Welcome to Cypress College!

At Cypress College, student learning is our highest priority. We are proud of our reputation for academic excellence in both our general education/transfer courses and our vocational programs. Our award-winning faculty offer small classes, a variety of teaching approaches, and personalized attention—all designed to ensure student success.

In addition to our fine academic and vocational programs, we offer many support services to help students succeed: study skills classes, tutoring, learning centers, counseling, financial aid, child care, and health services, to name a few. Students can also participate in student government activities, special interest clubs, athletic teams, and fine arts productions.

Cypress College is a culturally diverse institution that welcomes and celebrates the rich heritage and varied perspectives of all our students, faculty, and staff.

We invite you to become a part of this exciting learning community, located on one of the most beautiful campuses in Southern California.

Marjorie D. Lewis, Ph.D.
President

North Orange County Community College District

1830 W. Romneya
Anaheim, CA 92801    (714) 578-8400

Cypress College is a member of the North Orange County Community College District (NOC CCD). The District also includes Fullerton College, the oldest California community college in continuous operation, three Continuing Education Centers located in Cypress, Yorba Linda, and Fullerton, and a new campus in Anaheim featuring both college and continuing education programs.

The North Orange County Community College District came into existence on July 1, 1965, with Fullerton College already in operation and plans for a college in the western part of the district. Cypress College opened on September 12, 1966, just 74 days after the land was acquired.

Encompassing approximately 155 square miles, the North Orange County Community College District has a population of about one million. In general, the district includes the following communities: Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Los Alamitos, Placentia, Rossmoor, and Yorba Linda. Portions of the following communities are included: Garden Grove, La Habra Heights, La Mirada, Orange, Seal Beach, Stanton, Whittier, and unincorporated territory in both Los Angeles and Orange counties. It serves, in its credit and non-credit programs, about 70,000 students each semester.

The North Orange County Community College District is part of the California Community College system, one of three segments of public postsecondary education in the state. A seven-member Board of Trustees, elected by the citizens of the district, governs all programs and activities of the NOCCCD.

Board of Trustees

Jeffrey P. Brown
Otto J. Lacayo
Leonard L. Lahtinen
Molly McClanahan
Donna Miller
Manuel Ontiveros
Nancy M. Rice

Chancellor
Jerome Hunter
2002 Fall Semester - August 19 - December 20, 2002
August 19 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . First day of instruction
September 2 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Legal Holiday - Labor Day
November 11 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Legal Holiday - Veterans’ Day
November 28, 29, 30 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Legal Holiday - Thanksgiving Recess
December 12-20 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Final examinations
December 20 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . End of Fall Semester

January 21 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . First day of instruction
February 14 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Legal Holiday - Lincoln’s Birthday
February 17 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Legal Holiday - Presidents’ Day
April 14 - 18 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Spring Recess
May 20 - 29 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Final examinations
May 26 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Legal Holiday - Memorial Day
May 29 (Tentative) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Commencement
May 29 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . End of Spring Semester

2003 Summer Intersession - to be announced
*Dates and deadlines are subject to change.

*Academic Calendar 2002-2003

July 2002 - June 2003
Yearly Planner

2002

2003
Cypress College

EXCELLENCE IN EDUCATION

Cypress College emphasizes education for the individual student. Excellence of instruction and individualized learning laboratories enhance the possibility for students to achieve their highest potential. In addition, a staff of tutors and full-time counselors provides instructional support and extensive guidance information to aid students in their choice of programs and classes. For the student who plans to complete a Baccalaureate degree, the college provides a smooth transition from high school to colleges and universities.

Numerous occupational programs are available for the student who desires preparation for immediate employment. Each occupational program is planned with the aid of a local advisory committee to insure relevance to changing career opportunities in each area of employment.

The College is composed of twelve major instructional buildings located on a 110-acre site. The campus buildings contain conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, dental clinic, mortuary science, physical education and other specialized programs. The Educational Services and Roosevelt Center provide opportunities for students with disabilities to be fully integrated into various college programs.

In addition to these instructional facilities, the campus is provided support services by a bookstore, food service centers and a child care center. There are nine parking lots with an aggregate of 4,000 parking spaces designed to service students and staff, with an appropriate number of spaces reserved for the disabled.

Cypress College serves the educational needs of its entire community by providing a variety of occupational programs, transfer programs, and special interest classes. The College offers something for everyone, regardless of the student’s individual background or educational goals. Since opening in 1966, Cypress’ population has grown from an original enrollment of 1,200 to a student population of over 16,000.

Educational Philosophy

The focus of Cypress College is the student; therefore, the purpose of the college is to provide students with the means for attaining their maximum potential through the development of intellectual, social and physical skills in a college atmosphere. All instructional divisions and support services of the college are coordinated to provide the students with individualized assistance in the attainment of their educational goals and personal growth. Well-educated students will be able to contribute to the betterment of society by an active involvement in economic, social and democratic processes, based upon an awareness of ethical values, an aesthetic appreciation of cultural life and an informed sense of history and contemporary civilizations.

COLLEGE VISION 2000-2004

Building a college-wide learning community for student success.

MISSION STATEMENT

Cypress College offers certificate, degree and transfer education, as well as developmental and student services programs, in a student-centered learning environment. Our college is committed to student success and contributes to the economic development and cultural understanding of the community.

DIRECTIONS TO REACH THE VISION

Direction One: Fostering a positive learning environment for student success.

Direction Two: Building and refining classroom instruction to promote course, certificate, degree, and transfer education.

Direction Three: Recognizing the challenges of new technology and supporting its implementation, use and staff.

Direction Four: Empowering college students and staff to build a campus culture that embraces diversity.

Direction Five: Developing and managing new and existing physical, financial and human resources for greater efficiency and effectiveness.

Direction Six: Forming collaborative alliances within the college and the community.

Acknowledgments

The College Catalog is a publication of the Cypress College Office of Instruction.

Cypress College has made every reasonable effort to determine that everything stated in this Catalog is accurate. This publication is prepared in advance of the time period it covers; therefore, changes in courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of Cypress College.
Admissions

POLICIES AND PROCEDURES

The following people are eligible to enroll in Cypress College:

• Any high school graduate, OR
• Any person possessing a California high school proficiency certificate, OR
• Any person 18 years of age or older who can profit from instruction, OR
• Any person under 18 years of age who can profit from instruction and has a recommendation from his/her parent and high school principal (See Bridge Program), OR
• Any person under 18 years of age not enrolled in school who can profit from instruction and has a recommendation from his/her parent and/or guardian. (See Bridge Program)

NEW AND RETURNING STUDENTS

WHO must apply?
Everyone who did not complete the enrollment process at Cypress or Fullerton College for the previous semester/session.

WHERE to apply?
At the Cypress College Admissions and Records Office, first floor of the Administration Building. Office hours: 8AM - 7PM, Monday through Thursday, and Friday, 8AM - 5PM. Applications are accepted by mail. Please fill in the application completely and sign your name to avoid any delay in processing. Mailed-in applications must be received four weeks prior to the start of classes.

WHEN to apply?
Applications are accepted for the Summer and Fall semesters beginning March 1, and for the Spring semester beginning October 1. Applications are generally accepted through the fifth day of instruction for full term classes.

AFTER you apply…
Assessment may be required for new students who plan to enroll in English and/or mathematics courses or those English/mathematics classes which have prerequisites. If you have taken prior college work and can submit evidence, it will be accepted for evaluation by a counselor. Obtain a class schedule. Review the information regarding your classes and other requirements of the college.

HIGH SCHOOL GRADUATES

Graduates of a high school or equivalent are eligible for admission and may undertake any program of study for which they are prepared.

THE BRIDGE PROGRAM

The Bridge Program is intended for high school students who wish to enroll part time for advanced or enrichment classes.

To be eligible for the Bridge Program the student must obtain recommendation from the principal for attendance during the summer session, the primary/secondary school’s governing board or authorized representative for attendance during the fall or spring semester, have parental or guardian permission, and approval from a Cypress College Counselor. In certain circumstances the signature of a division dean and the college president is required.

Bridge students are required to have a 2.00 grade point average verified by a transcript and must meet all admission requirements, attend assessment/orientation, and meet course prerequisites. Special approval is required for full time enrollment, students less than 16 years of age, persons under age 18 who are enrolled in school, and enrollment into specific courses where content is deemed not appropriate for minors by the department. Additionally, students on an F-1 visa are not eligible.

Enrollment fees are waived only for all high school students (9th-12th) grade. Students are responsible for all other fees, i.e.: lab fees, health fee, non-resident tuition, parking permits, books and materials.

Students who complete courses at Cypress College under the Bridge Program will receive college credit only and are nevertheless required to satisfy all course requirements for high school. Bridge students must adhere to all college policies on admission, registration, course prerequisites, attendance, student code of conduct, and all other applicable policies and procedures.

Student records are protected under the Family Educational Rights and Privacy Act (FERPA). No one (including parents and high school officials) may access confidential information without the student’s written permission.

Students wishing to enroll under the Bridge Program must contact the Admissions and Records Office for an application and a Bridge Recommendation Form. The Bridge Recommendation Form is valid only for the current semester and a new form must be submitted for enrollment in subsequent semesters.

RESIDENCE REQUIREMENTS

This statement is a general summary of the principle rules on residency and their exceptions. It should not be construed as the actual expression of the laws used by admissions officers for residency determination. Reference should be made to Chapter 7 (commencing with Section 22800) of Division 16.5 of the Education Code, and regulations of the Board of Governors of the California Community Colleges in Chapter 1 (commencing with Section 5400) of Division 5 of Part IV of Title 5 of the California Administrative Code.

Resident - Any student who has legal residence in California for one year or more immediately preceding the residence determination date and who provides evidence of the intent to make California his/her home for other than a temporary purpose shall be classified as a resident.

Non-resident - Any student who has not had legal residence in California for one year or more immediately preceding the residence determination date, or who has had legal residence in California for one year or more immediately preceding the residence determination date but cannot provide evidence of the intent to make California his/her home for other than a temporary purpose shall be classified as a non-resident.

Residence Determination Date - The residence determination date is the day immediately preceding the first day of instruction of the fall, or spring, or summer term as set by the Board of Trustees, during which the student proposes to attend Cypress College.
Each person enrolled in, or applying for admission to, a California Community College is, for purposes of admission and/or tuition, classified as a "resident," or a "non-resident." If a student is classified as a resident, admission to the college will be accomplished without non-resident tuition. Students classified as non-residents will be required to pay tuition in an amount set by the governing board of the district of enrollment.

Generally, residency requires actual physical presence in California, coupled with an intent to become a resident. One's state of mind is subjective; hence, it is necessary to look at objective indications of the student's intent. Some examples of evidence that aid the college admissions officer in identifying that intent, but which are not individually decisive, are possession of a document of California origin such as a driver's license, a receipt for registration to vote, a current lease, rental agreement, or rent receipt showing the student's name and address and place of residence; a library card, state or federal income tax information, property ownership, or an active bank account. Any two or a combination of such examples gives some indication to the admissions officer of the student's intent. Possession of the necessary intent, coupled with the durational requirement of one year, will satisfy the residency requirements, and the student may be classified as a resident student.

Unmarried minors (those under 18 years of age) are by law incapable of establishing their own residence notwithstanding their physical presence within California. An admissions officer will use the following guidelines for the determination of a minor applicant's residence:

If both of the minor's parents are living, the residence of the minor will be the residence of the parent with whom the minor is living or with whom the minor was last living. In cases where one parent is deceased, the minor's residence will be that of the living parent. In cases of adoption or guardianship where neither natural parent is living, the residence of the adopting parent or the guardian is the residence of the minor.

A minor whose parents are not living and who does not have a legal guardian may establish an independent residence. However, a student who is a minor and has a parent living may not, by independent action, establish residence, nor will the appointment of guardian or the relinquishment of the parent's right of control give that minor the ability to establish an independent residence.

**Exceptions**

If the student would otherwise be classified as a non-resident, but fits within one of the following exceptions, an exception classification may be granted until such classification is obtained.

The exceptions are:

- Minors who remain in California after their parents, who had previously resided within California, moved from the state prior to the resident determination date, and the minors continue full-time attendance at a tax-supported college in California, will retain resident classification.

- A student who is a minor and who has been self-supporting and in California for one year preceding the day before the term, will be granted resident classification if said self-support can be proven.

- A student who has not been an adult for more than one year prior to the resident determination date may add parental pre-18-years-of-age residence, if any, to the post-18-year residence to obtain durational requirement.

- A child or a spouse of a member of the armed forces stationed in California may be granted resident classification. A student who is a member of the armed forces not assigned to California for purposes of education will be entitled to resident classification until the one year necessary to establish residency has been spent in California.

- Adult aliens lawfully admitted for permanent residence and residents of California for one year after being granted permanent residency will be given resident classification. Minor aliens may use their parent's durational presence to satisfy the one year requirement.

- A student holding a valid credential authorizing service in a public school and employed in a certificated position by a community college district will be given resident classification.

- A student who is an apprentice within the meaning of Section 3077 of the Labor Code is entitled to resident classification.

**OUT-OF-STATE STUDENTS**

Out-of-state applicants may be admitted to the college on the same basis as California residents except that they will be required to pay non-resident tuition prescribed by the Board of Trustees to partially cover the costs of instruction.

**INTERNATIONAL STUDENTS**

A limited number of international students may be admitted to Cypress College. An alien student must possess an F-1 student visa. The goal of the program for F-1 students is to provide educational opportunities so the International student will, upon completion of education and training, return to better serve the fellow citizens and country from which the student came. The following regulations govern the admission of visa students to Cypress College:

- The number of F-1 students admitted is limited to three percent of the day enrollment.

- F-1 students are required to pay a non-resident tuition and enrollment fee. This fee is determined by the Board of Trustees each year and is due at the time of registration.

- Only persons who qualify for F-1 student visas are eligible for admission.

- Deadlines for the acceptance of applications from international students are April 15 for the fall semester and October 1 for the spring semester.
• The fee for the necessary special handling and processing of the application package of non-resident F-1 students is $25.00.

• The F-1 visa student is required to complete a full-time program (12 units or more) each semester of attendance. Failure to do so is reported to the Immigration Service and the student may not be permitted to enroll for the next semester.

• Enrollment of F-1 students is limited to a maximum of six semesters.

• Criteria for acceptance of International Students:
  1. The applicant must possess knowledge of the English language sufficient to result in a Test of English as a Foreign Language (TOEFL) score of 500 or higher.

  2. The applicant must offer evidence of a degree of academic achievement the equivalent of an American high school education. The student must submit a transcript of an official school record accompanied by a notarized English translation. Evaluations of International transcripts and other admission documents will be based upon the recommendations of The Country Index, The World Education Series of the American Association of Collegiate Registrars and Admissions Officers, or other sources.

  3. Applicant must offer evidence of financial responsibility.

  4. F-1 visa applicants who have attended other American schools or colleges may be considered for admission provided the applicant meets Cypress College admission requirements and can show proof of a valid immigration status with the Immigration and Naturalization Service. F-1 visa applicants who have completed two or more years of college will be advised to seek admission to an institution offering upper division courses.

  5. After the completion of the above requirements, the applicant will be considered for admission and will be notified of his/her acceptance or non-acceptance. If accepted, the applicant will also be sent an Immigration I-20 form and registration information.

  • The F-1 visa student shall be held to the same scholastic requirements and to the same college rules and regulations as other students.

  • F-1 visa students are required to purchase health insurance in the United States. Such insurance should include major medical coverage to protect the student against financial catastrophe. Students are required to provide proof of health insurance covering the full semester of current enrollment. Monthly or quarterly premiums are not acceptable.

  • F-1 visa students will be recommended for a work permit only in accordance with the rules and regulations established by the United States Immigration and Naturalization Services.

  • F-1 visa students will not be accepted for admission into any program when applications by qualified U.S. citizens exceed space available.

Exceptions to the international student regulations may be granted for extenuating circumstances by petition to the Dean of Admissions and Records.

B-2 Visitor’s Visa
Cypress College admits anyone who is in the United States on a visitor’s visa. Enrollment is limited to a maximum of six units, and the student is required to pay a non-resident tuition fee. (Note: This provision is currently under review under Federal statutes.)

Permanent Visa
Admissions requirements are the same as for United States citizens. Applicants must present their permanent visa cards at the time of application. Residency is based on one year from the date on the application for the visa or the permanent visa card, provided the individual has been residing in California for one year prior to instruction and can prove intent to make California his/her permanent residence.

Other Visas
Contact the Admissions and Records Office for further information.

OPEN ENROLLMENT
It is the policy of this district that every course, course section or class, wherever offered and conducted throughout the district, shall be fully open to enrollment and participation by any person who is eligible for admission to the college(s) and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part IV, Title 5 of the California Administrative Code, commencing with Section 51900.

Registration Procedures
Registration is the process of becoming officially enrolled in college. At Cypress College, regular registration for new and returning students consists of the following steps:

1. Filing an application in the Admissions and Records Office - File a completed and signed application. Registration appointments are distributed on a first-come, first-served basis according to when an application is filed. All new and/or returning students must file an application for admission before they may register or add and drop classes. Deadline for applications for regular classes will be the 5th day of instruction after the start of the semester.

2. Assessment - Bring Basic Skills placement results from other college, or new students may take the placement test listed in the Schedule of Classes.

3. Attending Counseling/Orientation - Attend the group counseling/orientation session for which an appointment is given after assessment. At this session students will receive help in preparing a class program for the semester.

4. Registration - Register by permit only. Permits to Register which indicate the earliest date and time a student may register are mailed approximately three weeks before the first day of registration.
### Continuing Students

Continuing students are those students who were registered in a class at Cypress or Fullerton College the previous semester long enough to receive a grade on a transcript. Continuing Students are given priority based on the number of units completed at Cypress and Fullerton College.

### New Students

New students are those students who have never attended Cypress or Fullerton College. Priority is given in the order the Applications for Admission are received.

### Returning Students

Returning students are those students who have previously attended Cypress or Fullerton College, but have not registered into a class during the previous semester. Priority is given in the order the Applications for Admission are received.

Priority registration is completed through WebStar and TeleStar. It is the simplest and most convenient method for registering into classes. Specific registration information is available in the current Schedule of Classes.

### Late Registration

Students who did not enroll or obtain all their classes during regular registration may obtain classes during late registration. During the first five days of instruction, (excluding summer session) students may add open classes without instructor permission. However, closed classes must be petitioned with the instructor.

During the sixth day to the tenth day of instruction, all classes (except late start) must be petitioned.

Throughout the registration process (including class petitioning) certain deadlines must be established. These deadlines are necessary in order to comply with state attendance laws and must be followed by all students. Failure to comply with these deadlines may mean that the student will not be registered and will not receive credit for, or be allowed to attend classes.

Students must fulfill prerequisites as listed in the catalog and the schedule of classes. It is a student’s responsibility to meet class prerequisites, corequisites, and advisories. Verification of prerequisites completion will be checked at the first class meeting.

Admission to Cypress College is governed by the laws of the State and such supplementary regulations as have been prescribed by the Board of Trustees.

### Fees

Fees
While all efforts have been made to present complete and accurate fee information, uncertainties in state funding may result in fee changes for the 2002-2003 academic year.

<table>
<thead>
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<th>ASSOCIATED STUDENT BENEFITS CARD</th>
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<td>There are many reasons for students to join the Advantage Services Card Program at Cypress College. For a cost of only $7.00, the card can be used at many businesses. Students who are Associated Student members are encouraged to utilize all the benefits, privileges and services to which they are entitled. Associated Student cardholders are entitled to a limited 10% discount at the Cypress College Bookstore. A portion of each card sale goes for grants to campus programs including fine arts, athletics, journalism, the Doorways to Discovery Workshop Series, Children’s Center programs, campus clubs, guest speakers and entertainers. Each cardholder is also entitled to vote in Associated Student campus elections. For information on the Associated Student Benefits Card, visit the Student Activities Office, piazza level, Gymnasium II, or call (714) 484-7198.</td>
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### CAMPUS ID CARD

Students are strongly encouraged to purchase a Campus Photo I.D. card. Students pay a $2.50 service fee at the time of registration and receive a validation sticker upon payment of the fee. New and returning students may obtain a Campus Photo I.D. card upon presentation of a valid photo I.D. and their Schedule/Bill showing proof of payment of the fee. Continuing students can just place the validation sticker on their existing Campus Photo I.D. card. The Campus Photo I.D. card includes the student’s photo, signature, permanent number and a scanable bar code. The Campus Photo I.D. card is required for the following services: (1) all campus labs, (2) check or credit card purchases in the Bookstore, (3) Library, Financial Aid, Bursar’s Office, and Student Affairs. Cards not picked up by the end of the last day of the semester will be voided.

### ENROLLMENT FEES

All students, residents and non-residents, must pay the enrollment fee of $11.00 per unit ($5.50 per ¼ unit). However, the enrollment fee may vary, should the state legislature take action to change it.

### GRADUATION & CERTIFICATE APPLICATION FEE

A $5.00 fee is charged at the time a student applies for graduation. There is also a $5.00 fee for filing a certificate application. A fee of $10.00 is charged for an early grade letter. The student must bring verification from the institution stating the letter is needed.

### HEALTH FEE

Pursuant to Education Code and district policy, Cypress College has a mandatory health fee. The health fee is $12.00 per semester ($9.00 for summer intersession) for each student regardless of the number of units the student might be taking. Any student who depends exclusively on prayer for healing in accordance with the teachings of a bona-fide religious sect, denomination or organization, provided that the student presents documentary evidence of an affiliation with such bona-fide religious sect, denomination, or organization, shall be exempt from paying such a fee.

Additionally, students attending classes exclusively on Saturday, students attending Cypress College exclusively under an approved apprenticeship training program, and students identified by the Financial Aid Office as qualifying for exemption under Education Code Section 72252.1 are exempt from paying the health fee.
NON-RESIDENT TUITION
Non-residents of the state of California are charged tuition at $141 per unit. Citizens and residents of a foreign country are charged an additional $20.00 per unit capital outlay fee as provided in Educational Code Section 76141. Non-resident tuition is in addition to the enrollment fee required to be paid by all students. If you believe you should be reclassified as a resident student, it is the student’s responsibility to request reclassification at the Admissions and Records Office prior to registering.

PARKING
Students who choose to use the campus parking lots are required to pay a parking fee, the amount of which is determined each year on the basis of parking needs. The parking hanger authorizes students to use any of the seven parking lots open to student parking and designated student parking on Circle Drive, as well as designated student parking at Fullerton College. The parking hanger does not guarantee a parking space, but will permit parking in designated spaces at both colleges. Revenue from parking fees is used exclusively to offset costs of campus parking.

REFUNDS
Enrollment fees, non-resident tuition fees, health fees and lab fees are fully refundable if withdrawal from classes is processed on, or before the end of the second week of classes. (See current semester schedule for exact dates). Refunds must be requested during the semester of attendance. After the second week, there will be no refunds for withdrawal. The same fees for Short Term classes are refundable if the student withdraws from class by the 10% date of the length of the course.

REFUND PROCESSING FEE
A refund processing fee of $10.00 per semester will be deducted from the enrollment fee refunds. The fee will be waived for students who are administratively dropped from class(es) due to cancellation of class(es), student disqualification or course repetition.

STUDENT REPRESENTATION FEE
All students are urged to pay this $1.00 fee. This fee will be used so that students may represent students’ views and positions at city, county, and district governments as well as state legislative offices and other governmental agencies.

TRANSCRIPT FEES
The first two copies of the student transcript are free, but a $3.00 fee per transcript is levied thereafter. (NOTE: Fee is subject to change at any time.)

VERIFICATION OF ENROLLMENT
There is a charge of $3.00 for any verification of enrollment. These verifications may request Academic Standing, number of units carried at Cypress College, Degree awarded, and/or dates of attendance. (NOTE: Fee is subject to change at any time.)

Academic Policies

ACADEMIC HONESTY

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to the following areas:

1) Students shall not plagiarize, which is defined as stealing or passing off as one’s own ideas or words of another and as using a creative production without crediting the source. The following cases are examples of what constitutes plagiarism:
   - paraphrasing published material without acknowledging the source.
   - making significant use of an idea or a particular arrangement of ideas, e.g., outlines.
   - writing a paper after consulting with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledging the debt.
   - submitting under one’s own name, term papers or other reports which have been prepared by others.

2) Students shall not cheat, which is defined as using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor; and as misreporting or altering the data in laboratory or research projects involving the collection of data.

3) Students shall not submit an original paper or project to more than one class without approval from the second instructor. Instructors who do not accept previously submitted papers should inform the students in the course syllabus.

4) Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

An instructor who has evidence that an act of academic dishonesty has occurred, after speaking with the student, is obligated to take the following steps:

1) Assign an appropriate academic penalty such as an oral reprimand (as in cases where there is reasonable doubt that the student knew that the action violated the standards of honesty); or assign an “F” on all or part of a particular paper, project, or exam (for example, where there was proof that it was a one-time occurrence). In cases where an “F” was assigned, report the incident to all appropriate personnel. (See Step 3).

2) In cases where the dishonesty was serious, premeditated, or part of an ongoing scheme, request an ad hoc review board made up of at least three faculty from the department or division of the instructor involved. This review board is to be appointed by the Academic Senate President or his/her delegate in consultation with the department coordinator, or if none is in place, with the members of the department. Supply to the review board the documents which are suspect and any other documents completed by the student which might help determine if academic dishonesty occurred. It would then be the
responsibility of the review board to determine academic penalties as appropriate.

3) Report to the student involved, to the department coordinator, to the Division Dean, and to the Dean of Counseling and Student Development, the alleged incident of academic dishonesty, including relevant documentation, and recommendations for action that he or she deems appropriate.

4) The appropriate Division Dean shall maintain an academic dishonesty file of all cases of academic dishonesty with the appropriate documentation.

5) Students shall be informed when their names are inserted into the file and provided with copies of any appeals or disciplinary procedures in which they may become involved. The appropriate Division Dean may initiate disciplinary proceedings under Education Code, Article 3, Section 76030-76037; when two or more incidents involving the same student occur, he/she shall do so.

6) Students charged with violations resulting in disciplinary action have the right to appeal the findings to the Petitions Committee under the Rules and Procedures of Due Process.

ACADEMIC HONORS

DEAN’S HONOR ROLL
Those students who officially attempt (as shown on their transcript) 12 or more units in letter grade courses in a semester and earn a grade point average between 3.0 and 3.74 are placed on the Dean’s Honor Roll.

PRESIDENT’S HONOR ROLL
Those students who officially attempt (as shown on their transcript) 12 or more units in letter grade courses in a semester and earn a grade point average of 3.75 or above are placed on the President’s Honor Roll.

ACADEMIC DISTINCTION
Graduates with an accumulated GPA of 3.75 to 4.0 are graduated with Academic Distinction, and their diplomas are so noted.

ALPHA GAMMA SIGMA HONOR SOCIETY
An initial member may attain Continuing Membership by achieving for the previous semester not less than a 3.0 GPA in courses of recognized college standing, or by maintaining a cumulative GPA of 3.0 or better in all courses of recognized college standing. Continuing members will receive one semester’s grace for every semester of earned continuing membership. If the continuing member’s GPA falls below 3.0 but remains above 2.5 (either per semester or cumulative), the member may apply one semester’s grace earned to maintain continuing membership for the semester in which the earned GPA would apply. Two consecutive grace periods shall not be permitted. Students may apply for Permanent Membership if they have completed a minimum of sixty units of college courses, with a minimum of thirty units completed at Cypress College, and have maintained a cumulative GPA of 3.5 or better in all recognized college work and have been a member of AGS for at least two terms. Courses completed more than two years prior to application for permanent membership shall not be used to prohibit any person from becoming a permanent member.

Temporary Membership shall be extended to all life members of the California Scholarship Federation and to those who graduated with a minimum GPA of 3.5 from high school upon entering Cypress College. These individuals shall have, upon payment of dues, all the privileges of membership except that of holding office.

Initial Membership may be attained by completion of twelve semester units in a maximum of three semesters with a cumulative grade point average of 3.0. These units shall be acquired only during the two years prior to application for initial membership.

HONORS AT ENTRANCE
A High School graduate entering Cypress College as a first time college student may qualify for “Honors at Entrance” by having earned a 3.5 GPA in high school, physical education grades excluded. This achievement is indicated on his/her college transcript. Application to have this done should be made in the Admissions and Records Office during the student’s first semester of attendance.

ACADEMIC RENEWAL POLICY
Cypress College is committed to meeting the educational needs of the community. Open entry encourages students of varied educational backgrounds to pursue their individual goals. Cypress College’s commitment to all students increases the likelihood of enrolling those who have failed in the past but who have shown their readiness to try again. To reduce the negative impact of past academic failure and to facilitate fair and equitable treatment of all students in pursuit of their academic goals, Cypress College supports Academic Renewal.

The function of Academic Renewal is to alleviate a student’s previously recorded substandard academic performance when such work does not reflect current demonstrated ability. As a consequence, Academic Renewal may gain for the student the benefits of his/her current level of ability and performance and not permanently penalize him/her for poor performance in the past. Academic Renewal encourages the student to continue efforts toward educational objectives when the weight of previously recorded substandard work would otherwise make the achievement of those objectives unlikely or unbearably burdensome. The regulations and procedures for course alleviation are:

• The student must submit a written application to the Admissions and Records Office for presentation to the Petitions Committee. This application should include transcripts showing previous substandard work (less than “C” or equivalent) which is to be disregarded.

• A maximum of twenty-four (24) semester units of substandard work taken during two (2) semesters, may be alleviated. This work will be disregarded in the computation of cumulative grade point average and in total unit credit. At least two calendar years must have elapsed since the most recent course work to be disregarded was completed.

• Since completion of the most recent course to be disregarded, the student must have subsequently completed, at any regionally accredited college or university, course work which amounts to at least fifteen (15) units at a minimum GPA of 3.0 or thirty (30) units at a minimum GPA of 2.0.
• Astudent may request academic renewal only once.

• Academic renewal by Cypress College does not guarantee that other institutions outside the North Orange County Community College District will approve such action. This determination will be made by the respective transfer institutions.

• Upon granting the petition of Academic Renewal, the student’s Cypress College permanent record shall be adjusted and annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Cypress College cannot, however, line through or annotate the permanent records of any other institution.

• The Admissions and Records Office shall maintain a record of action taken under Academic Renewal.

ADVANCED PLACEMENT CREDIT

A student who has attained a minimum score of “3” on College Board Advanced Placement Examinations will receive credit for those courses that are deemed equivalent to the courses offered by Cypress College. It is the student’s responsibility to petition for credit through the Admissions and Records Office. In that several universities require a minimum score of “4” or “5” in order to receive subject credit, it is strongly recommended that the student discuss the applicability of AP credit with a counselor prior to submitting the petition to the Admissions and Records Office.

ATTENDANCE

ATTENDANCE AT FIRST CLASS MEETING

It is very important that students attend the first class meeting of every class in which they are registered, since a full period of instruction will begin the first day of the semester. Instructors may drop students who do not appear for the first class meeting in order to make room for others who are present and want to take the class.

ABSENCES

Absences are handled as follows:

• After a student accumulates in any class more than a week’s absences (more than the number of times the class meets per week), consecutive or nonconsecutive, an instructor may file a Drop Form in the Records Office requesting the student be dropped from class. When this request is approved by the Records Office the instructor will be notified and the student will be dropped from the class.

• A student who must miss one or more classes because of a field trip or other authorized activity, such as athletics or music groups, will be issued an Authorized Absence Excuse (available in each division office) by the instructor under whose supervision the activity will occur. The student shall have this excuse signed by the instructors of the classes that will be missed before the absence occurs. It is recommended that these transactions be carried out at least two days before the activity. The signed excuse must be presented to the instructor in charge of the activity, who shall in turn file it with the Admissions Office upon the conclusion of the activity.

• No absence excuses a student from making up the work missed. Students should realize that undue absences may adversely affect their grades.

• In the event a student is absent for a prolonged period of time it is expected that contact will be made with the respective instructors immediately to advise the instructor of this absence and the reasons behind it. The instructor may then decide whether or not the student may continue in the class or withdraw. It should be noted that failure to make this contact and follow through with the decisions made at this time could result in the student receiving an “F” in the class.

STUDENT RESPONSIBILITY

While an instructor may drop a student who has poor attendance, it is the student’s responsibility to officially drop. The student may drop a class either by calling TeleSTAR or logging on to WebSTAR during operating hours, or in person by submitting an Add/Drop form to the Admissions and Records Office during regular business hours. Failure to officially withdraw from a class can result in a grade of “F” or “NC” being assigned.

AUDITING

Enrolled students who wish to audit a class must file a petition in the Admissions and Records Office. Auditing is available for students who have successfully completed the class for credit. Upon consultation with the instructor and the Division Dean of the division involved, Admissions and Records may approve the petition under certain circumstances. For additional information, contact the Admissions and Records Office.

CALIFORNIA ARTICULATION NUMBER (CAN) CODES

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

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

Students should consult the ASSIST database at www.assist.org for specific information on course agreements. The counselors and Transfer Center staff can help students interpret this information.
Following is a list of courses offered by Cypress College that have been CAN qualified at the time of publication. The CAN designators are also listed under the individual course titles in the catalog and the class schedule.

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### CATALOG RIGHTS

Students who have maintained continuous enrollment have the option of completing the program requirements in effect at the time they first enrolled at Cypress College or any subsequent catalog year up to and including the last semester of attendance in which the program requirements were completed. This policy supersedes all previous catalogs. This policy only applies to programs completed at Cypress College.
CHALLENGING PREREQUISITES, COREQUISITES, OR OTHER LIMITATIONS ON ENROLLMENT

Grounds for Challenge
Where a student is denied enrollment in a program or course on the grounds that the student does not meet a prerequisite or corequisite, or on the basis of other limitations on enrollment, the student may challenge such prerequisite, corequisite or limitation on one or more of the following grounds:

1. The prerequisite, corequisite or other limitation on enrollment has not been established in accordance with the district's process for establishing prerequisites, corequisites, and other limitations on enrollment.

2. The prerequisite, corequisite or other limitation on enrollment is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

3. The basis upon which the district has established an enrollment limitation does not in fact exist.

4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.

5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available by the college.

Burden of Proof
The student shall bear the burden of proof in demonstrating that grounds exist for the challenge.

1. In the case of a challenge under Grounds for Challenge number 4, the student shall provide evidence of knowledge and/or skills, by virtue of placement/assessment testing, academic coursework, independent learning, experience, or a combination of these which are at least equivalent to the knowledge and/or skills the student would have possessed had he or she successfully completed the prerequisite or corequisite.

2. In the case of a challenge under Grounds for Challenge number 5, the student shall provide evidence that the student has declared a broad educational intent or specific educational goal and has developed a Student Educational Plan in conformity with the provisions of Section 55530(d) of Subchapter 6 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

Challenge Procedure
Filing of Challenge:

1. A challenge with respect to any prerequisite, corequisite or limitation on enrollment initiated pursuant to this policy shall be made upon the appropriate challenge form, which may be obtained from a counselor or the Office of Instruction.

2. The completed challenge form must be filed with the Office of Instruction in accordance with the following deadlines:

   a. for the Fall term, not earlier than Friday of the fifteenth week of the Spring semester and not later than the first day of instruction for the Fall semester;

   b. for the Spring term, not earlier than Friday of the twelfth week of the Fall semester and not later than the first day of instruction for the Spring Semester.

   c. for the Summer intersession, not earlier than the first Monday in May and not later than the first day of final examinations for the Spring semester.

3. In the case of a challenge under Grounds for Challenge number 4, the completed challenge form must be accompanied by appropriate evidence of skill or accomplishment such as placement/assessment results, transcripts from an accredited institution or appropriate foreign institution, work-related experience, or other evidence of relevant experience. To warrant consideration, any such evidence shall be of a clear and reliable nature.

CHANGE OF NAME OR ADDRESS
A student wishing to change his/her name on their official college record, must fill out a name change form at the Admissions and Records Office. Students who wish to file a change of address should file the appropriate form at the Admissions and Records Office as soon as possible. Picture identification is required.

CLASS CANCELLATIONS
Cypress College reserves the right to cancel any class for which enrollment is not sufficient to warrant continuation, and to change the class hours and/or days as necessity demands.

CLASS TRANSFERS
A student may change from one section to another of an identical course with the same or different instructors provided the instructors approve. The change may take place at the same or different level in the same subject area at any time during the semester up through the 14th week, provided both instructors approve. The class must be of like duration, i.e., exactly the same length.

CLASSIFICATION OF STUDENTS
Students are classified as follows:
- Full-time: Enrolled in 12 or more units
- Part-time: Enrolled in fewer than 12 units
- Freshman: Fewer than 30 units completed
- Sophomore: 30 or more units completed

COMPUTING RESOURCES
ACCEPTABLE USE POLICY
PURPOSE: The purpose of this document is to explain the terms of use for instructional computing resources available to students of Cypress College. All computing resources are intended to support the research and educational mission of Cypress College; their use is a privilege and a responsibility. The use of computing resources is subject to all applicable local, state and federal laws, the general guidelines outlined in this document, and any specific guidelines in effect at individual campus computing centers.
DEFINITION: As used in this document, computing resources include (but are not limited to): Enterprise server terminals, personal computers, local area networks (LANs), wide area networks (WANs), printers, CD-ROM drives, cables, connections, software applications such as word processing, database and spreadsheet programs, library catalogs, full-text databases, telecommunications packages, all Internet resources and services, and all other computer equipment and software.

CAMPUS COMPUTING CENTERS: Individual computing centers maintain their own specific policies regarding the use of their resources. Users of individual computing centers are to follow these policies. Computing centers are authorized to enforce both the campus Acceptable Use Policy and their own individual policies. Users who establish individual computer accounts for use of Internet e-mail or other applications will be required to sign an agreement to abide by the policies of the computing center issuing those accounts.

ENFORCEMENT: The acceptable use policy is intended to establish and declare the personal responsibility of every individual who uses any computing resource at Cypress College. By making this policy public and available to all users of computing resources on the campus, Cypress College and its designated representatives reserve the right to deny any or all computing privileges from any individual who refuses to follow the guidelines for responsible computing use. Cypress College also reserves the right to limit, restrict, or deny access to any and all computing resources as the individual situation may require.

GENERAL GUIDELINES: The following guidelines are to be followed by every individual who makes use of computing resources at Cypress College:

The use of computing resources and any resources accessed by them is for the instructional purposes of Cypress College. Individual computing centers reserve the right to restrict activities such as personal e-mail or games when instructional needs require the computing resources.

No tampering with the computing resources. This includes but is not limited to: connecting or disconnecting computer equipment, unauthorized loading of software on a computer, or otherwise altering the set-up of any computer or network of computers in any way.

No illegal use of computing resources. This includes but is not limited to: loading virus programs onto or from any computer system, using the Internet or other telecommunications-based resources to transfer illegal materials or unauthorized versions of copyrighted material, using the Internet to harass, terrorize, blackmail, defraud, or otherwise abuse another person, or using any computing resource in such a manner that it constitutes the breaking of a District or campus policy, or a local, state or federal law.

No use of computing resources for financial or political gain. This includes but is not limited to: sending “chain letters” or other unauthorized and illegal correspondence, advertising, marketing or selling of products, and campaigning for any political cause or individual.

No violation of other individuals’ privacy or rights. This includes but is not limited to: accessing another person’s account or any data stored and used by that person, sharing another person’s private correspondence with others, destroying or modifying data that belongs to someone else, or sending offensive messages of any kind.

Observe all regulations and rules of the individual computing centers. This includes but is not limited to: observing hours of operation, maintaining a reasonable level of quiet in order for others to work, and following all that center’s policies regarding food and beverage use, time limits, printing and downloading, and any other terms of use.

Failure to follow these guidelines may result in disciplinary action on the part of Cypress College and any of its designated representatives (including individual computing centers). Such action may include: restriction or suspension of computing privileges at any or all individual campus computing centers suspension of other campus privileges, including registration and enrollment, and notification of law enforcement officials.

CONTINUOUS ENROLLMENT
Continuous enrollment is defined as attendance in a course for at least one semester in a calendar year culminating in the assignment of one of the following grades on the transcript: A-B-C-D-F-CR-NCR-W-I.

COURSE DOUBLE COUNTING
Students will be able to double count courses but not units of credit, to meet major and/or general education graduation requirements.

COURSE NUMBERING
Courses completed at Cypress College will transfer to other community colleges. Courses numbered 001 C - 099 C are remedial, occupational and/or technical and designed in content and organization for students who do not intend to transfer for the Bachelor’s degree. Courses numbered from 100 C - 299 C have been certified by Cypress College as being of baccalaureate level for the 2002-2003 school year and as such are transferable to any campus of the California State University system. The transfer institution, however, will determine the extent to which a course satisfies the requirements of a particular degree program. Credit not otherwise applied shall be acceptable as general electives to the extent that the particular degree objective permits. Students who plan to transfer to any campus of the University of California or other university or college should check with a counselor for transferable courses since some universities do not accept all courses numbered 100 C - 299 C.

COURSE PROGRESSION
Students are expected to take courses on an accepted progressive basis. Students will not receive credit for classes which are considered lower in degree of advancement than those already taken.

COURSE REPEAT ADJUSTMENT
In the case of a legally repeated course in which a student previously received a “D” or “F” grade at Cypress College, the original grade and grade points will be excluded from the grade point average ONLY upon request by the student. Grade Replacement Cards, which can be obtained in the Admissions and Records Office, must be filed by the
student. Student records will be adjusted to reflect the subtraction of units attempted, units completed, grade points and change in GPA.

If approved, the student’s Cypress College permanent record shall be annotated in such a manner that all course work remains legible; however, Cypress College does not line through or annotate the permanent records of any other institution.

### COURSE REPEITION

A course may not be repeated more than the approved number of times. A course in which the student has earned a grade of D, F, or NCR may be repeated only once. Performance or activity type classes may be repeated, but only for the designated number of times specified in the course description.

A course in which a grade of A, B, C, CR, or I has been earned may not be repeated, except for special circumstances which require the student to obtain approval through the college’s petitioning process. Petition forms may be obtained through the Admissions and Records Office.

### CREDIT BY EXAMINATION

The basic purpose of Credit by Examination is to allow unit credit for prior or advanced knowledge of class material by the student. Currently enrolled students may be permitted to obtain Credit by Examination in subject matter fields in which they are especially qualified through previous training or experience for which credit or advanced placement has not previously been given. Examinations will be sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as a student who successfully completes the course.

It is hoped that students will take advantage of this opportunity in order to enroll in more advanced courses in the subjects challenged. Credit by Examination is not intended for cases such as the following: a make-up examination for courses not completed and/or courses taken in high school. The student should contact the Dean of the appropriate division prior to the 9th week to initiate the process.

Except in extenuating circumstances, Credit by Examination and Proficiency Examinations may be taken only by students enrolled in the College. Only one challenge is allowed for each course, and a maximum of 12 units will be granted via Credit by Examination. Students may take a Challenge Examination if their Credit by Examination Petition is approved.

- Completed petitions will be received until the 9th week of each semester. Examinations will normally be administered during the 13th and 14th weeks only. Specific arrangements as to day and hour are to be arranged with the instructor.

- Criteria for petition approval will be determined by the appropriate division. General guidelines will include evidence of previous learning experience, evidence to indicate probable success in the examination, and future enrollment plans.

- Appeals on denial of student petition will be brought to the Petitions Committee at the student’s request. The Academic Divisions will determine which courses are eligible for challenge. Examination content and grade standards will also be determined by division faculty.

In instructor-administered examinations, results will be announced within two weeks after the examination week. The symbols Credit/No Credit will be applied. The student has the option to accept or refuse the symbol received via examination. If accepted by the student, the Credit by Examination symbol will be recorded (Credit and unit value) upon the student’s permanent record at Cypress College. A notation will be made on the transcript indicating the credit was obtained by Credit by Examination.

Some of these courses may be taken for letter grade. For courses which may be taken for a letter grade, students who plan to transfer to a four-year institution should not choose the Credit/No Credit grading option. Many transfer institutions will not accept Credit/No Credit graded courses to be applied toward major, minor and general education requirements. Students should check the catalog of the transfer institution and see their counselor for further information. There is a current rate per unit fee for taking the challenge examination.

The following courses may be challenged by examination:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 C</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>ATC 191 C</td>
<td>HST 141 C</td>
</tr>
<tr>
<td>AWA 090 C</td>
<td>Introduction to Chicana/o History and Culture</td>
</tr>
<tr>
<td>AWA 091 C</td>
<td>MGT 111 C</td>
</tr>
<tr>
<td>AWA 092 C</td>
<td>MATH 130 C</td>
</tr>
<tr>
<td>AWA 093 C</td>
<td>MATH 150AC</td>
</tr>
<tr>
<td>AWA 232 C</td>
<td>MATH 150BC</td>
</tr>
<tr>
<td>ECON 100 C</td>
<td>MATH 250AC</td>
</tr>
<tr>
<td>ECON 105 C</td>
<td>MATH 250BC</td>
</tr>
<tr>
<td>ETHS 141 C</td>
<td>PHOT 101 C</td>
</tr>
<tr>
<td>ENGT 140 C</td>
<td>PE 234 C</td>
</tr>
<tr>
<td>ETNS 141 C</td>
<td>POSC 100 C</td>
</tr>
<tr>
<td>GERM 101 C</td>
<td>Government of the United States</td>
</tr>
<tr>
<td>GERM 102 C</td>
<td>Psychiatric Tech Courses</td>
</tr>
<tr>
<td>Health Info Tech Courses</td>
<td>Radiologic Tech Courses</td>
</tr>
<tr>
<td>See Dept. Program Director</td>
<td>See Department Program Director</td>
</tr>
</tbody>
</table>

Academic Policies / 15
CREDIT EARNED DURING MILITARY SERVICE

This institution will conduct an evaluation of all previous education and training for veterans and eligible persons certified for VA educational benefits, grant appropriate credit, and notify the VA and student accordingly. All other veterans may request military service credit upon completion of 40 units, including at least 12 units at Cypress College, those with an average grade of C or higher may petition for military credit (the semester he/she will complete his/her graduation requirements) by submitting for evaluation the DD214 (discharge documents) along with other documents and transcripts representing completion of military training, and/or completion of United States Armed Forces Institute (USAFI) courses in military-in-service training. All materials must be submitted to the Admissions and Records Office for evaluation. All credit for experience in the military service and courses completed in the USAFI will be allowed only as recommended by the American Council of Education. The credit awarded is posted to the transcript upon graduation from Cypress College.

CREDIT/NO CREDIT GRADING

Students may choose to enroll in 6 units each semester on a Credit/No Credit basis. This option was designed to encourage students to explore courses in areas where they feel they have an interest but no special competence. Some of these courses may be taken for a letter grade. For such courses, students who plan to transfer to a four-year institution should not choose the Credit/No Credit grading option. Many transfer institutions will not accept Credit/No Credit graded courses to be applied toward major, minor and general education requirements. Check the catalog of the transfer institution and/or see a counselor for further information.

The following policies govern Credit/No Credit grading at Cypress College:

- A maximum of 12 units of Credit/No Credit, excluding COUN 140 C and work experience, will be allowed at Cypress College.
- All units earned on Credit/No Credit shall be disregarded in determining a student’s GPA at Cypress College.
- The units earned on Credit/No Credit shall be counted toward AA or AS requirements for 60 units. If a course is transferable with a letter grade, it is also transferable with credit grade subject to the limitations imposed by the transfer institution. See the catalog of transfer institution and/or a counselor for further information.
- After consulting with a counselor and the instructor, students must complete a Credit/No Credit Request with the instructor advising them they wish to take the course as Credit/No Credit. The deadline for submitting this request is the end of the second week of the term or the 20% point of the class, whichever is greater. The instructor must then submit the form to the Admissions and Records Office. If the form is not filed with the Admissions and Records Office, the instructor will be required to submit a grade other than Credit/No Credit.
- Students will be unable to change grading systems during the term or thereafter.
- A Credit gradewill reflect performance equivalent to a “C” or better under the letter grade system (i.e., D or F performance will receive a No Credit grade).

The following courses will be offered only on a Credit/No Credit basis:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 155 C</td>
<td>Art - Open Lab</td>
</tr>
<tr>
<td>AWA 092 C</td>
<td>Right Training-Commercial Pilot</td>
</tr>
<tr>
<td>AWA 091 C</td>
<td>Right Training-Instrument Rating</td>
</tr>
<tr>
<td>AWA 092 C</td>
<td>Right Training-Private Pilot</td>
</tr>
<tr>
<td>CHEM 060 C</td>
<td>Chemistry Review</td>
</tr>
<tr>
<td>CSCI 080 C</td>
<td>Computer Science Laboratory</td>
</tr>
<tr>
<td>COUN 060 C</td>
<td>Academic Success &amp; College Survival</td>
</tr>
<tr>
<td>COUN 072 C</td>
<td>Learning Disabilities Assessment</td>
</tr>
<tr>
<td>COUN 105 C</td>
<td>Stress and Anxiety Management</td>
</tr>
<tr>
<td>COUN 140 C</td>
<td>Educational Planning</td>
</tr>
<tr>
<td>COUN 140HC</td>
<td>Honors Educational Planning</td>
</tr>
<tr>
<td>COUN 141 C</td>
<td>Career Exploration</td>
</tr>
<tr>
<td>COUN 144 C</td>
<td>Women and Careers</td>
</tr>
<tr>
<td>COUN 145 C</td>
<td>Changing Careers</td>
</tr>
<tr>
<td>COUN 146 C</td>
<td>Decision Making</td>
</tr>
<tr>
<td>COUN 147 C</td>
<td>Peer Advising</td>
</tr>
<tr>
<td>COUN 156 C</td>
<td>Self-Concept</td>
</tr>
<tr>
<td>COUN 215 C</td>
<td>Tutoring Techniques</td>
</tr>
<tr>
<td>COUN 299 C</td>
<td>Counseling Independent Study</td>
</tr>
<tr>
<td>CTRP 077 C</td>
<td>Dictation/Transcription</td>
</tr>
<tr>
<td>CTRP 099 C</td>
<td>Court Reporting Independent Study</td>
</tr>
<tr>
<td>DH 275 C</td>
<td>Clinical Dental Hygiene</td>
</tr>
<tr>
<td>ENGL 099 C</td>
<td>Learning Skills - Independent Study</td>
</tr>
<tr>
<td>ESL 099 C</td>
<td>Independent Study for Non-Native Speakers of English</td>
</tr>
<tr>
<td>MATH 055 C</td>
<td>Intermediate Algebra Review</td>
</tr>
<tr>
<td>MATH 060 C</td>
<td>Business Law - Small Business</td>
</tr>
<tr>
<td>MATH 072 C</td>
<td>Business Law - Small Business</td>
</tr>
<tr>
<td>MATH 085 C</td>
<td>Business Finance - Recordkeeping</td>
</tr>
<tr>
<td>MATH 086 C</td>
<td>Business Finance - Recordkeeping</td>
</tr>
<tr>
<td>MATH 087 C</td>
<td>Obtaining and Using Computers</td>
</tr>
<tr>
<td>MATH 088 C</td>
<td>Managing Personnel</td>
</tr>
<tr>
<td>MATH 089 C</td>
<td>Management Seminar</td>
</tr>
<tr>
<td>MGT 089 C</td>
<td>Marketing Essentials</td>
</tr>
<tr>
<td>MGT 090 C</td>
<td>Marketing Essentials</td>
</tr>
<tr>
<td>MGT 092 C</td>
<td>Personal Selling</td>
</tr>
<tr>
<td>MGT 093 C</td>
<td>Target Marketing</td>
</tr>
<tr>
<td>MGT 094 C</td>
<td>Buyer Behavior</td>
</tr>
<tr>
<td>MGT 095 C</td>
<td>Market Distribution Systems</td>
</tr>
<tr>
<td>MGT 096 C</td>
<td>Sales Promotion Techniques</td>
</tr>
<tr>
<td>MGT 097 C</td>
<td>Customer Relations</td>
</tr>
<tr>
<td>MGT 098 C</td>
<td>Int’l Marketing - Small Bus.</td>
</tr>
<tr>
<td>MATH 025 C</td>
<td>Elementary Algebra Review</td>
</tr>
<tr>
<td>MATH 045 C</td>
<td>Intermediate Algebra Review</td>
</tr>
<tr>
<td>MATH 055 C</td>
<td>C-BEST Mathematics Preparation</td>
</tr>
<tr>
<td>MATH 098 C</td>
<td>Mathematics Seminar</td>
</tr>
<tr>
<td>MATH 186 C</td>
<td>TI-85/86 Graphing Calculator</td>
</tr>
<tr>
<td>MATH 192 C</td>
<td>TI-89/92 Graphing Calculator</td>
</tr>
<tr>
<td>MUS 100 C</td>
<td>Music Laboratory</td>
</tr>
<tr>
<td>MUS 224LC</td>
<td>Recording Studio Lab</td>
</tr>
<tr>
<td>PLT 100 C</td>
<td>Patient Care Skills - Open Lab</td>
</tr>
</tbody>
</table>
Students have the choice of receiving **CREDIT/NO CREDIT** or a **LETTER GRADE** in the classes listed below. Students should be aware that some colleges and universities will not accept a credit grade for courses in a student's major and minor field, or in courses to satisfy General Education/Breadth requirements. In addition, credit/no credit grading may not be acceptable to certain graduate schools and employers.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 102 C</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ANTH 121 C</td>
<td>Indians of North America</td>
</tr>
<tr>
<td>ANTH 201 C</td>
<td>Physical Anthropology</td>
</tr>
<tr>
<td>ANTH 203 C</td>
<td>Introduction to Anthropology</td>
</tr>
<tr>
<td>ANTH 231 C</td>
<td>Field Course in Anthropology</td>
</tr>
<tr>
<td>ART 100 C</td>
<td>Fundamentals of Art</td>
</tr>
<tr>
<td>ART 110 C</td>
<td>Introduction to Art</td>
</tr>
<tr>
<td>ART 111 C</td>
<td>Survey of Art History I</td>
</tr>
<tr>
<td>ART 112 C</td>
<td>Survey of Art History II</td>
</tr>
<tr>
<td>ART 114 C</td>
<td>Modern Art History</td>
</tr>
<tr>
<td>ART 115 C</td>
<td>Museum Survey</td>
</tr>
<tr>
<td>ART 179 C</td>
<td>Drawing for Non-Art Majors</td>
</tr>
<tr>
<td>ART 212 C</td>
<td>Asian Art History</td>
</tr>
<tr>
<td>ASTR 116 C</td>
<td>Introduction to Astronomy</td>
</tr>
<tr>
<td>AVIA 196 C</td>
<td>Ground Trainer Lab-Instrument Right</td>
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<tr>
<td>BIOL 101 C</td>
<td>General Biology</td>
</tr>
<tr>
<td>BIOL 102 C</td>
<td>Human Biology</td>
</tr>
<tr>
<td>BIOL 103 C</td>
<td>Human Ecology</td>
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<tr>
<td>BIOL 107 C</td>
<td>Nutrition &amp; World Food Issues</td>
</tr>
<tr>
<td>BIOL 122 C</td>
<td>Marine Biology</td>
</tr>
<tr>
<td>BIOL 125 C</td>
<td>Island Biology</td>
</tr>
<tr>
<td>BIOL 127 C</td>
<td>Natural History</td>
</tr>
<tr>
<td>BIOL 128 C</td>
<td>Plants and Society</td>
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<tr>
<td>BIOL 160 C</td>
<td>Integrated Medical Science</td>
</tr>
<tr>
<td>BIOL 161 C</td>
<td>Integrated Medical Science Lab</td>
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<tr>
<td>BIOL 174 C</td>
<td>Biological Diversity</td>
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<tr>
<td>BIOL 175 C</td>
<td>Lower-Division Lab</td>
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<tr>
<td>BIOL 176 C</td>
<td>Ecology</td>
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<tr>
<td>BIOL 177 C</td>
<td>Genetics</td>
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<tr>
<td>BIOL 180 C</td>
<td>Summer Field Biology</td>
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<tr>
<td>BIOL 196 C</td>
<td>Regional Field Biology</td>
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<tr>
<td>BIOL 210 C</td>
<td>Anatomy and Physiology</td>
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<tr>
<td>BIOL 220 C</td>
<td>Medical Microbiology</td>
</tr>
<tr>
<td>BIOL 230 C</td>
<td>General Anatomy</td>
</tr>
<tr>
<td>BIOL 234 C</td>
<td>Oral Histology and Embryology</td>
</tr>
<tr>
<td>BIOL 235 C</td>
<td>Head and Neck Anatomy</td>
</tr>
<tr>
<td>BIOL 240 C</td>
<td>Human Physiology</td>
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<tr>
<td>BIOL 250 C</td>
<td>Microbiology</td>
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<tr>
<td>BIOL 260 C</td>
<td>Intro to Microbiology</td>
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<td>BIOL 262 C</td>
<td>General Microbiology</td>
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<td>Anatomy and Physiology</td>
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<td>Oral Histology and Embryology</td>
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<td>Head and Neck Anatomy</td>
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<td>Genetics</td>
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<td>Anatomy and Physiology</td>
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<td>THEA 102 C</td>
<td>History of World Theater</td>
</tr>
<tr>
<td>THEA 104 C</td>
<td>Introduction to Theater Appreciation</td>
</tr>
<tr>
<td>THEA 120 C</td>
<td>Acting I</td>
</tr>
<tr>
<td>THEA 125 C</td>
<td>Acting Techniques</td>
</tr>
<tr>
<td>THEA 129 C</td>
<td>Voice and Diction</td>
</tr>
<tr>
<td>THEA 222 C</td>
<td>Acting for the Camera</td>
</tr>
</tbody>
</table>
EXAMINATIONS
Class instruction includes frequent examinations throughout the semester so that students can judge their progress. Final examinations are given in all courses during the last week of each semester. The final examination is a requirement for each course. All students must take these examinations at the scheduled time and place. Any exceptions to the above policy will be made only after consultation with the Division Dean.

GRADE CHANGE
Any change in a grade given by an instructor shall be subject to the Education Code Section 76224 (a): "When grades are given for any course taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

Students having a grievance relative to a grade received from an instructor should follow procedures detailed under Petitions in this catalog; however, the student should be aware that no grade change will be made after five years from the date of the assignment of the grade. When a grade given in error has been corrected, the incorrect grade shall be expunged from the student's permanent record.

GRADE REPORTS
Students can access grades using the WebStar or TeleStar System. Grades are generally available three weeks after the end of the semester. However, the exact dates grades will be available are published in the Schedule of Classes.

GRADES AND GRADE POINT AVERAGE
Grades are based upon the quality of work completed; i.e., upon actual accomplishment in courses offered for credit. The GPA is computed by dividing all GPA hours/units into quality points received. The meaning of each symbol and its value in quality points is as follows:

A Superior or Excellent — (4 quality points). Honor grade indicating excellence earned as a result of consistently superior examination scores; consistently accurate and prompt completion of assignments; ability to deal resourcefully with abstract ideas; superior mastery of pertinent skills; and promise of success in field relating to the subject.

B Better than Average — Good (3 quality points). Honor grade indicating competence earned as a result of high examination scores; accurate and prompt completion of assignments; ability to deal well with abstract ideas; commendable mastery of pertinent skills; and promise of continued success in sequential courses.

C Average — Satisfactory (2 quality points). Standard college grade indicating successful performance earned as a result of satisfactory examination scores; generally accurate and prompt completion of assignments; ability to deal with abstract ideas; average mastery of pertinent skills; and sufficient evidence of ability to warrant entering sequential courses.

D Passing — (1 quality point). Substandard grade indicating the meeting of minimum requirements only earned as a result of low examination scores; generally inaccurate, incomplete or late assignments; inadequate grasp of abstract ideas; barely acceptable mastery of pertinent skills; or insufficient evidence of ability to make advisable enrollment in sequential courses.

F Failing — (no quality points). Non-passing grade indicating failure to meet minimum requirements earned as a result of non-passing examination scores; inaccurate, incomplete or late assignments; failure to cope with abstract ideas; inadequate mastery of pertinent skills; or repeated absence from class.

I Incomplete — (no quality points, no GPA units). Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an I symbol being entered in the student's record. The condition for removal of the I shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the I and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Registrar until the I is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The I may be made up no later than one semester following the end of the term in which it was assigned. Under unusual circumstances a student may petition for a time extension. An incomplete grade must be changed to a letter grade before it can be repeated.

IP In progress — (no quality points, no GPA units). If a student making satisfactory progress in an open entry course has not finished a course at the end of a semester, the student shall be given an "IP" which indicates the student is in progress of completing the course. The student must re-enroll in the course if the student wished to continue working in that course.

RD Report Delayed — (no quality points, no GPA units). The RD symbol may be assigned by the Registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible RD shall not be used in calculating a GPA.

W Withdrawal — (no grade points, no units attempted, no units completed). A "W" is a grade indicated when the student has withdrawn from college or dropped from a class section prior to the 14th week of a semester. The grade indicates the course has been cancelled from the student's program of study without credit and is not included in the GPA computation. (See Withdrawal Policy)

CR Credit — (no quality points, no GPA units, but counts for units completed). Credit means that credit has been earned for the course although there are no grade points and the grade is not used in computing grade point average, and will reflect performance equivalent to a C or better under the letter grade system.
NON-DEGREE CREDIT COURSES (Basic Skills)
Non-Degree Credit courses indicated as Non-Degree Credit do earn credit, but the credit is not counted toward the Associate degree. These classes are intended to help students gain the skills they need to perform in “college level” degree applicable courses. Non-Degree Credit classes do apply toward the following categories: Athletic Eligibility, Social Security Benefits, Work Study and Financial Aid, Associated Student Body Office and Full-Time Status.

The following are Non-Degree Credit courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIS 050 C</td>
<td>Intro-Comp &amp; Software Concepts</td>
</tr>
<tr>
<td>ENGL 057 C</td>
<td>Reading &amp; Writing I</td>
</tr>
<tr>
<td>ENGL 058 C</td>
<td>Reading &amp; Writing II</td>
</tr>
<tr>
<td>ENGL 068 C</td>
<td>English Skills Development</td>
</tr>
<tr>
<td>ENGL 069 C</td>
<td>Intermediate ESL Grammar</td>
</tr>
<tr>
<td>ENGL 072 C</td>
<td>Career Preparation &amp; Life</td>
</tr>
<tr>
<td>ENGL 074 C</td>
<td>Pronunciation Improvement</td>
</tr>
<tr>
<td>ENGL 075 C</td>
<td>Intermediate Conversation</td>
</tr>
<tr>
<td>ESL 060 C</td>
<td>Low Intermediate ESL 1</td>
</tr>
<tr>
<td>ESL 061 C</td>
<td>Low Intermediate ESL 2</td>
</tr>
<tr>
<td>ESL 081 C</td>
<td>Basic Study Skills</td>
</tr>
<tr>
<td>ESL 082 C</td>
<td>Intermediate ESL 1</td>
</tr>
<tr>
<td>ESL 083 C</td>
<td>Intermediate ESL 2</td>
</tr>
<tr>
<td>ESL 086 C</td>
<td>Basic Mathematics</td>
</tr>
<tr>
<td>MATH 010 C</td>
<td>Elementary Algebra Review</td>
</tr>
<tr>
<td>MATH 015 C</td>
<td>Pre-Algebra</td>
</tr>
<tr>
<td>MATH 025 C</td>
<td>Intermediate Algebra Review</td>
</tr>
<tr>
<td>MATH 045 C</td>
<td>Intermediate Algebra Review</td>
</tr>
<tr>
<td>PHYS 021 C</td>
<td>Phys 201 C Problem Solving</td>
</tr>
<tr>
<td>PHYS 022 C</td>
<td>Phys 202 C Problem Solving</td>
</tr>
<tr>
<td>PHYS 023 C</td>
<td>Phys 221 C Problem Solving</td>
</tr>
<tr>
<td>PHYS 024 C</td>
<td>Phys 222 C Problem Solving</td>
</tr>
<tr>
<td>RADT 060 C</td>
<td>Introduction to Fundamental Medical Sonographic Theory</td>
</tr>
</tbody>
</table>

All other Cypress College courses are degree applicable.

PETITIONS AND APPEALS
Petitions for general appeals that relate to policies on admissions, readmission after academic dismissal, graduation requirements, grades and credit, repetition of courses, academic renewal, or withdrawals, etc., should be directed to the Admissions and Records Office.

PROBATION AND DISMISSAL POLICIES
In accordance with state regulations, the following probation and dismissal policies have been established. The primary purpose is to insure that a student is making satisfactory progress toward an educational objective and to alert the student and the student’s counselor to the possible need for additional counseling and/or special services.

NOTE: For the purpose of this policy, semesters will be considered consecutive on the basis of the student's enrollment pattern, excluding summer session.

PLACEMENT ON SCHOLASTIC PROBATION
Academic Probation - A student who has attempted at least 12 cumulative semester units will be placed on academic probation if the student has earned a cumulative grade point average below 2.0.

Progress Probation - A student who has enrolled in 12 semester units will be placed on progress probation if fewer than one half of those units have been completed. For purposes of progress probation, grades of W, I, or NCR are counted as incomplete work.

The college will make a reasonable effort to notify students who are placed on scholastic probation at the end of each term. Students who are on probation are also automatically considered conditional registrants, and their programs are subject to adjustment and/or restrictions.

REMOVAL FROM SCHOLASTIC PROBATION
Academic Probation - A student who has been placed on academic probation will be removed from academic probation when the student’s accumulated grade point average is 2.0 or higher.

Progress Probation - A student who has been placed on progress probation will be removed from progress probation when the ratio of units completed is greater than one half the total units in which the student is enrolled.

STANDARDS FOR SCHOLASTIC DISMISSAL
Academic Dismissal - A student who has been placed on academic probation and earned a cumulative grade point average of 1.75 or lower in two consecutive semesters will be subject to scholastic dismissal.

Progress Probation - A student who has been placed on progress probation for two consecutive semesters will be subject to scholastic dismissal.

The college will make a reasonable effort to notify a student who has been scholastically dismissed not later than the beginning of the fall semester each year. An entry will be made to the student’s academic transcript.
**READMISSION AFTER SCHOLASTIC DISMISSAL**
A dismissed student may be considered for readmission after filing a petition in the Admissions and Records Office. If readmitted:

- Students are considered conditional registrants, and their programs are subject to adjustment and/or restrictions.
- Students dismissed for academics will remain on scholastic probation until a cumulative grade point average of 2.00 or higher has been achieved.
- Students dismissed for progress will remain on scholastic probation until the ratio of units completed is greater than one half of the total units in which the student enrolled.

**PROFICIENCY EXAMINATION**

**READING**
Proficiency in reading may be satisfied by ENGL 096 C, ENGL 102 C, or ENGL 142 C, by CSU general education certification or IGETC certification, or by a satisfactory score on the reading proficiency examination.

The Reading Proficiency Examination is administered at the Assessment Center. No units are given for passing the Reading Proficiency Examination, nor is the total number of units required to complete the Associate Degree lowered. Students who meet the area requirement by the proficiency exam are still required to satisfy the 60-unit requirement for graduation. **Proficiency exams may be taken only once.**

This exam will be administered during registration activities as published in the Schedule of Classes under **STEPTWO**, **ENGLISH ASSESSMENT**. Students should contact the Assessment Center for further information.

**MATHEMATICS**
A satisfactory score on the Mathematics Proficiency Examination waives the three-unit Mathematics General Education Requirement for the Associate Degree (Category B2). No units are given for passing the Mathematics Proficiency Examination, no units are posted to the student’s permanent record, nor is the total number of units required to complete the Associate Degree reduced. Refer to the schedule of classes for information regarding the time, place, and cost for this proficiency examination.

**REMEDIAL LIMITATION**
The State of California has implemented a regulation limiting the number of units students can earn for remedial/pre-collegiate basic skills courses to 30 semester units. In accordance with those guidelines, the North Orange County Community College District has established the following policy (AB 1725 Chapter 973, Statutes of 1988).

**PRE-COLLEGIATE BASIC SKILLS COURSES**
Pre-Collegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. The North Orange County Community College District has designated certain courses as remedial/pre-collegiate basic skills courses. These courses include reading, writing, computation, learning skills, and study skills designed to ensure acquisition of those skills necessary for successful completion of associate degree, transfer and occupational courses.

**INFORMING STUDENTS**
Students shall be informed of the Policy for Remedial Limitation. Courses included will carry an appropriate designation in the Schedule of Classes and the Policy will appear in the College Catalog. Students enrolling in these courses will be informed of the limit during the matriculation/orientation process and instructors will be required to include this information in the course syllabus. These courses do count towards financial aid, work-study and athletic eligibility.

**PROCEDURES DURING REGISTRATION**
A non-exempt student who has completed 20 units in designated remedial/pre-collegiate basic skills courses shall be notified of the regulation limiting the number of remedial units. Information on the waiver and referral process will also be included.

**EXEMPTIONS**
All remedial courses taken by students enrolled in ESL (English as a Second Language) courses are exempted. Students identified by the district for learning disabled programs are also exempted. When, because of closed enrollment, students are unable to enroll in the next higher level ESL course, they do not lose their exemption status. Students with documented disabilities may petition the Office of Admissions and Records for exemption status on a case-by-case basis.

Students transferring to the North Orange County Community College District from other colleges/universities will begin with a clean slate with regard to the remedial limitation. However, since remediation is totaled within a district, students transferring between Cypress and Fullerton College will carry their remedial units with them. Only those courses taken at a regionally accredited college/university, that are determined to be associate degree level courses or higher will be applied towards an AA/AS degree within the district.

**NOTIFICATION**
Upon completion of 30 units in designated basic skills courses, non-exempt students shall be notified that they will be unable to enroll in any additional remedial courses. Information on the waiver and referral process will also be included.

**WAIVER**
Students who show significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may petition the Office of Admissions and Records for a waiver of the limitation on remedial course work. Students will receive a response, in writing, indicating the granting/denial of the petition. If the petition is granted, students will be informed of the specific period of time or the specific courses approved beyond the 30-unit limit. Students will not be allowed to enroll in courses beyond the 30-unit limitation without a waiver, which will only be granted in extenuating circumstances for students who show significant, measurable progress. The 30-unit maximum enrollment limitation is based on end-of-term units earned with any grade.
ENROLLMENT LIMITATION
Students who do not attain full eligibility status for college-level work within the 30-unit limit will not be permitted to enroll in remedial/pre-collegiate basic skills courses unless a waiver is granted. Students will be referred to adult education noncredit courses per State regulations. The Office of Admissions and Records will explain to students their enrollment limitation status at the end of the semester.

REINSTATEMENT
A student may, upon successful completion of appropriate remedial course work, or upon demonstration of skills levels which will reasonably assure success in college-level courses, petition to be reinstated to proceed with college level course work. The petition is to be filed with the Office of Admissions and Records.

REVIEW AND RELEASE OF STUDENT RECORDS
In accordance with Title V (California Administrative Code) Chapter 6, commencing with Section 54600, and the Federal Family Educational Rights and Privacy Act, the North Orange County Community College District has established an official policy for student review of and release of student records. This policy allows for the student to review his/her records after contacting the Office of the President or designee. The policy also describes when student records will be released to a third party and allows the release of the student directory information unless the student informs the Office of the President or designee, that he/she does not want such information released.

This policy is available for student review and includes:
• the types of student records and information maintained;
• the official responsible for the maintenance of each type of record;
• the policies for reviewing and expunging records;
• the right of each student to access of his/her records;
• procedures for challenging the content of student records;
• the cost of producing copies of records;
• the categories of information designated as directory information;
• the locations of any required logs or records;
• definitions of officials and employees and legitimate educational interest and;
• the right of a student to file a complaint with the United States Department of Health, Education and Welfare.

Any student wishing to review this policy in its entirety may do so by contacting the Office of the President or designee.

STUDY LOAD
Most full-time students take 12-14 units. The minimum to be classified as a full-time student is 12 units. A maximum load for any student is 19 units, exclusive of work experience and guidance classes. After the first semester, a student may, with counselor’s approval, carry more units (exclusive of work experience) if during the preceding semester a grade point average of at least 3.0 for each unit of credit in a total program of 12 or more units was earned. It may be pertinent for students to consider the following semester unit requirements for particular privileges and activities.

Athletic Eligibility - 12 units, including PE classes.

Social Security Benefits - 12 units per semester.

Work Study and Financial Aid - Full-Time: 12 units per semester; 3/4 time: 9 units per semester; 1/2 time: 6 units per semester.

Veterans Benefits - Full-Time: 12 units per semester; 3/4 time: 9 units per semester; 1/2 time: 6 units per semester.

Associated Student Office - 9 units per semester.

The faculty recognizes it is necessary for many students to work while attending college. However, it is expected that students demonstrate good judgment when enrolling under these conditions. Students who make no allowance for their employment and other outside obligations in planning their college programs will bear full responsibility for the resulting level of scholarship attained.

In order to maintain a proper academic balance, the following should be considered:
• Students should normally expect to spend at least three hours (one in class, and two outside of class) per week for each unit taken.
• Employment time and college time should not exceed 60 hours weekly.
• Students should distribute study time appropriately for each class. Often preparation for a lecture class differs from preparation for a laboratory class.
• Instructor office hours are designated to provide opportunities to consult with faculty frequently.

TITLE IX AND CIVIL RIGHTS GRIEVANCES
In instances of student grievances relative to Title IX (sex bias or sex harassment), Title VII (Civil Rights), students should contact the Office of the President or designee, within 60 calendar days of the alleged discrimination in order to be apprised of the procedures for filing a grievance.

Any repeated or unwarranted verbal or physical sexual advance, sexually explicit derogatory statement, or sexually discriminatory remark made by someone at school which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation, or which interferes with the recipient’s performance constitutes sexual harassment and should be reported.

TRANSCRIPT OF RECORD
The Admissions and Records Office prepares and permanently retains a record of each student’s academic work. A student’s transcript reflects all work taken at Cypress during regular and Summer sessions. It lists chronologically the courses, units, grades, cumulative grade point average, transfer credits and total units. Academic information, since 1989, is available on the Web. Students need their I.D. number and PIN to access their information.
The normal period required for processing and issuing transcripts for current and non-current students is 7 - 10 working days. Forms for requesting transcripts in person are available in the Admissions Office. Mail requests should include the name under which the student was registered, current name, present address and phone number, date of birth, dates of attendance, degree awarded, where transcript is to be sent, number of copies needed, any instructions for special handling, and the student’s full signature. Send requests to:

Cypress College, Admissions and Records Office
Attn: Transcripts
9200 Valley View
Cypress, CA 90630

Transcripts cost $3.00 per copy. (Note: Fee is subject to change at any time.) Students are entitled to two copies of their transcripts without cost. Hand Carry and Rush Request are available for an additional service fee. Make checks or money order payable to Cypress College. All transcript requests must include payment to be processed. Requests will not be processed if the student has outstanding financial obligations to the college.

**VERIFICATION OF STUDENT STATUS**

The Admissions and Records Office verifies current term registration and full-time enrollment status for loan forms and other non-campus certifications beginning the first day of classes. Photo ID is required for this service. There is a $3.00 verification fee per request. There is a $10.00 (additional) rush fee. (Note: Fee is subject to change at any time). Requests will not be processed if the student has an outstanding financial obligation to the college.

**WITHDRAWAL**

It is recognized that, on occasion, students may have situations develop that force them to withdraw from a class prior to its completion. It is the student’s responsibility to initiate withdrawal procedures in the Admissions and Records Office. For the purpose of this policy, a W is viewed as an indication that the student has withdrawn from a course without affecting the student’s grade point average. A W is given, therefore, under the following conditions and in the manner prescribed:

### Semester Courses

**First Three Weeks of the Semester**
The student or instructor may initiate a withdrawal. No notation shall be made on the student’s academic record.

**Fourth Week through Fourteenth Week**
The student or instructor may initiate a withdrawal. A “W” shall be recorded on the student’s academic record.

**Remainder of Course**
The student may no longer withdraw from college after the 14th week. The academic record of the student shall reflect a symbol grade other than W. In instances of extenuating circumstances, Ws may be granted after the 14th week by petition to the Dean of Admissions and Records.

### Short Courses

**Until the Day Prior to the First Census (the first census is one-fifth of the way through the course)**
The student or instructor may initiate a withdrawal. No notation shall be made on the student’s academic record. (See course instructor or Admissions and Records Office for the specific first census date.)

**From the First Census Day of the Course Through the Withdrawal Date**
The student or instructor may initiate a withdrawal up to the time three-fourths of the course has elapsed. (See course instructor or Admissions and Records Office for withdrawal dates for specific courses.) A W shall appear on the student’s academic record.

**Remainder of the Course**
A student may no longer withdraw from classes after the withdrawal date. The academic record of the student shall reflect a symbol grade other than W. In instances of extenuating circumstances, Ws may be granted if approved by petition to the Dean of Admissions and Records.

**Weekend Seminars Until the First Day Prior to the First Day of the Seminar**
The student or instructor may initiate a withdrawal. No notation shall be made on the student’s academic record.

**After the Seminar Begins**
The instructor may drop, with a W, those students who do not attend the seminar. Those who do attend must receive a symbol grade other than W, except in instances of extenuating circumstances when Ws may be granted by petition to the Dean of Admissions and Records.

### Summer Intersession Courses

**First Week**
Students should check with the Admissions and Records Office for appropriate withdrawal date.

**Open Entry Courses**
As often as possible, open entry courses shall be treated according to the regulations for Semester Courses, Short Courses and Summer School Courses as listed above.

### Instructional Support Services

**BUSINESS AND COMPUTER INFORMATION SYSTEMS LABS**
The Business and Computer Information Systems Labs are equipped with business and office automation equipment including 10-key calculators, transcription equipment, and microcomputers with a wide range of business application software. The Business and Computer Information Systems Labs (B-111 and B-209) are available for business students who are concurrently enrolled in courses that require the use of the lab for enhancing and developing business skills. Please refer to the Schedule of Classes for hours of operation.
ENGLISH AS A SECOND LANGUAGE PROGRAM
Cypress College offers special classes in English for students who are non-native speakers of English. The classes are designed to improve reading, writing, listening, and speaking skills. Students will have an opportunity to better understand the U.S. culture. They will also learn how to take exams, write essays and do transfer-level college reading and writing assignments. Individualized lab assignments will further build language skills.

LEARNING CENTER
The College Learning Center, located in Room H-303 of the Humanities Building, provides students with the opportunity to improve their basic learning skills, study foreign languages, and participate in a wide variety of telecourses. The Center offers testing, a wide variety of audio-tutorial packages, and a networked system of 31 computers connected to the Internet. Students may drop in on their own or be referred by instructors or counselors. This Center is open daily, and any student with a current student identification card may have access to its services.

LIBRARY
The library maintains a collection of approximately 68,000 books, 233 periodical subscriptions as well as videos, CDs, DVDs, cassette tapes, maps, pamphlets, and several databases with selected full-text newspaper, magazine and journal articles. Students may access the World Wide Web, the library catalog and the extensive full-text EBSCO host periodical database via fourteen Internet stations located in the reference area. Remote access is available from any campus Internet computer by linking to the library home page, and from off-campus with a user ID and password.

Student Support Services
Tutors are also available for assistance with software operation and use of the computers. Tutors are also available for assistance in solving problems and in understanding concepts in mathematics, chemistry and physics. All of the computers in this center are connected to the Internet. This Center is open Monday through Saturday, and any student may have access to its services after paying the lab fee at the bookstore.

Please refer to the Computing Resources Acceptable Use Policy regarding computer centers.

WRITING CENTER
The Writing Center, located in Humanities Room H-324, offers students many modes to improve writing and critical thinking skills. Besides the assistance of well-trained tutors, students have access to instructional software. All computers also feature word processing and Internet access. This Center is open daily, and any student may have access to its services.

ADMISSIONS AND RECORDS
Admissions and Records is the first contact students will probably have with Cypress College. The office provides clear and concise information to all members of the community; admits and registers all students in a timely and accurate manner; provides information and supportive contacts with students, faculty, administration and the community, maintains and retrieves records in an efficient, accurate manner; serves as the final evaluator of all student records (including grades and transcripts) in a timely and accurate manner; certifies and reports attendance data to appropriate agencies; and reports student characteristics and enrollment data as requested or required.

Admissions and Records is located on the ground floor of the Administration/Library Building. For information, call (714) 484-7000.

ADULT RE-ENTRY PROGRAM
The Adult Re-entry Program is a combination of services that helps provide opportunities for the adult learner to explore career, academic and personal issues in a supportive environment.
The Program offers:

- Classes - personal and career exploration, career testing, creative job search techniques, decision making and goal setting
- Counseling - career, educational, personal
- Community and campus resources - information and referrals
- Support Groups
- Workshops focusing on issues of interest to re-entry adults
- Information on non-traditional and traditional careers
- Special assistance with registration and orientation

The Adult Re-entry Program is part of the Career Planning Center and is located in the Tech Ed II Building, Room 207A. For information, call (714) 484-7120.

### ASSESSMENT CENTER

The Assessment Center provides a variety of services to determine skill levels in grammar, reading, and mathematics. The Center is one of the main components of matriculation services offered to each student. The purpose is to place students in courses which match the students' skills, needs, and goals with college courses, programs and services.

Testing dates, times, and location for course placement are published in the Schedule of Classes. The Assessment Center is located on the first floor of the Business Building. For information call (714) 484-7223.

### BOOKSTORE

All textbooks and supplies will be available for purchase in the bookstore at least two weeks before each semester or mid-semester class begins. The bookstore also offers special orders for those books that students cannot find in area stores.

The bookstore also offers supplementary educational books and supplies. The supply section offers imprinted Cypress College logo clothing, gifts, greeting cards, snacks, candy, beverages and general merchandise.

### CAREER PLANNING CENTER

Visit the Career Planning Center to help you explore careers and majors, and to assist you in your occupational and educational success. The Center provides career counselors to help discover your career/major options, target your ideal career, clarify your preferred values, interests and activities, and perfect your job search.

The Career Center offers:
- Career counselors: FREE of charge – available days and evenings
- Career classes: days, evenings, and Saturdays
- Career assessments: personality, skills, interests, values
- Research library
- College catalogs
- Scholarship information
- Computers loaded with career software
- Assistance in job search, resume preparation and interviewing techniques
- Workshops focusing on job search skills and deciding a college major

The Career Planning Center is located in the Tech Ed II Building in Room 207A. Counseling appointments are available for both daytime and evening hours. For information call (714) 484-7120.

### CENTER FOR INTERCULTURAL UNDERSTANDING

The Center for Intercultural Understanding (CIU) was formed to coordinate the programs of International Students, Study Abroad, and Multicultural Issues. The Mission is to enrich our learning community through intercultural understanding. The goals of the CIU are to 1) celebrate diversity, 2) promote human relations, 3) disseminate information, 4) provide a forum for dialogue, 5) build community relations, and 6) support globalization/internationalization of curriculum. The Steering Committee meets monthly during the academic year. For information, call (714) 484-7049 or 7050.

### CHILD CARE

The Campus Children’s Center is located on the Cypress College campus in Building CE-3. It is designed for children ages two through six (children must be toilet-trained) and services those whose parents are Cypress College students, School of Continuing Education students, or staff. Children from the community are eligible as space permits.

A developmental preschool curriculum provide opportunities for children to explore, create, and learn through computers, art, music, science, literature, and indoor and outdoor play. The Center, licensed by the State of California, is open Monday through Friday, 6:30AM to 6:00PM.
Cypress College also offers a full day Head Start Program designed for children four years of age and entering kindergarten the following year. Parents must be in school, in a training program, or employed. The Head Start Program is free to eligible children. For further information, call (714) 484-7074.

COUNSELING & STUDENT DEVELOPMENT

The College maintains a complete guidance service, including the orientation of new students to a successful college experience, counseling to meet the educational requirements for various careers, assistance in selection of courses of study, and individual guidance in matters of aptitude and personal adjustment as they are related to the student’s vocational and educational objectives.

Each student is assigned a counselor based on a major or area of interest. The counselor assists the student in planning a program of courses and is available to help in other matters affecting the student’s progress in college. Regular conferences may be scheduled during each semester to ensure that the student may gain the greatest possible benefit from the counseling service.

Special courses are offered to assist students in gaining the maximum benefit from their college experience. For example, all students enrolled in more than two classes should enroll in COUN 140 C or COUN 140HC during their first semester of attendance. This course is designed to help orient students to college life and assist students in their educational and vocational planning. In addition, there are opportunities for students to take mini-guidance courses in Career Planning, Human Potential, Decision Making, and Women and Careers.

COUNSELING 140 C, 140HC

First-time students who are taking more than two classes or who plan to earn the Associate Degree, obtain a certificate, or transfer to a four-year college should include Educational Planning COUN 140 C, or COUN 140HC, in their schedule. This nine-hour course is taught by the student’s counselor and the class is comprised of students with similar majors and/or interests. It is designed to assist the first-time college student with adjustments to college and meeting the educational demands of the college. A large component of the curriculum deals with planning the student’s program for the following semesters, depending upon whether the ultimate goal is to complete a vocational degree or certificate, or whether it is to transfer to a four-year college.

CRIME PREVENTION AND REPORTING

It is the intent of Cypress College to inform students and staff, in a timely manner, of any criminal activity or security problem, which may pose a reasonable threat to their safety. Such information will be distributed to students through brochures, student publications, and the student newspaper. (20 United States Code 1092 D/E).

Any criminal action or emergency may be reported to the Campus Safety Office, located in the Security and Information Building. The office is open twenty-four hours a day, seven days a week. (20 United States Code 1092 A).

CYPRESS COLLEGE FOUNDATION

The Cypress College Foundation is a non-profit, tax-exempt organization. It has been chartered to encourage philanthropic support for the College to supplement funding by the State and to make scholarships and loans available to students. Funds are raised for this from corporate, business and individual donations as well as fund raising events such as the Foundation Golf Classic in the fall and the Americana Banquet in the spring. Students interested in these scholarships, or loans should contact the Financial Aid Office at (714) 484-7114. Prospective donors may contact the Foundation Office at (714) 484-7126.

CYPRESS COLLEGE PATRONS OF THE ARTS

The Cypress College Patrons of the Arts is a non-profit, tax-exempt organization that functions under the auspices of the Cypress College Foundation. It was founded to encourage community participation in the college’s fine arts programs and exhibits, foster cultural, visual, and performing arts activities at the college, to raise funds to provide scholarships to students, and to provide monetary grants to enhance the programs of the Fine Arts Division. For further information contact the Dean of Fine Arts at (714) 484-7139.

CYPRESS COLLEGE PUENTE PROGRAM

The Puente Program was established at Cypress College in 1996. The mission of the program is to assist students in transferring to universities. The Puente program is a statewide transfer program open to all students. The program consists of three components which serve to strengthen students’ academic success. The following three components are:

ENGLISH - Puente students take two consecutive writing classes, English 060 C and English 100 C, in a supportive and stimulating environment. Students work to build confidence in their writing skills by exploring subjects and literature related to the Mexican American/Latino experience.

COUNSELING - Puente students take counseling classes and work closely with their Puente counselor to improve study skills, explore career options, develop an academic educational plan, and identify lifetime goals. Students also tour university and college campuses and attend an annual Puente Transfer and Motivational Conference.

MENTORING - Each Puente student is matched with a mentor and a peer mentor. Mentors are professionals from the business community who share their personal, academic, and career experiences with students and provide a window into “real life” work environments. Peer mentors are former Puente students who have successfully completed the Puente Program and are still working on accumulating their transfer credits. The peer mentors help to extend the feeling of familia from one generation of Puente students to the next.

In addition to the three main components, Puente students also participate in a number of special activities. Puente coordinates social and cultural activities such as field trips
to local museums, bookstores, and theaters. The object of these special activities is to enrich the Puente students' educational, cultural, and social opportunities.

This program is especially beneficial for first generation college students who need assistance in understanding the requirements of academic life and in learning about the many resources which are available on a college campus (such as financial aid, tutoring, etc.).

For more information contact the Language Arts/Social Science Counseling Department at (714) 484-7178, or the Language Arts Division at (714) 484-7169.

**DISABLED STUDENT PROGRAMS & SERVICES**

Programs and services are offered to students with verified disabilities who are enrolled in the college. Disabilities may include: mobility impairments, visual impairments, hearing impairments, learning disabilities, head injuries and psychological impairments. Programs and services are tailored to the student’s individual needs with the goal of integrating the student into all facets of college life. The Roosevelt Center is located in the Science, Engineering, Math Building on the first level, Room 129.

Typical services include:
- Complete assessment/evaluation for learning disabilities
- Academic, vocational and personal counseling
- Specialized tutorial assistance
- Information and referral
- Registration assistance
- Test taking assistance
- Mobility assistance
- Interpreters (oral and manual)
- Alternate media

**Special classes:**
- Adapted Physical Education
- College Orientation
- Career Preparation and Life Management
- Wheelchair Basketball
- Adapted Computer Classes

**Special equipment:** (located in our High Tech Center)
- JAWS
- Braille printer
- CCTV
- Large screen computers

Please call for office hours.
Phone (714) 484-7104
TDD (714) 761-0961
FAX (714) 826-4042

From its inception, Cypress College was designed as the ideal campus for physically disabled students. Flat and compact, it offers excellent access to all buildings, classrooms and offices.

**EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)**

The Extended Opportunity Programs and Services (EOPS) is a state and college funded program designed to assist students with economic, linguistic, and educational challenges (as defined by Title V) enroll and succeed in higher education. Comprehensive support services are provided to promote access to college and once the student is enrolled, to increase retention and/or transfer to four-year universities and colleges.

These services include:
- Outreach, Recruitment and College Orientation
- Basic Skills Instruction and Special Math Classes
- Service Tutoring Center
- A high-tech Computer Lab with Internet access
- Counseling and Advisement
- Priority Registration
- Instructional Support
- Book Service
- Educational Supplies and Materials
- University Application Fee Waivers
- Full-Health and Other Fee Waivers
- Computerized Instructional Programs

The CARE program which provides additional services and grants to eligible single parents who are on public assistance. CARE is located in the Workforce Preparation Center.

The EOPS and CARE staff are composed of dedicated professionals and student workers who are committed to seeing you succeed in college. Services are free of charge to all EOPS eligible Cypress College students.

To find out more about us visit our website at: http://www.CypressCollege.org/sss/eops/, come to our office located in the Tech Ed II Building, Room 213 (south of the pool) or contact us at (714) 484-7968.

**FINANCIAL AID**

To assist students who have financial problems while attending school, the College has developed a comprehensive Financial Aid program that includes student loans, scholarships, grants, and part-time jobs. Students needing such assistance should make inquiries at the Financial Aid Office, located on the second floor of the Tech Ed II Building, Room 209.

**Scholarships**
- A number of local scholarships are awarded to students each year. More information and applications for these scholarships can be obtained in the Financial Aid Office.

**Federal Work Study**
- Under provisions of the Economic Opportunity Act of 1964, the United States Education Department guides the Federal Work Study Program on cooperating campuses. The program provides jobs to financially needy students. Some of the job opportunities available through this program are teacher aide, library aide, clerk-typist, vocational technical assistant, tutor, college recruiter and financial aid clerk. Eligibility must be established by the Financial Aid Office before a student can be placed on a job.

**Educational Grants**
- Federal Pell, Federal SEOG, and EOPS Grants provide educational opportunity to students of exceptional financial need who, for lack of financial means of their own or of their families, would be unable to attend Cypress College without such assistance. Students can apply for grants through the Financial Aid Office.
Board of Governor’s Waiver - The State has provided funds to defray the enrollment fee for students with low incomes. Students should apply at the Financial Aid Office prior to registration.

Loans — Cypress College participates in the Federal Stafford Student Loan Program and the Federal Direct Loan Program. Repayment begins after completion of the student’s education, providing he/she remains in school. Short-term cash loans are available. These are loans provided to students interest-free. Application for such loans should be made through the Financial Aid Office. **These loans are limited based on funds available.**

FINANCIAL ASSISTANCE
Student financial aid is available through the college for students who need financial assistance in order to pursue their college education.

Students are encouraged to contact the Financial Aid Office located in the Tech Ed II Building, Room 209 or call (714) 484-7114 to obtain information and the required forms to receive financial assistance.

Financial Aid Programs Available
- Board of Governors Waiver (BOGW) – covers enrollment fee and health service fee
- Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)-part time employment on campus
- Stafford Student Loans
- Federal Work Study (FWS)
- Extended Opportunity Programs and Services (EOPS)

Key Eligibility Requirements (not Limited to)
- U.S. Citizen or Eligible Non-Citizen
- High School Diploma or G.E.D.
- Declared Major
- Determined to have financial need
- Not on default on a student loan or owe a refund to a grant

Required Application Form
Submit a “Free Application for Federal Student Aid” (FAFSA) or apply on the web at: www.fafsa.ed.gov.

Standard Documents/Forms (not limited to)
Student Aid Report (SAR)—results from FAFSA
If required/requested prior year 1040 tax form

Required campus forms
Application Timeline - Fall 2002 & Spring 2003
Application Period: January 1, 2002 through April 1, 2003
Priority Processing Deadline: June 30, 2002* 
*Students will be considered for maximum aid possible.

For Information:
Financial Aid Office (714) 484-7114
Cypress College
Tech Ed II Building, Room 209
9200 Valley View Street
Cypress, CA 90630

FOOD SERVICES
There are two areas of Food Services available on campus during day and/or evening hours, one is “Sub Nation Express” located on the first floor of the Culinary/Theater Arts building, and the other is a convenience store located on the first floor of the Humanities building. Each offers patio seating accommodations. “Sub Nation Express” provides a variety of hot and cold food menu items. The convenience store offers specialty coffees, cold drinks, and snack items.

The Culinary Arts restaurant, Cypress Café, operated by students in the Hotel, Restaurant, Culinary Arts Program, also welcomes students during its hours of operation.

HEALTH SERVICES
As a registered student at Cypress College you are eligible for basic health services at your center. The Student Health Services Center is an office responsible for the health and wellness of students on campus. Our goal is to promote physical and emotional wellness, prevent illness and injury, provide basic outpatient health services, and to educate students toward taking responsibility for their own health.

There is no charge to see the Physician, Nurse Practitioner, Psychologist and/or Nurse. Nominal fees will be assessed for lab tests, immunizations, medications, and special exam procedures. A full time registered nurse is available at all times. Appointments are recommended to see the doctors. Emergencies are seen immediately.

All students are covered by an insurance policy which provides coverage for accidents while on campus during required attendance and while using college sponsored transportation to and from college activities (private insurance is primary).

To make use of any of these health services or to get further information, contact the Health Center located on the first floor of the Gymnasium II building by calling (714) 484-7361, or stop by the Center.

HONORS PROGRAM
The Cypress College Honors Program is designed to encourage talent and ability in highly motivated students as they begin their academic studies and prepare to transfer to a four-year college or university. **Students who complete the Honors Program and meet all major transfer requirements will have priority consideration for admission to specific four-year institutions.**

Classes are taught by faculty interested in enriching the students’ academic experience with special projects, readings and class activities. The Program provides a unique, seminar environment with close academic and social interaction with outstanding faculty and other highly motivated honors students. Guest speakers, cultural events and field trips enhance the challenging and creative learning experience.

The Transfer Alliances
Cypress College is a member of the Honors Transfer Council of California. This group has established transfer alliance agreements with ten southern California four-year colleges and universities.
## Honors Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART112HC</td>
<td>Honors Survey of Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ASTR 116HC</td>
<td>Honors Introduction to Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>ASTR 117HC</td>
<td>Honors Astronomy Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIOL101HC</td>
<td>Honors General Biology</td>
<td>5</td>
</tr>
<tr>
<td>COUN 135HC</td>
<td>Honors Leadership</td>
<td>3</td>
</tr>
<tr>
<td>COUN 140HC</td>
<td>Honors Educational Planning</td>
<td>1/2</td>
</tr>
<tr>
<td>COUN 160HC</td>
<td>Honors College/University Transition</td>
<td>1</td>
</tr>
<tr>
<td>ECON 100HC</td>
<td>Honors Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 105HC</td>
<td>Honors Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL100HC</td>
<td>Honors College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL104HC</td>
<td>Honors Critical Analysis &amp; Lit</td>
<td>3</td>
</tr>
<tr>
<td>ENGL125HC</td>
<td>Honors Film</td>
<td>3</td>
</tr>
<tr>
<td>ENGL230HC</td>
<td>Honors Thematic Topics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL231HC</td>
<td>Honors Fiction Topics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL232HC</td>
<td>Honors Poetry Topics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL233HC</td>
<td>Honors Drama Topics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL234HC</td>
<td>Honors Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ETHS 231HC</td>
<td>Honors Minority Communities in US</td>
<td>3</td>
</tr>
<tr>
<td>GEGO 100HC</td>
<td>Honors World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 112HC</td>
<td>Honors World Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 171HC</td>
<td>Honors History of the U.S.</td>
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</tr>
<tr>
<td>HIST 231HC</td>
<td>Honors Minority Communities in US</td>
<td>3</td>
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<tr>
<td>INDS 120HC</td>
<td>Honors Theme Seminar</td>
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</tr>
<tr>
<td>MATH 120HC</td>
<td>Honors Intro to Prob &amp; Stat</td>
<td>4</td>
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<tr>
<td>MUS 118HC</td>
<td>Honors Introduction to Opera</td>
<td>3</td>
</tr>
<tr>
<td>NURS 105HC</td>
<td>Honors Basic Cardio Nursing</td>
<td>1/2</td>
</tr>
<tr>
<td>POSC 100HC</td>
<td>Honors Government of U.S.</td>
<td>3</td>
</tr>
<tr>
<td>POSC 231HC</td>
<td>Honors Minority Communities in US</td>
<td>3</td>
</tr>
<tr>
<td>SOC 231HC</td>
<td>Honors Minority Communities in US</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 101HC</td>
<td>Honors Elementary Spanish</td>
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</tr>
<tr>
<td>SPAN 102HC</td>
<td>Honors Elementary Spanish II</td>
<td>5</td>
</tr>
<tr>
<td>SPCH 100HC</td>
<td>Honors Human Communication</td>
<td>3</td>
</tr>
<tr>
<td>THEA102HC</td>
<td>Honors Intro to World Theater</td>
<td>3</td>
</tr>
</tbody>
</table>

## Requirements for Entrance

- Minimum 3.25 GPA in high school course work or a minimum of 3.0 GPA in 6 units of college course work, verified by transcripts.
- Eligibility for ENGL 100 C.
- Completion of the Honors Transfer Program application.

## To Continue in the Program

- Achieve grades of "C" or higher in all Honors classes.
- Maintain a minimum 3.0 GPA in all Cypress College course work.
- Complete a minimum of one Honors Course each semester.
- Complete COUN 160HC Honors College/University Transition and INDS 120HC Honors Theme.

## To Complete the Program

- Complete six (6) Honors designated classes for a minimum eighteen (18) units.
- Complete the requirements necessary to be accepted by the transfer school in your major.
- Complete two extracurricular activities and a Service Learning component each semester.

## Benefits for Students while Enrolled

- Increased Scholarship opportunities.
- Small classes with a seminar environment.
- Special counseling and advisement with the Honors Program Director and Honors Counselor.
- Library privileges at transfer colleges and universities.
- Invitation to special Honors Forums, seminars and social events.
- Membership opportunities with Alpha Gamma Sigma Honors Society.

## Benefits on Completion of the Program

- Priority consideration for admission at the junior level to selected four-year colleges and universities.
- Special recognition at Commencement.
- Honors notation on the diploma and transcripts.

## Applying to the Program

- Submit an application to the Honors Program Office. Applications are available in the class schedule, in the Transfer Center, or online at www.CypressCollege.edu/languagearts/honors/honors.html.
- Submit a current transcript and proof of eligibility for English C.

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**JOB PLACEMENT SERVICES**

### JOB PLACEMENT CENTER

- All students interested in utilizing the job placement service must first file an application with the office. Students should check the job boards daily. When an employment opportunity occurs for which a student is interested, he/she must sign in for a screen interview. The Job Placement Office receives employment opportunities for full time, part time, temporary and seasonal positions. Announcements are posted daily on the Job Placement board outside the office and in notebooks inside the office, and online computer job search. Job Placement is located in the Tech Ed II Building, Room 207B. For further information, you may stop by or call (714) 484-7052.

### LOST AND FOUND

Lost items that have been turned in may be claimed at the Security and Information Office, located just east of the Business Building.

### MATRICULATION

Matriculation is a set of services provided to all students as a means of ensuring their academic success. It is legally defined as an agreement between the college and its students. This legislation ensures that every community college student will be afforded the same opportunity for services and to achieve academic success. The college goal is to make the institution a place of easy access and success for students to achieve their educational goals and economic gain. The five components or services which create the easy step-by-step process to introduce Cypress College students to higher education are:

**Admissions:** The information contained in the college application becomes part of the student’s official record. This office registers students and records grades, program changes, graduation and transfer requirements.
**Assessment:** The purpose is to gather as much information as needed on new students. Counselors review assessment scores, transcripts, current study skills, language skills, goals, majors, career aspirations, and the need for special services. Testing may be necessary for a first time student if there are no previous records. Assessing student skills aids in making the best educational choices.

**Orientation:** Students new to Cypress College prior to registration have the opportunity to attend a one and one-half hour group orientation/counseling session. During this session the counselor will review the College Catalog, Schedule of Classes, services, programs, certificates, degrees, majors, general college procedures and college regulations. The counselor will review with the students their test scores, previous transcripts, course prerequisites, and course selection. After registration, Educational Planning COUN 140 C is offered to assist the student in completing their individualized Student Education Plan.

**Counseling/Advising:** All students are encouraged to visit their counselor and confer with instructors periodically throughout the year. A student Educational Plan should be on file in each student’s academic record after completion of 15 units. Faculty Advising is available through instructors’ posted office hours.

**Student Progress/Follow Up:** Students who excel in their course work are placed on either the Dean’s Honor Roll or the President’s Honor Roll. Information regarding scholarship and Honors is available within this catalog. Students encountering difficulty in courses are referred to appropriate college services by counselors and instructors. Additional referrals are made to assist students with special needs.

Students may be exempt from the Matriculation services if a graduate from an accredited U.S. college or university with an Associate of Arts degree or higher; or matriculated at another College.

**Student Rights**
All matriculated students have the right to challenge or appeal any step in the matriculation process and may:

1. Enroll in any class where prerequisites are met.
2. Challenge course placement decision.
3. Request a waiver of prerequisites for a course, if it is offered, not validated, or if able to demonstrate previous knowledge.
4. File a complaint of discrimination if prerequisites are being applied in a prejudicial manner.

If you have questions regarding any aspect of these services, please contact the Matriculation Coordinator at (714) 484-7230.

**PARKING AND TRAFFIC CONTROL**
All campus traffic and parking regulations are enforced by the Cypress College Campus Safety Department. Students are advised to follow parking regulations and signs carefully.

Use of the campus parking lots is restricted to staff and to students paying a parking fee. This fee may be paid daily or a semester parking permit may be purchased at the time of registration or anytime during the semester. Those paying the semester fee will receive a parking lot permit authorizing use of the campus student parking lots and will also permit parking in student parking lots at Fullerton College. Payment of the parking fee does not guarantee a parking space, but will permit parking in designated spaces at both colleges.

The parking permit should be displayed in the car, and hanging from the rear view mirror at all times while in the designated parking areas. Lost permits cannot be replaced except by payment of another fee.

**SAFETY AND SECURITY**
Cypress College employs parking and security guards with training specific to these areas. For incidents requiring resources and services not available at Cypress College, Cypress Police Department and other agencies are summoned. (20 United States Code 1092C).

The Campus Safety Department is located in the Security and Information Building just east of the Business Building.

**SERVICE LEARNING**
Service Learning is a teaching method that promotes student learning through active participation in meaningful and planned service experiences in the community that are directly related to the course content. Through reflective activities, students enhance their understanding of course content, general knowledge, sense of civic responsibility, self-awareness and commitment to the community.

- Incorporate community service into your general education courses
- Apply course skills in a realistic environment
- Explore career options in a course setting
- Increase civic awareness of the community
- Experience a hands-on teaching method
- Strengthen the ethic of service
- Transfer service learning hours to a four year institution

**STUDENT HOUSING**
Housing is not available on the college campus. Students interested in off-campus housing should contact the Student and Campus Activities Office for suggested quarters. A listing of available housing is located on a bulletin board in the Student Activities Office, second floor of Gym II. For questions, call (714) 484-7198.

**STUDENT SUCCESS PROGRAM**
A Student Success Program has been implemented at Cypress College. The program is designed to improve the potential for student success and academic achievement. The goal of the program is to provide students with a timely notice of potential academic problems and give guidance as needed for students who need assistance in meeting the college’s academic requirements.
Faculty, on a voluntary basis, will contact students in their classes whom they believe would benefit from a student success early alert contact or a referral to an appropriate student service on campus. This early alert contact may be made in person with students attending class or by phone, e-Mail, letter or postcard.

**STUDY ABROAD PROGRAM**
The Study Abroad Program provides students the opportunity to enrich their educational experience by studying abroad for one semester or for a shorter period of time, depending on course offerings, while earning Cypress College units. The program is designed not only to enrich course content by their location in the country where they are offered, but also to provide students with a multi-cultural experience by living in a society and environment different from that of the United States. Cypress College is associated with the College Consortium for International Education and may offer programs jointly with other California Community Colleges, thus expanding the students' opportunities for experiences abroad.

Classes offered will be Cypress courses, often taught by a Cypress College instructor, ensuring complete transferability to other United States colleges. There is an application process for interested students, with prerequisites, interviews, and the final selection. Interested students may contact the Center for Intercultural Understanding. For further information, call (714) 484-7049, or 484-7050.

**TRANSFER CENTER**
The Transfer Center assists students interested in continuing their education at four-year institutions with an emphasis on reaching the historically underrepresented transfer students. The Transfer Center offers students opportunities to meet with representatives from advisement and three-year schools, attend workshops and Transfer Fairs. The Transfer Center houses an extensive transfer resource library including college catalogs, articulation agreements, reference books, college videos, and computer programs for student use.

For more information, visit the Transfer Center in Room FA-100 on the first floor of the Fine Arts building, or call (714) 484-7129.

**VETERANS BENEFITS**
Cypress College is approved as a degree-granting institution for the attendance of veterans under Title 38, United States Code. This includes the programs covered in Chapters 30, 31, 32, 35, and 106 of Title 38, which were formerly known as Public Laws 16 and 894 (rehabilitation of disabled veterans), and Public Law 634 (war orphans). The College is also approved for the attendance of California veterans' dependents under the State program.

Veterans who plan to enroll in the College are urged to contact the Office of Veterans' Affairs (Admissions and Records Office) well in advance of registration so necessary arrangements may be made with the Veterans' Administration or the California Department of Veterans Affairs. This Office works closely with academic counseling, the Student Employment/Financial Aid Office, the Student Educational Development Center, and the various veterans' agencies to provide the veteran with those services which will contribute to a successful educational experience. Veterans needing assistance should contact the VACoordinator in the Admissions and Records Office. For further assistance, phone (714) 484-7348.

Veterans and eligible dependents/spouses who are on academic probation, below a 2.0 grade point average (GPA), must show a continued improvement in GPA with each semester after the below 2.0 GPA deficiency. A student who is on academic probation will have VA educational benefits payments suspended after showing two semesters without satisfactory progress toward the graduation requirement of 2.0 GPA. In such instances a student must petition for recertification and must show a counselor approved program indicating what course of action must be completed to maintain satisfactory progress toward graduation requirements.

**WORKFORCE PREPARATION CENTER**
The Workforce Preparation Center is designed to assist with placement of students into fast-track training programs. The center is located on the 2nd floor of the Tech Ed II Building, Room 215, or for more information, please call (714) 484-7237.

**Programs available are:**
- **CalWORKs** — California’s Work Opportunity and Responsibility to Kids
- **CARE** — Cooperative Agencies and Resources for Education
- **FKCE** — Foster and Kinship Care Education
- **ILP** — Independent Living Program
- **TRAC** — Training Resources to Achieve Completion
- **WOW** — World of Work

**Campus Life**

**CAMPUS CLUBS**
Students are encouraged to broaden their horizons by participating in club activities at Cypress College. Clubs are organized to involve the student in specialized fields of interest or service to the college and community. The clubs and organizations at the college can be listed in four categories: academic achievement, cultural, special interest, and religious.

**ACADEMIC ACHIEVEMENT**
Alpha Gamma Sigma is the college's academic Honors club. Its main goal is to increase and promote academic excellence among students. The club provides service to the school and holds fund-raising activities to earn money for scholarships. Sigma Psi is the campus chapter.

**CULTURAL CLUBS**
Cultural clubs provide students with an opportunity to experience other cultures as well as to meet students with similar backgrounds. In addition, they provide a link to the political and social events shaping the world of today.

**INTEREST CLUBS**
Interest clubs provide a place or event for students to share a common interest or a chance to experience something new.

**RELIGIOUS CLUBS**
Religious clubs promote a particular religion as well as provide a place for students to come together in their faith.
MEETING TIMES
The meeting times for all clubs can be obtained from the Office of Student Activities in the Student Center. The following is a complete list of Cypress’ campus clubs and organizations:
Alpha Gamma Sigma (Honor Society)
Black Student Union
Buddhists for World Peace
Campus Christians
Charger Chronicle
Court Reporting Club
C.C. Flying Team (Alpha Eta Rho)
Creative Arts Guild
Cypress Nursing Student Association (CNSA)
Dental Assisting Club
Explorers Club
Flight Attendants
Forensics
Funkollective Club (Music)
G.A.L.A.
Global Association of Culture and Peace
Honors Club
Hospitality and Travel Club
Human Services
Korean Christian Fellowship
Korean Student Association
Later-Day Saints Student Association
M.E.Ch.A.
Mortuary Science Club
Muslim Student Association
Native American Club
Outreach Ministries
Philosophy Club
Pre-Med Club
Psychiatric Technology
Psychology Circle
Radiologic Technology
Recording and Entertainment Club
Scholarship Club
S.A.D.H.A. (Dental Hygiene)
Spirit Club (Pep)
Vietnamese Club
Women’s Study Club

DRESS CODE
Students are expected to dress in good taste. Attending class or entering any campus building while barefooted or bare-chested is specifically prohibited.

INTERCOLLEGIATE ATHLETIC PROGRAM
The Cypress College Chargers are members of the Orange Empire Conference composed of Cypress, Fullerton, Golden West, Irvine Valley, Orange Coast, Riverside, Saddleback, Santa Ana, and Santiago Canyon Community Colleges. The Chargers compete in conference competition in the following men’s sports: baseball, basketball, golf, soccer, swimming, water polo and wrestling. Women’s intercollegiate sports include: basketball, golf, soccer, softball, swimming, volleyball and water polo. The Chargers also compete in wheelchair basketball. Cypress students may participate in football, cross-country and track at Fullerton College.

Athletic eligibility rules and regulations adopted by the conference and the California Commission on Athletics are rigidly enforced at Cypress College. In general, eligibility rules require an athlete be enrolled in 12 units or more at the time of competition. To compete a second season in a sport, an athlete must complete and pass 24 units with a 2.0 GPA between seasons of competition. These must be completed prior to the beginning of the second season of the sport. Transfers who have participated in athletics at another California community college must complete 12 units at Cypress College before becoming eligible. Since this is only a general guideline and athletic eligibility rules are rather complex, questions regarding eligibility should be referred to the athletic director for clarification.

INTER-CLUB COUNCIL (ICC)
The Inter-Club Council (ICC) is financed by the Associated Students of Cypress College and its chair is an elected, voting member of the Associated Student Council. The Inter-Club Council is composed of a representative from each of the recognized clubs on campus. Its function is to coordinate the activities of the various clubs and to provide an organized channel for club support of, or participation in, major campus events. For information regarding current clubs on campus, and/or the forming of new clubs, please stop by the Student Activities Office located in the Student Center.

PUBLICATIONS
OFFICIAL STUDENT PUBLICATIONS
Student publications are approved by the college through authorization of the President of the college and the assignment of a faculty advisor. Such publications are eligible for distribution on campus. All student publications are expected to reflect good taste, be written and edited by students of the college, and conform to editorial policies established by the college. These editorial policies shall include authority of the faculty advisor to exercise the right to disapprove materials with provision for the right of the student to appeal to persons designated by the college President. Students who violate this policy shall be subject to suspension and/or expulsion.

UNOFFICIAL PUBLICATIONS
Commercial publications may not be distributed or sold on the college campus without specific permission from the President. Non-commercial publications, student or non-student, not sponsored or approved by the college may be distributed on campus under regulations as established by the college. These regulations may pertain to hours and places of distribution, littering, the orderly operation of the college, the outrage of public decency, and an identification of the persons and/or organizations sponsoring the material. Unofficial publications which do not meet the criteria listed are considered unauthorized and may not be distributed on campus.

STUDENT ACTIVITIES
The Student Activities Program at Cypress College is intended to achieve the following objectives:
• to provide opportunities for students to share in governance activities;
• to provide students with the opportunity to create and administer their own organizations;
• to provide a leadership development program for credit that will help students learn the practical application of leadership and organizational theory.
Student Activities is an integral part of college life, and all students are encouraged to take an active role in some phase of the student activities program.

Activities include campus clubs, concerts, special interest programming, community awareness and involvement, Senior Day, World Fest, Welcome Back Week, and the annual Duck Pond Race. The Associated Students Council participates on Campus and District Shared Governance committees to represent student interests.

STUDENT CONDUCT
Cypress College students are expected to maintain satisfactory standards of citizenship at all times on the campus and in the community. The following are guidelines for minimum student conduct. Students enrolling in the college assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution.

All students will be expected to observe the laws and regulations of the state, county, city, district, and of the college of attendance. Misconduct for which students are subject to discipline and constitutes good cause for disciplinary action, suspension or expulsion includes, but is not limited to, the following:

1.1 Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of college or District personnel.

1.2 Failure to identify oneself when requested to do so by District and college officials acting in the performance of their duties.

1.3 Cheating or plagiarism in connection with an academic program.

1.4 Forgery, alteration or misuse of District or college documents, records, or identification, or knowingly furnishing false information.

1.5 Misrepresentation of oneself or of an organization to be an agent of the District or college.

1.6 Physical or verbal abuse or any threat of force or violence on or off District or college property to the person, property, or family of any member of the college community.

1.7 Willful misconduct which results in injury or death to a student or college or District personnel, or which results in the cutting, defacing, or other injury to real or personal property of the District.

1.8 Theft or unauthorized entry into, unauthorized use of, or misuse of District or college property.

1.9 Use, sale, or possession on campus or District property or property under the control of the District, or presence on campus or District property or property under the control of the District while under the influence of any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance.

1.9.1 Controlled substance to include alcohol and any derivative therein.

1.10 Willful or persistent smoking in any area where smoking has been prohibited by lawful authority.

1.11 Knowing possession or use of explosives, dangerous chemicals, or deadly weapons on District or college property or at District or college functions without prior authorization of the chancellor, college president or designee.

1.12 Engaging in lewd, indecent, or obscene behavior on District or college property or at a District or college function.

1.13 Violation of municipal, state or federal laws in connection with college attendance.

1.14 Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a college official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

1.15 Attempting any act constituting cause for disciplinary action as identified above.

1.16 Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

1.17 Student expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of the lawful community college regulations, or the substantial disruption of the orderly operation of the community college, shall be prohibited.

STUDENT DISCIPLINE
(Education Code, Article 3, Section 76030 - 76037)

DEFINITIONS:

1. EXPULSION AND EXCLUSION: The involuntary and permanent removal of students from the college district by action of the Board of Trustees.

2. SUSPENSION: The involuntary removal of students from class or the college by the President or designated representative for a limited period of time. Students may be suspended from class or the college by the President or designated representative for good cause as follows:

   a. From one or more classes for a period of up to 10 days of instruction.

   b. From one or more classes for the remainder of the school term.

   c. From all classes and activities for the remainder of the school term. A student may not be enrolled in any community college in the District for the period of suspension.

3. REMOVAL: The involuntary removal of students from class by an instructor for a maximum period of two class sessions, which shall be the day of the removal and the next class meeting.
4. DISCIPLINARY PROBATION: A middle status between good standing and suspension or expulsion from the college. It covers a stated trial period and disciplinary conditions required of the student. At the end of the trial period, it shall be determined, based on whether the probationary conditions have been met, whether or not the student is to be returned to good standing, suspended, or recommended for expulsion.

5. LOSS OF PRIVILEGES: Disciplinary action involving the loss of certain student privileges for a stated period of time.

6. FORMAL REPRIMAND: Written admonishment or warning that becomes a part of a student’s file and is considered in the event of future violations.

7. INFORMAL REPRIMAND: Verbal admonishment or warning.

EXPULSION PROCEDURES
Only the governing Board of Trustees may expel a student. Expulsion of any student shall be for good cause only, as previously described, and shall be accompanied by a hearing. Pending the expulsion hearing, a student may be suspended, provided a reasonable opportunity for a hearing is afforded within ten (10) days.

The student, and his/her parent or guardian if the student is a minor, shall be notified by registered or certified mail or by personal service of the date, time and location of the hearing, the charges against the student, and the possible penalty. At the hearing the following procedures will be followed:

1. Charges against the student, along with supporting evidence from witnesses or other sources, will be presented by the District.

2. The student shall be given an opportunity to confront and cross-examine witnesses.

3. The student shall be given the opportunity to present a defense, written and/or oral testimony, and supporting evidence from witnesses or other sources. After prior notification to the Chancellor, a student may be accompanied and represented by legal counsel at the expulsion hearing.

4. A brief written record will be kept of the charges, testimony and evidence.

5. After duly considering all of the evidence, the Board of Trustees shall determine what discipline, if any, will be imposed. Discipline may include those disciplinary actions authorized to the college or expulsion. The decision of the Board shall be final.

EXCLUSION
The Board of Trustees may exclude students with filthy or vicious habits, students suffering from contagious or infectious disease, or students whose physical or mental disability is such as to cause that student’s attendance to be inimical to the welfare of other students.

REMOVAL AND SUSPENSION PROCEDURES

1. REMOVAL OF STUDENT FROM CLASS BY AN INSTRUCTOR:
   a. The student removed shall be verbally advised of the removal and the reasons therefore and shall be referred to the office of the appropriate administrator. This referral is to be followed up with a written report of the disciplinary infractions as soon as possible before the next meeting of the class involved. No such removal shall exceed a period of two class meetings, the day of the removal and the next class meeting.
   b. The appropriate administrator shall conduct a meeting with the student.
   c. Should the student appeal the decision of the instructor, the administrator will conduct a hearing with those involved and render a decision on the appeal.
   d. Decisions by the administrator may be appealed to the President of the College.
   e. During the period of removal, a removed student shall not be returned to the class from which the student was removed without the concurrence of the instructor of the class.

2. SUSPENSION FROM CLASS OR COLLEGE BY THE PRESIDENT OR DESIGNEE:
   a. An informal hearing shall be held during which the student will be advised of the charges and given an opportunity to respond. If it is decided that suspension is warranted, the student, and his/her parent or guardian if the student is a minor, shall be notified in writing by the President or the President’s designee.
   b. Decisions of the President’s designee may be appealed to the President of the College.
   c. A report of all suspensions shall be submitted to the President of the College, who shall report the suspensions to the District Chancellor or to the Board of Trustees.
   d. The student may appeal the decision of the President concerning suspension to the Board of Trustees.

STUDENT RIGHTS AND RESPONSIBILITIES
The California Education Code provides that, “The board shall have the power to adopt such rules and regulations, not inconsistent with law, as are necessary for its own government and to enable the board to carry out all powers and responsibilities vested in it by law” (Section 71020). The Board of Trustees has prescribed the following rules relating to students. These rules shall apply to each of the colleges of the District. Each College President shall be responsible for the development of procedures required on that campus to assure that these rules are in effect on that campus.

1. ACADEMIC FREEDOM POLICY:
A college community, consisting of faculty, students, and administrators, under authority of the Board of Trustees, has as its primary purpose the realization of the students’ growth and development through the dissemination and application of knowledge. Because it is only in the open exchange of ideas that this purpose can be achieved, stu-
students are encouraged to study any and all issues and problems. Freedom to think, read, question, and speak are necessary to the college community, but such freedoms must be exercised within the rules established under the general policies of the Board of Trustees.

2. STUDENT CLASSROOM RIGHTS AND RESPONSIBILITIES:
   a. Students enrolled in a course accept the instructor’s authority in all matters pertaining to the classroom instruction and individual academic performance. Students have the right to:
      (1) Know the instructor’s standards for academic evaluation and classroom conduct.
      (2) Challenge, with normal courtesy, faculty statements of opinion.
      (3) Receive professional evaluation of their academic performance.
      (4) Expect professional treatment of their views, beliefs, or political associations.
      (5) Have reasonable access to members of the faculty on campus.
   b. Students enrolled in a course accept the responsibility to:
      (1) Seek diligently to achieve the instructional objectives of the course.
      (2) Practice honesty and respect the rights of others.
      (3) Meet instructional and conduct standards as specified in 2.a.
   c. Students who violate the rights of other members of any class shall be subject to removal or suspension from that class.

3. CAMPUS RIGHTS AND RESPONSIBILITIES:
   a. Students have the right to:
      (1) Participate in the formulation and application of college policy which affects them in accordance with procedures established on each campus under the general policies of the Board.
      (2) Petition to organize interest groups pursuant to college and Board policies.
      (3) Join student associations approved pursuant to college and Board policies.
      (4) Invite and hear speakers as defined in the campus speakers policy.
   b. Students who violate the rights of chartered organizations shall be subject to the rules and regulations as published and distributed on each campus.
   c. Campus publications boards, or their equivalent, shall have the authority and responsibility for all college publications. Their authority and responsibility shall include, but not be limited to, providing written clarification of the role of student publications and the standards to be used in their evaluation. These standards shall be within the canons of responsible journalism and the limitations on control of their operations as established by the faculty advisor.

DUE PROCESS
It is the policy of the North Orange County Community College District, in accordance with constitutional law, to guarantee to students substantive and procedural due process of law. Students formally charged with violation of College regulations are subject to procedures as outlined in the Policies Relating to Students booklet, available to each student in the Student Activities Office, Division Offices, and the office of the Executive Vice-President. Appeals to any due process findings may be made to the President of the College.

RULES AND PROCEDURES OF DUE PROCESS
1. Unless requested by the student, the Board shall hold closed sessions when it considers disciplinary action regarding a suspension or expulsion. The Board shall notify the student, and the parent if the student is a minor, by registered or certified mail or by personal service, of the intent of the Board to call a closed session to consider the suspension appeal or expulsion. Unless the student or parent requests in writing within forty-eight (48) hours after receipt of the notice that the hearing be held in public session, the hearing to consider the matter shall be conducted as a closed session by the Board. Where such written request is served upon the Clerk or Secretary of the Board, the meeting shall be public, except that any discussion that might conflict with the right to privacy of another student shall be in closed session. Final action by the Governing Board shall be taken at a public meeting.

2. Students charged with violations resulting in disciplinary action have a right to hear the charges and the supporting evidence and to respond to these charges.

3. Parties to a hearing have the right to present bona fide witnesses and supporting evidence to substantiate charges or responses to charges.

4. No student shall be suspended from a community college or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance.

5. Whenever a minor is suspended from a community college, the parent or guardian shall be notified in writing by the President or designate. A minor has been removed by an instructor, the instructor shall ask the parent or guardian to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference.

6. In cases of assaults, the President shall, upon the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student which violate Section 245 of the Penal Code.
STUDENT GRIEVANCES

PETITIONS AND APPEALS

1. ACADEMIC APPEALS: Inevitably, with as many interpersonal transactions as occur on a college campus, disagreements with instructors may occur. Should that be the case, a student may take the following action:

PROCEDURES
   a. Discuss the matter with the staff member, preferably in private, and try to resolve the issue.
   b. Consultation with your counselor may also be helpful. If the problem cannot be resolved at that level, the following due process procedures are available to the student.
   c. Consultation with the Student Advocate at Associated Students may also be helpful. The Student Advocate is an elected member of the Student Government who can help the students to follow the procedures in presenting grievances.
   d. Students in Vocational programs may need to see the department Coordinator/Director. Programs that deal with patient/client safety and accrediting agencies have additional policies located in their program handbooks/regulations.
   e. Students who have not been able to resolve classroom problems through an interview with their instructors and the department Coordinator/Director may consult with the Division Dean.
   f. If the problem is not resolved to the student's satisfaction the student may file an appeal with the Campus Petitions Committee. Petition forms are available from the division deans or from the office of the Director of Diversity.
   g. A student dissatisfied with the result of his/her appeal to the Campus Petitions Committee may appeal to the College President.
   h. Student appeals from the College President may go the District Chancellor.
   i. Students dissatisfied with their appeal to the District Chancellor may make a final appeal to the District Board of Trustees.

PLEASE SEE YOUR COUNSELOR FOR ASSISTANCE THROUGH THE ENTIRE GRIEVANCE PROCEDURE.

2. ADMISSIONS AND RECORDS APPEALS: Appeals regarding college decisions or policies may be made through the Admissions and Records Office. Appeals include matters relating to admissions or a student’s records; application or registration deadlines; grades and credit; repetition of courses; academic renewal, tuition and withdrawals; and readmission after disqualification from the college.

PROCEDURES
   a. Obtain a petition form from the Office of Admissions and Records.
   b. Fill out the form, giving all background information regarding the appeal and listing all specific extenuating circumstances. It is often helpful to obtain a written recommendation from a counselor and include that with the petition.
   c. Submit the petition to the Office of Admissions and Records. Note that the petitioner has certain responsibilities in this process. If an appointment for a personal interview is necessary, the student will be notified.
   d. A decision on the petition will be rendered by the Admissions and Records Office.
   e. Contact the Office of Admissions and Records to determine the petition results.
   f. Obtain a copy of the petition and the written decision and execute the appropriate action as directed.
   g. Appeals and decisions of the Admissions and Records Office may be made through the Executive Vice-President of Instruction.

STUDENT GOVERNMENT

Cypress College is committed to student government with the following objectives:

- promoting cultural, educational and social events
- enhancing and supporting class instruction
- recognizing student government as an integral part in the shared governance structure of the college
- facilitating participation in the college community

The governing body of the Associated Students of Cypress College is the A.S. Council, which consists of the Executive Board, the Student Senate, and the Programming Board. Elections for officers on these boards are held during the spring and fall semesters. The Student and Campus Activities Office on the Piazza level of Gym 2 houses the A.S. Council. Meetings of the Council are held on Thursdays at 11:30 a.m. and are open to anyone who would like to attend.

The A.S. Council plans, organizes, promotes and finances many activities for the campus. A.S. Council officers serve on campus committees and participate in the California Student Association of Community Colleges (CalSACC) to represent student interests concerning campus, district, and state-wide decisions affecting community college students. Campus clubs are part of Inter-Club Council (ICC) which is administered by the A.S. Council. For further information, contact the Associated Students at (714) 484-7198.
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT NON-DISCRIMINATION STATEMENT

The North Orange County Community College District, in compliance with all applicable Federal and State Laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices.

Consistent with State and Federal law and District policy, the North Orange County Community College District forbids sexual harassment at any of its locations. The District will take preventive, corrective, and disciplinary action for any act that violates this policy or the rights and privileges it is designed to protect.

The District does not discriminate against any employees or applicants for employment on the basis of their age, or because of their medical condition; nor does the district discriminate on the basis of citizenship or sexual orientation, within the limits imposed by law or District policy. This non-discrimination statement covers admissions, access, and service in District programs, activities, and application for and treatment in District employment.

The North Orange County Community College District is an affirmative action equal opportunity employer. Individuals who believe they are victims of discrimination and/or harassment, or have questions about our policies, may contact the Vice Chancellor of Human Resources, Mr. Jeff Horsley, at 1000 North Lemon Street, Fullerton, CA 92832-1318, (714) 578-8400; or Dr. George Beloz, Director of Campus Diversity at (714) 484-7264, in the Administration Building, room 218A.

It is the policy of the North Orange County Community College District that students and employees who are victims of sexual assault committed at or upon the grounds or facilities maintained by the District, shall receive treatment and information by contacting the Director of Health Services or any District administrator. The Policy on Sexual Assault is available in the Campus Health centers, in the Student Activities Office, and in the Offices of the Vice President at Cypress College and Fullerton College, and in the District Human Resources Office.

The North Orange County Community College District is committed to providing an educational and work environment free of alcohol and illicit drugs. In keeping with this commitment, the North Orange County Community College District advises all students and employees that the appropriate legal and disciplinary action will be taken against any student(s) or employee(s) who knowingly violated federal, state, local or campus laws/rules relating to the sale, use, transfer, or possession of illegal drugs/alcohol on campus or in any District facility. For further information concerning these guidelines, please refer to the Policies Relating to Students which is available in the Student Activities Office, and the District Alcohol/Drug-Free Policy available in the Offices of the Vice President and the District Human Resources Office.

Students and employees who are victims of sexual assault or seek information or assistance with drug and alcohol related problems should contact the Director of Health Services at Cypress College, (714) 484-7361, or at Fullerton College, (714) 992-7414. All inquiries will be held in the strictest confidence.

Cypress College, a campus within the North Orange County Community College District is in compliance with the various Federal Laws and Acts related to civil rights. This includes compliance with Title VI and VII of the Civil Rights Act of 1964 and 1990; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act (ADA) of 1990. The lack of English skills will not be a barrier to participation in vocational education programs at Cypress College. Matters concerning Title IX, Section 504, or ADA should be brought to Mr. Jeff Horsley. The District has a procedure under which persons who believe that they have been discriminated against on the basis of disability may file a complaint. A copy of the procedure may be obtained from the Vice Chancellor of Human Resources, Mr. Jeff Horsley, at 1000 North Lemon Street, Fullerton, CA 92832-1318, (714) 578-8400; or Dr. George Beloz, Director of Campus Diversity at (714) 484-7264, in the Administration Building, room 218A.

Declaración de no Discriminación

El North Orange County Community College District, en cumplimiento con todas aplicables leyes Federales y Estatales, no discrimina en ninguno de sus políticas, procedimientos, o prácticas con relación a asuntos de raza, color, origen nacional, linaje, estado matrimonial, edad, religión, desabilidad, sexo, o orientación sexual.

Cypress College, una institución dentro del North Orange County Community College District, cumple con varias leyes y actas Federales conscribientes a derechos civiles. Esto incluye cumplimiento con Título VI y VII del Acta de Derechos Civiles de 1964 y 1990; Título IX de las Enmiendas Educativas de 1972; Sección 504 del Acta de Rehabilitación de 1973, y del Acta de Americanos con Discapacidades (ADA) de 1990. La limitación de abilidad en inglés no será obstáculo para participar en programas de educación vocacional en Cypress College.

Asuntos conscribientes a Título IX, Sección 504 o ADA se deben de llevarse al Sr. Jeff Horsley, coordinador oficial de tales. El Distrito tiene un procedimiento bajo el cual personas que creen han sido descriminado sobre asuntos de desabilidad puedan someter su queja. Se puede obtener una copia del procedimiento con el Sr. Jeff Horsley, Vice Chancellor of Human Resources, en 1000 North Lemon Street, Fullerton, CA 92832-1318, (714) 578-8400; o con el Dr. George Beloz, en Cypress College, (714) 484-7264, Edificio de Administración, oficina 218A.

Student Right to Know Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of the North Orange County Community College District and Cypress College to make available its completion and transfer rates to all current and prospective students. In fall, 1997, 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 Cypress College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 25.7% attained a certificate, degree or became “transfer prepared” during the three-year period (fall, 1997 to spring, 2000). Students who are “transfer-prepared” have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 49.3% transferred to another postsecondary institution (CSU, UC, or another California Community College) prior to attaining a degree, certificate or becoming “transfer prepared” during a five semester period (spring, 1998 to spring, 2000).

More detailed information related to the reporting of criminal actions which have occurred on campus may be obtained from the President’s Office, Public Safety, Admissions and Records, Financial Aid, Bursar’s Office, Student Activities, Library and the website.
For Postsecondary Institutions

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

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate.

Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Programs of Study
Cypress College offers three basic program types:

OCCUPATIONAL PROGRAMS
LEADING TO THE ASSOCIATE DEGREE

Associate degrees are commonly conferred by community colleges. This degree is awarded upon a student’s satisfactory completion of a program of study with a specific major. Students who have maintained continuous enrollment have the option of completing the Associate Degree requirements in effect at the time they initially enrolled or any subsequent catalog up to and including the last semester of attendance. The Associate Degree is one of two types, the Associate in Arts or Associate in Science. The distinction between the degrees lies in the majors. To earn an Associate Degree students must complete:

- All major course requirements with a minimum grade of “C” - at least 50% of the major course work must be completed at Cypress College;
- 25 units of Associate Degree General Education Graduation Requirements;
- Reading Proficiency requirement;
- At least one 3 unit course in cultural pluralism;
- Any elective courses to complete a minimum of 60 units with an overall Grade Point Average of 2.0.

CERTIFICATE PROGRAMS

A program certificate is a verification of competency designed to make the student proficient and employable in a specific occupational skill. The certificate is awarded independently of the Associate Degree. Students who have maintained continuous enrollment have the option of completing the certificate requirements in effect at the time they initially enrolled or any subsequent catalog up to and including the last semester of attendance. At least 50% of all course work required for a Cypress College Certificate must be completed at Cypress. All required courses must be completed with a minimum grade of “C”.

Students wishing to use courses from another institution to meet Cypress’ requirements should meet with their counselor to review the necessary petitioning procedure. Program certificates are noted on student transcripts.

TRANSFER PROGRAMS

Transfer programs include course work in an academic area, general education requirements, and elective work for transfer to a four-year baccalaureate institution. Transfer programs are designed to parallel the courses offered for freshmen and sophomores at other colleges and universities. Students entering such programs of study should have a minimum 2.5 GPA from high school. This guideline is used as an attempt to insure adequate academic strength.

Baccalaureate institutions and their departments limit the number of units in a specific major that may be taken in the lower division. Generally, the limit is between 6 and 12 units in a subject major. In most cases, baccalaureate institutions prefer the community college student to complete his/her major prerequisites, the lower division general education requirements, and at least 56 or more transferable semester units prior to transfer. Generally, no more than 70 semester units earned at California community colleges will be applied toward a baccalaureate degree. Exceptions to the foregoing statements are made by some upper-division institutions and their departments (e.g., by major). Contact your counselor for specifics not contained in their catalog.

Cypress College offers the first two years of a transfer program. Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students wishing to earn an Associate Degree prior to transfer should complete the Liberal Arts option.

TRANSFER CREDIT - BACCALAUREATE DEGREES

Cypress College certifies that the following classes listed (by instructional divisions) are baccalaureate-level classes and are transferable to any campus of the California State University system for credit toward its baccalaureate degrees:

- Business and Computer Information Systems - All classes numbered 100 C through 299 C.
- Counseling and Guidance - All classes numbered 100 C through 299 C.
- Fine Arts - All classes numbered 100 C through 299 C.
- Health Science - All classes numbered 100C through 299 C.
- Language Arts - All classes numbered 100C through 299 C.
- Physical Education - All classes numbered 100 C through 299 C.
- Science/Engineering/Mathematics - All classes numbered 100 C through 299 C; ELEC 051 C may be transferable to specific Industrial Arts Programs only.
- Social Science - All classes numbered 100C through 299 C.
- Vocational Technical Education - All classes numbered 100 C through 299 C; AVIA050 C and PHOT050 C may be transferable to specific university programs only.

Students who plan to transfer to the University of California or to any other university or college, should confer with a counselor for transferable courses since some universities do not accept all courses numbered 100 C – 299 C.
GRADUATION/EDUCATIONAL OPTIONS

HOW TO EARN AN ASSOCIATE DEGREE

Graduation Requirements

For this catalog year.

Graduation requirements for the Associate Degree are prescribed by the California Community Colleges Board of Governors and the North Orange County Community College District Board of Trustees. An Associate Degree may be earned upon satisfactory completion of all of the following:

- English and Math placement testing or equivalent;
- one of the three Associate Degree options;
- a minimum of 60 units of degree eligible general education, major and elective course work at one or more regionally accredited institutions;
- the last 12 units, or a total of at least 24 units, at Cypress College;
- at least one 3 unit course in cultural pluralism;
- the reading proficiency requirement.

In order to graduate, students must submit a Graduation Application to the Admissions and Records Office. Students may apply for graduation during the semester they are completing graduation requirements or thereafter.

Courses taken at other regionally accredited Colleges and Universities to fulfill General Education requirements may be used to satisfy Cypress College General Education requirements only if they are used in the same category and are degree applicable at Cypress College. (This policy supersedes all previous catalogs and is effective beginning with the 2001-2002 catalog.)

ASSOCIATE DEGREE OPTIONS

Option I - Liberal Arts

The Option I - Liberal Arts Degree is designed for the individual who desires an Associate in Arts Degree and transfer to a California State University or the University of California. This option also enables individuals to transfer to some private, four-year colleges and universities. This degree includes only transfer course work (see Course Numbering section for description of transfer course work).

