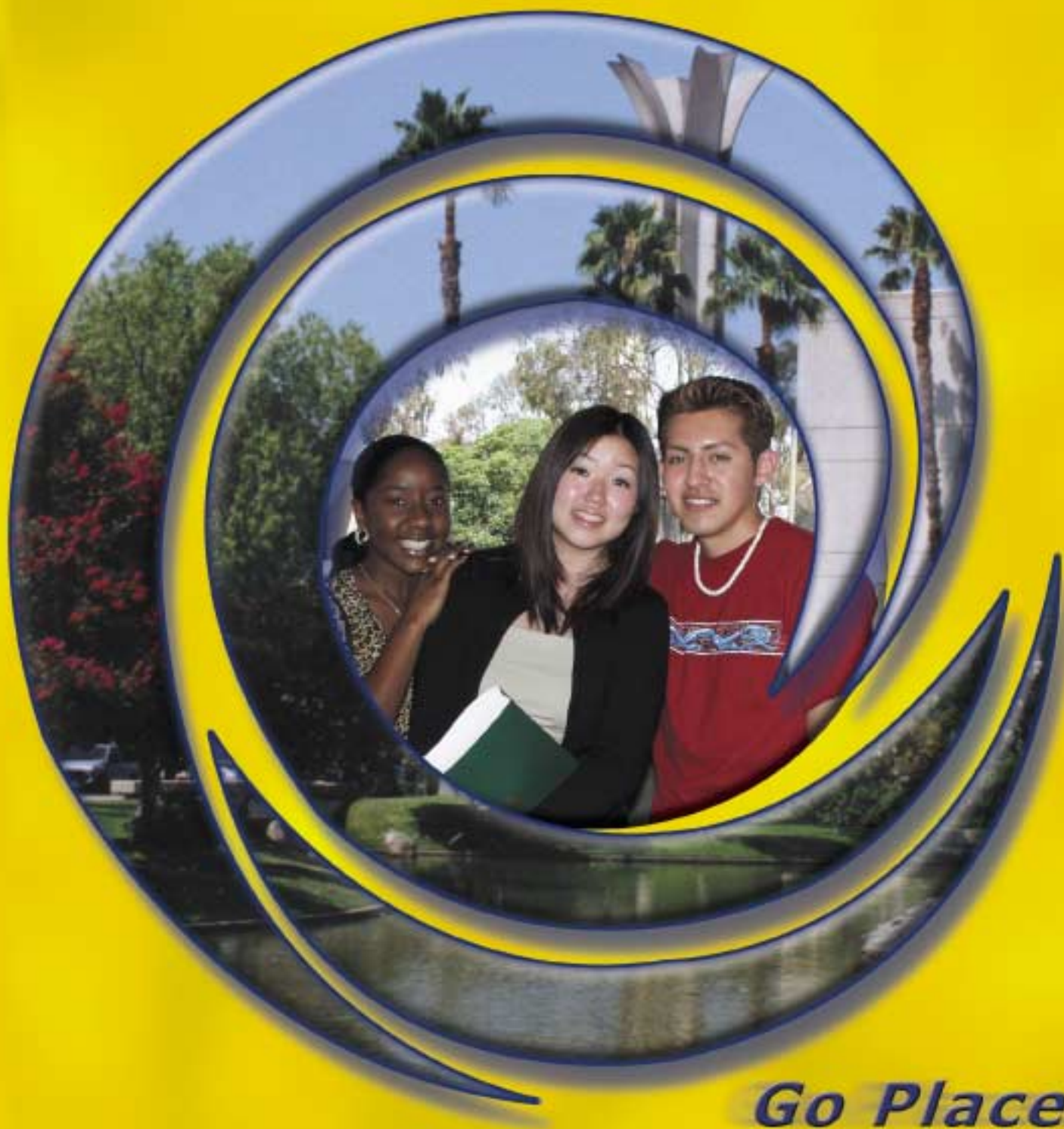


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# **CYPRESS COLLEGE**

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Volume Thirty-Six  
Published Annually July, 2001

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*Cypress College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.*

Cover design by Marc Posner - Public Information Officer.

Our most sincere thanks to Donna Landis for all of her hard work, dedication, and assistance in preparing this and all of our catalogs and schedules over the past several years.

# 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

1000 North Lemon Street  
Fullerton, CA 92832-1351 (714) 578-8400

Cypress College is a member of the North Orange County Community College District (NOCCCD). The District also includes Fullerton College, the oldest California community college in continuous operation, and three Adult and Continuing Education Centers located in Cypress, Yorba Linda, and Fullerton.

Located in the city of Fullerton, the North Orange County Community College District, as it is known today, came into existence on July 1, 1965, with Fullerton College 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-half million. In general, the district includes the following communities: Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Los Alamitos, Placentia, Rossmoor,

and Yorba Linda. Portions of the following communities are included: Anaheim, 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 one-sixth of those persons eligible by age to participate.

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

- President, Donna Miller*
- Vice President, Manuel Ontiveros*
- Secretary, Leonard Lahtinen*
- Member, Otto J. Lacayo*
- Member, Molly McClanahan*
- Member, Nancy Rice*
- Member, Barry Wishart*
- Student Trustee, Michael Robbe*

*Chancellor  
Jerome Hunter*

# **\*Academic Calendar 2001-2002**

## **2001 Fall Semester - August 20 - December 21, 2001**

|  |                                     |
|--|-------------------------------------|
| August 20.....                             | First day of instruction            |
| September 3 .....                          | Legal Holiday - Labor Day           |
| November 12 .....                          | Legal Holiday - Veterans' Day       |
| November 22, 23, 24 .....                  | Legal Holiday - Thanksgiving Recess |
| December 13-21 .....                       | Final examinations                  |
| December 21 .....                          | End of Fall Semester                |
| December 22, 2001 - January 21, 2002 ..... | Academic Recess between semesters   |

## **2002 Spring Semester - January 22 - May 30, 2002**

|                          |                                    |
|--------------------------|------------------------------------|
| January 22 .....         | First day of instruction           |
| February 15.....         | Legal Holiday - Lincoln's Birthday |
| February 18.....         | Legal Holiday - Presidents' Day    |
| March 25-29.....         | Spring Recess                      |
| May 21 - 30 .....        | Final examinations                 |
| May 31 (Tentative) ..... | Commencement                       |
| May 30 .....             | End of Spring Semester             |

## **2002 Summer Intersession - to be announced**

\*Dates and deadlines are subject to change.

# **July 2001 - June 2002**

## ***Yearly Planner***

# Cypress College

**35 YEARS OF 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 for students to earn a Bachelors Degree.

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. In this, the beginning of its 35th year, Cypress' population has grown from an original enrollment of 1,200 to a student population of over 15,000.

## **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.

# 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 the 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.

# 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, high school principal, 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 College for the previous semester/session.

**WHERE** to apply?

At Cypress College Admissions and Records Office, first floor of the Administration Building. Office hours: 8 AM - 7 PM, Monday through Thursday, and Friday, 8 AM - 1 PM. Applications are accepted by mail. Please fill in the application completely and sign your name to avoid delay in processing. Mailed-in applications must be received four weeks prior to the start of classes.

