grant
Dorthy Teola
Susan Dressler
Genene Boldt
Margie Allred

Agricultural Technology
Linda Brady
Dr. Ken Solomon
Dr. Andy Thulin
Dr. Les Ferrerira
Dr. Jennifer Ryder Fox

Architecture
Bill Truculet
Brian Starr
Paul Caetano
Don Swearingen

Automotive Technology
Dan Biggs
Jerry Bodine
Dana Davidson
Pete Dillard
Spence Grafftt
John Hensley
Henry Hubbard
Geoff Lyons
Jim Rizzoli
Russ Scamara
Gary Simas
Jeff Spevack
John Villa

Broadcast Communications
Maryane O'Brien
Garry Brown
Bruce Brown
Marcy DeGarimore
Brandon Downing
Ed Merrill
Simo Nylander
Marisa Waddell
Theo Waddell
Darrell Wenhardt
Bob Hartwig
Lyn Baker
Jim Baker
Bill Tommey
Barbara George

Business Administration
Justin Baldwin
Ray Biering
Jim Brabeck
Jeff Brinkley
Davbid Crabtree
Roger Grant
James Kaney
Dick Manson
David Rayl
Thomas Sherman
Bill Snider
Jack Sullivan
Jim Turner
Kathy Marcove
Solveg Cooper
Ruth Biering

Computer Applications/Office Administration (CAOA)
Michael Cripe
Barbara Ehrbar
Bob Federman
Pattie Henderson
Sharon Neill
Terry Ward
Bonnie Davis
Kelly Kasper

Computer Information Systems
Paul Borza
Terry Brown
John Dalbey, PhD
Fred Dyste
H. Stewart Ehrhardt, Jr.
Leith Hayes
Brian Johns
Franz Kurfess, PhD
Paul Porter

Construction Technology
Girard Ages
Jay Andrus
Tom Baasch
Jim Borland
Harvey Cohon
Jim Crook
Gary Crook
Scott Greenaway
Leslie Halls
Bill Hurley
Russ Kissinger
Dennis Larson
Hank Lewis
Steve McManus
Jim Osweiler
Greg Quirk
Jim Shisler
Terry Turney
Camille Turney
Bill Wilson
Terry Wing

Cooperative Education/ Work-Based Learning
Linda Carson
Christine Crose
Charles Fruit
Pat Harris
Lisa Hensley
Kathy Marcove
Michele McAustin
Lee Rosenwasser
Marlaine Sanders
Jim Turner

Early Childhood Education (ECE)
Judith Burke
Martha Chivens
Janice Felde
Lisa Fraser
Tonya Iversen
Linda Mcclure
Laurie Mchale
Joan Merson
Valerie Poalillo
Brenda Matthysse
Taylor Reynolds
Paula Tripp
Amy Van Duzen
Sue Waterbury
Margaret Collier
Tricia Bramsen

VOCATIONAL EDUCATION ADVISORY COMMITTEES (CONTINUED)

Electronics Automation Technology
Carl Forshage
Roger Korte
Dan Zepponi
Steve Goschke
Susanne Tallone
Donna Moss
Mark Whittaker
Steve Kautz
Lynn Walter
Ty Safreno
Mark Persky
Tim King
Barbara Engel
Ed Stettler
Bill Findley

Family Studies
Biz Steinberg
Denise Cavoly
Nancy Lindholm
Jill Lemieux
Mimi Naish
David Stevens
Monica Valdez
Beth Raub
Don Norton
Bailey Drechsler
Jan Gillette

Fashion Design and Merchandising
Kritsti Reeves
Guy Wells
Karen Lopez
Lynn James
Jim Turner
Roxanne Storlie
Crystal Smith
Le Dao
Heather Cook
Elizabeth Mehlschau
Kimberley Blackie
Ginger Behnke
Rhonda Mcbride
Betty Boster
Kea Kendey-Mckee

Hospitality
Alex Benson
Marie-France Brown
John Connor
Ken Cooper
Roger Corwin
Doug Dalton
Charles Holder
David Ibarra
Erlich Koberl
Lyndi Mccoy
Susan Morris
George Newland

J. P. Patel
Pragna Patel
Sari Potes
Barbara Roche
Toby Simmons
Jamie Wallace
Paul Wallace
Tawny Winters

Interior Design
Lorraine Bailey
Steve Carnes
Angeline Vollmer
Mary Martin
Gail Congdon
Kathy Thomas
Margaret Collier
Marilyn Farmer
Claudia Harmon
Kea Hendey-Mckee
Pat Howard
Lissa Lalonde
Leigh Cronin
Francine Van De Vanter

Library/Information Technology
Kathleen Boyd
John Corbett
Dr. Hiram L. Davis
Charlotte Graves
Dick Maynard
Mary "Moe" McGee
Leslie Mosson
Annie Robb
Judy Rohr
Sandra Rowland
Dr. David R. Dowell
Denise Fourie
Julie Smith

Paralegal
Katcho Achadjian
Victoria Berry
Peter Cummings
Linda Hurst
Nancy Kimbell
Pat Stevens
Catherine Tate
Traci Robichaud
Pat Stevens
Noelle Francis
Nancy Bynot
Sherri Ross
Lee Gulliver
Ruth Biering
Gary Rubin

Registered Nursing
Kristine Blanchard
Kathy Borland R.N.
Raye Burkhardt R.N.
Carol Constien R.N.
Ed Kirkpatrick
Lisa Moylan R.N.

Terry Murphy
Dr. Dorothy Phillips
Laurie Smith
Nicki Edwards R.N., Ph.D.
Colleen Ehrenberg, R.N., Ed.D.
Char Hill R.N.
Colleen Strom
Janet Tiffin R.N.
Terri Nefores
Shannon Rossma
Mary El Hansen
Dorthy Teola
Susan Dressler
Ann Grant
Margie Allred
Genene Boldt

Web Development Technologies
Jonni Biaggini
David Brown
Bob Dumouchel
Catherine David
Richard Harvey
Eric Schwefler
Julie Smith
Catherine Werst
Kevin Bontebal
David Dowell
Denise Fourie

Welding
Hardie Phillips
Roy Coffman
Mike Fontes

CUESTA COLLEGE FOUNDATION

The Cuesta College Foundation was incorporated in 1973 for the purpose of providing financial support to the college. A 36-member board of directors governs the Foundation. Board membership includes representatives from the Associated Students of Cuesta College, the district board of trustees, administration, faculty, and community members from throughout San Luis Obispo County.

The Cuesta College Foundation provides essential support for college programs, services, scholarships and capital needs.

SCHOLARSHIPS AND GRANT AWARDS

Perpetual Endowment Funds

The following is a listing of perpetual endowments with earnings available for scholarships or specially designated awards (years in parentheses are dates funds were founded).

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 (2000)
Baywood Park Women's Club Scholarship Endowment (1973)
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)
Elizabeth Brown Endowment (1994)
Charles and Marjorie Burkhardt Endowment (1991)
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)
Clifford Engineering and Science Scholarship (2001)
Don and Elaine Holley Coats Scholarship Endowment (2002)
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)
Dori Lynn Deutsche Scholarship (2003)
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 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)
Ramona Frost Foreign Language Scholarship (1988)
Calvin and Ruth Gabriel Family Scholarship (1994)
LaVonne Gaebe Nursing Scholarship Fund (1997)
General Foundation Administration Endowment (1988)
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)
Dorothy Hayner Memorial Scholarship Fund (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)
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)
Jean Ann Miller Memorial Endowment (1995)
B.T. and Bonnie Mills Scholarship Fund (2000)

CUESTA COLLEGE FOUNDATION (CONTINUED)

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)
Ralston Family Scholarship Fund (1993)
Jessie H. Ray Encouragement Endowment (1991)
The Retired Officers Association Ladies Scholarship Fund (see TROAL Scholarship) (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)
Glenn H. Robinson Memorial Scholarship Fund (2003)
Craig Farley Ryan Gift of Life Scholarship (1985)
San Luis Obispo General Hospital Auxiliary Endowment Fund (1990)
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)
Frank A. "Tony" Sprague Memorial Award (1989)

Christy Sweeny Scholarship Fund for Nursing Student (2004)
Thomas and Susan Davies Master Chorale Endowment (2004)
Chris Stodolka Scholarship for Academic Excellence (1994)
Teaching and Service Excellence Awards (1992)
Mickey Testa Memorial Scholarship (1998)
Wanetta Thomas Endowment Fund (1984)
Alice Thompson Scholarship Fund (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)
Grace Warten Scholarship in Memory of Ralph M. Warten (1997)
Whipple/Coolidge Endowment (1972)
Wilhelm Book Endowment Fund (1993)
Hassiba Williams Scholarship (2001)
Jane Barnes Williams Endowment Fund (1990)
Women's Program Endowment Fund (1990)

