I. Division: CIS/BUS Division

4 Departments, 8 Programs; All program PLOs available as follows:

1. Accounting
   A student who completes the Accounting field of study will be able to:
   - Acquire problem analysis skills including analyzing transactions, performing break even analysis, and utilizing accounting software to design suitable solutions
   - Enhance his/her employment opportunity in the specific area of accounting

Programs 2 through 5 belong to the CIS department

2. Computer Application
   A student who completes the Computer Application field of study will be able to:
   - Demonstrate the knowledge and skills to perform investigation in file system, operating systems, registry, logs, emails, Internet history, or other digital storage media
   - Use contemporary software application to create and modify word processing, spreadsheet, database, or presentation files
   - Acquire computer application skills to enhance his/her employment opportunity

3. Computer Networking
   A student who completes the Computer Networking field of study will be able to:
   - Understand computer networking concepts including network security, and the operation of client & server computers and networking devices
   - Acquire hands-on skills to configure, maintain, and troubleshoot client and server computers, and networking devices
   - Enhance his/her employment opportunity in the specific area of computer networking

4. Computer Programming
   A student who completes the Computer Programming field of study will be able to:
   - Acquire problem analysis skills to design suitable solutions
   - Code, debug, implement and maintain the computer programs
   - Enhance his/her employment opportunity in the specific area of computer programming

5. Web Applications & Programming
   A student who completes the Web Applications field of study will be able to:
   - Demonstrate the knowledge and skills to employ the Internet tools to search the Web, manage email, communicate on the Web, download programs, share information, and strengthen Web security.
   - Demonstrate the knowledge and skills to create and implement maintainable Web sites using a range of programming techniques and languages.
   - Demonstrate the knowledge and skills to apply a variety of Web site management tools to maintain Web sites.
   - Enhance his/her employment opportunity in a specific area of Web applications programming.
6. Court Reporting

1. Students will be able to:
   - Write a real-time translation theory.
   - Read distinctly and with authority from steno notes or from a real-time screen, quickly locating portions to read, and maintaining a clear, modulated reading tone, along with composure while reading.
   - Transcribe a minimum of one 10-minute, four-voice qualifier with 97.5 percent accuracy following state guidelines for accuracy and completeness, dictated at 200 words per minute.
   - Transcribe a minimum of one 5-minute test dictated at 180, 200, and/or 225 words per minute with 95 percent accuracy on Question and Answer material, jury charge, and/or literary topics.

2. Students will have the ability to apply the rules of grammar, spelling, punctuation, and capitalization to sentences, paragraphs, testimony, and jury charge through systematic series of programmed (takes) testing and other projects.

3. Students will be able to demonstrate an understanding and application of California and United States criminal and civil law, along with a basic knowledge of related areas of law and legal terminology.

4. Students will be able to demonstrate an understanding and application of anatomy, physiology, and/or medical terminology.

5. Students will be able to assume the role of the real-time reporter through simulated trials and depositions in performing the following functions:
   - Administering an oath/affirmation
   - Marking and handling exhibits
   - Exercising responsibility for reporting the proceedings
   - Indexing and storing notes
   - Obtaining proper spellings of proper names and locations
   - Identifying speakers in a multi-speaker situation
   - Handling discussions on and off the record
   - Indicating non-verbal actions
   - Certifying questions
   - Reporting interpreted and videotaped proceedings
   - Handling, reading, and signing depositions and other court documents
   - Preparing worksheets and billing sheets
   - Applying and identifying national and state code sections to reporting situations

6. Students will be able to produce a complete and accurate transcript of at least ten pages from steno notes, using computer-aided transcription.

7. Students will be able to fulfill the state required internship hours and submit a written narration of their experiences, either in transcript format or in report format. Students will submit a timesheet signed by the supervising reporter in the field verifying hours completed.

8. Students will be able to understand and apply knowledge of basic vocabulary to a variety of reporting situations
9. Students will be able to understand and follow the California codes as they apply to reporting situations.
10. Students will be able to demonstrate knowledge of court and deposition procedures, along with an understanding of court structure, both state and Federal.
11. Students will be able to prepare an 18,000 word steno dictionary using computer software with applications for the completion of transcripts and other documents.

**Programs 7 & 8 belong to Management/Marketing department**

7. **Management**
   A student who completes the management field of study will be able to:
   - Understand how organizations operate and what it takes to succeed as a manager, acquiring the leadership knowledge and skills to carry out administrative functions in the key areas of management, communications, finance, and law.
   - Enhance his/her employment opportunity in the specific area of management.

