



# ADDENDUM

2018 - 2019

# CATALOG

# CUESTA COLLEGE 2018-2019 CATALOG ADDENDUM

The Cuesta College Catalog Addendum represents course and program revisions made since the last publication of the catalog, updates important for students planning on transferring to a UC campus, and corrections to the 2018-2019 Catalog.

This content of this catalog addendum, along with the remainder of the existing 2018-2019 catalog, should now be used by students, faculty, and staff. The addendum notes whether programs are new or modified, if they replace an existing program, and the page number in the 2018-2019 Catalog a change would refer to.

Students are strongly encouraged to seek advice from the Counseling Department and department chairs regarding program requirements in the development of their academic plan. While every effort has been made to ensure the accuracy of the information provided in the catalog and the addendum, Cuesta College reserves the right to make changes as necessary, and to change, without notice, any of the information, requirements, and regulations as required for compliance with State regulations.

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# 2018-2019 CATALOG CORRECTIONS & REVISIONS



# CUESTA COLLEGE SUPERINTENDENT/PRESIDENT'S MESSAGE

I'm so glad you have chosen Cuesta College for your educational journey! Cuesta has a proud history of excellence. The transfer preparation is unparalleled, propelling students to success at the university of their choice and the career technical education programs launch students into their desired occupation with skills aligned with today's workforce needs. Cuesta College has recently launched short non-credit courses designed to quickly prepare students for jobs in local industry. Whichever path is right for you, the Cuesta College team is here to provide support every step of the way.

Your educational success starts here!



Jill Stearns, Ph.D.



## BOARD OF TRUSTEES



**DR. BARBARA GEORGE**

District 2

Trustee Board President

Elected to Office: 2012

Current Term: 2016-2020



**PATRICK MULLEN**

District 3

Trustee Board Vice President

Elected to Office: 2006

Current Term: 2014-2018; 2018-2022



**ANGELA MITCHELL**

District 1

Trustee

Elected to Office: 2000

Current Term: 2016-2020



**PETE SYSAK**

District 4

Trustee

Elected to Office: 2014

Current Term: 2014-2018; 2018-2022



**MARY STROBRIDGE**

District 5

Trustee

Elected to Office: 2016

Current Term: 2016-2020



**JORDAN JANTZEN**

Student Trustee

Term: 2018-2019

Academic Year

## ADMINISTRATION

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Dr. **Jill Stearns**, Superintendent/President

**Daniel Troy**, Assistant Superintendent/Vice President, Administrative Services

**Dr. Deborah Wulff**, Assistant Superintendent/Vice President, Academic Affairs

**Dr. Mark Sanchez**, Assistant Superintendent/Vice President, Student Services and College Centers

**Madeline Medeiros**, Dean of Academic Affairs, Arts, Humanities & Social Sciences

**Dr. Jason Curtis**, Dean of Academic Affairs, Mathematics, Sciences, Nursing/Allied Health and Athletics

**Dr. John Cascamo**, Dean of Academic Affairs, Workforce and Economic Development

**Dr. Ryan Carnal**, Dean of Academic Affairs, Institutional Research, Library, Learning Resources & Instructional Technology

**Catherine Riedstra**, Dean of Student Services

**Dr. Maria T. Escobedo**, Dean, North County Campus & South County Center

**Melissa Richerson**, Vice President of Human Resources and Labor Relations

**Shannon Hill**, Executive Director, Foundation/Institutional Advancement

**Keith Stearns**, Executive Director, Information and Technology

*Organizational Memberships corrections: see also (pg. 9) in the 2018-2019 Cuesta Catalog*

*CALWORKS correction: see also (pg. 18) in the 2018-2019 Cuesta Catalog*

## **CORRECTION TO ORGANIZATIONAL MEMBERSHIPS**

From page 9 in the 2018-2019 Cuesta Catalog

### **Organizational Memberships**

The San Luis Obispo County Community College District/  
Cuesta College belongs to the following organizations:

#### **Statewide Memberships**

Accrediting Commission for Community and  
Junior Colleges

Community College League of California

Academic Senate for the California Community  
Colleges

California Community College Athletic Association

#### **Local Memberships**

San Luis Obispo Chamber of Commerce

Templeton Chamber of Commerce

Paso Robles Chamber of Commerce

Cayucos Chamber of Commerce

Atascadero Chamber of Commerce

**South County Chambers of Commerce**

**(Arroyo Grande/Grover Beach/Nipomo Chambers)**

Morro Bay Chamber of Commerce

Los Osos/Baywood Chamber of Commerce

Cambria Chamber of Commerce

Pismo Beach Chamber of Commerce

~~Nipomo Chamber of Commerce~~

San Miguel Chamber of Commerce

San Luis Obispo Economic Vitality Corporation

## **CORRECTION TO CALWORKS**

From page 18 in the 2018-2019 Cuesta Catalog

### **CALWORKS**

**Location: SLO campus, The CaFE Center, Room 3142,  
(805) 546-3144; North County campus, ~~The~~ CaFE Programs,  
Room ~~N3024~~ 1100-1107, (805) 591-6214.**



*Campus Police correction: see also (pg. 19) in the 2018-2019 Cuesta Catalog*

*Children's Centers notification: see also (pg. 20) in the 2018-2019 Cuesta Catalog*

## CORRECTION TO CAMPUS POLICE

From page 19 in the 2018-2019 Cuesta Catalog

# CAMPUS POLICE

**Location** **Locations:** Building 6600A, SLO campus; (805) 546-3205. North County Campus, **Building Center;** (805) 591-6205.

The Mission of the Cuesta College **Department of Public Safety and Police** Department is to assist the education process by providing a safe and secure learning environment for students, staff, faculty, and visiting members of the community **through education, safety, and service.**

We offer a wide range of everyday services in addition to law enforcement responsibilities. These services include:

- **Parking permits and campus information**
- **Escorts** **escort services**
- Stranded motorist assistance
- Medical response
- Crime prevention information
- **Campus Safety presentations**
- Fingerprint services
- Lost and Found property
- Building unlocks

In cases of emergency, we provide immediate response as well as situational warnings and updates through the **REGROUP** MY ALERT notification system. This service is for all students, staff, and the community. To sign up for the service, go to <http://cuesta.regroup.com> **and use your MyCuesta** and look for the **MY ALERT** logo **login.** **REGROUP subscribers will not receive spam, and subscriber information will not be shared with third party marketers. Standard text message rates apply. For more information, visit our official REGROUP page at** <https://cuesta.edu/about/depts/publicsafety/index.html>.

We **also** provide Early Warning notices of any criminal assaults or other acts that could pose an immediate threat to anyone on campus. **Additional information can be found on the MEGAN'S LAW website.**

**The Department of Public Safety and Police Department is here to serve the needs of Cuesta College.** Please feel free to contact the **Cuesta College Police Department** for additional information or assistance by calling (805) 546-3205 **or by emailing us at** [CCPD@cuesta.edu](mailto:CCPD@cuesta.edu).

**The Clery Act, passed in 1990, is basically a "student's rights" document that contains important information about emergencies, evacuations, crime definitions and statistics,**

**how to report a crime, steps that can be taken to prevent sexual and physical assaults, what to do if you are sexually assaulted, available services, and other information relating to crime statistics for the college.**

**The Campus Sexual Violence Elimination Act is a 2013 amendment to the federal Jeanne Clery Act. SaVE was designed by advocates along with victims/survivors and championed by a bi-partisan coalition in Congress as a companion to Title IX that will help bolster the response to and prevention of sexual violence in higher education. It seeks to address the violence women face on campuses. This legislation updated the Jeanne Clery Act and requires colleges and universities, both public and private to create transparency, accountability, collaboration, guarantees victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming. For more information on the SaVE Act, contact us at (805) 546-3205 or pick up a booklet at the Campus Police (6600 Bldg).**

**To reach the Clery Act information, use the Cuesta College Police Department website at** <https://www.cuesta.edu/about/depts/publicsafety/clerysave.html> **and use the "Clery Act" link.**

Each October 1st, the Cuesta College Police Department is required to publish an Annual Security Report in compliance with federal law and the Jeanne Clery Act. This report details the prior three years of reportable crime statistics on all Cuesta College properties, as well as important campus safety information, crime reporting procedures, and information about the Cuesta College Police Department and our available safety services. To access this report, please visit the following website: [https://www.cuesta.edu/about/depts/publicsafety/clery\\_act](https://www.cuesta.edu/about/depts/publicsafety/clery_act)

# CHILDREN'S CENTERS

## CHILDREN'S CENTER NOTIFICATION

From page 20 in the 2018-2019 Cuesta Catalog

Please visit the website for the Children's Centers at <https://www.cuesta.edu/student/resources/childrenscenter/index.html> for updated information.

*Career Connections corrections: see also (pg. 20) in the 2018-2019 Cuesta Catalog*

*Community Programs corrections: see also (pg. 20) in the 2018-2019 Cuesta Catalog*

*Cooperative Education Work Experience corrections: see also (pg. 20) in the 2018-2019 Cuesta Catalog*

*Cooperative Agencies and Resources for Education (CARE) corrections: see also (pg. 21) in the 2018-2019 Cuesta Catalog*

## CORRECTION TO CAREER CONNECTIONS

From page 20 in the 2018-2019 Cuesta Catalog

# CAREER CONNECTIONS

## (Employment Services & Job Placement)

**Location:** Career Connections, Student Center, Room 5310, SLO campus; (805) 546-3252. ~~Continuing Education Center, Building N3032, North County Campus TBD, (805) 591-6273 546-3252~~

Career Connections provides a centralized location where students can identify and receive information about available ~~full and part-time~~ jobs and ~~internships~~ in the community as well as access to job search resources available at Cuesta College.

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

Career Connections offers students access to practical workplace experience that relates to their educational and career goals. A variety of workshops and orientations are provided throughout the year, as well as online resources and an annual job fair open to students and the community.

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

## CORRECTION TO COMMUNITY PROGRAMS

From page 20 in the 2018-2019 Cuesta Catalog

# COMMUNITY PROGRAMS

**Location:** Building 4700, SLO Campus, (805) 546-3132

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 and interests. For more information call (805) 546-3132, FAX (805) 546-3107, or visit <https://www.cuesta.edu/communityprograms>.

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

## CORRECTION TO COOPERATIVE EDUCATION WORK EXPERIENCE

From page 20 in the 2018-2019 Cuesta Catalog

# COOPERATIVE EDUCATION WORK-EXPERIENCE

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

Cooperative Work Experience provides students the opportunity to earn credits for working, either in a general job or one related to a major/career path. This program allows students to apply knowledge and skills gained in college courses to an actual work setting as well as acquire and affirm critical employability and workplace readiness skills. Faculty Advisors guide students in accomplishing specific, measurable, and attainable job objectives with the purpose of becoming productive employees and gaining career awareness. For more information about Work Experience and program requirements, call (805) 546-3252

## CORRECTION TO COOPERATIVE AGENCIES AND RESOURCES FOR EDUCATION (CARE)

From page 21 in the 2018-2019 Cuesta Catalog

# COOPERATIVE AGENCIES AND RESOURCES FOR EDUCATION (CARE)

**Location:** SLO campus, The CaFE Center, Room 3142, (805) 546-3144; North County Campus, ~~The CaFE Center Programs, Building N3024 N1100 2nd Floor, (805) 591-6214.~~

Cooperative Agencies Resources for Education (CARE) is a state-funded program to assist students 18 years or older who are single head of households ~~with child care expenses~~. You must be accepted into the EOPS program, receive cash aid from the Department of Social Services, and have ~~at least one child~~. Once accepted into the program you will be eligible for grant monies to help cover child care and transportation costs.



## **CORRECTION TO DISABLED STUDENT PROGRAMS AND SERVICES**

From page 23 in the 2018-2019 Cuesta Catalog

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

**Location:** SLO campus, Building 3300 (first floor), (805) 546-3148; North County campus, Building N3200/3100, Room N3121 (first floor), (805) 591-6215. South County Center at Arroyo Grande High School; (805) 546-3148

Note: South County or distance education students should contact the San Luis Obispo DSPS Office for assistance. Services are available by appointment at the South County Center and via phone or video conferencing for distance education students. Parking in handicapped parking spaces requires a state issued placard through the Department of Motor Vehicles.

~~Disabled Student Programs and Services (DSPS) promotes the full participation of students with disabilities in all aspects of their postsecondary 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. Our goal is to provide academic accommodations and other services to assist students with disabilities in achieving their academic goals.~~

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

Disabled Student Programs and Services (DSPS) provides academic accommodations and services for students with disabilities in compliance with State and Federal legislation including Section 504 and 5-8 of the Rehabilitation Act of 1973, and the Americans with Disability Act Amendments Act (ADAAA) and California Education Code Title 5. Students who have a verified disability qualify for academic accommodations and services through the Disabled Student Program and Services (DSPS) department. Student participation in the DSPS program is voluntary. Academic accommodations and services are designed to support students that are enrolled in the achievement of their academic and vocational goals. DSPS advocates and facilitates equal educational opportunities through appropriate support services, curricula, instruction and policies. DSPS works to eliminate discrimination against students with disabilities and to promote their

independence, growth, productivity and equality.

### **DSPS Application Process:**

1. ~~Complete online application for services: Fill out a DSPS Application for Services and print it out.~~

DSPS Application for Services: <https://www.cuesta.edu/student/student-services/dsp/index.html> [https://www.cuesta.edu/student/student-services/dsp/dsp\\_application.html](https://www.cuesta.edu/student/student-services/dsp/dsp_application.html)

2. Have a licensed professional complete the Verification of Disability Form: [https://www.cuesta.edu/student/documents/dsp\\_docs/VOD\\_with\\_Doc\\_Req\\_6-05.pdf](https://www.cuesta.edu/student/documents/dsp_docs/VOD_with_Doc_Req_6-05.pdf) and upload with your application or upload other appropriate documentation with your application.

NOTE: If you are an incoming High School Student, please submit your most recent individualized Education Plan (I.E.P.) along with your Psych-Ed Evaluation or Triennial Report.

A Disability Specialist will review your application for DSPS Services along with your disability documentation to determine eligibility for services. A letter regarding your eligibility will be sent to you via your my.cuesta.edu email address.

2. Return in person or by mail your completed DSPS application for Services packet to:  
—San Luis Obispo Campus: Bldg 3300  
DSPS, P.O. Box 8106, San Luis Obispo, CA 93403  
North County Campus: Bldg N3121  
DSPS, 2800 Buena Vista Dr., Paso Robles, CA 93440

### **DSPS Services:**

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. Please note, all accommodations are individualized and must be supported by documentation. The following are examples of our most common accommodations and not necessarily those every student receives. Services may include, but are not ~~may not be~~ limited to priority registration, assistive technology and alternate media, sign language interpreters and listening devices for students who are deaf or hard of hearing, peer note takers, test taking accommodations, digital recorders, use of specialized equipment and adaptive devices and counselor to discuss your disability-related classroom needs.

### **ADAPTIVE EQUIPMENT**

- ~~Assistive Listening device—Hear the lecture with sound amplification~~
- ~~Back supports—Sit in comfort with portable ergonomic supports~~

**Disabled Student Programs and Services (DSPS) correction: see also (pg. 23) in the 2018-2019 Cuesta Catalog**

**ALTERNATE FORMATS**

- Braille – Use the access of Brailled books and hand-outs
- E-text – Use a screen reader to listen to electronic versions of course material
- Enlarged print – See more accurately with large print text
- Audio books – Improve your reading efficiency and comprehension

**ASSESSMENT For LEARNING DISABILITIES**

- Find out if you have a learning disability
- Discover your abilities and strengths
- Determine effective accommodations to overcome challenges

**ASSISTIVE TECHNOLOGY**

- Voice recognition – Watch text appear on the screen when you speak into a microphone
- Speech output – Scan your text and listen to the computer read aloud
- Screen enlargers – Use software to enlarge print and images

**CLASSROOM SUPPORT**

- Interpreters – Use sign language
- Transcribers – Receive class notes and copies from the board
- Captioners – Convert spoken word into printed format displayed on a screen
- Audio description – Narration of visual information

**INSTRUCTIONAL SUPPORT**

- Assistive technology lab – Learn strategies that support your college classes
- Counselors – Discuss your disability-related classroom needs
- DSPS classes – Develop strategies that improve your studies

**TESTING SERVICES**

- Extended time – Proctored college tests with extra time in distraction-reduced environments
- Readers and scribes

**Resources available online, for the convenience of our students including those attending via distance education:**

- DSPS Checklist: [https://www.cuesta.edu/student/documents/dsps\\_docs/DSPS\\_Checklist\\_web.pdf](https://www.cuesta.edu/student/documents/dsps_docs/DSPS_Checklist_web.pdf)

- DSPS Application Packet: [https://www.cuesta.edu/student/documents/dsps\\_docs/DSPS\\_Application\\_Packet.pdf](https://www.cuesta.edu/student/documents/dsps_docs/DSPS_Application_Packet.pdf) [https://www.cuesta.edu/student/studentservices/dsps/dsps\\_application.html](https://www.cuesta.edu/student/studentservices/dsps/dsps_application.html)

- DSPS Verification of Disability Form: [https://www.cuesta.edu/student/documents/dsps\\_docs/VOD\\_with\\_Doc\\_Req\\_6-05.pdf](https://www.cuesta.edu/student/documents/dsps_docs/VOD_with_Doc_Req_6-05.pdf)

If you have a service animal, please refer to Board Policy (BP) 3440 <https://www.boarddocs.com/ca/cuesta/Board.nsf/goto?open&id=ADKL9D552B62>



**Extended Opportunity Programs and Services (EOPS) correction: see also (pg. 24) in the 2018-2019 Cuesta Catalog**

**Financial Aid correction: see (pg. 30) in the 2018-19 Cuesta Catalog**

**Institute for Professional Development correction: see (pg. 31) in the 2018-2019 Cuesta Catalog**

## **CORRECTION TO EXTENDED OPPORTUNITY PROGRAMS AND SERVICES**

From page 24 in the 2018-2019 Cuesta Catalog

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

**Location: SLO campus, The CaFE Center, Room 3142, (805) 546-3144; North County Campus, The CaFE Center-Programs, Building N3024 N1100 2nd Floor, (805) 591-6214.**

### **CORRECTION TO FINANCIAL AID**

From page 26 in the 2018-2019 Cuesta Catalog

#### **Method B**

Eligibility is based on household size and total family income (adjusted gross income plus all other untaxed income).

Family Income Standards for 2017-2018 2018-2019	
Family Size	Base Year Income
1	\$18,090.00
2	\$24,360.00
3	\$30,630.00
4	\$36,900.00
5	\$43,170.00
6	\$49,440.00
7	\$55,710.00
8	\$61,980.00
Each Additional Family Member	\$6,270

From page 30 in the 2018-2019 Cuesta Catalog

#### **APPEAL PROCESS**

If students have experienced extenuating circumstances that affected their academic performance, they may submit a SAP appeal to the Financial Aid office. Appeals are evaluated on a case-by-case basis by a team of financial aid professionals with the capacity for professional judgment. There is **no guarantee** that an appeal will result in financial aid being revised and/or reinstated. If a student wishes to contest a decision made by the Financial Aid Office, they may appeal one more time to the Director of Financial Aid. The determination of the Director of Financial Aid is final.

Appeals may be filed in the following situations:

- Serious illness or accident, death in family, or other family emergency
- Withdrawal for military service

- Other documentable extenuating circumstances

Appeal forms for the current academic year may be requested from the Financial Aid office in person or online ([cuesta.verifymyfafa.com](https://cuesta.verifymyfafa.com)). Appeals may be submitted in-person or via e-mail from the student's Cuesta e-mail address. ~~In all cases, the appeal request must be filed by the student prior to the deadline stated on the appeal form.~~

To file a successful appeal, a student must:

1. Complete all of the steps indicated in the instructions for the correct academic year and term;
2. Attach a personal statement that explains the reasons for the student's inability to meet SAP standards and how that situation has been resolved;
3. Provide official documentation (third-party confirmation of the situation, ideally from a professional source like a doctor, counselor, instructor, etc.) of any circumstances mentioned in the personal statement;
4. Attach a student attendance and progress report, if appeal is submitted after certain points in the term (see instructions for details).

Appeals that arrive after a term has been completed ("retroactive appeals") will be considered as late submissions for that term. Students should base their appeal on the situation that existed before the prior term. Students may not use any success during the prior term as an after-the-fact justification for the appeal.

### **CORRECTION TO INSTITUTE FOR PROFESSIONAL DEVELOPMENT**

From page 31 in the 2018-2019 Cuesta Catalog

## **INSTITUTE FOR PROFESSIONAL DEVELOPMENT**

The Institute for Professional Development (IPD) addresses the Cuesta College mission to support workforce preparation and economic growth through assessment, training, coaching, consulting, and facilitation. IPD's focus is to drive down costs, expand the talent pool in the local workforce, and help businesses adopt continuous improvement methods and processes. IPD offers training programs customized to the needs of each business or organization,

Training classes and services are offered at the client's site or at one of several campus locations throughout the county. Class schedules are flexible and are based on the needs of the client. Training offerings can be short or long-term. IPD draws on highly qualified professionals and faculty with expertise in a wide range of fields.

*Institute for Professional Development corrections: see (pg. 31) in the 2018-2019 Cuesta Catalog*

*Continuing Education Noncredit Courses corrections: see (pg. 31) in the 2018-2019 Cuesta Catalog.*

From page 31 in the 2018-2019 Cuesta Catalog (continued)

## INSTITUTE FOR PROFESSIONAL DEVELOPMENT

IPD fees are competitively priced, and IPD also offers eligible employers the opportunity to access state training funds through the Employment Training Panel. This allows companies to stretch their precious training dollars further. For more information, contact the Institute for Professional Development, Cuesta College at (805) 546-3180.

### CORRECTION TO CONTINUING EDUCATION NONCREDIT COURSES

From page 31 in the 2018-2019 Cuesta Catalog

## ~~ADULT EDUCATION~~ CONTINUING EDUCATION NONCREDIT COURSES (ADULT EDUCATION)

Cuesta College's Continuing Education Program ~~noncredit program~~ offers students of all ages access to a variety of no cost ~~noncredit~~ courses and certificates that can assist them in reaching their educational, personal, and professional goals. Noncredit courses ~~are intended to~~ provide students with lifelong learning, basic skills, and college and career readiness. ~~college transfer, and career preparation opportunities.~~

To make the classes and programs more accessible, classes are offered throughout the district at all three campuses, as well as ~~K-12 schools communities throughout the county and in rural communities, libraries, churches, and community centers:~~

The classes may vary in length and time to meet the needs of diverse students. Although some classes are tailored for a specific student constituency, all classes are open to the public. ~~There are no repeatability restrictions on noncredit courses.~~ No enrollment fees are charged for the noncredit classes. ~~A materials fee may apply.~~ Students who take classes on the ~~one of the three Cuesta College campuses~~ San Luis Obispo or North County campus will be required to purchase a parking permit.