Requirements for the Option I - Liberal Arts Degree include:

- Completion of the California State University General Education Breadth requirements (CSU GE Breadth) or IGETC general education plan.
- Completion of at least 20 additional transferable units including one (1) unit of physical education for a total of 60 transferable units.
- A2.0 (C) overall GPA.
- Fulfillment of all graduation requirements.*

* Note: Completion of this option automatically meets the Reading Proficiency requirement.

Option II - Occupational

The Option II - Occupational Degree is designed for individuals who desire an Associate in Arts or Associate in Science Degree with an occupational major. This degree may include transfer and/or non-transfer course work (see Course Numbering section for description of transfer and non-transfer course work) and includes completion of major requirements.

Requirements for the Option II - Occupational Degree include:

- Completion of 25 units of general education including one (1) unit of physical education. These units must be chosen from the classes listed in the General Education Requirements for the Associate Degree.
- Completion of Major emphasis courses listed in the catalog with a minimum grade of “C”. A minimum of 50% of these courses must be completed at Cypress College.
- Completion of additional degree eligible classes for a total of 60 units (see Non-Degree Credit Courses for description of classes that are non-degree eligible).
- A2.0 (C) overall GPA.
- Fulfillment of all graduation requirements.

Occupational Degrees Offered by Cypress College are:

- Accounting
- Administrative Assistant
- Administrative Support
- Advertising Design
- Air Conditioning and Refrigeration
- Art
- Automotive Collision Repair
- Automotive Technology
- Aviation Management
- Commercial Pilot
- Computer Applications
- Computer Information Systems
- Computer Programming
- Computer Science
- Court Reporting
- Culinary Arts
- Dance
- Dental Hygiene
- Drafting Engineering Technology
- Flight Attendant
- Food Service Management
- General Studies
- Health Information Technology
- Hotel Management
- Human Services
- Legal Secretary/Administrative Assistant
- Liberal Arts
- Management
- Marketing
- Medical Staff Services Science
- Merchandising
- Mortuary Science
- Multi-Cultural Studies in the United States
- Music
- Photography
- Physical Education
- Pre-Engineering
- Psychiatric Technology
- Radiologic Technology
- Registered Dental Assisting
- Registered Nursing
- Retail Management
- Small Business Management
- Theater Arts
- Travel/Tourism
- Word Processing
Option III - General Studies
The Option III - General Studies Degree is designed for individuals who desire an Associate in Arts or Associate in Science Degree with a broad general education background. This degree may include transfer and/or non-transfer course work (see Course Numbering section for description of transfer and non-transfer course work).

Requirements for the Option III - General Studies Degree include:

- Completion of 25 units of general education including 1 unit of physical education. These units must be chosen from the classes listed in the General Education Requirements for the Associate Degree.
- Completion of additional degree eligible classes for a total of 60 units (see Non-degree Credit Courses for description of classes that are non-degree eligible). No more than 15 of these units can be in activity/laboratory only classes.
- A2.0 (C) overall GPA.
- Fulfillment of all graduation requirements.

An Associate in Arts Degree includes at least 20 units in Social Science, Humanities and Arts courses. An Associate in Science Degree includes at least 20 units in Science, Math and Technical courses.

MULTIPLE DEGREES
Students may apply for more than one Associate Degree under Option I and/or Option II provided they meet the requirements. However students who have a Liberal Arts Degree, or are applying for an Associate Degree under Option I and/or Option II, may not apply for an additional degree under Option III.

General Education Requirements for the Associate Degree
General Education requirements at Cypress College are designed to introduce students to the many ways people comprehend the modern world. The subject matter presented in general education courses is designed to be broad, and frequently introductory, rather than specialized, narrow, or advanced. These courses form a pattern of learning experiences designed to develop the following insights and capacities in all students, regardless of their ultimate educational goals:

- Knowledge of the common principles, concepts, and modes of inquiry to the major disciplines;
- Appreciation and understanding of the environment, culture, society, and self;
- Ability to think and communicate clearly and effectively, critically and ethically both orally and in writing;
- Proficiency in mathematics, natural science, and analytical thinking;
- Understanding of the political and economic environment in order to be better informed and more responsible citizens;
- Desire to continue education throughout their lives.

Courses taken for general education must be on the Associate Degree General Education list at the time they are taken. Continuing students should check with their counselor in planning completion of General Education requirements.

Students entering Cypress College in Fall, 1995, or later, must complete 25 units of General education (of the total 60 units required for the Associate Degree) taken from the following areas:

**CATEGORY A - LANGUAGE AND RATIONALITY**
(6 Units)

<table>
<thead>
<tr>
<th>A1. Written Communication - A minimum of 3 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL095 C Effective Writing</td>
</tr>
<tr>
<td>ENGL100 C College Writing</td>
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<tr>
<td>ENGL100HC Honors College Writing</td>
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<table>
<thead>
<tr>
<th>A2. Analytical Thinking - A minimum of 3 Units</th>
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<tbody>
<tr>
<td>CSCI114 C Computer Literacy - Intro to Info Systems</td>
</tr>
<tr>
<td>CSCI185AC Computer Science I</td>
</tr>
<tr>
<td>ENGL103 C Critical Reasoning and Writing</td>
</tr>
<tr>
<td>ENGL104 C Critical Analysis &amp; Literature</td>
</tr>
<tr>
<td>ENGL104HC Honors Critical Analysis &amp; Lit</td>
</tr>
<tr>
<td>ENGL142 C Critical Thinking</td>
</tr>
<tr>
<td>ENGL201 C Intermediate College Writing</td>
</tr>
<tr>
<td>PHIL170 C Logic and Critical Thinking</td>
</tr>
<tr>
<td>PHIL172 C Critical Thinking/Writing</td>
</tr>
<tr>
<td>SPCH100 C Human Communication</td>
</tr>
<tr>
<td>SPCH100HC Honors Human Communication</td>
</tr>
<tr>
<td>SPCH135 C Essentials of Argumentation</td>
</tr>
</tbody>
</table>

**CATEGORY B - NATURAL SCIENCES AND MATHEMATICS**
(6 Units)

<table>
<thead>
<tr>
<th>B1. Life Sciences and Physical Sciences - A minimum of 3 units</th>
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<tbody>
<tr>
<td><strong>Life Sciences</strong></td>
</tr>
<tr>
<td>ANTH 201 C Physical Anthropology</td>
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<tr>
<td>BIOL101 C General Biology</td>
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<tr>
<td>BIOL101HC Honors General Biology</td>
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<tr>
<td>BIOL102 C Human Biology</td>
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<tr>
<td>BIOL103 C Human Ecology</td>
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<tr>
<td>BIOL107 C Nutrition &amp; World Food Issues</td>
</tr>
<tr>
<td>BIOL111 C/112 C Principles of Biology 1 (Lec/Lab)</td>
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<tr>
<td>BIOL113 C/114 C Principles of Biology 2 (Lec/Lab)</td>
</tr>
<tr>
<td>BIOL122 C Marine Biology</td>
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<tr>
<td>BIOL127 C Natural History</td>
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<tr>
<td>BIOL128 C Plants and Society</td>
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<tr>
<td>BIOL160 C Integrated Medical Science</td>
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<tr>
<td>BIOL174 C Biological Diversity</td>
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<tr>
<td>BIOL175 C Lower-Division Laboratory</td>
</tr>
<tr>
<td>BIOL210 C Anatomy and Physiology</td>
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<tr>
<td>BIOL230 C General Anatomy</td>
</tr>
<tr>
<td><strong>Physical Sciences</strong></td>
</tr>
<tr>
<td>ASTR 116 C, 117 C Introduction to Astronomy - Lec/Lab</td>
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<tr>
<td>ASTR 116HC, 117HC Honors Intro to Astronomy - Lec/Lab</td>
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<tr>
<td>CHEM 100 C Chemistry for Daily Life</td>
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<tr>
<td>CHEM 101 C Introduction to Chemistry</td>
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<tr>
<td>CHEM 107 C Foundations of College Chemistry</td>
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<tr>
<td>CHEM 111AC General Chemistry</td>
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<tr>
<td>CHEM 111BC General Chemistry</td>
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<tr>
<td>GEGO 102 C, 102LC Physical Geography - Lec/Lab</td>
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<tr>
<td>GEOL100 C, 101 C Physical Geology - Lec/Lab</td>
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<tr>
<td>or GEOL115 C Physical Geology Field Lab</td>
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<tr>
<td>GEOL102 C Physical Geology - Lec/Lab</td>
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<tr>
<td>GEOL103 C Historical Geology</td>
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<td>GEOL120 C Geology of California</td>
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<tr>
<td>GEOL130 C, 131 C Intro to Oceanography - Lec/Lab</td>
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<tr>
<td>GEOL190 C Environmental Geology</td>
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<tr>
<td>PHYS 130 C Principles of Physics</td>
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<tr>
<td>PHYS 201 C College Physics</td>
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<tr>
<td>PHYS 210 C Physics</td>
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<tr>
<td>PHYS 211 C Physics</td>
</tr>
<tr>
<td>PHYS 221 C General Physics</td>
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</tbody>
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<table>
<thead>
<tr>
<th>B2. Mathematics - A minimum of 3 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 151 C Business Mathematics</td>
</tr>
<tr>
<td>MATH 020 C Elementary Algebra</td>
</tr>
<tr>
<td>MATH 040 C Intermediate Algebra</td>
</tr>
<tr>
<td>MATH 100 C Mathematics for Liberal Arts Students</td>
</tr>
<tr>
<td>MATH 105 C Statistics for Teachers</td>
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<tr>
<td>MATH 110 C Real Numbers for Teachers</td>
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<tr>
<td>MATH 120 C Intro Probability and Statistics</td>
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<td>Course Code</td>
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<tr>
<td>MATH 120HC</td>
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<tr>
<td>MATH 130C</td>
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<tr>
<td>MATH 141C</td>
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<tr>
<td>MATH 142C</td>
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<tr>
<td>MATH 150AC</td>
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<tr>
<td>MATH 150BC</td>
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<tr>
<td>MATH 250AC</td>
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<tr>
<td>MATH 250BC</td>
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<tr>
<td>PSY161C</td>
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<tr>
<td>SOE 161C</td>
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<tr>
<td>SOE 161C</td>
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</tbody>
</table>

*The Mathematics requirement can also be met by passing a Mathematics Proficiency Examination. Refer to the Schedule of Classes or the Catalog. See Math Proficiency Examination explanation, location can be found in the MATHEMATICS portion of the Schedule of Classes or the Catalog.*

**CATEGORY C - ART AND HUMANITIES**

**C1. Arts - A minimum of 3 units**

**Art**
- ART 100 C Fundamentals of Art                        3
- ART 110 C Introduction to Art                        3
- ART 111 C Survey of Art History I                    3
- ART 112 C Survey of Art History II                   3
- ART 112HC Honors Survey of Art History               3
- ART 114 C Modern Art History                         3
- ART 115 C Museum Survey                              3
- ART 120 C Design Concepts                            3
- ART 125 C Introduction to Mixed Media                3
- ART 150 C Ceramics Handbuilding                      3
- ART 151 C Ceramics Throwing                          3
- ART 182 C Freehand Drawing                           3
- ART 185 C Life Drawing                               3
- ART 188 C Watercolor Painting                        2
- ART 189 C Fundamentals of Painting                   2
- ART 212 C Oriental Art                               3
- ART 213 C Pre-Columbian Art                          3

**Dance**
- DANC 101 C Multicultural Dance in U. S.              3
- DANC 105 C Ballet                                    1-2, 1-2
- DANC 106 C Classical Dance                           1-2, 1-2
- DANC 107 C Modern Dance                              1-2, 1-2
- DANC 108 C Free Form Dance                           1-2, 1-2
- DANC 111 C Jazz Dance                               1-2, 1-2
- DANC 112 C Intermediate Jazz Dance                   1-2, 1-2
- DANC 120 C Dance History                             3
- DANC 134 C Latin Jazz                               1-2

**Interdisciplinary Studies**
- INDS 110 C Multicultural Influences in the Arts in Contemporary America 3

**Literature**
- ENGL125 C The Film                                   3
- ENGL125HC Honors The Film                             3

**Music**
- MUS 101 C Music Fundamentals                          3
- MUS 103AC Theory and Musicianship                     4
- MUS 113 C Jazz History                               3
- MUS 115 C Music Cultures of the World                3
- MUS 116 C Music Appreciation                          3
- MUS 117 C American Popular Music                     3
- MUS 118 C Introduction to Opera                      3
- MUS 118HC Honors Intro to Opera                      3
- MUS 119 C History of Rock Music                      3
- MUS 120 C Survey of Music History                    3
- MUS 122 C Concert Hour                               1, 1, 1
- MUS 274 C Cypress Symphonic Winds                     1, 1, 1
- MUS 280 C Jazz/Musical Theater Choir                 1, 1, 1
- MUS 282 C Cypress Masterworks Chorale                 1, 1, 1
- MUS 219 C Acting, Singing, and Dancing               1

**Photography**
- PHOT101 C Introduction to Photography                 3

**Theater Arts**
- THEA100 C Introduction to the Theater                 3
- THEA102 C History of World Theater                    3
- THEA102HC Honors History of World Theater             3
- THEA104 C Introduction to Theater Appreciation       3
- THEA106 C Principles of Playwriting                   2, 2
- THEA107 C Ethnic Influences in U. S. Theater         3
- THEA120 C Acting I                                   3
- THEA129 C Voice and Diction                           3
- THEA132 C Musical Theater Workshop                   2-3, 2-3
- THEA133 C Rehearsal and Performance                   2-3, 2-3
- THEA149 C Stage Crew Activity                         2-3, 2-3
- THEA229 C Acting, Singing, and Dancing for the Musical Theater 3

**C2. Humanities - A minimum of 3 units**

**Foreign Language**
- CHIN 101 C Elementary Chinese Mandarin I             5
- CHIN 102 C Elementary Chinese Mandarin II            5
- FREN 101 C Elementary French I                       5
- FREN 102 C Elementary French II                      5
- FREN 203 C Intermediate French III                   4
- FREN 204 C Intermediate French IV                     4
- GER 101 C Elementary German I                        5
- GER 102 C Elementary German II                       5
- JAPN 100 C Spoken Japanese for Beginners             3
- JAPN 101 C Elementary Japanese I                     5
- JAPN 102 C Elementary Japanese II                    5
- JAPN 203 C Intermediate Japanese III                  4
- JAPN 204 C Intermediate Japanese IV                    4
- JAPN 205 C Elementary Spanish I                      5
- JAPN 206 C Elementary Spanish II                      5
- JAPN 207 C Intermediate Spanish III                   4
- JAPN 208 C Elementary Spanish IV                      5
- SPAN 101C Honors Elementary Spanish I                 5
- SPAN 102 C Elementary Spanish II                      5
- SPAN 102HC Honors Elementary Spanish II               5
- SPAN 201 C Spanish for Spanish Speakers               5
- SPAN 203 C Intermediate Spanish III                   4
- SPAN 204 C Intermediate Spanish IV                     4

**Interdisciplinary Studies**
- INDS 100 C Humanities and the Arts                    3
- INDS 101 C Humanities and the Arts                    3
- JOUR 110 C Mass Media Survey                          3

**Literature**
- ENGL097 C Multicultural Literature                   3
- ENGL102 C Introduction to Literature                  3
- ENGL110 C Humanities and the Arts                     3
- ENGL111 C Humanities and the Arts                     3
- ENGL115 C Hemingway's Works                           3
- ENGL126 C Screenwriting                              3
- ENGL139 C Children's Literature                       3
- ENGL207 C The Short Story                             3
- ENGL211 C English Literature: Part One               3
- ENGL212 C English Literature: Part Two                3
- ENGL221 C American Literature: Part One               3
- ENGL222 C American Literature: Part Two               3
- ENGL234 C Shakespeare                                 3
- ENGL234HC Honors Shakespeare                          3
- ENGL247 C Multicultural Literature                    3

**Philosophy**
- PHIL100 C Introduction to Philosophy                  3
- PHIL160 C Introduction to Ethics                      3

**CATEGORY D - SOCIAL SCIENCE (6 Units)**

**Anthropology**
- ANTH 102 C Cultural Anthropology                      3
- ANTH 203 C Introduction to Archaeology                3
- ECON 110 C Survey of Economics                        3

**Ethan 231 C Minority Communities in the United States**
- ETHS 231HC Honors Minority Communities in the U. S.   3
  (Same as HIST231HC, POSC231HC and SOC 231HC)

**Geography**
- GEOG 100 C The Human World: A Regional Study          3
- GEOG 100HC Honors The Human World: A Regional Study   3
- GEOG 160 C Cultural Geography                         3
- HIST 110AC Western Civilization                      3
HIST 110BC Western Civilization 3
HIST 112 C World Civilization I 3
HIST 112HC Honors World Civilization II 3
HIST 113 C World Civilization II 3
HIST 162AC History of the Americas 3
HIST 162BC History of the Americas 3
HIST 170AC History of the United States 3
HIST 171 C History of the US 3
HIST 171HC Honors History of the U.S. 3
HIST 231 C Minority Communities in the United States 3
HIST 231HC Honors Minority Communities in the U.S. 3
(HisEsame as ETHS 231 C, POSC 231 C and SOC 231 C)

HS 277 C Cultural Awareness & Health Care 3
MGT 161 C Introduction to Business 3
MGT 206 C Human Relations in Business 3
POSC 100 C Government of the United States 3
POSC 100HC Honors Government of the United States 3
POSC 210 C Contemporary Political Issues in America 3
POSC 215 C Comparative Political Systems 3
POSC 230 C Introduction to International Relations 3
POSC 231 C Minority Communities in the United States 3
(Psame as ETHS 231 C, HIST 231 C and SOC 231 C)

POSC 231HC Honors Minority Communities in the U.S. 3
Psame as ETHS 231 HC, HIST 231 HC and SOC 231 HC)

PSY 101 C General Psychology 3
SOC 101 C Introduction to Sociology 3
SOC 231 C Minority Communities in the United States 3
(Same as ETHS 231 CH, HIST 231 CH and POSC 231 CH)
SOC 231HC Honors Minority Communities in the U.S. 3
(Same as ETHS 231 CHC, HIST 231 CHC and POSC 231 CHC)
SOC 275 C Marriage and the Family 3
SOSC 051 C Survey of the Civilization of the United States 3
CULTURAL PLURALISM

As an educational community, Cypress College celebrates the shared characteristics and the diverse qualities of its culturally rich population. To prepare students for effective participation in our pluralistic society, Cypress College will offer knowledge of cultural variety, shared characteristics, inclusive ways of thinking, and respect for differences.

To achieve this educational goal, Cypress College will require all students to take at least one course that focuses specifically on multicultural issues. The purpose of the Cultural Pluralism Graduation Requirement is to broaden and enhance the educational experience of the students at Cypress College.

As a result of fulfilling this graduation requirement, the student will understand the need to:

- Accept and respect the presence of all diverse groups and the human rights of all individuals.
- Develop a sense of individual worth and empowerment in order to participate in a culturally pluralistic society.
- Value socio-cultural differences among people and the riches that flow from their diversity.
- Appreciate the need to address societal issues from culturally inclusive perspectives.
- Recognize the commonalities among all people and groups.

Students must take at least one 3 unit course from the following list of classes which meet standards for Cultural Pluralism:

- ANTH 121 C Indians of North America 3
- COUN 152 C Diversity in the World of Work 3
- DANC 101 C Multicultural Dance in the US 3
- ENGL 096 C Preparation for College Reading 3
- ENGL 102 C Introduction to Literature 3
- ENGL 142 C The Chicana/o in Contemporary Society 3
- ETHS 141 C Introduction to Chicana/o History & Culture 3
- ETHS 142 C The Chicana/o in Contemporary Society 3
- ETHS 231 C Minority Communities in the United States 3
- HIST 110 BC Western Civilization 3
- HIST 130 C African-American History in the United States 3
- HIST 141 C Introduction to Chicana/o History & Culture 3
- HIST 170 C History of the United States 3
- HIST 171 C History of the US 3
- HIST 171HC Honors History of the U.S. 3
- HIST 231 C Minority Communities in the United States 3
- HIST 231HC Honors Minority Communities in the U.S. 3
- HIST 231 HC Honors Minority Communities in the United States 3
- HIST 231HC Honors Minority Communities in the U.S. 3
- HIST 231HC Honors Minority Communities in the United States 3
- PSY 101 C General Psychology 3
- PSY 237 C Cross-Cultural Conflicts in Interpersonal Relationships 3
- SOC 121 C Indians of North America 3
- SOC 142 C The Chicana/o in Contemporary Society 3
- SOC 231 C Minority Communities in the United States 3
- SOC 231HC Honors Minority Communities in the United States 3
- SOC 231HC Honors Minority Communities in the United States 3
- SOC 235 C The Civil Rights Movement 3
- SOC 237 C Cross-Cultural Conflicts in Interpersonal Relationships 3
- SPCH 120 C Intercultural Communication 3
- THEA 107 C Ethnic Influences in U.S. Theater 3
- THEA 107 C Ethnic Influences in U.S. Theater 3

Cultural Pluralism Approved Programs:

Nursing

READING PROFICIENCY

Proficiency in reading may be satisfied by completing and receiving a grade of “C” or better in one of the following:

- ENGL 096 C Preparation for College Reading 3
- ENGL 102 C Introduction to Literature 3
- ENGL 142 C Critical Thinking 3
- SATS satisfactory score on a reading proficiency test. (Refer to the Schedule of Classes listed under STEP TWO, ENGLISH ASSESSMENT.)
- California State University (CSU) general education certification 3
- IGOTC certification 3

44 / Graduation/Educational Options
APPLICATION FOR GRADUATION

Students may apply for graduation during the semester they are completing graduation requirements or thereafter. They do not have to be currently enrolled in Cypress College to apply for graduation. Those students who have maintained continuous enrollment have the option of completing the graduation requirements in effect at the time they initially enrolled or any subsequent catalog up to and including the semester their graduation requirements are completed.

Applications for graduation are available in the Admissions and Records Office and will be accepted through the third week of each semester for the Fall and Spring Semesters and through the third day of the Summer Session. If the application is not filed prior to the deadline date, the student must submit another application and will graduate at a later date. There is a $5.00 non-refundable fee for filing a graduation application.

It is the student’s responsibility to provide the Cypress College Records Office with official copies of all transcripts from other colleges that will be used to meet requirements for graduation. The transcripts become the property of the Records Department and will not be released.

Diplomas will be available approximately four months after the date of graduation and will be mailed to the address noted on the Graduation Application filed with the Records Office. Commencement is held on the lawn, east of Gymnasium II at the end of the Spring Semester. Commencement ceremonies are held for the prior Summer and Fall graduates and prospective Spring graduates. Guest passes for attendance are not required. Refer to the Schedule of Classes for the date of the ceremony.

HOW TO EARN A VOCATIONAL CERTIFICATE

A Vocational Certificate is a verification of competency designed to show that the student is proficient and employable in a specific occupational skill. Certificates do not require general education course work.

Requirements for Vocational Certificate Programs for the 2002-2003 Catalog Year include:
- Completion of a specific program of vocational courses listed in the catalog with a minimum grade of “C”.
- Completion of at least 50% of the required courses at Cypress College.
- Submission of an Application for Certificate in the Records Office.

Vocational Certificates offered by Cypress College are:

**AIR CONDITIONING AND REFRIERGATION**
- Air Conditioning and Refrigeration

**AIRLINE AND TRAVEL CAREERS**
- Airline Customer Services
- Flight Attendant
- Travel/Tourism

**ART**
- Advanced Web Page Design
- Animation 2D Computer Graphics
- Animation 3D Computer Graphics
- Computer Graphics
- Electronic Publishing Design
- Multimedia Art
- Vector Illustration

**AUTOMOTIVE**
- Automotive Collision Repair
- Automotive Damage Appraisal
- Automotive Detailing
- Automotive Paint/Refinishing
- Automotive Sales and Service
- Automotive Technology
- Brake & Alignment Specialist
- Electrical Systems Specialist
- Emission Control Specialist
- Engine Specialist
- Insurance Co/Auto Collision Repair Industry Management Skills
- Performance & Driveability Specialist
- Toyota Specialist
- Transmission Specialist

**AVIATION**
- Professional Pilot

**BUSINESS**
- Accounting
- Internet Marketing
- Leadership
- Management
- Marketing
- Merchandising
- Multicultural Marketing
- Retail Management
- Small Business Management

**COURT REPORTING**
- Captioning - Court Reporting
- Computer Editor (Scopist)
- Court Reporting
- Stenointerpreting
- Text-Entry Specialist: Business
- Text-Entry Specialist: Medical

**DANCE**
- Dance Choreography
- Dance Teaching
- Dance Technique

**DENTAL**
- Dental Assistant
- *Dental Hygiene

**GEOGRAPHIC INFORMATION SYSTEMS**
- Geographic Information Systems
- Geographic Information Systems/Marketing

**HEALTH INFORMATION**
- Health Care Management and Supervision
- Health Care Marketing and Sales
- Health Information Coding
- *Health Information Technology
- Health Unit Coordinator
- Medical Insurance Billing Specialist
- Medical Quality Review Assistant
- Medical Record Clerk
- *Medical Staff Services Science

**HOTEL, RESTAURANT, CULINARY ARTS**
- Basic Baker
- Basic Cook
- Culinary Arts
- Dining Room Operations
- Food Service Management
- Front Desk Operations
- Hotel Operations
- Housekeeping Operations
- Restaurant/Lodging Entrepreneur

**HUMAN SERVICES**
- Alcohol and Drug Studies
- Criminal Justice
- Eating Disorders
- Family Studies Basic/Advanced
- Foster Care Giver Childhood/Adolescent
- Gerontology
- Head Start Parental Support Assistant
- Human Services Generalist
- Victimology
INFORMATION SYSTEMS
Advanced Computer Office Applications
Cisco Networking Certificate
Computer Applications
Computer Information Systems
Computer Programming
Computer Software and Application
Internet and Data Communications
Oracle Database Administration
Visual Basic Programming
Visual C++ Programming
Web Page Design
Windows Networking

MORTUARYSCIENCE
Mortuary Science

MUSIC
Commercial Music Management
Recording Arts

OFFICE OCCUPATIONS
Administrative Assistant
Administrative Support
Certified Professional Secretary
Advanced Computer Office Applications
Legal Secretary/Administrative Assistant
Office Assistant
Word Processing

PHOTOGRAPHY
Advertising and Illustrative Photography
Color Photography
Creative Photo Arts
Digital Photography
Multimedia Photography
Photography
Photography Basic Skill
Portrait and Wedding Photography

PHYSICALEDUCATION
Aerobic Instructor
Aquatic Specialist
Athletic Coach
Sports Management

PSYCHIATRIC TECHNOLOGY
Psychiatric Technology

RADIOLOGY
Radiology Assistant/Darkroom Technician
*Radiologic Technology
*Ultrasound/Medical Sonography

THEATER
Acting – Directing
Costume/Makeup Design
Lighting/Audio Design
Scenery Design
Technical Theater

* Students must have previously earned an Associate Degree to be eligible for these certificates.

Students with disabilities requiring accommodations on state or national examinations should contact the department coordinator for further information. Requests for accommodations should be made prior to applying for any licensing or certification examination.

DEPARTMENT CERTIFICATES
Some vocational departments offer certificates of accomplishment in specialty areas. Students should see their counselor for specific information about department certificate requirements.

APPLICATION FOR CERTIFICATES
Students may apply for a certificate during the semester they are completing the certificate requirements or thereafter. They do not have to be currently enrolled in Cypress College to apply for a certificate. Those students who have maintained continuous enrollment have the option of completing the certificate requirements in effect at the time they initially enrolled or any subsequent catalog up to and including the last semester of attendance.

Students wishing to use courses from another institution to meet Cypress' requirements should meet with their counselor to determine course equivalency.

Applications for certificates are available in the Admissions and Records Office and will be accepted until the deadline dates. If the application is not filed prior to the deadline date, the student must submit another application and will receive their certificate at a later date. There is a $5 non-refundable fee for filing a certificate application. Application deadlines are listed in the class schedule.

It is the student's responsibility to provide the Cypress College Records Office with official copies of all transcripts from other colleges that will be used to meet requirements for certificates. The transcripts become the property of the Records Department and will not be released.

Certificates will be mailed approximately three months after the end of the semester in which the student applied and completed the requirements. Program Certificates will be noted on student transcripts.

HOW TO TRANSFER TO A FOUR-YEAR COLLEGE
A Transfer Program typically includes course work in an academic (major) area, general education requirements, and elective courses that transfer to a four-year baccalaureate institution. These programs are designed to parallel the courses offered for freshmen and sophomores at four-year colleges and universities.

Each college or university has its own admission standards and curriculum requirements. Students should decide as soon as possible on the transfer school in order to identify the courses that must be completed and the grades that must be achieved prior to transfer.

In general, students who attend Cypress College may transfer to a four-year college or university without loss of time or credits if, while in attendance, they accomplish the following:
• Satisfy the lower-division general education requirements prescribed by the transfer institution.
• Fulfill the lower-division major requirements prescribed by the transfer institution.
• Remove any subject or grade deficiencies incurred in high school, if required by the transfer institution for admission.
• Complete a minimum of 56 and a maximum of 70 transferable units.
• Maintain the appropriate GPA required by the transfer institution.

Grades are the best indicator of success in academic work. A minimum grade of "C" average in all transfer courses is a requirement for transfer to most four-year colleges. Grades in the major should be significantly higher. Students should confer with a counselor for the specific requirements of the school of their choice.

The following charts indicate the general education transfer requirements for those colleges and universities most frequently utilized by Cypress College students. These transfer agreements are subject to an ongoing review and revision by the transfer institutions. The transfer agreements listed on the following charts represent agreements at the time of publication. Students should contact their counselor or the transfer institution of their choice for current information.

REPEATABLE ACTIVITY COURSES
A student may enroll more than once in an activity, performance, and/or studio art course that is designated as repeatable. Courses designated as repeatable are indicated with the statement: (May be taken for credit ___ times). The maximum number of times the class may be taken will be given in that statement. Courses that have a designated skills level (beginning, intermediate, advanced) may be taken for a combined total of four times. Example: A student who has taken beginning voice three times and intermediate voice once has completed the maximum number of repetitions allowed for the course, despite the different skill levels. This policy applies to all activity courses.

CSU GENERAL EDUCATION BREADTH REQUIREMENTS
Students wishing to transfer to California State Universities should follow this plan.

Requirements for graduation from the California State University System include completion of certain courses in general education. Cypress College is permitted to certify that a student has satisfied the lower division 39-unit general education requirements established by the California State University System. Students must apply for General Education Certification through the Admissions and Records Office during the semester in which requirements will be completed or thereafter.

To meet general education requirements and obtain certification, students must complete the pattern of courses in the five categories listed. A course or sequence used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. Some state universities will not allow students to count courses in their major field as part of general education requirements. Courses on this list are approved by the CSU Chancellor’s Office for a specific academic year; that is, a course must be on the list when the course is taken in order to be certified. Check with your counselor and review the catalog of the individual state university for further clarification.

A. COMMUNICATION IN THE ENGLISH LANGUAGE
(9 Unit minimum)
REQUIREMENT: MUST INCLUDE SPCH 100 C/100HC AND ENGL 100 C/100HC AND a minimum of 3 units from Category A3.
All courses in this category must be completed with a grade of "C" or better
A1 ENGL 100 C Human Communication 3
SPCH 100HC Honors Human Communication 3
A2 ENGL100 C College Writing 3
ENGL100HC Honors College Writing 3
A3 ENGL103 C Critical Reasoning and Writing 3
ENGL104 C Critical Analysis & Literature 3
ENGL104HC Honors Critical Analysis & Lit 3
ENGL142 C Critical Thinking 3
ENGL201 C Intermediate College Writing 3
PHIL170 C Logic and Critical Thinking 3
PHIL172 C Critical Thinking/Writing 3
SPCH 135 C Essentials of Argumentation 3
SPCH 138 C Forensics 1 - 2
SPCH 238 C Forensics 1 - 2

B. THE PHYSICAL UNIVERSE AND ITS LIFE FORMS
(9 Unit minimum)
REQUIREMENT: MUST INCLUDE one course from Physical Science AND one course from Life Science AND one course from Mathematics. One of the science courses MUST INCLUDE laboratory experience. Some universities may require two lab courses if a student is not fully certified.
B1/B3 PHYSICAL SCIENCES WITH LAB
ASTR 116 C Introduction to Astronomy 3
ASTR 116HC Honors Intro to Astronomy 3
ASTR 117 C Astronomy Laboratory 3
ASTR 117HC Honors Astronomy Laboratory 3
CHEM 101 C Introduction to Chemistry 5
CHEM 107 C Foundations of College Chemistry 5
CHEM 111AC General Chemistry 5
CHEM 111BC General Chemistry 5
CHEM 200 C Elementary Organic Chemistry - Lecture 3
CHEM 200LC Methods of Organic Chemistry - Lab 3
GEOG 102 C, Physical Geography – Lec 3
GEOG 102LC Physical Geography - Lab 1
GEOL100 C Physical Geology - Lec 3
GEOL101 C Physical Geology – Lab 1
GEOL102 C Physical Geology - Lec/Lab 4
GEOL103 C Historical Geology 4
GEOL115 C Physical Geology Field Lab 1
GEOL130 C Introduction to Oceanography - Lec 3
GEOL131 C Introduction to Oceanography – Lab 1
PHYS 130 C Principles of Physics 4
PHYS 201 C College Physics 4
PHYS 202 C College Physics 4
PHYS 210 C Physics 4
PHYS 211 C, Physics 4
PHYS 221 C General Physics 4
PHYS 222 C General Physics 4
PHYS 223 C General Physics 4

B2/B3 LIFE SCIENCES WITH LAB
ANTH 201 C Physical Anthropology 4
BIOL 101 C General Biology 5
BIOL101HC Honors General Biology 5
BIOL111 C Principles of Biology 1 - Lec 3
BIOL112 C Principles of Biology 1 – Lab 2
BIOL113 C Principles of Biology 2 - Lec 3
BIOL114 C Principles of Biology 2 – Lab 2
BIOL122 C Marine Biology 5
BIOL127 C Field Biology and Natural History 5
BIOL128 C Plants and Soils 5
BIOL174 C Biological Diversity 3
BIOL175 C Lower-Division Laboratory 2
BIOL210 C Anatomy and Physiology 5
BIOL230 C General Anatomy 4
BIOL240 C Human Physiology 5
BIOL262 C General Microbiology 5
### B1 PHYSICAL SCIENCES (NO LAB)
- ASTR 116 C Introduction to Astronomy 3
- ASTR 116HC Honors Intro to Astronomy 3
- CHEM 100 C Chemistry for Daily Life 3
- GEOG 102 C Physical Geography 3
- GEOL 100 C Physical Geology 3
- GEOL 120 C Geology of California 3
- GEOL 130 C Introduction to Oceanography 3
- GEOL 180 C Summer Field Geology 5
- GEOL 190 C Environmental Geology 3

### B2 LIFE SCIENCES (NO LAB)
- BIOL 102 C Human Biology 3
- BIOL 103 C Human Ecology 3
- BIOL 111 C Principles of Biology 1 3
- BIOL 113 C Principles of Biology 2 3
- BIOL 174 C Biological Diversity 3

### B4 MATHEMATICS (GRADE OF “C” OR BETTER REQUIRED)
- CSCI 185AC Computer Science I 4
- CSCI 186 C Data Structures 4
- CSCI 265 C FORTRAN Programming 4
- MATH 100 C Math for Liberal Arts Students 3
- MATH 115 C Finite Mathematics 3
- MATH 120 C, Intro to Probability and Statistics 4
- MATH 120HC Honors Intro to Prob & Stat 4
- MATH 130 C Survey of Calculus 4
- MATH 141 C College Algebra 4
- MATH 142 C Trigonometry 4
- MATH 150AC Calculus and Analytic Geometry 4
- PSY 161 C Probability & Stats-Social Sci (Same as PSY161C and SOC161C) 4
- SOC 161 C Probability & Stats-Social Sci (Same as PSY161C and SOC161C) 4
- SOC 161C (Same as PSY161C and SOC161C) 4

### C. THE ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGES (9 Unit minimum)
#### REQUIREMENT: MUST INCLUDE at least one course in the Arts AND one course in the Humanities

### C1 ARTS (Art, Dance, Music, Theater)
- ART 100 C Fundamentals of Art 3
- ART 110 C Introduction to Art 3
- ART 120 C Design Concepts 3
- ART 150 C Ceramics Handbuilding 3
- ART 151 C Ceramics Throwing 3
- ART 182 C Freehand Drawing 3
- ART 189 C Fundamentals of Painting 3
- ART 212 C Oriental Art 3
- ART 213 C Pre-Columbian Art 3
- DAC 101 C Multicultural Dance in the U. S. 3
- DAC 105 C Ballet 1 - 2
- DAC 106 C Classical Dance 1 - 2
- DAC 107 C Modern Dance 1 - 2
- DAC 108 C Free Form Dance 1 - 2
- DAC 109 C Dance Improvisation 1
- DAC 111 C Jazz Dance 3
- DAC 112 C Intermediate Jazz Dance 1 - 2
- DAC 120 C Dance History 3
- DAC 134 C Latin Jazz 1 - 2
- ENGL 125 C The Film 3
- ENGL 125HC Honors The Film 3
- IND 110 C Multicultural Influences in the Arts in Contemporary America 3
- MUS 101 C Music Fundamentals 3
- MUS 103AC Theory and Musicianship I 4
- MUS 111 C Jazz History 3
- MUS 115 C Music Cultures of the World 3
- MUS 116 C Music Appreciation 3
- MUS 117 C American Popular Music 3
- MUS 118 C Introduction to Opera 3
- MUS 118HC Honors Introduction to Opera 3
- MUS 119 C History of Rock Music 3
- MUS 122 C Concert Hour 1, 1, 1
- MUS 126 C Beginning Voice 1
- MUS 130 C Beginning Guitar 1
- MUS 135 C Beginning Piano 1
- MUS 143 C Beginning Strings 1
- MUS 146 C Woodwind Class 1
- MUS 150 C Beginning Brass 1
- MUS 282 C Cypress Masterworks Chorale 1, 1, 1
- MUS 291 C Acting, Singing and Dancing for the Musical Theater 3
- PHOT 101 C Introduction to Photography 3
- THEA 100 C Introduction to the Theater 3
- THEA 102 C History of World Theater 3
- THEA 102HC Honors History of World Theater 3
- THEA 104 C Introduction to Theater Appreciation 3
- THEA 106 C Principles of Playwriting 2, 2
- THEA 107 C Ethnic Influence in U.S. Theater 3
- THEA 120 C Acting I 3
- THEA 121 C Movement for Actors 2
- THEA 129 C Voice and Diction 3
- THEA 132 C Musical Theater Workshop 2 - 3
- THEA 133 C Rehearsal and Performance 2 - 3
- THEA 145 C Fundamentals of Costume Design 3, 3
- THEA 149 C Stage Crew Activity 2 - 3
- THEA 229 C Acting, Singing, Dancing for the Musical Theater 3

### C2 HUMANITIES (Literature, Philosophy, Foreign Language)
- CHIN 101 C Elementary Chinese-Mandarin I 5
- CHIN 102 C Elementary Chinese-Mandarin II 5
- ENGL 102 C Introduction to Literature 3
- ENGL 110 C Humanities and the Arts 3
- ENGL 111 C Humanities and the Arts 3
- ENGL 207 C The Short Story 3
- ENGL 211 C English Literature - Part One 3
- ENGL 212 C English Literature - Part Two 3
- ENGL 221 C American Literature - Part One 3
- ENGL 224 C Shakespeare 3
- ENGL 234 C Shakespeare 3
- ENGL 247 C Multicultural Literature 3
- ETHS 141 C Intro to Chicana/o History and Culture (Same as HIST 141 C) 3
- FREN 101 C Elementary French I 5
- FREN 102 C Elementary French II 5
- FREN 200 C Conversational French 2, 2
- FREN 203 C Intermediate French III 4
- FREN 204 C Intermediate French IV 4
- GER 101 C Elementary German I 5
- GER 102 C Elementary German II 5
- HIST 110AC Western Civilization I 3
- HIST 110BC Western Civilization II 3
- HIST 112 C World Civilization I 3
- HIST 113 C World Civilization II 3
- HIST 114 C Intro to Chicana/o History and Culture (Same as ETHS 141 C) 3
- HIST 160AC Asian Civilization 3
- HIST 160BC Asian Civilization 3
- HIST 163 C History of Mexico 3
- HIST 180 C People and Culture in East Asia 3
- IND 100 C Humanities and the Arts 3
- IND 101 C Humanities and the Arts 3
- JAP 101 C Elementary Japanese I 5
- JAP 102 C Elementary Japanese II 5
- JAP 200 C Conversational Japanese 2, 2
- JAP 203 C Intermediate Japanese III 4
- JAP 204 C Intermediate Japanese IV 4
- PHIL 100 C Introduction to Philosophy 3
- PHIL 110 C Religions of the East 3
- PHIL 120 C Religions of the Middle East and West 3
### D. SOCIAL, POLITICAL, & ECONOMIC INSTITUTIONS AND BEHAVIOR; HISTORICAL BACKGROUND

#### (9 Unit minimum)

**REQUIREMENT:** Courses must be taken in AT LEAST TWO different disciplines.

**D1 ANTHROPOLOGY AND ARCHAEOLOGY**
- ANTH 102 C Cultural Anthropology
- ANTH 104 C Comparative Cultures
- ANTH 121 C Indians of North America
- ANTH 203 C Introduction to Archaeology

#### D2 ECONOMICS
- ECON 100 C Principles of Economics (Macro)
- ECON 105 C Principles of Economics (Micro)
- ECON 105HC Honors Principles of Economics (Micro)
- ECON 110 AC Western Civilization I
- ECON 110BC Western Civilization II
- ECON 112 C World Civilization I
- ECON 112HC Honors World Civilization I
- ECON 113 C World Civilization II
- ECON 151 C Survey of British History
- ECON 152 C Survey of British History Since 1715
- ECON 160 AC History of the Americas
- ECON 160BC Asian Civilization
- ECON 162 C History of the Americas
- ECON 225 C The Human World: A Regional Study
- ECON 235 C The Human World: Regional Study
- ECON 237 C Cross-Cultural Conflicts in Int Rel

#### D3 ETHNIC STUDIES
- ETHS 130 C African-American History in the US
- ETHS 141 C Intro to Chicana/o History and Culture
- ETHS 142 C The Chicana/o in Contemporary Society
- ETHS 231 C Minority Communities in the U.S.
- ETHS 231HC Honors Minority Communities in U.S.
- HUSR 200 C The Civil Rights Movement
- HUSR 200HC Honors The Civil Rights Movement
- PSY 142 C Middle Childhood Development
- PSY 237 C Cross-Cultural Conflicts in Int Rel

#### D4 GENDER STUDIES
- SOC 225 C Sociology of Women

#### D5 GEOGRAPHY
- ECON 260 C Economic Geography
- GEOG 100 C The Human World: A Regional Study
- GEOG 100HC Honors: Human World: Regional Study
- GEOG 130 C California Geography
- GEOG 140 C Weather and Climate
- GEOG 140 C Cultural Geography
- GEOG 260 C Economic Geography

#### D6 HISTORY
- HIST 105 C History of Physical Science
- HIST 110 AC Western Civilization I
- HIST 110BC Western Civilization II
- HIST 112 C World Civilization I
- HIST 112HC Honors World Civilization I
- HIST 113 C World Civilization II
- HIST 151 C Survey of British History
- HIST 152 C Survey of British History Since 1715
- HIST 160 AC History of the Americas
- HIST 160BC Asian Civilization
- HIST 162 AC History of the Americas
- HIST 162BC History of the Americas
- HIST 163 C History of Mexico
- HIST 170AC History of the United States
- HIST 171 C History of the US
- HIST 171HC Honors History of the U.S.
- HIST 180 C People and Culture in East Asia
- HIST 275 C History of California

#### D7 INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE
- ETHS 235 C The Civil Rights Movement
- HUSR 200 C The Human Services
- JOUR 110 C Mass Media Survey
- JOUR 118 C Introduction to Broadcasting
- JOUR 118 HC Honors Introduction to Broadcasting
- MGT 161 C Introduction to Business
- SOC 235 C The Civil Rights Movement
- SPCH 118 C Introduction to Broadcasting
- SPCH 120 C Intercultural Communication

#### D8 POLITICAL SCIENCE, GOVERNMENT and LEGAL INSTITUTIONS
- POSC 100 C Government of the US
- POSC 200 C Urban Politics
- POSC 210 C Comparative Political Issues in Amer
- POSC 215 C Comparative Political Systems
- POSC 230 C Intro to International Relations

#### D9 PSYCHOLOGY
- PSY 101 C General Psychology-Intro
- PSY 110 C Intro to Applied Psychology
- PSY 139 C Developmental Psychology
- PSY 222 C Abnormal Psychology
### D10 SOCIOLOGY AND CRIMINOLOGY
- **SOC 101 C** Introduction to Sociology 3
- **SOC 225 C** Sociology of Women 3

### E. LIFE-LONG UNDERSTANDING AND DEVELOPMENT
(3 Unit minimum)
- **CIS 111 C** Computer Literacy Into Info Sys 3
- **COUN 105 C** Stress and Anxiety Management 1
- **COUN 141 C** Career Exploration 1
- **COUN 144 C** Women and Careers 1
- **COUN 145 C** Changing Careers 1
- **COUN 146 C** Decision Making 1
- **COUN 150 C** Academic and Life Success 3
- **COUN 151 C** Career/Life Planning 3
- **PE 100 C** through **PE 221 C**
  - Physical Ed Activity Classes ½ - 1
- **PE 231 C** Elem School Movement-PE 3
- **PE 234 C** Contemporary Personal Health 3
- **PE 235 C** First Aid, CPR and Safety Ed 3
- **PE 237 C** Lifesaving 1
- **PE 242 C** Wheelchair Athletics 2
- **PE 244 C** Human Performance 3
- **PSY 120 C** Human Sexuality 3
- **PSY 233 C** The Psychology of Adjustment 3
- **SOC 101 C** Introduction to Sociology 3
- **SPCH 105 C** Interpersonal Communication 3

### INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students may use to fulfill lower division general education requirements for the California State University (CSU) or University of California (UC) system. Completion of IGETC eliminates the need to take additional lower division general education courses after transfer.

IGETC is accepted by the University of California, California State University, and by many private institutions. Students wishing to transfer to the University of California or who are undecided about their transfer institution should consult a counselor before choosing this plan.

IGETC must be completed in its entirety prior to transfer and must be certified in order to be accepted by CSU or UC. However, if you are approaching readiness for transfer and, for good cause, are unable to complete one or two IGETC courses which are not required for admission to the university, you may be eligible to complete IGETC after transferring. You must present cause by petition and submit it to the Admissions and Records Office. Typical situations which constitute good cause are illness, unavoidable or cancelled courses, military service, and unexpected hardships experienced in the final semester before transfer. You must complete the remaining IGETC courses before the beginning of the second full year of enrollment at your UC or CSU campus. In addition, there may be restrictions on when and where you may take the courses. See your counselor for more information.

Students must apply for IGETC certification in the Admissions and Records Office. Courses will be certified ONLY if they are on the official IGETC list during the catalog year they are taken. In addition to the course requirements for each subject area, full certification for the CSU must include completion of the Oral Communications requirement. With the UC, Oral Communications is NOT required, but the certification must include satisfactory completion of the Language Other Than English proficiency requirements. A course or sequence used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. All courses must be completed with a “C” or better. Students must apply for IGETC Certification through the Admissions and Records Office during the semester in which requirements will be completed or thereafter.

It is NOT advisable for all transfer students to follow IGETC. Students pursuing majors that require extensive lower division major preparation such as Engineering, may not find the IGETC option to be advantageous. IGETC is NOT to be used if transferring to UC Berkeley School of Business or to UC San Diego Revelle or Eleanor Roosevelt Colleges. Students should see a counselor for advice and more complete information on the IGETC program.

### AREA 1: ENGLISH COMMUNICATION
- **CSU:** 3 courses required, one from each group below
- **UC:** 2 courses required, one each from Group A and B

#### GROUP A: ENGLISH COMPOSITION (Code = IA)
1 course, 3 semester units, (4-5 quarter units)
- **ENGL100 C** College Writing 3
- **ENGL100HC** Honors College Writing 3

#### GROUP B: CRITICAL THINKING - ENGLISH COMPOSITION (Code = IB)
1 course, 3 semester units, (4-5 quarter units)
- **ENGL103 C** Critical Reasoning and Writing 3
- **ENGL104 C** Critical Analysis & Literature 3
- **ENGL104HC** Honors Critical Analysis & Lit 3
- **ENGL201 C** Intermediate College Writing 3
- **PHIL172 C** Critical Thinking/Writing 3

#### GROUP C: ORAL COMMUNICATION (Code = IC) (CSU requirement only)
1 course, 3 semester units, (4-5 quarter units)
- **SPCH 100 C** Human Communication 3
- **SPCH 100HC** Honors Human Communication 3

### AREA 2: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING
1 course, 3 semester units, (4-5 quarter units)

#### MATH (Code = 2A)
- **MATH 100 C** Math for Liberal Arts Students 3
  - (Cannot be used to clear High School Math deficiency)
- **MATH 115 C** Finite Mathematics 3
- **MATH 120 C** Intro Probability and Statistics 4
- **MATH 120HC** Honors Intro to Prob & Stat 4
- **MATH 130 C** Survey of Calculus 4
- **MATH 141 C** College Algebra 4
- **MATH 150AC** Calculus and Analytic Geometry 4
- **MATH 150BC** Calculus and Analytic Geometry 4
- **MATH 250AC** Intermediate Calculus 4
- **MATH 250BC** Intermediate Calculus 4
- **PSY 161 C** Probability & Stats-Social Sci 4
  - (Same as SOC 161 C, SOSC 161 C)
- **SOC 161 C** Probability & Stats-Social Sci 4
  - (Same as PSY161 C, SOSC 161 C)
- **SOSC 161 C** Probability & Stats-Social Sci 4
  - (Same as PSY161 C, SOC 161 C)

- **MATH 120 C/120HC, PSY161 C, SOC 161 C, SOSC 161 C combined:**
  - Maximum credit, one course
- **MATH 130 C and 150AC combined:** Maximum credit, 4 units
### Area 3: Arts and Humanities

At least 3 courses, with at least one from the Arts and one from the Humanities; 9 semester units, (12-15 quarter units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 100 C</td>
<td>Fundamentals of Art</td>
<td>3</td>
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<tr>
<td>ART110 C</td>
<td>Introduction to Art</td>
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<td>ART 111 C</td>
<td>Survey of Art History</td>
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<td>ART112 C</td>
<td>Survey of Art History</td>
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<td>ART112HC</td>
<td>Honors Survey of Art History</td>
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<td>ART 114 C</td>
<td>Modern Art History</td>
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<td>ART 212 C</td>
<td>Oriental Art</td>
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<td>ART 213 C</td>
<td>Pre-Columbian Art</td>
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<td>DANC 101 C</td>
<td>Multicultural Dance in the U.S.</td>
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<td>DANC 120 C</td>
<td>Dance History</td>
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<tr>
<td>ENGL125 C</td>
<td>The Film</td>
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<tr>
<td>ENGL125HC</td>
<td>Honors The Film</td>
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<td>ENDS 110 C</td>
<td>Contemporary Multicultural Arts</td>
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<td>MUS 103AC</td>
<td>Theory and Musicianship</td>
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<td>MUS 116 C</td>
<td>Music Appreciation</td>
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<td>MUS 117 C</td>
<td>American Popular Music</td>
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<td>MUS 118 C</td>
<td>Introduction to Opera</td>
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<td>MUS 118HC</td>
<td>Honors Introduction to Opera</td>
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<tr>
<td>MUS 119 C</td>
<td>History of Rock Music</td>
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<td>MUS 120 C</td>
<td>Survey of Music History</td>
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<td>THEA100 C</td>
<td>Introduction to Theater</td>
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<tr>
<td>THEA102 C</td>
<td>History of World Theater</td>
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<td>THEA102HC</td>
<td>Honors History of World Theater</td>
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<td>THEA104 C</td>
<td>Introduction to Theater Appreciation</td>
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<tr>
<td>THEA107 C</td>
<td>Ethnic Influences in U.S. Theater</td>
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### Area B: Humanities (Code = 3B)

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<td>ENGL102 C</td>
<td>Introduction to Literature</td>
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<td>ENGL110 C</td>
<td>Humanities and the Arts</td>
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<td>+ ENGL111 C</td>
<td>Humanities and the Arts</td>
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<tr>
<td>ENGL207 C</td>
<td>The Short Story</td>
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<td>ENGL211 C</td>
<td>English Literature - Part One</td>
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<td>ENGL212 C</td>
<td>English Literature - Part Two</td>
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<td>ENGL221 C</td>
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<tr>
<td>ENGL222 C</td>
<td>American Literature - Part Two</td>
<td>3</td>
</tr>
<tr>
<td>ENGL234 C</td>
<td>Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENGL234HC</td>
<td>Honors Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENGL247 C</td>
<td>Multicultural Literature</td>
<td>3</td>
</tr>
<tr>
<td>* ETHS 141 C</td>
<td>Introduction to Chicana/o History and Culture</td>
<td>3</td>
</tr>
<tr>
<td>* FREN 203 C</td>
<td>Intermediate French III</td>
<td>4</td>
</tr>
<tr>
<td>* FREN 204 C</td>
<td>Intermediate French IV</td>
<td>4</td>
</tr>
<tr>
<td>* HIST 110AC</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>* HIST 110BC</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>* HIST 112 C</td>
<td>World Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>* HIST 113 C</td>
<td>World Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>* HIST 141 C</td>
<td>Introduction to Chicana/o Culture and Culture</td>
<td>3</td>
</tr>
<tr>
<td>* HIST 160AC</td>
<td>Asian Civilization</td>
<td>3</td>
</tr>
<tr>
<td>* HIST 160BC</td>
<td>Asian Civilization</td>
<td>3</td>
</tr>
<tr>
<td>* HIST 167 C</td>
<td>History of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>* HIST 180 C</td>
<td>People and Culture in East Asia</td>
<td>3</td>
</tr>
<tr>
<td>+ IND 100 C</td>
<td>Humanities and the Arts</td>
<td>3</td>
</tr>
<tr>
<td>+ IND 101 C</td>
<td>Humanities and the Arts</td>
<td>3</td>
</tr>
<tr>
<td>JAPN 203 C</td>
<td>Intermediate Japanese III</td>
<td>4</td>
</tr>
<tr>
<td>JAPN 204 C</td>
<td>Intermediate Japanese IV</td>
<td>4</td>
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<tr>
<td>PHIL100 C</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL110 C</td>
<td>Religions of the East</td>
<td>3</td>
</tr>
<tr>
<td>PHIL120 C</td>
<td>Religions of the Mid East and West</td>
<td>3</td>
</tr>
<tr>
<td>PHIL160 C</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL202 C</td>
<td>History of Philosophy: Modern</td>
<td>3</td>
</tr>
<tr>
<td>PHIL230 C</td>
<td>Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 203 C</td>
<td>Intermediate Spanish III</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 204 C</td>
<td>Intermediate Spanish IV</td>
<td>4</td>
</tr>
</tbody>
</table>

### Area 4: Social and Behavioral Sciences

At least 3 courses from at least two disciplines or an interdisciplinary sequence; 9 semester units, (12-15 quarter units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
</table>
| A. ANTHROPOLOGY and ARCHAEOLOGY (Code = 4A)
| ANTH 102 C  | Cultural Anthropology                             | 3     |
| ANTH 104 C  | Comparative Cultures                              | 3     |
| ANTH 121 C  | Indians of North America                          | 3     |
| ANTH 203 C  | Introduction to Archaeology                       | 3     |
| B. ECONOMICS (Code = 4B)
| ECON 100 C  | Principles of Economics (Macro)                   | 3     |
| ECON 100HC  | Honors Principles of Economics (Macro)            | 3     |
| ECON 105 C  | Principles of Economics (Micro)                   | 3     |
| ECON 105HC  | Honors Principles of Economics (Micro)            | 3     |
| + ECON 110 C| Survey of Economics                               | 3     |
| + ECON 260 C| Economic Geography                                | 3     |
| Same as GEOG 260 C |
| GEOG 260 C  | Economic Geography                                | 3     |
| Same as ECON 260 C |
| C. ETHNIC STUDIES (Code = 4C)
| * ETHS 142 C| Chicana/o in Contemporary Society                 | 3     |
| (Same as SOC 142 C) |
| * ETHS 231 C| Minority Communities in the United States         | 3     |
| (Same as HIST 231 C, POSC 231 C, SOC 231 C) |
| * ETHS 231HC| Honors Minority Communities in the United States  | 3     |
| (Same as HIST 231HC, POSC 231HC, SOC231HC) |
| * HIST 231 C| Minority Communities in the United States         | 3     |
| (Same as ETHS 231 C, POSC 231 C, SOC 231 C) |
| * HIST 231HC| Honors Minority Communities in the United States  | 3     |
| (Same as ETHS 231HC, POSC 231HC, SOC231HC) |
| * ETHS 231 C| Minority Communities in the United States         | 3     |
| (Same as HIST 231 C, POSC 231 C, SOC 231 C) |
| * ETHS 231HC| Honors Minority Communities in the United States  | 3     |
| (Same as ETHS 231HC, POSC 231HC, SOC231HC) |
| * HYST 237 C| Cross Cultural Conflicts in Interpersonal Relationships | 3     |
| * SOC 142 C | Chicana/o in Contemporary Society                 | 3     |
| (Same as ETHS 142 C) |
| * SOC 231 C | Minority Communities in the United States         | 3     |
| (Same as ETHS 231 C, POSC 231 C, SOC 231 C) |
| * SOC 231HC | Honors Minority Communities in the United States  | 3     |
| (Same as ETHS 231HC, POSC 231HC, SOC231HC) |
| * SOC 237 C | Cross Cultural Conflicts in Interpersonal Relationships | 3     |
| (Same as PSY237 C) |
| SPCH 120 C | Intercultural Communication                        | 3     |
| E. GEOGRAPHY (Code = 4E)
| * ECON 260 C| Economic Geography                                | 3     |
| (Same as GEOG 260 C) |
| + GEOG 100 C| The Human World: ARegional Study                  | 3     |
| + GEOG 100HC| Honors Human World: ARegional Study               | 3     |
| GEOG 130 C | California Geography                              | 3     |
| GEOG 160 C | Weather and Climate                               | 3     |
| GEOG 160 C | Cultural Geography                                | 3     |
| (Same as GEOG 160 C) |
| GEOG 260 C | Economic Geography                                | 3     |
| (Same as ECON 260 C) |
### F. HISTORY (Code = 4F)

- ETHS 141 C Introduction to Chicana/o History and Culture 3
  *(Same as HIST 141 C)*
- HIST 105 C History of Physical Science 3
- HIST 110AC Western Civilization I 3
- HIST 110BC Western Civilization II 3
- HIST 112 C World Civilization I 3
- HIST 112HC Honors World Civilization I 3
- HIST 113 C World Civilization II 3
- HIST 141 C Introduction to Chicana/o History and Culture 3
  *(Same as ETHS 141 C)*

### G. POLITICAL SCIENCE, GOVERNMENT & LEGAL INSTITUTIONS (Code = 4G)

- POSC 100 C Government of the United States 3
- POSC 100HC Honors Government of the United States 3
- POSC 130 C Political Communication 3
- POSC 209 C Urban Politics 3
- POSC 210 C Contemp Political Issues/America 3
- POSC 215 C Comparative Political Systems 3
- POSC 230 C Intro to International Relations 3

### H. PSYCHOLOGY (Code = 4I)

- ETHS 231 C Minority Communities in the United States 3
  *(Same as HIST 231 C, POSC 231 C, SOC 231 C)*
- PSY 101 C General Psychology 3
- PSY 120 C Human Sexuality 3
  *(Same as SOC 120 C)*
- PSY 139 C Developmental Psychology 3
- PSY 202 C Research Methods in Psychology 4
- PSY 221 C The Brain and Behavior 3
- PSY 222 C Abnormal Psychology 3
- PSY 237 C Cross Cultural Conflicts in Interpersonal Relationships 3
  *(Same as SOC 237 C)*
- SOC 237 C Cross Cultural Conflicts in Interpersonal Relationships 3
  *(Same as PSY237 C)*

### I. SOCIOLOGY (Code = 4J)

- ETHS 231 C Minority Communities in the US 3
  *(Same as HIST 231 C, POSC 231 C, SOC 231 C)*
- PSY 237 C Cross Cultural Conflicts in Interpersonal Relationships 3
  *(Same as PSY237 C)*
- SOC 101 C Introduction to Sociology 3
- SOC 102 C Social Problems 3
- SOC 225 C Sociology of Women 3
- SOC 237 C Cross Cultural Conflicts in Interpersonal Relationships 3
  *(Same as PSY237 C)*

### J. AREA5 PHYSICAL AND BIOLOGICAL SCIENCES

At least 2 courses required, one Physical Science course and one Biological Science course; at least one must include a laboratory. Courses in **bold** contain a laboratory component. 7 - 9 semester units, (9 - 12 quarter units).

### PHYSICAL SCIENCES (Code = 5A)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 116</td>
<td>Introduction to Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>ASTR 116HC</td>
<td>Honors Intro to Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>ASTR 117</td>
<td>Astronomy Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ASTR 117HC</td>
<td>Honors Astronomy Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>+ CHEM 107</td>
<td>Foundations of College Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 111AC</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 111BC</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>+ GEOG 102</td>
<td>Physical Geography - Lab</td>
<td>1</td>
</tr>
<tr>
<td>+ GEOL100</td>
<td>Physical Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL101C</td>
<td>Physical Geology - Lab</td>
<td>1</td>
</tr>
<tr>
<td>GEOL102C</td>
<td>Physical Geology - Lec/Lab</td>
<td>4</td>
</tr>
<tr>
<td>GEOL103C</td>
<td>Historical Geology-Lec/Lab</td>
<td>4</td>
</tr>
<tr>
<td>+ GEOL115</td>
<td>Physical Geology Field-Lab</td>
<td>1</td>
</tr>
<tr>
<td>GEOL120C</td>
<td>Geology of California</td>
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<tr>
<td>GEOL130C</td>
<td>Introduction to Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL131C</td>
<td>Introduction to Oceanography - Lab</td>
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<tr>
<td>+ GEOL190C</td>
<td>Environmental Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL220C</td>
<td>Mineralogy</td>
<td>4</td>
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<tr>
<td>+ PHYS 130</td>
<td>Principles of Physics</td>
<td>4</td>
</tr>
<tr>
<td>+ PHYS 201C</td>
<td>College Physics</td>
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</tr>
<tr>
<td>+ PHYS 202C</td>
<td>College Physics</td>
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<tr>
<td>+ PHYS 210C</td>
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<tr>
<td>+ PHYS 211C</td>
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<tr>
<td>+ PHYS 221C</td>
<td>General Physics</td>
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</tr>
<tr>
<td>+ PHYS 222C</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>+ PHYS 223C</td>
<td>General Physics</td>
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<tr>
<td>+ GEOL100C, 101C and 102C combined: maximum credit, 4 units</td>
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<td></td>
</tr>
<tr>
<td>+ No credit for GEOL115 C or 190 C if taken after GEOL101 C or 102 C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ No credit for PHYS 130 C if taken after PHYS 201 C or 221 C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ PHYS 201 C, 202 C combined with 210 C, 211 C, 221 C, 222 C, or 223 C: maximum credit, one series</td>
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</table>

### BIOLOGICAL SCIENCES (Code 5B)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 201C</td>
<td>Physical Anthropology</td>
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</tr>
<tr>
<td>+ BIOL101C</td>
<td>General Biology</td>
<td>5</td>
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<tr>
<td>+ BIOL101HC</td>
<td>Honors General Biology</td>
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<tr>
<td>BIOL102C</td>
<td>Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL103C</td>
<td>Human Ecology</td>
<td>3</td>
</tr>
<tr>
<td>+ BIOL111C</td>
<td>Principles of Biology 1</td>
<td>3</td>
</tr>
<tr>
<td>+ BIOL112C</td>
<td>Principles of Biology 1 Lab</td>
<td>2</td>
</tr>
<tr>
<td>+ BIOL113C</td>
<td>Principles of Biology 2</td>
<td>3</td>
</tr>
<tr>
<td>+ BIOL114C</td>
<td>Principles of Biology 2 Lab</td>
<td>2</td>
</tr>
<tr>
<td>BIOL122C</td>
<td>Marine Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL127C</td>
<td>Natural History</td>
<td>5</td>
</tr>
<tr>
<td>BIOL128C</td>
<td>Plants and Society</td>
<td>5</td>
</tr>
<tr>
<td>+ BIOL174C</td>
<td>Intro to the Diversity of Life</td>
<td>3</td>
</tr>
<tr>
<td>+ BIOL 175C</td>
<td>Lower-Division Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 230C</td>
<td>General Anatomy</td>
<td>4</td>
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<tr>
<td>BIOL240C</td>
<td>Human Physiology</td>
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</tr>
<tr>
<td>BIOL 262C</td>
<td>General Microbiology</td>
<td>5</td>
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</table>

+ No credit for BIOL101 C/101HC if taken after BIOL 174 C, 176 C, or 177 C
+ BIOL111 C, 112 C, 113 C, 114 C combined with 174 C, 175 C, 176 C, 177 C: maximum credit, one series
GENERAL EDUCATION CERTIFICATION

Students planning to graduate from one of the campuses of the California State University or University of California must complete a minimum number of general education breadth courses. Cypress College is permitted to certify completion of the lower division general education requirement. Certification is not automatic. To meet general education requirements and obtain certification, students must:

- Complete the pattern of courses in the categories listed.
- Apply for GE certification through the Admissions and Records Office by the published deadline during the semester in which requirements will be completed or thereafter.

Students with transcripts from other educational institutions should see their counselor to obtain a supplemental “pass along” form which must be attached to the certification application. Students do not have to be currently enrolled in Cypress College to apply for GE certification. Application Deadlines are listed in the class schedule.

LEGEND

* Course is listed in more than one area but shall not be certified in more than one area.

+ Transfer credit is limited by either UC or CSU or both.

Please consult with a counselor, or the Transfer Center located in the Fine Arts Building - 1st floor. Duplicate credit is not awarded for a non-honors section and an honors section of the same class.

NOTE:
Courses approved for Fall, 1991 may be taken PRIOR TO FALL, 1991.

Courses approved for Fall, 1992 or later may be certified only if taken when the course is on the official IGETC list.

Check with the Transfer Center or your counselor for a list of the courses which have been added or deleted since the original list was published in 1991.
Programs

Course Descriptions
Course Prefixes

ACCT........................................Accounting
ACG.....................Art - Computer Graphics
AC/R............Air Conditioning/Refrigeration
ACR................Automotive Collision Repair
AJ................................Law Enforcement
ANTH..........................Anthropology
ART....................................Art
ASTR ..................................Astronomy
AT..........................Automotive Technology
ATC..................Airline and Travel Careers
AVIA..........................Aviation
BIOL..................................Biology
CHEM..................................Chemistry
CHIN ..................................Chinese
CIS..................................Computer Information Systems (Business)
COUN...............Counseling and Student Development
CSCI ..................Computer Science (Mathematics)
CTRP..........................Court Reporting
DA ......................Dental Assistant
DANC..........................Dance
DH ..................................Dental Hygiene
ECON..........................Economics
ELEC..........................Electricity
ENGL..........................English
ENGR..........................Engineering
ENGT..................Engineering Technology
ESL..........................English as a Second Language
ETHS..........................Ethnic Studies
FREN..........................French
GEOG..........................Geography
GEOL..........................Geology
GERM..........................German
HI ..................Health Information Technology
HIST..........................History
HRC .........Hotel, Restaurant, Culinary Arts
HS..........................Health Science
HSCE..............Health Science – Continuing Education
HUSR..................Human Services
INDS..................Interdisciplinary Studies
JAPN..................Japanese
JOUR ............Communications/Journalism
LIB..........................Library
MATH..........................Mathematics
MGT ..................Management
MKT..........................Marketing
MORT..................Mortuary Science
MRN ..................Marine Service Technician
MM..........................Multimedia
MUS..........................Music
NURS..................Nursing
OFF .............Office Administration
PE ......................Physical Education
PHIL ..................Philosophy and Religious Studies
PHOT..........................Photography
PHSC..................Physical Science
PHYS..........................Physics
POSC..................Political Science
PSY..........................Psychology
PT ..................Psychiatric Technology
RADT..................Radiologic Technology
REA ..................Real Estate/Escrow
REC ..................Recreation
SOC ..................Sociology
SOSC..................Social Science
SPAN..................Spanish
SPCH..........................Speech
THEA..................Theater Arts
WELD..................Welding
WKEX ..................Work Experience
Standard Definitions

Definition of Advisory
When a course has an advisory, it means that a student is recommended to have certain preparation before entering the course. The preparation is considered advantageous to a student’s success in the course. Since the preparation is recommended, the student is advised, but not required, to meet the condition before or in conjunction with enrollment in the course or educational program (eligibility for ENGL 100 C is recommended for POSC 100 C).

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

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

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

Students should consult the ASSIST database at www.assist.org for specific information on course agreements. The counselors and Transfer Center staff can help students interpret this information.

Definition of Corequisite
When a course has a corequisite, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary in order for a student to be successful in the course (completion of, or concurrent enrollment in, MATH 040 C is required for CHEM 107 C).

It is the student’s obligation to know and meet course corequisites. These are stated in the course description section of the Schedule of Classes and the current College Catalog. The student may be required to file proof of meeting corequisites.

Definition of Prerequisite
When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 35 wpm), an ability (speaks and writes Spanish fluently), a test score, or a successful completion of a prior course (must have completed ENGL060 C with a grade of “C” or better). Completion of the prerequisite is required prior to enrolling in the course. Successful completion of a prerequisite course means that a grade of C, or C, or better was earned; D, F, or NCR grades are not acceptable.

Prerequisites for all courses are explained in the Schedule of Classes and the current College Catalog under the listing for the class. It is the student’s obligation to know and meet course prerequisites. The student may be required to file proof of meeting prerequisites.

Definition of Unit
Course work at Cypress College is measured in terms of semester units. A course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency for each unit of credit, prorated for short term, laboratory and activity courses.

Definition of Electives
An elective is a course not required for graduation or for the fulfillment of requirements for a program. For example, a science student might take electives from non-science areas, which might include history, art, English, music, or political science. A history student might take electives from biology, chemistry, art, music or English literature. To assist in choosing electives, a student should consult a counselor and the catalog of the college to which he/she expects to transfer.
Description of Courses

The following section includes a description of every course which may be studied at Cypress College. The prerequisite(s) for the class is stated, if applicable.

The program of instruction related to the numbering of courses is divided into major categories:

- **College and university parallel courses (transfer courses)** have title numbers ranging from 100 through 299. If appropriate to the student’s major, they usually will be accepted as transfer units to institutions of higher education for their full credit value.

- **Several general education courses**, in addition to occupational, vocational and technical courses will bear the title numbers ranging from 001 through 099 and generally are not transferable to institutions of higher education except as they apply to major programs in the California State Universities. Students are advised to confer with their counselors regarding the transferability of these courses to particular colleges or universities.

Students entering Cypress College should consult with college counselors in planning their programs of study. The faculty and counseling staff of Cypress College will assist students in every way possible to make wise vocational and educational plans. Students, however, must assume the responsibility for their own choices and plans.

**NON-DEGREE CREDIT** courses indicated as NON-DEGREE CREDIT do earn credit, but the credit is not counted toward the Associate Degree. These classes are intended to help students gain the skills they need to perform in college level degree applicable courses. NON-DEGREE CREDIT classes count toward the following categories: Athletic Eligibility, Social Security Benefits, Work Study and Financial Aid, Veterans’ Benefits, Associated Student Body Office and Full-Time Status. All other Cypress College courses are degree applicable.

**UC/CSU** designated courses are transferable to the campuses of the University of California and the California State University system. Those courses that are not marked UC are not transferable to the University of California campuses. Confer with a counselor for information regarding transferability of courses marked **UC Limitation**.

**CSU GE** - These courses satisfy general education breadth requirements for California State Universities.

**AA GE** - Courses which satisfy general education requirements for the Associate Degree.

**IGETC** - Intersegmental General Education Transfer Curriculum is a series of courses that Cypress College students may use to satisfy lower division general education requirements at any CSU or UC campus.

**CAN** - Courses with California Articulation Numbering designations are transferable and will be accepted in lieu of an identically designated CAN course at any other institution participating in the California Articulation Numbering system.

**CUL PL** - Courses with the Cultural Pluralism designation are ones which meet the Cypress College cultural pluralism graduation requirement.
Accounting

Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

Faculty
Michael Capsuto
Jeanne Miller
Alan Ransom

Counselors
Don Tyrrell
Jean England

ASSOCIATE IN SCIENCE DEGREE ACCOUNTING

This curriculum is designed to prepare the student for employment in the field of general bookkeeping and accounting. A graduate from this program should be equipped to meet the demands of any organization requiring skills in general accounting, cost accounting and analysis of financial information.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 C</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy - Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MGT 151 C</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 102 C</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 190 C</td>
<td>Accounting Sys. Design &amp; Appl.</td>
<td>3</td>
</tr>
<tr>
<td>MGT 111 C</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MGT 211 C</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>ACCT 201 C</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>ACCT 011 C</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>ACCT 202 C</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>ACCT 204 C</td>
<td></td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>34</td>
</tr>
</tbody>
</table>

ACCOUNTING CERTIFICATE

Primary emphasis is to prepare the student for occupational competency. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 C</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy - Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MGT 151 C</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 102 C</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
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<td>Business Communications</td>
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</tr>
<tr>
<td>or</td>
<td>MGT 211 C</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>ACCT 201 C</td>
<td></td>
</tr>
<tr>
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<td>ACCT 011 C</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>ACCT 202 C</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>ACCT 204 C</td>
<td></td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>34</td>
</tr>
</tbody>
</table>

ACCOUNTING TRANSFER PROGRAM

Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

These requirements are most often found listed under Business Administration.

Accounting (ACCT)

ACCT 011 C PAYROLL ACCOUNTING
2 Units
Two hours lecture and
One hour laboratory TBA per week.
Prerequisite: ACCT 101 C. This course is a thorough study of payroll computation techniques and payroll taxes. The course is of a non-technical nature and is intended to give students a practical working knowledge of current payroll tax laws. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACCT 099 C BOOKKEEPING PRINCIPLES & PRAC.
3 Units
Three hours lecture and
One hour laboratory TBA per week.
This is a basic course in financial record keeping using the double-entry system for recording transactions. A systematic introduction to journals, ledgers, and financial statements as utilized in sole proprietorships will be taught. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACCT 101 C FINANCIAL ACCOUNTING
4 Units
Five hours lecture per week.
Credit by Examination
UC/CSU, CAN BUS 2
A course in beginning accounting meets transfer requirements to four-year colleges and universities and provides a foundation for vocational accounting or other areas of business administration. This course describes and illustrates financial accounting principles including classification of accounts, recording of financial transactions, presentation of financial statements, and fundamentals of the accounting cycle as applied to service and merchandising enterprises.
ACCT 102 C MANAGERIAL ACCOUNTING
4 Units
Five hours lecture and
One hour laboratory TBA per week.
UC/CSU, CAN BUS 4
Prerequisite: ACCT 101 C, with a grade of “C” or better. Advisory: Knowledge of spreadsheet software recommended. This course provides a foundation for advanced courses in managerial accounting. Instructional topics include the application of managerial accounting to a manufacturing environment, job and process cost accounting systems, cost allocation, cost-volume-profit analysis, absorption and variable costing, differential analysis for decision making, capital investment analysis, budgeting, financial statement analysis, standard costing, and responsibility accounting in a decentralized operation. Computer applications are integrated into the homework. This course is required of all accounting and business administration majors. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACCT 103 C COMPUTERIZED ACCOUNTING
1 Unit
One hour lecture and
One hour laboratory TBA per week.
CSU
Prerequisite: ACCT 099 C or 101 C. This course introduces students to starting and using a small business computerized accounting system. Students will utilize computerized accounting software to create a chart of accounts, record journal entries, prepare financial statements, and create supporting reports useful in making business decisions. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACCT 112 C INCOME TAX PROCEDURES
3 Units
Three hours lecture per week.
CSU
Prerequisite: ACCT 101 C. This course is an introduction to Federal Income Tax as applied to individuals, partnerships, and corporations. The course involves the application of laws and regulations to the preparation of income tax returns.

ACCT 190 C ACCOUNTING SYS. DESIGN & APPL.
3 Units
Three hours lecture and
One hour laboratory TBA per week.
CSU
Prerequisite: ACCT 101 C. The course offers the student a hands-on approach to computerized accounting. Students will explore different computerized accounting systems such as General Ledger, Accounts Receivable, Accounts Payable, Payroll and Inventory. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACCT 201 C INTERMEDIATE ACCOUNTING
3 Units
Three hours lecture per week.
CSU
Prerequisite: ACCT 101 C. This course covers intermediate accounting theory and practice. The subject areas include preparation and theory of principle accounting statements; recording, valuation, and presentation of cash: temporary investments; receivables, inventories, plant and equipment, intangible assets and liabilities; stockholders equity, retained earnings and paid-in-capital, statements and financial statement analysis.

ACCT 202 C COST ACCOUNTING
3 Units
Three hours lecture per week.
CSU
Prerequisite: ACCT 102 C. This course covers the nature, objectives, and procedures of cost accounting and managerial control of operations. It includes job, process, and standard costing; accounting for manufacturing overhead, direct materials and direct labor; budgeting; and cost records and reports.

ACCT 203 C AUDITING
3 Units
Three hours lecture per week.
CSU
Prerequisite: ACCT 101 C. This course will focus on procedures involved in verifying the records and financial statements of a business. The subject areas include ethics and liabilities, internal control, statistical sampling, work papers, audit procedures for cash, receivables, inventories, plant assets, liabilities, and owner’s equity.

ACCT 204 C ACCT-GOV'T & NONPROFIT ENTITIES
3 Units
Three hours lecture per week.
CSU
Prerequisite: ACCT 101 C. This course introduces financial accounting concepts as they apply to governmental and not-for-profit entities; federal, state and local governments, school districts, universities, hospitals, religious and social service organizations. The focus is on the principles and procedures of accounting, financial reporting, budgeting and auditing requirements.

Administrative Support
See – Office Administration (OFF)

Aeronautics
See – Aviation (AVIA)
Air Conditioning and Refrigeration

Division of Vocational Education

Division Dean – Steve Donley

Faculty
Wayne Freiman
Douglas Sallade
Ronald Trulock

Counselor
Jane Jepson

ASSOCIATE IN SCIENCE DEGREE
AIR CONDITIONING AND REFRIGERATION

This program is designed as the bridge between Engineering and Technology. It will provide students with technical skills to support engineering applications. Graduates of the program will be at the leading edge of the application of new engineering solutions to production in industry. High school preparation usually includes one year of algebra, one year of drafting, and one year of geometry.

To earn an Associate Degree students must complete:
(1) all major course requirements with a minimum grade of “C”;
(2) 25 units of General Education Graduation Requirements;
(3) the cultural pluralism and reading requirements;
(4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC/R 101 C</td>
<td>Refrigeration Principles and Practice - Lecture</td>
<td>4</td>
</tr>
<tr>
<td>AC/R 102 C</td>
<td>Refrigeration Principles and Practice - Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>AC/R 103 C</td>
<td>Psychrometrics</td>
<td>2</td>
</tr>
<tr>
<td>AC/R 111 C</td>
<td>Electrical Controls for Air Conditioning and Refrigeration - Lecture</td>
<td>4</td>
</tr>
<tr>
<td>AC/R 112 C</td>
<td>Electrical Controls for Air Conditioning and Refrigeration - Lecture/Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>AC/R 113 C</td>
<td>Low Velocity Duct Selection</td>
<td>2</td>
</tr>
<tr>
<td>AC/R 201 C</td>
<td>Refrigeration Systems</td>
<td>4</td>
</tr>
<tr>
<td>AC/R 202 C</td>
<td>Air Conditioning and Refrigeration Advanced - Lecture/Laboratory</td>
<td>5</td>
</tr>
<tr>
<td>AC/R 203 C</td>
<td>Refrigeration Layout and Design</td>
<td>2</td>
</tr>
<tr>
<td>AC/R 211 C</td>
<td>Air Conditioning Heat Load</td>
<td>4</td>
</tr>
<tr>
<td>AC/R 212 C</td>
<td>Mechanical Codes and Mechanical Cost Estimating</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 130 C</td>
<td>Physics Elective (or equivalent)</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units Required 46

*Equivalent to MATH 020 C can be one year of high school algebra.
**Equivalent to PHYS 130 C can be one year of high school physics.

Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 051 C</td>
<td>Basic Electricity</td>
<td>2</td>
</tr>
<tr>
<td>ENGT101 C</td>
<td>Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 020 C</td>
<td>Elementary Algebra</td>
<td>4</td>
</tr>
<tr>
<td>ENGL095 C</td>
<td>Effective Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL100 C</td>
<td>College Writing</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 101 C</td>
<td>Beginning Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy - Introduction to Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 56

AIR CONDITIONING AND REFRIGERATION CERTIFICATE

Primary emphasis of this program is to prepare the student with job entry-level skills. Although further training must be done on the job, the student will have a strong background in fundamental skills of refrigeration, electricity, mathematics, communication skills, and drafting.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
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<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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<td>Refrigeration Principles and Practice - Lecture</td>
<td>4</td>
</tr>
<tr>
<td>AC/R 102 C</td>
<td>Refrigeration Principles and Practice - Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>AC/R 103 C</td>
<td>Psychrometrics</td>
<td>2</td>
</tr>
<tr>
<td>AC/R 111 C</td>
<td>Electrical Controls for Air Conditioning and Refrigeration - Lecture</td>
<td>4</td>
</tr>
<tr>
<td>AC/R 112 C</td>
<td>Electrical Controls for Air Conditioning and Refrigeration - Lecture/Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>AC/R 113 C</td>
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<td>Refrigeration Layout and Design</td>
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<td>Air Conditioning Heat Load</td>
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<td>AC/R 212 C</td>
<td>Mechanical Codes and Mechanical Cost Estimating</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 130 C</td>
<td>Physics Elective (or equivalent)</td>
<td>4</td>
</tr>
<tr>
<td>ENGL100 C</td>
<td>College Writing</td>
<td>(3)</td>
</tr>
<tr>
<td>or SPCH 050 C</td>
<td>Communication Skills</td>
<td>(3)</td>
</tr>
<tr>
<td>or SPCH 100 C</td>
<td>Human Communication</td>
<td>(3)</td>
</tr>
<tr>
<td>or CIS 111 C</td>
<td>Computer Literacy - Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL100 C</td>
<td>Effective Writing                  (3)</td>
<td></td>
</tr>
<tr>
<td>or PHYS 130 C</td>
<td>Physics Elective (or equivalent)</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units Required 56

*Equivalent to PHYS 130 C can be one year of high school physics.

INDUSTRIAL TECHNOLOGY TRANSFER PROGRAM

AIR CONDITIONING SYSTEMS OPTION

Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 030 C</td>
<td>Plane Geometry</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 051 C</td>
<td>Basic Electricity</td>
<td>2</td>
</tr>
<tr>
<td>ENGT104 C</td>
<td>Computer Aided Design (Auto CAD 2000)</td>
<td>3</td>
</tr>
<tr>
<td>ENGT140 C</td>
<td>AC &amp; DC Circuits I</td>
<td>4</td>
</tr>
</tbody>
</table>

Cypress College 2002-2003
Air Conditioning and Refrigeration (AC/R)

AC/R 050 C  AIR CONDITIONING AND REFRIGERATION - SPECIAL PROJECTS
1⁄2 - 2 Units (Variable Units) (May be taken for credit 4 times)
One and one-half hour to six laboratory hours per week depending on the units desired.
Corequisite: Completion of, or concurrent enrollment in, AC/R 101 C and AC/R 102 C, or AC/R 111 C and AC/R 112 C. This course is designed for students who have demonstrated interest and capability for increased knowledge and experience in air conditioning and refrigeration topics not ordinarily covered in the curriculum. Students will participate in independent study or research on assigned projects.

AC/R 101 C  REFRIGERATION PRINCIPLES AND PRACTICE - LECTURE
4 Units
Four hours lecture per week.
CSU
Corequisite: Concurrent enrollment in AC/R 102 C. This course is a basic study of vapor compression refrigeration cycle and system components. The course consists of lectures supported by many visual aids.

AC/R 102 C  REFRIGERATION PRINCIPLES AND PRACTICE - LABORATORY
4 Units
Three hours lecture and
Three hours laboratory per week.
CSU
Corequisite: Concurrent enrollment in AC/R 101 C. This course includes laboratory projects and demonstrations involving design, assembly and operation of compression systems; basic liquid and vapor control, metering and modulating devices; design and construction of system piping, including techniques of shaping, forming, soldering and welding; dehydration of systems and charging methods.

AC/R 103 C  PSYCHROMETRICS
2 Units
One and one-half hour lecture and
One and one-half hour laboratory per week.
CSU
This course is a study of the behavior of air vapor mixtures with an emphasis on application of the psychrometric chart. Processes such as heating, cooling, dehumidifying, and evaporative cooling are studied.

AC/R 111 C  ELECTRICAL CONTROLS FOR AIR CONDITIONING AND REFRIGERATION - LECTURE
4 Units
Four hours lecture per week.
CSU
Corequisite: Concurrent enrollment in AC/R 112 C. This course includes the basic concepts of electrical principles as used in Air Conditioning and Refrigeration. Schematic reading, single-phase motor starting and electrical safety will be covered.

AC/R 112 C  ELECTRICAL CONTROLS FOR AIR CONDITIONING AND REFRIGERATION - LECTURE/LABORATORY
4 Units
Three hours lecture and
Three hours laboratory per week.
CSU
Corequisite: Concurrent enrollment in AC/R 111 C. This course emphasizes laboratory projects and experiments in the principles and application of electric circuits, equipment and controls as used in air conditioning and refrigeration. Included are schematic reading and circuit wiring.

AC/R 113 C  LOW VELOCITY DUCT SELECTION
2 Units
One and one-half hour lecture and
One and one-half hour laboratory per week.
CSU
This course is a study of fans, outlets and ducting for air conditioning systems. The procedure for designing a duct system using the ASHRAE duct friction chart and the circular duct-sizing calculator is emphasized.

AC/R 130 C  PNEUMATIC CONTROL FOR A/C
4 Units
Three hours lecture and
Three hours laboratory per week.
CSU
Advisory: Completion of, or concurrent enrollment in AC/R 111, AC/R 112, MATH 020. A course designed to instruct the students in the application of air conditioning pneumatic controls as is used in commercial building systems. Students will apply the theories and skills taught in the classroom on laboratory mock-ups simulating industry standards.

AC/R 131 C  DIRECT DIGITAL CONTROLS FOR A/C
4 Units
Three hours lecture and
Three hours laboratory per week.
CSU
Advisory: Completion of or concurrent enrollment in AC/R 130 C. A course designed to instruct the student in the application of direct digital controls as used in commercial building systems. Students will apply the theories and skills taught in the classroom on laboratory mockups simulating industry standards.

AC/R 201 C  REFRIGERATION SYSTEMS
4 Units
Four hours lecture per week.
CSU
Prerequisite: AC/R 101 C, AC/R 102 C, AC/R 111 C, AC/R 112 C. Corequisite: Concurrent enrollment in AC/R 203. This is an advanced course with emphasis on the refrigeration cycle. Pipe sizing, compressor sizing, h.p. requirements, single and two stage refrigeration systems, absorption systems, centrifugal systems and other advanced refrigeration systems will be included.
AC/R 202 C  AIR CONDITIONING AND REFRIGERATION ADVANCED - LECTURE/LABORATORY
5 Units
Three and one half hours lecture and Four and one half hours laboratory per week.
CSU
Prerequisite: AC/R 101 C, AC/R 102 C, AC/R 103 C, AC/R 111 C, AC/R 112 C and AC/R 113 C. This is an advanced course in which the student will measure air and water flow, KW, find EER and COP. The student will wire and troubleshoot complex electrical controls for refrigeration and air conditioning systems. Psychrometric applications to air problems and system capacity will be emphasized. The student will use recovery and recycling machines, and will recover refrigerant from operating laboratory systems.

AC/R 203 C  REFRIGERATION LAYOUT AND DESIGN
2 Units
One and one-half hour lecture and One and one-half hour laboratory per week.
CSU
Prerequisite: AC/R 101 C, AC/R 102 C, AC/R 111 C, AC/R 112 C. Corequisite: Concurrent enrollment in AC/R 201 C. This is an advanced course with emphasis on the refrigeration cycle. The student will select components and design systems, using the knowledge gained in AC/R 201 C.

AC/R 211 C  AIR CONDITIONING HEAT LOAD
4 Units
Four hours lecture per week.
CSU
Prerequisite: AC/R 101 C, AC/R 102 C, AC/R 103 C, AC/R 111 C, AC/R 112 C. Corequisite: Concurrent enrollment in AC/R 201 C; and completion of, or concurrent enrollment in, AC/R 113 C. This is an advanced air conditioning class in which the student will learn how to calculate the heat load of a building.

AC/R 212 C  MECHANICAL CODES AND MECHANICAL COST ESTIMATING
5 Units
Three and one half hours lecture and Four and one half hours laboratory per week.
CSU
Prerequisite: AC/R 101 C, AC/R 102 C, AC/R 111 C, AC/R 112 C and completion of, or concurrent enrollment in, AC/R 113 C. This course is an advanced lab class in which the student will develop a material and labor cost estimate and prepare construction bids for air conditioning systems. Building and mechanical codes and inspection procedures will be covered. Estimating processes by spreadsheet will be introduced.

AC/R 213 C  AIR CONDITIONING LAYOUT AND DESIGN
2 Units
One and one-half hour lecture and One and one-half hour laboratory per week.
CSU
Prerequisite: AC/R 101 C, AC/R 102 C, AC/R 103 C, AC/R 111 C, AC/R 112 C. Corequisite: Concurrent enrollment in AC/R 211 C and completion of, or concurrent enrollment in, AC/R 113 C. This course is an advanced course in which the student will use the knowledge gained in AC/R 211 C to design an air conditioning system for a building.

AC/R 298 C  AIR CONDITIONING/REFRIGERATION SEMINAR
¼ - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary according to credit given.
CSU
This is a course for students who wish to increase their knowledge of air conditioning and refrigeration. Various topics will be offered. Unit credit may range from ¼ to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.
Airline and Travel Careers

Division of Vocational Education

Division Dean – Steve Donley

Faculty
Kathleen Reiland

Counselor
Jane Jepson

BASIC AIRLINE CUSTOMER SERVICES CERTIFICATE
The Airline Customer Services Program provides students with the customer service experiences, communication skills, professional image practice, and technical training necessary for pursuing a career as a Reservations Agent, Gate Agent, Ticket Agent, or Customer Services Management. Students will develop a working knowledge of the airline industry and learn the basic skill requirements necessary to work as a customer services representative for a major airline.

To earn an Airline Customer Services Skills Certificate (12 units), which will prepare them to pursue working in the airline customer services industry as an intern.

Students may earn an Airline Customer Services Skills Certificate (12 units), which will prepare them to pursue working in the airline customer services industry as an intern.

To earn an Airline Customer Services Skills Certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATC 070 C</td>
<td>Professional Image</td>
<td>1½</td>
</tr>
<tr>
<td>HRC 101 C</td>
<td>Intro to Hospitality Careers</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>AVIA100 C Introduction to Aviation</td>
<td>(3)</td>
</tr>
<tr>
<td>ATC 170 C</td>
<td>Job Skills Communications</td>
<td>1½</td>
</tr>
<tr>
<td>or</td>
<td>ATC 191 C Airline Reservations: APOLLO</td>
<td>3</td>
</tr>
<tr>
<td>ATC 192 C</td>
<td>Airline Reservations: SABRE</td>
<td>(3)</td>
</tr>
<tr>
<td>ATC 270 C</td>
<td>Airline Operations</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 12

ASSOCIATE OF SCIENCE DEGREE FLIGHT ATTENDANT
The Flight Attendant Program provides students with the customer service experiences, communication skills, professional image practice, and technical understanding necessary for pursuing a career as a flight attendant.

To earn an Associate Degree student must complete: (1) all major course requirements with a minimum grade of “C”; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

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<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATC 050 C</td>
<td>Special Projects: Airline</td>
<td>(To be taken twice) 2, 2</td>
</tr>
<tr>
<td>ATC 070 C</td>
<td>Professional Image</td>
<td>1½</td>
</tr>
<tr>
<td>HRC 101 C</td>
<td>Intro to Hospitality Careers</td>
<td>3</td>
</tr>
<tr>
<td>ATC 170 C</td>
<td>Job Skills Communication</td>
<td>1½</td>
</tr>
<tr>
<td>ATC 174 C</td>
<td>Destinations: Americas/Europe</td>
<td>3</td>
</tr>
<tr>
<td>ATC 175 C</td>
<td>Destinations: Africa/Pacific</td>
<td>3</td>
</tr>
<tr>
<td>ATC 182 C</td>
<td>Multicultural Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>ATC 183 C</td>
<td>Customer Care: Airline/Travel</td>
<td>3</td>
</tr>
<tr>
<td>ATC 270 C</td>
<td>Airline Operations</td>
<td>3</td>
</tr>
<tr>
<td>ATC 274 C</td>
<td>Passenger Services &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td>ATC 278 C</td>
<td>Public Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of five units from the electives below:

Total Units Required 36

Electives
<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA100 C</td>
<td>Introduction to Aviation</td>
<td>3</td>
</tr>
<tr>
<td>ATC 123 C</td>
<td>Travel Sales &amp; Tour Operations</td>
<td>3</td>
</tr>
<tr>
<td>HRC 125 C</td>
<td>Dining Room Management</td>
<td>3</td>
</tr>
<tr>
<td>ATC 191 C</td>
<td>Airline Reservations: APOLLO</td>
<td>3</td>
</tr>
<tr>
<td>ATC 192 C</td>
<td>Airline Reservations: SABRE</td>
<td>3</td>
</tr>
<tr>
<td>ATC 295 C</td>
<td>Airline/Travel Internship</td>
<td>3</td>
</tr>
<tr>
<td>ATC 298 C</td>
<td>Airline/Travel Seminar</td>
<td>½ - 3</td>
</tr>
<tr>
<td>ATC 299 C</td>
<td>Independent Study</td>
<td>½ - 2</td>
</tr>
</tbody>
</table>

ADVANCED FLIGHT ATTENDANT CERTIFICATE
The Flight Attendant Program provides students with the customer service experiences, communication skills, professional image practice, and technical understanding necessary for pursuing a career as a flight attendant. Because the airline recruiting and training programs for flight attendants are so rigorous, students learn valuable information that enhances their chance for a successful career in the exciting travel industry.

To earn an Advanced Flight Attendant certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATC 050 C</td>
<td>Special Projects: Airline</td>
<td>(To be taken twice) 2, 2</td>
</tr>
<tr>
<td>ATC 070 C</td>
<td>Professional Image</td>
<td>1½</td>
</tr>
<tr>
<td>HRC 125 C</td>
<td>Dining Room Management</td>
<td>3</td>
</tr>
<tr>
<td>ATC 170 C</td>
<td>Job Skills Communication</td>
<td>1½</td>
</tr>
<tr>
<td>ATC 174 C</td>
<td>Destinations: Americas/Europe</td>
<td>3</td>
</tr>
<tr>
<td>ATC 175 C</td>
<td>Destinations: Africa/Pacific</td>
<td>3</td>
</tr>
<tr>
<td>ATC 182 C</td>
<td>Multicultural Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>ATC 183 C</td>
<td>Customer Care: Airline/Travel</td>
<td>3</td>
</tr>
<tr>
<td>ATC 270 C</td>
<td>Airline Operations</td>
<td>3</td>
</tr>
<tr>
<td>ATC 274 C</td>
<td>Passenger Services &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td>ATC 278 C</td>
<td>Public Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of five units from the electives below:

Total Units Required 36

Electives
<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA100 C</td>
<td>Introduction to Aviation</td>
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<td>ATC 295 C</td>
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<td>ATC 298 C</td>
<td>Airline/Travel Seminar</td>
<td>½ - 3</td>
</tr>
<tr>
<td>ATC 299 C</td>
<td>Independent Study</td>
<td>½ - 2</td>
</tr>
</tbody>
</table>
BASIC FLIGHT ATTENDANT SKILLS CERTIFICATE
The Flight Attendant Program provides students with the customer service experiences, communication skills, professional image practice, and technical understanding necessary for pursuing a career as a flight attendant. Because the airline recruiting and training programs for flight attendants are so rigorous, students learn valuable information that enhances their chance for a successful career in the exciting travel industry. Students may earn a Basic Flight Attendant Skills Certificate (12 units), which will prepare them to pursue working in the travel industry as an intern.

To earn a Basic Flight Attendant Skills Certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATC 070 C</td>
<td>Professional Image</td>
<td>1½</td>
</tr>
<tr>
<td>HRC 101 C</td>
<td>Intro to Hospitality Careers</td>
<td>3</td>
</tr>
<tr>
<td>ATC 183 C</td>
<td>Customer Care: Airline/Travel</td>
<td>3</td>
</tr>
<tr>
<td>ATC 170 C</td>
<td>Job Skills Communication</td>
<td>1½</td>
</tr>
<tr>
<td>ATC 270 C</td>
<td>Airline Operations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>12</td>
</tr>
</tbody>
</table>

ASSOCIATE OF SCIENCE DEGREE
TRAVEL/TOURISM
The Associate of Science Degree in Travel/Tourism provides students with the customer service experiences, communication skills, professional image practice, and technical training necessary to pursue a professional career as a travel agent, tour guide, or corporate travel consultant.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of “C”; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
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<td>3</td>
</tr>
<tr>
<td>ATC 126 C</td>
<td>Travel Office Management</td>
<td>3</td>
</tr>
<tr>
<td>ATC 170 C</td>
<td>Job Skills Communication</td>
<td>1½</td>
</tr>
<tr>
<td>ATC 174 C</td>
<td>Destinations: Americas/Europe</td>
<td>3</td>
</tr>
<tr>
<td>ATC 175 C</td>
<td>Destinations: Africa/Pacific</td>
<td>3</td>
</tr>
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<td>ATC 182 C</td>
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<td>Airline Reservations: APOLO</td>
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<td>ATC 192 C</td>
<td>Airline Reservations: SABRE</td>
<td>3</td>
</tr>
<tr>
<td>ATC 278 C</td>
<td>Public Relations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>36</td>
</tr>
</tbody>
</table>

Total Units Required 36

Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATC 183 C</td>
<td>Customer Care: Airline/Travel</td>
<td>3</td>
</tr>
<tr>
<td>ATC 270 C</td>
<td>Airline Operations</td>
<td>3</td>
</tr>
<tr>
<td>ATC 295 C</td>
<td>Airline/Travel Internship</td>
<td>3</td>
</tr>
<tr>
<td>ATC 298 C</td>
<td>Airline/Travel Seminar</td>
<td>½ - 3</td>
</tr>
<tr>
<td>ATC 299 C</td>
<td>Independent Study</td>
<td>½ - 2</td>
</tr>
<tr>
<td>HRC 164 C</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
</tbody>
</table>

BASIC TRAVEL/TOURISM CERTIFICATE
The Travel/Tourism Program provides students with the customer service experiences, communication skills, professional image practice, and technical training necessary to work in the travel/tourism industry. Students may earn a Travel/Tourism Skills Certificate (12 units), which will prepare them to work as an intern.

To earn a certificate, complete the required courses with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

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<td>3</td>
</tr>
<tr>
<td>ATC 278 C</td>
<td>Public Relations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
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</tr>
</tbody>
</table>

Total Units Required 36

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<td>ATC 270 C</td>
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<td>3</td>
</tr>
<tr>
<td>ATC 295 C</td>
<td>Airline/Travel Internship</td>
<td>3</td>
</tr>
<tr>
<td>ATC 298 C</td>
<td>Airline/Travel Seminar</td>
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</tr>
<tr>
<td>ATC 299 C</td>
<td>Independent Study</td>
<td>½ - 2</td>
</tr>
<tr>
<td>HRC 164 C</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
</tbody>
</table>

AIRLINE AND TRAVEL CAREERS TRANSFER PROGRAMS
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.
Airline and Travel Careers (ATC)

ATC 050 C SPECIAL PROJECTS - AIRLINE
2 Units (May be taken for credit two times.)
One hour lecture and
Three hours laboratory TBA per week.
Corequisite: Completion of, or concurrent enrollment in ATC 070 C and/or ATC 170 C. Advisory: Concurrent enrollment in ATC 270 C or ATC 274 C. This course provides students with service learning opportunities that put into practice the abstract theories of their course work. Students will develop their public contact and customer care skills as they host various campus, community, civic, and travel-related events. Service learning offers students an opportunity to improve their self-directed and critical thinking skills – abilities considered essential in the airline and travel industries. To prepare for industry employment, students will update their career portfolios and practice interviewing on video.

ATC 070 C PROFESSIONAL IMAGE
1½ Units
One and one half hours lecture per week.
Advisory: Recommend taking in sequence with ATC 170 C. Presenting a professional image can make the difference in advertising, and promotions are explored. Techniques for appropriate business etiquette, and developing their personal style for professional success.

ATC 123 C TRAVEL SALES & TOUR OPERATIONS
3 Units
Three hours lecture per week.
CSU
Students will learn the essentials of travel sales and tour operations, including the latest trends, itinerary planning, and the technologies available to travel/tourism consultants in the leisure, recreational, and corporate travel markets.

ATC 126 C TRAVEL OFFICE MANAGEMENT
3 Units
Three hours lecture per week.
CSU
This course is a study of management practices in the travel/tourism business, including ARC requirements, location and staffing, sales reports and agency accounting. Travel markets, product lines, marketing techniques, advertising, and promotions are explored. Techniques for personal and telephone selling and guidelines for handling job stress, sales, and client crises are included.

ATC 170 C JOB SKILLS COMMUNICATION
1½ Units
One and one half hours lecture per week.
CSU
Students will update and/or prepare a career portfolio, including resume, work samples, and recommendations. Video will be used to help students achieve maximum effectiveness in mock-interviews. Recommend taking in sequence with ATC 070 C.

ATC 174 C DESTINATIONS: AMERICAS/EUROPE
3 Units
Three hours lecture per week.
CSU
This course introduces students to world geography from a travel and tourism perspective. Students will learn about domestic and international travel considerations including itineraries, currencies, travel documents, customs, language, health requirements, and time considerations for locations throughout the Americas and Europe.

ATC 175 C DESTINATIONS: AFRICA/PACIFIC
3 Units
Three hours lecture per week.
CSU
This course continues the study of world geography from a travel and tourism perspective. Students will examine international travel considerations including itineraries, currencies, travel documents, customs, language, health requirements, and time considerations for the following locations: Africa, the Middle East, Asia, and the Pacific Islands.

ATC 182 C MULTICULTURAL HOSPITALITY
3 Units
Three hours lecture per week.
CSU
Whether traveling for business or pleasure, in the role of a host or a guest, students will examine the rules and taboos of multicultural hospitality throughout the world. Students will learn the appropriate greetings, gifts, food, and serving customs, and time considerations for the following locations: Africa, the Middle East, Asia, and the Pacific Islands.

ATC 183 C CUSTOMER CARE: AIRLINE/TRAVEL
3 Units
Three hours lecture per week.
CSU
This course examines the priority of customer service and satisfaction in the competitive airline industry. Topics include the safety regulations and service standards of the Federal Aviation Administration, the Department of Transportation, and airlines themselves. Students will study these standards in relation to current performance, public opinion, and service ideology. Students will also investigate how airlines differentiate their service to be competitive in a particular market niche. Students will “shop” airlines and service related businesses to gain tools for developing a personal approach to customer care.

ATC 191 C AIRLINE RESERVATIONS: APOLLO
3 Units
Two hours lecture and
Three hours laboratory per week.
Credit by Examination
CSU
This course is an introduction to APOLLO, the computer reservations system used by United Airlines and one of the two major systems used by travel consultants. Students will learn how to build PNR’s (passenger name records), quote fares, and calculate prices through hands-on applications on computers. $4.00 Laboratory Fee - PAYABLE AT REGISTRATION.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture/Hours</th>
<th>Laboratory/Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATC 192 C</td>
<td>AIRLINE RESERVATIONS: SABRE</td>
<td>3</td>
<td>Two hours</td>
<td>Three hours</td>
<td>This course is an introduction to SABRE, the computer reservations system used by American Airlines and one of the two major systems used by travel consultants. Students will learn how to build PNR's (passenger name records), quote fares, and calculate prices through hands-on applications on computers. $4.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>ATC 270 C</td>
<td>AIRLINE OPERATIONS</td>
<td>3</td>
<td>Three hours</td>
<td></td>
<td>This course is designed for students interested in working in the airline industry as flight attendants or customer service representatives (i.e. ground, reservations, ramp, or ticketing agents). Students will learn airline terminology, city codes, the 24-hour clock, airline operations, and industry hiring standards.</td>
</tr>
<tr>
<td>ATC 274 C</td>
<td>PASSENGER SERVICES &amp; SAFETY</td>
<td>3</td>
<td>Three hours</td>
<td></td>
<td>In this course special emphasis is placed on emergency procedures and federal regulations. The essential professional attitude and teamwork needed to successfully perform as a crew member to insure onboard passenger safety and comfort will be covered.</td>
</tr>
<tr>
<td>ATC 278 C</td>
<td>PUBLIC RELATIONS</td>
<td>3</td>
<td>Three hours</td>
<td></td>
<td>This course introduces students to the public relations concepts and practices in the hospitality and travel industries. Students will examine promotional campaigns and develop their own public relations proposal with emphasis on practical applications.</td>
</tr>
<tr>
<td>ATC 295 C</td>
<td>AIRLINE/TRAVEL INTERNSHIP</td>
<td>3</td>
<td>One hour</td>
<td>Fifteen hours</td>
<td>Prerequisite: Completion of the Basic Airline Customer Services Certificate; or Basic Flight Attendant Certificate; or Basic Travel/Tourism Certificate. This course offers practical work experience in an approved airline and travel related industry for the student(s) in the Airline and Travel Careers program. This course is designed to provide vocational learning opportunities through employment.</td>
</tr>
<tr>
<td>ATC 298 C</td>
<td>AIRLINE/TRAVEL SEMINAR</td>
<td>1/2</td>
<td>One half</td>
<td>Nine hours</td>
<td>This course is for students who wish to increase their knowledge of the airline and travel industry. Various topics will be offered. Unit credit may range from 1/2 to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.</td>
</tr>
<tr>
<td>ATC 299 C</td>
<td>INDEPENDENT STUDY</td>
<td>1/2</td>
<td>One half</td>
<td>Two hours</td>
<td>Prerequisite: Approved Independent Study Learning Contract. This course is designed for those students who wish to increase their knowledge of the airline and/or travel industry through professionally directed independent study or research. Unit credit may range from 1/2 to two units in any given semester.</td>
</tr>
</tbody>
</table>
Anthropology

Division of Social Science

Division Dean, Kay Andrews

Faculty
Henry Koerper

Counselors
Velia Lawson
Thereese Mosqueda-Ponce
Daniel Pelletier

ANTHROPOLOGY TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Anthropology (ANTH)

ANTH 098 C ANTHROPOLOGY NON-TRANSFER SEMINAR
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary according to credit given.
Prerequisite: May be required (see class schedule). This is a lecture/discussion course to study particular problems for students who wish to increase their knowledge of subjects which are not generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

ANTH 102 C CULTURAL ANTHROPOLOGY
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC, CAN ANTH 4
This course is an introduction to the cross-cultural study of man’s behavior. The course includes a study of the nature and evolution of culture, social organization, family structure, religion, language, and other basic topics.

ANTH 104 C COMPARATIVE CULTURES
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
This course is a cross-cultural survey of comparative cultures, comparative analysis of different modes of production, modes of reproduction, domestic economics, political economics, and ideologies. There is a study and analysis of a broad selection of human societies, which will provide a perspective on how human problems have been solved and the possibilities for new solutions to our own problems.

ANTH 121 C INDIANS OF NORTH AMERICA
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, CSU GE, IGETC, CUL PL
This course is a survey of North American Indian culture areas. Subject matter includes peopling of the New World, traditional culture, the impacts of Euro American culture and native peoples cultures on one another, and contemporary issues (e.g. discrimination, sovereignty, assimilation, Red Power, health, Pan-Indianism).

ANTH 201 C PHYSICAL ANTHROPOLOGY
4 Units
Three hours lecture
Two hours laboratory and
One hour laboratory/quiz and problem solving per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC, CAN ANTH 2
This is an introductory course in genetics, evolutionary theory and primatology. It includes the study of the primate fossil record, with primary emphasis on human evolution and human variation.

ANTH 203 C INTRODUCTION TO ARCHAEOLOGY
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC, CAN ANTH 6
This is a survey of the science of archaeology; its development, methods, theories and objectives. Discoveries and their discoverers will be covered. Pre-history in both the Old World and the New World will be presented with emphasis on the latter.
**ANTH 231 C** FIELD COURSE IN ARCHAEOLOGY  
3 Units (May be taken for credit 2 times)  
One hour lecture and  
Six hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
CSU  
Practical experience in site survey and field excavation on a local archaeological site, laboratory analysis, lectures on methodology, local prehistory, and museum preparation will be presented in a fieldwork setting.

**ANTH 298 C** ANTHROPOLOGY SEMINAR  
½ - 3 Units (Variable Units) (May be taken for credit 4 times)  
Lecture/discussion hours will vary with credit given.  
UC Credit Limitation/CSU  
Prerequisite: May be required. (See class schedule). This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge on a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ to 3 units. Consult the class schedule for the offerings in a particular semester.

**ANTH 299 C** ANTHROPOLOGY INDEPENDENT STUDY  
1 Unit (May be taken for credit 3 times)  
Varying hours of scheduled conferences per week.  
UC Credit Limitation/CSU  
Prerequisite: Approved Independent Study Learning Contract. Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

---

**Art**

*Division of Fine Arts*

**Division Dean – Kaleta Brown**

**Faculty**
- Ellen Berger
- Betty Disney
- Charlene Felos
- Ian Holmes
- Michael Johnson
- Roger Mendes
- Paul Paiement
- Joyce Patti

**Counselors**
- Renay Laguana
- Renee Ssensalo-Collins

**ASSOCIATE IN ARTS DEGREE**

**ADVERTISING DESIGN**

The primary emphasis is to prepare the student for employment. To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART182 C</td>
<td>Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>*ART 110 C</td>
<td>Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td>ART120 C</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ACG101 C</td>
<td>Intro to Computer Graphics/WIN</td>
<td>3</td>
</tr>
<tr>
<td>ART185 C</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART140 C</td>
<td>Advertising/Graphic Design 1</td>
<td>3</td>
</tr>
<tr>
<td>ACG140 C</td>
<td>Desktop Publishing I/Mac</td>
<td>3</td>
</tr>
<tr>
<td>ART141 C</td>
<td>Advertising/Graphic Design 2</td>
<td>3</td>
</tr>
<tr>
<td>ART142 C</td>
<td>Advertising/Graphic Design 3</td>
<td>3</td>
</tr>
<tr>
<td>ACG131 C</td>
<td>2D Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART244 C</td>
<td>Illustration</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 8 Units from the elective courses listed below  
8 Total Units Required 41

**Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART111 C, 112 C</td>
<td>Survey of Art History I &amp; II</td>
<td>3, 3</td>
</tr>
<tr>
<td>ART182 C</td>
<td>Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART185 C</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART130 C</td>
<td>Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>PHOT101 C</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>MKT103 C</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>ACG147 C</td>
<td>Desktop Publishing 3/WIN</td>
<td>3</td>
</tr>
</tbody>
</table>

*ART 100 C may be substituted for ART 110 C as a required course.

**ASSOCIATE IN ARTS DEGREE - ART**

This program is designed to prepare the student in the development of conceptual and technical skills required by artists in certain occupations.
ART 111 C  SURVEY OF ART HISTORY I  
3 Units  
Three hours lecture per week. 
Credit/No Credit/Letter Grade Option 
UC/CSU, AAGE, CSU GE, IGETC, CAN ART 2  
This course studies the development of ancient and medieval architecture, sculpture and painting in the Western and Eastern cultures. Emphasis is placed on examining how art records and shapes history, how style communicates the ideas of the artist and his culture, and how symbols, techniques, materials and subjects are used and transferred from one culture to another. Eligibility for ENGL 100 C recommended. Cost of museum visit will not exceed $15.00.

ART 112 C  SURVEY OF ART HISTORY II  
3 Units  
Three hours lecture per week. 
Credit/No Credit/Letter Grade Option 
UC/CSU, AAGE, CSU GE, IGETC, CAN ART 4  
This course studies the development of architecture, sculpture and painting in the Western world from the Renaissance through the twenty-first century. Emphasis is placed on examining how art records and shapes history, how style communicates the ideas of the artist and his culture, and how symbols, techniques, materials and subjects are used and transferred from one culture to another. Eligibility for ENGL 100 C recommended. Cost of museum visit will not exceed $15.00. Duplicate credit not granted for ART 112HC.

ART 112HC  HONORS SURVEY OF ART HISTORY II  
3 Units  
Three hours lecture per week. 
Credit/No Credit/Letter Grade Option 
UC/CSU, AAGE, CSU GE, IGETC, CAN ART 4  
This is an enhanced course that studies basic art theory and the development of architecture, sculpture, and painting of the Western world from the Renaissance through the twenty-first century. Emphasis is placed on examining how art records and shapes history, how style communicates the ideas of the artist and his culture, and symbols, techniques, materials, and subjects are used and transferred from one culture to another. Eligibility for ENGL 100 C recommended. Cost of museum visit will not exceed $15.00. Duplicate credit not granted for ART 112HC.

ART 114 C  MODERN ART HISTORY  
3 Units  
Three hours lecture per week. 
Credit/No Credit/Letter Grade Option 
UC/CSU, AAGE, CSU GE, IGETC, CAN ART 4  
This course deals with the nature of twentieth and twenty-first century artistic expression. Eligibility for ENGL 100 C recommended. Cost of museum visit will not exceed $15.00.
ART 115 C  MUSEUM SURVEY
3 Units (May be taken for credit 4 times)
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU, (1 credit) AAGE
In this course various local museums and galleries will be visited and their collections studied. Field trips to museums and galleries will alternate with classroom slide lectures designed to provide background information and suggested techniques for viewing and analyzing the art in each collection.

ART 120 C  TWO-DIMENSIONAL DESIGN
3 Units
Two hours lecture and
Four hours laboratory per week.
UC/CSU, AAGE, CSU GE, CAN ART 14
Using the elements and principles of art, two-dimensional images are created. As a foundation for all the visual arts, this course studies the concepts, vocabulary, techniques and materials necessary for the successful creation of two-dimensional design. Laboratory fees are used for materials provided by the Art Department. $10.00 PAYABLE AT REGISTRATION.

ART 121 C  DESIGN CONCEPTS
3 Units
Two hours lecture and
Four hours laboratory per week.
UC/CSU, CAN ART 16
This course explores three-dimensional (3-D) forms, space manipulation and color interactions with an emphasis on professional three-dimensional (3-D) design presentations through the use of a variety of materials and tools, including power equipment. $10.00 fee for materials used in common - PAYABLE AT THE BOOKSTORE.

ART 122 C  GALLERY/PORTFOLIO DESIGN
3 Units (May be taken for credit 4 times)
Two hour lecture and
Four hours laboratory per week.
CSU
This course provides practical experience in gallery operation, art exhibit installation, and artist portfolio preparation. Students will have an opportunity to collaborate in the planning, designing, and installing of art exhibitions in the college gallery and to visit and evaluate exhibitions in other local galleries and museums. Students will also create individual art installations and professional artist portfolios.

ART 125 C  AN INTRODUCTION TO MIXED MEDIA
3 Units (May be taken for credit 4 times)
Two hours lecture and
Four hours laboratory per week.
UC/CSU, (1 credit) AAGE
This course is designed to explore traditional and non-traditional use of materials. It focuses on interdisciplinary attitudes in 20th Century Art and explores a variety of contemporary mixed-media approaches such as collage, assemblage and combine paintings.

ART 130 C  PRINTMAKING
3 Units (May be taken for credit 4 times)
Two hours lecture and
Four hours laboratory per week.
UC/CSU
This course will introduce the artist to concepts and techniques of drawing, design, and color through the use of fine art printing media such as etching, lithography, and woodcut. Assignments in this course are flexible based upon personal interest. $10.00 laboratory fee - PAYABLE AT REGISTRATION.

ART 140 C  ADVERTISING/GRAPHIC DESIGN 1
3 Units
Two hours lecture and
Four hours laboratory per week.
CSU
Prerequisite: ART 120 C or concurrent enrollment. This is a basic course in advertising/graphic design, with emphasis on problem solving in lettering, typography and trademark design. The course includes development of layout skills, marker rendering, and presentation skills. Projects include lettering design, layout, trademark design, and typography. Students are introduced to computer generated graphics and electronic design.

ART 141 C  ADVERTISING/GRAPHIC DESIGN 2
3 Units
Two hours lecture and
Four hours laboratory per week.
CSU
Prerequisite: ART 140 C. This is an intermediate course in advertising/graphic design with emphasis upon development of a highly comprehensive finished portfolio. Course includes refinement of design and layout skills and development of technical emphasis in use of stat-camera, typesetting procedures and desktop publishing software as related to advertising, packing and graphic design.

ART 142 C  ADVERTISING/GRAPHIC DESIGN 3
3 Units
Two hours lecture and
Four hours laboratory per week.
CSU
Prerequisite: ART 141 C. This is an advanced course in advertising/graphic design with emphasis upon development of comprehensive finished portfolio pieces. This course includes group and individual design projects planned to provide experience in all steps of graphic design from concepts and development of a campaign continuity to production specifications. Special attention and emphasis is placed on planning and preparation of an advertising/graphic portfolio.

ART 149 C  AIRBRUSH
2 Units (May be taken for credit 4 times)
One hour lecture and
Three hours laboratory per week.
CSU
This class will cover basic airbrush techniques and opportunities relating to fine art, illustration and photography.
ART 150 C  CERAMICS HANDBUILDING  
3 Units  
Two hours lecture and  
Four hours laboratory per week.  
UC/CSU, AAGE, CSU GE, CAN ART 6  
Basic information about ceramics will be covered. Learning to construct with off wheel (handbuilding) techniques will be applied to convey ideas, images, and feelings. Visual vocabulary as it pertains to all of the arts will be stressed. Basic technology of clay, glazes, and firing procedures are included. $15.00 fee for materials used in common - PAYABLE AT REGISTRATION.

ART 151 C  CERAMICS THROWING  
3 Units  
Two hours lecture and  
Four hours laboratory per week.  
UC/CSU, AAGE, CSU GE  
Basic information about ceramics will be covered. With an emphasis on learning to use the potter’s wheel as a tool, students will use it to convey ideas, images, and feelings. Visual vocabulary as it pertains to all of the arts will be stressed. Basic technology of clay, glazes, and firing procedures are included. $15.00 fee for materials used in common - PAYABLE AT REGISTRATION.

ART 152 C  TECHNICAL AND CONCEPTUAL CERAMICS  
3 Units  
Two hours lecture and  
Four hours laboratory per week.  
UC/CSU  
Prerequisite: ART 150 C or ART 151 C. This course deals with advanced technical skills in ceramic construction and visual concepts. Learning to identify one’s personal aesthetic will be emphasized. Application of that aesthetic will be explored. Clay, glazes, and firing techniques are integral to this course. $15.00 fee for materials used in common - PAYABLE AT REGISTRATION.

ART 153 C  ADVANCED CERAMICS  
3 Units (May be taken for credit 4 times)  
Two hours lecture and  
Four hours laboratory per week.  
UC/CSU  
Prerequisite: ART 150 C or ART 151 C and completion of ART 152 C. Advanced technical and conceptual skills will be covered. Synthesizing the individual development of a personal aesthetic will be stressed. Application of this aesthetic will be used to create ceramic objects. Further technology of clay, glazes, and firing possibilities is expected. $15.00 fee for materials used in common - PAYABLE AT REGISTRATION.

ART 154 C  RAKU CERAMICS  
3 Units (May be taken for credit 4 times)  
Two hours lecture and  
Four hours laboratory per week.  
UC/CSU  
Prerequisite: ART 150 C or ART 151 C and ART 152 C and ART 153 C. This class which explores raku process and philosophy is designed for the advanced ceramic student. Developing a personal aesthetic towards raku will be emphasized. Experimentation of raku glazes will be stressed. $15.00 fee for materials used in common - PAYABLE AT REGISTRATION.

ART 155 C  ART - OPEN LAB  
1⁄2 - 2 Units (Variable Units) (May be taken for credit 4 times)  
One-and-one-half hours to Six hours laboratory per week.  
Credit/No Credit  
UC/CSU  
Prerequisite: Concurrent enrollment in any art class. This course is designed as an open laboratory. Working time can be anytime the laboratory is open on an individual basis. This open lab with flexible hours and variable units is designed to provide students with space and equipment needed to complete art assignments; therefore, concurrent enrollment in any art studio class is required. Twenty-seven (27) hours are required for each 1⁄2 unit up to 108 hours for two (2) units. Each subsequent credit represents advancing levels of achievement. Levels must be taken in sequence.

ART 174 C  JEWELRY DESIGN  
2 Units (May be taken for credit 4 times)  
One hour lecture and  
Three hours laboratory per week.  
CSU  
This is an introductory course covering the design and construction of jewelry and small fabricated metal pieces. Emphasis will be placed on fabrication and lost wax techniques and their design potential. $10.00 fee for materials used in common - PAYABLE AT THE BOOKSTORE.

ART 179 C  DRAWING FOR NON-ART MAJORS  
2 Units  
One hour lecture and  
Three hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU  
The purpose of this course is to approach drawing in a traditional and an experimental manner for the non-art major. Self-expression will be stressed as the student draws from natural and geometric subjects. A variety of drawing media will be explored, such as graphite pencil, charcoal, conte, pen and ink, and mixed media.

ART 182 C  FREEHAND DRAWING  
3 Units (May be taken for credit 4 times)  
Two hours lecture and  
Four hours laboratory per week.  
UC/CSU, (1 credit) AAGE, (1 credit) CSU GE, CAN ART 8  
This course is designed to explore traditional and experimental drawing. Perceptual skills and self-expression will be stressed. The student will work from nature, man-made objects, and photographic images. Non-objective and abstract considerations will be examined in representational and experimental drawing. A variety of black and white and color drawing media will be explored such as graphite, charcoal, conte, pen and ink, colored pencil, pastel and colored ink.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units (May be taken for credit 4 times)</th>
<th>Time Commitment per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 185 C</td>
<td>LIFE DRAWING</td>
<td>3</td>
<td>Two hours lecture and Four hours laboratory per week.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(1 credit) AAGE, UC/CSU, CAN ART 24</td>
</tr>
<tr>
<td>ART 187 C</td>
<td>RENDERING</td>
<td>2</td>
<td>One hour lecture and Three hours laboratory per week.</td>
</tr>
<tr>
<td>ART 188 C</td>
<td>WATERCOLOR PAINTING</td>
<td>2 (May be taken for credit 4 times)</td>
<td>One hour lecture and Three hours laboratory per week.</td>
</tr>
<tr>
<td>ART 189 C</td>
<td>FUNDAMENTALS OF PAINTING</td>
<td>3 (May be taken for credit 4 times)</td>
<td>Two hour lecture and Four hours laboratory per week.</td>
</tr>
<tr>
<td>ART 191 C</td>
<td>LIFE PAINTING</td>
<td>2</td>
<td>One hour lecture and Three hours laboratory per week.</td>
</tr>
<tr>
<td>ART 212 C</td>
<td>ASIAN ART HISTORY</td>
<td>3</td>
<td>Three hours lecture per week.</td>
</tr>
<tr>
<td>ART 213 C</td>
<td>PRE-COLUMBIAN ART</td>
<td>3</td>
<td>Three hours lecture per week.</td>
</tr>
<tr>
<td>ART 242 C</td>
<td>ADVERTISING PRODUCTION PREPARATION</td>
<td>2</td>
<td>One hour lecture and Three hours laboratory per week.</td>
</tr>
</tbody>
</table>

Life Drawing is an introduction to the representational drawing of the human figure: (1) as a means to a more penetrating perception of visual phenomena, (2) as a foundation for painting, and (3) as a means of creative expression. The course provides opportunity for exploration of various methods, approaches, and media in figure drawing. This course satisfies requirements for units in Life Drawing for transfer.

Students will learn to create convincing visual representations of exteriors, interiors and objects through drawing and painting. Selected mediums will come from pencil, pens, colored pencils, markers and pastels to achieve finished dramatic presentations. Use of perspective techniques is an integral part of creating convincing drawings.

The first credit will be an introduction to image making on paper using transparent watercolor media. Techniques covered include traditional transparent watercolor, acrylic polymer media used transparently and as gouache, collage, transfers, and mixed media techniques appropriate to paper supports. The remaining credits are for the advanced watercolor painting student in which further study and development of an individual style will take place. A professional attitude will be encouraged. The production of a series of works with emphasis on the development of creative solutions will be the goal of the class.

The purpose of this course is to approach painting as a creative and problem solving process. Emphasis will be placed on the acquisition of technical/formal skills and the development of a personal artistic vision. This course will include a variety of media and the fundamentals of composition, color theory, and craftsmanship as applied to painting and the fine arts.

Life Painting is an introduction to painting the human figure, as a means to a more developed perception of visual phenomena, and as a means of creative expression. The course provides the opportunity for examination of historical and contemporary examples of figure painting and for exploration of various methods, approaches and media. This course satisfies the requirements for units in lower division Life Painting for transfer.

The artistic achievements of India, China, Japan, and Southeast Asia will be examined as a reflection of the philosophy, religion, values and concerns of each culture. Eligibility for ENGL 100 C recommended. Cost of museum visit will not exceed $15.00.

This course is a survey of the cultural achievements in architecture, sculpture, painting and ceramics of Pre-Columbian Mexico, Central and South America from formative through Classic times. In addition, the native class status, daily life, religion, politics, and various methods for discovering these ancient cultures will be examined. Lectures, music, slides, films, artifacts and museum visits will supplement the course.

This is a course intended to provide advertising/graphic design students with practical knowledge of preparation of camera-ready art for printed reproduction. Class projects provide experience involving steps from layout to paste-up. Projects and topics include exercises in type selection, copy fitting, desktop publishing, Photostat camera usage, color separation and production instructions to the printer.
ART 244 C  ILLUSTRATION
3 Units  (May be taken for credit 3 times)
Two hours lecture and
Four hours laboratory per week.
CSU
Prerequisite: ART 182 C or taken concurrently. This is an introductory to intermediate course in the art of illustration. Primary emphasis is on the design and execution of illustrations for various uses in a variety of media. Course content includes designing to communicate a message, composition, style, development of preliminary drawings, preparation of drawings for printed reproduction, and experiments in the use of various media.

ART 298 C  ART SEMINAR
¹⁄₂ - 3 Units  (Variable Units)  (May be taken for credit 4 times)
Hours will vary with credit given.
UC Credit Limitation/CSU
Prerequisite: May be required. Various classes may be offered which are designed to meet the interests and needs of the student and faculty.

ART 299 C  ART INDEPENDENT STUDY
¹⁄₂ - 2 Units  (Variable Units)  (May be taken for credit 4 times)
One half to two hours conference per week.
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Contract. This is a course that is designed for the student to pursue an increased knowledge of a particular art discipline. Unit credit may range from ¹⁄₂ to 2 units in any given semester; units earned will be based on 18 hours for each ¹⁄₂ unit.

**Art—**

**Computer Graphics**

*Division of Fine Arts*

*Division Dean – Kaleta Brown*

**Faculty**

Ian Holmes
Michael Johnson
Roger Mendes

**Counselors**

Renay Laguana
Renee Ssensalo-Collins

**ANIMATION 2D COMPUTER GRAPHICS CERTIFICATE**

This Animation 2D Computer Graphics Certificate provides the skills necessary for publishing animation on web sites. Students will learn to create digital drawings, paintings and illustrations for the purpose of creating two-dimensional animated cartoons and interactive games suitable for the Internet and CD-ROMs. Emphasis is placed on development of a portfolio for employment and/or advancement.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 120 C</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 182 C</td>
<td>Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ACG 102 C</td>
<td>Intro to Mac WEB Graphics</td>
<td>3</td>
</tr>
<tr>
<td>or ACG 103 C</td>
<td>Intro to Win WEB Graphics</td>
<td></td>
</tr>
<tr>
<td>ACG 134 C</td>
<td>Digital Imaging/Mac</td>
<td>3</td>
</tr>
<tr>
<td>or ACG 135 C</td>
<td>Digital Imaging/Win</td>
<td></td>
</tr>
<tr>
<td>ACG 164 C</td>
<td>Multimedia Authoring/Mac</td>
<td>3</td>
</tr>
<tr>
<td>or ACG 165 C</td>
<td>Multimedia Authoring/Win</td>
<td></td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**ANIMATION 3D COMPUTER GRAPHICS CERTIFICATE**

The Animation 3D Computer Graphics Certificate provides the skills necessary to create three dimensional models and 3D animated short films appropriate for use in movies, television, electronic gaming, and Internet distribution. Emphasis is placed on development of a portfolio for employment and/or advancement.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.
### Computer Graphics Certificate

The Computer Graphics program provides the skills necessary to create raster based digital drawings, paintings, and illustrations. Emphasis is placed on development of a portfolio for employment and/or advancement.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

#### Required courses are listed in numeric sequence:

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<tr>
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</thead>
<tbody>
<tr>
<td>ACG 104</td>
<td>Intro to Mac 3D Graphics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACG 105</td>
<td>Intro to Win 3D Graphics</td>
</tr>
<tr>
<td>ACG 120</td>
<td>3D Modeling/Mac</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACG 121</td>
<td>3D Modeling/Win</td>
</tr>
<tr>
<td>ACG 150</td>
<td>Intermediate Animation/Mac</td>
<td>3</td>
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<tr>
<td>or</td>
<td>ACG 151</td>
<td>Intermediate Animation/Win</td>
</tr>
<tr>
<td>ACG 156</td>
<td>Advanced Animation/Mac</td>
<td>3</td>
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<tr>
<td>or</td>
<td>ACG 157</td>
<td>Advanced Animation/Win</td>
</tr>
<tr>
<td>ACG 180</td>
<td>Digital Video/Mac</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACG 181</td>
<td>Digital Video/Win</td>
</tr>
</tbody>
</table>

**Total Units Required**: 15

### COMPUTER GRAPHICS CERTIFICATE

The computer Graphics program provides the skills necessary to create raster based digital drawings, paintings and illustrations. Emphasis is placed on development of a portfolio for employment and/or advancement.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

#### Required courses are listed in suggested sequence:

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<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 182</td>
<td>Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 189</td>
<td>Fundamentals of Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 244</td>
<td>Illustration</td>
<td>3</td>
</tr>
<tr>
<td>ACG 100</td>
<td>Intro to Computer Graphics/Mac</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACG 101</td>
<td>Intro to Computer Graphics/Win</td>
</tr>
<tr>
<td>ACG 102</td>
<td>Intro to Mac WEB Graphics</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td>ACG 103</td>
<td>Intro to Win WEB Graphics</td>
</tr>
<tr>
<td>ACG 112</td>
<td>Electronic Illustration/Mac</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACG 113</td>
<td>Electronic Illustration/Win</td>
</tr>
<tr>
<td>ACG 134</td>
<td>Digital Imaging/Mac</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACG 135</td>
<td>Digital Imaging/Win</td>
</tr>
<tr>
<td>ACG 140</td>
<td>Desktop Publishing I/Mac</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACG 141</td>
<td>Desktop Publishing I/Win</td>
</tr>
<tr>
<td>ACG 147</td>
<td>Desktop Publishing 3/WIN</td>
<td>(3)</td>
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<tr>
<td>or</td>
<td>ACG 148</td>
<td>Desktop Publishing 3/Mac</td>
</tr>
<tr>
<td>ACG 142</td>
<td>Desktop Publishing 2/Mac</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td>ACG 143</td>
<td>Desktop Publishing 2/Win</td>
</tr>
</tbody>
</table>

Select a minimum of 3 Units from the elective courses listed below.

**Total Units Required**: 30

#### Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 130</td>
<td>Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>ART 142</td>
<td>Advertising/Graphics Design 3</td>
<td>3</td>
</tr>
<tr>
<td>ART 185</td>
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</tr>
<tr>
<td>ART 244</td>
<td>Illustration</td>
<td>3</td>
</tr>
</tbody>
</table>

### Electronic Publishing Design Certificate

The Electronic Publishing Design Program provides the skills necessary to create Ad-design art and to generate digital "camera ready" page layouts. Emphasis is placed on development of a portfolio for employment and/or advancement.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

#### Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 120</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 182</td>
<td>Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 189</td>
<td>Fundamentals of Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 244</td>
<td>Illustration</td>
<td>3</td>
</tr>
<tr>
<td>ACG 100</td>
<td>Intro to Computer Graphics/Mac</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACG 101</td>
<td>Intro to Computer Graphics/Win</td>
</tr>
<tr>
<td>ACG 102</td>
<td>Intro to Mac WEB Graphics</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td>ACG 103</td>
<td>Intro to Win WEB Graphics</td>
</tr>
<tr>
<td>ACG 112</td>
<td>Electronic Illustration/Mac</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACG 113</td>
<td>Electronic Illustration/Win</td>
</tr>
<tr>
<td>ACG 134</td>
<td>Digital Imaging/Mac</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACG 135</td>
<td>Digital Imaging/Win</td>
</tr>
<tr>
<td>ACG 140</td>
<td>Desktop Publishing I/Mac</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACG 141</td>
<td>Desktop Publishing I/Win</td>
</tr>
<tr>
<td>ACG 147</td>
<td>Desktop Publishing 3/WIN</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td>ACG 148</td>
<td>Desktop Publishing 3/Mac</td>
</tr>
<tr>
<td>ACG 142</td>
<td>Desktop Publishing 2/Mac</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td>ACG 143</td>
<td>Desktop Publishing 2/Win</td>
</tr>
</tbody>
</table>

Select a minimum of 3 Units from the elective courses listed below.

**Total Units Required**: 6

#### Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 130</td>
<td>Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>ART 142</td>
<td>Advertising/Graphics Design 3</td>
<td>3</td>
</tr>
<tr>
<td>ART 185</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 244</td>
<td>Illustration</td>
<td>3</td>
</tr>
</tbody>
</table>

### Vector Illustration Certificate

The Computer Graphics program provides the skills necessary to create vector based digital drawings, paintings, and illustrations. Emphasis is placed on development of a portfolio for employment and/or advancement.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

#### Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
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<tbody>
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<td>ART 120</td>
<td>Two-Dimensional Design</td>
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</tr>
<tr>
<td>ART 182</td>
<td>Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 189</td>
<td>Fundamentals of Painting</td>
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</tr>
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<td>ART 244</td>
<td>Illustration</td>
<td>3</td>
</tr>
<tr>
<td>ACG 100</td>
<td>Intro to Computer Graphics/Mac</td>
<td>3</td>
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<tr>
<td>or</td>
<td>ACG 101</td>
<td>Intro to Computer Graphics/Win</td>
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<tr>
<td>ACG 102</td>
<td>Intro to Mac WEB Graphics</td>
<td>(3)</td>
</tr>
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<td>or</td>
<td>ACG 103</td>
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<tr>
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<tr>
<td>or</td>
<td>ACG 141</td>
<td>Desktop Publishing I/Win</td>
</tr>
<tr>
<td>ACG 147</td>
<td>Desktop Publishing 3/WIN</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td>ACG 148</td>
<td>Desktop Publishing 3/Mac</td>
</tr>
<tr>
<td>ACG 142</td>
<td>Desktop Publishing 2/Mac</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td>ACG 143</td>
<td>Desktop Publishing 2/Win</td>
</tr>
</tbody>
</table>

Select a minimum of 6 Units from the elective courses listed below.

**Total Units Required**: 6

#### Electives

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<tr>
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</thead>
<tbody>
<tr>
<td>ART 130</td>
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<td>ART 142</td>
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<tr>
<td>ART 185</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 244</td>
<td>Illustration</td>
<td>3</td>
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### ELECTIVES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACG 132 C</td>
<td>Electronic Paint/Mac</td>
<td>3</td>
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<tr>
<td>ACG 133 C</td>
<td>Electronic Paint/Win</td>
<td>3</td>
</tr>
<tr>
<td>ART 140 C</td>
<td>Advertising/Graphic Design 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 182 C</td>
<td>Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 185 C</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
</tbody>
</table>

### ACG 100 C  INTRO TO COMPUTER GRAPHICS/MAC
3 Units
Two hours lecture and
Three hours laboratory per week.

**CSU**
Corequisite: Concurrent enrollment in ACG 199 C. This course focuses on the use of paint, drawing and page layout programs. The use of various input and output devices will be covered. Designed for artists to input, create, manipulate and output graphic imagery. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### ACG 101 C  INTRO TO COMPUTER GRAPHICS/WIN
3 Units
Two hours lecture and
Three hours laboratory per week.