8. **Marketing**
   A student who completes the marketing field of study will be able to:
   - Understand the various marketing functions (product development, pricing, promotion, and distribution) and how organizations utilize these to produce goods and services that satisfy the needs and wants of consumers.
   - Enhance his/her employment opportunity in the specific area of marketing.

II. **Division: Counseling**
   Will be part of GE/Basic Skills program

III. **Division: CTE**
6 Departments, 6 Programs

1. **Air Conditioning & Refrigeration**
   A student that completes the Air Conditioning and Refrigeration program will have acquired a specific skill set and will have achieved the necessary competencies for HVAC/R industry employment.

2. **Airline & Travel Careers**
   Students who receive a certificate from the Cypress College Airline & Travel Careers Program
   - Will have acquired a specified set of skills required for airline/travel employment opportunities
   - Will have achieved the necessary competencies to enter the airline, cruise, travel, tourism fields
   - Will be aware of additional educational and career opportunities within the above industries
3. **Auto Collision Repair**

Upon completion of the Automotive Collision Repair courses students will be able to develop the following skills required by the National Automotive Technology Education Foundation (NATEF) to enhance their employment opportunities and advance their career goals:

- Measure and diagnose structural damage using tram gauges and electronic measuring systems.
- Determine the extent and direction of damage; plan and document the methods and sequence of repairs.
- Remove and replace damaged sections of steel and aluminum body structures.
- Clean and prepare metal to be welded, assure good metal fit-up, clamp and tack weld as required.
- Perform the following welds: continuous, plug, butt weld with and without backing and fillet etc.
- Inspect, remove, store and replace body panels and components that may interfere with or be damaged during repair.
- Straighten contours of damaged panels to a suitable condition for body filling or metal finishing using power tools, hand tools and weld-on pulling attachments.
- Restore corrosion protection throughout all repair areas.
- Demonstrate hammer and dolly techniques including hot and cold shrinking of panel areas to proper contour.
- Mix and apply body filler and sand to correct contour.
- Inspect, adjust, repair or replace window regulators, run channels, glass, power mechanisms, and related controls.
- Perform visual and destructive tests on each type of weld.
- Identify types of plastics; rigid, semi-rigid or flexible and determine reparable.
- Clean, inspect and repair reusable fasteners and identify one-time use fastener.

4. **Automotive Technology**

Students who complete the Automotive Technology field of study will be able to develop the following skills required by the NATEF to enhance their employment opportunities and advance their career goals.

- Diagnose brake system, ABS systems, power booster systems, and suspension components; perform alignment; steering component diagnosis and repairs.
- Utilize scan tools, scopes DVOM’s and other test equipment in troubleshooting engine and transmission derivability problems.
- Diagnose fuel system problems; service emission controls; diagnose fuel injection and Powertrain Control Module problems.
- Diagnose electrical system problems; use test meters; overhaul electrical components.
- Diagnose and repair manual transmission systems, drivelines, differentials and 4-wheel drive/all wheel drive systems.
- Diagnosis and repair automatic transmission/transaxle systems, torque converters.
- Diagnose and repair heating and air conditioning systems including automated systems.
• Learn the structure and functions of an internal combustion engine; perform engine overhaul processes and diagnosis of mechanical engine components
• Develop mathematical skills to use in analytical problem solving.
• Function as a shop service manager, shop foreman, or supervisor; learn safety management
• Operate a Computer Customer Records System; perform service manager functions
• Develop effective communication skills in dealing with customers in a simulated automotive business structure.

5. **Aviation**
Students who receive a certificate from the Cypress College Aviation Program
• Will have acquired the specified set of skills required for aviation employment opportunities
• Will have achieved the necessary competencies to enter the aviation field
• Will be aware of additional educational and career opportunities within aviation

6. **Hotel, Restaurant & Culinary Arts**
A Cypress College student who earns a Certificate from the Hotel, Restaurant, Culinary Arts program in Hotel Management, Foodservice Management or Culinary Arts will:
• Acquire the necessary skills for hospitality/ culinary arts employment to include demonstrated ability in effective communications, customer service, teamwork, cost control, ethical considerations, critical thinking and leadership
• Demonstrate competencies required for hospitality/ culinary employment to include sanitation and safety, nutrition, restaurant and hotel operations, and specialized culinary techniques
• Enhance his/her career and educational opportunities within the hospitality and culinary industry