Noncredit ~~courses and~~ certificates of completion and ~~competency~~ are offered in Adult Basic Education, English as a Second Language, ~~and~~ Vocational English as a Sec-

ond Language, ~~Career Technical Education and Workforce Preparation.~~

### Student Services

#### Admissions and Registration

For Noncredit-Adult Education offerings, admission and registration is completed with noncredit support staff. Students may register for most courses at any time during the semester, on a space available basis. However, enrollment in ESL and/or Adult Basic Education courses **REQUIRES** assessment and orientation prior to registration. For more information, contact (805) 591-6273.

#### Assessment

**Basic Skills** and ESL students must be assessed prior to enrollment. Placement testing is offered year-round. Multilingual assistance is available. For more information, contact (805) 591-6273.

Adult Basic Education students are assessed prior to enrolling in courses. Additional assessments are available for specific needs. Basic skills assessment services include testing for academic skills levels, learning strengths, and career goals. For more information, contact (805) 591-6273.

#### Orientation

**Basic Skills, ESL, and Workforce Preparation** ~~ESL and Adult Basic Education~~ students must attend an orientation session prior to registration. ~~Orientation sessions are generally offered immediately after assessment.~~

#### Counseling and Advisement

Educational advisement services for noncredit students are available throughout the semester through the ~~Continuing Noncredit-Adult Basic~~ Education Office. The Noncredit Program provides counselors and educational advisors to serve ~~noncredit~~ students. ~~Assistance to all noncredit students included~~ Noncredit student support services include development of **Student** Educational and Career Plans, identification of personal, academic, and career goals, career skill practice and resources, transitioning to credit programs, and assessment of special needs. For more information, contact (805) 591-6273.

#### Fees and Expenses

There is no tuition for noncredit courses. However, all students who park on the Cuesta College campus must have a valid, current parking permit. Students parking permits may be purchased at the Public Safety Office. One-day parking permits may be purchased at various parking lots on campus. Books and supplies needed for a class are the responsibility of the student.



*Online Services and Distance Education correction: see (pg. 32) in the 2018-2019 Cuesta Catalog*

*Student Success Centers correction: see also (pg. 35) in the 2018-2019 Cuesta Catalog*

*Transfer Services corrections: see also (pg 36) in the 2018-2019 Cuesta Catalog*

*College Policies, Rules and Regulations corrections: see also (pg. 54) in the 2018-2019 Cuesta Catalog*

## **CORRECTION TO ONLINE SERVICES AND DISTANCE EDUCATION**

From page 32 in the 2018-2019 Cuesta Catalog

# **ONLINE SERVICES AND DISTANCE EDUCATION**

Courses offered through Cuesta College's Distance Education program are equivalent to the classroom-based version in course content, textbooks, required assignments, exams, study time, etc. The only difference is the method in which the course is delivered.

Students in Distance Education courses are able to access support services such as counseling, **tutoring**, technology help desk, and library services remotely.

## **CORRECTION TO STUDENT SUCCESS CENTERS**

From page 35 in the 2018-2019 Cuesta Catalog

# **STUDENT SUCCESS CENTERS**

NET TUTOR online tutorial support is now available to Cuesta students 24/7. Students may access online tutorial support in the following areas: Accounting, Anatomy and Physiology, Biology, Business, Chemistry, Criminal Justice, Economics, English, History, Math (all levels), Nursing, Physics, Political Science, Psychology, Spanish, and Statistics. Accessing Net Tutor is easy! To get started all you need is your myCuesta username and password. Please visit the Student Success Centers' website to enter the Net Tutor portal, or click on the following link: [48 https://www.cuesta.edu/student/resources/ssc/onlinetutoring.html](https://www.cuesta.edu/student/resources/ssc/onlinetutoring.html)

## **CORRECTION TO TRANSFER SERVICES**

From page 36 in the 2018-2019 Cuesta Catalog

# **TRANSFER SERVICES**

### **Student Right To Know**

In five decades of service to the community, Cuesta College has helped thousands of students reach a wide variety of educational goals, including improved foundational skills, transfer to a four-year institution, earned certificates or associate degrees and advancement in the work force. 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 to make available its completion and transfer rates

to all current and prospective students. Beginning in fall **2013** ~~2009~~, a cohort of all certificate, degree, and transfer seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Cuesta College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a completer is a student who attained a certificate or degree or became 'transfer prepared' during the three-year period from fall **2013** ~~2009~~ to spring **2016** ~~2012~~. The completion rate for Cuesta College's **2013-2016** ~~2009-2012~~ cohort is **30.74%.35.18%**

Based upon the cohort defined above, students who have completed 60 transferable units with a GPA of 2.0 or better are considered "transfer prepared." Students who transferred to another post-secondary institution prior to attaining a degree, certificate, or becoming "transfer prepared" during a five-semester period from spring **2010** ~~2014~~ to spring **2012** ~~2016~~ are transfer students. The transfer rate for Cuesta College's **2013-2016** ~~2009-2012~~ cohort is **7.65%  
19.98%-**

## **CORRECTION TO NONDISCRIMINATION IN-DISTRICT**

From page 54 in the 2018-2019 Cuesta Catalog

### **Nondiscrimination In-District**

#### **Unlawful Discrimination Procedures**

The policy of the San Luis Obispo County Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to the benefits of or be unlawfully subjected to discrimination on the basis of *race, color, religious beliefs, gender, gender identity, gender expression, national origin, ethnicity, age, mental or physical disabilities, pregnancy, veteran status, genetic information, ancestry, sexual orientation, marital status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics* ~~ethnic-group-identification, national origin, religion, age, sex, race, color, ancestry, sexual-orientation, or physical or mental disability~~ in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

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

From page 54 in the 2018-2019 Cuesta Catalog continued

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

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

## **CORRECTION TO SEXUAL HARASSMENT**

From page 59 in the 2018-2019 Cuesta Catalog

### **Summary of Your Rights to Seek an Information Resolution**

(This is only a summary; please see Board Policy 3410, 3430 and Administrative Policy 3410, 3430 and 3435).

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

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

## 2018-2019 CATALOG PROGRAM & COURSE CORRECTIONS, ADDITIONS & REVISIONS





**Fall 2018 General Education Requirements for the Associates Degree see also (pg. 75) in the 2018-2019 Cuesta Catalog**



**FALL 2018 General Education Requirements for the Associates Degree**

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Program/Degree \_\_\_\_\_ Date: \_\_\_\_\_

Complete at least one course from Areas A – E.	Course	College	Term	Credit
<b>A. PHYSICAL AND LIFE SCIENCES: Complete one course</b>				
<b>AGPS</b> 241, 242; <b>ANTH</b> 201; <b>ASTR</b> *210; <b>BIO</b> *201A, *204, 205, 211, 212, 213, 216, 220, 221, 222, 224; <b>CHEM</b> *201A, *210FL, *211; <b>EET</b> *213; <b>ENVS</b> 200; <b>GEOG</b> 201 (F '18 forward); <b>GEOLOGY</b> *210, *211, 212, 220; <b>METE</b> *212; <b>NUTR</b> 210, 211; <b>OCEAN</b> *210, <b>PHYS</b> *205A, *208A; <b>PSCI</b> *210, *211; <b>PSYC</b> *202	A			
<b>B. SOCIAL AND BEHAVIORAL STUDIES: Complete one course</b>				
<b>ANTH</b> 202, <203, 225; <b>AGB</b> *201 (form. <b>ECON</b> 201AG); <b>FTVE</b> (form. <b>BCST</b> ) 221, <b>COMM</b> 230, 280; <b>CJ</b> 202; <b>ECE</b> *201; <b>ECON</b> *201A, *201B; <b>HDHS</b> (form. <b>FMST</b> ) 212, <213, 214, <215, <218, 270; <b>GEOG</b> 201 (this area through Sp '18), 202; 225, <b>GLST</b> 210, 220; <b>HIST</b> 203A, 203B, 204A, 204B, 207A, 207B, 210, <212, <233, <237, 260; <b>JOUR</b> 200 (form. 201B); <b>LGL</b> <217; <b>POLS</b> 201, 202, 204, 205, 206, 209; <b>PSYC</b> *200, 201, 204, <206, *233; <b>SOC</b> 201A, 201B, <206, <208	B			
<b>C. ARTS AND HUMANITIES: Complete one course</b>				
<b>ASL</b> 201, *202; <b>ART</b> 200, 203, 204, 205, 207, 208, 209, 210, 220, 221, 240A, 244, *270, 271, 280; <b>DRA</b> 200 (form. 201A), 207, 214; <b>ENGL</b> *201B, *205, *206, *212A, *212B, <*213, *215, *216, <*217, *231, 237, 242, *245A, *245B, *246A, *246B; <b>FR</b> 201, *202, *203; <b>GER</b> 201, *202, *203; <b>MUS</b> 201 (form. 239), 235, 236, 237, 238; <b>PHIL</b> 205, 206, 209, 212, 213; <b>SPAN</b> 201, *202, *203	C			
<b>D. COMMUNICATION AND ANALYTICAL THINKING: Complete one course from D1 and one course from D2</b> Students who have been in attendance at Cuesta or any regionally accredited institution prior to Fall 2009 should see a Cuesta counselor to establish catalog rights regarding competency requirements. Competency in reading, written expression, and mathematics must be demonstrated. <b>The reading and written expression competency requirement is satisfied by completing ENGL 201A, or an equivalent college level writing course with a grade of "C" or better.</b> <b>The mathematics competency requirement is satisfied in one of two ways:</b> 1) Completing MATH 126B, 127, 128, or a higher college level mathematics course, with a grade of "C" or better, or 2) Demonstrating proficiency in intermediate algebra by scoring at the appropriate level on the Cuesta Mathematics Assessment Test				
<b>D1: Communications in English. Complete ENGL *201A</b>	D1			
<b>D2: Analytical Thinking. Complete one course from: MATH</b> *126B, *127, *128, *220; *229, *230, *231, *232, *236, *242, *247, *255, *265A, *265B, *283, *287; <b>CIS</b> 201, 217, 231; <b>PHIL</b> 208  Note: Students who satisfy Area D2 with a course from outside of the Math department must also satisfy the Math competency requirement –see above.	D2			
<b>E. AMERICAN INSTITUTIONS: Complete one course</b>				
<b>HIST</b> 207A, 207B; <b>POLS</b> 202 (cannot be double counted for Area B)	E			
Legend *Prerequisite required. < Course also meets the Diversity requirement (see back). <u>Underlined courses include a lab.</u>				
Previous Colleges	1	2	3	
Counselor				

**Additional Requirements on Back Page**

6.4.18

## Graduation Requirements:

### **Health Education Requirement:**

After successfully completing this requirement, students will be able to apply a breadth and depth of knowledge that is inclusive of all the dimensions of health, e.g., spiritual, environmental, social, mental and emotional, and physical. The scope and content of the health education course work this requirement provides the student with the knowledge and problem solving skills essential to evaluate health literature, analyze personal health risks and promote lifestyle choices. This preparation empowers the student to make relevant choices applicable to their genetic, environmental, and health risk factors that ultimately optimize mind/body/spirit health over a lifetime.

- Descriptive and discussion content of the major chronic diseases in the United States.
- Evaluation of individual risk factors for chronic diseases from a genetic, environmental, and lifestyle perspective.
- Descriptive and discussion content about communicable diseases/infections (e.g., STI's, Hepatitis C) including symptoms and prevention.
- Analyzing the influence of environmental and nutritional concepts on food choices.
- Relating diet, exercise, and stress management to prevention of diseases and psychological well-being.
- Developing an appropriate physical fitness program that includes cardiovascular conditioning, muscle strength and endurance training, and flexibility.
- Examining the relationship between values and beliefs and mental health. Utilize this relationship to create effective interpersonal communication in relationships, coping, prevention of addictive behaviors and personal safety.
- Analyze and apply spiritual concepts to improve health and wellness.

**Complete one course:** HEED 202 or 203 or 208 or 210

**Note:** HEED 203 or 208 will satisfy both the Health Education and the Diversity Requirement.

**The following degree or certificate will also satisfy the Health Education Requirement:**

A.S., Nursing, Registered; C.A., Nursing, Registered (30 Credit Option); or possession of a DD214 (Certificate of Release of Discharge from Active Duty)

**COURSE COMPLETED AT:** \_\_\_\_\_ **COURSE** \_\_\_\_\_ **TERM** \_\_\_\_\_ **CREDITS** \_\_\_\_\_

### **Diversity Requirement:**

After successfully completing the requirement, students will be able to identify, assess, and challenge biased assumptions and behaviors of individuals and societal institutions; analyze inter-group relations within categories of identity, such as race, ethnicity, gender, religion, sexual orientation, class, ability, nationality, or age; and examine struggles of non-dominant groups for power, justice, and access to resources. **Complete one course:**

**ANTH** <203, 220; **BUS** 260; **COMM** 212; **CJ** 224, **ECE** 215; **ENGL** <\*213, <\*217, **HDHS (form. FMST)** <213, <215, <218; **HEED** 203, 208; **HIST** <212, <233, <237; **LGL** <217; **NUTR** 222; **PSYC** <206; **SOC** 202, <206, <208.

**Note:** HEED 203 or 208 will satisfy both the Diversity and the Health Education requirement. The symbol "<" denotes that the course will also satisfy a general education requirement (See page 1).

**The following degree or certificate will also satisfy the Diversity Requirement:**

A.S., Nursing, Registered; C.A., Nursing, Registered (30 Credit Option), or possession of a DD214 (Certificate of Release of Discharge from Active Duty)

**COURSE COMPLETED AT:** \_\_\_\_\_ **COURSE** \_\_\_\_\_ **TERM** \_\_\_\_\_ **CREDITS** \_\_\_\_\_

### **Are You Ready To Apply for Your Associates Degree?**

**YES    NO**

Are You Ready To Apply for Your Associates Degree?	YES	NO
1. 60 Associate Degree applicable semester credits		
2. 18 credits of General Education, (see page 1), with an overall GPA of 2.0 in GE coursework		
3. A minimum of 12 credits completed in residence at Cuesta College		
4. A minimum cumulative grade point average of 2.0 in all degree applicable course work		
5. Math Competency (Area D2, page 1)		
6. English Competency (Area D1, page 1)		
7. Health Education Requirement (page 2)		
8. Diversity Requirement (page 2)		
9. Completion of a Designated Degree (A.A. or A.S.) pattern, with a "C" grade or better in each course required for the major.		
10. Official transcripts from all postsecondary institutions on file with the Evaluations Office		

7/30/18



## FALL 2018 CSU GENERAL EDUCATION REQUIREMENTS

NAME \_\_\_\_\_ STUDENT ID. # \_\_\_\_\_

CSU CAMPUS \_\_\_\_\_ MAJOR \_\_\_\_\_

Courses in multiple areas may be used in one GE AREA only.		Course/AP Score	College	Term	Credit
<b>Area A - ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</b> Complete 9 sem/12 qtr units total with a minimum of 3 sem/4qtr units in A1, A2 & A3. These 3 courses must be completed with "C-" grades or better.					
<b>A1-Oral Communication:</b> COMM 201 (formerly 201A), 210, 215		A1			
<b>A2-Written Communication:</b> ENGL 201A		A2			
<b>A3-Critical Thinking:</b> ENGL 201B, ENGL 201C, PHIL 208, COMM 215		A3			
<b>Area B - SCIENTIFIC INQUIRY &amp; QUANTITATIVE REASONING</b> Complete 9 sem/12 qtr units total with a minimum of 3 sem/4qtr units in B1, B2, & B4. One of the two science courses must include a lab component that is directly related to the lecture portion. Lecture courses that include a lab are <u>underlined</u> .					
<b>B1-Physical Science:</b> AGPS <u>241</u> ; ASTR 210; CHEM <u>201A/B</u> , <u>210FL</u> , <u>211</u> , <u>212A/B</u> ; GEOL <u>210</u> , <u>211</u> , 212, 220; METE 212; OCEN 210; PHYS <u>205A/B</u> , <u>208A/B</u> ; PSCI <u>210</u> , <u>211</u>		B1			
<b>B2-Life Science:</b> AGPS <u>242</u> ; ANTH 201 (F08); BIOL <u>201A/B</u> , <u>202</u> , <u>204</u> , <u>205</u> , <u>206</u> , <u>211</u> , 212, 213, <u>216</u> , 220, <u>221</u> , 222, <u>224</u> ; PSYC 202 (F07)		B2			
<b>B3-Laboratory Activity:</b> (must be taken with or after lecture course in B1/B2) ANTH 201L (F08); ASTR 210L; BIO 212L, 220L, 222L; OCEN 210L		B3			
<b>B4-Mathematics/Quantitative Reasoning:</b> ("C-" grade or better) CIS 241 (F08); MATH 220, 229, 230, 231, 232, 236, 242, 247, 255, 265A/B, 283, 287		B4			
<b>Area C - ARTS &amp; HUMANITIES</b> Complete 9 sem/12 qtr units total with a minimum of 3 sem/4qtr units in each course. One course in C1 & C2, and a third course selected from either C1 or C2.					
<b>C1-Arts:</b> ART 200, 203, 204, 205, 207, 208, 209, 210, 220, 221, 244, 245, 270, 271, 280, 281A; DRA 207; ENGL 237; MUS 201, 235, 236, 237, 238. <u>If completed prior to Fall 2017</u> , DRA 200 will also apply to Area C1. <u>If completed prior to Fall 2015</u> , the following courses will apply to Area C1: ART 222, 223, 230, 231, 234, 241A, 266, 267, 274A, 282, 293, 295; DRA 211; MUS 220, 258.		C1			
<b>C2-Humanities:</b> ASL 201, 202; ENGL 201B, 205, 206, 212A, 212B, 213, 215, 216, 217, 242, 231, 245A, 245B, 246A, 246B; FR 201, 202, 203; GER 201, 202, 203, 204; HIST 203A, 203B, 204A, 204B, 207A, 207B, 210, 212, 233, 237; PHIL 205, 206, 209, 212, 213; SPAN 201, 202, 203, 204. ( <u>If completed prior to Fall 2017</u> , ECE 234 will also apply to Area C2.)		C2			
Required third course should be selected from either C1 or C2.		C1/C2			
<b>Area D - SOCIAL SCIENCES</b> Complete 9 sem/12 qtr units total with a minimum of 3 sem/4qtr units in each course, from at least 2 disciplines listed below.					
<b>AGB 201 (formerly ECON 201AG); ANTH 201 (F95-F09 only)</b> , 202, 203, 220, 221, 225; <b>COMM 212</b> ; 230; 280; <b>CJ 202 (F09)</b> , 224 (F14); 228 (F11); <b>ECON 201A</b> , 201B; <b>ECE 201</b> , 202; <b>FIVE 221 (F15)</b> ; <b>GEOG 201</b> , 202, 225; <b>GLST 210</b> , 220; <b>HDHS 202</b> , 212, 213, 214, 215 (F08); <b>HIST 203A</b> , 203B, 204A, 204B, 207A, 207B, 210, 212, 233, 237 (F07); 260; <b>JOUR 201B (F16)</b> ; <b>LGL 217</b> ; <b>POLS 201</b> , 202, 204, 205, 206, 209; <b>PSYC 200</b> , 201(S07), 204, 233; <b>SOC 201A</b> , 201B, 202, 204 (F09), 206, 208 (HDHS prefix was FMST prior to F 17)		D			
		D			
		D			
<b>Area E - LIFELONG LEARNING &amp; SELF-DEVELOPMENT</b> Complete 1 course, 3 sem/4 qtr units minimum.					
<b>CSS 225</b> ; <b>ECE 201(S06)</b> ; <b>HDHS 205</b> , 212, 215, 216, 218; <b>HEED 202</b> , 203, 206, 208, 210; <b>NUTR 210</b> ; <b>PSYC 201</b> , 206		E			
<b>U.S. HISTORY, CONSTITUTION &amp; AMERICAN IDEALS</b> This CSU graduation requirement may be met by completing 2 courses as part of coursework from <i>Area C or D</i> above.		<input type="checkbox"/> HIST 207A OR 207B <input type="checkbox"/> POLS 202			
Previous Colleges	1.	2.	3.		
Counselor				Date	



## **23 CSU CAMPUSES**

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

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### **CSU TRANSFER CREDITS REQUIRED**

39 lower division **General Education**  
+ **21 program preparation** (required by many campuses), or CSU transferable **electives**  
=60 transferable credits (minimum)

#### **Please Note:**

- ☐ You may transfer up to a total of 70 credits from a Community College.
- ☐ 9 credits of upper division General Education will be required at the CSU.
- ☐ Areas A1, A2, A3, and B4 are considered the “Golden Four” and must be completed with grades of “C-” or higher. Note: High credit programs (e.g. Engineering) may not need Area A3 “Critical Thinking” prior to transfer.

#### **Specific Campus Requirements**

- ☐ **Foreign Language:** Some campuses require foreign language for graduation. Certain programs may have a foreign language requirement. For specific requirements, consult university catalogs or a counselor.
- ☐ **Multicultural/Ethnic Studies:** Many CSU campuses require this for graduation. Some campuses require that the course be upper division.
- ☐ **Additional campus specific requirements:** See counselor.

### **GENERAL EDUCATION CERTIFICATION**

Certification refers to official notification from a community college that a transfer student has completed courses fulfilling CSU lower-division general education requirements. Certification will ensure that a CSU campus accepts all your courses in the areas in which the coursework is certified.

**Full Certification** is given to students who have completed all sections of the CSU General Education Pattern. Students must satisfactorily complete at least 39 lower-division credits, distributed as follows:

**AREA A: 9 CREDITS:** One course from each group: A1, A2, A3

**AREA B: 9 CREDITS:** One course from B1, B2 and B4. One lab course required: B3 lab must be taken with or subsequent to corresponding course from B1 or B2

**AREA C: 9 CREDITS:** Three courses to include at least one course from Arts (C1) and one course from Humanities (C2)

**AREA D: 9 CREDITS:** Three courses must be selected from at least two different disciplines

**AREA E: 3 CREDITS:** One course **Subject Area (partial) Certification** can be granted for one or more completed area (A-E), as outlined above, if all sections of the CSU General Education Pattern have not been completed.