**CSU**
Corequisite: Concurrent enrollment in ACG 199 C. This course focuses on the use of paint, drawing and page layout programs. The use of various input and output devices will be covered. Designed for artists to input, create, manipulate and output graphic imagery. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### ACG 102 C  INTRO TO MAC WEB GRAPHICS
3 Units
Two hours lecture and
Three hours laboratory per week.

**CSU**
Corequisite: Concurrent enrollment in ACG 199 C. This is an overview of the many uses of computer multimedia, with an emphasis on electronic publishing over the Internet. In the course of the semester, students create a personal web page enriched with such audiovisual elements as animation, sound, video, 3-D, and different types of still images. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### ACG 103 C  INTRO TO WIN WEB GRAPHICS
3 Units
Two hours lecture and
Three hours laboratory per week.

**CSU**
Corequisite: Concurrent enrollment in ACG 199 C. This is an overview of the many uses of computer multimedia, with an emphasis on electronic publishing over the Internet. In the course of the semester, students create a personal web page enriched with such audiovisual elements as animation, sound, video, 3-D, and different types of still images. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### ACG 104 C  INTRO TO MAC 3D GRAPHICS
3 Units
Two hours lecture and
Three hours laboratory per week.

**CSU**
Corequisite: ACG 199 C. This is an overview of 3D computer graphics, with an emphasis on 2D paint and 3D modeling & animation software used in animation on the Macintosh. In the course of the semester, students create original 3D still and animation imagery for their portfolio. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.

### ACG 105 C  INTRO TO WIN 3D GRAPHICS
3 Units
Two hours lecture and
Three hours laboratory per week.

**CSU**
Corequisite: ACG 199 C. This is an overview of 3D computer graphics, with an emphasis on 2D paint and 3D modeling & animation software used in animation on a Windows computer. In the course of the semester, students create original 3D still and animation imagery for their portfolio. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.

### ACG 112 C  ELECTRONIC ILLUSTRATION/MAC
3 Units
Two hours lecture and
Three hours laboratory per week.

**CSU**
Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C. This course focuses on the Macintosh generation of Postscript (vector) images for the integration into desktop publishing/page layout software and as stand-alone images allowing high resolution output. The course offers the professional artist basic Macintosh skills needed for employment and/or advancement. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Prerequisites</th>
<th>Corequisites</th>
<th>Advisory</th>
<th>Fee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 113 C</td>
<td>ELECTRONIC ILLUSTRATION/WIN</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>Two hours lecture and Three hours laboratory per week.</td>
<td>Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C. This course focuses on the Windows generation of Postscript (vector) images for integration into desktop publishing/page layout software and as stand-alone images allowing high-resolution output. The course offers the professional artist basic Windows skills needed for employment and/or advancement. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>ACG 114 C</td>
<td>ELECTRONIC ILLUSTRATION</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>Two hours lecture and Three hours laboratory per week. CSU</td>
<td>Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 112 C or ACG 113 C. This course is intended for the graphic designer, illustrator and fine artist, focusing on the advanced usage of several 2D vector based drawing software packages. The course focuses on the advanced usage of Macintosh generation of Postscript (vector) images for integration into desktop publishing/page layout software and as stand-alone images allowing high-resolution output. The course offers the professional artist advanced Macintosh skills needed for employment and/or advancement. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>ACG 115 C</td>
<td>ELECTRONIC ILLUSTRATION</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>Two hours lecture and Three hours laboratory per week. CSU</td>
<td>Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 112 C or ACG 113 C. This course is intended for the graphic designer, illustrator and fine artist, focusing on the advanced usage of several 2D vector based drawing software packages. The course focuses on the advanced usage of Windows generation of Postscript (vector) images for integration into desktop publishing/page layout software and as stand-alone images allowing high-resolution output. The course offers the professional artist advanced Windows skills needed for employment and/or advancement. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>ACG 120 C</td>
<td>3D MODELING/MAC</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>Two hours lecture and Three hours laboratory per week. CSU</td>
<td>Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 104 C or ACG 105 C and ART 120 C. This course focuses on computer generated 3D design techniques through the use of Macintosh based three-dimensional design programs. The course emphasis is on the introduction of three-dimensional concepts, the use of modeling tools, menu structures and modeling building applications of 3D design systems. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of organic or mechanical design and animate them. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.</td>
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<tr>
<td>ACG 121 C</td>
<td>3D MODELING/WIN</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>Two hours lecture and Three hours laboratory per week. CSU</td>
<td>Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 104 C or ACG 105 C and ART 120 C. This course focuses on computer generated 3D design techniques through the use of Windows based three-dimensional design programs. The course emphasis is on the introduction of three-dimensional concepts, the use of modeling tools, menu structures and modeling building applications of 3D design systems. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of organic or mechanical design and animate them. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.</td>
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<tr>
<td>ACG 131 C</td>
<td>2D COMPUTER GRAPHICS</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>Two hours lecture and Three hours laboratory per week. CSU</td>
<td>Prerequisite: ART 120 C or qualify through portfolio review, or six months computer design experience - professional/industry. Corequisite: Concurrent enrollment in ACG 199 C. This course is an introduction to the basic concepts and application of computer graphics for the graphic designer, illustrator and fine artist. Several paint and graphic software packages on an IBM PC/AT compatible will be examined. It offers the professional artist Windows skills needed for employment and/or advancement. Students will be required to take three hours of laboratory time (to be arranged) for hands-on applications. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Description</td>
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<tr>
<td>ACG 132 C</td>
<td>ELECTRONIC PAINT/MAC</td>
<td>3</td>
<td>Two hours lecture and&lt;br&gt;Three hours laboratory per week. CSU&lt;br&gt;Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C. The course focus is on the usage of Macintosh based software using a variety of natural-media software for the manipulation of bit-mapped (raster) images. Course topics include creation of original drawings; paintings and illustrations, using an assortment of digitally based chalks, pens, paints, inks, papers and textures. The course offers the professional artist raster based digital drawing/painting and illustration skills, on a Macintosh computer, needed for employment and/or advancement. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>ACG 133 C</td>
<td>ELECTRONIC PAINT/WIN</td>
<td>3</td>
<td>Two hours lecture and&lt;br&gt;Three hours laboratory per week. CSU&lt;br&gt;Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C. The course focus is on the usage of Macintosh based software using a variety of natural-media software for the manipulation of bit-mapped (raster) images. Course topics include creation of original drawings; paintings and illustrations, using an assortment of digitally based chalks, pens, paints, inks, papers and textures. The course offers the professional artist raster based digital drawing/painting and illustration skills, on a Windows computer, needed for employment and/or advancement. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>ACG 134 C</td>
<td>DIGITAL IMAGING/MAC</td>
<td>3</td>
<td>Two hours lecture and&lt;br&gt;Three hours laboratory per week. CSU&lt;br&gt;Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C. The course focus is on the usage of Macintosh based software for the manipulation of bit-mapped (raster) images using illustrative, photographic, scanned and video images as the basis of image manipulation. Course topics include: image enhancement, editing, composite retouching, photomontages, prepress, color separations and web-based images. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>ACG 135 C</td>
<td>DIGITAL IMAGING/WIN</td>
<td>3</td>
<td>Two hours lecture and&lt;br&gt;Three hours laboratory per week. CSU&lt;br&gt;Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C. The course focus is on the usage of Microsoft Windows based software for the manipulation of bit-mapped (raster) images using illustrative, photographic, scanned and video images as the basis for image manipulation. Course topics include: image enhancement, editing, composite retouching, photomontages, prepress, color separations and web-based images. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>ACG 136 C</td>
<td>DIGITAL IMAGING 2/MAC</td>
<td>3</td>
<td>Two hours lecture and&lt;br&gt;Three hours laboratory per week. CSU&lt;br&gt;Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 134 C or ACG 135 C. The course focus is on the advanced usage of Macintosh based software for the manipulation of bit-mapped (raster) images using illustrative, photographic, scanned and video images as the basis for image manipulation. Course topics include: image enhancement, editing, composite, retouching, photo montages, prepress, color separations and web based images. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.</td>
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</tr>
<tr>
<td>ACG 137 C</td>
<td>DIGITAL IMAGING 2/WIN</td>
<td>3</td>
<td>Two hours lecture and&lt;br&gt;Three hours laboratory per week. CSU&lt;br&gt;Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 134 C or ACG 135 C. The course focus is on the advanced usage of Windows based software for the manipulation of bit-mapped (raster) images using illustrative, photographic, scanned and video images as the basis for image manipulation. Course topics include: image enhancement, editing, composite, retouching, photo montages, prepress, color separations and web based images. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.</td>
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<tr>
<td>ACG 140 C</td>
<td>DESKTOP PUBLISHING 1/MAC</td>
<td>3</td>
<td>Two hours lecture and&lt;br&gt;Three hours laboratory per week. CSU&lt;br&gt;Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 140 C. This course focuses on the use of Macintosh software as an Ad-design tool to generate digital “camera ready” page layouts, integrating graphics, illustrations, photographs and text. Emphasis is placed on design of the page, precision and accuracy allowed by the computer, and varied output options for color composites and separations. Course topics include page design, page layout, text editing, font manipulation, importing artwork, prepress tools, spot and color separations. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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</tbody>
</table>
ACG 141 C  DESKTOP PUBLISHING 1/WIN  
3 Units  
Two hours lecture and  
Three hours laboratory per week.  
CSU  
Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C.  
Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 140 C. This course focuses on the use of Microsoft Windows software as an Ad-design tool to generate digital “camera ready” page layouts, integrating graphics, illustrations, photographs and text. Emphasis is placed on design of the page, precision and accuracy allowed by the computer, and varied output options for color composites and separations. Course topics include page design, page layout, text editing, font manipulation, importing artwork, prepress tools, spot and color separations. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACG 142 C  DESKTOP PUBLISHING 2/MAC  
3 Units  
Two hours lecture per week and  
Three hours laboratory per week.  
CSU  
Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C.  
Advisory: ACG 140 C or ACG 141 C. This course focuses on the intermediate use of Macintosh software as an Ad-design tool to generate page layouts, integrating graphics, illustrations, photographs and text. Emphasis is placed on the design of multi page layout for various types of publications, prepress, color separation and providing digital “camera ready” files for commercial projects. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACG 143 C  DESKTOP PUBLISHING 2/WIN  
3 Units  
Two hours lecture and  
Three hours laboratory per week.  
CSU  
Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C.  
Advisory: ACG 140 C or ACG 141 C. This course focuses on the intermediate use of Windows software as an Ad-design tool to generate page layouts, integrating graphics, illustrations, photographs and text. Emphasis is placed on the design of multi page layout for various types of publications, prepress, color separation and providing digital “camera ready” files for commercial projects. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACG 146 C  DESKTOP PUBLISHING 3/MAC  
3 Units  
Two hours lecture and  
Three hours laboratory per week.  
CSU  
Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C.  
Advisory: ACG 140 C or ACG 141 C. This course focuses on the advanced use of Macintosh based software as an Ad-design tool to generate digital “camera ready” page layouts, integrating graphics, illustrations, photographs and text. Emphasis on computer assisted layout, design and production techniques used in a “hands on” environment to create Visions magazine. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACG 147 C  DESKTOP PUBLISHING 3/WIN  
3 Units  
Two hours lecture and  
Three hours laboratory per week.  
CSU  
Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C.  
Advisory: ACG 140 C or ACG 141 C. This course focuses on the advanced use of Windows based software as an Ad-design tool to generate digital “camera ready” page layouts, integrating graphics, illustrations, photographs and text. Emphasis on computer assisted layout, design and production techniques used in a “hands on” environment to create Visions magazine. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACG 150 C  INTERMEDIATE ANIMATION/MAC  
3 Units  
Two hours lecture and  
Three hours laboratory per week.  
CSU  
Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C.  
Advisory: ACG 120 C or ACG 121 C. The course focuses on intermediate skills in 3D computer modeling and animation with a Macintosh software program that is a standard in the industry. The course focus is on intermediate techniques in modeling, texturing, lighting, motion control, and rendering animations for various purposes. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of intermediate organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACG 151 C  INTERMEDIATE ANIMATION/WIN  
3 Units  
Two hours lecture and  
Three hours laboratory per week.  
CSU  
Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C.  
Advisory: ACG 120 C or ACG 121 C. The course focuses on intermediate skills in 3D computer modeling and animation with a Windows software program that is a standard in the industry. The course focus is on intermediate techniques in modeling, texturing, lighting, motion control, and rendering animations for various purposes. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of intermediate organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.
ACG 156 C ADVANCED ANIMATION/MAC
3 Units
Two hours lecture and
Three hours laboratory per week.
CSU
Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 150 C or ACG 151 C. The course focuses on advanced skills in 3D computer modeling and animation with a Macintosh software program that is a standard in the industry. The course focuses on advanced techniques in modeling, texturing, lighting, motion control, and rendering animations for various purposes. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of intermediate organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. The course will combine 3D modeling and animation with 2D graphics imagery through mapping, editing, techniques and visual effects. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACG 157 C ADVANCED ANIMATION/WIN
3 Units
Two hours lecture and
Three hours laboratory per week.
CSU
Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 150 C or ACG 151 C. The course focuses on advanced skills in 3D computer modeling and animation with a Windows software program that is a standard in the industry. The course focuses on advanced techniques in modeling, texturing, lighting, motion control, and rendering animations for various purposes. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of intermediate organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. The course will combine 3D modeling and animation with 2D graphics imagery through mapping, editing, techniques and visual effects. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACG 162 C MULTIMEDIA/MAC
3 Units
Two hours lecture and
Three hours laboratory per week.
CSU
Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 162 C or ACG 163 C. This course focuses on the advanced usage of Macintosh generated multimedia content for integration into interactive visual presentations. Students will create advanced personal interactive presentations for CD-ROMs, WEB, videodiscs and videotape. Current software and hardware tools and techniques for designing and programming interactive multimedia presentations will be explored. The course offers the professional artist advanced Macintosh multimedia skills needed for employment and/or advancement. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.

ACG 163 C MULTIMEDIA/WIN
3 Units
Two hours lecture and
Three hours laboratory per week.
CSU
Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 162 C or ACG 163 C. This course focuses on the Windows generation of multi-media content for integration into interactive visual presentations. Students will create personal interactive presentations by using drawings, photographs, charts, graphs, sound, text and 2D animation. The final presentations will use various outputs including WEB, CD, videotape, color and black and white laser printers etc. The course offers the professional artist Windows multimedia skills needed for employment and/or advancement. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.

ACG 164 C MULTIMEDIA AUTHORING/MAC
3 Units
Two hours lecture and
Three hours laboratory per week.
CSU
Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 162 C or ACG 163 C. This course focuses on the advanced usage of Macintosh generated multimedia content for integration into interactive visual presentations. Students will create advanced personal interactive presentations for CD-ROMs, WEB, videodiscs and videotape. Current software and hardware tools and techniques for designing and programming interactive multimedia presentations will be explored. The course offers the professional artist advanced Macintosh multimedia skills needed for employment and/or advancement. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.

ACG 165 C MULTIMEDIA AUTHORIZATION/WIN
3 Units
Two hours lecture and
Three hours laboratory per week.
CSU
Prerequisite: By consent of instructor pending portfolio review. Corequisite: Concurrent enrollment in ACG 199 C. Advisory: ACG 162 C or ACG 163 C. This course focuses on the advanced usage of Windows generated multimedia content for integration into interactive visual presentations. Students will create advanced personal interactive presentations for CD-ROMs, WEB, videodiscs and videotape. Current software and hardware tools and techniques for designing and programming interactive multimedia presentations will be explored. The course offers the professional artist advanced Windows multimedia skills needed for employment and/or advancement. $15.00 Laboratory Fee - PAYABLE AT REGISTRATION.
ACG 180 C  DIGITAL VIDEO/MAC
3 Units
Two hours lecture and
Three hours laboratory per week.
CSU
Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C.
The course includes the study and hands on use of Macintosh computers, assorted software, CD-ROMs, videodiscs, and other tools and techniques used for digitizing, editing and composition of video and audio sources. The course is to provide a thorough introduction to the world of desktop video used in the fields of multimedia, video editing (both on line and off line) and the creation of Quicktime movies. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACG 181 C  DIGITAL VIDEO/WIN
3 Units
Two hours lecture and
Three hours laboratory per week.
CSU
Prerequisite: By consent of instructor pending portfolio review. Corequisite: ACG 199 C. Advisory: ACG 100 C or ACG 101 C or ACG 102 C or ACG 103 C and ART 120 C.
The course includes the study and hands on use of Windows computers, assorted software, CD-ROMs, videodiscs, and other tools and techniques used for digitizing, editing and composition of video and audio sources. The course is to provide a thorough introduction to the world of desktop video used in the fields of multimedia, video editing (both on line and off line) and the creation of Quicktime movies. $15.00 Laboratory Fee – PAYABLE AT REGISTRATION.

ACG 199 C  COMPUTER GRAPHICS STUDIO
0 Units (May be taken for credit 4 times)
Three hours laboratory per week.
CSU
Prerequisite: Concurrent enrollment in Fine Arts Computer Graphic class(es) or seminar. This is an open studio course for students who are currently enrolled in a fine arts computer graphics course. The studio facility is equipped with computers, software, and related equipment for student use in completing computer graphics course projects.

Astronomy
Division of Science/Engineering/Mathematics

Division Dean – Larry Mercadante, Interim

Faculty
Ron Armale

Counselors
Carol Mattsom
Tom Nordee
Alice Payne

Astronomy (ASTR)

ASTR 116 C  INTRODUCTION TO ASTRONOMY
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC
This course is an introduction to the ideas and concepts, and theories of astronomy. Topics include the night sky, history of astronomy, the solar system, extra solar planets, stars and the interstellar medium, galaxies and cosmology, and extraterrestrial life in the universe. Visits to local observatories and planetaria may be arranged. High School Algebra or equivalent is recommended. Duplicate credit not granted for ASTR 116HC.

ASTR 116HC  HONORS INTRO TO ASTRONOMY
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
This course is an enhanced introduction to the concepts and theories of astronomy. Topics include the night sky, history of astronomy, the solar system, the sun, moon, planets, extra solar planets, stars and the interstellar medium, black holes, galaxies, cosmology, and life in the universe. Visits to local observatories and planetariums may be arranged. Duplicate credit not granted for ASTR 116 C.

Asian Studies
TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.
ASTR 117 C  ASTRONOMY LABORATORY
1 Unit
Three hours laboratory per week.
UC/CSU, AAGE, CSU GE, IGETC
Corequisite: Completion of, or concurrent enrollment in, ASTR 116 C. This course comprises an introduction to techniques of Astronomical measurement and analysis of Astronomical data. Emphasis will be on understanding how scientific knowledge is constructed, i.e. answering the question: how do we know what we know about the universe? Students will perform hands-on measurements, observations and exercises in data analysis relating to the solar system, stars, galaxies, large-scale structure of the universe, and cosmology. Students will use the World Wide Web to access current Astronomical data and images. Field trips to local sites of astronomical interest may be arranged. Duplicate credit not granted for ASTR 117HC.

ASTR 117HC  HONORS ASTRONOMY LABORATORY
1 Unit
Three hours laboratory per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: Completion of, or concurrent enrollment in, ASTR 116HC. This enhanced course comprises an introduction to Astronomical measurement and analysis of Astronomical data. Emphasis will be on how scientific knowledge is constructed, i.e. answering the question: how do we know what we know about the universe? Students will perform hands-on measurements, observations and exercises in data analysis relating to the solar system, stars, galaxies, large-scale structure of the universe, and cosmology. Students will learn how to use a telescope, which may be computer controlled and take digital images. Students will access the World Wide Web to access Astronomical data and images. Field trips to local sites of astronomical interest may be arranged. Duplicate credit not granted for ASTR 117 C.

Automotive Collision Repair

Division of Vocational Education

Division Dean – Steve Donley

Faculty
Anthony Jones
Daniel Snook

Counselor
Jane Jepson

ASSOCIATE IN SCIENCE DEGREE
AUTOMOTIVE COLLISION REPAIR

The following program is designed to prepare students for employment as automotive collision technicians and in numerous other related areas of the automotive and transportation industry. Training is given in both theory and practical skills. Directed practical work is given in all areas of automotive collision repair under simulated on-the-job conditions. The program suggested will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive collision technician.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of “C”; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required Courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 010AC</td>
<td>Automotive Collision Repair</td>
<td>6</td>
</tr>
<tr>
<td>ACR 010BC</td>
<td>Advanced Automotive Collision Repair</td>
<td>6</td>
</tr>
<tr>
<td>ACR 010CC</td>
<td>Advanced Automotive Collision Repair</td>
<td>6</td>
</tr>
<tr>
<td>ACR 010DC</td>
<td>Advanced Automotive Collision Repair</td>
<td>6</td>
</tr>
<tr>
<td>ACR 011 C</td>
<td>Auto Painting and Refinishing</td>
<td>4, 4</td>
</tr>
<tr>
<td>ACR 012 C</td>
<td>Automotive Damage Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>ACR 030 C</td>
<td>Advanced Auto Collision and Electrical Component Repair</td>
<td>4</td>
</tr>
<tr>
<td>ACR 040 C</td>
<td>Automotive Body/Structural Alignment and Repair</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units Required: 43

Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 013 C</td>
<td>Computerized Automotive Damage Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>ACR 020AC</td>
<td>Auto Detailing and Car Care</td>
<td>3</td>
</tr>
<tr>
<td>ACR 050 C</td>
<td>Automotive Collision - Special Projects</td>
<td>1, 3</td>
</tr>
<tr>
<td>ACR 060 C</td>
<td>Collision Repair Management</td>
<td>3</td>
</tr>
<tr>
<td>ACR 070 C</td>
<td>Automotive Color Matching</td>
<td>3</td>
</tr>
</tbody>
</table>

AUTOMOTIVE COLLISION REPAIR CERTIFICATE

Primary emphasis is to prepare the student for occupational competency. To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.
Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
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<tr>
<td>ACR 010BC</td>
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<td>Auto Painting and Refinishing</td>
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<tr>
<td>ACR 012 C</td>
<td>Automotive Damage Appraisal</td>
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<td>ACR 030 C</td>
<td>Advanced Auto Collision and Electrical Component Repair</td>
<td>4</td>
</tr>
<tr>
<td>ACR 040 C</td>
<td>Automotive Body/Structural Alignment and Repair</td>
<td>4</td>
</tr>
<tr>
<td>ENGL095 C</td>
<td>Effective Writing</td>
<td>3</td>
</tr>
<tr>
<td>Select a minimum of 3 Units from the elective courses listed below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>49</td>
</tr>
</tbody>
</table>

Electives
- ACR 013 C Computerized Automotive Damage Appraisal
- ACR 020AC Automotive Detailing and Car Care
- ACR 050 C Automotive Collision - Special Projects
- ACR 060 C Collision Repair Management
- ACR 070 C Automotive Color Matching
- AT 065 C Basic Automotive Electricity
- AT101 C Survey of the Automobile
- MATH 010 C Basic Mathematics
- MGT 261 C Small Business Management
- MKT208 C Principles of Selling
- SPCH 050 C Effective Oral Communication

**AUTOMOTIVE DAMAGE APPRAISAL CERTIFICATE**

The following program is designed to prepare students for employment as automotive damage appraisers. Training is given in both theory and practical application. Directed practical work is given in all areas of automotive damage appraisal.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

<table>
<thead>
<tr>
<th>Required courses are listed in numeric sequence:</th>
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<tbody>
<tr>
<td>Course#</td>
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<tr>
<td>ACR 010AC</td>
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<td>ACR 012 C</td>
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<tr>
<td>ACR 013 C</td>
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</tbody>
</table>

**AUTOMOTIVE DETAILING CERTIFICATE**

This program is designed to prepare students with the skills necessary to enter the auto detailing industry. Training is given in both theory and practical skills. Directed practical work is given in all areas of automotive detailing in a simulated on-the-job environment.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

<table>
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<tr>
<td>Course#</td>
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<tr>
<td>---------</td>
</tr>
<tr>
<td>ACR 020AC</td>
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<tr>
<td>ACR 020BC</td>
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<tr>
<td>ACR 011 C</td>
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**AUTOMOTIVE PAINT AND REFINISHING CERTIFICATE**

This program is designed to prepare students with the skills necessary to enter the Auto Paint and Refinishing industry. Training is given in both theory and practical skills. Directed practical work is given under simulated on-the-job conditions.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

<table>
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<tr>
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<tbody>
<tr>
<td>Course#</td>
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<tr>
<td>---------</td>
</tr>
<tr>
<td>ACR 010AC</td>
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<tr>
<td>ACR 011 C</td>
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<tr>
<td>ACR 012 C</td>
</tr>
<tr>
<td>ACR 020AC</td>
</tr>
<tr>
<td>ACR 070 C</td>
</tr>
<tr>
<td>ENGL095 C</td>
</tr>
<tr>
<td>Select a minimum of 6 Units from the elective course list</td>
</tr>
<tr>
<td>Total Units Required</td>
</tr>
</tbody>
</table>

Electives
- ACR 020BC Advanced Auto Detailing
- ACR 050 C Auto Collision - Special Projects
- ACR 060 C Collision Repair Management
- AT 101 C Survey of the Automobile
- MKT 208 C Principles of Selling

**AUTOMOTIVE SALES AND SERVICE CERTIFICATE**

This program is designed to prepare students for customer service and sales positions in the automotive industry. It provides students with a basic knowledge of automobile operations, general maintenance requirements, and damage appraisal procedures along with marketing and management principles. The certificate will enable students to work in a variety of non technical areas in an automobile dealership, repair shop, or insurance company as a service representative, salesperson, or estimator.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

<table>
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<tr>
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<tr>
<td>Course#</td>
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<tr>
<td>---------</td>
</tr>
<tr>
<td>AT 101 C</td>
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<tr>
<td>or</td>
</tr>
<tr>
<td>ACR 012 C</td>
</tr>
<tr>
<td>MGT 266 C</td>
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<tr>
<td>MKT 222 C</td>
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<tr>
<td>MKT 208 C</td>
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**INSURANCE CO/AUTO COLLISION REPAIR INDUSTRY MANAGEMENT SKILLS CERTIFICATE**

This program is designed to prepare students for employment as insurance company appraisers and managers of automotive collision repair facilities. It is also designed to give the students knowledge in the auto collision repair process and to develop management skills necessary for success in their chosen profession.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

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<tr>
<td>Course#</td>
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</tr>
<tr>
<td>AT 101 C</td>
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<tr>
<td>or</td>
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<tr>
<td>ACR 012 C</td>
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<tr>
<td>MGT 266 C</td>
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<tr>
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<tr>
<td>MKT 208 C</td>
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</tbody>
</table>
Required courses are listed in numeric sequence:

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<tr>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 011 C</td>
<td>Auto Painting and Refinishing</td>
<td>4</td>
</tr>
<tr>
<td>ACR 060 C</td>
<td>Collision Repair Management</td>
<td>3</td>
</tr>
<tr>
<td>AT 101 C</td>
<td>Survey of the Automobile</td>
<td>3</td>
</tr>
<tr>
<td>MGT 051 C</td>
<td>Basic Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MGT 151 C</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>MGT 055 C</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MGT 111 C</td>
<td>Business Communications</td>
</tr>
</tbody>
</table>

Total Units Required: 16

Automotive Collision Repair (ACR)

**ACR 010AC**  AUTOMOTIVE COLLISION REPAIR
6 Units
Three hours lecture and
Nine hours laboratory per week.
This course covers principles and fundamentals of automotive collision repair with emphasis on tools of the trade and their proper use and metal working characteristics, including auto body sheet metal welding.

**ACR 010BC**  ADVANCED AUTOMOTIVE COLLISION REPAIR
6 Units
Three hours lecture and
Nine hours laboratory per week.
Prerequisite: ACR 010AC with a grade of “C” or better. This course covers the advanced metal straightening, including measuring and straightening equipment; door replacement; door repair panel replacement and alignment; front sheet metal repairs and alignment including theory and fundamentals; bumper repair replacement and alignment and bumper energy absorbing systems.

**ACR 010CC**  ADVANCED AUTOMOTIVE COLLISION REPAIR
6 Units
Three hours lecture and
Nine hours laboratory per week.
Prerequisite: ACR 010BC with a grade of “C” or better. This course will cover major body repairs with welded panel replacement, panel alignment, upholstery removal and replacement, glass removal and replacement with advanced metal work, including straightening of frames and the types of equipment.

**ACR 010DC**  ADVANCED AUTOMOTIVE COLLISION REPAIR
6 Units
Three hours lecture and
Nine hours laboratory per week.
Prerequisite: ACR 010CC with a grade of “C” or better. Students will learn advanced experiences in all areas of auto collision repairs, body electrical systems, MIG welding, power windows, tail gates, management, employer-employee relations, shop-related business procedures and rust proofing.

**ACR 011 C**  AUTO PAINTING AND REFINISHING
4 Units (May be taken for credit 3 times)
Two hours lecture and
Six hours laboratory per week.
In the first credit students will learn the use of basic auto refinishing materials, equipment, procedures and techniques necessary to properly prepare and refinish the modern automobile. The second credit will teach students how to perform advanced prepping and painting of complete paint jobs and spot blending. In the final section the students will learn the use of basic auto custom painting materials, equipment, procedures, and techniques necessary to properly prepare and paint automotive vehicles.

**ACR 012 C**  AUTOMOTIVE DAMAGE APPRAISAL
3 Units
Three hours lecture per week.
This course is designed to prepare students to enter the field of automotive collision appraisal. Students will learn how to make repair estimates on damaged vehicles. The class will cover frame straightening, glass, paint and use of various manuals.

**ACR 013 C**  COMPUTERIZED AUTOMOTIVE DAMAGE APPRAISAL
3 Units
Three hours lecture per week.
Prerequisite: ACR 012 C or equivalent, or minimum of one year estimating experience. This course is designed for students who have had previous estimating training or some experience in automotive damage appraisal. Students will learn computer-based estimating software used in the collision repair industry. The course will give the student an opportunity to develop skills in computer-assisted estimate writing.

**ACR 020AC**  AUTO DETAILING & CAR CARE
3 Units
Two hours lecture and
Three hours laboratory per week.
This course is an introductory automotive detailing and car care course. Detail chemicals, processes, tools and equipment are covered in the class. Topics include the theory, diagnosis of paint conditions, and communication with the customer. Laboratory activities will emphasize skill competency in paint condition identification, washing, waxing, polishing, and interior care.

**ACR 020BC**  ADVANCED AUTO DETAILING
3 Units
Two hours lecture and
Three hours laboratory per week.
Prerequisite: ACR 020AC. This is an advanced course in automotive detailing and car care. Topics include: starting a detailing business, location determination, customer service, and advanced detailing techniques. Laboratory activities include receipt and delivery of customer vehicles, use of chemicals, and advanced detailing.
ACR 030 C  ADVANCED AUTO COLLISION AND ELECTRICAL COMPONENT REPAIR
4 Units
Three hours lecture and
Four hours laboratory per week.
Prerequisite: Completion of, or concurrent enrollment in, ACR 010BC, ACR 010CC, or ACR 010DC; or employment in the industry. This course will include advanced techniques in Auto Collision Repair. Topics included are: collision related electrical repairs, supplemental restraint systems (SRS), sheet mold compound (SMC), interior and exterior plastic repairs, plastic welding, bumper energy absorbing systems, air conditioning, sun roofs, metal inert gas welding (MIG), tool repair, aluminum repair and welding. Students are given practical applications for diagnosis, repair and servicing on both laboratory and live projects.

ACR 040 C  AUTOMOTIVE BODY/STRUCTURAL ALIGNMENT AND REPAIR
4 Units
Three hours lecture and
Three hours laboratory per week.
Prerequisite: Completion of, or concurrent enrollment in ACR 010BC, ACR 010CC, or ACR 010DC; or employment in the industry. This course will emphasize the diagnosis and restructuring of the unitized automobile and light truck frame and body, use of manuals, structural restoration, gauge, universal, and dedicated measurement, sectioning techniques, corrosion control, welding techniques, relationship of suspension and structural repair and maintenance of hydraulic pumps and rams.

ACR 050 C  AUTOMOTIVE COLLISION - SPECIAL PROJECTS
1 - 3 Units (Variable Units) (May be taken for credit 4 times)
One hour lecture and
Six hours laboratory per week.
Prerequisite: Completion of, or concurrent enrollment in, ACR 010BC, ACR 010CC, or ACR 010DC, ACR 011 C, ACR 012 C, ACR 030 C, ACR 040 C. This course is designed to offer students a supervised independent program to continue and broaden their studies in automotive collision repairs.

ACR 055 C  AUTOMOTIVE COLLISION - WORK EXPERIENCE - VOCATIONAL
1 - 4 Units (Variable Units) (May be taken for credit 4 times)
One hour lecture per week.
Prerequisite: Must be enrolled in seven units, including work experience. Concurrent enrollment in Automotive Collision Program. The course requires a minimum of five hours employment in an automotive collision related occupation per week. Refer to class schedule for an explanation of unit credit.

ACR 060 C  COLLISION REPAIR MANAGEMENT
3 Units
Three hours lecture per week.
This course is designed for those interested in management practices of the collision repair industry. There will be special emphasis on management concepts, productivity control, labor and parts, pricing, essential financial statements and budgeting. In addition, inventory control, customer relations, insurance company billing and negotiation guidelines as applicable to the collision repair industry will be covered.

ACR 070 C  AUTOMOTIVE COLOR MATCHING
3 Units
Three hours lecture per week.
This course is an introduction to the concepts and techniques of matching color applied to automobiles. The course covers color theory, application theory, matching solid colors, metallic and two or three stage colors. The class will be using automotive paint mixing systems. The student will be required to provide certain safety and respiratory protection equipment.

ACR 298 C  AUTOMOTIVE COLLISION REPAIR SEMINAR
1/4 - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary according to unit credit given.
CSU
This is a course for students who wish to increase their knowledge of automotive collision repair. Various topics will be offered. Unit credit may range from 1/4 to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.
Automotive Technology

Division of Vocational Education

Division Dean – Steve Donley

Faculty
John Alexander
Richard Bettendorf
Luciano Orozco
Charles Sherard

Counselor
Jane Jepson

ASSOCIATE IN SCIENCE DEGREE

AUTOMOTIVE TECHNOLOGY

The following program is designed to prepare students for employment as automotive technicians and in numerous other related areas of the automotive and transportation industry. Training is given in both theory and practical skills. Directed practical work is given in all areas of automotive maintenance and repair under simulated on-the-job conditions. The sequence in which courses are taken may be modified to meet individual needs.

To earn an Associate Degree students must complete:
(1) all major course requirements with a minimum grade of “C”; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT025 C</td>
<td>Automotive Engine Repair &amp; Machining</td>
<td>12</td>
</tr>
<tr>
<td>AT026 C</td>
<td>Automotive Chassis &amp; Brake System</td>
<td>12</td>
</tr>
<tr>
<td>AT027 C</td>
<td>Automatic Transmission &amp; Power Trains</td>
<td>12</td>
</tr>
<tr>
<td>AT028 C</td>
<td>Automotive Tune-Up &amp; Emission Controls</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>48</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT041 C</td>
<td>Automotive Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>AT044 C</td>
<td>Electrical, Fuel &amp; Tune-Up Advanced</td>
<td>4</td>
</tr>
<tr>
<td>AT050 C</td>
<td>Special Projects - Automotive Tech</td>
<td>1 - 3</td>
</tr>
<tr>
<td>AT055 C</td>
<td>Automotive Technology - Work Experience - Vocational</td>
<td>1 - 4</td>
</tr>
<tr>
<td>AT060 C</td>
<td>Diesel Engines</td>
<td>6</td>
</tr>
<tr>
<td>AT065 C</td>
<td>Basic Automotive Electricity and Electronics</td>
<td>4</td>
</tr>
<tr>
<td>AT101 C</td>
<td>Survey of the Automobile</td>
<td>3</td>
</tr>
<tr>
<td>AT131 C</td>
<td>Automotive Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>AT298 C</td>
<td>Automotive Service Seminar</td>
<td>1/2 - 3</td>
</tr>
</tbody>
</table>

Suggested electives - 24 units of general foundation course work with advisement from counselor.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 130 C</td>
<td>Principles of Physics</td>
<td>4</td>
</tr>
<tr>
<td>ECON 100 C</td>
<td>Principles of Economics (Macro)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 C</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 160 C</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 100 C</td>
<td>College Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 100 C</td>
<td>Human Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 142 C</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>MGT 151 C</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

AUTOMOTIVE TECHNOLOGY CERTIFICATE

This program is designed to prepare students for employment as automotive technicians. Training is given in both theory and practical skills. Directed practical work is given in all areas of the automotive maintenance and repair under simulated on-the-job conditions. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive technician. The sequence in which courses are taken may be modified to meet individual needs. Primary emphasis is to prepare the student for occupational competency in automotive technology.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT025 C</td>
<td>Automotive Engine Repair &amp; Machining</td>
<td>12</td>
</tr>
<tr>
<td>AT026 C</td>
<td>Automotive Chassis &amp; Brake System</td>
<td>12</td>
</tr>
<tr>
<td>AT027 C</td>
<td>Automatic Transmissions &amp; Power Trains</td>
<td>12</td>
</tr>
<tr>
<td>AT028 C</td>
<td>Automotive Tune-Up &amp; Emission Controls</td>
<td>12</td>
</tr>
<tr>
<td>AT065 C</td>
<td>Basic Automotive Electricity</td>
<td>4</td>
</tr>
</tbody>
</table>

Select a minimum of 3 Units from the elective courses listed below.

Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT030 C</td>
<td>Automatic Transmission - Advanced</td>
<td>4</td>
</tr>
<tr>
<td>AT041 C</td>
<td>Automotive Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>AT044 C</td>
<td>Electrical, Fuel &amp; Tune-Up Advanced</td>
<td>4</td>
</tr>
<tr>
<td>AT050 C</td>
<td>Special Projects - Automotive Tech</td>
<td>1 - 3</td>
</tr>
<tr>
<td>AT055 C</td>
<td>Automotive Technology - Work Experience - Vocational</td>
<td>1 - 4</td>
</tr>
<tr>
<td>AT060 C</td>
<td>Diesel Engines</td>
<td>6</td>
</tr>
<tr>
<td>AT070 C</td>
<td>Automatic Transmissions (T-TEN 262)</td>
<td>1 1/2</td>
</tr>
<tr>
<td>AT071 C</td>
<td>Manual Transmissions (T-TEN 301)</td>
<td>1</td>
</tr>
<tr>
<td>AT072 C</td>
<td>Suspension Systems (T-TEN 450)</td>
<td>1</td>
</tr>
<tr>
<td>AT073 C</td>
<td>Brake Systems (T-TEN 550)</td>
<td>1</td>
</tr>
<tr>
<td>AT074 C</td>
<td>Electric Circuit Diagnosis (T-TEN 622)</td>
<td>2</td>
</tr>
<tr>
<td>AT075 C</td>
<td>Body Electrical Systems (T-TEN 652)</td>
<td>1</td>
</tr>
<tr>
<td>AT076 C</td>
<td>Air Conditioning (T-TEN 750)</td>
<td>1</td>
</tr>
<tr>
<td>AT077 C</td>
<td>Engine Control Systems (T-TEN 850)</td>
<td>2</td>
</tr>
<tr>
<td>AT101 C</td>
<td>Survey of the Automobile</td>
<td>3</td>
</tr>
<tr>
<td>AT131 C</td>
<td>Automotive Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>AT298 C</td>
<td>Automotive Service Seminar</td>
<td>1/2 - 3</td>
</tr>
<tr>
<td>ENGL095 C</td>
<td>Effective Writing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 266 C</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
</tbody>
</table>

AUTOMOTIVE TECHNOLOGY CERTIFICATE - BRAKE AND ALIGNMENT SPECIALIST

This program is designed to prepare students for employment as automotive brake and alignment technicians. Training is given in theory and practical skills. Directed practical work is given in areas of automotive maintenance and repair under simulated on-the-job conditions. Particular emphasis is placed on those competencies required of brake, suspension, and alignment technicians. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive brake, suspension, and alignment technician. The sequence in which courses are taken may be modified to meet individual needs.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.
Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 026 C</td>
<td>Automotive Chassis &amp; Brake System</td>
<td>12</td>
</tr>
<tr>
<td>AT 065 C</td>
<td>Basic Automotive Electricity</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units Required 16

ELECTRICAL SYSTEMS SPECIALIST CERTIFICATE

This program is designed to prepare students for employment as an automotive electrical system specialist. Course work includes theory and operation of electrical systems, the use of test instruments, and skill competency in electrical system diagnosis and repair. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive electrical system specialist. The sequence in which the courses are taken may be modified to meet individual needs.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 065 C</td>
<td>Basic Automotive Electricity and Electronics</td>
<td>4</td>
</tr>
<tr>
<td>AT 092 C</td>
<td>Diagnostics &amp; Scan-Tools</td>
<td>2</td>
</tr>
<tr>
<td>AT 093 C</td>
<td>Diagnostics &amp; Digital Meters</td>
<td>2</td>
</tr>
<tr>
<td>AT 094 C</td>
<td>Diagnostics &amp; OBD II</td>
<td>2</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

AUTOMOTIVE TECHNOLOGY CERTIFICATE - EMISSION CONTROL SPECIALIST

This program is designed to prepare students for employment as automotive emission control specialist. Training is given in theory and practical skills. Directed practical work is given in areas of automotive maintenance and repair under simulated on-the-job conditions. Particular emphasis is placed on those competencies required of emission control technicians. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive emission control specialist. The sequence in which courses are taken may be modified to meet individual needs.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 025 C</td>
<td>Automotive Engine Repair and Machining</td>
<td>12</td>
</tr>
<tr>
<td>AT 065 C</td>
<td>Basic Automotive Electricity and Electronics</td>
<td>4</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

AUTOMOTIVE TECHNOLOGY CERTIFICATE - PERFORMANCE AND DRIVEABILITY SPECIALIST

This program is designed to prepare students for employment as automotive performance and driveability specialist. Training is given in theory and practical skills. Directed practical work is given in areas of automotive maintenance and repair under simulated on-the-job conditions. Particular emphasis is placed on those competencies required of performance and driveability technicians. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive performance and driveability specialist. The sequence in which courses are taken may be modified to meet individual needs.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 028 C</td>
<td>Automotive Tune-up and Emission Controls</td>
<td>12</td>
</tr>
<tr>
<td>AT 065 C</td>
<td>Basic Automotive Electricity and Electronics</td>
<td>4</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

AUTOMOTIVE SALES AND SERVICE CERTIFICATE

This program is designed to prepare students for customer service and sales positions in the automotive industry. It provides students with a basic knowledge of automobile operations, general maintenance requirements, and damage appraisal procedures along with marketing and management principles. The certificate will enable students to work in a variety of non technical areas in an automobile dealership, repair shop, or insurance company as a service representative, salesperson, or estimator.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.
Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT101 C</td>
<td>Survey of the Automobile</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>AT131 C Automotive Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>AC1 012 C</td>
<td>Automotive Damage Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>AGT 266 C</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>MKT222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 208 C</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>15 - 16</td>
</tr>
</tbody>
</table>

AUTOMOTIVE TECHNOLOGY CERTIFICATE - TOYOTA SPECIALIST

This program is designed to prepare students for employment as automotive technicians in Toyota dealerships. Training is given in theory and practical skills. Directed practical work is given in all areas of automotive maintenance and repair under simulated on-the-job conditions. Particular emphasis is placed on those competencies required of Toyota technicians. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern Toyota technician. The sequence in which courses are taken may be modified to meet individual needs.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT065 C</td>
<td>Basic Automotive Electricity and Electronics</td>
<td>4</td>
</tr>
<tr>
<td>AT087 C</td>
<td>Toyota Automatic Transmission Diagnosis and Repair</td>
<td>6</td>
</tr>
<tr>
<td>AT088 C</td>
<td>Toyota Manual Transmission and Driveline Diagnosis and Repair</td>
<td>4</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>46</td>
</tr>
</tbody>
</table>

AUTOMOTIVE TECHNOLOGY CERTIFICATE - TRANSMISSION SPECIALIST

This program is designed to prepare students for employment as automotive transmission and power train specialists. Training is given in theory and practical skills. Directed practical work is given in areas of automotive maintenance and repair under simulated on-the-job conditions. Particular emphasis is placed on those competencies required of transmission and power train technicians. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive transmission and power train specialist. The sequence in which courses are taken may be modified to meet individual needs.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT027 C</td>
<td>Auto Transmissions and Power Trains</td>
<td>12</td>
</tr>
<tr>
<td>AT065 C</td>
<td>Basic Automotive Electricity and Electronics</td>
<td>4</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Automotive Technology (AT)

AT 025 C AUTOMOTIVE ENGINE REPAIR AND MACHINING
12 Units
Nine hours lecture and
Nine hours laboratory per week.
Prerequisite: Completion of, or concurrent enrollment in AT 101 C, or AT 131 C, or successful completion of high school/ROP Automotive Program. This course covers the acquisition of practical skills needed for accurate engine diagnosis and repair and all phases of engine rebuilding machine work. Demonstrated lecture, simulated problem diagnosis, and practical application on live vehicles will be used. Individualized instruction on Automotive rebuilding tools and machinery is an integral part of this course. Engine theory, practical and theoretical high performance application is part of the course. Preparation for ASE certification will be covered.

AT 026 C AUTOMOTIVE CHASSIS AND BRAKE SYSTEM
12 Units
Nine hours lecture and
Nine hours laboratory per week.
Prerequisite: Completion of, or concurrent enrollment in AT 101 C, or AT 131 C, or successful completion of high school/ROP Automotive Program. This course covers the operating principles, design, service, repair and diagnosis of chassis and brake systems of domestic and import vehicles. Major topics of study will be wheel alignment techniques, wheel balance, power steering systems, hydraulics, disc and drum brake systems, and power assisting systems, including brake boost and hydro boost. Application will be applied under simulated repair shop procedures using live vehicles. Preparation for ASE certification will be covered.

AT 027 C AUTOMATIC TRANSMISSIONS AND POWER TRAINS
12 Units
Nine hours lecture and
Nine hours laboratory per week.
Prerequisite: Completion of, or concurrent enrollment in AT 101 C, or AT 131 C, or successful completion of high school/ROP Automotive Program. This course will include operating principles, design, repair, overhaul and service procedures of automatic transmissions, 4 and 5 speed synchromesh transmissions, clutch assemblies, drive lines, final drive axles and transaxle units. Demonstrated lectures and shop laboratory work on automatic transmissions will be covered with emphasis on procedures to industry standards. Practical application will be under simulated shop conditions on live vehicles. Preparation for ASE certification will be covered.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lectures</th>
<th>Laboratory</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 028 C</td>
<td>AUTOMOTIVE TUNE-UP AND EMISSION CONTROLS</td>
<td>12</td>
<td>9</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>AT 041 C</td>
<td>AUTOMOTIVE AIR CONDITIONING</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>AT 044 C</td>
<td>ELECTRICAL, FUEL AND TUNE-UP - ADVANCED</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>AT 050 C</td>
<td>SPECIAL PROJECTS – AUTOMOTIVE TECHNOLOGY</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>AT 055 C</td>
<td>AUTOMOTIVE TECHNOLOGY - WORK EXPERIENCE - VOCATIONAL</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>AT 060 C</td>
<td>DIESEL ENGINES</td>
<td>6</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>AT 061 C</td>
<td>INTRODUCTION TO ELECTRIC AND HYBRID VEHICLES</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>AT 062 C</td>
<td>INTRODUCTION TO GASEOUS FUEL SYSTEMS AND VEHICLE CONVERSION</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

This course will include advanced techniques in diagnostic procedures of automatic transmission problems, modifications and update. Demonstrated lectures and shop laboratory work on overdrive and front wheel drive units will be covered as well as operating principles of lock-up torque converter, electronic controlled units, overdrive and front wheel drive transmission.

Prerequisite: Completion of, or concurrent enrollment in AT 027 C. This course will include advanced principles, design, and repair procedures of automotive electrical and fuel systems. In addition, alternators, starters, batteries, standard and electronic ignition systems, computerized engine management systems, emission control systems to include positive crankcase ventilation, evaporative controls, exhaust control systems, and electronic engine control units will be covered. Legal aspects of the emission control program will also be covered. Practical application will be under simulated shop conditions on "live" vehicles. Preparation for VIP, MVPC licensing and ASE certification will be covered.

Prerequisite: AT 027 C. This course will include advanced principles, design, and repair procedures of automotive electrical and fuel systems. In addition, alternators, starters, batteries, standard and electronic ignition systems, computerized engine management systems, emission control systems to include positive crankcase ventilation, evaporative controls, exhaust control systems, and electronic engine control systems will be covered. Legal aspects of the emission control program will also be covered. Practical application will be under simulated shop conditions on "live" vehicles. Preparation for VIP, MVPC licensing and ASE certification will be covered.

Prerequisite: Completion of one of the following: AT 025 C, AT 026 C, AT 027 C, or AT 028 C. This course will include supervised independent lab work on lab units and live vehicles. This class is designed to allow the student to gain more practical experience repairing components and servicing automotive systems already covered by the completion of the prerequisite. Only approved project work will be allowed.

Prerequisite: Completion of, or concurrent enrollment in AT 025 C, AT 026 C, AT 027 C, or AT 028 C. This course will include supervised independent lab work on lab units and live vehicles. This class is designed to allow the student to gain more practical experience repairing components and servicing automotive systems already covered by the completion of the prerequisite. Only approved project work will be allowed.

One hour lecture per week and a Job Site. Prerequisite: Must be enrolled in seven units, including work experience. Concurrent enrollment in Automotive Technology Program. The course requires a minimum of five hours employment in an automotive servicing-related occupation per week. Refer to class schedule for an explanation of unit credit.

Three hours lecture and Nine hours laboratory per week. Prerequisite: AT 025 C, AT 101 C, AT 131 C, or employment in the field. This course is a comprehensive study of light diesel engines as used in passenger cars, light marine propulsion applications (power and sailboats), stationary and auxiliary power plants (generators). The course will include servicing, overhaul, troubleshooting and diagnosis of the diesel engine and auxiliary systems. Practical application will be on laboratory engines and/or live diesel engines.

This course is an introductory course in electric (EV) and electric/hybrid vehicles as used in the transportation industry. Topics include the theory, design, operation, maintenance, and repair of batteries, motors, controllers, chargers, and regenerative braking systems. Technician safety is also covered.

This course is an introductory course on alternative fuels as used in the transportation industry. Various fuels will be compared, with an emphasis on compressed natural gas. Topics include the theory, design, operation, conversion, diagnosis, and repair of gaseous fuel systems. Laboratory activities will emphasize skill competency in vehicle preparation, fuel system conversion and the diagnosis and repair of alternative fuel vehicles.
AT 065 C  BASIC AUTOMOTIVE ELECTRICITY AND ELECTRONICS
4 Units
Three hours lecture and Three hours laboratory per week.
This is an introductory course in the concepts of electrical and electronic control of the automobile. Course instruction will include lecture, demonstration and student application in the use of test equipment on simulator board and on-car diagnosis with electrical diagrams charts, and schematics.

AT 067 C  DIAGNOSTICS & DIGITAL METERS
1 Unit
One hour lecture per week.
This course covers concepts of testing electrical and electronic circuits of an automobile using a multi-meter. Advanced diagnostic concepts and circuit testing of automobile systems is a large component of the course. Demonstrated lecture in conjunction with collaborative work groups is emphasized. Practical application in the use of multi-meters on live circuits and simulator boards is an integral part of the course.

AT 070 C  AUTOMATIC TRANSMISSIONS (T-TEN 262)
1½ Units
One and one half hour lecture per week.
Prerequisite: AT 027 C. Automatic Transmissions is designed to familiarize the technician with the operation of Toyota automatic transmissions. Although there are both rear wheel drive and front wheel drive transmissions, the operations and functions are similar. The material stresses the operation, diagnosis and service of the torque converter, planetary gear train and holding devices and the valve body. This material is complemented with two transmission demonstration sessions to familiarize the technician with the component parts of the transmission.

AT 071 C  MANUAL TRANSMISSIONS (T-TEN 301)
1 Unit
One hour lecture per week.
Prerequisite: AT 027 C. This course is designed to familiarize students with Toyota manual transmissions and transaxles. Topics to be involved are drivelines, manual transmissions and transaxles. Factory manuals, tools and components are utilized.

AT 072 C  SUSPENSION SYSTEMS (T-TEN 450)
1 Unit
One hour lecture per week.
Prerequisite: AT 026 C. This course is designed to familiarize the technician with information regarding Toyota suspension components and suspension design alignment geometry and types of wheel alignment, pre-alignment inspection, Toyota electrical modulated suspensions and noise vibration harshness.

AT 073 C  BRAKE SYSTEMS (T-TEN 550)
1 Unit
One hour lecture per week.
Prerequisite: AT 026 C. Brake Systems is designed to familiarize the student with Toyota information regarding the following: brake system components, operation and adjustments, disc and drum refinishing, anti-lock brake systems, diagnosis and testing of ABS, actuator checker operation.

AT 074 C  ELECTRICAL CIRCUIT DIAGNOSIS (T-TEN 622)
2 Units
Two hours lecture per week.
Prerequisite: Completion of, or concurrent enrollment in, AT 065 C. This course is designed to give a basic understanding of Toyota electrical concepts and troubleshooting techniques, and to give in-depth knowledge of the operation, diagnosis, and repair of the battery, starting, and charging system.

AT 075 C  BODY ELECTRICAL SYSTEMS (T-TEN 652)
1 Unit
One hour lecture per week.
This course is designed to familiarize students with a basic understanding of Toyota body electrical concepts and troubleshooting techniques, and to give them in-depth knowledge of the operation, diagnosis, and repair of body computer systems on the vehicle; supplemental restraint systems included.

AT 076 C  AIR CONDITIONING (T-TEN 750)
1 Unit
One hour lecture per week.
This course is designed to familiarize students with fundamental operating principles of the Toyota automotive climate control systems including components, operation, and servicing. Handling of R-12 and R-134 will be included.

AT 077 C  ENGINE CONTROL SYSTEMS (T-TEN 850)
2 Units
Two hours lecture per week.
Prerequisite: Completion of, or concurrent enrollment in, AT 028 C. This course is designed to provide training, theory, and operation of the Toyota computer controlled systems. Diagnosis and troubleshooting are covered.

AT 085 C  TOYOTA ENGINE DIAGNOSIS AND REPAIR
4 Units
Three hours lecture and Three hours laboratory per week.
This course covers the design, operation, diagnosis, and repair of Toyota engines. Emphasis is on the mastery of job skills commonly required to succeed at the dealership level. Learning strategies include: demonstrated lecture; simulated problem diagnosis; practical application on live vehicles; group and individual activities. Preparation for ASE and Toyota certification will be covered.
**AT 087 C  TOYOTAAUTOMATIC TRANSMISSION DIAGNOSIS AND REPAIR**

6 Units  
Four hours lecture and  
Six hours laboratory per week.  
This course covers the design, operation, diagnosis, and repair of Toyota automatic transmissions. Emphasis is on the mastery of job skills commonly required to succeed at the dealership level. Learning strategies include: demonstrated lecture; simulated problem diagnosis; practical application on live vehicles; group and individual activities. Preparation for ASE and Toyota certification will be covered.

**AT 088 C  TOYOTA MANUAL TRANSMISSION AND DRIVELINE DIAGNOSIS AND REPAIR**

4 Units  
Three hours lecture and  
Three hours laboratory per week.  
This course covers the design, operation, diagnosis, and repair of Toyota manual transmissions, and drivelines. Emphasis is on the mastery of job skills commonly required to succeed at the dealership level. Learning strategies include: demonstrated lecture; simulated problem diagnosis; practical application on live vehicles; group and individual activities. Preparation for ASE and Toyota certification will be covered.

**AT 090 C  CLEAN AIR CAR**

4 Units  
Three hours lecture and  
Three hours laboratory per week.  
This course prepares students for the State of California Licensed Smog Check Mechanic Test. Modern diagnostic equipment including the infrared analyzer and the chassis dynamometer will be used in lab sessions.

**AT 092 C  DIAGNOSTICS & SCAN-TOOLS**

2 Units  
One and a half hours lecture and  
One and a half hours laboratory per week.  
This course emphasizes diagnostic strategies and repair and service of power-train control systems using scan tools. Demonstrated lecture in combination with shop laboratory activities using a variety of scan-tools is included. Practical application on “live” vehicles is an integral part of the course. Topics include testing engine control systems, diagnostic trouble codes, data stream, OBD I and OBD II systems.

**AT 093 C  DIAGNOSTICS & DIGITAL SCOPES**

2 Units  
One and a half hours lecture and  
One and a half hours laboratory per week.  
This course includes advanced principles and procedures of power train control diagnosis. Demonstrated lectures in conjunction with shop laboratory work using digital storage oscilloscopes is included. Practical application under simulated shop conditions on “live” vehicles is an integral component of this course. Topics include lab scope functions, sensor evaluation and analysis, actuator diagnosis and circuit testing.

**AT 094 C  DIAGNOSTICS & OBD II**

2 Units  
One and a half hours lecture and  
One and a half hours laboratory per week.  
This course emphasizes operating principles, diagnostic strategies and repair procedures of the OBD II system. Demonstrated lecture in conjunction with shop laboratory work are emphasized. Practical application on laboratory vehicles is an integral component of the course. This course meets Bureau of Automotive Repair requirements for smog check technician licensing.

**AT 095 C  ADVANCED CLEAN AIR CAR COURSE**

1½ Units  
One and one half hour lecture and  
One quarter hour laboratory per week.  
This course covers operating procedures, diagnostic strategies, and repair procedures for loaded mode emissions testing. Course emphasizes baseline techniques, five gas analysis and lab scope use. Practical application using lab scopes, scan tools and emissions analyzer are an essential part of the course. Course meets BAR smog check licensing requirements.

**AT 101 C  SURVEY OF THE AUTOMOBILE**

3 Units  
Three hours lecture per week.  
CSU  
This course provides fundamental knowledge of the automobile, including engines, power trains, suspension and brakes, electrical and fuel systems. Other areas of instruction will be in the use of tools and equipment normally used in automotive service and repair.

**AT 131 C  AUTOMOTIVE FUNDAMENTALS**

4 Units  
Three hours lecture and  
Three hours laboratory per week.  
CSU  
This course provides fundamental knowledge of the automobile, including engines, power trains, suspension and brakes, electrical and fuel systems. Other areas of instruction will be in the use of tools and equipment normally used in automotive service and repair. Emphasis will be on the operating principles, nomenclature of car care, inspection, preventive maintenance, and minor repair procedures.

**AT 298 C  AUTOMOTIVE SERVICE SEMINAR**

½ - 3 Units (Variable Units) (May be taken for credit 4 times)  
Lecture/discussion hours will vary according to units given.  
CSU  
This is a course for students who wish to increase their knowledge of automotive repair. Various topics will be offered. Unit credit may range from ½ to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.
ASSOCIATE IN SCIENCE DEGREE AVIATION
MANAGEMENT

This curriculum is designed to assist the management student preparing to enter the aviation industry. By selecting proper electives, the student may develop needed skills and understanding in the fields of flight services, airport management, cargo and freight handling or travel services.

To earn an Associate Degree students must complete all graduation requirements to include: (1) all major course requirements with a minimum grade of “C” or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA100 C</td>
<td>Introduction to Aviation</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>AVIA132 C Private Pilot</td>
<td>4</td>
</tr>
<tr>
<td>ATC 270 C</td>
<td>Airline Operations</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>AVIA104 C Air Transportation</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 101 C</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>CIS 111 C Computer Literacy - Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MGT 061 C</td>
<td>Survey of Business</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MGT 161 C Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MGT 041 C Survey of Business Law</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MGT 241 C Legal Aspects-Business Trans.</td>
<td>3</td>
</tr>
<tr>
<td>MGT 261 C</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MGT 262 C Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ECON 110 C</td>
<td>Survey of Economics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ECON 100 C Principles of Economics (Macro)</td>
<td>3</td>
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<tr>
<td></td>
<td>Total Units Required</td>
<td>25 - 26</td>
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Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA112 C</td>
<td>Airline/Aviation Management</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>AVIA116 C Aviation Law</td>
<td>3</td>
</tr>
<tr>
<td>AVIA148 C</td>
<td>Air Traffic Control</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>AVIA132 C Private Pilot</td>
<td>4</td>
</tr>
<tr>
<td>AVIA135 C</td>
<td>Air Navigation</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>AVIA140 C Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>AVIA232 C Instrument Rating</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ATC 278 C Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ATC 191 C Airline Reservations: APOLLO</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ATC 192 C Airline Reservations: SABRE</td>
<td>3</td>
</tr>
</tbody>
</table>

The following course or equivalent is recommended to support this degree program:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 130 C</td>
<td>Principles of Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

Typing proficiency of 30 net words per minute is recommended.

ASSOCIATE IN SCIENCE DEGREE
COMMERCIAL PILOT

This curriculum is designed to prepare the student to fly commercially, executive and/or light aircraft as a pilot or instructor.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of “C”; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA132 C</td>
<td>Private Pilot</td>
<td>4</td>
</tr>
<tr>
<td>AVIA136 C</td>
<td>Air Navigation</td>
<td>3</td>
</tr>
<tr>
<td>AVIA140 C</td>
<td>Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>AVIA244 C Aviation Instructor</td>
<td>3</td>
</tr>
<tr>
<td>MGT 061 C</td>
<td>Survey of Business</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MGT 161 C Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MGT 041 C Survey of Business Law</td>
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<td>or</td>
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<td>3</td>
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<td>MGT 261 C</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MGT 262 C Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ECON 110 C</td>
<td>Survey of Economics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ECON 100 C Principles of Economics (Macro)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>29</td>
</tr>
</tbody>
</table>

*AVIA224 C or AVIA228 C may be substituted for AVIA144 C

Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA152 C</td>
<td>Glider Theory</td>
<td>3</td>
</tr>
<tr>
<td>AVIA160 C</td>
<td>Aircraft Survival</td>
<td>3</td>
</tr>
<tr>
<td>AVIA164 C</td>
<td>Aircraft Survival Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>AVIA090 C</td>
<td>993 C Flight Training (Maximum 3 Units)</td>
<td>3</td>
</tr>
<tr>
<td>MGT 266 C</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>PSY 110 C</td>
<td>Introduction to Applied Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MGT 161 C Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>GEOG 102 C, 103 C Physical Geography</td>
<td>3, 1</td>
</tr>
<tr>
<td>MGT061 C</td>
<td>Survey of Business</td>
<td>3</td>
</tr>
</tbody>
</table>

PROFESSIONAL PILOT CERTIFICATE

This curriculum is designed to prepare the student to a proficiency level required for entry into the commercial pilot profession. To qualify for the certificate, the student must have attained the FAA Commercial Pilot Certificate with instrument and flight instructor ratings.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.
Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA196 C</td>
<td>Ground Trainer Lab - Instrument Flight</td>
<td>1, 1</td>
</tr>
<tr>
<td>AVIA132 C</td>
<td>Private Pilot</td>
<td>4</td>
</tr>
<tr>
<td>AVIA136 C</td>
<td>Air Navigation</td>
<td>3</td>
</tr>
<tr>
<td>AVIA140 C</td>
<td>Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>*AVIA144 C</td>
<td>Aircraft and Engines</td>
<td>3</td>
</tr>
<tr>
<td>AVIA232 C</td>
<td>Instrument Rating</td>
<td>3</td>
</tr>
<tr>
<td>AVIA240 C</td>
<td>Commercial Pilot Seminar</td>
<td>3</td>
</tr>
<tr>
<td>AVIA244 C</td>
<td>Aviation Instructor</td>
<td>3</td>
</tr>
<tr>
<td>Select a minimum of 3 units from the elective courses listed below.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>26 - 27</td>
</tr>
</tbody>
</table>

*AVIA224 C Aircraft Structures, and AVIA 228 C Aircraft Power Plants may be substituted for AVIA144 C Aircraft and Engines

Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA112 C</td>
<td>Airline/Aviation Management</td>
<td>3</td>
</tr>
<tr>
<td>AVIA116 C</td>
<td>Aviation Law</td>
<td>3</td>
</tr>
<tr>
<td>AVIA148 C</td>
<td>Air Traffic Control</td>
<td>3</td>
</tr>
<tr>
<td>AVIA152 C</td>
<td>Glider Theory</td>
<td>3</td>
</tr>
<tr>
<td>AVIA160 C</td>
<td>Aircraft Survival</td>
<td>3</td>
</tr>
<tr>
<td>AVIA164 C</td>
<td>Aircraft Survival - Basic Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

ARTICULATION AGREEMENTS ARE IN EXISTENCE FOR TRANSFER PROGRAMS TO THE FOLLOWING UNIVERSITIES:

- Arizona State University
- California State University, Los Angeles
- San Jose State University
- Southern Illinois University

Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Aviation (AVIA)

Through arrangements with the University of Southern California (USC) and Loyola Marymount University (LMU), two-, three-, and four-year Air Force Reserve Officers Training Corps (AFROTC) programs are available to all qualified students at Cypress College. For additional information, contact USC or LMU.

Through arrangement with California State University Long Beach, both two-year and four-year Air Force Reserve Officer Training Corps (AFROTC) programs are available to all qualified, full-time students. Academic units earned in this program are counted as elective units toward fulfillment of graduation requirements. Successful completion of the AFROTC programs leads to a commission as an officer in the United States Air Force. Those students who qualify and desire to enter Air Force pilot training will be given flight instruction in either the two- or four-year program. Competitive scholarships are available to qualified students. All scholarship students receive tuition, laboratory and book fees, and $100 a month. Students on scholarship must successfully complete courses in English composition, mathematical reasoning, and foreign language. For additional information, contact the Department of Aerospace Studies (AFROTC) at California State University Long Beach, CA 90840-5530, (562) 985-5743.

CERTIFICATED PILOTS - CREDIT BY EXAMINATION

The Professional Pilot program at Cypress College is intended to prepare a student for employment in the aviation industry. Although the college offers only ground instruction and ground trainer instruction, it is recognized that flight training and pilot certificates are also required for employment.

In order to complete qualifications for employment, the student arranges for, and secures, the flight training necessary for the needed pilot certificates and ratings. Cypress College and the North Orange County Community College District assume no responsibility or liability for the flight training so obtained.

Unit credit (no grade) may be awarded through the Credit by Examination process (see index). Pilot certificates and ratings issued to the student by the Federal Aviation Administration will be used as evidence and certification of competency. A maximum of 12 units will be granted via Credit by Examination.

**AVIA 050 C  SPECIAL PROJECTS - AVIATION**

2 Units (May be taken for credit 4 times)

One hour lecture and
Three hours laboratory per week.
Prerequisite: Sophomore standing. This course includes individually directed research by independent study, dealing with present and future problems of the aviation industry. The student applies previously learned principles and procedures to practical problems to develop increased understanding and to demonstrate knowledge of the subject.

**AVIA 055 C  WORK EXPERIENCE - VOCATIONAL**

1 - 4 Units (Variable Units) (May be taken for credit 4 times)

One hour lecture per week.
Prerequisite: Must be enrolled in seven units, including work experience. Concurrent enrollment in Aviation Program. The course requires a minimum of five hours per week employment in an aviation-related occupation.

**AVIA 090 C  FLIGHT TRAINING - PRIVATE PILOT**

2 Units

Hours as required by FAA.
Credit/No Credit, Credit by Examination
Prerequisite: FAA Private Pilot Certificate and completion of at least three units of AVIA(132 C or above) with a grade of “C” or better. This is a credit/no credit course for the student who has earned the Private Pilot Certificate. Credit may be granted by meeting the above prerequisites and following the current Credit by Examination procedures as published in this catalog.
AVIA 091 C  FLIGHT TRAINING - INSTRUMENT RATING
2 Units
Hours as required by FAA.
Credit/No Credit, Credit by Examination
Prerequisite: FAA Pilot Certificate with Instrument Rating and completion of at least three units of AVIA (132 C or above) with a grade of "C" or better. This is a credit/no credit course for the student who has earned the instrument rating on their Pilot Certificate. Credit may be granted by meeting the above prerequisites and following the current Credit by Examination procedures as published in this catalog.

AVIA 092 C  FLIGHT TRAINING - COMMERCIAL PILOT
2 Units
Hours as required by FAA.
Credit/No Credit, Credit by Examination
Prerequisite: FAA Commercial Pilot Certificate and completion of at least three units of AVIA (132 C or above) with a grade of "C" or better. This is a credit/no credit course for the student who has earned the Commercial Pilot Certificate. Credit may be granted by meeting the above prerequisites and following the current Credit by Examination procedures as published in this catalog.

AVIA 093 C  FLIGHT TRAINING – FLIGHT INSTRUCTOR
1 - 5 Units (Variable Units) (May be taken for credit 4 times)
Hours as required by FAA
Credit/No Credit, Credit by Examination
Prerequisite: FAA Pilot Certificate with Instrument Rating and completion of at least three units of AVIA (132 C or above) with a grade of "C" or better. This is a credit/no credit course for the student who has earned the Flight Instructor Certificate. One unit of credit may be granted for each of the following Flight Instructor Certificates or Ratings: Airplane Single Engine, Airplane Multi-Engine, Rotorcraft, Glider and Instrument. Credit may be granted by meeting the above prerequisites and following the current Credit by Examination procedures as published in this catalog.

AVIA 100 C  INTRODUCTION TO AVIATION
3 Units
Three hours lecture per week.
CSU
This course is a general introductory course covering the development of aviation and its importance in the economy. Special emphasis is placed on the history of aviation, the airlines and general aviation.

AVIA 104 C  AIR TRANSPORTATION
3 Units
Three hours lecture per week.
CSU
Prerequisite: Completion of or concurrent enrollment in AVIA 100 C or AVIA 132 C. This course emphasizes the historical development and present status of air transportation; facilities, State and Federal regulations, legal characteristics, problems and services of United States air carriers and the organization and function of the FAA, NTSB, IATA and ICAO.

AVIA 112 C  AIRLINE/AVIATION MANAGEMENT
3 Units
Three hours lecture per week.
CSU
Prerequisite: AVIA 104 C or HTC 270 C or concurrent enrollment and eligibility for ENGL 060 C. This course covers the application of management principles to aviation enterprises. These enterprises include airlines, general aviation and travel agencies. Major areas of study include planning, organization, regulations, manpower management, facilities, marketing, administration and decision making process.

AVIA 116 C  AVIATION LAW
3 Units
Three hours lecture per week.
CSU
Prerequisite: AVIA 100 C or AVIA 132 C or concurrent enrollment or some aviation background and eligibility for ENGL 060 C. This course covers the regulations and liabilities of public and private air carriers, both domestic and foreign use. It includes a study of the development of aviation law through enactment of laws and judicial decisions applying those laws. Local, Federal and international laws forming the present legal structure and possible future changes are studied, as well as rights and liabilities of aviators and operators.

AVIA 132 C  PRIVATE PILOT
4 Units
Three hours lecture and Three hours laboratory per week.
CSU
This course is an introduction to basic principles of aviation, meteorology, navigation, radio communication and Federal Aviation Regulations to qualify the student for the FAA written examination for the Private Pilot Certificate and meets the FAA requirement for ground instruction.

AVIA 136 C  AIR NAVIGATION
3 Units
Three hours lecture per week.
CSU
Prerequisite: Completion of or concurrent enrollment in AVIA 132 C. This course is a study of pilotage, dead reckoning, and radio navigation techniques; solution and application of navigation problems. This course meets partial fulfillment of the requirements of the FAA for ground instruction.

AVIA 140 C  METEOROLOGY
3 Units
Three hours lecture per week.
CSU
Prerequisite: Completion of or concurrent enrollment in AVIA 132 C. This is a course of study of weather recognition, icing, fog, fronts, clouds, weather maps and symbols, forecasting pressure patterns, wind systems, temperature-humidity-dew point relationships, precipitation, with emphasis on the practical application of this knowledge to safe flying practices. The services and assistance available from the US Weather Bureau will be highlighted. The course meets the meteorology requirements of the FAA for ground instruction.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Class Schedule</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 144 C</td>
<td>AIRCRAFT AND ENGINES</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>CSU Prerequisite: Completion of or concurrent enrollment in AVIA 132 C. This course is a study of the theory of flight, aircraft design, construction, operation limitations, repair and maintenance, maintenance records and aircraft accessories. Engine study includes principles of internal combustion engines, engine design and construction, fuel, lubrication and cooling systems, propellers, trouble shooting and preventive maintenance. This course meets partial fulfillment of the requirements of the FAA for ground instruction.</td>
</tr>
<tr>
<td>AVIA 148 C</td>
<td>AIR TRAFFIC CONTROL</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>CSU Prerequisite: AVIA 132 C or equivalent, eligibility for ENGL 060 C. This course is a study of rules and procedures involving the movement and control of airborne and ground traffic during VFR and IFR conditions, including tower control, manual and radar approach, departure control, and enroute control. Presentation of this material is designed to also aid pilots in understanding and benefiting from the Air Traffic Control System.</td>
</tr>
<tr>
<td>AVIA 152 C</td>
<td>GLIDER THEORY</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>CSU This is an introductory course in glider flying including theory of flight, weather, Federal Aviation Regulations, as well as principles and techniques of cross-country and competition flying. It prepares the student for the FAA Private Pilot-Glider written examination.</td>
</tr>
<tr>
<td>AVIA 160 C</td>
<td>AIRCRAFT SURVIVAL</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>CSU Prerequisite: Student pilot certificate or equivalent. This course contains survival information required by pilots flying in the Southwestern United States. The course will detail facts pilots should know, procedures they should follow, and equipment they should obtain to improve their chances for survival if they should be forced to land at sea, in the desert, in the mountains or in an urban area.</td>
</tr>
<tr>
<td>AVIA 164 C</td>
<td>AIRCRAFT SURVIVAL-BASIC LABORATORY</td>
<td>1</td>
<td>One hour laboratory per week plus Thirty-six hours TBA (field trips).</td>
<td>CSU Prerequisite: Completion of, or concurrent enrollment in, AVIA 160 C. This is a laboratory course including classroom discussion and field trips which give practical demonstrations of material covered during the AVIA 160 class. Two (2) field trips to local mountains and two (2) weekend trips to desert areas are a part of this curriculum.</td>
</tr>
<tr>
<td>AVIA 196 C</td>
<td>GROUND TRAINER LAB - INSTRUMENT FLIGHT</td>
<td>1</td>
<td>One hour lecture and One hour laboratory per week.</td>
<td>CSU Credit/No Credit/Letter Grade Option Prerequisite: Completion of, or concurrent enrollment in, AVIA 232 C or AVIA 240 C. This course offers the student the opportunity to develop and maintain necessary instrument flight skills. Laboratory time will be divided between instrument ground trainer and audio visual aids. Flight time in the approved ground trainers may be applied toward requirements for both attaining and maintaining flight ratings. (Course may be repeated for credit.)</td>
</tr>
<tr>
<td>AVIA 220 C</td>
<td>ADVANCED AIR NAVIGATION</td>
<td>2</td>
<td>Two hours lecture per week.</td>
<td>CSU Prerequisite: Completion of or concurrent enrollment in AVIA 136 C. This is a course stressing advanced navigation methods and principles including radio and electronic navigation aids, celestial navigation, computerized flight planning and cruise control.</td>
</tr>
<tr>
<td>AVIA 224 C</td>
<td>AIRCRAFT STRUCTURES</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>CSU Prerequisite: Completion of or concurrent enrollment in AVIA 140 C or 120 hours of flight time. This course is an introduction to basic principles of aviation, meteorology, navigation, radio communication and Federal Aviation Regulations to qualify the student for the FAA written examination for the Private Pilot Certificate and meets the FAA requirements for ground instruction. Credit by Examination procedures as published in this catalog.</td>
</tr>
</tbody>
</table>
AVIA 236 C  AERODYNAMICS
3 Units
Three hours lecture per week.
CSU
Prerequisite: Sophomore standing in Aviation Program, eligibility for MATH 040 C and PHYS 130 C. This course is a study of the basic principles of aerodynamics. A consideration of airfoil shapes and characteristics, viscous effects, propellers, and aircraft performance viewed in terms of basic laws of physics, aircraft limitations and Federal Aviation Regulations. Emphasis will be on physical aspects of flight time.

AVIA 240 C  COMMERCIAL PILOT SEMINAR
3 Units (May be taken for credit 3 times)
Three hours lecture per week.
CSU
Prerequisite: AVIA 136 C, AVIA 140 C, or Pilot Certificate.
This course is a review of current Federal Aviation Regulations and Government Publications for the active pilot; aircraft loading and weight and balance; review of the aeronautical knowledge required to pass the FAA Commercial Pilot written examination. This course meets partial fulfillment of the FAA requirements for ground instruction. (Only the first credit may count toward the Aviation Major requirements. Ground Instrument Trainer flight time is available by concurrent enrollment in AVIA 196 C).

AVIA 244 C  AVIATION INSTRUCTOR
3 Units
Two and one-half hours lecture and
One and one-half hour laboratory per week.
CSU
Prerequisite: AVIA 240 C and 120 hours of flight time. This course is a study of principles of learning and teaching, elements of practical educational psychology, and a review of current trends and techniques in aviation instruction. Class participation in lesson preparation is included. This course meets partial fulfillment of the requirements of the FAA for ground instruction.

AVIA 248 C  FLIGHT ENGINEER
9 Units
Nine hours lecture per week.
CSU
Prerequisite: AVIA 232 C and AVIA 240 C, or instrument rating and commercial pilot certificate. This course prepares the student for the FAA Flight Engineer’s Basic and Turbo Jet written examination. The student will become familiar with construction features and component functions, normal operations, trouble analysis, and isolation and correcting of faults in the airplane and power plant system. The student will also know the proper procedures for ground and in-flight emergencies, as well as the reasons for operating in an approved manner and the possible effects if improper methods are used.

AVIA 298 C  AVIATION SEMINAR
½ - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours vary according to credit given.
CSU
This is a course for students who wish to increase their knowledge of Aviation. Various topics will be offered. Unit credit may range from ½ to 3 in any given semester. Consult the class schedule to verify credit for a particular semester.

Biology

Division of Science/Engineering/Mathematics

Division Dean – Larry Mercadante, Interim

Faculty
Robert Azen
David Gill
Robert Harkrider
Karen Merickel
Alex Mintzer
Adel Rajab
Stephanie Spooner
Robert Vandergrift

Counselors
Carol Mattson
Tom Nordee
Alice Payne

BIOLOGICAL SCIENCES TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Biology (BIOL)

BIOL 101 C  GENERAL BIOLOGY
5 Units
Four hours lecture and
Three hours laboratory per week.
No Credit if taken after BIOL 174 C, BIOL 176 C or BIOL 177 C.
Credit/No Credit/Letter Grade Option
UC(Credit Limitation)/CSU
AA GE, CSU GE, IGETC, CAN BIOL 2
Advisory: High school chemistry or CHEM 101 C or CHEM 107 C are recommended.
The course is a survey of modern biological concepts from the areas of molecular, cellular, organismic, and population biology, stressing evolution as the central theme of modern biology. The study of the flow of energy through biological systems is emphasized. This is a general education course in the biological science area. This course will satisfy the Biological Sciences portion of the state college and university general education requirement. Duplicate credit not granted for BIOL 101HC.
BIOL 101HC HONORS GENERAL BIOLOGY
5 Units
Four hours lecture and
Three hours laboratory per week.
No Credit if taken after BIOL 174 C, BIOL 176 C or BIOL 177 C.
UC(Credit Limitation)/CSU
AA GE, CSU GE, IGETC, CAN BIOL 2
Advisory: High school chemistry or CHEM 101 C or CHEM 107 C are recommended. The course is an enhanced survey of modern biological concepts for Honors students. The emphasis of this course is on contemporary readings of relevant biology literature. Written essays pertaining to current issues in biology will be paramount. The class will be conducted as a seminar and will require a significant research project that uses correct documentation skills. The course will develop increased critical thinking, reading and writing skills. BIOL 101HC will satisfy the Geological Sciences portion of the state college and university general education requirement. Duplicate credit not granted for BIOL 101 C.

BIOL 102 C HUMAN BIOLOGY
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC
The course is a study of modern biological concepts presented in a human context. The concepts will include human evolution, anatomy, physiology, genetics, population biology, and ecological principles. Included in the course will be discussion on current topics on environmental and public health issues as they relate to the human condition. (Not open to students with credit in BIOL 101 C.)

BIOL 103 C HUMAN ECOLOGY
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC
This course is a study of the ecological principles which form the basis for understanding human existence in relation to environmental quality. The topics include human, biological, and cultural evolution, ecological principles, human population problems, and problems relating to energy development and pollution. The development of an earthmanship ethic toward the world will be stressed.

BIOL 107 C NUTRITION & WORLD FOOD ISSUES
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE
This course is a study of basic nutritional requirements for the human, including a survey of anatomical and physiological principles. A study of the human diet in the context of disease prevention, world food supply, and ecological factors will also be included.

BIOL 111 C PRINCIPLES OF BIOLOGY 1
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
Prerequisite: Completion of or concurrent enrollment in CHEM 111AC. This is the first course in a two-semester lecture sequence for biology majors. This course presents the biochemistry and molecular biology of cells. In addition, cell principle, cell structure and function, cell growth and reproduction, the development of animals, and Mendelian and molecular genetics will be presented. Finally, population genetics and microevolution will be introduced. This course will meet the preparation needs of students transferring to upper division biology study. Eligibility for English 100 C is recommended.

BIOL 112 C PRINCIPLES OF BIOLOGY 1 LAB
2 Units
Six hours laboratory per week.
UC/CSU, CSU GE, IGETC
Prerequisite: Completion of or concurrent enrollment in BIOL 111 C. This is a laboratory course that complements BIOL 111 C. The course explores modern experimental molecular, biochemical, and cellular biology techniques. This course may be taken concurrently with or subsequently to BIOL 111 C. Both BIOL 111 C and BIOL 112 C are required for the biology major. Eligibility for English 100 C is recommended.

BIOL 113 C PRINCIPLES OF BIOLOGY 2
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
Prerequisite: Completion of BIOL 111 C or equivalent course with a "C" or better. This is the second course in a two-semester lecture sequence for biology majors. This course is designed to familiarize students with the diversity, evolution, physiology, and ecology of living organisms. Population genetics will also be presented. This class is designed for science majors in transfer programs to upper-division study of biology.

BIOL 114 C PRINCIPLES OF BIOLOGY 2 LAB
2 Units
Six hours laboratory per week.
UC/CSU, CSU GE, IGETC
Prerequisite: Completion of or concurrent enrollment in BIOL 113 C. This is a laboratory course that complements BIOL 113 C in a two-semester sequence for biology majors. This course is designed to familiarize students with the diversity, evolution, physiology, and ecology of living organisms. Population genetics will also be presented. This course may be taken concurrently with or after BIOL 113 C. Both BIOL 113 C and BIOL 114 C are required for the biology major.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Lecture/Laboratory Hours</th>
<th>Credit Option</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 122 C</td>
<td>MARINE BIOLOGY</td>
<td>5</td>
<td>Four lecture and THL</td>
<td>USC/CSU, AAGE, CSU GE, IGETC</td>
<td>High school biology with a grade of “B” or better. This is a survey of biological activities of marine organisms, and includes an introduction to physical oceanography, ecology, and energy flow within the marine environment, as well as some basic biological concepts using live ecosystems as examples. Pollution and conservation of the marine environment will also be considered. The course satisfies the laboratory biological science transfer requirement of universities and state colleges.</td>
</tr>
<tr>
<td>BIOL 125 C</td>
<td>ISLAND BIOLOGY</td>
<td>2</td>
<td>Twenty-four lecture and THL</td>
<td>USC</td>
<td>This course is designed to acquaint the student with the nature and diversity of island life. It offers the student an opportunity to study marine communities. The course emphasizes marine life forms and includes a consideration of marine wilderness and conservation problems, as well as biological processes as they occur on islands. A weekend field trip for snorkeling, free diving and field study is an integral part of the course.</td>
</tr>
<tr>
<td>BIOL 127 C</td>
<td>NATURAL HISTORY</td>
<td>5</td>
<td>Four lecture and THL</td>
<td>USC/CSU, AAGE, CSU GE, IGETC</td>
<td>A study of population and community ecology of major world biomes, such as grasslands, deserts, and tropical and temperate forests. Adaptive responses of the plant and animal inhabitants of these areas will be stressed. The disruptive effects of pollutants will be considered, as will conservation and preservation of major ecosystems. The general education course in the biological science area satisfies the laboratory natural science transfer requirement for universities and state colleges.</td>
</tr>
<tr>
<td>BIOL 128 C</td>
<td>PLANTS AND SOCIETY</td>
<td>5</td>
<td>Four lecture and THL</td>
<td>USC/CSU, AAGE, CSU GE, IGETC</td>
<td>Plant structure, function, genetics, evolution, and domestication are studied. Economic, aesthetic, and ecological roles of plants, as well as, the role of plants as a force in the historical molding of civilization are continuous themes throughout the course. The laboratory portion will emphasize plant structure, function, propagation, and the importance of plants and plant products in everyday life. The experience will introduce the student to basic scientific principles and techniques using plants and their products to gain an understanding of science and its value in today's society. Not open to students with credit in BIOL 108 C or BIOL 108LC.</td>
</tr>
<tr>
<td>BIOL 160 C</td>
<td>INTEGRATED MEDICAL SCIENCE</td>
<td>3</td>
<td>Three lecture per week</td>
<td>USC/CSU, AAGE, CSU GE, IGETC</td>
<td>A one-semester course that includes a systematic coverage of fundamental physical/chemical principles, basic biological concepts, and fundamentals of anatomy and physiology. The course is designed for various allied health programs (psychiatric technician, mortuary science, court reporting, etc.) or others who desire a background in human biology.</td>
</tr>
<tr>
<td>BIOL 161 C</td>
<td>INTEGRATED MEDICAL SCIENCE LAB</td>
<td>1</td>
<td>Three lecture per week</td>
<td>USC/CSU, AAGE, CSU GE, IGETC</td>
<td>A one-semester laboratory that offers the student exposure to the basic principles discussed in BIOL 160 C. The course is designed primarily for allied health vocational programs that require a laboratory course, but is open to other interested students.</td>
</tr>
<tr>
<td>BIOL 174 C</td>
<td>BIOLOGICAL DIVERSITY</td>
<td>3</td>
<td>Three lecture per week</td>
<td>USC/CSU, AAGE, CSU GE, IGETC</td>
<td>A one-semester laboratory that presents ecological principles and their relevance at several levels of organization. Individuals, populations, communities, and ecosystems are studied along with the interactions of these levels of organization with the physical and biotic environment.</td>
</tr>
</tbody>
</table>
BIOL 177 C  GENETICS
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU
Prerequisite: BIOL 174 C or BIOL 113 C. This course presents an introduction to genetics and the genetics of populations. Basic features of the replication and expression of DNA, cell division and gene transmission are considered. Recombination and mutation in diploid organisms are discussed. Concepts of genetic variability and natural selection in populations are presented.

BIOL 180 C  SUMMER FIELD BIOLOGY
5 Units
Eighteen hours lecture and
Fourteen hours laboratory per week for four weeks.
Credit/No Credit/Letter Grade Option
CSU
This course includes two weeks of classroom preparation in the biology of selected natural areas and two weeks of driving, camping, hiking or other activity to study the natural history of a particular biotic region.

BIOL 196 C  REGIONAL FIELD BIOLOGY
1 - 4 Units (Variable Units) (May be taken for credit 4 times)
Nine hours lecture and
Twenty-seven hours laboratory, including field study for one unit of credit.
Credit/No Credit/Letter Grade Option
CSU
This course involves lecture and field study of selected biological communities of California, Mexico and the Channel Islands. During a given semester, multiple sections may be offered to different study areas. The study areas include, but are not limited to, Death Valley, Newport Bay, the Sierra Nevada, Santa Catalina and other islands, and Baja California. Field trips are required.

BIOL 210 C  ANATOMY AND PHYSIOLOGY
5 Units
Three hours lecture and
Six hours laboratory per week.
Credit/No Credit/Letter Grade Option
CSU, AAGE, CSU GE
The course includes a study of the normal structure and function of the human body using mammalian specimens as examples. Selected physiological exercises are included which often utilize the student's own body function. This course is designed for students pursuing the health professions (registered nursing, radiological technology, medical records technology, dental hygiene, respiratory therapy, etc.), physical education majors, and any other interested students. (Not open to students with credit in BIOL 240 C.) Strongly recommended background is BIOL 160 C, or one semester each of college biology/chemistry, or one year each of high school biology/chemistry completed within the last five years.

BIOL 220 C  MEDICAL MICROBIOLOGY
4 Units
Three hours lecture and
Three hours laboratory per week.
Credit/No Credit/Letter Grade Option
CSU
This course is a study of the diagnosis, etiology, transmission, pathology, and control of infectious disease. Special attention is given to the topics of immunology and chemotherapy. Laboratory emphasis is placed on providing experience and insight into the processes of specimen handling, isolation, identification, and sensitivity testing of pathogenic microorganisms. Aseptic techniques are stressed throughout the course. This course is recommended for students of nursing (RN), dental technology, medical records, and baccalaureate degree medical or public health programs. Recommended background is one year each, high school chemistry/biology, or one semester each, college chemistry/biology. If the student has no science background, prior completion of BIOL 160 C is strongly recommended.

BIOL 230 C  GENERAL ANATOMY
4 Units
Two hours lecture and
Six hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC, CAN BIOL 10
This course presents a logical analysis of body tissues, organs, and systems. It stresses the microscopic, developmental, and gross anatomy of mammals, with special emphasis on human anatomy. Special attention is given to pathological as well as normal conditions. The laboratory work includes study of fresh and preserved specimens and models. It is designed primarily for physical education and allied health majors. High school biology and chemistry, or equivalent is recommended background. Students are encouraged to take BIOL 101 C and BIOL 160 C if they have no previous science background.

BIOL 234 C  ORAL HISTOLOGY AND EMBRYOLOGY
3 Units
Two hours lecture and
Three hours laboratory per week.
Credit/No Credit/Letter Grade Option
CSU
Prerequisite: Satisfactory completion of BIOL 210 C and concurrent enrollment in DH 101 C and DH 106 C. This course is an introduction to the microscopic characteristics of the tissues, histology, and embryology of the head and neck with an emphasis on the structure of the oral cavity.

BIOL 235 C  HEAD AND NECK ANATOMY
2 Units
Two hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
Prerequisite: BIOL 234 C, DH 101 C, and DH 106 C. This course is a study of the gross anatomical structures of the head and neck. The relationship and function of the organs of the head and neck regions in the human body are studied, with an emphasis on structures and innervations of the oral cavity.
BIOL 240 C  HUMAN PHYSIOLOGY
5 Units
Three hours lecture
Four hours laboratory and
Two hours lecture/discussion per week.
Credit/No Credit/Letter Grade Option
UC/CSU, CSU GE, IGETC, CAN BIOL 12
Prerequisite: BIOL 230 C and CHEM 101 C, or BIOL210 C
or equivalent. This is an in-depth study of human function.
Special attention is given to the abnormal as well as the
normal functional state. The laboratory experience includes
selected exercises that emphasize the interrelationships
between structure and function. It is designed for all majors
that require a separate course in physiology, including
nursing and physical education majors.

BIOL 262 C  GENERAL MICROBIOLOGY
5 Units
Three hours lecture and
Six hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU, CSU GE, IGETC, CAN BIOL 14
Prerequisite: One year each of high school biology/chemistry,
or one semester each of college biology/chemistry.
This course includes a study of the taxonomy, cytology,
physiology, ecology, genetics, and evolution of microorgan-
isms. Laboratory emphasis is placed on the techniques of
microbial isolation, cytology, culture, and physiological
investigation. Fungi, protozoa, bacteria, rickettsias,
chlamydias, and viruses will also be considered. This
course is recommended for nursing students pursuing a
bachelor’s degree and biology majors with career objec-
tives in microbiology (in addition to the sequence for
majors). Prior completion of, or concurrent enrollment in
CHEM 111AC is recommended.

BIOL 278 C  MOLECULAR BIOLOGY
4 Units
Four hours lecture per week.
UC/CSU
Prerequisite: BIOL 177 C and CHEM 211AC. This course
presents mechanisms of gene expression and its regulation
at the transcriptional and translational levels in eukary-
otic and prokaryotic systems. The structure and biosynthe-
sis of proteins and nucleic acids, as well as the importance
of viral life cycles in understanding basic cellular
processes, will be included. The major biochemical path-
ways in cells, with an emphasis on the thermodynamic con-
straints on living systems, will also be studied.

BIOL 279 C  MOLECULAR BIOLOGY
LABORATORY
1 Unit
Three hours laboratory per week.
UC/CSU
Corequisite: BIOL 278 C. This course presents an intro-
duction to the laboratory techniques of molecular biology.
Exercises will include procedures associated with the
purification of genomic DNA, cell transformation plasmid
purification, and endonuclease restriction experiments.
Students will learn the use of micropipets, agarose gel
electrophoresis, PCR, and biological resources on the
World Wide Web.

BIOL 298 C  BIOLOGY SEMINAR
\( \frac{1}{2} - 3 \) Units (Variable Units) (May be taken for credit 4
times)
Lecture/discussion hours or
Laboratory hours determined by course offering.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU
Prerequisite: Concurrent enrollment in any other biology
course. These seminars are designed to intensify knowl-
edge in a variety of biological topics. They may include lect-
ures, discussions, field excursions, and other activities at
the discretion of the instructor. Actual seminar topics will be
listed in the class schedule for a particular semester.

BIOL 299 C  INDEPENDENT STUDY FOR
BIOLOGY
\( \frac{1}{2} - 2 \) Units (Variable Units) (May be taken for
credit 4 times)
Minimum three hours research per week per unit.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Con-
tract. This is for biology majors who have demonstrated
interest and capability for increased knowledge of biologi-
cal and medical sciences through individual study, small
group discussion/conference, special laboratory projects,
or field research projects.

Business -
See Accounting (ACCT), or
Management (MGT), or
Marketing (MKT), or
Office Administration
(OFF)

Business Administration
BUSINESS ADMINISTRATION
TRANSFER PROGRAM
Accounting, Finance, International Business, Market-
ing, Management, Management - Information Systems,
Quantitative Systems
Students should consult a counselor or www.assist.org for
lower division major requirements for most California pub-
ic universities. (See the Standard Definitions section of the
catalog for a description of ASSIST.) Students transferring
to an independent college/university should consult the cat-
alog of the individual school and a counselor for lower divi-
sion major requirements.

Business Law -
See Management (MGT)
Chemistry

Division of Science/Engineering/Mathematics

Division Dean – Larry Mercadante, Interim

Faculty
William Centobene
Richard Fee
Kathleen Hess

Counselors
Carol Mattson
Tom Nordee
Alice Payne

CHEMISTRY TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Chemistry (CHEM)

CHEM 060 C CHEMISTRY REVIEW
1 Unit (May be taken for credit 4 times)
One hour lecture per week.
Credit/No Credit
This course is a review of the concepts and principles of general, inorganic, and organic chemistry, as taught in: Introduction to Chemistry (CHEM 101 C), Fundamentals of College Chemistry (CHEM 107 C), and/or General Chemistry (CHEM 111AC & 111BC). It is recommended for students who have completed or are currently enrolled in one of the previously named courses.

CHEM 100 C CHEMISTRY FOR DAILY LIFE
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU, AA GE, CSU GE, IGETC
This is a general education course in chemistry. A non-mathematical approach will be taken to examine the fundamental concepts of chemistry and their application to various facets of life in a highly technological society. Topics will include a discussion of chemicals in air, water, food, drugs, and the environment, as well as areas of current interest.

CHEM 101 C INTRODUCTION TO CHEMISTRY
5 Units
Four hours lecture
One hour discussion/quiz
Two hours laboratory and
One hour problem solving per week.
UC/CSU, AAGE, CSU GE, CAN CHEM 6
Advisory: MATH 020 C is recommended background. This course is the first semester of a two-semester sequence (CHEM 101 C and CHEM 201 C), and includes the study of basic concepts and principles of general, inorganic, and organic chemistry. Laboratory includes gravimetric and volumetric analysis, and experiments designed for identification of organic compounds. It is especially recommended for students in health and life sciences. UC credit limitation: no credit if taken after CHEM 111AC. $10.00 refundable breakage fee - PAYABLE AT REGISTRATION.

CHEM 107 C FOUNDATIONS OF COLLEGE CHEMISTRY
5 Units
Four hours lecture
One hour discussion/quiz
Two hours laboratory and
One hour problem solving per week.
UC Credit Limitation/CSU, AA GE, CSU GE, IGETC
Prerequisite: One year high school algebra or MATH 020 C. Corequisite: Completion of, or concurrent enrollment in, MATH 040 C is required. Advisory: CHEM 107 is a recommended preparatory course for students planning to take CHEM 111AC and CHEM 111BC. This course provides an introduction to the chemical elements and general principles and laws of modern inorganic chemistry. This course includes a study of chemical reactions, basic atomic theory, and molecular structure, as well as chemical bonding and the behavior of gases. Laboratory includes gravimetric and volumetric analysis, elementary qualitative analysis, and experiments in solution chemistry. This course applies to the physical science requirement for general education and is not acceptable for credit for students majoring in physical science. No credit if taken after CHEM 111AC. $10.00 refundable breakage fee - PAYABLE AT REGISTRATION.

CHEM 111AC GENERAL CHEMISTRY
5 Units
Three hours lecture
Four hours laboratory and
Two hours discussion/quiz per week.
UC/CSU, AAGE, CSU GE, IGETC, CAN CHEM 2
Prerequisite: CHEM 107 C, with a grade of "C" or better, or a passing score on the Chemistry Proficiency Test. High school algebra, two years, or MATH 040 C. Topics covered include the general principles of inorganic chemistry, with associated laboratory analysis and chemical computations. This includes properties of solutions, solution stoichiometry, gasses, thermochemistry, atomic structure and periodicity, and the chemistry of liquids and solids. $10.00 refundable breakage fee - PAYABLE AT REGISTRATION.
CHEM 111BC  GENERAL CHEMISTRY
5 Units
Three hours lecture and
Four hours laboratory and
Two hours discussion/quiz per week.
UC Credit Limitation/CSU
AA GE, CSU GE, IGETC, CAN CHEM 4
Prerequisite: Completion of CHEM 111AC with a grade of
"C" or better. Topics covered include chemical kinetics,
behavior of chemical systems in equilibrium, acid-base,
thermodynamics, electrochemistry and transition elements.
Molecular orbital theory is introduced and included in dis-
cussions of coordination compounds. Laboratory work
includes experimental studies of chemical kinetics, equilib-
ria, thermodynamics, and electrochemistry that require
quantitative analytical methods. Included in the course also
are procedures for qualitative analysis of groups of metal
ions. $10.00 refundable breakage fee - PAYABLE AT REGIS-
TRATION.

CHEM 112 CHEMISTRY FOR ENGINEERS
3 Units
Three hours lecture per week.
UC Credit Limitation/CSU
Prerequisite: Completion of CHEM 111AC with a grade of
"C" or better. Topics covered include chemical kinetics,
behavior of chemical systems in equilibrium, acid-base,
thermodynamics, electrochemistry, and transition ele-
ments. Molecular orbital theory is introduced and included
in discussions of coordination compounds.

CHEM 200 C  INTRO ORGANIC CHEMISTRY
LEC.
3 Units
Three hours lecture per week.
UC Credit Limitation/CSU
Prerequisite: CHEM 107 C or CHEM 101 C with a grade of
"C" or better. This course is an introductory study of the
compounds of carbon, including the aliphatic and aromatic
derivations. It is recommended for students of dental
hygiene, home economics, pre-nursing, life science, and
health science.

CHEM 200LC INTRO ORGANIC CHEMISTRY
LAB
3 Units
One hour lecture and
Six hours laboratory per week.
UC Credit Limitation/CSU
Prerequisite: Completion of, or concurrent enrollment in,
CHEM 200 C. This course is a laboratory study of the prin-
ciples and methods of working with organic compounds.
$20.00 refundable breakage fee - PAYABLE AT REGIS-
TRATION.

CHEM 201 C  BASIC ORGANIC AND
BIOCHEMISTRY
5 Units
Four hours lecture and
Two hours laboratory and
One hour discussion/quiz and
One hour problem solving per week.
CSU, CAN CHEM 8
Prerequisite: CHEM 101 C. This course is the second
semester of a two-semester sequence (CHEM 101 C and
CHEM 201 C). This course is a study of organic chemistry:
structures, nomenclature, reactions, and functions of
organic and biochemical compounds; and includes cell
structure, metabolism, bioenergetics, biochemical genet-
ics, and mechanisms of vitamin and enzyme action. This
course is designed for the health professions. No credit if
taken after CHEM 211 C. $10.00 refundable breakage fee -
PAYABLE AT REGISTRATION.

CHEM 205 C  ANALYTICAL CHEMISTRY
4 Units
Two hours lecture
Six hours laboratory per week.
UC/CSU, CAN CHEM 12
Prerequisite: CHEM 111BC or CHEM 112 C. This is an
introduction to analytical methods of chemical analysis. It
includes gravimetric and volumetric methods for qualitative
and quantitative determination of chemical compounds.
Laboratory work emphasizes the use of modern chemical
instrumentation methods and the tools for spectroscopic
analysis, chromatography, potentiometric titration, NMR,
electro-chemical analysis, and mass spectroscopy. $10.00
refundable breakage fee - PAYABLE AT REGISTRATION.

CHEM 211AC  ORGANIC CHEMISTRY
5 Units
Three hours lecture and
Four hours laboratory and
Two hours discussion/quiz per week.
UC/CSU
Prerequisite: CHEM 111BC. This course is a comprehen-
sive introductory course in the fundamental concepts, prin-
ciples, and methods of organic chemistry. This course cov-
ers the study of simple functional, multifunctional, and
heterocyclic compounds, aliphatic, and aromatic, with
emphasis upon molecular structure, bonding, reaction
mechanisms, modern instrumentalational tools and analysis.
Laboratory work includes quantitative chemical measure-
ments, synthesis, and separation of organic compounds,
and qualitative analysis. This course is primarily designed
for majors in chemistry, biochemistry, life sciences, and
premedical/dental programs. $20.00 refundable breakage fee -
PAYABLE AT REGISTRATION.
CHM 211BC ORGANIC CHEMISTRY
5 Units
Three hours lecture and
Four hours laboratory and
Two hours discussion/quiz per week.
UC/CSU
Prerequisite: CHM 211AC. This course is a continuation
of CHM 211AC. This course includes the study of aldehy
des and ketones, carboxylic acids, amines, carboxylic acid
derivatives, multifunctional and heterocyclic compounds,
the effects of neighboring groups on reactivity, and strategy
in organic synthesis. Laboratory work includes quantitative
chemical measurements, synthesis, and separation of
organic compounds, and qualitative organic analysis. This
course is designed primarily for majors in chemistry, bio-
chemistry, life sciences, and professional medical/dental
programs. $20.00 refundable breakage fee - PAYABLE AT
REGISTRATION.

CHEM 298 C CHEMISTRY SEMINAR
½ - 3 Units (Variable Units) (May be taken for
credit 4 times)
Lecture/discussion hours or
Laboratory hours determined by course offering.
UC/CSU
Prerequisite: May be required. Seminars are designed to
help students conceptualize and intensify knowledge in a
variety of chemical topics. They may include lecture, dis-
cussions, and other activities at the discretion of the
instructor. Actual seminar topics will be listed in the class
schedule for a particular semester. Consult the class
schedule to verify unit credit and prerequisites for a partic-
ular semester.

Chinese
Division of Language Arts

Division Dean – Juliet Falce-Robinson

Faculty
Hong Chi

Counselors
Velia Lawson
Daniel Pelletier
Therese Mosqueda-Ponce

Chinese (CHIN)

CHIN 098 C CHINESE SEMINAR
½ - 3 Units (Variable Units) (May be taken for
credit 4 times)
One half to three hours lecture per week.
Credit/No Credit/Letter Grade Option
This seminar is for students who wish to extend their knowl-
gedge of literature, language and culture through small
group discussion.

CHIN 101 C ELEMENTARY CHINESE -
MANDARIN I
5 Units
Five hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC, CAN CHIN 2
The course emphasizes the acquisition of basic skills in
pronunciation, listening, speaking, reading, and writing,
and the grammar and vocabulary necessary to acquire
these skills. Students will be introduced to customs, cul-
ture, and geography of China through lectures, films, and
reading assignments.

CHIN 102 C ELEMENTARY CHINESE -
MANDARIN II
5 Units
Five hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC, CAN CHIN 4
Prerequisite: CHIN 101 C with grade of “C” or better or one
year of Chinese at high school or another college with grade
of “C” or better. This course continues to emphasize the
acquisition of basic skills in pronunciation, listening and
speaking, reading, and writing, and the grammar and
vocabulary necessary to acquire these skills. Students will
increase their knowledge of the customs, culture, and geog-
raphy of China and other Chinese speaking countries/areas
through lectures, reading, writing assignments, and film.
CHIN 298 C  CHINESE SEMINAR
½ - 3 Units  (Variable Units) (May be taken for credit 4 times)
One half to three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU
This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

Communications – See Journalism

Computer Information Systems
Division of Business and Computer Information Systems

Faculty
Patricia Dellinger
Jerrilyn Hayes-Williams
Kenneth Hinkson
Behzad Izadi
Susana Jianto
Richard McKnight
Alireza Moady
Patricia Pelachik
Jesse Saldana
Ronald VonSoosten
Donna Woo
Penn Wu

Counselors
Jean England
Don Tyrrell

CISCO NETWORKING CERTIFICATE
This curriculum prepares the students for a career in the area of computer networking. The program is designed to teach students the skills needed to design, build, and maintain small to medium-size networks. The certificate totals 12 units in required courses.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all coursework must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 230 C</td>
<td>Cisco Networking 1</td>
<td>3</td>
</tr>
<tr>
<td>CIS 231 C</td>
<td>Cisco Networking 2</td>
<td>3</td>
</tr>
<tr>
<td>CIS 232 C</td>
<td>Cisco Networking 3</td>
<td>3</td>
</tr>
<tr>
<td>CIS 233 C</td>
<td>Cisco Networking 4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

ASSOCIATE IN SCIENCE DEGREE COMPUTER APPLICATIONS
This curriculum prepares the student for a career in the area of computer applications. The program is designed to develop a working knowledge of what is required to be successful in business computer applications.

To earn an Associate Degree students must complete:
(1) all major course requirements with a minimum grade of “C”; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.
Required Courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 107 C</td>
<td>Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>CIS 108 C</td>
<td>Introduction to Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy - Introduction to Info Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 132 C</td>
<td>Spreadsheet - Excel for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 142 C</td>
<td>Database - Access for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 160 C</td>
<td>Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180 C</td>
<td>Data Comm. &amp; Network Admin.</td>
<td>2</td>
</tr>
<tr>
<td>CIS 181 C</td>
<td>Network Software Admin/Install</td>
<td>1</td>
</tr>
<tr>
<td>CIS 211 C</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115 C</td>
<td>Desktop Publishing PageMaker</td>
<td>2</td>
</tr>
<tr>
<td>CIS 250 C</td>
<td>Word Proc. - Machine Operations</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>27</td>
</tr>
</tbody>
</table>

**COMPUTER APPLICATIONS CERTIFICATE**

This curriculum gives the student a working knowledge for a career in the area of computer applications. The certificate totals 27 units in required courses.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 107 C</td>
<td>Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>CIS 108 C</td>
<td>Introduction to Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy - Introduction to Info Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 132 C</td>
<td>Spreadsheet - Excel for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 142 C</td>
<td>Database - Access for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 160 C</td>
<td>Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180 C</td>
<td>Data Comm. &amp; Network Admin.</td>
<td>2</td>
</tr>
<tr>
<td>CIS 181 C</td>
<td>Network Software Admin/Install</td>
<td>1</td>
</tr>
<tr>
<td>CIS 211 C</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115 C</td>
<td>Desktop Publishing PageMaker</td>
<td>2</td>
</tr>
<tr>
<td>CIS 250 C</td>
<td>Word Proc. - Machine Operations</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>27</td>
</tr>
</tbody>
</table>

**ADVANCED COMPUTER OFFICE APPLICATIONS CERTIFICATE**

This certificate program will provide the student with higher level skills needed to work in a business office environment or in an Information Technology department. Successful completion will enable the student to work in the capacity of office assistant, computer application specialist, or administrative assistant.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFF 049 C</td>
<td>Computerized Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>CIS 102 C</td>
<td>Intermediate Comp. Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Document Formatting</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 112 C</td>
<td>Advanced Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Business Simulations</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 113 C</td>
<td>Desktop Publishing PageMaker</td>
<td>2</td>
</tr>
<tr>
<td>CIS 132 C</td>
<td>Spreadsheet - Excel for Windows</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Business Skills Development (Excel)</td>
<td>(2)</td>
</tr>
<tr>
<td>CIS 075 C</td>
<td>Advanced Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CIS 251 C</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>16-17</td>
</tr>
</tbody>
</table>

**ASSOCIATE IN SCIENCE DEGREE COMPUTER INFORMATION SYSTEMS**

This curriculum prepares the student for a career in the area of computer information systems. The program is designed to develop a working knowledge of what is required to be successful in business computer information systems.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of “C”; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 C</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy - Introduction to Info Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 132 C</td>
<td>Spreadsheet - Excel for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 142 C</td>
<td>Database - Access for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150 C</td>
<td>Intro. to Business Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 160 C</td>
<td>Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 181 C</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>MGT 111 C</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>27</td>
</tr>
</tbody>
</table>

**COMPUTER INFORMATION SYSTEMS CERTIFICATE**

This curriculum prepares the student for a career in the area of computer information systems. The program is designed to develop a working knowledge of what is required to be successful in business computer information systems. The certificate totals 27 units in required courses.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 C</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy - Introduction to Info Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 132 C</td>
<td>Spreadsheet - Excel for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 142 C</td>
<td>Database - Access for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150 C</td>
<td>Intro. to Business Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 160 C</td>
<td>Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 181 C</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>MGT 111 C</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>27</td>
</tr>
</tbody>
</table>

**ASSOCIATE IN SCIENCE DEGREE COMPUTER PROGRAMMING**

This program prepares the student for a career in the area of computer programming. The curriculum is designed to develop a working knowledge of what is required to be successful in business computer programming.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of “C”; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.
Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy - Introduction to</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Information Systems</td>
<td></td>
</tr>
<tr>
<td>CIS 211 C</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 214 C</td>
<td>COBOL Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 217 C</td>
<td>Visual BASIC Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 223 C</td>
<td>C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 226 C</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Units Required</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**COMPUTER PROGRAMMING CERTIFICATE**

This curriculum prepares the student for a career in the area of computer programming. The program is designed to develop a working knowledge of what is required to be successful in business computer programming. The certificate totals 18 units in required courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy - Introduction to</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Information Systems</td>
<td></td>
</tr>
<tr>
<td>CIS 211 C</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 214 C</td>
<td>COBOL Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 217 C</td>
<td>Visual BASIC Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 223 C</td>
<td>C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 226 C</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Units Required</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**INTERNET MARKETING CERTIFICATE**

This curriculum prepares students for a career in the area of Internet Marketing. The program is designed to develop a working knowledge of what is required to utilize the Internet as a marketing tool to promote a business, interact with customers, suppliers and distributors, generate sales, and obtain marketing research information. The certificate totals 17 units in required courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 210 C</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT 103 C</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>CIS 108 C</td>
<td>Introduction to Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 109 C</td>
<td>Bus. Applications-The Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 179 C</td>
<td>Intro. to Web Page Design</td>
<td>2</td>
</tr>
<tr>
<td>CIS 115 C</td>
<td>Desktop Publishing PageMaker</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total Units Required</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**ORACLE DATABASE ADMINISTRATOR CERTIFICATE**

This curriculum prepares the students for a career in the area of enterprise database. The program is designed to teach students the skills needed to create, maintain, and fine-tune an enterprise database. The certificate totals 9 units in required courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 236 C</td>
<td>Intro to Oracle: SQL &amp; PL/SQL</td>
<td>3</td>
</tr>
<tr>
<td>CIS 237 C</td>
<td>Oracle: Architecture and Admin</td>
<td>3</td>
</tr>
<tr>
<td>CIS 238 C</td>
<td>Oracle: Backup and Recovery</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Units Required</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**VISUAL BASIC PROGRAMMING CERTIFICATE**

This program is designed to develop a working knowledge of what is required to be successful in business computer programming. A curriculum consisting of: beginning, intermediate, and advanced Visual Basic programming courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.
**VISUAL C++ PROGRAMMING CERTIFICATE**

This program is designed to develop a working knowledge of what is required to be successful in business computer programming. A curriculum consisting of: beginning, intermediate, and advanced C++ programming courses.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 211 C</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 223 C</td>
<td>C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 224 C</td>
<td>C++ and Windows Programming</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

**WEB PAGE DESIGN CERTIFICATE**

This certificate focuses on the current development in Web page technologies used in academia and the business industry. This certificate prepares students to design and modify Web pages using current software programs or programming languages and apply their knowledge to on-the-job learning situations.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 108 C</td>
<td>Introduction to Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 179 C</td>
<td>Intro. to Web Page Design</td>
<td>2</td>
</tr>
<tr>
<td>CIS 227 C</td>
<td>JavaScript Programming</td>
<td>2</td>
</tr>
<tr>
<td>CIS 155 C</td>
<td>Web Publishing w/MS FrontPage</td>
<td>2</td>
</tr>
<tr>
<td>CIS 109 C</td>
<td>Bus. Applications-The Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 226 C</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 223 C</td>
<td>C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

**ADVANCED WEB PAGE DESIGN CERTIFICATE**

The Advanced Web Page Design Certificate offers comprehensive and latest programming technologies in the area of Web publishing and Web site management. This certificate is designed for students who need to apply for positions such as Web Programmer, Web Master, Marketing and Advertising Coordinator, Administrative Assistant, and Technical Support.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 184 C</td>
<td>MS Win 2000 Professional</td>
<td>2</td>
</tr>
<tr>
<td>CIS 211 C</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 227 C</td>
<td>JavaScript Programming</td>
<td>2</td>
</tr>
<tr>
<td>CIS 228 C</td>
<td>Dynamic HTML Programming</td>
<td>2</td>
</tr>
<tr>
<td>CIS 226 C</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 229 C</td>
<td>Intro to XMLProgramming</td>
<td>2</td>
</tr>
<tr>
<td>CIS 185 C</td>
<td>Microsoft Windows 2000 Server</td>
<td>2</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

### WINDOWS NETWORKING CERTIFICATE

This certificate program prepares the student for a career using computer networks in business. This will include skills in installing and managing Windows networks.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 184 C</td>
<td>MS Win 2000 Professional</td>
<td>2</td>
</tr>
<tr>
<td>CIS 185 C</td>
<td>Microsoft Windows 2000 Server</td>
<td>2</td>
</tr>
<tr>
<td>CIS 186 C</td>
<td>MS Win Information Server</td>
<td>2</td>
</tr>
<tr>
<td>CIS 187 C</td>
<td>MS Win 2000 Exchange Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 188 C</td>
<td>Microsoft Windows TCP/IP</td>
<td>2</td>
</tr>
<tr>
<td>CIS 189 C</td>
<td>MS Win 2000 Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

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**Computer Information Systems (CIS)**

**CIS 050 C  INTRO-COMP & SOFTWARE CONCEPTS**

2 Units

Two hours lecture and One hour laboratory TBA per week.

NON-DEGREE CREDIT

This course is designed to teach the basics of computer hardware and software. Students will receive hands-on experience using various types of software. Students may elect to take this class as a preparation for CIS 111 C, CIS 150 C, or CIS 250 C. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 075 C  BUSINESS SKILLS DEVELOPMENT**

1/4 - 10 Units (Variable Units) (May be taken for a cumulative total of 10 units)

(Open Entry-Open Exit)

One half to ten hours lecture and One and a half to thirty hours laboratory TBA per week.

Credit/No Credit/Letter Grade Option

This variable unit, open entry/open exit course with flexible hours is designed for the student who needs to gain marketable job skills in a short period of time. Occupational training will be provided in the areas of computer applications, information processing, office occupations, and communication skills. $5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 090 C  MS OFFICE - WORD MOUS PREP**

1/4 Unit

One half hour lecture per week.

Credit/No Credit/Letter Grade Option

This eight-hour lecture presents the skills needed to pass the Microsoft Office User Specialist (MOUS) exam in Microsoft Word. Students will review the areas covered in the Core and Expert level exams as well as test-taking strategies. Students must successfully pass a MOUS Word exam to receive credit for the class. $50.00 Laboratory Fee - PAYABLE AT REGISTRATION.
### CIS 091 C  MS OFFICE - EXCEL MOUS PREP

1/2 Unit  
One half hour lecture per week.  
Credit/No Credit/Letter Grade Option  
This eight-hour lecture presents the skills needed to pass the Microsoft Office User Specialist (MOUS) exam in Microsoft Excel. Students will review the areas covered in the Core and Expert level exams as well as test-taking strategies. Students must successfully pass a MOUS Excel exam to receive credit for the class. **$50.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

### CIS 092 C  MS OFFICE - ACCESS MOUS PREP

1/2 Unit  
One half hour lecture per week.  
Credit/No Credit/Letter Grade Option  
This eight-hour lecture presents the skills needed to pass the Microsoft Office User Specialist (MOUS) exam in Microsoft Access. Students will review the areas covered in the exam as well as test-taking strategies. Students must successfully pass a MOUS Access exam to receive credit for the class. **$50.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

### CIS 093 C  MS OFFICE - POWERPOINT MOUS PREP

1/2 Unit  
One half hour lecture per week.  
Credit/No Credit/Letter Grade Option  
This eight-hour lecture presents the skills needed to pass the Microsoft Office User Specialist (MOUS) exam in Microsoft PowerPoint. Students will review the areas covered in the exam as well as test-taking strategies. Students must successfully pass a MOUS PowerPoint exam to receive credit for the class. **$50.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

### CIS 101 C  BEGINNING COMPUTER KEYBOARDING

1 - 3 Units (Variable Units)(May be taken for credit 3 times)  
(Open Entry-Open Exit)  
One to three hours lecture  
Three to nine hours laboratory per week.  
CSU  
This course is designed for all students whose keyboarding skills will be primary and/or secondary to their vocation and/or for personal use. Beginning Computer Keyboarding provides basic keyboarding skills by touch, using a microcomputer with a 10-key pad. Students will also receive basic formatting instructions for letters, memoranda, tables, and reports. **$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

### CIS 102 C  INTERMEDIATE COMP. KEYBOARDING

3 Units  
Three hours lecture  
Two hours laboratory per week.  
CSU  
Prerequisite: CIS 101 C, or CIS 125 C, or a basic knowledge of word processing and the ability to type 20 wpm. Intermediate Computer Keyboarding is designed for all students whose keyboarding skills will be primary and/or secondary to their vocation and/or for personal use. This course focuses on building speed and accuracy, arranging letters, memos, reports, business forms, and tables in proper format. Advanced word processing features will be taught in this class. **$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

### CIS 103 C  ADVANCED COMPUTER KEYBOARDING

3 Units  
Three hours lecture and  
Two hours laboratory per week.  
CSU  
Prerequisite: CIS 102 C, or CIS 112 C or a basic knowledge of word processing and the ability to type 30 wpm. This course teaches formatting a variety of business documents using advanced word processing features. Integration of word processing with spreadsheet and presentation software will be introduced in the class. Keyboarding speed and accuracy development are integrated into the class. **$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

### CIS 105 C  INTRO. DISK OPERATING SYSTEM

1 Unit  
One hour lecture and  
One hour laboratory TBA per week.  
CSU  
This course is an introductory microcomputer applications course which studies microcomputer operating systems (MS-DOS and PC/DOS). It covers hardware system components as well as the role and function of system software including the operating commands in various applications of routine computer work functions. **$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

### CIS 106 C  INTRODUCTION TO WINDOWS 3.1

1 Unit  
One hour lecture and  
One hour laboratory TBA per week.  
CSU  
This course is designed to use Microsoft Windows software on the personal computer. The course will cover, but is not limited to, the program manager, the file manager, the control panel, and the print manager. Additional windows accessories include write, paintbrush, terminal, calculator, calendar, card file, clock, notepad, macro recorder, and PIF editor. The course will also include memory management as handled by the windows environment. **$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Time Structure</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 107 C</td>
<td>INTRODUCTION TO WINDOWS</td>
<td>1 Unit</td>
<td>One hour lecture and One hour laboratory TBA per week.</td>
<td>CSU This course is designed to use Microsoft Windows on the personal computer. It covers the graphical user interface, and how to manipulate Windows, using Help, and launching Applications. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>CIS 108 C</td>
<td>INTRODUCTION TO INTERNET</td>
<td>2 Units</td>
<td>Two hours lecture and One hour laboratory TBA per week.</td>
<td>CSU This course will prepare students to use the Internet, a worldwide computer network. Emphasis is on introducing the features of the Internet, including electronic mail, Telnet, FTP (File Transfer Protocol), Usenet, and Gopher, as well as other Internet services and utilities. Students will explore the vast resources of the Internet and learn to access information using a variety of hands-on methods. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>CIS 109 C</td>
<td>BUS. APPLICATIONS-THE INTERNET</td>
<td>2 Units</td>
<td>Two hours lecture and One hour laboratory TBA per week.</td>
<td>CSU This course will prepare students to use the Internet with a business or home-based business. Emphasis will be placed on doing business over the Internet. Students learn how to use common Internet browsers, how to publish a Web page to conduct business on the Internet, how to use E-mail, how to do marketing and market research on the Internet, and how other businesses are using the Internet. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>CIS 111 C</td>
<td>COMPUTER LITERACY - INTRODUCTION TO INFORMATION SYSTEMS</td>
<td>3 Units</td>
<td>Three hours lecture and Two hours laboratory TBA per week.</td>
<td>CSU, AAGE, CSU GE, CAN BUS 6 This course provides an overview of the fundamental concepts and terminology of information systems, including lab experience with the IBM personal computer. Students will learn the uses of word processing, spreadsheet, and data base programs in the business and educational environment. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>CIS 112 C</td>
<td>DOCUMENT FORMATTING</td>
<td>3 Units</td>
<td>Two hours lecture and Three hours laboratory per week.</td>
<td>CSU Prerequisite: CIS 101 C, or CIS 125 C or a basic knowledge of word processing and the ability to type 20 wpm. This course is designed to teach formatting of letters, tables, reports, and other business documents used in business and industry. Keyboarding speed and accuracy development are integrated into the class. $5.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>CIS 113 C</td>
<td>BUSINESS SIMULATIONS</td>
<td>3 Units</td>
<td>Two hours lecture and Three hours laboratory per week.</td>
<td>CSU Prerequisite: CIS 102 C, or CIS 112 C or a basic knowledge of word processing and the ability to type 30 wpm. In this course the students will use advanced word processing features to generate documents in a variety of business simulations. Integration of word processing with spreadsheet and presentation software will be introduced in the class. Students will receive keyboarding speed and accuracy development to prepare them for employment. $5.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>CIS 115 C</td>
<td>DESKTOP PUBLISHING PAGEMAKER</td>
<td>1 - 2 Units</td>
<td>One hour lecture and Three hours laboratory TBA per week.</td>
<td>CSU This class is designed for office support staff, secretaries, administrative assistants, small business owners, and others who require a basic knowledge of business desktop publication applications. $5.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>CIS 119 C</td>
<td>DATA PROC.-INDEPENDENT STUDY</td>
<td>1 - 2 Units</td>
<td>One hour lecture per week for minimum credit.</td>
<td>UC Credit Limitation/CSU Prerequisite: Approved Independent Study Learning Contract. In this course, the student will investigate, plan, block diagram, design, program, test, debug, run, and document a data processing application. The application may be chosen by the student (with the instructor’s approval), or it may be assigned by the instructor. The actual programming can be done in any programming language or application software package.</td>
</tr>
<tr>
<td>CIS 122 C</td>
<td>WORD PROCESSING - WORDPERFECT</td>
<td>1 - 2 Units</td>
<td>One hour lecture and Three hours laboratory per week.</td>
<td>CSU Prerequisite: CIS 101 C, or CIS 125 C or the ability to type a minimum of 20 wpm. Students enrolling for one unit of credit will learn basic text editing which will include inserting, deleting, moving, copying, search and replace. Students enrolling for two units of credit will learn basic and advanced text editing including automatic outlining, footnoting, mathematics, spell checking, macros, and merging. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Lecture</td>
<td>Laboratory</td>
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<td>-------------</td>
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<tr>
<td>CIS 123 C</td>
<td>WORD PROCESSING - MICROSOFT WORD</td>
<td>1 - 2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125 C</td>
<td>PERSONAL TYPING/KEYBOARDING</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>CIS 130 C</td>
<td>SPREADSHEET-LOTUS 1-2-3/DOS</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CIS 132 C</td>
<td>SPREADSHEET - EXCEL FOR WINDOWS</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CIS 133 C</td>
<td>SPREADSHEET-LOTUS 1-2-3/WIN</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CIS 134 C</td>
<td>DATABASE - dBASE FOR DOS</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CIS 135 C</td>
<td>WEB PUBLISHING W/MS FRONTPAGE</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CIS 136 C</td>
<td>DATABASE - ACCESS FOR WINDOWS</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CIS 137 C</td>
<td>INTRO. TO BUSINESS COMPUTERS</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CIS 138 C</td>
<td>DATABASE - dBASE FOR WINDOWS</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CIS 139 C</td>
<td>DATABASE - ACCESS FOR WINDOWS</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
CIS 160 C  INFORMATION SYSTEMS MANAGEMENT
3 Units
Three hours lecture per week.
CSU
This course is for students interested in managing a Computer Information Systems Center. The subject areas to be studied are planning, equipping, staffing, and managing a computerized business office.

CIS 179 C  INTRO. TO WEB PAGE DESIGN
2 Units
Two hours lecture and
One hour laboratory TBA per week.
CSU
This course introduces students to Web publishing with HTML (HyperText Markup Language) for business and personal applications. Students will learn fundamentals of the Internet and how to employ HTML techniques to convey their messages, and design a professional-looking Web site. Emphasis is placed on learning the HyperText Markup Language from the basic tags to the advanced topics such as tables, forms, graphics, and creation of the business-related Web pages. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

CIS 180 C  DATA COMM. & NETWORK ADMIN.
2 Units
Two hours lecture and
One hour laboratory per week.
CSU
This course is a comprehensive introductory overview of today's technology in networking and telecommunications. Moreover, this course will provide basic hands-on commands on how to operate a local area network software (LAN). Topics include communication concepts, communication components and hardware, communication media, topologies, protocols, local and wide area networks, disk management, network utilities, file usage, users, and printer management. It is designed for managers, analysts, operators/technicians, and others with an interest in data communications and system administration. Computer-related projects will be completed in the laboratory. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

CIS 181 C  NETWORK SOFTWARE ADMIN/INSTALL
1 Unit
Two hours lecture and
Two hours laboratory per week for nine weeks.
CSU
Prerequisite: CIS 180 C. This course provides textbook and hands-on experience covering the duties of a LAN administrator. The course also includes hands-on practice of installing local area networks (LANs), including network boards, cables, and operating software. Topics include using network printers, backing up the network, network security, log in scripts, network accounting, network E-mail, server resources, custom menus, server and workstation hardware, server and workstation software, and troubleshooting. Computer-related projects will be completed in the laboratory. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

CIS 184 C  MS WIN 2000 PROFESSIONAL
2 Units
Two hours lecture and
One hour laboratory per week.
Credit/No Credit/Letter Grade Option
CSU
Prerequisite: CIS 107 C. This course introduces students to Microsoft Windows 2000 Professional on the personal computer. Students will learn the features and architecture of Windows 2000 operating system. This course will cover an overview of Windows 2000 installation, working with files and folders, how to manipulate Windows 2000 desktop settings, configuring browser as well as client software, user management, and working with graphics. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

CIS 185 C  MICROSOFT WINDOWS 2000 SERVER
2 Units
Two hours lecture and
One hour laboratory per week.
Credit/No Credit/Letter Grade Option
CSU
Prerequisite: CIS 107 C and CIS 180 C. This course introduces students to Microsoft Windows 2000 Server and enterprise networks. Topics include installing Windows 2000, administrating user accounts, managing system resources, installing active directory, and implementing DNS service. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

CIS 186 C  MS WIN INFORMATION SERVER
2 Units
Two hours lecture and
One hour laboratory per week.
Credit/No Credit/Letter Grade Option
CSU
This course introduces students to Microsoft Windows Information Server and enterprise networks. Students learn an overview of the Windows 2000 environment, installing and administrating Internet Information Server, domain management, and networking. Emphasis is placed on managing Internet Information Server, setting up user accounts and user access, and managing resources. Students should be familiar with the basic concepts of data communications and using Microsoft Windows 2000. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

CIS 187 C  MS WIN 2000 EXCHANGE SERVER
3 Units
Three hours lecture and
One hour laboratory per week.
Credit/No Credit/Letter Grade Option
CSU
This course introduces students to the administration of Microsoft Exchange Server. Students learn an overview of the Exchange Server environment, installing and administrating Exchange Server, user and database management, and operating Exchange Server in a networking environment. Emphasis is placed on installing and administrating Exchange Server, setting up user accounts and user access, and managing resources. Students should be familiar with the basic concepts of data communications and using Microsoft Windows 2000. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Credits/Laboratory</th>
<th>UC/CSU</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 188 C</td>
<td>MICROSOFT WINDOWS TCP/IP</td>
<td>2</td>
<td>Lecture and</td>
<td>CSU</td>
<td>This course increases student knowledge of the Transmis sion Control/Internet Protocol (TCP/IP) by introducing theory on how the protocol functions, installation and configuration techniques, and utilities to manage a TCP/IP based network. Topics include TCP/IP theory and operation, installing TCP/IP on a Microsoft network, configuring protocol settings, troubleshooting, and managing a TCP/IP network. Students should be familiar with the basic concepts of data communications and using Microsoft Windows 2000. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>CIS 189 C</td>
<td>MS WIN 2000 ACTIVE DIRECTORY</td>
<td>3</td>
<td>Lecture and</td>
<td>UC/CSU</td>
<td>This course introduces students to Microsoft Windows 2000 Active Directory and enterprise networks. Students learn an overview of the Windows 2000 environment, installing and administrating DNS servers, Active Directory management and networking. Emphasis is placed on managing a Windows 2000 Active Directory network, setting up user accounts and user access, and managing resources. Students should be familiar with the basic concepts of data communications and using Microsoft Windows 2000. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>CIS 211 C</td>
<td>INTRODUCTION TO PROGRAMMING</td>
<td>3</td>
<td>Lecture and</td>
<td>UC/CSU, CAN CSCI 6</td>
<td>This course includes instruction in the development and writing of C++ and Visual Basic programs. The students will design, code, and test programs common to the business environment. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>CIS 214 C</td>
<td>COBOL PROGRAMMING</td>
<td>3</td>
<td>Lecture and</td>
<td>UC/CSU, CAN CSCI 8</td>
<td>The course includes instruction in the development and writing of computer programs using the COBOL programming language. The students will design, code, and test programs common to the business environment. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>CIS 217 C</td>
<td>VISUAL BASIC PROGRAMMING</td>
<td>3</td>
<td>Lecture and</td>
<td>UC/CSU</td>
<td>This course is designed to extend the skills already acquired in BASIC programming to business and industrial applications. The advanced concepts include a structured design approach to the creation, maintenance, and processing of sequential and random files, and the development of graphic output. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>CIS 219 C</td>
<td>ADVANCED VISUAL BASIC</td>
<td>3</td>
<td>Lecture and</td>
<td>CSU</td>
<td>This is an advanced course in Visual Basic programming. Special emphasis will be placed on the application of the Visual Basic language to solve business problems, including requirements definition, design, construction, testing, and documenting. Multiple forms, objects, controls, Object Linking and Embedding (OLE), and the use of the data control object to interface with databases external to Visual Basic will be covered. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>CIS 221 C</td>
<td>SYSTEM ANALYSIS AND DESIGN</td>
<td>3</td>
<td>Lecture per week.</td>
<td>CSU</td>
<td>This course provides an introduction to the systems approach to problem solving. Basic systems concepts in business data processing are covered with attention given to the understanding of the application, procedure, flowcharting, and the management derived.</td>
</tr>
<tr>
<td>CIS 223 C</td>
<td>C++ PROGRAMMING</td>
<td>3</td>
<td>Lecture and</td>
<td>UC/CSU, CAN CSCI 16</td>
<td>This course is designed for students who have some experience with structured programming techniques. Students will learn the C++ programming language as it applies to business applications. Documenting, coding, entering, computing and executing programs will take place on the personal computer. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>CIS 224 C</td>
<td>C++ AND WINDOWS PROGRAMMING</td>
<td>3</td>
<td>Lecture and</td>
<td>UC/CSU</td>
<td>This course is designed to extend the skills already acquired in BASIC programming to business and industrial applications. The advanced concepts include a structured design approach to the creation, maintenance, and processing of sequential and random files, and the development of graphic output. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>CIS 226 C</td>
<td>JAVA PROGRAMMING</td>
<td>3</td>
<td>Lecture and</td>
<td>CSU</td>
<td>This course introduces students to the Java programming language. Students will learn the language syntax, how to design and debug programs, and how to use Java programs with HTML pages. $2.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Units</td>
<td>Description</td>
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<tr>
<td>CIS 227 C</td>
<td>JAVASCRIPT PROGRAMMING</td>
<td>2 Units</td>
<td>This course teaches the students to use the JavaScript programming language to enhance Web pages. Emphasis is placed on creating HTML pages that include JavaScript programs.</td>
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<td>Students will learn the basic syntax of the JavaScript language, how to create JavaScript programs inside HTML documents, and how to use JavaScript programs to enhance Web pages. $5.00 Laboratory Fee – PAYABLE AT REGISTRATION.</td>
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<tr>
<td>CIS 228 C</td>
<td>DYNAMIC HTML PROGRAMMING</td>
<td>2 Units</td>
<td>This course introduces advanced topics in Web publishing to develop more sophisticated layouts, font scheme, and interactivity for their pages. Students will learn the Cascading Style Sheet (CSS) and XML schemas.</td>
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<td>Emphasis is placed on learning Cascading Style Sheet, multiple page layers, and scripting. Using these tools and techniques, students will learn to create dynamic effects based on users interaction, simple animation, drop-down menu, and other sophisticated and useful design effects. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.</td>
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<tr>
<td>CIS 229 C</td>
<td>INTRO TO XML PROGRAMMING</td>
<td>2 Units</td>
<td>This course is a class in Web documents management. The course is ideal for students interested in next-generation web publishing who want to gain a working knowledge of XML (Extensible Markup Language) and use it to build a wide range of dynamic effects and compelling Web applications from formatting and managing documents to E-commerce and searching and managing data.</td>
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<td>In this class, students will master the fundamentals of XML (Extensible Markup Language), including XSL (Extensible Stylesheet Language), DTDs (Document Type Definitions), CSS (Cascading Style Sheets) and XML schemas. This course is designed for those with experience in creating Web pages and who have some knowledge of style sheets. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.</td>
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<tr>
<td>CIS 230 C</td>
<td>CISCO NETWORKING 1</td>
<td>3 Units</td>
<td>This course covers fundamentals of computer networking. Topics include evolution of networking, seven layers of the Open System Interconnection reference model, and networking devices such as bridges, hubs, switches, and routers. Internet protocol, IP addressing, subnetting network topology, and cabling will also be included in the course. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.</td>
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<tr>
<td>CIS 231 C</td>
<td>CISCO NETWORKING 2</td>
<td>3 Units</td>
<td>This course covers wide area internetworking fundamentals. Topics include router fundamentals, router setup and configuration, network management, routing and routed protocols, and network troubleshooting. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.</td>
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<tr>
<td>CIS 232 C</td>
<td>CISCO NETWORKING 3</td>
<td>3 Units</td>
<td>This course covers router configurations for various industry standard protocols such as Transmission Control Protocol/Internet Protocol and Novell Internetwork Packet Exchange/Sequenced Packet Exchange. Topics include segmentation of Local Area Network's using bridges, switches, and routers. Virtual LANs, Fast Ethernet, Cut-through, and Store-and-Forward LAN switching are also discussed. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.</td>
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<tr>
<td>CIS 233 C</td>
<td>CISCO NETWORKING 4</td>
<td>3 Units</td>
<td>This course covers Wide Area Network design and configuration. Various techniques and terms used to configure Wide Area Network including Frame Relay, Integrated Service Digital Network, and Point to Point protocol are discussed. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.</td>
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<tr>
<td>CIS 235 C</td>
<td>INTRO. TO MICROSOFT NT SERVER</td>
<td>3 Units</td>
<td>This course offers students an extensive introduction to data server technology. The class covers the concepts of both relational and object relational databases and the powerful SQL (Structured Query Language) and PL/SQL (Programming Language/Structured Query Language) programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Demonstrations and hands-on practice reinforce the fundamental concepts. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.</td>
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<tr>
<td>CIS 236 C</td>
<td>INTRO TO ORACLE: SQL &amp; PL/SQL</td>
<td>3 Units</td>
<td>This course introduces students to Microsoft Windows NT server and enterprise networks. Students learn an overview of the NT environment, installing and administrating servers, domain management, and networking. Emphasis is placed on managing an NT server, setting up user accounts and user access, and managing resources. $2.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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</tbody>
</table>

112 / Computer Information Systems
### CIS 237 C  ORACLE: ARCHITECTURE AND ADMIN
3 Units
Two hours lecture and
Three hours laboratory per week.
CSU
Prerequisite: CIS 236 C. This course is designed to give the students a firm foundation in basic administrative tasks and provide the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle database. The student learns to use an administration tool to start up and shut down a database, create a database, manage file and database storage, and manage users and their privileges. In addition, the student learns to organize the database and to move data into and between databases, under different environments. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

### CIS 238 C  ORACLE: BACKUP AND RECOVERY
3 Units
Two hours lecture and
Three hours laboratory per week.
CSU
Prerequisite: CIS 237 C. This course introduces the students to the critical task of planning and implementing database backup and recovery strategies. The class addresses backup and recovery techniques and examines various backup, failure, restore, and recovery scenarios. In the hands-on exercises, students examine backup methodologies based on business requirements in a mission critical enterprise. Students utilize multiple strategies and Oracle tools such as Recovery Manager to perform backup, restore, and recovery operations. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

### CIS 250 C  WORD PROC.-MACHINE OPERATIONS
1 - 8 Units (Variable Units) (May be taken for a cumulative total of 8 units)
(Open Entry-Open Exit)
One hour lecture and
Three hours laboratory TBA per week.
CSU
Advisory: Knowledge of keyboarding recommended. This course consists of basic and advanced text editing performed using a variety of word processing software. Software taught includes, but is not limited to, WordPerfect and Microsoft Word. Students will enroll for one or two units of credit on one software at a time. One unit of credit will be given upon successful completion of the first unit of instruction. Only upon successful completion of the first unit of instruction will the student be eligible for the second unit of credit for the semester. $5.00 Laboratory Fee – PAYABLE AT REGISTRATION.