**WHEN** to apply?

Application deadlines are listed for each instructional period in the Academic Calendar. Applications submitted after the deadline will be accepted for short term classes only.

**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 or 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, enrichment** classes.

To be eligible for the Bridge Program the student must obtain recommendation from the principle or designee 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 only college credit 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 either natural parent is not 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 nonresident, but fits within one of the following exceptions, a resident 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 is in 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.

**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 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

Those students enrolled after the third week during the previous semester receive priority for registration. **New Students or Returning Students** (those who previously attended Cypress College, but have been absent one or more semesters) are assigned priority based on when the application is received. Those who apply first, will receive the earliest registration appointments.

Priority registration is completed through **STAR (Student Technologically Assisted Registration)**. 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

*While all efforts have been made to present complete and accurate fee information, uncertainties in state funding may result in fee changes for the 2001-2002 academic year.*

### ASSOCIATED STUDENT BENEFITS CARD

There are many reasons for students to join the Advantage Services Card Program at Cypress College. For a cost of only \$7, 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 card holder 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.

### 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 printout 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 scannable 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 per unit (\$5.50 per ° unit). However, the enrollment fee may vary, should the state legislature take action to change it.

### GRADUATION & CERTIFICATE APPLICATION FEE

A \$5 fee is charged at the time a student applies for graduation. There is also a \$5 fee for filing a certificate application. A fee of \$5 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 \$134 per unit. Citizens and residents of a foreign country are charged tuition at \$154 per unit. 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. Students who are 60 years or older at the time of registration are exempt from paying the parking fee. 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, August 31, 2001 for the fall semester

and February 4, 2002 for the spring semester. 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 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 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

There is a charge of \$3 for verification to outside agencies regarding student enrollment and number of units carried at Cypress College. The first two copies of the student transcript are free, but a \$3 fee per transcript is levied thereafter. (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 so 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:

- a) 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).
- b) 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.
- c) Report to the student involved, to the department coordinator, to the Division Dean, and to the Dean of Counseling the alleged incident of academic dishonesty, including relevant documentation, and recommendations for action that he or she deems appropriate.
- d) The appropriate Division Dean shall maintain an academic dishonesty file of all cases of academic dishonesty with the appropriate documentation.
- e) 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.
- f) 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**

High School graduates entering Cypress College as first time college students 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 their 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 students the benefits of their current level of ability and

performance and not permanently penalize them for poor performance in the past. Academic Renewal encourages students to continue their efforts toward their 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 Dean of Admissions and Records 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.
  - A student 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 Dean of Admissions and Records shall maintain a record of action taken under Academic Renewal.

**ADVANCED PLACEMENT CREDIT**

Students who have 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 STAR during operating hours or in person by submitting an Add/Drop form to 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 with the Dean of Admissions and Records. 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, the Dean may approve the petition under certain circumstances. For additional information, contact the Admissions and Records Office.

## 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*.

## 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.

## 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. Student fees and instructional fees are subject to change after the printing of this Catalog.

## 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.

6. *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.

7. *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.

## 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 001-099 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 100-299 have been certified by Cypress College as being of baccalaureate level for the 2001-2002 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 100-299.

## 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 deleted **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 deletion of units attempted, units completed, grade points and change in GPA.

Upon granting of the grade deletion, 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 REPETITION

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.

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 to be arranged with 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:

|  |   |
|--|---|
| ACCT 101<br>Financial Accounting                       | HIST 141<br>Introduction to Chicana/o History and Culture   |
| AVIA 090<br>Flight Training - Private Pilot            | HTC 191<br>Computer Reservations and Ticketing I - Lec/Lab  |
| AVIA 091<br>Flight Training - Instrument Rating        | MGT 111<br>Business Communications                          |
| AVIA 092<br>Flight Training-Commercial Pilot           | MATH 130<br>Survey of Calculus                              |
| AVIA 093<br>Flight Training - Flight Instructor        | MATH 150<br>Calculus and Analytic Geometry                  |
| AVIA 232<br>Instrument Rating                          | MATH 250<br>Intermediate Calculus                           |
| Court Reporting Courses<br>See Business Division Dean  | Mortuary Science Courses<br>See Department Program Director |
| Computer Info Systems<br>See Business Division Dean    | Nursing Courses<br>See Department Program Director          |
| Dental Assistant Courses<br>See Dept. Program Director | PHOT 101<br>Introduction to Photography                     |
| Dental Hygiene Courses<br>See Dept. Program Director   | PE 234<br>Contemporary Personal Health                      |
| ECON 100, ECON 105<br>Principles of Economics          | POSC 100<br>Government of the United States                 |
| ENGT 140<br>AC/DC Circuits I<br>Measurements           | Psychiatric Tech Courses<br>See Department Program Director |
| Health Info Tech Courses<br>See Dept. Program Director | Radiologic Tech Courses<br>See Department Program Director  |
| Health Science Courses<br>See Division Dean            | SOC 101<br>Introduction to Sociology                        |

## CREDIT EARNED DURING MILITARY SERVICE

Upon completion of 40 units, including at least 12 units at Cypress College, a veteran 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 on 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 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.
- Students must specify to the instructor that they wish to take a course *Credit/No Credit* by the second week of the course.
- Students will be unable to change grading systems during the term or thereafter.
- A *credit grade* will 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:

|   |   |
|---|---|
| ART 155<br>Art - Open Lab                       | CTRP 089<br>Adv Speed Reinforcement                         |
| AVIA 090<br>Flight Training-Private Pilot       | CTRP 098<br>Court Reporting Seminar                         |
| AVIA 091<br>Flight Training-Inst. Rating        | DH 275<br>Clinical Dental Hygiene                           |
| AVIA 092<br>Flight Training-Comm. Pilot         | HS 168<br>Health Science Skills - Open Lab                  |
| AVIA 093<br>Flight Training-Flight Instructor   | MGT 085<br>Business Planning                                |
| CHEM 060<br>Chemistry Review                    | MGT 086<br>Bus. Finance and Recordkeeping                   |
| CIS 298<br>Computer Info Sys Seminar            | MGT 087<br>Obtaining and Using Computers                    |
| CSCI 080<br>Computer Science Lab                | MGT 088<br>Managing Personnel                               |
| COUN 060<br>Academic Success & College Survival | MGT 089<br>Basic Business Law for a Small Business          |
| COUN 072<br>Learning Disabilities Assmnt        | MGT 298<br>Management Seminar                               |
| COUN 105<br>Stress and Anxiety Mgmt.            | MKT 090<br>Marketing Essentials                             |
| COUN 140<br>Educational Planning                | MKT 091<br>Advertising and Public Relations                 |
| COUN 140H<br>Honors Educational Planning        | MKT 092<br>Personal Selling                                 |
| COUN 141<br>Career Exploration                  | MKT 093<br>Targeting Marketing                              |
| COUN 144<br>Women and Careers                   | MKT 094<br>Buyer Behavior                                   |
| COUN 145<br>Changing Careers                    | MKT 095<br>Market Distribution Systems                      |
| COUN 146<br>Decision Making                     | MKT 096<br>Sales Promotion Techniques                       |
| COUN 147<br>Peer Advising                       | MKT 097<br>Customer Relations                               |
| COUN 149<br>Test Anxiety Management             | MKT 098<br>International Marketing for Small Business       |
| COUN 156<br>Self-Concept                        | MATH 025<br>Elementary Algebra Review                       |
| COUN 215<br>Tutoring Techniques                 | MATH 045<br>Intermediate Algebra Review                     |
| COUN 299<br>C&G Independent Study               | MATH 098<br>Mathematics Seminar                             |
| CTRP 077<br>Dictation/Transcription             | MATH 186<br>TI-85/86 Graphics Calculator                    |
| CTRP 086<br>Beg. Speed Reinforcement            | MATH 192<br>TI-92 Graphics Calculator                       |
| CTRP 087<br>Inter Speed Reinforcement I         | RADT 060<br>Intro to Fundamental Medical Sonographic Theory |
| CTRP 088<br>Inter Speed Reinforcement II        |   |