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
Charter Communications Scholarship
Cuesta College Academic Senate
Delta Kappa Gamma, Alpha Mu Chapter
Elementary Education Career Scholarship
Estero Bay Woman's Club Scholarship
Dorothy Fritts Scholarship
The Johnson Gallery Scholarship
Dorothy Keck Scholarship Fund
Cristal Heaven King Memorial Scholarship
Kiwanis Club of Greater Pismo Beach
The Central Coast Learning Disabilities Conference Student Award
J.M. Long Foundation Scholarship

CUESTA COLLEGE FOUNDATION (CONTINUED)

Juanita D.and E. Staurt McMullen
Morro Bay Art Association
Morro Bay Presbyterian Women Scholarship
Orcutt Mineral Society-Geology Earth Science Award
PEO-Chapter GO, In Memory of Alma Ellis
PEO-Chapter SO, In Memory of Martha Frady
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 Gem and Mineral Club 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"
San Luis Obispo Women's Network Scholarship
SLOBC Safe Cycling Scholarship
Studio Arts Materials Scholarship
Mary Pintar Trull Scholarship
Twin Cities Hospital Volunteers
Nancy Vaughan Memorial Sweet Springs Fund
The Woman's Club of Arroyo Grande Scholarship

CUESTA COLLEGE FOUNDATION BOARD OF DIRECTORS (2004-2005)

Harold J. "Bud" Anderson
Lyn Baker
Sandy Boxer
Jeff Buckingham
Charlie Cabassi
Lorraine Cagliero
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Berna W. Dallons
Susan Dressler*
Charles A. "Abe" Flory
Nella Girolo
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Michael Greenelsh
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Mary E. Howell*
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Rosemary Maino
Angela Mitchell
Paul Ready
Anita Robinson
Marie E. Rosenwasser*
Jim Sargen
Laurie Sinton
Iris Swisher
Bill Toomey
bree valle (Faculty Representative)
Bob Wacker
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President of Associated Students of Cuesta College*

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Jim J. Greathouse, Assistant Superintendent/Vice President
     Emeritus
Jon Jenkins
Frank R. Martinez, Superintendent/President Emeritus
Grace N. Mitchell, Superintendent/President Emeritus

Advisory Director

Barbara George

FACULTY: FULL-TIME — FALL 2004

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

AMYX, GUYLA (1988) FINE ARTS
   B.F.A., Eastern Washington University;
   M.F.A., Washington State University

ANDREWS, KATCHY (1996)
COUNSELING SERVICES
   B.A., Pitzer College;
   M.A., California Polytechnic State University, San Luis Obispo

BAEYEN, DENNIS (1988) ENGLISH
   B.A., Washington State University, Pullman;
   M.A., Iowa State University

BARCLAY, JUDITH (1985) MATHEMATICS
   B.A., State University College of New York at Cortland;
   M.Ed., University of Massachusetts at Amherst

BASTI, MJ (1990) PHYSICAL EDUCATION
   B.S.N., San Diego State University;
   M.S.N., California State University, Dominguez Hills

BAUER, PAUL (1971) PHYSICAL SCIENCES
   B.S., University of Oregon;
   M.S., San Jose State University

BEDELL, LEWIS (1966) ENGLISH
   B.A., M.A., University of Southern California

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

BOWER, DONNA (2001) ENGLISH
   B.A., M.A., California State University, Fresno

BRADY, LINDA (1999)
COUNSELING SERVICES
   B.A., University of California, Los Angeles;
   M.A., M.S., California Polytechnic State University, San Luis Obispo

BRAMSEN, TRICIA (1983)
HUMAN DEVELOPMENT
   B.S., California Polytechnic State University, San Luis Obispo

BRUDNEY, KENT (1990) SOCIAL SCIENCES
   B.A., University of California, Berkeley;
   M.A., Ph.D., University of California, Los Angeles

BURCHIEL, SUSAN (1989)
NURSING/ALLIED HEALTH
   B.S.N., Mount St. Mary's College, Maryland;
   M.S.N., Consortium of the California State University

BURSEY, VICTORIA (1989) ENGLISH
   B.A., California State University, Northridge;
   M.A., California Polytechnic State University, San Luis Obispo

CARRA, HEDY (1997)
ACADEMIC SUPPORT/DSPS
   B.A., M.A., California Polytechnic State University, San Luis Obispo

CHAMBERS, LEILA (2001)
BUSINESS EDUCATION
   B.S., California Polytechnic State University, San Luis Obispo;
   M.B.A., University of La Verne

CHEATHAM, EVLYNE (1975)
BIOLOGICAL SCIENCES
   B.S., California Polytechnic State University, Pomona;
   M.S., University of Nevada, Reno

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

COCROFT, BETH-ANN (1999)
LANGUAGES AND COMMUNICATIONS
   B.A., M.A., California State University, Fullerton

COLLIER, MARGARET (1975)
HUMAN DEVELOPMENT
   B.A., California State University, Fresno;
   M.A., California Polytechnic State University, San Luis Obispo

CONKLIN, EDWARD (1990) ENGLISH
   B.A. (2), California State University, Long Beach;
   M.A. (2), University of California, Irvine

FACULTY: FULL-TIME — FALL 2004 (CONTINUED)

CURTIS, LISA (2001)
ACADEMIC SUPPORT/DSPS
B.S., M.A., California Polytechnic State University, San Luis Obispo

DALMAN, NANCY (2001)
BIOLOGICAL SCIENCES
B.S., Virginia Polytechnic Institute and State University;
M.S., Duke University, North Carolina;
Ph.D., Stanford University

DAVIDSON, ROBERT (2001)
ENGINEERING AND TECHNOLOGY
Cuesta College

DEMAREST, SALLY (2000) ENGLISH
B.A., Indiana University;
M.Ed., University of North Carolina, Greensboro;
M.A., California Polytechnic State University, San Luis Obispo

DIAZ, DAVID (1988) PHYSICAL EDUCATION
B.S., M.S., California Polytechnic State University, San Luis Obispo;
Ph.D., NOVA Southeastern University, Florida

DILL, PETER (1990) SOCIAL SCIENCES
B.A., Stanford University;
M.A., University of California, Irvine

DRECHSLER, BAILEY (1999)
HUMAN DEVELOPMENT
B.A., University of California, Berkeley

EICKEMEYER, JAMES (1999)
PHYSICAL SCIENCES
M.S., University of California, Los Angeles;
B.S., Ph.D., University of California, Santa Barbara

FAIRBANKS, WILLIAM (1966)
SOCIAL SCIENCES
B.A., M.A., California State College;
Ph.D., University of California, Santa Barbara

FINDLEY, VIRGINIA (1999)
BUSINESS EDUCATION
B.S., M.A., California Polytechnic State University, San Luis Obispo

FLEMING, MATTHEW (1999) ENGLISH
B.A., California State University, Sacramento;
M.A., California Polytechnic State University, San Luis Obispo

FLOREZ-GUTIERREZ, 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

GIRARD, SALLY (1992)
LANGUAGES AND COMMUNICATIONS
A.B., Colby College, Maine;
M.A., Middlebury College, Vermont

GOLD, RANDALL (1968) SOCIAL SCIENCES
A.B., University of California, Berkeley;
M.A., San Francisco State University;
Ph.D., Michigan State University

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

HA, FRANCIS (2001) SOCIAL SCIENCES
B.S., University of California, Berkeley;
M.A., 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 (1999)
NURSING/ALLIED HEALTH
B.S.N., California State University, Long Beach;
M.S.N., California State University, Dominguez Hills

HARTWIG, ROBERT (1976)
LANGUAGES AND COMMUNICATIONS
B.A., M.A., California State University, Chico;
M.A., San Diego State University

FACULTY: FULL-TIME — FALL 2004 (CONTINUED)

HERBEKIAN, STEVE (1997) MATHEMATICS
  B.A., University of California, Los Angeles;
  M.A., San Francisco State University

HIEBERT, MARGARET (2001) ENGLISH
  B.A., M.A., California State University, Fresno;
  Ph.D., State University of New York at Binghamton

HUGHES, PATRICK (1989) MATHEMATICS
  B.S., M.A., Eastern Illinois University

JIMISON, KATHERINE (1996)
PHYSICAL SCIENCES
  B.S., University of Nevada, Reno;
  M.S., University of California, Santa Barbara

JOHNSON, FAY (1999)
NURSING/ALLIED HEALTH
  A.A., Harbor College

JOHNSON, JANI (2002) PHYSICAL EDUCATION
  B.S., California Polytechnic State University, San Luis Obispo;
  M.S., Southern Illinois University, Carbondale

JOHNSON, RICHARD (1989) ENGLISH
  B.A., M.A., California State University, Chico

JOHNSTON, LAURENCE (1990) MATHEMATICS
  B.S., California Polytechnic State University, San Luis Obispo;
  M.S., University of California, Los Angeles

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

KINTER, MICHAEL (1999) MATHEMATICS
  B.A., University of California, Berkeley;
  M.A., University of Houston, Texas