### CIS 251 C  ADVANCED WORD PROCESSING
1 - 5 Units (Variable Units) (May be taken for a cumulative total of 5 units)
(Open Entry-Open Exit)
One hour lecture and
Three hours laboratory TBA per week.
CSU
Prerequisite: Two units of CIS 250 C. This course is designed as a continuation of CIS 250 C. Advanced applications include, but are not limited to, desktop publishing, macros, merging, and records processing. $5.00 Laboratory Fee – PAYABLE AT REGISTRATION.

### CIS 255 C  MACHINE DICTATION & TRANS.
1 Unit
One hour lecture and
Two hours laboratory TBA per week.
CSU
Prerequisite: CIS 101 C, or CIS 125 C, or a minimum of 20 wpm. This course is designed to provide instruction in the use of modern dictation equipment. Emphasis is placed on employing effective dictation and transcription techniques using acceptable formats. $5.00 Laboratory Fee – PAYABLE AT REGISTRATION.

### CIS 298 C  COMPUTER INFO SYSTEMS SEMINAR
1⁄2 - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/laboratory hours determined by course offering.
Credit/No Credit/Letter Grade Option
CSU
Prerequisite: Determined by subject matter of seminar. This course will utilize a lecture and/or lab approach for students enrolled in the Computer Information Systems Program to increase their knowledge in applied areas. Topics will be offered to increase the student’s knowledge of the computer information systems profession by updating content on recent changes and requirements and by preparing for new trends in Computer Information Systems.

### CIS 299 C  CIS INDEPENDENT STUDY
1⁄2 - 2 Units (Variable Units) (May be taken for credit 4 times)
One-half to two hours lecture per week.
CSU
Prerequisite: Approved Independent Study Learning Contract. This course is designed for students who wish to gain further experience, knowledge, or expertise beyond their current offerings in their area of study. The number of class hours or activities per week will be determined by the scope of the topic. The instructor will devise learning strategies to be followed by the student. Students must obtain permission from the program coordinator to be enrolled in this class.
Computer Science

Division of Science/Engineering/Mathematics

Division Dean – Larry Mercadante, Interim

Faculty
William Baldwin

Counselors
Carol Mattson
Tom Nordee
Alice Payne

ASSOCIATE OF SCIENCE IN COMPUTER SCIENCE

This curriculum prepares the student for a career in the area of computer science or as a foundation for transfer to a bachelors program at a four year college or university.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required Courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CSCI 123 C</td>
<td>Intro to Prog Concepts in C++</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 133 C</td>
<td>Data Structures in C++</td>
<td>4</td>
</tr>
<tr>
<td>MATH 171 C</td>
<td>Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 172 C</td>
<td>Graph Theory &amp; Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 241 C</td>
<td>Assembly Language Programming</td>
<td>4</td>
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<td>Total Units Required</td>
<td>20</td>
</tr>
</tbody>
</table>

Electives

CSCI 205 C FORTRAN Programming 3

COMPUTER SCIENCE TRANSFER PROGRAM

Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Computer Science (CSCI)

CSCI 080 C COMPUTER SCIENCE LABORATORY

0 Units (May be taken for credit 4 times)
Laboratory hours vary according to use on individual basis. Credit/No Credit
Corequisite: Concurrent enrollment in at least one of the following: CSCI 123 C, CSCI 133 C, CSCI 185AC, CSCI 186 C, CSCI 205 C, or CSCI 241 C. This is an open laboratory course for students who are currently enrolled in a computer science lecture course. The laboratory is equipped with computers and data processing hardware for use by students in completing their computer science projects. Use of the facility can be scheduled on an individual basis any time it is open.

CSCI 123 C INTRO TO PROG CONCEPTS IN C++
4 Units
Four hours lecture and
One hour laboratory TBA per week.
UC/CSU
Prerequisite: MATH 141 C and MATH 142 C, or three years of equivalent college preparatory mathematics in high school with at least a "C" average. Concurrent enrollment in CSCI 080 C. This course is an introduction to the basic principles of programming using C++ as the development tool. Topics include the structure and design of algorithms, input/output, branching structures, functions, recursion, built-in data types, arrays, structures, files, pointers and elementary operations on linked structures. The object-oriented programming paradigm will be introduced. Topics include encapsulation, polymorphism, libraries, streams, inheritance and abstract data types. Students will design algorithms, write external and internal documentation and design and write source code in C++. $4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

CSCI 133 C DATA STRUCTURES IN C++
4 Units
Four hours lecture and
One hour laboratory TBA per week.
UC/CSU
Prerequisite: CSCI 123 C with a grade of "C" or better. Concurrent enrollment in CSCI 080 C. This course is a course in algorithm design and data structures implemented using C++. Data structures examined are arrays, linked lists, stacks, queues, trees, tables, and graphs. Algorithm topics include hashing, sorting heaps, searches and algorithm efficiency using Big-O notation. Students will create and modify class libraries to implement these structures. $4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

CSCI 185AC COMPUTER SCIENCE I
4 Units
Four hours lecture and
One hour (minimum) laboratory per week.
UC/CSU, AAGE, CSU GE, CAN CSCI 2
Prerequisite: MATH 142 C, or three and one-half years of high school college preparatory mathematics, with grades of "C" or better. Concurrent enrollment in CSCI 080 C. This is an introductory course in basic principles and operation of digital computers. It includes the study of binary and hexadecimal arithmetic, Boolean algebra, computer logic, problem-solving methodology, computer programming with ADA, and program documentation. Elementary numerical techniques are used for problem solving. $4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

CSCI 186 C DATA STRUCTURES
4 Units
Four hours lecture and
One hour (minimum) laboratory per week.
UC Credit Limitation/CSU, CSU GE
Prerequisite: CSCI 185AC, with a grade of "C" or better. Concurrent enrollment in CSCI 080 C. This course includes problem solving methodology with the development and application of data structures, including records, multi-dimensional arrays, stacks, queues, linked lists, trees, sorting, searching, and recursion, using ADA. $4.00 Laboratory Fee - PAYABLE AT REGISTRATION.
CSCI 205 C FORTRAN PROGRAMMING
3 Units
Three hours lecture and
One hour (minimum) laboratory per week.
UC/CSU, CAN CSCI 4
Prerequisite: MATH 142 C, or MATH 130AC, or three and
one-half years of high school college preparatory mathe-
matics. Corequisite: Concurrent enrollment in CSCI 080 C.
This is a course for science, engineering, and mathematics
students to acquaint them with the use of digital computers
and to enable them to write programs in the FORTRAN
language. Elementary numerical methods, algorithms,
flowcharting, and program documentation are included.
$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

CSCI 241 C ASSEMBLY LANGUAGE
PROGRAMMING
4 Units
Four hours lecture and
One hour laboratory TBA per week.
UC/CSU, CAN CSCI 10
Prerequisite: CSCI 185AC or CSCI 133 C with a grade of “C”
or better. Corequisite: Concurrent enrollment in CSCI 080 C.
This course is an introduction to assembly language pro-
gramming. It includes reviews of computer organization, pro-
gramming techniques and concepts, addressing techniques,
input/output, hardware architecture, and data structures.
$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

CSCI 298 C COMPUTER SCIENCE SEMINAR
1⁄2 - 3 Units (Variable Units) (May be taken for
credit 4 times)
Lecture/laboratory hours vary with credit given.
UC Credit Limitation/CSU
This is a lecture/discussion approach to special topics
involving computer science. It may be a problem session
related to a particular course in the curriculum, or a study of
topics not ordinarily covered within the curriculum. Consult
the class schedule to verify unit credit for a particular
semester.

CSCI 299 C COMPUTER SCI INDEPENDENT
STUDY
1⁄2 - 2 Units (Variable Units) (May be taken for
credit 4 times)
Six hours assigned independent study or research per
week for maximum credit.
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Con-
tact. This course is for students who have demonstrated
interest and capability for increased knowledge of com-
puter science topics not ordinarily covered in the curricu-
ulum. Students will participate in independent study or
research on assigned projects under faculty supervision.

Continuing Education Program
The Division of Health Science offers courses through
extended day sessions at Cypress College and through the
Adult Continuing Education Department of the North
Orange County Community College District. Continuing
education courses are designed for programs within the
Health Science Division.

General inquiries and application to programs may be
obtained from the Health Science Counseling Office (ext.
47270). The classes offered are approved by the California
Board of Regional Nursing (Provider Number 00110), for
the number of hours the class meets. Request list of
approved classes from the Health Science Division.

Counseling and Student Development
Division of Counseling
Dean – Robert E. Nadell
Director, DSP&S – Kimberly K. Bartlett
Coordinator, Matriculation – Kristine Nelson

Faculty – Counselors
Dana Bedard
Kelly Carter
Sharon Easton
Jean England
Penny Gabourie
Robert Grantham
Jane Jepson
Renay Laguana
Velia Lawson
Carol Mattson
Deborah Michelle
Therese Mosqueda-Ponce
Tom Nordee
Cindy Owens
Alice Payne
Daniel Pelletier
Renee Ssensalo-Collins
Don Tyrrell
Denise Vo
Counseling and Student Development (COUN)

COUN 060 C ACADEMIC SUCCESS AND COLLEGE SURVIVAL
1 Unit
One hour lecture per week.
Credit/No Credit
AA/AS
This course is designed to help students who are experiencing difficulties in succeeding in college. Students will learn skills such as time management, decision-making, and study skills which will enable them to identify and overcome educational difficulties.

COUN 071 C CAREER PREPARATION AND LIFE MANAGEMENT
3 Units
Two hours lecture and Three hours laboratory per week.
NON-DEGREE CREDIT
Credit/No Credit/Letter Grade Option
Prerequisite: Entry in Special Assistance Program - Disabled Student Programs and Services. This course is designed for students needing special assistance in career planning, job search techniques, personal adjustment, life management and academic skills.

COUN 072 C LEARNING DISABILITIES ASSESSMENT
½ Unit
(Open Entry-Open Exit)
One-half hour lecture per week.
NON-DEGREE CREDIT
Credit/No Credit/Letter Grade Option
Prerequisite: Learning Disability Specialist Approval. Intensive diagnostic learning assessment for students with learning disabilities whose learning disabilities have impeded academic performance. Emphasis is on assessing specific academic and learning modality strengths and weaknesses. Development of an individual education plan (IEP) outlining long term goals/short term objectives for identified eligible students with learning disabilities.

COUN 073 C COMPUTER ACCESS I
3 Units
Two hours lecture and Three hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Eligibility for services from the Disabled Students Programs and Services office. This course is designed for students with verified disabilities. This course provides training in the use of assistive technology which enhances a disabled student's ability to access and use personal computers. The course will also cover word processing and an introduction to the Internet.

COUN 074 C COMPUTER ACCESS II
3 Units (May be taken for credit 2 times)
Two hours lecture and Three hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: COUN 073 C. This course is designed for students with verified disabilities. This course provides training in more advanced computer concepts using prescribed assistive technology. The course will also cover intermediate to advanced Internet skills. Students will enhance computer access skills through completion of assigned projects in a variety of formats (word processing, spreadsheets, presentations, and publications).

COUN 075 C COMPUTER ACCESS PROJECTS
1 Unit (May be taken for credit 2 times)
Three hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Student must be eligible for services and instruction from Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from programs and services offered by the High Tech Center. Completion of COUN 074 C. This course is designed for students with learning, visual, physical, or hearing disabilities. This course provides additional training for students who require access to specialized technologies in order to complete assignments for other classes in which they are concurrently enrolled and to also continue to develop advanced strategies in adaptive equipment.

COUN 100 C COLLEGE ORIENTATION FOR THE LEARNING DISABLED
2 Units
Two hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
Prerequisite: Entry in Special Assistance Program - Disabled Student Programs and Services. This course will facilitate an awareness of community and college support services, provide experimental activity in the use of these support services, coordinate student assessment, provide vocational and educational planning, and give orientation into college life.

COUN 105 C STRESS AND ANXIETY MANAGEMENT
1 Unit (May be taken for credit 4 times)
(Open Entry-Open Exit)
One hour lecture per week.
Credit/No Credit
CSU, CSU GE
This is an open entry/open exit course designed to increase the student’s awareness of the effects of stress and anxiety on academic performance and daily life. Emphasis will be placed on understanding effective and ineffective responses to stress/anxiety and on planning a personal stress/anxiety management program. Students will explore and practice a variety of practical management techniques. $3.00 Materials Fee - PAYABLE AT REGISTRATION.
COUN 110 C  TEACHING AS A CAREER
3 - 4 Units (Variable Units)
Two hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course is designed as an introduction to the teaching profession where students will examine concepts and issues related to education in a democratic society within historical, social, philosophical, legal and political contexts. Students will develop personal knowledge and understanding of (1) the competing purpose and values of schools in society, (2) the nature of teaching and the teaching profession, (3) the impact of local, state, and federal government policies on schools, and (4) contemporary educational issues. Course content and assignments will be related to their field experience (a minimum of 45 hours of classroom fieldwork is required for 3 units; 90 hours for 4 units).

COUN 111 C  TEACHING IN DIVERSE CLASSROOMS
1 Unit
One hour lecture per week.
CSU
This course will provide an introduction to teaching and learning skills for students interested in the teacher preparation program. The course will address the qualities of an effective teacher, components and purposes of an effective professional portfolio, and critical issues in diverse contemporary classrooms. Students will begin their professional portfolio, begin classroom observations, and learn about their own learning needs and styles. (10 hours of Fieldwork required per semester)

COUN 135 C  LEADERSHIP
3 Units
Three hours lecture per week.
CSU
This course includes the study and practical application of group and individual leadership techniques. It is designed to improve awareness of group dynamics, listening skills, personal values, decision-making, problem solving and organizational development. Duplicate credit not granted for COUN 135HC.

COUN 135HC HONORS LEADERSHIP
3 Units
Three hours lecture per week.
CSU
This course is designed for Honors students and requires leadership participation in a campus or community organization. It includes the study and practical application of group and individual leadership techniques. It is designed to improve awareness of group dynamics, listening skills, personal values, decision-making, problem solving and organizational development. It emphasizes critical analysis of leaders in the news, history or literature. Duplicate credit not granted for COUN 135 C.

COUN 140 C  EDUCATIONAL PLANNING
½ Unit
Nine total hours lecture.
Credit/No Credit
CSU
This course is required the first semester of attendance as part of the matriculation process for all new students who are taking more than two classes or who plan to earn the Associate Degree, obtain a Certificate, or transfer to a four year college. The course includes orientation to college life and responsibilities, college requirements and regulations, career guidance, and development of a personal educational plan. Duplicate credit not granted for COUN 140HC. $3.00 Materials Fee - PAYABLE AT REGISTRATION.

COUN 140HC HONORS EDUCATIONAL PLANNING
½ Unit
Nine total hours lecture.
Credit/No Credit
CSU
This course is required during the first semester of attendance as part of the matriculation process for Honors Program students. The course is an enhanced orientation to college life and responsibilities. It includes Cypress College regulations, Certificate, Associate Degree, and transfer requirements, career guidance and development of personal educational plan. Emphasis will be placed on use of student support services and researching transfer options. Duplicate credit not granted for COUN 140 C. $3.00 Materials Fee - PAYABLE AT REGISTRATION.

COUN 141 C  CAREER EXPLORATION
1 Unit
Eighteen hours lecture and
Three hours (minimum) laboratory as assigned per semester.
Credit/No Credit
CSU, CSU GE
This class is for students who are undecided about their educational or career goals. Using a career planning process, students assess interests, skills, personality, values, life and work style choices. Students research potential educational and career goals and relate their self-assessment information to occupational possibilities and college majors. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

COUN 144 C  WOMEN AND CAREERS
1 Unit
Eighteen hours lecture and
Three hours (minimum) laboratory as assigned per semester.
Credit/No Credit
CSU, CSU GE
This course is designed to help women expand their self-image to know themselves better by providing personal exploration through testing, values clarification and skills analysis. The course provides creative job search techniques- application and resume writing, interviewing, decision-making and goal setting. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.
COUN 145 C  CHANGING CAREERS
1 Unit
Eighteen hours lecture and
Three hours (minimum) laboratory as assigned per semester.
Credit/No Credit
CSU, CSU GE
This course is designed to provide personal exploration through testing, values clarification and skills analysis. It provides creative job search techniques - applications, resume writing, interviewing, decision-making and goal setting. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

COUN 146 C  DECISION MAKING
1 Unit
Eighteen hours lecture per semester.
Credit/No Credit
CSU, CSU GE
This course is designed to teach students decision-making concepts and skills for application in career planning, educational planning, and everyday life. Emphasis will be placed on practicing decision-making through class discussions, role-playing, and simulation.

COUN 147 C  PEER ADVISING
1 Unit
Eighteen hours lecture per semester.
Credit/No Credit
CSU
This course is designed to provide skills in specific peer advisement situations, observations, and communications. Training in active listening, group processes, and role-playing are emphasized. May be repeated with instructor's approval for a maximum of 2 units.

COUN 148 C  HUMAN POTENTIAL
1 Unit
Eighteen hours lecture per semester.
Credit/No Credit/Letter Grade Option
CSU
This experiential course enables students to examine and assess their strengths, values, decision-making skills and potential in order to plan realistic educational goals.

COUN 150 C  ACADEMIC AND LIFE SUCCESS
3 Units
Three hours lecture per week.
CSU, CSU GE
This course will provide students with knowledge, information, and practical skills to better understand themselves as students, people and members of society. It will assist them in achieving academic, and life goals and to develop plans and strategies to successfully meet those goals.

COUN 151 C  CAREER AND LIFE PLANNING
3 Units
Three hours lecture per week and
Three hours (minimum) laboratory as assigned per semester.
CSU, CSU GE
A complete class in career/life planning, including introduction to the tools for dealing with change; an analysis of desired lifestyles; self-assessment; overcoming obstacles, and analysis of work, its organizations, and where you want to work; decision-making, people, environments, career-researching and job-finding, resumes, interviewing, and goal setting. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

COUN 152 C  DIVERSITY IN THE WORLD OF WORK
3 Units
Three hours lecture per week.
CSU, CUL PL
This course will explore the past, present and future working conditions and challenges of men, women, and children, various ethnic and cultural groups, people of different socioeconomic status, and people with disabilities and exceptionalities as factors which relate to employment opportunities and conditions.

COUN 156 C  SELF-CONCEPT
1 Unit
One hour lecture per week.
Credit/No Credit
CSU
This course introduces the student to the self-concept theory and will assist him/her in acquiring the psychological characteristics necessary to meet daily challenges. Emphasis will be placed on the enhancement of academic performance and success by developing a stronger self-concept.

COUN 160 C  COLLEGE/UNIVERSITY TRANSITION
1 Unit
One hour lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course is designed for students and the parents of students who plan to transfer to a college or university. Topics include the value of pursuing higher education, selection of a transfer institution, admissions, academic requirements, financial aid options, special programs, priority filing deadline, and developing an autobiographical essay. $4.00 Laboratory Fee - PAYABLE AT BOOKSTORE.

COUN 160HC  HONORS
COLLEGE/UNIVERSITY TRANSITION
1 Unit
One hour lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course is required during the first semester of attendance as part of the matriculation process for Honors Program students. The course is an enhanced orientation to the transfer process. Topics include the value of pursuing higher education, selection of a transfer institution, admission, academic requirements, financial aid options, special programs, priority filing deadlines, developing an autobiographical essay and personal portfolio. Emphasis will be placed on researching and evaluating transfer options. Duplicate credit not granted for COUN 160 C.
COUN 215 C TUTORING TECHNIQUES
1 Unit
Eighteen hours lecture per semester.
Credit/No Credit
CSU
This course is designed to train tutors to assist students in
acquiring the necessary knowledge and skills that will
enable them to meet challenges posed by academic and
vocational classes. Emphasis will be placed on learning
reinforcement skills, learning styles, the affective domain,
ethnic awareness and sensitivity, and verbal and non-ver-
bal communication. Discussions will focus on solving gen-
eral and specific problems that tutors face on interacting
with their clients.

COUN 298 C COUNSELING AND GUIDANCE
SEMINAR
½ - 3 Units (Variable Units) (May be taken for
credit 4 times)
Hours vary according to units assigned.
Credit/No Credit/Letter Grade Option
CSU
Various classes may be offered which are designed to
meet the interests and needs of the students and faculty.

COUN 299 C COUNSELING - INDEPENDENT
STUDY
½ - 2 Units (Variable Units) (May be taken for
credit 4 times)
(Open Entry-Open Exit)
Hours vary according to units assigned.
Credit/No Credit
CSU
Prerequisite: Approved Independent Study Learning Con-
tract. This course is designed for students who wish to
explore in-depth various guidance-related topics. Students
develop an Independent Study Learning Contract with the
instructor that details the objectives and course content
and scope to be completed by the student. Consult class
schedule to verify credit for a particular term.

Court Reporting

Division of Business and
Computer Information Systems

Division Dean – Dave Wassenaar

Faculty
Carolee Freer
Sue Reichart
Jan Stoltz

Counselors
Jean England
Don Tyrrell

ASSOCIATE IN SCIENCE DEGREE COURT
REPORTING

Preparation for State Certificate Examination

The courses listed meet the requirements of the Court
Reporter’s Board and for an Associate Degree at Cypress
College. This program was accredited by the CR Board on
March 7, 1978. Academic courses completed in Adult Educa-
tion or a private Court Reporting School are not transferable.

To earn an Associate Degree students must complete:
(1) all major course requirements with a minimum grade of
“C”; (2) 25 units of General Education Graduation Require-
ments; (3) the cultural pluralism and reading requirements;
(4) any elective courses to complete a minimum of 60 units;
and, (5) have a minimum GPA of 2.0. At least 50% of all
major course work must be completed at Cypress College.

STUDENTS MUST FURNISH
THEIR OWN MACHINE AND PAPER

This program is currently being revised. Please see
your counselor for more information.

COURT REPORTING CERTIFICATE

Preparation for State Certificate Examination

The courses listed are required to meet the requirements of
the Court Reporter’s Board. This program was accredited
by the CR Board on March 7, 1978. Academic courses
completed in Adult Education or a private Court Reporting
School are not transferable.

To earn a certificate, complete the required courses as
listed with a minimum grade of “C”. At least 50% of all
course work must be completed at Cypress College.

STUDENTS MUST FURNISH
THEIR OWN MACHINE AND PAPER

This program is currently being revised. Please see your
counselor for more information.
CALIFORNIA COURT REPORTERS BOARD
ACCREDITATION

ACCREDITED COURT REPORTING PROGRAM
CYPRESS COLLEGE BUSINESS/CIS DIVISION COURT
REPORTING PROGRAM

This program was approved by the Court Reporter's Board
on March 7, 1978. Academic courses completed in Adult
Education are not transferable. Courses taken in Distance
Education will be evaluated on an individual basis for trans-
ferability and hour requirements. Private school academias
may be evaluated for certification to take the CSR exami-
nation. The California Court Reporter’s Board sets the
standards for hours of training under the following listed
categories. The Cypress College program exceeds all state
requirements. The student may go on to earn an Associate
in Arts Degree or other specialized certificate. Students
must furnish their own equipment, paper, and other sup-
plies. Student must enter the program with a basic typing
speed of 25 words per minute.

1. Machine Shorthand & Transcription – 2300 hours (Lab
hours do not count for machine credit in this category, per
the CR Board.)

**CORE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRP 040 C</td>
<td>80</td>
</tr>
<tr>
<td>CTRP 041 C</td>
<td>80</td>
</tr>
<tr>
<td>CTRP 042 C-045 C</td>
<td>320</td>
</tr>
<tr>
<td>CTRP 046 C-049 C</td>
<td>320</td>
</tr>
<tr>
<td>CTRP 057 C-060 C</td>
<td>320</td>
</tr>
<tr>
<td>CTRP 051 C</td>
<td>80</td>
</tr>
<tr>
<td>CTRP 052 C</td>
<td>80</td>
</tr>
<tr>
<td>CTRP 053 C</td>
<td>80</td>
</tr>
<tr>
<td>CTRP 054 C</td>
<td>80</td>
</tr>
<tr>
<td>CTRP055 C</td>
<td>80</td>
</tr>
<tr>
<td>CTRP 056 C</td>
<td>80</td>
</tr>
</tbody>
</table>

Total Hours 1600

Core Requirements must be completed in order to qualify.
Transfer students must demonstrate course comparability in
speed building categories.

**ELECTIVES – After completing the core requirements,**
students may gain additional machine hours by completing
any of the following.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRP 050 C</td>
<td>80</td>
</tr>
<tr>
<td>CTRP 075 C</td>
<td>320</td>
</tr>
<tr>
<td>CTRP 090 C</td>
<td>80</td>
</tr>
<tr>
<td>CTRP 094 C</td>
<td>80</td>
</tr>
<tr>
<td>CTRP 095 C</td>
<td>80</td>
</tr>
<tr>
<td>CTRP 096 C</td>
<td>80</td>
</tr>
<tr>
<td>CTRP 089 C</td>
<td>80</td>
</tr>
</tbody>
</table>

Total Hours 800

2. ENGLISH - 215 Hours required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 055 C</td>
<td>Business English</td>
</tr>
<tr>
<td>ENGL142 C</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>CTRP 073AC</td>
<td>Spelling for Modern Business</td>
</tr>
<tr>
<td>CTRP 073BC</td>
<td>Punctuation - Court Reporting</td>
</tr>
<tr>
<td>CTRP 067 C</td>
<td>Basic Vocabulary Development</td>
</tr>
<tr>
<td>CTRP 068 C</td>
<td>Adv. Vocabulary Development</td>
</tr>
<tr>
<td>CTRP 072 C</td>
<td>Legal Procedures</td>
</tr>
</tbody>
</table>

Total Hours 215

3. MEDICAL - 125 Hours required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 145 C</td>
<td>Survey of Medical Terminology</td>
</tr>
<tr>
<td>HS 102 C</td>
<td>Legal Aspects of Health Care</td>
</tr>
<tr>
<td>or</td>
<td>BIOL160 C</td>
</tr>
<tr>
<td>or</td>
<td>HS 147 C</td>
</tr>
<tr>
<td>CTRP066 C</td>
<td>Machine Transcription - Medical</td>
</tr>
</tbody>
</table>

Total Hours (132) or 144

4. LEGAL- 175 Hours required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRP 071 C</td>
<td>Legal Terminology and Rhetoric</td>
</tr>
<tr>
<td>MGT 041 C</td>
<td>Survey of Business Law</td>
</tr>
<tr>
<td>or</td>
<td>MGT 141 C</td>
</tr>
<tr>
<td>or</td>
<td>MGT 240 C</td>
</tr>
<tr>
<td>or</td>
<td>MGT 241 C</td>
</tr>
<tr>
<td>MGT 242 C</td>
<td>American Judicial Systems</td>
</tr>
<tr>
<td>CTRP 072 C</td>
<td>Legal Procedures</td>
</tr>
<tr>
<td>CTRP 076 C</td>
<td>Court Procedures</td>
</tr>
</tbody>
</table>

Total Hours 175

5. KEYBOARDING: 45 words per minute net

(Cypress requirement 50 net words per minute)

6. TRANSCRIPT PREPARATION – 55 Hours required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 143 C</td>
<td>Introduction to Legal Research</td>
</tr>
<tr>
<td>CTRP 076 C</td>
<td>Court Procedures</td>
</tr>
<tr>
<td>CTRP 072 C</td>
<td>Legal Procedures</td>
</tr>
</tbody>
</table>

Total Hours 60

7. RESOURCE MATERIALS – 5 Hours required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRP081 C</td>
<td>Internship Court Reporting</td>
</tr>
</tbody>
</table>

Total Hours 5

8. APPRENTICESHIPS/TRAINING/COURT OBSERVATION – 60
Hours required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRP 081 C</td>
<td>Internship: Court Reporting</td>
</tr>
<tr>
<td>20 Hours - Court</td>
<td></td>
</tr>
<tr>
<td>20 Hours - Deposition</td>
<td></td>
</tr>
<tr>
<td>16 Hours - In Class</td>
<td></td>
</tr>
</tbody>
</table>

Observation Hours may be completed in various classes:
5 Hours – Observation
(prior to 120 wpm) 5
5 Hours – Observation
(prior to 180 wpm) 5

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRP074 C</td>
<td>CSR/RPR Exam Preparation</td>
</tr>
</tbody>
</table>

Total Hours 79

9. Technology - 25 Hours required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRP 092 C</td>
<td>Realtime Writing Concepts</td>
</tr>
<tr>
<td>CTRP 085 C</td>
<td>Comp. Aided Trans: Dict. Bldg.</td>
</tr>
</tbody>
</table>

Total Hours 36

**SUGGESTED ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRP 082 C</td>
<td>Comp. Aided Trans: ProCAT</td>
</tr>
<tr>
<td>CTRP083 C</td>
<td>Comp. Aided Trans: Stenograph</td>
</tr>
<tr>
<td>CTRP 094 C</td>
<td>Comp. Aided Trans: Eclipse</td>
</tr>
<tr>
<td>CTRP 070 C</td>
<td>Comp. Aided Trans: StenoCAT</td>
</tr>
<tr>
<td>CTRP 073AC</td>
<td>Spelling for Modern Business</td>
</tr>
<tr>
<td>CTRP 073BC</td>
<td>Punctuation - Court Reporting</td>
</tr>
<tr>
<td>CTRP 073CC</td>
<td>Formatting, Style, and Usage</td>
</tr>
</tbody>
</table>

For your information:

Department of Consumer Affairs
Court Reporter's Board
2535 Capitol Oaks Drive, Suite 230
Sacramento, CA92583

**Note:** This program was accredited by the Court Reporter’s
Board on March 7, 1978. ALL CANDIDATES MUST HAVE
A HIGH SCHOOL DIPLOMA OR EQUIVALENT TO TAKE
THE CSR EXAMINATION. (Revised March 18, 2002)
CAPTIONING CERTIFICATE
The courses listed are required to meet the requirements of the Captioning Certificate. Academic courses completed in Adult Education or a private Court Reporting School are not transferable.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

This program is currently being revised. Please see your counselor for more information.

COMPUTER EDITOR (SCOPIST) CERTIFICATE
STUDENTS MUST FURNISH THEIR OWN MACHINE AND PAPER
Academic courses completed in an Adult Education Program or a private Court Reporting School are not transferable. To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

This program is currently being revised. Please see your counselor for more information.

STENOINTPRETING CERTIFICATE
STUDENTS MUST FURNISH THEIR OWN MACHINE AND PAPER
The courses listed are required to meet the requirements of the Stenointerpreting Certificate. Academic courses completed in Adult Education or a private Court Reporting School are not transferable. Students must maintain a minimum of a “C” grade in all courses.

This program is currently being revised. Please see your counselor for more information.

TEXT-ENTRY SPECIALIST: BUSINESS CERTIFICATE
STUDENTS MUST FURNISH THEIR OWN MACHINE AND PAPER
Academic courses completed in an Adult Education Program or a private Court Reporting School are not transferable. To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

This program is currently being revised. Please see your counselor for more information.

TEXT-ENTRY SPECIALIST: MEDICAL CERTIFICATE
STUDENTS MUST FURNISH THEIR OWN MACHINE AND PAPER
Academic courses completed in an Adult Education Program or a private Court Reporting School are not transferable. To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

This program is currently being revised. Please see your counselor for more information.

Court Reporting (CTRP)

CTRP 040 C BEG. MACHINE SHORTHAND THEORY
3 Units
Three hours lecture and
Two hours laboratory per week.
Credit/No Credit/Letter Grade Option
This first semester course covers the basic theory of machine shorthand and mastery of the keyboard. The course meets partial requirements of the Court Reporter's Board and the National Court Reporter’s Association. Recommend concurrent enrollment in CTRP 041 C. Three hours of course observation required.

CTRP 041 C COURT REPORTING THEORY REVIEW
1 - 3 Units (Variable Units) (May be taken for credit 3 times)
(Open Entry-Open Exit)
Two hours lecture and
Three hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Concurrent enrollment in or completion of CTRP 040 C. This course covers the basic theory of court reporting which emphasizes reporting theory, reading fluency, and transcribing skills. This course meets partial requirements of the Court Reporter’s Board and the National Court Reporter’s Association.

CTRP 042 C MACHINE SHORTHAND SPEED
BLDG 1
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
One hour lecture and
Four hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Completion of CTRP 041 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will review theory and develop sufficient skills to take new material dictation at 80 wpm for a minimum of three minutes with 95 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets partial requirements of the Court Reporter’s Board and the National Court Reporter’s Association.

CTRP 043 C MACHINE SHORTHAND SPEED
BLDG 2
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
One hour lecture and
Four hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Completion of CTRP 042 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will review theory and develop sufficient skills to take new material dictation at 100 wpm for a minimum of five minutes with 95 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets partial requirements of the Court Reporter’s Board and the National Court Reporter’s Association.

Court Reporting / 121
CTRP 044 C  MACHINE SHORTHAND SPEED
BLDG 3
½ - 2 Units  (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
One hour lecture and
Four hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Completion of CTRP 043 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will review techniques of writing and develop sufficient skills to take new material dictation at 120 wpm for five minutes with 95 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets partial requirements of the Court Reporter’s Board and the National Court Reporter’s Association for speed level on jury charge material.

CTRP 045 C  MACHINE SHORTHAND SPEED
BLDG 4
½ - 2 Units  (Variable Units) (May be taken for credit 4 times)
(Open Entry - Open Exit)
One hour lecture and
Four hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Completion of CTRP 044 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will review techniques of writing and develop sufficient skills to take new material dictation at 140 wpm for five minutes with 95 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets partial requirements of the Court Reporter’s Board and the National Court Reporter’s Association for speed level on jury charge material.

CTRP 046 C  MACHINE SHORTHAND SPEED
BLDG 5
½ - 2 Units  (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
One hour lecture and
Four hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Completion of CTRP 045 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material dictation at 160 wpm for five minutes with 98 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets the requirements of the Court Reporter’s Board and the National Court Reporter’s Association for speed level on question and answer and trial testimony.

CTRP 047 C  MACHINE SHORTHAND SPEED
BLDG 6
½ - 2 Units  (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
One hour lecture and
Four hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Completion of CTRP 046 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material dictation at 180 wpm for ten minutes with 98 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets the requirements of the Court Reporter’s Board and the National Court Reporter’s Association for speed level on question and answer and trial testimony.

CTRP 048 C  MACHINE SHORTHAND SPEED
BLDG 7
½ - 2 Units  (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
One hour lecture and
Four hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Completion of CTRP 047 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material dictation at 200 wpm for fifteen minutes with 98 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets the requirements of the Court Reporter’s Board and the National Court Reporter’s Association for speed level on question and answer and trial testimony.

CTRP 049 C  MACHINE SHORTHAND SPEED
BLDG 8
½ - 2 Units  (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
One hour lecture and
Four hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Completion of CTRP 048 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material dictation at 220 wpm for five minutes with 98 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets the requirements of the Court Reporter’s Board and the National Court Reporter’s Association for speed level on question and answer and trial testimony.
CTRP 050 C CSR/RPR DIRECTED PRACTICE
1/2 - 2 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
One hour lecture and
Four hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Completion of CTRP 049 C. This course promotes a further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material dictation at speeds up to 240/260 wpm. Units of credit will be granted when the speed and accuracy objective is attained. This course meets the requirements of the Court Reporter’s Board and the National Court Reporter’s Association for speed level on question and answer and trial testimony.

CTRP 051 C COURT/CONF. REPORTING: LEGAL
1 - 3 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
Two hours lecture and
Three hours laboratory per week.
Prerequisite: CTRP 071 C and CTRP 042 C. This course consists of an application of court reporting theory to the keyboard to develop dictation rates of 60-100 wpm for a minimum of three minutes with 95 percent accuracy. Emphasis is on jury charge, literary, and question and answer material. Legal vocabulary, acceptable California formats, and court reporting punctuation rules are introduced. Three hours of court observation required.

CTRP 052 C COURT/CONF. RPTG: MEDICAL
1 - 3 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
Two hours lecture and
Three hours laboratory per week.
Prerequisite: HS 145 C and CTRP 044 C. This course applies court reporting theory to the keyboard to develop dictation rates of 120-140 words per minute for a minimum of three minutes with 95 percent accuracy with emphasis on medical terminology. Three hours of court observation required.

CTRP 053 C COURT/CONF. RPTG: CONGRESSIONAL
1 - 3 Units (Variable Units) (May be taken for credit 4 times)
Two hours lecture and
Three hours laboratory per week.
Prerequisite: CTRP 045 C. This course offers further development of speed and accuracy in taking dictation to increase machine shorthand speed and strengthen transcription skills with emphasis on congressional record material, at speeds ranging from 160-180 wpm for a minimum of three minutes with 95 percent accuracy.

CTRP 054 C TWO/FOUR VOICE TESTIMONY
1/2 - 3 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
Two hours lecture and
Three hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: CTRP 073CC and CTRP 044 C. This course develops familiarity with a simulated courtroom scene consisting of the judge, the clerk, attorneys for the plaintiff and the defendant, and a witness participating in two/four-voice dictation. Students will identify each speaker with appropriate machine designations in multi-voice testimony at 120-140 wpm for a minimum of three minutes, transcribed in proper format with 98 percent accuracy.

CTRP 055 C COURT/CONF. RPTG: JURY CHARGE 1
1/2 - 3 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
Two hours lecture and
Three hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: CTRP 045 C. This course presents an intensive application of court reporting theory to develop further reading and transcribing skills in jury charge, opening and closing arguments, legal opinion and other courtroom material at speeds ranging from 160 to 180 wpm. This course prepares the student for the machine portion of the RPR examination.

CTRP 056 C COURT/CONF. RPTG: JURY CHARGE 2
1/2 - 3 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
Two hours lecture and
Three hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: CTRP 055 C. This course presents an intensive application of court reporting theory to develop further reading and transcribing skills in jury charge, opening and closing arguments, legal opinion and other courtroom material at speeds ranging from 180 to 200 wpm. This course prepares the student for the machine portion of the RPR examination.

CTRP 057 C MACH. SHORTHAND CHALLENGE-160
1/2 - 2 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
One hour lecture and
Four hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: CTRP 045 C and CTRP 054 C. This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 160 wpm. Live reading will be introduced.
CTRP 058 C MACH. SHORTHAND
CHALLENGE-180
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
One hour lecture and
Four hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: CTRP 057 C. This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 180 wpm. Live reading will be introduced.

CTRP 059 C MACH. SHORTHAND
CHALLENGE-200
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
One hour lecture and
Four hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: CTRP 058 C. This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 200 wpm. Videotaped testimony and live reading will be introduced.

CTRP 060 C MACH. SHORTHAND
CHALLENGE-220
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
One hour lecture and
Four hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: CTRP 059 C. This course is designed for the advanced court reporting student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 220 wpm. Videotaped testimony and live reading will be introduced.

CTRP 066 C MACHINE TRANSCRIPTION - MEDICAL
2 Units
One hour lecture and
Three hours laboratory per week.
Credit/No Credit/Letter Grade Option
Prerequisite: CIS 101 C, or CIS 125 C, or a minimum of 20 wpm. Advisory: HS 145 C or a knowledge of medical terminology is recommended. This course is designed to teach medical transcription skills. Physician’s correspondence, case histories, and reports will be transcribed using transcribing machines and a personal computer. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

CTRP 067 C BASIC VOCABULARY DEVELOPMENT
2 Units
Two hours lecture per week.
This course is a basic course designed to enrich vocabulary and improve spelling. The emphasis is on increasing general business and professional terminology.

CTRP 068 C ADV. VOCABULARY DEVELOPMENT
1½ Units
One and one-half hour lecture per week.
Prerequisite: CTRP 067 C. This course is an advanced course designed to enrich vocabulary and improve spelling. The emphasis is on increasing general business and professional terminology.

CTRP 070 C COMP. AIDED TRANS: STENOCAT
1 Unit
One hour lecture and
Three hours laboratory TBA per week.
This course uses computer-based instruction as well as hands-on applications to introduce the court reporting student to Stenocat Computer Aided Transcription software using personal computers.

CTRP 071 C LEGAL TERMINOLOGY AND RHETORIC
3 Units
Three hours lecture per week.
The course includes instruction in the terminology used in legal proceedings and legal documents. Topics cover both civil and criminal litigation.

CTRP 072 C LEGAL PROCEDURES
4 Units
Four hours lecture and
One hour laboratory per week.
Prerequisite: Typing speed of 40 wpm, and CTRP 071 C. This course is designed to train the legal secretarial, paralegal, or court reporting student in legal procedures and practical law office skills and knowledge in the areas of general office duties, non-court documents, the courts, court documents, litigation, appeals, and other court actions. This course may be taught using a computer. Three hours of court observation required.

CTRP 073AC SPELLING FOR MODERN BUSINESS
1 Unit
One hour lecture per week.
This course is designed as an 18-hour intensive review of frequently misspelled words, homonyms, synonyms, and antonyms. The emphasis will be on business, legal, medical, and technical terminology. This course meets partial requirements of the Court Reporter’s Board for Section II and the Certification Program.

CTRP 073BC PUNCTUATION-COURT REPORTING
1 Unit
One hour lecture per week.
This course is designed as an 18-hour intensive review of punctuation styles and rules used in court documents, letters, legal office documents, contracts, memorandums, and reports. The emphasis will be on basic punctuation rules as they apply to written business, legal, medical, and technical documents. This course meets partial requirements of the Court Reporter’s Board for Section II and the Certification Program.
CTRP 073CC  FORMATTING, STYLE, AND USAGE
1 Unit
One hour lecture per week.
This course is designed to provide the court reporting student and the computer editor major with instruction in preparing and formatting California court transcripts and depositions. Instruction will include format styles, usage, and fundamentals of document production using the computer.

CTRP 074 C  CSR/RPR EXAM PREPARATION
½ - 1 Unit (Variable Units) (May be taken for credit 2 times)
One hour lecture per week.
Prerequisite: Student must be qualified by an approved court reporting school according to state and national guidelines to take the CSR or RPR examination. This course is designed to prepare the student to successfully pass the written knowledge portion of the CSR and/or RPR examination. This class is a nine-week course offered to coincide with the Fall and Spring CSR and RPR examinations.

CTRP 075 C  SIMULATED COURTROOM
½ - 6 Units (Variable Units) (May be taken for a cumulative total of 6 units)
(Open Entry-Open Exit)
One hour lecture and
Four hours laboratory per week.
Prerequisite: CTRP 046 C. This course is designed to offer a simulated courtroom and deposition environment with special emphasis on live reading with 2, 3, 4, and 5-voice dictation practice at speeds ranging from 180 to 200 wpm.

CTRP 076 C  COURT PROCEDURES
½ - 3 Units (Variable Units)
Three hours lecture per week.
Prerequisite: CTRP072 C for legal secretaries. Completion of CTRP 058 C, 180/5 multiple voice for court reporters. This course provides intensive training in the procedural aspects of the state court system. A heavy emphasis is placed on court structure, pre-trial and trial procedures, law office procedures, ethics, and document production.

CTRP 077 C  DICTATION/TRANSCRIPTION
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
One hour lecture and
Four hours laboratory per week.
Credit/No Credit
Prerequisite: Concurrently enrolled in speed building, jury charge, or two/four voice testimony. This course provides further development of speed and accuracy in taking dictation at the machine at intermediate speeds. Emphasis is on reinforcement and improvement.

CTRP 078 C  INTERNSHIP: MEDICAL REPORTING
2 Units
Two hours lecture per week and
Forty hours of internship plus
Ten hours of observation.
Prerequisite: CTRP 052 C and HS 145 C. This course is designed to provide the court reporting medical transcriptionist student with practical work experience recording and reporting medical lectures, seminars, and hearings. There will be 40 hours of internship plus 10 hours of observation.

CTRP 079 C  INTERNSHIP: STENOINTERPRETING
2 Units
Two hours lecture per week plus
Forty hours of internship plus
Ten hours of observation.
Prerequisite: CTRP 045 C. This course is designed to provide the stenointerpreting student with practical work experience recording and reporting seminars, hearings, and lectures. There will be 40 hours of internship plus 10 hours of observation.

CTRP 080 C  INTERNSHIP: LAW OFFICE
2 Units
Two hours lecture plus
40 hours in a law office or legal environment plus
Ten hours of observation.
Prerequisite: CTRP 072 C. This course offers practical work experience in an approved law office in the County of Orange or Los Angeles. Internship will be scheduled during the semester, depending on available law office openings. This course fulfills partial requirements of the Legal Secretary Certificate and Degree Programs.

CTRP 081 C  INTERNSHIP: COURT REPORTING
1 - 2 Units (Variable Units)
Two hours lecture plus
40 hours in the courtroom or in deposition proceedings plus
Ten hours of observation.
Prerequisite: CTRP047 C. This course offers practical work experience in approved court and deposition proceedings. Internship will be scheduled during the semester, depending on available court and deposition openings. This course fulfills partial requirements of the Court Reporter’s Board.

CTRP 082 C  COMP. AIDED TRANS: ProCAT
1 Unit
One hour lecture and
Three hours laboratory TBA per week.
Prerequisite: CTRP 040 C, CTRP 041 C, CIS 050 C, and CIS 107 C. This course uses computer-based instructions as well as hands-on applications to introduce the court reporting student to ProCAT Computer Aided Transcription software using IBM personal computers.
CTRP 083 C  COMP. AIDED TRANS: STENOGRAPH  
1 Unit  
One hour lecture and  
Three hours laboratory TBA per week.  
Prerequisite: CTRP 040 C, CTRP 041 C, CIS 050 C, and CIS 107 C. This course uses computer based instructions as well as hands-on applications to introduce the court reporting student to Stenograph Computer-Aided Transcription software using IBM personal computers.

CTRP 084 C  COMP. AIDED TRANS: ECLIPSE  
1 Unit  
One hour lecture and  
Three hours laboratory TBA per week.  
Prerequisite: CTRP 040 C, CTRP 041 C, CIS 050 C, and CIS 107 C. This course uses computer-based instructions as well as hands-on applications to introduce the court reporting student to ECLIPSE Computer-Aided Transcription software using IBM personal computers.

CTRP 085 C  COMP. AIDED TRANS: DICT. BLDG.  
1 Unit  
One hour lecture and  
Three hours laboratory TBA per week.  
Prerequisite: CTRP 046 C and CTRP 082 C or CTRP 083 C or CTRP 084 C. This course will enable court reporting students to start building their personal electronic dictionary using several "CAT" software systems before entering the job market. Students will have an opportunity to record a verbatim proceeding using an electronic steno writer, and produce a final transcript.

CTRP 090 C  COURT/CONF. RPTG: LITERARY  
1 - 3 Units (Variable Units) (May be taken for credit 4 times)  
(Open Entry-Open Exit)  
Two hours lecture and  
Three hours laboratory per week.  
Prerequisite: CTRP 043 C or 100 words per minute. This course is designed to prepare the student to record a variety of literary dictation material at speeds ranging from 110 to 150 wpm. Students will be introduced to a broad spectrum of vocabulary designed to prepare them for convention reporting, hearing reporting, stenointerpreting, and other alternative careers.

CTRP 091 C  COMPUTERIZED NOTE READING  
1 Unit  
One hour lecture and  
Three hours laboratory per week for nine weeks.  
Prerequisite: CTRP 041 C. This course is designed for scopist/computer editors to gain experience in reading other court reporters' notes. Students will have an opportunity for hands-on learning.

CTRP 092 C  REALTIME WRITING CONCEPTS  
2 Units  
One hour lecture and  
Three hours laboratory per week.  
Prerequisite: CTRP 085 C and CTRP 046 C. A programmed approach is used with guided instructions to introduce court reporting students to realtime writing. Students will use their completed electronic dictionary and the appropriate software with which their electronic dictionary is compatible. Students will use hands-on application to write various exercises covering a variety of concepts in realtime.

CTRP 093 C  RAPID TEXT ENTRY-DICT. BLDG  
1 Unit  
One-half hour lecture and  
One and one-half hour laboratory per week.  
Prerequisite: CTRP 043 C and CIS 250 C or CIS 101 C, or CIS 125 C. This course consists of rapid text entry which is a high-speed method of entering words or data into the computer using an electronic steno writer. The course includes building a personal computer shorthand dictionary that will be used in learning RapidTEXT theory in order to go on-line editing when writing realtime as a Text-Entry Specialist. This skill is applied in the following professions: Closed Captioning, Computer Interpreting, Medical Reporting, and Business Reporting. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

CTRP 094 C  EXPERT TESTIMONY-PROF REPORTER  
2 Units (May be taken for credit 4 times)  
Two hours lecture per week.  
This class is designed for students and reporters to further develop dictionary refinement and writing skills in realtime. Students must furnish a steno machine, a lap top computer, and other related court reporting supplies.

CTRP 095 C  REALTIME WRITING-PROF REPORTER  
2 Units (May be taken for credit 4 times)  
Two hours lecture per week.  
This class is an advanced realtime writing class designed for students and reporters who studied a non-compatible computer theory. The class focuses on realtime writing concepts and their application to dictionary development, conflict resolution, and non-translates. Students are required to furnish their own steno machine, lap top computer, and other related court reporting supplies.

CTRP 096 C  COURT AND CONF. RPTG.: LIT. III  
1 - 3 Units (Variable Units) (May be taken for credit 4 times)  
(Open Entry-Open Exit)  
Two hours lecture and  
Three hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
Prerequisite: CTRP 046 C or 160 wpm. This course is designed to prepare the student to record a variety of literary dictation material at speeds ranging from 180 to 220 wpm. Students will be introduced to a broad spectrum of vocabulary designed to prepare them for convention reporting, hearing reporting, steno interpreting, and closed captioning.
CTRP 097 C  RAPID TEXT ENTRY-FORMATTING
1 Unit
One-half hour lecture and
One and one-half hour laboratory per week.
Prerequisite: CTRP 093 C. This course consists of Rapid-
Text entry which is a high-speed method of entering words
or data into the computer using an electronic steno writer.
The course includes completing and refining a personal
computer shorthand dictionary that will be used in formatting
business and medical documents, creating macros,
and developing realtime skills when writing as a Text-Entry
Specialist. This skill is applied in the following professions:
Closed Captioning, Computer Interpreting, Medical Reporting,
and Business Reporting. $5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

CTRP 098 C  COURT REPORTING SEMINAR
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
Lecture/laboratory hours determined by course offering.
Prerequisite: Determined by subject matter of seminar.
This course will utilize a lecture and/or laboratory approach
for students enrolled in the Court Reporting Program to
increase their knowledge in applied areas. A variety of
classes will be offered to increase the student’s knowledge
of the court reporting profession by updating content on
recent changes and requirements and by preparing for new
trends in court reporting.

CTRP 099 C  COURT RPTG. INDEPENDENT STUDY
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
Lecture/laboratory hours determined by course offering.
Credit/No Credit
Prerequisite: Approved Independent Study Learning Con-
tact. The number of class hours or activities per week will
be determined by the scope of the topic. The instructor will
devises learning strategies to be followed by the student.
This course is designed for students who wish to gain fur-
ther experience, knowledge, or expertise in applied areas
of court reporting. Students must obtain permission from
the program coordinator to be enrolled in this class. This
course does not meet the requirements of the Court
Reporting Certificate. This course may be used to fulfill
hour requirements as mandated by the Court Reporter’s
Board.

CTRP 199 C  COURT REPORTING LAB
0 Units
(Open Entry-Open Exit)
This is an open lab course for students who are currently
enrolled in the court reporting program. The court reporting
lab is equipped with computers, typewriters, video players,
tape recorders, stenowriters, and laptop computers for stu-
dent use in completing assignments related to court report-
ing class requirements. $5.00 Laboratory Fee - PAYABLE
AT REGISTRATION.

Culinary Arts - See Hospitality, Restaurant,
Culinary Arts (HRC)

Dance

Division of Fine Arts

Division Dean – Kaleta Brown

Faculty
Stacie Finn
Marilyn Glattly

Counselors
Renay Laguana
Renee Ssensalo-Collins

ASSOCIATE IN ARTS DEGREE DANCE
This program is designed to prepare the student for certain
occupations related to teaching in community centers and
private dance studios.

To earn an Associate Degree students must complete:
(1) all major course requirements with a minimum grade of
"C"; (2) 25 units of General Education Graduation Require-
ments; (3) the cultural pluralism and reading requirements;
(4) any elective courses to complete a minimum of 60 units;
and, (5) have a minimum GPA of 2.0. At least 50% of all
major course work must be completed at Cypress College.

Required Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC 105 C</td>
<td>Ballet</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 107 C</td>
<td>Modern Dance</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 111 C</td>
<td>Jazz Dance</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 202 C</td>
<td>Elements of Dance Composition &amp; Choreography</td>
<td>2</td>
</tr>
<tr>
<td>DANC 106 C</td>
<td>Classical Dance</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 108 C</td>
<td>Free Form Dance</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 112 C</td>
<td>Intermediate Jazz Dance</td>
<td>1½</td>
</tr>
<tr>
<td>DANC 120 C</td>
<td>Dance History</td>
<td>3</td>
</tr>
<tr>
<td>DANC 204 C</td>
<td>Dance Rehearsal &amp; Performance</td>
<td>3</td>
</tr>
<tr>
<td>DANC 215 C</td>
<td>Commercial Dance</td>
<td>2</td>
</tr>
<tr>
<td>DANC 214 C</td>
<td>Dance Repertory</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 2 courses from the following:

| DANC 109 C | Dance Improvisation | 1 |
| DANC 124 C | Partnering | 1 |
| DANC 208 C | Pointe Class | 1 |
| DANC 113 C | Tap Dance I | 1 |
| DANC 114 C | Rhythm Dance | 1 |

Select 2 courses from the following:

| DANC 115 C | Hip Hop Dance | 1 |
| DANC 130 C | Afro-Caribbean Dance | 1 |
| DANC 131 C | Ballet Folklorico | 1 |
| DANC 132 C | Flamenco Dance I | 1 |
| DANC 133 C | Dance of Andalusia | 1½ |

Select 1 course from the following:

| THEA142 C | Theater Sound & Recording Techniques | 2 |
| THEA144 C | Lighting Design Fundamentals | 3 |
| THEA145 C | Fundamentals of Costume Design | 3 |
| MUS 124 C | Recording Studio I | 3 |

Total Units Required: 28 - 29

Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA120 C</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>THEA132 C</td>
<td>Musical Theater Workshop</td>
<td>3</td>
</tr>
<tr>
<td>THEA229 C</td>
<td>Acting, Singing and Dancing for the Musical Theater</td>
<td>3</td>
</tr>
<tr>
<td>MUS 102 C</td>
<td>Music Reading</td>
<td>3</td>
</tr>
</tbody>
</table>
DANCE CHOREOGRAPHY CERTIFICATE
This program is designed to prepare the student for certain occupations related to dance choreography for entertainment parks, community theater, video and television.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC 109 C</td>
<td>Dance Improvisation</td>
<td>1</td>
</tr>
<tr>
<td>DANC 120 C</td>
<td>Dance History</td>
<td>3</td>
</tr>
<tr>
<td>DANC 124 C</td>
<td>Partnering</td>
<td>1</td>
</tr>
<tr>
<td>DANC 202 C</td>
<td>Elements of Dance Composition &amp; Choreography</td>
<td>2</td>
</tr>
<tr>
<td>DANC 214 C</td>
<td>Dance Repertory</td>
<td>3</td>
</tr>
<tr>
<td>THEA144 C</td>
<td>Lighting Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>THEA145 C</td>
<td>Fundamentals of Costume Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>16</td>
</tr>
</tbody>
</table>

Electives

- MUS 102 C Music Reading                          3
- MKT103 C Principles of Advertising               3
- THEA142 C Theater Sound and Recording Techniques 2
- MUS 124 C Recording Studio I                     3

DANCE TEACHING CERTIFICATE
This program is designed to prepare the student to teach dance at private dance studios and community centers. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC 102 C</td>
<td>Conditioning for Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 109 C</td>
<td>Dance Improvisation</td>
<td>1</td>
</tr>
<tr>
<td>DANC 202 C</td>
<td>Elements of Dance Composition &amp; Choreography</td>
<td>2</td>
</tr>
<tr>
<td>DANC 230 C</td>
<td>Dance Teaching Methodologies</td>
<td>3</td>
</tr>
<tr>
<td>PE 235 C</td>
<td>First Aid, CPR, and Responding to Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>PE 236 C</td>
<td>Prevention and Care of Athletic Injuries</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSY 139 C Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSY 140 C Developmental Psychology Pre-Adult</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>16</td>
</tr>
</tbody>
</table>

Electives

- PE 248 C Psychology of Sport                     3

DANCE TECHNIQUE CERTIFICATE
This program is designed to prepare the student for certain occupations related to performing dance for entertainment parks, community theater, video and television.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC 204 C</td>
<td>Dance Rehearsal &amp; Performance</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 3 units from the following: 3

- DANC 105 C Ballet                                  1½
- DANC 106 C Classical Dance                         (1½, 1½)

Select 3 units from the following: 3

- DANC 107 C Modern Dance                            1½
- DANC 108 C Free Form Dance                         (1½, 1½)

DANCE TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Dance (DANC)

DANC 101 C MULTICULTURAL DANCE IN THE US
3 Units
Three hours lecture per week.
UC/CSU, IGETC, CUL PL
Social and theatrical dances of the U.S. today will be viewed and examined in terms of cultural influences, historical and social origins, and the functions they fulfill for individual artists, their cultures, and society in general. African American, Asian, Hispanic, European and Native American dances, choreographers and dancers will be studied. The class work will include readings, discussions, group projects, and analysis of dance performances on video and live theater. Attendance at a selected group of performances is required. Cost of dance concert admission will not exceed $30.00.

DANC 102 C CONDITIONING FOR DANCE
1 - 2 Units (Variable Units) (May be taken for credit 4 times)
Two to four hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU
This class is designed to prepare a student mentally and physically for dance. Students will learn floor mat exercises and a floor barre to increase flexibility, strength, body alignment and use of turn out. Relaxation and visualization techniques will be covered.
| DANC 105 C  | BALLET       | 1 - 2 Units (Variable Units) (May be taken for credit 4 times) |
| DANC 106 C  | CLASSICAL DANCE | 1 - 2 Units (Variable Units) (May be taken for credit 4 times) |
| DANC 107 C  | MODERN DANCE | 1 - 2 Units (Variable Units) (May be taken for credit 4 times) |
| DANC 108 C  | FREE FORM DANCE | 1 - 2 Units (Variable Units) (May be taken for credit 4 times) |
| DANC 109 C  | DANCE IMPROVISATION | 1 Unit (May be taken for credit 4 times) |
| DANC 110 C  | DANCE IMPROVISATION | 1 - 2 Units (Variable Units) (May be taken for credit 2 times) |
| DANC 111 C  | JAZZ DANCE   | 1 - 2 Units (Variable Units) (May be taken for credit 2 times) |

Two to four hours laboratory per week.  Credit/No Credit/Letter Grade Option  UC/CSU, 1 Unit for credit, AA GE, (1 credit) CSU GE

This course introduces the rudiments of classical ballet to the beginning dance student. The students will develop the strength and coordination to perform the technical skills of basic ballet through barre and center work and by learning simple movement combinations. Ballet terminology will be covered. Dance concert admission will not exceed $10.00.

Students will learn basic skills of modern dance with emphasis on body alignment, strength and coordination. Simple movement combinations created to music by new nations of movement. Classical dance terminology will be covered. The student will develop technique.

DANC 105 C  DANCE IMPROVISATION
1 Unit (May be taken for credit 4 times)
Two hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU, (1 credit) AA GE, (1 credit) CSU GE
Prerequisite: Demonstrated mastery of beginning level dance technique. Classwork will deal with technical skills, combinations of steps and the exploration of styles found in television and commercial dance for the intermediate dancer.

DANC 106 C  CLASSICAL DANCE
1 - 2 Units (Variable Units) (May be taken for credit 4 times)
Two to four hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU, (1 credit) AA GE, (1 credit) CSU GE
Prerequisite: Demonstrated mastery of beginning level dance technique. This class covers the rudiments of classical dance for the intermediate ballet student. The student will develop technical skills to perform intermediate level steps and combinations of movement. Classical dance terminology will be covered. Dance concert admission will not exceed $10.00.

DANC 107 C  MODERN DANCE
1 - 2 Units (Variable Units) (May be taken for credit 4 times)
Two to four hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU, 107 AA GE, 107 CSU GE
Students will learn basic skills of modern dance with emphasis on body alignment, strength and coordination. Some history of tap will be included.

DANC 108 C  FREE FORM DANCE
1 - 2 Units (Variable Units) (May be taken for credit 4 times)
Two to four hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU, (1 credit) AA GE, (1 credit) CSU GE
Prerequisite: Demonstrated mastery of beginning level dance techniques. Students will continue to prepare their bodies as an instrument for dance, progressing to longer, faster-paced, more diversified and complex movement combinations. The course work will include some creative dance experiences.

DANC 109 C  DANCE IMPROVISATION
1 Unit (May be taken for credit 4 times)
Two hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU, (1 credit) CSU GE
This course is designed to train the mind and body to respond and explore creative movement problems through improvisation. Choreographic concepts will be studied through improvisation.

DANC 110 C  DANCE IMPROVISATION
1 - 2 Units (Variable Units) (May be taken for credit 2 times)
Two to four hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU, (1 credit) AA GE, (1 credit) CSU GE
Students will learn basic skills of jazz dance with emphasis on body alignment, strength and coordination.

DANC 111 C  JAZZ DANCE
1 - 2 Units (Variable Units) (May be taken for credit 2 times)
Two to four hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU, (1 credit) AA GE, (1 credit) CSU GE
Students will learn various forms of beginning hip-hop dancing and acquire a basic history of Hip Hop dancing.

DANC 112 C  INTERMEDIATE JAZZ DANCE
1 - 2 Units (Variable Units) (May be taken for credit 2 times)
Two to four hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU, (1 credit) AA GE, (1 credit) CSU GE
Prerequisite: Demonstrated mastery of beginning level dance technique. Students will study basic tap dance techniques and elementary tap dances. This class provides students with the opportunity to develop coordination, rhythm and performance skills. Some history of tap will be included.

DANC 113 C  TAP DANCE I
1 Unit (May be taken for credit 4 times)
Two hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU
Students will study basic tap dance techniques and elementary tap dances. This class provides students with the opportunity to develop coordination, rhythm and performance skills. Some history of tap will be included.

DANC 114 C  RHYTHM DANCE
1 - 1½ Units (Variable Units) (May be taken for credit 4 times)
Two to three hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU
Prerequisite: One semester of DANC 113 C or demonstration of beginning level tap technique. Students will develop skills in rhythm dancing by studying intermediate level movements and combinations with some provision for student composition of dance. Performance skills will be included.

DANC 115 C  HIP HOP DANCE
1 Unit (May be taken for credit 4 times)
Two hours laboratory per week.
Credit/No Credit/Letter Grade Option
CSU
Students will learn various forms of beginning hip-hop dancing and acquire a basic history of Hip Hop dancing.

DANC 120 C  DANCE HISTORY
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IG ETC
Through readings, film and in-class discussion students will study dance from primitive times to present day. Students will also compare various dance techniques, theories and personalities who have contributed to the art. Cost of dance concert not to exceed $10.00.

DANC 121 C  TURNS
1 Unit (May be taken for credit 4 times)
Two hours laboratory per week.
UC/CSU
Prerequisite: Demonstrated mastery of beginning level dance technique. This course will cover beginning to advanced turns for modern, ballet and jazz dance.
DANC 122 C  STRETCH AND RELAXATION  
1/2 - 1½ Units (Variable Units) (May be taken for credit 4 times)  
One to three hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC Credit Limitation/CSU  
This class is designed to increase flexibility and circulation  
and promote relaxation by learning various stretching exercises  
including reciprocals and yoga postures plus breathing  
and relaxation techniques.

DANC 124 C  PARTNERING  
1 Unit (May be taken for credit 4 times)  
Two hours laboratory per week.  
UC/CSU  
Prerequisite: Demonstrated mastery of intermediate dance level technique. This class introduces the basic elements of partnering to the intermediate dancer. The students will develop the strength and coordination to perform the basic skills for both floor partnering and lifts.

DANC 130 C  AFRO-CARIBBEAN DANCE  
1 Unit (May be taken for credit 4 times)  
Two hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU  
Students will learn the dance styles and rhythms of African and Caribbean cultures. Dance as an inseparable part of the culture will be discussed. Cost of dance concert not to exceed $10.00.

DANC 131 C  BALLET FOLKLORICO  
1 - 2 Units (Variable Units) (May be taken for credit 4 times)  
Two to four hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU  
Students will learn combinations based on Mexican folk dances from various regions of Mexico such as Vera Cruz, Jalisco and Pueblo. The cultural background of each dance will be discussed, and students will create a dance using the steps and styles learned in class. Cost of dance concert not to exceed $10.00.

DANC 132 C  FLAMENCO DANCE I  
1 - 2 Units (Variable Units) (May be taken for credit 4 times)  
Two to four hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU  
Students will study basic Flamenc o dance technique and learn movement combinations. This class provides students with the opportunity to develop coordination, rhythm, and performance skills. Some history of Flamenc o will be included.

DANC 133 C  DANCE OF ANDALUSIA  
1 - 2 Units (Variable Units) (May be taken for credit 4 times)  
Two to four hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU  
Prerequisite: DANC 132 C. Students will study the dance of Andalusia, Spain, dance techniques and movement combinations with increasingly difficult rhythmic patterns.

DANC 134 C  LATIN JAZZ  
1 - 2 Units (Variable Units) (May be taken for credit 4 times)  
Two to four hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU  
Students will study and learn basic skills of Latin jazz dance with emphasis on body alignment, strength, and coordination. Students will work on the skills and styles inherent in Jazz dance, Flamenco, Mexican Folklorico and Latin popular rhythms such as Cha Cha Cha, Mambo, Salsa, Merengue, Bolero, Cumbia, Corridos, Flamenc o Rumba. Classwork will deal with technical skills, combinations of steps and exploration of composition in Latin jazz style.

DANC 140 C  SUMMER DANCE FESTIVAL  
4 - 5 Units (Variable Units) (May be taken for credit 4 times)  
Sixteen to Twenty hours of laboratory per week.  
CSU  
Prerequisite: Audition. The Summer Dance Festival is designed to give both high school and college students the opportunity for intensive study of a variety of dance styles by taking technique classes while rehearsing choreography of faculty and students. All phases of the dance concert process from audition to rehearsal to backstage preparation will be covered.

DANC 202 C  ELEMENTS OF DANCE COMPOSITION AND CHOREOGRAPHY  
2 Units (May be taken for credit 4 times)  
Two hours lecture and One hour laboratory per week.  
UC/CSU  
Prerequisite: One semester of DANC 107 C or demonstration of beginning level dance technique. Students will study the theories and practices involved in basic dance composition. Practical experience in the creation and development of dance composition is continuous throughout the semester.

DANC 203 C  DANCE PRODUCTION  
2 - 3 Units (Variable Units) (May be taken for credit 4 times)  
Eight to twelve hours laboratory per week.  
UC/CSU  
This course offers practical experience in the technical aspects of dance production including costume design, set design, makeup, lighting, sound production, and publicity.

DANC 204 C  DANCE REHEARSAL & PERFORMANCE  
2 - 3 Units (Variable Units) (May be taken for credit 4 times)  
Eight to twelve hours laboratory per week for maximum credit.  
UC/CSU  
Prerequisite: Audition. Corequisite: DANC 203 C. This course provides the experience of learning and performing choreographic works of faculty, students, and guest artist. All phases of the dance concert process from audition to rehearsal to backstage preparation will be covered.
DANC 205 C  DANCE ENSEMBLE
2 Units (May be taken for credit 4 times)
One hour lecture
Three hours laboratory plus
One and one-half hour TBA per week.
UC/CSU
Prerequisite: Audition. This class is designed to give theater and dance students at all skill levels an opportunity to develop their performance technique while performing on campus and/or throughout the community.

DANC 208 C  POINTE CLASS
1 Unit (May be taken for credit 4 times)
Two hours laboratory per week.
UC/CSU
Prerequisite: Audition at first class meeting. Students will learn exercises to develop the strength and coordination to perform ballet steps in pointe shoes. Proper shoe fit, injury prevention and correct body alignment will be covered.

DANC 212 C  DANCE FOR STAGE, FILM & VIDEO
1 - 2 Units (Variable Units) (May be taken for credit 4 times)
Two to four hours laboratory per week.
UC/CSU
Prerequisite: Demonstrated mastery of intermediate level dance technique. This class is designed for the technically strong dancer. Classwork will include instruction in performance techniques and various styles of dance used in film, stage and music videos.

DANC 214 C  DANCE REPERTORY
2 - 3 Units (Variable Units) (May be taken for credit 4 times)
Eight to twelve hours laboratory per week for maximum credit.
UC/CSU
Prerequisite: Audition. Corequisite: DANC 203 C. This course provides the opportunity to rehearse and perform works choreographed by faculty and/or artist-in-residence under professional working conditions and requirements. All phases of the dance concert process from audition to rehearsal to backstage preparation will be covered.

DANC 230 C  DANCE TEACHING METHODOLOGIES
3 Units
Two hours lecture and
Two hours laboratory per week.
CSU
Prerequisite: Demonstrated mastery of intermediate level dance technique. Dance teaching methodologies will be studied and applied as appropriate for teaching in private dance studios and community centers. Subject matter will include movement principles, creation of movement sequences, analysis of music and the creation of lesson plans for a variety of dance forms.

DANC 296 C  DANCE OPEN LABORATORY
1 - 6 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
Two to twelve hours laboratory per week.
UC Credit Limitation/CSU
This is an open entry/open exit class for students to obtain production experience in dance through dancing, choreographing, technical work, management, and publicity.

DANC 298 C  DANCE SEMINAR
½ - 3 Units (Variable Units) (May be taken for credit 4 times)
Hours will vary with credit given.
UC Credit Limitation/CSU
Prerequisite: May be required. Various classes may be offered which are designed to meet the interests and needs of students and faculty.

DANC 299 C  DANCE - INDEPENDENT STUDY
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
One to four hours per week for maximum credit.
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Contract. This course is for advanced students who wish to increase their knowledge of dance and/or performance through individual study or research. Unit credit may range from one-half to two units in any given semester.

Data Processing - See Computer Information Systems (CIS)
Dental Assistant

Division of Health Science

Division Dean – Andrea Hannon

Faculty
Mary Kay Davis

Counselors
Kelly Carter
Denise Vo

REGISTERED DENTAL ASSISTANT
The one-year Registered Dental Assistant (RDA) program includes patient care, experiences in a fully equipped on-site facility, and externship experiences in clinics and dental offices. The Cypress College Dental Assistant program is accredited by the Commission on Dental Accreditation, and has been granted the accreditation status of approval. The Commission is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education.

At the completion of the program the student will be certified by the State of California to take x-rays, and will be eligible to take the California Registered Dental Assistant's Examination and the National Certification Examination for Dental Assistants. Upon successful completion of the California RDA Examination the student will be licensed to perform all of the expanded functions in the California Dental Practice Act.

Registered Dental Assistants are highly valued by the dental professions and have a choice of work environments from private offices to hospitals and clinics. They are involved in a variety of duties including managing the front office, preparing the patient, taking radiographs, mixing dental materials, and now with expanded functions, not only assisting chairside, but performing certain procedures in the mouth.

PROGRAM GOALS AND OBJECTIVES
The goals and objectives of the Cypress College Dental Assistant Program are the following:

1. To provide the student with the academic knowledge and skill, and competence necessary to qualify for both the National Certification Exam and the California State Registered Dental Assistant Exam.
2. To prepare the student for dental assisting entry-level employment as an integral member of the dental health team.

THE CYPRESS COLLEGE DENTAL ASSISTANT PROGRAM OBJECTIVES ARE TO:
1. Provide a dental assisting program to meet challenges presented by demographic changes of the current decade.
2. Promote a dental assisting curriculum that helps build student’s educational and career goals in a success-oriented learning environment.
3. To provide students with the academic resources and clinical experiences to perform the functions approved by the California Dental Practice Act for a Registered Dental Assistant with competence and judgment.
4. Prepare the student to qualify for certification in Radiology Safety and Coronal Polishing.
5. Prepare the student to attain laboratory competency in the ultrasonic removal of excess cement from coronal surfaces of teeth under orthodontic treatment.
6. Maintain a positive communication network between the advisory committee, dental community, and dental assistant program alumni.
7. To create a safe learning environment in compliance with federal and California state standards and regulations.

MINIMUM STANDARD
1. High School graduation or completion of the General Education Development test (GED) or passing of high school proficiency examination.
2. Minimum age of 17 years. (RDA licensure requires candidate to be a minimum age of 18 years).
3. Completion of ENGL 058 C/ESL 185 C or a comparable course, with grade of "C" or better, or submission of test scores that indicate eligibility for ENGL060 C/ESL 186 C.

APPLICATION PROCEDURES
1. Meet with a counselor to determine fulfillment of the English requirements. Examples of ways to meet these requirements include taking the English assessment test at Cypress or another college and scoring into ENGL060 C or ESL 186 C, or completing ENGL 058 C or ESL 185 C at Cypress or a comparable course at another college, with a grade of “C” or better.
2. Complete the Dental Assistant program application which may be obtained from the Health Science Counseling Office, Health Science Building, Cypress College, 9200 Valley View, Cypress, CA 90630. Applications are available February 1 until the program is full.
3. Attach an unofficial copy of your high school transcript, diploma or GED test or high school proficiency examination to the Dental Assistant application.
4. Submit a Cypress College application to the Admissions and Records Office. Fall applications may be submitted beginning March 1.
5. Enrollment is limited to the first 30 qualified applicants.

SELECTION PROCEDURES
Priority will be given to those students who have completed the minimum standards for application.
ASSOCIATE IN SCIENCE DEGREE
REGISTERED DENTAL ASSISTING
This program is designed to enable a student to receive a Dental Assisting Associate in Science Degree. To earn an Associate Degree student must complete all graduation requirements to include: (1) all major course requirements with a “C” or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required Courses are listed in suggested sequence. The following courses must be completed with a minimum grade of “C” to continue in the program.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>FALL SEMESTER</td>
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<tr>
<td>DA016 C</td>
<td>Dental Materials</td>
<td>3</td>
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<td>DA058 C</td>
<td>Clinical Externship I</td>
<td>1½</td>
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<tr>
<td>DA061 C</td>
<td>Oral Anatomy/Dental Assistant</td>
<td>3</td>
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<td>DA062 C</td>
<td>Preventive Dental Health</td>
<td>2</td>
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<td>DA063 C</td>
<td>Chairside Assisting I</td>
<td>3</td>
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<tr>
<td>DA065 C</td>
<td>Radiology for Dental Assistants</td>
<td>3</td>
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<td></td>
<td><strong>Total Units Required</strong></td>
<td>15½</td>
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<tr>
<td>SPRING SEMESTER</td>
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<tr>
<td>DA059 C</td>
<td>Clinical Externship II</td>
<td>3</td>
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<tr>
<td>DA066 C</td>
<td>Clinical Dental Radiology</td>
<td>1</td>
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<tr>
<td>DA067 C</td>
<td>Dental Specialties</td>
<td>3</td>
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<tr>
<td>DA068 C</td>
<td>Chairside Assisting II</td>
<td>3</td>
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<tr>
<td>DA069 C</td>
<td>Clinical Externship III</td>
<td>2</td>
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<tr>
<td>DA070 C</td>
<td>Dental Office Procedures</td>
<td>2</td>
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<td><strong>Total Units Required</strong></td>
<td>14</td>
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</tbody>
</table>

All General Education units may be taken prior to enrollment in the program or at the completion of the Certificate Program.

DENTAL ASSISTING CERTIFICATE
Upon completion of the 29½ units of Dental Assistant course work, as listed for the Dental Assistant Associate of Science Degree, the student becomes eligible to apply for the Registered Dental Assistants Examination. To earn a certificate, complete the required major courses as listed for the Dental Assistant Associate Degree with a minimum grade of “C”.

Dental Assistant (DA)

DA 016 C DENTAL MATERIALS
3 Units
Two hours lecture and Three hours laboratory per week.
Prerequisite: Acceptance into the Dental Assistant Program. A study of the structure, chemical and physical properties and manipulation of materials used in dentistry will be covered. Laboratory application of dental materials and the relationship of dental materials to the oral environment is included. Emphasis in this course is on specific materials and functions delegated to the registered dental assistant by the State of California. $25.00 Laboratory Fee - PAYABLE AT REGISTRATION.

DA 058 C CLINICAL EXTERNSHIP I
1½ Units
One hour lecture and Six hours laboratory per week.
Prerequisite: Acceptance in the Dental Assistant Program. Dental Assistant students work with senior dental students in the Dental Clinic at the University of Southern California under the supervision of a Cypress College faculty member.

DA 059 C CLINICAL EXTERNSHIP II
3 Units
One hour lecture and Six hours laboratory per week.
Prerequisite: Acceptance in the Dental Assistant Program. This course prepares the student with the basic dental sciences in order to relate and demonstrate dental chairside procedures. Content includes dental anatomy and physiology, oral embryology and oral histology, tooth morphology, and oral pathology related to sterilization, pharmacology, and pain control.

DA 061 C ORAL ANATOMY/DENTAL ASSISTANT
3 Units
Three hours lecture per week.
Prerequisite: Acceptance in the Dental Assistant Program. This course provides a study of the structure, chemical and physical properties and manipulation of materials used in dentistry will be covered. Laboratory application of dental materials and the relationship of dental materials to the oral environment is included. Emphasis in this course is on specific materials and functions delegated to the registered dental assistant by the State of California. $25.00 Laboratory Fee - PAYABLE AT REGISTRATION.

DA 062 C PREVENTIVE DENTAL HEALTH
2 Units
Two hours lecture per week.
Prerequisite: Acceptance in the Dental Assistant Program. This course deals with the concepts of dental health and total patient care. This is accomplished by providing instruction and practice of oral hygiene, production of plaque (etiologic factors and effective removal of), applied nutrition, and developing a patient education program. In addition, this course covers management of dental and medical emergencies, taking and evaluating a medical/dental history, and systemic diseases with dental care implications.

DA 063 C CHAIRSIDE ASSISTING I
3 Units
Two hours lecture and Three hours laboratory per week.
Prerequisite: Acceptance in the Dental Assistant Program. This course provides lecture and laboratory instruction in chairside assisting, including history of dentistry, the dental health team, pre-clinical knowledge and entry-level skills for the assistant, advancing to the application of theoretical knowledge, and principles of restorative dentistry. In addition, students will be provided with a thorough knowledge of infection control in the central environment. Principles and fundamentals of infection control, clinical procedures, sterilization and disinfection will be covered. Content and skills will progress in relation to the complexity of the procedures as the student gains practical experience. $20.00 Laboratory Fee - PAYABLE AT REGISTRATION.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>DA 065 C</td>
<td><strong>RADIOLOGY, DENTAL ASSISTANTS</strong></td>
<td>3</td>
<td>Two lecture and Three laboratory per week.</td>
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<td><strong>3 Units</strong></td>
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<td><strong>Prerequisite:</strong> Enrollment in Dental Assistant program or practicing</td>
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<td>Dental Assistant enrolled in class to meet state certification. This</td>
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<td>course covers the didactic, pre-clinical on mannequins and clinical</td>
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<td>instruction on patients required by the California State Practice Act</td>
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<td>in regard to radiation safety. Upon successful completion of the course,</td>
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<td>the student will be certified to take x-rays on patients in the dental</td>
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<td>office. The student will complete 72 (seventy-two) hours of instruction</td>
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<td>(two hour lecture, three hours laboratory per week) to meet state</td>
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<td>requirements. $60.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<td>DA 066 C</td>
<td><strong>CLINICAL DENTAL RADIOLOGY</strong></td>
<td>1</td>
<td>Three lecture laboratory per week.</td>
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<td><strong>1 Unit</strong></td>
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<td><strong>Prerequisite:</strong> Enrollment in the Dental Assistant Program. This</td>
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<td>course provides advanced clinical instruction on the exposure of</td>
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<td>intraoral and extraoral radiographs. The bisecting angle technique;</td>
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<td>paralleling technique; panelipse machine; and adjunct dental radiology</td>
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<td>aids will be utilized. Emphasis in this course is placed upon the</td>
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<td>student’s performance and demonstrated ability to consistently produce</td>
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<td>diagnostic radiographs. $40.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>DA 067 C</td>
<td><strong>DENTAL SPECIALTIES</strong></td>
<td>3</td>
<td>Two lecture and Three laboratory per week.</td>
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<td><strong>3 Units</strong></td>
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<td><strong>Prerequisite:</strong> Enrollment in the Dental Assistant Program and</td>
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<td>successful completion of all first semester courses. This course</td>
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<td>provides instruction in the principles and procedures to function in the</td>
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<td>specialty area of dentistry: orthodontics, periodontics, endodontics,</td>
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<td>pedodontics, prostodontics, and oral surgery. It also provides</td>
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<td>information and clinical practice in those functions legally delegated</td>
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<td>to the Dental Assistant and Registered Dental Assistant in the California</td>
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<td>Dental Practice Act. It includes rules and regulations implemented by the</td>
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<td>Board of Dental Examiners pertaining to licensure. $23.00 Laboratory Fee</td>
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<td>- PAYABLE AT REGISTRATION.</td>
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<tr>
<td>DA 068 C</td>
<td><strong>CHAIRSIDE ASSISTING II</strong></td>
<td>3</td>
<td>Two lecture and Three laboratory per week.</td>
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<td><strong>3 Units</strong></td>
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<td><strong>Prerequisite:</strong> Enrollment in the Dental Assistant Program and</td>
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<td>successful completion of the first semester courses and/or an employed</td>
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<td>dental assistant. This course provides instruction in the principles,</td>
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<td>instrumentation, and procedures to function as a Registered Dental</td>
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<td>Assistant according to the legal stipulation in the California Dental</td>
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<td>Practice Act and implemented by the Board of Dental Examiners.</td>
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<tr>
<td>DA 069 C</td>
<td><strong>CLINICAL EXTERNSHIP III</strong></td>
<td>2</td>
<td>Eight lecture hours per week.</td>
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<td><strong>2 Units</strong></td>
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<td><strong>Prerequisite:</strong> Enrollment in the Dental Assistant Program and</td>
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<td>successful completion of first semester. A minimum of eight hours per</td>
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<td>week will be spent in rotations in dental offices as well as the VA</td>
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<td>Hospital, Long Beach. Students will assist the dentist in general</td>
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<td>practice. At the VA, the student will assist in the Periodontal and</td>
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<td>Endodontic Departments gaining experience in dental specialties and</td>
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<td>expanded duties.</td>
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<td>DA 070 C</td>
<td><strong>DENTAL OFFICE PROCEDURES</strong></td>
<td>2</td>
<td>Two lecture per week.</td>
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<td><strong>2 Units</strong></td>
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<td><strong>Prerequisite:</strong> Acceptance in Dental Assistant Program. This course</td>
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<td>is designed to provide instruction, both didactic and practical</td>
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<td>application, in the skills and responsibilities of a dental administrative</td>
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<td>assistant. In addition, the students will be trained to use the Dentrix</td>
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<td>Dental Software program to become knowledgeable in all areas of practice</td>
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<td>management utilizing the computer. These areas include patient files,</td>
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<td>charting and treatment planning, appointment scheduling, reports and</td>
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<td>insurance claim processing. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>DA 079 C</td>
<td><strong>CAREERS IN DENTISTRY</strong></td>
<td>1</td>
<td>One lecture per week.</td>
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<td><strong>1 Unit</strong></td>
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<td><strong>Credit/No Credit/Letter Grade Option</strong></td>
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<td>This course will provide the student with an exposure to various aspects</td>
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<td>of the profession of dentistry; the duties and responsibilities of each</td>
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<td>profession will be discussed, including dentistry, dental hygiene, dental</td>
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<td>assisting and dental technology.</td>
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<tr>
<td>DA 099 C</td>
<td><strong>DENTAL ASSISTING INDEP. STUDY</strong></td>
<td>Varying</td>
<td>Varying hours of scheduled conferences or clinics per week according</td>
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<td><strong>1/2 - 2 Units</strong></td>
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<td>to instructor.</td>
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<td><strong>Prerequisite:</strong> Approved Independent Study Learning Contract. This</td>
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<td>course is designed for students with background/experience in Dental</td>
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<td>Assisting who wish to increase their knowledge and experience in applied</td>
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<td>areas. Students will participate in independent study on assigned areas</td>
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<td>under staff supervision.</td>
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</tbody>
</table>
Dental Hygiene

Division of Health Science

Division Dean – Andrea Hannon

Faculty
Kathleen Alvarez
Carol Green
Ina Rydalch
Carol Zakala

Counselors
Kelly Carter
Denise Vo

ASSOCIATE IN SCIENCE DEGREE DENTAL HYGIENE

The Cypress College Dental Hygiene Program is accredited by the Commission on Dental Accreditation, and has been granted the Accreditation status of approval. The Commission is a specialized accrediting body recognized by the United States Department of Education and the Council on Higher Education Accreditation. This program offers a curriculum that provides the student with the appropriate academic instruction to achieve eligibility for the National Board of Dental Hygiene Examiners written examination, and the California State Board Examination for licensure as a Registered Dental Hygienist qualifying the candidate as stipulated in the California Dental Practice Act.

To earn an Associate Degree students must complete all graduation requirements to include: (1) all major course requirements with a “C” or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

PROGRAM GOAL

The goal of the Cypress College Dental Hygiene Program is to provide the student with the educational opportunity to attain the knowledge and skills necessary to qualify for licensure as a Registered Dental Hygienist, and a professional member of the allied health team.

PROGRAM OBJECTIVES

1. Create a learning environment which promotes a quality education for the student’s academic success.
2. Prepare the student to deal effectively with changes in demographics, cultural diversity, information technology and scientific advancement in dental hygiene practice and health care delivery.
3. Promote learning experiences that support a scientific approach to problem solving, and develop the critical thinking skills needed for professional and ethical judgments.
4. Provide the information necessary to establish a clinical or laboratory environment which maintains optimal infection control for safe learning and working conditions.
5. Encourage research and innovation within the dental hygiene profession and application of research principles to clinical practice and professional advancement.
6. Promote clinical competence by introduction of diverse patient experiences and diverse clinical facilities.
7. Provide an educational environment which incorporates data on the latest technologies available in research, equipment and facilities.
8. Discern current information pertinent to the practice of dental hygiene through liaison with the dental community and dental hygiene professionals.

MINIMUM STANDARDS FOR APPLICANTS

1. Eligibility for admission to Cypress College.
2. High school graduation or completion of the General Education Development (GED) test or passing of high school proficiency examination.
3. GPA of 2.5 or higher in all college work completed.
4. Evidence of good physical and mental health as determined by medical examination upon admission to the program and prior to enrollment.
5. Completion of specific science courses with a minimum of “C” grade and overall GPA of 2.5. See list below.
6. Completion of nine units of specific related courses prior to application. See list below.

PREREQUISITES

The following courses must be completed with a minimum grade of “C” and an overall GPA of 2.5

1. Science: All courses must be completed within five years of filing the initial application. Two courses must be completed prior to application; the remainder must be completed no later than the end of the spring semester prior to enrollment in the fall program.

Required courses are listed in suggested sequence:

Course # Title Units
CHEM 101 C Introduction to Chemistry 5
CHEM 107 C Foundations of College Chemistry (5)
BIOL220 C Medical Microbiology 4
BIOL230 C General Anatomy 4
BIOL240 C Human Physiology 5

2. In addition a minimum of three units of the following related courses must be completed prior to application. All courses must be completed by the end of the spring semester prior to fall enrollment into the program.

Required courses are listed in suggested sequence:

Course # Title Units
PSY 101 C General Psychology 3
SOC 101 C Introduction to Sociology 3
SPCH 100 C Human Communication 3
ENGL100 C College Writing 3
ADDITIONAL COURSES
The following courses are required for the Associate Degree must be completed prior to the end of the program if an Associate Degree has not already been earned by the student:

Electives
MATH 020 C Elementary Algebra (or equivalent) 4
Arts and Humanities - see General Education for course selection 3
PE Elective Activity Course 1
Reading Proficiency 3
Cultural Pluralism 3

SELECTION PROCEDURE
Applications normally exceed capacity. Selection of applicants is based on accumulation of points. Criteria are available in the Health Science Counseling Office. Criteria are subject to change. It is the applicant’s responsibility to verify that evidence of criteria is on file at Cypress College.

APPLICATION PROCEDURES
1. Application packets must be completed in person at the Health Science Counseling Office, Health Science Building, Cypress College, 9200 Valley View, Cypress, CA 90630.
2. Application must be made during the month of February for the following Fall enrollment.
3. March 31 - Transcripts and RDA Certificate verification must be submitted to the Health Science Counseling Office. For questions, please contact the Health Science Counseling Office.

DENTAL HYGIENE CURRICULUM
Dental Hygiene courses must be taken in a specific sequence. Students must obtain a minimum grade of “C” or better in all courses listed in the Dental Hygiene Curriculum to continue in the program. Refer to the General Education Requirement of the college to obtain an Associate Degree.

Upon completion of the Dental Hygiene curriculum listed below and the general education requirements, the graduate will be eligible for an Associate Degree from Cypress College. Those students who have previously earned an Associate Degree and have completed all the Cypress College Dental Hygiene curriculum requirements will be eligible for a Certificate in Dental Hygiene.

Required Courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>DH 101 C</td>
<td>Dental Anatomy &amp; Morphology</td>
<td>2</td>
</tr>
<tr>
<td>DH 104 C</td>
<td>Oral Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>BIOL234 C</td>
<td>Oral Histology and Embryology</td>
<td>3</td>
</tr>
<tr>
<td>DH 106 C</td>
<td>Radiology Tech./Hygienists</td>
<td>3</td>
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<tr>
<td>DH 109 C</td>
<td>Pre-Clinical Dental Hygiene</td>
<td>4 1/2</td>
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<td>Total Units Required</td>
<td>15 1/2</td>
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<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>DH 110 C</td>
<td>Clinical Dental Hygiene</td>
<td>6</td>
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<tr>
<td>BIOL235 C</td>
<td>Head and Neck Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DH 113 C</td>
<td>General and Oral Pathology</td>
<td>2</td>
</tr>
<tr>
<td>DH 116 C</td>
<td>Dental Materials/Hygienists</td>
<td>2</td>
</tr>
<tr>
<td>DH 125 C</td>
<td>Perio Pathology &amp; Therapy</td>
<td>2</td>
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<tr>
<td>*BIOL107 C</td>
<td>Nutrition &amp; World Food Issues</td>
<td>3</td>
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<tr>
<td>or HRC 100 C</td>
<td>Nutrition</td>
<td>3</td>
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<td>Total Units Required</td>
<td>17</td>
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</table>

*May be completed prior to enrollment in the Dental Hygiene Program and must be completed within five years of filing the application and prior to the third semester of the Dental Hygiene Program.

DENTAL HYGIENE CERTIFICATE
Students who have previously earned an Associate Degree and have completed all the Cypress College Dental Hygiene curriculum requirements will be eligible for a Certificate in Dental Hygiene. To earn a certificate, complete the required courses as listed with a minimum grade of “C”.

At Least 50% of all course work must be completed at Cypress College.

PRE-DENTAL HYGIENE TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Dental Hygiene (DH)

DH 101 C  DENTAL ANATOMY & MORPHOLOGY
2 Units
Two hours lecture per week.

CSU
Prerequisite: Enrollment in the Dental Hygiene program and all support courses. This course presents a study in dental anatomy, morphology, and occlusion essential to the proper care of patients during clinical treatment. An emphasis will be placed on the proper identification of oral and dental structures, the utilization of proper terminology, the recognition of normal occlusion in contrast to malocclusion and the clinical significance of temporomandibular joint dysfunction.
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture and Laboratory Hours</th>
<th>Prerequisites</th>
<th>Description</th>
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<tbody>
<tr>
<td>DH 104 C</td>
<td>ORAL HEALTH ASSESSMENT</td>
<td>3</td>
<td>3 hours per week</td>
<td>CSU, Prerequisite: Current enrollment in the Dental Hygiene Program.</td>
<td>This course is a multifaceted course that presents foundation information skills for the beginning student clinician to utilize daily in direct patient care. Primarily, it is an introduction to the recognition, gathering and interpretation of assessment data as an aid to formulating checklist dental hygiene treatment plans. In addition, it provides the basics to dental disease prevention through the dissemination and application of existing dental health knowledge through chairside instruction.</td>
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<tr>
<td>DH 106 C</td>
<td>RADIOLOGY TECH./HYGIENISTS</td>
<td>3</td>
<td>2 hours lecture and 3 hours laboratory per week</td>
<td>Prerequisite: Enrollment in the Dental Hygiene Program.</td>
<td>This course for dental hygiene students includes didactic and pre-clinical instruction in the essentials of dental radiography. Lecture emphasizes the technical aspects of radiation production, protection against the hazards of radiation, and utilization of radiographs during patient care. The laboratory provides demonstrations and practical application in the fundamentals of intraoral and extraoral radiographic techniques, processing, mounting and identification of normal anatomical landmarks. $66.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>DH 109 C</td>
<td>PRE-CLINICAL DENTAL HYGIENE</td>
<td>4½</td>
<td>2 and 1½ hours per week</td>
<td>Prerequisite: Enrollment in the Dental Hygiene Program and all support courses.</td>
<td>This course is the first in a series of four courses designed to prepare the student for clinical dental hygiene practice. An emphasis will be placed on specific materials and functions of basic instrumentation skills, instrument sharpening, polishing agents and methods, topical fluoride application, clinic forms and procedures, clinic duties, and clinical practice utilizing examination procedures and scaling techniques on student patient partners. $63.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>DH 110 C</td>
<td>CLINICAL DENTAL HYGIENE</td>
<td>6</td>
<td>1 hour lecture and 12 hours clinic per week</td>
<td>Prerequisite: Current enrollment in Dental Hygiene program and successful completion of all first semester courses; DH 109 C.</td>
<td>This is the second in a series of four courses designed to prepare the student for clinical dental hygiene practice. Emphasis is placed on perfecting oral inspection and medical/dental health history documentation, and developing dental hygiene treatment plans. Additional course content includes: introduction to universal curet instrumentation and sharpening techniques, root debridement techniques, oral and subgingival irrigation, gingival curettage, introduction to hoe and file instrumentation, introduction to ultrasonic instrumentation and air polishing. Clinical skills will be demonstrated and evaluated on clinical patients appointed in the Cypress College Dental Hygiene Clinic.</td>
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<tr>
<td>DH 113 C</td>
<td>GENERAL AND ORAL PATHOLOGY</td>
<td>2</td>
<td>2 hours per week</td>
<td>CSU, Prerequisite: Current enrollment in the Dental Hygiene program and successful completion of first semester courses.</td>
<td>This course introduces students to concepts of general pathology and specific pathologic processes, including inflammatory and immunologic defenses, as well as neo-plastic, metabolic, inherited and developmental disturbances. A summary of each condition is presented and includes information to aid the Dental Hygienist in developing a clinically useful differential diagnosis.</td>
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<tr>
<td>DH 115 C</td>
<td>ESSENTIALS OF NUTRITION FOR THE DENTAL HEALTH PROFESSION</td>
<td>2</td>
<td>2 hours per week</td>
<td>CSU, Prerequisite: Current enrollment in the Dental Hygiene program and successful completion of first semester courses.</td>
<td>This course is designed to provide knowledge in nutrition and biochemistry. Instruction will emphasize the principles of nutrition, their application to dental health instruction, nutritional counseling, dental survey, and patient nutritional assessment.</td>
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<tr>
<td>DH 116 C</td>
<td>DENTAL MATERIALS/HYGIENISTS</td>
<td>2</td>
<td>1 hour lecture and 3 hours laboratory per week</td>
<td>Prerequisite: Current enrollment in the Dental Hygiene program and successful completion of first semester courses.</td>
<td>The structure, chemical and physical properties, and manipulation of materials used in dentistry will be covered. Laboratory application of dental materials and the relationship of dental materials to the oral environment is included. Emphasis will be placed on specific materials and functions delegated to the registered dental assistant and dental hygienist by the State of California. $25.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>DH 125 C</td>
<td>PERIO PATHOLOGY &amp; THERAPY</td>
<td>2</td>
<td>2 hours per week</td>
<td>CSU, Prerequisite: Current enrollment in the Dental Hygiene program and successful completion of first semester courses.</td>
<td>This course is designed to provide the dental hygiene student with current theory in periodontics. The healthy periodontium as well as the diseased states will be explored. New surgical concepts and techniques in periodontics will be discussed. The relation of periodontics to clinical treatment will be emphasized.</td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>DH 220 C</td>
<td>CLINICAL DENTAL HYGIENE</td>
<td>6 Units</td>
<td>One hour lecture and Sixteen hours laboratory per week. Prerequisite: Sophomore standing in the Dental Hygiene program. This is the third in a series of four courses designed to prepare the student for clinical dental hygiene practice. Lecture and clinical instruction will be applied by experience on clinical patients in the Cypress College Dental Hygiene facility and off campus clinical site, and/or an enriching facility. An emphasis will be placed on the assimilation and utilization of previous instruction and demonstration of progressive learning. This course also emphasizes the performance of those expanded duties in dental hygiene as allowed by the California State Dental Practice Act and the progressive development of professional and managerial skills. $23.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
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<tr>
<td>DH 221 C</td>
<td>CLINICAL DENTAL HYGIENE</td>
<td>6 Units</td>
<td>One hour lecture and Sixteen hours laboratory per week. Prerequisite: Sophomore standing in the Dental Hygiene program; DH 220 C. This is the final course in clinical dental hygiene designed to prepare the student for clinical dental hygiene practice and to provide students advanced instruction in patient care. Lecture and clinical instruction will be applied by clinical experience on clinical patients in the Cypress College Dental facility and off campus clinical site, and/or an enriching facility. An emphasis will be placed on: (1) periodontal therapy, (2) supportive periodontal treatment, (3) expanded and supportive periodontal treatment, (3) expanded and supportive procedures, (4) treatment planning, (5) organization and implementation of a Student Research presentation/Table Clinic, and (6) the completion and presentation of a Case Presentation of extensive and comprehensive dental hygiene treatment of a patient.</td>
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<td>DH 230 C</td>
<td>DENTAL SPECIALTIES</td>
<td>2 Units</td>
<td>Two hours lecture per week. Prerequisite: Sophomore standing in the Dental Hygiene program. This is a study of the dental hygienist’s role within the various dental practices. Each dental specialty practice is studied to establish a proper perspective of dental hygiene in relationship to dentistry and to have a greater comprehension of total patient care.</td>
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<td>DH 240 C</td>
<td>COMMUNITY ORAL HEALTH I</td>
<td>2 Units</td>
<td>Two hours lecture per week. Prerequisite: Sophomore standing in the Dental Hygiene program. This is the first of two courses designed to provide the student with the knowledge and experience necessary to work within the community in the area of public health. Emphasis will be placed on developing a community health project, use of statistics, and the development of teaching strategies for use in the classroom. Students are expected to work with target groups within the community.</td>
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<tr>
<td>DH 241 C</td>
<td>COMMUNITY ORAL HEALTH II</td>
<td>2 Units</td>
<td>Two hours lecture per week. Prerequisite: Sophomore standing in the Dental Hygiene program; DH 240 C. This course is the second of two courses in Community Oral Health to develop principles and practices of dental public health. Emphasis of instruction will be placed on community-wide problems such as water fluoridation and the delivery of care. Students will participate in target groups within the community.</td>
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<td>DH 245 C</td>
<td>DENTAL JURISPRUDENCE</td>
<td>2 Units</td>
<td>Two hours lecture per week. Prerequisite: Sophomore standing in the Dental Hygiene program. This lecture course offers a study of the fundamental factors necessary to conduct a well-regulated practice based on sound dental management principles within the legal and ethical framework of the State Dental Practice Act. Emphasis is placed on the historical aspects of dental hygiene, the ethical and legal responsibilities of the dental hygienist, interpersonal relations among members of the dental team, and patient-office relationships.</td>
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<tr>
<td>DH 248 C</td>
<td>MEDICAL/DENTAL EMERGENCIES</td>
<td>1 Unit</td>
<td>One hour lecture per week. Prerequisite: Enrollment in Dental Hygiene Program or Registered Dental Hygienist. This course will provide the graduating student with a consolidation of information concerning medical/life threatening situations within the dental setting. Early recognition of clinical signs and symptoms, emergency treatment of the condition and CPR Re-certification will be included in this course.</td>
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<td>DH 250 C</td>
<td>PHARMACOLOGY</td>
<td>2 Units</td>
<td>Two hours lecture per week. Prerequisite: Sophomore standing in the Dental Hygiene program. This course includes the principles of drug interaction with living tissue (pharmacodynamics) and the time course of drugs within living organisms (pharmacokinetics); drug effects on the cardiovascular, autonomic, and central nervous systems; drug management of anxiety, pain and infection as related to dental practice and the harmful aspects of drugs (toxicology).</td>
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<tr>
<td>DH 255 C</td>
<td>DENTAL ANESTHESIOLOGY</td>
<td>2 Units</td>
<td>One hour lecture and Three hours laboratory per week. Prerequisite: Sophomore standing in the Dental Hygiene Program. This course includes the classification, theories and practices of local anesthesia and nitrous oxide in dentistry as related to the State Dental Practice Act. The student will use anesthesia as it relates to the anxiety and control of pain and will practice techniques in lab and work on patients utilizing local anesthesia and nitrous oxide.</td>
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DH 260 C  DENTAL CARE FOR SPECIAL NEEDS
2 Units
Two hours lecture per week.
CSU
Prerequisite: Sophomore standing in the Dental Hygiene Program. This course is designed to give the student a study in the needs of the medically compromised, or the mentally and physically challenged patient. Emphasis will be placed on therapeutic techniques in treating these special needs patients in a dental clinical situation.

DH 275 C  CLINICAL DENTAL HYGIENE
½ Unit (May be taken for credit 3 times)
One and one half hours laboratory per week.
Credit/No Credit
CSU
Prerequisite: DH 110 C. This is a clinical course in dental hygiene designed to provide students advanced instruction in patient care. An emphasis will be placed on treatment planning, and clinical instrumentation. This course provides the student with 24 hours of clinical instruction.

DH 299 C  DENTAL HYGIENE INDEP. STUDY
½ - 2 Units (Variable Units) (May be taken for credit 3 times)
Lecture/laboratory hours vary according to units given.
Credit/No Credit/Letter Grade Option
CSU
Prerequisite: Approved Independent Study Learning Contract. This course is designed for students enrolled in the Dental Hygiene Program who wish to increase their knowledge and experience in applied areas. Students will participate in independent study on assigned areas under staff supervision.

Economics
Division of Social Science

Division Dean, Kay Andrews

Faculty
Fola Odebunmi
James Phillips
Charlene Schick

Counselors
Velia Lawson
Therese Mosqueda-Ponce
Daniel Pelletier

ECONOMICS TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Economics (ECON)

ECON 098 C  ECONOMICS NON-TRANSFER SEMINAR
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary according to units given. Prerequisite: May be required (See class schedule). This is a non-transfer lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult class schedule to verify credit for particular term.

ECON 100 C  PRINCIPLES OF ECONOMICS (MACRO)
3 Units
Three hours lecture per week.
Credit by Examination
UC/CSU, CSU GE, IGETC, CAN ECON 2
The course concentrates on macroeconomic analysis. Topics emphasized are aggregate supply/demand concepts, economic aggregates and the overall functioning of the American economy, with special emphasis on the role of the government. The course includes national income accounting, employment theory, business cycles, fiscal and monetary policy and economic growth. Duplicate credit not granted for ECON 100HC.

Dentistry
DENTISTRY TRANSFER PROGRAM
Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

Drafting – See Engineering Technology
ECON 100HC HONORS PRINCIPLES OF ECONOMICS (MACRO)
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
The course is an enhanced study of macroeconomics, focusing on the structure and operation of the American economy. Special topics include simulated practice of fiscal and monetary policy, and web-site updates of statistical economics. Duplicate credit not granted for ECON 100 C.

ECON 105 C PRINCIPLES OF ECONOMICS (MICRO)
3 Units
Three hours lecture per week.
Credit by Examination
UC/CSU, CSU GE, IGETC, CAN ECON 4
This course concentrates on microeconomic analysis. Topics emphasized are basic structure of the United States economic system, and interrelationships within this structure. The course includes a study of supply and demand, price determination, the market models, resource pricing and allocation, comparative economic systems, and foreign trade/exchange analysis. Duplicate credit not given for ECON 105HC.

ECON 105HC HONORS PRINCIPLES OF ECONOMICS (MICRO)
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
This course is an enhanced study of microeconomics focusing on the structure and operation of the American economy. Special topics include simulated practice of fiscal and monetary policy, and web-site updates of statistical economics. Duplicate credit not granted for ECON 105 C.

ECON 110 C SURVEY OF ECONOMICS
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU, AA GE, CSU GE, IGETC
Economics 110 C is a survey of the American economic system, with the purpose of developing a level of economic education sufficient for a citizen’s understanding of economic issues. Includes price determination, the role of government in economic activity, and economic relations of the United States with foreign nations. Economics 110 C does not meet the course requirements for majors in economics and business administration. No UC credit if taken after ECON 100 C or ECON 105 C.

ECON 130 C CONSUMER ECONOMICS
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
The student will examine practical consumer choices involving gathering information, spending money, saving/investing and other consumer choices. Emphasis will be given to daily consumer applications of beneficial consumer behavior.

ECON 260 C ECONOMIC GEOGRAPHY
3 Units
(Same as GEOG 260 C)
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
Investigation and interpretation of the world’s economic organization, its natural resources, raw material, crop and crop production, manufacturing and service industries, new trends in producing, and the changing centers of production and consumption are covered in this course.

ECON 298 C ECONOMICS SEMINAR
¼ - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary with credit given.
UC Credit Limitation/CSU
Prerequisite: May be required. (See class schedule).
This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ¼ unit to 3 units. Consult class schedule for the offerings in a particular semester.

ECON 299 C ECONOMICS INDEPENDENT STUDY
1 Unit (May be taken for credit 3 times)
Varying hours of scheduled conferences per week according to instructor.
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Contract.
Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.
Electricity
Division of Science/Engineering/Mathematics

Division Dean – Larry Mercadante, Interim

Faculty
Allen Mottershead

Counselors
Carol Mattson
Tom Nordee
Alice Payne

Electricity (ELEC)
ELEC 051 C BASIC ELECTRICITY
2 Units
Two hours lecture and
Two hours laboratory per week.

Credit/No Credit/Letter Grade Option
This course provides a non-mathematical treatment of AC and DC circuits including the following: current, voltage, resistance, power, magnetism, relays, motors, generators, automotive electrical system, rectifying circuits, and the use of the oscilloscope and related test equipment. This course is not open to those who have completed a previous college course in electricity or electronics and cannot be counted toward the electronic engineering technology major.

Electronics - See Engineering Technology (ENGT)

Engineering
Division of Science/Engineering/Mathematics

Division Dean – Larry Mercadante, Interim

Faculty
Allen Mottershead

Counselors
Carol Mattson
Tom Nordee
Alice Payne

ASSOCIATE IN SCIENCE DEGREE
PRE-ENGINEERING
This Pre-Engineering program is designed to prepare students for junior standing at most CSU and UC institutions.

To earn an Associate Degree students must complete:
(1) all major course requirements with a minimum grade of “C”; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 150AC</td>
<td>Calculus and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 150BC</td>
<td>Calculus and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 250AC</td>
<td>Intermediate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH 250BC</td>
<td>Intermediate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 221 C</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 222 C</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 223 C</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 111AC</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 112 C</td>
<td>Chemistry for Engineers</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 101 C</td>
<td>Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENGT104 C</td>
<td>Computer Aided Design (Auto CAD 2000)</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 102 C</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 110 C</td>
<td>Engineering Problem Analysis</td>
<td>2</td>
</tr>
<tr>
<td>ENGR 201 C</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 210 C</td>
<td>Electric Circuits</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 185AC</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>or CSCI 205 C</td>
<td>FORTRAN Programming</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Total Units Required 58

ENGINEERING TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.
Engineering (ENGR)

ENGR 102 C  ENGINEERING GRAPHICS
3 Units
Two hours lecture and
Four hours laboratory per week.
UC/CSU, CAN ENGR 2
Prerequisite: ENGT 101 C and MATH 020 C, or equivalent high school mathematics, with a grade of “C” or better. Descriptive geometry methods for drawing of points, lines, planes, plane intersections and developments, vector graphics with the use of base line dimensioning, tolerances, weight calculations, notes, bill of materials composition and graphs. The solution of three-dimensional problems arising in various branches of engineering and the elementary introduction to AutoCAD.

ENGR 110 C  ENGINEERING PROBLEM ANALYSIS
2 Units
(Same as ENGT 110 C)
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU
Prerequisite: MATH 040 C. The course is an introduction to science and engineering as professions and associated career responsibilities and opportunities. The course includes a selection of computational and mathematical methods and tools to be found useful in problem solving. The use of pocket calculators in the determination of measurement limitations and errors, dimensional analysis, quantifying laboratory data, graphical techniques, and design theory in engineering analysis is also studied. The course includes the application of engineering and scientific problem methods to introductory mechanics and electricity.

ENGR 201 C  STATICS
3 Units
Three hours lecture per week.
UC/CSU, CAN ENGR 8
Prerequisite: ENGR 110 C, PHYS 201 C or PHYS 221 C, MATH 142 C or MATH 150AC. This course includes the study of force systems, equilibrium conditions, and analytical vector mechanics as applied to practical engineering problems. It also includes force and moment equilibrium analysis of solid bodies, beams, machine members, and structures in two and three dimensions, elementary bending moment and shear analysis of simple beams, distributed beam loading, centroids, friction forces, fluid forces on submerged surfaces, virtual work, and moment of inertia.

ENGR 205 C  ADVANCED ENGINEERING AUTOCAD
3 Units (May be taken for credit 2 times)
Two hours lecture and
Four hours laboratory per week.
CSU
Prerequisite: ENGT 104 C and ENGR 102 C. This is an advanced course in the use of Computer Aided Design (CAD) systems for projects that emphasize dimensioning and detailing for interchangeable assemblies and 3-D working drawings for mechanical, electrical, and aerospace applications. $4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

ENGR 210 C  ELECTRIC CIRCUITS
4 Units
Three hours lecture and
Three hours laboratory per week.
UC/CSU, CAN ENGR 6
Prerequisite: PHYS 222 C, MATH 250AC, and ENGR 110 C. The course consists of an analysis of circuits under steady state and transient conditions; network theorems, phasors and steady-state sinusoids.
Engineering Technology

Division of Science/Engineering/Mathematics

Division Dean – Larry Mercadante, Interim

Faculty
Allen Mottershead

Counselors
Carol Mattson
Tom Nordee
Alice Payne

ASSOCIATE IN SCIENCE DEGREE
DRAFTING ENGINEERING TECHNOLOGY

The primary emphasis is to prepare the student for employment. Students must complete 40 units from the core section and 25 units from General Education.

To earn an Associate Degree students must complete:
(1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 130 C</td>
<td>Survey of Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH 141 C</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MATH 142 C</td>
<td>Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 201 C, 202 C</td>
<td>College Physics</td>
<td>4, 4</td>
</tr>
<tr>
<td>ENGT101 C</td>
<td>Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENGT104 C</td>
<td>Computer Aided Design (Auto CAD 2000)</td>
<td>3</td>
</tr>
<tr>
<td>ENGT205 C</td>
<td>Advanced Engineering Auto CAD</td>
<td>3, 3</td>
</tr>
<tr>
<td>ENGR 102 C</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 110 C</td>
<td>Engineering Problem Analysis</td>
<td>2</td>
</tr>
<tr>
<td>ENGR 201 C</td>
<td>Statics</td>
<td>3</td>
</tr>
</tbody>
</table>

ENGINEERING TECHNOLOGY TRANSFER PROGRAM

Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Other specializations include: Construction, Manufacturing, and Quality Assurance.

Engineering Technology (ENGT)

ENGT 101 C  TECHNICAL DRAWING
3 Units
Two hours lecture and
Four hours laboratory per week.

CSU
Prerequisite: MATH 010 C, or equivalent high school mathematics, with a grade of "C" or better. Principles of graphical drawing for students who have no background in this subject area are studied. This course covers the proper use of drawing instruments, lettering, sketching, multiview (orthographic projections), geometric constructions, isometrics and pictorials, sections, auxiliary views, base line dimensioning with tolerances, weight calculations, notes and bill of materials composition.

ENGT 104 C  COMPUTER AIDED DESIGN (AutoCAD 2000)
3 Units
Two hours lecture and
Four hours laboratory per week.

CSU
Prerequisite: ENGT 101 C, or employed in the field. This is an introduction to Computer Aided Design (AutoCAD 2000) systems and techniques with emphasis on using a menu driven software package for creating drawing data files of schematics, multiview (orthographic projections), sections, isometrics, base line dimensioning with tolerances, notes, and bill of materials. The course is designed to prepare the student for industry, technology, or engineering uses of the CAD system. $4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

ENGT 110 C  ENGINEERING PROBLEM ANALYSIS
2 Units
(Same as ENGR 110 C)
Three hours lecture per week.
Credit/No Credit/Letter Grade Option

UC/CSU
Prerequisite: MATH 040 C. The course is an introduction to science and engineering as professions and associated career responsibilities and opportunities. The course includes a selection of computational and mathematical methods and tools to be found useful in problem solving. The use of pocket calculators in the determination of measurement limitations and errors, dimensional analysis, quantifying laboratory data, graphical techniques, and design theory in engineering analysis is also studied. The course includes the application of engineering and scientific problem methods to introductory mechanics and electricity. This course also meets requirements for credit in Engineering.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lectures</th>
<th>Laboratory</th>
<th>Option</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 140 C</td>
<td>AC &amp; DC CIRCUITS I</td>
<td>4</td>
<td>Three</td>
<td>Three</td>
<td></td>
<td>Credit/No Credit/Letter Grade Option</td>
<td>CSU</td>
</tr>
<tr>
<td>ENGT 141 C</td>
<td>AC &amp; DC CIRCUITS II</td>
<td>4</td>
<td>Three</td>
<td>Three</td>
<td></td>
<td>Credit/No Credit/Letter Grade Option</td>
<td>CSU</td>
</tr>
<tr>
<td>ENGT 205 C</td>
<td>ADVANCED ENGINEERING AUTOCAD</td>
<td>3</td>
<td>Two</td>
<td>Four</td>
<td></td>
<td>(May be taken for credit 2 times)</td>
<td>CSU</td>
</tr>
<tr>
<td>ENGT 240 C</td>
<td>ELECTRONIC DEVICES &amp; CIRCUITS</td>
<td>4</td>
<td>Three</td>
<td>Three</td>
<td></td>
<td>Credit/No Credit/Letter Grade Option</td>
<td>CSU</td>
</tr>
<tr>
<td>ENGT 241 C</td>
<td>DIGITAL DEVICES AND CIRCUITS</td>
<td>4</td>
<td>Three</td>
<td>Three</td>
<td></td>
<td>Credit/No Credit/Letter Grade Option</td>
<td>CSU</td>
</tr>
<tr>
<td>ENGT 299 C</td>
<td>ENGR TECHNOLOGY IND STUDY</td>
<td>⅓ - 2</td>
<td>Hours</td>
<td>topics by</td>
<td>Arrangement with instructor.</td>
<td>CSU</td>
<td>Prerequisite: Approved Independent Study Learning Contract. This course is for able students who wish to extend their knowledge of a particular area of engineering technology (electronics, mechanics, etc.) through individual research, study and laboratory work. Students may select their own topics or be assigned a project to work on under supervision.</td>
</tr>
</tbody>
</table>
English
Division of Language Arts

Division Dean – Juliet Falce-Robinson

Faculty
Linda Borla
Joan Daniels
Nancy Deutsch
Cherie Dickey
Christie Diep
Mary Forman
Sarah Jones
Barbara Kashi
Lawrence Keel
Margaret Klein
Charles Licari
Jian-er Lin
Barbara Marshall
Kathleen Mc Alister
Melanie Nabahani
John Payne
Stuart Rosenberg
Sandra Schaefer
Kathyn Sonne
Ambika Talwar
Randa Wahbe
Kim Wise
Eldon Young

Counselors
Velia Lawson
Therese Mosqueda-Ponce
Daniel Pelletier

ENGLISH TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

English (ENGL)

PLACEMENT IN ENGLISH COMPOSITION CLASSES
Students are placed in English composition classes according to test scores on the College Test for English Placement (CTEP). Non-native English speakers should take the CELSA Test (see English as a Second Language course program). Students are strongly advised to take a placement test prior to their first registration at Cypress College.

Students with appropriate CTEPscores will be placed in ENGL 100 C (College Writing). Students needing additional fundamental work will be placed in either ENGL 057 C (Reading and Writing I), ENGL 058 C (Reading and Writing II), or ENGL 060 C (College Writing Preparation). AT THE FIRST CLASS MEETING ALL STUDENTS WILL BE REQUIRED TO WRITE A SHORT COMPOSITION IN ORDER TO CONFIRM APPROPRIATE PLACEMENT. ENGL 057 C and ENGL 058 C students' reading comprehension skills will also be evaluated.

ENGL 060 C students must earn at least a “C” grade to be eligible for ENGL 100 C; ESL 186 C students must earn a “B” for eligibility.

All students are encouraged to fulfill English course requirements as early as possible in their college programs.

READING PROFICIENCY EXAMINATION
The READING PROFICIENCY EXAMINATION which satisfies the Reading Proficiency Graduation Requirement for the Associate Degree, will be administered by the Matriculation Office three times a year during registration activities. See the section in the Schedule of Classes titled, STEP TWO, ENGLISH ASSESSMENT. Proficiency in reading may also be satisfied by receiving a “C” or better in ENGL 096 C, ENGL 102 C, or ENGL 142 C, or by CSU General Education Certification of IGETC certification. No units are given for passing the Reading Proficiency Examination, nor is the total number of units required to complete the Associate Degree lowered. Students who meet the area requirement by the proficiency exam are still required to satisfy the 60-unit requirement for graduation. A student may attempt to pass the proficiency exam only one time.

ENGL 027 C BASIC STUDY SKILLS
3 Units
Three hours lecture and
One hour laboratory TBA per week.
NON-DEGREE CREDIT
Credit/No Credit/Letter Grade Option
The purpose of this course is to assist students with limited academic backgrounds in experiencing college success by taking responsibility for their college experience. Intensive practice and guidance in campus orientation, goal setting, time management, listening and note taking, textbook reading, concentration, memory strategies, and test taking are provided.
Students are advised to take English classes according to scores on the following test:

**COLLEGE TEST FOR ENGLISH PLACEMENT (CTEP)**
The CTEP is designed to measure the English skills of non-native speakers of English. It is required for proper placement in English courses. Exemptions are: completion of an AA degree or higher, enrollment in one class that has no prerequisite; transcripts/grade reports showing completion of college English with a grade of “C” or better. The CTEP may not be used for placement in ESL courses.

Students with appropriate scores on the CTEP will be advised to take ENGL 100 C (College Writing). Students needing additional fundamental work will be advised to take either ENGL 057 C (Reading and Writing I), ENGL 058 C (Reading and Writing II), or ENGL 060 C (Preparation for College Writing). Students enrolled in pre-English 100 C classes must earn at least a “C” grade in ENGL 060 C to be eligible for enrollment in ENGL 100 C. All students are encouraged to complete their English coursework as early as possible in their educational programs.

Students enrolled in core classes will be required to write an essay on the first day of instruction to verify skill level and assessment placement score.

---

**FLOW CHART FOR PRE-ENGLISH 100 COURSES**

Students are advised to take English classes according to scores on the following test:

**COLLEGE TEST FOR ENGLISH PLACEMENT (CTEP)**
The CTEP is designed to measure the English skills of non-native speakers of English. It is required for proper placement in English courses. Exemptions are: completion of an AA degree or higher, enrollment in one class that has no prerequisite; transcripts/grade reports showing completion of college English with a grade of “C” or better. The CTEP may not be used for placement in ESL courses.

Students with appropriate scores on the CTEP will be advised to take ENGL 100 C (College Writing). Students needing additional fundamental work will be advised to take either ENGL 057 C (Reading and Writing I), ENGL 058 C (Reading and Writing II), or ENGL 060 C (Preparation for College Writing). Students enrolled in pre-English 100 C classes must earn at least a “C” grade in ENGL 060 C to be eligible for enrollment in ENGL 100 C. All students are encouraged to complete their English coursework as early as possible in their educational programs.

Students enrolled in core classes will be required to write an essay on the first day of instruction to verify skill level and assessment placement score.

---

**LEARNING CENTER**
The Learning Center, located in Room 303 of the Humanities Building, provides students with the opportunity to improve their learning skills as a way of becoming more successful college students. The Center offers a wide variety of tutorial packages. Students may drop in on their own or be referred by instructors and counselors.

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**ENGL 057 C READING AND WRITING I**

4 Units
Four hours lecture and
One hour laboratory TBA per week.

NON-DEGREE CREDIT
Credit/No Credit/Letter Grade Option
Prerequisite: Open only to students who have taken the placement test. This course is designed for first semester college students and emphasizes basic instruction in reading and writing, including such topics as comprehension, vocabulary development, reading efficiency, study techniques, and basic composition. Individualized instruction is provided.

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**ENGL 058 C READING AND WRITING II**

4 Units
Four hours lecture and
One hour laboratory per week.

NON-DEGREE CREDIT
Credit/No Credit/Letter Grade Option
Prerequisite: Completion of ENGL 057 C with a “C” or better, or acceptable score on the placement test. This course is designed to prepare students for ENGL 060 C and for the demands of college reading. It emphasizes a comprehensive approach to reading and writing, and includes such topics as: academic comprehension, vocabulary development, and basic academic composition. Individualized instruction is included.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 060 C</td>
<td>COLLEGE WRITING PREPARATION</td>
<td>3</td>
<td>Four hours lecture per week. Credit/No Credit/Letter Grade Option. Prerequisite: Acceptable score on placement test, ENGL 058 C with a grade of &quot;C&quot; or better, or ESL 186 C with a grade of &quot;C&quot; or better. The course is designed to prepare students for ENGL 100 C. The emphasis is on expository writing of the essay including paragraph structure. The fundamentals of English written expression are reviewed.</td>
</tr>
<tr>
<td>ENGL 068 C</td>
<td>ENGLISH SKILLS DEVELOPMENT</td>
<td>¼ - 10</td>
<td>(Variable Units) (May be taken for a cumulative total of 10 units) (Open Entry-Open Exit) One hour lecture and Three hours laboratory TBA per week. NON-DEGREE CREDIT Credit/No Credit/Letter Grade Option. This variable unit, open entry/open exit course with flexible hours is designed for the student who needs to improve English or study skills in a short period of time. Skill development opportunities will be provided in the areas of reading, writing, vocabulary, spelling, study skills, and speed reading.</td>
</tr>
<tr>
<td>ENGL 095 C</td>
<td>EFFECTIVE WRITING</td>
<td>3</td>
<td>Three hours lecture per week. Credit/No Credit/Letter Grade Option AA GE. Prerequisite: Eligibility for ENGL 060 C. This is a college level course in written communication designed for students majoring in vocational and technical fields. It is designed to develop reading, critical thinking, and writing strategies necessary for the job market and academic success and it fulfills the written communication requirement for the AA or AS degree and also for any vocational certificate available through the college.</td>
</tr>
<tr>
<td>ENGL 096 C</td>
<td>COLLEGE READING STRATEGIES</td>
<td>3</td>
<td>Three hours lecture and One hour laboratory TBA per week. Credit/No Credit/Letter Grade Option. Prerequisite: Eligibility for ENGL 060 C or acceptable score on the placement test. This course is designed to prepare students for the demands of college academic reading, i.e., college textbooks, professional journals, and supplemental reading in content areas, and for the demands of technical reading in the workplace. Emphasis is placed on acquiring, applying, adapting, and evaluating effective reading and writing strategies which facilitate optimum learning in the content area classes, as well as developing general and specialized vocabulary and the writing skills required for essay exams, abstracts of professional journal articles, and critical analyses of content area supplemental reading. Completion of this course satisfies the Cypress College Associate Degree Graduation Reading Proficiency Requirement.</td>
</tr>
<tr>
<td>ENGL 097 C</td>
<td>MULTICULTURAL LITERATURE</td>
<td>3</td>
<td>Three hours lecture per week. AAGE, CUL PL. The course is a study of multicultural literature, by both immigrant and native American writers, which explores varied responses - ethnic, gender, and regional - in the cultural context of a diverse country. Students critically analyze a variety of literary sources, including such genres as fiction, drama, expository writing - essays, journals, autobiography, letters - and other less traditional literary forms - tales, chants, and rituals. The course is designed to enrich students' lives by exploring the multicultural literary sources of America that contribute to the cultural history and development of contemporary American society. Not open to students with credit in ENGL 247 C.</td>
</tr>
<tr>
<td>ENGL 098 C</td>
<td>LANGUAGE ARTS SEMINAR</td>
<td>¼ - 3</td>
<td>(Variable Units) (May be taken for credit 4 times) One half to three hours lecture per week. Credit/No Credit/Letter Grade Option. This seminar is for students who wish to extend their knowledge of English, reading, and study skills through small group discussion.</td>
</tr>
<tr>
<td>ENGL 099 C</td>
<td>LEARNING SKILLS - INDEPENDENT STUDY</td>
<td>¼ - 2</td>
<td>(Variable Units) (May be taken for credit 3 times) Sixteen hours per semester per one-half unit. Credit/No Credit. This course is designed to aid students in achieving success in specific college courses or in the college experience in general. Students will work under the direction of an instructor on a course of study agreed to in an Independent Study Learning Contract and will utilize a self-pacing laboratory approach.</td>
</tr>
<tr>
<td>ENGL 100 C</td>
<td>COLLEGE WRITING</td>
<td>3</td>
<td>Four hours lecture per week. UC/CSU, AAGE, CSU GE, IGETC, CAN ENGL 2. Prerequisite: Acceptable score on placement test or ENGL 060 C with a grade of &quot;C&quot; or better or ENGL 095 C with a grade of &quot;C&quot; or better or ESL 186 C with a grade of &quot;A&quot;. This course is a college level course in written communication. It is designed to develop reading, critical thinking, and writing strategies necessary for academic success. The emphasis is on writing expository essays. The course requires the use of research and documentation skills. Duplicate credit not granted for ENGL 100HC.</td>
</tr>
<tr>
<td>ENGL 100HC</td>
<td>HONORS COLLEGE WRITING</td>
<td>3</td>
<td>Four hours lecture per week. UC/CSU, AAGE, CSU GE, IGETC, CAN ENGL 2. Prerequisite: Acceptable score on placement test or ENGL 060 C or ENGL 095 C with a grade of &quot;C&quot; or better, or ESL 186 C with a grade of &quot;A&quot;. This course is a college level course enhanced for Honors students. The emphasis is on reading and writing expository essays. The course will develop increased critical thinking, reading and writing skills. The class will be conducted as a seminar and will require a significant research project that uses correct documentation skills. Duplicate credit not granted for ENGL 100 C.</td>
</tr>
</tbody>
</table>
ENGL 102 C  INTRODUCTION TO LITERATURE
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC, CAN ENGL 4
Prerequisite: ENGL 100 C with a grade of "C" or better. This course is a continuation of ENGL 100 C. It builds from the inferential reading and expository writing of the first semester course to emphasize comprehension and composition of the analytical and critical essay. The content introduces students to techniques and major authors of narrative fiction, drama, and poetry, providing them with an opportunity to enrich their lives, enhance their understanding of the human condition, and develop an appreciation for good literature. Completion of this course satisfies the Cypress College Associate Degree Graduation Reading Proficiency Requirement.

ENGL 103 C  CRITICAL REASONING AND WRITING
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: ENGL 100 C with a grade of "C" or better. This course is designed to develop critical thinking, reading and writing skills beyond the level achieved in ENGL 100 C. The course will focus on the development of logical reasoning and analytical and argumentative writing skills.

ENGL 104 C  CRITICAL ANALYSIS AND WRITING ABOUT LITERATURE
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: ENGL 100 C with a grade of "C" or better. This course will develop critical thinking, reading and writing skills as they apply to the analysis of literature and literary criticisms from diverse cultural sources and perspectives. There will be an emphasis on the techniques and principles of effective written argument as they apply to literature. Students will demonstrate this understanding by writing and critiquing essays and utilizing research strategies. Duplicate credit not granted for ENGL 104 HC.

ENGL 104HC  HONORS CRITICAL ANALYSIS AND WRITING ABOUT LITERATURE
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: ENGL 100 C with a grade of "C" or better. This course is a college level course enhanced for honors students. The emphasis is on developing increased critical thinking, reading and writing skills as they apply to the analysis of literature and literary criticism. Writing expanded argumentative research essays, and utilizing enhanced research strategies and documentation skills will be required. The class will be conducted as a seminar. Duplicate credit not granted for ENGL 104 C.

ENGL 105 C  CREATIVE WRITING
3 Units (May be taken for credit 2 times)
Three hours lecture per week.
UC/CSU, CAN ENGL 6
Prerequisite: ENGL 100 C. This course provides an opportunity for students to explore their interest in literary creativity by writing short fiction, poetry, and a short play. The writers will gain understanding of each literary type, have an opportunity to create in each area, and be afforded the chance to have their work critiqued in a workshop setting.

ENGL 106 C  TOPICS IN LITERATURE
3 Units
(Same as INDS 100 C)
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: Eligibility for ENGL 100 C. This course is a survey of the development of Western culture from the Renaissance to the present, including a study of other important influences, including African, Middle Eastern and Asian. The course covers prehistory to the Renaissance, with emphasis on the arts.

ENGL 107 C  THE FILM
3 Units
(Same as INDS 101 C)
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: Eligibility for ENGL 100 C. This course is a critical study of film as literature that will develop critical thinking and writing skills. Students will study the elements of film making and the historical development of film. Film as a storytelling art form will be emphasized. Ten to twelve films will be shown in class for analysis and discussion. Duplicate credit not granted for ENGL 125 HC.

ENGL 108 C  CRITIQUE OF FILM
1⁄2 - 3 Units (Variable Units) (May be taken for credit 4 times)
Three hours lecture per week.
UC Credit Limitation/CSU
Topics in language and literature are nine or eighteen week courses designed to provide students with experiences in specialized areas of English and an opportunity to explore and investigate areas of special interest. Courses such as Women’s Voices in Literature, Humor in Literature and Modern British Drama are offered.

ENGL 109 C  CRITICAL READING AND THE ARTS
3 Units
UC/CSU
Prerequisite: Eligibility for ENGL 100 C. This course will develop critical thinking, reading and writing skills beyond the level achieved in ENGL 100 C. The course is designed to develop critical thinking, reading and writing skills beyond the level achieved in ENGL 100 C. The course is a college level course enhanced for honors students. The emphasis is on developing increased critical thinking, reading and writing skills as they apply to the analysis of literature and literary criticism from diverse cultural sources and perspectives. There will be an emphasis on the techniques and principles of effective written argument as they apply to literature. Students will demonstrate this understanding by writing and critiquing essays and utilizing research strategies. Duplicate credit not granted for ENGL 104 HC.

ENGL 110 C  HUMANITIES AND THE ARTS
3 Units
(Same as INDS 100 C)
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: Eligibility for ENGL 100 C. This course is a survey of the development of Western culture from the Renaissance to the present, including a study of other important influences from Africa, the Middle East, Asia, and North and South America, with emphasis on the arts.

ENGL 111 C  HUMANITIES AND THE ARTS
3 Units
(Same as INDS 101 C)
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: Eligibility for ENGL 100 C. This course is a study of Hemingway and representative examples of his fiction. The focus of the course is on the nature of Hemingway as a person and writer and to introduce students to his short stories and novels.

ENGL 112 C  CRITICAL READING AND THE ARTS
3 Units
UC/CSU
Prerequisite: Eligibility for ENGL 100 C. This course is a critical study of film as literature that will develop critical thinking and writing skills. Students will study the elements of film making and the historical development of film. Film as a storytelling art form will be emphasized. Ten to twelve films will be shown in class for analysis and discussion. Duplicate credit not granted for ENGL 125 HC.

ENGL 115 C  CRITICAL READING AND THE ARTS
3 Units
UC/CSU
Prerequisite: Eligibility for ENGL 100 C. This course is a study of Hemingway and representative examples of his fiction. The focus of the course is on the nature of Hemingway as a person and writer and to introduce students to his short stories and novels.

ENGL 116 C  CRITICAL READING AND THE ARTS
3 Units
UC/CSU
Prerequisite: Eligibility for ENGL 100 C. This course is a study of Hemingway and representative examples of his fiction. The focus of the course is on the nature of Hemingway as a person and writer and to introduce students to his short stories and novels.

ENGL 117 C  CRITICAL READING AND THE ARTS
3 Units
UC/CSU
Prerequisite: Eligibility for ENGL 100 C. This course is a study of Hemingway and representative examples of his fiction. The focus of the course is on the nature of Hemingway as a person and writer and to introduce students to his short stories and novels.

ENGL 118 C  CRITICAL READING AND THE ARTS
3 Units
UC/CSU
Prerequisite: Eligibility for ENGL 100 C. This course is a study of Hemingway and representative examples of his fiction. The focus of the course is on the nature of Hemingway as a person and writer and to introduce students to his short stories and novels.

ENGL 119 C  CRITICAL READING AND THE ARTS
3 Units
UC/CSU
Prerequisite: Eligibility for ENGL 100 C. This course is a study of Hemingway and representative examples of his fiction. The focus of the course is on the nature of Hemingway as a person and writer and to introduce students to his short stories and novels.

ENGL 120 C  CRITICAL READING AND THE ARTS
3 Units
UC/CSU
Prerequisite: Eligibility for ENGL 100 C. This course is a study of Hemingway and representative examples of his fiction. The focus of the course is on the nature of Hemingway as a person and writer and to introduce students to his short stories and novels.

ENGL 121 C  CRITICAL READING AND THE ARTS
3 Units
UC/CSU
Prerequisite: Eligibility for ENGL 100 C. This course is a study of Hemingway and representative examples of his fiction. The focus of the course is on the nature of Hemingway as a person and writer and to introduce students to his short stories and novels.

ENGL 122 C  CRITICAL READING AND THE ARTS
3 Units
UC/CSU
Prerequisite: Eligibility for ENGL 100 C. This course is a study of Hemingway and representative examples of his fiction. The focus of the course is on the nature of Hemingway as a person and writer and to introduce students to his short stories and novels.

ENGL 123 C  CRITICAL READING AND THE ARTS
3 Units
UC/CSU
Prerequisite: Eligibility for ENGL 100 C. This course is a study of Hemingway and representative examples of his fiction. The focus of the course is on the nature of Hemingway as a person and writer and to introduce students to his short stories and novels.

ENGL 124 C  CRITICAL READING AND THE ARTS
3 Units
UC/CSU
Prerequisite: Eligibility for ENGL 100 C. This course is a study of Hemingway and representative examples of his fiction. The focus of the course is on the nature of Hemingway as a person and writer and to introduce students to his short stories and novels.