**US History, Constitution and American Ideals Certification-** All campuses require students to complete college-level coursework in US History, American and California Government. This requirement is met by completing History 207A or 207B and Political Science

6/13/18



**Fall 2018 Intersegmental General Education Transfer Curriculum (IGETC)**  
(All courses must be completed with "C" grades or better)

NAME \_\_\_\_\_ STUDENT ID. # \_\_\_\_\_

UC/CSU CAMPUS \_\_\_\_\_ MAJOR \_\_\_\_\_

Courses listed in more than one area may be counted in one area only.	COURSE	COLLEGE	TERM	CREDITS
<b>AREA 1 – ENGLISH COMMUNICATION</b> For CSU - 3 courses required; one each from Group A, B and C. For UC - 2 courses required; one from Group A and one from Group B. Each course must be 3 sem/4quarter units minimum				
1A: English Composition, ENGL 201A	1A			
1B: Critical Thinking - English Composition, ENGL 201B (F10) or 201C	1B			
1C: Oral Communication, (CSU requirement only) - COMM 201 or 210 (F14)	1C			
<b>AREA 2A – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING:</b> 1 course, 3 sem/4 qtr credits minimum. Note: UC allows credit for Math 232 or Math 242, not both.				
CIS 241 (F08); MATH 230, ^232, ^236, ^242, ^247, ^255, 265A, 265B, 283, 287	2			
<b>AREA 3 – ARTS AND HUMANITIES:</b> Complete at least 3 courses, 9 sem/12 qtr credits minimum. Each course must be 3 sem/4 qtr. units. Choose one course from Arts, one course from the Humanities and the third course from either area.				
3A: Arts: ART 200, 203, 204, 205, 207, 208, 209 (F16), 210 (F16); DRA 207; ENGL 237; MUS 235, 236, 237, 238	3A			
3B Humanities: ENGL 201B, 205, 206, 212A, 212B, 213, 215, 216, 217, 245A, 245B, 246A, 246B; FR 203; GER 203, 204; HIST 203A, 203B, 204A, 204B, 207A, 207B, 210, 212, 233, 237; PHIL 205, 206, 209, 212, 213; SPAN 203, 204	3B			
One additional course chosen from 3A or 3B	3A/3B			
<b>AREA 4 – SOCIAL AND BEHAVIORAL SCIENCES:</b> Complete at least 3 courses from at least 2 different disciplines. 9 sem/12 qtr credits minimum, each course a minimum of 3 sem/4 qtr units.				
AGB ^201 (formerly ECON 201AG); ANTH 201 (S07-F09), 202, 203, 220, 221, 225; COMM 212 (F14); 230, 280; CJ 202 (F09), 224 (F14); ECE 201, ECE 202; ECON 201A, ^201B; FTVE 221 (F16); GEOG 201, 202; GLST 210, 220; HDHS 212, 213; HIST 203A, 203B, 204A, 204B, 207A, 207B, 210, 212, 233, 237, 260; JOUR 201B (F16); LGL 217; POLS 201, 202, 204, 205, 206, 209; PSYC 201, 200, 204, 206, 233; SOC 201A, 201B, 202, 204, 206, 208	4			
	4			
	4			
<b>AREA 5 – PHYSICAL AND BIOLOGICAL SCIENCES:</b> Complete at least 2 courses, (a) one physical and (b) one biological science course of at least 3 sem/4 qtr units each. <u>At least one course must include a laboratory. Lecture courses that include a lab are underlined.</u> 7 sem/9 qtr credits minimum. (Your combined courses must total at least 7 semester credits.)				
5A Physical Sciences: ASTR 210; CHEM <u>201A</u> , <u>201B</u> , <u>^210FL</u> , <u>^211</u> , <u>^212A</u> , <u>212B</u> ; GEOL <u>210</u> , <u>211</u> , 212, 220; OCEN 210, METE 212; PHYS <u>^205A</u> , <u>^205B</u> , <u>^208A</u> , <u>^208B</u>	5A			
5B Biological Sciences: ANTH 201 (F08); BIO <u>201A</u> , <u>201B</u> , <u>202</u> , <u>204</u> , <u>205</u> , <u>206</u> , <u>^211</u> , 212, 213, <u>216</u> , 220, <u>221</u> , 222, <u>224</u> ; PSYC 202 (F07)	5B			
5C Science Laboratory: ANTH 201L; ASTR 210L; BIO 212L, 220L, 222L; OCEN 210L	5C			
<b>AREA 6A LANGUAGES OTHER THAN ENGLISH (UC requirement only)</b> Proficiency equivalent to two years of high school study in one language. There are various ways to satisfy this area, including completing two years of high school study in one language with "C-" grades or higher, or, completing one of the courses listed below. <b>It is your responsibility to provide high school transcripts if you are validating this area through high school course work.</b> See a counselor for additional details.				
FR 202, GER 202, SPAN 202, ASL 202	6A			
CSU GRADUATION REQUIREMENT IN "U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS". This CSU graduation requirement may be met by completing the following two courses as part of your course work from Area 3 and/or 4 above:	_____ Hist 207A or 207B and _____ POLS 202			
<b>Legend:</b> ^ Indicates that UC transfer credit limits apply. Consult a counselor for details. ( ) = date approved				
Previous Colleges	1.	2.	3.	
Counselor				Date

<p><b><u>General Education Requirements And IGETC (Intersegmental General Education Transfer Curriculum)</u></b></p> <p>General Education courses are part of the requirements for a university degree. These are courses which are designed to give you an exposure to all major academic disciplines—natural sciences, physical sciences, social sciences, humanities, and the fine arts. Together, general education coursework and major course work make up a baccalaureate degree. Each campus within the California State University (CSU) and the University of California (UC) has its own unique general education pattern. However, students preparing to transfer to a CSU or UC often do not know which system they will attend. In order to facilitate the transfer of students from the California Community Colleges to the CSU and UC system, the IGETC was developed in 1991.</p> <p>By completing the IGETC at a California Community College, you can transfer to a CSU or UC campus without the need, after transfer, to take additional lower-division, general education courses. The IGETC is most useful for students who know that they want to transfer to a CSU or UC, but who have not yet decided upon a particular system, campus, or major. It is also generally the most appropriate pattern for students who are choosing majors in the humanities, arts, or social sciences, as these majors generally have fewer lower division major requirements than majors in the sciences and engineering.</p> <p><b><u>Is the IGETC required to gain admission to a CSU or a UC?</u></b></p> <p>No, the IGETC is not an admissions requirement to either system. The IGETC is a way for you to complete a general education pattern that is accepted by the CSU and UC, prior to transfer. Completing the IGETC does not guarantee admission to a particular campus or major. However, for certain colleges and majors, completion of IGETC can improve your chances of admission as a transfer student. Your counselor can help you determine if completing the IGETC is a good idea for you.</p>	<p><b><u>The Importance of Major Preparation</u></b></p> <p>Major preparation requirements specify the courses you must take to prepare for advanced (upper division) study in your particular major. Completion of major preparation should generally take precedence over completion of general education. Because transfer applicants are evaluated for admission, in part, on the basis of their performance in major preparation coursework, it is important that you investigate the requirements for your intended major as soon as possible. If your major requires mathematics and science, it is especially important that you complete those prerequisites before you transfer.</p> <p>Your counselor can advise you about the specific major preparation requirements for the program you select, or you may research them in the General Catalog of the campus you plan to attend. You can visit the public articulation website at <a href="http://www.assist.org">www.assist.org</a> for information about major preparation.</p> <p>You should begin coursework in your major as soon as you have selected one.</p> <p><b><u>Lack of pre-major work may affect your eligibility for your major, particularly, if there are many applicants and a limited number of spaces.</u></b></p> <p><b><u>When is IGETC not a good choice?</u></b></p> <p>Students who intend to transfer into a major that requires extensive lower division preparation, such as majors in the sciences or engineering may not be well served by completing IGETC.</p> <p><b><u>Do all CSU and UC campuses accept the IGETC?</u></b></p> <p>While all CSU's and most UC's do accept IGETC, there are some majors on certain UC campuses which do not accept IGETC. A list of those Colleges can be found at: <a href="http://admission.universityofcalifornia.edu/counselors/files/transfer-admission-matrix.pdf">http://admission.universityofcalifornia.edu/counselors/files/transfer-admission-matrix.pdf</a></p> <p><b><u>Is there a GPA requirement for IGETC coursework?</u></b></p> <p>All courses applied to IGETC must be completed with a grade of "C" or higher. A grade of "Credit" or "Pass" may also be used if the community college's policy states that it is equivalent to a grade of C or better.</p> <p><b><u>Can Advanced Placement Test Scores be applied to the IGETC?</u></b></p> <p>Yes, an acceptable score ("3" or higher) on the Advanced Placement (AP) test can be applied to the IGETC. See a counselor for details.</p>	<p><b><u>Must all IGETC coursework be completed at the same college?</u></b></p> <p>No, courses taken at more than one community college, or from an accredited college outside of the California Community College system, may be used on IGETC, as determined by a counselor.</p> <p><b><u>Can a course be used to satisfy more than one IGETC subject area?</u></b></p> <p>No, courses may only be used once even if they are listed in more than one subject area.</p> <p><b><u>Can a course be used both for IGETC and to satisfy a major prerequisite?</u></b></p> <p>Yes. The University will allow courses to count toward both the IGETC and to also satisfy a lower division major requirement.</p> <p><b><u>Does the IGETC have to be fully completed prior to transfer?</u></b></p> <p>It is strongly recommended that you complete IGETC in its entirety prior to transfer. Completion of IGETC (or a campus-specific general education pattern) may be a part of the transfer admission process for certain campuses and majors. However, a Partial Certification of the IGETC is allowed. Partial certification is defined as completing all but two (2) courses on the IGETC pattern. (Keep in mind that in general, the English and Math portions of IGETC must be completed to meet minimum admission requirements to the university so a student who is missing these courses may not be eligible to a CSU or UC). It is your responsibility to request a partial certification from your community college. Your community college will send the Partial IGETC Certification to the UC or CSU that you have decided to attend. The CSU or UC will then instruct you as to how you can complete the remaining courses on your IGETC.</p> <p><b><u>Who certifies that a student has completed the IGETC?</u></b></p> <p>It is your responsibility to request an IGETC certification from your community college. Students who have completed coursework at more than one California Community College should have their coursework certified by the last college attended for a regular term (fall or spring) prior to transfer. You can request certification from a community college that is not your last school of attendance, but it is up to the discretion of that community college to certify.</p>
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**NEW PROGRAM APPROVED EFFECTIVE FALL 2018**

## **AGRICULTURE**

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### **CERTIFICATE PROGRAM**

[Click for Program Student Learning Outcomes](#)

#### **MECHANIZED AGRICULTURE - Certificate of Achievement**

**Required Courses (22 credits)**

<b>AGM 220</b>	<b>FARM POWER, MACHINERY, AND SAFETY</b>	<b>4</b>
<b>AGM 221</b>	<b>INTRODUCTION TO AGRICULTURE MECHANICS</b>	<b>3</b>
<b>AGM 222</b>	<b>AGRICULTURAL SAFETY</b>	<b>2</b>
<b>AGM 223</b>	<b>AGRICULTURE INDUSTRIAL POWER</b>	<b>3</b>
<b>WELD 270A</b>	<b>BASIC WELDING</b>	<b>3</b>
<b>WELD 275</b>	<b>BLUEPRINT READING AND INDUSTRY PRACTICES</b>	<b>3</b>
<b>AGB 204</b>	<b>AGRICULTURAL SALES AND COMMUNICATION</b>	<b>3</b>

**Total Credits:** **21**

MODIFIED PROGRAM APPROVED EFFECTIVE FALL 2018

# ART

## ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

### ART STUDIO - A.A. Degree

#### Required Courses (15 credits):

ART 203	SURVEY OF WESTERN ART HISTORY: PREHISTORY THROUGH THE MIDDLE AGES	3
or ART 204	SURVEY OF WESTERN ART HISTORY: RENAISSANCE TO CONTEMPORARY	(3)
or ART 205	SURVEY OF ART HISTORY: MODERNISM THROUGH CONTEMPORARY	(3)
or ART 207	SURVEY OF MEXICAN ART HISTORY I: PRE-COLUMBIAN	(3)
or ART 208	SURVEY OF MEXICAN ART HISTORY II: COLONIAL TO CONTEMPORARY	(3)
or ART 209	ART OF AFRICA, OCEANIA, AND INDIGENOUS NORTH AMERICA	(3)
or ART 210	SURVEY OF ASIAN ART HISTORY	(3)
ART 220	FUNDAMENTALS OF 2-D DESIGN	3
ART 221	DRAWING I	3
ART 270	FUNDAMENTALS OF 3-D DESIGN	3
ART 293	PORTFOLIO PRESENTATION	3

#### Plus 9 credits from the following:

ART 202	INTRODUCTION TO MUSEUM PRACTICES	3
ART 222	DRAWING II	3
ART 223	FIGURE DRAWING I	3
ART 224	FIGURE DRAWING II	3
ART 229	COLOR	3
ART 230A	PAINTING I	3
ART 230B	PAINTING II	3
ART 230C	PAINTING III	3
ART 231	PAINTING II	3
ART 232	WATERCOLOR I	3
ART 233	WATERCOLOR II	3
ART 234	FIGURE PAINTING	3
ART 235	MURAL PAINTING	3
ART 240A	PRINTMAKING I	3
ART 240B	PRINTMAKING II	3
ART 241A	ETCHING I	3
ART 241B	ETCHING II	3
ART 241C	ETCHING III	3
ART 243A	BOOK ARTS I	3
ART 243B	BOOK ARTS II	3
ART 244	PHOTOGRAPHY I	3
ART 245	PHOTOGRAPHY II	3
ART 249A	DIGITAL PHOTOGRAPHY I	3
ART 249B	DIGITAL PHOTOGRAPHY II	3
ART 251	ALTERNATIVE PHOTOGRAPHIC PROCESSES	3
ART 252	PHOTOGRAPHIC LIGHTING	3
ART 253	DIGITAL ART	3
ART 255	FOUNDATION OF DIGITAL GRAPHIC ART	3
ART 256	FOUNDATION OF DIGITAL IMAGING ART	3
ART 258	FOUNDATION OF DIGITAL LAYOUT DESIGN	3
ART 259	FOUNDATION OF WEB AND UX DESIGN	3
ART 265	ADOBE FLASH: ART, DESIGN, AND ANIMATION	3
ART 266	GRAPHIC DESIGN I	3
ART 267	GRAPHIC DESIGN II	3
ART 268	DIGITAL TYPOGRAPHY ART	3

Continued on the next page

**MODIFIED PROGRAM APPROVED EFFECTIVE FALL 2018**

## **ART**

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### **ASSOCIATE DEGREE PROGRAM**

#### **ART STUDIO - A.A. Degree (continued from page 23)**

ART 271	SCULPTURE I	3
ART 272	SCULPTURE II	3
ART 274A	SCULPTURE FOUNDRY I	3
ART 274B	SCULPTURE FOUNDRY II	3
ART 274C	SCULPTURE FOUNDRY III	3
ART 280	INTRODUCTION TO CERAMICS	3
ART 281A	CERAMICS: WHEEL-THROWING I	3
ART 281B	CERAMICS: WHEEL-THROWING II	3
ART 282	CERAMICS: HAND-BUILDING	3
ART 283	CERAMIC SCULPTURE	3
ART 284	ALTERNATIVE FIRING TECHNIQUES IN CERAMICS	3
ART 295	ART GALLERY	3

Total Credits:	24
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**NEW PROGRAM APPROVED EFFECTIVE FALL 2018**

## **AUTOMOTIVE TECHNICIAN**

### **CERTIFICATE PROGRAM**

[Click for Program Student Learning Outcomes](#)

#### **AUTOMOTIVE TECHNICIAN - Certificate of Achievement**

##### **Required Courses (35.5 credits)**

<b>ATCH 109</b>	<b>INTRODUCTION TO AUTOMOTIVE COMPUTERS</b>	<b>2.5</b>
<b>ATCH 152</b>	<b>INTERNAL COMBUSTION ENGINES</b>	<b>3</b>
<b>ATCH 153</b>	<b>ENGINE REPAIR PROCEDURES</b>	<b>3</b>
<b>ATCH 158</b>	<b>AUTOMOTIVE ELECTRICITY AND ELECTRONICS</b>	<b>4</b>
<b>ATCH 168</b>	<b>AUTOMOTIVE REPAIR BUSINESS</b>	<b>3</b>
<b>ATCH 182</b>	<b>AUTOMATIC TRANSMISSIONS</b>	<b>4</b>
<b>ATCH 186</b>	<b>CHASSIS AND SUSPENSION SYSTEMS</b>	<b>3</b>
<b>ATCH 188</b>	<b>AUTOMOTIVE HEATING AND AIR CONDITIONING</b>	<b>3</b>
<b>ATCH 280</b>	<b>MANUAL DRIVETRAINS</b>	<b>3</b>
<b>ATCH 281</b>	<b>MANUAL TRANSMISSIONS</b>	<b>3</b>
<b>ATCH 284</b>	<b>BRAKING SYSTEMS</b>	<b>4</b>

**Plus, pass a minimum of two certification tests for the National Institute of Automotive Service Excellence (ASE).**

**Total Credits: 35.5**

**MODIFIED PROGRAM APPROVED EFFECTIVE FALL 2018**

## CHEMISTRY

### ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

#### CHEMISTRY - ASSOCIATE IN SCIENCE

##### Required Courses (29-30 credits)

CHEM 201A	GENERAL COLLEGE CHEMISTRY I	5
CHEM 201B	GENERAL COLLEGE CHEMISTRY II	5
CHEM 212A	ORGANIC CHEMISTRY I	5
CHEM 212B	ORGANIC CHEMISTRY II	5
MATH 242	PRECALCULUS ALGEBRA	5
MATH 231	TRIGONOMETRY WITH GEOMETRIC FOUNDATIONS	5
or MATH 229	TRIGONOMETRY	(4)

Total Credits:

29 - 30

MODIFIED PROGRAM APPROVED EFFECTIVE FALL 2018

## THEATRE ARTS

### ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

#### THEATRE ARTS - Associate in Arts for Transfer

##### Required Courses: (9 credits)

DRA 207	INTRODUCTION TO THEATRE	3
DRA 200	ACTING 1	3
DRA 263	REHEARSAL AND PERFORMANCE: DEvised/NEW WORKS	3
or DRA 240	TECHNICAL THEATRE PRACTICUM	(3)

##### Select at least 9 credits from the following courses:

DRA 201	ACTING II - ACTING FOR THE CAMERA	3
DRA 209	INTRODUCTION TO THEATRE DESIGN	3
DRA 211	STAGECRAFT	3
DRA 214	SCRIPT ANALYSIS	3
DRA 236	INTRODUCTION TO THEATRICAL COSTUME CONSTRUCTION	3
DRA 240	TECHNICAL THEATRE PRACTICUM	3
or DRA 263	REHEARSAL AND PERFORMANCE: DEvised/NEW WORKS	(3)
<b>Total Credits</b>		<b>18</b>

##### Required Courses: (9 credits)

DRA 207	INTRODUCTION TO THEATRE	3
DRA 200	ACTING 1	3
DRA 240	TECHNICAL THEATRE PRACTICUM	3
or DRA 241	TECHNICAL THEATER PRACTICUM II	(3)
or DRA 242	THEATRICAL DESIGN PRACTICUM	(3)
or DRA 243	TECHNICAL MANAGEMENT PRACTICUM	(3)
or DRA 260	REHEARSAL AND PERFORMANCE: CHILDREN'S THEATRE	(3)
or DRA 261	REHEARSAL AND PERFORMANCE: SHAKESPEARE/CLASSICAL	(3)
or DRA 262	REHEARSAL AND PERFORMANCE: MUSICAL THEATRE	(3)
or DRA 263	REHEARSAL AND PERFORMANCE: DEvised/NEW WORKS	(3)
or DRA 264	REHEARSAL AND PERFORMANCE: MODERN THEATRE	(3)

##### Select at least 9 credits from the following courses:

One Technical Theater Course (DRA 240, 241, 242, 243) or Rehearsal and Performance Course (DRA 260, 261, 262, 263, 264) not already used above. 3 credits max.

DRA 201	ACTING II - ACTING FOR THE CAMERA	3
DRA 209	INTRODUCTION TO THEATRE DESIGN	3
DRA 211	STAGECRAFT	3
DRA 212	ENTERTAINMENT LIGHTING	3
DRA 214	SCRIPT ANALYSIS	3
DRA 236	INTRODUCTION TO THEATRICAL COSTUME CONSTRUCTION	3

**Total Credits:** 18

## CORRECTION TO EARLY CHILDHOOD EDUCATION DESCRIPTION AND CAREER OPPORTUNITIES

# EARLY CHILDHOOD EDUCATION

## DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T)
- Associate in Science for Transfer (A.S.-T)
- Associate in Arts (A.A.)
- Certificate of Achievement (C.A.)



## DESCRIPTION

~~Early Childhood Education Program course work is approved by the California Commission on Teacher Credentialing as meeting the requirements for the California Child Development Permit. Students completing the ECE AA or AS-T degrees are immediately eligible for the Child Development Permit at the Teacher level. The Early Childhood Education curriculum prepares students to work with children from infancy into middle childhood in a variety of learning environments.~~

Majoring in early childhood education prepares students for careers in a variety of early care and education settings as well as in related fields working with children, birth to age eight, and their families. Our program focuses on child development theory and early childhood education practices, with a particular emphasis on presenting practical information that can be used working with young children. Students will combine learned theories with practice, in actual settings with young children, under the supervision of Cuesta College Lab Teachers.

## EARLY CHILDHOOD TEACHER PATHWAYS

Early Childhood Teacher Pathways prepare students to work with children from infancy into middle childhood in various learning environments. The Pathways will educate and train students to become effective teachers; provide hands on learning in the classroom; and support students to develop as teaching professionals.

Students who plan to work in the field of Early Childhood Education are advised to pursue a Child Development Permit (CDP). Early Childhood Education Program course work is approved by the California Commission on Teacher Credentialing as meeting the requirements for the CDP Permits. The six levels of Child Development Permits are: Assistant Teacher, Associate Teacher, Teacher, Master Teacher, Site Supervisor, and Program Director. Students completing the core four courses (ECE 201, 202, 203, and 205) will qualify for an Associate Teacher Certificate, through Cuesta College. Students completing the ECE AA or AS-T degrees (coupled with experience in the field) are eligible for the Child Development Permit at the Teacher level.

Continued on the next page

## TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

### Transfer Resources:

**[www.ASSIST.org](http://www.ASSIST.org)**

CSU and UC Articulation Agreements and Majors Search Engine

### CSU System Information

<https://www2.calstate.edu>

## FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs – grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full- and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:

<https://www.cuesta.edu/student/studentservices/finaid/index.html>



CORRECTION TO EARLY CHILDHOOD EDUCATION DESCRIPTION AND CAREER OPPORTUNITIES

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective), and (4) submit an Associate's Degree Application to Admissions and Records.

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0, 2) earn at least 12 units in residency at Cuesta and 3) submit a Certificate Application to Admissions and Records.