IV. **Division: Fine Arts**
6 Departments, 7 programs (Art ; Dance; Music; Photography and Theater programs are available).
1. **Art**
• Breadth and Knowledge: Given art materials, students will be able to show their knowledge of various art processes, theory, and technical skills.
• Communication: Given art materials, students will be able to effectively communicate content through the principles and elements of design.
• Critical Thinking: Given art works and materials, students will be able to critically analyze the principles and elements of design for content and historical importance
• Self-Awareness and Responsibility: Students will develop artistic skills to visually articulate and comprehend the interconnection between art and culture.
2. Dance
   • Given a dance performance or teaching setting, students will be able to demonstrate knowledge of various dance techniques, choreography, performance and history of dance forms.
   • Given a dance performance setting, students will be able to communicate dramatic and emotional content through choreography and dance.
   • Given a dance performance students will be able to analyze dance works for their historical origins and choreographic technique.

3. Music
   • Given a variety of music materials and subject matter, students will be able to critically analyze the content and creation through composition, process, and music historical context.
   • Given a variety of music materials and subject matter, students will be able to discuss the content and creation of music, through composition, process, and music historical context.
   • Given a variety of music materials and subject matter, students will be able to identify the content and creation through composition, process, and music historical context.
   • Given a variety of music materials and subject matter, students will be able to personalize the social and psychological aspects of the content and creation through composition, process and music historical context.

4. Photography
   A student who completes the photography program of study will be able to
   • Produce photographic images utilizing a variety of photographic processes
   • Develop and create a portfolio of images centered on a single theme or idea
   • Possess the technical skills necessary to create professional quality photographs in both studio and location environments
   • Possess an understanding of how issues and concepts are related to the processes used to communicate them.

5. Theater
   • Breadth of Knowledge and Experience: Given a performance or production setting, students will demonstrate their knowledge and comprehension of major theater practices and standards.
   • Communication: Given a performance or production setting, students will use theatrical techniques to communicate to an audience.
   • Critical Thinking: Given a performance or production setting, students will be able to analyze, evaluate and create production and performance elements.
   • Self Development: Given a performance or production setting, students will demonstrate their knowledge and ability to appreciate theater as an art form and their ability to collaborate with other theater practitioners as self defining artists.
V. Division: Health Science

7 Departments, 7 Programs. PLOs are available for all the programs.

1. Dental Assisting
A student who completes the Dental Assisting program will be able to:
- Gain the academic knowledge and skill, and competence necessary to qualify for both the National Certification Exam and the California State Registered Dental Assistant Exam.
- Gain the knowledge necessary for the ethical, legal and competent practice of dental assisting.
- Perform the functions approved by the California Dental Practice Act for a Registered Dental Assistant with competence and judgment.
- Attain their dental radiology license.
- Coronal polish and apply dental sealants.
- Attain laboratory competency in the Ultrasonic removal of excess cement from coronal surfaces of teeth under orthodontic treatment.
- Prepared for employment as a dental assisting as an integral member of the dental team.
- Have the opportunity to explore specialty offices.

2. Dental Hygiene
A student who completes the Dental Hygiene program will be able to:
- Gain the knowledge necessary for the ethical, legal, and competent practice of dental hygiene.
- Gain the knowledge for disease prevention and oral health promotion.
- Gain the knowledge that will allow them to become involved in community projects.
- Gain the knowledge that will promote professional growth, development, and an appreciation for scholarly activity.
- Gain the knowledge to provide optimal patient care.
- Attain the knowledge, skills, and values necessary to qualify to take the tests for licensure as a Registered Dental Hygienist, and a professional member of the allied health team.

3. Health Information Technology
A student who completes the Health Information Technology program will be able to:
- Gain the knowledge and skills needed to perform entry level functions in health information management/information technology.
- Attain the knowledge and skills needed to successfully pass entry level HIM certification examinations, especially the Registered Health Information Technician examination.
- Obtain HIM-related positions or be enrolled in an advanced degree program within 6 months of completion of the program.
4. **Mortuary Science**

This program is designed to fulfill the educational requirements for licensure as an embalmer and funeral director within the state of California and any other state that requires a two year associate’s degree for the funeral service industry. This program is accredited by the American Board of Funeral Service Education as recognized by the Federal Department of Education. This program is designed for entry level mortuary science students exploring the various facets of funeral service employment.