• 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.

|  |   |
|--|---|
| ANTH 102<br>Cultural Anthropology                  | BIOL 175<br>Lower-Division Lab              |
| ANTH 121<br>Indians of North America               | BIOL 176<br>Ecology                         |
| ANTH 203<br>Introduction to Archaeology            | BIOL 177<br>General/Evolutionary Genetics   |
| ANTH 231<br>Field Course in Anthropology           | BIOL 180<br>Summer Field Biology            |
| ART 100<br>Fundamentals of Art                     | BIOL 196<br>Regnl Field Studies in Biology  |
| ART 110<br>Introduction to Art                     | BIOL 210<br>Anatomy and Physiology          |
| ART 111<br>Survey of Art History I                 | BIOL 220<br>Medical Microbiology            |
| ART 112, 112H<br>Survey of Art History II          | BIOL 230<br>General Anatomy                 |
| ART 114<br>Modern Art History                      | BIOL 234<br>Oral Histology and Embryology   |
| ART 115<br>Museum Survey                           | BIOL 235<br>Head and Neck Anatomy           |
| ART 179<br>Drawing for Non-Art Majors              | BIOL 240<br>Human Physiology                |
| ASTR 116<br>Introduction to Astronomy              | BIOL 262<br>General Microbiology            |
| AVIA 196<br>Ground Trainer Lab - Instrument Flight | BIOL 298<br>Biology Seminar                 |
| BIOL 101, 101H<br>General Biology                  | BIOL 299<br>Independent Study - for Biology |
| BIOL 102<br>Human Biology                          | CHEM 100<br>Chemistry for Daily Life        |
| BIOL 103<br>Human Ecology                          | CHIN 101<br>Elementary Chinese-Mandarin I   |
| BIOL 107<br>Human Nutri/World Food Problems        | CHIN 102<br>Elementary Chinese-Mandarin II  |
| BIOL 122<br>Marine Biology                         | CHIN 098<br>Chinese Seminar                 |
| BIOL 125<br>Island Biology                         | CHIN 298<br>Chinese Seminar                 |
| BIOL 127<br>Field Biology and Natural History      | CIS 075<br>Business Skills Development      |
| BIOL 128<br>Plants and Society                     | CIS 090<br>MS Office - Word MOUS Prep       |
| BIOL 160<br>Integrated Medical Science             | CIS 091<br>MS Office - Excel MOUS Prep      |
| BIOL 161<br>Integrated Medical Science Lab         | CIS 092<br>MS Office - Access MOUS Prep     |
| BIOL 174<br>Intro to Diversity of Life             | CIS 093<br>MS Office - Powerpoint MOUS Prep |
|  | CIS 125<br>Personal Typing/Keyboarding      |

|   |   |  |   |
|---|---|--|---|
| CIS 150<br>Intro to Business Computers                | CTRP 054<br>Two/Four Voice Testimony                        | ELEC 051<br>Basic Electricity  | FREN 098<br>French Seminar  |
| CIS 184<br>MS WIN 2000 Professional                   | CTRP 055<br>Court and Conference<br>Reporting - Jury Charge | ENGR 110<br>Sci/Engineering Problem<br>Analysis  | FREN 101<br>Elementary French I   |
| CIS 185<br>MS Windows 2000 Server                     | CTRP 056<br>Court and Conference<br>Reporting - Jury Charge | ENGT 110<br>Sci/Engineering Problem<br>Analysis  | FREN 102<br>Elementary French II  |
| CIS 186<br>MS WIN Info Server                         | CTRP 057<br>Machine Shorthand<br>Challenge (160)            | ENGT 140<br>AC/DC Circuits -<br>Measurements   | FREN 200<br>Conversational French   |
| CIS 187<br>MS WIN 2000 Exchange Server                | CTRP 058<br>Machine Shorthand<br>Challenge (180)            | ENGT 240<br>Electronic Devices and Circuits  | FREN 203<br>Intermediate French III   |
| CIS 188<br>MS WIN TCP/IP                              | CTRP 059<br>Machine Shorthand<br>Challenge (200)            | ENGT 241<br>Digital Devices and Circuits   | FREN 204<br>Intermediate French IV  |
| CIS 189<br>MS WIN 2000 Active Directory               | CTRP 060<br>Machine Shorthand<br>Challenge (220)            | ENGL 027<br>Basic Study Skills   | FREN 298<br>French Seminar  |
| CIS 288<br>Dynamic HTML Program                       | CTRP 096<br>Court and Conference<br>Reporting - Literary II | ENGL 057<br>Reading and Writing I  | FREN 299<br>French Independent Study  |
| COUN 071<br>Career Preparation and Life<br>Management | DA 079<br>Survey of Dentistry                               | ENGL 058<br>Reading and Writing II   | GEOL 180<br>Summer Field Geology  |
| COUN 073<br>Computer Access I                         | DA 099<br>Dental Assistant<br>Independent Study             | ENGL 060<br>Prep/College Writing   | HI 245<br>Coding Skills Lab   |
| COUN 074<br>Computer Access II                        | DANC 100<br>Introduction to Dance<br>Appreciation           | ENGL 060<br>Prep/College Writing   | HS 050<br>Preparation for Health Science  |
| COUN 075<br>Computer Access Project                   | DANC 102<br>Conditioning for Dance                          | ENGL 095<br>Effective Written<br>Communication   | HS 052<br>Selected Topics in Health<br>Science  |
| COUN 100<br>College Orientation/Lrng Disabled         | DANC 105<br>Ballet I  | ENGL 096<br>Preparation for College<br>Reading   | HS 055<br>Radiography Assistant/Darkroom<br>Technician  |
| COUN 110<br>Teaching as a Career                      | DANC 107<br>Modern Dance I                                  | ENGL 099<br>Learning Skills Ind. Study   | HS 060<br>Selected Topics-Nursing<br>Foundations/Nursing Process<br>&Professional Nursing<br>Management I |
| COUN 148<br>Human Potential                           | DANC 111<br>Jazz Dance I                                    | ENGL 137<br>College Study Skills   | HS 061<br>Selected Topics-Introductory<br>Medical Surgical Nursing  |
| COUN 160<br>College/University Transition             | DANC 113<br>Tap Dance I                                     | ESL 074<br>English Pronunciation<br>Improvement<br>for Non-Native Speakers of<br>English   | HS 062<br>Selected Topics-Intermediate<br>Medical/Surgical Nursing  |
| COUN 298<br>Counseling and Guidance<br>Seminar        | DANC 115<br>Hip Hop Dance                                   | ESL 075<br>Inter Spoken English for Non-<br>Native Speakers of English                     | HS 063<br>Selected Topics-Maternal/<br>Newborn/Family Nursing   |
| CTRP 040<br>Beginning Machine Shorthand<br>Theory     | DANC 120<br>Dance History                                   | ESL 076<br>Adv Spoken English for Non-<br>Native Speakers of English                       | HS 064<br>Selected Topics-Psychiatric<br>Nursing/Nursing Process &<br>Professional Nursing Mgmt VI        |
| CTRP 041<br>Theory Review                             | DANC 122<br>Stretch and Relaxation                          | ESL 078<br>Vocabulary Development for<br>Non-Native Speakers of<br>English                 | HS 065<br>Selected Topics-Child/Family<br>Nursing   |
| CTRP 042<br>Machine Shorthand Spd Building 1          | DANC 131<br>Ballet Folklorico                               | ESL 079<br>Advanced Grammar for Non-<br>Native Speakers of English                         | HS 066<br>Selected Topics-Advanced<br>Medical/Surgical Nursing  |
| CTRP 043<br>Machine Shorthand Spd Building 2          | DANC 132<br>Flamenco Dance                                  | ESL 080 - ESL 081<br>Low Inter English for Non-<br>Native Speakers of English<br>(Level I) | HS 067<br>Selected Topics-Leadership  |
| CTRP 044<br>Machine Shorthand Spd Building 3          | DANC 133<br>Dance of Andalusia                              | ESL 082 - ESL 083<br>Inter English for Non-Native<br>Speakers of English (Level II)        | HS 068<br>Health Care and Nursing Needs<br>of the Older Adult   |
| CTRP 045<br>Machine Shorthand Spd Building 4          | DANC 134<br>Latin Jazz                                      | ESL 298<br>English as a Second<br>Language Seminar   | HS 075<br>Mgmt of Assaultive Behavior   |
| CTRP 046<br>Machine Shorthand Spd Building 5          | DH 299<br>Dental Hygiene-<br>Independent Study              | FREN 053<br>Basic Spoken French  | HS 076<br>Basic Life Support for Health<br>Care Providers: "C" Certification                              |
| CTRP 047<br>Machine Shorthand Spd Building 6          | ECON 110<br>Survey of Economics                             |  |   |
| CTRP 048<br>Machine Shorthand Spd Building 7          | ECON 130<br>Consumer Economics                              |  |   |
| CTRP 049<br>Machine Shorthand Spd Building 8          |   |  |   |
| CTRP 050<br>Machine Shorthand Spd Building 9          |   |  |   |