KLINGER, ALISA (2001) ENGLISH
  B.A., University of Toronto, Canada;
  M.A., Queen's University at Kingston, Canada;
  Ph.D., University of California, Berkeley

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

LAGOMARSINO, PETER (1976)
ENGINEERING AND TECHNOLOGY
  B.A., San Jose State University

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

LARSON, BEVERLY (1998)
BUSINESS EDUCATION
  B.B.A., M.B.A., Wichita State University, Kansas

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

LICHTY, DIANE (1985) BUSINESS EDUCATION
  B.S., California State University, Long Beach

FACULTY: FULL-TIME — FALL 2004 (CONTINUED)

LILLEY, KEITH (1974)
LIBRARY/LEARNING RESOURCES
B.A., M.A., M.L.S., San Jose State University

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

MANN, NANCY (1990)
BIOLOGICAL SCIENCES
B.A., M.A., California State University, Fullerton

MANOR, SONJA (2000) MATHEMATICS
B.A., M.S., Humboldt State University

MARSALA, SUSAN (1989) ENGLISH
B.A., M.A., California Polytechnic State University, San Luis Obispo

MARSHALL, ROBERT (1977) MATHEMATICS
B.A., California State University, Long Beach;
M.A., California Polytechnic State University, San Luis Obispo

MCAUSTIN, MICHELE (1990)
BUSINESS EDUCATION
B.S., M.A., California Polytechnic State University, San Luis Obispo

MCCORKLE, MARY (1988)
LANGUAGES AND COMMUNICATIONS
B.A., M.A., California Polytechnic State University, San Luis Obispo

MCGEE, BARBARA (1989) MATHEMATICS
B.A., University of California, Los Angeles;
B.S., California State University, Northridge;
M.S., University of Southern California

MERZON, ALLISON (1996) PHYSICAL EDUCATION
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

MILEY, JAMES (2002) PERFORMING ARTS
B.A., Occidental College;
M.A., University of Arizona, Tucson;
D.M.A., University of Oregon

MILLER, BARBARA (1996) MATHEMATICS
B.A., College of St. Benedict, Minnesota;
M.S., University of Colorado at Denver

MILLER, KENNETH "BOB" (2003)
PHYSICAL EDUCATION
B.S., University of Redlands;
M.S.S., United States Sports Academy, Alabama

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

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

OLSEN, AMY (2001) ENGLISH
B.A., M.A., San Diego State University

PANDOSH, JULIE (1999) MATHEMATICS
B.A., University of California, Irvine;
M.S., California State University, San Jose

PANTER, DWIGHT (1976)
ENGINEERING AND TECHNOLOGY
B.A., M.A., California State University, Fresno

PARRISH, BERTA (1999)
ACADEMIC SUPPORT/DSPS
B.A., M.A., Ed.D., Arizona State University

PEACHEY, PAM (1995)
NURSING/ALLIED HEALTH
B.S.N., Azusa Pacific University;
M.S.N., California State University, Dominguez Hills

PEDERSEN, PETE (1971) BIOLOGICAL SCIENCES
B.S., University Redlands;
M.S., University of California, Irvine

PETERS, KATHLEEN (1997)
ACADEMIC SUPPORT/DSPS
B.A., M.A., California Polytechnic State University, San Luis Obispo

FACULTY: FULL-TIME — FALL 2004 (CONTINUED)

PILLSBURY, DOUGLAS (1990) ENGLISH
B.A., University of Arizona;
M.A., Fairleigh Dickinson University, New Jersey

POINTER, STACY (1999) ENGLISH
B.A., M.A., California Polytechnic State University, San Luis Obispo

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

**RALSTON, IRMTRAUD "WIESIE" (1986)
COUNSELING SERVICES**
B.A., California State University, Long Beach;
M.A., University of Southern California

**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

REHM, WALTER (1990) PHYSICAL EDUCATION
B.A., University of California, Santa Barbara;
M.S., California Polytechnic State University, San Luis Obispo

**REYES-PATRICK, REGINA (2001)
COUNSELING SERVICES**
B.S., M.A., California Polytechnic State University, San Luis Obispo

**ROBERT, KAREN (1989)
STUDENT LIFE AND LEADERSHIP**
B.S., University of Phoenix, Arizona;
M.A., Pepperdine University

ROBERTSON, MATTHEW (1999) MATHEMATICS
B.S., M.S., California State University, Northridge

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.A., Chapman College

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.A., Luther College, Iowa;
M.A., 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

**SHEARER, NANCY (1988)
LANGUAGES AND COMMUNICATIONS**
B.A., San Jose State University;
M.A., Middlebury College, Vermont

SHERMAN, TERI (2002) COUNSELING SERVICES
B.A., California State University, Fresno;
M.A., California Polytechnic State University, San Luis Obispo

SMITH, DARLENE (1988) SOCIAL SCIENCES
B.A., M.A., California State University, Sacramento

SMITH, DAWN (1999) NURSING/ALLIED HEALTH
B.S.N., California State University, Dominguez Hills

SNIDER, WILLIAM (1989) BUSINESS EDUCATION
B.S., California Polytechnic State University, Pomona;
M.B.A., University of Southern California

STEWART, JAMES (1986) COUNSELING SERVICES
B.S., M.A., California Polytechnic State University, San Luis Obispo

STONE, GEORGE (1998) PERFORMING ARTS
B.A., California State University, Northridge;
M.A., University of La Verne

SULLIVAN, JOHN (1989) BUSINESS EDUCATION
B.B.S., New Hampshire College;
M.S., University of Maine at Portland-Gorham

FACULTY: FULL-TIME — FALL 2004 (CONTINUED)

SUTTER, RALPH (1992)
LANGUAGES AND COMMUNICATIONS
B.A., University of California, Riverside;
M.A., University of California, Los Angeles

TAYLOR, RICHARD (1999) MATHEMATICS
B.A., M.A., San Jose State University

TOMES, MARK (1989)
ACADEMIC SUPPORT/DSPS
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

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

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

ZEUSCHNER, LINDA (1996)
LANGUAGES AND COMMUNICATIONS
B.A., University of California, Berkeley;
M.A., California State University, Northridge

ZIEHL, CHERYL (1990)
ACADEMIC SUPPORT/DSPS
B.A., University of California, Santa Barbara;
M.A., California Polytechnic State University, San Luis Obispo

ZIPPERIAN, KATHRYN (1998) ENGLISH
B.A., California State University, Sacramento;
M.A., California Polytechnic State University, San Luis Obispo

FACULTY: PART-TIME — FALL 2004

ABNEY, RAYMOND – ENGLISH
B.A., California State University, Fresno;
M.A., California Polytechnic State University, San Luis Obispo

ACHTERKIRCHEN, CAROL – ENGLISH
B.S., M.A., University of Tennessee, Knoxville

ALLEN, LAURIE – LIBRARY/LEARNING RESOURCES
B.A., Temple University, Philadelphia;
M.A., University of Arizona

ANDERSON, JILL – PERFORMING ARTS
B.A., Pomona College, Claremont;
M.M., University of Southern California;
D.M.A., University of California, Santa Barbara

**ANDRUS, RICHARD –
ENGINEERING AND TECHNOLOGY**
Cuesta College

AVERY, COLLEEN – NURSING/ALLIED HEALTH
A.A., State University of New York at Morrisville;
B.S., California State University, Dominguez Hills

**BAASCH, THOMAS –
ENGINEERING AND TECHNOLOGY**
B.S., University of Nebraska, Lincoln

BADRIGIAN, BRUCE – ENGLISH
B.A., M.S., California Polytechnic State University, San Luis Obispo

BALFOUR, WARREN – PERFORMING ARTS
B.A., California State University, Los Angeles;
M.A., California State University, Long Beach;
D.M.E., University of Northern Colorado

**BANFIELD, ROBERT –
LANGUAGES AND COMMUNICATIONS**
B.A., Brigham Young University, Utah

BARCLAY, KENNETH – SOCIAL SCIENCES
B.A., Bowling Green State University, Ohio;
M.A., University of Massachusetts at Amherst;
Ph.D., Kent State University, Ohio

BARKER, DEBORAH – BIOLOGICAL SCIENCES
B.S., M.S., California Polytechnic State University, San Luis Obispo

BARTH, MARY – LIBRARY/LEARNING RESOURCES
B.A., California Polytechnic State University, San Luis Obispo;
M.L.I.S., San Jose State University

BATTERSBY, JIM – PHYSICAL EDUCATION
B.S., M.S., San Francisco State University

BAYHAN, RONALD – FINE ARTS
B.A., M.A., California State University, Fullerton

BEATTY, DAVID – ENGINEERING AND TECHNOLOGY
B.A., California Polytechnic State University, San Luis Obispo

BECK, JUNE – ENGLISH
B.A., Antioch University, Santa Barbara;
M.A., California Polytechnic State University, San Luis Obispo