CAREER OPPORTUNITIES

- ~~Adoption Counselor~~
- Before and After School Teacher/Director
- Behavioral Therapist
- ~~Child Care Teacher/Director~~ Early Childhood Teacher/Director
- Early Interventionist
- Child Life Specialist
- Community College Instructor
- ~~Counselor—Career~~
- ~~Counselor—Community~~
- ~~Counselor—Marriage/Family/Child~~
- ~~Counselor—School~~
- ~~Early Childhood Special Education Specialist~~ Special Education Paraeducator
- Elementary School Teacher
- ~~Infant Day Care Teacher/Director~~ Infant and Toddler Educator/Director
- Parent Educator ~~Education Instructor~~
- Pediatric Specialist
- Resource and Referral Coordinator

Gainful Employment: Federal regulations require institutions to provide students with Gainful Employment information for specific certificate programs offered at Cuesta College, Information for each certificate program can be found by following this link: <https://www.cuesta.edu/student/studentservices/finaid/gainfulemployment/index.html>

# EDUCATION

## DEGREES, CERTIFICATES & AWARDS

- Associate in Arts for Transfer (A.A.-T)

## DESCRIPTION

The Cuesta College Education Program supports 5 teacher pathways that include Early Childhood Teachers, Elementary School Teachers, Middle or High School Teachers, Special Education Teachers, and Career Technical Education (CTE) Teachers.

See the Applied Behavioral Science Division webpage for more information about teacher pathways: <https://www.cuesta.edu/academics/wed/appliedbehaviorsci/>

The Elementary Teacher Education Associate in Arts for Transfer degree prepares students to transfer into a Liberal Studies or a similar elementary teacher preparation major. The degree is designed to meet introductory content area subject matter requirements for a Multiple Subject Teaching Credential since elementary school teachers need to teach many subjects in a self-contained classroom; the Multiple Subject Credential is required to teach at elementary schools. Students who complete the degree will also gain practical experience through classroom observations and interaction with elementary students and faculty. A student may complete the AA-T in Elementary Teacher Education, then the Bachelor's Degree in Liberal Studies or similar major to help prepare for the Multiple Subject Credential Teacher Preparation program.

## ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An **Associate Degree**, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective), and (4) submit an Associate's Degree Application to Admissions and Records



## TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

### Transfer Resources:

[www.ASSIST.org](http://www.ASSIST.org) – CSU and UC Articulation Agreements and Majors Search Engine

**CSU System Information** - <https://www2.calstate.edu>

## FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs – grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full- and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information: <https://www.cuesta.edu/student/studentservices/finaid/index.html>

## CAREER OPPORTUNITIES

- Early Childhood Teachers
- Elementary School Teachers
- Middle or High School Teachers
- Special Education Teachers
- Career Technical Education (CTE) Teachers
- Curriculum Developer

Gainful Employment: Federal regulations require institutions to provide students with Gainful Employment information for specific certificate programs offered at Cuesta College. Information for each certificate program can be found by following this link: <https://www.cuesta.edu/student/studentservices/finaid/gainfulemployment/index.html>

## ELEMENTARY TEACHER EDUCATION

### ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

#### ELEMENTARY TEACHER EDUCATION - Associate in Arts for Transfer

##### Required Core Courses (47-49 units)

EDUC 200	INTRODUCTION TO THE TEACHING PROFESSION	3
ECE 201	CHILD GROWTH AND DEVELOPMENT	3
BIO 201A	BIOLOGY	5
or BIO 211	LIFE SCIENCE	(3)
or BIO 212	HUMAN BIOLOGY	(3)
and BIO 212L	HUMAN BIOLOGY LABORATORY	(1)
PSCI 210	SURVEY OF CHEMISTRY AND PHYSICS	4
PSCI 211	EARTH SCIENCE	4
MATH 220	MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS	3
COMM 201	PUBLIC ADDRESS	3
ENGL 201A	ENGLISH COMPOSITION	4
ENGL 201B	COMPOSITION: INTRODUCTION TO LITERATURE/CRITICAL THINKING	4
ENGL 201C	ENGLISH COMPOSITION: CRITICAL THINKING	4
GEOG 225	WORLD REGIONAL GEOGRAPHY	3
HIST 203A	HISTORY OF WORLD CIVILIZATIONS	3
HIST 207A	HISTORY OF THE UNITED STATES	3
POLS 202	GOVERNMENT AND POLITICS OF THE UNITED STATES	3

##### List A: Select one course (3 units)

ART 200	ART APPRECIATION	3
or MUS 235	MUSIC APPRECIATION: CLASSICAL MUSIC	(3)
or DRA 207	INTRODUCTION TO THEATRE	(3)

##### List B: Select one course (3 - 4 units)

CIS 210	INTRODUCTION TO COMPUTER APPLICATIONS	4
or ECE 234	CHILDREN'S LITERATURE	(3)
or HEED 202	HEALTH EDUCATION	(3)
or HIST 210	HISTORY OF CALIFORNIA	(3)
or PSYC 201	INTRODUCTORY PSYCHOLOGY	(3)

Total Credits:

53 - 56

MODIFIED PROGRAM APPROVED EFFECTIVE FALL 2018

# ELECTRICAL TECHNOLOGY

## ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

### ELECTRICAL TECHNOLOGY - Associate in Science

#### Required Courses (33 credits)

CTCH 163	CONSTRUCTION MANAGEMENT	3
EET 169	RESIDENTIAL WIRING	3
EET 181	NATIONAL ELECTRICAL CODE	3
EET 183	COMMERCIAL AND INDUSTRIAL WIRING SYSTEMS	4
EET 213	ELECTRONICS FUNDAMENTALS	6
EET 224	INDUSTRIAL ELECTRONICS	4
EET 228	PLC AUTOMATION AND SOLAR MONITORING	4
EET 267	POWER SYSTEMS AND ROTATING ELECTRICAL MACHINERY	4
EET 119	STATE ELECTRICIAN TRAINEE TOPICS	2
<b>Total Credits</b>		<b>33</b>

#### Required Courses (14 credits)

EET 213	ELECTRONICS FUNDAMENTALS	6
EET 224	INDUSTRIAL ELECTRONICS	4
EET 267	POWER SYSTEMS AND ROTATING ELECTRICAL MACHINERY	4

#### Choose one of the following tracks :

##### Electrical Technology Track (17 credits)

CTCH 163	CONSTRUCTION MANAGEMENT	3
EET 169	RESIDENTIAL WIRING	3
EET 181	NATIONAL ELECTRICAL CODE	3
EET 183	COMMERCIAL AND INDUSTRIAL WIRING	4
EET 228	PLC AUTOMATION AND SOLAR MONITORING	4

##### Nuclear Maintenance Track (22 credits)

EET 227	FLUID AND PNEUMATIC TECHNOLOGY	4
EET 257	COMPUTER INSTRUMENTATION AND CONTROL	4
EET 270	NUCLEAR POWER PROCESSES FOR TECHNICIANS	3
EET 271	NUCLEAR POWER FUNDAMENTALS	3
EET 272	NUCLEAR SYSTEMS MAINTENANCE I	4
EET 273	NUCLEAR SYSTEMS MAINTENANCE II	4

**Total Credits:** 31-36



**MODIFIED PROGRAM APPROVED EFFECTIVE FALL 2018**

## **ELECTRONICS AND STATE ELECTRICIAN**

### **CERTIFICATE PROGRAM**

[Click for Program Student Learning Outcomes](#)

### **ELECTRONICS AND STATE ELECTRICIAN - Certificate of Achievement**

#### **Required Courses (40 credits)**

<b>CTCH 163</b>	<b>CONSTRUCTION MANAGEMENT</b>	<b>3</b>
<b>EET 169</b>	<b>RESIDENTIAL WIRING</b>	<b>3</b>
<b>EET 181</b>	<b>NATIONAL ELECTRICAL CODE</b>	<b>3</b>
<b>EET 183</b>	<b>COMMERCIAL AND INDUSTRIAL WIRING</b>	<b>4</b>
<b>EET 213</b>	<b>ELECTRONICS FUNDAMENTALS</b>	<b>6</b>
<b>EET 224</b>	<b>INDUSTRIAL ELECTRONICS</b>	<b>4</b>
<b>EET 228</b>	<b>PLC AUTOMATION AND SOLAR MONITORING</b>	<b>4</b>
<b>EET 267</b>	<b>POWER SYSTEMS AND ROTATING ELECTRICAL MACHINERY</b>	<b>4</b>
<b>EET 119</b>	<b>STATE ELECTRICIAN TRAINEE TOPICS</b>	<b>2</b>
<b>MATH 127</b>	<b>INTERMEDIATE ALGEBRA</b>	<b>5</b>

**Total Credits:** **38**

## ENVIRONMENTAL SCIENCES

### DEGREES, CERTIFICATES & AWARDS

- Associate in Science for Transfer (A.S.-T)

### DESCRIPTION

Environmental Science is the study of the relationships between the geological, biological, chemical, and ecological systems in the Earth's natural environment. Students obtaining the Associate in Science for Transfer (AS-T) in Environmental Sciences will learn the necessary concepts, problem solving skills and analytical thought processes to prepare them for transfer into a university-level major in Environmental Sciences, for entry-level positions in the discipline, or for a greater appreciation of how science is used to study the interactions between human activity and the earth's systems.

The Associate Degree for Transfer (AA-T or AS-T) is a special degree offered at California Community Colleges. Students who earn an AA-T or AS-T degree are guaranteed admission to a campus within the California State University (CSU) system in a similar major, although not necessarily to a specific campus. Students who complete an AA-T or AS-T are given priority consideration when applying to a particular program that is similar to the student's community college major and will be given a special GPA advantage when applying to CSU impacted campuses or majors. Students who are planning to pursue an AA-T or AS-T are strongly advised to meet with a counselor for additional information about this transfer program.



### TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

#### Transfer Resources:

[www.ASSIST.org](http://www.ASSIST.org) – CSU and UC Articulation Agreements and Majors Search Engine

#### CSU System Information

<https://www2.calstate.edu>

### FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs – grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full- and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:

<https://www.cuesta.edu/student/studentservices/finaid/index.html>

Gainful Employment: Federal regulations require institutions to provide students with Gainful Employment information for specific certificate programs offered at Cuesta College. Information for each certificate program can be found by following this link: <https://www.cuesta.edu/student/studentservices/finaid/gainfulemployment/index.html>

## ENVIRONMENTAL SCIENCES

### ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

### ENVIRONMENTAL SCIENCES - Associate in Science for Transfer

Required Core: 3 Courses (15 units)

Option 1:

BIO 201A	BIOLOGY	5
and BIO 201B	BIOLOGY	5
and CHEM 201A	GENERAL COLLEGE CHEMISTRY I	5

Option 2:

BIO 201A	BIOLOGY	5
and CHEM 201A	GENERAL COLLEGE CHEMISTRY I	5
and CHEM 201B	GENERAL COLLEGE CHEMISTRY II	5

List A: 3 Courses (14 units)

ENVS 200	INTRODUCTION TO ENVIRONMENTAL SCIENCE	3
GEOL 210	PHYSICAL GEOLOGY	4
MATH 247	INTRODUCTION TO STATISTICS	4
MATH 255	CALCULUS FOR BUSINESS AND MANAGEMENT	3
(Math 265A-Calc I may be substituted for Math 255)		

List B: 3 Courses (11-13 units)

ECON 201A	PRINCIPLES OF MACROECONOMICS	3
PHYS 208A	PRINCIPLES OF PHYSICS 1	5
and PHYS 208B	PRINCIPLES OF PHYSICS 2	5
or PHYS 205A	GENERAL PHYSICS	(4)
and PHYS 205B	GENERAL PHYSICS	(4)

Total Credits:

40 - 42

*Department description correction to Human Development/Human Services: see also (pgs. 160-162) in the 2017-2018 Cuesta Catalog*

## CORRECTION TO HUMAN DEVELOPMENT/HUMAN SERVICES DESCRIPTION AND CAREER OPPORTUNITIES

# HUMAN DEVELOPMENT/ HUMAN SERVICES

### DEGREES, CERTIFICATES & AWARDS

- Associate in Arts (A.A.)
- Certificate of Specialization (C.S.)

### DESCRIPTION

The Human Development/Human Services Department offers an interdisciplinary degree concentrating in psycho-social development across the life span, emphasizing personal identity, the family system and paraprofessional counseling skills. The degree is designed to benefit the student who wishes to pursue a career in the social and behavioral sciences field, such as social work, counseling, parenting coach/educator, clinical psychology and crisis management, as well as benefit the student seeking to acquire a deeper understanding of human development and adjustment. Additionally, the Human Development/Human Services Department offers an Addiction Studies Certification of Specialization designed to prepare students to serve as professionals in the growing career field of chemical and behavioral addiction counseling. Cuesta College is an accredited California Association for Alcohol/Drug Educators (CAADE) program. This program will help students obtain jobs in social service agencies, treatment programs, recovery homes, schools, and law enforcement. Lastly, the Human Development/Human Services course offerings prepare students for transfer to institutions providing higher degrees in the social and behavioral sciences.

The Human Development/Human Services Department offers multiple Associates of Arts degrees within the Social and Applied Behavioral Sciences. The A.A. in Human Development/Human Services is an interdisciplinary degree concentrating in psycho-social development across the life span with emphasis in identity development, the family system, and human services. This A.A. degree prepares students to transfer into a Baccalaureate program, and is also designed to benefit the student who wishes to pursue a paraprofessional career in social work / human services, such as case management, parenting coach/educator, support counseling and crisis management.

The Human Development/Human Services Department also offers an Addiction Treatment Studies Program designed to prepare students for careers in the growing field of drug and alcohol counseling. The Addiction Treatment Studies curriculum is accredited by California Association for Alcohol and Drug Educators (CAADE) and aligns with the requirements of California Consortium of Addiction Programs and Professionals (CCAPP). Upon satisfactory completion of the required coursework, students earn an Associates of Arts degree or a Certificate of Achievement in Addiction Treatment Studies.

For those students interested in transferring into the CSU system to complete a Baccalaureate degree in Social Work and Human Services (or similar major), our Department offers an Associates in Arts degree in Social Work and Human Services for Transfer degree (AA-T). This area of study emphasizes the application of behavioral sciences within a variety of cultural contexts. As a profession, Social Work and Human Services focuses on methods for helping people from many different social groups to improve the quality of their lives.

Continued on the next page



### TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

#### Transfer Resources:

**www.ASSIST.org** – CSU and UC Articulation Agreements and Majors Search Engine

**CSU System Information** - <https://www2.calstate.edu>

### FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs – grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full- and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information: <https://www.cuesta.edu/student/studentservices/finaid/index.html>



Department description correction to Human Development/Human Services: see also (pgs. 160-162) in the 2017-2018 Cuesta Catalog

CORRECTION TO HUMAN DEVELOPMENT/HUMAN SERVICES DESCRIPTION AND CAREER OPPORTUNITIES

Lastly, the Human Development/Human Services Department offers a degree in Social Justice Studies. This is an interdisciplinary program with a focus on equity and social change. The Associates in Arts in Social Justice Studies for Transfer (AA-T) degree prepares students for seamless transfer into Ethnic Studies, Gender Studies, Social Justice Studies, and related majors in the CSU system. Students who choose to major in Social Justice Studies and related fields have a wide range of career options: activists, community organizers, public policy analysts, conflict resolution specialists/mediators, NGO workers, human rights groups, political campaigners, workers in environmental organizations, alternative media, human rights groups, political campaigns, religious organizations, international agencies, rights advocates, journalists, lobbyists, and community organizers.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor’s degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate’s Degree, a student must: (1) complete each major-specific course required for the degree with at least a “C” grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective), and (4) submit an Associate’s Degree Application to Admissions and Records.

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0, 2) earn at least 12 units in residency at Cuesta and 3) submit a Certificate Application to Admissions and Records.

CAREER OPPORTUNITIES

■ Community College Instructor

■ Crisis Worker

■ Mental Health Worker

■ Addiction Counselor

■ Addiction Educator

■ Parent Educator

■ Parole/Probation Officer

■ Social Worker

■ University Professor

■ Writer/Journalist

Gainful Employment: Federal regulations require institutions to provide students with Gainful Employment information for specific certificate programs offered at Cuesta College. Information for each certificate program can be found by following this link: <https://www.cuesta.edu/student/studentservices/finaid/gainfulemployment/index.html>

## NEW PROGRAMS APPROVED EFFECTIVE FALL 2018

# ADDICTION TREATMENT STUDIES

## ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

### ADDICTION TREATMENT STUDIES - Associate in Arts

#### Required Courses (28 Units)

HDHS 205	LIFE MANAGEMENT	3
HDHS 270	INTRO TO ADDICTION STUDIES: ADDICTION AND THE COMMUNITY	3
HDHS 271	GROUP PROCESS AND PRACTICE, LAW AND ETHICS	3
HDHS 278	FAMILIES AND ADDICTION	3
HDHS 279	TREATMENT AND CASE MANAGEMENT	3
HDHS 280	INTERVIEWING AND COUNSELING SKILLS, LAW AND ETHICS	3
HDHS 289	HUMAN SERVICES SEMINAR	2
HDHS 289A	FIELDWORK: ADDICTION STUDIES	5
HEED 206	HEALTH ASPECTS OF DRUG USE	3

Total Credits: 28

## CERTIFICATE PROGRAM

[Click for Program Student Learning Outcomes](#)

### ADDICTION TREATMENT STUDIES - Certificate of Achievement

#### Required Courses (28 Units)

HDHS 205	LIFE MANAGEMENT	3
HDHS 270	INTRO TO ADDICTION STUDIES: ADDICTION AND THE COMMUNITY	3
HDHS 271	GROUP PROCESS AND PRACTICE, LAW AND ETHICS	3
HDHS 278	FAMILIES AND ADDICTION	3
HDHS 279	TREATMENT AND CASE MANAGEMENT	3
HDHS 280	INTERVIEWING AND COUNSELING SKILLS, LAW AND ETHICS	3
HDHS 289	HUMAN SERVICES SEMINAR	2
HDHS 289A	FIELDWORK: ADDICTION STUDIES	5
HEED 206	HEALTH ASPECTS OF DRUG USE	3

Total Credits: 28

NEW PROGRAM APPROVED EFFECTIVE FALL 2018

## HUMAN DEVELOPMENT / HUMAN SERVICES

### ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

#### HUMAN DEVELOPMENT/HUMAN SERVICES - Associate in Arts

Students transferring to four-year colleges or universities are urged to include Psychology 201 and Sociology 201A as part of their General Education/Breadth requirements.

##### Required Courses (12 credits)

HDHS 210	INTRODUCTION TO SOCIAL WORK AND HUMAN SERVICES	3
HDHS 212	HUMAN DEVELOPMENT: LIFE SPAN	3
HDHS 213	ETHNIC IDENTITY AND DEVELOPMENTAL PATTERNS	3
HDHS 215	DEVELOPMENTAL PATTERNS OF WOMEN	3

Complete one of the following three areas of concentration:

##### Addiction Studies concentration (12 credits)

HDHS 270	INTRO TO ADDICTION STUDIES: ADDICTION AND THE COMMUNITY	3
HDHS 272	DRUG PREVENTION AND EDUCATION	3
HDHS 278	FAMILIES AND ADDICTION	3
HEED 206	HEALTH ASPECTS OF DRUG USE	3

##### Parenting Course/Educator concentration (12 credits)

HDHS 202	CHILD, FAMILY AND COMMUNITY	3
HDHS 217	THE STUDY OF PARENTING: THEORY AND PRACTICE	3
HDHS 278	FAMILIES AND ADDICTION	3
HDHS 289	HUMAN SERVICES SEMINAR	2
HDHS 289C	FIELDWORK: PARENTING COACH/EDUCATOR	1

Students who successfully complete the above courses will earn a Certificate of Specialization in Parenting Coach/Educator.

##### Paraprofessional Counseling concentration (15 credits)

HDHS 218	HUMAN SEXUALITY: EXPERIENCE & EXPRESSION	3
HDHS 271	GROUP PROCESS AND PRACTICE, LAW AND ETHICS	3
HDHS 279	TREATMENT AND CASE MANAGEMENT	3
HDHS 280	INTERVIEWING AND COUNSELING SKILLS, LAW AND ETHICS	3
HDHS 289	HUMAN SERVICES SEMINAR	2
HDHS 289D	FIELDWORK: PARAPROFESSIONAL COUNSELING	1

Students who successfully complete the above courses will earn a Certificate of Specialization in Paraprofessional Counseling.

Total Credits:

24 - 27

NEW PROGRAM APPROVED EFFECTIVE FALL 2018

## SOCIAL JUSTICE STUDIES

### ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

#### SOCIAL JUSTICE STUDIES - Associate in Arts for Transfer

Required Core: (3 courses, 9 credits)

SOC 206	RACE AND ETHNIC RELATIONS	3
SOC 208	INTRODUCTION TO GENDER STUDIES	3

And, choose one course from:

ANTH 203	CULTURAL ANTHROPOLOGY	3
or COMM 212	INTERCULTURAL COMMUNICATION	(3)
or ENGL 217	WOMEN AND GENDER IN LITERATURE	(3)
or HEED 203	WOMEN'S HEALTH ISSUES	(3)
or HEED 208	MULTICULTURAL HEALTH	(3)
or HIST 233	HISTORY OF AFRICAN AMERICANS	(3)
or HIST 203B	HISTORY OF WORLD CIVILIZATIONS	(3)
or HIST 237	HISTORY OF AMERICAN WOMEN	(3)
or MUS 238	MUSIC APPRECIATION: JAZZ HISTORY	(3)
or POLS 204	WORLD POLITICS	(3)

List A: Select three courses from at least two of the following Areas. Choose courses that are the best fit for your desired CSU campus and major, and that have not already been completed as part of the Required Core.