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| HS 077<br>Basic Life Support For Health<br>Care Providers: "C"<br>Certification   | MGT 061<br>Survey of Business                    | NURS 108<br>Nursing Care of the<br>Orthopaedic Patient  | RADT 196<br>Selected Topics for Rad Tech   |
| HS 079<br>Survey of Dentistry   | MGT 101<br>Personal Finance                      | OFF 020<br>Machine Transcription - Med  | RADT 260<br>Principles/Techniques-<br>Fluoroscopy  |
| HS 098<br>Health Science Seminar  | MGT 111<br>Business Communications               | PT 071<br>Developmental Disabilities:<br>Causes and Prevention                                | RADT 262<br>Cross-Sectional Imaging  |
| HS 165<br>Life and Death Making Ethical<br>Choices in Health Care                 | MGT 141<br>Personal Law                          | PT 072<br>Health Promo for Individuals<br>with Developmental Disabilities                     | RE 091<br>Real Estate Examination Prep   |
| HSCE 260<br>Prins and Techniques of<br>Fluoroscopy                                | MGT 143<br>Introduction to Legal Research        | PT 073<br>Medical Conditions of<br>Individuals with Developmental<br>Disabilities             | SOC 120<br>Human Sexuality   |
| HSCE 262<br>Cross--Sectional Imaging  | MGT 161<br>Introduction to Business              | PT 074<br>Sex Education for<br>Developmental Disabilities<br>Service Providers                | SOC 218<br>Parenting the Abused and<br>Traumatized Child/Adolescent                            |
| HIST 105<br>History of Physical Science   | MGT 240<br>Legal Environment of Business         | PT 075<br>Management of Assaultive<br>Behavior  | SOC 219<br>Parenting the Child/<br>Adolescent with Attention<br>Deficit Hyperactivity Disorder |
| HIST 140<br>Hispanic Civilization   | MGT 241<br>Legal Aspects/ Business Trans         | PT 075<br>Management of Assaultive<br>Behavior  | SOSC 015<br>California Heritage  |
| HIST 141<br>Intro to Chicana/o History and<br>Culture                             | MGT 242<br>American Judicial System              | PT 085<br>Developmental Disabilities<br>Service Providers: Work<br>Experience                 | SOC 275<br>Marriage and the Family   |
| HUSR 122<br>Developing Self-Esteem<br>Strategies                                  | MGT 261<br>Small Business Management             | PSY 120<br>Human Sexuality  | SPAN 050<br>Public Service Spanish   |
| HUSR 125<br>Building Independence Skills  | MGT 262<br>Principles of Management              | PSY 130<br>Psychology of Assertion  | SPAN 053<br>Basic Spoken Spanish   |
| HUSR 130<br>Introduction to Foster Care   | MGT 265<br>Social Responsibility of Bus          | PSY 139<br>Developmental Psychology   | SPAN 098<br>Spanish Seminar  |
| HUSR 210<br>Introductory Fieldwork  | MGT 266<br>Human Relations in Business           | PSY 141<br>Prenatal and Early Childhood<br>Development  | SPAN 101<br>Elementary Spanish I   |
| HUSR 211<br>Advanced Fieldwork  | MKT 208<br>Principles of Selling                 | PSY 142<br>Middle Childhood Development   | SPAN 102<br>Elementary Spanish II  |
| HUSR 230<br>Introduction to Eating Disorders                                      | MUS 116<br>Introduction to Listening             | PSY 144<br>Early Adolescent Development   | Spanish 200<br>Conversational Spanish  |
| HUSR 245<br>Alcohol, Other Drugs, and the<br>Driving Law: Training the<br>Trainer | MUS 118<br>Introduction to Opera                 | PST 143<br>Late Childhood Development   | SPAN 201<br>Spanish for Spanish Speakers   |
| INDS 298<br>Interdisciplinary Studies-<br>Seminar                                 | MUS 119<br>History of Rock Music                 | PSY 145<br>Middle Adolescent Dev  | SPAN 203<br>Intermediate Spanish III   |
| JAPN 098<br>Japanese Seminar  | MUS 126<br>Beginning Voice                       | PSY 146<br>Late Adolescent Development<br>and Entrance into Adulthood                         | SPAN 204<br>Intermediate Spanish IV  |
| JAPN 101<br>Elementary Japanese I   | MUS 127<br>Music in Film                         | PSY 148<br>Early Childhood Development<br>Observation   | SPAN 298<br>Spanish Seminar  |
| JAPN 102<br>Elementary Japanese II  | MUS 130<br>Beginning Guitar                      | PSY 217<br>Parenting the Oppositional and<br>Defiant Child, Age 2-13                          | SPAN 299<br>Spanish Independent Study  |
| JAPN 200<br>Conversational Japanese   | MUS 218<br>Opera History and Literature          | PSY 218<br>Parenting the Abused and<br>Traumatized Child/Adolescent                           | SPCH 050<br>Effective Oral Communication   |
| JAPN 203<br>Intermediate Japanese III   | MUS 231<br>Intermediate Guitar                   | PSY 219<br>Parenting the Child/Adolescent<br>with Attention Deficit<br>Hyperactivity Disorder | THEA 100<br>Introduction to the Theater  |
| JAPN 204<br>Intermediate Japanese IV  | MUS 235<br>Commercial Guitar and Bass            | PSY 233<br>The Psychology of Adjustment   | THEA 102<br>History of World Theater   |
| JAPN 298<br>Japanese Seminar  | NURS 091<br>Strategies for Success<br>in Nursing | RADT 055<br>Radiography Asst/Darkroom   | THEA 104<br>Intro to Theater Appreciation  |
| JAPN 299<br>Japanese Independent Study  | NURS 101<br>Nursing Process/Crit Thinking        |   | THEA 120<br>Acting I   |
| MGT 041<br>Survey of Business Law   | NURS 103<br>Basic Health Assessment              |   | THEA 125<br>Acting Techniques  |
|   | NURS 104<br>Introduction to ECG Interp           |   | THEA 129<br>Voice and Diction  |
|   | NURS 105<br>Basic Cardio-Pulmonary<br>Nursing    |   | THEA 222<br>Acting for the Camera  |