BECKER, DAVID – PERFORMING ARTS
B.A., University of Florida

BEEMAN, MICHAEL – NURSING/ALLIED HEALTH
A.S., Allan Hancock College

BEHNKE, GINGER – HUMAN DEVELOPMENT
B.S., California Polytechnic State University, San Luis Obispo

**BELLEFONTAINE, KATHLEEN –
BUSINESS EDUCATION**
B.A., M.S.W., California State University, Long Beach

BERRINGER, BURTON – PHYSICAL SCIENCES
B.S., Ph.D., Washington State University

BERTRANDO, ETHAN – SOCIAL SCIENCES
B.A., California Polytechnic State University, San Luis Obispo;
M.A., University of California, Santa Barbara

BIERING, RUTH – BUSINESS EDUCATION
B.A., University of California, Los Angeles;
J.D., Loyola University

BIERY, KAREN – BIOLOGICAL SCIENCES
B.S., University of California, Davis;
M.S., Colorado State University;
Ph.D., Texas A & M University

BLACKIE, KIMBERLY – HUMAN DEVELOPMENT
Brooks College of Fashion & Design

BLAIR, RUSSELL – PHYSICAL EDUCATION
B.S., University of Oregon
M.S., California Polytechnic State University, San Luis Obispo

BLAZEJ, DONALD – BUSINESS EDUCATION
B.S., California Polytechnic State University, San Luis Obispo;
M.A., California State University, Northridge

FACULTY: PART-TIME — FALL 2004 (CONTINUED)

BLUM, KATHERINE – **COUNSELOR**
B.A., University of California, Davis;
M.A., California Polytechnic State University, San Luis Obispo

BOOTH, WILLIAM – **BUSINESS EDUCATION**
A.B., University of California, Los Angeles;
J.D., Hastings College of the Law

BOSTER, ELIZABETH – **HUMAN DEVELOPMENT**
B.S., M.S., California Polytechnic State University, San Luis Obispo

BOYD, KATHLEEN –
LIBRARY/LEARNING RESOURCES
B.A., University of Colorado;
M.L.S., California State University, Fullerton

BOYD, WILLIAM – **BUSINESS EDUCATION**
B.S., Rutgers University, New Jersey;
M.B.A., Brigham Young University, Utah

BRAUN, CHRISTINE – **PHYSICAL SCIENCES**
M.S., Ecole Nationale Superieure de Chimie de Paris;
M.S., Pierre et Marie Curie University, Paris;
Ph.D., Joseph Fourier University, Paris

BROWN, PATRICIA – **HUMAN DEVELOPMENT**
B.A., Ohio State University;
M.S., Michigan State University

BROWN, TERRANCE – **BUSINESS EDUCATION**
B.S., California Polytechnic State University, San Luis Obispo

BRUDNEY, PHYLLIS – **MATHEMATICS**
A.B., University of California, Berkeley;
M.A., University of California, Los Angeles

BRUNDAGE, JOE – **PHYSICAL SCIENCES**
B.S., M.S., Brigham Young University, Utah

BUCKINGHAM, LOREN – **BUSINESS EDUCATION**
B.A. University of California, Irvine

BUCKLEY, DOUG –
ENGINEERING AND TECHNOLOGY
Cuesta College

BUDGINAS, RUDOLFAS – **PERFORMING ARTS**
B.A., Lithuanian State Music Academy, Vilnius;
M.M., University of Southern California

BUDKE, STEVEN – **BUSINESS EDUCATION**
B.S., California Polytechnic State University, San Luis Obispo

BUSCHER, PATRICIA –
LIBRARY/LEARNING RESOURCES
B.A., University of California, Riverside;
M.S.L.S., University of Southern California

CABALKA, SHAWN – **PHYSICAL EDUCATION**
B.S., M.S., California Polytechnic State University, San Luis Obispo

CAKSHIRI, BARBARA – **MATHEMATICS**
B.A., University of California, Los Angeles;
M.A., California State University, Los Angeles

CANNEY, DANIEL – **EMERITUS COLLEGE**
B.A., M.A., California State University, Long Beach;
D.A., University of Oregon

CARDINALE, JOSEPH – **COUNSELING SERVICES**
B.S., M.A., California Polytechnic State University, San Luis Obispo

CARLIN, ANET – **PERFORMING ARTS**
B.F.A., M.F.A., University of Texas at Austin

CARSON, LINDA – **BUSINESS EDUCATION**
B.A., Antioch University, Santa Barbara;
M.A., California Polytechnic State University, San Luis Obispo

CARY, ARTHUR – **PHYSICAL SCIENCES**
B.A., M.A., Fisk University, Tennessee;
Ph.D., University of California, Riverside

CELESTIN, ALLAN – **ENGLISH**
B.A., St. Mary's College of California;
M.A., San Francisco State University

CHAUSSE, DELBERT –
LIBRARY/LEARNING RESOURCES
B.S., Southern Oregon College;
M.A., University of Denver

CHELLSEN, DENISE – **MATHEMATICS**
B.S., M.S., California Polytechnic State University, San Luis Obispo

CHILTON, SUSAN –
LANGUAGES AND COMMUNICATIONS
American River College

CHINICHIAN, MOSTAFA –
ENGINEERING AND TECHNOLOGY
B.S., Tehran Polytechnic University;
M.S., P.E., George Washington University;
Ph.D., Florida Institute of Technology

FACULTY: PART-TIME — FALL 2004 (CONTINUED)

CLARK, BRET – PHYSICAL SCIENCES
B.S., M.S., California Polytechnic State University, San Luis Obispo

CLARKE, JEFFERSON – FINE ARTS
B.S., California Polytechnic State University, San Luis Obispo;
M.F.A., University of California, Santa Barbara

CLEEVES, MARILYNE – BUSINESS EDUCATION
Long Beach City College

COFFMAN, CARYN – HUMAN DEVELOPMENT
B.S., California Polytechnic State University, San Luis Obispo;
M.A., California State University, Northridge

COLEY, ELNA – ENGLISH
B.A., Wheaton College, Illinois;
M.A., California State University, Long Beach;
M.A., E.D., California Polytechnic State University, San Luis Obispo

COLLIER, MYLA – EMERITUS COLLEGE
B.A., M.A., California State University, Long Beach

CONKLIN, LUCY – ENGLISH
B.A., California State University, Long Beach

COOPER, SOLVEG – BUSINESS EDUCATION
B.S., Texas A & M University;
M.B.A., University of Southern California

CROSS, JUDITH – SOCIAL SCIENCES
B.A., California State University, Sacramento;
M.A., Ph.D., University of California, Davis

CROSS, WILLIAM – MATHEMATICS
B.A., University of California, Santa Barbara;
M.A.Ed., University of San Francisco

CROXALL, DANIEL – ENGLISH
B.A., M.A., California Polytechnic State University, San Luis Obispo

DANIELS, DENNIS – MATHEMATICS
B.A., California State University, Northridge;
M.A., California Polytechnic State University, San Luis Obispo

DANIELS, RONALD – MATHEMATICS
B.S., M.S., California Polytechnic State University, San Luis Obispo

DANIELS, SHIRLEY – MATHEMATICS
B.A., University of Massachusetts at Amherst

DANSBY, JOE – PHYSICAL EDUCATION
B.A., M.A., California Polytechnic State University, San Luis Obispo

**DARNELL, ROBERT –
ENGINEERING AND TECHNOLOGY**
B.A., San Fernando Valley State College

DAVIES, THOMAS – PERFORMING ARTS
B.M., Bowling Green State University, Ohio;
M.M., D.M.A., University of Southern California

DEPASS, CALVIN – BUSINESS EDUCATION
B.A., Portland State University, Oregon;
M.A., University of Oregon

**DESFOR, EMILY –
LANGUAGES AND COMMUNICATIONS**
B.A., M.A., California State University, Northridge

**DETOMASO, SALLEE –
ACADEMIC SUPPORT/DSPS**
B.A., California State University, Bakersfield;
M.A., California Polytechnic State University, San Luis Obispo

DEVITT, ANDREA – COUNSELING SERVICES
B.A., Loyola Marymount University;
M.A., California State University, Dominguez Hills

DEVITT, MICHAEL – BUSINESS EDUCATION
B.A., Santa Clara University;
J.D., Loyola Law School

DIAMOND, DIANE – ENGLISH
B.A., California State College, San Francisco;
M.A., School for International Training, Vermont

**DOCKSTADER, MARY ANN –
ACADEMIC SUPPORT/DSPS**
B.A., M.A., State University of New York at Binghamton

DOERR, ANDREW – FINE ARTS
B.S., California Polytechnic State University, San Luis Obispo;
M.A., University of Washington;
Ph.D., University of California, Santa Barbara

DONALDSON, JANE – BIOLOGICAL SCIENCES
B.S., M.A., California Polytechnic State University, San Luis Obispo