ENGL 125 C  THE FILM
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: ENGL 100 C. This course is a critical study of film as literature that will develop critical thinking and writing skills. Students will study the elements of film making and the historical development of film. Film as a story telling art form will be emphasized. Ten to twelve films will be shown in class for analysis and discussion. Duplicate credit not granted for ENGL 125 HC.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 125HC</td>
<td>HONORS FILM</td>
<td>3</td>
<td>This course is a critical study of film as a story telling art form enhanced for Honors students. Students study the elements of cinematic storytelling, film’s dependence on literature, and the historical development of film. Ten to twelve short and feature films are shown in the course for discussion and analysis. The course is taught in a seminar format. <strong>Duplicate credit not granted for ENGL125 C.</strong></td>
</tr>
</tbody>
</table>
| ENGL 126 C  | SCREENWRITING                                    | 3     | (May be taken for credit 2 times)                                                                                       **Three hours lecture per week.**  
**UC/CSU**  
**Prerequisite:** ENGL 100 C. This course provides students the opportunity to study the art of the screenplay and create their own. Students will critically analyze professional models, view excellent examples of film writing, and work on their own screenplay. Students will have the opportunity to have their work critiqued in a workshop setting. |
| ENGL 135 C  | ADVANCED GRAMMAR AND USAGE                       | 3     | **Three hours lecture per week.**                                                                                       **CSU**  
**Prerequisite:** Eligibility for ENGL 100 C. This is an advanced course in English grammar and usage. Students will learn about the origins and development of the English language. Parts of speech, parts of sentences, verb tenses, sentence types, syntax, and standard usage will be emphasized. Students will demonstrate their understanding of English grammar and usage by analyzing standard written English. This course is useful for English, journalism, foreign language, and court reporting students and especially for those planning to enter elementary or secondary teaching. |
| ENGL 137 C  | COLLEGE STUDY STRATEGIES                         | 3     | **Three hours lecture and One hour laboratory TBA per week.**  
**Credit/No Credit/Letter Grade Option**  
**CSU**  
**Prerequisite:** Eligibility for ENGL 060 C. The purpose of this course is to assist students in mastering effective learning and critical thinking strategies crucial for academic success and personal growth. Goal setting and motivation, learning styles, time management, stress management, academic and professional reading, reading rate improvement, listening for note-taking, concentration, memory, test preparation, and test-taking strategies are primary topics. **Completion of this course satisfies the Cypress College Associate Degree Graduation Reading Proficiency Requirement.** |
| ENGL 139 C  | CHILDREN’S LITERATURE                           | 3     | **Three hours lecture per week.**                                                                                       **CSU, AAGE**  
**Prerequisite:** Eligibility for ENGL 100 C. The course emphasizes the important role literature must assume in the social, emotional and intellectual development of children. Besides tracing the historical development of children’s literature, the course concentrates upon the nursery rhyme, picture book, nonsense literature, poetry, fable, folktale, legend, myth, sacred literature, juvenile novel, and non-fiction. Included is children’s literature for ethnic minorities. Group discussion and individual projects are emphasized. Those who work with children, have children, or wish to write for children will find the course especially beneficial. |
| ENGL 142 C  | CRITICAL THINKING                               | 3     | **Three hours lecture per week.**                                                                                       **CSU, AAGE, CSU GE**  
**Prerequisite:** Eligibility for ENGL 100 C. This course offers the student the opportunity to increase critical reading ability and critical writing skills. Emphasis is placed on learning the strategies necessary to identify and evaluate the validity and logic of written communication. **Completion of this course satisfies the Cypress College Associate Degree Graduation Reading Proficiency Requirement.** |
| ENGL 180 C  | COMM. WITH THE DEAF-I                           | 3     | **Three hours lecture per week.**                                                                                       **CSU**  
**Prerequisite:** ENGL 100 C. This course gives an overview of the philosophy of Signing Exact English (S.E.E.), its structure, technique, and rationale. Over the course of the semester, a 700-word working vocabulary will be introduced to the students. Competency will be evaluated on the basis of exams, quizzes, essays, assigned readings, and signed classroom presentations. |
| ENGL 181 C  | COMM. WITH THE DEAF-II                          | 3     | **Three hours lecture per week.**                                                                                       **CSU**  
**Prerequisite:** ENGL 180 C. This course is a continuation of the beginning sign language with emphasis placed on broadening vocabulary, increased speed and clarity of signs. The first half of the course will deal with simple interpreting and the last half will deal with sign-to-voice interpreting. |
| ENGL 182 C  | COMM. WITH THE DEAF-III                         | 3     | **Three hours lecture per week.**                                                                                       **CSU**  
**Prerequisite:** ENGL 181 C. This course is a continuation of the beginning and intermediate sign language classes. In addition to broadening vocabulary, increasing speed and clarity of signs, emphasis will be placed on expressive and receptive skills in finger spelling, creative signing, combining American Sign Language principles with Signing Exact English, voice to sign interpreting, sign to voice interpreting and simultaneous communication. |
## ENGL 183 C EDUCATIONAL INTERPRETING

**3 Units**  
Three hours lecture per week.  
CSU  
Prerequisite: ENGL 182 C. This course prepares the student to offer interpreting services for the deaf with specific focus on service provision in educational settings. Over the course of the semester, the students will learn about the models for educational interpreting, explore the rationale, methods, and ethics of educational interpreting and address appropriate methods for delivery of services over a broad range of educational settings. The settings will include the elementary, middle, secondary, and postsecondary levels.

## ENGL 201 C INTERMEDIATE COLLEGE WRITING

**3 Units**  
Three hours lecture per week.  
UC/CSU, AAGE, CSU GE, IGETC  
Prerequisite: ENGL 100 C with grade of “C” or better. The course continues instruction in the critical thinking and writing skills taught in ENGL 100 C for university-bound students. The sequence of assignments is academically sophisticated, using research methods and synthesizing multiple sources of evidence. The course stresses critical evaluation of sources, integration of a variety of rhetorical strategies, and research and documentation methods necessary for successful academic writing. The course emphasizes critical thinking and the relationship of the writer to the subject and audience. Further emphasis is placed on refining the student’s prose style in expository communication. College level reading assignments are analyzed for their logical structure, credibility of evidence, and style providing models for student writing.

## ENGL 207 C THE SHORT STORY

**3 Units**  
Three hours lecture per week.  
UC/CSU, AAGE, IGETC  
Prerequisite: ENGL 100 C. This course is an introduction to the short story and related forms of narrative fiction through reading and discussion of selected works. Analysis will emphasize the understanding and appreciation of the short story as a mode of thought and insight into the human condition.

## ENGL 211 C ENGLISH LITERATURE: PART ONE

**3 Units**  
Three hours lecture per week.  
UC/CSU, AAGE, CSU GE, IGETC, CAN ENGL 8  
Prerequisite: ENGL 100 C. The course is an introduction to the major periods and movements, major authors, and major forms from the beginning of English literature to 1760. It considers such authors as Beowulf, Chaucer, Spenser, Shakespeare, Donne, Milton, Dryden, Pope, and Swift.

## ENGL 212 C ENGLISH LITERATURE: PART TWO

**3 Units**  
Three hours lecture per week.  
UC/CSU, AAGE, CSU GE, IGETC, CAN ENGL 10  
Prerequisite: ENGL 100 C. The course is an introduction to the major periods and movements, major authors, and major forms from 1760 to the present. It considers such authors as Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Browning, Dickens, Joyce, Hopkins, Yeats, Eliot, Woolf, and Beckett.

## ENGL 221 C AMERICAN LITERATURE: PART ONE

**3 Units**  
Three hours lecture per week.  
UC/CSU, AAGE, CSU GE, IGETC, CAN ENGL 14  
Prerequisite: ENGL 100 C. This course is a study of the literature of the United States from the Colonial Period through the post Civil War Period. It is designed to increase understanding and appreciation of the development of American culture and literary achievements. The students will experience the many different voices that constitute the literary cultures of the United States. Therefore, the oral tradition of the American Indians, writings by women and the enslaved Blacks as well as the traditional early American writers will be included to reflect organically on the most urgent art and ideas of this early period of our history and literary experience.

## ENGL 222 C AMERICAN LITERATURE: PART TWO

**3 Units**  
Three hours lecture per week.  
UC/CSU, AAGE, CSU GE, IGETC, CAN ENGL 16  
Prerequisite: ENGL 100 C. This course is designed to be a continuation of ENGL 221 C. A surveying of the literature of the United States from the emergence of modern American literature to the present time. It is designed to increase understanding and appreciation of the development of American culture and literary achievements. Writings by women, American Indians, the American Blacks and other ethnic minorities will be included to reflect organically on the most urgent art and ideas of our history and literary experience.

## ENGL 230 C THEMATIC TOPICS IN LITERATURE

**3 Units**  
Three hours lecture per week.  
UC/CSU  
Prerequisite: ENGL 100 C. This course is designed to provide students with experiences in specialized areas of English and an opportunity to explore and investigate areas of special interest. Courses such as Gender Issues in Literature, Humor in Literature, and Latino Literature are offered. Duplicate credit not granted for ENGL 230HC.

## ENGL 230HC HONORS THEMATIC TOPICS

**3 Units**  
Three hours lecture per week.  
UC/CSU  
Prerequisite: ENGL 100 C. This is a college level course enhanced for Honors students. The course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as Gender Issues in Literature, Humor in Literature, and Latino Literature are offered. The class will be conducted as a seminar and will require a significant research project using advanced research skills and documentation. Duplicate credit not granted for ENGL 230 C.

## ENGL 231 C FICTION TOPICS IN LITERATURE

**3 Units**  
Three hours lecture per week.  
UC/CSU  
Prerequisite: ENGL 100 C. This course is designed to provide students with experiences in specialized areas of English and an opportunity to explore and investigate areas of special interest. Courses such as The British Novel and The American Novel are offered. Duplicate credit not granted for ENGL 231HC.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Requirements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 231HC</td>
<td>HONORS FICTION TOPICS</td>
<td>3</td>
<td>UC/CSU</td>
<td>This course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as The Pre-Raphaelite Poets and The Beat Poets are offered. Duplicate credit not granted for ENGL 232HC.</td>
</tr>
<tr>
<td>ENGL 232 HC</td>
<td>POETRY TOPICS IN LITERATURE</td>
<td>3</td>
<td>UC/CSU</td>
<td>This course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as The Pre-Raphaelite Poets and The Beat Poets are offered. Duplicate credit not granted for ENGL 232HC.</td>
</tr>
<tr>
<td>ENGL 232HC</td>
<td>HONORS POETRY TOPICS</td>
<td>3</td>
<td>UC/CSU</td>
<td>This course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as The Pre-Raphaelite Poets and The Beat Poets are offered. Duplicate credit not granted for ENGL 232HC.</td>
</tr>
<tr>
<td>ENGL 233 C</td>
<td>DRAMA TOPICS IN LITERATURE</td>
<td>3</td>
<td>UC/CSU</td>
<td>This course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as Drama of The Provincetown Players and The Passion Plays are offered. Duplicate credit not granted for ENGL 233HC.</td>
</tr>
<tr>
<td>ENGL 233HC</td>
<td>HONORS DRAMA TOPICS</td>
<td>3</td>
<td>UC/CSU</td>
<td>This course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as Drama of The Provincetown Players and The Passion Plays are offered. Duplicate credit not granted for ENGL 233HC.</td>
</tr>
<tr>
<td>ENGL 234 C</td>
<td>SHAKESPEARE</td>
<td>3</td>
<td>UC/CSU, AAGE, CSU GE, IGTC</td>
<td>This course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as Drama of The Provincetown Players and The Passion Plays are offered. Duplicate credit not granted for ENGL 234HC.</td>
</tr>
<tr>
<td>ENGL 234HC</td>
<td>HONORS SHAKESPEARE</td>
<td>3</td>
<td>UC/CSU, AAGE, CSU GE, IGTC, CUL PL</td>
<td>This course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as Drama of The Provincetown Players and The Passion Plays are offered. Duplicate credit not granted for ENGL 234HC.</td>
</tr>
<tr>
<td>ENGL 247 C</td>
<td>MULTICULTURAL LITERATURE</td>
<td>3</td>
<td>UC/CSU</td>
<td>This course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as Drama of The Provincetown Players and The Passion Plays are offered. Duplicate credit not granted for ENGL 233HC.</td>
</tr>
<tr>
<td>ENGL 298 C</td>
<td>LANGUAGE ARTS SEMINAR</td>
<td>1⁄4 - 3</td>
<td>UC Credit Limitation/CSU</td>
<td>This seminar is one of a series of seminars designed to enrich students’ lives by exploring the multi-cultural literary sources of America that contribute to the cultural history and development of contemporary American society. Not open to students with credit in ENGL 097 C.</td>
</tr>
<tr>
<td>ENGL 299 C</td>
<td>LANGUAGE ARTS INDEPENDENT STUDY</td>
<td>1⁄4 - 2</td>
<td>UC Credit Limitation/CSU</td>
<td>This course is designed to enrich students’ lives by exploring the multi-cultural literary sources of America that contribute to the cultural history and development of contemporary American society. Not open to students with credit in ENGL 097 C.</td>
</tr>
</tbody>
</table>
English as a Second Language (ESL)

ESL 069 C  INTERMEDIATE ESL GRAMMAR
2 Units (May be taken for credit 2 times)
Two hours lecture and
One hour laboratory TBA per week.
NON-DEGREE CREDIT
Prerequisite: Use of a language other than English as the primary language. Eligibility for ESL 080 C, or an acceptable score on the English as a Second Language Placement Test. This course is designed for intermediate ESL students to increase their knowledge and usage of English grammar, to review grammar trouble spots according to individual and class needs, and to improve grammatical accuracy and editing skills in writing.

ESL 072 C  HIGH BEGINNING ESL
5 Units (May be taken for credit 2 times)
Five hours lecture and
One hour laboratory per week.
NON-DEGREE CREDIT
Credit/No Credit/Letter Grade Option
Prerequisite: Appropriate skills demonstrated through the assessment process. A multi-skill course designed for high-beginning students of English to improve listening, speaking, reading, and writing.

ESL 074 C  PRONUNCIATION IMPROVEMENT
2 Units (May be taken for credit 2 times)
Two hours lecture and
One hour laboratory per week.
NON-DEGREE CREDIT
Credit/No Credit/Letter Grade Option
This course is designed to refine pronunciation, to reduce foreign accent, and to build confidence in oral expression. Recommended to all ESL students.

ESL 075 C  INTERMEDIATE CONVERSATION
2 Units (May be taken for credit 2 times)
Two hours lecture and
One hour laboratory TBA per week.
NON-DEGREE CREDIT
Credit/No Credit/Letter Grade Option
Prerequisite: Eligibility for ESL080 C, ESL081 C, ESL 082 C or ESL 083 C. This course is designed for intermediate level non-native English speakers to improve oral communication skills related to social, vocational, and academic areas. The emphasis is on conversation, small group discussion, informal speeches, class discussion and listening comprehension.

ESL 076 C  ADVANCED CONVERSATION
2 Units (May be taken for credit 2 times)
Two hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Eligibility for ESL 184 C, ESL 185 C, or ESL 186 C. This course is designed for advanced level non-native English speakers to improve oral communication skills related to social, vocational, and academic areas. The emphasis is on conversation, small group discussion, informal and formal speeches, class discussion and listening comprehension.

ESL 078 C  VOCABULARY DEVELOPMENT
2 Units
Two hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Eligibility for ESL 184 C, ESL 185 C or ESL 186 C. This is an advanced ESL course in vocabulary development designed to teach various techniques for improving vocabulary. The emphasis is on vocabulary acquisition in preparation for entering fields of higher education or vocational training.
Is English your second language? Take the CELSA, the ESL placement test. The CELSA is the right test for you even if:
• you've been in the U.S. for a long time
• you don't have an accent
• you took “regular” English in high school

ESL courses are designed for your specific training needs.

Students are advised to take ESL classes according to scores on the COMBINED ENGLISH LANGUAGE SKILLS ASSESSMENT (CELSA) TEST FOR NON-NATIVE SPEAKERS OF ENGLISH.

The CELSA test is designed to measure the English skills of non-native speakers of English. The CELSA test is required for proper placement in English as a Second Language (ESL) courses. The CTEP test, which is for native speakers of English, may not be substituted for placement in ESL courses.

However, students scoring high on the CELSA test may be referred to English courses for native speakers after writing a successful composition.

Students with appropriate scores on the CELSA test will be advised to take ESL core classes and elective classes at different levels.

Students enrolled in core classes will be required to write a composition on the first day of instruction to verify skill level and assessment placement score.

FLOW CHART FOR ESL COURSES

LEGEND
Sequence of core classes
Optional Courses
Courses may be taken concurrently

LEARNING CENTER
The Learning Center, located in Room 303 of the Humanities Building, provides students with the opportunity to improve their learning skills as a way of becoming more successful college students. The Center offers a wide variety of tutorial packages. Students may drop in on their own or be referred by instructors and counselors.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture</th>
<th>Laboratory</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 079 C</td>
<td>ADVANCED ESL GRAMMAR</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>This course is designed to increase students' knowledge and usage of advanced English grammar, to review grammar trouble spots according to individual and class needs, and to improve grammatical accuracy and editing skills in writing.</td>
</tr>
<tr>
<td>ESL 080 C</td>
<td>LOW INTERMEDIATE ESL 1</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>This is a low intermediate integrated skills course designed to improve the reading, grammar, writing, listening comprehension, and speaking skills of non-native speakers with a basic command of English.</td>
</tr>
<tr>
<td>ESL 081 C</td>
<td>LOW INTERMEDIATE ESL 2</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>This is an intermediate integrated skills course designed to improve the reading, composition, grammar, listening comprehension, and speaking skills of non-native speakers with a moderate command of English.</td>
</tr>
<tr>
<td>ESL 082 C</td>
<td>INTERMEDIATE ESL 1</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>This course is an advanced integrated ESL skills course designed to improve the reading, writing, grammar, listening comprehension, and speaking skills of non-native speakers with an advanced command of English.</td>
</tr>
<tr>
<td>ESL 083 C</td>
<td>INTERMEDIATE ESL 2</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>This course is an advanced integrated ESL skills course designed to improve the reading, writing, grammar, listening comprehension, and speaking skills of non-native speakers with an advanced command of English.</td>
</tr>
<tr>
<td>ESL 084 C</td>
<td>ADVANCED ESL 1</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>This course is an advanced integrated ESL skills course designed to improve the reading, writing, grammar, listening comprehension, and speaking skills of non-native speakers with an advanced command of English.</td>
</tr>
<tr>
<td>ESL 085 C</td>
<td>ADVANCED ESL 2</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>This course is an advanced integrated ESL skills course designed to improve the reading, writing, grammar, listening comprehension, and speaking skills of non-native speakers with an advanced command of English.</td>
</tr>
</tbody>
</table>
### ESL 186 C  ADVANCED ESL WRITING
5 Units
Five hours lecture and
One hour laboratory TBA per week.
UC Credit Limitation/CSU
Prerequisite: ESL 185 C with a grade of “C” or better or appropriate skills demonstrated through the assessment process. This course is designed for the non-native speaker of English as an introduction to college level writing skills. Emphasis is on paragraph and essay development of expository writing. There is practice in reading essays and a novel. The fundamentals of English written expression are reviewed with emphasis on standard American usage problematic to the ESL student. The course is designed to prepare students for ENGL 100 C.

### ESL 298 C  ENGLISH AS A SECOND LANGUAGE SEMINAR
1/2 - 3 Units  (May be taken for credit 4 times)
One half to three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU
This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion.

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### Ethnic Studies

*Division of Social Science*

**Division Dean – Kay Andrews**

**Faculty**
Daniel Lind

**Counselors**
Velia Lawson
Therese Mosqueda-Ponce
Daniel Pelletier

### Ethnic Studies (ETHS)

**ETHS 130 C  AFRICAN-AMERICAN HISTORY IN THE UNITED STATES**
3 Units
(Same as HIST 130 C)
Three hours lecture per week.
UC/CSU, CUL PL
This course is a survey of the heritage of African Americans from the African past through contemporary experiences in the United States. A special emphasis is placed on the duality of that experience, explored through the ambivalent legacy of racism and the social institutions designed to combat it. Eligibility for ENGL100 C recommended.

**ETHS 141 C  INTRODUCTION TO CHICANA/O HISTORY AND CULTURE**
3 Units
(Same as HIST 141 C)
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, CSU GE, IGETC, CUL PL
This course studies the conception Chicana/o history and culture from the pre-European conquest era of North America to the contemporary period in the United States up to the present. The course examines not only the historical experience of chicanas/os in this country but also investigates the interconnections of racial and ethnic interaction, issues of class, gender and political economy; and social forces of hegemony. Materials to be considered include works in history, the behavioral sciences, literature, and the arts.

**ETHS 142 C  THE CHICANA/O IN CONTEMPORARY SOCIETY**
3 Units
(Same as SOC 142 C)
Three hours lecture per week.
UC/CSU, CSU GE, IGETC, CUL PL
This course focuses on the analysis of social institutions in the Chicana/o community and the socio-cultural implications for the development of the Chicana/o. Emphasis is placed on the present contemporary systems such as the educational, political, religious, economic, criminal justice and other social establishments with regard to the Chicana/o. Some field study and research work may be required to provide relevant experiences.
**ETHS 231 C  MINORITY COMMUNITIES IN THE UNITED STATES**
3 Units  
(Same as HIST 231 C, POSC 231 C, & SOC 231 C)
Three hours lecture per week.  
UC/CSU, AAGE, CSU GE, IGETC, CUL PL  
This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice-versa.

**ETHS 231HC  HONORS MINORITY COMMUNITIES IN THE UNITED STATES**
3 Units  
(Same as HIST 231HC, POSC 231HC, & SOC 231HC)
Three hours lecture per week.  
UC/CSU, AAGE, CSU GE, IGETC, CUL PL  
This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice-versa.

**ETHS 235 C  THE CIVIL RIGHTS MOVEMENT**
3 Units  
(Same as SOC 235 C)
Three hours lecture per week.  
UC/CSU, CSU GE, CUL PL  
This course will explore the principal factors that gave rise to the Civil Rights Movement of the 1950s and 1960s. Sociological models of collective behavior and social movements are utilized to analyze social structures, existing conditions, leadership, goals and tactics, organization, successes and failures and long term results of the Movement.

**ETHS 298 C  ETHNIC STUDIES SEMINAR**
1 1/2 - 3 Units (Variable Units) (May be taken for credit 4 times)
One-half to three hours lecture per week.  
UC Credit Limitation/CSU  
This is a lecture/discussion course focusing on a particular limited problem or topic of interest to students. It is designed for students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Consult the class schedule for the offerings in a particular semester.

**ETHS 299 C  ETHNIC STUDIES IND STUDY**
1 Unit (Variable Units) (May be taken for credit 4 times)
One-half to two hours conference per week.  
UC Credit Limitation/CSU  
Prerequisite: Dean approved Independent Study Learning Contract. Independent study is for students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contact for his/her particular interest so he/she could learn more regarding their special topic.
French
Division of Language Arts

Division Dean – Juliet Falce-Robinson

Faculty

Counselors
Velia Lawson
Therese Mosqueda-Ponce
Daniel Pelletier

French (FREN)

FREN 053 C  BASIC SPOKEN FRENCH
3 Units (May be taken for credit 2 times)
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
This is an introductory course emphasizing oral practice, pronunciation, and vocabulary development. It is designed to develop a speaking knowledge of French for use in everyday conversational situations. It is an ideal preparation for college-level language classes for students with limited language skills. It is not open to native speakers of the language.

FREN 098 C  FRENCH SEMINAR
1/2 - 3 Units (Variable Units) (May be taken for credit 4 times)
One half to three hours lecture per week.
Credit/No Credit/Letter Grade Option
This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

FREN 101 C  ELEMENTARY FRENCH I
5 Units
Five hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC, CAN FREN 2
Prerequisite: Eligibility for ENGL 100 C or successful prior experience in French. The course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will be introduced to the culture, history, and geography of France and other French-speaking countries through lectures, slides, films, and reading assignments.

FREN 102 C  ELEMENTARY FRENCH II
5 Units
Five hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC, CAN FREN 4
Prerequisite: FREN 101 C with a grade of "C" or better or one year of high school French with average grade of "C" or better is recommended. The course continues to emphasize the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will increase their knowledge of the culture, history, and geography of France through lectures, slides, films, and reading and writing assignments.

FREN 200 C  CONVERSATIONAL FRENCH
2 Units (May be taken for credit 4 times)
Two hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU, AAGE, CSU GE
Prerequisite: FREN 102 C. This is a course in practical conversation with emphasis on the idiomatic use of the language. Topics concern French life, culture, and current events. Students prepare for this class through the study of the textbook, magazines, newspapers, and other current material and encounters. This course is conducted in wholly in French.

FREN 203 C  INTERMEDIATE FRENCH III
4 Units
Four hours lecture and
One hour laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC, CAN FREN 8
Prerequisite: FREN 102 C with a grade of "C" or better or two years of high school French with an average grade of "C" or better is recommended. The course emphasizes the acquisition of an expanded vocabulary and grammatical information to develop speaking, reading and writing skills. New cultural, historic and literary material is introduced through lectures, reading and writing assignments. This course is conducted in French.

FREN 204 C  INTERMEDIATE FRENCH IV
4 Units
Four hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC, CAN FREN 10
Prerequisite: FREN 203 C with grade of "C" or better or three years of high school French with an average grade of "C" or better is recommended. The course emphasizes the mastery and application of all grammatical rules. It requires more advanced reading of modern and classical French, as well as a continued emphasis on oral and written expression. It is designed to help the student acquire a working knowledge of the language and to form the basis for advanced work in literature and science. Continued readings and discussions of French life and culture are an essential factor.
FREN 298 C  FRENCH SEMINAR
½ - 3 Units (Variable Units) (May be taken for credit 4 times)
One half to three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU
This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion.

FREN 299 C  FRENCH INDEPENDENT STUDY
½ - 2 Units (Variable Units) (May be taken for credit 3 times)
Two hours conference per week for maximum credit.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Contract. This course is designed for able students who wish to increase their knowledge of the French language through individual study or research.

Geography

Division of Social Science

Division Dean, Kay Andrews

Faculty
Leslie Doak
Armando Mendoza
Nicolas Polizzi

Counselors
Velia Lawson
Therese Mosqueda-Ponce
Daniel Pelletier

GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE
Provide endorsed entry-level skills for the rapidly growing GIS field. Our certificate is the only general purpose GIS certificate approved by the California State Chancellor’s office.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Geographic Information System (12 units) required:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 230 C</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 231 C</td>
<td>Geographic Information Systems - Vector Applications</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 232 C</td>
<td>Geographic Information Systems - Advanced Vector and Raster</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 233 C</td>
<td>Geographic Information Systems - Advanced Applications Internship and Fieldwork</td>
<td>3</td>
</tr>
</tbody>
</table>

Spatial Courses (3 units) from the following:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 100 C</td>
<td>The Human World - ARegional Study</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 160 C</td>
<td>Cultural Geography</td>
<td>3</td>
</tr>
</tbody>
</table>

Spatially Related Courses (3 units) from the following:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 102 C</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 203 C</td>
<td>Introduction to Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL103 C</td>
<td>Human Ecology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL122 C</td>
<td>Marine Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL127 C</td>
<td>Natural History</td>
<td>5</td>
</tr>
<tr>
<td>BIOL128 C</td>
<td>Plants and Society</td>
<td>5</td>
</tr>
<tr>
<td>BIOL176 C</td>
<td>Ecology</td>
<td>3</td>
</tr>
<tr>
<td>ECON 260 C</td>
<td>Economic Geography</td>
<td>3</td>
</tr>
<tr>
<td>ENGT101 C</td>
<td>Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENGT104 C</td>
<td>Computer Aided Design (AutoCAD 2000)</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 100 C</td>
<td>The Human World: ARegional Study</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 102 C</td>
<td>Physical Geography - Lecture</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 130 C</td>
<td>California Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 140 C</td>
<td>Weather and Climate</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 160 C</td>
<td>Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 202 C</td>
<td>Field Geography - Physical</td>
<td>1</td>
</tr>
<tr>
<td>GEOG 234 C</td>
<td>Current Topics in GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 280 C</td>
<td>Economic Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL100 C</td>
<td>Physical Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL120 C</td>
<td>Geology of California</td>
<td>3</td>
</tr>
<tr>
<td>GEOL130 C</td>
<td>Introduction to Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL190 C</td>
<td>Environmental Geology</td>
<td>3</td>
</tr>
<tr>
<td>HS 147 C</td>
<td>Survey of Disease</td>
<td>3</td>
</tr>
<tr>
<td>ATC 174 C</td>
<td>Destinations: Americas/Europe</td>
<td>3</td>
</tr>
<tr>
<td>ATC 175 C</td>
<td>Destinations: Africa/Pacific</td>
<td>3</td>
</tr>
<tr>
<td>MKT 222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT224 C</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ASTR 116 C</td>
<td>Introduction to Astronomy</td>
<td>3</td>
</tr>
</tbody>
</table>
Spatial Course with Lab (4 units) from the following:
- GEOG 102 C  Physical Geography - Lecture  3
- GEOG 102 LC  Physical Geography - Lab  1
- GEOL 100 C  Physical Geology  3
- GEOL 101 C  Physical Geology Laboratory  1
- GEOG 202 C  Field Geography - Physical  1

C++ Programming Courses (3 units) from the following:
- CIS 223 C  C++ Programming  3
- CIS 224 C  C++ and Windows Programming  3

Computer Programming Skills:
- CIS 211 C  Introduction to Programming  3
- CIS 217 C  Visual Basic Programming  3
Total Units Required for Certificate  25

GEOGRAPHIC INFORMATION SYSTEMS/MARKETING CERTIFICATE
This certificate program provides students with the necessary knowledge and skills to use Geographic Information Systems (GIS) mapping techniques in the field of marketing to reach potential customers, evaluate business sites, plan distribution networks and sales territories, and find new business opportunities. The certificate totals 15 units in required courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 222</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 210</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT 224</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 220</td>
<td>Introduction to GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 231</td>
<td>GIS Applications - Vector Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

GEOGRAPHY TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Geography (GEOG)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 098</td>
<td>GEOGRAPHY NON TRANSFER SEMINAR</td>
<td>½ - 2</td>
</tr>
</tbody>
</table>

Lecture/discussion hours will vary with credit given. Prerequisite: May be required. (See class schedule). This course offers a lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

GEOG 100 C  THE HUMAN WORLD: A REGIONAL STUDY
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
This course investigates and interprets the physical and political regions of the world today, with emphasis on location, population, political status, land use patterns, problems and potentialities. Duplicate credit not granted for GEOG 100 HC.

GEOG 100 HC  HONORS THE HUMAN WORLD: A REGIONAL STUDY
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
An enhanced introduction to today’s physical and political regions emphasizing location, population, political and economic status, differences and similarities, problems and potential and providing opportunities for worldwide research with the use of advanced technology. Duplicate credit not granted for GEOG 100 C.

GEOG 102 C  PHYSICAL GEOGRAPHY - LECTURE
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
This course is an investigation and interpretation of the sun-earth relationship, science of maps, weather and climate, the hydrosphere, cycles and patterns in the biosphere, flora and fauna, soils, rocks, and minerals, weathering, mass wasting, erosion, and origin and types of landforms that provide insight into the nature of man’s physical environment.

GEOG 102 LC  PHYSICAL GEOGRAPHY - LAB
1 Unit
(formerly GEOG 103)
Two hours laboratory and
One hour laboratory/quiz/problem solving per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: Completion of, or concurrent enrollment in, GEOG 102 C. This course investigates and interprets in a laboratory environment the sun-earth relationships, science of maps, weather and climate, climatic types and locations, natural vegetation, soils and minerals, ocean environment, and the origin and types of landforms that provide insight into the nature of man’s physical environment.

GEOG 130 C  CALIFORNIA GEOGRAPHY
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
This course investigates and interprets the physical, cultural and economic regions of the state of California. Particular emphasis is placed upon the natural foundations of the landscape with the exploration of the unique nature and special characteristics of the people utilizing that landscape.
GEOG 140 C  WEATHER AND CLIMATE
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
This course is an investigation and interpretation of the local and global surface weather phenomena, use of instrument, classification and distribution of world climates; interrelationships between weather and climate and weather predictions are topics covered in this course.

GEOG 160 C  CULTURAL GEOGRAPHY
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC, CAN GEOG 4
This course investigates and interprets the interrelationship of human activities with cultural background, physical environment and the diffusion of ideas. Emphasis is placed on where and why people locate, the distribution of different cultural characteristics on the earth’s surface, how people earn a living in various parts of the world, how people organize their lives and how their problems may result from the use of the earth’s resources.

GEOG 202 C  FIELD GEOGRAPHY - PHYSICAL
1 Unit (May be taken for credit 4 times)
Eighteen hours lecture in the field (location TBA).
CSU
Prerequisite: Completion of, or concurrent enrollment in, GEOG 102 C. Each separate offering of this course will occur in a unique location, studying unique circumstances and conditions in the field. Each course will employ its own combination of technical equipment, scientific instruments, and geotechniques. All courses will study the basic conceptual materials, with modifications associated with the location and the specific conditions encountered at each season.

GEOG 230 C  INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS
3 Units
Two hours lecture and
Three hours laboratory per week.
CSU
This course will introduce the student to Geographic Information Systems technology and software. Students will be taught how to retrieve and apply data in their chosen business and/or academic area of interest. $4.00 Laboratory Fee - PAYABLE AT THE BOOKSTORE.

GEOG 231 C  GEOGRAPHIC INFORMATION SYSTEMS: VECTOR APPLICATIONS
3 Units
Two hours lecture and
Three hours laboratory per week.
CSU
Prerequisite: GEOG 230 C. Geographic Information Systems (such as ArcInfo) is introduced as a tool to analyze and solve problems, and to discover opportunities for business and academic applications. Students will apply this software in student selected projects. $4.00 Laboratory Fee - PAYABLE AT THE BOOKSTORE.

GEOG 232 C  GEOGRAPHIC INFORMATION SYSTEMS: ADVANCED VECTOR AND RASTER
3 Units
Two hours lecture and
Three hours laboratory per week.
CSU
Prerequisite: GEOG 231 C. This course introduces students to advanced topics, techniques, and analysis in Geographic Information Systems (GIS). Students will retrieve and apply data in their chosen business or academic area of interest. $4.00 Laboratory Fee - PAYABLE AT THE BOOKSTORE.

GEOG 233 C  GEOGRAPHIC INFORMATION SYSTEMS: ADVANCED APPLICATIONS - INTERNSHIP AND FIELDWORK
3 Units
One hour lecture per week and
125 hours fieldwork per semester.
CSU
Prerequisite: GEOG 232 C. Internships and fieldwork comprise a significant portion of the students’ work in this Geographic Information Systems (GIS) course. Students are required to participate in 125 hours of supervised field study per semester (7 hours per week) and one hour lecture per week to discuss problem areas related to fieldwork. $4.00 Laboratory Fee - PAYABLE AT THE BOOKSTORE.

GEOG 234 C  CURRENT TOPICS IN GIS
3 Units (May be taken for credit 4 times.)
Two hours lecture and
Three hours laboratory per week.
Credit/No Credit/Letter Grade Option
CSU
This is an advanced lecture/discussion project type course designed to cover current issues and advances in Geographic Information Systems. It is designed for students who have experience in GIS applications and wish to update their knowledge and working skills. A final semester project, utilizing GIS for a project chosen by the student will be required. $4.00 Laboratory Fee – PAYABLE AT THE BOOKSTORE.

GEOG 260 C  ECONOMIC GEOGRAPHY
3 Units (Same as ECON 260 C)
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
This course is an investigation and interpretation of the world’s economic organization, its natural resources, raw materials, crops and crop production, manufacturing and service industries, new trends in producing and the changing centers of production and consumption.
GEOG 298 C  GEOGRAPHY SEMINAR
\( \frac{1}{2} - 3 \) Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary with credit given.
UC Credit Limitation/CSU
Prerequisite: May be required. (See class schedule). This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from \( \frac{1}{2} \) unit to 3 units. Consult class schedule for the offerings a particular semester.

GEOG 299 C  GEOGRAPHY INDEPENDENT STUDY
1 Unit (May be taken for credit 3 times)
Varying hours of scheduled conferences per week according to instructor.
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Contract. Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought the topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their specific topic.

Geology
Division of Science/Engineering/Mathematics

Division Dean – Larry Mercadante, Interim

Faculty
Victoria Castle
Russell Flynn

Counselors
Carol Mattson
Tom Nordee
Alice Payne

GEOLOGY TRANSFER PROGRAMS
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Geology (GEOL)

GEOL 055 C  GEOLOGIC WORK EXPERIENCE
1 - 4 Units (Variable Units)
One hour lecture and
Five hours supervised employment per week in geologically related work for each unit of credit.
Prerequisite: Completion of, or concurrent enrollment in, GEOL 150 C, GEOL 151 C or GEOL 250 C. This course provides on-the-job training for selected students with approved firms. It includes job analysis, job applications, interview, and employee-employer relations. The course offers practical experience in geology related fields.

GEOL 100 C  PHYSICAL GEOLOGY
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC, CAN GEOL 6
This course is a survey of the composition and structure of the earth, integrating the processes and forces that operate underneath and upon the earth’s surface. High school physics or chemistry, or equivalent is recommended background. (Not open to students with credit in GEOL 102 C.)

GEOL 101 C  PHYSICAL GEOLOGY LABORATORY
1 Unit
Three hours laboratory per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: Completion of, or concurrent enrollment in, GEOL 100 C. This course includes the identification of minerals and rocks; understanding of topographic maps, aerial photographs and other imagery from remote sensing; interpretation of rocks, structures, and geologic processes as revealed on maps, air photos, and satellite imagery and their relationship to plate tectonics. (Not open to students with credit in GEOL 102 C.)
GEOL 103 C HISTORICAL GEOLOGY
4 Units
Three hours lecture and
Three hours laboratory per week.
UC/CSU, AAGE, CSU GE, IGETC, CAN GEOL 4
This course is an introduction to the scientific method of exploring planetary materials and structures in understanding the origin and development of the earth and its organisms through time. Laboratory involves examining and classifying rock and fossil specimens, analyses of rock and fossil records found on and in the earth, and application of rock and fossil interpretations to historical geology.

GEOL 110 C GEOLOGIC PHENOMENA
3 Units
Three hours lecture per week.
CSU
This course is designed to acquaint the student with geologic problems and solutions which may affect the student in such areas as catastrophic events, exploration and depletion of natural resources, and geologic methods.

GEOL 115 C PHYSICAL GEOLOGY FIELD LAB
1 Unit
Three hours laboratory per week.
UC/CSU, AAGE, CSU GE, IGETC
This course includes field and laboratory study of mineral, rock, and fossil identification; structural and geomorphic features; geologic history; and geologic hazards of selected regions in Southern California. (Not open to students with credit in GEOL 101 C or GEOL 102 C.)

GEOL 120 C GEOLOGY OF CALIFORNIA
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
This course is designed to acquaint the student with the physical and historical geology of the natural provinces of California. The mineral deposits stratigraphic and rock units, tectonic structures, fossils and geomorphology within each province will be examined.

GEOL 130 C INTRODUCTION TO OCEANOGRAPHY
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
This course is an introductory study of the composition and structure of the earth's ocean showing the interrelationship between atmosphere, hydrosphere, lithosphere, and biosphere. The effects of modern technology, ocean resources, and marine pollution will be explored.

GEOL 131 C INTRO TO OCEANOGRAPHY LAB
1 Unit
Three hours laboratory per week and selected field trips.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: Completion of, or concurrent enrollment in, GEOL 130 C. This course includes the identification of earth materials; understanding of bathymetric charts; basic navigation; and methods of oceanographic research.

GEOL 150 C GEOLOGY TECHNOLOGY
4 Units
Three hours lecture
Two hours laboratory per week.
CSU
Prerequisite: Completion of, or concurrent enrollment in, GEOL 102 C, or GEOL 100 C and GEOL 101 C. This course includes the techniques for development of geologic maps, cross sections, display charts and geologic photography, including remote sensing. It also includes practice in lettering, scaling, and three-dimensional illustration through orthographic and auxiliary projections as applied to preparation and interpretation of geologic maps. Other topics considered include geologic drilling procedures, paleontological and core sampling techniques, and methods used for analysis of geologic samples. Materials, equipment and supplies used by geologists, including their acquisition, operation, maintenance and inventory will be presented. It is recommended that ENGT 101 C be taken prior to, or concurrently with, GEOL 150 C.

GEOL 151 C GEOLOGY TECHNOLOGY
4 Units
Three hours lecture
Two hours laboratory per week.
CSU
Prerequisite: Completion of, or concurrent enrollment in, GEOL 102 C, or GEOL 100 C and GEOL 101 C. This is the study of construction of a stratigraphic section through use of thickness measurements, use of the Brunton and alidade instruments, field sampling and note taking, and preparation of geologic samples. The use of the computer for analysis of geologic data is considered. An introduction to engineering geology, soils engineering, and geo-physical surveying for geology technicians is presented.

GEOL 180 C SUMMER FIELD GEOLOGY
5 Units (May be taken for credit 4 times)
Eighteen hours lecture and
Fourteen hours laboratory per week for 4 weeks.
Credit/No Credit/Letter Grade Option
CSU, CSU GE
This four week course consists of two weeks of classroom preparation in the geology of selected areas of the United States and other countries and two weeks of driving, camping, hiking, mapping and collecting through such parks as Zion, Bryce, Capital Reef, Dinosaur, Grand Canyon, Hawaii Volcanoes and Mt. McKinley.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture/Laboratory Hours</th>
<th>UC/CSU, AAGE, CSU GE, IGETC</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOL 190 C</td>
<td>ENVIRONMENTAL GEOLOGY</td>
<td>3 Units</td>
<td>Three hours lecture per week</td>
<td>UC/CSU, AAGE, CSU GE, IGETC</td>
<td>This course is designed for the non-science major and will integrate the significant principles and concepts of the solid earth, atmosphere, space and hydrospace and relate them to the environment, with special emphasis on resources, wastes and hazards. The perspective will focus on ways in which earth processes generate the varieties of resources useful in humans in the form of metal, non-metals, energy, water, ocean and soil. Hazards such as liquid, solid and radioactive wastes and their effects on environmental deterioration will be studied. Natural hazards such as floods, faults, landslides and earthquakes will be examined. <em>The course is not open to students who have completed GEOL 100 C or GEOL 102 C.</em></td>
<td></td>
</tr>
<tr>
<td>GEOL 196 C</td>
<td>REGIONAL FIELD STUDIES IN GEOLOGY</td>
<td>1 - 2 Units (Variable Units) (May be taken for credit 4 times)</td>
<td>One hour lecture and Three hours field work per week or equivalent</td>
<td>UC Credit Limitation/CSU</td>
<td>Prerequisite: Completion of, or concurrent enrollment in, GEOL 100 C or GEOL 102 C. This course involves lecture and field study of selected geologic processes of California and other areas. During a given semester, multiple sections may be offered to different study areas or for different selected topics. Study areas include, but are not limited to, Mojave Desert, Sierra Nevada and coastal ranges. Field trips are required.</td>
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</tr>
<tr>
<td>GEOL 220 C</td>
<td>MINERALOGY</td>
<td>4 Units</td>
<td>Three hours lecture per week</td>
<td>UC/CSU, IGETC</td>
<td>Prerequisite: GEOL 102 C and CHEM 107 C. The course is the study of the origin, classification, identification, and description of rocks and minerals, with emphasis upon their crystal structure and chemical and physical properties. A consideration of mineral ores and sources, mining and refining methods, and associated economic factors is included. Laboratory work includes simple chemical identification tests of geological specimens through blowpipe analysis, solution methods, and electrochemical instrumentation techniques.</td>
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</tr>
<tr>
<td>GEOL 250 C</td>
<td>GEOLOGY TECHNOLOGY</td>
<td>4 Units</td>
<td>Three hours lecture</td>
<td>UC/CSU</td>
<td>Prerequisite: GEOL 151 C. This course is a continuation of GEOL 150 C and GEOL 151 C with emphasis on field work, including contact mapping, fault mapping, and development of a complete geologic map. Sample analysis of stratigraphic sections and cross sections will be considered. Project work includes research of geologic resource materials and preparation of a complete geologic report utilizing information and techniques presented in GEOL 150 C and GEOL 151 C. Employment opportunities, job applications and the development of a resume will complete the program.</td>
<td></td>
</tr>
<tr>
<td>GEOL 298 C</td>
<td>GEOLOGY SEMINAR</td>
<td>1⁄2 - 3 Units (Variable Units) (May be taken for credit 4 times)</td>
<td>Lecture/discussion or laboratory hours vary according to credit given</td>
<td>UC Credit Limitation/CSU</td>
<td>Prerequisite: Concurrent enrollment in any geology course. The seminars are designed to enhance and intensify knowledge in a variety of geologic topics. They may include lectures, discussions, and field excursions at the discretion of the instructor. Specific topics for seminars will be listed in the class schedule for a particular semester.</td>
<td></td>
</tr>
</tbody>
</table>
German

Division of Language Arts

Division Dean – Juliet Falce-Robinson

Faculty

Counselors
Velia Lawson
Therese Mosqueda-Ponce
Daniel Pelletier

German (GERM)

GERM 053 C BASIC SPOKEN GERMAN
3 Units (May be taken for credit 2 times)
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
This is an introductory course emphasizing oral practice, pronunciation, and vocabulary development. It is designed to develop a speaking knowledge of German for use in everyday conversational situations. It is an ideal preparation for college-level language classes for students with limited language skills. It is not open to native speakers of the language.

GERM 101 C ELEMENTARY GERMAN I
5 Units
Five hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
Credit by Examination
UC/CSU, AAGE, CSU GE, IGETC, CAN GERM 2
Prerequisite: Eligibility for ENGL 100 C or successful prior experience in German. The course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading and writing. Students will be introduced to the culture, history, and geography of Germany through lectures, slides, films, dialogues and reading assignments.

GERM 102 C ELEMENTARY GERMAN II
5 Units
Five hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
Credit by Examination
UC/CSU, AAGE, CSU GE, IGETC, CAN GERM 4
Prerequisite: GERM 101 C with grade of "C" or better, or one year of high school German with average grade of "C" or better is recommended. The course continues to emphasize the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will be introduced to further elements of the culture, history, and geography of Germany and German speaking countries through lectures, slides, films, dialogues and reading assignments.

GERM 299 C GERMAN INDEPENDENT STUDY
½ - 2 Units (Variable Units) (May be taken for credit 3 times)
Two hours conference per week for maximum credit.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Contract. This course is designed for able students who wish to increase their knowledge of the German language through individual study or research. Unit credit may range from ½ to 2 units in any given semester. Consult the class schedule to verify credit for particular term.

Graphic Arts – See Art –
Computer Graphics (ACG)
Health Information Technology

Division of Health Science

Division Dean – Andrea Hannon

Faculty
Dana Brown
Laurie Dodson
Rosalie Majid

Counselors
Kelly Carter
Denise Vo

HEALTH INFORMATION TECHNOLOGY ASSOCIATE IN SCIENCE DEGREE PROGRAM AND HEALTH INFORMATION TECHNOLOGY CERTIFICATE

Courses in Health Information Technology prepare individuals to become health information specialists. The health information technician is a member of the health care team assuring that documentation is consistent with professional standards and licensure requirements. To accomplish this, health information technicians monitor and track information recorded in a patient’s medical record which includes the medical history, physical examination, progress notes reflecting treatment, and laboratory and radiology reports. Interacting with physicians, administrators, nurses and other allied health professionals, the health information technician quantifies, manages, and interprets the health record data that becomes the basis for crucial medical and financial decisions. The health information technician functions as the patient advocate in protecting the confidentiality of sensitive health care information recorded in the medical record.

To fulfill these responsibilities, health information technicians develop a broad range of skills. Their clinical knowledge base is essential for them to read and interpret the medical record. Processing health information involves usage of computers and computer applications. In safeguarding medical information, the health information technician becomes familiar with the legal aspects inherent in the delivery of patient care. Health information technicians develop managerial skills working as supervisors and directors of health information departments.

Most (60%) health information technicians currently work in health care facilities where they organize, analyze and generate health data for treatment, reimbursement, planning, quality assessment and research. Other employers of health information professionals include medical group practices, government agencies, insurance companies, utilization review organizations, health maintenance organizations, cancer centers, and consulting firms. Health information specialists can also work in sales and marketing positions for companies that design and supply information systems and materials for health information/medical record departments.

The program is accredited by the Commission for Accreditation of Allied Health Education Programs in collaboration with the American Health Information Management Association. Graduates of the program are, therefore, eligible to take the national qualifying examination leading to certification as a Registered Health Information Technician.

MINIMUM STANDARDS FOR ENROLLMENT
High school graduation, or completion of the General Education Development (GED) test with a minimum score of 45, or high school proficiency examination.

ENROLLMENT PROCEDURES
1. Students may enroll in either the fall or spring semester.
2. Submit application to College. Students are responsible for furnishing all documents, records, forms and transcripts indicating minimum standards to the Counseling Office.
3. Complete an HI Program Personal Data Sheet. These data sheets may be obtained from the Health Science Counseling Office, Cypress College, 9200 Valley View, Cypress, CA 90630.

REQUIRED CURRICULUM
Transferability of health information is determined by the individual receiving college. To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

It is recommended that the following required courses be taken prior to enrolling in the Program.

Course # Title Units
CIS 101 C Beginning Computer Keyboarding 3
CIS 111 C Computer Literacy - Introduction to Information Systems 3
HS 145 C Survey of Medical Terminology 3
HI 100 C Trends in Health Care Delivery 2

11

Courses are listed in suggested sequence:

SEMESTER 1
HI 101 C Health Information Science 3
HI 102 C Legal Aspects of Health Care 2
BIOI 210 C Anatomy and Physiology 5
ENGL100 C College Writing 3

13

SEMESTER 2
HS 147 C Survey of Disease 3
HI 115 C Medical Staff Services Science 3
HI 204 C ICD-9-CM Coding 3

9

SEMESTER 3
HI 103 C Health Care Statistics* 3
HI 214 C CPT/Ambulatory Care Coding 3
HI 203 C Medical Quality Management** 2
HI 105 C Directed Practice I*** 4

12

SEMESTER 4
HI 220 C Advanced ICD-9-CM Coding 3
HI 225 C Information Technology* 3
HI 110 C Medical Insurance Billing 3
HI 245 C Coding Skills Lab 1
HI 205 C Directed Practice II*** 4

14

Total Program Units 59

*Course offered in Fall
**Course offered in Spring
***This course is a non-paid laboratory experience. Students are assigned to a health care agency.

Cypress College 2002-2003
HEALTH INFORMATION TECHNOLOGY CERTIFICATE
To earn a certificate, students must (1) document a minimum of an Associate Degree; and (2) complete all major course work with a minimum grade of "C". At least 50% of all major course work must be completed at Cypress College.

HEALTH CARE MANAGEMENT AND SUPERVISION CERTIFICATE
This certificate program helps prepare students to work in the health care field in a management or supervisory capacity. Preparing students to work in a variety of health care delivery settings, including physicians' offices, hospitals, health maintenance organizations, and insurance companies, the certificate focuses on the leadership, motivation, organization, planning, and other skills needed to manage or supervise others. Created for both (a) students with allied health credentials and (b) students with general business or office experience, it is designed to help students gain entry into the health care field, to move into supervisory positions, and/or to advance in their current positions.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 100 C</td>
<td>Trends in Health Care Delivery</td>
<td>2</td>
</tr>
<tr>
<td>HI 102 C</td>
<td>Legal Aspects of Health Care</td>
<td>2</td>
</tr>
<tr>
<td>HI 115 C</td>
<td>Medical Staff Services Science</td>
<td>3</td>
</tr>
<tr>
<td>MGT 262 C</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 266 C</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 16

HEALTH CARE MARKETING AND SALES CERTIFICATE
This certificate program provides students with the necessary knowledge and skills to work in the health care field in a marketing or sales capacity. Preparing students to work in a variety of health care delivery settings, including physicians' offices, hospitals, health maintenance organizations, and insurance companies, the certificate focuses on such areas as: sales and customer service, marketing research, advertising, public relations, and community outreach. It is designed to help students gain entry into the health care marketing and sales field and/or to advance in their current positions.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 100 C</td>
<td>Trends in Health Care Delivery</td>
<td>2</td>
</tr>
<tr>
<td>HI 102 C</td>
<td>Legal Aspects of Health Care</td>
<td>2</td>
</tr>
<tr>
<td>HI 115 C</td>
<td>Medical Staff Services Science</td>
<td>3</td>
</tr>
<tr>
<td>MKT 222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 103 C</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MKT 208 C</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 16

HEALTH INFORMATION CODING CERTIFICATE Option of the Health Information Technology Program
Because coding is at the heart of both health care reimbursement and clinical analysis, this extremely important aspect of health information management requires a highly trained and accurate professional. This certificate program prepares the individual to assign numerical codes to diagnoses, symptoms, and procedures using the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) and procedures according to Current Procedural Terminology (CPT). Most third party payers, including the federal government and private insurance companies, require submission of codes as part of the hospital and/or physician billing process. Diagnoses and procedures codes are needed for comparing and tracking diseases, clinical research, statistical reporting, market data and planning.

In addition to a high school diploma or equivalent, on-the-job coding experience and a solid coding education are needed to take the certification examination offered by the American Health Information Management Association to become a Certified Coding Specialist.

Individuals skilled in ICD-9-CM coding are employed as coders for hospitals, physicians' offices, peer review organizations, health maintenance organizations, ambulatory care facilities, skilled nursing facilities, consulting firms, medical billing firms, or insurance companies.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College. Upon successful completion of the required courses, the student will receive a certificate of completion from Cypress College.

MINIMUM STANDARDS FOR ENROLLMENT
1. High school diploma or completion of the General Education Development (GED) test with a minimum score of 45, or high school proficiency tests.
2. Eligibility for ENGL 100 C.

ENROLLMENT PROCEDURES
1. Students may enroll in either the fall or spring semester.
2. Submit application to College. Students are responsible for furnishing all documents, records, forms and transcripts indicating minimum standards to the Counseling Office.
3. Complete an HI Program Personal Data Sheet. These data sheets may be obtained from the Health Science Counseling Office, Cypress College, 9200 Valley View, Cypress, CA 90630.

PROGRAM REQUIREMENTS

Required Courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HI 101 C</td>
<td>Health Information Science</td>
<td>3</td>
</tr>
<tr>
<td>HS 145 C</td>
<td>Survey of Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 210 C</td>
<td>Anatomy &amp; Physiology</td>
<td>5</td>
</tr>
<tr>
<td>HI 100 C</td>
<td>Trends in Health Care Delivery</td>
<td>13</td>
</tr>
<tr>
<td>SEMESTER 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy - Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HS 147 C</td>
<td>Survey of Disease</td>
<td>3</td>
</tr>
<tr>
<td>HI 204 C</td>
<td>ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>HI 245 C</td>
<td>Coding Skills Lab</td>
<td>10</td>
</tr>
</tbody>
</table>
HEALTH UNIT COORDINATOR CERTIFICATE

The health unit coordinator coordinates ancillary services and nonclinical aspects of patient care by performing management, communication, and clerical tasks essential to the functioning of a unit. One of the most important tasks performed by unit coordinators is the transcribing of physician’s orders which requires a knowledge of medical terms, symbols, abbreviations, diagnostic and therapeutic procedures, nursing procedures, body structure and functioning and medical science. The health unit coordinator manages the unit by maintaining functioning and medical science. The health unit coordinator manages the unit by maintaining supplies, preparing reports, and maintaining unit records. Patient charts are maintained by the health unit coordinator who enters data according to health facility policies and procedures as patients are admitted, discharged and transferred within the health care facility. Using a variety of tools ranging from memos to telephones to faxes, the unit coordinator performs communication tasks to keep patients, visitors, physicians and health facility staff informed. Opportunities for health unit coordinators exist in any health care facility, e.g., hospitals, ambulatory clinics, surgicenters, long term care facilities, or home health agencies.

Health unit coordinators need to be intelligent, honest, alert, and dependable. They must be accurate at their tasks, show initiative, and be able to follow directions. The health unit coordinator is very important for the efficient functioning of health care units. Patient welfare depends as much upon the efficiency and effectiveness of this individual as on that of the nursing staff. The National Association of Health Unit Coordinators offers a certifying examination to become a Certified Health Unit Coordinator.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

| Required Courses are listed in suggested sequence: |
|----------------------|----------------------|
| Course #  | Title                        | Units |
| HI 214 C  | CPT/Ambulatory Care Coding  | 3   |
| HI 220 C  | Advanced ICD-9-CM Coding    | 3   |
| HI 245 C  | Coding Skills Lab            | 2   |
| *HI 299 C | Independent Study            | 1   |
| HI 110 C  | Medical Insurance Billing    | 3   |

Total Program Units 12

* This course is a non-paid laboratory experience.

MEDICAL INSURANCE BILLING SPECIALIST CERTIFICATE PROGRAM

The Medical Insurance Billing Specialist Program prepares students for employment as a medical insurance billing specialist. In processing insurance claims for health care providers, the medical insurance specialist assists both the health care provider and the patient organize, file, and negotiate health insurance claims of all types. Their primary goals are to assist the consumer in obtaining maximum benefits as well as to tell the patient what checks to write to providers to make sure there is no overpayment.

Medical Insurance Specialists work in a variety of health delivery settings: physician’s offices, ambulatory medical groups, hospitals, ambulatory surgery centers, insurance companies, and managed care organizations.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College. Upon successful completion of the required curriculum, the student will receive a certificate of completion from Cypress College.

This program is offered subject to final approval by the Chancellor’s Office of the California Community Colleges and the California Postsecondary Education Commission.

Required Courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101 C</td>
<td>Beginning Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>HS 145 C</td>
<td>Survey of Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HI 101 C</td>
<td>Health Information Science</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 160 C</td>
<td>Integrated Medical Science</td>
<td>3</td>
</tr>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy – Introduction to Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Units 24

MEDICAL QUALITY REVIEW ASSISTANT CERTIFICATE

Option of the Health Information Technology Program

Quality management is a process undertaken by hospitals and other providers of health care to determine the quality of patient care services delivered. A Quality Review Assistant will work under the supervision of the Director of Quality Management and perform quality assessment activities. These activities may include such data retrieval activities as occurrence or generic screening, comparing medical records against pre-established criteria, maintaining manual or computerized practitioner profiles, collecting follow-up information, or screening for medical staff monitoring and evaluation activities. Individuals interested in this certificate program are encouraged to schedule an appointment with the Health Information Technology Counselor.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.
Required Courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 145 C</td>
<td>Survey of Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HI 101 C</td>
<td>Health Information Science</td>
<td>3</td>
</tr>
<tr>
<td>HI 115 C</td>
<td>Medical Staff Services Science</td>
<td>3</td>
</tr>
<tr>
<td>HI 203 C</td>
<td>Medical Quality Management</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>SEMIESTER 1</strong></td>
<td><strong>11</strong></td>
</tr>
<tr>
<td>HS 147 C</td>
<td>Survey of Disease</td>
<td>3</td>
</tr>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy—Introduction to</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Information Systems</td>
<td></td>
</tr>
<tr>
<td>HI 102 C</td>
<td>Legal Aspects of Health Care</td>
<td>2</td>
</tr>
<tr>
<td>*HI 299 C</td>
<td>Independent Study</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>SEMIESTER 2</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HI 103 C</td>
<td>Health Care Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BIOL160 C</td>
<td>Integrated Medical Science</td>
<td>3</td>
</tr>
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<tr>
<td>*This course is a non-paid laboratory experience. Students are assigned to a hospital.</td>
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</tr>
</tbody>
</table>

MEDICAL RECORD CLERK CERTIFICATE

Option of the Health Information Technology Program

The Medical Record Clerk option prepares the individual to perform entry-level clerical functions in a Medical Record Department of health care facilities. Students will demonstrate competency in processing admissions and discharges, assembling health records, analyzing health records for deficiencies, and filing methods. Individuals interested in this certificate program are encouraged to schedule an appointment with the Health Information Technology Program Counselor.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required Courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 145 C</td>
<td>Survey of Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HI 101 C</td>
<td>Health Information Science</td>
<td>3</td>
</tr>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy—Introduction to</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Information Systems</td>
<td></td>
</tr>
<tr>
<td>CIS 101 C</td>
<td>Beginning Comp Keyboard—Word Perfect</td>
<td>3</td>
</tr>
<tr>
<td>*HI 299 C</td>
<td>Independent Study</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>IMUM 1</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HI 102 C</td>
<td>Legal Aspects of Health Care</td>
<td>2</td>
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<tr>
<td>*This course is a non-paid laboratory experience. Students are assigned to a hospital.</td>
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</tr>
</tbody>
</table>

ASSOCIATE IN SCIENCE DEGREE MEDICAL STAFF SERVICES SCIENCE AND CERTIFICATE IN MEDICAL STAFF SERVICES SCIENCE

A Medical Staff Services Professional is a professional administrative assistant who coordinates the activities of the organized medical staff and serves as liaison between the Medical Staff, Nursing Staff, and Administration within parameters established by the Chief Executive Officer of the Hospital. This exciting position offers top management interfacing with Board of Directors, Medical Staff Officers and other leaders in the medical field. The Medical Staff Services Professional assists the medical staff in fulfilling its major responsibility to monitor the quality of patient care delivered by all physicians who are members of the medical staff.

Upon completion of this Associate Degree in Medical Staff Services Science and three years experience, the student is eligible to write the examination offered by the National Association of Medical Staff Services to become a Certified Medical Staff Coordinator. Please refer to www.namss.org for additional information on CMSC exam eligibility.

MINIMUM STANDARDS FOR APPLICANTS

High school graduation or completion of the General Education Development (GED) test with a minimum score of 45 or high school proficiency tests.

APPLICATION PROCEDURES

1. Students may enroll in either the fall or spring semester, or semesters.
2. Submit application to College. Students are responsible for furnishing all documents, records, forms and transcripts indicating minimum standards to the Counseling Office.
3. Complete an HI Technology Program Personal Data Sheet. These data sheets may be obtained from the Health Science Counseling Office, Cypress College, 9200 Valley View, Cypress, CA90630.

ASSOCIATE IN SCIENCE DEGREE

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

REQUIRED CURRICULUM

It is recommended that the following three required courses be taken prior to enrolling in the Health Information Technology courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 102 C</td>
<td>Intermediate Comp Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy - Introduction to</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Information Systems</td>
<td></td>
</tr>
<tr>
<td>HS 145 C</td>
<td>Survey of Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>IMUM 1</strong></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HI 101 C</td>
<td>Health Information Science</td>
<td>3</td>
</tr>
<tr>
<td>HI 102 C</td>
<td>Legal Aspects of Health Care</td>
<td>2</td>
</tr>
<tr>
<td>HI 100 C</td>
<td>Trends in Health Care Delivery</td>
<td>2</td>
</tr>
<tr>
<td>ENGL100 C</td>
<td>College Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>IMUM 2</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HI 115 C</td>
<td>Medical Staff Services Science</td>
<td>3</td>
</tr>
<tr>
<td>MGT 266 C</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BIOL210 C</td>
<td>Anatomy and Physiology</td>
<td>5</td>
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<tr>
<td></td>
<td><strong>IMUM 3</strong></td>
<td><strong>11</strong></td>
</tr>
<tr>
<td>Elective</td>
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<tr>
<td>HS 203 C</td>
<td>Medical Quality Management</td>
<td>2</td>
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<tr>
<td>MG 262 C</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>or</td>
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<tr>
<td>MG 267 C</td>
<td>Principles of Supervision</td>
<td>(3)</td>
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<tr>
<td>HS 147 C</td>
<td>Survey of Disease</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>IMUM 4</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HI 215 C</td>
<td>Medical Staff Services Science</td>
<td>2</td>
</tr>
<tr>
<td>HI 225 C</td>
<td>Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>*HI 299 C</td>
<td>Independent Study</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>IMUM 4</strong></td>
<td><strong>7</strong></td>
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<tr>
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<td><strong>IMUM 4</strong></td>
<td><strong>47</strong></td>
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</tbody>
</table>

Total Units Required

168 / Health Information Technology
Health Information Technology (HI)

**HI 080 C  SELECTED TOPICS**

\(\frac{1}{2} - 8\) Units (Variable Units) (May be taken for credit 4 times)

Variable hours lecture and Variable hours laboratory per week.

Credit/No Credit/Letter Grade Option

This course is designed to meet the health information technology student’s need for current topics and issues, updated information in health care review of specialized subject matter and/or preparation for health information related certification exams. Content will emphasize clinical application of theoretical principles in the discipline. Computer software, videotapes, resource materials, instructor assessment of individual student knowledge and skills will be utilized.

**HI 100 C  TRENDS IN HEALTH CARE DELIVERY**

2 Units
Two hours lecture per week.

CSU

This course investigates how and where health care is delivered in the United States and examines the different types of health care practitioners; professional healthcare associations; the role of federal, state and local governments in health care; and the impact of managed care organizations. How consumers pay for health care as well as how health care providers receive reimbursement for services are discussed. The principles of customer focused health care are discussed. Current issues affecting the delivery of health care are emphasized. The course is recommended for students interested in health care or preparing for careers in health care.

**HI 101 C  HEALTH INFORMATION SCIENCE**

3 Units
Two hours lecture and Three hours laboratory per week.

CSU

This course is an in-depth investigation of the generic components of the content, use and structure of health care data and data sets and how these components relate to primary and secondary health record systems. Emphasis will be placed on the content of the health record and documentation requirements pursuant to federal/state regulations and voluntary accrediting body standards. Discussions will focus on health care data sets. Laboratory activities will include data entry; assembly and analysis of medical records; filing and retrieval of information; and reading and interpreting medical records. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**HI 102 C  LEGAL ASPECTS OF HEALTH CARE**

2 Units
Two hours lecture per week.

CSU

The focus of this course is on the legal and ethical issues affecting health care industry, health care providers, and health information managers. State laws, federal regulations, and case precedents form the basis for class discussion. Topics include tort law; confidentiality and release of medical information; informed consent; corporate and personal liability; patient rights; negligence and medical malpractice; contract and labor law; and ethics. Special emphasis is placed on the procedures for safeguarding the security of health care data to prevent inappropriate disclosure of confidential health information.

**HI 103 C  HEALTH CARE STATISTICS**

3 Units
Two hours lecture and Three hours laboratory per week.

CSU

Prerequisite: HI 101 C with a grade of “C” or better. This course focuses on the effective collection, presentation, and verification of healthcare data necessary for the preparation of administrative and clinical reports. The role of data in clinical research, vital statistics and epidemiology will be discussed. Laboratory activities will focus on manual and automated data presentation techniques and on the interpretation and analysis of healthcare data. The role of the health information professional in transforming data into meaningful information for use in clinical and financial decision-making will be stressed. Data reliability and validity will be emphasized.

**HI 104 C  HEALTH CARE UNIT COORDINATION**

4 Units
Three hours lecture and Three hours laboratory per week.

CSU

Prerequisite: HS 145 C or equivalent. This course focuses on the development of the knowledge and skills integral to successful coordination of the nonclinical aspects of patient care on a health care unit. Information will be provided on how to admit/discharge/transfer patients; transcribe physicians orders; maintain patient charts and nursing kardex; facilitate communication among patients, visitors, physicians, and nursing staff; maintain and update patient information systems; and respond to medical/nonmedical emergencies. Course content will examine the relationship between an efficient health care unit and the quality of patient care.
### HI 105 C  DIRECTED PRACTICE I

**4 Units**  
Three hours lecture and  
Four hours directed practice per week.  
CSU  
Prerequisite: HI 101 C and CIS 111 C and enrollment in the Health Information Technology Program. This course is an investigation of the components of the content, use, and structure of health care data and data sets in the following alternative health care settings: long term care, home health, hospice, ambulatory care, behavioral health and rehab services. Emphasis is on analyzing the content of the health record and documentation requirements pursuant to federal/state regulations and voluntary accrediting body standards. Discussions will focus on the opportunities for health information management professional in these different settings. Directed practice activities will focus on the abstracting of data, analysis of findings, and preparation of reports in the alternative health care settings. Students are assigned to an affiliated health related agency for supervised directed practice. Students shall have the status of learner and shall not be considered agency employees, nor shall they replace agency staff. Directed practice is conducted as a nonpaid, laboratory experience.

### HI 110 C  MEDICAL INSURANCE BILLING

**3 Units**  
Three hours lecture per week.  
CSU  
Prerequisite: HS 145 C or equivalent. This course focuses on the principles and mechanics of ambulatory care and medical office billing and will cover the entire billing process from the initial verification of insurance benefits, to the submission of the claim form, and to final collections process. It provides exposure to the many types of private and governmental insurance: Medicare, Medicaid, Blue Cross, health maintenance organizations, workers compensation, etc. CPT and ICD-9-CM coding principles related to claims submissions will focus on the use of complete diagnostic coding, CPT modifiers and HCPCS Level II codes. The advantages of electronic claims submission will be discussed. Students will learn to complete insurance claim Form 1500, the universally accepted billing format for medical offices.

### HI 112 C  COMPUTERIZED MEDICAL INSURANCE BILLING

**2 Units**  
Two hours lecture per week.  
CSU  
Prerequisite: Completion of or concurrent enrollment in HI 110 C or employed as a medical insurance biller. This course focuses on the use of advanced medical practice software for automating medical insurance billing and medical office management. Course activities will include hands on computer practice in data entry, line item posting, electronic submission of claims, and posting payments and adjustments. Computer reports will be used to tracer delinquent accounts and age accounts. Computerized daily reports, bank statements, accounts receivable and related reports will be demonstrated.

### HI 115 C  MEDICAL STAFF SERVICES

**SCIENCE**  
**3 Units**  
Three hours lecture per week.  
CSU  
This comprehensive introductory course in fundamental concepts, principles and organization of the hospital and the medical staff services department includes the purpose and role of an organized medical staff; initial staff appointment; reappointment; privilege delineation; preparing agendas and writing minutes; and monitoring and documenting proctoring, peer review, and quality review. A primary focus of the course is the guidelines for credentialing of physicians and allied health professionals in not only the hospital but also managed care settings. The organization of health care facilities and interdepartmental relationships is discussed. Emphasis will be placed on standards of voluntary accrediting agencies and regulations of federal and state licensing agencies. This course will provide useful information to the individual responsible for credentialing in a managed care organization and is good preparation for the CMSC and CPCs credentialing exams.

### HI 203 C  MEDICAL QUALITY MANAGEMENT

**2 Units**  
Two hours lecture per week.  
CSU  
Prerequisite: HS 145 C or background in medical terminology. This course is an introduction to the principles of the quality management and improvement process in health care and provides a framework for gaining skills in collecting and analyzing data. Course content includes total quality management, utilization and resource management, risk management, clinical paths, and medical staff peer review. Emphasis is placed on the JCAHO performance improvement standards. Activities focus on the use of quality improvement tools to collect and present quality management data.

### HI 204 C  ICD-9-CM CODING

**3 Units**  
Two hours lecture and  
Three hours laboratory per week.  
CSU  
Prerequisite: HS 101 C, HS 145 C, and either BIOL 160 C or BIOL210 C with a grade of “C” or better; or employed as a coder. Principles of nomenclature and classification systems are stressed with emphasis and training in ICD-9-CM. The preparation of abstracts and reports utilizing coding of diseases, conditions, and procedures is addressed with the intention of indexing and retrieving information for administrative, reimbursement and research purposes.
HI 205 C  DIRECTED PRACTICE II
4 Units
Three hours lecture and
Four hours directed clinical practice per week.
CSU
Prerequisite: HI 103 C and HI 204 C and counselor approval indicating eligibility to graduate from Health Information Technology Program at the end of the semester. This course will focus on the principles of organization of a health information management department; supervision of human resources in order to develop effective skills in leadership, motivation and team-building techniques; and marketing health information management services. Discussions focus on directed practice activities which will emphasize the collection, analysis and presentation of health care data; quality improvement functions; and coding and abstracting. During the final semester, students are assigned to an affiliated health-related agency for supervised directed practice. Students shall have the status of learner and shall not be considered agency employees, nor shall they replace agency staff. Directed practice is conducted as a nonpaid, laboratory experience.

HI 207 C  CANCER DATA MANAGEMENT
2 Units
Two hours lecture per week.
Prerequisite: HS 145 C or employed in the field. Lectures focus on an introduction to the fundamental methods of cancer related data collection consistent with state reporting requirements and voluntary accrediting standards and to the organization of cancer program components and coding. Students will abstract from mock charts.

HI 208 C  CANCER DATA MANAGEMENT
1 Unit
Three hours laboratory per week.
Prerequisite: HI 207 C, BIOL 210 C, HS 145 C, or employed in the field. Abstracting fundamentals will be presented. Information on diagnosis, staging and treatment will be presented on the most common sites of cancer. Following this, students will be expected to abstract records on each primary site covered and complete exercises on staging and coding. Students will abstract from mock charts.

HI 210 C  CANCER DATA MANAGEMENT – DIRECTED PRACTICE
3 Units
One hour lecture and
Eight hours laboratory per week.
Prerequisite: HI 207 C, 208 C, and counselor approval indicating eligibility to graduate from Cancer Data Management Program. Lecture and discussion will emphasize selected aspects of cancer data management and supervision. In the supervised experience in performing actual responsibilities which takes place in assigned hospitals and central registries, students shall have the status of learner and shall not be considered agency employees, nor shall they replace agency staff. Directed practice is conducted as a non-paid laboratory experience.

HI 214 C  CPT/AMBULATORY CARE CODING
3 Units
Two hour lecture and
Three hours laboratory per week.
CSU
Prerequisite: HI 204 C or employed as a coder. This course focuses on the principles and mechanics of coding procedures according to Current Procedural Terminology and its relationship to the Health Care Common Procedure Coding System (HCPCS). The course will address the requirements for diagnostic and procedure coding in ambulatory care and outpatient surgery centers as well as the relationship of CPT to ambulatory and medical office billing and APCs. In the laboratory, students will solve coding problems using operative reports and encoding software. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

HI 215 C  MEDICAL STAFF SERVICES
SCIENCE
2 Units
Two hours lecture per week.
CSU
Prerequisite: HI 115 C. Lecture and discussion focuses on selected aspects of medical staff services departmental management and supervision; due process and peer review hearings; and documentation of Medical Executive Committee activities. Throughout the course, there will be advanced review of office management systems and the student will prepare a medical staff office budget.

HI 220 C  ADVANCED ICD-9-CM CODING
3 Units
Two hour lecture and
Three hours laboratory per week.
CSU
Prerequisite: HI 204 C and HS 147 C. Advanced concepts in ICD-9-CM and its application in the prospective payment system are discussed. Lecture will focus on the structure of diagnostic related groups; interpretation of laboratory and radiologic findings; basic pharmacology; and Coding Clinic guidelines. Laboratory activities will include coding actual medical records related to the most common diagnostic related groups using automated encoders. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

HI 225 C  INFORMATION TECHNOLOGY
3 Units
Three hours lecture per week.
CSU
Prerequisite: CIS 111 C. This course is an introduction to the concepts of information technology related to health care and the automated tools and techniques for collecting, storing, and retrieving health care data. Emphasis will be on health care information systems, health care networking, telemedicine, telecommunications, image-based document systems, automatic identification and data collection, security and confidentiality, medical informatics, and the computer-based patient record. Activities will center on using file management and spreadsheet applications to automate the collection and analysis of health care information.
HI 245 C CODING SKILLS LAB
1 - 2 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
Three to six hours laboratory per week.
Credit/No Credit/Letter Grade Option
CSU
The focus of this course is one of assisting the students in
the development of coding skills and the application of
those skills to different types of medical records. Students
will code inpatient, emergency department, outpatient sur-
sery, and referred outpatient medical records using the
International Classification of Diseases - Ninth Revision -
Clinical Modification (ICD-9-CM) and the Healthcare Com-
mon Procedure Coding System (HCPCS). The process of
interpreting medical record information, choosing the
required coding classification and assigning and sequenc-
ing codes correctly will be addressed. This course will pro-
provide an opportunity for students in the Health Information
Technology and Health Information Coding Specialist Pro-
grams to demonstrate competencies required for comple-
tion of each program. Computer assisted instruction and
automated encoders will be used within the course. This
course may also be taken to update coding skills.

HI 299 C INDEPENDENT STUDY
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
One and a half to two hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
Prerequisite: Approved Independent Study Learning Con-
tract. This course is designed for students enrolled in the
Health Information Technology program or its options who
wish to increase their knowledge and experience in applied
areas. Students will participate in independent study in
assigned areas under staff supervision.

Health Science
Division of Health Science

Division Dean – Andrea Hannon

Faculty
Dana Brown

Counselors
Kelly Carter
Denise Vo

Health Science (HS)

HS 050 C PREPARATION FOR HEALTH
SCIENCE
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
This course is designed for students interested in a health
science career. The communication, reading and mathe-
atical skills of students will be developed in relation to the
various career needs. Remedial and introductory material
necessary to enter and complete a Health Science Pro-
gram are emphasized.

HS 052 C SELECTED TOPICS - HEALTH
SCIENCE
¼ - 2 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary according to credit
given.
Credit/No Credit/Letter Grade Option
Topics related to health science are selected or assigned to
enhance training. Films, filmstrips, slides and a variety of
resource materials are provided.

HS 055 C RADIOGRAPHY ASSISTANT/
DARKROOM TECHNICIAN
2 Units
Two hours lecture per week.
Credit/No Credit/Letter Grade Option
This course is designed for the student who desires an
entry-level job as radiology assistant and/or darkroom tech-
nician. The course is a lecture/demonstration class that
teaches aseptic technique and darkroom procedures used
by Radiology Department personnel in hospitals, physi-
cians’ private offices and clinics. The student gains the
knowledge needed to process radiographic film. Film, film
holders and intensifying screens are discussed. Patient lift-
ning and transportation procedures required of a Radiology
Assistant are demonstrated. Students are required to
obtain CPR Certification for this class.
HS 060 C  SELECTED TOPICS - NURSING FOUNDATIONS/NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT I
½ - 2 Units (Variable Units)
Lecture hours vary according to credit given.
Credit/No Credit/Letter Grade Option
Prerequisite: Acceptance in Nursing or Psychiatric Technician Program. This course is designed to correlate with Foundations of Nursing and Nursing Process and Professional Nursing Management I, which provides introductory knowledge of the fundamentals of nursing. The assigned topics covered correlate with textbook and module assignments and enhance learning in specific theoretical concepts and nursing techniques. Computer software, videotapes, resource materials, instructor assessment of individual student's nursing knowledge and skills and individualized instruction are utilized.

HS 061 C  SELECTED TOPICS - INTRODUCTORY MEDICAL/SURGICAL NURSING
½ - 2 Units (Variable Units)
Lecture hours vary according to credit given.
Credit/No Credit/Letter Grade Option
Prerequisite: Acceptance in Nursing Program. This course is designed to correlate with NURS 196 C, providing increased knowledge of fundamentals of nursing and more complex nursing skills. The assigned topics covered correlate with the textbook and module assignments and enhance learning in specific theoretical concepts and more complex nursing techniques introduced in NURS 196 C. Films, videotapes, resource materials, instructor assessment of individual student's nursing knowledge and skills in individualized instruction are utilized.

HS 062 C  SELECTED TOPICS - INTERMEDIATE MEDICAL/SURGICAL NURSING
½ - 2 Units (Variable Units)
Lecture hours vary according to credit given.
Credit/No Credit/Letter Grade Option
Prerequisite: Acceptance in Nursing Program. This course is designed to correlate with NURS 292 C, providing an expansion of knowledge of medical/surgical nursing. The assigned topics covered correlate with the textbook and module assignments and aid in providing enhanced learning in specific theoretical concepts and nursing techniques introduced in NURS 292 C. Films, videotapes, resource materials, instructor assessment of individual student's nursing knowledge and skills in individualized instruction are utilized.

HS 063 C  SELECTED TOPICS - MATERNAL/NEWBORN/FAMILY NURSING
½ - 2 Units (Variable Units)
Lecture hours vary according to credit given.
Credit/No Credit/Letter Grade Option
Prerequisite: Acceptance in Nursing Program. This course is designed to correlate with NURS 197 C, providing an expansion of knowledge of maternal health care needs. The assigned topics covered correlate with the textbook and Foundations of Nursing and Nursing Process and Professional Nursing Management I, which provides introductory knowledge of the fundamentals of nursing. The assigned topics covered correlate with the textbook and module assignments and enhance learning in specific theoretical concepts and nursing techniques. Computer software, videotapes, resource materials, instructor assessment of individual student's nursing knowledge and skills in individualized instruction are utilized.

HS 064 C  SELECTED TOPICS - PSYCHIATRIC NURSING/NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT VI
½ - 2 Units (Variable Units)
Lecture hours vary according to credit given.
Credit/No Credit/Letter Grade Option
Prerequisite: Acceptance in Nursing or Psychiatric Technician Program. This is an adjunctive course to be taken concurrently with PT 094 C and/or PT 096 C, or NURS 293 C. This course enables students to utilize the expertise of the instructor/facilitator to meet their self-assessed learning needs. Depth of understanding is increased through the directed use of appropriate audiovisual materials and selected references, as well as group discussion and dialogue.

HS 065 C  SELECTED TOPICS - CHILD/FAMILY NURSING
½ - 2 Units (Variable Units)
Lecture hours vary according to credit given.
Credit/No Credit/Letter Grade Option
Prerequisite: Acceptance in the Nursing Program. This course is designed to correlate with NURS 297 C. Assigned topics covered correlate with textbook and module assignments in NURS 297 C. Clinical simulations are provided to permit the student practice in the performance of nursing procedures, as well as an opportunity for clinical competency testing. Videos, films, slides, games, resource materials, computer simulations, instructor assessment of student’s nursing knowledge and skills, and individualized instruction are utilized.

HS 066 C  SELECTED TOPICS - ADVANCED MEDICAL/SURGICAL NURSING
½ - 2 Units (Variable Units)
Lecture hours vary according to credit given.
Credit/No Credit/Letter Grade Option
Prerequisite: Acceptance in the Nursing Program. This course is designed to correlate with NURS 297 C. Assigned topics covered correlate with textbook and module assignments in NURS 297 C. Clinical simulations are provided to permit the student practice in the performance of nursing procedures, as well as an opportunity for clinical competency testing. Videos, films, slides, games, resource materials, computer simulations, instructor assessment of student’s nursing knowledge and skills, and individualized instruction are utilized.

HS 067 C  SELECTED TOPICS - LEADERSHIP
½ - 2 Units (Variable Units)
Lecture hours vary according to credit given.
Credit/No Credit/Letter Grade Option
Prerequisite: Acceptance in the Nursing Program. This course is designed to correlate with NURS 247 C. Depth of understanding of issues related to nursing practice and leadership are increased through the directed use of appropriate audiovisual materials and selected references, as well as group discussions and dialogue.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Credits</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>HS 068 C</td>
<td>SELECTED TOPICS - HEALTH CARE AND NURSING NEEDS OF THE OLDER ADULT</td>
<td>½ - 2 Units (Variable Units) (May be taken for credit 2 times)</td>
<td>One half hour lecture per week. Credit/No Credit/Letter Grade Option Prerequisite: Enrollment in NURS 193 C or NURS 294 C. This course will focus on the special nursing and health care needs of the older adult and development of nursing skills necessary to meet those needs. Activities will focus on assisting the student in the further development of assessment skills, interpersonal and communication skills and patient teaching, which are essential in the care of the older adult. This course is an elective for students who desire enrichment in theories related to the care of the older adult.</td>
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<td>HS 075 C</td>
<td>MANAGEMENT OF ASSAULTIVE BEHAVIOR</td>
<td>1 Unit</td>
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<td>One hour lecture per week. Credit/No Credit/Letter Grade Option This course is designed to teach the student the Miconic System for the management of assaultive behavior. Application to community settings is emphasized.</td>
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<tr>
<td>HS 076 C</td>
<td>BASIC LIFE SUPPORT FOR HEALTH CARE PROVIDERS: “C” CERTIFICATION</td>
<td>1 Unit (May be taken for credit 2 times)</td>
<td>One hour lecture per week. Credit/No Credit/Letter Grade Option This course is required for health care providers. It prepares the student with knowledge and skills required to perform adult one-rescuer CPR, adult two-rescuer CPR, pediatric one-rescuer CPR, child two-rescuer CPR, adult foreign body airway management and pediatric foreign body airway management. The American Heart Association fee for the “C” certification card is $1.00.</td>
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<tr>
<td>HS 077 C</td>
<td>BASIC LIFE SUPPORT CERTIFICATION FOR HEALTH CARE PROVIDERS: “C” CERTIFICATION</td>
<td>½ Unit (May be taken for credit 4 times)</td>
<td>One-half hour lecture per week. Credit/No Credit/Letter Grade Option Prerequisite: Course in Basic Life Support with “C” certification. Current BLS “C” certification is required for health care workers when providing direct patient care. This class prepares the student with current knowledge and skills required to obtain a recertification card from the American Heart Association (fee $1.00).</td>
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<td>HS 079 C</td>
<td>CAREERS IN DENTISTRY</td>
<td>1 Unit</td>
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<td>One hour lecture per week. Credit/No Credit/Letter Grade Option This course will provide the student with an exposure to various aspects of the profession of dentistry; the duties and responsibilities of each profession will be discussed, including dentistry, dental hygiene, dental assistant and dental technology.</td>
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<tr>
<td>HS 080 C</td>
<td>SELECTED TOPICS IN NURSING AND ALLIED HEALTH</td>
<td>½ - 8 Units (Variable Units) (May be taken for credit 4 times)</td>
<td>One-half to eight hours lecture per week. Credit/No Credit/Letter Grade Option This course is designed to meet the nursing and allied health science student need for current topics and issues, updated information in health care review of specialized subject matter, and/or preparation for health related licensure and certification exams. Content will emphasize clinical application of theoretical principles in the discipline. Computer software, videotapes, resource materials, instructor assessment of individual student knowledge and skills will be utilized.</td>
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<tr>
<td>HS 098 C</td>
<td>HEALTH SCIENCE SEMINAR</td>
<td>½ - 3 Units (Variable Units) (May be taken for credit 4 times)</td>
<td>Lecture/discussion hours will vary with credit given. Credit/No Credit/Letter Grade Option This class will utilize a lecture/discussion approach to various topics within the Health Science programs. A variety of classes will be offered to introduce students to new experiences, update content on current issues, and explore new trends in health care.</td>
<td></td>
</tr>
<tr>
<td>HS 099 C</td>
<td>HEALTH SCIENCE - INDEPENDENT STUDY</td>
<td>½ - 2 Units (Variable Units) (May be taken for credit 4 times)</td>
<td>Lecture hours vary according to credit given. Credit/No Credit/Letter Grade Option Prerequisite: Approved Independent Study Learning Contract. This course is designed for students interested in health science programs who wish to increase their knowledge and experience in applied areas. Students will participate in independent study on assigned areas under staff supervision.</td>
<td></td>
</tr>
<tr>
<td>HS 100 C</td>
<td>TRENDS IN HEALTH CARE DELIVERY SYSTEMS</td>
<td>2 Units</td>
<td></td>
<td>Two hours lecture per week. CSU This is a core course designed for students interested in the health professions particularly those preparing for careers in health care. It is an overview of health care delivery systems and is required for Health Information Technology majors.</td>
</tr>
<tr>
<td>HS 102 C</td>
<td>LEGAL ASPECTS OF HEALTH CARE</td>
<td>2 Units</td>
<td></td>
<td>Two hours lecture per week. CSU The focus of this course is on the legal and legislative process affecting health information. It provides exposure to legal terminology and statutes with practical application of these principles and concepts to medical records. Confidentiality, patient access to information, consent to treatment, response to subpoenas, liability, and negligence will be discussed.</td>
</tr>
</tbody>
</table>
HS 140 C  PSYCHO-SOCIAL CONCEPTS IN HEALTH SCIENCE/NURSING
3 Units  
Three hours lecture per week.  
CSU  
This course is designed to introduce Health Science students to psycho-social concepts basic to the development of skills in patient care and interrelationships. Social interaction skills and development patterns of individuals are included. Major social problems are discussed in relation to health care.

HS 145 C  SURVEY OF MEDICAL TERMINOLOGY
3 Units  
Three hours lecture per week.  
CSU  
This course includes fundamentals of word analysis, roots, prefixes and suffixes in an orientation to the body as a whole. A survey of medical terminology of the following body systems includes: skin and breast, musculoskeletal, neurological/psychiatric, cardiovascular, respiratory, digestive, genitourinary, maternal, respiratory, and special senses. Anatomical and physiologic terminology, combining forms, diagnostic terms, clinical and surgical procedures, laboratory tests and abbreviations are included. A basic requirement for most career opportunities in the allied health occupations and in the court systems is the comprehension of medical terminology.

HS 146 C  MEDICAL TERMINOLOGY FOR MEDICAL SPECIALTIES
3 Units  
Three hours lecture per week.  
CSU  
Prerequisite: HS 145 C. This course emphasizes knowledge of terminology used in specialty areas of the health care systems. Medical specialties included are anesthesiology, oncology, physical therapy, radiology, and nuclear medicine. Competence in reading, writing, and understanding technically advanced medical terminology is required for successful completion.

HS 147 C  SURVEY OF DISEASE
3 Units  
Three hours lecture per week.  
CSU  
Prerequisite HS 145 C. This course is a survey of general principles of disease, organs, and systems as related to specific diseases. It includes chronic and degenerative diseases; respiratory, bone, and gastrointestinal tract diseases; diseases of the genitourinary systems and reproductive organs, including genetic influences; infectious diseases and neoplasms; disturbances of body fluids and disturbed function. It is required by the State Department of Public Health, Division of Radiologic Health and recommended by the American Society of Radiologic Technology and is also the basic pathology of disease course requirement for Medical Record Technology students.

HS 161 C  DYING AND DEATH, GRIEF AND MOURNING
3 Units  
(Same as HSCE 161 C)  
CSU  
Three hours lecture/discussion per week.  
This course is designed to assist individuals in such areas as personal death anxiety and working/living with the terminally ill person. Discussion includes special concerns such as how to handle grief, suicide, hospice, and other related topics.

HS 165 C  A MATTER OF LIFE AND DEATH - MAKING ETHICAL CHOICES IN HEALTH CARE
1 Unit  
One hour lecture per week.  
CSU  
Credit/No Credit/Letter Grade Option  
This course will focus on making ethical choices in health care and will include discussion of contemporary ethical questions such as life support, right to refuse treatment and reproductive issues. Ethical issues raised by recent technical developments in health care and the rights and responsibilities of patients and health care professionals will be examined.

HS 168 C  PATIENT CARE SKILLS – OPEN LAB
\( \frac{1}{2} - 3 \) Units (Variable Units) (May be taken for credit 4 times)  
(Open Entry-Open Exit)  
One and one half to nine hours laboratory per week.  
Credit/No Credit  
CSU  
Prerequisite: Current first year Health Science program student or approved re-entry students needing remedial assistance or current professional license related to a health science program. This open-entry, open-exit course with flexible hours and variable units allows self-paced individualized instruction and/or practice in basic client care skills with Health Science faculty supervision. The course provides students with space and equipment needed to learn client care skills. Health Science program students will complete a self-assessed learning plan prior to beginning their practice sessions. $5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

HS 203 C  MEDICAL QUALITY MANAGEMENT
2 Units  
Two hours lecture per week.  
CSU  
Prerequisite: HS 145 C or background in medical terminology. This is an introductory course to acquaint health science students with the history and development of the quality assurance efforts in health care. This course discusses quality assessment techniques, medical staff peer review; utilization review, and risk management along with the roles and responsibilities of individuals involved in the quality assurance process.
HS 267 C  INTERNET: THE LINK TO HEALTH CARE INFORMATION
1 Unit (May be taken for credit 2 times)
One hour lecture per week.
CSU
This course will provide hands-on computer experience. The NetScape Navigator browser will be used to access information related to patient care, education, research, government and commerce. Particular emphasis is placed on the adaptability of e-mail, news groups, list servers and the World Wide Web tools to the health care professions and a distance learning/communication situation. $4.00 Laborary Fee – PAYABLE AT THE BOOKSTORE.

HS 268 C  PATIENT CARE SKILLS – OPEN LAB
½ - 3 Units (Variable Units) (May be taken for credit 4 times)
(Open Entry-Open Exit)
One and a half to nine hours of laboratory per week.
Credit/No Credit
CSU
Prerequisite: Current second year Health Science program student or approved re-entry students needing remedial assistance or current professional license related to a health science program. This open-entry, open exit course with flexible hours and variable units allows self-paced individualized instruction and/or practice in advanced client care skills with Health Science faculty supervision. The course provides students with space and equipment needed to learn advanced client care skills. Health Science program students will complete a self-assessed learning plan prior to beginning their practice sessions. $5.00 Laboratory Fee – PAYABLE AT REGISTRATION.

HS 277 C  CULTURAL AWARENESS & HEALTH CARE
3 Units
Three hours lecture per week.
CSU, AAGE, CSU GE, CUL PL
This course is designed to examine how cultural differences impact health care and health care delivery. The influence of multiethnic cultures on health care concepts, intervention, and the delivery of health care will be discussed. The course will emphasize communication, beliefs and customs, cultural rituals, ethical and legal implications and staff relations in our multiethnic health care system. The content focuses on expanding sensitivity to cultural diversity in health care and includes medical, social, and legal issues.

Health Science - Continuing Education

Division of Health Science

Division Dean – Andrea Hannon

Faculty
Health Science Instructors

Counselors
Kelly Carter
Denise Vo

Provider approved by the California Board of Registered Nursing - Provider Number 00110, for the number of contact hours the class meets. Request list of approved classes from the Health Science Division.

Health Science - Continuing Education (HSCE)

HSCE 161 C  DYING AND DEATH, GRIEF AND MOURNING
3 Units
(Same as HS 161 C)
Three hours lecture/discussion per week.
CSU
This course is designed to assist individuals in such areas as personal death anxiety and working/living with the terminally ill person. Discussion includes special concerns such as how to handle grief, suicide, hospice, and other related topics.

HSCE 250 C  RADIATION LAWS AND ETHICS
3 Units
(Same as RADT 250 C)
Three hours lecture per week.
CSU
Prerequisite: RADT 142 C or RADT 146 C or limited permit in x-ray technology. This is a concise course to inform the student radiologic technologist, x-ray technician, and/or staff certified radiologic technologist and limited practitioner in State and Federal Radiation Control Regulations toward the legal and ethical implications involved in ionized radiation to the human organism and radiation protection policies. Laws related to radiologic technology, malpractice litigation, preventive measures, and patient rights are discussed. The course will alert the students of their legal responsibilities, rights and duties within the context of their function as a member of the radiology team.
HSCE 260 C  FLUOROSCOPY PERMIT
COURSES
3 Units
(Same as RADT 260 C)
Two and one half hours lecture and
One and one-half hours laboratory per week.
Credit/No Credit/Letter Grade Option
CSU
Prerequisite: Current California Certified Radiologic Technology license. This course will provide the knowledge of skills, attitudes, and competencies to operate fluoroscopy equipment efficiently and safely. Upon successful completion of the course, students will receive a certificate of completion and be eligible for the California State Technologist Fluoroscopy examination. Students must be able to verify CRT status at the first class meeting.

HSCE 262 C  CROSS-SECTIONAL IMAGING
1 Unit
One hour lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course correlates knowledge and practice of diagnostic imaging with cross-sectional anatomy of the skull, thorax, abdomen, and pelvis. Diagnostic imaging includes the ability to work with ultrasound, computerized tomography, and magnetic resonance. A knowledge of medical terminology and human anatomy is recommended.

History

Division of Social Science

Division Dean, Kay Andrews

Faculty
Frank Barajas
John Buchanan
Carol Elsensohn Lewis
Michael Flores
David Halahmy

Counselors
Velia Lawson
Therese Mosqueda-Ponce
Daniel Pelletier

HISTORY TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

History (HIST)

HIST 051AC  SURVEY OF THE CIVILIZATION OF THE UNITED STATES
3 Units
Three hours lecture per week.
This course is a survey of the development of American history, geography, psychology, and sociology. Emphasis is on current events. This course also satisfies the Social Science requirement for the Associate degree.

HIST 098 C  HISTORY NON-TRANSFER SEMINAR
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary with credit given.
Prerequisite: May be required. (See class schedule). This course is a lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

HIST 105 C  HISTORY OF PHYSICAL SCIENCE
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, CSU GE, IGETC
This course is an examination of the emergence and development of physical science concepts and problems in relation to the main currents of Western civilization from its early pre-Greek origins to the quantum theory; an introduction to models, verification, prediction, and natural law. The course relates major scientific developments to their cultural environment.
HIST 110AC  WESTERN CIVILIZATION
3 Units
Three hours lecture per week.
UC Credit Limitation/CSU
AA GE, CSU GE, IGETC, CAN HIST 2
This course is a comprehensive study of the contributions of previous civilizations from prehistoric times to the beginnings of modern nationalism and industrialism in the 18th century. The development of the present-day Western mind and institutions is traced by analyzing the beliefs, myths, accomplishments and problems of the civilizations of Mesopotamia, Egypt, Greece, Rome, the Medieval Period, Renaissance and Reformation, and 17th Century Europe. Eligibility for ENGL 100 C recommended.

HIST 110BC  WESTERN CIVILIZATION
3 Units
Three hours lecture per week.
UC Credit Limitation/CSU
AA GE, CSU GE, IGETC, CAN HIST 4
This course covers the development of Western civilization from the 18th century to the present day. A major part of this course deals with the last 100 years. It covers imperialism, communism, industrialism and nationalism, with related political-social, and cultural issues. Eligibility for ENGL 100 C recommended.

HIST 112 C  WORLD CIVILIZATION I
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC, CAN HIST 14
This course is a survey of the roots and development of civilizations in Africa, the Americas, Asia, and Europe from the earliest times to AD 1550. Eligibility for ENGL 100 C strongly recommended. Duplicate credit not granted for HIST 110AC or HIST 112HC.

HIST 112HC  HONORS WORLD CIVILIZATION I
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
This course is an enhanced survey of the roots and development of the various civilizations in Africa, the Americas, Asia, and Europe from the earliest times to 1550 A.D. Eligibility for ENGL 100 C recommended. Duplicate credit not granted for HIST 110AC or HIST 112 C.

HIST 113 C  WORLD CIVILIZATION II
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC, CAN HIST 16
This course is a survey of the roots and development of civilizations in Africa, the Americas, Asia, and Europe from AD 1550 to the present. Eligibility for ENGL 100 C strongly recommended. Duplicate credit not granted for HIST 110BC.

HIST 126 C  HISTORY OF ANTIQUES AND COLLECTABLES
3 Units
Three hours lecture per week.
CSU
This course is an introduction to the surviving artifacts of historical periods. Special emphasis will be placed on the reasons and conditions which caused things to be made and used in the manner in which they were used. The course will be useful as a non-written approach to history. It is helpful in museum work and interior design. This course also meets the requirements for credit in ART 126 C.

HIST 128 C  INTRODUCTION TO HISTORIC PRESERVATION
3 Units
Three hours lecture per week.
UC/CSU
This is a practical survey of the field of historical preservation. This course will cover historical architecture and restoration techniques of houses and other common period buildings. Laws on preservation work, historical and museum agencies, grant writing, site registration, cataloging, and other pertinent information will be taught. Some fieldwork will be required.

HIST 130 C  AFRICAN-AMERICAN HISTORY IN THE UNITED STATES
3 Units
( Same as ETHS 130 C)
Three hours lecture per week.
UC/CSU, CUL PL
This course is a survey of heritage of African Americans from the African past through contemporary experiences in the United States. Aspecial emphasis is placed on the duality of that experience, explored through the ambivalent legacy of racism and the social institutions designed to combat it. Eligibility for ENGL100 C strongly recommended.

HIST 135 C  AFRICAN HISTORY
3 Units
Three hours lecture per week.
UC/CSU
This course is a survey of African history from the earliest beginnings to contemporary time. A special emphasis is placed on the various cultures, demography, and general chronology of the rise and fall of nation states, and the impact of Western culture through the colonial, neo-colonial, and contemporary periods. Eligibility for ENGL100 C recommended.

HIST 140 C  HISPANIC CIVILIZATION
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU
This course is designed to introduce students to Hispanic civilization through the study of the history, beliefs, style of living, and achievements in literature and the fine arts. Pre-Columbian, Spanish, Portuguese, and African contributions are studied in order to provide an understanding of contemporary events and evolving culture in Latin America.

HIST 141 C  INTRODUCTION TO CHICANA/O HISTORY AND CULTURE
3 Units
( Same as ETHS 141 C)
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU
This course studies the conception of Chicana/o history and culture from the pre-European conquest era of North America to the status of Chicanas/os in the United States up to the present. The course examines not only the historical experience of Chicanas/os in the country but also investigates the interconnections of racial and ethnic interaction, issues of class, gender, political economy, and social forces of hegemony. Materials to be considered include works in history, the behavioral sciences, literature, and the arts.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Degree Requirements</th>
<th>Course Description</th>
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</thead>
<tbody>
<tr>
<td>HIST 151 C</td>
<td>SURVEY OF BRITISH HISTORY</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>UC/CSU, CSU GE, IGETC</td>
<td>This course is a survey of English history and civilizations from prehistoric times to the end of the Stuart period. The course concentrates on the development of governmental institutions, and the cultural and intellectual foundations of England and its people. Eligibility for ENGL 100 C recommended.</td>
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<tr>
<td>HIST 152 SURVEY OF BRITISH HISTORY</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>UC/CSU, CSU GE, IGETC</td>
<td>This course is the continuing survey of the development of the United Kingdom from 1715 to the present. Special emphasis in this course will be placed on England’s political and cultural expansion around the globe. Eligibility for ENGL 100 C recommended.</td>
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<tr>
<td>HIST 160AC</td>
<td>ASIAN CIVILIZATION</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>UC/CSU, CSU GE, IGETC</td>
<td>This is a comparative history of the civilization of Asia. The course includes all of Asian history from the eastern borders of Europe to the Pacific and from the birth of civilization to the 19th century. The comparative perspective will stress the process, patterns, and periods of West, South, East, Southeast, and Central Asia and view their respective evolutionary development, institutions, social breakdown, elite values in crisis, and regional interaction. Eligibility for ENGL 100 C recommended.</td>
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<tr>
<td>HIST 160BC</td>
<td>ASIAN CIVILIZATION</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>UC/CSU, CSU GE, IGETC</td>
<td>This is a comparative history of the civilization of Asia. The course includes all of Asian history from the eastern borders of Europe to the Pacific and from the 19th century to the present day. The comparative perspective will stress the process, patterns, and periods of West, South, East, Southeast, and Central Asia and view their respective evolutionary development, institutions, social breakdown, elite values in crisis, and regional interaction. Eligibility for ENGL 100 C recommended.</td>
</tr>
<tr>
<td>HIST 162AC</td>
<td>HISTORY OF THE AMERICAS</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>UC/CSU, AAGE, CSU GE, IGETC</td>
<td>This course is a survey of the political, social, and economic development of the independent nations of the Western hemisphere from the wars of independence to the present. This course satisfies the state requirements in American history and institutions for transfer. Eligibility for ENGL 100 C recommended.</td>
</tr>
<tr>
<td>HIST 162BC</td>
<td>HISTORY OF THE AMERICAS</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>UC/CSU, AAGE, CSU GE, IGETC</td>
<td>This course is a study of the political, social, and economic development of the independent nations of the Western hemisphere from the wars of independence to the present. This course satisfies the state requirements in American history and institutions for transfer. Eligibility for ENGL 100 C recommended.</td>
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<tr>
<td>HIST 163 C</td>
<td>HISTORY OF MEXICO</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>UC/CSU, CSU GE, IGETC</td>
<td>The material presented in this course is a social, economic and political history of Mexico from the pre-Columbian period to the present. The lectures are designed to show that present-day Mexican society is a product of the region’s geographical position in relation to the rest of Latin America, Europe and the United States, its Indian and European populations, and its Mesoamerican and 16th century-dominant political and economic structures. Although European institutions predominate in Mexico today, the Indian institutions are still present—just more subterranean. Many of Mexico’s struggles have dealt with her attempts to bring these societies together in a nation-state.</td>
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<tr>
<td>HIST 165 C</td>
<td>INTRODUCTION TO THE MIDDLE EAST</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>UC/CSU</td>
<td>This course studies the historical development of the Middle East from the rise of Middle Eastern civilization to the present, emphasizing the Islamic religion, art, philosophy, and key political and social conflicts of modern times. Eligibility for ENGL100 C recommended.</td>
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<tr>
<td>HIST 170AC</td>
<td>HISTORY OF THE UNITED STATES</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>UC/CSU, AAGE, CSU GE, IGETC, CAN HIST 8</td>
<td>This course is a survey of American history from the colonial foundations to 1877. The course satisfies state requirements in American history and institutions for transfer. Eligibility for ENGL100 C recommended.</td>
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<tr>
<td>HIST 171 C</td>
<td>HISTORY OF THE US</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>UC/CSU, AAGE, CSU GE, IGETC, CAN HIST 10</td>
<td>This course is a survey of American history from 1877 to the present time. This course satisfies state requirements in American history and institutions for transfer. Eligibility for ENGL 100 C recommended. Duplicate credit not granted for HIST 171HC.</td>
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<tr>
<td>HIST 171HC</td>
<td>HONORS HISTORY OF THE U.S.</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>UC/CSU, AAGE, CSU GE</td>
<td>This course is an enhanced version of survey of American History from 1877 to the present time. This course satisfies state requirements in American History and institutions for transfer. Duplicate credit will not be given for HIST 171 C.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>HIST 176 C</td>
<td>ASIAN AMERICAN HISTORY</td>
<td>3</td>
<td>Three hours lecture per week. This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos, and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice-versa.</td>
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<tr>
<td>HIST 180 C</td>
<td>PEOPLE AND CULTURE IN EAST ASIA</td>
<td>3</td>
<td>Three hours lecture per week. This course is a general introduction to the East Asian cultural area. East Asia, by definition, is China, Japan, and Korea. The course will emphasize the role of people in the East Asia tradition, including the interaction of environment, world-view, and the fine arts. The focal point will be the human achievements in this tradition, the operation as an entity in the tradition, and how the tradition functions. The fields of art, literature, and music will be an integral part of the study.</td>
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<tr>
<td>HIST 231 C</td>
<td>MINORITY COMMUNITIES IN THE UNITED STATES</td>
<td>3</td>
<td>Three hours lecture per week. (Same as ETHS 231 C, POSC 231 C, and SOC 231 C) This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos, and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice-versa.</td>
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<tr>
<td>HIST 231HC</td>
<td>HONORS MINORITY COMMUNITIES IN THE UNITED STATES</td>
<td>3</td>
<td>Three hours lecture per week. (Same as ETHS 231HC, POSC 231HC, and SOC 231HC) This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos, and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice-versa.</td>
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<tr>
<td>HIST 265 C</td>
<td>UNITED STATES MILITARY HISTORY</td>
<td>3</td>
<td>Three hours lecture per week. This course examines the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States. The roles of leadership, foot soldiers, militia, women, diverse multi-cultural groups, and technology and their impact upon warfare will also be discussed. Materials to be used will include documentary videos, as well as works in history, military science, and literature.</td>
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<tr>
<td>HIST 270 C</td>
<td>WOMEN IN UNITED STATES HISTORY</td>
<td>3</td>
<td>Three hours lecture per week. This course surveys the economic, social, intellectual, and political history of women in America from colonial times to the present. Special emphasis is placed upon the feminist movement and suffrage struggle of the 19th and 20th centuries.</td>
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<tr>
<td>HIST 275 C</td>
<td>HISTORY OF CALIFORNIA</td>
<td>3</td>
<td>Three hours lecture per week. This course surveys the economic, social, ethnic, intellectual, and political history of California from the earliest times to the present. Special emphasis is placed upon the 20th century development of Southern California, particularly in terms of state and local government. Issues of diversity caused by demographic changes will also be explored.</td>
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<tr>
<td>HIST 295 C</td>
<td>RESEARCH METHODS IN ORAL HISTORY</td>
<td>2</td>
<td>One hour lecture and Three hours laboratory per week. This course introduces the student to the special techniques of tape recorded interviews to document 20th century history. Areas of study will include interviewing techniques, historical editing, and transcripts of interviews. The course does not satisfy General Education requirements in Social Science.</td>
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<tr>
<td>HIST 298 C</td>
<td>HISTORY SEMINAR</td>
<td>½ - 3</td>
<td>(Variable Units) (May be taken for credit 4 times) Lecture/discussion hours will vary with credit given. UC Credit Limitation/CSU This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 3 units. Consult class schedule for the offerings a particular semester.</td>
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<tr>
<td>HIST 299 C</td>
<td>HISTORY INDEPENDENT STUDY</td>
<td>1</td>
<td>(May be taken for credit 3 times) Varying hours of scheduled conferences per week according to instructor. UC Credit Limitation/CSU Prerequisite: Approved Independent Study Learning Contract. Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.</td>
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</tbody>
</table>
Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 101 C</td>
<td>Intro to Hospitality Careers</td>
<td>3</td>
</tr>
<tr>
<td>HRC 120 C</td>
<td>Sanitation and Safety</td>
<td>3</td>
</tr>
<tr>
<td>HRC 135 C</td>
<td>Basic Cooking Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HRC 136 C</td>
<td>Baking and Pastry</td>
<td>3</td>
</tr>
<tr>
<td>HRC 144 C</td>
<td>Quantity Cooking Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HRC 152 C</td>
<td>Menu/Kitchen Layout &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>HRC 231 C</td>
<td>Cost Control in Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HRC 232 C</td>
<td>Banquet &amp; Catering Management</td>
<td>3</td>
</tr>
<tr>
<td>HRC 233 C</td>
<td>International Gourmet Foods</td>
<td>3</td>
</tr>
<tr>
<td>HRC 243 C</td>
<td>The Art of Garde Manger</td>
<td>3</td>
</tr>
<tr>
<td>HRC 245 C</td>
<td>Advanced Cooking Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HRC 295 C</td>
<td>Hospitality Internship</td>
<td>3</td>
</tr>
<tr>
<td>HRC 299 C</td>
<td>Hospitality Independent Study</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td></td>
<td><strong>44</strong></td>
</tr>
</tbody>
</table>

CULINARY ARTS CERTIFICATE

The Culinary Arts program provides students with basic competencies in the methods of food handling, cooking, and culinary management. It includes exposure to various styles, and proper use of culinary applications and equipment. The program is designed to help students develop a working knowledge of what is required to be successful for fast track culinary management potential.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 100 C</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HRC 101 C</td>
<td>Intro to Hospitality Careers</td>
<td>3</td>
</tr>
<tr>
<td>HRC 120 C</td>
<td>Sanitation and Safety</td>
<td>3</td>
</tr>
<tr>
<td>HRC 125 C</td>
<td>Dining Room Management</td>
<td>3</td>
</tr>
<tr>
<td>HRC 135 C</td>
<td>Basic Cooking Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HRC 136 C</td>
<td>Baking and Pastry</td>
<td>3</td>
</tr>
<tr>
<td>HRC 144 C</td>
<td>Quantity Cooking Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HRC 152 C</td>
<td>Menu/Kitchen Layout &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>HRC 231 C</td>
<td>Cost Control in Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HRC 232 C</td>
<td>Banquet &amp; Catering Management</td>
<td>3</td>
</tr>
<tr>
<td>HRC 233 C</td>
<td>International Gourmet Foods</td>
<td>3</td>
</tr>
<tr>
<td>HRC 243 C</td>
<td>The Art of Garde Manger</td>
<td>3</td>
</tr>
<tr>
<td>HRC 245 C</td>
<td>Advanced Cooking Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HRC 295 C</td>
<td>Hospitality Internship</td>
<td>3</td>
</tr>
<tr>
<td>HRC 299 C</td>
<td>Hospitality Independent Study</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td></td>
<td><strong>44</strong></td>
</tr>
</tbody>
</table>

DINING ROOM OPERATIONS CERTIFICATE

This certificate provides students with the necessary skills and knowledge to gain entry level employment as a dining room server.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 101 C</td>
<td>Intro to Hospitality Careers</td>
<td>3</td>
</tr>
<tr>
<td>HRC 120 C</td>
<td>Sanitation and Safety</td>
<td>3</td>
</tr>
<tr>
<td>HRC 125 C</td>
<td>Dining Room Management</td>
<td>3</td>
</tr>
<tr>
<td>HRC 126 C</td>
<td>Managing Guest Relations</td>
<td>3</td>
</tr>
<tr>
<td>HRC 200 C</td>
<td>Managing Guest Relations</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>
ice industry or transfer to a four-year university. The fast growing food service industry includes careers in restaurants, hotels, resorts, cruise ships, schools and hospitals.

To earn an Associate Degree students must complete all graduation requirements to include (1) all major course requirements with a “C” or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a total of 60 units; and (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

<table>
<thead>
<tr>
<th>Required courses are listed in suggested sequence:</th>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 101 C Intro to Hospitality Careers</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 120 C Sanitation and Safety</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 125 C Dining Room Management</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 135 C Basic Cooking Techniques</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 144 C Quantity Cooking Techniques</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 152 C Menu/Kitchen Layout &amp; Design</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 164 C Hospitality Law</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 166 C Managing Guest Relations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 231 C Cost Control in Hospitality</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 232 C Banquet &amp; Catering Management</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 295 C Hospitality Internship</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Units Required 33

Electives – Three Additional Units Required from the following:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 133 C Hotel Operations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HRC 299 C Hospitality Independent Study</td>
<td>½ - 2</td>
<td></td>
</tr>
<tr>
<td>ATC 070 C Professional Image</td>
<td>1½</td>
<td></td>
</tr>
<tr>
<td>ATC 170 C Job Skills Communication</td>
<td>1½</td>
<td></td>
</tr>
<tr>
<td>MKT 208 C Principles of Selling</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKT 222 C Principles of Marketing</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Elective Units Required 3

**FOOD SERVICE MANAGEMENT CERTIFICATE**

The Food Service Management Certificate provides students with the needed management skills including cost control, restaurant operations, guest services, leadership, law and technology to pursue a career in the food service industry. The fast growing food service industry includes careers in restaurants, hotels, resorts, cruise ships, schools and hospitals.

To earn a certificate, complete the required courses as listed with a “C” or better. At least 50% of all course work must be completed at Cypress College.

<table>
<thead>
<tr>
<th>Required courses are listed in suggested sequence:</th>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 101 C Intro to Hospitality Careers</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 120 C Sanitation and Safety</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 125 C Dining Room Management</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 135 C Basic Cooking Techniques</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 144 C Quantity Cooking Techniques</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 152 C Menu/Kitchen Layout &amp; Design</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 164 C Hospitality Law</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 166 C Managing Guest Relations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 231 C Cost Control in Hospitality</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 232 C Banquet &amp; Catering Management</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 295 C Hospitality Internship</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Units Required 33

Required Electives – Three additional units from the following:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 133 C Hotel Operations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HRC 299 C Hospitality Independent Study</td>
<td>½ - 2</td>
<td></td>
</tr>
<tr>
<td>ATC 070 C Professional Image</td>
<td>1½</td>
<td></td>
</tr>
<tr>
<td>ATC 170 C Job Skills Communication</td>
<td>1½</td>
<td></td>
</tr>
<tr>
<td>MKT 208 C Principles of Selling</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKT 222 C Principles of Marketing</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Elective Units Required 3

**FRONT DESK OPERATIONS CERTIFICATE**

This certificate provides students with the necessary skills and knowledge to gain entry-level employment as a front desk agent.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

<table>
<thead>
<tr>
<th>Required courses are listed in suggested sequence:</th>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 101 C Intro to Hospitality Careers</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 133 C Hotel Management</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 160 C Front Office Operations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 166 C Managing Guest Relations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Units Required 12

**ASSOCIATE IN SCIENCE DEGREE**

**HOTEL MANAGEMENT**

The Associate of Science Degree in Hotel Management provides students with the skills in operations, guest services, leadership, law and technology to pursue an entry-level career in hotel management or transfer to a four-year university. The hospitality industry is the world’s largest employer requiring trained individuals to fill the multitude of positions in the rooms division, food and beverages, catering, sales, housekeeping, human resources and administration.

To earn an Associate Degree students must complete all graduation requirements to include (1) all major course requirements with a “C” or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a total of 60 units; and (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

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<thead>
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<th>Required courses are listed in suggested sequence:</th>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 101 C Intro to Hospitality Careers</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 121 C ServSafe Food Safety</td>
<td>½</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 131 C Housekeeping &amp; Property Ops</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 133 C Hotel Management</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 160 C Front Office Operations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 164 C Hospitality Law</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 166 C Managing Guest Relations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 231 C Cost Control in Hospitality</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 232 C Banquet &amp; Catering Management</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 295 C Hospitality Internship</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 222 C Principles of Marketing</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select a minimum of 6 units from the electives below

Total Units Required 36½

<table>
<thead>
<tr>
<th>Electives – Three Additional Units Required from the following:</th>
<th>Course#</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 125 C Dining Room Management</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 135 C Basic Cooking Techniques</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRC 299 C Hospitality Independent Study</td>
<td>1½ - 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATC 070 C Professional Image</td>
<td>1½</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATC 170 C Job Skills Communication</td>
<td>1½</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKT 208 C Principles of Selling</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Elective Units Required 6

**HOTEL OPERATIONS CERTIFICATE**

The Hotel Operations Certificate provides students with the necessary skills in hotel operations, guest services, leadership, law and technology to pursue a career in hotel operations. The hospitality industry is the world’s largest employer requiring trained individuals to fill the multitude of positions in the rooms division, food and beverages, catering, sales, housekeeping, human resources and administration.
To earn a certificate, complete the required courses as listed with a "C" or better. At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 101 C</td>
<td>Intro to Hospitality Careers</td>
<td>3</td>
</tr>
<tr>
<td>HRC 125 C</td>
<td>Hotel Management</td>
<td>3</td>
</tr>
<tr>
<td>HRC 131 C</td>
<td>Housekeeping &amp; Property Ops</td>
<td>3</td>
</tr>
<tr>
<td>HRC 133 C</td>
<td>Managing Guest Relations</td>
<td>3</td>
</tr>
<tr>
<td>HRC 160 C</td>
<td>Front Office Operations</td>
<td>3</td>
</tr>
<tr>
<td>HRC 164 C</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>HRC 166 C</td>
<td>Banquet &amp; Catering Management</td>
<td>3</td>
</tr>
<tr>
<td>HRC 295 C</td>
<td>Hospitality Internship</td>
<td>3</td>
</tr>
<tr>
<td>ATC 278 C</td>
<td>Public Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives – Six Additional Units Required:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 231 C</td>
<td>Cost Control in Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HRC 232 C</td>
<td>Banquet &amp; Catering Management</td>
<td>3</td>
</tr>
<tr>
<td>HRC 135 C</td>
<td>Basic Cooking Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HRC 161 C</td>
<td>Cost Control in Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HRC 299 C</td>
<td>Hospitality Independent Study</td>
<td>1½ - 2</td>
</tr>
<tr>
<td>ATC 070 C</td>
<td>Professional Image</td>
<td>1½</td>
</tr>
<tr>
<td>ATC 170 C</td>
<td>Job Skills Communication</td>
<td>1½</td>
</tr>
<tr>
<td>ATC 278 C</td>
<td>Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>MKT222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Elective Units Required: 6

Total Units Required: 36½

**HOUSEKEEPING OPERATIONS CERTIFICATE**

This certificate provides students with the necessary skills and knowledge to gain entry level employment in housekeeping operations. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATC 070 C</td>
<td>Professional Image</td>
<td>1½</td>
</tr>
<tr>
<td>ATC 170 C</td>
<td>Job Skills Communication</td>
<td>1½</td>
</tr>
<tr>
<td>HRC 121 C</td>
<td>Intro to Hospitality Careers</td>
<td>3</td>
</tr>
<tr>
<td>HRC 131 C</td>
<td>Housekeeping &amp; Property Ops</td>
<td>3</td>
</tr>
<tr>
<td>HRC 133 C</td>
<td>Hotel Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required: 12

**RESTAURANT/LODGING ENTREPRENEUR CERTIFICATE**

This certificate provides students with the necessary skills and knowledge to start, manage and promote their own restaurant, inn, or bed & breakfast establishment. Students who complete the program will learn about guest relations, customer service, basic management techniques, food handling and preparation, marketing and sales of their own small business.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 120 C</td>
<td>Sanitation &amp; Safety</td>
<td>½</td>
</tr>
<tr>
<td>HRC 135 C</td>
<td>Basic Cooking Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HRC 160 C</td>
<td>Front Office Operations</td>
<td>3</td>
</tr>
<tr>
<td>HRC 166 C</td>
<td>Managing Guest Relations</td>
<td>3</td>
</tr>
<tr>
<td>MKT222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required: 15½

**HOSPITALITY, RESTAURANT, CULINARY ARTS TRANSFER PROGRAM**

Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

**Hotel, Restaurant, Culinary Arts (HRC)**

**HRC 100 C NUTRITION**

3 Units

*Three hours lecture per week.*

UC/CSU, CAN FCS 2

Prerequisite: Eligibility for ENGL 100 C. This course is a study of the interactions between food and a living organism. Course includes the role of carbohydrates, fats, protein, vitamins, water, minerals, alcohol and drugs in nutritional status. Emphasis is on the practical application of nutritional information to the individual diet and the recognition of nutrition misinformation.

**HRC 101 C INTRO TO HOSPITALITY CAREERS**

3 Units

*Three hours lecture per week.*

**CSU**

This course provides an overview of operations and career opportunities including travel industry, hotels, culinary arts, food service management, meeting and event planning and airline customer services. The history, definition, organization, and industry trends will be reviewed for each area of the hospitality industry. Internet research will be utilized and students will prepare a personalized career project and portfolio.

**HRC 120 C SANITATION AND SAFETY**

3 Units

*Three hours lecture per week.*

**CSU**

This course is designed to acquaint students with principles of sanitation and safety in any hospitality management facility. The course content includes basic microbiology, the cause, control and investigation of food borne illnesses, sanitary practices in purchasing, storing and preparing food, sanitary maintenance of kitchen, dining room and all equipment, personal hygiene and the safety of all equipment, food handling, vector control and safety practices.

**HRC 121 C SERVSAFE FOOD SAFETY**

½ Unit

*One half hour lecture per week.*

**CSU**

A short course designed to acquaint industry employees with food safety and sanitation principles and prepare them to take the Food Safety Certification exam. A certified food handler is required in all California restaurant establishments.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Credits</th>
<th>Type of Instruction</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRC 125 C</td>
<td>DINING ROOM MANAGEMENT</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td>Students operate a restaurant dining room; emphasis is placed on providing excellent guest service, using a point of sale computer system, staffing, mise en place and those leadership skills required to effectively manage a dining room operation. This course also explores guest service techniques for wines and foods of the world.</td>
</tr>
<tr>
<td>HRC 131 C</td>
<td>HOUSEKEEPING &amp; PROPERTY OPS</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td>This course explores hotel housekeeping and property operations, including management strategies, reports, budgets and technical details.</td>
</tr>
<tr>
<td>HRC 133 C</td>
<td>HOTEL MANAGEMENT</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td>Students will be introduced to management theory and responsibilities in the hospitality industry including rooms division, food and beverage, engineering, security, marketing, sales, accounting, information management and human resources. Franchises, referral and management organizations, market analyses, feasibility studies, management contracts and product segmentation will also be covered.</td>
</tr>
<tr>
<td>HRC 135 C</td>
<td>BASIC COOKING TECHNIQUES</td>
<td>3</td>
<td>3</td>
<td></td>
<td>HRC 120 C</td>
<td>This course is designed to develop techniques and skills for managing cooking for large groups. Emphasis is on preparation of entrées, including plate garnish, specialty foods, breads, pastries and desserts.</td>
</tr>
<tr>
<td>HRC 160 C</td>
<td>FRONT OFFICE OPERATIONS</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td>Instruction in front office operation in a hospitality lodging enterprise will be presented. Public and employee relations, guest accommodations/reservations, forecasting, office routines and reports, machine operation, room rates and the application of computer programs will be emphasized.</td>
</tr>
<tr>
<td>HRC 164 C</td>
<td>HOSPITALITY LAW</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td>This course is a comprehensive study of the legal aspects of the hospitality industry with an emphasis on compliance and prevention of liabilities. Topics include safety and security, food and alcohol legal responsibilities, selecting and managing employees, managing insurance, regulatory concerns, property management, hospitality operating structures, and hospitality contracts.</td>
</tr>
<tr>
<td>HRC 166 C</td>
<td>MANAGING GUEST RELATIONS</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td>This course is designed to provide the student with the basic knowledge of “service” and how it applies to managing guest relations. Service will be examined from the perspective of those who deliver it and those who manage it. A pragmatic approach to the problems of personnel management in the hospitality and travel industry will be discussed.</td>
</tr>
</tbody>
</table>
HRC 231 C  COST CONTROL IN HOSPITALITY
3 Units
Three hours lecture per week.
CSU
This course presents the principles of cost control and revenue management. Topics include: managing revenue and expenses, determining sales forecasts, managing the cost of food, beverages and labor, the production process, pricing, analyzing results, planning for profits, maintaining a revenue control system and using technology to enhance controls. Students learn to identify and solve problems to help keep costs low and profit margins high in hospitality operations.

HRC 232 C  BANQUET & CATERING MANAGEMENT
3 Units
Three hours lecture per week.
CSU
This course covers the marketing and management of catering on and off premises, including special functions. It includes planning, financing, organizing, marketing and operating a catering service. Emphasis is on creating and managing various catered activities.

HRC 233 C  INTERNATIONAL GOURMET FOODS
3 Units
Two hours lecture and
Four hours laboratory per week.
CSU
Corequisite: HRC 120 C. Advisory: HRC 135 C. This course is designed to acquaint students with techniques in preparation of cuisines from other cultures. Emphasis is on Western European cuisine but content also includes Middle Eastern and Oriental cuisines. Students will have an opportunity to prepare and sample international cuisines. Laboratory fees for materials provided by the Department. Fee is paid in the Bookstore as needed during the semester.

HRC 243 C  THE ART OF GARDE MANGER
3 Units
Two hours lecture and
Four hours laboratory per week.
CSU
Corequisite: HRC 120 C. This course is designed to develop the specialized skills of garde manger personnel in fine dining restaurants and hotels. The course includes lecture, demonstration and hands-on practice of classical and typical hot and cold food preparation. Emphasis will be placed on the preparation of garnishes, buffet decorations hot and cold hors d’oeuvres, pates, galantines, aspics, and chaud-froid. Laboratory fee of $100.00 – PAYABLE IN THE BOOKSTORE.

HRC 245 C  ADVANCED COOKING TECHNIQUES
3 Units
Two hours lecture and
Four hours laboratory per week.
CSU
Prerequisites: HRC 135 C, HRC 144 C. This is a course designed to allow the student to acquire skills necessary for more advanced methods of food preparation. Topics include poultry, fish, lamb, Galantine, Ballotine, quenelle, aspic and meat carving. Samples of hors d’oeuvres, vegetable and fruit carving and the art of garde manger, choux paste, puff paste and creative decorating will be included. Laboratory fee of $50.00 – PAYABLE IN THE BOOKSTORE.

HRC 295 C  HOSPITALITY INTERNSHIP
3 Units
One hour lecture and
Fifteen hours laboratory per week.
CSU
Prerequisite: Completion of first year hotel, food service or culinary arts program recommended. The Hospitality Internship class is the link between academic learning and industry experience. This course requires a minimum of 255 hours work experience with an instructor approved employer in the hotel, restaurant or culinary arts field. Students will compile a comprehensive career portfolio.

HRC 298 C  HOSPITALITY SEMINAR
½ - 3 Units (Variable Units) (May be taken for credit 4 times.)
Lecture hours vary from zero to three hours and Laboratory hours vary from zero to nine hours per week determined by course offering.
CSU
This course is for students who wish to increase their knowledge of the hotel, restaurant, and/or culinary arts industries. Various topics will be offered. Unit credit may range from ½ to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.

HRC 299 C  HOSPITALITY INDEPENDENT STUDY
½ - 2 Units (Variable Units) (May be taken for credit 4 times.)
One half to two hours of conference per week.
CSU
Prerequisites: Approved Independent Study Learning Contract. This course is designed for those students who wish to increase their knowledge of the hotel, restaurant, and/or culinary arts industries through professionally directed independent study or research. Unit credit may range from one-half to two units in any given semester.
Human Services

Division of Social Science

Division Dean, Kay Andrews

Faculty

Virgil Adams, III
Lucinda Alibrandi
Gary Zager

Counselors

Velia Lawson
Therese Mosqueda-Ponce
Daniel Pelletier

ALCOHOL AND DRUG STUDIES CERTIFICATE

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSR 200 C</td>
<td>The Human Services</td>
<td>3</td>
</tr>
<tr>
<td>PSY 139 C</td>
<td>Developmental Psychology</td>
<td></td>
</tr>
<tr>
<td>HUSR 210 C</td>
<td>Introductory Fieldwork in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 211 C</td>
<td>Advanced Fieldwork - Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 225 C</td>
<td>Counseling the Family of Addicted Persons</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 240 C</td>
<td>Drugs and Alcohol in Our Society</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 241 C</td>
<td>Intervention Treatment and Recovery</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 242 C</td>
<td>The Physiological Effects of Alcohol &amp; Drugs</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 12 units

from the elective courses listed below

HUSR 221 C Crisis Intervention and Referral Services 3
HUSR 222 C Group Leadership and Group Process 3
HUSR 223 C Helping Skills in Human Services 3
HUSR 224 C Self-Esteem Strategies in Human Services 3
HUSR 226 C Behavior Modification Techniques 3
ETHS/SOC 231 C Minority Communities in the United States 3
COUN 140 C Educational Planning 1/2
HUSR 245 C Alcohol, Other Drugs, & the Driving Law: Training the Trainer 3
HUSR 270 C Introduction to Victimology 3
HUSR 275 C Ethical Issues in Human Services 3
HUSR 280 C Employee Assistance Programs: Public & Private 3
PSY 120 C Human Sexuality 3

Total Units Required 36

ELECTIVES (Select 9 units from the list below)

HUSR 221 C Crisis Intervention and Referral Services 3
HUSR 240 C Drugs and Alcohol in Our Society 3
HUSR 241 C Intervention, Treatment and Recovery 3
HUSR 242 C Physiological Effects of Alcohol and Drugs 3
HUSR 270 C Introduction to Victimology 3
HUSR 271 C Society and Victimization 3
HUSR 293 C Conflict Resolution/Mediation 3

Total Units Required 9

EATING DISORDERS CERTIFICATE

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSR 200 C</td>
<td>The Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 210 C</td>
<td>Introductory Fieldwork in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 211 C</td>
<td>Advanced Fieldwork - Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 225 C</td>
<td>Counseling the Family of Addicted Persons</td>
<td>3</td>
</tr>
<tr>
<td>PSY 139 C</td>
<td>Developmental Psychology</td>
<td></td>
</tr>
<tr>
<td>HUSR 230 C</td>
<td>Introduction to Eating Disorders</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 231 C</td>
<td>Background &amp; Treatment of Eating Disorders</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 232 C</td>
<td>Physiological Effects of Eating Disorders</td>
<td>3</td>
</tr>
<tr>
<td>PSY 139 C</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 12 units

from the elective courses listed below

HUSR 221 C Crisis Intervention and Referral Services 3
HUSR 222 C Group Leadership and Group Process 3
HUSR 223 C Helping Skills in Human Services 3
HUSR 224 C Self-Esteem Strategies in Human Services 3
HUSR 226 C Behavior Modification Techniques 3
HUSR 270 C Introduction to Victimology 3
HUSR 275 C Ethical Issues in Human Services 3
PE 244 C Human Performance 3
PSY 120 C Human Sexuality 3

Total Units Required 36

FAMILY STUDIES (BASIC) CERTIFICATE

The Family Studies (BASIC) Certificate Program in Human Services is designed to prepare the student for the personal challenges of relationships and child rearing as well as to form a foundation for a career in the Family Studies professions.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSR 215 C</td>
<td>Introduction to Family Studies</td>
<td>3</td>
</tr>
<tr>
<td>PSY 139 C</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY/SOC 215 C</td>
<td>Parenting Skills</td>
<td>3</td>
</tr>
<tr>
<td>SOC 275 C</td>
<td>Marriage and the Family</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 3 units from the elective courses listed below

Total Units Required 15
Electives (Select 6 units from the list below.)
- COUN 140 C Educational Planning \( \frac{1}{4} \)
- ENGL139 C Children’s Literature 3
- HUSR 224 C Self-Esteem Strategies in Human Services 3
- HUSR 240 C Drugs and Alcohol in Our Society 3
- PSY/SOC 255 C Introduction to Gerontology 3
- HUSR 270 C Introduction to Victimization 3
- PSY 120 C Human Sexuality 3

FAMILY STUDIES (ADVANCED) CERTIFICATE
The Family Studies (ADVANCED) Certificate Program in Human Service is designed as a more complete examination of the many individual and family needs resulting from changing family patterns. Needed skills include parenting in a variety of family situations, communicating in healthy relationships, caregiving in intergenerational families and coping with stress. This program prepares the student in three ways: (1) Providing courses as personal enrichment for the families and individuals in the community (2) Training Human Service workers for employment in schools, health and mental health agencies, rehabilitation centers, halfway houses, senior centers and as support persons to law enforcement and other community agencies (3) Providing the first two years of courses for Family Studies professions such as therapist and administrator which require further college education.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSR 200 C</td>
<td>The Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 224 C</td>
<td>Self-Esteem Strategies in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 270 C</td>
<td>Introduction to Victimization</td>
<td>3</td>
</tr>
<tr>
<td>PSY 139 C</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY/SOC 215 C</td>
<td>Parenting Skills</td>
<td>3</td>
</tr>
<tr>
<td>SOC 275 C</td>
<td>Marriage and the Family</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 210 C</td>
<td>Introductory Fieldwork in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 215 C</td>
<td>Introduction to Family Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 6 units from the elective courses listed below

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 141 C</td>
<td>Career Exploration</td>
<td>1</td>
</tr>
<tr>
<td>or COUN 151 C</td>
<td>Career and Life Planning</td>
<td>(3)</td>
</tr>
<tr>
<td>ECON 130 C</td>
<td>Consumer Economics</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 084 C</td>
<td>Introduction to Behavior Modification ( \frac{1}{2} )</td>
<td></td>
</tr>
<tr>
<td>HUSR 122 C</td>
<td>Developing Self-Esteem Strategies</td>
<td>1</td>
</tr>
<tr>
<td>HUSR 125 C</td>
<td>Building Independence Skills</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>HUSR 130 C</td>
<td>Introduction to Foster Care</td>
<td>1</td>
</tr>
<tr>
<td>HUSR 200 C</td>
<td>The Human Services</td>
<td>3*</td>
</tr>
<tr>
<td>HUSR 240 C</td>
<td>Drugs and Alcohol in Our Society</td>
<td>3</td>
</tr>
<tr>
<td>PE 235 C</td>
<td>First Aid, CPR and Responding to Emergencies</td>
<td>3*</td>
</tr>
<tr>
<td>PSY 144 C</td>
<td>Early Adolescent Development</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>PSY 145 C</td>
<td>Middle Adolescent Development</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>PSY 146 C</td>
<td>Late Adolescent Development and Entrance into Adulthood</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>PSY/SOC 215 C</td>
<td>Parenting Skills</td>
<td>3*</td>
</tr>
<tr>
<td>PSY/SOC 217 C</td>
<td>Parenting the Oppositional &amp; Defiant Child, Ages 2-13</td>
<td>1</td>
</tr>
<tr>
<td>PSY/SOC 218 C</td>
<td>Parenting the Abused and Traumatized Child/Adolescent</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>PSY/SOC 219 C</td>
<td>Parenting the Child/Adolescent with Attention Deficit Hyperactivity Disorder</td>
<td>( \frac{1}{2} )</td>
</tr>
</tbody>
</table>

Total Units Required 22\( \frac{1}{2} \) - 24

* Required for the Childhood Certificate

FOSTER CARE GIVER CHILDHOOD CERTIFICATE

With a growing number of children in foster homes, this is a certificate for Foster Care givers. Courses required for this certificate may be taken in short modules leading to the completion of the entire certificate. Some of these mini-courses may be taken in the regular three hours per week format as three unit courses. The “Adolescent” certificate is designed to incorporate many of these same courses.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

This program is offered subject to final approval by the Chancellor’s Office of the California Community Colleges and the California Postsecondary Education Commission.