## 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 Student Technologically Assisted Registration (STAR) System. Grades are generally available three weeks after the end of the semester. However, 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 units attempted into grade points received. The meaning of each symbol and its value in grade points is as follows:

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| <b>A</b> | Superior or Excellent (4 grade 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>B</b> | Better than Average — Good (3 grade 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.  |
| <b>C</b> | Average — Satisfactory (2 grade 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. |

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| <b>D</b> | Passing (1 grade 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. |
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| <b>F</b> | Failing (no grade 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. |
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| <b>I</b> | Incomplete (no grade points, no units attempted). Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an <i>I</i> symbol being entered in the student's record. The condition for removal of the <i>I</i> shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the <i>I</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>I</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>I</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. |
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| <b>IP</b> | In progress (no grade points, no units attempted). 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. |
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| <b>RD</b> | Report Delayed (no grade points, no units attempted). The <i>RD</i> 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 <i>RD</i> shall not be used in calculating a GPA. |
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| <b>W</b> | 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 <i>Withdrawal Policy</i> .) |
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| <b>CR</b> | Credit (no grade points, no units attempted, but counts for units completed). <i>Credit</i> 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 <i>C</i> or better under the letter grade system. |
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| <b>NCR</b> | No Credit (no grade points, no units attempted, no units completed). A <i>No Credit</i> means that neither units nor grade points have been earned. |
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## 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:

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| CIS 050<br>Introduction to Computer and Software Concepts                       | ESL 080<br>Low Intermediate English for Non-Native Speakers of English (Level I) |
| COUN 071<br>Career Preparation and Life Management                              | ESL 081<br>Low Intermediate English for Non-Native Speakers of English (Level I) |
| COUN 072<br>Learning Disabilities Assessment                                    | ESL 082<br>Intermediate English for Non-Native Speakers of English (Level II)    |
| ENGL 027<br>Basic Study Skills  | ESL 083<br>Intermediate English for Non-Native Speakers of English (Level II)    |
| ENGL 057<br>Reading and Writing I   | MATH 010<br>Basic Mathematics  |
| ENGL 058<br>Reading and Writing II  | MATH 015<br>Pre-Algebra  |
| ESL 074<br>English Pronunciation Improvement for Non-Native Speakers of English | MATH 025<br>Elementary Algebra Review  |
| ESL 075<br>Intermediate Spoken English for Non-Native Speakers of English       | MATH 045<br>Intermediate Algebra Review  |
| ESL 079<br>Advanced Grammar for Non-Native Speakers of English                  |  |

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, ENGL 102, or ENGL 142, by CSU general education certification or IGETC certification, or by a satisfactory score on the reading proficiency examination.

The *Reading Proficiency Examination* is administered by the Matriculation Office. 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 **STEP TWO, ENGLISH ASSESSMENT**. Students should contact the Matriculation Office 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.

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,  
9200 Valley View, Cypress, CA 90630, Attn: Transcripts.

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. 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 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

Student or instructor may initiate a withdrawal. No notation shall be made on the student's academic record.

#### Fourth Week through Fourteenth Week

Student or instructor may initiate a withdrawal. A "*W*" shall be recorded on the student's academic record.

#### Remainder of Course

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, *W*'s 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)

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

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, "*W*'s" 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

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 a *W*, except in instances of extenuating circumstances when "*W*'s" 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 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 may have access to its services.

## 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.

## LIBRARY

The library maintains a collection of approximately 66,000 books, 252 periodical subscriptions as well as videos, CDs, cassette tapes, maps, pamphlets, and several CD-ROM 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 six 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.

Instructor reserves, telecourse videos, reference and circulation services are located on the third floor. Photocopiers, VCRs and the Periodical collection are located on the fourth floor. Group study rooms and individual study carrels are located throughout the library. Students have free access to all materials as well as borrowing privileges at a number of neighboring college and university libraries. Library staff encourage students, faculty and staff to make full use of its resources by providing both group and individual library orientations throughout the year.

In an effort to provide the widest possible access to the collection, grades, transcripts, diplomas and registration privileges or any combination hereof, will be withheld from any student or former student properly charged with the possession of overdue library books or other library materials.

## MATHEMATICS-SCIENCE LEARNING CENTER

In the Mathematics and Science Learning Center, located in Room 209 of the Science/Engineering/Mathematics Building, the student will find instructors and qualified tutors available for assistance in solving problems and in understanding concepts in mathematics, chemistry and physics. This Center is open Monday through Saturday, and any student may have access to its services.

## NORTH CAMPUS COMPUTER CENTER

In the North Campus Computer Center, located in Room 114 of the Science/Engineering/Mathematics Building, the student will find microcomputers available for general use. Tutors are also available for assistance with software operation and use of the computers. 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.**

# Student Support 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, and secure manner; serves as the final evaluator of all certificate and graduation applications; evaluates and distributes 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
- Doorways to Discovery 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 Tech Ed II, Room 207A and is open from 8:00 a.m. - 7:00 p.m., Monday - Thursday and 8:00 a.m. - 5:00 p.m. on Friday. 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 can not 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.