#### Area 1: History or Government

HIST 212	HISTORY OF MEXICAN AMERICANS	3
HIST 233	HISTORY OF AFRICAN AMERICANS	3
HIST 237	HISTORY OF AMERICAN WOMEN	3
POLS 204	WORLD POLITICS	3

#### Area 2: Arts and Humanities

ART 207	SURVEY OF MEXICAN ART HISTORY I: PRE-COLUMBIAN	3
ART 208	SURVEY OF MEXICAN ART HISTORY II: COLONIAL TO CONTEMPORARY	3
ART 209	ART OF AFRICA, OCEANIA, AND INDIGENOUS NORTH AMERICA	3
ART 210	SURVEY OF ASIAN ART HISTORY	3
ENGL 213	MULTICULTURAL VOICES IN AMERICAN LITERATURE	3
ENGL 217	WOMEN AND GENDER IN LITERATURE	3
MUS 236	MUSIC APPRECIATION: WORLD MUSIC	3
MUS 238	MUSIC APPRECIATION: JAZZ HISTORY	3

#### Area 3: Social Science

CJ 224	COMMUNITY, DIVERSITY AND THE JUSTICE SYSTEM	3
COMM 212	INTERCULTURAL COMMUNICATION	3
ANTH 220	CALIFORNIA INDIANS	3
or ANTH 221	NORTH AMERICAN INDIANS	(3)
HDHS 213	ETHNIC IDENTITY AND DEVELOPMENTAL PATTERNS	3
HDHS 215	DEVELOPMENTAL PATTERNS OF WOMEN	3
HDHS 218	HUMAN SEXUALITY: EXPERIENCE & EXPRESSION	3
SOC 202	SOCIAL PROBLEMS	3

#### Area 4: Quantitative Reasoning and Research Methods

MATH 247	INTRODUCTION TO STATISTICS	4
PSYC 200	RESEARCH METHODS FOR THE BEHAVIORAL AND SOCIAL SCIENCES	3

Total Credits: 18 - 19



NEW PROGRAM APPROVED EFFECTIVE FALL 2018

## SOCIAL WORK / HUMAN SERVICES

### ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

### SOCIAL WORK / HUMAN SERVICES - Associate in Science for Transfer

#### Core Courses (22 to 23 credits)

HDHS 210	INTRODUCTION TO SOCIAL WORK AND HUMAN SERVICES	3
HDHS 289	HUMAN SERVICES SEMINAR	2
and HDHS 289B	FIELDWORK: SOCIAL WORK / HUMAN SERVICES	1
SOC 201A	INTRODUCTION TO SOCIOLOGY	3
PSYC 201	INTRODUCTORY PSYCHOLOGY	3
MATH 247	INTRODUCTION TO STATISTICS	4
BIO 205	HUMAN ANATOMY	4
ECON 201A	PRINCIPLES OF MACROECONOMICS	3
or ECON 201B	PRINCIPLES OF MICROECONOMICS	(3)

List A. Select 2 courses from the following (6 credits). Students should choose courses that are the best fit for their desired CSU campus and major.

ECE 201	CHILD GROWTH AND DEVELOPMENT	3
HDHS 202	CHILD, FAMILY AND COMMUNITY	3
or ECE 202	CHILD, FAMILY AND COMMUNITY	(3)
HDHS 212	HUMAN DEVELOPMENT: LIFE SPAN	3
HEED 206	HEALTH ASPECTS OF DRUG USE	3
SOC 206	RACE AND ETHNIC RELATIONS	3

Total Credits: 28 - 29

NEW PROGRAM APPROVED EFFECTIVE FALL 2018

## LAW, PUBLIC POLICY, AND SOCIETY

### ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

#### LAW, PUBLIC POLICY, AND SOCIETY - Associate in Arts for Transfer

##### Required Core: (8 courses)

PHIL 213	PHILOSOPHICAL CLASSICS IN ETHICS AND SOCIAL PHILOSOPHY	3
ENGL 201A	ENGLISH COMPOSITION	4
MATH 247	INTRODUCTION TO STATISTICS	4
POLS 202	GOVERNMENT AND POLITICS OF THE UNITED STATES	3

##### Choose one from:

LGL 217	INTRODUCTION TO LAW	3
or CJ 202	INTRODUCTION TO CRIMINAL JUSTICE	(3)
or CJ 204	PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM	(3)
or CJ 206	CONCEPTS OF CRIMINAL LAW	(3)
or BUS 218	BUSINESS LAW	(4)

##### Choose one from:

COMM 201	PUBLIC ADDRESS	3
or COMM 210	SMALL GROUP COMMUNICATION	(3)
or COMM 215	ARGUMENTATION AND DEBATE	(3)

##### Choose one from:

ENGL 201C	ENGLISH COMPOSITION: CRITICAL THINKING	4
or COMM 215	ARGUMENTATION AND DEBATE	(3)
or PHIL 208	INTRODUCTION TO LOGIC	(3)

##### Choose one from:

HIST 207A	HISTORY OF THE UNITED STATES	3
or HIST 207B	HISTORY OF THE UNITED STATES	(3)

List A: Complete two courses (6-7 units total), each from a different Area. Choose from courses that have not been completed as part of the Required Core.

##### Area 1: Administrative of Justice/Criminal Justice/Criminology

CJ 202	INTRODUCTION TO CRIMINAL JUSTICE	3
or CJ 204	PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM	(3)
or CJ 206	CONCEPTS OF CRIMINAL LAW	(3)
or CJ 208	LEGAL ASPECTS OF EVIDENCE	(3)
or CJ 224	COMMUNITY, DIVERSITY AND THE JUSTICE SYSTEM	(3)
or CJ 228	INTRODUCTION TO CORRECTIONS	(3)

##### Area 2: Business

BUS 218	BUSINESS LAW	4
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##### Area 3: Economics

ECON 201A	PRINCIPLES OF MACROECONOMICS	3
or ECON 201B	PRINCIPLES OF MICROECONOMICS	(3)

##### Area 4: Political Science

POLS 201	INTRODUCTION TO POLITICAL SCIENCE	3
or POLS 204	WORLD POLITICS	(3)
or POLS 206	COMPARATIVE GOVERNMENT	(3)
or POLS 209	INTRODUCTION TO POLITICAL THEORY	(3)

Continued on the next page

NEW PROGRAM APPROVED EFFECTIVE FALL 2018

## LAW, PUBLIC POLICY, AND SOCIETY

### ASSOCIATE DEGREE PROGRAM

#### LAW, PUBLIC POLICY, AND SOCIETY - Associate in Arts for Transfer (continued from page 41)

##### Area 5: Public Policy

GLST 210	INTRODUCTION TO GLOBAL STUDIES	3
or GLST 220	GLOBAL PROBLEMS AND ISSUES	(3)
or SOC 202	SOCIAL PROBLEMS	(3)
or HEED 206	HEALTH ASPECTS OF DRUG USE	(3)

##### Area 6: Diversity

ANTH 203	CULTURAL ANTHROPOLOGY	3
or ANTH 220	CALIFORNIA INDIANS	(3)
or ANTH 221	NORTH AMERICAN INDIANS	(3)
or CJ 224	COMMUNITY, DIVERSITY AND THE JUSTICE SYSTEM	(3)
or COMM 212	INTERCULTURAL COMMUNICATION	(3)
or GEOG 202	CULTURAL GEOGRAPHY	(3)
or HEED 208	MULTICULTURAL HEALTH	(3)
or HEED 203	WOMEN'S HEALTH ISSUES	(3)
or HIST 212	HISTORY OF MEXICAN AMERICANS	(3)
or HIST 233	HISTORY OF AFRICAN AMERICANS	(3)
or HIST 237	HISTORY OF AMERICAN WOMEN	(3)
or HDHS 213	ETHNIC IDENTITY AND DEVELOPMENTAL PATTERNS	(3)
or HDHS 215	DEVELOPMENTAL PATTERNS OF WOMEN	(3)
or SOC 206	RACE AND ETHNIC RELATIONS	(3)
or SOC 208	INTRODUCTION TO GENDER STUDIES	(3)

##### Area 7: College Success

CSS 225	COLLEGE SUCCESS	3
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##### Area 8: Internship/Fieldwork

PLGL 203	PARALEGAL INTERNSHIP	3
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Total Credits: 32 - 35

MODIFIED PROGRAMS APPROVED EFFECTIVE FALL 2018

## LIBERAL ARTS - ARTS AND HUMANITIES

### ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

#### LIBERAL ARTS - ARTS AND HUMANITIES - Associate in Arts

ASL 201	AMERICAN SIGN LANGUAGE I	5
ASL 202	AMERICAN SIGN LANGUAGE II	5
ART 200	ART APPRECIATION	3
ART 202	INTRODUCTION TO MUSEUM PRACTICES	3
ART 203	SURVEY OF WESTERN ART HISTORY: PREHISTORY THROUGH THE MIDDLE AGES	3
ART 204	SURVEY OF WESTERN ART HISTORY: RENAISSANCE TO CONTEMPORARY	3
ART 205	SURVEY OF ART HISTORY: MODERNISM THROUGH CONTEMPORARY	3
ART 206	SURVEY OF ART HISTORY: NON-WESTERN ART	3
ART 207	SURVEY OF MEXICAN ART HISTORY I: PRE-COLUMBIAN	3
ART 208	SURVEY OF MEXICAN ART HISTORY II: COLONIAL TO CONTEMPORARY	3
ART 209	ART OF AFRICA, OCEANIA, AND INDIGENOUS NORTH AMERICA	3
ART 210	SURVEY OF ASIAN ART HISTORY	3
ART 220	FUNDAMENTALS OF 2-D DESIGN	3
ART 221	DRAWING I	3
ART 222	DRAWING II	3
ART 223	FIGURE DRAWING I	3
ART 224	FIGURE DRAWING II	3
ART 229	COLOR	3
ART 230	PAINTING I	3
ART 230A	PAINTING I	3
ART 230B	PAINTING II	3
ART 230C	PAINTING III	3
ART 231	PAINTING II	3
ART 232	WATERCOLOR I	3
ART 233	WATERCOLOR II	3
ART 234	FIGURE PAINTING	3
ART 240A	PRINTMAKING I	3
ART 241A	ETCHING I	3
ART 241B	ETCHING II	3
ART 241C	ETCHING III	3
ART 243A	BOOK ARTS I	3
ART 243B	BOOK ARTS II	3
ART 244	PHOTOGRAPHY I	3
ART 245	PHOTOGRAPHY II	3
ART 249A	DIGITAL PHOTOGRAPHY I	3
ART 251	ALTERNATIVE PHOTOGRAPHIC PROCESSES	3
ART 252	PHOTOGRAPHIC LIGHTING	3
ART 253	DIGITAL ART	3
ART 255	FOUNDATION OF DIGITAL GRAPHIC ART	3
ART 256	FOUNDATION OF DIGITAL IMAGING ART	3
ART 258	FOUNDATION OF DIGITAL LAYOUT DESIGN	3
ART 259	FOUNDATION OF WEB AND UX DESIGN	3
ART 265	MOTION GRAPHIC DESIGN I	3
ART 266	GRAPHIC DESIGN I	3
ART 268	DIGITAL TYPOGRAPHY ART	3
ART 270	FUNDAMENTALS OF 3-D DESIGN	3
ART 271	SCULPTURE I	3
ART 272	SCULPTURE II	3

Continued on the next page

MODIFIED PROGRAMS APPROVED EFFECTIVE FALL 2018

# LIBERAL ARTS - ARTS AND HUMANITIES

## ASSOCIATE DEGREE PROGRAM

### LIBERAL ARTS - ARTS AND HUMANITIES - Associate in Arts (continued from page 43)

ART 274A	SCULPTURE FOUNDRY I	3
ART 274B	SCULPTURE FOUNDRY II	3
ART 274C	SCULPTURE FOUNDRY III	3
ART 280	INTRODUCTION TO CERAMICS	3
ART 281A	CERAMICS: WHEEL-THROWING I	3
ART 281B	CERAMICS: WHEEL-THROWING II	3
ART 282	CERAMICS: HAND-BUILDING	3
ART 283	CERAMIC SCULPTURE	3
ART 284	ALTERNATIVE FIRING TECHNIQUES IN CERAMICS	3
ART 295	ART GALLERY	3
DRA 200	ACTING I	3
DRA 201	ACTING II - ACTING FOR THE CAMERA	3
<del>DRA 206</del>	<del>THEATRE APPRECIATION</del>	<del>3</del>
DRA 207	INTRODUCTION TO THEATRE	3
DRA 209	INTRODUCTION TO THEATRE DESIGN	3
DRA 211	STAGECRAFT	3
<del>DRA 218</del>	<del>MAIN STYLES IN FILMS</del>	<del>3</del>
DRA 236	INTRODUCTION TO THEATRICAL COSTUME CONSTRUCTION	3
DRA 240	TECHNICAL THEATRE PRACTICUM	3
DRA 263	REHEARSAL AND PERFORMANCE: DEVISED/NEW WORKS	3
ENGL 201B	COMPOSITION: INTRODUCTION TO LITERATURE/CRITICAL THINKING	4
ENGL 201C	ENGLISH COMPOSITION: CRITICAL THINKING	4
ENGL 205	INTRODUCTION TO POETRY	3
ENGL 206	INTRODUCTION TO THE NOVEL	3
ENGL 212A	AMERICAN LITERATURE	3
ENGL 212B	AMERICAN LITERATURE	3
ENGL 213	MULTICULTURAL VOICES IN AMERICAN LITERATURE	3
ENGL 215	SHAKESPEARE	3
ENGL 216	LITERATURE AND FILM	3
ENGL 217	WOMEN AND GENDER IN LITERATURE	3
ENGL 231	CREATIVE WRITING	3
ENGL 237	INTRODUCTION TO FILM STUDIES AND AESTHETICS	3
ENGL 242	INTRODUCTION TO SCIENCE FICTION	3
<del>ENGL 244A</del>	<del>EUROPEAN LITERATURE</del>	<del>3</del>
<del>ENGL 244B</del>	<del>EUROPEAN LITERATURE</del>	<del>3</del>
(Credit allowed for English 244A or 245A, not both)		
(Credit allowed for English 244B or 245B, not both)		
ENGL 245A	SURVEY OF WORLD LITERATURE 1	3
ENGL 245B	SURVEY OF WORLD LITERATURE 2	3
ENGL 246A	SURVEY OF BRITISH LITERATURE 1	3
ENGL 246B	SURVEY OF BRITISH LITERATURE 2	3
FR 201	FRENCH I	5
FR 202	FRENCH II	5
FR 203	FRENCH III	5
GER 201	GERMAN I	5
GER 202	GERMAN II	5
GER 203	GERMAN III	5
GER 204	GERMAN IV	5
HIST 203A	HISTORY OF WORLD CIVILIZATIONS	3
HIST 203B	HISTORY OF WORLD CIVILIZATIONS	3

Continued on the next page



MODIFIED PROGRAMS APPROVED EFFECTIVE FALL 2018

## LIBERAL ARTS - ARTS AND HUMANITIES

### ASSOCIATE DEGREE PROGRAM

#### LIBERAL ARTS - ARTS AND HUMANITIES - Associate in Arts (continued from page 44)

HIST 204A	HISTORY OF WESTERN CIVILIZATION	3
HIST 204B	HISTORY OF WESTERN CIVILIZATION	3
HIST 207A	HISTORY OF THE UNITED STATES	3
HIST 207B	HISTORY OF THE UNITED STATES	3
HIST 210	HISTORY OF CALIFORNIA	3
HIST 212	HISTORY OF MEXICAN AMERICANS	3
HIST 233	HISTORY OF AFRICAN AMERICANS	3
HIST 237	HISTORY OF AMERICAN WOMEN	3
MUS 201	FUNDAMENTALS OF MUSIC (MUSIC THEORY I)	3
MUS 204A	MUSIC THEORY II	3
MUS 204B	MUSIC THEORY III	3
MUS 204C	MUSIC THEORY IV	3
MUS 205A	MUSICIANSHIP II	1
MUS 205B	MUSICIANSHIP III	1
MUS 205C	MUSICIANSHIP IV	1
MUS 212	APPLIED MUSIC (PRIVATE LESSONS)	2
MUS 220	ELEMENTARY VOICE	2
MUS 222	INTERMEDIATE VOICE	2
MUS 223	VOCAL JAZZ ENSEMBLE	2 - 3
MUS 224A	BEGINNING VOCAL JAZZ WORKSHOP	2
MUS 225	WIND ENSEMBLE	2
MUS 227	CHAMBER MUSIC ENSEMBLE	1 - 3
MUS 228	MIXED CHORUS	1 - 3
MUS 229	CHAMBER SINGERS	2
MUS 231	JAZZ ENSEMBLE (BIG BAND)	1.5 - 3
MUS 232	BEGINNING JAZZ IMPROVISATION	2
<del>MUS 232A</del>	<del>CONCERT JAZZ ENSEMBLE</del>	<del>1 - 3</del>
MUS 233	JAZZ IMPROVISATION	2
MUS 235	MUSIC APPRECIATION: CLASSICAL MUSIC	3
MUS 236	MUSIC APPRECIATION: WORLD MUSIC	3
MUS 237	MUSIC APPRECIATION: ROCK AND ROLL	3
MUS 238	MUSIC APPRECIATION: JAZZ HISTORY	3
MUS 240	RECORDING ARTS I: FUNDAMENTALS OF AUDIO TECHNOLOGY	3
MUS 245	JAZZ WORKSHOP	2
<del>MUS 246</del>	<del>EVENING JAZZ ENSEMBLE</del>	<del>2</del>
<del>MUS 253</del>	<del>MASTER CHORALE</del>	<del>2</del>
<del>MUS 255</del>	<del>WORKSHOP IN INSTRUMENTAL ENSEMBLE MUSIC</del>	<del>3</del>
MUS 257	ELEMENTARY PIANO FOR MUSICIANS	2
MUS 258	ELEMENTARY PIANO	2
MUS 259	INTERMEDIATE PIANO	1 - 2
MUS 267	OPERA/MUSICAL THEATER WORKSHOP	2
MUS 270	ELEMENTARY GUITAR	2
MUS 271	INTERMEDIATE GUITAR	2
PHIL 205	INTRODUCTION TO THE BIBLE	3
PHIL 206	INTRODUCTION TO PHILOSOPHY	3
PHIL 209	WORLD RELIGIONS	3
PHIL 212	PHILOSOPHICAL CLASSICS IN THEORY OF REALITY AND OF KNOWLEDGE	3
PHIL 213	PHILOSOPHICAL CLASSICS IN ETHICS AND SOCIAL PHILOSOPHY	3
SPAN 201	SPANISH I	5
SPAN 202	SPANISH II	5
SPAN 203	SPANISH III	5
SPAN 204	SPANISH IV	5
Total Credits:		18

MODIFIED PROGRAMS APPROVED EFFECTIVE FALL 2018

## LIBERAL ARTS - SCIENCE

### ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

#### LIBERAL ARTS - SCIENCE - Associate in Arts

##### Physical Science

##### Astronomy (ASTR)

ASTR 210 ASTRONOMY 3

##### Chemistry (CHEM)

CHEM 201A GENERAL COLLEGE CHEMISTRY I 5

CHEM 201B GENERAL COLLEGE CHEMISTRY II 5

CHEM 210FL INTRODUCTORY CHEMISTRY WITH FACILITATOR ASSISTED LEARNING 4

CHEM 211 INTRODUCTORY ORGANIC/BIOCHEMISTRY 4

CHEM 212A ORGANIC CHEMISTRY I 5

CHEM 212B ORGANIC CHEMISTRY II 5

Earth & Ocean Science: Agriculture Plant Science (AGPS), Geography (GEOG), Geology (GEOL), Oceanography (OCEN), Meteorology (METE)

AGPS 241 INTRODUCTION TO SOIL SCIENCE 3

GEOG 201 PHYSICAL GEOGRAPHY 3

GEOL 210 PHYSICAL GEOLOGY 4

GEOL 211 HISTORICAL GEOLOGY 4

GEOL 212 ENVIRONMENTAL GEOLOGY 3

GEOL 220 GEOLOGY OF CALIFORNIA 3

METE 212 INTRODUCTION TO METEOROLOGY 3

OCEN 210 OCEANOGRAPHY 3

##### Physics (PHYS)

PHYS 205A GENERAL PHYSICS 4

PHYS 205B GENERAL PHYSICS 4

PHYS 208A PRINCIPLES OF PHYSICS 1 5

PHYS 208B PRINCIPLES OF PHYSICS 2 5

##### Life Science

AGPS 242 INTRODUCTION TO PLANT SCIENCE 3

ANTH 201 PHYSICAL ANTHROPOLOGY 3

BIO 201A BIOLOGY 5

BIO 201B BIOLOGY 5

BIO 202 GENERAL BOTANY 5

BIO 204 MICROBIOLOGY 5

BIO 205 HUMAN ANATOMY 4

BIO 206 GENERAL HUMAN PHYSIOLOGY 5

BIO 211 LIFE SCIENCE 3

BIO 212 HUMAN BIOLOGY 3

BIO 213 GENETICS IN SOCIETY 3

BIO 216 PLANTS & PEOPLE 4

BIO 220 ENVIRONMENTAL BIOLOGY 3

BIO 221 GENERAL ECOLOGY 4

BIO 222 MARINE BIOLOGY 3

BIO 224 PRINCIPLES OF NATURAL HISTORY 3

PSYC 202 INTRODUCTION TO BIOLOGICAL PSYCHOLOGY 3

Continued on the next page

MODIFIED PROGRAMS APPROVED EFFECTIVE FALL 2018

## LIBERAL ARTS - SCIENCE

### ASSOCIATE DEGREE PROGRAM

#### LIBERAL ARTS - SCIENCE - Associate in Arts (continued from page 46)

Mathematics/Quantitative Reasoning		
MATH 229	TRIGONOMETRY	4
MATH 230	COLLEGE MATHEMATICS FOR THE HUMANITIES	3
MATH 231	TRIGONOMETRY WITH GEOMETRIC FOUNDATIONS	5
MATH 232	COLLEGE ALGEBRA	3
MATH 236	INTRODUCTION TO APPLIED STATISTICS	3
MATH 242	PRECALCULUS ALGEBRA	5
MATH 247	INTRODUCTION TO STATISTICS	4
MATH 255	CALCULUS FOR BUSINESS AND MANAGEMENT	3
MATH 265A	CALCULUS I	5
MATH 265B	CALCULUS II	5
MATH 283	CALCULUS III: MULTIVARIABLE CALCULUS	5
MATH 287	ORDINARY DIFFERENTIAL EQUATIONS AND LINEAR ALGEBRA	5
Total Credits:		18