**Required courses are listed in suggested sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSR 084 C</td>
<td>Introduction to Behavior Modification</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>HUSR 130 C</td>
<td>Introduction to Foster Care</td>
<td>1</td>
</tr>
<tr>
<td>HUSR 200 C</td>
<td>The Human Services</td>
<td>3</td>
</tr>
<tr>
<td>PE 235 C</td>
<td>First Aid, CPR and Responding to Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>PSY/SOC 215 C</td>
<td>Parenting Skills</td>
<td>3</td>
</tr>
<tr>
<td>PSY/SOC 217 C</td>
<td>Parenting the Oppositional and Defiant Child Age 2-13</td>
<td>1</td>
</tr>
<tr>
<td>PSY/SOC 218 C</td>
<td>Parenting the Abused and Traumatized Child/Adolescent</td>
<td>( \frac{1}{2} )</td>
</tr>
<tr>
<td>PSY/SOC 219 C</td>
<td>Parenting the Child/Adolescent with Attention Deficit Hyperactivity Disorders</td>
<td>( \frac{1}{2} )</td>
</tr>
</tbody>
</table>

Total Units Required 15
GERONTOLOGY CERTIFICATE
The Gerontology Certificate Program in Human Services is a collection of interdisciplinary courses focused on the aging adult and the agency resources available for the elderly. Courses explore appropriate human service agencies, crisis intervention strategies, and the adaptive and maladaptive behaviors of the normal aging process. Emphasis will be placed on methods of assisting older persons in health promotion and maintenance, chronic illness and biological deterioration. Death and dying, and the ethical issues that often occur during the last years of life will be examined.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:
Course # Title Units
PSY/HUSR 255 C Introduction to Gerontology 3
SOC/HUSR 250 C Sociology of Aging 3
HUSR 200 C The Human Services 3
HUSR 210 C Introductory Fieldwork in Human Services 3
HSCE/HS 161 C Dying and Death, Grief and Mourning 3
Total Units Required 15

Elective
HS 165 C A Matter of Life and Death - Making Interpersonal Relations 3
care decisions 1
HUSR 275 C Ethical Issues in Human Services 3
HUSR 221 C Crisis Intervention and Referral Services 3
PE 235 C First Aid, CPR and Responding to Emergencies 3

HEAD START PARENTAL SUPPORT ASSISTANT CERTIFICATE
This certificate program is to prepare para-professional Head Start workers to assist the parents with children in the Head Start Program to be more effective in the parenting of their children.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:
Course # Title Units
HUSR 084 C Introduction to Behavior Modification 3
HUSR 200 C The Human Services 3
HUSR 210 C Introductory Fieldwork in Human Services 3
HUSR 221 C Crisis Intervention and Referral Services 3
HUSR 223 C Helping Skills in Human Services 3
HUSR 224 C Self-Esteem Strategies in Human Services 3
HUSR 225 C Counseling the Family of Addicted Persons 3
PSY 139 C Developmental Psychology 3
HUSR 211 C Advanced Fieldwork - Human Services 3
Total Units Required 27

HUMAN SERVICES CERTIFICATE PROGRAM
The Human Services Department includes certificate programs in Alcohol and Drug Studies, Eating Disorders, Family Studies (Basic and Advanced), Human Services Generalist, and Victimology. Each specialization recommends a core of required courses including fieldwork experience, and 6 to 12 units of specialization courses. The curricula are designed so that students with interests in several areas can complete more than one certificate program in an effective and efficient manner. The Alcohol and Drug Certificate program is approved by the California Association of Alcohol/Drug Educators. The Eating Disorders Certificate program is approved by the International Association of Eating Disorders Professionals. Family Studies offers the opportunity to explore today’s changing family values and patterns. Gerontology courses explore appropriate human service agencies, crisis intervention strategies, and the adaptive and maladaptive behaviors of the normal aging process. Victimology explores the network of agencies available for victims and perpetrators. The Human Services Generalist has training in all Human Service areas.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

HUMAN SERVICES GENERALIST CERTIFICATE
To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.
### Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSR 200</td>
<td>The Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 222</td>
<td>Group Leadership and Group Process</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 224</td>
<td>Self Esteem Strategies in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 210</td>
<td>Introductory Fieldwork in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 225</td>
<td>Counseling the Family of Addicted Persons</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 241</td>
<td>Intervention Treatment and Recovery</td>
<td>3</td>
</tr>
<tr>
<td>PSY 139</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 211</td>
<td>Advanced Fieldwork - Human Services</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 12 units from the elective courses listed below.

| Total Units Required | 36 |

### Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 140</td>
<td>Educational Planning</td>
<td>1⁄4</td>
</tr>
<tr>
<td>ETHS/SOC 231</td>
<td>Minority Communities in the United States</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 221</td>
<td>Crisis Intervention and Referral Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 223</td>
<td>Helping Skills in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 226</td>
<td>Behavior Modification Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 230</td>
<td>Introduction to Eating Disorders</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 231</td>
<td>Background and Treatment of Eating Disorders</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 232</td>
<td>Physiological Effects of Eating Disorders</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 240</td>
<td>Drugs and Alcohol In Our Society</td>
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</tr>
<tr>
<td>HUSR 242</td>
<td>The Physiological Effects of Alcohol &amp; Drugs</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 270</td>
<td>Introduction to Victimization</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 271</td>
<td>Society and Victimization</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 275</td>
<td>Ethical Issues in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 280</td>
<td>Employee Assist Programs: Public and Private</td>
<td>3</td>
</tr>
<tr>
<td>PSY 120</td>
<td>Human Sexuality</td>
<td>3</td>
</tr>
</tbody>
</table>

### OFF-CAMPUS PROGRAMS

Cypress’ Human Services Department provides flexible, off-campus courses and workshops to further meet the education and training needs of human services. Specially designed training is available to meet the needs of community leaders, professionals, paraprofessionals, volunteers, community groups and organizations. For further information, contact the Human Services Department.

### VICTIMOLOGY CERTIFICATE

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSR 200</td>
<td>The Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 210</td>
<td>Introductory Fieldwork in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 211</td>
<td>Advanced Fieldwork - Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 225</td>
<td>Counseling the Family of Addicted Persons</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 270</td>
<td>Introduction to Victimization</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 271</td>
<td>Society and Victimization</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 290</td>
<td>Human Services in Criminal Justice</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 9 units from the elective courses listed below.

| Total Units Required | 30 |

### Electives (Select 9 units from below.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 140</td>
<td>Educational Planning</td>
<td>1⁄4</td>
</tr>
<tr>
<td>ETHS/SOC 231</td>
<td>Minority Communities in the United States</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 221</td>
<td>Crisis Intervention and Referral Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 222</td>
<td>Group Leadership and Group Process</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 223</td>
<td>Helping Skills in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 224</td>
<td>Self Esteem Strategies in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 226</td>
<td>Behavior Modification Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 240</td>
<td>Drugs and Alcohol In Our Society</td>
<td>3</td>
</tr>
<tr>
<td>HUSR 275</td>
<td>Ethical Issues in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>PSY 139</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

### TRANSFER PROGRAM - HUMAN SERVICES

The student in human services has the option of completing an Associate in Arts degree with a major in Human Services by completing the general education requirements in addition to the Certificate Program. The program is also designed for students who plan to continue with professional preparation at the university level in social work, human services, criminal justice, gerontology, counseling, and related social service fields.

Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

### Human Services (HUSR)

#### HUSR 080 C ORIENTATION TO DEVELOPMENTAL DISABILITIES IN THE COMMUNITY

1⁄2 Unit

*One-half hour lecture per week.*

This is a basic course for students who want to better understand the legal and ethical problems and issues in working with those who have developmental disabilities. Major subject areas include abuse, client rights, advocacy and confidentiality.

#### HUSR 081 C LEGAL AND ETHICAL ASPECTS OF DEVELOPMENTAL DISABILITIES

1⁄2 Unit

*One-half hour lecture per week.*

This is an introductory course for those who wish to increase their knowledge regarding developmental disabilities. The course includes basic information about systems, legal and ethical issues, job rules, and different approaches to helping those with developmental disabilities.

#### HUSR 082 C ISSUES OF CLIENT ABUSE

1⁄2 Unit

*One-half hour lecture per week.*

This course deals with the legal and ethical issues of abuse involving the client with developmental disabilities. Students will be taught what is considered abuse, what legal requirements are mandated by state and federal enactments and how to handle abused clients and abusers.

#### HUSR 083 C CURRENT TRENDS IN COMMUNITY SERVICES

1⁄2 Unit

*One-half hour lecture per week.*

This basic course examines a number of differing community services that are currently used in working with people who have a developmental disability. Major topics to be covered include supported employment, functional skills, community mobility, least restrictive environment and normalization. The practical realities inherent in these different services are also considered.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Credit Options</th>
<th>Institution</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSR 084 C</td>
<td>INTRODUCTION TO BEHAVIOR MODIFICATION</td>
<td>½ Unit</td>
<td>One-half hour lecture per week.</td>
<td></td>
<td>This course is for individuals working in programs for developmentally disabled persons, as well as those interested in the field. It will cover basic information about behaviorally oriented work with such clients, including content on behavior modification, teaching methods and ways to encourage clients.</td>
</tr>
<tr>
<td>HUSR 122 C</td>
<td>DEVELOPING SELF-ESTEEM STRATEGIES</td>
<td>1 Unit</td>
<td>One hour lecture per week.</td>
<td></td>
<td>This course is especially designed for caregivers desiring greater insights and techniques in developing self-esteem in their children or youth with whom they work. It will cover assessment, materials and resources available and referral procedures. The course focuses on issues of self-esteem, concept formation, problem solving and decision making for children and parents.</td>
</tr>
<tr>
<td>HUSR 125 C</td>
<td>BUILDING INDEPENDENCE SKILLS</td>
<td>½ Unit</td>
<td>One-half hour lecture per week.</td>
<td></td>
<td>This course is designed to help parents and leaders develop greater independence in their adolescent charges. The workshop is designed for foster care givers.</td>
</tr>
<tr>
<td>HUSR 130 C</td>
<td>INTRODUCTION TO FOSTER CARE</td>
<td>1 Unit</td>
<td>One hour lecture per week.</td>
<td></td>
<td>This course is designed to introduce foster parents and potential foster parents to the needs and requirements of foster parenting.</td>
</tr>
<tr>
<td>HUSR 200 C</td>
<td>THE HUMAN SERVICES</td>
<td>3 Units</td>
<td>Three hours lecture per week.</td>
<td>CSU, CSU GE</td>
<td>This course covers the history and philosophy of the human services; function and orientation of human services agencies and institutions; human services as careers; opportunities and qualifications at various entry levels of human services employment.</td>
</tr>
<tr>
<td>HUSR 210 C</td>
<td>INTRODUCTORY FIELDWORK IN HUMAN SERVICES</td>
<td>3 Units</td>
<td>One hour lecture per week and 125 hours fieldwork per semester.</td>
<td></td>
<td>This course offers observation and participation in the operations of primary helping services in urban communities, 125 hours supervised field study per semester and one hour lecture per week to discuss problem areas related to fieldwork are required.</td>
</tr>
<tr>
<td>HUSR 211 C</td>
<td>ADVANCED FIELDWORK - HUMAN SERVICES</td>
<td>3 Units</td>
<td>One hour lecture per week and 125 hours fieldwork per semester.</td>
<td></td>
<td>Prerequisite: HUSR 210 C. This course is a two-semester sequence of volunteer, or paid, fieldwork experience. The student will apply values, concepts and skills of core human services courses to the actual process of helping people. Emphasis of this semester is on sharpening skills and knowledge gained in the introductory fieldwork experience. There is one hour of classroom experience per week.</td>
</tr>
<tr>
<td>HUSR 215 C</td>
<td>INTRODUCTION TO FAMILY STUDIES</td>
<td>3 Units</td>
<td>Three hours lecture per week.</td>
<td></td>
<td>This course involves intergenerational family studies and related career exploration to introduce Human Services students to family issues and to skills, theories, and competencies needed to empower families for reaching their goals. Various family issues, family/worker relationships, strength-based assessments, resource referral/utilization, community service coordination, and family and worker stress management are covered.</td>
</tr>
<tr>
<td>HUSR 221 C</td>
<td>CRISIS INTERVENTION AND REFERRAL SERVICES</td>
<td>3 Units</td>
<td>Three hours lecture per week.</td>
<td></td>
<td>This course introduces techniques for beginning crisis counseling, including recognition of crisis, assessment of crisis, and referral to the appropriate crisis agency. Special attention will be given to the process of intervention and to the recording of information regarding problems with alcohol and other drugs. Participants will implement a variety of crisis skills through an experiential format.</td>
</tr>
<tr>
<td>HUSR 222 C</td>
<td>GROUP LEADERSHIP AND GROUP PROCESS</td>
<td>3 Units</td>
<td>Three hours lecture per week.</td>
<td></td>
<td>This course examines membership and leadership of various kinds of groups, with emphasis on the total group process. An overview of the various types of groups will be given as well as the values and limitations of groups, cautions and risks of groups and common misconceptions about groups. The student will be offered experience as a group member and a group leader.</td>
</tr>
<tr>
<td>HUSR 223 C</td>
<td>HELPING SKILLS IN HUMAN SERVICES</td>
<td>3 Units</td>
<td>Three hours lecture per week.</td>
<td></td>
<td>This course involves identifying and applying specific helping skills in interpersonal relations. It is designed for persons in helping roles, professional and paraprofessional, volunteer, or friend.</td>
</tr>
</tbody>
</table>
HUSR 224 C  SELF-ESTEEM STRATEGIES IN HUMAN SERVICES
3 Units
Three hours lecture per week.
CSU
This course is designed for those considering a career in management and staff development in Human Services Agencies, with special application to client after-care programs. Theory and technique are combined in this skills class to assist case managers and program directors with assessment and evaluation, individual recovery program development, educational process and materials, and utilization of resources and referral procedures. This course focuses on issues of self-esteem, concept formation, problem solving and decision making for client care and/or staff development.

HUSR 225 C  COUNSELING THE FAMILY OF ADDICTED PERSONS
3 Units
Three hours lecture per week.
CSU
This course presents the dynamics of family systems as they are affected by addiction. Theories of healthy and unhealthy family interaction are explored and the experiential format provides the opportunity for skill development and practical experience.

HUSR 226 C  BEHAVIOR MODIFICATION TECHNIQUES
3 Units
Three hours lecture per week.
CSU
This course includes both theory and practice in behavior modification principles. It teaches skills such as observing and recording behavior, uses of reinforcement, extinction, punishment, etc. Self management techniques to assist in control of one’s own behavior will also be discussed. Topics have wide application in any course of study and will require dealing effectively with others, or with more effective management of oneself.

HUSR 230 C  INTRODUCTION TO EATING DISORDERS
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course will introduce students to the history of various types of eating disorders such as bulimia and anorexia. Patterns of compulsive eating and chronic dieting are also included. The history and background of attitudes toward such disorders are surveyed. The biological, psychoanalytical, behavioral and other theoretical perspectives will be examined.

HUSR 231 C  BACKGROUND AND TREATMENT OF EATING DISORDERS
3 Units
Three hours lecture per week.
CSU
This course will introduce students to a formal description of the eating disorders listed in the Diagnostic and Statistical Manual of the American Psychiatric Association. The focus is on clinical categories, psychological assessment and treatment modalities used in helping persons troubled by eating disorders.

HUSR 232 C  PHYSIOLOGICAL EFFECTS OF EATING DISORDERS
3 Units
Three hours lecture per week.
CSU
This course identifies classification, epidemiology, etiology and physiology of obesity, anorexia, compulsive eating and bulimia. The contemporary issues of assessment, treatment and complications of obesity, anorexia, compulsive eating and bulimia will be examined.

HUSR 240 C  DRUGS AND ALCOHOL IN OUR SOCIETY
3 Units
Three hours lecture per week.
CSU
This is an introductory course for individuals in any area of human services who wish to increase their knowledge regarding problem drinking/drug abuse. This course will cover the basic causal theories of alcoholism, identification signs and symptoms, dispel some of the myths and provide information on treatment sources. Students will also be introduced to drug problems in general; their misuse and abuse and methods for their control.

HUSR 241 C  INTERVENTION TREATMENT AND RECOVERY
3 Units
Three hours lecture per week.
CSU
This course will serve as an assessment and treatment approach to individuals having problems with alcohol and other drugs. Alcoholism will be studied in its social and clinical context. Attention will be given to the basic theoretical approaches to the disease; however, major emphasis will be focused on the philosophical, organizational, and clinical approaches to treating the alcoholic.

HUSR 242 C  THE PHYSIOLOGICAL EFFECTS OF ALCOHOL AND DRUGS
3 Units
Three hours lecture per week.
CSU
The principle thrust of this course is to focus on the effects of alcohol and other drugs on the body and to study the physiology of alcohol in two areas: (1) physical effects of alcohol on the body, and (2) the physiological effects of the disease of alcoholism.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Type of Lecture</th>
<th>Credit/No Credit/Letter Grade Option</th>
<th>CSU</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSR 245 C</td>
<td>ALCOHOL, OTHER DRUGS, AND THE DRIVING LAW: TRAINING THE TRAINER</td>
<td>3 Units</td>
<td>Three hours</td>
<td></td>
<td></td>
<td>This course will serve as an introduction to the field of Driving Under the Influence (DUI) programs. The student will be introduced to the effects of alcohol and other drugs on the driver and the driving task. The course is designed to demonstrate the need for DUI programs as intervention strategies, and to prepare students for employment in the DUI field.</td>
</tr>
<tr>
<td>HUSR 250 C</td>
<td>SOCIOLOGY OF AGING</td>
<td>3 Units</td>
<td>Three hours</td>
<td></td>
<td></td>
<td>This course explores the concept of aging and sociological/cultural theories of aging. The gender, cross-cultural, economic, political and social policy aspects of aging in society and the world are examined. Critical life issues for elders and for those who live and work with them are explored. These issues include empowerment, care giving, social support, living arrangements, elder abuse, work, retirement, quality of life and death and dying. Duplicate credit not given for SOC 250 C.</td>
</tr>
<tr>
<td>HUSR 255 C</td>
<td>INTRODUCTION TO GEROONTOLOGY</td>
<td>3 Units</td>
<td>Three hours</td>
<td></td>
<td></td>
<td>This course examines the biological, physiological, cognitive, personality, developmental, and sexual aspects of the ongoing aging process. Critical life issues for elders and for those who live and work with them will be explored. These issues include physical health, mental health, health care policy, care giving, dependency, and positive aging strategies. Duplicate credit not given for PSY 255 C or SOSC 255 C.</td>
</tr>
<tr>
<td>HUSR 270 C</td>
<td>INTRODUCTION TO VICTIMOLOGY</td>
<td>3 Units</td>
<td>Three hours</td>
<td></td>
<td></td>
<td>This course responds to the emerging social concern regarding the cost of victimization to our society today. It provides education, information on existing resources, and direct participation in the creation and expansion of existing resources.</td>
</tr>
<tr>
<td>HUSR 271 C</td>
<td>SOCIETY AND VICTIMIZATION</td>
<td>3 Units</td>
<td>Three hours</td>
<td></td>
<td></td>
<td>This course will provide understanding of the social problem of victimization with in-depth focus on both perpetrator and victim. Specific issues will be explored including their genesis and specific methods of dealing with problems from the point of view of self-help/support activities and from the clinical approach.</td>
</tr>
<tr>
<td>HUSR 275 C</td>
<td>ETHICAL ISSUES IN HUMAN SERVICES</td>
<td>3 Units</td>
<td>Three hours</td>
<td></td>
<td></td>
<td>This course presents the rules and standards governing the professional conduct of those working in Human Services Agencies. Issues of client/patient rights, confidentiality, physical and emotional abuse, and counselor/client relationships will be explored in great depth.</td>
</tr>
<tr>
<td>HUSR 280 C</td>
<td>EMPLOYEE ASSISTANCE PROGRAMS: PUBLIC AND PRIVATE</td>
<td>3 Units</td>
<td>Three hours</td>
<td></td>
<td></td>
<td>This course presents a conceptual framework for the development and implementation of Employee Assistance Programs, based on organizational and administrative theories. It provides training of skills necessary to help employees overcome such barriers as substance abuse, interpersonal difficulties, and ineffectual stress management.</td>
</tr>
<tr>
<td>HUSR 290 C</td>
<td>HUMAN SERVICES IN CRIMINAL JUSTICE</td>
<td>3 Units</td>
<td>Three hours</td>
<td></td>
<td></td>
<td>This experiential course will survey the historical, and philosophical aspects of criminal behavior and the functions and objectives of parole and probation. Students will examine the skill requirements, the major tasks and responsibilities, the role and function and the overall mission of the service provider in the criminal justice system. The judicial system and its relationship to the criminal offender will be examined as well as modern approaches in the control of crime. Resources for resocializing the offender will be explored.</td>
</tr>
<tr>
<td>HUSR 291 C</td>
<td>COUNSELING IN CRIMINAL JUSTICE</td>
<td>3 Units</td>
<td>Three hours</td>
<td></td>
<td></td>
<td>This course explores current theory and practice in the counseling of those in state prison treatment programs. Topics include an overview of the California Department of Corrections, the inmate classification system, specialized inmate management topics, violence and violence management strategies, victim awareness issues, the processes of addiction and recovery, an overview of assessment instruments, an exploration of sociopathy, and group counseling dynamics.</td>
</tr>
</tbody>
</table>

192 / Human Services
HUSR 292 C INTRODUCTION TO CRIMINOLOGY
3 Units
(Same as SOC 292 C)
Three hours lecture per week.
CSU
This course presents a scientific analysis of the nature, extent, and causes of violations of societal rules of behavior that are formally defined as crime and delinquency. The course includes an analysis of the theoretical perspectives that led to the development of criminal law and the administration of criminal justice, the patterns of criminality and delinquency, the impact of crime on social change, and the labeling, identification, characteristics, and the treatment of criminals and delinquents.

HUSR 293 C CONFLICT RESOLUTION/MEDIATION
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course examines the background, development and methodology of non-violent, non-litigious conflict resolution with emphasis on theory and the practice of mediation. This is a state certified course designed to train individuals to be effective in resolving conflict in the family, the community, the classroom and the workplace.

HUSR 294 C CAREERS IN CRIMINAL JUSTICE
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course will provide the student with the opportunity to explore, in-depth, the breadth and scope of career opportunities in the field of criminal justice. Specific careers will be explored through guest speakers, field trips, on-site observations and mentoring opportunities. Students will gather knowledge and gain an appreciation for the criminal justice field as a result of this course.

HUSR 295 C CROSS-CULT. STUDY: CRIM. JUST.
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course will provide students with the opportunity to explore cross cultural customs and traditions from a criminal justice perspective. Specific cultures that are represented in significant numbers within the United States, will be explored. In this course students will gather knowledge and gain an appreciation for the cross cultural aspects within the field of criminal justice.

HUSR 298 C HUMAN SERVICES SEMINAR
½ - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary with credit given.
CSU
Prerequisite: May be required. (See class schedule). This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 3 units. Consult class schedule for the offerings a particular semester.

Industrial Education Teaching

INDUSTRIAL EDUCATION TEACHING TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Information Systems - See Computer Information Systems (CIS)

INFORMATION SYSTEMS TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.
Interdisciplinary Studies

All Divisions

All Division Deans

Faculty
Betty Disney
Marilyn Glattly
Diana Polsky
Eldon Young

Counselors
All Counselors

Interdisciplinary Studies (INDS)

INDS 092 C WORK EXPERIENCE - GENERAL
3 Units (May be taken for credit 3 times)
One hour lecture plus minimum of
Five hours of employment per week for each unit of credit.
Prerequisite: Must be enrolled in seven units, including
work experience. This course provides students with actual
work experience through mutual agreement with selected
employers. Work may include the acquisition of desirable
work habits and attitudes toward jobs. The job held by the
student need not be related to the occupational goal of the
student. The student may earn no more than three credit
units per semester with a maximum total of six during the
student’s enrollment in any community college. Student’s
employment need not be limited to the five-hour increment
for which the student gains credit.

INDS 100 C HUMANITIES AND THE ARTS
3 Units
(Same as ENGL 110 C)
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: Eligibility for ENGL 100 C. This course is a
survey of the development of Western culture with a focus
upon its Greco-Roman roots, and a study of other impor-
tant influences, including African, Middle Eastern and
Asian. The course covers prehistory to the Renaissance,
with emphasis on the arts.

INDS 101 C HUMANITIES AND THE ARTS
3 Units
(Same as ENGL 111 C)
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: Eligibility for ENGL 100 C. This course is a
survey of the development of Western Culture from the
Renaissance to the present, including a study of other
important influences from Africa, the Middle East, Asia, and
North and South America, with emphasis on the arts.

INDS 110 C CONTEMPORARY
MULTICULTURAL ARTS
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC, CUL PL
This introductory course investigates contemporary multi-
cultural dance, music, theater, and visual arts as they relate
to mainstream American culture. Works by artists of
diverse cultures including African-American, Asian, His-
panic, Native American, gay and lesbian, and differently-
able will be analyzed.

INDS 120HC HONORS THEME SEMINAR
1 Unit
One hour lecture per week.
UC/CSU
The Honors Theme Seminar is a course specifically
designed for Honors Program students. Students will dis-
cuss, research, analyze, and write about the Honors Pro-
gram yearly theme.

INDS 298 C INTERDISCIPLINARY STUDIES -
SEMINAR
½ - 3 Units (Variable Units) (May be taken for
credit 4 times)
Varying hours of scheduled conference
per week according to unit credit given.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU
This course is a lecture and/or laboratory workshop
approach to topics that do not fit into a single division.
Japanese

Division of Language Arts

Division Dean – Juliet Falce-Robinson

Faculty
K. Mariye Takahashi

Counselors
Vella Lawson
Therese Mosqueda-Ponce
Daniel Pelletier

Japanese (JAPN)

JAPN 098 C JAPANESE SEMINAR
½ - 3 Units (May be taken for credit 4 times)
One half to three hours lecture per week.
Credit/No Credit/Letter Grade Option
This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

JAPN 100 C SPOKEN JAPANESE FOR BEGINNERS
3 Units (May be taken for credit 2 times)
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
AA GE
This course is for students who would like to take conversational Japanese without having to learn the complicated writing system. This will be an introduction to spoken Japanese, with emphasis on vocabulary development, use of the common phrases and culturally appropriate language at beginning levels. Conducted mainly in Japanese through the use of the direct teaching method.

JAPN 101 C ELEMENTARY JAPANESE I
5 Units
Five hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC, CAN JAPN 2
Prerequisite: Eligibility for ENGL 100 C or successful prior experience in Japanese. The course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading and writing. Students will be introduced to the culture, history and geography of Japan through lectures, slides, films, and reading assignments.

JAPN 102 C ELEMENTARY JAPANESE II
5 Units
Five hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC, CAN JAPN 4
Prerequisite: JAPN 101 C with a grade of “C” or better or one year of high school Japanese with an average grade of “C” or better is recommended. The course continues to emphasize the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will increase their knowledge of the culture, history, and geography of Japan and Japanese through lectures, slides, films, and reading and writing assignments.

JAPN 200 C CONVERSATIONAL JAPANESE
2 Units (May be taken for credit 4 times)
Two hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
Prerequisite: JAPN 102 C. The course(s) will focus on practical conversation with emphasis on the idiomatic usage of the language. Topics concern Japanese life, culture, and current events. Students will prepare for this class through the study of the required textbook, magazines, newspapers and other current materials. The course is conducted in Japanese.

JAPN 203 C INTERMEDIATE JAPANESE III
4 Units
Four hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC, CAN JAPN 8
Prerequisite: JAPN 102 C with a grade of “C” or better or two years of high school Japanese with an average grade of “C” or better is recommended. The course emphasizes the acquisition of advanced skills in listening, speaking, reading, and writing. Students will be introduced to further elements of the culture, history, and geography of Japan through lectures, slides, films, dialogues and reading assignments conducted in Japanese.

JAPN 204 C INTERMEDIATE JAPANESE IV
4 Units
Four hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC, CAN JAPN 10
Prerequisite: JAPN 203 C with a grade of “C” or better or three years of high school Japanese with an average grade of “C” or better is recommended. The course emphasizes the acquisition of advanced skills in listening, speaking, reading, and writing. Students will be introduced to further elements of the culture, history, and geography of Japan through lectures, slides, films, dialogues and reading assignments conducted in Japanese.

JAPN 298 C JAPANESE SEMINAR
½ - 3 Units (Variable Units) (May be taken for credit 4 times)
One half to three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU
This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

JAPN 299 C JAPANESE INDEPENDENT STUDY
½ - 2 Units (Variable Units) (May be taken for credit 3 times)
One-half to two hours conference per week.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Contract. This course is for able students who wish to increase their knowledge of the Japanese language through individual study or research. Unit credit may range from ½ -2 units in any given semester.
Communications/Journalism

Division of Fine Arts

Division Dean – Kaleta Brown

Faculty
Robert Mercer

Counselors
Velia Lawson
Daniel Pelletier
Therese Mosqueda-Ponce

COMMUNICATIONS TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Communications/Journalism (JOUR)

JOUR 098 COMMUNICATIONS/JOURNALISM SEMINAR
½ - 3 Units (Variable Units) (May be taken for credit 4 times)
One half to three hours lecture per week
This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

JOUR 101 REPORTING AND WRITING
3 Units
Three hours lecture per week.
UC/CSU, CAN JOUR 2
Prerequisite: Eligibility for ENGL 100 C. The course is an introduction to the fundamentals of news writing and reporting as applied to various communications media with emphasis on the newspaper. Stress is placed on writing, with special attention given to copy preparation, style, leads, organization, grammar and punctuation, news gathering and news value.

JOUR 102 EDITING AND ADVANCED WRITING
3 Units
Three hours lecture per week.
CSU
Prerequisite: JOUR 101 C. This course includes the study and practice of publications copyediting and makeup as well as advanced reporting and writing techniques required in interpretative/investigative reporting and feature writing for newspapers and magazines.

JOUR 110 MASS MEDIA SURVEY
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, CAN JOUR 4
This course examines the structures, functions, political, social, and economic impacts of the mass media and support systems. The course also will focus on the historical development of the media and legal and ethical concerns.

JOUR 118 INTRODUCTION TO BROADCASTING
3 Units
Three hours lecture per week.
CSU, CSU GE
This course covers the history, theory, contemporary issues, and current law in broadcasting designed for students majoring in communications or for those desirous of a liberal education background. It is designed to develop career orientation, reading skills, critical thinking, historical awareness, and preparation for upper division courses in broadcasting.

JOUR 140 PUBLIC RELATIONS AND PUBLICITY
3 Units
Three hours lecture per week.
CSU
Students will study and practice the techniques and responsibilities of industrial, governmental, and civic public relations, with special attention to publicity writing and public relations campaign development.

JOUR 225 NEWSPAPER PRODUCTION
3 Units
Three hours lecture per week.
CSU
Advisory: 20 words per minute keyboarding helpful.
Emphasis is on producing the campus community newspaper (The Charger Chronicle) using current digital, desktop publishing and graphics software. The newsroom follows the communications synergy model in which the staff cooperates with the World Wide Web on-line Cyber Chronicle staff and the staff of the broadcast video magazine. The students will also have the opportunity to learn media management and advertising sales.

JOUR 226 ON-LINE PRODUCTION
3 Units
Three hours lecture per week.
CSU
Advisory: 20 words per minute keyboarding helpful.
Emphasis is on media convergence and synergy in which text, graphics, audio, and video elements are collected by this news staff and the staffs of other campus media. Then, the digitized elements are edited for use in the Cyber Chronicle. In addition, students will have the opportunity to learn media management and advertising sales. Specific skills learned include digital photography, on-line publishing, and working with digital video.
JOUR 228 VISUAL JOURNALISM
3 Units
Three hours lecture per week.
CSU
Advisory: 20 words per minute keyboarding helpful. Emphasis is on media convergence in which text, photographs, graphics, audio, and video elements are collected and then the digitized elements are edited for use in a particular medium. In addition, students will have the opportunity to learn media management and advertising sales. Specific skills learned include digital photography, desktop publishing, on-line publishing, and videotape production.

JOUR 229 BROADCAST PRODUCTION
3 Units
Three hours lecture per week.
CSU
Advisory: 20 words per minute keyboarding helpful. Emphasis is on media convergence and synergy in which text, graphics, audio, and video elements are collected from many sources and then edited into a video news magazine containing several mini-documentaries or stories. Specific skills learned include broadcast writing, videography and analog and digital videotape production.

JOUR 298 COMMUNICATION/JOURNALISM SEMINAR
½ - 3 Units (Variable Units) (May be taken for credit 4 times)
One half to three hours lecture per week.
UC Credit Limitation/CSU
This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion.

JOUR 299 COMMUNICATIONS/JOURNALISM INDEPENDENT STUDY
½ - 2 Units (Variable Units) (May be taken for credit 3 times)
Two hours conference per week for maximum credit.
CSU
Prerequisite: Approved Independent Study Learning Contract. This course is for able students who wish to increase their knowledge of communications/journalism through individual study or research.

Latin American Studies

LATIN AMERICAN STUDIES TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Law Enforcement

Division of Vocational Education

Division Dean – Steve Donley
Counselor
Jane Jepson

Law Enforcement (AJ)

AJ 100 C INTRODUCTION TO LAW ENFORCEMENT
3 Units
Three hours lecture per week.
CSU, CAN AJ 2
This is a course to acquaint the student with the historical development of the criminal justice system, criminal behavior, the purpose of criminal law, and the advancement of the ethics and professionalization of the justice system. It provides an overview of the organization of local, state and federal law enforcement agencies and an analysis of professional career opportunities.

AJ 110AC CRIMINAL LAW
3 Units
Three hours lecture per week.
CSU, CAN AJ 4
Prerequisite: AJ 100 C. This course is a study of the elements of crimes against persons, property and the State as they are recognized in the Penal Code and General Laws of California. Parties in crime, culpability and incomplete offenses are presented from the point of view of the Peace Officer and the Courts.
**Liberal Arts**

**ASSOCIATE IN ARTS DEGREE**

The Cypress College Liberal Arts Program for the Associate in Arts Degree is a *college-wide* interdisciplinary program designed for students who plan to transfer to a California State University or the University of California. The program provides students with an enlightened view of the culture and institutions that shape their lives and provide them with an opportunity to explore areas of individual intellectual curiosity. This is accomplished through diverse methods of inquiry and a deepening knowledge of how to think and communicate clearly. Ultimately, the students are expected to be able to understand and integrate ideas, possess an awareness of our society and its institutions, and interact in a qualitative and positive manner with the world in which they live.

Interwoven throughout the Liberal Arts curriculum are academic disciplines that help develop the student’s understanding of his or her concept of self and its relationship in a culturally and intellectually diverse world. This is accomplished through courses that introduce the student to the natural sciences, the social sciences, the humanities and the arts, language and rationality. These disciplines encourage analytical and critical thinking, historical and political awareness, aesthetic expression, communication, and ethics.

Besides completing institutional requirements that foster the development of intellectual curiosity and an enriched cultural and ethical life, the student is expected to pursue his or her individual interests through elective courses that will quantitatively and qualitatively assist the graduate in being a life-long learner. Because of its interdisciplinary approach, the Liberal Arts program does not have a departmental affiliation.

Requirements for the Associate in Arts Degree/Liberal Arts include:

- Completion of the California State University (CSU) or Intersegmental General Education Transfer Curriculum (IGETC) general education plan.
- Completion of an additional 20 transferable units including one (1) unit of physical education for a total of 60 transferable units.
- A 2.0 ('C') overall grade point average.

Fulfillment of all graduation requirements, including completion of at least one 3 unit course in Cultural Pluralism.

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**Liberal Studies**

**GENERAL LIBERAL STUDIES TRANSFER PROGRAM**

Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

**Multiple Subject Matter Program**

A Multiple Subject Credential is required to teach elementary school in California. Before entering a Multiple Subject Credential Program a student must either earn a Bachelor Degree and pass the Multiple Subjects Assessment for Teachers or complete a Bachelor Degree that includes an approved Multiple Subject Matter Program that meets the seven areas prescribed by the Commission on Teacher Credentialing.
Library

Division of Library Science

Division Dean – Juliet Falce-Robinson

Faculty
Peggy Austin
Monica Doman
Alfredo Eutimio
Judy Koike

Counselors
Velia Lawson
Therese Mosqueda-Ponce
Daniel Pelletier

Library (LIB)

LIB 100 C  INTRODUCTION TO RESEARCH
1 Unit
One hour lecture per week.

UC/CSU

This class is designed to introduce students to traditional and electronic library research tools and resources including the Internet. Students learn how to develop research strategies that will enable them to locate, retrieve, analyze, evaluate, and cite appropriate resources on a given topic. Each student will compile and prepare a written bibliography of relevant sources on a topic.

Management

Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

Faculty
Ric Gorno
Patricia Kishel

Counselors
Jean England
Don Tyrrell

COMMERCIAL MUSIC MANAGEMENT CERTIFICATE
A synthesis of Music and Business courses, this certificate enables students to develop the management, marketing, and entrepreneurial skills necessary for success in the Music Industry.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUS 112 C</td>
<td>The Music Business</td>
<td>3</td>
</tr>
<tr>
<td>MUS 212 C</td>
<td>Music Promotion &amp; Distribution</td>
<td>3</td>
</tr>
<tr>
<td>MKT 222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 261 C</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 266 C</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MUS 117 C  American Popular Music</td>
<td>(3)</td>
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</table>

Total Units Required 15

Electives

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<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy – Introduction to Information Systems</td>
<td>(3)</td>
</tr>
<tr>
<td>MKT 224 C</td>
<td>International Marketing</td>
<td>(3)</td>
</tr>
<tr>
<td>MUS 055 C</td>
<td>Music Work Experience Vocational</td>
<td>(1)</td>
</tr>
</tbody>
</table>

HEALTH CARE MANAGEMENT AND SUPERVISION CERTIFICATE

This certificate program helps prepare students to work in the health care field in a management or supervisory capacity. Preparing students to work in a variety of health care delivery settings, including physicians' offices, hospitals, health maintenance organizations, and insurance companies, the certificate focuses on the leadership, motivation, organization, planning, and other skills needed to manage or supervise others. Created for both (a) students with allied health credentials and (b) students with general business or office experience, it is designed to help students gain entry into the health care field, to move into supervisory positions, and/or to advance in their current positions.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.
**LEADERSHIP CERTIFICATE**

This certificate provides students with the necessary skills and knowledge to be effective leaders in their chosen fields. Students who complete this certificate program will learn a variety of leadership styles and management and motivation techniques that will enable them to work productively with others to accomplish their objectives.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

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<tr>
<td>MGT 266 C</td>
<td>Human Relations in Business</td>
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<td>MGT 262 C</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 267 C</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>COUN 135 C or Leadership</td>
<td>3</td>
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<tr>
<td>or</td>
<td>COUN 135HC or Honors Leadership</td>
<td>3</td>
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<tr>
<td>or</td>
<td>MKT208 C or Principles of Selling</td>
<td>3</td>
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<tr>
<td>or</td>
<td>MGT 161 C or Introduction to Business</td>
<td>3</td>
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<td>or</td>
<td>POSC 100 C or Government of the United States</td>
<td>3</td>
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</table>

**ASSOCIATE IN SCIENCE DEGREE IN MANAGEMENT**

This curriculum is designed for students who wish to prepare for a career in the administration of modern organizations. The program surveys the functional operations of business organizations, giving special consideration to law, economics, accounting practices, marketing, and the management of human resources.

To earn an Associate Degree students must complete:
1. all major course requirements with a minimum grade of "C";
2. 25 units of General Education Graduation Requirements;
3. the cultural pluralism and reading requirements; and
4. a variety of fields, this program will help students pursue careers in the grocery industry and others that deal directly with consumers, such as the apparel, home furnishings, general merchandise, and services industries.

To earn an Associate Degree students must complete:
1. all major course requirements with a minimum grade of "C";
2. 25 units of General Education Graduation Requirements;
3. the cultural pluralism and reading requirements; and
4. a variety of fields, this program will help students pursue careers in the grocery industry and others that deal directly with consumers, such as the apparel, home furnishings, general merchandise, and services industries.

**ELECTIVES**

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<tbody>
<tr>
<td>MKT205 C</td>
<td>Multicultural Markets in U.S.</td>
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<tr>
<td>MKT208 C</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MGT151 C</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 102 C</td>
<td>Managerial Accounting</td>
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</tr>
<tr>
<td>MGT211 C</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MGT 269 C</td>
<td>Office Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 265 C</td>
<td>Social Responsibility of Bus.</td>
<td>3</td>
</tr>
</tbody>
</table>

**MANAGEMENT CERTIFICATE**

Primary emphasis is to prepare the student for occupational competency. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**ASSOCIATE IN SCIENCE DEGREE RETAIL MANAGEMENT**

This curriculum is designed to prepare students to assume leadership positions in the retail sector, providing them with the essential business skills needed to perform supervisory and management duties. Created through a partnership with the Western Association of Food Chains and retailers in a variety of fields, this program will help students pursue careers in the grocery industry and others that deal directly with consumers, such as the apparel, home furnishings, general merchandise, and services industries.

**ASSOCIATE IN SCIENCE DEGREE MANAGEMENT**

This curriculum is designed for students who wish to prepare for a career in the administration of modern organizations. The program surveys the functional operations of business organizations, giving special consideration to law, economics, accounting practices, marketing, and the management of human resources.

To earn an Associate Degree students must complete:
1. all major course requirements with a minimum grade of "C";
2. 25 units of General Education Graduation Requirements;
3. the cultural pluralism and reading requirements; and
4. a variety of fields, this program will help students pursue careers in the grocery industry and others that deal directly with consumers, such as the apparel, home furnishings, general merchandise, and services industries.

To earn an Associate Degree students must complete:
1. all major course requirements with a minimum grade of "C";
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<td>ECON 110 C</td>
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<td>MGT 041 C or Survey of Business Law</td>
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**ASSOCIATE IN SCIENCE DEGREE MANAGEMENT**

This curriculum is designed for students who wish to prepare for a career in the administration of modern organizations. The program surveys the functional operations of business organizations, giving special consideration to law, economics, accounting practices, marketing, and the management of human resources.

To earn an Associate Degree students must complete:
1. all major course requirements with a minimum grade of "C";
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**ASSOCIATE IN SCIENCE DEGREE MANAGEMENT**

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**ASSOCIATE IN SCIENCE DEGREE MANAGEMENT**

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3. the cultural pluralism and reading requirements; and
4. a variety of fields, this program will help students pursue careers in the grocery industry and others that deal directly with consumers, such as the apparel, home furnishings, general merchandise, and services industries.

To earn an Associate Degree students must complete:
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3. the cultural pluralism and reading requirements; and
4. a variety of fields, this program will help students pursue careers in the grocery industry and others that deal directly with consumers, such as the apparel, home furnishings, general merchandise, and services industries.
RETAIL MANAGEMENT CERTIFICATE
Primary emphasis is to provide students with the essential business skills needed to develop a successful management career in retailing. Created through a partnership with the Western Association of Food Chains and retailers in a variety of fields, this certificate will help prepare students to work in the grocery industry and others that deal directly with consumers, such as the apparel, home furnishings, general merchandise, and services industries.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 111 C</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT 211 C</td>
<td>Writing for Business</td>
<td>(3)</td>
</tr>
<tr>
<td>MGT 151 C</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy - Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 100 C</td>
<td>Human Communication</td>
<td>3</td>
</tr>
<tr>
<td>MGT 282 C</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 101 C</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MKT 222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 105 C</td>
<td>Principles of Retailing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 266 C</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 268 C</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

ASSOCIATE IN SCIENCE DEGREE IN SMALL BUSINESS MANAGEMENT
This curriculum is designed to provide students with the necessary information and skills to start, manage, and promote a small business enterprise. The program focuses on the fundamentals of business ownership and on ways to develop one’s entrepreneurial abilities.

To earn an Associate Degree students must complete:
(1) all major course requirements with a minimum grade of “C”; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 161 C</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 261 C</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 201 C</td>
<td>Small Business Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MKT 222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 208 C</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MGT 266 C</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 101 C</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td><strong>Select a minimum of 6 units from the elective courses listed below</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td></td>
<td><strong>28</strong></td>
</tr>
</tbody>
</table>

**Electives**
- MKT 103 C Principles of Advertising 3
- CIS 111 C Computer Literacy - Introduction to Information Systems 3
- MKT 224 C International Marketing 3
- MGT 101 C Personal Finance 3
- MKT 105 C Principles of Retailing 3
- MGT 267 C Principles of Supervision 3
- MGT 211 C Writing for Business 3

SMALL BUSINESS MANAGEMENT CERTIFICATE
Primary emphasis is to provide an organized course of study that will enable students to develop their entrepreneurial skills and learn the fundamentals of starting and managing a small business.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 161 C</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 161 C</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 201 C</td>
<td>Small Business Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MKT 222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 208 C</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MGT 266 C</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 101 C</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td><strong>Select a minimum of 6 units from the elective courses listed below</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td></td>
<td><strong>28</strong></td>
</tr>
</tbody>
</table>

**Electives**
- MKT 103 C Principles of Advertising 3
- CIS 111 C Computer Literacy - Introduction to Information Systems 3
- MKT 224 C International Marketing 3
- MGT 101 C Personal Finance 3
- MKT 105 C Principles of Retailing 3
- MGT 267 C Principles of Supervision 3
- MGT 211 C Writing for Business 3

SPORTS MANAGEMENT CERTIFICATE
This program is designed to prepare students for management careers in the sports and recreation industries, working with professional, college or high school teams; fitness, athletic, golf and tennis clubs; recreational facilities and parks; or marketing and selling athletic clothing and sports equipment. Combining knowledge of physical education with general business principles, this certificate will help students gain responsible positions in their chosen athletic field.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 247 C</td>
<td>Sports Management</td>
<td>3</td>
</tr>
<tr>
<td>PE 248 C</td>
<td>Psychology of Sport</td>
<td>3</td>
</tr>
<tr>
<td>MGT 161 C</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 266 C</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>MKT 222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Management Transfer Program**
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

These requirements are most often found listed under Business Administration.
Management (MGT)

CONSUMER RELATIONS

MGT 101 C PERSONAL FINANCE
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course encourages the management of personal income and expenses through effective financial planning, budgeting, and investing. By utilizing these tools in a contemporary manner, students will discover opportunities for a much improved standard of living. The topics explored include wealth building, smart consumer purchasing, goal setting, risk taking, tax deferred investing, and credit cards.

ENGLISH-RELATED COURSES

MGT 055 C BUSINESS ENGLISH
3 Units
Three hours lecture per week.
This course includes instruction in techniques of basic grammar, punctuation, vocabulary, spelling, and capitalization. The emphasis is on grammar as used in business communications.

MGT 111 C BUSINESS COMMUNICATIONS
3 Units
Three hours lecture per week.
Credit by Examination
CSU
Prerequisite: MGT 055 C. The course includes instruction in the techniques of specific types of business communication media and in the general principles of effective communication. The elements and principles of written and spoken communications are covered with emphasis on the kind of writing and speaking that is conducted throughout a business career. The importance of communication is stressed. Applying skill and ingenuity in the use of the language is encouraged.

MGT 211 C WRITING FOR BUSINESS
3 Units
Three hours lecture per week.
CSU
Prerequisite: ENGL 100 C with a grade of "C" or better. This course is an introduction to communication skills and knowledge needed in organizations. This course will include communication fundamentals, ethical, legal, multicultural issues, correspondence applications, employment communication, oral and nonverbal communication, report writing, management presentations, research methods, and running effective meetings and conferences. Computer applications will be presented throughout the course.

MATH-RELATED COURSES

MGT 051 C BASIC BUSINESS MATHEMATICS
3 Units
Three hours lecture per week.
This course is a review of the fundamentals of arithmetic with special emphasis given to the solution of problems involving decimals, interest, and business operations. Drills are provided to improve speed and accuracy. This course is recommended for all students majoring in business who lack proficiency in basic mathematics as determined by examination.

MGT 151 C BUSINESS MATHEMATICS
3 Units
Three hours lecture per week.
CSU, AAGE
This course is an introduction to the fundamental operation of arithmetic as applied to business problems. Included are problems in simple and compound interest; bank and purchase discounts, payroll computations, sales and property taxes, depreciation, business financial statements, and distribution of ownership and profits.

ORGANIZATION/PERSOONNEL/
MANAGEMENT-RELATED COURSES

MGT 061 C SURVEY OF BUSINESS
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
This course provides a practical overview of business and how it applies to personal growth and success. The areas of study include inflation, social awareness, the stock market, communications, marketing, self-management, human relations, business problems, and future careers. Informal groups, gaming, personal workshop activities, and positive imagery will be utilized.

MGT 075 C BASIC KEYBOARDING TECH & TERM
½ Unit
One hour lecture and
One hour laboratory per week for nine weeks.
This course is designed for potential managers or people of all professions who need to become familiar with keyboarding (typing on information system workstations or typewriters) for easier and more proficient use of workstations. This course provides basic keyboarding skills and a working knowledge of terminology for the use of information system workstations to access, manipulate, and communicate for better management of information. It is designed for non-secretarial or non-clerical majors.

MGT 085 C BUSINESS PLANNING
1 Unit
One hour lecture per week.
Credit/No Credit
This course is designed for both prospective and current entrepreneurs. It focuses on the steps involved in starting a business, including choosing the type of business and location, financial and legal considerations, marketing and management strategies. Participants will receive guidance on preparing a complete business plan.

MGT 086 C BUSINESS FINANCE-RECORDKEEPING
½ Unit
One-half hour lecture per week.
Credit/No Credit
This course addresses financial start-up considerations, sources and uses of capital, bookkeeping and financial statements, as well as tax reporting requirements.
MGT 087 C  OBTAINING AND USING COMPUTERS
½ Unit
One-half hour lecture per week.
Credit/No Credit
This course points out the factors to consider in buying computer equipment and software for a small business and examines the various business functions that computers can perform.

MGT 088 C  MANAGING PERSONNEL
½ Unit
One-half hour lecture per week.
Credit/No Credit
This course focuses on techniques for the recruitment, training, compensation, management and motivation of workers in the business enterprise.

MGT 089 C  BUSINESS LAW-SMALL BUSINESS
½ Unit
One-half hour lecture per week.
Credit/No Credit
This course covers topics including choosing the proper legal form, licenses and permits, contracts, liability issues, and government regulations pertaining to business.

MGT 161 C  INTRODUCTION TO BUSINESS
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE
This course provides a student-centered perspective covering a survey of principles and practices of international and American businesses. Subject areas include business organizations, marketing, finance, management, small business operations, and human dynamics.

MGT 199 C  MANAGEMENT - INDEPENDENT STUDY
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
The number of hours of scheduled conferences or activity per week will be determined by the instructor.
CSU
Prerequisite: Approved Independent Study Learning Contract. This course is designed for students who wish to gain experience in management activities or to increase knowledge and experience in applied areas of leadership. Students must obtain permission from instructor of subject area they will be working with and will be under direct supervision of that instructor. This course does not meet requirements of management classes.

MGT 261 C  SMALL BUSINESS MANAGEMENT
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course applies principles of management to small business enterprises. The major areas of study include planning, financial problems, organization, personnel relations, marketing decisions, location decisions, and franchising.

MGT 262 C  PRINCIPLES OF MANAGEMENT
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course provides a focus on the interrelationships of management decisions. The major areas of study include managerial orientation, planning authority and responsibility, nature of organization, staffing, actuating work accomplishment, and controlling techniques. Eligibility for ENGL 060 C recommended.

MGT 265 C  SOCIAL RESPONSIBILITY OF BUS.
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course addresses the social rather than the economic aspects of business responsibility. It considers the structure of business as it affects social responsiveness and accountability in its contribution to the quality of life. It stresses the need of business to develop closer relations with the community, educational, and business leaders as participants and speakers.

MGT 266 C  HUMAN RELATIONS IN BUSINESS
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU, AAGE
This course provides an introduction to the principles of human behavior in modern organizations. The emphasis is placed on leadership theory, problems in communication, motivation, and the development of a productive work environment.

MGT 267 C  PRINCIPLES OF SUPERVISION
3 Units
Three hours lecture per week.
CSU
This course presents the fundamental techniques a supervisor needs to know about motivating people, managing a job, and the development of situational leadership styles.

MGT 268 C  HUMAN RESOURCES MANAGEMENT
3 Units
Three hours lecture per week.
CSU
This course provides theories and practices relating to personnel administration, labor-management relations, employee selection, training, performance appraisal, discharge, hours of work and methods of payment, handling of personnel problems, benefit programs, affirmative action, and equal employment.
MGT 269 C OFFICE MANAGEMENT
3 Units
Three hours lecture per week.
CSU
This course is a study of the problems involved in the organization and management of a business office. The major problems identified and characterized in this course are the impact of automation upon the office manager's job, organizing and planning office work, controlling the people, the forms and the machines that do the work, creating proper human relations by effective supervision, modern personnel practices, employer-employee communications, and analyzing word processing as a method of paperwork cost reduction.

MGT 298 C MANAGEMENT SEMINAR
1⁄2 - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours vary with credit given.
Credit/No Credit
CSU
Prerequisite: May be required. This course provides a lecture/discussion approach to particular problems for students who wish to increase their knowledge of business-related subjects not ordinarily covered in curriculum courses.

LAW-RELATED COURSES

MGT 041 C SURVEY OF BUSINESS LAW
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
This course provides a survey of the basic principles of law that apply to business and personal transactions with emphasis given to the substantive law of torts, crimes, contracts, sales, bailments, commercial paper, agency, employment and labor relations, partnerships, corporations, insurance, secured transactions, real property, estates and trusts, and bankruptcy. Other areas of study include the nature and sources of law, the judicial system, domestic relations law, and government regulation of business.

MGT 141 C PERSONAL LAW
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course provides a survey of the basic principles of law that affect the citizens in American society with consideration given to the nature and sources of law, the state and federal judicial system, lawyers, crimes, and torts. The areas of law studied relate to the citizen's role as family member, student, consumer, insured, tenant, landlord, homeowner, saver, investor, owner of motor vehicle, employee, employer, and estate planner. Eligibility for ENGL 100 C recommended.

MGT 143 C INTRODUCTION TO LEGAL RESEARCH
1 Unit
One hour lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course provides an introduction to the nature and use of legal reference material with consideration given to a uniform system of citation. An exposure to legal reference material will include constitutions, statutes and codes, executive orders, administrative agency regulations and rulings, treaties, judicial reports, indexes, digests, citators, treatises, looseleaf services, periodicals, encyclopedias, procedure manuals, and form books.

MGT 240 C LEGAL ENVIRONMENT OF BUSINESS
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU, CAN BUS 12
This course is an introduction to the legal environment in which a business firm operates. Topics include an introduction to the American legal system, contracts, torts, product liability, forms of business organization, trade regulation, labor law, environmental law, and international business law. Required for Business Administration majors at CSU Fullerton and San Diego State University.

MGT 241 C LEGAL ASPECTS-BUSINESS TRANS.
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU, CAN BUS 8
This course is an introduction to business law principles and cases, including a review of the classes and sources of law, agencies for enforcement, court procedure, and civil and criminal liability. The major subject area studied incorporates a concentrated study of the law of contracts. A special study is made of sales of goods based upon the Uniform Commercial Code with emphasis placed on consumer protection. Required for Business Administration majors at CSU Long Beach, CSU Dominguez Hills, and CSU Cal Poly Pomona.

MGT 242 C AMERICAN JUDICIAL SYSTEM
4 Units
Four hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course provides an introduction to the basic principles of procedural law and the nature of the American judicial system with consideration given to an analysis of the decision making that takes place within the civil, criminal, and administrative agency processes. The areas of procedural law studied include the organization and jurisdiction of the courts, civil and criminal pretrial proceedings, discovery and production of evidence, trial practice, and appellate procedures.
Marine Service Technician

Division of Vocational Education
Division Dean – Steve Donley

Faculty
Russell Sandoere

Counselor
Jane Jepson

Marine Service (MRN)

MRN 060 C DIESEL ENGINES
6 Units
Three hours lecture and
Nine hours laboratory per week.
This is a comprehensive study of light diesel engines as used in passenger cars, light marine propulsion applications (power and sailboats), stationary and auxiliary power plants (generators). The course includes servicing, overhaul, troubleshooting and diagnosis of the diesel engine and auxiliary systems. Practical application will be both laboratory engines and/or live diesel engines.

MRN 061 C OUTBOARD ENGINE REPAIR - SERVICE AND MAINTENANCE
6 Units
Three hours lecture and
Nine hours laboratory per week.
This course will cover the complete operating principles, theory and design features of outboard engines. The course will cover the repair, service, maintenance, overhaul and diagnosis of outboard engines such as Mercury, Johnson, and Evinrude. Students will be instructed using lecture/demonstrations and will perform various procedures in a simulated industrial laboratory. Practical experiences will be done on both laboratory units and live projects.

MRN 062 C MARINE DRIVE SYSTEMS FOR RECREATIONAL BOATS
4 Units
Two hours lecture and
Six hours laboratory per week.
This course will cover the operating principles, theory and design features of marine drive systems for recreational boats (stern drives, jet drives, V drives and hydraulic and manual transmission). This course will cover the repair, service, maintenance, overhaul and diagnosis of stern drives, jet drives and inboard transmission systems such as OMC, Mercruiser, Volvo Penta, Panther jet, Berkeley jet, Jacuzzi jet and Borg Warner. Students will perform various procedures in a simulated industry laboratory environment, using both laboratory units and live projects.

MRN 064 C OUTBOARD & STERN DRIVE REPAIR
4 Units
Two hours lecture and
Six hours laboratory per week.
This course is designed to provide the student with advanced experiences in all areas of marine service technology. Students will be working on actual repair projects on outboard engines such as Johnson, Evinrude, Mercury, Yamaha. Stern drives such as Mercruiser, Volvo Penta, OMC, as well as inboards and jet drives will be covered.

MRN 298 C MARINE SERVICE SEMINAR
¼ - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary according to credit given.
CSU
This is a course for students who wish to increase their knowledge of marine service. Various topics will be offered. Unit credit may range from ¼ to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.
Marketing

Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

Faculty
Ric Gorno
Patricia Kishel

Counselors
Jean England
Don Tyrrell

ASSOCIATE IN SCIENCE DEGREE – MARKETING

This curriculum is designed to assist those students preparing for a career in the distributive occupations. The program is intended to develop basic skills in salesmanship, merchandising, advertising, and other marketing practices.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 161</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MKT 103</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MKT 222</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 105</td>
<td>Principles of Retailing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 208</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKT 210</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 3 units from the elective courses listed below

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 205</td>
<td>Multicultural Markets in U.S.</td>
</tr>
<tr>
<td>MKT 206</td>
<td>Store Operations</td>
</tr>
<tr>
<td>MKT 224</td>
<td>International Marketing</td>
</tr>
<tr>
<td>MKT 201</td>
<td>Small Business Promotion</td>
</tr>
<tr>
<td>ACCT 101</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>MGT 151</td>
<td>Business Mathematics</td>
</tr>
</tbody>
</table>

Total Units Required 21

Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 222</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>MKT 210</td>
<td>Consumer Behavior</td>
</tr>
<tr>
<td>MKT 224</td>
<td>International Marketing</td>
</tr>
<tr>
<td>GEOG 230</td>
<td>Introduction to GIS</td>
</tr>
<tr>
<td>GEOG 231</td>
<td>GIS - Vector Applications</td>
</tr>
</tbody>
</table>

Total Units Required 15 - 16

GEOPHYSICAL INFORMATION SYSTEMS/MARKETING CERTIFICATE

This certificate program provides students with the necessary knowledge and skills to use Geographic Information Systems (GIS) mapping techniques in the field of marketing to reach potential customers, evaluate business sites, plan distribution networks and sales territories, and find new business opportunities. The certificate totals 15 units in required courses.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 210</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT 224</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 230</td>
<td>Introduction to GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 231</td>
<td>GIS - Vector Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 15

HEALTH CARE MARKETING AND SALES CERTIFICATE

This certificate program provides students with the necessary knowledge and skills to work in the health care field in a marketing or sales capacity. Preparing students to work in a variety of health care delivery settings, including physicians' offices, hospitals, health maintenance organizations, and insurance companies, the certificate focuses on such areas as: sales and customer service, marketing research, advertising, public relations, and community outreach. It is designed to help students gain entry into the health care marketing and sales field and/or to advance in their current positions.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

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<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
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<td>MKT 224</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 230</td>
<td>Introduction to GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 231</td>
<td>GIS - Vector Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 15

INTERNET MARKETING CERTIFICATE

This curriculum prepares students for a career in the area of Internet Marketing. The program is designed to develop a working knowledge of what is required to utilize the Internet as a marketing tool to promote a business, interact with customers, suppliers and distributors, generate sales, and obtain marketing research information. The certificate totals 17 units in required courses.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 100 C</td>
<td>Trends in Health Care Delivery</td>
<td>2</td>
</tr>
<tr>
<td>HI 102 C</td>
<td>Legal Aspects of Health Care</td>
<td>2</td>
</tr>
<tr>
<td>HI 115 C</td>
<td>Medical Staff Services Science</td>
<td>3</td>
</tr>
<tr>
<td>MKT 222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT103 C</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MKT 208</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 16

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.
To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**MARKETING CERTIFICATE**
Primary emphasis is to prepare the student for occupational competency. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 205 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 210 C</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT 103 C</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>CIS 108 C</td>
<td>Introduction to Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 109 C</td>
<td>Bus. Applications-The Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 179 C</td>
<td>Intro. to Web Page Design</td>
<td>2</td>
</tr>
<tr>
<td>CIS 115 C</td>
<td>Desktop Publishing PageMaker</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Units Required 17

**Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 201 C</td>
<td>Target Marketing</td>
<td>1</td>
</tr>
<tr>
<td>MKT 202 C</td>
<td>Buyer Behavior</td>
<td>1</td>
</tr>
<tr>
<td>MKT 204 C</td>
<td>Market Distribution Systems</td>
<td>1</td>
</tr>
<tr>
<td>MKT 205 C</td>
<td>Sales Promotion Techniques</td>
<td>1</td>
</tr>
<tr>
<td>MKT 206 C</td>
<td>Int'l Marketing - Small Bus.</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Units Required 6**

**SMALL BUSINESS OPERATIONS CERTIFICATE**
This certificate program provides students with information on the various steps and management decisions involved in starting and operating a business. Program is designed for both prospective and current business owners.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 205 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 210 C</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT 208 C</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKT 210 C</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 3 units from the elective courses listed below

<table>
<thead>
<tr>
<th>Electives</th>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 206 C</td>
<td>Multicultural Markets in U.S.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKT 207 C</td>
<td>Store Operations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKT 222 C</td>
<td>International Marketing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKT 201 C</td>
<td>Small Business Promotion</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ACCT 101 C</td>
<td>Financial Accounting</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MGT 151 C</td>
<td>Business Mathematics</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Units Required 21

**MULTICULTURAL MARKETING CERTIFICATE**
This certificate program prepares students to work in the marketing field helping businesses and organizations to serve the needs of customers and clients in a culturally diverse society. Bringing together social science, language arts, and marketing, the certificate enables students to combine their knowledge of different cultural groups’ preferences, behaviors, and languages with marketing skills to create effective product development, promotion, distribution, and pricing strategies.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in numeric sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101 C</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 102 C</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ETHS 231 C</td>
<td>Minority Communities in the United States</td>
<td>3</td>
</tr>
<tr>
<td>MKT 222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 205 C</td>
<td>Multicultural Markets in U.S.</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 5 units from the elective courses listed below

<table>
<thead>
<tr>
<th>Electives</th>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 201 C</td>
<td>Target Marketing</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MKT 202 C</td>
<td>Buyer Behavior</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MKT 204 C</td>
<td>Market Distribution Systems</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MKT 205 C</td>
<td>Sales Promotion Techniques</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MKT 206 C</td>
<td>Int’l Marketing - Small Bus.</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Total Units Required 17**

**PROFESSIONAL MARKETING CERTIFICATE**
This certificate program provides students with a working knowledge of the U.S. marketing system and the activities required to satisfy customers’ needs and wants for goods and services. Program is designed for marketing professionals and those wishing to pursue marketing careers.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 206 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 202 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 208 C</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKT 210 C</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units Required 17**

**SMALL BUSINESS OPERATIONS CERTIFICATE**
This certificate program provides students with information on the various steps and management decisions involved in starting and operating a business. Program is designed for both prospective and current business owners.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 090 C</td>
<td>Marketing Essentials</td>
<td>1</td>
</tr>
<tr>
<td>MKT 091 C</td>
<td>Advertising &amp; Public Relations</td>
<td>1</td>
</tr>
<tr>
<td>MKT 092 C</td>
<td>Personal Selling</td>
<td>1</td>
</tr>
<tr>
<td>MKT 093 C</td>
<td>Target Marketing</td>
<td>½</td>
</tr>
<tr>
<td>MKT 094 C</td>
<td>Buyer Behavior</td>
<td>½</td>
</tr>
<tr>
<td>MKT 095 C</td>
<td>Market Distribution Systems</td>
<td>½</td>
</tr>
<tr>
<td>MKT 096 C</td>
<td>Sales Promotion Techniques</td>
<td>½</td>
</tr>
<tr>
<td>MKT 097 C</td>
<td>Customer Relations</td>
<td>½</td>
</tr>
<tr>
<td>MKT 098 C</td>
<td>Int’l Marketing - Small Bus.</td>
<td>½</td>
</tr>
</tbody>
</table>

**Total Units Required 6**

**MARKETING TRANSFER PROGRAM**
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

These requirements are most often found listed under Business Administration.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Credit/No Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 090 C</td>
<td>MARKETING ESSENTIALS</td>
<td>1</td>
<td>1</td>
<td></td>
<td>This course covers the business activities necessary to plan, promote, price and distribute a product or service to potential customers. It provides an understanding of the functions of producers, wholesalers, retailers, and others.</td>
</tr>
<tr>
<td>MKT 091 C</td>
<td>ADVERTISING &amp; PUBLIC RELATIONS</td>
<td>1</td>
<td>1</td>
<td></td>
<td>This course discusses the roles of advertising and public relations as part of the marketing mix a business puts together, providing strategies for identifying a target audience/choosing a message and media.</td>
</tr>
<tr>
<td>MKT 092 C</td>
<td>PERSONAL SELLING</td>
<td>1</td>
<td>1</td>
<td></td>
<td>This course provides instruction in the techniques of finding and contacting sales prospects, identifying needs and wants, giving effective sales presentations, handling objections, and closing the sale.</td>
</tr>
<tr>
<td>MKT 093 C</td>
<td>TARGET MARKETING</td>
<td>½</td>
<td>½</td>
<td></td>
<td>This course provides instruction in the fundamentals of marketing research to identify target markets and find out what customers want. Topics covered include data collection, interview and survey techniques, sources of information, and methods of trend analysis.</td>
</tr>
<tr>
<td>MKT 094 C</td>
<td>BUYER BEHAVIOR</td>
<td>½</td>
<td>½</td>
<td></td>
<td>This course explores the psychology of how and why customers buy, utilizing demographic and lifestyle factors to gain a better understanding of purchase decisions.</td>
</tr>
<tr>
<td>MKT 095 C</td>
<td>MARKET DISTRIBUTION SYSTEMS</td>
<td>½</td>
<td>½</td>
<td></td>
<td>This course provides a thorough view of the distribution process, including the channels, types of retail outlets, methods of transportation, warehousing and inventory control.</td>
</tr>
<tr>
<td>MKT 096 C</td>
<td>SALES PROMOTION TECHNIQUES</td>
<td>½</td>
<td>½</td>
<td></td>
<td>This course will provide information on the wide variety of “non-media” techniques that can be used to promote a business, including cents-off coupons, gifts and contests, special events, participation in trade shows and other promotional devices.</td>
</tr>
<tr>
<td>MKT 097 C</td>
<td>CUSTOMER RELATIONS</td>
<td>½</td>
<td>½</td>
<td></td>
<td>This course explores the ways to maintain and improve customer relations, develop customer loyalty and increase the level of repeat sales.</td>
</tr>
<tr>
<td>MKT 098 C</td>
<td>INT’L MARKETING-SMALL BUS.</td>
<td>½</td>
<td>½</td>
<td></td>
<td>This course is a study of the international marketplace and the various opportunities for businesses to sell products and services outside of the U.S.</td>
</tr>
<tr>
<td>MKT 103 C</td>
<td>PRINCIPLES OF ADVERTISING</td>
<td>3</td>
<td>3</td>
<td>CSU</td>
<td>This course is a study of advertising and promotion, including the print media, copy and layout, radio and television commercials, the Internet, public relations, customer preferences and appeals, advertising campaigns, and evaluation. An ad agency point of view is presented creatively for students with interest in communications, photography, art multimedia, business, psychology, or sociology.</td>
</tr>
<tr>
<td>MKT 105 C</td>
<td>PRINCIPLES OF RETAILING</td>
<td>3</td>
<td>3</td>
<td>CSU</td>
<td>This course covers the principles involved in organizing and managing a retailing or E-tailing business, with emphasis on planning, site appeal, merchandise, pricing, and promotion. Students will also learn customer service techniques and ways to enhance the shopping experience.</td>
</tr>
<tr>
<td>MKT 201 C</td>
<td>SMALL BUSINESS PROMOTION</td>
<td>3</td>
<td>3</td>
<td>CSU</td>
<td>This course focuses on the techniques used to promote a small business and develop its marketing strategy. Its emphasis is on creating a marketing plan and devising affordable and effective ways to communicate with customers through local media, and the Internet, sales promotion, publicity, brochures, direct mail and other methods.</td>
</tr>
</tbody>
</table>
MKT 205 C  MULTICULTURAL MARKETS IN U.S.
3 Units
Three hours lecture per week.
CSU, CUL PL
This course provides comprehensive coverage of the multicultural marketing environment in the United States, taking into consideration the changing needs and growing influence of ethnic and racial minorities, women, and other groups. Exploring the differences and commonalities that exist among the groups, the course examines the role of business and the United States’ marketing system in providing goods and services to meet each group’s needs.

MKT 206 C  STORE OPERATIONS
3 Units
Three hours lecture per week.
CSU
This course includes principles, procedures and functions of a retail store operation, with emphasis on techniques of buying merchandise. Current trends and practices are analyzed including layout, display, security controls, inventory records, control and management, pricing, coding and marking, receiving and stocking, merchandise planning, marketing, and distinctions between larger and smaller stores.

MKT 208 C  PRINCIPLES OF SELLING
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course includes instruction in the principles and practices of personal persuasion and selling and development of the techniques that lead to a successful sales personality. The areas of study include buying motives; product knowledge; all phases of the selling process; and the many and varied career opportunities in the sales field.

MKT 209 C  DISPLAY AND SALES PROMOTION
3 Units
Three hours lecture per week.
CSU
This course is a lecture/lab experience in contemporary merchandising promotion. The subject areas include planning and working with display units and sales promotion materials, customer motivation, design and layout, creative brainstorming, and future trends.

MKT 210 C  CONSUMER BEHAVIOR
3 Units
Three hours lecture per week.
CSU
This course provides a study of consumers and how they buy. Consumerism, impulse buying, pleasure appeals, packaging, status symbols, the new woman, leisure time, California culture, personality, subliminal effects, and the psychology of advertising are covered.

MKT 222 C  PRINCIPLES OF MARKETING
3 Units
Three hours lecture per week.
CSU
This course is a study of business activities required to plan, price, promote, and distribute goods or services to potential customers. The areas of study include market research and consumer behavior, product development, advertising and sales, branding, pricing, Internet marketing, wholesaling and retailing, and international marketing.

MKT 224 C  INTERNATIONAL MARKETING
3 Units
Three hours lecture per week.
CSU
This course provides comprehensive coverage of the international marketing environment. The areas of study include the global marketplaces; import/exports; foreign economic, political and legal systems; cultural differences; international finance; marketing research; and business plans.

MKT 299 C  MERCHANDISING/MKT-INDEP. STUDY
1 - 3 Units (Variable Units)
Lecture/discussion hours vary with credit given.
CSU
Prerequisite: Approved Independent Study Learning Contract. The course is designed for capable students who wish to extend their knowledge of a particular area of merchandising/marketing through individual research and study.
Mathematics
Division of Science/Engineering/Mathematics

Division Dean – Larry Mercadante, Interim

Faculty
Minnie Allison
Lee Clancy
Jennifer Coopman
Cheryl Gibby
Kathryn Godshalk
Stephen Gold
Elizabeth Hamman
Chaolin Mao
Laurie Morvan
Allen Mottershead
David Nusbaum
Eunju Owens
Silvia Paek
David Petrie
Christina Plett
Cynthia Shrout
Chris Siragusa
Karen Watson

Counselors
Carol Mattson
Tom Nordee
Alice Payne

MATHEMATICS TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Mathematics (MATH)

PLACEMENT IN MATHEMATICS COURSES
Students are placed in most mathematics courses based on prior satisfactory completion of one or more prerequisite courses. Due to the highly sequential nature of the mathematics curriculum, students are required to meet the prerequisite of each mathematics course. Also, students who have completed the most advanced prerequisite course more than two years previously are strongly advised to enroll in or audit the appropriate prerequisite courses again because most students experience a loss of proficiency in the necessary skills after that length of time.

MATH 010 C  BASIC MATHEMATICS
4 Units
Four hours lecture per week.
NON-DEGREE CREDIT
This is a course for students wishing to review basic arithmetic skills. It includes the concepts of adding, subtracting, multiplying, and dividing whole numbers, fractions, mixed numbers, and decimals. Also covered will be percents, ratios, rates, solving proportions, perimeter and area of geometric figures, English and Metric measurements and an introduction to negative numbers. There will be an emphasis on applying the mathematics to real-world situations.

MATH 015 C  PRE-ALGEBRA
4 Units
Four hours lecture per week.
NON-DEGREE CREDIT
This course is designed for students who are planning to study algebra and need a review of the basic skills of arithmetic and an introduction to the basic principles of algebra. Topics covered include integers, fractions, decimals, percent, proportions, exponents, properties of real numbers, evaluation of algebraic expressions, elementary equation solving, formulas, informal geometry, and applications.

MATH 020 C  ELEMENTARY ALGEBRA
4 Units
Four hours lecture per week.
AA GE
Prerequisite: MATH 015 C OR Pre-algebra with a grade of "C" or better and the assessment process. Proof of prerequisites is required. This course is an introduction to the methods of algebra. It includes the basic operations of real numbers, polynomials, rational expressions, and radical expressions; factoring polynomials; solutions of linear equations, linear inequalities, systems of linear equations, and quadratic equations; and graphing of linear equations, systems, and inequalities.

MATH 025 C  ELEMENTARY ALGEBRA REVIEW
2 Units
Two hours lecture per week.
NON-DEGREE CREDIT
Credit/No Credit
Prerequisite: MATH 020 C OR Algebra I with a grade of "C" or better AND the assessment process. Proof of prerequisites is required. This course is a review of the introductory methods of algebra and is designed for students who have completed Elementary Algebra and plan to enroll in Intermediate Algebra. It includes the basic operations of real numbers, polynomials, rational expressions, and radical expressions; factoring polynomials; solutions of linear equations, linear inequalities, systems of linear equations, and quadratic equations; and graphing of linear equations, systems, and inequalities.
MATHMATICS COURSE SEQUENCE

Students will find instructors and qualified tutors available for assistance in solving mathematical problems or in understanding mathematical concepts in the Mathematics Learning Center, located in Room 209 of the Science, Engineering, and Math building.

MATHEMATICS LEARNING CENTER

A scientific or graphing calculator is required for all math courses. Please see instructor.
MATH 030 C  PLANE GEOMETRY
4 Units
Four hours lecture per week.
Prerequisite: MATH 020 C or high school algebra I with a grade of "C" or better and the assessment process. Proof of prerequisites is required. This course is an introduction to Euclidean geometry. It includes elementary logic, deductive reasoning, theorems and proofs, geometric constructions, congruent and similar polygons, circles, geometric loci, areas, perimeters and volumes. Precise definitions and accuracy of statements are stressed as background for analytical reasoning. The course is equivalent to one year of high school geometry.

MATH 040 C  INTERMEDIATE ALGEBRA
4 Units
Four hours lecture and one hour laboratory TBA per week.
Prerequisite: MATH 020 C or Algebra I with a grade of "C" or better and the assessment process. Proof of prerequisites is required. This is a second course in algebra that includes the topics of sets, axioms for the real number system, polynomials, solutions of linear and quadratic equations and inequalities, exponents and radicals, linear, quadratic, exponential and logarithmic functions and their graphs, and systems of equations.

MATH 045 C  INTERMEDIATE ALGEBRA
REVIEW
2 Units
Two hours lecture per week.
NON-DEGREE CREDIT
Credit/No Credit
Prerequisite: MATH 040 C or Algebra I with a grade of "C" or better and the assessment process. Proof of prerequisites is required. This course is designed for students who have already completed Intermediate Algebra and are planning to enroll in Survey of Calculus, Elementary Functions with Trigonometry, Finite Mathematics, Statistics, or General Chemistry. The topics include sets, axioms for the real number system, polynomials, solutions of linear and quadratic equations and inequalities, exponents and radicals, linear, quadratic, exponential and logarithmic functions and their graphs, and systems of equations. The course does not count toward the Associate Degree.

MATH 055 C  CBEST MATHEMATICS PREPARATION
1 Unit
One hour lecture per week.
Credit/No Credit
This course provides a review of the basic skills and concepts that are tested in the mathematics portion of the California Basic Educational Skills Test (CBEST). It includes estimation, measurement, and statistical principles; computation and problem solving; and numerical and graphic relationships. Eligibility for MATH 100 C is recommended.

MATH 098 C  MATHEMATICS SEMINAR
½ - 3 Units (Variable Units) (May be taken for credit 4 times)
Three hours lecture/discussion or scheduled conference per week for maximum credit.
Credit/No Credit
This is a lecture/discussion approach to special topics involving mathematics. It may be a problem session relating to a particular course in the curriculum or a study of topics not ordinarily covered in the curriculum. Consult the class schedule to verify unit credit for a particular semester.

MATH 099 C  MATHEMATICS - INDEPENDENT STUDY
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
Two hours assigned independent study or research per week for maximum credit.
Prerequisite: Approved Independent Study Learning Contract. This course is for able students who have demonstrated interest and capability for increased knowledge of mathematical topics not ordinarily covered in curriculum courses. Students will participate in independent study or research on assigned projects under staff supervision.

MATH 100 C  MATH FOR LIBERAL ARTS STUDENTS
3 Units
Three hours lecture per week.
*UC/CSU, AA GE, CSU GE, IGETC, CAN MATH 2
Prerequisite: MATH 030 C and MATH 040 C OR Plane Geometry and Algebra II with grades of "C" or better and the assessment process. Proof of prerequisites is required. This is a survey course with selected topics from the history and development of mathematics, elementary logic and set theory, probability, statistics, geometry, and exponential and logarithmic applications. The course is designed for prospective teachers and liberal arts students. *Completion of this course does not satisfy the UC High School Math Entrance Requirement.

MATH 105 C  STATISTICS FOR TEACHERS
4 Units
Four hours lecture per week.
Prerequisite: MATH 030 C and MATH 040 C OR Plane Geometry and Algebra II with grades of "C" or better and the assessment process. Proof of prerequisites is required. This course is an introduction to probability and statistics through activity-based exploration of randomization, data representation, measures of central tendency and dispersion, analysis of experiments requiring hypothesizing, experimental design and data gathering, and an introduction to the basic laws of probability and set theory, combinations, permutations, and simulations. Algebraic thinking will be used throughout the course. Problem solving processes and strategies are emphasized. This course is designed for prospective elementary and middle school teachers.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 110 C</td>
<td>REAL NUMBERS FOR TEACHERS</td>
<td>4</td>
<td>Four hours lecture per week. CSU Prerequisite: MATH 030 C and MATH 040 C OR Plane Geometry and Algebra II with grades of “C” or better AND the assessment process. Proof of prerequisites is required. This course is an introduction to problem solving processes and strategies. Students explore the development and analysis of the structure and operations of the real number system. Students focus on concept and process development using appropriate models, manipulatives, and activities. This course is designed for prospective elementary and middle school teachers.</td>
</tr>
<tr>
<td>MATH 115 C</td>
<td>FINITE MATHEMATICS</td>
<td>3</td>
<td>Three hours lecture per week. UC/CSU, AAGE, CSU GE, IGETC, CAN MATH 12 Prerequisite: MATH 040 C OR Algebra II with a grade of “C” or better AND the assessment process. Proof of prerequisites is required. This course includes graphs and transformations of functions, matrices and linear systems, linear programming, set theory, combinatorial analysis, finite probability, and descriptive statistics. Applications to the fields of business, economics, biological sciences, and behavioral sciences are emphasized.</td>
</tr>
<tr>
<td>MATH 120 C</td>
<td>INTRO PROBABILITY &amp; STATISTICS</td>
<td>4</td>
<td>Four hours lecture per week. UC Credit Limitation/CSU AA GE, CSU GE, IGETC, CAN STAT 2 Prerequisite: MATH 040 C OR Algebra II with a grade of “C” or better AND the assessment process. Proof of prerequisites is required. This course includes graphs and transformations of functions, matrices and linear systems, linear programming, set theory, combinatorial analysis, finite probability, and descriptive statistics. Applications to the fields of business, economics, biological sciences, and behavioral sciences are emphasized. Students will use computer software and/or graphing calculators for statistical analysis of various topics.</td>
</tr>
<tr>
<td>MATH 120HC</td>
<td>HONORS INTRO TO PROB &amp; STAT</td>
<td>4</td>
<td>Four hours lecture per week. AA GE, CSU GE, IGETC, CAN STAT 2 Prerequisite: MATH 040 C OR Algebra II with a grade of “C” or better AND the assessment process. Proof of prerequisites is required. This course is an enhanced introduction to the elements of statistical analysis for honors students. It includes an intuitive approach to the study of probability and probability distributions, measures of central tendency and dispersion, sampling techniques, parametric and non-parametric tests of hypotheses, point and interval estimation, linear regression, and correlation. Applications to business, biological sciences, and the social sciences are emphasized. Students will use computer software and/or graphing calculators for statistical analysis of various topics.</td>
</tr>
<tr>
<td>MATH 130 C</td>
<td>SURVEY OF CALCULUS</td>
<td>4</td>
<td>Four hours lecture per week. Credit by Examination UC Credit Limitation/CSU AA GE, CSU GE, IGETC, CAN MATH 30 Prerequisite: MATH 040 C OR Algebra II with grades of “C” or better AND the assessment process. Proof of prerequisites is required. This course is an introduction to calculus with emphasis on solution techniques and applications rather than abstract theory. It includes elements of analytic geometry, limits, the derivative, integration as a summation process, exponential and logarithmic functions, integration of basic forms, techniques of integration, an introduction to multi-variable calculus, and curve sketching, with applications from the life sciences, engineering technology, economics, and the social sciences.</td>
</tr>
<tr>
<td>MATH 141 C</td>
<td>COLLEGE ALGEBRA</td>
<td>4</td>
<td>Four hours lecture per week. UC/CSU, AAGE, CSU GE, IGETC CAN MATH 10; MATH 141 Prerequisite: MATH 030 C and MATH 040 C with grades of “C” or better OR Plane Geometry and Algebra II with grades of “C” or better AND the assessment process. Proof of prerequisites is required. This is one of two precalculus courses. The topics covered include a review of the fundamentals of algebra; rational, exponential and logarithmic functions; theory of equations and zeros of polynomial functions; systems of equations including linear and quadratic systems; matrices and determinants; sequences and series; mathematical induction; permutations; combinations; binomial theorem; analytic geometry; conic sections; and miscellaneous topics.</td>
</tr>
<tr>
<td>MATH 142 C</td>
<td>TRIGONOMETRY</td>
<td>4</td>
<td>Four hours lecture per week. CSU, AAGE, CSU GE, CAN MATH 8; MATH 141 Prerequisite: MATH 030 C and MATH 040 C with grades of “C” or better OR Plane Geometry and Algebra II with grades of “C” or better AND the assessment process. Proof of prerequisites is required. This is one of the two precalculus courses. Topics include relations; exponential, logarithmic and trigonometric functions and their graphs; inverse of the functions and their graphs; identities; laws of sines and cosines; solutions of triangles; trigonometric equations; polar coordinates; DeMoivre’s Theorem; applications; and translation of axes.</td>
</tr>
<tr>
<td>MATH 150AC</td>
<td>CALCULUS AND ANALYTIC GEOMETRY</td>
<td>4</td>
<td>Four hours lecture per week. Credit by Examination UC Credit Limitation/CSU AA GE, CSU GE, IGETC, CAN MATH 18 Prerequisite: MATH 141 C and MATH 142 C OR trigonometry and math analysis/precalculus with grades of “C” or better AND the assessment process. Proof of prerequisites is required. This course is an introduction to mathematical analysis. It includes the study of analytic geometry, functions and limits, continuity, differentiation and integration. Problem work includes applications involving derivatives, definite integrals and indefinite integrals.</td>
</tr>
</tbody>
</table>
MATH 150BC  CALCULUS AND ANALYTIC GEOMETRY
4 Units
Four hours lecture per week.
Credit by Examination
UC/CSU, AAGE, IGETC, CAN MATH 20
Prerequisite: MATH 150AC OR Calculus I and Analytic Geometry with a grade of “C” or better AND the assessment process. Proof of prerequisites is required. This course is a continuation of Mathematics 150AC which includes the study of applications of integration, techniques of integration, indeterminate forms, L'Hopital's rule, improper integrals, infinite sequences and series, Taylor and MacLaurin series, elementary set theory, functions, relations, proof techniques, combinatorics, probability, and Boolean Algebra. Students will write algorithms using pseudocode and will learn to write formal proofs of mathematical statements.

MATH 171 C  DISCRETE MATHEMATICS
4 Units
Four hours lecture per week.
UC/CSU
Prerequisite: MATH 141 C and MATH 142 C OR Trigonometry with grades of “C” or better AND the assessment process. Proof of prerequisites is required. This is the first of two semesters of fundamental discrete mathematical concepts needed in computer related disciplines. The topics covered include logic, truth tables, elementary set theory, function, relations, proof techniques, combinatorics, probability, and Boolean Algebra. Students will learn to write formal proofs of mathematical statements.

MATH 172 C  GRAPH THEORY & LINEAR ALGEBRA
4 Units
Four hours lecture per week.
UC/CSU
Prerequisite: MATH 171 C or Discrete Mathematics with a grade of “C” or better AND the assessment process. Proof of prerequisites is required. This is the second of two semesters of fundamental discrete mathematical concepts and techniques needed in computer related disciplines. Topics include theory of graphs, trees, finite state machines, and linear algebra including vector spaces, inner product spaces, linear transformations, and eigenvalues.

MATH 186 C  TI-85/86 GRAPHING CALCULATOR
½ Unit
One half hour lecture per week.
Credit/No Credit
CSU
Prerequisite: MATH 040 C OR Algebra II with a grade of “C” or better AND the assessment process. Proof of prerequisites is required. This course is for students wishing to gain an introduction to the TI-85 or TI-86 Graphing Calculators. Students are given an orientation of basic graphing calculator functions. Basic topics include home screen calculations, graphing tools, the catalog feature, tables, solver, solving systems of linear equations, programming, and the TI graph link.

MATH 192 C  TI-89/92 GRAPHING CALCULATOR
½ Unit
One half hour lecture per week.
Credit/No Credit
CSU
Prerequisite: MATH 150BC OR Calculus II and Analytic Geometry with a grade of “C” or better AND the assessment process. Proof of prerequisites is required. This is a course for students wishing to learn to use a TI-89, TI-92, or TI-92+ Graphing Calculator. Basic topics include home screen calculations, various graphing modes, tables, solving equations and systems of equations, manipulating matrices and vectors, integration and differentiation, programming, and using the TI graph link.

MATH 211 C  GEOMETRY FOR TEACHERS
4 Units
Four hours lecture per week.
UC/CSU
Prerequisite: MATH 110 C with a grade of “C” or better. Proof of prerequisites is required. This course is an introduction to problem solving with informal geometry in one, two and three dimensions. Topics include congruence, similarity, constructions, transformations, tessellations, and measurement involving both English and metric units. Emphasis will be on hands-on modeling of real-world geometric situations. This course is designed for prospective elementary school teachers.

MATH 250AC  INTERMEDIATE CALCULUS
4 Units
Four hours lecture per week.
Credit by Examination
UC/CSU, AAGE, IGETC, CAN MATH 22
Prerequisite: MATH 150BC OR Calculus II and Analytic Geometry with a grade of “C” or better AND the assessment process. Proof of prerequisites is required. This is an intermediate course in mathematical analysis. It includes the study of three-dimensional analytic geometry, calculus of functions of several variables, vector calculus, multiple integration, vector fields and theorems, with associated problem applications.

MATH 250BC  INTERMEDIATE CALCULUS
4 Units
Four hours lecture per week.
Credit by Examination
UC/CSU, AAGE, IGETC, CAN MATH 24
Prerequisite: MATH 250AC OR Calculus III and Analytic Geometry with a grade of “C” or better AND the assessment process. Proof of prerequisites is required. This course is an introduction to linear algebra and ordinary differential equations. Linear algebra includes matrices, determinants, vector spaces, linear transformations, and characteristic values. Differential equations includes separable, exact, Cauchy-Euler, and nonhomogeneous equations; undetermined coefficients, variation of parameters, series solutions, and systems of differential equations.
MATH 298 C  MATHEMATICS SEMINAR  
½ - 3 Units (Variable Units) (May be taken for credit 4 times)  
Three hours lecture/discussion or scheduled conference per week for maximum credit.  
UC Credit Limitation/CSU  
Prerequisite: MATH 040 C with grade of “C” or better. This is a lecture/discussion approach to special topics involving mathematics. It may be a problem session related to a particular course in the curriculum, or a study of topics not ordinarily covered in the curriculum. Consult the class schedule to verify unit credit for a particular semester.

MATH 299 C  MATHEMATICS INDEPENDENT STUDY  
½ - 2 Units (Variable Units) (May be taken for credit 4 times)  
Two hours assigned independent study or research per week for maximum credit.  
UC Credit Limitation/CSU  
Prerequisite: Approved Independent Study Learning Contract. This course is for able students who have demonstrated interest and capability for increased knowledge of mathematical topics not ordinarily covered in curriculum courses. Students will participate in independent study or research on assigned projects under staff supervision.

Merchandising

ASSOCIATE IN SCIENCE DEGREE  
MERCHANDISING  
This program is designed to prepare students for the growing number of positions in retailing and merchandising. The diversified curriculum includes consumer behavior, store operations and a work-study program to be implemented in the second year of study.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of “C”; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 161 C</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 210 C</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT103 C</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MKT208 C</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKT222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 105 C</td>
<td>Principles of Retailing</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 101 C</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>22</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 151 C</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>WKEK 191 C</td>
<td>Work Experience-Vocational</td>
<td>4 - 16</td>
</tr>
<tr>
<td>MGT 261 C</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 265 C</td>
<td>Social Responsibility of Bus.</td>
<td>3</td>
</tr>
<tr>
<td>MGT 041 C</td>
<td>Survey of Business Law</td>
<td>3</td>
</tr>
</tbody>
</table>

MERCHANDISING CERTIFICATE  
Primary emphasis is to prepare the student for occupational competency. To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 161 C</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MKT208 C</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKT105 C</td>
<td>Principles of Retailing</td>
<td>3</td>
</tr>
<tr>
<td>MKT210 C</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT103 C</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MGT 266 C</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>21</td>
</tr>
</tbody>
</table>

MERCHANDISING TRANSFER PROGRAM  
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.
Mortuary Science

Division of Health Science

Division Dean – Andrea Hannon

Faculty
Glenn Bower
Jolina Grande
Douglas Metz
Kathleen Boettger

Counselors
Kelly Carter
Denise Vo

PROGRAM OBJECTIVES
1. To provide a curriculum at the Post Secondary Level of Education designed to enlarge the background and knowledge of students desiring to enter the Funeral Service Profession through education and training in every phase of Funeral Service.
2. To educate students concerning the responsibilities of the Funeral Service Profession to the clients they serve and to the community at large, and to emphasize high standards of ethical conduct.
3. To enable students to develop proficiency and skills necessary to the maintenance of those measures of Public Health, Safety and Welfare identified with the Care of Human Remains.
4. To encourage research in the field of Funeral Service.
5. To qualify students for professional licensure examinations.

MINIMUM STANDARDS FOR APPLICANTS
1. Eligibility for admission to Cypress College.
2. High school diploma, a GED test with a minimum score of 45, or a high school proficiency examination.
3. Present evidence of good physical and mental health.
4. English Placement Test with a score to qualify for ENGL 058 C or ESL 185 C with a grade of "C" or better.
5. One year of high school lab science (biology or chemistry) or one semester of college General or Human Biology or Anatomy or Chemistry completed with a cumulative grade of "C" or better.

APPLICATION PROCEDURES
1. Separate application, in addition to the college application form, is required for admission into the Mortuary Science Program. These applications may be obtained from the Health Science Counseling Office, Health Science Building, Cypress College, 9200 Valley View Street, Cypress, CA 90630.
2. A total of 45 new students are selected each spring and fall semester. Applicants may exceed the available seat space. Prioritization of qualified applicants will determine acceptance.
3. Applicants are responsible for submitting all documents (records, forms and transcripts) indicating minimum standards and prerequisites have been met to the Health Science Counseling Office.

SELECTION PROCEDURES
Selection of students for acceptance is based on the date of completed application which includes submission of all transcripts and required documents.

ASSOCIATE IN SCIENCE DEGREE MORTUARY SCIENCE
This program is designed to prepare the student for state licensure where statutory law requires successful completion of the Associate in Science Degree in Mortuary Science and compliance with the statutory pre-mortuary science educational requirements. To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 160 C or BIOL 101 C</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 058 C or ESL 185 C</td>
<td>4</td>
</tr>
</tbody>
</table>

NOTE: All General Education Graduation Requirement units may be taken prior to enrollment in the program or at the completion of the Certificate Program.

MORTUARY SCIENCE CERTIFICATE
This program is a one year course of study designed for students who wish to prepare for a career and employment as an embalmer/funeral director in a mortuary. It is approved by the California State Board of Funeral Directors and Embalmers and is accredited by the American Board of Funeral Service Education.

To earn a certificate, complete the required major courses as listed with a minimum grade of "C" for each course. At least 50% of all course work must be completed at Cypress College. Upon completion of the prescribed mortuary science courses, the student will then be eligible to write the California Board Examination for Embalmers.

To be eligible to write the National Board Examination, the student must complete the certificate program plus 15 units of General Education outside of the Mortuary Science Program prior to taking the Examination. The 15 units can be taken at any time at any accredited institution. We recommend these units be taken prior to entering the Mortuary Science Program so that the student can write the Examination immediately upon completion of the Program.

The program meets the mortuary science or funeral service educational requirements for most states. Eligibility to write the licensure examination in some states may be contingent upon compliance with additional statutory requirements. Please consult the department for more specific information, or, for further information, contact a Health Science Counselor (714) 484-7270.

Prerequisites
- BIOL 160 C Integrated Medical Science 3
- BIOL 101 C General Biology (5)
- CHEM Various courses - Please see counselor
- ENGL 058 C Reading and Writing II 4
- ESL 185 C Advanced English II (5)

See minimum standards
**Mortuary Science (MORT)**

**MORT 085 C  MORTUARY SCIENCE - WORK EXPERIENCE**

*1 - 4 Units (Variable Units) (May be taken for credit 4 times)*

*One hour lecture per week and Minimum of five hours employment per week in a mortuary.*

**Prerequisite:** Admission to Mortuary Science Program. Must be enrolled in seven units or more including work experience. This course requires a minimum of five hours per week employment in a licensed funeral home of the student’s own selection. Discussion of funeral service business and related technical issues are explored. The course includes job analysis, writing a resume, self management, self development, and employer-employee relations. An appreciation for life long learning and advancement in the profession will be developed through group discussion.

**MORT 160 C  ORIENTATION TO FUNERAL SERVICE**

*4 Units*

*Four hours lecture per week. CSU*

**Prerequisite:** Admission to Mortuary Science Program; or eligible for admission to the program and employed in funeral service. This course is designed to acquaint the mortuary science student with general information on the practice of the funeral profession. Topics covered include: notification of death, transfer of remains, the arrangement conference, prefunded/preplanned funerals, shipment of remains, cremation, and aftercare, as well as the basic principles of merchandising as it applies to the funeral profession, construction and features of caskets, outer burial containers, and other funeral related products; and methods of display and presentation. In addition, a survey of the history of funeral service with emphasis on ethnic groups that have influenced contemporary funeral principles and practices as well as the progression of associations and education within funeral service will be discussed.

**Required courses are listed in suggested sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 140 C</td>
<td>Educational Planning (Recommended)</td>
<td>1/4</td>
</tr>
<tr>
<td>MORT 160 C</td>
<td>Orientation to Funeral Service</td>
<td>4</td>
</tr>
<tr>
<td>MORT161 C</td>
<td>Restorative Art I</td>
<td>2</td>
</tr>
<tr>
<td>MORT162 C</td>
<td>Embalming I</td>
<td>2</td>
</tr>
<tr>
<td>MORT163 C</td>
<td>Embalming Anatomy/Pathology I</td>
<td>5/5</td>
</tr>
<tr>
<td>MORT164 C</td>
<td>Funeral Service Thanatology I</td>
<td>2</td>
</tr>
<tr>
<td>MORT165 C</td>
<td>Funeral Service Management I</td>
<td>2</td>
</tr>
<tr>
<td>MORT 271 C</td>
<td>Restorative Art II</td>
<td>2</td>
</tr>
<tr>
<td>MORT 272 C</td>
<td>Embalming II</td>
<td>4</td>
</tr>
<tr>
<td>MORT 273 C</td>
<td>Embalming Anatomy/Pathology II</td>
<td>3/5</td>
</tr>
<tr>
<td>MORT274 C</td>
<td>Funeral Service Thanatology II</td>
<td>3</td>
</tr>
<tr>
<td>MORT292 C</td>
<td>Funeral Service Science</td>
<td>2</td>
</tr>
<tr>
<td>MORT 293 C</td>
<td>Mortuary Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>MORT295 C</td>
<td>Funeral Service Management II</td>
<td>4</td>
</tr>
<tr>
<td>COUN 140 C</td>
<td>Educational Planning (Recommended)</td>
<td>1</td>
</tr>
<tr>
<td>MORT 085 C</td>
<td>MORTUARY SCIENCE - WORK EXPERIENCE</td>
<td>4</td>
</tr>
<tr>
<td>SUMMER INTERSESSION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MORT 270 C</td>
<td>Funeral Service Ceremonies</td>
<td>2</td>
</tr>
<tr>
<td>MORT275 C</td>
<td>Law of Mortuary Operation</td>
<td>3</td>
</tr>
<tr>
<td>MORT 291 C</td>
<td>Mortuary Law</td>
<td>3</td>
</tr>
<tr>
<td>MORT 294 C</td>
<td>Funeral Service Counseling</td>
<td>4</td>
</tr>
<tr>
<td>MORT 295 C</td>
<td>Funeral Service Management II</td>
<td>4</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>50</td>
</tr>
</tbody>
</table>

*All General Education units may be taken prior to enrollment in the program or at the completion of the Certificate Program.

**MORT 161 C  RESTORATIVE ART I**

*2 Units*

*One hour lecture and Three hours laboratory per week.*

**Prerequisite:** Completion of, or concurrent enrollment in MORT 163 C. A detailed study is made of each of the facial features and its relationship to a complete restoration. In the laboratory the student has an opportunity to follow through with the modeling in clay of the features studied, both as a single feature and using plaster of Paris heads for reproduction.

**MORT 162 C  EMBALMING I**

*2 Units*

*One hour lecture and Three hours laboratory per week. CSU*

**Prerequisite:** Completion of or concurrent enrollment in MORT 163 C. This course is designed to include basic orientation, history of embalming to present times, moral and sanitary considerations of embalming, methods of handling human remains, including those of a contagious or infectious nature, demonstration of the various methods of preparation and disinfection treatment of bodies contaminated by radiation.

**MORT 163 C  EMBALMING ANATOMY/PATHOLOGY I**

*5½ Units*

*Five and one-half hours lecture per week. CSU*

**Prerequisite:** Admission to Mortuary Science Program. This introductory course is designed for the mortuary science student, surveys general anatomical, physiological and pathological concepts processes and terminology important to the funeral service practitioner in understanding the embalming process, articulating with allied health/forensic professionals, interpreting death certificates and protecting oneself and the public against communicable disease. Also considered are those medical and forensic pathologies presenting particular embalming and restorative problems.

**MORT 164 C  FUNERAL SERVICE THANATOLOGY I**

*2 Units*

*Two hours lecture per week. CSU*

**Prerequisite:** Admission to the Mortuary Science Program. This course is an introduction to thanatology, basic psychological terminology and theories. Emphasis is on the study of grief, bereavement, and mourning. The content provides the knowledge required of the funeral director to work effectively with families as a facilitating agent. The needs of the families served are studied in relation to the design and implementation of the funeral rite.
MORT 165 C  FUNERAL SERVICE MANAGEMENT I
2 Units  
Two hours lecture per week.  

CSU  
Prerequisite: Admission to Mortuary Science Program and completion of, or concurrent enrollment in, MORT 160 C. 
Designed for the mortuary science student, the course is a vocationally oriented survey of funeral service management as it applies to funeral home operations, mortuary management, and financial decision-making. Information presented covers financial statements and their analysis, worksheets, journalizing, receivables, payables, deferrals, and accruals. Inventory costing models, depreciation models, and funeral service payroll accounts are also included.

MORT 270 C  FUNERAL SERVICE CEREMONIES
2 Units  
Two hours lecture per week.  

CSU  
Prerequisite: Admission to the Mortuary Science program and completion of MORT 160 C. This course is designed to introduce the student to funeral service practices and procedures in military, fraternal and religious funerals for a complete understanding of all principles and variations involved.

MORT 271 C  RESTORATIVE ART II
2 Units  
One hour lecture and 
Three hours laboratory per week.  

CSU  
Prerequisite: MORT 161 C and completion of or concurrent enrollment in MORT 273 C. This is a continuation of MORT 161 C with emphasis upon major restorations and explains how all previous restorative art work can be used to complete each type of case. Color theory and cosmetology are discussed. In the lab the student will perform feature modeling in wax on both plaster of Paris and latex heads. In addition there is practical work in cosmetics, hair dressing, color pigments and preparation of death masks.

MORT 272 C  EMBALMING II
4 Units  
Three hours lecture and 
Three hours laboratory per week.  

CSU  
Prerequisite: MORT 162 C and completion of or concurrent enrollment in MORT 273 C. This is a continuation of MORT 162 C, with emphasis upon the development of embalming techniques, of remains having various diseases, treatment of localized areas by supplemental methods of preservation and the application of embalming theories ranging from pre-embalming analysis to funeral home visitation room appearance in a laboratory environment.

MORT 273 C  EMBALMING ANATOMY/PATHOLOGY II
3¾ Units  
Three and one-half hours lecture per week.  

CSU  
Prerequisite: MORT 163 C. Designed for the Mortuary Science student and a continuation of MORT 163 C, the course surveys general anatomical, physiological and pathological concepts as they relate to the various systems of the human body. The digestive, respiratory, urinary, endocrine, nervous and reproductive systems are studied in detail as they relate to preservation and disinfection for safeguard measures in handling and embalming of human remains to protect public health and the embalmer. Throughout the course, terminology is emphasized to facilitate interpretation of death certificates.

MORT 274 C  FUNERAL SERVICE THANATOLOGY II
3 Units  
Three hours lecture per week.  

CSU  
Prerequisite: MORT 164 C. This course is a continuation of MORT164 C, with emphasis on the grief process, normal and abnormal, and the resolution of grief. Follow-up programs initiated by the funeral director are examined in detail as well as community support groups with whom the funeral director participates. Major emphasis is placed on the student identifying problem areas in the field, making a plan for intervention, and making appropriate referrals to community professionals.

MORT 275 C  LAW OF MORTUARY OPERATION
3 Units  
Three hours lecture per week.  

CSU  
Prerequisite: Admission to Mortuary Science Program and completion of or concurrent enrollment in MORT 160 C. 
This course designed for the Mortuary Science student, surveys the American legal system, its development, court systems, and the major bodies of law as they relate to the legal environment in which the funeral business operates. The legal aspects of funeral service contracts, funeral service sales, and the use of commercial paper are also considered. This course will also look at the professional ethics used by funeral service providers as it relates to the legal aspects of the funeral home establishment.

MORT 291 C  MORTUARY LAW
3 Units  
Three hours lecture per week.  

CSU  
Prerequisite: Admission to the Mortuary Science Program and completion of MORT 160 C; or employed in funeral service and preparing to take the funeral director or embalmer examination as verified by the Mortuary Science Department. This course is designed to introduce the mortuary science student to sources of law, legal status of the dead human body, duty of burial, right to control funeral arrangements, final disposition, and liability for funeral expenses; torts involving the dead human body and the funeral director; wills, estate, and probate proceedings; cemeteries and related issues; state and federal laws and regulations pertaining to funeral service; as well as the legal aspects of being a licensed funeral director/mortician. Within this framework, relevant statutes, rules and regulations specific to the state of California are considered. Also covered are the Federal Wage and Hour Act, the Federal Truth in Lending Act, Occupational Safety and Health Act regulations, and the Uniform Anatomical Gift Act.
MORT 292 C  FUNERAL SERVICE SCIENCE
2 Units
Two hours lecture per week.
CSU
Prerequisite: Completion of MORT 162 C. The course is designed to familiarize the Mortuary Science student with the nature of chemicals utilized in the mortuary setting, and to provide a qualitative understanding of the chemical aspects of tissue decomposition and preservation. Embalming of protein and the effects relative to the blood, body pigments and tissue staining are a primary emphasis of the course.

MORT 293 C  MORTUARY COMPUTER APPLICATIONS
2 Units
One and one half hour lecture and
One and one half hour laboratory per week.
CSU
Prerequisite: Admission to the Mortuary Science Program and completion of MORT 160 C. The course is designed to provide the mortuary science student with an overview of considerations relevant to the operation of the funeral home as a small business through the use of hands-on experience with appropriate mortuary science computer software, as well as the Federal Trade Commission Funeral Rule. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

MORT 294 C  FUNERAL SERVICE COUNSELING
4 Units
Four hours lecture per week.
CSU
Prerequisite: MORT 164 C. This is a course aimed at the study of concepts, techniques and procedures used by the funeral director in his/her role as a counselor.

MORT 295 C  FUNERAL SERVICE MANAGEMENT II
4 Units
Four hours lecture per week.
CSU
Prerequisite: MORT 165 C. The course is a continuation of MORT 165 C designed to introduce the mortuary science student to the basic principles of management as they apply to the practice of the funeral profession; to the financial aspects of funeral business operation, concepts of financial management and the use of financial information in decision-making relative to cost analysis and control, pricing, inventory and in assessing the firm’s performance; and credit policies and practices. Emphasis is placed on general management technique and theory as it relates to funeral service practice, and specific areas of funeral service practice and the managerial guidelines for those areas. Basic principles of merchandising, methods of pricing, display, presentation, and control of funeral merchandise as it applies to the funeral profession are also discussed. Additionally, the role and function of an effective manager with emphasis placed on the management functions of planning, organizing, motivating, directing, and controlling, and how to purchase a small business are also covered.

Multi-Cultural Studies in the United States Program

MULTICULTURAL MARKETING CERTIFICATE
This certificate program prepares students to work in the marketing field helping businesses and organizations to serve the needs of customers and clients in a culturally diverse society. Bringing together social science, language arts, and marketing, the certificate enables students to combine their knowledge of different cultural groups’ preferences, behaviors, and languages with marketing skills to create effective product development, promotion, distribution, and pricing strategies.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101C</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 102 C</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
</tbody>
</table>
| or 
| ETHS 231C | Minority Communities in the United States  | 3 (3) |
| MKT 222 C | Principles of Marketing                   | 3     |
| MKT 205 C | Multicultural Markets In U.S.              | 3     |
| Select a minimum of 5 units from the elective courses listed below | 5 |

Total Units Required: 17

Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIN 101C</td>
<td>Elementary Chinese - Mandarin I</td>
<td>5</td>
</tr>
<tr>
<td>FREN 101C</td>
<td>Elementary French I</td>
<td>5</td>
</tr>
<tr>
<td>JAPN 101C</td>
<td>Elementary Japanese I</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 101C</td>
<td>Elementary Spanish I</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 201C</td>
<td>Spanish for Spanish Speakers</td>
<td>5</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE
MULTI-CULTURAL STUDIES
The Cypress College Multi-Cultural Studies in the United States Program for the Associate in Arts Degree is an interdisciplinary program. It is designed to provide students with a knowledgeable view of the culture and institutions that shape the lives of the various under-represented ethnic and gender groups in the United States of America. It is designed to appeal to students from the dominate culture group as well as those from the under-represented groups. Interwoven throughout the curriculum are academic courses that help develop an understanding of the various ways people relate to each other in a pluralistic society. While there is a core of courses designed to give students a common background in multi-culturalism, they may select additional courses in the specific area which most interests them from the elective list. Because of its interdisciplinary approach, the Multi-Cultural Studies in the United States Program does not have a departmental affiliation.
To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETHS/SOC 231 C</td>
<td>Minority Communities in the United States</td>
<td>3</td>
</tr>
<tr>
<td>(To be taken first by students declaring this major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY/SOC 237 C</td>
<td>Cross-Cultural Conflicts in Int Relationships</td>
<td>3</td>
</tr>
<tr>
<td>ETHS/SOC 235 C</td>
<td>The Civil Rights Movement</td>
<td>3</td>
</tr>
<tr>
<td>SOSC/SOC 225 C</td>
<td>Sociology of Women</td>
<td>3</td>
</tr>
<tr>
<td>Select a minimum of 12 units from elective courses below</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Total Units Required</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 121 C</td>
<td>Indians of North America</td>
<td>3</td>
</tr>
<tr>
<td>ENGL247 C</td>
<td>Voices of America/Multi-Cultural Literature</td>
<td>3</td>
</tr>
<tr>
<td>ETHS 142 C</td>
<td>The Chicana/o in Contemporary Society</td>
<td>3</td>
</tr>
<tr>
<td>HIST 130 C</td>
<td>African-American History in the US</td>
<td>3</td>
</tr>
<tr>
<td>HIST 141 C</td>
<td>Introduction to Chicana/o History and Culture</td>
<td>3</td>
</tr>
<tr>
<td>HIST 176 C</td>
<td>The Asian Experience in the US</td>
<td>3</td>
</tr>
<tr>
<td>HIST 270 C</td>
<td>Women in United States History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 275 C</td>
<td>History of California</td>
<td>3</td>
</tr>
<tr>
<td>POSC 209 C</td>
<td>Urban Politics</td>
<td>3</td>
</tr>
</tbody>
</table>

Multimedia

Division of Fine Arts

Division Dean – Kaleta Brown

Faculty
Gerald Burchfield
Joe Gallo
Ian Holmes
Michael Johnson
Robert Johnson
Mark Majarian
Robert Mercer

Counselors
Renay Laguana
Renee Ssensalo-Collins

MULTIMEDIA ART CERTIFICATE
This certificate provides the skills necessary to create interactive projects for distribution on videotape, CD-ROMs, and Web sites.

To earn a certificate, complete the required major courses as listed with a minimum grade of "C" for each course. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM 100 C</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MM 110 C</td>
<td>Visual Communication</td>
<td>3</td>
</tr>
<tr>
<td>PHOT101 C</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART120 C</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ACG 100 C</td>
<td>Intro to Computer Graphics/Mac</td>
<td>3</td>
</tr>
<tr>
<td>ACG 101 C</td>
<td>Intro to Computer Graphics/Win</td>
<td>(3)</td>
</tr>
<tr>
<td>ACG 102 C</td>
<td>Intro to Mac WEB Graphics</td>
<td>(3)</td>
</tr>
<tr>
<td>ACG 103 C</td>
<td>Intro to Win WEB Graphics</td>
<td>(3)</td>
</tr>
<tr>
<td>ACG 134 C</td>
<td>Digital Imaging/Mac</td>
<td>3</td>
</tr>
<tr>
<td>ACG 135 C</td>
<td>Digital Imaging/Win</td>
<td>(3)</td>
</tr>
<tr>
<td>ACG 162 C</td>
<td>Multimedia/Mac</td>
<td>3</td>
</tr>
<tr>
<td>ACG 163 C</td>
<td>Multimedia/Win</td>
<td>(3)</td>
</tr>
<tr>
<td>ACG 164 C</td>
<td>Multimedia Authoring/Mac</td>
<td>3</td>
</tr>
<tr>
<td>ACG 165 C</td>
<td>Multimedia Authoring/Win</td>
<td>(3)</td>
</tr>
<tr>
<td>MUS 124 C</td>
<td>Recording Studio I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 178 C</td>
<td>Digital Music Technology</td>
<td>(3)</td>
</tr>
<tr>
<td>Total Units Required</td>
<td>27</td>
<td></td>
</tr>
</tbody>
</table>
MULTIMEDIA PHOTOGRAPHY CERTIFICATE

This certificate is designed to prepare the student to work with a variety of photographically based digital applications within the field of Multimedia. This flexible module allows the student to develop their own emphasis with in the possible course offerings.

To earn a certificate, complete the required major courses as listed with a minimum grade of “C” for each course. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM 100 C</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MM 110 C</td>
<td>Visual Communication</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 101 C</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT103 C</td>
<td>Photographic Possibilities</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 207 C</td>
<td>Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT208 C</td>
<td>Advanced Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 209 C</td>
<td>Careers in Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 215 C</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT216 C</td>
<td>Advanced Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 217 C</td>
<td>3D Photo Imaging</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

Any one of the following may be substituted for the above except PHOT 103 C, PHOT 215 C, PHOT 207 C because these are prerequisite courses:

- PHOT 050 C Photography Special Projects (This is a portfolio class)
- PHOT104 C Wedding Photography
- PHOT109 C Portrait Photography
- PHOT200 C Conceptual Photography
- PHOT219 C Photography for Publication

Music

Division of Fine Arts

Division Dean – Kaleta Brown

Faculty
Mark Anderman
Sheridan Ball
George Beyer
Helena DeCoro
Joe Gallo
Kathryn Reid

Counselors
Renay Laguana
Renee Sensal-Collins

COMMERCIAL MUSIC - MANAGEMENT CERTIFICATE

A synthesis of Music and Business courses, this certificate enables students to develop the management, marketing, and entrepreneurial skills necessary for success in the Music Industry.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 112 C</td>
<td>The Music Business</td>
<td>3</td>
</tr>
<tr>
<td>MUS 212 C</td>
<td>Music Promotion &amp; Distribution</td>
<td>3</td>
</tr>
<tr>
<td>MKT222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 261 C</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT266 C</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS 117 C</td>
<td>American Popular Music</td>
<td>(3)</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Recommended Electives

- CIS 111 C Computer Literacy-Introduction to Information Systems (3)
- MKT224 C International Marketing (3)
- MUS 055 C Music Work Experience - Vocational (1)

ASSOCIATE IN ARTS DEGREE – MUSIC

The Associate in Arts Degree in Music is designed to prepare the student for a career as a professional musician. This curriculum includes music history and theory, as well as applied instruction and performance experience on his or her particular instrument.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of “C”; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.
Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 103AC</td>
<td>Theory and Musicianship I</td>
<td>4</td>
</tr>
<tr>
<td>MUS 103BC</td>
<td>Theory and Musicianship II</td>
<td>4</td>
</tr>
<tr>
<td>MUS 203AC</td>
<td>Theory and Musicianship III</td>
<td>4</td>
</tr>
<tr>
<td>MUS 203BC</td>
<td>Theory and Musicianship IV</td>
<td>4</td>
</tr>
<tr>
<td>MUS 120</td>
<td>Survey of Music History</td>
<td>3</td>
</tr>
<tr>
<td>MUS 122</td>
<td>Concert Hour</td>
<td>1,1</td>
</tr>
<tr>
<td>MUS 135</td>
<td>Beginning Piano</td>
<td>1,1</td>
</tr>
<tr>
<td>MUS 236</td>
<td>Intermediate Piano</td>
<td>1,1</td>
</tr>
<tr>
<td>MUS 225</td>
<td>Applied Music</td>
<td>1,1,1,1</td>
</tr>
</tbody>
</table>

Select a minimum of 1 unit each semester from the following performing ensembles for a total of 4 units:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 175 C</td>
<td>Swing Band</td>
<td>1,1,1,1</td>
</tr>
<tr>
<td>MUS 260 C</td>
<td>Classical Guitar Ensemble</td>
<td>1,1,1,1</td>
</tr>
<tr>
<td>MUS 271 C</td>
<td>Symphony Orchestra</td>
<td>1,1,1,1</td>
</tr>
<tr>
<td>MUS 273 C</td>
<td>Concert Band</td>
<td>1,1,1,1</td>
</tr>
<tr>
<td>MUS 274 C</td>
<td>Cypress Symphonic Winds</td>
<td>1,1,1,1</td>
</tr>
<tr>
<td>MUS 276 C</td>
<td>Jazz Band</td>
<td>1,1,1,1</td>
</tr>
<tr>
<td>MUS 277 C</td>
<td>Jazz Lab Band</td>
<td>1,1,1,1</td>
</tr>
<tr>
<td>MUS 280 C</td>
<td>Jazz/Musical Theater Choir</td>
<td>1,1,1,1</td>
</tr>
<tr>
<td>MUS 281 C</td>
<td>Concert Choir</td>
<td>1,1,1,1</td>
</tr>
<tr>
<td>MUS 282 C</td>
<td>Cypress Masterworks Chorale</td>
<td>1,1,1,1</td>
</tr>
<tr>
<td>MUS 283 C</td>
<td>Cypress Singers</td>
<td>1,1,1,1</td>
</tr>
<tr>
<td>MUS 284 C</td>
<td>Cypress Meistersingers</td>
<td>1,1,1,1</td>
</tr>
<tr>
<td>MUS 285 C</td>
<td>Chamber Singers</td>
<td>1,1,1,1</td>
</tr>
<tr>
<td>MUS 287 C</td>
<td>Cypress Jazz Singers</td>
<td>1,1,1,1</td>
</tr>
<tr>
<td>MUS 289 C</td>
<td>Gospel Choir</td>
<td>1,1,1,1</td>
</tr>
</tbody>
</table>

Total Units Required: 33

RECORDING ARTS CERTIFICATE

This program was developed for prospective record producers, recording engineers, and songwriters, giving them an insider’s look at the way music is recorded today. Students will gain hands-on experience in “state of the art” facilities.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 055 C</td>
<td>Music Work Experience - Vocational</td>
<td>1</td>
</tr>
<tr>
<td>MUS 112 C</td>
<td>The Music Business</td>
<td>3</td>
</tr>
<tr>
<td>MUS 124 C</td>
<td>Recording Studio I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 178 C</td>
<td>Digital Music Technology</td>
<td>3</td>
</tr>
<tr>
<td>MUS 224 C</td>
<td>Recording Studio II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 224LC</td>
<td>Recording Studio Lab</td>
<td>1</td>
</tr>
<tr>
<td>MUS 176 C</td>
<td>Popular Songwriting</td>
<td>3</td>
</tr>
<tr>
<td>or MUS 177 C</td>
<td>Songwriting Workshop</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Total Units Required: 17

MUSIC TRANSFER PROGRAM

Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Music (MUS)

MUS 055 C  MUSIC WORK EXPERIENCE - VOCATIONAL
1 - 4 Units (Variable Units) (May be taken for credit 4 times)
One hour lecture per week.
Corequisite: Must be enrolled in seven units, including work experience. This course requires a minimum of 5 hours employment in the music industry per week. Provides one unit of credit for each five hours worked per week for a maximum of 4 units each semester.

MUS 100 C  MUSIC LABORATORY
1 - 2 Units (Variable Units) (May be taken for credit 4 times)
Three to six hours laboratory TBA per week.
Credit/No Credit
CSU
Corequisite: Concurrent enrollment in a music course with a lab component. This course is designed to supplement music courses with a lab component. For each 48 hours beyond the requirements of the corequisite class that the student spends in directed laboratory activities one unit of credit will be granted, up to a maximum of two units per semester. All hours must be verified by sign-in sheets and/or computerized attendance.

MUS 101 C  MUSIC FUNDAMENTALS
3 Units
Three hours lecture and
One hour laboratory TBA per week.
UC/CSU, AAGE, CSU GE
An introduction to the fundamentals of music designed for non-music majors. Topics include notation, scales, chords, sight singing, and an introduction to the piano keyboard.
(No UC credit if taken after MUS 103AC.)

MUS 102 C  MUSIC READING
3 Units
Three hours lecture and
One hour laboratory TBA per week.
UC/CSU
This course is designed to teach students how to read music from the printed page. Participants will learn basic skills, such as identifying note names and rhythm values, and will progress to the primary levels of sightsinging and developing the inner ear, a skill vital to every musician.

MUS 103AC  THEORY AND MUSICIANSHIP I
4 Units
Five hours lecture and
One hour laboratory TBA per week.
UC/CSU, CSU GE, IGETC, AAGE, CAN MUS 2
Prerequisite: Ability to read music. Advisory: Concurrent enrollment in a piano class. This is the FIRST COURSE in music theory for music majors. Topics include basic terminology, rhythmic and pitch notation, diatonic scales and triads, intervals, chord progressions and basic cadential formulas, dominant seventh chords, figured bass, non-harmonic tones, sight-singing, and melodic, harmonic, and rhythmic dictation.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Characteristics</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 103BC</td>
<td>THEORY AND MUSICIANSHIP II</td>
<td>4</td>
<td>Four hours lecture and one hour laboratory TBA per week</td>
<td>UC/CSU, CAN MUS 4</td>
<td>This course is a continuation of MUS 103AC. It includes major, minor, and dominant seventh chords, diminished seventh chords, musical texture, voice leading, and part writing in 2 and 4 voices, harmonic progression, sight-singing, melodic and harmonic dictation, and the development of rhythmic reading skills.</td>
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<tr>
<td>MUS 112 C</td>
<td>THE MUSIC BUSINESS</td>
<td>3</td>
<td>Three hours lecture per week</td>
<td>UC/CSU, AAGE</td>
<td>From copyrights to contracts, this course covers the essential elements of the music industry for performers, songwriters, producers, and managers. Topics include intellectual property law (copyrights), management contracts, publishing companies, performance rights societies, licensing procedures, record manufacturing and distribution, and an overall look at the dynamics of the music and entertainment industries. Guest speakers will appear according to availability.</td>
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<tr>
<td>MUS 113 C</td>
<td>JAZZ HISTORY</td>
<td>3</td>
<td>Three hours lecture and one hour laboratory TBA per week</td>
<td>UC/CSU, AAGE, CSU GE</td>
<td>This is a survey course which traces the history and development of jazz music from its inception to the present day. The music, both live and from recordings, is studied from a musical, historical, and sociological standpoint. Concert attendance is required. Open to all students.</td>
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<tr>
<td>MUS 115 C</td>
<td>MUSIC CULTURES OF THE WORLD</td>
<td>3</td>
<td>Three hours lecture and one hour laboratory TBA per week</td>
<td>UC/CSU, AAGE, CSU GE</td>
<td>This course will examine music from Africa, Asia, Eastern Europe, India, Indonesia, Latin America, and indigenous Indian music from North America. The emphasis is on the role of music in society and its relationship to the other arts. Consideration is also given to musical function, style and structure, instruments, and performance traditions.</td>
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<tr>
<td>MUS 116 C</td>
<td>MUSIC APPRECIATION</td>
<td>3</td>
<td>Three hours lecture and one hour laboratory TBA per week</td>
<td>UC/CSU, AAGE, CSU GE, IGETC</td>
<td>A survey of music literature from the Middle Ages to the present. Students will gain an understanding of music as an art form through listening and discussion of choral, orchestral, solo, opera, chamber and jazz works. Concert attendance is required. Open to all students, but designed for the non-music major.</td>
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<tr>
<td>MUS 117 C</td>
<td>AMERICAN POPULAR MUSIC</td>
<td>3</td>
<td>Three hours lecture and one hour laboratory TBA per week</td>
<td>UC/CSU, AAGE, CSU GE, IGETC</td>
<td>This course is an historical and musical study of American popular music from its origin to the present. The primary focus will be on musical styles with secondary emphasis on sociological, political, and economic conditions which influenced the popular music of America. Concert attendance is required. Open to all students.</td>
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<tr>
<td>MUS 118 C</td>
<td>INTRODUCTION TO OPERA</td>
<td>3</td>
<td>Three hours lecture and one hour laboratory TBA per week</td>
<td>UC/CSU, AAGE, CSU GE, IGETC</td>
<td>This course offers an Introduction to Opera course enhanced for honors students in a seminar type setting. Students will survey the standard operatic repertoire in terms of development of musical style, dramatic structure, and performance tradition with emphasis on the appreciation of the art of operatic singing, voice classification, vocal technique and dramatic values. Opportunities for field trips and seminars with performers and directors are included. Concert attendance is required. Open to all students.</td>
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<tr>
<td>MUS 118HC</td>
<td>HONORS INTRODUCTION TO OPERA</td>
<td>3</td>
<td>Three hours lecture and one hour laboratory TBA per week</td>
<td>UC/CSU, AAGE, CSU GE, IGETC</td>
<td>This course offers an Introduction to Opera course enhanced for honors students in a seminar type setting. Students will survey the standard operatic repertoire in terms of development of musical style, dramatic structure, and performance tradition with emphasis on the appreciation of the art of operatic singing, voice classification, vocal technique and dramatic values. Opportunities for field trips and seminars with performers and directors are included. Concert attendance is required. Open to all students.</td>
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<tr>
<td>MUS 119 C</td>
<td>HISTORY OF ROCK MUSIC</td>
<td>3</td>
<td>Three hours lecture and one hour laboratory TBA per week</td>
<td>UC/CSU, AAGE, CSU GE, IGETC</td>
<td>From its earliest beginnings to the present day, this course surveys the inception, evolution, and development of Rock music in America and abroad. In addition to in-depth studies of Rock music and the artists who created it, students will examine the sociological, political, and economic conditions which influenced its development.</td>
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</table>
MUS 120 C  SURVEY OF MUSIC HISTORY
3 Units
Three hours lecture and
One hour laboratory TBA per week.
UC/CSU, AAGE, CSU GE, IGETC, CAN MUS 8
This course is designed for music majors or non-majors with some musical background. Students will study Western stylistical trends, major forms and theory from antiquity to the present. Recordings, video tapes, and live musical performances are used to emphasize material covered in class discussions.

MUS 122 C  CONCERT HOUR
1 Unit (May be taken for credit 4 times)
One hour lecture per week.
CSU, AAGE, CSU GE
The concert hour is set aside for on-campus concerts and recitals. A variety of soloists and ensembles will perform music of many styles from the 16th century through the present. Students will have an opportunity to observe, listen and discuss with performers the characteristics of various musical styles and performance techniques. Open to all students.

MUS 124 C  RECORDING STUDIO I
3 Units
Two hours lecture and
Four hours laboratory per week.
CSU
This class covers the fundamental concepts in audio recording technology. Topics include studio business practices, microphones, mixers, signal processors, the sound field, monitors, recording and editing devices, and synchronization.

MUS 126 C  BEGINNING VOICE
1 Unit (May be taken for credit 2 times)
One hour lecture and
One hour laboratory and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC/CSU, CSU GE
Students will study basic vocal techniques including tone production, breath control, and diction. Songs will be drawn from popular and traditional song literature.

MUS 127 C  MUSIC IN FILM
3 Units
Three hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC/CSU
This course is an introduction to the use of music in motion pictures in terms of dramatic purpose and musical style. Emphasis is on how music reinforces the emotional impact, plot delineation, dramatic pacing, and mood evocation in the film.

MUS 130 C  BEGINNING GUITAR
1 Unit (May be taken for credit 2 times)
One hour lecture and
One hour laboratory and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC/CSU, CSU GE
This course introduces the basics of guitar playing to those with little or no previous experience. Basic technique, playing chords and melodies, and music reading are all covered in detail. Open to all students.

MUS 131 C  ELECTRIC BASS
1 Unit (May be taken for credit 4 times)
One hour lecture and
One hour laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU
This course uses group instruction to teach general techniques for the electric bass guitar. Blues, R&B, rock, pop and jazz styles are emphasized.

MUS 135 C  BEGINNING PIANO
1 Unit (May be taken for credit 4 times)
One hour lecture and
One hour laboratory per week.
UC/CSU, CSU GE
Beginning with the abc’s at middle C, the student learns to read music using familiar songs and pieces in folk and classical styles. Basic chords also help with rock and jazz. The student learns rhythm as the heartbeat of music.

MUS 143 C  BEGINNING STRINGS
1 Unit (May be taken for credit 4 times)
One hour lecture and
One hour laboratory and
One hour laboratory TBA per week.
UC/CSU, CSU GE
This course teaches the fundamentals of string playing for anyone interested in learning to play the violin, viola, violoncello, or string bass. Students must supply their own instruments. Open to all students, no previous experience necessary.

MUS 146 C  WOODWIND CLASS
1 Unit (May be taken for credit 4 times)
One hour lecture and
One hour laboratory and
One hour laboratory TBA per week.
UC/CSU, CSU GE
This is a course for students who wish to play flute, oboe, clarinet, bassoon, or saxophone. Students must supply their own instruments. Open to all students, no previous experience necessary.

MUS 150 C  BEGINNING BRASS
1 Unit (May be taken for credit 4 times)
One hour lecture and
One hour laboratory and
One hour laboratory TBA per week.
UC/CSU, CSU GE
This course teaches the fundamentals of brass playing for anyone who is interested in learning to play the trumpet, French horn, trombone, baritone, or tuba. Students must supply their own instruments. Open to all students, no previous experience necessary.
MUS 152 C   PERCUSSION CLASS
1 Unit (May be taken for credit 4 times)
One hour lecture and
One hour laboratory and
One hour laboratory TBA per week.
UC/CSU
This is a course for students who wish to play drums, timpani, mallet instruments, and other percussion instruments. The class will emphasize basic music reading and rhythmic accuracy. Open to all students, no previous experience necessary.

MUS 156 C   JAZZ IMPROV - INSTRUMENTAL
1 Unit (May be taken for credit 4 times)
One hour lecture and
Two hours laboratory and
One and a quarter hours laboratory TBA per week.
UC/CSU
Advisory: Intermediate level ability on instrument of choice. This class provides instrumental students with the tools and techniques for jazz improvisation. Analysis of harmonic and melodic materials, extensive listening, and performance exercises will assist the student in his/her development as an improviser.

MUS 157 C   JAZZ IMPROVISATION - VOCAL
1 Unit (May be taken for credit 4 times)
One hour lecture and
One hour laboratory and
One and one quarter hours laboratory TBA per week.
UC/CSU
This course offers vocal students training in jazz song-styling techniques focusing on swing, ballad, Latin, blues, and contemporary styles. Topics include rhythmic and melodic improvisation, microphone technique, and scat singing.

MUS 175 C   SWING BAND
1 Unit (May be taken for credit 4 times)
Three hours rehearsal and
One and one quarter hours in sectional rehearsals, recording, program production and/or concerts per week.
UC/CSU
Prerequisite: Audition. Students in this class will be involved in the rehearsal and concert performance of swing music in the style of the “Big Band Era” from the 1930’s to 1950’s.

MUS 176 C   POPULAR SONGWRITING
3 Units
Three hours lecture and
One hour laboratory TBA per week.
CSU
Prerequisite: MUS 101 C or MUS 103 AC. Advisory: Concurrent enrollment in MUS 238 C. This is an introductory to intermediate course in popular songwriting. Students will learn keyboard skills and notation. They will analyze melody, harmony, song form, rhythm, and lyrics as they apply to popular music. Emphasis will be placed on original compositions, and composition by well-known songwriters and recording artists.

MUS 177 C   SONGWRITING WORKSHOP
3 Units (May be taken for credit 4 times)
Three hours lecture and
One hour laboratory TBA per week.
CSU
Prerequisite: MUS 176 C. Advisory: Concurrent enrollment in MUS 238 C. This is an intermediate to advanced workshop in popular songwriting. Students will analyze melody, harmony, song form, rhythm, and lyrics as they apply to popular songs. Emphasis will be placed on original compositions, while studying compositions by well-known songwriters and recording artists.

MUS 178 C   DIGITAL MUSIC TECHNOLOGY
3 Units
Three hours lecture and
One and one-half hour laboratory TBA per week.
CSU
A comprehensive study of how digital technology is used in the music industry today. Designed for students with interest in songwriting, recording, audio production, and/or multimedia. Students will get hands-on experience with MIDI, keyboard synthesizers, sound modules, sequencers, sound editors, notation software, audio file formats (.wav, .mp3, .mid, etc.), and mastering to compact disc.

MUS 203AC  THEORY AND MUSICIANSHIP III
4 Units
Five hours lecture and
One hour laboratory TBA per week.
UC/CSU
Prerequisite: MUS 103 BC. This course is a continuation of MUS 103 BC. Topics include nondominant seventh chords, modulation, secondary dominant and leading-tone chords, binary and ternary form, analysis, sight-singing and ear-training.

MUS 203BC  THEORY AND MUSICIANSHIP IV
4 Units
Five hours lecture and
One hour laboratory TBA per week.
UC/CSU
Prerequisite: MUS 203 AC. This course is a continuation of MUS 203 AC. Topics include borrowed chords, the Neapolitan sixth chord, the augmented sixth chords, ninth, eleventh, and thirteenth chords, sonata-allegro form, chromatic mediant relationships, musical composition, sight-singing and dictation.

MUS 212 C   MUSIC PROMOTION & DISTRIBUTION
3 Units
Three hours lecture per week.
CSU
Music entrepreneurs will learn business procedures to form their own company, emphasizing strategies for the sale and promotion of music. The course covers topics such as the music marketing environment, hands-on marketing techniques, online sales and promotion, and the effects of technology in music publishing.
MUS 218 C  OPERA HISTORY AND LITERATURE
3 Units
Three hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC/CSU
This course deals with the evolution of opera as a multimedia art form. Emphasis is placed on social and cultural influences affecting the development of its history and performance practices from the 17th century to the present. Music of individual composers from various music periods will be studied. Recordings, films, and field trips are used to supplement class discussions. Open to all students. Cost of music concert will not exceed $30.00.

MUS 224 C  RECORDING STUDIO II
3 Units (May be taken for credit 2 times)
Two hours lecture and
Four hours laboratory per week.
CSU
Prerequisite: MUS 124 C. Corequisite: MUS 224LC. This course provides an introduction to digital audio concepts, recorders, synchronization, and the digital audio workstation. Students will be assigned projects in the department’s recording facilities.

MUS 224LC RECORDING STUDIO LAB
1 Unit (May be taken for credit 2 times)
Forty-eight hours laboratory per semester in the Recording Studio facilities.
Credit/No Credit/Letter Grade Option
UC/CSU
Corequisite: MUS 224 C. This course affords supplemental lab time for students enrolled in MUS 224 C. Students will complete individual and/or group projects in recording demonstrating their proficiency with studio techniques, recording, signal processing, mixdown, and audio production.

MUS 225 C  APPLIED MUSIC
1 Unit (May be taken for credit 4 times)
One hour lecture, and one half-hour lesson with a private instructor, and 5 hours of practice in the practice rooms per week.
UC/CSU
Prerequisite: Audition and concurrent enrollment in a performing ensemble. For the student seeking individual instruction on piano, voice, guitar, or any standard band or orchestra instrument. A performance at Faculty Juries is required each semester. Vocal and instrumental students should concurrently enroll in a choir or band class, pianists and guitarists should consult with faculty for an appropriate concurrent course.

MUS 227 C  INTERMEDIATE VOICE
1 Unit (May be taken for credit 2 times)
One hour lecture and
One hour laboratory and
One hour laboratory TBA per week.
UC/CSU
Prerequisite: MUS 126 C or by audition. This course continues the study of vocal performance techniques at an intermediate level. As with the beginning level voice class, the intermediate course deals primarily with tone production, breath control, diction, and choices of popular and traditional song literature.

MUS 229 C  VOCAL REPERTOIRE
1 Unit (May be taken for credit 4 times)
One hour lecture and
One hour laboratory per week.
CSU
Prerequisite: MUS 227 C or by audition. This class provides a workshop environment for the study of vocal repertoire at the intermediate-to-advanced level. Repertoire will be drawn from traditional styles such as art songs, lieder, arias, and oratorios, as well as jazz, musical theater, and contemporary music. Students will focus on the development of their lyric diction and performance skills while being exposed to a wide variety of vocal literature.

MUS 231 C  INTERMEDIATE GUITAR
1 Unit (May be taken for credit 2 times)
One hour lecture and
One hour laboratory and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC/CSU
Prerequisite: MUS 130 C, or by audition. This course continues the study of guitar performance at an intermediate level. Study focuses on the areas of technique, note reading, scales, and chords. A variety of musical styles, from classical to rock, are included in the repertoire.

MUS 232 C  CLASSICAL GUITAR
1 Unit (May be taken for credit 4 times)
One hour lecture and
One hour laboratory per week.
UC/CSU
Prerequisite: Audition. This course involves group instruction in classical guitar technique and interpretation of solo and ensemble literature for the instrument.