### NORMAL HOURS OF OPERATION

|                   |                 |
|-------------------|-----------------|
| Monday - Thursday | 7:45am - 8:00pm |
| Friday            | 7:45am - 5:00pm |

The bookstore is also open the first and second Saturday of the Fall and Spring semester. Hours for Summer session and holidays will be posted outside the bookstore as necessary.

### BOOK BUYBACK

Students may sell their textbooks and certain workbooks back to the bookstore, or wholesale buyer, during the first three days of classes and during Fall/Spring Final Exams, and the first two days of mid-semester classes.

### NORMAL BUYBACK HOURS

|                   |                 |
|-------------------|-----------------|
| Monday - Thursday | 8:30am - 7:00pm |
| Friday            | 8:30am - 2:00pm |

## 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 Classes
- Career Assessment
- Research library
- College catalogs
- Scholarship information
- Computers loaded with career software
- Assistance in job search, resume preparation and interviewing techniques

The Career Planning Center is located in the Tech Ed II Building in Room TE2-207A and is open from 8:00 a.m. - 7:00 p.m., Monday - Thursday and 8:00 a.m. - 5:00 p.m. on Friday. 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. The Center is designed for children two through six years old, whose parents are students at Cypress College or Adult Continuing Education. Parents who live or work in the surrounding community are also eligible as space permits. The preschool curriculum includes opportunities to explore, create, and learn through art, music, literature, and indoor and outdoor play. Breakfast, lunch and snack are provided. The Campus Children's Center is open Monday - Friday, 6:30 a.m. to 6:00 p.m.

The Children's Center also operates a full day Head Start Program, Monday - Thursday, from 8:00 a.m. to 4:00 p.m. Head Start is a federally funded program for children four years of age. 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 during the registration process. 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* or *COUN 140H* 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, 140H

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*, or *COUN 140H*, 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 at the Security Office, located on the first floor of the Library. The office is open 8:00 a.m. - 10:30 p.m., Monday through Friday. (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 and loans to students, and to provide monetary grants to enhance the programs of the Fine Arts Division. For further information contact the Patrons' Executive Director at (714) 484-7143.

## 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 60 and English 100, 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 Counseling Division (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/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) was established to provide special assistance to educationally and financially disadvantaged students. Funded by the local district, the State and Federal governments, the program is designed to recruit such students and provide them with special counseling, grants to eligible students, peer advising, instruction, tutoring, transfer assistance to four-year colleges and universities, and other services as needed. University fee waivers are available. The office is located in the Technical Education II Building, Room 213. Phone: (714) 484-7368.

## 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 Health Science building, Technical Education III.

*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 Grants*-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 Tech Ed II, Room 209 or call (714) 484-7114 to obtain information and 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 Direct Loans
- 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 Program of Study
- 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)

### Standard Documents/Forms (not limited to)

Student Aid Report (SAR)-results from FAFSA  
Financial Aid Transcript (FAT) from previous colleges  
If required/requested prior year 1040 tax form

### Application Timeline - Fall 2001 & Spring 2002

Application Period: January 1, 2001 through April 1, 2002

Priority Processing Deadline: June 30, 2001\*

\*Students will be considered for maximum aid possible.

### For Information:

Financial Aid Office (714) 484-7114  
Cypress College, Tech Ed II, 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 "Cravings" 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. "Cravings" 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 and snack bar, operated by students in the Hospitality, Travel Careers, and 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 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 California Community College Honors Transfer Council. This group has established transfer alliance agreements with ten southern California four-year colleges and universities.

### Honors Courses

|                      |   |      |
|----------------------|---|------|
| ART 112H             | Honors Survey of Art History II .....                       | 3    |
| ASTR 116H, ASTR 117H | Honors  |      |
|                      | Intro to Astronomy Lec/Lab.....                             | 3, 1 |
| BIOL 101H            | Honors General Biology.....                                 | 5    |
| COUN 135H            | Honors Leadership .....                                     | 3    |
| COUN 140H            | Honors Educational Planning .....                           | 1/2  |
| ECON 100H            | Honors Principles of Economics .....                        | 3    |
| ECON 105H            | Honors Principles of Economics .....                        | 3    |
| ENGL 100H            | Honors College Writing.....                                 | 3    |
| ENGL 104H            | Honors Critical Analysis and Writing about Literature ..... | 3    |
| ENGL 125H            | Honors Film.....  | 3    |
| ENGL 230H            | Honors Thematic Topics in Language and Literature.....      | 3    |
| ENGL 231H            | Honors Fiction Topics in Language and Literature.....       | 3    |
| ENGL 232H            | Honors Poetry Topics in Language and Literature.....        | 3    |
| ENGL 233H            | Honors Drama Topics in Language and Literature.....         | 3    |
| ENGL 234H            | Honors Shakespeare .....                                    | 3    |
| ETHS 231H            | Honors Minority Communities in US.....                      | 3    |
| GEOG 100H            | Honors World Regional Geography.....                        | 3    |
| HIST 112H            | Honors World Civilization I.....                            | 3    |
| INDS 120H            | Honors Theme Seminar.....                                   | 1    |
| MUS 118H             | Honors Introduction to Opera .....                          | 3    |
| NURS 105H            | Honors Basic Cardio Nursing .....                           | 1/2  |
| POSC 100H            | Honors Government of U.S.....                               | 3    |
| SPAN 101H            | Honors Elementary Spanish .....                             | 5    |
| SPAN 102H            | Honors Elementary Spanish II .....                          | 3    |
| SPCH 100H            | Honors Human Communication.....                             | 3    |
| THEA 102H            | Honors Intro to World Theater .....                         | 3    |

### 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.
- 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 Counseling 160H Honors College/University Transition and INDS 120H 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.

For more information and an application, please contact:

Penny Gabourie, Honors Program Counselor

[www.pggabourie@cypress.cc.ca.us](mailto:www.pggabourie@cypress.cc.ca.us)

Kathryn Sonne, Honors Program Director

[www.ksonne@sonne.org](mailto:www.ksonne@sonne.org)

Honors Program Office located in the Transfer Center

Fine Arts Building, First Floor

(714) 484-7130 [www.cypress.cc.ca.us](http://www.cypress.cc.ca.us)

## 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, room 207B. For further information, you may stop by or call (714)484-7152.



## LOST AND FOUND

Lost items that have been turned in may be claimed at the Security Office, located on the first floor of the Administration 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 an 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 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 City of Cypress Police 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. Payment of the parking fee does not guarantee a parking space. Students who are sixty years of age or older at the time of registration are exempt from paying the parking fee.

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 Security Office is located on the first floor of the Library Building, on the west side.

## STUDENT EDUCATIONAL DEVELOPMENT CENTER (SEDC)

The Student Educational Development Center (SEDC) is designed to provide special services for the students of Cypress College. Available, are programs directed toward assisting students to reach their full potential in higher education. For further information, call (714) 484-7368.