**DOWNING, BRANDON –
LANGUAGES AND COMMUNICATIONS**
Cuesta College

DOWNING, TANYA – BUSINESS EDUCATION
B.A., M.A., California Polytechnic State University, San Luis Obispo

FACULTY: PART-TIME — FALL 2004 (CONTINUED)

DUNN, BETSY – LANGUAGES AND COMMUNICATIONS
B.A., University of Washington;
M.A., University of Tennessee, Knoxville

EMERSON, ALYSSA – HUMAN DEVELOPMENT
B.A., M.A., California Polytechnic State University, San Luis Obispo

EMERSON, DENISE – HUMAN DEVELOPMENT
B.A., M.A., California Polytechnic State University, San Luis Obispo

ERICKSON, LENORE – EMERITUS COLLEGE
B.A., Hamline University, Minnesota;
M.A., University of Chicago

EVANS, EMMIT – SOCIAL SCIENCES
B.A., Colorado State University;
M.A., Ph.D., University of California, Berkeley

FAHY, DANIEL – ENGLISH
B.A., University of California, Santa Cruz;
M. Phil., University of Oxford, England

FARINO, ROBERT – NURSING/ALLIED HEALTH
B.A., California Polytechnic State University, San Luis Obispo

**FARMER, MARILYN –
ENGINEERING AND TECHNOLOGY**
B.A., California Polytechnic State University, San Luis Obispo

**FAWCETT, MICHAEL –
LANGUAGES AND COMMUNICATIONS**
B.A., University of Kansas;
M.A., Ph.D., University of California, Los Angeles

FERRIS, JENNIFER – HUMAN DEVELOPMENT
B.A., California State University, Chico;
M.A., California State University, Los Angeles

FETCHO, JOHN – MATHEMATICS
B.S., California Polytechnic State University, Pomona;
M.A., California Polytechnic State University, San Luis Obispo

**FEUERBERG, DAWN –
LANGUAGES AND COMMUNICAITONS**
B.A., University of California, Irvine;
M.A., University of California, Santa Barbara

FLEMING, NORMAN – PERFORMING ARTS
B.A., San Diego State University;
M.A., California State University, Los Angeles

**FONTES, MICHAEL –
ENGINEERING AND TECHNOLOGY**
California Polytechnic State University, San Luis Obispo

FOSTER, JOAN – LIBRARY/LEARNING RESOURCES
B.A., Brooklyn College, New York;
M.L.S., Pratt Institute, New York

**FOURIE, DENISE –
LIBRARY/LEARNING RESOURCES**
B.A., University of California, Berkeley;
M.L.S., University of Southern California

FOURNIER, ELAINE – PERFORMING ARTS
B.A., M.A., California Polytechnic State University, San Luis Obispo

FUESS, KATHERINE – SOCIAL SCIENCES
B.A., M.A., Michigan State University

FULLWOOD, RALPH – PHYSICAL SCIENCES
B.A., Texas Technological University;
M.A., Harvard University, Massachusetts

GAISI, NORA – SOCIAL SCIENCES
B.A., University of North Carolina at Greensboro;
M.S., Hunter College, New York

GALANTI, TERA – FINE ARTS
B.A., M.A., California State University, Long Beach

GARZA, KAREN – ENGLISH
B.A., Humboldt State University;
M.A., San Jose State University

GEE, MARYSUE – PERFORMING ARTS
B.A., M.A., Morehead State University, Kentucky

GERE, JEAN – ENGLISH
B.A., Bethany Bible College;
M.A., Fresno Pacific University

GERICH, ROBERT – SOCIAL SCIENCES
B.A., California Polytechnic State University, San Luis Obispo;
M.A., California State University, Chico

GERMAN, EUGENIA – PERFORMING ARTS
B.A., Rubin Academy of Music, Israel;
M.A., University of Denver, Colorado

GILCHRIST, REED – PERFORMING ARTS
Territorial College of Guam;
Muskingum College Conservatory of Music, Ohio

GILLETTE, MATTHEW – BUSINESS EDUCATION
B.A., California Polytechnic State University, San Luis Obispo

GIN, SUE – PHYSICAL EDUCATION
B.A., California State University, Fresno;
M.A., University of Arizona, Tucson

FACULTY: PART-TIME — FALL 2004 (CONTINUED)

GLIDDEN, STEDMAN – MATHEMATICS
B.A., California State University, Long Beach;
M.A., Wesleyan University, Connecticut

GORDON, MICHELE – HUMAN DEVELOPMENT
B.A., University of California, Santa Barbara;
M.A., Sonoma State University

GOSSARD, SUSAN – COUNSELING SERVICES
B.A., California State University, Chico;
M.S., California State University, Sacramento

**GRANADOS, VICTOR –
ENGINEERING AND TECHNOLOGY**
B.S., M.S., California Polytechnic State University, San Luis Obispo

**GREENAWAY, SCOTT –
ENGINEERING AND TECHNOLOGY**
B.S., California Polytechnic State University, San Luis Obispo

**GROVER, L. JOANN –
ENGINEERING AND TECHNOLOGY**
B.A., California Polytechnic State University, San Luis Obispo

GUGLIELMO, SARAH – PHYSICAL EDUCATION
B.S., M.S., California Polytechnic State University, San Luis Obispo

GULLIVER, LEE – BUSINESS EDUCATION
B.Ed., B.A., York University, Canada;
J.D., Santa Clara University

**HAFLEY-KLUVER, HAILA –
HUMAN DEVELOPMENT**
B.A., Pacific Oaks College

HALDERMAN, ANTHONY – ENGLISH
B.A., M.A., California Polytechnic State University, San Luis Obispo

HALL, ALTA – EMERITUS COLLEGE
B.A., M.S.W., California State University, Fresno

HALSTED, DIANE – EMERITUS COLLEGE
B.A., University of California, Davis;
M.A., College of William and Mary, Virginia

HANCOCK, CAROL – MATHEMATICS
B.S., The University of North Carolina at Greensboro;
M.A.Ed., The Citadel, North Carolina;
Ph.D., The University of Georgia

HANSEN, MARY EL – COUNSELING SERVICES
B.A., Iowa State Teachers College;
M.A., California Polytechnic State University, San Luis Obispo

HARMON, CLAUDIA – HUMAN DEVELOPMENT
B.F.A., University of California, Irvine

HARRINGTON, LEILA – BUSINESS EDUCATION
B.A., California State University, Sacramento;
M.A., West Coast University

HART, NANCY – ENGLISH
B.A., M.A., California Polytechnic State University, San Luis Obispo

HASTINGS, MARY – ACADEMIC SUPPORT/DSPS
B.A., United States International University;
M.A., California Polytechnic State University, San Luis Obispo

**HEGWOOD, DENNIS –
ENGINEERING AND TECHNOLOGY**
B.A., California State University, Long Beach;
M.A., California Polytechnic State University, Pomona

**HENDY-MCKEE, KEALOHA –
HUMAN DEVELOPMENT**
A.A., Cuesta College

HERTZ, TONY – FINE ARTS
B.A., California Polytechnic State University, San Luis Obispo

HESSON, JC – ENGLISH
B.S., M.S., Indiana University Bloomington;
Ed.D., University of New Mexico

HITCHMAN, RICHARD – SOCIAL SCIENCES
B.A., M.A., University of California, Santa Barbara

HOLLIS, THOMAS – PHYSICAL SCIENCES
B.S., M.S., California State University, Long Beach

HOULIS, JAMES – PHYSICAL SCIENCES
B.S., California State University, Fresno;
Ph.D., University of Wyoming

HOWARD, PATRICIA – HUMAN DEVELOPMENT
B.A., Michigan State University

HUNTING, MARI – ACADEMIC SUPPORT/DSPS
B.A., University of California, Davis;
M.A., University of California, Sacramento

HURD, NANCY – HUMAN DEVELOPMENT
B.A., Hillsdale College, Michigan;
M.A., Ohio State College, Columbus

HUSTAD, KEN – PERFORMING ARTS
B.A., St. Cloud State University, Minnesota

FACULTY: PART-TIME — FALL 2004 (CONTINUED)

ISAKSON, ROBIN –
ENGINEERING AND TECHNOLOGY
California State University, San Bernardino

IVERSEN, TONYA – HUMAN DEVELOPMENT
B.A., M.A., California Polytechnic State University, San Luis Obispo

JACKSON, RICHARD – PERFORMING ARTS
B.F.A., Sam Houston State University, Texas;
M.A., California Polytechnic State University, San Luis Obispo

JAGGER, ELLEN – LIBRARY/LEARNING RESOURCES
B.A., University of California, Santa Cruz;
M.A., Syracuse University, New York

JAYKELL, LEE – FINE ARTS
B.S., Kent State University, Ohio

JENKINS, ALICE – ENGLISH
B.S., California Polytechnic State University, San Luis Obispo
M.A., California State University, San Francisco

JOHNSON, BRUCE – SOCIAL SCIENCES
B.A., St. John's College, New Mexico;
M.A., University of California, Santa Barbara