MODIFIED PROGRAMS APPROVED EFFECTIVE FALL 2018

## LIBERAL ARTS - SOCIAL AND BEHAVIORAL SCIENCES

### ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

#### LIBERAL ARTS - SOCIAL AND BEHAVIORAL SCIENCES - Associate in Arts

AGB 201 or ECON 201B	AGRICULTURE ECONOMICS	3
ANTH 201	PRINCIPLES OF MICROECONOMICS	(3)
ANTH 201L	PHYSICAL ANTHROPOLOGY	3
ANTH 202	PHYSICAL ANTHROPOLOGY LABORATORY	1
ANTH 203	ARCHAEOLOGY	3
ANTH 220	CULTURAL ANTHROPOLOGY	3
ANTH 221	CALIFORNIA INDIANS	3
ANTH 225	NORTH AMERICAN INDIANS	3
BUS 218	CONTEMPORARY CULTURES OF THE WORLD	3
CJ 202	BUSINESS LAW	4
CJ 206	INTRODUCTION TO CRIMINAL JUSTICE	3
CJ 224	CONCEPTS OF CRIMINAL LAW	3
COMM 230	COMMUNITY, DIVERSITY AND THE JUSTICE SYSTEM	3
COMM 280	INTERPERSONAL COMMUNICATION	3
ECE 201	FUNDAMENTALS OF HUMAN COMMUNICATION	3
ECE 202	CHILD GROWTH AND DEVELOPMENT	3
ECON 201A	CHILD, FAMILY AND COMMUNITY	3
ECON 201B	PRINCIPLES OF MACROECONOMICS	3
or AGB 201	PRINCIPLES OF MICROECONOMICS	3
GEOG 201	AGRICULTURE ECONOMICS	(3)
GEOG 202	PHYSICAL GEOGRAPHY	3
HDHS 202	CULTURAL GEOGRAPHY	3
HDHS 212	CHILD, FAMILY AND COMMUNITY	3
HDHS 213	HUMAN DEVELOPMENT: LIFE SPAN	3
HDHS 214	ETHNIC IDENTITY AND DEVELOPMENTAL PATTERNS	3
HDHS 215	FAMILY, RELATIONSHIPS AND INTIMACY	3
HDHS 218	DEVELOPMENTAL PATTERNS OF WOMEN	3
HDHS 278	HUMAN SEXUALITY: EXPERIENCE & EXPRESSION	3
HIST 203A	FAMILIES AND ADDICTION	3
HIST 203B	HISTORY OF WORLD CIVILIZATIONS	3
HIST 204A	HISTORY OF WORLD CIVILIZATIONS	3
HIST 204B	HISTORY OF WESTERN CIVILIZATION	3
HIST 207A	HISTORY OF WESTERN CIVILIZATION	3
HIST 207B	HISTORY OF THE UNITED STATES	3
HIST 210	HISTORY OF THE UNITED STATES	3
HIST 212	HISTORY OF CALIFORNIA	3
HIST 233	HISTORY OF MEXICAN AMERICANS	3
HIST 237	HISTORY OF AFRICAN AMERICANS	3
HIST 260	HISTORY OF AMERICAN WOMEN	3
LGL 217	HISTORY OF THE SAN SIMEON REGION	3
MATH 236	INTRODUCTION TO LAW	3
or MATH 247	INTRODUCTION TO APPLIED STATISTICS	3
POLS 201	INTRODUCTION TO STATISTICS	(4)
POLS 202	INTRODUCTION TO POLITICAL SCIENCE	3
POLS 204	GOVERNMENT AND POLITICS OF THE UNITED STATES	3
POLS 205	WORLD POLITICS	3
POLS 206	LAW AND POLITICS	3
POLS 209	COMPARATIVE GOVERNMENT	3
	INTRODUCTION TO POLITICAL THEORY	3

Continued on the next page

MODIFIED PROGRAMS APPROVED EFFECTIVE FALL 2018

## LIBERAL ARTS - SOCIAL AND BEHAVIORAL SCIENCES

### ASSOCIATE DEGREE PROGRAM

LIBERAL ARTS - SOCIAL AND BEHAVIORAL SCIENCES - Associate in Arts (continued from page 48)

PSYC 200	RESEARCH METHODS FOR THE BEHAVIORAL AND SOCIAL SCIENCES	3
PSYC 201	INTRODUCTORY PSYCHOLOGY	3
PSYC 202	INTRODUCTION TO BIOLOGICAL PSYCHOLOGY	3
PSYC 204	INTRODUCTION TO ABNORMAL PSYCHOLOGY	3
PSYC 206	INTRODUCTION TO SOCIAL PSYCHOLOGY	3
PSYC 233	PERSONALITY AND ADJUSTMENT	3
SOC 201A	INTRODUCTION TO SOCIOLOGY	3
SOC 201B	SOCIAL INSTITUTIONS	3
SOC 202	SOCIAL PROBLEMS	3
SOC 206	RACE AND ETHNIC RELATIONS	3
SOC 208	INTRODUCTION TO GENDER STUDIES	3

Total Credits: 18



# NONCREDIT ADULT BASIC EDUCATION

## DEGREES, CERTIFICATES & AWARDS

- Certificate of Competency, GED

## DESCRIPTION

Noncredit Adult Basic Education provides programs and courses in elementary and secondary basic skills, including programs leading to a high school equivalency. These courses and programs offer remedial coursework in basic reading, writing, and computation to enable students to be successful in college-level coursework and workforce skills. These non-credit courses and programs provide the essential “bridge” to enable students to be ready for the transition to college-level work and workforce skills.

## ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

A **Certificate Program** is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0, 2) earn at least 12 units in residency at Cuesta and 3) submit a Certificate Application to Admissions and Records.



## TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

### Transfer Resources:

[www.ASSIST.org](http://www.ASSIST.org) – CSU and UC Articulation Agreements and Majors Search Engine

### CSU System Information

<https://www2.calstate.edu>

## FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs – grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full- and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:

<https://www.cuesta.edu/student-studentservices/financial/index.html>

Gainful Employment: Federal regulations require institutions to provide students with Gainful Employment information for specific certificate programs offered at Cuesta College. Information for each certificate program can be found by following this link: <https://www.cuesta.edu/student-studentservices/financial/gainfulemployment/index.html>

NEW PROGRAM APPROVED EFFECTIVE FALL 2018

## GED PREPARATION

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### CERTIFICATE PROGRAM

[Click for Program Student Learning Outcomes](#)

### GED PREPARATION - CERTIFICATE OF COMPETENCY

#### Required Courses (0 credits)

NABE 500A GED PREPARATION A

0

NABE 500B GED PREPARATION B

0

Total Credits:

0

## MODIFIED PROGRAM APPROVED EFFECTIVE FALL 2018

# NURSING, REGISTERED

## ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

### NURSING, REGISTERED - Associate in Science

Adherence to Cuesta College NRAD student policies is required for progress within and graduation from the program and satisfaction of eligibility to take professional licensure examinations. All courses must be completed with a minimum grade of "C" to progress within and to graduate from the program in order to fulfill Designated Degree requirements. Conviction of a felony or of any offense substantially related to the qualifications, functions and duties of a Registered Nurse may constitute grounds for denial of licensure.

The Cuesta College Associate Degree Nursing Program (ADN) is approved by the California Board of Registered Nursing (BRN). The purpose of the nursing program is to prepare students for entry level registered nursing positions in a variety of health care settings in California. Graduates of this two-year program are eligible to take the National Council for Licensure Examination (NCLEX), and upon successful completion, become licensed as a Registered Nurse (RN) in the State of California.

Comprehensive information about required preparation and prerequisites for the RN program is available on the Cuesta College Nursing website, at [http://www.cuesta.edu/academics/scimath/nah/nursingdept/registered\\_nursing\\_info/index.html](http://www.cuesta.edu/academics/scimath/nah/nursingdept/registered_nursing_info/index.html) Students are also strongly encouraged to attend a Pre-Nursing information Workshop (dates posted on website) and to visit an Academic Counselor for detailed program information.

The courses listed below are open only to students who have been admitted to Cuesta's A.S., Registered Nursing program through the application process.

#### Required Courses (45.5 credits)

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

NRAD 201	FOUNDATIONS OF NURSING/CARING	2
NRAD 201A	NURSE CARING CONCEPTS	2
NRAD 201B	NURSE CARING PRACTICUM I	5
NRAD 201D	DECISION MAKING DATA I	2
NRAD 202A	NURSE CARING FAMILY CONCEPTS	3
NRAD 202B	NURSE CARING PRACTICUM II	8
NRAD 202D	DECISION MAKING DATA II	2
NRAD 203A	NURSE CARING CONCEPTS III	2
NRAD 203B	NURSE CARING PRACTICUM III	5
NRAD 203D	NURSE CARING FOR MEDICAL-SURGICAL CLIENTS	2
NRAD 204	NURSE LEADERSHIP/MANAGEMENT	1
NRAD 204A	NURSE CARING CONCEPTS FOR CLIENTS PSYCHIATRICALY AT RISK	2
NRAD 204B	NURSE CARING FOR PEOPLE AT RISK PRACTICUM	6
NRAD 204D	NURSE CARING FOR PEOPLE AT RISK CONCEPTS	2
NRAD 120A	SUPPLEMENTARY NURSING SKILLS PRACTICE FIRST SEMESTER	0.5
NRAD 120B	SUPPLEMENTARY NURSING SKILLS PRACTICE SECOND SEMESTER	0.5
NRAD 120C	SUPPLEMENTARY NURSING SKILLS PRACTICE THIRD SEMESTER	0.5
BIO 204 *	MICROBIOLOGY	5
BIO 205 *	HUMAN ANATOMY	4
BIO 206 *	GENERAL HUMAN PHYSIOLOGY	5
ENGL 201A *	ENGLISH COMPOSITION	4
HIST 207A	HISTORY OF THE UNITED STATES	3
or HIST 207B	HISTORY OF THE UNITED STATES	(3)
or POLS 202	GOVERNMENT AND POLITICS OF THE UNITED STATES	(3)
HUMANITIES	Any course meeting graduation requirements	3
PSYC 201 *	INTRODUCTORY PSYCHOLOGY	3
SOC 201A *	INTRODUCTION TO SOCIOLOGY	3
COMM 201 *	PUBLIC ADDRESS	3
or COMM 210	SMALL GROUP DISCUSSION	(3)

**Total Credits:**

**45.5**

MODIFIED PROGRAM APPROVED EFFECTIVE FALL 2018

## NURSING, REGISTERED (30 UNIT OPTION)

### CERTIFICATE PROGRAM

[Click for Program Student Learning Outcomes](#)

### NURSING, REGISTERED (30 UNIT OPTION) - Certificate of Achievement

These students will be identified by the director of nursing as having met the BRN requirements under the LVN 30-unit option. ~~All courses must be completed with a minimum grade of "C" to progress. Convictions of a misdemeanor or felony or of any offense substantially related to the qualifications, functions and duties of a Registered Nurse may constitute grounds for denial of licensure.~~

#### Required Courses (30 credits)

<del>NRAD 203</del>	<del>NURSING TRANSITIONS</del>	<del>1</del>
NRAD 203A	NURSE CARING CONCEPTS III	2
NRAD 203B	NURSE CARING PRACTICUM III	5
NRAD 203D	NURSE CARING FOR MEDICAL-SURGICAL CLIENTS	2
NRAD 103H	THIRD SEMESTER NURSING READINESS	0.5
NRAD 204	NURSE LEADERSHIP/MANAGEMENT	1
NRAD 204A	NURSE CARING CONCEPTS FOR CLIENTS PSYCHIATRICALY AT RISK	2
NRAD 204B	NURSE CARING FOR PEOPLE AT RISK PRACTICUM	6
NRAD 204D	NURSE CARING FOR PEOPLE AT RISK CONCEPTS	2
<del>NRAD 120A</del>	<del>SUPPLEMENTARY NURSING SKILLS PRACTICE</del>	<del>0.5</del>
NRAD 120C	SUPPLEMENTARY NURSING SKILLS PRACTICE THIRD SEMESTER	0.5
BIO 204	MICROBIOLOGY	5
BIO 212	HUMAN BIOLOGY	3
BIO 212L	HUMAN BIOLOGY LABORATORY	1

Total Credits: 30

MODIFIED PROGRAM APPROVED EFFECTIVE FALL 2018

## PRE-NURSING

### ASSOCIATE DEGREE PROGRAM

[Click for Program Student Learning Outcomes](#)

#### PRE-NURSING - Associate in Science

##### Required Courses (23 credits)

BIO 204	MICROBIOLOGY	5
BIO 205	HUMAN ANATOMY	4
BIO 206	GENERAL HUMAN PHYSIOLOGY	5
COMM 201	PUBLIC ADDRESS	3
or COMM 210	SMALL GROUP COMMUNICATION	(3)
or COMM 230 *	INTERPERSONAL COMMUNICATION	(3)
PSYC 201	INTRODUCTORY PSYCHOLOGY	3
SOC 201A	INTRODUCTION TO SOCIOLOGY	3
or ANTH 203	CULTURAL ANTHROPOLOGY	(3)

Plus two courses, 6-9 credits from the following, from at least two different subject areas:

CHEM 210FL	INTRODUCTORY CHEMISTRY WITH FACILITATOR ASSISTED LEARNING	4
or CHEM 201A	GENERAL COLLEGE CHEMISTRY I	(5)
or CHEM 211	INTRODUCTORY ORGANIC/BIOCHEMISTRY	(4)
ENGL 201B	COMPOSITION: INTRODUCTION TO LITERATURE/CRITICAL THINKING	4
or ENGL 201C	ENGLISH COMPOSITION: CRITICAL THINKING	(4)
HDHS 212	HUMAN DEVELOPMENT: LIFE SPAN	3
HEED 203	WOMEN'S HEALTH ISSUES	3
or HEED 208	MULTICULTURAL HEALTH	(3)
MATH 236	INTRODUCTION TO APPLIED STATISTICS	3
or MATH 247	INTRODUCTION TO STATISTICS	(4)
NAST 148 **	NURSING ASSISTANT	3
and NAST 148L **	NURSING ASSISTANT LAB	2
NRAD 222	MEDICAL TERMINOLOGY	3
NUTR 210	NUTRITION	3
or NUTR 211	INTRODUCTION TO NUTRITION FOR HEALTH PROFESSIONALS	(3)
or NUTR 218	MATERNAL AND CHILD NUTRITION	(3)
or NUTR 222	CULTURAL ASPECTS OF FOOD	(3)

Total Credits: 29 - 32

\*Students who are planning to transfer into a CSU BSN program should take COMM 201 or COMM 210. COMM 230 does not meet the CSU "oral communication" admission requirement.

\*\*NAST 148 and NAST 148L count as one course so a third course must be taken if choosing this combination.



**COURSE MATERIAL FEES ADDITIONS EFFECTIVE SPRING 2019**

**COURSE MATERIAL FEES**

Credit and non-credit courses with mandatory material fees are identified in the college catalog, class schedule, and class finder. Material fees are charged at the time of registration. Materials fees for classes dropped prior to the start of the term are automatically credited or reversed to student accounts. See the Cashier's Office for help with materials fees for classes dropped within the two-week drop deadlines

**CUESTA COLLEGE  
COURSE MATERIAL FEES**

Course Number	Material Fee Amount	Course Number	Material Fee Amount	Course Number	Material Fee Amount	Course Number	Material Fee Amount
ARCH 205	\$ 10.00	ART 259	\$ 28.00	CUL 149	\$ 60.00	PDS 178	\$ 3.00
ARCH 221	\$ 7.00	ART 265	\$ 25.00	CUL 210	\$150.00	PDS 179	\$ 3.00
ARCH 222	\$ 7.00	ART 266	\$ 45.00	CUL 220	<del>\$ -90.00</del> \$150.00	PDS 181	\$ 3.00
ARCH 232	\$ 12.00	ART 267	\$ 45.00	CUL 225	\$ 45.00	PDS 182	\$ 3.00
ARCH 242	\$ 7.00	ART 268	\$ 45.00	ECE 220	\$ 20.00	PDS 183	\$ 3.00
ARCH 244	\$ 10.00	ART 270	\$ 30.00	ECOL 473	\$ 20.00	PLGL 201	\$ 5.00
ARCH 251	\$ 7.00	ART 271	\$ 30.00	EMS 107A	\$ 15.00	PLGL 205	\$ 5.00
ARCH 252	\$ 10.00	ART 272	\$ 30.00	EMS 107B	\$ 15.00	WELD 270A	\$ 30.00
ART 220	\$ 15.00	ART 274A	\$ 20.00	EMS 107C	\$ 15.00	WELD 270B	\$ 30.00
ART 222	\$ 15.00	ART 274B	\$ 20.00	EMS 201	\$ 25.50	WELD 270C	\$ 30.00
ART 223	\$ 15.00	ART 274C	\$ 20.00	EMS 210	\$249.00	WELD 280A	\$ 30.00
ART 224	\$ 15.00	ART 280	\$ 34.00	EMS 211	\$ 45.00	WELD 280B	\$ 30.00
ART 229	\$ 15.00	ART 281A	\$ 51.00	EMS 211L	\$ 22.50	WELD 770A	\$ 30.00
ART 230A	\$ 15.00	ART 281B	\$ 51.00	EMS 212	\$ 7.50	WELD 770B	\$ 30.00
ART 230B	\$ 15.00	ART 282	\$ 51.00	HEED 204	\$ 15.00	WELD 780A	\$ 30.00
ART 230C	\$ 15.00	ART 283	\$ 51.00	KINA 238*	\$165.00		
ART 232	\$ 24.00	ART 284	\$ 51.00	LVN 101AL	\$ 90.00		
ART 233	\$ 24.00	ART 293	\$ 45.00	LVN 102AL	\$ 33.50		
ART 234	\$ 15.00	ATCH 170	\$ 45.00	MAST 109	\$ 51.00		
ART 240A	\$ 30.00	ATCH 171	\$ 35.00	MAST 111	\$ 112.50		
ART 240B	\$ 30.00	ATCH 175	\$ 60.00	MUS 266	\$ 25.00		
ART 241A	\$ 30.00	ATCH 177	\$ 45.00	NRAD 103H	\$ 34.50		
ART 241B	\$ 30.00	CIS 103	\$ 5.00	NRAD 201	\$ 18.00		
ART 241C	\$ 30.00	CIS 210	\$ 5.00	NRAD 201B	\$ 54.50		
ART 243	\$ 15.00	CIS 217	\$ 5.00	NRAD 202B	\$ 86.50		
ART 244	\$ 10.00	CIS 231	\$ 5.00	NRAD 203B	\$ 95.50		
ART 245	\$ 10.00	CIS 232	\$ 5.00	PDS 030	\$ 25.00		
ART 249A	\$ 45.00	CIS 233	\$ 5.00	PDS 170	\$ 3.00		
ART 249B	\$ 45.00	CIS 240	\$ 5.00	PDS 171	\$ 3.00		
ART 251	\$ 25.00	CNET 221	\$ 10.00	PDS 172	\$ 3.00		
ART 252	\$ 15.00	CNET 253	\$ 5.00	PDS 173	\$ 3.00		
ART 253	\$ 45.00	CNET 255	\$ 20.00	PDS 174	\$ 3.00		
ART 255	\$ 45.00	CNET 262	\$ 10.00	PDS 175	\$ 3.00		
ART 256	\$ 45.00	CNET 753	\$ 5.00	PDS 176	\$ 3.00		
ART 258	\$ 45.00	COUN 254	\$ 37.00	PDS 177	\$ 3.00		

\* KINA 238 is a Golf Usage Fee.

## NEW COURSES APPROVED EFFECTIVE FALL 2018

### ART

#### ART 230C PAINTING III 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ART 230B: PAINTING II with a minimum grade of C or better

Offers expanded instruction in intermediate level studio practices developed in Art 230B. Emphasizes exploration of historical and contemporary issues and trends in painting.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

### ENGLISH AS A SECOND LANGUAGE

#### ESL 713 BEGINNING INTEGRATED SKILLS 0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Advisories: ESL Placement Test

Develops reading, writing, listening and speaking skills at the beginning level.

Repeatable.

[Click for Course Student Learning Outcomes](#)

#### ESL 714 LOW INTERMEDIATE INTEGRATED SKILLS 0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Advisories: ESL 704: BEGINNING-HIGH INTEGRATED SKILLS with a minimum grade of P or better or ESL Placement Test

Develops reading, writing, listening and speaking skills at the low-intermediate level.

Repeatable.

[Click for Course Student Learning Outcomes](#)

#### ESL 715 HIGH INTERMEDIATE INTEGRATED SKILLS 0

4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Advisories: ESL 705: INTERMEDIATE INTEGRATED SKILLS with a minimum grade of P or better ESL Placement Test

Develops reading, writing, listening, and speaking at the high-intermediate level.

Repeatable.

[Click for Course Student Learning Outcomes](#)

#### ESL 799 ADVANCED READING AND WRITING 0

4.00 - 6.00 hours per week: (4.00 - 6.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Advisories: ESL 706: HIGH INTERMEDIATE INTEGRATED SKILLS with a minimum grade of P or better or ESL Placement Test

Focuses on building English language skills for speakers of other languages with an emphasis on reading, writing, and critical thinking at the advanced level. Provides instruction in essay writing and academic reading. This course prepares students for English 156 and other college coursework.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### MATH

#### MATH 220 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MATH 126B: TWO-SEMESTER INTERMEDIATE ALGEBRA-PART 2 with a minimum grade of C or better

or

MATH 127: INTERMEDIATE ALGEBRA with a minimum grade of C or better

or

MATH 128: APPLIED BEGINNING AND INTERMEDIATE ALGEBRA with a minimum grade of C or better

Focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems; emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

#### MATH 703 ARITHMETIC 0

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

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.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**MATH 707 PREALGEBRA** 0

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

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.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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## NONCREDIT ADULT BASIC SKILLS

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**NABE 404 NONCREDIT BASIC SKILLS BIOLOGY** 0

4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Designed to introduce students to the living world and its systems. Introduces concepts of cell biology, genetics, evolution, and physiology will be presented. This is an elective course towards a high school diploma.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 406 NONCREDIT BASIC SKILLS ECONOMICS** 0

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduce students to microeconomics, macroeconomics, and international economic relationships. Presents vocabulary and the technical knowledge needed for an understanding of economic issues, both in the media and at the collegiate level of study. Provides the student with information and analytical tools useful in developing a personal system of values in regard to economic issues.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 407 NONCREDIT BASIC SKILLS WORLD HISTORY** 0

4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces major turning points that shaped the modern world, from the late eighteenth century through the present, including the cause and course of two world wars. Tracing the rise of democratic ideas and develop an understanding of the historical roots of current world issues, especially as they pertain to international relations. Develop an understanding of current world issues and relate them to their historical, geographic, political, economic, and cultural contexts.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 408 NONCREDIT BASIC SKILLS U.S. HISTORY** 0

4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the major turning points in American history in the twentieth century. Following a review of the nation's beginnings and the impact of the Enlightenment on US democratic ideals, students build upon the tenth grade study of global industrialization to understand the emergence and impact of new technology and a corporate economy, including the social and cultural effects.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 409 NONCREDIT BASIC SKILLS ALGEBRA I** 0

4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Designed to cover symbolic reasoning and calculations with symbols allowing a student to develop an understanding of the symbolic language of mathematics and the sciences. The range of problem solving situations allow for the development of algebraic skills and concepts.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 410 NONCREDIT BASIC SKILLS ALGEBRA II** 0

4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces Algebra II topics including linear equations and inequalities, systems of equations and polynomial, exponential and logarithmic functions. Geometric topics covered are: triangular and circular trigonometry. Other topics covered are: probability, conic sections and trigonometric functions and their graphs.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 411 NONCREDIT BASIC SKILLS GEOMETRY** 0

4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on fundamental knowledge of basic geometric postulates and theorems and their use in proofs. Integrating algebra in a geometric setting. Using formulas to calculate perimeter, area, and volume of a variety of geometric shapes. This is an elective course towards a high school diploma.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 412 NONCREDIT BASIC SKILLS POLITICAL SCIENCE 0**

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Presents the organization and mechanics of our federal, state, and local systems of government. Explores the basic ideals of American democracy as well as contemporary issues relevant to American government.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 414 NONCREDIT BASIC SKILLS SPANISH I 0**

4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on reading, writing, speaking and understanding standard Spanish at a basic level. Acquiring basic vocabulary and grammar structures, including the simple present tense, noun-adjective agreement, subject-verb agreement, interrogatives, the immediate future tense, and the preterite tense. Exposure to and interaction with the cultures of the Spanish-speaking countries of the world. Using Spanish selectively both within and beyond the school setting. Participating in cultural projects, including comparing and contrasting other cultures to their own.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 500A GED PREPARATION A 0**

1.00 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.00 - 3.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides a review of basic skills and prepares students for the computerized General Education Development (GED) Test. The course focuses on the computer and technical skills needed for basic skills preparation and to study for the GED. Presents the core knowledge and skills needed to pass each of the four content areas of the GED: Language Arts, Mathematics, Science, and Social Studies.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 500B GED PREPARATION B 0**

1.00 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.00 - 3.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides a review of basic skills and prepares students for the computerized General Education Development (GED) Test. Focuses on test taking strategies to be successful on the GED exam. Presents the core knowledge and skills needed to pass each of the four content areas of the GED: Language Arts, Mathematics, Science, and Social Studies.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NONCREDIT CAREER TECHNICAL EDUCATION**

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**NCTE 500A WORKPLACE READINESS FUNDAMENTALS A 0**

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamentals of career exploration and planning. Students develop a personal identity profile in relation to job and career clusters characteristics and local job opportunities to establish an education and career plan.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 500B WORKPLACE READINESS FUNDAMENTALS B 0**

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamentals of job search skills. Prepares students to implement steps involved in obtaining employment and develop a personal budget.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 501A WORKPLACE STANDARDS A 0**

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamentals of workplace standards in employability skills. Students will identify and apply basic employability skills needed to be successful in the workplace.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 713 FOOD SAFETY AND SANITATION 0**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handler's responsibility in maintaining high sanitation and safety standards.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 775 PLANNING YOUR NEXT CAREER****0***0.50 hours per week: (0.50 lecture hours/0.00 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Designed for older adults who wish to explore new work and career opportunities. Students develop work-related goals, examine their work histories, identify marketable employment skills, and identify local employment resources and supports.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**NCTE 780 TRANSFER SKILLS TRAINING FOR CAREGIVERS AND MEDICAL PROFESSIONALS****0***0.50 - 1.00 hours per week: (0.00 - 0.00 lecture hours/0.50 - 1.00 lab hours)**Noncredit**Non-credit Course*

Presents evidence-based approaches to transferring patients with a variety of diagnoses and conditions. This course covers the bio mechanics of lifting, basic anatomy of the back, fall prevention and basic transfer techniques, including techniques specific to particular conditions. Students will demonstrate transfer skills presented in the class, thus developing increased safety and efficiency for both the patient and the caregiver.