Tutoring is also available in all academic areas on a one-to-one or small group basis and may be scheduled at the convenience of the student. Tutorial services are an integral part of the College's student support system and are free to all Cypress College students. Free use of computers and

typewriters is available. Students may also use computerized instructional programs and practice exams and self-help videos. For tutoring information, call (714) 484-7368.

### **Community Tutoring, America Reads, and America Counts**

SEDC's Community Tutoring and America Reads Tutoring Programs offer students (particularly those with a desire to teach), an enriching opportunity to give something back to the communities Cypress College serves. The Community tutors work in afterschool and in-class situations (Kindergarten-12th grade) in a variety of subjects ranging from Reading and History to Math and Science. America Reads tutors focus on helping Elementary students ages Kindergarten-3rd grade with reading and comprehension skills. America Counts focuses on elementary students, with an emphasis on science and math.

## **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 four-year schools for advisement and to 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) 484-7132.

## **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 VA Coordinator in the Admissions and Records Office. For further assistance, phone (714) 484-7428.

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 Technical Education 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  
Buddists for World Peace

Campus Christians  
Charger Chronicle  
Court Reporting Club  
C.C. Flying Team  
Creative Arts Guild  
Cypress Nursing Student Association (CNSA)  
Dental Assisting Club  
Exploras Club  
Flight Attendants  
Forensics  
Funkollective Club (Music)  
G.A.L.A.  
Honors Club  
Human Services  
Korean Christian Fellowship  
Korean Student Association  
M.E.Ch.A.  
Mortuary Science Club  
Muslim Student Association  
Native American Club  
Outreach Ministries  
Philosophy 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

### 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, Santa Ana, Riverside, Santiago Canyon and Saddleback 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 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. Such 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, 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 of 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 a 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:

- From one or more classes for a period of up to 10 days of instruction.
- From one or more classes for the remainder of the school term.
- 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:

- Charges against the student, along with supporting evidence from witnesses or other sources, will be presented by the District.
- The student shall be given an opportunity to confront and cross-examine witnesses.
- 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.
- A brief written record will be kept of the charges, testimony and evidence.
- 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:**

- 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.
- 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 designate.
- b. Decisions of the President's designate 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, 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 or the Office of the President or designee. Appeals to the findings of the designee, 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. When 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 procedures:

### **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 the Dean of Counseling and Student Development.
- 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 Dean, Admissions and Records. 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 Dean, Admissions and Records.
- 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 Dean, Admissions and Records may be made through the Office of the President or designee.

## **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 1:30 p.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 admission, 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/College administrator. The Policy on Sexual Assault is available in the Campus Health centers, in the Student Activities Offices, 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.

## **Declaracion de no Discriminacion**

El North Orange County Community College District, en cumplimiento con todas aplicables leyes Federales y Estatales, no discrimina en ninguno de sus politicas, procedimientos, o practicas con relacion a asuntos de raza, color, origen nacional, linaje, estado matrimonial, edad, religion, desabilidad, sexo, o orientacion sexual.

Cypress College, una institucion dentro del North Orange County Community College District, cumple con varias leyes y actas Federales conciernientes a derechos civiles. Esto incluye cumplimiento con Titulo VI y VII del Acta de Derechos Civiles de 1964 y 1990; Titulo IX de las Enmiendas Educativas de 1972; Seccion 504 del Acta de Rehabilitacion de 1973, y del Acta de Americanos con Disabilidades (ADA) de 1990. La limitacion de habilidad en ingles no sera obstaculo para participar en programas de educacion vocacional en Cypress College.

Asuntos conciernientes a Titulo IX, Seccion 504 o ADA deben de llevarse al Jeff Horsley, coordinador oficial de tales. El Distrito tiene un procedimiento bajo el cual personas que creen han sido discriminado sobre asuntos de discapacidad pueden someter su queja. Se puede obtener una copia del procedimiento con el Jeff Horsley. Favor de comunicarse con el Vice Chancellor of Human Resources, Sr. Jeff Horsley, en 1000 North Lemon Street, Fullerton, CA 92832-1318, (714) 578-8400; o al Dr. George Beloz, en Cypress College, (714) 484-7264, Edificio de Administracion, 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. Beginning in Fall, 1996, 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, 21.1% attained a certificate, degree or became "transfer prepared" during a three-year period (fall, 1996, to spring, 1999). Students who are "transfer-prepared" have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 46.2% 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, 1996 to spring, 1998).

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.

# Student Rights under FERPA 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. 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";
- 25 units of Associate Degree General Education Graduation Requirements; and
- Any elective courses to complete a minimum of 60 units with an overall Grade Point Average of 2.0
- At least 50% of the major course work must be completed at Cypress College.

## 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 those in effect during their last year 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 will be 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 which 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 the lower division general education requirements and at least 56 or more transferable semester units. 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. It should be noted that lower division college work consists primarily of general education courses and that the majority of courses in any specific major are to be completed at the transfer institutions.

## 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 through 299.

***Counseling and Guidance*** - All classes numbered 100 through 299.

***Fine Arts*** - All classes numbered 100 through 299.

***Health Science*** - All classes numbered 100 through 299.

***Language Arts*** - All classes numbered 100 through 299.

***Physical Education*** - All classes numbered 100 through 299.

***Science/Engineering/Mathematics*** - All classes numbered 100 through 299; Basic Electricity 051 is transferable only for Industrial Arts Majors.

***Social Science*** - All classes numbered 100 through 299.

***Vocational Technical Education*** - All classes numbered 100 through 299; Aviation 050 and Photography 050.

*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 - 299.*

# GRADUATION/ EDUCATIONAL OPTIONS

## HOW TO EARN AN ASSOCIATE DEGREE

### Graduation Requirements

*For your catalog year of admission/exit.*

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:

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

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 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 (CSU) or 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 GPA.
- Fulfillment of all graduation requirements.

### 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.
- A 2.0 (C) overall GPA.
- Fulfillment of all graduation requirements.

### Occupational Degrees Offered by Cypress College are:

Accounting  
Administrative Assistant  
Administrative Support  
Air Conditioning and Refrigeration  
Art - General  
Art - Advertising Design  
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 Tech  
Flight Attendant  
Food Service Management  
General Studies  
Geographic Information Systems  
Health Information Technology  
Hotel Operations  
Human Services  
Liberal Arts  
LVN to RN  
Management  
Marketing  
Medical Staff Services Science  
Merchandising  
Mortuary Science  
Multi-Cultural Studies/US  
Music  
Photography  
Physical Education  
Pre-Engineering  
Psychiatric Technology  
PT to RN  
Radiologic Technology  
Registered Dental Assisting  
Registered Nursing  
Secretarial - Legal  
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.
- A 2.0 (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 an Associate Transfer 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**

*For your catalog year of admission/exit.*

General Education requirements at Cypress College are designed to introduce students to the many ways through which 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.