JOHNSON, RANDALL – FINE ARTS
B.A., California College of Arts and Crafts

JONES, MELINDA – HUMAN DEVELOPMENT
B.A., Whitman College, Washington;
M.A., Seattle University, Washington;
M.A., University of Denver, Colorado

KENNEDY, ROBERT – EMERITUS COLLEGE
B.F.A., M.F.A., Ohio University

KING, DAVID – ENGINEERING AND TECHNOLOGY
California Polytechnic State University, San Luis Obispo

KLIPPENSTEIN, SELINA – MATHEMATICS
B.A., Pepperdine University;
M.A., California State University, Northridge

KNOWLES, JULIET – BUSINESS EDUCATION
B.S., University of California, Santa Barbara;
M.A., San Francisco State University

KRAUSE, DAVID – BIOLOGICAL SCIENCES
B.S., M.S., San Diego State University

KREOWSKI, ESQ., BRIAN – SOCIAL SCIENCES
B.A., California Polytechnic State University, San Luis Obispo;
J.D., California Western School of Law

KRULL, JOY – EMERITUS COLLEGE
University of California, Irvine;
California State University, Long Beach

LABARBERA, JEANNE – FINE ARTS
B.A., M.A., University of California, Los Angeles;
Ph.D., University of California, Santa Barbara

LABRENZ, THEA – COUSELING SERVICES
B.A., University of California, San Diego;
M.S., San Diego State University

LAIDLAW, REBECCA –
LANGUAGES AND COMMUNICATIONS
B.A., M.A., San Jose State University

LEE, ROGER – FINE ARTS
B.S., San Jose State University;
M.A., Stanford University

LEHMKUHL, JEFFRY –
ENGINEERING AND TECHNOLOGY
B.A., M.A., California Polytechnic State University, San Luis Obispo

LEMUS, JOSE –
ENGINEERING AND TECHNOLOGY
B.S., California Polytechnic State University, San Luis Obispo

LORENZ, MELINDA – FINE ARTS
B.A., M.A., University of Maryland, College Park;
Ph.D., University of California, Santa Barbara

LOVELESS, WILLIAM – FINE ARTS
B.A., M.A., California State University, Fullerton

LYMAN, JOSHUA –
LANGUAGES AND COMMUNICATIONS
B.A., California State University, Fullerton;
M.A., California State University, Chico

LYONS, MARGUERITE – EMERITUS COLLEGE
B.A., University of Southern California;
M.S. California State University, Dominguez Hills

MACARTHUR, SUZANNE – MATHEMATICS
B.A., California Polytechnic State University, San Luis Obispo

MACHADO, CATHERINE – COUNSELING SERVICES
B.A., M.A., California Polytechnic State University, San Luis Obispo

MAGER, ELLEN – PHYSICAL SCIENCES
B.A., University of Maryland, College Park;
M.S., California Polytechnic State University, San Luis Obispo

FACULTY: PART-TIME — FALL 2004 (CONTINUED)

MALISZEWSKI, ANN - BIOLOGICAL SCIENCES
B.S., Keene State College, New Hampshire;
M. A., Kent State University, Ohio;
Ph.D., University of Massachusetts at Amherst

MANESS, ANDREW – ENGLISH
B.A., M.A., California Polytechnic State University, San Luis Obispo

MANSEAU, DIANA – EMERITUS COLLEGE
B.A., M.A., University of California, Long Beach

MARCHANT, CHRISTINE – ENGLISH
B.A., University of Strasbourg, France;
M.A., California Polytechnic State University, San Luis Obispo

MARCOVE, KATHLEEN – BUSINESS EDUCATION
B.A., American College of Switzerland;
M.A., School for International Training, Vermont

MARCUS, JACQUELINE – SOCIAL SCIENCES
B.A., University of California, Santa Barbara;
M.S., Southern Oregon State College

MARSH, NANCY – BIOLOGICAL SCIENCES
B.S., M.S., California Polytechnic State University, San Luis Obispo

MARTINEZ, FRANCISCO –
ENGINEERING AND TECHNOLOGY
B.S., M.S., California Polytechnic State University, San Luis Obispo

MCBRIDE, RHONDA – HUMAN DEVELOPMENT
Fashion Institute of Design and Merchandising

MCCLURE, SUEANN – PHYSICAL SCIENCES
B.S., M.A., University of Alaska, Fairbanks

MCCOMB, JAMES – SOCIAL SCIENCES
B.A., California Polytechnic State University, San Luis Obispo;
M.A., San Diego State University

MCKEOWN, REGINA – ENGLISH
B.A., M.A., California Polytechnic State University, San Luis Obispo

MEANS, JOHN – ENGINEERING AND TECHNOLOGY
B.A., Tarkio College, Missouri

MEDEIROS TAYLOR, MADELINE – ENGLISH
B.A., M.A., California State University, Chico

MEDHURST, MECHELLE – PHYSICAL EDUCATION
B.S., M.S., California Polytechnic State University, San Luis Obispo

MEHLSCHAU, ELIZABETH –
HUMAN DEVELOPMENT
B.S., California Polytechnic State University, San Luis Obispo

MELENDY, DAVID – NURSING/ALLIED HEALTH
B.S., California Polytechnic State University, San Luis Obispo

MENDEL, NORMAN – SOCIAL SCIENCES
B.A., University of Southern California;
M.A.H.L., D.D., Hebrew Union College;
Doctor of Literature and Philosophy in Judaica,
University of South Africa

MIFSUD, LISE – SOCIAL SCIENCES
B.A., University of California, Berkeley;
M.A., University of Tennessee, Knoxville

MINTZ, LINDA – HUMAN DEVELOPMENT
B.A., Sophia University, Japan;
M.A., Chapman University

MISCHEL, LARRY – MATHEMATICS
B.A., University of North Dakota

MITCHELL, MARK – PHYSICAL SCIENCES
B.S., Loyola Marymount University;
M.S., Stanford University

MIYAHARA, LEONARD – BIOLOGICAL SCIENCES
B.A., San Jose State University;
Fuller Theological Seminary;
D.D.S., University of California, Los Angeles

MOLONEY, PATRICK –
LIBRARY/LEARNING RESOURCES
B.A., University of California, Santa Barbara;
M.L.S., San Jose State University;
J.D., Peninsula University

MONTEATH, DOUGLAS – MATHEMATICS
B.A., University of California, Los Angeles

MOORHEAD, ROBERT –
ENGINEERING AND TECHNOLOGY
B.S., California State University, San Diego

MOSCOSO, GLENDA – BUSINESS EDUCATION
B.A., California Polytechnic State University, San Luis Obispo

MOYE, ANTHONY – PHYSICAL SCIENCES
B.A., Upsala College, New Jersey;
M.A., Ph.D., Iowa State University

FACULTY: PART-TIME — FALL 2004 (CONTINUED)

MUELLER, STEPHAN – BIOLOGICAL SCIENCES
B.S., M.S., California Polytechnic State University, San Luis Obispo

MURTHA, ROBERT – ENGLISH
B.S., Stanford University;
M.A., University of California, Riverside

MUSOLFF, EDWARD – PHYSICAL EDUCATION
B.A., California State University, Fresno;
M.A., San Diego State University

NAPOLI, MIKE – PHYSICAL EDUCATION
B.A., California State University, Chico

NASH, SUE – FINE ARTS
B.A., M.A., Ph.D., University of North Texas

NAUSHA, MARYANNE – FINE ARTS
B.F.A., M.F.A., Otis College of Art and Design

NEIDHARDT, KATHERINE – SOCIAL SCIENCES
B.A., M.A., Humboldt State University

NELSON, CAMILLE – ENGLISH
B.S., M.A., Utah State University

NOEL, LOUISE – LANGUAGES AND COMMUNICATIONS
B.A., M.A., California Polytechnic State University, San Luis Obispo
M.A., California State University, Sacramento

NYSTROM, ROCHE – PHYSICAL EDUCATION
B.A., California State University, Fresno

O'BRIEN, JENNIFER – PHYSICAL EDUCATION
B.S., California Polytechnic State University, San Luis Obispo;
M.A., University of Arizona

O'NEILL, MEGAN – BIOLOGICAL SCIENCES
B.S., M.S., California Polytechnic State University, San Luis Obispo

OLDS, ALEXIS – LANGUAGES AND COMMUNICATIONS
B.A., M.A., San Jose State University;
Ph.D., University of Utah

OLIVARES-ARANDA, MARIA – LANGUAGES AND COMMUNICATIONS
M.A., University of Chile

OLSON, DONALD – PHYSICAL EDUCATION
B.A., University of La Verne;
M.A., University of California, Los Angeles

ORTH, JOEL – SOCIAL SCIENCES
B.A., California Polytechnic State University, San Luis Obispo;
M.A., Iowa State University