- To enlarge the background and knowledge of students desiring to enter the funeral service profession;
- To educate students in every phase of funeral service, and to help them to develop proficiency and skills necessary for the profession;
- To educate students concerning the responsibilities of funeral service profession to the community at large;
- To emphasize high standards of ethical conduct;
- To provide a curriculum at the post secondary level of instruction;
- To encourage student and faculty research in the field of funeral service;
- To qualify students for professional licensure examination.

5. **Nursing**

A student who completes the Nursing program will be able to:

- Manage effective communication with the patient/client, family, health care team, and community.
- Formulate and prioritizes nursing diagnoses through assessment/observation of the patient/client's physical condition and behavior, and through interpretation/analysis of information obtained from the patient/client and others, including the health care team.
- Create a plan of care in collaboration with the patient/client which ensures that direct and indirect nursing care services are provided for the patient/client's safety, comfort, hygiene, and protection, and for disease prevention, health promotion, and restorative measures.
- Perform skills essential to implement safe and effective nursing care; explains health treatment, and teaches patient/client and family how to care for their health needs.
- Delegate tasks to subordinates based on the legal scope of their practice and on the preparation and capability needed or the tasks delegated; effectively supervise nursing care given by subordinates.
- Evaluate the expected outcomes of the plan of care through observation of the client's physical condition, behavior, signs and symptoms of illness, reactions to treatment, and through communication with the patient/client and the health care team members; modifies/progresses plan as needed.
- Advocate for the patient/client by initiating action to improve health care and to make informed decisions.
- Evaluate personal strengths and growth needs and incorporate these into a plan for professional development.
• Practice according to ethical and legal professional nursing standards.

6. Psychiatric Technology
A student who completes the Psychiatric Technology program will be able to:
• Show effective communication with the patient/client, family, health care team, and community.
• Identify and prioritize nursing diagnoses through assessment/observation of the patient/client's physical condition, behavior and through interpretation/analysis of information obtained from the patient, client record and others, including members of the health care team.
• Create a plan of care in collaboration with the patient/client which ensures that direct and indirect nursing, psychiatric care and habilitation training provided for the patient/client's safety, comfort, hygiene, and protection, as well as disease prevention, health promotion, and restorative measures.
• Perform skills essential to implement safe and effective care to individuals with nursing needs, psychiatric disorders and/or developmental disabilities that involve explaining health treatment, and the teaching patient/client and family how to meet his or her health care needs.
• Evaluate the expected outcomes of the plan of care through observation of the client's physical condition, behavior, signs and symptoms of illness, reactions to treatment, and through communication with the patient/client and the health care team members; modifies/progresses plan as needed.
• Advocate for the patient/client by initiating action to improve health care and to make informed decisions.
• Practice according to ethical and legal professional standards as set forth by the Cypress College Psychiatric Technician program and the California Board of Vocational Nurses and Psychiatric Technicians.
• Evaluate personal strengths and growth needs and incorporates these into a plan for professional development.

7. Radiologic Technology
A student who completes the Radiologic Technology program will be able to:
• Apply positioning skills in all required radiographic examinations.
• Select appropriate technical factors for radiographic examinations.
• Practice radiation protection for all radiographic examination.
• Employ proper patient care techniques.
• Demonstrate oral communication skills.
• Demonstrate written communication skills.
• Relate to and anticipate the needs of the doctors and technologists.
• Adjust to changes, situations, patient conditions, and deviation from the normal routine.
• Demonstrate knowledge of ethical requirements for an entry level radiographer along with ethical practices in a healthcare setting.
• Understand his/her professional obligations upon gaining the ARRT status.
VI. Division: Language/Arts  
Will be part of GE/Basic Skills program

VII. Division: Library  
Not enough courses to be included

VIII. Division: PE  
One Department and 2 programs as follows:  
1. Athletics  
   Students who complete the Athletics program will be:  
   • Prepared to transfer to a 4-year College/University  
   • Able to acquire cognitive knowledge and physical skills to improve performance

2. Professional/Career  
   Students who complete the Professional/Career program will be able to:  
   • Enhance their professional career opportunities in the area of physical education  
   • Acquire the theory and practical skills related to the physical education activities  
   • Acquire the theory and knowledge in the field of physical education

IX. Division: SEM  
All departments opted to go with the GE/Basic Skills PLOs. The only exception is the Mathematics department. The Math department has the following program in addition to the GE/Basic Skills:

   Mathematics  
   Students who complete the mathematics program will be able to:  
   • Apply mathematical concepts, simplify expressions, and solve equations.  
   • Graph equations, and solve application problems using logic, constructions, and analytical reasoning.

X. Division: Social Science  
Will be part of GE/Basic Skills program