MUS 235 C  COMMERCIAL GUITAR AND BASS
1 Unit (May be taken for credit 4 times)
One hour lecture and
One hour laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU
Prerequisite: Audition. This course emphasizes blues, jazz, and rock techniques for intermediate-to-advanced guitarists and bassists. Topics include scales in all positions, chords, arpeggios, accompaniment styles, reading chord charts and sheet music, and practical theory. Students will obtain vocational ‘real world’ experience to prepare them for careers as a professional guitarist and/or bassist.

MUS 236 C  INTERMEDIATE PIANO
1 Unit (May be taken for credit 4 times)
One hour lecture and
One hour laboratory per week.
UC/CSU
Prerequisite: MUS 135 C, or by audition. This is a continuation of skills learned in MUS 135 C. The students will learn to perform more difficult literature in classical and folk styles. There will also be a study of more advanced chords.
<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>UNITS</th>
<th>PREREQUISITES</th>
<th>ATTENDANCE REQUIREMENTS</th>
<th>CREDIT AGENCIES</th>
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<tbody>
<tr>
<td>MUS 237 C</td>
<td>ADVANCED PIANO</td>
<td>1</td>
<td>One hour lecture and</td>
<td>UC/CSU</td>
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<td>One hour laboratory per week.</td>
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<td>Prerequisite: Audition.</td>
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<td>individual instruction in</td>
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<td>piano techniques and in the</td>
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<td>interpretation of standard</td>
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<td>piano literature. This course</td>
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<td>performance medium is the</td>
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<td>piano. There will be</td>
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<td>preparation for recitals.</td>
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<td>MUS 238 C</td>
<td>POPULAR PIANO</td>
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<td>One hour lecture and</td>
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<td>One hour laboratory per week.</td>
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<td>Prerequisite: MUS 135 C or</td>
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<td>by audition. This course</td>
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<td>deals with the study of basic</td>
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<td>chords to allow keyboard</td>
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<td>freedom in improvising and</td>
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<td>song arranging with the use</td>
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<td>of melody and accompaniment</td>
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<td>to develop a creative style</td>
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<td>of playing, essential in</td>
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<td>popular music. It is</td>
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<td>majors as well as music</td>
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<td>MUS 241 C</td>
<td>ORGAN</td>
<td>1</td>
<td>One hour lecture and</td>
<td>UC/CSU</td>
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<td>One hour laboratory per week.</td>
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<td>Prerequisite: MUS 135 C or</td>
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<td>provides a foundation for</td>
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<td>classic and popular</td>
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<td>organ styles. It explores</td>
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<td>basic techniques for manuals</td>
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<td>and spinet/AGO pedals. The</td>
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<td>student plays familiar songs</td>
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<td>and classic literature.</td>
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<td>Practice organs are</td>
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<td>MUS 247 C</td>
<td>ADVANCED WOODWINDS</td>
<td>1</td>
<td>One hour lecture and</td>
<td>UC/CSU</td>
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<td>One hour laboratory per week.</td>
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<td>Prerequisite: MUS 146 C. This</td>
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<td>is a course for advanced</td>
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<td>students who wish to play</td>
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<td>flute, oboe, clarinet,</td>
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<td>bassoon or saxophone.</td>
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<td>MUS 260 C</td>
<td>CLASSICAL GUITAR ENSEMBLE</td>
<td>1</td>
<td>One hour lecture and</td>
<td>UC/CSU</td>
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<td>One hour laboratory per week.</td>
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<td>Prerequisite: Audition. The</td>
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<td>Cypress Classical Guitar</td>
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<td>Ensemble is dedicated to the</td>
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<td></td>
<td></td>
<td>rehearsal and performance of</td>
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<td></td>
<td></td>
<td></td>
<td>standard and contemporary</td>
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<td></td>
<td></td>
<td></td>
<td>literature for the</td>
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<td></td>
<td></td>
<td></td>
<td>classical guitar. The</td>
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<td></td>
<td></td>
<td></td>
<td>ensemble participates in a</td>
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<td></td>
<td></td>
<td></td>
<td>department recital each</td>
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<td></td>
<td></td>
<td></td>
<td>semester.</td>
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</tr>
<tr>
<td>MUS 263 C</td>
<td>BRASS ENSEMBLE</td>
<td>1</td>
<td>One hour lecture and</td>
<td>UC/CSU</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>One hour laboratory and</td>
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<td>One hour laboratory TBA per</td>
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<td>week.</td>
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<td></td>
<td>Prerequisite: Audition. The</td>
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<td></td>
<td></td>
<td></td>
<td>ensemble will rehearse and</td>
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<td></td>
<td>perform traditional and</td>
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<td></td>
<td></td>
<td></td>
<td>contemporary brass ensemble</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>literature. This class is</td>
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<td>open to performers on</td>
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<td>trumpet, French horn,</td>
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<td></td>
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<td></td>
<td>trombone, baritone, and</td>
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<td></td>
<td></td>
<td></td>
<td>tuba. Performances will be</td>
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<td></td>
<td></td>
<td></td>
<td>scheduled each semester.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Units (May be taken for credit 4 times)</td>
<td>Prerequisites</td>
<td>Description</td>
<td></td>
</tr>
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</tr>
<tr>
<td>MUS 280 C</td>
<td>JAZZ/MUSICAL THEATER CHOIR</td>
<td>1</td>
<td>Prerequisite: Audition.</td>
<td>This course is a vocal ensemble for beginning to advanced singers that focuses on repertoire from jazz, musical theater and popular styles. The ensemble will perform in concerts and may also participate in music festivals appropriate to this type of vocal group. Open to both music majors and non-majors.</td>
<td></td>
</tr>
<tr>
<td>MUS 281 C</td>
<td>CONCERT CHOIR</td>
<td>1</td>
<td>Prerequisite: Audition.</td>
<td>The Concert Choir performs an extensive repertoire ranging from Renaissance, Classical, and Baroque selections to contemporary Spirituals, Jazz, and Musical Theater. The choir presents four major concerts each season and participates in regional choral festivals. Open to all singers from the college and neighboring communities. Prospective singers should call for an audition appointment.</td>
<td></td>
</tr>
<tr>
<td>MUS 282 C</td>
<td>CYPRESS MASTERWORKS CHORALE</td>
<td>1</td>
<td>Prerequisite: Audition.</td>
<td>The Masterworks Chorale (80-110 singers) presents four major concerts each year with emphasis on masterworks for choir and orchestra. The Chorale participates in regional music festivals, performs at numerous locations throughout the Los Angeles basin, and tours internationally. Open to students and members of the community with prior singing experience.</td>
<td></td>
</tr>
<tr>
<td>MUS 283 C</td>
<td>CYPRESS SINGERS</td>
<td>1</td>
<td>Prerequisite: Audition.</td>
<td>The Cypress Singers is a group of 18 sopranos and altos which rehearse and perform a variety of repertoire ranging from Renaissance madrigals to contemporary music. The Singers perform in concerts and festivals each year as scheduling permits. Open to both music majors and non-majors by audition.</td>
<td></td>
</tr>
<tr>
<td>MUS 284 C</td>
<td>CYPRESS MEISTERSINGERS</td>
<td>1</td>
<td>Prerequisite: Audition.</td>
<td>This course is designed to accommodate beginning to advanced singers who wish to participate in a choir for basses, baritones and tenors. This ensemble will present several concerts each year and is designed to accommodate both music majors and non-majors.</td>
<td></td>
</tr>
<tr>
<td>MUS 285 C</td>
<td>CHAMBER SINGERS</td>
<td>1</td>
<td>Prerequisite: Audition.</td>
<td>The Chamber Singers is a select group of 24 mixed voices performing a variety of classical repertoire ranging from Renaissance madrigals to contemporary literature. The ensemble performs four major concerts per year, participates in regional music festivals, and performs at numerous locations throughout the Los Angeles basin. Open to both students and members of the community with extensive singing experience.</td>
<td></td>
</tr>
<tr>
<td>MUS 286 C</td>
<td>STAR CAROLERS</td>
<td>1/2</td>
<td>Prerequisite: Audition.</td>
<td>This course is designed to accommodate beginning to advanced singers who wish to participate in a vocal ensemble that focuses on repertoire for the holiday season. The caroling groups will perform at the annual choral department winter concert in December and at a variety of locations in Cypress and surrounding communities. The course is designed to accommodate both music majors and non-majors.</td>
<td></td>
</tr>
<tr>
<td>MUS 287 C</td>
<td>CYPRESS JAZZ SINGERS</td>
<td>1</td>
<td>Prerequisite: Audition.</td>
<td>This course focuses on the rehearsal and performance of traditional and contemporary vocal jazz repertoire accompanied by a small instrumental ensemble. Some emphasis will be placed upon vocal improvisation in the jazz style. The ensemble will perform in concerts and may also participate in jazz and choral music festivals. Student compositions and arrangements are encouraged.</td>
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</tr>
</tbody>
</table>
MUS 289 C  GOSPEL CHOIR
1 Unit (May be taken for credit 4 times)
Three hours rehearsal and
One and one-quarter hours in sectional rehearsals, record -
ing, program production and/or concerts per week.
UC/CSU
Prerequisite: Audition. A choir of mixed voices dedicated to
the study, rehearsal, and public performance of anthems,
spirituals and gospel (traditional and contemporary) music.
This class provides for the learning of the fundamentals of
choir singing. Subsequent enrollment in additional semes-
ters will provide additional skill and competency develop-
ment within the subject matter.

MUS 290 C  MUSICAL THEATER PRODUCTION
1 - 3 Units (Variable Units) (May be taken for credit
4 times)
Twelve hours laboratory per week for maximum credit.
UC/CSU
Prerequisite: Audition. The student will participate in the
study of acting, singing, dancing and instrumental accom-
paniment. Through a rehearsal process the student will
participate in the preparation of a musical production for
public performance. Accompanying responsibilities might
encompass areas of technical theater.

MUS 291 C  ACTING, SINGING AND DANCING
FOR THE MUSICAL THEATER
3 Units (May be taken for credit 4 times)
(Same as THEA 229 C)
Two hours lecture and
Four hours laboratory per week.
UC/CSU, AAGE, CSU GE
Performance methods and practices of musical theater as
they relate to the onstage performer will be investigated. All
types of musical theater are appropriate and performance
in a workshop setting of musical theater literature is
required.

MUS 298 C  MUSIC SEMINAR
½ - 3 Units (Variable Units) (May be taken for
credit 4 times)
Lecture/laboratory hours vary with credit given.
UC Credit Limitation/CSU
Prerequisite: May be required. Various classes may be
offered which are designed to meet the interests and needs
of students.

MUS 299 C  MUSIC INDEPENDENT STUDY
1 - 2 Units (Variable Units) (May be taken for credit
4 times)
Two hours conference per week for maximum credit.
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Con -
tact. This course is designed for capable students who
wish to increase their knowledge and experience in per-
formance or applied areas. Unit credit may range from 1 to
2 units in any given semester. Consult the class schedule
to verify credit for a particular term.

Nursing Program
Registered
Division of Health Science
EFFECTIVE FOR STUDENTS
ENTERING FALL, 1994, AND LATER.

Division Dean – Andrea Hannon
Director of Nursing -

Faculty
Shirley Ashburn
Penny Chin
Darlene Fishman
Carol Harvey
Anna Herzog
Kathleen Kruse
Sally Mc Nay
Noreen O’Brien
Elizabeth Piburn
Elizabeth Putnam
Judy Swytak
Wendy Valencia
Susan Williams
Margaret Wilson
Janet Winckler

Counselors
Kelly Carter
Denise Vo

Accredited by: (NLNAC)
National League for Nursing Accrediting Commission
350 Hudson Street
New York, NY 10014
(212) 989-9393 x153

PHILOSOPHY OF NURSING EDUCATION
The philosophy of the Cypress College Associate in Sci-
ence Degree Nursing Program recognizes the individual as
a whole person who moves toward goals of self-realization
and fulfillment. The individual is self-directed and is respon-
sible for his/her own actions as well as the consequences
of the actions. The faculty of the Department of Nursing
supports this view of the individual in its approach to the
教学 of nursing.

TEACHING/LEARNING
The nursing faculty believes that learning is a dynamic
process which results in behavioral changes. Learning
occurs throughout the life cycle and can aid in maximiza-
tion of any individual’s potentials. The individual student’s
potentials are developed through use of the nursing
process, a professional proactive approach to problem-
solving that may augment the level of health of selected
patients and their families. The curriculum provides oppor-
tunities for facilitating learning based on individual styles of
learning. Self-motivation and active participation in the
classroom and clinical laboratory are necessary compo-
nents of the learning process for adult learners.
The curriculum is organized into learning modules for each unit of content in each nursing course. The modules detail the learning experiences as identified in each course outline. Multiple methods of instruction are utilized to address the content being studied in order to enhance learning, and to provide for individual differences in both teaching and learning styles. The structure and content of the modules is designed to support the department’s philosophy of nursing education which recognizes the student as an individual who moves toward goals of self-realization and fulfillment. The modular approach assists the individual to be self-directed and responsible for his/her own learning.

ROLE OF THE TEACHER AND STUDENT
The role of the teacher is to identify the learning needs of the student and to facilitate the student’s optimal level of learning achievement. Asystematic approach, similar to the nursing process, is utilized to assist the student in assessment of learning needs, development of learning goals, selection and implementation of learning methods and strategies, and evaluation of outcomes. Differences in individual needs, learning styles, ethnicity and cultural background are essential considerations in effective teacher-student relationships.

CURRICULUM MODEL
The nursing curriculum model is based on a conceptual framework which focuses on the individual within his/her family and community. The individual exhibits needs at varying levels within the biopsychosocial/spiritual domains. The purpose of the model is to provide a framework to which the students can relate course content and nurse-patient interaction. The conceptual model encourages the use of varied theories which explain a person’s behavior in response to his/her environment. Abraham Maslow’s Hierarchy of Needs is emphasized to examine human needs and behavior as the person moves toward the ultimate goal of self-actualization. Learning experiences are planned to incorporate the health needs of individuals in all age and developmental groups at various placements on the health-illness continuum.

NURSING AND THE NURSING PROCESS
The function of nursing is to identify the needs of the client/family and to promote or support the client/family’s optimal level of adaptation on the health-illness continuum. The nurse’s role is to assess and diagnose the behavioral responses and intervene on behalf of the client to achieve maximal wellness. The nursing process, based on the application of principles derived from the biological and behavioral sciences, is used as a systematic approach in the planning, implementation, and evaluation of individualized nursing care for a client/family.

NURSING AND PERSONAL RESPONSIBILITY FOR HEALTH PROMOTION PRACTICES
The Cypress College nursing faculty recognizes the value of high-level wellness and supports the concept of the nurse being a positive role model for health practices. Each nursing faculty member and each nursing student will assume personal responsibility for implementing behaviors which promote positive growth on the wellness continuum. The entering student needs to be aware of his/her health-promoting behaviors in the area of general health (i.e., rest and sleep, nutrition, therapeutic recreation). The student should also be aware of and avoid behaviors detrimental to health which include substance abuse (use of illicit drugs, misuse of either prescribed or over-the-counter medications, smoking, intake of potential toxins) and eating disorders.

SPECIAL REQUIREMENTS, EQUIPMENT AND EXPENSES INCURRED BY NURSING STUDENTS UPON ENROLLMENT IN THE NURSING PROGRAM
This information is intended to assist those who are planning enrollment in the registered nursing program in preparing for educational expenses. In addition to enrollment fees payable at registration, the nursing student incurs additional expenses necessary for attendance and satisfactory completion of the program. Advance planning can help prevent financial hardship upon acceptance into the program. It is the goal of the nursing department to require only those purchases that are essential to success in the program in order to minimize student expense, yet these costs do exceed those typically encountered in general education courses. The nursing student should anticipate an expenditure of approximately $2,000 over the two years of enrollment in nursing program courses.

For each nursing course the student is required to purchase prescribed or over-the-counter medications, smoking, intake of potential toxins) and eating disorders.
The general information provided here is designed to assist you in planning for your expenses when enrolled in the nursing program. Information regarding the specific requirements in place at the time of initial enrollment into nursing clinical courses is provided at a mandatory orientation meeting scheduled for applicants selected each semester.

ASSOCIATE IN SCIENCE DEGREE PROGRAM
REGISTERED NURSING

The program educates nursing students for patient/client services in a variety of health care settings. Clinical experience in hospitals and other health care agencies is correlated with classroom instruction. At the satisfactory completion of all courses and the specified general education requirements at Cypress College, the individual will receive an Associate in Science degree and will be eligible to write the Registered Nursing State Licensing Examination. (If you have been convicted of a felony, you will be required to state this on the licensure examination application. It may affect your eligibility to write this examination.)

The nursing program is accredited by California State Board of Registered Nursing. For the requirements to complete the Associate in Science Degree, see the Graduation Requirements for the Associate Degree section of this catalog.

MINIMUM STANDARDS FOR APPLICANTS

1. Eligibility for admission to Cypress College.
2. High school graduation, or passing of the General Education Development Test (GED), or the High School Proficiency Test, or a graduate of an accredited college.
3. Good physical and mental health as determined by a medical examination upon admission to the program. In compliance with the State Board of Registered Nursing Guidelines, no student with impaired health status (which includes use of legal or illegal drugs, alcohol, or other chemicals) shall be admitted or allowed to remain enrolled in the Nursing Program. Students applying to the Nursing Program with a history of substance abuse, physical impairment, or mental/emotional impairment shall be required to provide proof of active participation in a recognized treatment program at the time of application. Evidence of continuing rehabilitation may be required if admitted or re-admitted to the Nursing Program. These standards are necessary for the Cypress College Registered Nursing Program to be in compliance with the Board of Registered Nursing Guidelines and maintain full accreditation.
4. Total college grade point average (GPA) of 2.0 ("C") or better.
5. Eligibility for ENGL 100 C, as determined by counselor from placement test scores and other data or completion of ENGL 060 C with a "C" or better.
6. NURS 190 C, (2 Units), with a grade of "C" or better.
7. BIOL210 C, (5 units), or comparable Anatomy and Physiology course with lab (taken within five years of enrollment in the nursing program) with a grade of "C" or better. (Chemistry is strongly recommended.)

Note: If Anatomy (BIOL 230 C) is taken separately, it must be completed prior to application and Physiology (BIOL240 C) must be completed prior to entering the nursing program. (7-9 Units).

APPLICATION PROCEDURES

A separate application, in addition to the college application form, is required for admission into the Nursing Program. These applications must be obtained and completed, in person, at the Health Science Division Counseling Office, Cypress College, 9200 Valley View, Cypress, CA 90630. Please note: F-1 Visa students will not be accepted for admission into any program when applications for qualified U.S. citizens exceed space available.

APPLICATION DEADLINES

FALL CLASS ADMISSION (August start)
February—First ten (10) working days—may be extended until class limit is met—Application must be completed in person at the Health Science Counseling Office, Health Science Building (TE III).
March 15—All supporting documents must be returned to the Health Science Counseling Office. It is the applicant’s responsibility to insure that all documents have been received.
May 31—Selection of class completed.

SPRING CLASS ADMISSION (January start)
September—First ten (10) working days—may be extended until class limit is met—Applications must be completed in person at the Health Science Counseling Office, Health Science Building (TE III).
October 15—All supporting documents must be returned to the Health Science Counseling Office. It is the applicant’s responsibility to insure that the documents have been received.
December 31—Selection of class completed.

Note: Contact the Health Science Counseling Office for specific final days of application and the last day to return materials because of holidays or weekends. All applicants who wish to remain on the applicant list must file an updated application every year during the application period in September. Your name will remain on the rank and chronological list to be considered for selection. If you have completed additional requirement classes you will need to come to the Health Science Counseling office to file an Application for Reevaluation form during the application period in either September or February. Please check brochure for dates. Contact the Health Science Counseling Office for further information. Selection criteria subject to change, contact the Health Science Counselors for current information.

REGISTERED NURSING CURRICULUM

Nursing courses must be taken in specific sequence. For further information, see a Health Science Counselor. The student must attain a minimum grade of “C” in each required course to continue in the program.

Required Courses are listed in required sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIO210 C</td>
<td>Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>NURS 190 C</td>
<td>Health Care Concepts in Nursing</td>
<td>2</td>
</tr>
</tbody>
</table>

Nursing / 231
TRANSFER OF CREDIT

Transfer credit for nursing courses taken from another accredited institution may be granted provided the applicant meets the Cypress College Department of Nursing entrance requirements and space is available in the program. Contact the Health Science Counseling Office for written policy and procedure.

Credit will be granted on an individual basis after evaluation by the Department of Nursing. Transfer credit for equivalent general education courses required by the Department of Nursing will be granted if the course has been completed at an accredited college.

Any required course in the biological or social sciences listed below, completed over five years previous to the time the student applied to the program, must be repeated or the student may receive credit by challenge examination, or be evaluated on an individual basis.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>NURS 190 C</td>
<td>Health Care Concepts in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>**BIOL210 C</td>
<td>Anatomy and Physiology with Lab</td>
<td>5 (Chemistry prerequisite strongly recommended)</td>
</tr>
<tr>
<td>**/+BIOL220 C</td>
<td>Medical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>+PSY 101 C</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 090 C</td>
<td>Transitions to Nursing Process &amp; Professional Nursing Management</td>
<td>3 1/2</td>
</tr>
</tbody>
</table>

*May be challenged by examination. Contact Health Science Counselor for testing dates.
*Required course which must be taken prior to admission to the nursing program. The course is designed to assist career mobility students preparing to enter the Registered Nursing Program.

PREREQUISITES

Completion of the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 19 C</td>
<td>Pharmacology in Nursing I</td>
<td>1</td>
</tr>
<tr>
<td>*PSY 101 C</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>***BIOL220 C</td>
<td>Medical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NURS 192 C</td>
<td>Nursing Process &amp; Professional Nursing Management I</td>
<td>4 1/2</td>
</tr>
<tr>
<td>NURS 193 C</td>
<td>Nursing Process &amp; Professional Nursing Management II</td>
<td>3 1/2</td>
</tr>
<tr>
<td>NURS 197 C</td>
<td>Nursing Process &amp; Professional Nursing Management IV</td>
<td>16 1/2</td>
</tr>
</tbody>
</table>

**SEMESTER I**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>NURS 195 C</td>
<td>Pharmacology in Nursing II</td>
<td>1</td>
</tr>
<tr>
<td>*SOC 101 C</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 100 C</td>
<td>College Writing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 196 C</td>
<td>Nursing Process and Professional Nursing Management III</td>
<td>5</td>
</tr>
<tr>
<td>NURS 197 C</td>
<td>Nursing Process &amp; Professional Nursing Management IV</td>
<td>16 1/2</td>
</tr>
</tbody>
</table>

**SEMESTER II**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 100 C</td>
<td>Human Communication</td>
<td>3</td>
</tr>
<tr>
<td>NURS 291 C</td>
<td>Pharmacology in Nursing III</td>
<td>1</td>
</tr>
<tr>
<td>NURS 292 C</td>
<td>Nursing Process and Professional Nursing Management V</td>
<td>5</td>
</tr>
<tr>
<td>NURS 293 C</td>
<td>Nursing Process and Professional Nursing Management VI</td>
<td>3 1/2</td>
</tr>
<tr>
<td>NURS 294 C</td>
<td>Nursing Process and Professional Nursing Management VII</td>
<td>3</td>
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</tbody>
</table>

**SEMESTER III**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 295 C</td>
<td>Pharmacology in Nursing IV</td>
<td>1/2</td>
</tr>
<tr>
<td>**MATH 020 C</td>
<td>Elementary Algebra</td>
<td>4</td>
</tr>
<tr>
<td>NURS 296 C</td>
<td>Nursing Process and Professional Nursing Management VIII</td>
<td>3 1/2</td>
</tr>
<tr>
<td>NURS 297 C</td>
<td>Nursing Process &amp; Professional Nursing Management IX</td>
<td>5</td>
</tr>
<tr>
<td>*Art/Humanities (Category C2)</td>
<td>Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

**SUMMER SESSION**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Art/Humanities (Category C1)</td>
<td>Requirement</td>
<td>3</td>
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</table>

**SEMESTER IV**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 298 C</td>
<td>Nursing Process and Professional Nursing Management</td>
<td>3 1/2</td>
</tr>
<tr>
<td>NURS 191 C</td>
<td>Pharmacology in Nursing I</td>
<td>1</td>
</tr>
<tr>
<td>+NURS 192 C</td>
<td>Nursing Process &amp; Professional Nursing Management I</td>
<td>4 1/2</td>
</tr>
<tr>
<td>+NURS 193 C</td>
<td>Nursing Process &amp; Professional Nursing Management II</td>
<td>3 1/2</td>
</tr>
</tbody>
</table>

**CAREER MOBILITY: LICENSED VOCATIONAL NURSE/LICENSED PSYCHIATRIC TECHNICIAN TO REGISTERED NURSE**

The nursing program provides an opportunity for Licensed Vocational Nurses and Licensed Psychiatric Technicians to complete the Registered Nursing curriculum. The individual completing the registered nursing program and general education requirements is eligible to take the Registered Nursing State Licensing Examination. As a graduate of the Cypress College Registered Nursing Program, the student will receive an Associate in Science degree.

**MINIMUM STANDARDS FOR APPLICANTS**

1. Eligibility for admission to Cypress College.
2. High school graduation or passing of the General Education Development (GED) test or the High School Proficiency Test or a graduate of an accredited college.
3. Good physical and mental health as determined by a medical examination upon admission to the program. In compliance with the State Board of Registered Nursing Guidelines, no student with impaired health status (which includes use of legal or illegal drugs, alcohol, or other chemicals) shall be admitted or allowed to remain enrolled in the Nursing Program. Students applying to the Nursing Program with a history of substance abuse, physical impairment, or mental/emotional impairment shall be required to provide proof of active participation in a recognized treatment program at the time of application. Evidence of continuing rehabilitation may be required if admitted or re-admitted to the Nursing Program. These standards are necessary for the Cypress College Registered Nursing Program to be in compliance with the Board of Registered Nursing Guidelines, and maintain full accreditation.
4. Verification of completion of a program or its equivalent preparing for a Licensed Vocational Nurse or Psychiatric Technician.
5. Successful completion of the Career Mobility Proficiency Exams. (See Health Science Counselor for specific information on testing criteria and procedures.)
6. Successful completion of the Career Mobility Clinical Skills Validation Performance Exam. (See Health Science Counselor for specific information on testing criteria and procedures.)
7. Total college grade point average (GPA) of 2.0 (“C”) or better.
8. Eligibility for ENGL 100 C, as determined by counselor from placement test scores, completion of ENGL 060 C with a grade of “C” or better, and other data.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>NURS 190 C</td>
<td>Pharmacy in Nursing I</td>
<td>1</td>
</tr>
<tr>
<td>**BIOL210 C</td>
<td>Anatomy and Physiology with Lab</td>
<td>5 (Chemistry prerequisite strongly recommended)</td>
</tr>
<tr>
<td>**BIOL220 C</td>
<td>Medical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>+PSY 101 C</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 090 C</td>
<td>Transitions to Nursing Process &amp; Professional Nursing Management</td>
<td>3 1/2</td>
</tr>
</tbody>
</table>

*May be challenged by examination. Contact Health Science Counselor for testing dates.
**Must be within ten years of application.
+May be in progress at the time of application, but must be completed prior to acceptance in the Nursing Program.
APPLICATION DEADLINES
FALL OR SPRING CLASSES
October through April applications must be completed in person at the Health Science Counseling Office. A counseling appointment is mandatory to review program and application procedure.

APPLICATION REQUIREMENTS
1. Must have completed all prerequisites.
2. Possess a current California LVN or PT license.
3. Must have completed application procedures, and have placement on the applicant list.
4. Satisfactory completion of NURS 090 C, with a grade of “C” or better.
5. File application for placement on the Mobility Placement List following satisfactory completion of NURS 090 C. This form is available from the Health Science Counseling Office.

CAREER MOBILITY: LVN/PT TO REGISTERED NURSE
General Education requirements – the following courses must be completed prior to expected date of graduation with a grade of “C” or better.

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<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENGL 100 C</td>
<td>College Writing</td>
<td>3</td>
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<tr>
<td>SOC 101 C</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPOH 100 C</td>
<td>Human Communication</td>
<td>3</td>
</tr>
<tr>
<td>MATH 020 C</td>
<td>Elementary Algebra</td>
<td>4</td>
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<tr>
<td></td>
<td>Art Humanities Requirement</td>
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<tr>
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<td>Category C1 Course</td>
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<tr>
<td></td>
<td>Category C2 Course</td>
<td>3</td>
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<tr>
<td></td>
<td>Physical Education Requirement</td>
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</table>

NOTE: All Cypress College graduates must meet the following two requirements: Cultural Pluralism (beginning with the Fall 2000 catalog, the nursing program meets the requirement) and Reading Proficiency. See counselor/catalog.

Seventeen and one half units may be awarded for holders of a valid California Vocational Nursing license. Credits are posted to transcripts upon completion of all other graduation requirements. Students must show a copy of their current California license to the Director of Nursing to be eligible for this credit.

Twelve and one half units may be awarded for holders of a valid California Psychiatric Technician license. Credits are posted to transcripts upon completion of all other graduation requirements. Students must show a copy of their current California license to the Director of Nursing to be eligible for this credit.

LICENSED VOCATIONAL NURSE TO REGISTERED NURSE
Required courses are listed in sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td></td>
<td><strong>SEMMETER I</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 292 C</td>
<td>Nursing Process and Professional</td>
<td>5</td>
</tr>
<tr>
<td>NURS 293 C</td>
<td>Nursing Process and Professional</td>
<td>3½</td>
</tr>
<tr>
<td>NURS 294 C</td>
<td>Nursing Process and Professional</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>SEMMETER II</strong></td>
<td></td>
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<tr>
<td>NURS 295 C</td>
<td>Pharmacy in Nursing IV</td>
<td>½</td>
</tr>
<tr>
<td>NURS 296 C</td>
<td>Nursing Process and Professional</td>
<td>3½</td>
</tr>
<tr>
<td>NURS 297 C</td>
<td>Nursing Process and Professional</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>20½</td>
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PSYCHIATRIC TECHNICIAN TO REGISTERED NURSE

<table>
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<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>NURS 196 C</td>
<td>Nursing Process and Professional</td>
<td></td>
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<tr>
<td>NURS 197 C</td>
<td>Nursing Process and Professional</td>
<td></td>
</tr>
<tr>
<td>NURS 292 C</td>
<td>Nursing Process and Professional</td>
<td></td>
</tr>
<tr>
<td>NURS 294 C</td>
<td>Nursing Process and Professional</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>SEMMETER III</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 295 C</td>
<td>Pharmacy in Nursing IV</td>
<td>¼</td>
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<tr>
<td>NURS 296 C</td>
<td>Nursing Process and Professional</td>
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<tr>
<td>NURS 297 C</td>
<td>Nursing Process and Professional</td>
<td>5</td>
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<tr>
<td></td>
<td>Total Units Required</td>
<td>25½</td>
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</table>

CAREER MOBILITY: LICENSED VOCATIONAL NURSE TO NON – DEGREE REGISTERED NURSE
A Licensed Vocational Nurse may apply for admission to the Registered Nursing Program to meet the requirements for licensure of the State Board of Registered Nursing in California. Thirty-Unit Option applicants shall have equal access to open space in the required nursing courses.

MINIMUM STANDARDS FOR APPLICANTS
1. Applicants must meet Cypress College entrance requirements.
2. Verification of completion of a program or its equivalent, preparing for a Licensed Vocational Nurse.
3. Satisfactory completion of BIOL 210 C, with Lab, 5 Units (or equivalent) with a grade of “C” or better.
4. Satisfactory completion of (or concurrent enrollment in) BIOL 220 C, (or equivalent) with a grade of “C” or better.

APPLICATION DEADLINES
FALL OR SPRING CLASSES
October through April—Applications must be completed in person at the Health Science Counseling Office. A counseling appointment is mandatory to review program and application procedure.

SELECTION PROCEDURE
Applications normally exceed capacity. Applicants should obtain specific information and counseling information sheets from the Health Science Counseling Office. It is the applicant’s responsibility to verify that documents, transcripts and records are on file.

30-UNIT NON-DEGREE OPTION
CAREER MOBILITY: LICENSED VOCATIONAL NURSE TO NON-DEGREE REGISTERED NURSE
A Licensed Vocational Nurse may apply for admission to the Nursing Program to meet the requirements for licensure of the State Board of Registered Nursing in California. Thirty-Unit Option applicants shall have equal access to open space in the required nursing courses.
CURRICULUM
Courses MUST be taken in this specified sequence:
Natural Science Requirement – 9 Units

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>BIOL210 C</td>
<td>Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL220 C</td>
<td>Medical Microbiology</td>
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Nursing Requirement – 20 Units

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<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>NURS 090 C</td>
<td>Transitions to Nursing Process &amp; Professional Nursing Management</td>
<td>3½</td>
</tr>
<tr>
<td>NURS 292 C</td>
<td>Nursing Process and Professional Nursing Management V</td>
<td>5</td>
</tr>
<tr>
<td>NURS 293 C</td>
<td>Nursing Process and Professional Nursing Management VI</td>
<td>3½</td>
</tr>
<tr>
<td>NURS 294 C</td>
<td>Nursing Process and Professional Nursing Management VII</td>
<td>3</td>
</tr>
<tr>
<td>NURS 297 C</td>
<td>Nursing Process &amp; Professional Nursing Management IX</td>
<td>5</td>
</tr>
<tr>
<td>Total Units Required</td>
<td>29</td>
<td></td>
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</tbody>
</table>

ASSOCIATE IN SCIENCE DEGREE FOR REGISTERED NURSES FROM A DIPLOMA SCHOOL OF NURSING

This program is designed to enable a Registered Nurse from a diploma school of nursing to earn an Associate in Science Degree. Diploma Nursing School graduates with a current California license will receive 40 units of credit towards an Associate in Science Degree upon completion of general education and residency requirements at Cypress College. For the requirements to complete the Associate in Science Degree, see the Graduation Requirements for the Associate Degree section of this catalog. A petition is required for students requesting a waiver if 50% of their coursework in the major was not completed at Cypress College. See your Health Science Counselor.

Nursing Four Year

TRANSFER PROGRAM

Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Nursing (NURS)

NURS 090 C  TRANSITIONS TO NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT

3½ Units

Two hours lecture and
Four and one-half hours laboratory per week.
Prerequisite: Licensed Vocational Nurse (LVN), or Licensed Psychiatric Technician (LPT) and successful completion of career mobility proficiency exams and skills validation test. This course is designated for the LVN/LPT who is preparing to enter the Registered Nursing career ladder program. The course will enhance theoretical and technical nursing skills in areas such as communication, asepsis, fluid and electrolytes, and pharmacology. Students will develop in-depth skill in utilization of the nursing process. Major emphasis is placed on assessment of patients’ biopsychosocial needs. This course emphasizes specific knowledge and skills not included in LVN/PT curricula. $19.00 Laboratory Fee - PAYABLE AT REGISTRATION.

NURS 091 C  STRATEGIES FOR SUCCESS IN NURSING

½ Unit

One-half hour lecture per week.
Credit/No Credit/ Letter Grade Option
This course is designed as a preparatory seminar for nursing students. The course will begin to develop the skills needed to succeed in a health care curriculum where students must be able to assimilate knowledge and apply it in a clinical practice setting. The course will provide students with behavioral and problem solving tools to develop personal and professional strategies for success in the health care field.

NURS 095 C  REGISTERED NURSING WORK EXPERIENCE

1 - 4 Units (Variable Units) (May be taken for credit 4 times)

One hour lecture and
Five hours (minimum) employment per week in an approved acute health care agency.
Prerequisite: Successful completion of NURS 193 C and concurrent enrollment in the Registered Nursing Program. This course focuses upon exploring work related issues in an acute medical-surgical hospital setting. The course will provide work experience enabling students to apply previously learned theory and clinical skills in which the student has demonstrated competence. As required by Board of Registered Nursing regulations, no new skills will be taught.

NURS 099 C  NURSING INDEPENDENT STUDY

¼ - 2 Units (Variable Units) (May be taken for credit 4 times)

Hours will vary according to units given.
Credit/No Credit/ Letter Grade Option
This course is designed for capable students enrolled in the Registered Nursing program or options of the program who wish to increase their knowledge and experience in applied areas. Students will participate in independent study on assigned areas under staff supervision.

NURS 101 C  CRITICAL THINKING AND NURSING PROCESS

¼ - 2 Units (Variable Units) (May be taken for credit 4 times)

Hours will vary according to units given.
Credit/No Credit/ Letter Grade Option
CSU
Prerequisite: Acceptance in the Nursing Program or Registered Nurse. The focus of this course is one of assisting students in the development of critical thinking skills and the application of those skills to the nursing process. The role of analysis, synthesis and theory in the nursing process will be addressed. Case studies and nursing situations will be presented and the student will be guided through analysis of data in order to develop appropriate nursing diagnoses, patient goals/outcomes and nursing interventions. This course is an elective for students who desire additional assistance in developing nursing process skills. Computer simulations and computer testing will be used within this course. $3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

234 / Nursing
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Credit/No Credit/Letter Grade Option</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 103 C</td>
<td>BASIC HEALTH ASSESSMENT</td>
<td>1/2</td>
<td>CSU</td>
<td>One hour lecture per week for nine weeks. Prerequisite: NURS 192 C.</td>
</tr>
<tr>
<td>NURS 104 C</td>
<td>INTRODUCTION TO ECG INTERPRETATION</td>
<td>1/2</td>
<td>CSU</td>
<td>One hour lecture per week for nine weeks. Prerequisite: NURS 192 C, LVN.</td>
</tr>
<tr>
<td>NURS 105 C</td>
<td>BASIC CARDIO-PULMONARY NURSING</td>
<td>1</td>
<td>CSU</td>
<td>One hour lecture per week for nine weeks. Prerequisite: NURS 292 C.</td>
</tr>
<tr>
<td>NURS 105HC</td>
<td>HONORS BASIC CARDIOPULMONARY NURSING</td>
<td>1</td>
<td>CSU</td>
<td>One hour lecture per week for nine weeks. Prerequisite: NURS 292 C.</td>
</tr>
</tbody>
</table>
| NURS 107 C | PAIN MANAGEMENT FOR NURSES                               | 1     | CSU                                  | One hour lecture per week. Prerequisite: NURS 192 C or licensed health care profes -
|            |                                                          |       |                                      | sional. Corequisite: Concurrent enrollment in, or successful completion of NURS 191 C or licensed health care profes -sional. |
| NURS 108 C | NURSING CARE OF THE ORTHOPAEDIC PATIENT                   | 1/2   | CSU                                  | One-half hour of lecture per week. Prerequisite: Successful completion of NURS 192 C or licensure as an RN, LVN, RPT, LPT. |
| NURS 190 C | HEALTH CARE CONCEPTS IN NURSING                          | 2     | CSU                                  | Two hours lecture per week. Prerequisite: Acceptance in the Nursing Program, LVN or PT. Corequisite: NURS 192 C and NURS 193 C. |
| NURS 191 C | PHARMACOLOGY IN NURSING I                                | 1     | CSU                                  | One hour lecture per week. Prerequisite: NURS 192 C or licensed health care profes -
|            |                                                          |       |                                      | sional. Corequisite: Concurrent enrollment in, or successful completion of NURS 191 C or licensed health care profes -sional. |

*CSU* - California State University

NURS 105HC: Duplicate credit not granted for NURS 105C.

NURS 107 C: Professional. Corequisite: Concurrent enrollment in, or successful completion of NURS 191 C or licensed health care profession. This course introduces the student to pain assessment and management strategies for use in daily clinical practice, based on the California Board of Registered Nursing’s Pain Management Policy. Physiologic, psychologic, sociologic, and cultural aspects of pain are examined within the context of the nursing process. The student will learn to effectively prevent and control patient pain and improve patient outcomes by pharmacologic and non-pharmacologic means. Ethical issues and barriers to effective pain management are considered.

NURS 108 C: Professional. Corequisite: Concurrent enrollment in, or successful completion of NURS 191 C or licensed health care profession. This course introduces the student to pain assessment and management strategies for use in daily clinical practice, based on the California Board of Registered Nursing’s Pain Management Policy. Physiologic, psychologic, sociologic, and cultural aspects of pain are examined within the context of the nursing process. The student will learn to effectively prevent and control patient pain and improve patient outcomes by pharmacologic and non-pharmacologic means. Ethical issues and barriers to effective pain management are considered.

NURS 105 HC: Professional. Corequisite: Concurrent enrollment in, or successful completion of NURS 191 C or licensed health care profession. This course introduces the student to pain assessment and management strategies for use in daily clinical practice, based on the California Board of Registered Nursing’s Pain Management Policy. Physiologic, psychologic, sociologic, and cultural aspects of pain are examined within the context of the nursing process. The student will learn to effectively prevent and control patient pain and improve patient outcomes by pharmacologic and non-pharmacologic means. Ethical issues and barriers to effective pain management are considered.

NURS 107 C: Professional. Corequisite: Concurrent enrollment in, or successful completion of NURS 191 C or licensed health care profession. This course introduces the student to pain assessment and management strategies for use in daily clinical practice, based on the California Board of Registered Nursing’s Pain Management Policy. Physiologic, psychologic, sociologic, and cultural aspects of pain are examined within the context of the nursing process. The student will learn to effectively prevent and control patient pain and improve patient outcomes by pharmacologic and non-pharmacologic means. Ethical issues and barriers to effective pain management are considered.

NURS 108 C: Professional. Corequisite: Concurrent enrollment in, or successful completion of NURS 191 C or licensed health care profession. This course introduces the student to pain assessment and management strategies for use in daily clinical practice, based on the California Board of Registered Nursing’s Pain Management Policy. Physiologic, psychologic, sociologic, and cultural aspects of pain are examined within the context of the nursing process. The student will learn to effectively prevent and control patient pain and improve patient outcomes by pharmacologic and non-pharmacologic means. Ethical issues and barriers to effective pain management are considered.
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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| **NURS 192 C** NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT I | 4½ Units  
Two and one-half lecture hours and  
Six laboratory hours per week.  
CSU  
Prerequisite: Acceptance in the Nursing Program; NURS 190 C, BIOL 210 C. This course is an introduction to the nursing process, applying Maslow’s hierarchy to nursing technology and the scientific mind. The course is designed to provide the student with fundamental provider of care roles and critical thinking skills in order to develop and deliver a basic plan of care. The nursing management portion of the course is designed to socialize the beginning nursing student to the professional role of nursing. Models of health care delivery systems and organizations will be explored. Nursing issues regarding patient rights, ethical and legal standards, and the use of professional communication will be applied to nursing theory and practice. $19.00 Laboratory Fee - PAYABLE AT REGISTRATION. |
| **NURS 193 C** NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT II | 3½ Units  
One and one-half lecture hours and  
Six laboratory hours per week.  
CSU  
Prerequisite: NURS 190 C and NURS 192 C. Corequisite: NURS 191 C. This course provides specialized knowledge to plan and deliver nursing care, based on the nursing process, to the older adult. Included in the healthy aging concept is a compilation of age-associated issues and preventive health considerations for the senior. This course is designed to socialize the beginning nursing student to the professional role of nursing as it relates to the care of the older adult. Models of health care delivery systems and organizations for the senior will be explored. Nursing issues regarding patient rights, ethical and legal standards, and the use of professional therapeutic communication will be applied to nursing theory and practice. |
| **NURS 195 C** PHARMACOLOGY IN NURSING II | 1 Unit  
One hour lecture per week.  
CSU  
Prerequisite: Acceptance in the Nursing Program, LVN, PT or completion of NURS 191 C and NURS 193 C. This pharmacology course correlates with the content in NURS 196 C and NURS 197 C. Theoretical concepts for the assessment of patient responses to medication and the safe administration of medications in health care settings will be emphasized. By the end of this course, students will demonstrate competency on a written exam in advanced calculations using ratio and proportion methods to calculate dosages for parenteral medications and IV flow rates for mainlines and piggyback medications. The therapeutic effects, interactions, adverse effects, and the identification of nursing implications of drug administration will be presented for selected drug categories (cardiac-pulmonary medications, antibiotics, gastrointestinal/antacids, coagulation/thrombotic medications, vitamins, estrogens, oxytocia, renal medications, and insulin and hypoglycemic). |
| **NURS 196 C** NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT III | 5 Units  
Two and one-quarter hours lecture and  
Eight and one-quarter hours laboratory per week.  
CSU  
Prerequisite: NURS 191 C and NURS 193 C. Corequisite: NURS 195 C. This course prepares the student to apply the nursing process to develop nursing care strategies. Focus will be on complex nursing interventions that require psychosocial assessment and therapeutic communications. The course introduces the student to the basic concepts of patient teaching and the role of research application. The professional nursing management portion of the course is designed to build on previous knowledge and skills. Emphasis will be on enhancing styles of effective communication, psychosocial assessment and intervention, and patient teaching skills. The student will learn to apply Maslow’s theory in prioritizing patient needs in multiple patient situations. The student will have the opportunity to learn and practice accountability and responsibility for professional actions as a member of the health care team. |
| **NURS 197 C** NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT IV | 3½ Units  
One and three-quarter hours lecture and  
Five and one-quarter hours laboratory per week.  
CSU  
Prerequisite: NURS 191 C, NURS 192 C, NURS 193 C, and NURS 196 C. Corequisite: NURS 195 C. This course assists the student in applying previously learned concepts of the nursing process to the specialized population of the pregnant woman, newborn, and family. The professional management and leadership of this course will focus on the understanding of legal responsibilities, styles of leadership, and beginning research utilization. Emphasis will be placed on collegial communications which will enhance the student’s understanding of the need for accountability and responsibility as a professional member of the health care team. Based on previous learning, the student will be expected to identify and prioritize patient needs for a group of assigned patients. |
| **NURS 291 C** PHARMACOLOGY IN NURSING III | 1 Unit  
One hour lecture per week.  
CSU  
Prerequisite: Acceptance in the Nursing Program, LVN, PT or completion of NURS 195 C, NURS 196 C, and NURS 197 C. Corequisite: NURS 292 C. This course correlates with the content in NURS 292 C, NURS 293 C, and NURS 294 C. Theoretical concepts for the safe assessment and administration of medications in the health care setting are emphasized. The role of the nurse in evaluating patient response to drugs will be emphasized. The therapeutic effects, interactions, adverse effects, and the identification of nursing implications of drug administration will be presented for selected drug categories (endocrine/hormonal, antineoplastic/antimetabolites, anticonvulsants, antipsychotics, antidepressants, antiparkinson, and anticholinergics). Assessment and evaluation of the nutritional and fluid and electrolyte needs of the adult and geriatric patient will be presented. Replacement therapies, IV calculations, and caloric calculations will be emphasized. |
NURS 292 C NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT V
5 Units
Two and one-quarter hours lecture and
Eight and one-quarter hours laboratory per week.
CSU
Prerequisite: NURS 195 C, and NURS 197 C, and acceptance in the Nursing Program. Corequisite: NURS 291 C.
This course prepares the student to apply the nursing process to individuals with more complex nursing care, developmental, and sociological needs. Prioritizing nursing care for multiple patients will be emphasized. Health education needs of patients and barriers to learning will be explored. Students will learn to recognize the need for current application of research utilization to improve nursing care. The professional role of the nurse in assisting clients to locate and utilize appropriate community resources will be emphasized. Managerial skills will be fostered in the area of team management, quality assessment, and change agent strategies. Personal professional development issues will cover continuing education, value systems, self-analysis, and health care team collaborations.

NURS 293 C NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT VI
3½ Units
One and three-quarter hours lecture and
Five and one-quarter hours laboratory per week.
CSU
Prerequisite: NURS 291 C and NURS 292 C. This course presents historical, cultural, and contemporary research concepts as related to the mental health-illness continuum. Through use of the nursing process and communication, individual emotional needs are assessed and nursing interventions are theoretically designed to promote more effective resolution of these needs. Emphasis is placed on interpersonal process through self-awareness, use of self as a therapeutic agent, and use of community resources. The professional role of the nurse is expanded in the areas of ethical, legal, and patient advocacy issues of the mentally ill.

NURS 294 C NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT VII
3 Units
One and one-half hour lecture and
Four and one-half hours laboratory per week.
CSU
Prerequisite: NURS 291 C and NURS 292 C. Corequisite: NURS 293 C. This course builds on previous medical-surgical knowledge and skills in applying the nursing process in the older adult with complex multiple system problems. Emphasis will be on lifestyle and physical changes, the process of initiating health referrals, and the outcome criteria for evaluating the client’s response to teaching and learning. The student will also explore interventions to increase the client’s capacity in relation to activities of daily living. This course emphasizes the professional role of the nurse in assisting clients to locate and utilize appropriate community resources. Managerial skills will be fostered in the area of team management, quality assessment, and change agent strategies. Personal professional developmental issues will cover continuing education, value systems, self-analysis, and health care team collaboration.

NURS 295 C PHARMACOLOGY IN NURSING IV
½ Unit
One-half hour lecture per week.
CSU
Prerequisite: Acceptance in the Nursing Program, LVN, PT or completion of NURS 291 C, NURS 292 C, NURS 293 C and NURS 294 C. Corequisite: NURS 296 C. This course correlates with the content in NURS 294 C, and NURS 297 C. Theoretical concepts for the safe assessment and administration of medications in the health care setting are emphasized. The role of the nurse in evaluating patient response to drugs will be emphasized. The therapeutic effects, interactions, adverse effects, and the identification of nursing implications of drug administration in pediatric and acute medical-surgical conditions will be presented. Dosage calculations for pediatric clients, physiological differences in the adult versus pediatric clients, and fluid resuscitations for burn clients will be presented.

NURS 296 C NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT VIII
3½ Units
One and three-quarter hours lecture and
Five and one-quarter hours laboratory per week.
CSU
Prerequisite: NURS 291 C, NURS 292 C, NURS 293 C and NURS 294 C. Corequisite: NURS 295 C. This course assists the student in applying previously learned nursing concepts and skills to the pediatric patient. The student will apply growth and development concepts to the care of multiple patients, utilizing appropriate teaching strategies for children and families in preparation for home care. Accountability, outcome evaluation, professional development, health care team dynamics, ethical issues, and professional trends will be examined. Participation in facility in-service projects and use of current literature is expected.

NURS 297 C NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT IX
5 Units
Two and one-quarter hours lecture and
Eight and one-quarter hours of laboratory per week.
CSU
Prerequisite: NURS 291 C, and NURS 296 C. Corequisite: NURS 295 C. This course provides advanced theory necessary to administer comprehensive nursing care to adults with acute unstable medical-surgical disorders. The professional nursing management component will examine accountability, outcome evaluation, professional development, health care team dynamics, ethical issues, and professional trends. The skills and knowledge transfer component will provide the student with multiple learning tools for applying theory to promote synthesis and competence necessary for entry into practice. Minimum $22.00 - Maximum $25.00 Laboratory Fee - PAYABLE AT REGISTRATION.
Office Administration

Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

Faculty
Patricia Dellinger
Jerrilyn Hayes-Williams
Behzad Izadi
Alireza Moady
Patricia Pelachik
Jan Stoltz
Donna Woo
Penn Wu

Counselors
Jean England
Don Tyrrell

ASSOCIATE IN SCIENCE DEGREE
ADMINISTRATIVE ASSISTANT

This curriculum is designed to prepare students for employment in a business office as an administrative assistant or administrative secretary. Upon completion, the student will have completed a variety of training in the creation of business documents, using the Internet, the daily procedures of an office, and the current computer software being used in today's office.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 102 C</td>
<td>Intermediate Comp. Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CIS 112 C</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 103 C</td>
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<td>(3)</td>
</tr>
<tr>
<td>CIS 150 C</td>
<td>Intro. to Business Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 250 C</td>
<td>Word Proc.–Machine Operations</td>
<td>4</td>
</tr>
<tr>
<td>CIS 115 C</td>
<td>Desktop Publishing PageMaker</td>
<td>2</td>
</tr>
<tr>
<td>CIS 251 C</td>
<td>Advanced Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>MGT 055 C</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>OFF 048 C</td>
<td>Records Administration</td>
<td>1</td>
</tr>
<tr>
<td>OFF 049 C</td>
<td>Computerized Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>CIS 108 C</td>
<td>Introduction to Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 160 C</td>
<td>Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

ADMINISTRATIVE ASSISTANT CERTIFICATE

This curriculum is designed to prepare students for employment in a business office as an administrative assistant or administrative secretary. Upon completion, the student will have completed a variety of training in the creation of business documents, using the Internet, the daily procedures of an office, and the current computer software being used in today's office.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

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<tr>
<td>or</td>
<td>CIS 112 C</td>
<td>(3)</td>
</tr>
<tr>
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<td>Advanced Computer Keyboarding</td>
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<tr>
<td>or</td>
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<td>(3)</td>
</tr>
<tr>
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</tr>
<tr>
<td>OFF 049 C</td>
<td>Computerized Office Procedures</td>
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</tr>
<tr>
<td>CIS 108 C</td>
<td>Introduction to Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 160 C</td>
<td>Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 088 C</td>
<td>Managing Personnel</td>
<td>1/2</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>30½ - 35½</td>
</tr>
</tbody>
</table>

ASSOCIATE IN SCIENCE DEGREE
ADMINISTRATIVE SUPPORT

This curriculum is designed to prepare students with skills in computer software and office administration for employment as an administration support employee to a manager or supervisor in a general office setting.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

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<tr>
<td>or</td>
<td>CIS 112 C</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 103 C</td>
<td>Advanced Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CIS 113 C</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 150 C</td>
<td>Intro. to Business Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 250 C</td>
<td>Word Proc.–Machine Operations</td>
<td>4</td>
</tr>
<tr>
<td>CIS 115 C</td>
<td>Desktop Publishing PageMaker</td>
<td>2</td>
</tr>
<tr>
<td>CIS 251 C</td>
<td>Advanced Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>MGT 055 C</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>MGT 111 C</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 099 C</td>
<td>Bookkeeping Principles &amp; Prac.</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACCT 101 C</td>
<td>(4)</td>
</tr>
<tr>
<td>OFF 048 C</td>
<td>Records Administration</td>
<td>1</td>
</tr>
<tr>
<td>OFF 049 C</td>
<td>Computerized Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>CIS 108 C</td>
<td>Introduction to Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 160 C</td>
<td>Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 155 C</td>
<td>Web Publishing w/MS FrontPage</td>
<td>2</td>
</tr>
<tr>
<td>CIS 075 C</td>
<td>Business Skills Development (MS Excel)</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>CIS 080 C</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 132 C</td>
<td>Spreadsheet – Excel for Windows</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 075 C</td>
<td>Business Skills Development (MS Access)</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>CIS 142 C</td>
<td>(3)</td>
</tr>
<tr>
<td>MGT 088 C</td>
<td>Managing Personnel</td>
<td>1/2</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>30½ - 35½</td>
</tr>
</tbody>
</table>

ADMINISTRATIVE SUPPORT CERTIFICATE

This curriculum is designed to prepare students with skills in computer software and office administration for employment as an administration support employee to a manager or supervisor in a general office setting.
To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**CERTIFIED PROFESSIONAL SECRETARY CERTIFICATE**

This program is for secretaries who are preparing for the CPS Examination which is administered by the Institute for Certifying Secretaries, a department of the National Secretaries Association, International. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 102</td>
<td>Intermediate Comp. Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CIS 112</td>
<td>Document Formatting</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 103</td>
<td>Advanced Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CIS 113</td>
<td>Business Simulations</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Intro. to Business Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 250</td>
<td>Word Proc.-Machine Operations</td>
<td>2</td>
</tr>
<tr>
<td>MGT 111</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MGT 211</td>
<td>Writing for Business</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 099</td>
<td>Bookkeeping Principles &amp; Prac.</td>
<td>3</td>
</tr>
<tr>
<td>ACCT101C</td>
<td>Financial Accounting</td>
<td>(4)</td>
</tr>
<tr>
<td>OFF 049</td>
<td>Computerized Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>CIS 108</td>
<td>Introduction to Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 155</td>
<td>Web Publishing w/MS FrontPage</td>
<td>2</td>
</tr>
<tr>
<td>CIS 075</td>
<td>Business Skills Development (MS Excel)</td>
<td>1</td>
</tr>
<tr>
<td>CIS 132C</td>
<td>Spreadsheet – Excel for Windows</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 075C</td>
<td>Business Skills Development (MS Access)</td>
<td>1</td>
</tr>
<tr>
<td>MGT 049</td>
<td>Managerial Personnel</td>
<td>(½)</td>
</tr>
</tbody>
</table>

**Total Units Required**: 30½ - 35½

**LEGAL SECRETARY/ADMINISTRATIVE ASSISTANT I CERTIFICATE**

This certificate program prepares the student for an entry-level position as a clerk or secretary/administrative assistant in the court system, in a law office, or in a legal office in business or industry.

**Required courses are listed in suggested sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 102</td>
<td>Intermediate Comp. Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Intro. to Business Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 250</td>
<td>Word Proc.-Machine Operations</td>
<td>2</td>
</tr>
<tr>
<td>MGT 041</td>
<td>Survey of Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MGT 262</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units Required**: 17

**LEGAL SECRETARY/ADMINISTRATIVE ASSISTANT II CERTIFICATE**

This certificate program prepares a student for an entry-level position as a clerk or secretary/administrative assistant in the court system, in a law office, or in a legal office in business or industry.

**Required courses are listed in suggested sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 041</td>
<td>Survey of Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MGT 262</td>
<td>Principles of Management</td>
<td>3</td>
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</table>

**Total Units Required**: 42
To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

### Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFF 048 C</td>
<td>Records Administration</td>
<td>1</td>
</tr>
<tr>
<td>MGT 041 C</td>
<td>Survey of Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CIS 103 C</td>
<td>Advanced Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CIS 113 C</td>
<td>Business Simulations</td>
</tr>
<tr>
<td>or</td>
<td>OFF 049 C</td>
<td>Computerized Office Procedures</td>
</tr>
<tr>
<td>MGT 055 C</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>CTRP 076 C</td>
<td>Court Procedures</td>
<td>1½</td>
</tr>
<tr>
<td>CTRP 080 C</td>
<td>Internship: Law Office</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td></td>
<td><strong>13½ - 14½</strong></td>
</tr>
</tbody>
</table>

### OFFICE ASSISTANT CERTIFICATE

This certificate program will prepare the student for an entry-level position in a business office. Upon successful completion of this certificate program, students will be eligible to work as an Office Assistant, Data Entry Operator, Receptionist, or General Office Clerk.

To earn a certificate, complete the required courses as listed with a minimum grade of "C”. At least 50% of all course work must be completed at Cypress College.

### Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
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</tr>
<tr>
<td>CIS 101 C</td>
<td>Beginning Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CIS 102 C</td>
<td>Intermediate Comp. Keyboarding</td>
</tr>
<tr>
<td>or</td>
<td>CIS 112 C</td>
<td>Document Formatting</td>
</tr>
<tr>
<td>or</td>
<td>CIS 108 C</td>
<td>Introduction to Internet</td>
</tr>
<tr>
<td>or</td>
<td>CIS 150 C</td>
<td>Intro. to Business Computers</td>
</tr>
<tr>
<td>or</td>
<td>CIS 255 C</td>
<td>Machine Dictation &amp; Trans.</td>
</tr>
<tr>
<td>or</td>
<td>OFF 045 C</td>
<td>Office Procedures</td>
</tr>
<tr>
<td>or</td>
<td>OFF 048 C</td>
<td>Records Administration</td>
</tr>
<tr>
<td>or</td>
<td>MGT 055 C</td>
<td>Business English</td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### Optometry

#### OPTOMETRY TRANSFER PROGRAM

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

### Pharmacy

#### PHARMACY TRANSFER PROGRAM

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.
Philosophy and Religious Studies

Division of Social Science

Division Dean, Kay Andrews

Philosophy and Religious Studies (PHIL)

PHIL 098 C PHILOSOPHY NON-TRANSFER SEMINAR
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary with credit given. Prerequisite: May be required. (See class schedule). This course offers a lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

PHIL 100 C INTRODUCTION TO PHILOSOPHY
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC, CAN PHIL 2
This course is a survey of the mysteries and meaning of human life and philosophy’s efforts to deal with them. How philosophy originated; how it differs from religion, science and art; its implications for, and impact on Western civilization. The main concerns of philosophy: man, reason, religion, art, language, truth, knowledge and freedom. These and other topics of interest to the student and per instructor will be investigated. Eligibility for ENGL100 C recommended.

PHIL 110 C RELIGIONS OF THE EAST
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
This course is an examination of the philosophical foundations of religion, and an elaboration of the precise Eastern contributions of Hinduism, Buddhism, Confucianism, Taoism, Zen Buddhism and others as deemed necessary by the instructor. A field trip may be required by the instructor. Eligibility for ENGL 100 C recommended.

PHIL 120 C RELIGIONS OF THE MIDDLE EAST AND WEST
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
This course is a review of the “religions of the Book”, especially Zoroastrianism, Judaism, Christianity, and Islam, and the forces which helped shape them. Special emphasis is placed on an objective, scholarly reading of the Judeo-Christian scriptures. The course examines some trends of religion in the 19th and 20th centuries. Eligibility for ENGL 100 C recommended.

PHIL 160 C INTRODUCTION TO ETHICS
3 Units
Three hours lecture per week.
UC/CSU, AAGE, UC/CSU GE, IGETC, CAN PHIL 4
This course is a systematic examination of the concepts of good/right and evil/wrong in classic, modern, and contemporary ethical thought. Concrete application of moral values and principles to daily living are exposed. Eligibility for ENGL 100 C recommended.

PHIL 170 C LOGIC AND CRITICAL THINKING
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC, CAN PHIL 6
This course focuses on an understanding of the relationship of language to logic which should lead to the ability to identify and evaluate various inductive and deductive arguments. The course is also concerned that students become aware of semantic confusions and of the nature and importance of definitions. The minimal competence expected of the student is the ability to distinguish fact from judgment, belief from knowledge and skills in inductive and deductive processes, including an understanding of the formal and informal fallacies. The evaluation of an extended argument may be required by the instructor and designed to satisfy the critical thinking requirement for those planning to transfer to the CSU system. Eligibility for ENGL100 C recommended.

PHIL 172 C CRITICAL THINKING/WRITING
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: ENGL100 C with a grade of “C” or better. This course will cover all the standard topics of a traditional critical thinking course: form vs. content; inductive vs. deductive logic; validity and truth and soundness of arguments; difference between fact, judgment, and belief; requirements of good definitions; and the standard formal and informal fallacies as reflected in evaluative writing. Progress toward the refining of various writing skills will be evaluated in the writing and re-writing of the extended argument as well as other areas of the course. This course is specifically designed to meet the IGETC critical thinking/writing requirement.
PHIL 176 C  PHILOSOPHY OF SCIENCE AND CRITICAL THINKING
3 Units
Three hours lecture per week.
UC/CSU
This course is designed for students who want to understand the structure of science, its methodology, and how it differs from pseudo-science. Emphasis is on the use of critical thinking methods as used in science which includes the ability to distinguish fact from judgment, belief from knowledge, skills used in elementary inductive and deductive processes along with an understanding of the formal and informal fallacies of language and thought. Eligibility for ENGL 100 C recommended; a course in science recommended, but not required.

PHIL 201 C  HISTORY OF PHILOSOPHY: ANCIENT AND MEDIEVAL
3 Units
Three hours lecture per week.
UC/CSU, CAN PHIL 8
This course is an historical introduction to the Western philosophic tradition. Selected philosophers will be examined from each of the following periods: Ancient Greek and Medieval.

PHIL 202 C  HISTORY OF PHILOSOPHY: MODERN
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
This is a survey of Western philosophical thought from the Renaissance to the present. The course emphasizes political philosophy, but may also include the development of semantics, epistemology, ethics, logic and/or metaphysics. It examines the influence on modern life of past philosophical movements, as well as the influence of the great philosophers of the past five centuries. Eligibility for ENGL 100 C recommended.

PHIL 225 C  JESUS AND HIS INTERPRETERS
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU
This course is a systematic introduction to the historical study of Jesus of Nazareth. It focuses upon: the various ways in which Jesus is depicted in the traditions of the Bible, in particular, the Synoptic Gospels, the Gospel of John, and the epistles of Paul; Jesus as critically reconstructed by New Testament scholarship with a view to answering the question of what (if anything) can be known historically regarding his teaching and life, e.g., whether Jesus considered himself to be the Messiah; and Jesus as variously portrayed in the arts, especially, painting, film, and music.

PHIL 230 C  PHILOSOPHY OF RELIGION
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
This course is a philosophical exploration and critique of the grounds of religious concepts and claims. Includes a consideration of man’s religious nature as evidenced by historic, contemporary and “primitive” cultures. The course also examines the nature of religion and the spectrum of positions ranging from monotheism to atheism. There will also be an investigation of the logical, historical and biblical arguments adduced as evidence of a Divine Being along with (a) revelation and faith; (b) mysticism; (c) religious symbolism; (d) life after death; and (e) the special nature of religious language. Eligibility for ENGL 100 C recommended.

PHIL 269 C  PHILOSOPHY, HUMAN SEXUALITY AND RELIGION
3 Units
Three hours lecture per week.
UC/CSU
This interdisciplinary course is a systematic examination of the philosophical and religious aspects of human sexuality. The course includes an historical overview of the major philosophical and religious theories about sexuality in the context of a discussion of basic ethical theories. It specifically examines the topics of sex, gender equality, pornography, premarital sex, fidelity, abortion, homosexuality, romantic love, and marriage and family.

PHIL 298 C  PHILOSOPHY SEMINAR
1/2 - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary with credit given.
UC Credit Limitation/CSU
Prerequisite: May be required. (See class schedule). This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from 1/2 unit to 3 units. Consult class schedule for the offerings a particular semester.

PHIL 299 C  PHILOSOPHY INDEPENDENT STUDY
1 Unit (May be taken for credit 3 times)
Varying hours of scheduled conferences per week according to instructor.
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Contract. Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.
Photography

Division of Fine Arts

Division Dean – Kaleta Brown

Faculty
Jerry Burchfield
Robert Johnson
Clifford Lester

Counselor
Jane Jepson

ASSOCIATE IN ARTS DEGREE PHOTOGRAPHY
This program is designed to prepare students for entry into occupational photographic fields. A student may also elect to work toward a transfer into a four-year institution, in the field of Fine Arts.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of “C”; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT101 C</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT103 C</td>
<td>Photographic Possibilities</td>
<td>3</td>
</tr>
<tr>
<td>PHOT105 C</td>
<td>Photography Graphics</td>
<td>2</td>
</tr>
<tr>
<td>PHOT109 C</td>
<td>Portrait Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT200 C</td>
<td>Conceptual Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT201 C</td>
<td>Intro to Professional Photo</td>
<td>3</td>
</tr>
<tr>
<td>PHOT202 C</td>
<td>Contemporary Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT203 C</td>
<td>Lighting and Studio Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PHOT204 C</td>
<td>History and Aesthetics of Photo</td>
<td>3</td>
</tr>
<tr>
<td>PHOT207 C</td>
<td>Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT209 C</td>
<td>Careers in Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT211 C</td>
<td>Zone System Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT215 C</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT216 C</td>
<td>Advanced Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT219 C</td>
<td>Photography for Publication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required 44

Electives:
*ART 120 C  Two-Dimensional Design  3
*ART179 C  Drawing for Non-Art Majors  2
ENGL095 C  Effective Writing  3
MG 161 C  Introduction to Business  3
MG 261 C  Small Business Management  3
MG 266 C  Human Relations in Business  3
MKT 103 C  Principles of Advertising  3
*MKT 208 C  Principles of Selling  3

*Recommended elective

ADVERTISING AND ILLUSTRATIVE PHOTOGRAPHY CERTIFICATE
The Advertising and Illustrative Photography Certificate is designed to prepare students for starting their own business or for employment within the advertising industry.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT201 C</td>
<td>Intro to Professional Photo</td>
<td>3</td>
</tr>
<tr>
<td>PHOT203 C</td>
<td>Lighting and Studio Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 205 C</td>
<td>Studio Practices</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 6 units from the electives listed below

Total Units Required 6

Electives:
PHOT207 C  Color Photography  3
PHOT209 C  Careers in Photography  3
PHOT215 C  Digital Photography  3

COLOR PHOTOGRAPHY CERTIFICATE
The Color Photography Certificate is designed to prepare the student for entry-level employment within the Photo Lab/Service Bureau industry. Students are trained in the use of state-of-the-art printing and processing equipment.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT201 C</td>
<td>Intro to Professional Photo</td>
<td>3</td>
</tr>
<tr>
<td>PHOT203 C</td>
<td>Lighting and Studio Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 6 units from the electives listed below

Total Units Required 6

Electives:
PHOT207 C  Color Photography  3
PHOT215 C  Digital Photography  3
PHOT216 C  Advanced Digital Photography  3
PHOT219 C  Photography for Publication  3

CREATIVE PHOTO ARTS CERTIFICATE
The Creative Photo Arts Certificate is designed to prepare students for a career as an individual artist or as an employee in the visual arts.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT201 C</td>
<td>Conceptual Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT203 C</td>
<td>Contemporary Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT204 C</td>
<td>History and Aesthetics of Photo</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 6 units from the electives listed below

Total Units Required 15

Electives:
PHOT207 C  Color Photography  3
PHOT215 C  Digital Photography  3
PHOT220 C  Alternative Photo Processes I  3

DIGITAL PHOTOGRAPHY CERTIFICATE
The Digital Photography Certificate is designed to prepare students to work with variety of photographically based digital applications within the fields of photography and multimedia.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT 207 C</td>
<td>Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT215 C  Digital Photography</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHOT217 C  3D Photo Imaging</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Units Required 12
MULTIMEDIA PHOTOGRAPHY CERTIFICATE

This certificate is designed to prepare the student to work with a variety of photographically based digital applications within the field of Multimedia. This flexible module allows the student to develop their own emphasis within the possible course offerings.

To earn a certificate, complete the required major courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM 100 C</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MM 110 C</td>
<td>Visual Communication</td>
<td>3</td>
</tr>
<tr>
<td>PHOT101 C</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT103 C</td>
<td>Photographic Possibilities</td>
<td>3</td>
</tr>
<tr>
<td>PHOT207 C</td>
<td>Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT208 C</td>
<td>Advanced Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT209 C</td>
<td>Careers in Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT215 C</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT216 C</td>
<td>Advanced Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT217 C</td>
<td>3D Photo Imaging</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

Any one of the following may be substituted for the above except PHOT 103 C, PHOT 215 C, PHOT 207 C because these are prerequisite courses:

PHOT050 C Photography Special Projects 3
PHOT104 C Wedding Photography 3
PHOT109 C Portrait Photography 3
PHOT200 C Conceptual Photography 3
PHOT 219 C Photography for Publication 3

PHOTOGRAPHY CERTIFICATE

The certificate program in photography allows the student to prepare for entry into an occupational photographic field.

To earn a certificate, complete the required courses listed below, plus 3 additional units from the list of suggested electives listed below with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT101 C</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 103 C</td>
<td>Photographic Possibilities</td>
<td>3</td>
</tr>
<tr>
<td>PHOT109 C</td>
<td>Portrait Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT201 C</td>
<td>Introduction to Professional Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT207 C</td>
<td>Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT209 C</td>
<td>Careers in Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT215 C</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>Select a minimum of 3 units from the electives below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Units Required</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

Electives:

PHOT208 C Advanced Color Photography 3
PHOT216 C Advanced Digital Photography 3
PHOT217 C 3D Photo Imaging 3
ART120 C Two-Dimensional Design 3
ART179 C Drawing for Non-Art Majors 2
ENGL095 C Effective Writing 3
MGT 161 C Introduction to Business 3
MGT 261 C Small Business Management 3
MKT 101 C Principles of Selling 3

PHOTOGRAPHY BASIC SKILLS CERTIFICATE

The Photography Basic Skills Certificate is designed to provide the student with a set of fundamental skills that will allow them to further proceed within the photography program and also find potential entry-level employment at camera stores, photo labs and service bureaus. Students are trained in a broad range of skills encompassing basic camera operations and structure, basic printing techniques, and basic studio procedures and practices.

To earn a certificate, complete the required courses with a grade of “C” or better. All course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT101 C</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT103 C</td>
<td>Photographic Possibilities</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

PORTRAIT & WEDDING PHOTOGRAPHY CERTIFICATE

The Portrait & Wedding Photography Certificate is designed to prepare students for starting their own business or for employment within the wedding/portrait industry.

To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT104 C</td>
<td>Wedding Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT109 C</td>
<td>Portrait Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT207 C</td>
<td>Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT209 C</td>
<td>Careers in Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT215 C</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

PHOTOGRAPHY TRANSFER PROGRAM

Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Photography (PHOT)

PHOT 050 C PHOTOGRAPHY - SPECIAL PROJECTS
3 Units (May be taken for credit 3 times)

One hour lecture and Six hours laboratory per week.
Corequisite: PHOT 102 C. Advisory: PHOT 103 C. Designed to allow the student to specialize in one particular phase of photography under the close supervision of the instructor. Students will be required to meet periodic deadlines and do some classroom assignments that are loosely structured to allow creativity. This should be the final class that the student takes before leaving the photography program. $20.00 Lab - oratory Fee - PAYABLE AT REGISTRATION.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT 055 C</td>
<td>PHOTOGRAPHY - WORK EXPERIENCE - VOCATIONAL</td>
<td>1 - 4</td>
<td>(Variable Units) (May be taken for credit 4 times)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>One hour lecture plus five hours of supervised employment per week in photographic occupations for each unit of credit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: Must be enrolled in seven units, including work experience. Concurrent enrollment in Photography Program. The course requires a minimum of five hours employment in a photography related occupation per week. Refer to class schedule for an explanation of unit credit.</td>
</tr>
<tr>
<td>PHOT 101 C</td>
<td>INTRODUCTION TO PHOTOGRAPHY</td>
<td>3</td>
<td>Two hours lecture and Four hours laboratory per week. Credit by Examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UC/CSU, AAGE, CSU GE, CAN ART 18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Corequisite: PHOT 102 C. This course provides students with an introduction to visual concepts, basic image capture and camera functions with film and digital cameras. Software basics for photographic imaging and digital printing along with traditional black and white film development and photographic printing will be taught. $20.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>PHOT 102 C</td>
<td>PHOTOGRAPHY - OPEN LAB</td>
<td>0</td>
<td>Laboratory hours vary according to use on individual basis. CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: Concurrent enrollment in a lecture/lab photography class. This is an open laboratory course for students who are currently enrolled in a photography lecture/laboratory class. The laboratory consists of darkroom facilities for black and white and color film processing, black and white and color printing, and a print finishing room.</td>
</tr>
<tr>
<td>PHOT 103 C</td>
<td>PHOTOGRAPHIC POSSIBILITIES</td>
<td>3</td>
<td>Two hours lecture and Four hours laboratory per week. CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Corequisite: PHOT 102 C. Advisory: PHOT 101 C. This course is designed to reinforce and enhance the basic concepts and skills acquired in the Introduction to Photography class. The emphasis will be on the refinement of basic technical skills including black and white processing and printing, film and digital camera operation, basic scanning and image software techniques, and the development of a personal direction in photography for each student. In order to increase the student’s exposure to the medium, the course also includes an introduction to large format cameras including both 2½ and 4x5 format. $20.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>PHOT 104 C</td>
<td>WEDDING PHOTOGRAPHY</td>
<td>3</td>
<td>(May be taken for credit 3 times) Two hours lecture and Three hours laboratory per week. CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Corequisite: PHOT 102 C. Advisory: PHOT 101 C. This course is designed to acquaint the student with the fundamental concept, equipment demands, and photographic techniques used by contemporary wedding photographers. The course is composed of lectures and outside assignments which will prepare the students for basic application in the field of wedding photography. $20.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>PHOT 105 C</td>
<td>PHOTO-GRAPHICS</td>
<td>2</td>
<td>(May be taken for credit 3 times) One hour lecture and Three hours laboratory per week. CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Corequisite: PHOT 102 C. Advisory: PHOT 101 C. A basic class in darkroom techniques utilizing graphic arts film and developers. Darkroom manipulations during the photo process are used to give the student a working knowledge of the possibilities offered by unique photo control methods. $20.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>PHOT 107 C</td>
<td>BASIC PHOTOGRAPHY</td>
<td>1½</td>
<td>Three hours lecture per week for nine weeks. CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This is a basic non-darkroom photography course designed to teach the student the operation and use of the most commonly available 35mm SLR and similar cameras. The course will consist of lecture, slide presentations, studio and darkroom demonstrations, and field trips.</td>
</tr>
<tr>
<td>PHOT 108 C</td>
<td>INTERMEDIATE COLOR SLIDE PHOTOGRAPHY</td>
<td>1½</td>
<td>One and one-half hour lecture per week or Three hours lecture per week for nine weeks. CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: PHOT 107 C. This course is a continuation of PHOT 107 C. The course is designed to expand the student's knowledge and techniques of basic color slide photography. The student will concentrate on specific skills in photographic practice such as portraiture and flash photography.</td>
</tr>
<tr>
<td>PHOT 109 C</td>
<td>PORTRAIT PHOTOGRAPHY</td>
<td>3</td>
<td>(May be taken for credit 3 times) Two hours lecture and Three hours laboratory per week. CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Corequisite: PHOT 102 C. Advisory: PHOT 103 C. This course is designed to give the student a working knowledge of portrait styles and techniques. The student will practice techniques for working with people in a studio situation. The student will work with both natural and artificial lighting and learn the possibilities and limitations of both. Camera formats will range from 35mm to 4x5. Students will have an opportunity to investigate and imitate the styles of well-known portrait photographers. $20.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
</tbody>
</table>
PHOT 200 C CONCEPTUAL PHOTOGRAPHY  
3 Units (May be taken for credit 2 times)  
Two hours lecture and  
Four hours laboratory per week.  
CSU  
Prerequisite: PHOT 103 C with a grade of “C” or better.  
Corequisite: PHOT 102 C. This course is designed to give  
the student a thorough understanding of how issues and  
concepts are related to the processes used to communicate  
them. The student will become familiar with major artists  
whose work employs nontraditional processes. The thrust  
of the course work will revolve around the different ways that a  
variety of processes can be used to communicate ideas.  
$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.

PHOT 201 C INTRO TO PROFESSIONAL PHOTO  
3 Units (May be taken for credit 3 times)  
Two hours lecture and  
Four hours laboratory per week.  
CSU  
Corequisite: PHOT 102 C. Advisory: PHOT 103 C. This is a  
course dealing with the production of photographs for  
advertising and editorial use. Emphasis will be placed on  
advanced studio techniques, as well as the conceptual  
validity of photographs for industry applications. $20.00  
Laboratory Fee - PAYABLE AT REGISTRATION.

PHOT 202 C CONTEMPORARY PHOTOGRAPHY  
3 Units (May be taken for credit 3 times)  
Two hours lecture and  
Four hours laboratory per week.  
UC Credit Limitation/CSU  
Prerequisite: PHOT 103 C with a grade of “C” or better.  
Corequisite: PHOT 102 C. This course is designed to give  
advanced students a thorough understanding of the concepts and concerns of contemporary photography, its roots and future directions. The student will become famil-  
 iar with the course work of major artists working after 1950.  
The major thrust of the course work will be focused on  
understanding why photographs are done and what they  
communicate. Assignments will be done in the process(es)  
of the student’s choice based on its relevance to the ideas  
expressed. $20.00 Laboratory Fee - PAYABLE AT REGIS -  
TRATION.

PHOT 203 C LIGHTING AND STUDIO TECHNIQUES  
3 Units (May be taken for credit 3 times)  
Two hours lecture and  
Four hours laboratory per week.  
CSU  
Corequisite: PHOT 102 C. Advisory: PHOT 103 C. This  
course acquaints the student with lighting and studio tech-

PHOT 204 C HISTORY/AESTHETICS OF PHOTO  
3 Units  
Two hours lecture and  
Three hours laboratory per week.  
UC/CSU  
Prerequisite: PHOT 101 C. Corequisite: PHOT 102 C. This  
is a course designed to familiarize the student with image  
conceptualization and the differing technical alternatives used  
in commercial studio photography. Students will learn spe- 

cialized professional camera, darkroom and digital tech-

PHOT 205 C STUDIO PRACTICES  
3 Units (May be taken for credit 3 times)  
Two hours lecture and  
Four hours laboratory per week.  
CSU  
Corequisite: PHOT 102 C. Advisory: PHOT 103 C. This is a  
course designed to familiarize the student with image con-  
ceptualization and the differing technical alternatives used  
in commercial studio photography. Students will learn spe-

PHOT 206 C ADVANCED COLOR PHOTOGRAPHY  
3 Units  
Two hours lecture and  
Four hours laboratory per week.  
CSU  
Prerequisite: PHOT 207 C with a grade of “C” or better.  
Corequisite: PHOT 102 C. This is an advanced color pho-
graphy course designed to increase the student’s under-
standing and ability to use advanced applications of tradi-
tional and digital color photography. Professional  
approaches, specialty techniques and refinement of the use of color will be emphasized in both shooting and the  
darkroom. Transparency shooting, printing, lighting, con-

$35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

$20.00 Laboratory Fee – PAYABLE AT REGISTRATION.

$20.00 Laboratory Fee – PAYABLE AT REGISTRATION.

$35.00 Laboratory Fee – PAYABLE AT REGISTRATION.
PHOTO 209 C  CAREERS IN PHOTOGRAPHY
3 Units
Two hours lecture and
Four hours laboratory per week.
CSU
Corequisite: PHOT 102 C. Advisory: PHOT 103 C. This course is designed to help students identify and achieve professional goals and objectives. The course will provide an understanding of the various career options within the field and the level of professional preparation that is necessary in order to get established in a particular career area. Topics will include the technical skills, equipment, portfolio development, promotional needs and specialized business considerations necessary for getting a job or establishing a photographic business. $20.00 Laboratory Fee - PAYABLE AT REGISTRATION.

PHOT 211 C  ZONE SYSTEM PHOTOGRAPHY
3 Units (May be taken for credit 3 times)
Two hours lecture and
Four hours laboratory per week.
CSU
Corequisite: PHOT 102 C. Advisory: PHOT 103 C. This is a course emphasizing the zone system of exposure control. This method of exposure is used to control final print quality under normal and adverse applications. Natural landscape photography will be the emphasis but not at the exclusion of all other forms of photography. Both black and white and color will be emphasized. $20.00 Laboratory Fee - PAYABLE AT REGISTRATION.

PHOT 215 C  DIGITAL PHOTOGRAPHY
3 Units (May be taken for credit 3 times)
Two hours lecture and
Four hours laboratory per week.
CSU
Corequisite: PHOT 102 C. Advisory: PHOT 103 C. This course is designed to integrate electronic imaging into the advanced photography student’s visual repertoire. Combining creative studio/camera practices with computer technology, the course concentrates on the production and processing of images with current electronic photographic tools and the application of electronic media to all areas of photography (commercial, illustration, portraiture, journalism, forensic, industrial, scientific, etc.). Included are techniques for lighting background control, selection and manipulation, digitization, image capture and processing. $35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

PHOT 216 C  ADVANCED DIGITAL PHOTOGRAPHY
3 Units (May be taken for credit 3 times)
Two hours lecture and
Four hours laboratory per week.
CSU
Prerequisite: PHOT 215 C with a grade of “C” or better. Corequisite: PHOT 102 C. This course is designed to provide the student with advanced knowledge of techniques and skills in the application of electronic and digital/computer technologies to all areas of the photographic medium. (Commercial, Illustration, Portraiture, Journalism, Forensic, Industrial, Scientific, etc.) The integration of technical skills and aesthetic expression will be emphasized along with advanced scanning, printing, and image recording techniques. Projects will require exploration and experimentation integrating digital image making into the creative process. The objective is to merge traditionally different modes of photographic expression while studying the aesthetic traditions that have influenced photographers in their use of digital technologies. Students develop the skills necessary to create their own unique body of work using digital photographic technologies. $35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

PHOT 217 C  3D PHOTO IMAGING
3 Units (May be taken for credit 3 times)
Two hours lecture and
Four hours laboratory per week.
CSU
Prerequisite: PHOT 103 C with a grade of “C” or better. Corequisite: PHOT 102 C. This course is designed to provide the student with advanced knowledge of 3D photographic imaging technologies as they relate to the study of light, form, and three-dimensional space. Students will study lighting, form, and space in virtual environments of their own creation. A diverse assortment of 3D software will be utilized to instruct students in how forms are visually perceived and modified based on the way light describes them. The relationship between 2D and 3D imaging applications will be discussed as well as the integration of the two for a variety of commercial photography and multimedia applications. These include studio background creation, special visual effects, game production, photo illustration, and digital composites. $35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

PHOT 219 C  PHOTOGRAPHY FOR PUBLICATION
3 Units (May be taken for credit 3 times)
Two hours lecture and
Four hours laboratory per week.
CSU
Corequisite: PHOT 102 C. Advisory: PHOT 101 C. This course is designed to acquaint the student with a current view of the field of photojournalism and photographic publishing for magazines, the Internet, and all editorial uses. The majority of work will be done in 35mm. Heavy emphasis is placed on communication through photography. $20.00 Laboratory Fee - PAYABLE AT REGISTRATION.
PHOT 220 C  ALTERNATIVE PHOTO PROCESSES I
3 Units
Two hours lecture and
Four hours laboratory per week.
CSU
Corequisite: PHOT 102 C. Advisory: PHOT 103 C. This class will investigate the artistic aspects and technical procedures used in 19th Century photographic printing of hand coated papers. Class projects will include aspects of graphic arts photography, films and developers. During the semester, students will work with cyanotypes, Kallitypes and kwik print. $35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

PHOT 221 C  ALTERNATIVE PHOTO PROCESSES II
3 Units
Two hours lecture and
Four hours laboratory per week.
CSU
Prerequisite: PHOT 220 C with a grade of “C” or better. Corequisite: PHOT 102 C. This class will continue to investigate the artistic aspects and technical procedures used in 19th Century photographic printing of hand coated papers. During the semester, students will work with gum bichromate, salted paper and color key materials. $35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

PHOT 222 C  ALTERNATIVE PHOTO PROCESSES III
3 Units
Two hours lecture and
Four hours laboratory per week.
CSU
Prerequisite: PHOT 221 C with a grade of “C” or better. Corequisite: PHOT 102 C. This class will continue to investigate the artistic aspects and technical procedures used in 19th Century photographic printing of hand coated papers. During the semester, students will work with albumen, colloidion and palladium/platinum processes. $35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

PHOT 223 C  ALTERNATIVE PHOTO PROCESSES IV
3 Units
Two hours lecture and
Four hours laboratory per week.
CSU
Prerequisite: PHOT 222 C with a grade of “C” or better. Corequisite: PHOT 102 C. This class will investigate the artistic aspects and technical procedures used in 19th Century photographic printing of hand coated papers. During the semester, students will work with dye transfer, carbon printing and multi-process projects. $35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

PHOT 298 C  PHOTOGRAPHY SEMINAR
½ - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours vary according to credit given.
CSU
This is a course for students who wish to increase their knowledge of photography. Various topics will be offered. Unit credit may range from ½ to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.

Physical Education
Division of Physical Education and Athletics

Division Dean – Diane Henry

Faculty
Anthony Baca
Larry Beidler
Paul Bottiaux
D. Ray Haas
Larry Mercadante
Margaret Mohr
Brad Pickler
Scott Pickler
William Pinkham
Kenneth Rubino
Nancy Welliver

Counselor
Dana Bedard

ASSOCIATE OF ARTS DEGREE IN PHYSICAL EDUCATION
This program is designed to prepare students with a knowledgeable base of physical fitness, health practices, and professional activities for entry into the discipline of physical education/athletics. Further specialization is possible by combining the Associate of Arts Degree with electives chosen from a certificate program in aerobics, aquatics, or coaching. A student may also elect to work toward a transfer program preparing for entry to a four-year institution.

To earn an Associate Degree students must complete:
(1) all major course requirements with a minimum grade of “C”; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:
Course #   Title          Units
HRC 100 C  Nutrition        3
PE 252 C  Intro to Physical Education 2
or
PE 244 C  Human Performance 3
PE 234 C  Contemporary Personal Health 3
PE 235 C  First Aid, CPR, and Responding to Emergencies 3
PE 250 C  Sport and United States Society 3
PE Physical Education activity classes (one each from four of the five following areas fitness, aquatics, individual sports court/racquet sports, and team sports). 4 - 8
Total Units Required 18 - 22
**Physical Education**

**AEROBIC INSTRUCTOR CERTIFICATE**
Primary emphasis is to prepare the student for occupational competency in aerobic exercise instruction for corporate fitness or health clubs. All students must complete 18 units. Course work in PE 235 C may be waived with current Red Cross cards in First Aid and CPR at the discretion of the division.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 161 C</td>
<td>Body Conditioning and Fitness</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 150 C</td>
<td>Rhythmic Aerobic Exercise</td>
<td>1</td>
</tr>
<tr>
<td>PE 129 C</td>
<td>Step Aerobics</td>
<td>1</td>
</tr>
<tr>
<td>PE 235 C</td>
<td>First Aid, CPR, and Responding</td>
<td>3</td>
</tr>
<tr>
<td>PE 236 C</td>
<td>Prevention and Care of Athletic Injuries</td>
<td>3</td>
</tr>
<tr>
<td>PE 244 C</td>
<td>Human Performance</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 234 C</td>
<td>Contemporary Personal Health</td>
<td>3</td>
</tr>
<tr>
<td>PE 299 C</td>
<td>Physical Education - Independent Study</td>
<td>2</td>
</tr>
<tr>
<td>HRC 100 C</td>
<td>Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 2 units from the electives listed below:

**Total Units Required**: 18

(See counselor if physical education major)

**Electives**
- PE 148 C Low-Impact Aerobics 1
- PE 152 C Fitness Training Lab (Nautilus Circuit) ½ - 2
- PE 252 C Intro to Physical Education 2
- DANC 111 C Jazz Dance 1 - 2
- DANC 122 C Stretch and Relaxation ½ - 1¼
- BIOL210 C Anatomy and Physiology 5

**AQUATICS SPECIALIST CERTIFICATE**
Primary emphasis is to prepare the student for occupational competency in swimming instruction as recommended by the state of California and the American Red Cross. All students must complete 18 units. Course work in PE 235 C, PE 237 C, and PE 238 C may be waived with current Red Cross cards in First Aid and CPR, Life Saving and Water Safety Instruction at the discretion of the division.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 135 C</td>
<td>Swimming - Intermediate/Advanced</td>
<td>1</td>
</tr>
<tr>
<td>PE 235 C</td>
<td>First Aid, CPR, and Responding</td>
<td>3</td>
</tr>
<tr>
<td>PE 237 C</td>
<td>Lifesaving</td>
<td>1</td>
</tr>
<tr>
<td>PE 238 C</td>
<td>Water Safety Instruction</td>
<td>2</td>
</tr>
<tr>
<td>PE 236 C</td>
<td>Prevention and Care of Athletic Injuries</td>
<td>3</td>
</tr>
<tr>
<td>PE 244 C</td>
<td>Human Performance</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 234 C</td>
<td>Contemporary Personal Health</td>
<td>3</td>
</tr>
<tr>
<td>PE 299 C</td>
<td>Physical Education - Independent Study</td>
<td>1</td>
</tr>
</tbody>
</table>

Select a minimum of 4 units from the electives listed below:

**Total Units Required**: 18

(see counselor if physical education major)

**Electives**
- PE 136 C Springboard Diving 1
- PE 146 C Water Polo 1
- PE 149 C Swim for Fitness 1
- PE 151 C Swinmnastics/Water Exercises 1
- PE 152 C Fitness Training Lab - (Nautilus Circuit) ½ - 2
- PE 247 C Sports Management 3
- PE 248 C Psychology of Sport 3
- PSY 140 C Developmental Psychology - Pre-Adult 3
- BIOL210 C Anatomy and Physiology 5
- PE 239 C Skin and Scuba Diving 3

**ATHLETIC COACH CERTIFICATE**
Primary emphasis is to prepare the student for occupational coaching at the high school level. All students must complete 18 units. Course work in PE 235 C may be waived with current Red Cross cards in First Aid and CPR at the discretion of the division.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

**Required courses are listed in suggested sequence:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 235 C</td>
<td>First Aid, CPR, and Responding</td>
<td>3</td>
</tr>
<tr>
<td>PE 248 C</td>
<td>Psychology of Sport</td>
<td>3</td>
</tr>
<tr>
<td>PSY 139 C</td>
<td>Developmental Psychology</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 140 C</td>
<td>Developmental Psychology - Pre-Adult</td>
<td>3</td>
</tr>
<tr>
<td>PE 236 C</td>
<td>Prevention and Care of Athletic Injuries</td>
<td>3</td>
</tr>
<tr>
<td>PE 244 C</td>
<td>Human Performance</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 234 C</td>
<td>Contemporary Personal Health</td>
<td>3</td>
</tr>
<tr>
<td>PE 247 C</td>
<td>Sports Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units Required**: 18

(see counselor if physical education major)

**Electives**
- PE 105 C Badminton 1
- PE 146 C Water Polo 1
- PE 252 C Intro to Physical Education 2
- PE 240 C Sports Officiating - Men's Sports 3
- PE 250 C Sport and United States Society 3
- PE 265 C Intramural Management 2
- PE 266 C Theory of Coaching Basketball 3
- PE 267 C Theory of Coaching Baseball 3
- PE 280 C Professional Activities Baseball 2
- PE 286 C Professional Activities - Weight Training 2
- HRC 100 C Nutrition 3
- BIOL210 C Anatomy and Physiology 5
SPS MANAGEMENT CERTIFICATE
This program is designed to prepare students for management careers in the sports and recreation industries, working with professional, college or high school teams; fitness, athletic, golf and tennis clubs; recreational facilities and parks; or marketing and selling athletic clothing and sports equipment. Combining knowledge of physical education with general business principles, this certificate will help students gain responsible positions in their chosen athletic field.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Required courses are listed in numeric sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 247 C</td>
<td>Sports Management</td>
<td>3</td>
</tr>
<tr>
<td>PE 248 C</td>
<td>Psychology of Sport</td>
<td>3</td>
</tr>
<tr>
<td>MGT 161 C</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 266 C</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>MKT 222 C</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

PHYSICAL EDUCATION TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Physical Education (PE)

**All classes with double asterisks are off-campus. Students should allow for travel time.**

PE 083 C  FITNESS FOR ATHLETES  
1 Unit (May be taken for credit 4 times)  
Three hours activity per week.  
**Credit/No Credit**  
This course is designed for Bridge high school students to practice in anaerobic and aerobic fitness and flexibility for competition in various intercollegiate sports.

PE 093 C  WEIGHT LIFTING FOR ATHLETES  
1 Unit (May be taken for credit 4 times)  
Three hours activity per week.  
**Credit/No Credit**  
This course is designed for Bridge high school students. It is an introduction and review of weight lifting techniques that produce muscle mass and strength.

PE 100 C  ADAPTIVE P.E. - WEIGHT TRAINING  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
**Credit/No Credit**  
Prerequisite: Entry into this class will be based on student’s previous medical history. This course is designed to give the disabled student the opportunity to participate in resistive exercises with weights.

PE 101 C  ADAPTIVE P.E. - ACTIVITY  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
**Credit/No Credit**  
UC Credit Limitation/CSU, AA GE, CSU GE  
This course is designed with athletes in mind, but not limited to them, to enable them to work out with a prescribed individual weight program at least three days a week. It will involve specific resistence exercises to develop parts of the body used in various types of sports activities. It will also add to the safety of the athletes by helping to prevent injuries.

PE 104 C  ATHLETIC WEIGHT TRAINING  
1½ Units (May be taken for credit 4 times)  
Three hours activity per week.  
**Credit/No Credit**  
UC Credit Limitation/CSU, AA GE, CSU GE  
This course is designed for the disabled student. The class will emphasize modified individual and team sport activities.

PE 105 C  BADMINTON  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
**Credit/No Credit**  
UC Credit Limitation/CSU, AA GE, CSU GE  
This is a course in the fundamental skills of badminton with emphasis on position play and strategy for singles, doubles, and mixed doubles. The class will include rules, etiquette, drills, and class competition. Equipment is furnished.

**PE 108 C  BOWLING  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
**Credit/No Credit**  
UC Credit Limitation/CSU, AA GE, CSU GE  
This course teaches the fundamental skills of bowling with emphasis on form, terminology, and scoring. The student will have the opportunity for class competition. The class will be conducted at an off-campus bowling establishment. Facility use fee required. To be paid throughout the semester at the facility.

PE 114 C  CARDIOVASCULAR CONDITIONING  
1 Unit (May be taken for credit 4 times)  
Two hours laboratory per week.  
**Credit/No Credit**  
UC Credit Limitation/CSU, AA GE, CSU GE  
This class is designed to provide an individualized exercise program for the student interested in achieving physical fitness through a program of cardiovascular conditioning.

**PE 115 C  GOLF - BEGINNING  
½ - 1 Unit (Variable Units) (May be taken for credit 4 times)  
One to two hours activity per week.  
**Credit/No Credit**  
UC Credit Limitation/CSU, AA GE, CSU GE  
This course emphasizes the basic fundamentals of golf, including rules, etiquette, and terminology. Golfing activity will be held at an on-campus location for the first nine weeks and the second nine weeks will be held at an off-campus golf facility. Facility use fee required. To be paid throughout the semester at the facility.
**PE 117 C  GYMNASTICS**  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
This course is designed to teach basic skills and knowledge necessary to the performance of gymnastic stunts. The class develops agility, balance, timing, flexibility, and strength.

**PE 118 C  GYMNASTICS APPARATUS**  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
This course is designed to give the student concentrated instruction and practice on the uneven bars, horizontal bar, parallel bars, balance beam, side horse, vaulting, and rings.

**PE 119 C  GYMNASTICS - TUMBLING**  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
This course is designed to give the student concentrated instruction and practice in the skills of tumbling, floor exercises, and vaulting skills.

**PE 121 C  WALKING FOR FITNESS**  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
This course will emphasize power walking for health and fitness for men and women who are interested in instruction and practice in cardiovascular walking. The class is designed to decrease the risk of coronary heart disorders by increasing heart efficiency, vital lung capacity and the knowledge of each through aerobic and anaerobic conditioning.

**PE 122 C  SURFING**  
1 Unit (May be taken for credit 4 times)  
Three hours activity per week.  
UC/CSU  
This course offers students the opportunity to learn and improve the skills of wave riding. Examination and analysis of paddling, wave selection, water safety, equipment, tides, current, and etiquette are emphasized for long boarding and short boarding. Transportation and equipment will not be furnished.

**PE 127 C  RACQUETBALL - INDOOR**  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
This course includes instruction in the fundamentals of indoor racquetball. The emphasis of the class will be on safety, rules, etiquette, and strategy in singles, doubles and cut-throat play. The playing area is three-walled and classes are held on campus.

**PE 128 C  RACQUETBALL - OUTDOOR**  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
This course includes instruction in the fundamentals of outdoor racquetball. The emphasis of the class will be on safety, rules, etiquette, and strategy in singles, doubles and cut-throat play. The playing area is three-walled and classes are held on campus.

**PE 129 C  STEP AEROBICS**  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation Pending/CSU, AA GE, CSU GE  
This course includes instruction in the fundamentals of outdoor racquetball. The emphasis of the class will be on safety, rules, etiquette, and strategy in singles, doubles and cut-throat play. The playing area is three-walled and classes are held on campus.

**PE 130 C  SWIMMING**  
1 Unit (May be taken for credit 2 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
This course provides basic instruction and practice in the fundamental elements of swimming including beginning diving and water safety instruction. The class is designed to develop proficiency in the basic strokes needed to meet the prerequisites for the senior lifesaving and water safety instruction courses.

**PE 131 C  SWIMMING - INTERMEDIATE/ADVANCED**  
1 Unit (May be taken for credit 2 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
Prerequisite: Demonstrate ability to swim. This course is designed to develop knowledge and skill in competitive swimming strokes. The swimming strokes to be taught are the American crawl, backstroke, breaststroke, and dolphin butterfly. The class will emphasize the development of cardiovascular aerobic conditioning.

**PE 132 C  SPRINGBOARD DIVING**  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
Prerequisite: Must be able to swim. This course is designed to teach the fundamentals of springboard diving. The beginning diver will learn diving progression for the front, back, reverse, inward and twisting dives.

**PE 133 C  TENNIS**  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
The course will place emphasis on tennis fundamentals including forehand, backhand and the serve. The course also includes rules, court strategy, and etiquette of singles and doubles play. Tournaments will be conducted during class sessions. Students must provide their own equipment.
**PE 141 C** SPECIALIZED TENNIS SKILLS

½ - 2 Units (Variable Units) (May be taken for credit 4 times)

One hour activity per week for each
½ unit of credit earned.  
UC Credit Limitation/CSU, AA GE, CSU GE

Prerequisite: PE 139 C with a grade of "C" or better. This class is designed for students desiring instruction from intermediate to advanced tennis. The class provides the opportunity to put techniques into practice through placement in the various levels of tennis ability.

**PE 142 C** MOUNTAINEERING/ROCK CLIMBING

1 Unit (May be taken for credit 4 times)

One hour lecture and

One hour activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE

This course is designed for those students wishing to develop skills in mountaineering/rock climbing. Teaching emphasis is on preparation, knowledge of equipment, physical techniques, and the mental approach to climbing. Facility use fee of $60.00 required. Subject to change by facility.

**PE 144 C** VOLLEYBALL

1 Unit (May be taken for credit 2 times)

Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE

The course will include teaching of the basic skills of volleyball with emphasis on strategy and rules. The students will be offered the opportunity for class and interclass competition.

**PE 145 C** VOLLEYBALL - INTERMED/ADVANCED

1 - 1½ Unit (Variable Units) (May be taken for credit 2 times)

Two to three hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE

Prerequisite: Previous volleyball experience. This course is designed to provide advanced skill development and strategies of volleyball. This class provides intermediate and advanced players an opportunity to practice competitive techniques in game situations.

**PE 146 C** WATER POLO

1 Unit (May be taken for credit 4 times)

Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE

Prerequisite: To include at least one of the following: PE 134 C or Red Cross Intermediate Swimmer's card. Basic instruction will be given in the fundamental skills of water polo. Instruction will emphasize passing, shooting, dribbling, conditioning, game strategy, and terminology. The course will include aquatic drills, scrimmages and appropriate learning activities for the intermediate and advanced water polo player.

**PE 148 C** LOW-IMPACT AEROBICS

1 Unit (May be taken for credit 4 times)

Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE

This course provides an aerobic workout without jogging, running, jumping or other high impact type movements which might result in over stress to feet, ankles, knees, hips or the spinal column. The exercise sessions will include simple dance steps, dynamic full body movements, muscle toning, stretching and relaxation techniques. The course is designed to prevent injury and is ideal for beginning aerobizers, the overweight individual, injured or recuperating students, and older students as well as the general student population. This class is designed for both men and women.

**PE 149 C** SWIM FOR FITNESS

1 Unit (May be taken for credit 4 times)

Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE

Prerequisite: PE 134 C or ability to swim. This course will emphasize swimming for health and physical fitness. The class is designed to decrease the risk of coronary heart disorders by increasing heart efficiency, vital lung capacity, and the knowledge of each through the use of aerobic and anaerobic conditioning. Participating adults and others seeking a fitness program may expect to improve their overall fitness level through aquatic training.

**PE 150 C** RHYTHMIC AEROBIC EXERCISE

1 Unit (May be taken for credit 4 times)

Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE

This course provides aerobic development through rhythmic, high impact movements. The class activities will emphasize stretching, walking, jogging, running, and rope jumping in a dance setting to music.

**PE 151 C** SWIMNASTICS/WATER EXERCISES

1 Unit (May be taken for credit 4 times)

Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE

This class is designed to provide callisthenic type exercises and routines using the resistance of the water as a means for developing cardiovascular endurance, strength, flexibility, and coordination. Students will be able to improve posture and appearance through performance and understanding of using the water as a resistance. Non-swimmers welcome.

**PE 152 C** FITNESS TRAINING LAB - (NAUTILUS CIRCUIT)

½ - 2 Units (Variable Units) (May be taken for credit 4 times)

Eighteen hours of activity required for each
½ unit up to seventy-two hours for 2 units.  
UC Credit Limitation/CSU, AA GE, CSU GE

This course is designed as an open-entry laboratory. Workouts can be scheduled any time the lab is open on an individual basis. The equipment and routines utilized in this circuit training facility are designed with the non-athlete in mind. Circuit training has proven especially beneficial for women, older men, and others not interested in competitive weight training but desiring good muscle tone and cardiovascular fitness. This type of training gives maximum return in a controlled workout with flexible hours and variable units.
PE 153 C  AEROBIC CYCLING - STATIONARY
1 Unit (May be taken for credit 4 times)
Two hours activity per week.
UC Credit Limitation/CSU, AA GE, CSU GE
The students will exercise twice a week on bicycle ergometers. This aerobic exercise will improve aerobic capacity, oxygen pulse, oxygen uptake capacity, blood pressure, and heart rate. Student evaluation will consist of a pre- and post-test of aerobic fitness, flexibility, and body composition/fat percent.

PE 154 C  FITNESS TESTING WITH EXERCISE PRESCRIPTION
2 Units (May be taken for credit 4 times)
One hour lecture and
Two hours activity per week.
CSU, AAGE, CSU GE
Prerequisite: Physician’s clearance required for persons age 35 or over. This course will evaluate the fitness level of individuals by modern scientific equipment in the Human Performance Laboratory. Based on the results of a battery of tests, an exercise prescription will be developed to meet individual goals. Student progress will be evaluated with post-testing.

PE 156 C  POWER TRAINING
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
Eighteen hours of activity required for each
½ unit up to seventy-two hours for 2 units.
UC Credit Limitation/CSU, AA GE, CSU GE
This course is an open laboratory experience for those people who want to get maximal physical return for a limited time invested. The class is designed to provide instruction and supervision of students with individualized power training programs using free weights exclusively. It is for men and women of all ages who are interested in muscle toning, muscle rehabilitation, and/or weight redistribution. Workout times are adjusted to the individual’s schedule with flexible hours and variable units.

**PE 157 C  SPECIALIZED GOLF SKILLS
1 Unit (May be taken for credit 4 times)
Two hours activity per week.
UC Credit Limitation/CSU, AA GE, CSU GE
Prerequisite: PE 116 C. This course will emphasize advanced golf techniques and playing strategies. The class will provide advanced and low handicap golfers the opportunity to enhance their skills and techniques in execution of golf scoring strategies. Facility use fee required. To be paid throughout the semester at the facility.

**PE 159 C  STRENGTH TRAINING - (olympic weights)
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
Eighteen hours of activity required for each
½ unit up to seventy-two hours for a total of 2 units.
UC Credit Limitation/CSU, AA GE, CSU GE
This course is an open laboratory experience for those people who want to get maximal physical return for a limited time invested. The class is designed to provide instruction and supervision of students with individualized strength programs using Universal and Olympic weights exclusively. It is for men and women of all ages who are interested in muscle toning, muscle rehabilitation, and/or weight redistribution. Workout times are adjusted to the individual’s schedule with flexible hours and variable units.

**ACTIVITIES DESIGNED FOR, BUT NOT LIMITED TO, WOMEN

PE 160 C  BASKETBALL
1 Unit (May be taken for credit 4 times)
Two hours activity per week.
UC Credit Limitation/CSU, AA GE, CSU GE
This activity class stresses development of the fundamental skills of basketball. Game strategies including various offenses and defenses will be analyzed and applied through team competition.

PE 161 C  BODY CONDITIONING AND FITNESS
1 Unit (May be taken for credit 4 times)
Two hours activity per week.
UC Credit Limitation/CSU, AA GE, CSU GE
This course is designed for students to participate in a comprehensive fitness program which includes stretching, cardiovascular, and strengthening exercises. The exercises help develop agility, improve coordination, and increase endurance while normalizing body weight and improving muscle tone.

PE 162 C  CONDITIONING FOR ATHLETES
1½ Units (May be taken for credit 4 times)
Three hours activity per week.
UC Credit Limitation/CSU, AA GE, CSU GE
This course is designed for individualized instruction and practice in the areas of weight training, weight lifting, anaerobic and aerobic fitness, and flexibility for competition in various intercollegiate sports.

PE 163 C  KICK-BOXING
1 Unit (May be taken for credit 4 times)
Two hours laboratory per week.
UC Credit Limitation/CSU
Instruction in forms of kick-boxing that stress cardiovascular endurance, strength development, and improved flexibility. The aerobic workout will include influences from several martial arts. The sparring and self defense aspects of kick-boxing will be included.

**ALL CLASSES WITH DOUBLE ASTERISKS ARE OFF-CAMPUS. STUDENTS SHOULD ALLOW FOR TRAVEL TIME.
PE 170 C  SELF DEFENSE  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
This course provides instruction in developing both physical and cognitive skills in personal safety and self-protection. Through planned scenarios, students will gain a continual awareness of their surroundings. Through different forms of martial arts training, students will practice both defensive and offensive moves against various forms of attacks, including weapons. Proficiency in the practical, effective, and tactical use of movement, leverage, strikes, and use of everyday objects as weapons is stressed.

PE 171 C  SOCCER  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
This class will provide instruction and practice in the techniques of soccer for women. This course will develop skills, knowledge of rules, analysis of techniques and game strategies.

PE 172 C  SOFTBALL  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
The course will emphasize basic skills of softball including techniques, strategies of offense and defense, rules and terminology.

PE 173 C  SONG LEADER TRAINING  
2 Units (May be taken for credit 4 times)  
Ten hours activity per week.  
CSU, AAGE, CSU GE  
Prerequisite: Spirit Squad tryouts. This course is designed for song leaders emphasizing rhythm, exercise, and dance routines with leadership training for the purpose of adding and promoting school spirit.

PE 174 C  SONG AND YELL LEADER WORKSHOP - MINI COURSE  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
CSU, AAGE, CSU GE  
Prerequisite: Spirit Squad tryouts. This course is designed for song and yell leaders emphasizing rhythm, exercise, and gymnastics with leadership training for the purpose of adding and promoting school spirit.

PE 175 C  WEIGHT TRAINING  
1⁄2 - 1 Unit (Variable Units) (May be taken for credit 4 times)  
One or two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
This weight training class stresses techniques of lifting that will produce muscle tone and strength for women.

PE 176 C  BASEBALL  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
The class includes instruction in the fundamental skills of baseball with emphasis on techniques, game strategy, and the correct methods to play the game. The course includes drills and class competition.

PE 177 C  BASKETBALL  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
The course will include instruction in the fundamental skills of basketball with an emphasis on strategy and team play. The class will include rules, drills, and team competition. Equipment is furnished.

PE 178 C  BODY BUILDING/BODY DEVELOPMENT AND WEIGHT LIFTING  
1⁄2 - 1 Unit (Variable Units) (May be taken for credit 4 times)  
One or two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
This course includes building and developing the body through the use of progressive resistance exercises, as well as instruction in the proper techniques of power lifting.

PE 179 C  PHYSICAL FITNESS  
1⁄2 - 1 Unit (Variable Units) (May be taken for credit 4 times)  
One or two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
This course emphasizes physical fitness for men which will be achieved through the use of resistive exercises and body building routines.

PE 180 C  SOCCER  
1 Unit (May be taken for credit 4 times)  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
The class will provide instruction and practice in the techniques of soccer for men. This course will develop skills, knowledge of rules, analysis of techniques and game strategies.

PE 181 C  SOFTBALL  
1 Unit  
Two hours activity per week.  
UC Credit Limitation/CSU, AA GE, CSU GE  
The course will emphasize basic skills of softball including techniques and strategies of offense and defense, rules and terminology.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisite Notes</th>
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</thead>
<tbody>
<tr>
<td>PE 193 C</td>
<td>Weight Training/Weight Lifting</td>
<td>½ - 1 Unit (Variable Units)</td>
<td>May be taken for credit 4 times. One or two hours activity per week. UC Credit Limitation/CSU, AA GE, CSU GE. This weight training class stresses techniques of lifting that will produce muscle tone and strength.</td>
</tr>
<tr>
<td>PE 194 C</td>
<td>Wrestling</td>
<td>1 Unit</td>
<td>May be taken for credit 4 times. Two hours activity per week. UC Credit Limitation/CSU, AA GE, CSU GE. This course will include instruction in the fundamental skills and knowledge necessary for successful participation in amateur wrestling. The class will develop endurance, flexibility and strength.</td>
</tr>
<tr>
<td>PE 197 C</td>
<td>Recreational Football</td>
<td>1 Unit</td>
<td>May be taken for credit 4 times. Two hours activity per week. UC Credit Limitation/CSU, AA GE, CSU GE. The course will include the basic fundamentals of flag and touch football. The class will emphasize rules, safety procedures, and team play.</td>
</tr>
<tr>
<td>PE 202 C</td>
<td>Baseball - Men</td>
<td>2 Units</td>
<td>UC Credit Limitation/CSU, AA GE, CSU GE. Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements, pass a physical examination prior to intercollegiate competition, and participate in the Cypress College accident-injury insurance plan. A $10.00 ($5.00) fee is required.</td>
</tr>
<tr>
<td>PE 203 C</td>
<td>Basketball - Men</td>
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<tr>
<td>PE 204 C</td>
<td>Basketball - Women</td>
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<tr>
<td>PE 207 C</td>
<td>Soccer - Women</td>
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<tr>
<td>PE 208 C</td>
<td>Golf</td>
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<tr>
<td>PE 209 C</td>
<td>Soccer - Men</td>
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<tr>
<td>PE 210 C</td>
<td>Softball - Women</td>
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<tr>
<td>PE 211 C</td>
<td>Swimming - Men</td>
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<tr>
<td>PE 212 C</td>
<td>Swimming - Women</td>
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<tr>
<td>PE 213 C</td>
<td>Tennis - Men</td>
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<tr>
<td>PE 214 C</td>
<td>Tennis - Women</td>
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<tr>
<td>PE 218 C</td>
<td>Volleyball - Women</td>
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<td>PE 219 C</td>
<td>Water Polo</td>
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<tr>
<td>PE 220 C</td>
<td>Wheelchair Basketball</td>
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<tr>
<td>PE 221 C</td>
<td>Wrestling</td>
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<tr>
<td>PE 231 C</td>
<td>Elementary School Movement - Physical Education</td>
<td>3 Units</td>
<td>UC/CSU, AAGE, CSU GE. This course is designed to acquaint the elementary school major with physical education programs in grades K-6. The course includes observation, visitation, and actual teaching field work at an elementary school in the Cypress School District. The campus laboratory hours include methods, skills, and activities used in teaching elementary physical education. The class is required for elementary education majors and required for recreation and physical education majors.</td>
</tr>
<tr>
<td>PE 234 C</td>
<td>Contemporary Personal Health</td>
<td>3 Units</td>
<td>UC/CSU, AAGE, CSU GE. The course explores advances in the medical science field as they relate to personal health and dispels myths and misconceptions. Health issues that will be covered in the course are stress management, substance abuse, alcoholism, smoking as an addiction, sexuality, marriage, birth, sexually transmitted diseases, nutrition, cancer, aging and death, and obesity.</td>
</tr>
<tr>
<td>PE 235 C</td>
<td>First Aid, CPR and Responding to Emergencies</td>
<td>3 Units</td>
<td>UC/CSU, CSU GE. The course includes theory and implementation of the skills necessary in responding to an emergency. Successful completion of the course will qualify the student for the American Red Cross First Aid Certificate and the Adult, Child and Infant CPR certificates. Costs for the construction of a first aid kit may be required. $4.00 Laboratory Fee - PAYABLE AT REGISTRATION.</td>
</tr>
<tr>
<td>PE 236 C</td>
<td>Prevention and Care of Athletic Injuries</td>
<td>3 Units</td>
<td>UC/CSU. This course is designed for future trainers, coaches, and physical therapists in the field of sports medicine. The course concentrates on the prevention, evaluation, treatment and rehabilitation of athletic injuries. Methods of taping and the use of training room equipment will also be covered.</td>
</tr>
</tbody>
</table>

**All classes with double asterisks are off-campus. Students should allow for travel time.**
### PE 237 C  LIFESAVING
1 Unit
One hour lecture and One hour laboratory per week.
UC/CSU, CSU GE
Prerequisite: The prospective student should be familiar with and have average skill in the following swimming strokes: American crawl, breaststroke, sidestroke, and the elementary backstroke. This course is designed to develop and perfect the basic swimming strokes needed to successfully execute the various lifesaving skills, as well as improve general skills and proficiency in the water. Upon completion of the class, a student who successfully passes written and practical exams will be qualified to be certified for an American Red Cross Emergency Water Safety, Basic Lifeguarding, or Lifeguard Training Certificate. $4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### PE 238 C  WATER SAFETY INSTRUCTION
2 Units
One hour lecture and Two hours activity per week.
UC/CSU
Prerequisite: Seventeen years of age minimum, American Red Cross precourse written and skills test. Advisory: PE 134 C or equivalent: Competency in swimming, diving, and water safety skills. This American Red Cross course will prepare instructor candidates to teach a variety of American Red Cross swimming and water safety courses to people of all ages. Upon satisfactory completion, the student will receive an American Red Cross Water Safety Instructor certificate. This class does not meet the requirements for P.E. activity classes. $4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### PE 239 C  SKIN AND SCUBA DIVING
3 Units
Two hours lecture and Three hours activity per week.
CSU
Prerequisite: Qualification as an intermediate swimmer, passed PE 134 C, PE 237 C or PE 238 C. This course is designed to instruct the novice diver in the fundamentals of skin and SCUBA diving. The class will include instruction in the use of mask, fins and snorkel, as well as instruction in the safe use of self-contained, underwater, breathing apparatus (SCUBA). The class will place an emphasis on safety, skill development, psychological adjustments and cardiovascular conditioning. Upon successful completion of the class, the student will be certified as an N.A.U.I., Open Water I, SCUBA diver. The student will be responsible for equipment rental and boat fees, as well as purchasing some basic personal gear. This class does not meet the requirement for a physical education activity class.

### PE 240 C  SPORTS OFFICIATING - MEN’S SPORTS
3 Units (May be taken for credit 2 times)
Two hours lecture and Two hours laboratory TBA per week.
UC Credit Limitation/CSU
This class provides practical experience with an emphasis on knowledge and interpretation of the rules of sporting events. The rules and mechanics of officiating football, basketball, baseball, softball and other sports will be covered. This course can be used for recreation majors, physical education majors, and people involved in community athletic organizations. The course will also explore avenues of employment related to sports officiating.

### PE 242 C  WHEELCHAIR ATHLETICS
2 Units (May be taken for credit 4 times)
One hour lecture and Three hours laboratory per week.
CSU, CSU GE
Prerequisite: Entry into this class will be based on the student’s previous medical history. The course includes instruction and participation in the fundamentals of the spectrum of wheelchair athletics. The course is expressly designed for, but not limited to, those students with permanent disability of the lower extremities who are therefore unable to participate in regular able-bodied athletics. The emphasis is on rules, safety, general awareness of wheelchair athletic alternatives with specific skill development in wheelchair basketball and wheelchair tennis leading to competition in California and U.S. wheelchair basketball and tennis programs.

### PE 244 C  HUMAN PERFORMANCE
3 Units
Three hours lecture per week.
UC Credit Limitation/CSU, AA GE, CSU GE
Lectures will provide guidelines for lifetime fitness with a combined approach of exercise physiology, nutrition and biomechanics. Students will develop a working knowledge of physiological adaptations to aerobic and anaerobic exercise, of nutritional programs to achieve and maintain ideal body weight, and of desirable lifestyle management behaviors to improve wellness and human performance.

### PE 247 C  SPORTS MANAGEMENT
3 Units
Two hours lecture and Three hours activity per week.
CSU
This course consists of how to organize, manage, plan, staff, direct and control a sports program. The course also includes such areas as budget, facilities, scheduling, officials, transportation, public relations, parent and booster clubs, purchase and care of athletic equipment, fund raising, and marketing.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Time Requirements</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 248 C</td>
<td>PSYCHOLOGY OF SPORT</td>
<td>3</td>
<td>Three hours lecture per week</td>
<td>CSU: This course consists of the study of athletes on all levels of competition. The course includes such areas as psychology of competition, understanding coaches, goal setting, motivation, anxiety and stress, relaxation, relationships, eligibility, and drug abuse in sports. The class also prepares the community college athlete for competition at the university level.</td>
</tr>
<tr>
<td>PE 250 C</td>
<td>SPORT AND UNITED STATES SOCIETY</td>
<td>3</td>
<td>Three hours lecture per week</td>
<td>CSU, CUL PL: This course examines sport in the United States society, and how various ethnic and minority groups have influenced sport participation at the local, state and national levels. Influences of other cultures outside of the United States will be reviewed and analyzed. A review of sport history from both the international and national perspective will be conducted with communication and media influences also examined.</td>
</tr>
<tr>
<td>PE 252 C</td>
<td>INTRO TO PHYSICAL EDUCATION</td>
<td>2</td>
<td>Two hours lecture per week</td>
<td>CSU: Introduction and orientation to physical education as a profession and as an academic discipline. Explores subdisciplines, opportunities in the field, philosophy, scientific foundation, and analyzes and evaluates individuals that have influenced these trends and issues in the 21st Century.</td>
</tr>
<tr>
<td>PE 263 C</td>
<td>PROFESSIONAL ACTIVITIES - WRESTLING</td>
<td>2</td>
<td>One hour lecture and Two hours activity per week</td>
<td>UC Credit Limitation/CSU: This course includes instruction and practice in the fundamental wrestling techniques basic to successful performance in amateur wrestling. The class will include all aspects of offense, defense and additional areas such as equipment, budget, scheduling, and scouting. This class does not meet the requirements for P.E. activity classes.</td>
</tr>
<tr>
<td>PE 264 C</td>
<td>THEORY OF COACHING FOOTBALL</td>
<td>3</td>
<td>Two hours lecture and Three hours laboratory per week</td>
<td>UC Credit Limitation/CSU: This course includes the study of the various aspects of coaching football. The emphasis of the class will be on the theory of how to organize a football program, offense, defense and the kicking game. The lab consists of scouting and/or coaching football.</td>
</tr>
<tr>
<td>PE 265 C</td>
<td>INTRAMURAL MANAGEMENT</td>
<td>2</td>
<td>One hour lecture and Three hours laboratory per week</td>
<td>CSU: This course will emphasize effective management skills for an intramural program. The class will include group organization, promotion and supervision of campus intramural activities.</td>
</tr>
<tr>
<td>PE 266 C</td>
<td>THEORY OF COACHING BASKETBALL</td>
<td>3</td>
<td>Two hours lecture and Three hours laboratory per week</td>
<td>UC Credit Limitation/CSU: This course includes the study of various aspects of coaching basketball. The emphasis of the class will be on the theory of how to organize a basketball program, individual skills, and offensive and defensive team play. The lab consists of scouting and/or coaching basketball.</td>
</tr>
<tr>
<td>PE 267 C</td>
<td>THEORY OF COACHING BASEBALL</td>
<td>3</td>
<td>Two hours lecture and Three hours activity per week</td>
<td>UC Credit Limitation/CSU: This course includes the study of various aspects of coaching baseball. The emphasis of the class will be on the theory of how to organize a baseball program, develop individual skills, and coach offensive and defensive teamwork. The lab consists of scouting and coaching baseball.</td>
</tr>
</tbody>
</table>
PE 280 C PROFESSIONAL ACTIVITIES - BASEBALL
2 Units (May be taken for credit 2 times)
One hour lecture and
Two hours activity per week.
UC Credit Limitation/CSU
This course is designed to emphasize the learning of skills and fundamentals of the game of baseball. The class will include activities that will develop the psychological as well as the physical preparation of a baseball player. The theory and practical experiences related to offensive and defensive phases of the game will also be covered.

PE 281 C PROFESSIONAL ACTIVITIES - BASKETBALL
2 Units (May be taken for credit 2 times)
One hour lecture and
Two hours activity per week.
UC Credit Limitation/CSU
This course is designed for physical education and recreation majors. The course will include a comprehensive analysis of the principles of movement, motor skills, and the strategy concepts used in basketball.

PE 282 C PROFESSIONAL ACTIVITIES - SOFTBALL
2 Units (May be taken for credit 2 times)
One hour lecture and
Two hours activity per week.
UC Credit Limitation/CSU
This course is designed for physical education and recreation majors. The course will emphasize development and improvement of fundamental skills, including strategy, team organization, rules and instructional procedures.

PE 284 C PROFESSIONAL ACTIVITIES - SOCCER
2 Units (May be taken for credit 2 times)
One hour lecture and
Two hours activity per week.
UC Credit Limitation/CSU
This course is designed for physical education majors. The course will include a comprehensive analysis of fundamental skills, game strategy, team offense and team defense through participation, analysis of rules and instructional procedures.

PE 286 C PROFESSIONAL ACTIVITIES - WEIGHT TRAINING
2 Units (May be taken for credit 2 times)
One hour lecture and
Two hours activity per week.
UC Credit Limitation/CSU
Prerequisite: PE 152 C, PE 156 C, or PE 159 C. This course is a study of weight training theory with emphasis on kinesiology and biomechanical principles. The class will provide the student with an understanding of various anaerobic training techniques and their applications.

PE 298 C PHYSICAL EDUCATION SEMINAR
1/2 - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary with credit given.
UC Credit Limitation/CSU
This class will utilize a lecture/lab activity approach to various topics in physical education. A variety of classes will be offered in order to introduce able bodied students to new experiences in physical education.

PE 299 C PHYSICAL EDUCATION INDEPENDENT STUDY
1/2 - 2 Units (Variable Units) (May be taken for credit 4 times)
A maximum of six hours laboratory per week.
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Contract. This course is designed for students who wish to gain experience in teaching physical education classes or to increase their knowledge and experience in applied areas (coaching and teaching). Students must obtain permission from the instructor in the subject area they will be working with, and will be under the direct supervision of that instructor. This course does not meet requirements of physical education activity classes.

**All classes with double asterisks are off-campus. Students should allow for travel time.**
Physical Science
Division of Science/Engineering/Mathematics

Division Dean – Larry Mercadante, Interim

Faculty
Ron Armale
Brinda Subramaniam

Counselors
Carol Mattson
Tom Nordee
Alice Payne

Physical Science (PHSC)

PHSC 117 C  COSMOLOGY
1 Unit
One hour lecture per week.
CSU
Prerequisite: ASTR 116 C or ASTR 101 C. The course includes a study of black holes, galactic evolution, methods and assumptions of cosmology, the big bang, geometry and models, the inflationary universe, anthropic principle, destiny of the universe, particle theory, and grand unification.

PHSC 196 C  FIELD STUDIES IN PHYS SCI
2 Units (May be taken for credit 4 times)
One hour lecture and
Three hours laboratory per week.
CSU
This course involves lecture and field study in the physical sciences. During a given semester, multiple sections may be offered to different study areas or for different selected topics. Study areas include, but are not limited to, star gazing in the Santa Ana mountains or Anza area; viewing museums, planetaria, observatories; or listening to lectures. Field trips are required.

PHSC 298 C  PHYSICAL SCIENCE SEMINAR
½ - 3 Units (Variable Units) (May be taken for credit 4 times)
Three hours lecture/discussion per week for maximum credit.
UC Credit Limitation/CSU
This course is for students who wish to increase their knowledge in various fields in the physical sciences. Various topics may be offered, such as the metric system of measurement, observational astronomy, etc., according to the interests of the instructor and students as stated in the class schedule. Consult the class schedule to verify unit credit and topics for a particular semester.

Physical Therapy

PHYSICAL THERAPY TRANSFER PROGRAM
Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

Physician Assistant

PHYSICIAN ASSISTANT TRANSFER PROGRAM
Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.
Physics
Division of Science/Engineering/Mathematics

Division Dean – Larry Mercadante, Interim

Faculty
Ron Armale
Allen Mottershead
Brinda Subramaniam

Counselors
Carol Mattson
Tom Nordee
Alice Payne

PHYSICS TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Physics (PHYS)

PHYS 021 C PHYS 201 C PROBLEM SOLVING
1 Unit
One hour lecture per week.
NON-DEGREE CREDIT
Credit/No Credit
Corequisite: PHYS 201 C. This course is designed as a problem solving session and examination of the concepts in classical mechanics as taught in the first semester of College Physics (PHYS 201 C).

PHYS 022 C PHYS 202 C PROBLEM SOLVING
1 Unit
One hour lecture per week.
NON-DEGREE CREDIT
Credit/No Credit
Corequisite: PHYS 202 C. This course is designed as a problem solving session and examination of the concepts in electricity, magnetism, and optics as taught in the second semester of College Physics (PHYS 202 C).

PHYS 023 C PHYS 221 C PROBLEM SOLVING
1 Unit
One hour lecture per week.
NON-DEGREE CREDIT
Credit/No Credit
Corequisite: PHYS 221 C. This course is designed as a problem solving session and examination of the concepts in classical mechanics as taught in the first semester of General Physics (PHYS 221 C).

PHYS 024 C PHYS 222 C PROBLEM SOLVING
1 Unit
One hour lecture per week.
NON-DEGREE CREDIT
Credit/No Credit
Corequisite: PHYS 222 C. This course is designed as a problem solving session and examination of the concepts in electricity and electromagnetism optics as taught in the second semester of General Physics (PHYS 222 C).

PHYS 130 C PRINCIPLES OF PHYSICS
4 Units
Three hours lecture and
Three hours laboratory per week.
UC/CSU, AAGE, CSU GE, IGETC
Prerequisite: MATH 020 C. This course provides an introduction to the basic concepts, principles, and laws of physics with major emphasis upon their practical importance and application towards understanding and controlling natural phenomena. Laboratory work includes experiments in mechanics, heat, sound, electricity, and optics. This is a general education course in the physical science area. The course is not open for credit to students with previous college physics credit. No UC credit if taken after PHYS 201 C or PHYS 202 C.

PHYS 201 C COLLEGE PHYSICS
4 Units
Three hours lecture and
Three hours laboratory per week.
UC Credit Limitation/CSU
AA GE, CSU GE, IGETC, CAN PHYS 2
Prerequisite: MATH 142 C and PHYS 130 C, with grades of "C" or better. This is the first course in a two-semester physics program designed primarily for students majoring in sciences, medical/dental fields, nursing, agriculture, psychology, law, and similar professional fields. The course includes topics from classical mechanics and Newton's Laws, conservation laws, special theory of relativity, properties of matter, heat, thermodynamics, vibrations and waves, and rotational dynamics.

PHYS 202 C COLLEGE PHYSICS
4 Units
Three hours lecture and
Three hours laboratory per week.
UC Credit Limitation/CSU
AA GE, CSU GE, IGETC, CAN PHYS 4
Prerequisite: PHYS 201 C, with a grade of "C" or better. This is the second course in a two-semester physics program designed primarily for students majoring in biological sciences, nursing, agriculture, psychology, medical/dental sciences, law, and similar professional fields. The course includes topics from wave motion and sound, light and optics, electricity and magnetism, structure of the atom, and nuclear physics.

PHYS 210 C PHYSICS
4 Units
Three hours lecture and
Three hours laboratory per week.
UC Credit Limitation/CSU
AA GE, CSU GE, IGETC
Prerequisite: PHYS 130 C or High School Physics and MATH 150AC, with a grade of "C" or better, or concurrent enrollment in MATH 150AC. This is a calculus-based course designed for students majoring in the life sciences. The course covers Newtonian mechanics, waves and basic thermodynamics.
PHYS 211 C  PHYSICS  
4 Units  
Three hours lecture and  
Three hours laboratory per week.  
UC Credit Limitation/CSU, CSU GE, IGETC  
Prerequisite: PHYS 210 C with a grade of “C” or better and completion of or concurrent enrollment in MATH 150BC.  
This is a second semester of a calculus-based course designed for students majoring in the life sciences. The course covers electricity and magnetism, special relativity and quantum physics.

PHYS 221 C  GENERAL PHYSICS  
4 Units  
Three hours lecture and  
Three hours laboratory per week.  
UC Credit Limitation/CSU  
AA GE, CSU GE, IGETC, CAN PHYS 8  
Prerequisite: PHYS 130 C and MATH 150AC, with grades of “C” or better; and concurrent enrollment in MATH 150BC. Advisory: Recommended background PHYS 201 C and either ENGR 110 C or ENGT 110 C. This is the first course of a three-semester introductory physics program for students planning to major in physics, chemistry, geology, engineering (all specializations), mathematics and other allied fields. The course covers classical force statics and dynamics, momentum, and energy analysis of mass particles and fluids at rest and in linear, rotational, and harmonic motion. Problem and laboratory work emphasizes engineering applications of physics principles and involves use of calculus.

PHYS 222 C  GENERAL PHYSICS  
4 Units  
Three hours lecture and  
Three hours laboratory per week.  
UC Credit Limitation/CSU  
Prerequisite: MATH 150BC and PHYS 221 C, with grades of “C” or better. MATH 250AC recommended. This is another course of a three-semester introductory physics program for students planning to major in physics, chemistry, geology, engineering (all specializations), mathematics and other related fields. Topics covered are basic laws of electricity and magnetism, including electrostatics, current, magnetic fields, electromagnetic induction, DC circuits, AC circuits, and electromagnetic waves.

PHYS 223 C  GENERAL PHYSICS  
4 Units  
Three hours lecture and  
Three hours laboratory per week.  
UC Credit Limitation/CSU  
Prerequisite: PHYS 221 C, and MATH 150BC, with grades of “C” or better. This is another course of a three-semester introductory physics program for students planning to major in physics, chemistry, geology, engineering (all specializations), mathematics, and other related fields. Topics covered include thermodynamics and kinetic theory, geometrical and physical optics, special theory of relativity, quantum theory, atomic physics, and nuclear physics. Recommended background PHYS 222 C and concurrent enrollment in MATH 250AC or 250BC.

Political Science
Division of Social Science
Division Dean, Kay Andrews

Faculty
Eapen Peter Mathews
Amy Vega-Pritchett

Counselors
Velia Lawson
Therese Mosqueda-Ponce
Daniel Pelletier

POLITICAL SCIENCE TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Political Science (POSC)

POSC 098 C  POLITICAL SCIENCE NON-TRANSFER SEMINAR  
½ - 2 Units (Variable Units) (May be taken for credit 4 times)  
Lecture/discussion hours will vary with credit given.  
Prerequisite: May be required. (See class schedule). This is a lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

POSC 100 C  GOVERNMENT OF THE UNITED STATES  
3 Units  
Three hours lecture per week.  
Credit by Examination  
UC/CSU, AAGE, CSU GE, IGETC, CAN GOVT 2  
This course covers the political theories and practices of United States Government, at national, state and local levels. This course satisfies the requirements of United States Constitution and government. Eligibility for ENGL100 C recommended. Duplicate credit not granted for POSC 100HC.
POSC 100HC  HONORS GOVERNMENT OF THE UNITED STATES
3 Units
Three hours lecture per week.
Credit by Examination
UC/CSU, AAGE, CSU GE, IGETC, CAN GOVT 2
This course is an enhanced college level course enhanced for honor students. This course covers the political theories and practices of the United States Government at national, state and local levels. This course satisfies the United States Constitution CSU graduation requirement. Eligibility for ENGL 100 C recommended. Duplicate credit not granted for POSC 100C.

POSC 130 C  POLITICAL COMMUNICATION
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
This course covers the theory and application of rhetorical criticism to contemporary and political communication events. Stress will be placed on the rhetorical/political strategies used to advance concepts and policy options.

POSC 135 C  PARTIES, POLITICAL ACTION COMMITTEES AND CAMPAIGNS
3 Units
Three hours lecture per week.
CSU
This course is an analysis of the challenges faced by the Democratic and Republican parties as they are being replaced by campaign management firms (CMF's), Political Action Committees (PAC's) and electronic media advertising. Special emphasis is given to critical analysis of the presidential election campaign process, and of the resulting implications of the democratic process in the United States. Eligibility for ENGL 100 C recommended.

POSC 155 C  LEGAL METHOD AND THE LEGAL ASSISTANT
3 Units
Three hours lecture per week.
CSU
This is the basic orientation course to provide the student with an examination of court systems, legal research and case analysis. It provides the student with an understanding of the ethics and standards of the legal profession, especially the relationship of legal assistant to client and attorney.

POSC 209 C  URBAN POLITICS
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC, CUL PL
This course is a concentrated study of urban America with particular emphasis on the challenging problems facing the country’s metropolitan areas. The approach will be interdisciplinary in order to facilitate conceptual learning and a balanced understanding of the urban dilemma. Major areas of study will include the history and development of urban United States intergovernmental relations, poverty, racial and ethnic relations, pollution, crime, public services, education, planning and renewal.

POSC 210 C  CONTEMPORARY POLITICAL ISSUES IN AMERICA
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
This course is an intensive study of issues associated with the concepts of democracy, federalism, separation of powers, judicial review, preservation of individual rights and related topics.

POSC 215 C  COMPARATIVE POLITICAL SYSTEMS
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
This course is a comparative study of the political theories and practices of selected European and non-Western political systems. Also included in the course is a careful analysis of the dynamics of political change and its relationship to economic and social development. Eligibility for ENGL 100 C recommended.

POSC 220 C  INTRODUCTION TO PUBLIC ADMINISTRATION
3 Units
Three hours lecture per week.
CSU
This course will concentrate on giving the student a background in fiscal policy (budgeting), personnel, policy-making, and general organization.