ORTIZ, NORMA – BUSINESS EDUCATION/ LANGUAGES AND COMMUNICATIONS
B.A., Hunter College of the City of New York;
M.A., Ph.D., Indiana University Bloomington;
M.Ed., Ph.D., University of Arkansas at Fayetteville

PARHAM, NANCY – BUSINESS EDUCATION
B.A., M.A., California State University, San Bernardino

PARKER GARCIA, DAVILA – ENGINEERING AND TECHNOLOGY
B.S., Massachusetts Institute of Technology

PATRICK, JACQUELINE – MATHEMATICS
B.S., M. Ed, Marymount College

PELFREY, ROBERT – FINE ARTS
B.A., University of California, Los Angeles;
M.A., California State University, Los Angeles

PELUSO, MARTA – FINE ARTS
B.A., Allegheny College, Pennsylvania;
M.F.A., University of California, Davis

PERLROTH, REBECCA – PHYSICAL SCIENCES
B.S., Tulane University, New Orleans;
M.S., University of California, Los Angeles

PERRIN, ROBIN – PHYSICAL EDUCATION
B.S., California Polytechnic State University, San Luis Obispo

PERRY BOADA, AMITY – BUSINESS EDUCATION
B.A., California Polytechnic State University, Pomona

PETERS, GARY – SOCIAL SCIENCES
B.A., M.A., California Polytechnic State University, San Luis Obispo

PHIPPS, RICHARD – FINE ARTS
B.A., M.F.A., University of California, Santa Barbara

PIERCE, JILL – HUMAN DEVELOPMENT
B.A., Pacific Oaks College

PORTER, KATHLEEN – COUNSELING SERVICES
B.A., California State University, Sacramento;
M.A., California Polytechnic State University, San Luis Obispo

PRY, DANIEL – PHYSICAL EDUCATION
B.S., M.A., California Polytechnic State University, San Luis Obispo

FACULTY: PART-TIME — FALL 2004 (CONTINUED)

PYLE, TRACY – BUSINESS EDUCATION
B.S., San Diego State University

RACKLEY, DAVID – PERFORMING ARTS
B.M., M.A., California State University, San Francisco

RAMEY, MARIE – FINE ARTS
B.A., M.A., California State University, Stanislaus

RANDISE, FRANK –
ENGINEERING AND TECHNOLOGY
Los Angeles Trade-Technical School

RAPP, APRIL – SOCIAL SCIENCES
B.A., California Polytechnic State University, San Luis Obispo;
M.A., San Francisco State University

RATHBUN, GUY –
LANGUAGES AND COMMUNICATIONS
A.A., Cuesta College

RAVERA, CHRISTINE – NURSING/ALLIED HEALTH
B.S., California Polytechnic State University, San Luis Obispo;
B.S., M.S., Columbia University School of Nursing, New York

RAYBOULD RODGERS, JULIA – ENGLISH
B.A., Manchester Polytechnic, England;
M.A., Bosphorus University, Istanbul

REED, MARTI – BUSINESS EDUCATION
B.F.A., Rhode Island School of Design;
M.A., California Polytechnic State University, San Luis Obispo

RENZI, MARY – FINE ARTS
B.A., University of California, Davis

REPUCCI, DONALD –
ENGINEERING AND TECHNOLOGY
B.A., Humboldt State University;
M.A., Temple University, Philadelphia

RETI, INGRID – EMERITUS COLLEGE
B.A., M.A., California State College at Los Angeles

RICHMOND, WILLIAM L – MATHEMATICS
B.A., University of Northern Colorado;
M.A., California State University, Los Angeles

RIDGELY, PAM – ENGINEERING AND TECHNOLOGY
B.A., Massachusetts Institute of Technology;
M.A., University of California, Berkeley

RIED, RAYMOND –
ENGINEERING AND TECHNOLOGY
B.A., University of California, Santa Barbara;
B.S., California Polytechnic State University, San Luis Obispo

ROBASCIOTTI, KATHRYN –
LANGUAGES AND COMMUNICATIONS
B.S., University of New Mexico

ROBERTS, JASON –
ENGINEERING AND TECHNOLOGY
A.A., A.S., Cuesta College;
B.S., M.S., California Polytechnic State University, San Luis Obispo

ROBICHAUD, TRACI – BUSINESS EDUCATION
Cuesta College;
California Polytechnic State University, San Luis Obispo

ROBINSON, MARSHA – ACADEMIC SUPPORT/DSPS
B.S., California Polytechnic State University, San Luis Obispo

ROBINSON, PAULA –
ACADEMIC SUPPORT/DSPS/FINE ARTS
B.A., California State University, Fresno

RODRIGUES, DANIEL –
ENGINEERING AND TECHNOLOGY
B.A., California State University, Fresno

RUBIN, GARY – BUSINESS EDUCATION
B.S., DePaul University, Chicago;
J.D., California Western School of Law

SACHS, RALPH – MATHEMATICS
B.S., University of California, Davis

SADIG, SAAD – ENGINEERING AND TECHNOLOGY
B.A., M.A., California Polytechnic State University, San Luis Obispo

SANDERS BROWN, TERI – FINE ARTS
B.A., California State University, Northridge;
M.A., The Claremont Graduate School

SANFILIPPO, JEROME – MATHEMATICS
B.S., Arizona State University

SATTERWHITE, ROBERT – MATHEMATICS
B.S., University of California, Irvine;
M.A., University of Santa Barbara

SCHLANSER, DEBORAH –
HUMAN DEVELOPMENT
B.S., California Polytechnic State University, San Luis Obispo;
M.S., University of Southern California

FACULTY: PART-TIME — FALL 2004 (CONTINUED)

SCHULER, PETER – PHYSICAL EDUCATION
B.A., Pepperdine University

SCHNOOR, GAIL –
LANGUAGES AND COMMUNICATIONS
B.A., M.A., California State University, Los Angeles

SCHUBERT, JILL – BUSINESS EDUCATION
B.A., University of California, Santa Cruz;
M.A., Claremont Graduate University;
Ph.D., Purdue University, Indiana

SCHULTZ, LAURA – NURSING/ALLIED HEALTH
A.S., Cuesta College;
B.A., California Polytechnic State University, San Luis Obispo

SCOTT, DAVID – FINE ARTS
A.A., San Bernardino Valley College

SHAW, SAUNDERS – FINE ARTS
B.A., Chapman College;
M.F.A., California College of Arts and History

SHERR, ELAINE – ENGLISH
B.S., Southwest Missouri State University;
M.A., California Polytechnic State University, San Luis Obispo

SIMONEAU, PATRICK – NURSING /ALLIED HEALTH
A.S., Cuesta College

SMITH, ELEANOR – NURSING/ALLIED HEALTH
B.S.N., California State University, San Bernardino

SMITH, JULIE – COUNSELING SERVICES
B.S., M.A., California Polytechnic State University, San Luis Obispo

SMITH SCRUGGS, JUDY – MATHEMATICS
B.A., M.A., San Diego State University

SNELL, KEITH – PERFORMING ARTS
B.A., California State University, Northridge;
M.A., California State University, Long Beach

SOLIS, YOLANDA –
LANGUAGES AND COMMUNICATIONS
B.A., California Polytechnic State University, San Luis Obispo;
M.A., University of California, Santa Barbara

STANFORD, EVELYN – SOCIAL SCIENCES
B.A., Ohio State University;
M.A., San Jose State University

STEINBERG, ELIZABETH –
HUMAN DEVELOPMENT
B.S., University of Wisconsin, Madison

STEINER, LYNN – ENGLISH
B.S., University of Wisconsin, Madison;
M.A., Northeastern Illinois University

STEINMAUS, NANCY – PHYSICAL EDUCATION
B.A., M.A., University of California, Davis

STERN, STANLEY – EMERITUS COLLEGE
B.A., M.F.A., Brooklyn College, New York;
Ph.D., University of California, Los Angeles

STEVENS, MARIAN – FINE ARTS
Chicago Art Institute;
Colorado College;
University of Illinois at Urbana - Champagne;
Colorado State University

STEVER, CINDY – COUNSELING SERVICES
B.A., M.A., California Polytechnic State University, San Luis Obispo

STOKES, JOHN – ENGINEERING AND TECHNOLOGY
B.S., California Polytechnic State University, San Luis Obispo

STROUD, WILLIAM –
ENGINEERING AND TECHNOLOGY
B.S., California Polytechnic State University, San Luis Obispo

SUTCLIFFE, LESLIE – FINE ARTS
B.A., University of California, Irvine;
M.A., California State University, Fullerton

SUTTER, WENDY – MATHEMATICS
B.A., M.A., California Polytechnic State University, San Luis Obispo

SWEARINGEN, DON –
ENGINEERING AND TECHNOLOGY
B.A., Oklahoma State University, Oklahoma City
M.A., University of Illinois at Urbana - Champaign

SWIFT, CARLA –
LANGUAGES AND COMMUNICATIONS
B.A., M.A., California State University, Northridge