*Repeatable.*[Click for Course Student Learning Outcomes](#)



## NEW COURSES APPROVED EFFECTIVE SPRING 2019

### AGRICULTURE BUSINESS

#### **AGB 205 FARM MANAGEMENT 3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents concepts related to the organization and operation of farm and ranch businesses. Topics include identification of factors affecting profitability, evaluation of the business for increased efficiency and profit and the application of budgeting to laboratory farm and independent analysis of a farm.

[Click for Course Student Learning Outcomes](#)

### AGRICULTURE MECHANICS

#### **AGM 252 WORK EXPERIENCE IN AGRICULTURE MECHANICS 1.00-4.00**

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Agriculture Mechanics to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

### AGRICULTURE PLANT SCIENCE

#### **AGPS 252 WORK EXPERIENCE IN AGRICULTURE PLANT SCIENCE 1.00 to 4.00**

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Agriculture Plant Science to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

### ARCHITECTURE

#### **ARCH 255 WORK EXPERIENCE IN ARCHITECTURE 1.00 to 4.00**

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Architecture to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

### ART

#### **ART 230A PAINTING 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ART 220: FUNDAMENTALS OF 2-D DESIGN

and

ART 221: DRAWING I

Introduces oil and acrylic painting techniques, methods, materials and language. Explores processes, color theory and paint mixing, brushwork and composition, as well as creative responses to materials and subject matter.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

#### **ART 230B PAINTING II 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ART 230: PAINTING I

Presents a continuation of ART 230A with an emphasis on contemporary issues in painting. Composition and content are also stressed.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

### AUTOMOTIVE TECHNOLOGY

#### **ATCH 252 WORK EXPERIENCE IN AUTOMOTIVE TECHNOLOGY 1.00 to 4.00**

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Automotive Technology to acquire and demonstrate employer-desired work

habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

## BUSINESS

### **BUS 285 HUMAN RESOURCE MANAGEMENT 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: BUS 245: INTRODUCTION TO BUSINESS*

Introduces the principles of effective human resource management. This course examines topics such as recruitment, selection, employee training programs, performance evaluation, compensation, employee relations and workplace health and safety, and the role of government regulations within those areas.

[Click for Course Student Learning Outcomes](#)

### **BUS 290 RETAIL MANAGEMENT 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: BUS 245: INTRODUCTION TO BUSINESS*

Introduces the principles of retail management including analysis of consumer behavior, retail format and strategy, target market analysis, acquisition and management of merchandise, supplier relationship strategies, pricing and promotional strategies, and inventory control.

[Click for Course Student Learning Outcomes](#)

## CHEMISTRY

### **CHEM 201BX APPLIED PROBLEMS FOR GENERAL CHEMISTRY II 1.00**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

Corequisites: CHEM 212B: ORGANIC CHEMISTRY IISupplements Chem 201B to further develop general chemistry skills and conceptual understanding. Provides the opportunity for additional assistance in developing and mastering problem-solving abilities.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

## CRIMINAL JUSTICE

### **CJ 252 WORK EXPERIENCE IN CRIMINAL JUSTICE 1.00 to 4.00**

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Criminal Justice to

acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

## COMPUTER AND NETWORKING TECHNOLOGY

### **CNET 252 WORK EXPERIENCE IN COMPUTER AND NETWORK TECHNOLOGY 1.00 to 4.00**

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Computer and Networking Technology to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

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### **CNET 735 COMPUTER SYSTEM SECURITY 0**

*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Conducts a comprehensive examination of the types of attacks launched against networks and computer system. Teaches students how to use network security products, operating system security features, and other hardware/software-based tools to counter these threats.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

### **CNET 753 COMPUTER TECHNICIAN FUNDAMENTALS 0**

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Advisories: EET 213: ELECTRONICS FUNDAMENTALS*

Introduces fundamental concepts involved with upgrading and repairing personal computers such as basic server hardware and mobile computing devices. The course will also discuss topics covered in the A+ computer service technician certification. Additional material covered in this course will include: internal computer operation, operating systems, primary and secondary storage methods, adapter cards, computer connectivity, and power supplies.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

### **CNET 760 NETWORKING FUNDAMENTALS 0**

*3.50 hours per week: (2.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Advisories: CNET 253: COMPUTER TECHNICIAN FUNDAMENTALS*

Introduces the TCP/IP networking protocols, network topologies and media, and internet working devices. The course will include hands on practice in the following areas: use sophisticated network design, configuration, and analysis CAD tools to select different networking media types, implement cabling and wiring connections, and develop IP addressing and subnetting schemes.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

## CNET 761 ROUTER THEORY AND TECHNOLOGY 0

*3.50 hours per week: (2.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Advisories: CNET 760: NETWORKING FUNDAMENTALS*

Introduces dynamic routing and packet switching concepts, routing tables, interface configuration, IPv4 and IPv6 addressing schemes, and network security (IPSec) protocols. Configuration and troubleshooting activities will focus on IPSec (data encryption and security), OSPF (Open Shortest Path First), and EIGRP (Enhanced Interior Gateway

*Routing Protocol).*

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

## CONSTRUCTION TECHNOLOGY

### CTCH 252 WORK EXPERIENCE IN CONSTRUCTION TECHNOLOGY 1.00 to 4.00

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Construction Technology to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

## CULINARY ARTS

### CUL 225 BAKING AND BAKING SCIENCE I 1.00

*2.00 hours per week: (0.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: CUL 210: CULINARY ARTS FUNDAMENTALS I*

*Corequisites: CUL 220: CULINARY ARTS FUNDAMENTALS*

Introduces the student to the basic skills needed for professional baking. Enables the student to learn and practice the skills and methods of the production of bread, desserts, and other baked goods using quantity production techniques.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

### CUL 252 WORK EXPERIENCE IN CULINARY ARTS 1.00 to 4.00

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Culinary Arts to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

[Click for Course Student Learning Outcomes](#)

## DRAMA

### DRA 253 WORK EXPERIENCE IN DRAMA 1.00 to 4.00

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Drama to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

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## EARLY CHILDHOOD EDUCATION

### ECE 217 THE STUDY OF PARENTING: THEORY AND PRACTICE 3.00

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ENGL 156: COLLEGE READING AND WRITING*

Presents background for understanding parent-child relationships in the changing social environment. Examines common problems in child rearing and cultural influences on parenting. Emphasizes development of a parenting philosophy and development of effective parenting behaviors across the lifespan.

[Click for Course Student Learning Outcomes](#)

### ECE 252 WORK EXPERIENCE IN EARLY CHILDHOOD EDUCATION 1.00 to 4.00

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Early Childhood Education to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

## EMERITUS COLLEGE

### ECOL 409 CHORAL ENSEMBLE

0

0.50 - 6.00 hours per week: (0.00 lecture hours/0.50 - 6.00 lab hours)

Noncredit

Non-credit Course

Offers students an opportunity to sing a variety of music styles and improve their choral techniques in a community chorus setting. A performance will conclude the class. This course is designed for adults over 50.

Repeatable.

[Click for Course Student Learning Outcomes](#)

## EDUCATION

### EDUC 252 WORK EXPERIENCE IN EDUCATION

1.00 to 4.00

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Education to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

## ENVIRONMENTAL SCIENCES

### ENVS 200 INTRODUCTION TO ENVIRONMENTAL SCIENCE

3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 201A: ENGLISH COMPOSITION

Presents an introduction to the scientific principles, concepts, and methods necessary for examining humanity's impact upon the geological, biological, and physical systems present in the Earth's natural environment. The role of science in identifying and finding sustainable solutions to environmental changes resulting from natural causes and human activity will be explored.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

## FILM/TELEVISION AND ELECTRONIC MEDIA

### FTVE 252 WORK EXPERIENCE IN FILM/TELEVISION AND ELECTRONIC MEDIA

1.00 to 4.00

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Film/Television and Electronic Media to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors

and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

## GEOLOGY

### GEOL 226 ADVANCED GEOGRAPHIC INFORMATION SYSTEMS

3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: GEOL 225: INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS with a minimum grade of C or better

Introduces students to problem-solving and decision making using spatial analysis techniques, applicable to a range of disciplines. Directed at developing more advanced analysis tools in GIS software including but not limited to network analysis, geodatabases, and overlay analysis. Reinforces replication of methods and results through graphical scripting tools. Culminates in independent research project to apply skills and build a map portfolio.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

## HEALTH EDUCATION

### HEED 252 WORK EXPERIENCE IN PUBLIC HEALTH SCIENCE

1.00 to 4.00

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides opportunities for students in Public Health Science to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

[Click for Course Student Learning Outcomes](#)

## HUMAN DEVELOPMENT/HUMAN SERVICES

### HDHS 217 THE STUDY OF PARENTING: THEORY AND PRACTICE

3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156: COLLEGE READING AND WRITING

Presents background for understanding parent-child relationships in the changing social environment. Examines common problems in child rearing and cultural influences on parenting. Emphasizes development of a parenting philosophy and development of effective parenting behaviors across the lifespan.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**HDHS 252 WORK EXPERIENCE IN HUMAN SERVICES 1.00 to 4.00***0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only*

Provides opportunities for students in Human Services to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**JOURNALISM**

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**JOUR 252 WORK EXPERIENCE IN JOURNALISM 1.00 to 4.00***0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only*

Provides opportunities for students in Journalism to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

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**KINESIOLOGY**

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**KINE 252 WORK EXPERIENCE IN KINESIOLOGY 1.00 to 4.00***0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only*

Provides opportunities for students in Kinesiology to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**MUSIC**

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**MUS 252 WORK EXPERIENCE IN MUSIC 1.00 to 4.00***0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only*

Provides opportunities for students in Music to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students

must work 75 paid work hours or 60 non-paid work hours for each credit earned.

[Click for Course Student Learning Outcomes](#)

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**NONCREDIT CAREER TECHNICAL EDUCATION**

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**NCTE 500 INTRODUCTION TO HAND-HELD DEVICES 0***0.50 hours per week: (0.00 lecture hours/0.50 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Introduces practical use of a variety of handheld computer devices including music players, e-Books, Smartphones, iPods, iTouch, and iPads. The use of common PC and Mac applications to run devices, find tutorials or manuals, and identify useful settings, will also be covered. Information learned in this course will provide tips on how to use handheld devices effectively and observe protocol when determining proper use of these devices in a work environment.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**NCTE 501 KEEPING A PC HARD DISK CLEAN AND ORGANIZED 0***0.50 hours per week: (0.00 lecture hours/0.50 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Examines how to organize, clean, and optimize a PC hard disk drive to maximize performance. Course topics include techniques for file organization, program removal, garbage identification and the removal of malware, and basic maintenance.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**NCTE 502 TECH TALK: WHAT'S NEW IN COMPUTERS AND TECHNOLOGY? 0***1.50 hours per week: (0.00 lecture hours/1.50 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Examines the rapidly evolving technical world and its future. This course will guide students as they explore the many practical questions that arise as computers, cell phones, e-Books, social networks, email, the internet and other technology become more central to our daily lives. This course may be taught bilingually.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**NCTE 503 OPTIMIZE AND UPGRADE YOUR PC 0***1.50 hours per week: (0.00 lecture hours/1.50 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Introduces a variety of hardware and software tools as well as strategies to improve the productivity and efficiency of PC systems. The course teaches how to optimize the PC's operation and how to upgrade memory, disk drives and other components at a reasonable cost to extend the life of



a PC system or design and build an entirely new system. Topics also include how to rid a system of viruses and spyware and how to back up a system and valuable data.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 504 INSTALLING AND CONFIGURING WINDOWS SERVER**

**0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the processes of installing and configuring a Windows server. Some of the areas covered will include: configuring storage, configuring print and document services, remote management, IP addressing, and configuring DHCP and DNS Services.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 505 ADMINISTERING WINDOWS SERVER**

**0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides an introduction to the skills required to administer Windows servers. Some of the skills to be discussed and practiced in this course include: deploying and managing server images, configuring advanced audit policies, configuring VPN's, configuring DNS zones and records.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 506 INTRODUCTION TO 3-D PRINTING**

**0**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces fundamental concepts of 3D printing. Topics include: History of 3-D Printing, present and potential developments, best practices, and materials for additive manufacturing applications. This course also identifies sources for 3-D printing and software appropriate for rapid prototyping as well as service and maintenance of 3-D printers.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 507 PRODUCT DESIGN AND PROTOTYPING WORKSHOP**

**0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides an overview of the Prototyping and Fabrication methods for Product Design. Presents the knowledge and skills needed to turn design concepts into digital objects and examines multiple fabrication processes. Provides opportunities for hands-on experience using digital tools through visits to industry workshops. Selected software for Product design and Prototyping is also introduced. The emphasis of the course is on 3D modeling with support for 3D printers and fabrication tools.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 508 PRODUCING A DIGITAL NEWSLETTER**

**0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on formatting a newsletter for digital platforms. Guidance will be provided on how to lay out an actual publication of the students own choosing. If the student does not have an actual publication to work with a prototype will be provided.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 509 PRODUCING A DIGITAL MAGAZINE**

**0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on the basic techniques of formatting a magazine cover and interior master pages for digital platforms. Guidance is provided on the use of a variety of tools while applying skills to a real-time project.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 511 DIGITIZING DOCUMENTS**

**0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces how to create secure forms and interactive documents for electronic distribution using Adobe Acrobat Pro. Instruction is included on securing forms with passwords and digital signatures. Additional topics include: strategies for good design utilizing industry standard software, conversion to secure PDF forms, creation of interactive fields and calculations.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 512 PREPARING DIGITAL IMAGES**

**0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces pixels, the building blocks for digital images, and how they relate to image size and resolution. Discusses how the "intent" (print, web, digital documents) determines the size and resolution. Provides instruction how to use Photoshop to perform basic photo editing and re-touching.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 513 INTRODUCTION TO ADOBE ACROBAT TOOLS**

**0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides instruction in how to download PDF's from the web and share them as emails. Explains what PDF's actually are and how they make our lives easier. This course dem-



onstrates the basics of working with PDF's including: how to create, combine, edit, export, review, annotate, comment and share documents.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 514 ADVANCED APPLICATIONS OF ADOBE ACROBAT 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides instruction in how to streamline workflow and eliminate paper as additional Adobe Acrobat skills are learned. This course demonstrates the use of PDF's to convert paper documents into digital archives, combine documents from various applications into one cohesive file or portfolio, add interactivity to manuals and newsletters, and create interactive forms for easy data collection.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 515 SUCCESSFULLY MANAGING AND DEVELOPING PEOPLE 0**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Develops the skills needed to be an effective manager or supervisor. Topics covered include: adapting your management style to every situation, communicating effectively, developing your employees through delegation, managing conflict, motivating staff, and facilitating change.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 516 HIGH IMPACT PRESENTATIONS AND PROPOSALS FOR THE WORK PLACE 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the best approach to craft a presentation focused on the message you need to convey to your audience. Instruction is focused on how to consider the audience's expectations, biases, emotions, needs and wants when planning a slideshow. Course topics will explore the logical order to convey your information, what makes for a successful slide design, how to maintain consistency, how to edit for simplicity and how to use powerful imagery and meaningful data.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 517 BASIC POWERPOINT 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Identifies approaches to turn facts, figures and photos into a creative display of slides, outlines, graphs, and multimedia using Microsoft PowerPoint. Instruction is provided in the

basics of presentation design and how to use templates, insert graphics, add animation, rehearse timings, and run and share a presentation.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 518 ONLINE RESEARCH SKILLS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Teaches advanced internet search skills to yield relevant, credible sources. The course will provide instruction in how to locate, evaluate, and organize information sources to create a research pathfinder that will inform others and demonstrate their research expertise.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 519 PRESENTING RESEARCH WITH INFOGRAPHICS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Examines data visualization to communicate information clearly and efficiently. Instruction is provided in how to locate, evaluate, and organize information to create infographics that will inform others and demonstrate their research expertise.

*Repeatable.*

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**NCTE 521 CLOSING TECHNIQUES THAT WIN THE SALE 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces basic concepts needed to effectively close sales. Provides information on the appropriate use of different types of sales approaches, and discussion on when each different approach is most effective.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 522 WINNING SALES SCRIPTS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces techniques for successful "inside" sales where persons contact perspective buyers using phone and email. Includes script writing to increase the effectiveness of "inside" sales in order to maximize this revenue source.

*Repeatable.*

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**NCTE 523 INTRODUCTION TO ITUNES, IPODS, AND IPADS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents how to use MP3 players and hand-held computers. Focuses on iPods, iPod Touch, and iPads. Instruction is

provided on how to download music, videos, and podcasts to a computer. Topics include the applications available on iDevices, such as calendars, contacts, and games.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 524 LIVING THE ILIFE****0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores how to use Apple's iLife suite of programs-iPhoto, iMovie HD, iDVD, Garage Band, and iWeb-to produce and distribute creative ideas through words, pictures, music or video.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 526 MICROSOFT OFFICE FOR THE MAC****0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on Microsoft Office for the MAC. Instruction is provided in how the office programs are designed to work as a single application. Topics include: MS Word (Word Processing), Excel (Spreadsheet), PowerPoint (multi-media/graphics/slides), and Outlook (mail/calendar/contacts).

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 527 WORKPLACE COMMUNICATION STRATEGIES****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces new assessment skills to empower the student to optimize their current workplace communications. The skills introduced in this course help students to differentiate content, emotions, perceptions, and intentions in interpersonal communications.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 528 DIFFICULT CONVERSATIONS****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Develops skills needed for difficult conversations. for difficult conversations. Topics include: how to clarify intentions and assumptions, simple methods to stay centered while having difficult conversations, and how to constructively shape conversations to achieve desired results. The course also provides scripts and tips that can be used to prepare for future difficult conversations.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 529 BUSINESS WRITING IN A TECHNOLOGICAL WORLD****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces and develops effective and professional business writing skills. Emphasis is on using proper business tone, organization, formatting, word choice, and persuasion. Additionally, concepts for effectively matching content to delivery method will be presented and discussed. A variety of scenarios will be studied including how to the most effective methods to deliver bad news.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 530 WORKPLACE POLITICS****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces constructive political behavior to create more win-win situations, unblock barriers to change, create greater "buy-in" on key projects, develop cohesion and improve decision making.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 531 RESOLVING DIFFERENCES IN THE WORKPLACE****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces collaboration skills which will help to build high trust relationships. Assesses conflict management skill strengths and weaknesses, and helps strengthen weak areas. These activities will be used throughout the course to help students to strengthen their weak areas. Specific areas to be covered during the course will include but are not limited to: Problem solving with multiple parties, nonverbal communication, and the importance of empathy, active listening, and paraphrasing.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 532 ASSERTIVE COMMUNICATION****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Enhances assertiveness skills for immediate on the job use. Introduces techniques for assertiveness communications, while acquiring tools to give and receive feedback where use of professionalism and assertiveness are required.

*Repeatable.*

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**NCTE 533 EMOTIONAL INTELLIGENCE IN THE WORKPLACE 0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Explores the importance of Emotional Intelligence (EI) as it relates to being an effective and high-performing employee, supervisor and leader. Topics include EI competencies: self-awareness, social awareness, self-management and relationship management. Through hands on activities, students will apply the tools and techniques for mastering each domain. Assists students in the creation of strategies using the EI framework which can optimize their professional performance and working relationships.

Repeatable.

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**NCTE 534 ADOBE LIGHTROOM ESSENTIALS 0**

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basics of the Lightroom Software and how to both manage libraries of files and increase the quality of photographs and videos using editing techniques.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 536 PHOTOSHOP FOR IMAGING 0**

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces an overview of Photoshop tools and operations leading to the discovery of the creative potential of image editing. Familiarizes participants with the Photoshop window, tools, and main menu bar.

Repeatable.