POSC 230 C  INTRODUCTION TO INTERNATIONAL RELATIONS
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
This course is a study of relations of nations including the function of power, diplomacy, international law and organization, and economic factors. Special emphasis will be placed on such concepts as war, nationalism, imperialism, ideological conflict and collective security, and how these concepts affect American foreign policy. Eligibility for ENGL 100 C recommended.

POSC 231 C  MINORITY COMMUNITIES IN THE UNITED STATES
3 Units
(Same as ETHS 231 C, HIST 231 C, and SOC 231 C)
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC, CUL PL
This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice versa.
POSC 231HC HONORS MINORITY COMMUNITIES IN THE UNITED STATES
3 Units
(Same as ETHS 231HC, HIST 231HC, and SOC 231HC)
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC, CUL PL
This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice versa.

POSC 298 C POLITICAL SCIENCE SEMINAR
½ - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary with credit given.
UC Credit Limitation/CSU
Prerequisite: May be required. (See class schedule). This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 3 units. Consult class schedule for the offerings a particular semester.

POSC 299 C POLITICAL SCIENCE INDEPENDENT STUDY
1 Unit (May be taken for credit 4 times)
Varying hours of scheduled conferences per week according to instructor.
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Contract. Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

Pre-Professional Programs

Dentistry
Medicine
Optometry
Pharmacy
Physician Assistant

Physical Therapy
Veterinary Medicine

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

Psychiatric Technology
Division of Health Science

Division Dean – Andrea Hannon

Faculty
Jeannie Bilie
Jane Boyce
Joseph Franks
Jeanne Higgins
Peggy Miller
Geoffrey Schrader
Max Seiga

Counselors
Kelly Carter
Denise Vo

PROGRAM OBJECTIVES
This program aims to prepare a student to meet the requirements for licensure as a Psychiatric Technician in the state of California. A Psychiatric Technician is a licensed member of the professional services team working with people who are emotionally or developmentally disabled. Employed by private and state hospitals, developmental centers, and many community facilities, Psychiatric Technicians will also find a variety of jobs available in the fields of correction and human services. These include day care centers, substance abuse programs, forensic facilities, special education and many other areas promoting mental health. There are career advancement opportunities available in the areas of counseling, education, nursing, and vendorization of services.

The program is accredited by, and conforms to, the regulations of the California Board of Vocational Nursing and Psychiatric Technicians. Upon successful completion of the program, graduates are eligible to take the State Board Licensure Examination.

MINIMUM STANDARDS FOR APPLICANTS
1. Graduation from high school, completion of the General Education Development (GED) test with a minimum score of 45, or passing the high school proficiency examination. Possession of an associate or higher degree satisfies this requirement.
2. Completion of ENGL058 C/ESL 185 C or a comparable course with a grade of "C" or better, or submission of test scores that indicate eligibility for ENGL060 C/ESL 186 C.

APPLICATION PROCEDURES
1. Meet with a counselor to determine fulfillment of the English requirement.
2. Complete the Psychiatric Technician program application, which may be obtained from the Health Science Counseling office, the Health Science Division office, or the director of the Psychiatric Technician Program
3. Attach supporting documentation. This includes copy of high school diploma, GED, or college degree; proof of meeting the English requirement; transcripts of academic work completed at other schools, and proof of work in progress (progress note from instructor).
SELECTION CRITERIA
1. Twenty-four (24) students are selected for admission each semester. The program begins in the fall and spring of each year. The number of applicants usually exceeds available seats.
2. Applicants who meet the minimum standards will be assigned points based on required non-clinical courses completed or in progress. Points will only be assigned when supported by appropriate documentation.
3. Selection criteria is subject to change. See a Health Science Counselor for current selection criteria.
4. Upon selection for the program but prior to the start of classes, the candidate will be required to obtain a physical examination and required immunizations.
5. Students selected for admission to the program must obtain a professional provider level cardiopulmonary resuscitation (CPR) card prior to attending clinical training and must maintain current certification throughout the program.

ASSOCIATE IN SCIENCE DEGREE
PSYCHIATRIC TECHNOLOGY
While the state of California does not require an Associate Degree for licensure as a Psychiatric Technician, the student may elect to earn one. To receive an Associate in Science Degree, the student must complete all Psychiatric Technician course requirements with a minimum grade of “C”. At least 50% of the Psychiatric Technician course requirements must be completed at Cypress College. A minimum of 19 additional General Education/Graduation Requirements must be earned with an overall GPA of 2.0.

To earn an Associate Degree students must complete:
1) all major course requirements with a minimum grade of “C”;
2) 25 units of General Education Graduation Requirements;
3) the cultural pluralism and reading requirements;
4) any elective courses to complete a minimum of 60 units; and,
5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:
Note: Accredited “C” cardiopulmonary resuscitation (CPR) certification must be maintained by all students admitted to the program.

<table>
<thead>
<tr>
<th>Prerequisite Courses:</th>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;BIOL160 C&quot; Integrated Medical Science</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;PSY101 C&quot; General Psychology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SEMESTER 1
PT110 C Nursing Science I | 7 |
PT115 C Nursing Science II | 7 |
PSY 139 C Developmental Psychology | 3 |

Total Units Required 17

SEMESTER 2
PT120 C Developmental Disabilities I | 7½ |
PT125 C Developmental Disabilities II | 6½ |

Total Units Required 14

SEMESTER 3
PT130 C Mental Disabilities I | 6½ |
PT135 C Mental Disabilities II | 7½ |

Total Units Required 14

Electives:
"COUN 140 C" Educational Planning | ½ |
"HS 052 C" Selected Topics in Health Science | 1 |
"HS 080 C" Selected Topics in Nursing and Allied Health | 1 |

Total Units Required 51

*Courses may be taken without official acceptance into the program. All other required courses must be taken after official acceptance.

All general education units may be taken prior to enrollment in the program or at the completion of the course work required by the BVNPT for licensure eligibility.

PSYCHIATRIC TECHNOLOGY CERTIFICATE
This program aims to prepare a student to meet the requirements for licensure as a Psychiatric Technician in the state of California. A Psychiatric Technician is a licensed member of the professional services team working with people who are emotionally or developmentally disabled. Historically employed by private and state hospitals, developmental centers, and many community facilities, Psychiatric Technicians will increasingly find a variety of jobs available in the fields of corrections and human services. These include day care centers, substance abuse programs, forensic facilities, special education and many other areas promoting mental health. The program is accredited by and conforms to the regulations of the California Board of Vocational Nurses and Psychiatric Technicians. Upon successful completion of the program, graduates are eligible to take the State Board Licensure Examination.

To earn a certificate, complete the required courses with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College. Upon completion of the 51 units of required course work, the student becomes eligible to apply to the BVNPT for licensure examination.

Prerequisite Courses:
| BIOL160 C Integrated Medical Science | 3 |
| PSY 101 C General Psychology | 3 |

SEMESTER 1
| PT110 C | Nursing Science I | 7 |
| PT115 C | Nursing Science II | 7 |
| PSY 139 C | Developmental Psychology | 3 |

Total Units Required 17

SEMESTER 2
| PT120 C | Developmental Disabilities I | 7½ |
| PT125 C | Developmental Disabilities II | 6½ |

Total Units Required 14

SEMESTER 3
| PT130 C | Mental Disabilities I | 6½ |
| PT135 C | Mental Disabilities II | 7½ |

Total Units Required 14

Electives:
"COUN 140 C" Educational Planning | ½ |
"HS 052 C" Selected Topics in Health Science | 1 |
"HS 080 C" Selected Topics in Nursing and Allied Health | 1 |

Total Units Required 51

Psychiatric Technology
(PT)

PT 085 C PSYCHIATRIC TECHNICIAN - WORK EXPERIENCE
1 - 4 Units (Variable Units) (May be taken for credit 4 times)
One hour lecture and Five hours (minimum) related employment per week.
Credit/No Credit/Letter Grade Option
Prerequisite: Concurrent enrollment in Psychiatric Technician Program. This course provides practical work experience for students caring for individuals with developmental disabilities in community settings.
PT 092 C  INTRODUCTION TO DEVELOPMENTAL DISABILITIES I
7 Units
Four and one-half hours lecture and
Nine hours laboratory per week.
Prerequisite: PT 091 C. This course explores the philosophy and principles directing the delivery of care and service to individuals with developmental disabilities residing in California. It offers clinical experiences in a variety of settings and prepares students for the safe administration of medications to patients/clients. Students learn how to teach self-help and independent living skills to individuals with developmental disabilities. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

PT 093 C  CARE AND TREATMENT OF THE INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES
6½ Units
Three and one-half hours lecture and
Nine hours laboratory per week.
Prerequisite: PT 091 C, PT 092 C. This course includes the study of the causative factors of developmental disabilities, the medical and physical treatment modalities, the prevention of developmental disabilities, human developmental deviations, as well as pharmacological interventions and special dietary needs. The behavior modification segment stresses the theory and application of behavioral techniques advocating only the presentation and removal of positive reinforcement.

PT 094 C  MENTAL DISABILITIES LEVEL I
6½ Units
Three and one-half hours lecture and
Nine hours laboratory per week.
Prerequisite: PT 091 C. This course is designed to assist the student in caring for the mentally disabled client at the tertiary level of intervention. Emphasis is placed on assessment and intervention of the chronically hospitalized individual. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

PT 095 C  NURSING SCIENCE FOR PSYCHIATRIC TECHNICIANS
8 Units
Five hours lecture and
Nine hours laboratory per week.
Prerequisite: BIOL 160 C, PT 091 C. This course explores the disease process of medical/surgical conditions relative to etiology, pathology, and treatment modalities. The therapeutic use of medication, the principles of nutrition, and the application of the nursing process are presented in classroom instruction and implemented in clinical practice.

PT 096 C  MENTAL DISABILITIES LEVEL II
6½ Units
Three and one-half hours lecture and
Nine hours laboratory per week.
Prerequisite: PT 091 C, PT 094 C. This course prepares the student to intervene at the primary and secondary level of treatment in the care of individuals with mental disabilities. Primary interventions include prevention of mental disabilities through the education of individuals at risk, while secondary interventions are aimed at identified clients during periods of increased stress. $3.00 Laboratory Fee – PAYABLE AT REGISTRATION.

PT 110 C  NURSING SCIENCE I
7 Units
Four and one-half hours lecture and
Seven and one-half hours laboratory per week.
Prerequisite: Acceptance into the Psychiatric Technology Program. This course presents fundamental concepts and scientific principles of nursing care. It begins to prepare students for the safe administration of medications by introducing them to the modern systems of measurement. Principles discussed in lecture will be applied in the clinical setting.

PT 115 C  NURSING SCIENCE II
7 Units
Four and one-half hours lecture and
Seven and one-half hours laboratory per week.
Prerequisite: PT 110 C. This course explores the disease process of medical/surgical conditions relative to etiology, pathology, and treatment modalities. The therapeutic use of medication, the principles of nutrition, and the application of the nursing process are presented in classroom instruction and implemented in clinical practice.

PT 120 C  DEVELOPMENTAL DISABILITIES I
7½ Units
Four and one-half hours lecture and
Nine hours laboratory per week.
Prerequisite: PT 115 C and PSY 139 C. This course explores the philosophy and principles directing the delivery of care and service to persons with developmental disabilities residing in California. Students learn how to teach self-help and independent living skills to persons with developmental disabilities.
PT 125 C  DEVELOPMENTAL DISABILITIES II
6½ Units
Three hours lecture and
Ten and one half hours laboratory per week.
Prerequisite: PT 120 C. This course focuses on the cause
and treatment of developmental disabilities. The theory and
application of behavioral techniques advocating only the
presentation and removal of positive reinforcement is pre-
sented. Pharmacological interventions and special dietary
needs are also covered.

PT 130 C  MENTAL DISABILITIES I
6½ Units
Three hours lecture and
Ten and one half hours laboratory per week.
Prerequisite: PT 125 C. This course is designed to assist
the student in caring for the mentally disabled client at the
tertiary level of intervention. Emphasis is placed on assess-
ment and intervention of the chronically hospitalized
individual.

PT 135 C  MENTAL DISABILITIES II
7½ Units
Four and one half hours lecture and
Nine hours laboratory per week.
Prerequisite: PT 130 C. This course prepares the student
to intervene at the primary and secondary levels of treat-
ment in the care of individuals with mental disabilities. Pri-
mary interventions include prevention of mental disabilities
through the education of individuals at risk, while second-
ary interventions are aimed at identified clients during peri-
ods of increased stress.

Psychology
Division of Social Science
Division Dean, Kay Andrews

Faculty
Lawrence Canova
Susan Johnson
Robert Kelley
Brian Killen
Randall Martinez
Carlos Sandoval

Counselors
Velia Lawson
Therese Mosqueda-Ponce
Daniel Pelletier

PSYCHOLOGY TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for
lower division major requirements for most California pub-
lic universities. (See the Standard Definitions section of the
catalog for a description of ASSIST.) Students transferring
to an independent college/university should consult the cat-
alog of the individual school and a counselor for lower divi-
sion major requirements.

Psychology (PSY)

PSY 098 C  PSYCHOLOGY NON-TRANSFER
SEMINAR
¼ - 2 Units (Variable Units)
Lecture/discussion hours will vary with credit given.
Prerequisite: May be required. (See class schedule). This
is a lecture/discussion approach to particular problems for
students who wish to increase their knowledge of subjects
which are not generally taught in college. Various topics will
be offered according to the interests of the instructor and
students as stated in the class schedule. Various types of
measuring devices will be used and unit credit may range from ¼
to 2 non-transfer units in any given semester. Con-
sult the class schedule to verify credit for a particular term.

PSY 101 C  GENERAL PSYCHOLOGY
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC, CAN PSY 2
Prerequisite: Eligibility for ENGL 100 C. This course is a
scientific consideration of the psychological foundations of
behavior. It will investigate psychological development,
motivation, sensation, perception, learning, thinking, lan-
guage, psychological measurement, and principles of men-
tal illness and mental health.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Type of Instruction</th>
<th>Prerequisite(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 110 C</td>
<td>INTRODUCTION TO APPLIED PSYCHOLOGY</td>
<td>3</td>
<td>Three hours lecture per week.</td>
<td>CSU, CSU GE</td>
<td>This course applies the essentials of psychology to development and learning, motivation, social influences, mental health, and personal life planning. It may not be substituted for PSY 101 C or PSY 202 C in completing a year of psychology for the transfer major.</td>
</tr>
</tbody>
</table>
| PSY 120 C  | HUMAN SEXUALITY                                                  | 3      | Three hours lecture per week.              | (Same as SOC 120 C)                                                              | UC/CSU, CSU GE, IGETC  
Prerequisite: Eligibility for ENGL 060 C. This course is an overview of the psychological, sociological and psychobiological aspects of human sexuality. The course takes an interdisciplinary approach dealing with the entire area of human sexual behavior viewed in the context of the total integrated personality. |
| PSY 130 C  | PSYCHOLOGY OF ASSERTION                                          | 3      | Three hours lecture per week.              | CSU                                                                            | Credit/No Credit/Letter Grade Option  
This course teaches the discrimination between assertive, nonassertive, aggressive, verbal and nonverbal behaviors; identifies the concept of personal rights; examines the relationship between thinking, feeling and acting (cognitive restructuring); provides an opportunity for direct application of assertion theories through structured practice (behavior rehearsal); demonstrates the relationship between principles of assertion and other behavioristic philosophies. The emphasis will include developing and exploring assertive options within one’s sex role, work role, student role, parent/child role, marital role and friendship role. |
| PSY 139 C  | DEVELOPMENTAL PSYCHOLOGY                                         | 3      | Three hours lecture per week.              | UC/CSU, CSU GE, IGETC                                                           | This is a study of emotional, intellectual, social and physical growth patterns from conception to death. It emphasizes an integrated approach to each life phase. It also examines the influence of heredity and environment in the life span. The study also includes applicable theories of development. |
| PSY 140 C  | DEVELOPMENTAL PSYCHOLOGY - PRE-ADULT                             | 3      | Three hours lecture per week.              | CSU                                                                            | This course in developmental psychology is limited to infancy, childhood and adolescence. Materials from a variety of sources have been selected for this multi-media approach. |
| PSY 141 C  | PRENATAL AND EARLY CHILDHOOD DEVELOPMENT                         | ½      | One-half hour of lecture per week.         |                                                                                   | This course is the first part of Psychology 140 C, which has been divided into six one-half unit mini-courses. This course deals with pre-natal and infancy development. Duplicate credit will not be given for PSY 140 C. |
| PSY 142 C  | MIDDLE CHILDHOOD DEVELOPMENT                                     | ½      | One-half hour of lecture per week.         |                                                                                   | This course is the second part of Psychology 140 C, which has been divided into six one-half unit mini-courses. This course deals with middle childhood development. Duplicate credit will not be given for PSY 140 C. |
| PSY 143 C  | LATE CHILDHOOD DEVELOPMENT                                       | ½      | One-half hour of lecture per week.         |                                                                                   | This course is the third part of Psychology 140 C, which has been divided into six one-half unit mini-courses. This course deals with late childhood development. Duplicate credit will not be given for PSY 140 C. |
| PSY 144 C  | EARLY ADOLESCENT DEVELOPMENT                                     | ½      | One-half hour of lecture per week.         |                                                                                   | This course is the fourth part of Psychology 140 C, which has been divided into six one-half unit mini-courses. This course deals with early adolescent development. Duplicate credit will not be given for PSY 140 C. |
| PSY 145 C  | MIDDLE ADOLESCENT DEVELOPMENT                                    | ½      | One-half hour of lecture per week.         |                                                                                   | This course is the fifth part of Psychology 140 C, which has been divided into six one-half unit mini-courses. This course deals with middle adolescent development. Duplicate credit will not be given for PSY 140 C. |
| PSY 146 C  | LATE ADOLESCENT DEVELOPMENT AND ENTRANCE INTO ADULTHOOD         | ½      | One-half hour of lecture per week.         |                                                                                   | This course is the last part of Psychology 140 C, which has been divided into six one-half unit mini-courses. This course deals with late adolescent development and the challenges of entering adulthood. Duplicate credit will not be given for PSY 140 C. |
PSY 148 C  EARLY CHILDHOOD DEVELPMENT: OBSERVATION
1 Unit
One-half hour of lecture and
One hour laboratory per week.
Credit/No Credit/Letter Grade Option
CSU
Prerequisite: PSY 141 C. This class is designed to provide
an opportunity to observe and work with preschool children
in various interactions with other children. Lectures will be
given on various topics to facilitate improved behavior and
childhood interactions. Students will be expected to actu-
ally work with the children during the lab time.

PSY 161 C  PROBABILITY & STATS-SOCIAL SCI.
4 Units
(Same as SOSC 161 C and SOC 161 C)
Four hours lecture per week.
UC/CSU, CAN PSY 6
Prerequisite: Math 040 C or 2 years of high school Algebra
with grades of "C" or better. This course provides an intro-
duction to fundamental statistical concepts relevant to the
social sciences but applicable to all disciplines. A concep-
tual approach is used to introduce students to topics of
descriptive and inferential statistics including sampling,
probability, central tendency, variability, correlation, regres-
sion, point estimation, interval estimation, and hypothesis
testing. Also introduced are non-parametric statistics, such
as chi-square, and parametric statistics, such as t-tests and
ANOVA. Computers and calculators will be utilized. The
use of current statistical software is emphasized. Data sets
and problems will be from psychology, sociology, anthro-
pology, economics, geography, and political science. This
course is open to all students who meet the prerequisite,
and it is required for psychology majors. This course is
strongly recommended for all social science majors. Students
who receive credit for this course may not receive
credit for MATH 120 C.

PSY 162 C  COMPUTER APPLICATIONS OF
BEHAVIORAL STATISTICS
1 Unit
(Same as SOC 162 C and SOSC 162 C)
One hour lecture per week.
CSU
Prerequisite: Concurrent enrollment in, or satisfactory com-
pletion of, MATH 120 C or PSY 161 C, with a grade of "C"
or better. This course introduces students to the use of
computer programs used for statistical analysis and han-
dling of data gathered in the social sciences, business, life
sciences and the physical sciences. Students will use com-
puter applications relevant to current trends in academic
and private sectors. The access of online statistical informa-
tion and sources of data on will also be examined.

PSY 202 C  RESEARCH METHODS IN
PSYCHOLOGY
4 Units
Three hours lecture
Two hours laboratory and
One hour problem solving/quiz per week.
UC/CSU, IGETC, CAN PSY 8
Prerequisite: PSY 101 C and PSY 161 C. This course
encompasses the technical aspects of designing and
implementing research in the cognitive and behavioral sci-
ences. Concepts of experimental methods are presented
so that there is the appropriate application of the scientific
method to psychological research. The use of current tech-
nology in the acquisition, processing, and analysis of data
is integrated into the theoretical and conceptual aspects of
the research process. Emphasis is placed on proper com-
munication and presentation of completed research.

PSY 212 C  UNDERSTANDING CHILDHOOD
TRAUMA AND THE EFFECTS OF ABUSE
3 Units
Three hours lecture per week.
CSU
This course examines the causes of child abuse and
traumatization, the effects of trauma, and commonly
accepted ways to assist children of trauma. Trauma
includes the effects of abuse, neglect, witnessing, and
experiencing extraordinary events. Legal and foster care
issues will also be investigated.

PSY 215 C  PARENTING SKILLS
3 Units
(Same as SOC 215 C)
Three hours lecture per week.
CSU
This course is designed to build realistic expectations in
parenting, acquire parenting skills and deal constructively
with varied aspects of childrearing. A special emphasis will
be placed on reviewing contemporary discipline and guid-
ance techniques and on exploring resources available in
the community for parenting. The course includes develop-
mental states from birth through adulthood.

PSY 217 C  PARENTING THE OPPOSITIONAL
AND DEFIANT CHILD, AGE 2-13
1 Unit
(Same as SOC 217 C)
One hour lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course is designed for natural or foster parents who
have children 2 to 13 years of age who exhibit oppositional,
willful, disobedient and defiant behavior. Empirically proven
techniques to manage this behavior will be taught using the
University of Massachusetts Program.
PSY 218 C PARENTING THE ABUSED AND TRAUMATIZED CHILD/ADOLESCENT
1/2 Unit
(Same as SOC 218 C)
One-half hour lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This is a parenting course for foster parents and other adult caregivers of abused children. The causes, symptoms, treatment modalities and parenting techniques needed to parent these children will be examined.

PSY 219 C PARENTING THE CHILD/ADOLESCENT WITH ATTENTION DEFICIT HYPERACTIVITY DISORDER
1/2 Unit
(Same as SOC 219 C)
One-half hour lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course is a practical introduction in the causes and professional interventions for Attention Deficit Hyperactivity Disorder “ADHD”. A major emphasis will be on treatment techniques parents can use to assist a child or adolescent with attention deficit hyperactivity disorder. Home, medical, school and social-psychological interventions will be presented.

PSY 221 C THE BRAIN AND BEHAVIOR
3 Units
Three hours lecture per week.
UC/CSU/IGETC
Prerequisite: PSY 101 C with a grade of “C” or better. This course examines the neurophysiological processes associated with behavior and mental processes. Emphasis is placed on the structure and function of the brain and other central nervous system structures. Related processes such as the autonomic nervous system, the endocrine system and the immune system are also studied. Specific topics studied in the context of the brain include learning, sensation, perception, emotion, motivation, cognition, memory, stress, psychological disorders, and brain dysfunction.

PSY 222 C ABNORMAL PSYCHOLOGY
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC
Prerequisite: PSY 101 C with a grade of “C” or better. This course considers and explores problems of adjustment ranging from mild social and personal stress (life-change), to profound personal disorganization and disintegration, over against a backdrop (within the context of) health, wellness, and the process of individual well-being. The course incorporates theories of maladaptation and the specific types of treatment, with attention given to resources available to individuals in need of medical and psychological aid.

PSY 233 C PSYCHOLOGY OF ADJUSTMENT
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU, CSU GE
This course is an intensive inquiry into the self, with emphasis on self-understanding, interpersonal communication, and development of personality dealing with problems and circumstances encountered in adult living. The goal of the course is integration of recognized principles of psychology into everyday life.

PSY 237 C CROSS-CULTURAL CONFLICTS IN INTERPERSONAL RELATIONSHIPS
3 Units
(Same as SOC 237 C)
Three hours lecture per week.
UC/CSU, CSU GE, IGETC, CUL PL
This course is an introduction to the psychological factors involved in cross-cultural differences including ethnic and racial differences. It explores personal processes and individual conflicts as people from differing ethnic backgrounds interact in personal and work relationships, as immigrants, in international business, or as tourists. Varying customs, social patterns and family dynamics of major local cultural groups will be discussed within this context. Methods of conflict resolution will be emphasized. Eligibility for ENGL 100 C recommended.

PSY 240 C CHILD DEVELOPMENT & EDUCATION
3 Units
Three hours lecture per week.
CSU
This course explores the physical, cognitive, communicative/linguistic, and socio-emotional development of the child from conception through adolescence across diverse cultures with an emphasis on the learning process. Education and teaching issues related to children are highlighted.

PSY 247 C PSYCHOBIOLOGY SEMINAR
1/2 - 2 Units (Variable Units)
One hour lecture and
One full-day seminar
Additional hours TBA if maximum credit is desired.
UC Credit Limitation/CSU
This is a lecture/discussion approach to various topics concerning the biological basis of behavior. The course will focus on the interpretation of endocrine, neurological and anatomical systems to environmental forces. Numerous topics of general interest will be discussed such as memory, emotion, sensory processes, etc.
PSY 255 C  INTRODUCTION TO GERONTOLOGY
3 Units
(Same as HUSR 255 C, SOSC 255 C)
Three hours lecture per week.
UC/CSU
This course examines the biological, physiological, cognitive, developmental, and sexual aspects of the ongoing aging process. Critical life issues for elders and for those who live and work with them will be explored. These issues include physical health, mental health, health care policy, care giving, dependency, and positive aging strategies. Duplicate credit not given for HUSR 255 C or SOSC 255 C.

PSY 298 C  PSYCHOLOGY SEMINAR
½ - 3 Units (Variable Units) (May be taken 4 times for credit)
Lecture/discussion hours will vary with credit given.
UC Credit Limitation/CSU
Prerequisite: May be required. (See class schedule). This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 3 units. Consult class schedule for the offerings a particular semester.

PSY 299 C  PSYCHOLOGY INDEPENDENT STUDY
1 Unit (May be taken for credit 3 times)
Varying hours of scheduled conferences per week according to instructor.
UC Credit Limitation/CSU
Prerequisite. Approved Independent Study Learning Contract. Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

Radiologic Technology
Division of Health Science

Division Dean – Andrea Hannon

Faculty
Laura Greico
Lynn Mitts
Robert Parelli

Counselors
Kelly Carter
Denise Vo

ASSOCIATE IN SCIENCE DEGREE
RADIOLOGIC TECHNOLOGY

PROGRAM MISSION STATEMENT
The philosophy of the Department of Radiologic Technology recognizes the individual as a whole person who moves toward goals of self realization and fulfillment. The student is self directed, active, positive, and is responsible for his/her own actions as well as the consequences of the actions. The Department of Radiologic Technology will provide the following:

1. Occupational training in radiologic technology science: The purpose of this instruction is to qualify the student for examination by the: American Registry of Radiologic Technologists and the California Department of Health Services. The program will prepare the student for gainful employment in radiologic technology.
2. Students will be evaluated on knowledge, affective, and psychomotor domains to include critical thinking and problem solving. Measurable objective tests and clinical observation for competency will be utilized to determine student progress. Role playing and simulation will enhance the student’s learning of radiographic positioning and image formation to include radiation protection for both the student and the patient. Students will follow the master plan of education which is listed in the college catalog. Radiology students must complete the general education requirements, for the Associate Degree, prior to the completion of the program OR have appropriate transcripts which indicate an Associate Degree, or Undergraduate Degree, and/or Graduate Degree.
3. Clinical experience for the radiologic technology student is in a contracted affiliated medical center under direct and/or immediate supervision. Refer to the Clinical Supervision Policy in the Department Student Policy Manual.
4. During clinical experience the student will be evaluated on: a) critical thinking skills which identify the ability to make valid decisions in a clinical setting; and b) problem solving skills which include case studies listing procedure goals, observations, options and consequences.
5. The program faculty will survey completers of the radiologic technology program to determine quantitative and qualitative outcomes which will facilitate program improvement.
To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. The student will be able to complete the radiologic technology program including the foundation courses and general education courses in six semesters and one summer session as a full time student.

After receiving the degree and after completing the clinical internship, the student will be eligible to apply for admission to the state examination and the certification examination administered by the American Registry of Radiologic Technologists (ARRT). The program in Radiography is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

RADIOLOGIC TECHNOLOGY CERTIFICATE
To earn a certificate, students must have previously earned an Associate Degree and have completed all of the Cypress College Radiologic Technology Program requirements with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

MINIMUM STANDARDS FOR APPLICANTS
1. Eligibility for admission to Cypress College.
2. High school graduation, or completion of the General Education Development (GED) test, or high school proficiency test.
3. Minimum age of 17 years.
4. Present evidence of good physical and mental health, as determined by medical examination upon admission to program and prior to enrollment.
5. Overall GPA of 2.0 in all college classes taken.
6. Must have own transportation to all affiliated hospitals.
7. Eligibility for ENGL 100 C.
8. Completion of 9 units of General Education. (See General Education requirements in catalog.)
9. Enrollment in, or completion of, program prerequisites.

APPLICATION PROCEDURES
1. A separate application, in addition to the college application form, is required for admission into the Radiologic Technology program.
2. Application must be completed in person at the Health Science Counseling Office - in the month of February.
3. All documents (records, forms, transcripts) must be returned to the Health Science Counseling Office by the last school day in March.
4. It is the applicant's responsibility to verify that evidence of criteria is on file.

SELECTION PROCEDURES
Applications normally exceed capacity. Selection of applicants is based on accumulation of points. (Criteria is subject to change. For information see a Health Science Counselor.)

PROGRAM PREREQUISITES
Foundation courses are required prior to admission to the program. The following required courses plus a minimum of 9 general education units must be completed by the end of the spring semester with a minimum grade of "C" in each course to be considered for the fall (August) class.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 145 C</td>
<td>Survey of Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL210 C</td>
<td>Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL230 C</td>
<td>General Anatomy</td>
<td>(4)</td>
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<tr>
<td>RADT142 C</td>
<td>Radiologic Electronics</td>
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</tr>
<tr>
<td>RADT 146 C</td>
<td>Introduction to Radiography</td>
<td>4</td>
</tr>
<tr>
<td>MATH 020 C</td>
<td>Elementary Algebra (or equivalent)</td>
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<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>RADT 148 C</td>
<td>Radiologic Technology</td>
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</tr>
<tr>
<td>RADT 150 C</td>
<td>Radiologic - Positioning</td>
<td>5</td>
</tr>
<tr>
<td>*RADT 153 C</td>
<td>Radiography Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>*HS 147 C</td>
<td>Survey of Disease</td>
<td>3</td>
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<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>RADT247 C</td>
<td>Radiographic Positioning</td>
<td>5</td>
</tr>
<tr>
<td>*RADT 250 C</td>
<td>Radiation Laws &amp; Ethics</td>
<td>3</td>
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<tr>
<td>RADT 251 C</td>
<td>Radiology Externship</td>
<td>4</td>
</tr>
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<td>RADT 162 C</td>
<td>Radiology Special Procedures</td>
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<td></td>
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<td>RADT 254 C</td>
<td>Radiologic Internship</td>
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<td>RADT 196 C</td>
<td>Radiography Selected Topics</td>
<td>1 - 2</td>
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<td>7 - 8</td>
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<tr>
<td>RADT 255 C</td>
<td>Radiologic Internship</td>
<td>8</td>
</tr>
<tr>
<td>RADT 196 C</td>
<td>Radiography Selected Topics</td>
<td>1 - 2</td>
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<tr>
<td></td>
<td></td>
<td>9 - 10</td>
</tr>
<tr>
<td>RADT 255 C</td>
<td>Radiologic Internship</td>
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<tr>
<td>RADT 196 C</td>
<td>Radiography Selected Topics</td>
<td>1 - 2</td>
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<td>9 - 10</td>
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<tr>
<td>Total Units Required</td>
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*Radiologic Technology/ 271

CONTINUING EDUCATION COURSES
<table>
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<tr>
<th>Course #</th>
<th>Title</th>
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<tbody>
<tr>
<td>HSCE 260 C</td>
<td>Fluoroscopy Permit Course</td>
<td>3</td>
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<tr>
<td>HSCE 262 C</td>
<td>Cross-Sectional Imaging</td>
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</tr>
<tr>
<td>RADT 264 C</td>
<td>Vascular Sonography Technology</td>
<td>3</td>
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</table>

RADIOLOGIC TECHNOLOGY CURRICULUM
Radiologic Technology courses must be taken in a specific sequence. Students must obtain a minimum grade of "C" in all required courses to continue in the program. The three (3) semester internships will begin during the summer session following semester 2 of the curriculum and continue until June of the following year.

All courses, including general education courses, to satisfy the Associate Degree (refer to Cypress' Associate Degree requirements) must be completed prior to the end of the internship year. Upon completion of the program and Associate Degree requirements, the student will be eligible for the State Certification and National Registry Examinations. For further information, contact a Health Science Counselor, (714) 484-4270.

Required Courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
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<tr>
<td>RADT 148 C</td>
<td>Radiologic Technology</td>
<td>4</td>
</tr>
<tr>
<td>RADT 150 C</td>
<td>Radiologic - Positioning</td>
<td>5</td>
</tr>
<tr>
<td>*RADT 153 C</td>
<td>Radiography Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>*HS 147 C</td>
<td>Survey of Disease</td>
<td>3</td>
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<tr>
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<td>14</td>
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<tr>
<td>SEMESTER 2</td>
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<tr>
<td>RADT247 C</td>
<td>Radiographic Positioning</td>
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</tr>
<tr>
<td>*RADT 250 C</td>
<td>Radiation Laws &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>RADT 251 C</td>
<td>Radiology Externship</td>
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</tr>
<tr>
<td>RADT 162 C</td>
<td>Radiology Special Procedures</td>
<td>3</td>
</tr>
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<td></td>
<td></td>
<td>15</td>
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<tr>
<td>SUMMER INTERSESSION</td>
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<tr>
<td>RADT 254 C</td>
<td>Radiologic Internship</td>
<td>6</td>
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<tr>
<td>RADT 196 C</td>
<td>Radiography Selected Topics</td>
<td>1 - 2</td>
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<td></td>
<td></td>
<td>7 - 8</td>
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<tr>
<td>SEMESTER 3</td>
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<td>RADT 255 C</td>
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<tr>
<td>RADT 196 C</td>
<td>Radiography Selected Topics</td>
<td>1 - 2</td>
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<tr>
<td></td>
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<td>9 - 10</td>
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<tr>
<td>SEMESTER 4</td>
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<td>RADT 255 C</td>
<td>Radiologic Internship</td>
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<tr>
<td>RADT 196 C</td>
<td>Radiography Selected Topics</td>
<td>1 - 2</td>
</tr>
<tr>
<td></td>
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<td>9 - 10</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>54 - 57</td>
</tr>
</tbody>
</table>

*May be taken prior to enrollment in program.

Note: Non-refundable supplemental materials charges will apply to some of the above courses in this program.
RADIOLOGY ASSISTANT/DARKROOM TECHNICIAN CERTIFICATE
The Radiology Assistant/Darkroom Technician Program prepares a student for an entry-level position as radiology assistant and/or darkroom technician in a health care facility such as a hospital, private physician's office, or clinic. This program can be completed in one year.

To earn a certificate the student must complete the 17 units of required courses with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL095</td>
<td>Effective Writing</td>
<td>3</td>
</tr>
<tr>
<td>HS 145 C</td>
<td>Survey of Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>RADT 055</td>
<td>Radiology Assistant/Darkroom Technician</td>
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</tr>
<tr>
<td>CIS 111 C</td>
<td>Computer Literacy - Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>RADT 153 C</td>
<td>Radiography Patient Care</td>
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</tr>
<tr>
<td>RADT 146 C</td>
<td>Introduction to Radiography</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
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</tr>
</tbody>
</table>

ULTRASOUND/MEDICAL SONOGRAPHY PROGRAM

PROGRAM MISSION STATEMENT
The philosophy of the Department of Radiologic Technology recognizes the individual as a whole person who moves toward goals of self realization and fulfillment. The student is self directed, active, positive, and is responsible for his/her own actions as well as the consequences of the actions. The Department of Radiologic Technology will provide the following:

1. Occupational training in Diagnostic Medical Sonography. The purpose of this instruction is to qualify the student for examination by the American Registry of Diagnostic Medical Sonography and to prepare the student for gainful employment in Diagnostic Medical Sonography.
2. Students will be evaluated on knowledge, affective, and psychomotor domains to include critical thinking and problem solving. Measurable objective tests and clinical observation for competency will be utilized to determine student progress. Role playing and simulation will enhance the student's learning of medical sonography and image protocol to include patient care and safety. Students will follow the master plan of education which is listed in the college catalog.
3. Clinical experience for the Diagnostic Medical Sonography student is in a contracted affiliated medical center, physician office, or medical clinic under direct and immediate supervision. Refer to the Clinical Supervision Policy in the Department Student Policy Manual.
4. During Clinical experience the student will be evaluated on: a) critical thinking which will identify the ability to make valid decisions in a clinical setting; and b) problem solving skills which include case studies listing procedure goals, observations, options, and consequences.
5. The program faculty will survey completers of the Diagnostic Medical Sonography program to determine quantitative and qualitative outcomes which will facilitate program improvement.

MINIMUM STANDARDS TO APPLY
1. Eligibility for admission to Cypress College.
2. High school diploma or GED test, or the high school proficiency examination.
3. Minimum age of 17 years.
4. Present evidence of good physical and mental health, as determined by medical examination upon admission to program and prior to enrollment.
5. Overall GPA of 2.0 in all college classes taken.
6. Must have own transportation to all affiliated hospitals.
7. Eligibility for ENGL 100 C.
8. See “Prerequisites and Requirements” for specific course prerequisites needed to apply.

PREREQUISITES AND REQUIREMENTS
1. The following Foundation courses must be completed by the end of the spring semester with a minimum "C" grade in each course. Any course with a grade lower than a "C" may only be repeated once.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT 142 C</td>
<td>Radiologic Electronics</td>
<td>4</td>
</tr>
<tr>
<td>RADT146 C</td>
<td>Introduction to Radiography</td>
<td>4</td>
</tr>
<tr>
<td>RADT 153 C</td>
<td>Radiography Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>HS 145 C</td>
<td>Survey of Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HS 147 C</td>
<td>Survey of Disease</td>
<td>3</td>
</tr>
<tr>
<td>BIOL210 C</td>
<td>Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>ENGL095 C</td>
<td>Effective Writing</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ENGL100 C</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td>SPCH 050 C</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td>SPCH 100 C</td>
<td>(3)</td>
</tr>
<tr>
<td>or</td>
<td>MATH 020 C</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>CIS 111 C</td>
<td>3</td>
</tr>
</tbody>
</table>

FOUNDATION COURSES

FALL SEMESTER
RADT 170 C Ultrasound Physics 1½
RADT 173 C Ultrasound Instrumentation 1½
RADT 175 C Ultrasound Abdominal Scanning 3
RADT 207 C Clinical Education I 4
RADT 262 C Cross-Sectional Imaging 1

SPRING SEMESTER
RADT 176 C Abdominal Pathology 1½
RADT 186 C Obsetric/Gynecology Scanning 3
RADT 208 C Clinical Education II 6

INTERSESSION SEMESTER
RADT 209 C Clinical Education III 3
RADT210 C Ultrasound Seminar 1

Total Units Required 56½

2. Complete Foundation courses listed above OR completion of an American Medical Association approved program in Radiologic Technology and currently registered by the American Registry of Radiologic Technologists.
APPLICATION AND SELECTION PROCEDURE
1. A separate application, in addition to the college application, is required for admission into the Ultrasound/Medical Sonography Program.
2. Application must be completed in person at the Health Science Counseling Office in the month of February.
3. All documents (GED and/or high school and college transcripts) must be returned to the Health Science Counseling Office by the last school day in March.
4. Copies of ARRT Registry, CRT Licensure and Certificate of Completion from AMA approved Radiologic Technology program must be attached with application in place of college transcript.
5. Practical Radiologic Technology years of experience must be verified by completion of the work experience form by the employer.
6. An appointment with Health Science counselor or attendance at a program information meeting is recommended to discuss selection criteria and deadlines for application process. Selection criteria will award points to practical and formal radiologic technology experience as well as grade point average in program prerequisites. Selection criteria is subject to change.
7. Class enrollment is based on the number of approved clinical education centers available. Student capacity is also determined by the Joint Review Commission in Education in Diagnostic Medical Sonographers.

ULTRASOUND/MEDICAL SONOGRAPHY CERTIFICATE

Required Courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td></td>
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<tr>
<td>R170 C</td>
<td>Ultrasound Physics</td>
<td>1 1/2</td>
</tr>
<tr>
<td>R173 C</td>
<td>Ultrasound Instrumentation</td>
<td>1 1/2</td>
</tr>
<tr>
<td>R175 C</td>
<td>Ultrasound Abdominal Scanning</td>
<td>3</td>
</tr>
<tr>
<td>R207 C</td>
<td>Clinical Education I</td>
<td>4</td>
</tr>
<tr>
<td>*R262 C</td>
<td>Cross-Sectional Imaging</td>
<td>1</td>
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<tr>
<td>SPRING SEMESTER</td>
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<tr>
<td>R176 C</td>
<td>Abdominal Pathology</td>
<td>1 1/2</td>
</tr>
<tr>
<td>R186 C</td>
<td>Obstetric/Gynecologic Scanning</td>
<td>3</td>
</tr>
<tr>
<td>R208 C</td>
<td>Clinical Education II</td>
<td>6</td>
</tr>
<tr>
<td>INTERSESSION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R209 C</td>
<td>Clinical Education III</td>
<td>3</td>
</tr>
<tr>
<td>R210 C</td>
<td>Ultrasound Seminar</td>
<td>1</td>
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<td></td>
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<tr>
<td>Total Units Required</td>
<td>25 1/2</td>
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</tbody>
</table>

*May be taken prior to enrollment in the program

Radiologic Technology (RADT)

RADT 055 C RADIOGRAPHY ASSISTANT/ DARKROOM TECHNICIAN
2 Units
Two hours lecture per week.

This course is designed for the student who desires an entry level job as radiology assistant and/or darkroom technician. The course is a lecture/demonstration class that teaches aseptic technique and darkroom procedures used by Radiology Department personnel in hospitals, physicians’ private offices and clinics. The student gains the knowledge needed to process radiographic film. Film, filmholders and intensifying screens are discussed. Patient lifting and transportation procedures required of a Radiology Assistant are demonstrated. Students are required to obtain CPR certification for this class.

RADT 060 C INTRODUCTION TO FUNDAMENTAL MEDICAL SONOGRAPHIC THEORY
2 Units
One and one half hours lecture and
One and one half hours laboratory per week.

NON-DEGREE CREDIT
Credit/No Credit

This course is designed for the student interested in pursuing the sonography program and introduces fundamental sonography theory with emphasis on definition of common ultrasound terminology and ultrasound equipment. The student will relate this basic theory to preparatory sonographic scanning techniques which will include manipulation of the sonographic transducer to determine anatomic presentation. The student will learn rudimentary operation of the sonographic machine in an affiliated hospital setting.

RADT 142 C RADIOLOGIC ELECTRONICS
4 Units
Four hours lecture per week.

This course is designed as an introductory course for students preparing for courses in radiologic technology. Emphasis is placed on electrical topics both general and applied, since X-ray machines are electrically powered and the whole process of X-rays production is primarily an electric phenomenon. The material is concept-oriented, since the radiographer is concerned with the application of the concepts to X-ray related problems.

RADT 146 C INTRODUCTION TO RADIOGRAPHY
4 Units
Four hours lecture per week.

This course includes history of radiology, fundamentals of darkroom procedure, X-ray film characteristics, radiographic equipment and accessories, principles of radiation protection, physical and psychological aspects of patient care, introduction to radiologic procedures and terminology.
**RADT 148 C RADIOLOGIC TECHNOLOGY**  
4 Units  
Three hours lecture and  
Three hours laboratory per week.  
CSU  
Prerequisite: Admission to Radiologic Technology Program. This course offers a study of the principles of radiographic exposure, geometry of radiographic image, factors influencing radiographic quality, beam restricting and attenuating devices. The course also offers a study of fluoroscopic and recording devices, radiation protection and quality assurance. $50.00 Laboratory Fee—PAYABLE AT REGISTRATION.

**RADT 150 C RADIOLOGIC-POSITIONING**  
5 Units  
Four hours lecture and  
Three hours laboratory per week.  
CSU  
Prerequisite: Admission to Radiologic Technology Program. This course offers positioning nomenclature, positioning methods for the upper and lower extremities, pelvis, chest, gastrointestinal exams, practical applications of radiograph evaluation and radiation protection. $50.00 Laboratory Fee—PAYABLE AT REGISTRATION.

**RADT 153 C RADIOGRAPHY PATIENT CARE**  
2 Units  
Four hours lecture per week for nine weeks.  
CSU  
This course is a lecture/demonstration class designed to teach aseptic techniques and special procedures used by radiology personnel. It will include demonstrations of techniques in areas such as operating rooms, isolation rooms, diagnostic and fluoroscopic radiology rooms, the nursery, ER, and ICU rooms. Students will be required to obtain CPR certification for this class.

**RADT 162 C RADIOLOGY SPECIAL PROCEDURES**  
3 Units  
Two and one-half hours lecture and  
One and one-half hours laboratory per week.  
CSU  
Prerequisite: Satisfactory completion of first semester in the Radiologic Technology Program. This course provides the student with the theory and practice of basic techniques of venipuncture and the administration of contrast media. Emphasis will be placed on the types of contrast agents used for the various radiographic procedures. The student will simulate both needle insertion for contrast media injection and connect the drip infusion contrast media. Basic Pharmacology will be discussed. The student will be introduced to fundamental principles of computer technology for imaging modalities. Special imaging modalities such as: Digital Angiography; Computerized Tomography; Magnetic Resonance Imaging; Medical Sonography; Nuclear Medicine; and Radiation Therapy will be surveyed. $22.00 Laboratory Fee—PAYABLE AT REGISTRATION.

**RADT 170 C ULTRASOUND PHYSICS**  
1½ Units  
One and one-half hour lecture per week.  
CSU  
Prerequisite: Admission into the Ultrasound/Medical Sonography Program. This course is directed toward the learning of basic concepts of mathematics and general physics, and acoustical physics as applied to diagnostic medical sonography. Emphasis is placed on concepts of reflection and scattering that are applied toward the usefulness of ultrasound as an imaging tool. Doppler physics is introduced toward the application of doppler sonographic instruments.

**RADT 173 C ULTRASOUND INSTRUMENTATION**  
1½ Units  
One and one-half hour lecture per week.  
CSU  
Prerequisite: Admission into the Ultrasound/Medical Sonography Program. This course will provide lecture and demonstrations covering the areas of ultrasonic propagation principles, transducers, parameters, interactive properties of ultrasound with human tissues, possible biological effects, basic types of equipment, instrumentation, and quality control. Students will learn quality assurance technique.

**RADT 175 C ULTRASOUND ABDOMINAL SCANNING**  
3 Units  
Two and one-half hours lecture and  
One and one-half hour laboratory per week.  
CSU  
Prerequisite: Admission into the Ultrasound/Medical Sonography Program. Ultrasound abdominal scanning is a study of the clinical applications of abdominal sonography. It will include abdominal vasculature; lymphatic and retroperitoneal systems; liver and intrahepatic biliary systems; gallbladder and extrahepatic biliary systems; pancreas; spleen; kidneys; and adrenal glands. Interpretation of clinical laboratory tests, related clinical signs and symptoms, and normal and abnormal sonographic patterns will be discussed. This course includes a laboratory section on basic scanning techniques and protocol.

**RADT 176 C ABDOMINAL PATHOLOGY**  
1½ Units  
One and one-half hour lecture per week.  
CSU  
Prerequisite: RADT 175 C. This course will discuss the manifestations of pathology and disease conditions and their relevance to sonographic procedures. The student will describe abdominal scanning techniques and procedures appropriate for the disease process. The course will support the student in the clinical phase of sonographic training. Sonographic technique and actual pathologic cases will be discussed.
RADT 186 OBSTETRIC/GYNECOLOGY SCANNING
3 Units
Three hours lecture per week.
CSU
Prerequisite: Satisfactory completion of RADT 170 C, RADT 173 C, RADT 175 C, RADT 207 C, and RADT 262 C with a grade of “C” or better. Obstetric/Gynecology Scanning is a study of the clinical applications within the sonographic specialties of obstetric/gynecology, which include: female reproductive system, the indications for gynecology scanning, sonographic depiction of embryo and fetal anatomy and abnormalities, maternal anatomy and complications, and gynecological sonography to include abnormalities and pathology. Topics of discussion include related clinical symptoms and laboratory tests. This course includes a demonstration section on basic scanning techniques and protocol.

RADT 196 C RADIOGRAPHY-SELECTED TOPICS
1 - 2 Units (Variable Units) (May be taken for credit 4 times)
Lecture hours will vary according to credit given.
Credit/No Credit/Letter Grade Option
CSU
Prerequisite: RADT 251 C. Current trends and new advances in diagnostic imaging will be selected for intensive class discussion. This course will support the student in the clinical internship phase. Radiographic technique and actual case studies will be discussed.

RADT 207 C CLINICAL EDUCATION-I
4 Units
Twenty-nine hours/week of directed practice.
CSU
Prerequisite: Admission into the Ultrasound/Medical Sonography Program. This course is offered as clinical in-service training within a department of medical sonography at selected affiliated hospital/medical center. This course will provide the basic instruction and scanning experience in abdominal sonography. The student will be able to demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures according to protocol guidelines established by the program and the clinical education center utilizing real time equipment.

RADT 208 C CLINICAL EDUCATION-II
6 Units
Thirty-four hours/week of directed practice.
CSU
Prerequisite: Satisfactory completion of RADT 170 C, RADT 173 C, RADT 175 C, RADT 207 C, and RADT 262 C with a grade of “C” or better. This course is offered as clinical in-service training within a department of radiology at a selected affiliated hospital/medical center. This course will provide the basic instruction and scanning experiences in obstetrics and gynecology sonography. The student will be able to demonstrate the ability to perform sonographic examinations of the gravid and non gravid pelvis according to the protocols established by the program and clinical education center utilizing real time equipment with both transabdominal and endocavity transducers.

RADT 209 C CLINICAL EDUCATION-III
3 Units
Thirty-eight hours of clinical directed practice for ten weeks.
CSU
Prerequisite: Satisfactory completion of RADT 176 C, RADT 186 C, and RADT 208 C with a grade of “C” or better. This course is offered as clinical in-service training within a department of radiology at a selected affiliated hospital/medical center. This course will provide the basic instruction and scanning experiences in breast, thyroid, scrotum and doppler sonography. The student will be able to demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures, non-cardiac chest and pelvis according to protocols established by the program and clinical education center using real time equipment.

RADT 210 C ULTRASOUND SEMINAR
1 Unit
One hour lecture per week.
CSU
Prerequisite: Satisfactory completion of RADT 176 C, RADT 186 C, and RADT 208 C with a grade of “C” or better. This course will be taught by both department staff and outside speakers and will include discussion of interesting and/or rare cases pertaining to clinical symptoms, sonographic patterns and technical pitfalls.

RADT 247 C RADIOGRAPHIC POSITIONING
5 Units
Four hours lecture and
Three hours laboratory per week.
CSU
Prerequisite: Satisfactory completion of first semester Radiologic Technology Program. This course offers positioning nomenclature, positioning methods for the bony thorax, vertebral column, skull, facial bones, salivary glands, paranasal sinuses, mastoid, soft tissue and other special examinations. Pediatric radiography and a continuation of radiograph evaluation and radiation protection are also discussed. $33.00 Laboratory Fee - PAYABLE AT REGISTRATION.

RADT 250 C RADIATION LAWS AND ETHICS
3 Units
(Same as HSCE 250 C)
Three hours lecture per week.
CSU
Prerequisite: RADT 142 C, or RADT 146 C, or a limited permit in X-ray technology. This is a concise course to inform the student radiologic technologist, X-ray technician, and/or staff certified radiologic technologist and limited practitioner in State and Federal Radiation Control Regulations the legal and ethical implications involved in ionized radiation to the human organism and radiation protection policies. Laws related to radiologic technology, malpractice litigation, preventive measures, and patient rights are discussed. The course will alert the students of their legal responsibilities, rights and duties within the context of their function as a member of the radiology team.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisites and Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT 251 C</td>
<td>Radiology Externship</td>
<td>4</td>
<td>Two hours lecture&lt;br&gt;Sixteen hours supervised training per week and Observation in an approved hospital. CSU&lt;br&gt;P: Satisfactory completion of first semester Radiologic Technology program. The class period provides an introduction to special imaging procedures and other imaging modalities.</td>
</tr>
<tr>
<td>RADT 254 C</td>
<td>Radiologic Internship</td>
<td>6</td>
<td>Forty hours laboratory per week.&lt;br&gt;C: Satisfactory completion of second semester of Radiologic Technology program. This course begins the twelve month continuous internship phase of the Radiologic Technology program. Students are assigned to selected clinical education centers which provide supervised clinical training with the Department of Radiology. Internship of 40 hours per week extends through intersessions and are subject to rearrangement by hospital/facility.</td>
</tr>
<tr>
<td>RADT 255 C</td>
<td>Radiologic Internship</td>
<td>8</td>
<td>Forty hours laboratory per week.&lt;br&gt;C: Satisfactory completion of RADT 254 C. This course provides for continuation of the twelve month internship phase of the Radiologic Technology program. The supervised clinical in-service training component is provided in a Department of Radiology in selected hospitals. Students are assigned to a clinical education center. Internship of 40 hours per week extends throughout intersessions and is subject to rearrangement by hospital/facility request. Students must meet the program competency requirements and designated hours of clinical internship for completion of the program.</td>
</tr>
<tr>
<td>RADT 260 C</td>
<td>Fluoroscopy Permit Course</td>
<td>3</td>
<td>Two and one-half hours lecture and&lt;br&gt;One and one-half hours laboratory per week.&lt;br&gt;C: Current California Certified Radiologic Technology license.&lt;br&gt;P: Successful completion of course. Students will receive a certificate of completion and be eligible to qualify for the California State Technologist Fluoroscope examination. Students must be able to verify CRT status at the first class meeting.</td>
</tr>
<tr>
<td>RADT 262 C</td>
<td>Cross-sectional Imaging</td>
<td>1</td>
<td>Two hours lecture per week for nine weeks.&lt;br&gt;C: Successful completion of course. Students will receive a certificate of completion and be eligible to qualify for the California State Technologist Fluoroscope examination. Students must be able to verify CRT status at the first class meeting.</td>
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</tbody>
</table>
Real Estate

Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

Counselors
Jean England
Don Tyrrell

Real Estate (RE)

RE 091 C  REAL ESTATE EXAM PREPARATION
2 Units
Three hours lecture per week for twelve weeks.
Credit/No Credit/Letter Grade Option
This course is designed specifically to help non-licensees prepare for the California Real Estate Sales License Examination. The emphasis will be placed on a review of past questions and the rationale for the correct answers. The course will be directed exclusively toward the state examination and will cover only those areas stressed in past examinations.

RE 101 C  REAL ESTATE PRINCIPLES
3 Units
Three hours lecture per week.
CSU
This course is an introduction to real estate principles and practices in California. The subject areas include acquisition of title, forms of ownership, real estate law and regulations, real estate contracts, appraisal, escrow, leases, landlord-tenant relationships, and land use. It is a pre-license course and a prerequisite for several real estate courses. It satisfies a requirement of the California Department of Real Estate for the Broker’s license. To qualify to take an examination for a real estate salesperson license after January 1, 1986, an applicant must have completed the college-level course Real Estate Principles.

RE 102 C  LEGAL ASPECTS OF REAL ESTATE
3 Units
Three hours lecture per week.
CSU
Prerequisite: RE 101 C or current real estate license. This course is a practical applied study of California real property law. Topics to be explored include the origin and history of land titles, estates in real property, methods of ownership, land description, fixtures, homesteads, recording, land contracts, mortgages and trust deeds, liens, covenants, conditions and restrictions, taxes and assessments; zoning leases, escrows, real estate brokers, title insurance and probate proceedings. The course meets the California Department of Real Estate requirements for the broker’s examination.

RE 121 C  ESCROW PRINCIPLES
3 Units
Three hours lecture per week.
CSU
Prerequisite: RE 101 C or current real estate license. This course provides a case method presentation in escrow proceeding including actual processing of sales escrows. This course is one of a group of real estate courses that may be used to fulfill one of the elective courses toward a real estate broker’s license and one of the two elective salesperson’s license qualification course requirements.

RE 201 C  REAL ESTATE PRACTICE
3 Units
Three hours lecture per week.
CSU
Prerequisite: RE 101 C or current real estate license. This course provides the fundamentals of conducting a real estate business. This course is one of a group of college-level courses which must be successfully completed before taking the Department of Real Estate broker’s license examination. Real Estate Practice may also be used to fulfill one of the two elective salesperson’s license qualification course requirements.

RE 202 C  REAL ESTATE FINANCE
3 Units
Three hours lecture per week.
CSU
Prerequisite: RE 101 C. This course offers an applied analysis of current methods, instruments, laws, money markets, and interest rates as it pertains to the financing of real property. The course concludes with an evaluation of apparent trends for the future. It meets the California Department of Real Estate requirements for the broker’s examination.

RE 203 C  RE APPRAISAL-RESIDENTIAL
3 Units
Three hours lecture per week.
CSU
Prerequisite: RE 101 C or current real estate license. This course is designed to interpret real estate valuation principles and methods used in establishing market value in real estate, and to develop the knowledge and skills necessary for application or interpretation of appraisal information. It includes cost, income and market approaches to value. The course meets a requirement for a real estate broker’s license, and a requirement for a newly licensed salesperson.

RE 204 C  REAL ESTATE APPRAISAL - INCOME
3 Units
Three hours lecture per week.
CSU
Prerequisite: RE 203 C or appraisal experience. This course is a continuation of the appraisal techniques studied in RE 203 C and covers property other than the single-family residence. The income approach and capitalization techniques are emphasized. Also included is an in-depth study of discounted cash flow and the valuation of partial and leasehold interests.

RE 206 C  REAL ESTATE ECONOMICS
3 Units
Three hours lecture per week.
CSU
Prerequisite: RE 101 C or current real estate license. This course provides a study of economic trends and factors influencing real estate; i.e., real estate and business cycles. This course is one of a group of real estate courses required before taking the real estate broker’s license examination. This course may also be used to fulfill one of the two elective salesperson’s license qualification course requirements.
Recreation

Division of Physical Education and Athletics

Division Dean – Diane Henry

Faculty
Larry Beidler
Scott Pickler

Counselor
Dana Bedard

TRANSFER PROGRAM - RECREATIONAL LEADERSHIP
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Recreation (REC)

REC 100 C INTRODUCTION TO LEISURE SERVICES/RECREATION
3 Units
Three hours lecture per week.
CSU, CAN REC 2
This course is the foundation for an introduction to the broad field of recreation and leisure services. The class will include the relationship of recreation to the individual and society.

REC 101 C PRINCIPLES OF COMMUNITY RECREATION
3 Units
Three hours lecture per week.
CSU
This course is an introduction to a variety of recreational activities suitable for a community recreation program. The class will study the various agencies and institutions that provide opportunities for community recreation. The class will emphasize interrelationships of these agencies.

REC 102 C RECREATION LEADERSHIP
2 Units
Two hours lecture and
Two hours laboratory per week.
CSU, CAN REC 4
This course will provide the theory and activity in teaching leadership in playground and recreational activities. The class will identify methods, techniques, planning procedures, organizing techniques, along with the evaluation of these procedures and techniques.

REC 103 C ORGANIZATION OF FALL SPORTS ACTIVITIES IN RECREATION
2 Units
One hour lecture and
Two hours laboratory per week.
CSU
This course is a survey of basic terminology and skills of fall sports. The basic techniques of teaching, organizing, and promoting interest in individual and team fall sports are included. Students will be involved in organizing and promoting the college intramural sports program.

REC 104 C ORGANIZATION OF SPRING SPORTS ACTIVITIES IN RECREATION
2 Units
One hour lecture and
Two hours laboratory per week.
CSU
This course is a survey of basic terminology and skills of spring sports. The basic techniques of teaching, organizing, and promoting interest in individual and team spring sports are included. Students will be involved in organizing and promoting the college intramural sports program.

REC 106 C OUTDOOR RECREATION - CAMP COUNSELING
3 Units
Three hours lecture per week.
CSU
This course will emphasize the history, development and trends of organized camping and other outdoor recreation skills. The class will include leadership training in camp counseling with special emphasis on practical skills in camping, fire building, outdoor cooking, tenting, and camp crafts. This class is recommended for recreation majors and students interested in outdoor recreation.

REC 107 C RECREATION FOR SPECIAL GROUPS
3 Units
Three hours lecture per week.
CSU
This class is an introduction to the relationship of recreation and special groups (i.e., teenagers, senior citizens, and the disabled). The course will emphasize social development and how to integrate special groups into recreation programs with adoption of all forms of recreation for use by these groups.

REC 298 C RECREATION SEMINAR
1⁄4 - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary with credit given.
CSU
This class will utilize a lecture/lab-activity approach to various topics in recreation. A variety of classes will be offered in order to introduce students to new experiences in recreation.

Secretarial - See Office Administration (OFF)
Social Science

Division of Social Science

Division Dean, Kay Andrews

Faculty
James Dedic

Counselors
Velia Lawson
Therese Mosqueda-Ponce
Daniel Pelletier

Social Science (SOSC)

SOSC 015 C  CALIFORNIA HERITAGE
  ½ - 3 Units (Variable Units) (May be taken for credit 2 times)
  Two hours lecture and
  Three hours laboratory per week.
  Credit/No Credit/Letter Grade Option
This course combines a lecture and travel approach to learning about our heritage in southern California. It will stress culture, geography, government and history by lecture material, films, discussion and visitations throughout southern California.

SOSC 051 C  SURVEY OF THE CIVILIZATION OF THE UNITED STATES
  3 Units
  Three hours lecture per week.
  AA GE
This course is a survey of the development of American history, geography, psychology, and sociology. Emphasis is on current events.

SOSC 098 C  SOCIAL SCIENCE NON-TRANSFER SEMINAR
  ½ - 2 Units (Variable Units) (May be taken for credit 4 times)
  Lecture/discussion hours will vary with credit given.
  Prerequisite: May be required. (See class schedule). This course is a lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

SOSC 110 C  SEARCH: A QUEST FOR PERSONAL MEANING
  3 Units
  Three hours lecture per week.
  CSU
This course is designed to examine some of the timeless questions of history through the study of the humanities - art, architecture, literature, music, dance and philosophy. The study is approached from a thematic rather than an historical perspective to see how artists of the Western culture have changed over periods of time in their response to authority, technology, women, conflict and resolution.

SOSC 161 C  PROBABILITY & STATS-SOCIAL SCI
  4 Units
  (Same as PSY 161 C and SOC 161 C)
  Four hours lecture per week.
  UC Credit Limitation/CSU
Prerequisite: MATH 040 C or two years high school algebra with grades of “C” or better. This course provides an introduction to fundamental statistical concepts relevant to the social sciences but applicable to all disciplines. A conceptual approach is used to introduce students to topics of descriptive and inferential statistics including sampling, probability, central tendency, variability, correlation, regression, point estimation, interval estimation, and hypothesis testing. Also introduced are non-parametric statistics, such as chi-square, and parametric statistics, such as t-tests and ANOVA. Computers and calculators will be utilized. The use of current statistical software is emphasized. Data sets and problems will be from psychology, sociology, anthropology, economics, geography, and political science. This course is open to all students who meet the prerequisite, and it is required for psychology majors. This course is strongly recommended for all social science majors. Students who receive credit for this course may not receive credit for MATH 120 C.

SOSC 162 C  COMPUTER APPLICATIONS OF BEHAVIORAL STATISTICS
  1 Unit
  (Same as PSY 162 C and SOC 162 C)
  One hour lecture per week.
  CSU
Prerequisite: Concurrent enrollment in, or satisfactory completion of, PSY 161 C or MATH 120 C, with a grade of “C” or better. This course introduces students to the use of computer programs used for statistical analysis and handling of data gathered in business, life sciences and the physical sciences. Students will use computer applications relevant to current trends in academic and private sectors. The access online statistical information and sources of data is also examined.

SOSC 255 C  INTRODUCTION TO GERONTOLOGY
  3 Units
  (Same as HUSR 255 C and PSY 255 C)
  Three hours lecture per week.
  UC/CSU
This course examines the biological, physiological, cognitive, developmental, and sexual aspects of the ongoing aging process. Critical life issues for elders and for those who live and work with them will be explored. These issues include physical health, mental health, health care policy, caregiving, dependency, and positive aging strategies. Duplicate credit not given for HUSR 255 C or PSY255 C.
SOSC 295 C RESEARCH METHODS IN ORAL HISTORY
2 Units
One hour lecture and
Three hours laboratory per week.
CSU
This course introduces students to the special techniques of tape-recorded interviews to document 20th century history. Areas of study will include interviewing techniques, historical editing and transcripts of interviews.

SOSC 298 C SOCIAL SCIENCE SEMINAR
½ - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary with credit given.
UC Credit Limitation/CSU
Prerequisite: May be required. (See class schedule). This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 3 units. Consult class schedule for the offerings a particular semester.

SOSC 299 C SOCIAL SCIENCE INDEPENDENT STUDY
½ - 2 Units (Variable Units) (May be taken for credit 3 times)
Two hours scheduled conference per week for maximum credit.
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Contract. Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

Sociology
Division of Social Science

Division Dean, Kay Andrews

Faculty
Larry Curiel
James Dedic
Cyril Edwards
Regina Rhymes

Counselors
Velia Lawson
Therese Mosqueda-Ponce
Daniel Pelletier

SOCIIOLOGY TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Sociology (SOC)

SOC 098 C SOCIOLOGY NON-TRANSFER SEMINAR
½ - 2 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary with credit given.
Prerequisite: May be required. (See class schedule). This is a lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

SOC 101 C INTRODUCTION TO SOCIOLOGY
3 Units
Three hours lecture per week.
Credit by Examination
UC/CSU, AAGE, CSU GE, IGETC, CAN SOC 2
Prerequisite: Eligibility for ENGL 100 C. This course is an analysis of human relationships through a study of cultural origins, personality development, social interaction, community organization, collective behavior, institutional growth, social change, and social movements.

SOC 102 C SOCIAL PROBLEMS
3 Units
Three hours lecture per week.
UC/CSU, IGETC, CAN SOC 4
Prerequisite: SOC 101 C. This course is an identification and analysis of selected contemporary social problems in American society. It includes problems of race, poverty, sex inequality, aging, drug abuse, and education. Alternative approaches to the resolution of these problems and identification of institutions and organizations involved in their resolution are emphasized.
SOC 120 C  HUMAN SEXUALITY
3 Units
(Same as PSY 120 C)
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, CSU GE, IGETC
Prerequisite: Eligibility for ENGL 060 C. This course is an overview of the psychological, sociological and psychobiological aspects of human sexuality. The course takes an interdisciplinary approach dealing with the entire area of human sexual behavior viewed in the context of the total integrated personality.

SOC 142 C  THE CHICANA/O IN CONTEMPORARY SOCIETY
3 Units
(Same as ETHS 142 C)
Three hours lecture per week.
UC/CSU, CSU GE, IGETC, CUL PL
This course focuses on the analysis of social institutions in the Chicana/o community and the socio-cultural implications on development of the Chicana/o. Emphasis is placed on the present contemporary systems such as the educational, political, religious, economic, criminal justice and other social establishments with regard to the Chicana/o. Some field study and research work may be required to provide relevant experiences.

SOC 161 C  PROBABILITY & STATS-SOCIAL SCI
4 Units
(Same as PSY161 C and SOSC 161 C)
Four hours lecture per week.
UC Credit Limitation/CSU
Prerequisite: MATH 040 C or two years high school algebra with grades of “C” or better. This course provides an introduction to fundamental statistical concepts relevant to the social sciences but applicable to all disciplines. A conceptual approach is used to introduce students to topics of descriptive and inferential statistics including sampling, probability, central tendency, variability, correlation, regression, point estimation, interval estimation, and hypothesis testing. Also introduced are non-parametric statistics, such as chi-square, and parametric statistics, such as t-tests and ANOVA. Computers and calculators will be utilized. The use of current statistical software is emphasized. Data sets and problems will be from psychology, sociology, anthropology, economics, geography, and political science. This course is open to all students who meet the prerequisite, and it is required for psychology majors. This course is strongly recommended for all social science majors. Students who receive credit for this course may not receive credit for MATH 120 C.

SOC 162 C  COMPUTER APPLICATIONS OF BEHAVIORAL STATISTICS
1 Unit
(Same as PSY 162 C and SOSC 162 C)
One hour lecture per week.
CSU
Prerequisite: Concurrent enrollment in, or satisfactory completion of, MATH 120 C or PSY 161 C, with a grade of “C” or better. This course introduces students to the use of computer programs used for statistical analysis and handling of data gathered in the social sciences, life sciences, and physical sciences. Students will use computer applications relevant to current trends in academic and private sectors. The access of online statistical information and sources of data is also examined.

SOC 211 C  MEDICAL SOCIOLOGY
3 Units
Three hours lecture per week.
CSU
This course will examine Holistic Health/Wellness, stress and its relationship to disease, alternative health care modalities and the future of medicine. It is designed to provide an overview of social and cultural aspects of health and disease as well as societal efforts to cope with rising costs and demographic changes.

SOC 215 C  PARENTING SKILLS
3 Units
(Same as PSY 215 C)
Three hours lecture per week.
CSU
This course is designed for natural or foster parents who have children 2 to 13 years of age who exhibit oppositional, willful, disobedient and defiant behavior. Empirically proven techniques to manage this behavior will be taught using the University of Massachusetts Program.

SOC 217 C  PARENTING THE OPPOSITIONAL AND DEFICIENT CHILD, AGE 2-13
1 Unit
(Same as PSY 217 C)
One hour lecture per week.
Credit/No Credit/Letter Grade Option
CSU
This course is designed for natural or foster parents who have children 2 to 13 years of age who exhibit oppositional, willful, disobedient and defiant behavior. Empirically proven techniques parents can use to assist a child or adolescent with attention deficit hyperactivity disorder “ADHD”. A major emphasis will be on treatment techniques parents can use to assist a child or adolescent with attention deficit hyperactivity disorder. Home, medical, school and social-psychological interventions will be presented.
SOC 225 C  SOCIOLOGY OF WOMEN
3 Units
Three hours lecture per week.
UC/CSU, IGETC
This course covers an identification and analysis of the status of women in American society. It will emphasize a survey of the cultural, social, psychological and economic history of women. Contemporary issues and their relation to the role definition of women today.

SOC 231 C  MINORITY COMMUNITIES IN THE UNITED STATES
3 Units
(Same as ETHS 231 C, HIST 231 C, and POSC 231 C)
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC,cul pl
This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice-versa.

SOC 231HC  HONORS MINORITY COMMUNITIES IN THE UNITED STATES
3 Units
(Same as ETHS 231HC, HIST 231HC, and POSC 231HC)
UC/CSU, AAGE, CSU GE, IGETC, CUL PL
This course will encompass an overview of the social, economic, political and psychological/emotional aspects of four ethnic groups (African-Americans, Native-Americans, Latinos and Asian-Americans) in contemporary American culture. It will emphasize the relationship of these groups to the dominant culture and vice-versa.

SOC 235 C  THE CIVIL RIGHTS MOVEMENT
3 Units
(Same as ETHS 235 C)
Three hours lecture per week.
UC/CSU, CSU GE, CUL PL
This course will explore the principal factors that gave rise to the Civil Rights Movement of the 1950s and 1960s. Sociological models of collective behavior and social movements are utilized to analyze social structures, existing conditions, leadership, goals and tactics, organization, successes and failures and long term results of the Movement.

SOC 237 C  CROSS-CULTURAL CONFLICTS IN INTERPERSONAL RELATIONSHIPS
3 Units
(Same as PSY237 C)
Three hours lecture per week.
UC/CSU, CSU GE, IGETC, CUL PL
This course is an introduction to the psychological factors involved in cross-cultural differences including ethnic and racial differences. It explores personal processes and individual conflicts of people from differing United States ethnic backgrounds interacting in personal and work relationships, as immigrants, in international business, or as tourists. Varying customs, social patterns and family dynamics of major local cultural groups will be discussed within this context. Methods of conflict resolution will be emphasized. Eligibility for ENGL 100 C recommended.

SOC 250 C  SOCIOLOGY OF AGING
3 Units
(Same as HUSR 250 C)
Three hours lecture per week.
CSU
This course explores the concept of aging and sociological/cultural theories of aging. The gender, cross-cultural, economic, political and social policy aspects of aging in society and the world are examined. Critical life issues for elders and for those who live and work with them are explored. These issues include empowerment, care giving, social support, living arrangements, elder abuse, work, retirement, quality of life and death and dying. Duplicate credit not given for HUSR 250 C.

SOC 275 C  MARRIAGE AND FAMILY
3 Units
Three hours lecture per week.
Cred/No Credit/Letter Grade Option
CSU, AAGE
This course is a study of the psychological and biological factors involved in family relationships, courtship, marital adjustments and parenthood.

SOC 292 C  INTRODUCTION TO CRIMINOLOGY
3 Units
(Same as HUSR 292 C)
Three hours lecture per week.
CSU
This course presents a scientific analysis of the nature, extent, and causes of violations of societal rules of behavior that are formally defined as crime and delinquency. The course includes an analysis of the theoretical perspectives that led to the development of criminal law and the administration of criminal justice, the patterns of criminality and delinquency, the impact of crime on social change, and the labeling, identification, characteristics, and the treatment of criminals and delinquents.

SOC 298 C  SOCIOLOGY SEMINAR
1/2 - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/discussion hours will vary with credit given.
UC Credit Limitation/CSU
Prerequisite: May be required. (See class schedule). This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from 1/2 unit to 3 units. Consult class schedule for the offerings a particular semester.

SOC 299 C  SOCIOLOGY INDEPENDENT STUDY
1 Unit (May be taken for credit 3 times)
Varying hours of scheduled conferences per week according to instructor.
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Contract. Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.
Spanish
Division of Language Arts
Division Dean – Juliet Falce-Robinson
Faculty
E. Alex Herrera
Olga Moran
A. Fernando Oliveira
Jessica Puma
Counselors
Velia Lawson
Daniel Pelletier
Therese Mosqueda-Ponce

Spanish (SPAN)
SPAN 050 C  PUBLIC SERVICE SPANISH
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
This course is a basic communication course, for students who want to acquire a speaking knowledge for vocational needs in the fields of health-care, social welfare, law enforcement, hotel and restaurant industries, and business in general. Consideration also will be given to cultural topics. It is assumed that the student has no prior knowledge of the language.

SPAN 053 C  BASIC SPOKEN SPANISH
3 Units (May be taken for credit 2 times)
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
This is a basic introductory course which emphasizes oral practice, pronunciation and vocabulary development. It is designed to develop a speaking and understanding knowledge of Spanish for use in everyday conversational situations. It is not open to native speakers of the language.

SPAN 098 C  SPANISH SEMINAR
½ - 3 Units (Variable Units) (May be taken for credit 4 times)
One half to three hours lecture per week.
Credit/No Credit/Letter Grade Option
This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion.

SPAN 101 C  ELEMENTARY SPANISH I
5 Units
Five hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU
AA GE, CSU GE, IGETC, CAN SPAN 2
The course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will be introduced to the culture, history, and geography of Spain and Latin America through lectures, slides, films, and reading assignments. Duplicate credit not granted for SPAN 101HC.

SPAN 101HC  HONORS ELEMENTARY SPANISH I
5 Units
Five hours lecture and
One hour laboratory TBA per week.
UC Credit Limitation/CSU, AA GE, CSU GE, IGETC
This course offers an introduction to Elementary Spanish enhanced for Honors students in a seminar type setting. Students will acquire basic skills in pronunciation, listening, speaking, reading and writing. Students will be introduced to the culture, history, and geography of Spain and Latin America through lectures, slides, films, and reading assignments. Students will create original dialogues and current event discussions. Duplicate credit not granted for SPAN 101 C.

SPAN 102 C  ELEMENTARY SPANISH II
5 Units
Five hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU
AA GE, CSU GE, IGETC, CAN SPAN 4
Prerequisite: SPAN 101 C with a grade of “C” or better, or one year of high school Spanish with a grade of “C” or better is recommended. The course continues to emphasize the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will increase their knowledge of the culture, history, and geography of Spain and Latin America through lectures, slides, films, and reading and writing assignments. Duplicate credit not granted for SPAN 102HC.

SPAN 102HC  HONORS ELEMENTARY SPANISH II
5 Units
Five hours lecture and
One hour laboratory TBA per week.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU, AA GE, CSU GE, IGETC
Prerequisite: SPAN 101 C with a grade of “C” or better, or one year of high school Spanish with a grade of “C” or better is recommended. This course is a continuation of Elementary Spanish enhanced for honors students in a seminar setting. Students will create original dialogues and participate in current events discussions in order to increase their knowledge of the culture, history, and geography of Spain and Latin America. Lectures, slides, films, and reading and writing assignments will also be used. Duplicate credit not granted for SPAN 102 C.

SPAN 200 C  CONVERSATIONAL SPANISH
2 Units (May be taken for credit 4 times)
Two hours lecture per week.
Credit/No Credit/Letter Grade Option
CSU, CSU GE
Prerequisite: SPAN 102 C. The course emphasizes extensive practice in oral expression and listening comprehension at intermediate and advanced levels of competency. The materials used provide a systematic practice of grammatical concepts, literary analysis and cultural appreciation.
### SPAN 201 C  SPANISH FOR SPANISH SPEAKERS

- **5 Units**  
  Five hours lecture and  
  One hour laboratory TBA per week.  
  Credit/No Credit/Letter Grade Option  
  UC Credit Limitation/CSU, CSU GE, IGETC  
  Prerequisite: A native or near-native speaking knowledge of Spanish for those who have had little or no formal education in the language. This course will offer intensive training in oral and written Spanish for those who speak it, but have had little or no formal training in the language. Emphasis will be placed on improvement of oral expression, Spanish grammar, readings in Hispanic literature and composition skills. Students may not receive credit for both SPAN 101C/102C and SPAN 201 C.

### SPAN 203 C  INTERMEDIATE SPANISH III

- **4 Units**  
  Four hours lecture and  
  One hour laboratory TBA per week.  
  Credit/No Credit/Letter Grade Option  
  UC/CSU, AAGE, CSU GE, IGETC, CAN SPAN 8  
  Prerequisite: SPAN 102 C with a grade of “C” or better, or two years of high school Spanish with a grade of “C” or better is recommended. The course introduces the student to the more formal aspects of literary analysis and cultural appreciation through a selection of readings by modern Spanish and Spanish American authors. It also provides extensive practice in oral and written expression and a thorough review of grammatical concepts.

### SPAN 204 C  INTERMEDIATE SPANISH IV

- **4 Units**  
  Four hours lecture and  
  One hour laboratory TBA per week.  
  Credit/No Credit/Letter Grade Option  
  UC/CSU, AAGE, CSU GE, IGETC, CAN SPAN 10  
  Prerequisite: SPAN 203 C with a grade of “C” or better, or three years of high school Spanish with a grade of “C” or better is recommended. The course continues to emphasize acquisition of the more formal aspects of literary analysis and cultural appreciation through a selection of advanced readings by modern Spanish and Spanish American authors. It also provides extensive practice in oral and written expression and a thorough review of grammatical concepts.

### SPAN 298 C  SPANISH SEMINAR

<table>
<thead>
<tr>
<th>¼ - 3 Units (Variable Units) (May be taken for credit 4 times)</th>
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</thead>
</table>
| One half to three hours lecture per week.  
  Credit/No Credit/Letter Grade Option  
  UC Credit Limitation/CSU  
  This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion.

### SPAN 299 C  SPANISH INDEPENDENT STUDY

<table>
<thead>
<tr>
<th>¼ - 2 Units (Variable Units) (May be taken for credit 3 times)</th>
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</table>
| Two hours conference per week for maximum credit.  
  Credit/No Credit/Letter Grade Option  
  UC Credit Limitation/CSU  
  Prerequisite: Approved Independent Study Learning Contract. This course is designed for able students who wish to increase their knowledge of language through individual study or research.

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### Speech

**Division of Language Arts**

**Division Dean – Juliet Falce-Robinson**

**Faculty**

- Michael Brydges
- Donna Friess
- Patricia Ganer
- Liana Koeppel
- John Lambros

**Counselors**

- Velia Lawson
- Therese Mosqueda-Ponce
- Daniel Pelletier

**SPEECH TRANSFER PROGRAM**

Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

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### Speech (SPCH)

#### SPCH 050 C  EFFECTIVE ORAL COMMUNICATION

- **3 Units** (May be taken for credit 2 times)  
  Three hours lecture per week.  
  Credit/No Credit/Letter Grade Option  
  UC/CSU, AAGE, CSU GE, IGETC, CAN SPCH 4  
  Introduction to the fundamentals and principles which underlie effective speech communication. Practical experience, emphasizing content, organization and delivery, will be required in at least three speaking situations, specifically including persuasive and informative speaking. **Duplication credit not granted for SPCH 100HC.**

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#### SPCH 098 C  SPEECH SEMINAR

<table>
<thead>
<tr>
<th>¼ - 3 Units (Variable Units) (May be taken for credit 4 times)</th>
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</thead>
</table>
| One half to three hours lecture per week.  
  This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

#### SPCH 100 C  HUMAN COMMUNICATION

- **3 Units**  
  Three hours lecture per week.  
  UC/CSU, AAGE, CSU GE, IGETC, CAN SPCH 4  
  Introduction to the fundamentals and principles which underlie effective speech communication. Practical experience, emphasizing content, organization and delivery, will be required in at least three speaking situations, specifically including persuasive and informative speaking. **Duplication credit not granted for SPCH 100HC.**
SPCH 100HC  HONORS HUMAN COMMUNICATION
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC, CAN SPCH 4
This course is a college level course enhanced for Honors students. This course will introduce students to fundamental and advanced principles which underlie effective speech communication and will offer an overview of the disciplinary field of speech communication. Enhanced practical applications, emphasizing content, organization, and delivery will be required in at least four speaking situations, specifically including persuasive and informative speaking. Principles of rhetorical criticism will also be studied. Duplicate credit not granted for SPCH 100 C.

SPCH 105 C  INTERPERSONAL COMMUNICATION
3 Units
Three hours lecture per week.
CSU, CSU GE, CAN SPCH 8
The purpose of this course is to improve the student's understanding and ability to deal effectively with people. Major theories in the field of interpersonal communication will be studied so the student can develop a basic understanding of them and also acquire skills for self improvement. Methods of instruction include lecture, discussion, simulation experiments, and small group activities. No formal speeches are required.

SPCH 118 C  INTRODUCTION TO BROADCASTING
3 Units
Three hours lecture per week.
CSU, CSU GE
This course covers the history, theory, contemporary issues, and current law in broadcasting designed for students majoring in communications or for those desirous of a liberal education background. It is designed to develop career orientation, reading skills, critical thinking, historical awareness, and preparation for upper division courses in broadcasting. This course also meets the requirements for credit in JOUR 118 C.

SPCH 120 C  INTERCULTURAL COMMUNICATION
3 Units
Three hours lecture per week.
UC/CSU, CSU GE, IGETC, CUL PL
This course focuses on the cultural and social variables, communication theories and practices, and communicative styles that affect the communication process between members of different cultures. It includes an assessment of both the communication problems that occur between members of different cultures and on methods and techniques of adapting communication in an effort to overcome such difficulties. Eligibility for ENGL 100 C recommended.

SPCH 124 C  SMALL GROUP COMMUNICATION
3 Units
Three hours lecture per week.
UC/CSU, CAN SPCH 10
This course is an introduction to theoretical and applied concepts in small group communication through participation and observation, analysis, and evaluation of group processes. Elements of small group behavior to be studied include leadership, roles, norms, networks, conflict and cohesion needs, and decision making.

SPCH 135 C  ESSENTIALS OF ARGUMENTATION
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, CAN SPCH 6
This course is a study of argumentation—logic, reasoning, analysis of issues, audience analysis, evidence, refutation, case construction—and its relationship to advocacy. Emphasis is placed on the development of critical thinking skills.

SPCH 138 C  FORENSICS
1 - 2 Units (Variable Units) (May be taken for credit 2 times)
(Open Entry-Open Exit)
One hour lecture and
One hour laboratory per week.
CSU, CSU GE
This course is designed to prepare students to participate in intercollegiate speech competition. Practical experience, emphasizing content, organization and delivery will be offered in debate, persuasive speaking, informative speaking, extemporaneous speaking, impromptu speaking and oral interpretation.

SPCH 238 C  FORENSICS
1 - 2 Units (Variable Units) (May be taken for credit 2 times)
(Open Entry-Open Exit)
One hour lecture and
One hour laboratory per week.
CSU/CSU GE
This course is designed to prepare students to participate in intercollegiate speech competition. Practical experience, emphasizing content, organization and delivery will be offered in debate, persuasive speaking, informative speaking, extemporaneous speaking, impromptu speaking and oral interpretation.
SPCH 298 C  SPEECH SEMINAR  
⅓ - 3 Units (Variable Units) (May be taken for credit 4 times)  
One half to three hours lecture per week.  
UC Credit Limitation/CSU  
This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.  

SPCH 299 C  SPEECH INDEPENDENT STUDY  
⅓ - 2 Units (Variable Units) (May be taken for credit 3 times)  
One-half to two hours conference per week.  
UC Credit Limitation/CSU  
Prerequisite: Approved Independent Study Learning Contract. This course is for able students who wish to increase their knowledge of speech/communication/language through individual study or research.  

Teaching  
TEACHING TRANSFER PROGRAM  
Public school teaching credentials in the State of California are regulated by the State Legislature and administered by the Commission on Teacher Credentialing. All campuses of the California State Universities offer programs leading to a teaching credential.  

Students planning to teach at the elementary school level will need to earn a Multiple Subject Credential. Usually, students pursuing a Multiple Subject Credential should complete course requirements for the Liberal Studies Major, Child Development Major, or Human Services Major.  

Students planning to teach at the junior or senior high school level will need to earn a Single Subject Credential which authorizes the holder to teach in a designated subject area. Students should consult with their counselor to determine acceptable Single Subject Credential areas and applicable academic major programs of study which may be pursued at a university.  

In general, students interested in teaching should plan to complete their lower division general education course work before transferring to a university. Many students choose to complete the bachelor’s degree before beginning their teacher training; however, with careful planning one may begin a credential program once they have attained junior standing at a university.  

Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.  

Theater Arts  
Division of Fine Arts  
Division Dean – Kaleta Brown  

Faculty  
James Hormel  
Mark Majarian  
Jennifer Mosier  
Diana Polsky  

Counselors  
Renay Laguana  
Renee Seensale-Collins  

ASSOCIATE IN ARTS DEGREE THEATER ARTS  
This program is designed to prepare the student for certain occupations related to civic recreation departments and community theater.  

To earn an Associate Degree students must complete:  
(1) all major course requirements with a minimum grade of "C";  
(2) 25 units of General Education Graduation Requirements;  
(3) cultural pluralism and reading requirements;  
(4) any elective courses to complete a minimum of 60 units; and,  
(5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.  

Required courses are listed in suggested sequence:  

Required courses are listed in suggested sequence:  
Course #  Title  Units  
THEA100 C  Introduction to the Theater  3  
THEA120 C  Acting I  3  
THEA143 C  Stagecraft  3  
THEA124 C  Acting II  3  
THEA144 C  Lighting Design Fundamentals  3  
THEA129 C  Voice and Diction  3  
THEA145 C  Fundamentals of Costume Design  3  
THEA102 C  History of World Theater  3  
THEA220 C  Scenic Study  3  

Select 2 - 3 units from the following performance classes according to emphasis:  
THEA130 C  Acting Workshop  (2 - 3)  
THEA132 C  Musical Theater Workshop  (2 - 3)  
THEA133 C  Rehearsal and Performance  (2 - 3)  
THEA234 C  Ensemble Acting and Production Development  (2 - 3)  

Select 3 units from the following:  
DANC 105 C  Ballet  (1⅓, 1⅔)  
DANC 107 C  Modern Dance  (1⅓, 1⅔)  
DANC 111 C  Jazz Dance  (1⅓, 1⅔)  

Select 3 units from the Theater Arts course offerings not listed above and  
Select 6 units from Art and/or Music course listings  

Total Units Required  41 - 42  

ACTING - DIRECTING CERTIFICATE  
The primary emphasis of the Certificate Program is to prepare the student for occupational competency. To earn a certificate, the required courses as listed must be completed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.
Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA100 C</td>
<td>Introduction to the Theater</td>
<td>3</td>
</tr>
<tr>
<td>THEA120 C</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>THEA147 C</td>
<td>Stage Makeup</td>
<td>3</td>
</tr>
<tr>
<td>THEA102 C</td>
<td>History of World Theater</td>
<td>3</td>
</tr>
<tr>
<td>THEA124 C</td>
<td>Acting II</td>
<td>3</td>
</tr>
<tr>
<td>THEA145 C</td>
<td>Fundamentals of Costume Design</td>
<td>3</td>
</tr>
<tr>
<td>THEA129 C</td>
<td>Voice and Diction</td>
<td>3</td>
</tr>
<tr>
<td>THEA143 C</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>THEA220 C</td>
<td>Scene Study</td>
<td>3</td>
</tr>
<tr>
<td>THEA225 C</td>
<td>Directing for the Theater</td>
<td>2</td>
</tr>
<tr>
<td>THEA121 C</td>
<td>Movement for Actors</td>
<td>2</td>
</tr>
<tr>
<td>THEA222 C</td>
<td>Acting for the Camera</td>
<td>2</td>
</tr>
<tr>
<td>THEA144 C</td>
<td>Lighting Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>THEA149 C</td>
<td>Stage Crew Activity</td>
<td>3</td>
</tr>
<tr>
<td>THEA229 C</td>
<td>Acting, Singing, and Dancing for the Musical Theater</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>41 - 44</td>
</tr>
</tbody>
</table>

*Students with an acting emphasis are required to audition for performance classes in at least two semesters of their tenure. THEA130 C, THEA132 C, THEA234 C.

COSTUME/MAKEUP DESIGN CERTIFICATE
The certificate in costume/makeup design is designed to prepare the student for occupational competency in the field of costume/makeup design for theater.

To earn a certificate, the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA145 C</td>
<td>Fundamentals of Costume Design</td>
<td>3</td>
</tr>
<tr>
<td>ART185 C</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>THEA147 C</td>
<td>Stage Makeup</td>
<td>3</td>
</tr>
<tr>
<td>THEA247 C</td>
<td>Prosthetic Makeup</td>
<td>3</td>
</tr>
<tr>
<td>THEA149 C</td>
<td>Stage Crew Activity</td>
<td>3</td>
</tr>
<tr>
<td>THEA229 C</td>
<td>Acting, Singing, and Dancing for the Musical Theater</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

LIGHTING/AUDIO DESIGN CERTIFICATE
This certificate in lighting/audio design is designed to prepare the student in occupational competency in lighting and sound design for theater.

To earn a certificate, the required courses must be completed as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 124 C</td>
<td>Recording Studio I</td>
<td>3</td>
</tr>
<tr>
<td>or THEA142 C</td>
<td>Theater Sound and Recording Techniques (2)</td>
<td></td>
</tr>
<tr>
<td>THEA144 C</td>
<td>Lighting Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>THEA149 C</td>
<td>Stage Crew Activity</td>
<td>3</td>
</tr>
<tr>
<td>THEA245 C</td>
<td>Design for Theater</td>
<td>3</td>
</tr>
<tr>
<td>ART 182 C</td>
<td>Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>14 - 15</td>
</tr>
</tbody>
</table>

SCENERY DESIGN CERTIFICATE
The scenery design certificate is designed to prepare the student for occupational competency in the field of scenic design.

To earn a certificate, the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA144 C</td>
<td>Lighting Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>THEA149 C</td>
<td>Stage Crew Activity</td>
<td>3</td>
</tr>
<tr>
<td>THEA143 C</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>ART146 C</td>
<td>Scene Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 182 C</td>
<td>Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

TECHNICAL THEATER CERTIFICATE
The Technical Theater Certificate is designed to prepare the student for occupational competency in the field of technical theater.

To earn a certificate, the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA140 C</td>
<td>Theater Crafts</td>
<td>3</td>
</tr>
<tr>
<td>THEA245 C</td>
<td>Design for Theater</td>
<td>3</td>
</tr>
<tr>
<td>ART182 C</td>
<td>Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>THEA120 C</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>THEA149 C</td>
<td>Stage Crew Activity</td>
<td>3</td>
</tr>
<tr>
<td>Total Units Required</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

THEATER ARTS TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Theater Arts (THEA)

THEA 100 C INTRODUCTION TO THE THEATER
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC
This course is designed for those who wish to explore thoroughly the performing arts with special attention given to a survey of all the contributing elements. Such methodology as lecture, demonstration, small group discussion, guest performers, and speakers from all areas of theater will be used. The course is designed to prepare the student for other course offerings in the theater curriculum.

THEA 102 C HISTORY OF WORLD THEATER
3 Units
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, AAGE, CSU GE, IGETC
The student will investigate the history of the influence of differing cultures, traditions, and technologies on the development of the theater as a social institution through comparative study of plays, historical events, and the theatrical environment. Theater practice from prehistory to the present will be studied. Attendance at theater productions may be required. Duplicate credit not granted for THEA102HC.
THEA 102HC  HONORS HISTORY OF WORLD THEATER
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC
This course is a study of world theater history enhanced by the reading of representative dramatic works and criticism. The honors student will investigate the history of the influence of differing cultures, traditions, and technologies on the development of theater as an institution through the comparative study of plays, historical events, and the theatrical environment. Theater practice from prehistory to the present will be studied. Attendance at theater productions will be required. Duplicate credit not granted for THEA 102C.

THEA 104C  INTRODUCTION TO THEATER APPRECIATION
3 Units (May be taken for credit 4 times)
Two hours lecture and
Three hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC Credit Limitation/CSU
(1 credit) AAGE, (1 credit) CSU GE, IGETC
In this course students will examine the production aspects of contemporary theater through an examination of audience/performer relationships and the organization of support personnel. Mandatory attendance to a selected group of live theatrical productions will be required. Approximate cost of theater admissions is $100.00.

THEA 106C  PRINCIPLES OF PLAYWRITING
2 Units (May be taken for credit 2 times)
Two hours lecture and
One hour laboratory per week.
CSU, AAGE, CSU GE
Beginning playwriting is a creative approach to writing dramatic material for stage, screen and television.

THEA 107C  ETHNIC INFLUENCES IN U. S. THEATER
3 Units
Three hours lecture per week.
UC/CSU, AAGE, CSU GE, IGETC, CUL PL
This course will investigate how various racial, national, religious, linguistic, or cultural heritages have influenced the American theater in literature and styles of production. Such methodology as lecture, small group discussion, guest speakers and performers representative of the new trends in dramatic literature will be used. Students will be given the opportunity to create their own stories through dramatic literature.

THEA 120C  ACTING I
3 Units (May be taken for credit 2 times)
Two hours lecture and
Four hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU, (1 credit) AA GE, (1 credit) CSU GE, CAN DRAM 8 (120)
The study and exercise of acting methods of the modern actor will be explored. Theater elements related directly to the actor will be evaluated. The performance of acting scenes in class is required.

THEA 121C  MOVEMENT FOR ACTORS
2 Units (May be taken for credit 2 times)
One hour lecture and
Three hours laboratory per week.
UC/CSU, (1 credit) CSU GE
A practical application of physical communication for the theater will be explored through equal amounts of creative instinct/impulse and technical control. An emphasis will be placed on character physicalization, the language of the body, stage combat, theater dance, and non-verbal storytelling, among others.

THEA 124C  ACTING II
3 Units (May be taken for credit 4 times)
Two hours lecture and
Four hours laboratory per week.
UC/CSU, CAN DRAM 22
Prerequisite: THEA 120C or audition. The actor will explore and develop practical methodologies for performing on the stage. Special emphasis will be placed on creating a role. Performance in class of dramatic literature is required.

THEA 125C  ACTING TECHNIQUES
2 Units (May be taken for credit 2 times)
One and one-half hours lecture and
One and one-half hours laboratory per week.
Credit/No Credit/Letter Grade Option
UC/CSU
The study and exercise of acting and character analysis for the modern theater will be examined through scene study and performance. The fundamentals of staging and an evaluation of the actor’s obligations to the script will be introduced.

THEA 129C  VOICE AND DICTION
3 Units (May be taken for credit 2 times)
Three hours lecture per week.
Credit/No Credit/Letter Grade Option
UC/CSU, (1 credit) AA GE, (1 credit) CSU GE
This is a course in the study of and exercise in voice production and articulation with the goal of producing Standard American speech. Special attention is given to diction for actors, classroom teachers and students with minor speech defects. Stress is placed on individual exercises designed to give conscious control of speech functions. Attendance at theater productions may be required.

THEA 130C  ACTING WORKSHOP
3 Units (May be taken for credit 4 times)
Three hours lecture and
Six hours laboratory per week.
UC/CSU
This performance laboratory will emphasize the application of the principals and theory of creative acting. Faculty and theater students will initiate and prepare performance projects for an invited audience. These projects will emphasize the performers with limited use of production elements.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 132 C</td>
<td>MUSICAL THEATER WORKSHOP</td>
<td>2 - 3</td>
<td>Twelve hours laboratory per week for maximum credit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Units</td>
<td>UC/CSU, (2 credits) AA GE, (2 credits) CSU GE Prerequisite: Audition/concurrent enrollment in THEA 149 C. Stage Crew Activity is an integral part of total theatrical training and experience. Through participation in various areas of backstage responsibilities such as scenery construction, properties, lighting, and costume the actor/performer as well as the technician learns to identify those elements which enhance performance technique.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The student will participate in the study of acting, singing, dancing and/or instrumental accompaniment. In addition, the performer will be introduced to backstage production elements that affect the overall theatrical experience. Through a pre-performance process the student will experience the basic fundamentals necessary to mount musical productions.</td>
</tr>
<tr>
<td>THEA 133 C</td>
<td>REHEARSAL AND PERFORMANCE</td>
<td>2 - 3</td>
<td>Twelve hours laboratory per week for maximum credit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Units</td>
<td>UC/CSU, (2 credits) AA GE, (2 credits) CSU GE Prerequisite: Audition/concurrent enrollment in THEA 149 C. Stage Crew Activity is an integral part of total theatrical training and experience. Through participation in various areas of backstage responsibilities such as scenery construction, properties, lighting, and costume the actor/performer as well as the technician learns to identify those elements which enhance performance technique.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course teaches the practical application of acting and production techniques, i.e., acting, stage managing, backstage operation. Students participate in the rehearsal and performance of a public production occurring in the Theater Arts Department.</td>
</tr>
<tr>
<td>THEA 134 C</td>
<td>PERFORMANCE TRIALS</td>
<td>1</td>
<td>Two hours laboratory per week.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unit</td>
<td>Prerequisite: Audition. Theater students will initiate and then perform or demonstrate skills that verify their proficiency with the fundamentals of stage design areas and/or acting. Final projects will be presented to a jury composed of fellow theater/dance faculty and students.</td>
</tr>
<tr>
<td>THEA 140 C</td>
<td>THEATER CRAFTS</td>
<td>3</td>
<td>Two hours lecture and Four hours laboratory per week.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Units</td>
<td>UC/CSU, CAN DRAM 12 Theater crafts offers a survey of lighting, sound, theatrical equipment, and scenic construction techniques through lecture, demonstration, and laboratory experience. Information is applicable to all formal theatrical productions.</td>
</tr>
<tr>
<td>THEA 142 C</td>
<td>THEATER SOUND AND RECORDING TECHNIQUES</td>
<td>2</td>
<td>One hour lecture and Three hours laboratory per week.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Units</td>
<td>Prerequisite: Involvement in the Production Program. This is an open entry/open exit class for students to obtain production experience in theater and dance through acting, directing, technical work, management, and publicity.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The student will be involved in control room procedure and equipment selection and use. The course covers the technical as well as the artistic aspects of sound recording. Emphasis will be placed on the practical use of audio equipment.</td>
</tr>
<tr>
<td>THEA 143 C</td>
<td>STAGECRAFT</td>
<td>3</td>
<td>Two hours lecture and Three hours laboratory per week.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Units</td>
<td>UC/CSU This course explores the planning and execution of scenic elements for the stage with an emphasis on design, construction and methods of shifting scenery.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Prerequisites</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>-------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>THEA 220 C</td>
<td>Scene Study</td>
<td>3</td>
<td>(May be taken for credit 2 times)</td>
</tr>
<tr>
<td>THEA 222 C</td>
<td>Acting for the Camera</td>
<td>2</td>
<td>(May be taken for credit 2 times)</td>
</tr>
<tr>
<td>THEA 223 C</td>
<td>Television Production I</td>
<td>3</td>
<td>(May be taken for credit 2 times)</td>
</tr>
<tr>
<td>THEA 225 C</td>
<td>Directing for the Theater</td>
<td>2</td>
<td>(May be taken for credit 2 times)</td>
</tr>
<tr>
<td>THEA 229 C</td>
<td>Acting, Singing and Dancing for the Musical Theater</td>
<td>3</td>
<td>(May be taken for credit 4 times)</td>
</tr>
<tr>
<td>THEA 232 C</td>
<td>Musical Theater Production</td>
<td>2-3</td>
<td>(Variable Units) (May be taken for credit 4 times)</td>
</tr>
<tr>
<td>THEA 234 C</td>
<td>Ensemble Acting and Production Development</td>
<td>2-3</td>
<td>(Variable Units) (May be taken for credit 4 times)</td>
</tr>
<tr>
<td>THEA 235 C</td>
<td>Experimental Theater</td>
<td>2</td>
<td>(May be taken for credit 4 times)</td>
</tr>
<tr>
<td>THEA 245 C</td>
<td>Design for Theater</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>THEA 247 C</td>
<td>Prosthetic Makeup</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
THEA 298 C THEATER ARTS SEMINAR
1/2 - 3 Units (Variable Units) (May be taken for credit 4 times)
Lecture/laboratory hours vary with credit given.
UC Credit Limitation/CSU
Prerequisite: May be required. Various classes may be offered from semester to semester which are designed to meet the interests and needs of the students.

THEA 299 C THEATER ARTS INDEPENDENT STUDY
1/2 - 3 Units (Variable Units) (May be taken for credit 4 times)
Two hours conference per week for maximum credit.
UC Credit Limitation/CSU
Prerequisite: Approved Independent Study Learning Contract. This course is designed for capable students who wish to increase their knowledge and experience in theater. Unit credit may range from 1/2 to 3 units in any given semester.

Travel Careers - See Airline and Travel Careers (ATC)

Undeclared or Undecided
TRANSFER PROGRAM
Students should consult a counselor or www.assist.org for lower division major requirements for most California public universities. (See the Standard Definitions section of the catalog for a description of ASSIST.) Students transferring to an independent college/university should consult the catalog of the individual school and a counselor for lower division major requirements.

Veterinary Medicine

ASSOCIATE IN SCIENCE DEGREE WORD PROCESSING
This curriculum is designed to prepare students for employment in the field of word processing or any related area in which word processing skills are needed. A job simulation will give the students practical experience in all phases of word processing.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural pluralism and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 055 C</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>MGT 111 C</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>or MGT 211 C</td>
<td>Writing for Business</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 102 C</td>
<td>Intermediate Comp Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 112 C</td>
<td>Document Formatting</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 108 C</td>
<td>Introduction to Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 150 C</td>
<td>Intro. to Business Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 160 C</td>
<td>Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>OFF 048 C</td>
<td>Records Administration</td>
<td>1</td>
</tr>
<tr>
<td>OFF 049 C</td>
<td>Computerized Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>CIS 250 C</td>
<td>Word Proc.-Machine Operations</td>
<td>4</td>
</tr>
<tr>
<td>CIS 251 C</td>
<td>Advanced Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CIS 255 C</td>
<td>Machine Dictation &amp; Trans.</td>
<td>1</td>
</tr>
<tr>
<td>Total Units Required</td>
<td>29</td>
<td></td>
</tr>
</tbody>
</table>

ASSOCIATE IN SCIENCE DEGREE WORD PROCESSING CERTIFICATE
Primary emphasis is to prepare the student for occupational competency. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.
### Required courses are listed in suggested sequence:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 055 C</td>
<td>Business English</td>
<td>3</td>
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<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MGT 211 C Writing for Business</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 102 C</td>
<td>Intermediate Comp. Keyboarding</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>CIS 112 C Document Formatting</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 108 C</td>
<td>Introduction to Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 150 C</td>
<td>Intro. to Business Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 160 C</td>
<td>Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>OFF 048 C</td>
<td>Records Administration</td>
<td>1</td>
</tr>
<tr>
<td>OFF 049 C</td>
<td>Computerized Office Procedures</td>
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</tr>
<tr>
<td>CIS 250 C</td>
<td>Word Proc.-Machine Operations</td>
<td>4</td>
</tr>
<tr>
<td>CIS 251 C</td>
<td>Advanced Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CIS 255 C</td>
<td>Machine Dictation &amp; Trans.</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td></td>
<td><strong>29</strong></td>
</tr>
</tbody>
</table>

### Also See Computer Information Systems (CIS)

#### Work Experience

**Division of Business and Computer Information Systems**

**Division Dean – Dave Wassenaar**

**Counselors**
- Jean England
- Don Tyrrell

### Work Experience (WKEX)

**WKEX 092 C WORK EXPERIENCE - GENERAL**

1 - 3 Units (Variable Units) (May be taken for credit 3 times)

One hour lecture plus

Five hours (minimum) employment in a business-related occupation per week.

**Prerequisite:** Must be enrolled in seven units, including work experience. This course is designed to provide instruction and general advisement related to actual work experience. For the employed student who has either not yet declared a major or whose employment and major are not related. Students must carry a minimum of seven units, which may include Work Experience. Students may enroll up to a maximum of three semesters, earning up to 9 units of credit.

**WKEX 191 C WORK EXPERIENCE - VOCATIONAL**

1 - 4 Units (Variable Units) (May be taken for credit 4 times)

One hour lecture plus

Five hours (minimum) employment in a business-related occupation per week.

**CSU**

**Prerequisite:** Must be enrolled in seven units, including work experience. This course is designed to provide instruction and general advisement related to actual work experience. Employment and major must be related. Students must carry a minimum of seven units, which may include Work Experience, and be appropriately declared a business major. Students may enroll up to a maximum of four semesters, earning up to 16 units of credit.
Faculty
North Orange County Community College District

1830 W. Romneya
Anaheim, California 92801
(714) 578-8400

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Executive Director, Foundation
Marjorie Lewis
Michael Kasler
Nancy Byrnes
Raul Alvarez

ADMINISTRATIVE SERVICES
Bursar, Manager
Director, Budget and Finance
Director, Maintenance & Operations
Institutional Researcher
Manager, Bookstore
Manager, Child Care Center
Manager, Physical Plant
Public Information Officer
Renie Harter
Karen Cant
Albert Miranda
Heather Brown
David Okawa
Diane Montano
Bruce Bromberger
Marc Posner

Dean, Admissions and Records
Registrar
David Wassenaar
Arleen Elseroad

Deans, Directors, Coordinators, Officers
Coordinator, EOPS
Coordinator, Matriculation
Dean, Library
Dean, Student Support Services
Director, Academic Computing Technology
Director, Disabled Student Programs and Services
Director, Financial Aid
Director, Student Activities
Director, Workforce Prep
Manager, Child Care Center
Mara Scott
Kristine Nelson
Juliet Falce-Robinson
Jorge Ramirez
Frank Smith
Kimberly Bartlett
Marlene Miranda
Diane Henry
Kelly Grimes
Diane Montano

Division Dean, Business & Computer Information Systems
Department Coordinator, Accounting and Real Estate
Department Coordinator, Court Reporting
Department Coordinator, Computer Information Systems
Department Coordinator, Management/Marketing/Sales/Retailing
Department Coordinator, Computer Information Systems, Office Administration
Dave Wassenaar
Jeanne Miller
Carolee Freer
Richard McKnight
Patricia Kishel
Patricia Pelachik

Division Dean, Counseling and Student Development
Director, DSP&S
Coordinator, Matriculation
Department Coordinator
Counselor, Admissions/Outreach
Counselor, Articulation Officer
Counselor, Business/Computer Information Systems
Counselor, Career Planning Center
Counselor, Adult Re-Entry Program
Counselor, DSP&S
Counselor, EOPS/Black Studies
Counselor, Fine and Performing Arts
Counselor, Health Science
Counselor, Workforce Prep
Robert E. Nadell
Kimberly Bartlett
Kristine Nelson
Don Tyrrell
Robert Grantham
Penny Gabourie
Jean England
Don Tyrrell
Sharon Easton
Sharon Easton
Deborah Michelle
Deidre Porter
Renay Laguna
Renee Ssensalo-Collins
Kelly Carter
Denise Vo
Gail Berggren
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<tr>
<td>Counselor, Science/Engineering/Mathematics</td>
<td>Tom Nordee</td>
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<td>Alice Payne</td>
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<tr>
<td>Counselor, Language Arts/Social Science/ESL/Human Services</td>
<td>Velia Lawson</td>
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<td>Daniel Pelletier</td>
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<td>Counselor, Language Arts/Social Science/ESL/Human Services/Puente Program</td>
<td>Therese Mosqueda-Ponce</td>
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<td>Dana Bedard</td>
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<td>Counselor, Technical Education</td>
<td>Jane Jepson</td>
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<td>Counselor</td>
<td>Fred Calhoun</td>
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<td>Learning Disability Specialist Disabled Student Programs</td>
<td>Cynthia Owens</td>
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<td>Stafford Development Instructor</td>
<td>Carol Mattson</td>
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<td>Division Dean, Fine Arts</td>
<td>Kaleta Brown</td>
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<td>Department Coordinator, Art</td>
<td>Charlene Felos</td>
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<tr>
<td>Department Coordinator, Communications/Journalism</td>
<td>Robert R. Mercer</td>
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<td>Department Coordinator, Music</td>
<td>Mark Anderman</td>
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<td>Department Coordinator, Photography</td>
<td>Robert Johnson</td>
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<tr>
<td>Department Coordinator, Theater/Dance</td>
<td>Mark Majarian</td>
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<tr>
<td>Division Dean, Health Science</td>
<td>Andrea Hannon</td>
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<td>Director of Nursing</td>
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<tr>
<td>Department Coordinator, Dental Assisting</td>
<td>Mary Kay Davis</td>
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<tr>
<td>Department Coordinator, Dental Hygiene</td>
<td>Ina Rydalch</td>
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<td>Department Coordinator, Health Information Technology</td>
<td>Rosalie Majid</td>
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<td>Department Coordinator, Mortuary Science</td>
<td>Douglas Metz</td>
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<td>Department Coordinator, Psychiatric Technology</td>
<td>Jeanne Higgins</td>
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<td>Department Coordinator, Radiologic Technology</td>
<td>Robert Parelli</td>
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<td>Department Coordinator, Nursing</td>
<td>Katie Kruse</td>
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<td>Division Dean, Language Arts</td>
<td>Juliet Falce-Robinson</td>
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<tr>
<td>Department Coordinators, English</td>
<td>Christie Diep &amp; Kathleen McAlister</td>
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<td>Department Coordinator, English as a Second Language</td>
<td>Debra McPherson</td>
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<td>Department Coordinator, Foreign Language</td>
<td>Alex Herrera</td>
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<td>Margaret “Susan” Klein</td>
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<td>Department Coordinator, Speech</td>
<td>Donna Friess</td>
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<td>Diane Henry</td>
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<td>Athletic Director</td>
<td>Diane Henry</td>
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<td>Assistant Athletic Director</td>
<td>William Pinkham</td>
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<td>Division Dean, Science/Engineering/Mathematics</td>
<td>Larry Mercadante, Interim</td>
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<td>Department Coordinator, Biology</td>
<td>Robert Vandergrift</td>
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<td>Department Coordinator, Chemistry</td>
<td>Kathleen Hess</td>
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<td>Department Coordinator, Mathematics</td>
<td>Cheryl Gibby</td>
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<td>Department Coordinator, Physical Science</td>
<td>Ron Armale</td>
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<td>Division Dean, Social Science</td>
<td>Kay Andrews</td>
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<td>Director of Human Services</td>
<td>Lucinda Alibrandi</td>
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<td>Department Coordinator, Behavioral Sciences</td>
<td>Susan Johnson</td>
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<td>Department Coordinator, Economics</td>
<td>James Phillips</td>
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<td>Department Coordinator, Geography</td>
<td>Nicholas Polizzi</td>
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<td>Department Coordinator, History/Political Science</td>
<td>Carol Lewis</td>
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<td>Department Coordinator, Philosophy</td>
<td>Neill Cooney</td>
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<td>Division Dean, Vocational Technical Education</td>
<td>Steven Donley</td>
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<td>Department Coordinator, Airline and Travel Careers</td>
<td>Kathleen Reiland</td>
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<td>Department Coordinator, Aviation</td>
<td>Charles Gifford</td>
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<td>Department Coordinator, Air Conditioning/Refrigeration</td>
<td>Wayne Freiman</td>
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<td>Department Coordinator, Automotive Collision Repair</td>
<td>Anthony Jones</td>
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<td>Department Coordinator, Automotive Technology</td>
<td>Dick Bettendorf</td>
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<tr>
<td>Department Coordinator, Hotel, Restaurant, Culinary Arts</td>
<td>Michael Bird</td>
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<tr>
<td>Department Coordinator, Marine Service</td>
<td>Russell Sandore</td>
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</table>

Cypress College 2002-2003
Instructional Divisions

Each academic division is located in a “House”, usually in a separate campus building. Divisional faculty members and counselors have offices conveniently located adjacent to classrooms. In addition, each building provides lounge and study areas to encourage student participation in divisional activities, and two buildings also provide food services.

Business and Computer Information Systems
CARNegie HOUSE
This building was named after Andrew Carnegie, a manufacturer, publicist, and distributor of wealth for the improvement of mankind.

PROGRAMS
Business Administration Transfer, Accounting, Court Reporting, Captioning, Text Entry, Computer Editor, Computer Information Systems, Management, Marketing, Merchandising, Real Estate, Secretarial - Certified Professional, Secretarial - Administrative Assistant, Secretarial - Administrative Support, Secretarial - Legal, Secretarial - Office Assistant, and Word Processing.

COUNSELOR
England, Jean
Tyrrell, Don

DIVISION DEAN
Wassenaar, Dave

FACULTY
Capsuto, Michael
Dellinger, Patricia
Freer, Carolee
Gorno, Ric
Hayes-Williams, Jerrilyn
Hinkson, Kenneth
Izadi, Behzad
Jianto, Susana
Kishel, Patricia
Miller, Jeanne
Moady, Alireza
McKnight, Richard
Pelachik, Patricia
Ransom, Alan
Reichart, Sue
Saldana, Jesse
Stoltz, Jan
Von Soosten, Ronald
Woo, Donna
Wu, Penn

Fine Arts
BERNSTEIN HOUSE
The Fine and Performing Arts complex was named after Leonard Bernstein, a master showman, conductor, composer, lecturer, pianist, writer, and teacher.

PROGRAMS
Art, Communications/Journalism, Dance, Multimedia, Music, Photography Theater Arts

COUNSELORS
Laguna, Renay
Ssensalo-Collins, Renee

DIVISION DEAN
Brown, Kaleta

FACULTY
Anderman, Mark
Ball, Sheridan
Berger, Ellen
Beyer, George
Burchfield, Jerry
DeCoro, Helena
Disney, Betty
Felos Charlene
Finn, Stacie
Gallo, Joseph
Glattly, Marilyn
Johnson, Michael
Johnson, Robert
Lester, Clifford
Majarian, Mark
Mendes, Roger
Mercer, Robert
Mosier, Jennifer
Paement, Paul
Patti, Joyce
Polsky, Diana
Reid, Kathryn
Health Science
SCHWEITZER HOUSE
This building was named after Albert Schweitzer, a German scholar, humanitarian and founder of the Schweitzer Hospital in Lambarene, Gabon, Africa.

PROGRAMS
Registered Dental Assistant
Dental Hygiene
Health Information Technology
  - Health Care Management and Supervision Certificate
  - Health Care Marketing and Sales Certificate
  - Health Information Coding Specialist
  - Health Unit Coordinator Certificate
  - Medical Insurance Billing Specialist Certificate
  - Medical Quality Review Assistant Certificate
  - Medical Record Clerk Certificate
  - Medical Staff Services Science
Mortuary Science
Registered Nursing
Career Mobility Nursing
Psychiatric Technician
Radiologic Technology
  - Ultrasound/Medical Sonography Certificate
  - Radiology Assistant/Darkroom Technician Program

COUNSELORS
Carter, Kelly
Vo, Denise

DIVISION DEAN
Hannon, Andrea

DIRECTOR OF NURSING

FACULTY
Ashburn, Shirley
Billie, Jeannie
Boettger, Kathleen
Bower, Glenn
Boyce, Jane
Brown, Dana
Chin, Penny
Davis, Mary Kay
Dodson, Laurie
Fishman, Darlene
Franks, Joseph
Grande, Jolena
Green, Carol
Greico, Laura
Harvey, Carol
Herzog, Anna
Higgins, Jeanne
Kruse, Kathleen
Majid, Rosalie
Metz, Douglas
Miller, Peggy
Motts, Lynn
O'Brien, Noreen
Parelli, Robert
Piburn, Elizabeth
Putman, Elizabeth
Rydalch, Ina
Schroder, Geoffry
Selga, Max
Swytak, Judy
Valencia, Wendy
Williams, Susan
Wilson, Margaret
Winkler, Janet
Zakala, Carol

Language Arts
TWAIN HOUSE
This complex was named after Mark Twain, an American humorist and writer.

PROGRAMS
English, ESL (English for Non-Native Speakers), Foreign Language, Speech

COUNSELORS
Lawson, Velia
Mosqueda-Ponce, Terese
Pelletier, Daniel

DIVISION DEAN
Falce-Robinson, Juliet

FACULTY
Borla, Linda
Brydges, Michael
Chi, Hong
Daniels, Joan C
Deutsch, Nancy
Dickey, Cherie
Diep, Christie
Forman, Mary K
Friess, Donna
Ganer, Patricia
Herrera, E. Alexis
Jones, Sarah
Kashi, Barbara
Klein, S. Margaret
Koeppe, Liana
Lambros, John
Licari, Charles
Lin, Jian-er
Llanos, Kathy
Marshall, Barbara
Mc Alister, Kathleen
Mc Pherson, Debra
Mercer, Robert
Moran, Olga
Nabahani, Melanie
Oliveira, Fernando
Payne, John
Puma, Jessica
Rosenberg, Stuart
Schaefer, Sandra
Sonne, Kathryn
Takahashi, K. Mariye
Talwar, Ambika
Wada, Kathryn
Wise, Kimberly
Wood, Jane
Young, Eldon
Physical Education
THORPE HOUSE
This complex was named after Jim Thorpe, an American football, track, and baseball star, who is considered one of the greatest athletes of all time.

PROGRAMS
Physical Education - Teaching, Recreation

COUNSELOR
Bedard, Dana

DIVISION DEAN
Henry, Diane

FACULTY
Baca, Anthony
Beidler, Larry
Bottiaux, Paul
Haas, D. Ray
Mercadante, Larry
Mohr, Margaret
Pickler, Brad
Pickler, Scott
Pinkham, William
Rubino, Kenneth
Welliver, Nancy

Science/Engineering/Mathematics
EINSTEIN HOUSE
This building was named after Albert Einstein, a great American physicist and mathematician.

PROGRAMS
Biological Sciences/Life Sciences, Biology, Chemistry, Computer Science, Physical Science, Engineering - Chemical, Civil, Electrical, Mechanical, Engineering Technology, Forestry, Geology, Industrial Technology, Mathematics, Physical Therapy, Physics, Pre-Dentistry, Pre-Medicine, Pre-Optometry, Pre-Pharmacy, Pre-Veterinary

COUNSELORS
Nordee, Tom
Payne, Alice

STUDENT DEVELOPMENT INSTRUCTOR
Mattson, Carol

DIVISION DEAN
Mercadante, Larry - Interim

FACULTY
Allison, Minnie
Armale, Ron
Baldwin, William
Castle, Victoria
Centobene, William
Coopman, Jennifer
Fee, Richard
Flynn, Russell
Gibby, Cheryl
Gill, David
Godshalk, Kathryn
Gold, Stephen
Hamman, Elizabeth
Harkrider, Robert
Hess, Kathleen
Mao, Chaolin
Merickel, Karen
Mintzer, Alex
Morvan, Laurie
Mottershead, Allen
Nusbaum, David
Owens, Eunju
Paek, Sylvia
Petrie, David
Plett, Christina
Rajab, Adel
Shrout, Cynthia
Siragusa, Chris
Spooner, Stephanie
Subramaniam, Brinda
Vandergrift, Robert
Watson, Karen
Social Science

MUIR HOUSE
This complex was named after John Muir, an American naturalist and explorer whose conservation efforts helped to establish Sequoia and Yosemite as national parks and to cause the first federal conservation laws to be passed.

PROGRAMS
Anthropology, Asian Studies, Developmentally Disabled Care Providers, Drugs and Alcohol, Economics, Eating Disorders, Ethnic Studies, Family Studies-Basic & Advanced, Geographic Information Systems, Geography, History, Human Services Generalist, Latin American Studies, Liberal Studies, Multi-Cultural Studies, Philosophy, Political Science-Pre-Legal, Public Service, Psychology, Sociology, Victimology

COUNSELORS
Lawson, Velia
Mosqueda-Ponce, Therese
Pelletier, Daniel

DIVISION DEAN
Andrews, Kay

FACULTY
Adams, Virgil III
Alibrandi, Lucinda
Barajas, Frank
Buchanan, John
Canova, Lawrence
Cavin, Robert “Greg”
Cooney, Neill
Curiel, Larry
Dedic, James
Doak, Les
Edwards, Cyril
Flores, Michael
Halahmy, David
Heusser, Willis
Johnson, Susan
Kelley, Robert
Killen, Brian
Koerper, Henry
Lewis, Carol
Lind, Daniel
Martinez, Randall
Mathews, Eapen-Peter
Mendoza, Armando
Odebunmi, Fola
Phillips, James
Polizzi, Nicholas
Rhymes, Regina
Sandoval, Carlos
Schick, P. Charlene
Vega-Pritchett, Amy
Zager, Gary

Vocational/Technical

EDISON HOUSE
The Vocational/Technical complex was named after Thomas A. Edison, who established the world’s first “invention factory” dedicated solely to testing, proving, and inventing useful products.

PROGRAMS
Air Conditioning and Refrigeration, Airline and Travel Careers, Automotive Collision Repair, Automotive Technology, Aviation - Commercial Pilot; Aviation - Management, Hotel, Restaurant, Culinary Arts, Industrial Arts - Teaching, Marine Service Technician

COUNSELOR
Jepson, Jane

DIVISION DEAN
Donley, Steve

FACULTY
Alexander, John
Bettendorf, Richard
Bird, Michael
Clark, Lisa
Freiman, Wayne
Gifford, Charles
Jones, Anthony
Orozco, Luciano
Reiland, Kathleen
Sallade, Douglas
Sandore, Russell
Sherard, Charles
Snook, Dan
Trulock, Ronald
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<th>Department/Position</th>
<th>University/State University</th>
<th>Degree/Program</th>
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<tr>
<td>Adams, Virgil III</td>
<td>Human Services</td>
<td>California State University, San Bernardino</td>
<td>B.A.</td>
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<td>M.A., Azusa Pacific University</td>
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<td>Alexander, John</td>
<td>Automotive Technology</td>
<td>California State University, Long Beach</td>
<td>B.A.</td>
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<td>Ali librandi, Lucinda</td>
<td>Human Services</td>
<td>Wichita State University</td>
<td>B.A.</td>
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<td>Ph.D., University of California, Irvine</td>
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<td>Allison, Minnie Tashima</td>
<td>Mathematics</td>
<td>Indiana State University</td>
<td>B.S.</td>
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<td>Music</td>
<td>Long Beach City College</td>
<td>A.A.</td>
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<td>University of Tennessee at Chattanooga</td>
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<td>Physics/Astronomy</td>
<td>California State Polytechnic University, Pomona</td>
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<td>Nursing</td>
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<td>Austin, Peggy Jean</td>
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<td>Baca, J. Anthony</td>
<td>Physical Education</td>
<td>California State University, Santa Barbara</td>
<td>B.A.</td>
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<td>Baldwin, William</td>
<td>Computer Science</td>
<td>California State University, Fullerton</td>
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<td>Bedard, Dana</td>
<td>Counselor/Student Development</td>
<td>University of California, San Diego</td>
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<td>Santa Ana College</td>
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<td>Beloz, George</td>
<td>Director, Campus Diversity</td>
<td>Illinois State University</td>
<td>B.A., M.A.</td>
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<td>Berggren, Gail</td>
<td>Counselor/Workforce Prep</td>
<td>Coastline College</td>
<td>A.A.</td>
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<td>B.A., California State University, Fullerton</td>
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<td>Art</td>
<td>Pasadena City College</td>
<td>A.A.</td>
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<td>B.A., California State University, Fullerton</td>
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<td>Bettendorf, Richard</td>
<td>Automotive Technology</td>
<td>California State University, Los Angeles</td>
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M.S., National University |
| Falce-Robinson, Juliet| Division Dean, Language Arts and Library              | B.A., M.A., Ph.D., University of California, Irvine                      |
| Fee, Richard          | Chemistry                                             | B.A., Colorado College  
Ph.D., Pennsylvania State University |
| Felos, Charlene       | Art                                                   | A.A., Cerritos College  
B.A., M.A., California State University, Los Angeles  
M.F.A., Claremont Graduate School |
| Finn, Stacie          | Dance                                                 | B.A., University of California, Riverside  
M.F.A., University of California, Irvine |
| Fishman, Darlene C.   | Nursing Education                                     | B.S.N., Medical College of Virginia School of Nursing  
M.S.N., California State University, Los Angeles |
| Flores, Michael C.    | History                                               | B.A., California State University, Fullerton  
M.A., California State University, Los Angeles |
| Flynn, Russell        | Geology                                               | B.S., M.A., San Diego State University |
| Forman, Mary K.       | English                                               | B.A., University of Rhode Island  
M.F.A., University of Massachusetts |
| Franks, Joseph        | Psychiatric Technology                                | A.A., Cypress College  
B.A., M.A., California State University, Fullerton |
| Freer, Carollee       | Court Reporting                                       | A.A., Cerritos College  
B.A., M.B.A., California State University, Fullerton  
CRI Certificate |
| Freiman, Wayne        | Air Conditioning/Refrigeration                        | B.S.E., California Polytechnic State University, San Luis Obispo  
M.A., California Polytechnic State University, Pomona |
| Friess, Donna Lewis   | Speech                                                | A.A., Santa Monica College  
B.A., University of Southern California  
M.A., California State University, Long Beach  
Post Graduate, University of California, Irvine  
Ph.D., United States International University |
| Gabourie, Lillian (Penny) | Honors Counselor/Articulation Officer/Transfer Center Director | B.A., California State University, Fullerton  
M.S., University of LaVerne |
| Gallo, Joseph         | Music                                                 | B.A., M.A., California State University, Los Angeles |
| Ganer, Patricia       | Speech                                                | A.A., Cypress College  
B.A., University of Southern California  
M.A., University of California, Los Angeles  
Ph.D., University of Utah |
| Gibby, Cheryl         | Mathematics                                           | B.A., California State University, Long Beach  
M.A., California State University, Fullerton |
| Gifford, Charles F.   | Aviation                                               | B.A., California State University, Los Angeles  
M.A., San Jose State University, San Jose |
| Gill, David           | SEM                                                   | B.A., University of California, Santa Barbara  
M.A., University of California, Santa Barbara  
Ph.D., Cornell University |
| Glattly, Marilyn      | Dance                                                 | B.A., University of California, Los Angeles  
M.F.A., United States International University  
M.A., California State University, Dominguez Hills |
| Godshalk, Kathryn     | Mathematics                                           | B.A., California State University, Long Beach  
M.A., California State University, Fullerton  
M.S., University of Southern California |
| Gold, Stephen R.      | Mathematics                                           | B.S., University of Nebraska  
M.S., University of Oregon |
| Gorno, Ric G.         | Marketing/Management/Finance                          | B.A., M.B.A., University of Detroit |
| Grande, Jolena        | Mortuary Science                                      | A.S., Cypress College  
B.S., University of Central Oklahoma  
M.F.S., M.S., National University |
| Grantham, Robert      | Outreach Counselor                                    | A.A., Fullerton College  
B.A., University of California, Irvine  
M.S.W., California State University, Long Beach |
| Green, Carol          | Dental Hygiene                                         | R.D.H., B.S., University of Southern California |
| Greico, Laura         | Radiologic Technology                                 | A.A., Fullerton College  
A.R.R.T., C.R.T., B.VE., California State University, Long Beach |
| Grimes, Kelly         | Workforce Preparation Center Director                  | B.A., M.B.A., University of Phoenix |
| Haas, D. Ray          | Physical Education                                    | B.A., Ohio State University  
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| Halahmy, David G.     | History                                               | B.A., University of California, Los Angeles  
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M.A., Pepperdine University                                                |
| Lambros, John     | Speech                              | B.A., M.A., California State University, Long Beach                      |
| Lawson, Velia S.  | Counseling/Student Development      | B.A., University of California, Los Angeles  
M.S., California State University, Los Angeles                            |
| Lester, Clifford   | Photography                         | B.A., Brooks Institute of Photography                                      |
| Lewis, Carol P.   | History                             | B.A., M.A., University of California, Riverside                           |
| Lewis, Marjorie D.| College President                   | A.A., Long Beach City College  
B.A., University of California, Los Angeles  
M.A., California State University, Long Beach  
Ph.D., Claremont Graduate University                                      |
| Licari, Charles J.| Reading/English                     | B.A., University of California, Los Angeles  
M.Ed., Loyola University, Los Angeles                                       |
| Lin, Jian-er      | English                             | B.A., Fujian Teachers University, China  
M.A., University of Wisconsin  
Ph.D., University of North Dakota                                             |
| Lind, Daniel      | Ethnic Studies                      | A.B., Bowdoin College, Maine  
M.P.S., Cornell University, New York                                       
M.A., Claremont Graduate School                                               |
| Llanos, Kathleen  | English as a Second Language        | B.A., San Jose State University  
M.A., TESOL Certificate, California State University, Fullerton           |
| McKnight, Richard | Computer Information Systems        | B.S., California State University, Long Beach  
M.A., Chapman University                                                     |
| McPherson, Debra  | English as a Second Language        | M.A., University of Texas  
TESOL, California State University, Fullerton                               |
| Majarian, Mark    | Theater Arts                        | B.A., Pomona College  
M.F.A., University of California, Los Angeles                               |
| Majid, Rosalie    | Health Information Technology       | B.S., University of Texas Medical Branch, Galveston                       |
| Mao, Chaolin      | Mathematics                         | Ph.D., University of Southern California                                 |
| Marshall, Barbara | English                             | B.A., S.U.N.Y. at Buffalo  
M.A., M.Ed., University of Hartford  
Ph.D., University of California, Irvine                                       |
| Martinez, Randall | Psychology                          | B.A., M.A., San Jose State  
Ph.D., University of Utah                                                     |
| Mathews, Eappen Peter | Political Science                  | B.A., M.A., University of North Texas                                      |
| Mattson, Carol    | Student Development Instructor      | B.F.A., Chapman University  
M.A., Chapman University  
RPCC (Registered Professional Career Counselor)                             |
| Mendes, Roger L.  | Art                                 | B.F.A., M.F.A., Otis Art Institute                                         |
| Mendoza, Armando  | Geography                           | B.A., University of Northern Colorado  
M.S., Texas A&M University                                                   |
| Mercadante, Larry | Interim Division Dean, Science, Engineering, Mathematics Interim Dean | B.A., M.A., University of Redlands                                         |
| Mercer, Robert R. | Communications/Journalism           | A.A., East Los Angeles College  
B.J., University of Missouri - Columbia  
M.A., University of Oklahoma                                                  |
| Merickel, Karen   | Biology                             | B.A., M.A., University of California, Los Angeles                         |
| Metz, Douglas     | Mortuary Science                    | A.A., California College of Mortuary Science  
B.A., Nebraska State College  
M.S., Pepperdine University                                                   |
| Michelle, Deborah | Counseling/Student Development/DSP & S | B.A., M.S., San Diego State University                                      |
| Miller, Jeanne K., C.P.A. | Accounting | A.A., Pasadena City College  
B.S., California State University, Los Angeles  
M.B.A., California State Polytechnic University, Pomona                     |
| Miller, Peggy     | Psychiatric Technology              | B.S., Mt. St. Mary’s College, Los Angeles  
M.S.N., California State University, Dominguez Hills                         |
| Mintzer, Alex     | Biology                             | B.S., University of California, Irvine  
Ph.D., University of Michigan                                                 |
| Mitts, T. Lynn    | Radiologic Technology               | A.R.R.T., C.R.T., B.S.R.T.  
R.T. (R), RDMS  
M.A., California State University, Long Beach                                |
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<td>Piburn, Elizabeth (Beth)</td>
<td>Nursing</td>
<td>RN, Chestnut Hill Hospital School of Nursing &lt;br&gt;A.S., Cypress College &lt;br&gt;B.S.N., California State University, Fullerton &lt;br&gt;M.S.N.; CNS, California State University, Dominguez Hills</td>
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<td>English</td>
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<td>Certified Reporting Instructor&lt;br&gt;B.S., University of Illinois&lt;br&gt;M.A.E., Pepperdine University</td>
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<td>Subramaniam, Brinda</td>
<td>SEM</td>
<td>B.S., M.S., Jiwaji University, India&lt;br&gt;Ph.D., Jiwaji University, India</td>
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<td>Swytak, Judy</td>
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<td>Takahashi, K. Mariye</td>
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<td>Talwar, Ambika</td>
<td>English/Comparative Literature</td>
<td>B.A., Lady Shri Ram College, Delhi University, M.A., Delhi University, M.A., California State University, Fullerton</td>
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<td>Vandergrift, Robert L.</td>
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<td>English as a Second Language</td>
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<td>Wassenaar, David</td>
<td>Division Dean, Business &amp; Computer Information Systems and Admission &amp; Records</td>
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<td>Health Science</td>
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<td>Wilson, Margaret</td>
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<td>Diploma/RN, Muhlenberg Hospital, New Jersey, B.S.N., University of Texas, Houston, M.S.N., University of Texas, Houston, Ed.D., University of Southern California, Los Angeles</td>
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<td>Winckler, Janet M.</td>
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<td>Wise, Kimberly</td>
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<td>English as a Second Language</td>
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<td>Zager, Gary</td>
<td>Human Services</td>
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<td>Zakala, Carol A.</td>
<td>Dental Hygiene Department Coordinator</td>
<td>A.A.S., Hudson Valley Community College, B.S., University of Bridgeport, M.S., State University of New York at Buffalo</td>
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## Professor Emeritus

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Schiller, Carl                           . Physical Education
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Vosbein, Brenda                         . Psychiatric Technology
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Wood, Arthur                            . Counseling
Woodall, Edgar H.                       . Business
Yamada, Mitsuye M.                      . English
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<td>Admissions and Records*</td>
<td>484-7346</td>
<td>M - Th: 8:00 am – 7:00 pm</td>
<td>Administration Bldg — 1st</td>
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<td>F: 8:00 am – 5:00 pm</td>
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<td>Adult Re-entry</td>
<td>484-7120</td>
<td>M - Th: 8:00 am – 7:00 pm</td>
<td>Tech Ed II Bldg, Room 207A</td>
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<td>F: 8:00 am – 5:00 pm</td>
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<td>Assessment Center</td>
<td>484-7223</td>
<td>M - F: 8:00 am – 5:00 pm</td>
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<td>Bookstore*</td>
<td>484-7336</td>
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<td>Bursar’s Office*</td>
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<td>Career Planning Center</td>
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<td>Children’s Center</td>
<td>484-7074</td>
<td>M - F: 6:30 am – 6:00 pm</td>
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<td>Services (Roosevelt Center)</td>
<td>484-7104</td>
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<td>Extended Day / Instruction</td>
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<td>484-7151</td>
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<td>North Computer Lab</td>
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<td>Security</td>
<td>484-7367</td>
<td>M - Sun: 24 hours (7 days a week)</td>
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<td>484-7344</td>
<td>M - Th: 8:00 am – 7:00 pm</td>
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<td>484-7237</td>
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<td>M - Th: 8:00 am – 8:00 pm</td>
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