TEOLA, DOROTHY – COUNSELING SERVICES
B.A., California State University, Northridge;
M.A., Azusa Pacific, California Lutheran University

THOMPSON, LOIS – EMERITUS COLLEGE
B.A., California State University, Los Angeles;
M.A., California Polytechnic State University, San Luis Obispo

FACULTY: PART-TIME — FALL 2004 (CONTINUED)

TORRES, EVELYN – ENGLISH
B.A., M.A., California Polytechnic State University, San Luis Obispo;
Ph.D., University of California, San Diego

TROYER, DAVID – ENGLISH
B.A., M.A., California Polytechnic State University, San Luis Obispo

TURNER, JAMES – BUSINESS EDUCATION
B.S., Indiana University Bloomington;
M.B.A., Harvard University, Massachusetts

VOELKER, KURT – BUSINESS EDUCATION
B.A., California State University, Bakersfield;
M.A., California Polytechnic State University, San Luis Obispo

VOLLE, DONALD – MATHEMATICS
B.A., Westmont College

VOSS, DARRELL – PERFORMING ARTS
B.A., California Polytechnic State University, San Luis Obispo

WALLACE, JAMES – BUSINESS EDUCATION
B.S., California Polytechnic State University, San Luis Obispo

WALTER, MICHELLE – PHYSICAL EDUCATION
B.S., M.A., California Polytechnic State University, San Luis Obispo

WARD, JANIS – LANGUAGES AND COMMUNICATIONS
B.S., B.A., M.A., California Polytechnic State University, San Luis Obispo;
J.D., Santa Barbara College of Law

WARD, KEN – PHYSICAL SCIENCES
B.S., M.A., M.S., California Polytechnic State University, San Luis Obispo

WARREN, GAYE – BUSINESS EDUCATION
B.S., California Polytechnic State University, Pomona

WASKA, KAREN – ACADEMIC SUPPORT/DSPS
B.A., California State University, Fullerton;
M.A., Claremont Graduate School

WAY, THOMAS – NURSING/ALLIED HEALTH
Mt. San Antonio College

WEARE, HEATHER – EMERITUS COLLEGE
B.A., University of South Carolina at Spartanburg;
M.A., California Polytechnic State University, San Luis Obispo;
J.D. Santa Clara University School of Law

WERST, CATHERINE – BUSINESS EDUCATION
B.S., California Polytechnic State University, San Luis Obispo

**WEYEL, CAROLYN –
STUDENT LIFE & LEADERSHIP**
B.A., M.A., California Polytechnic State University, San Luis Obispo

WHITING, AMANDA – PERFORMING ARTS
B.A., Cleveland Institute of Music, Ohio;
M.A., San Francisco Conservatory

WILLIAMS, DENNIS – BUSINESS EDUCATION
B.A., California State University, Fullerton;
M.B.A., California State University, Stanislaus;
D.B.A., Golden Gate University, San Francisco

WILSHUSEN, CYNTHIA – BUSINESS EDUCATION
Cuesta College

WILSON, BILL – ENGINEERING AND TECHNOLOGY
B.A., California State University, Chico

WILSON, JONATHAN – SOCIAL SCIENCES
B.S., M.S., Illinois State University

WILSON, ROBERT – PHYSICAL EDUCATION
B.A., California State University, Fresno;
M.A., California Polytechnic State University, San Luis Obispo

WIMER, LLOYD – ACADEMIC SUPPORT/DSPS
B.A., Fresno State University;
M.A., California Polytechnic State University, San Luis Obispo

WINDSOR, ALOHA – ENGLISH
B.A., University of Arizona;
M.A., University of Hawaii at Manoa;
M.A., University of California, Santa Barbara

WISHART, PAULINE – SOCIAL SCIENCES
B.A., California State University, Sacramento;
M.A., University of California, Santa Barbara

WOLF, ANNE – HUMAN DEVELOPMENT
B.A., California Polytechnic State University, San Luis Obispo;
M.A., Pacific Oaks College

WULFECK, SUSAN – FINE ARTS
B.F.A., University of Illinois at Urbana - Champaign;
M.F.A., University of California, Los Angeles

YOUNG, SHERILYN – HUMAN DEVELOPMENT
B.A., University of California, Santa Barbara;
M.A., Antioch University, Santa Barbara

MANAGEMENT

BELL, TRUDY (2000) DIRECTOR, BOOKSTORE
Ventura City College;
California Polytechnic State University, San Luis Obispo

CRAWFORD, ROBIN (1996)
DIRECTOR, FINANCIAL AID
B.A., M.A., California Polytechnic State University, San Luis Obispo

CURIEL, FRANCISCO (1996)
DIRECTOR, EXTENDED OPPORTUNITY
PROGRAMS AND SERVICES
B.A., Sonoma State University;
M.A., California Polytechnic State University, San Luis Obispo

DOWELL, DAVID (1995)
DIRECTOR, LIBRARY/LEARNING RESOURCES
B.A., Oklahoma Baptist University;
A.M., M.S., University of Illinois at Urbana-Champaign;
Ph.D., University of North Carolina, Chapel Hill

DRESSLER, SUSAN (1992)
ASSISTANT SUPERINTENDENT/ VICE PRESIDENT,
INSTRUCTION
B.A., California State University, Long Beach;
M.A., Washington State University;
Ed.D., Pepperdine University

GADBOIS, JOY (1998)
DIRECTOR, ADMISSIONS AND RECORDS
B.S., M.A., California Polytechnic State University, San Luis Obispo

GEORGE, BARBARA (1977)
EXECUTIVE DIRECTOR,
INSTITUTIONAL ADVANCEMENT
B.S., Oklahoma State University;
Ed.D., University of Southern California

GOLDEN, PATRICIA (2000)
DIRECTOR, FISCAL SERVICES
B.A., California State University, Northridge;
C.P.A., California State Board of Accountancy

HAGEN, PETER (1988)
DIRECTOR, MATRICULATION AND RESEARCH SERVICES
B.A., M.S.B.A., University of California, Los Angeles;
M.A., University of California, Santa Barbara;
Ph.D., Claremont Graduate School

HIGDON GANNON, CONSTANCE (2001)
GRANT WRITER AND DEVELOPER
B.A., University of California, Santa Cruz;
M.A., Indiana University Bloomington;
Ph.D., University of Texas at Austin

HOUSE, JANICE (1990)
DIRECTOR, COMPUTER SERVICES
B.S., California Polytechnic State University, San Luis Obispo

MADULI, EDRALIN (2001)
ASSISTANT SUPERINTENDENT/ VICE PRESIDENT,
ADMINISTRATIVE SERVICES
B.S., California Polytechnic State University, San Luis Obispo;
M.S., University of Oklahoma;
M.B.A., Golden Gate University

MARIUCCI, ROBERT (2001)
DIRECTOR OF ATHLETICS
B.S., M.A., Northern Michigan University

MCLAUGHLIN, SANDEE (1986)
EXECUTIVE DEAN, NORTH COUNTY CAMPUS
B.A., University of California, Santa Barbara;
M.S., California Polytechnic State University, San Luis Obispo

MORALES, DENISE (2003)
DIRECTOR OF MAJOR GIFTS
B.A., Loyola Marymount University

MUNOZ, CANDELARIO (1989)
DIRECTOR, COUNSELING SERVICES
B.A., Loyola University;
M.A., Loyola Marymount University

PARKER, MARY (1973)
DIRECTOR OF NURSING/ALLIED HEALTH
B.S., Florida State University;
M.N., University of Florida;
Ed.D., Brigham Young University, Utah

PEDRONI, PETE (1972)
DIRECTOR OF FACILITIES PLANNING AND
CONSTRUCTION
A.S., Cuesta College

REECE, TERRY (2001)
DIRECTOR OF MAINTENANCE OPERATIONS AND
GROUNDS
Cuesta College

ROSENWASSER, MARIE (1999)
SUPERINTENDENT/ PRESIDENT
B.S., St. Cloud State University, Minnesota;
M.A., Purdue University, Indiana;
Ph.D., University of Massachusetts at Amherst

MANAGEMENT (CONTINUED)

RYAL, DAVID (1999)
DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER
> A.A., Cerritos Community College;
> Ministerial Certificate, Southern California School

SCHADE, HARRY (2001)
DEAN OF INSTRUCTION, HUMANITIES
> B.A., M.A., Wayne State University, Michigan

SOMMER, TONI (1998)
DEAN OF INSTRUCTION, WORKFORCE AND ECONOMIC DEVELOPMENT
> B.A., University of Hawaii, Honolulu;
> M.B.A., Chaminade University of Honolulu, Hawaii

SYSAK, PETE (1991)
DIRECTOR, PUBLIC SAFETY
> A.A., Harbor College;
> Los Angeles County Sheriff's Academy;
> FBI National Academy, Virginia

ZARYCKA, MAYANNE (1999)
DIRECTOR, GENERAL SERVICES
> A.A., Cuesta College

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