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**NCTE 537 BEST PRACTICES IN CUSTOMER SERVICE 0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Applies practical strategies to assist in retaining a valuable customer base, diffuse difficult situations and earn repeat business. Topics include the anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem solving, customer perceptions and expectations, adapting to different conflict styles, and steps to defuse angry customers.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 538 THE ART OF NEGOTIATING AND COLLABORATING 0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Applies collaboration tools for building high-trust synergistic relationships and analyzing the conflict cycle. Uses practice skills to diffuse mock situations at each stage of conflict.

Skills presented include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 539 EFFECTIVE COMMUNICATION AND PERSONALITY STYLES 0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides guided exploration of different behaviors and personality styles, while teaching how to adapt one's behavior to be effective with a variety of personality styles in a variety of work situations. Emphasis is placed on dealing with difficult relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 540 EFFECTIVE COMMUNICATION IN PROMOTIONAL MARKETING 0**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Explores the promotional aspect of marketing and the different communication techniques used to raise customer awareness and interest. Emphasis is placed on how to identify the mediums that will be most effective to a targeted market. Both business-to-customer and business-to-business strategies will be covered. Techniques discussed can be applied towards various careers such as sales, public relations, copywriting, and other marketing positions.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 541 MANAGING A MARKETING CAMPAIGN 0**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on the research, planning, execution, and evaluation of a marketing campaign. Examines the specific activities used to promote products, services, and businesses. Multiple mediums that carry the message of the marketing campaign will be covered. Explores how companies use marketing campaigns to reinforce branding and positioning.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 542 SELF-MANAGEMENT AND DEVELOPMENT 0**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on self-management skills that encourage behavior resulting in the achievement of personal and professional goals. This can include activities that improve awareness and identity, develop talents and potential, build human

capital, facilitate employability, enhance quality of life, and contribute to the realization of dreams and aspirations.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 543 BUILDING HIGH PERFORMANCE TEAMS**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores and applies key team-building skills for working within or leading a team. Emphasis is on stages of team development, team roles, supportive communication climate, meeting strategies, and tools for first-rate problem solving and decision making. Practical applications within a team structure is also emphasized.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 544 CHANGE IS THE NEW CONSTANT IN THE WORKPLACE**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents strategies in managing the continual changes taking place in the workplace. Provides practice in identifying opportunities for change, initiating change, and how to support staff during the change process.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 546 COACHING TO IMPROVE MANAGERIAL EFFECTIVENESS**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents coaching techniques to solve workplace problems, energize employees, improve performance outcomes, turn around problem situations, and increase team members overall enthusiasm and motivation. Skills taught and practiced also help participants learn to close the gap between actual and desired performance within their teams.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 549 TIME MANAGEMENT**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Includes practice activities prioritizing "important" versus "urgent" activities. Emphasis is placed on analyzing current use of time; identifying organizational goals, roles and priorities; identifying barriers to achieving goals; identifying effective ways to work around the barriers to complete important priorities.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 551 CRITICAL THINKING, PROBLEM SOLVING AND DECISION MAKING**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents a variety of critical thinking concepts from the perspective that today's workplace functions best when all team members are involved in the process of problem solving and decision making. The process of using analytical thinking to break things down into their component parts will be studied and practiced. Live interactive activities will be used to develop skills which help participants become more efficient with generating new ideas, decision making, and problem solving.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 552 BUSINESS BRANDING**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Examines processes successful businesses use to identify and implement a branding strategy. Effective methods to respond to existing needs and wants of customers will also be covered. Emphasis will be placed on the use of social media in effective brand building.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 553 PROMOTIONAL MARKETING TOOLS**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces different types of marketing tools used in the creation and maintenance of product brand awareness development. Strategies presented will include: the use of major marketing tools, public relations techniques, advertising techniques, relationship selling techniques, and the use of social media.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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#### **NCTE 554 MARKETING MAPS**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Examines how business success begins with responding to target markets by positioning them in the minds of customers via knowledge of their demographics, psychographics, and geographic information. Presents different methods to effectively identify target markets, and effectively position a business within that market, while also delivering the right message to the right mix of people.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 555 MOBILE MARKETING 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents how mobile marketing encompasses global exchange activities on devices such as smartphones, tablets, and others. Discussions will include how today's businesses look for customer-based profitability and investment solutions using mobile devices. Effective ways to use these devices to attract, engage, acquire, and retain local and international customers will be one of the focuses of this course.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 556 CREATE COMPELLING BLOG CONTENT 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores how to create blogs with relevant content that is valuable and engaging to the audience by analyzing their needs, wants, and likes, discovering questions they are asking, and identifying problems the blogger can solve for them. Participants will be encouraged to find their authentic voice to create text, design, and images that are of shared value to the blogger's brand and core audience.

*Repeatable.*

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**NCTE 557 BLOG MANAGEMENT BASICS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Discusses different methods to create, manage, and promote a blog. Explains important concepts needed to define the goal of a blog, analyze the core audience, develop a sustainable plan for content creation, choose a platform and hosting option, design the blog, and promote posts with social media.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 558 BEST BUSINESS APPS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces a variety of apps that provide powerful and helpful tools for keeping track of, or handling all of the information you accumulate in a day. Course discussion will include apps for: tracking projects, research, emails, to-dos, follow-ups and more. Course material will help students to choose, install and sync apps with your different technology to help you become more successful and productive in the workplace.

*Repeatable.*

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**NCTE 559 INTRODUCTION TO GOOGLE DRIVE 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides different methods to effectively use Google Drive as powerful Cloud resource for organization of files, collaboration with coworkers, and promoting going paperless. Course discussion will include: various types of drive storage, Sheets, and Slides.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 560 THE BEST CLOUD BACKUP OPTIONS TO PROTECT YOUR DATA 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides instruction in effectively using the Cloud to protect data from fire, theft, and / or hardware failure. Also provides instruction on how to take advantage of the anytime access to data that using the Cloud provides. Assessing data needs, choosing the best cloud backup option and creating a backup plan will be some of the areas of discussion.

*Repeatable.*

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**NCTE 561 PERSONALIZED CAREER PLANNING 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on the assessment of individuals' strengths, interests, values, personality and abilities in the context of career and education planning. Guided discussion and activities will help to improve participants decision-making skills by exploring their own decision-making styles and applying specific decision making models to their career-planning process.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 562 STRATEGIC JOB SEARCH 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces skills and knowledge students need to develop and implement a strategic career and job search plan. Different sources of occupational information and how to utilize this information in the career planning and job search process will be presented and discussed.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 563 LINKEDIN FOR BUSINESS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Covers how to use LinkedIn to develop business through relationship marketing. Topics include optimizing a company



profile, developing content that engages a target audience, building a professional brand, marketing a company, showcasing credentials, getting business advice, reconnecting with former colleagues and connecting with businesses around the globe.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 564 LEADERSHIP SKILLS**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores and applies the top ten skills that every leader must have. Group activities will encourage live practice of the skills enabling participants to effectively learn to use these new approaches in real business situations. Participants will gain an understanding of the differences between leaders and managers.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 565 SUPERVISORY SKILLS**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the key tools for effective management and supervision. Covers delegation, feedback, communicating with employees, motivation, and management styles.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 566 MOTIVATING YOURSELF AND OTHERS**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores the key ingredients for strengthening workplace commitment, engagement, and career satisfaction. Introduces various reward and recognition strategies to increase engagement in the workplace.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 567 SETTING UP QUICKBOOKS FOR SMALL BUSINESS**

**0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basics of small business bookkeeping using QuickBooks and including financial reporting, how to analyze and record financial transactions, accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 568 MONTHLY PROCEDURES FOR USING QUICKBOOKS**

**0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces how to develop and apply monthly accounting procedures for use in small business with Quickbooks. Practical assignments, either real or instructor provided, will be used to help students become proficient managing day to day transactions. Reconciling balance sheets, auditing income statements, adjusting journal entries, and preparing financial statements are some examples of what will be covered. This course expands on the information taught in NCTE 567 by providing instruction on the proper monthly activities businesses need to do to maintain accurate books.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 569 YEAR END PROCEDURES**

**0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Develops skills in applying year-end procedures used in accounting for small businesses. Presents how to prepare closing journal entries for year-end and reports for tax accountants, purging files, and preparing for the new year.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 570 ACCOUNTABILITY**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the skills needed to effectively manage an individual's own workplace performance and advancement by becoming proactive and accountable.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 571 CHAMPIONING DIVERSITY IN THE WORKPLACE**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Examines diversity within organizations to increase one's awareness of different attitudes, beliefs, lifestyles, sexual preferences, and values that we all bring to work. Discusses how these things affect our behavior and perceptions. This course encourages focus on self-awareness and the impact that our behaviors can have on our co-workers.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 572 SECRETS OF A GREAT EMPLOYEE**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the secrets that make employees irreplaceable. Introduces skills and concepts that will help participants



challenge old habits and foster new strategies to empower them to become the best that they can be. Course activities will encourage participants to share and discuss their past and current successes and failures. This course will give employees a renewed self-worth, and a strong appreciation for professional effectiveness.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 574 PROCESS IMPROVEMENT**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces methods and techniques for assessing and improving processes. Covers strategies that will increase efficiency, improve quality, and increase employee satisfaction and motivation.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 575 PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents strategies for task management and small projects, applying a structured approach to ensure success. Provides practice in the basic principles of project management in the workplace and in creating action plans for on-the-job application. Introduces strategies for effective communication with team members and stakeholders.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 576 INNOVATION AND CREATIVITY IN THE WORKPLACE**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents the importance of being innovative in the workplace in order to stay viable as a business. Discusses what it means to be innovative, how to create and nurture an innovative environment, how to engage employee participation and more.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 577 PINTEREST AND INSTAGRAM FOR BUSINESS**

**0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces skills needed to effectively market and expand a brand using Pinterest and Instagram. Provides the basics and beyond for effectively using these platforms.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 578 YOUTUBE FOR BUSINESS**

**0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the skills needed to use YouTube to broadcast user and business-generated videos. Topics include creating a custom channel and building a following by uploading and sharing videos that communicate a brand and engage an audience. Learn new techniques to view, upload, and share videos; create playlists and optimize videos for search engines; and add annotations, notes and links. Uploading and editing film for YouTube is also covered.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 579 FACEBOOK FOR BUSINESS**

**0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Examines why Facebook is the most popular social network and a powerful tool for growing and promoting your business. Introduces the steps for creating effective profiles, pages, groups, and ads. Discusses how to establish goals, and how to post to achieve them. Presents a variety of methods to build relationships with current and new customers. Develops skills to increase traffic to your website, and understand the importance of being able to measure the success of your Facebook marketing.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 581 TWITTER FOR BUSINESS**

**0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the steps to take to set up a Twitter business presence which will enable organizations to leverage the power of real-time marketing, optimize and manage an account, and find and follow influencers and leads.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 582 PROFESSIONAL ETIQUETTE**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents the behavior, communication, and appearance standards needed for professionalism to survive and thrive in the workplace.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 583 INFORMATION DESIGN FOR PRINT**

**0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the foundation of information design and creation for print distribution. Concepts discussed in this course will assist designers with telling stories visually

through the understanding of data types, graphic design principles, and current software tools.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 584 INTERACTIVE INFORMATIVE DESIGN FOR THE SCREEN**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores the potential of coding used for interactive designs. The course will focus on providing a strong foundation in basic coding structures, the application of design principals, and the analysis of visualization styles.

*Repeatable.*

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### **NCTE 585 INTRODUCTION TO MAC OS X LEVEL 1**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basics of Mac OS and some of its most popular programs. Concepts presented include: learning how to make, name, and rename files and folders; find lost files using Find and Spotlight; use of the sidebar and dock; and use of most of the basic program features.

*Repeatable.*

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### **NCTE 586 INTRODUCTION TO MAC OS X LEVEL 2**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Reviews some of the programs examined in NCTE 585 Introduction to MAC OS Level 1 in more detail, then proceeds with a more in-depth examination of Mac OS, including ways to customize the Mac. May be taught bilingually.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 587 INTRODUCTION TO THE MACINTOSH**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces basic functions of the computer, how to set it up, and how to perform simple tasks like typing a letter, browsing the web, and getting email. Features an overview of the software that comes pre-installed on the Macintosh computer.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 588 WEB DESIGN BASICS**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces methods used to structure website content to create a positive user experience. This course will introduce

website design methods that result in website that are easy to use and efficient. This course will be taught from the perspective of using Dreamweaver's Fluid Grid layout framework.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 589 WEB CODING FUNDAMENTALS**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basic fundamental skills needed to write HTML. Participants will gain an understanding of HTML as well as how to use Structural tags and semantic markup. Skills taught in this course will enable participants to turn a design created in Photoshop into a fully functioning website in Dreamweaver.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 590 PHOTOSHOP FOR WEB DESIGN**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basic tools and techniques in Photoshop that lie behind great images and graphics in web design. Includes the fundamental concepts and techniques for working with type in Photoshop, UI elements, web graphics, wireframes, and functional mockups that transition beautifully and easily to production with Photoshop. Incorporates principles of design such as contrast, unity, and balance in specific ways that improve your website.

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### **NCTE 591 DOMESTIC AND GLOBAL ISSUES IN EMPLOYMENT**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces and discusses contemporary issues in U.S. and global employment law. Covers regulations and legal issues faced in the workplace including sexual harassment, discrimination, whistleblowing, immigration, legal procedures for filing EEO claims, alternatives to litigation, as well as employer defense options.

*Repeatable.*

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### **NCTE 592 INTERVIEWING AND HIRING IN THE GLOBAL MARKETPLACE**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Discusses techniques and trends which are used in the global marketplace for recruitment, investigation, interviewing, and hiring. Discussions will include methods for effective hiring and supervision.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 593 EVALUATING AND MONITORING PERFORMANCE OF YOUR GLOBAL TEAM** 0

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Discusses ways in which employee relationships factor into a global organizations view of its own successes. This course is designed to teach techniques to measure which employees understand, communicate and respond to legal and ethical organizational values and performance standards.

*Repeatable.*

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**NCTE 594 SEARCHING THE WEB** 0

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Defines the internet and provides navigational tools necessary to search the Web effectively in order to obtain desired information. Introduces techniques and methods used to narrow search results.

*Repeatable.*

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**NCTE 595 E-MAIL FOR BEGINNERS** 0

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides a basic introduction to e-mail, including how e-mail works and its uses, setting up an e-mail account, reading and sending e-mail, and managing attachments.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 596 OPTIMIZING PHOTOS FOR THE INTERNET AND EMAIL** 0

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces manipulation of photos for efficient e-mailing or uploading to the internet. Using Adobe Photoshop or other graphic editing software, instruction will be given in how to crop, color-correct, apply text and effects, sharpen, resample, and save files in the appropriate formats for maximum quality and efficiency when emailing or posting to the internet. This course develops photo editing and basic internet skills for business or personal use.

*Repeatable.*

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**NCTE 597 COMPUTERS FOR BEGINNERS** 0

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Designed for students with limited experience with computers, this course introduces how to perform basic computer tasks. Includes how to turn a computer on and off correctly, send and receive email, navigate the internet, open and

save a file, and use computer terminology. Course may be taught bilingually.

*Repeatable.*

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**NCTE 598 HOW TO USE A COMPUTER KEYBOARD AND MOUSE FOR BEGINNERS** 0

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides an orientation to the computer keyboard and mouse, including the layout and function of special computer keys, properly holding the mouse, and practice in using the mouse. No previous typing or computer experience required.

*Repeatable.*

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**NCTE 599 INTRODUCTION TO WINDOWS** 0

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the Windows Operating System. Instructor-led guided exploration includes Help, windows navigation and management, file management, desktop customization, and other Windows Operating System tools and applications.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 600 WINDOWS BASICS** 0

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the Windows Operating System in a slow-paced environment. Instructor-led guided exploration activities will include Help, windows navigation and management, file management, desktop customization, and other Windows Operating system tools and applications.

*Repeatable.*

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**NCTE 601 LEARN TO TYPE** 0

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides instruction in correct finger and wrist placement, and keyboard reaches for typing and texting. Refreshes skills in keyboarding, increases speed, and provides techniques and strategies to prevent carpal tunnel syndrome. Individualized instruction allows students to work at own pace. May be taught bilingually.

*Repeatable.*

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**NCTE 602 PHOTOSHOP** 0

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces Photoshop for the PC and Mac. The class pres-

ents a solid foundation in basic tools and techniques for creating, enhancing, and collaging images. Skills will be taught and practiced in a lab setting. This course may be taught bilingually.

*Repeatable.*

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### **NCTE 603 PHOTOSHOP FOR DIGITAL PHOTOGRAPHERS 0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Illustrates the capabilities of Photoshop for the PC and Mac. Topics will include, advanced layering and retouching techniques. Practice in a lab setting will reinforce concepts presented through lecture and demonstration. Familiarity with Photoshop on the PC or Macintosh recommended. This course may be taught bilingually.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 604 INTRODUCTION TO ADOBE ILLUSTRATOR 0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basics of Adobe Illustrator. Skills taught will include creating illustrations, logos, and more. Effective use of tools will be demonstrated, and projects will be assigned to ensure hands on practice in all key areas.

*Repeatable.*

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### **NCTE 605 DIGITAL CAMERAS, DIGITAL PHOTOS 0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basics of photography, the features of digital cameras, how to take better digital photos, and how to correct common photo problems using photo editing software. The course is designed for beginners or students with some experience in digital photography. Students should bring cameras and sample digital pictures to class.

*Repeatable.*

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### **NCTE 606 DIGITAL DESIGN TECHNIQUES 0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the skills which are needed to create flyers, brochures, logos, and more using Illustrator, Photoshop, and InDesign. Examines how the programs work together to seamlessly combine photos, graphics, and page layouts to produce high quality products. This course may be taught bilingually.

*Repeatable.*

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### **NCTE 607 INTRODUCTION TO DREAMWEAVER 0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basic skills necessary to use Dreamweaver to create a professional Website. Provides hands on practice integrating Dreamweaver, HTML, and CSS. Basic knowledge of PC or Mac and internet navigation skills recommended.

*Repeatable.*

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### **NCTE 608 BASIC WORD PROCESSING 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides instruction in successfully navigating the computer screen and composing and editing a short document. Class pace allows students to become comfortable with the computer and editing techniques.

*Repeatable.*

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### **NCTE 609 BASIC OUTLOOK 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces skills which are needed to stay up to date at home and at work through the use of Microsoft Outlook. Covers the basics of how to connect with colleagues, customers, family and friends. Topics include writing and searching email, organizing work tasks, and using the calendar to share information with others.

*Repeatable.*

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### **NCTE 610 BASIC SPREADSHEETS FOR BEGINNERS 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces basic concepts and functions of Microsoft Excel. Topics include the basics of creating a spreadsheet, using formulas and functions, and creating charts.

*Repeatable.*

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### **NCTE 611 INTRODUCTION TO MS EXCEL 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basic concepts and characteristics of Microsoft Excel. Course topics will explore various uses of spreadsheets. Topics covered include the basics of creating a spreadsheet, using formulas and functions, creating charts, and using the database feature in Microsoft Excel.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 612 INTRODUCTION TO MS WORD 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces key functions and skills which are used for document creation in Microsoft Word. Includes entering text, doing revisions, formatting, previewing, and printing. Provides practice through the use of a variety of instructor assigned documents.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NUTRITION**

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**NUTR 252 WORK EXPERIENCE IN NUTRITION 1.00 to 4.00**

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Nutrition to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

[Click for Course Student Learning Outcomes](#)

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**WELDING**

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**WELD 252 WORK EXPERIENCE IN WELDING 1.00 to 4.00**

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Welding to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

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**WELD 275 BLUEPRINT READING AND INDUSTRY PRACTICES 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: WELD 270A: BASIC WELDING*

*Advisories: MATH 123: ELEMENTARY ALGEBRA*

Provides students with instruction and experience with structural, architectural and shop blueprints commonly utilized in the welding industry. Interpretation, drawing, and application of skills will be applied to determining job cost, material acquisition and project construction.

*Transfer: CSU*

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**WELD 276 WELDING POWER 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Applies principles of selection, maintenance, diagnostics and repair of various welding power supplies and external drive mechanisms. Includes instruction and hands on experiences in electrical principles as they pertain to machine selection, installation, operation and maintenance. Manual, semiautomatic and automatic equipment will be included as focus topics for this course.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**WELD 770A BASIC WELDING 0**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides 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. Emphasizes the development of good manipulative welding skills for joining steel in the flat and horizontal positions.

*Repeatable.*

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**WELD 770B ADVANCED WELDING 0**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Prerequisites: WELD 270A: BASIC WELDING*

*and/or*

*WELD 770A: BASIC WELDING*

Continues WELD 270A with emphasis placed on vertical and overhead welding with the shielded metal arc processes. Includes instruction on air carbon arc gouging, flux core arc welding, and development of welding procedures and techniques.

*Repeatable.*

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**WELD780A STRUCTURAL STEEL WELDING CERTIFICATION 0**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Advisories: WELD 270B: ADVANCED WELDING*

*and/or*

*WELD 770B: ADVANCED WELDING*

Continues WELD 270B. Prepares the student to meet industry standards in shielded metal arc welding on plate steel. Includes performance and procedure qualification, workmanship, techniques, inspection. Provides opportunity for certification to the American Welding Society D1.1 Structural Welding Code.

*Repeatable.*

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## COURSE CORRECTION EFFECTIVE FALL 2018

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### AGPS 241 INTRODUCTION TO SOIL SCIENCE 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Introduces the study of soil physical, chemical and biological properties. Soil classification, derivation, use, function and management including erosion, moisture retention, structure, cultivation, organic matter and microbiology. Laboratory topics include soil type, classification, soil reaction, soil fertility and physical properties of soil.

Transfer: CSU; ~~UC~~

C-ID AG + PS 128L

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### ART 243B BOOK ARTS II 2.00 to 3.00 3.00

~~4.00-6.00 hours per week: (1.00-2.00 lecture hours/3.00-4.00 lab hours)~~

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ART 243A: BOOK ARTS I with a minimum grade of D or better

Offers instruction in studio practices developed in Art 243A. Presents intermediate level book-binding and printing techniques in the conceptualization and construction of unique Artists' Books. Emphasizes exploration of historical and contemporary issues and trends in text-based arts and artist's books.

Transfer: CSU

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### EET 113 ELECTRONICS FOR COMPUTER TECHNICIANS 3.00

*Course not included in Catalog*

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: MATH 123: ELEMENTARY ALGEBRA with a minimum grade of C or better

Introduces a broad range of topics in electricity and electronics. Fundamentals of Direct Current (DC) and Alternating Current (AC) circuits as well as applications are presented. Additionally, industry best practices are covered. This course is designed for computer or networking technicians and related disciplines. This course is not intended for electricians or electrician trainee certification.

[Click for Course Student Learning Outcomes](#)



On the cover: Eli Salgado, Registered Nursing (RN) Program student.



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