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)****A1. Written Communication - A minimum of 3 Units**

|               |                                 |   |
|---------------|---------------------------------|---|
| ENGL 95       | Effective Written Communication | 3 |
| ENGL 100/100H | College Writing                 | 3 |

**A2. Analytical Thinking - A minimum of 3 Units**

|               |   |   |
|---------------|---|---|
| CIS 111       | Computer Literacy - Intro to Info Systems | 3 |
| CSCI 185A     | Computer Science I                        | 4 |
| ENGL 103      | Critical Reasoning and Writing            | 3 |
| ENGL 104/104H | Critical Analysis and Writing About Lit   | 3 |
| ENGL 135      | Advanced Grammar and Usage                | 3 |
| ENGL 142      | Critical Reading, Writing, and Thinking   | 3 |
| ENGL 201      | Intermediate College Writing              | 3 |
| PHIL 170      | Logic and Critical Thinking               | 3 |
| PHIL 172      | Critical Thinking/Writing                 | 3 |
| SPCH 050      | Effective Oral Communication              | 3 |
| SPCH 100/100H | Human Communication                       | 3 |
| SPCH 135      | Essentials of Argumentation               | 3 |

**CATEGORY B - NATURAL SCIENCES AND MATHEMATICS (6 Units)****B1. Life Sciences and Physical Sciences - A minimum of 3 units.****Life Sciences**

|               |                                       |      |
|---------------|---------------------------------------|------|
| ANTH 201      | Physical Anthropology                 | 4    |
| BIOL 101/101H | General Biology                       | 5    |
| BIOL 102      | Human Biology                         | 3    |
| BIOL 103      | Human Ecology                         | 3    |
| BIOL 107      | Human Nutrition & World Food Problems | 3    |
| BIOL 111/112  | Principles of Biology 1 (Lec/Lab)     | 2, 3 |
| BIOL 113/114  | Principles of Biology 2 (Lec/Lab)     | 2, 3 |
| BIOL 122      | Marine Biology                        | 5    |
| BIOL 127      | Field Biology and Natural History     | 5    |
| BIOL 128      | Plants and Society                    | 5    |
| BIOL 160      | Integrated Medical Science            | 3    |
| BIOL 174      | Intro to the Diversity of Life        | 3    |
| BIOL 175      | Lower-Division Laboratory             | 2    |
| BIOL 210      | Anatomy and Physiology                | 5    |
| BIOL 230      | General Anatomy                       | 4    |

**Physical Sciences**

|                |                                     |      |
|----------------|-------------------------------------|------|
| ASTR 116,117   | Introduction to Astronomy - Lec/Lab | 3,1  |
| ASTR 116H,117H | Honors Intro to Astronomy - Lec/Lab | 3,1  |
| CHEM 100       | Chemistry for Daily Life            | 3    |
| CHEM 101       | Introduction to Chemistry           | 5    |
| CHEM 107       | Foundations of College Chemistry    | 5    |
| CHEM 111       | General Chemistry                   | 5, 5 |
| GEOG 102, 102L | Physical Geography - Lec/Lab        | 3, 1 |
| GEOL 100, 101  | Physical Geology - Lec/Lab          | 3, 1 |
| or GEOL 115    | Physical Geology Field Lab          | 1    |
| GEOL 102       | Physical Geology - Lec/Lab          | 4    |
| GEOL 103       | Historical Geology                  | 4    |
| GEOL 120       | Geology of California               | 3    |
| GEOL 130, 131  | Intro to Oceanography - Lec/Lab     | 3,1  |
| GEOL 190       | Environmental Geology               | 3    |
| PHYS 130       | Principles of Physics               | 4    |
| PHYS 201       | College Physics                     | 4    |
| PHYS 210       | Physics                             | 4    |
| PHYS 211       | Physics                             | 4    |
| PHYS 221       | General Physics                     | 4    |

**B2. Mathematics - A minimum of 3 Units\***

|               |   |      |
|---------------|---|------|
| MGT 151       | Business Mathematics                    | 3    |
| MATH 020      | Elementary Algebra                      | 4    |
| MATH 028      | Integrated Math II                      | 4    |
| MATH 040      | Intermediate Algebra                    | 4    |
| MATH 100      | Mathematics for Liberal Arts Students   | 3    |
| MATH 115      | Finite Mathematics                      | 3    |
| MATH 120/120H | Introductory Probability and Statistics | 4    |
| MATH 130      | Survey of Calculus                      | 4    |
| MATH 141      | College Algebra                         | 4    |
| MATH 142      | Trigonometry                            | 4    |
| MATH 150      | Calculus and Analytic Geometry          | 4, 4 |
| MATH 250      | Intermediate Calculus                   | 4, 4 |

\*The Mathematics requirement can also be met by passing a Mathematics Proficiency Examination. Refer to the Schedule of Classes for time and date of administration of the Mathematics Proficiency Examination. **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  
(6 Units)****C1. Arts - A minimum of 3 units****Art**

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

**Dance**

|          |                                    |          |
|----------|------------------------------------|----------|
| DANC 100 | Introduction to Dance Appreciation | 3        |
| DANC 101 | Multicultural Dance in U. S. Today | 3        |
| DANC 105 | Ballet I                           | 1-2, 1-2 |
| DANC 106 | Ballet II                          | 1-2, 1-2 |
| DANC 107 | Modern Dance I                     | 1-2, 1-2 |
| DANC 108 | Modern Dance II                    | 1-2, 1-2 |
| DANC 111 | Jazz Dance I                       | 1-2, 1-2 |
| DANC 112 | Jazz Dance II                      | 1-2, 1-2 |
| DANC 120 | Dance History                      | 3        |
| DANC 134 | Latin Jazz                         | 1-2      |

**Interdisciplinary**

|          |  |   |
|----------|--|---|
| INDS 110 | Multicultural Influences in the Arts in Contemporary America | 3 |
|----------|--|---|

**Literature**

|               |          |   |
|---------------|----------|---|
| ENGL 125/125H | The Film | 3 |
|---------------|----------|---|

**Music**

|          |                            |         |
|----------|----------------------------|---------|
| MUS 101  | Music Fundamentals         | 3       |
| MUS 116  | Music Appreciation         | 3       |
| MUS 117  | American Popular Music     | 3       |
| MUS 118  | Introduction to Opera      | 3       |
| MUS 118H | Honors Intro to Opera      | 3       |
| MUS 119  | History of Rock Music      | 3       |
| MUS 120  | Survey of Music History    | 3       |
| MUS 122  | Concert Hour               | 1, 1, 1 |
| MUS 280  | Jazz/Musical Theater Choir | 1, 1, 1 |

**Photography**

|          |                             |   |
|----------|-----------------------------|---|
| PHOT 101 | Introduction to Photography | 3 |
|----------|-----------------------------|---|

**Theater Arts**

|           |  |          |
|-----------|--|----------|
| THEA 100  | Introduction to the Theater                          | 3        |
| THEA 102  | History of World Theater                             | 3        |
| THEA 102H | Honors History of World Theater                      | 3        |
| THEA 104  | Introduction to Theater Appreciation                 | 3        |
| THEA 106  | Principles of Playwriting                            | 2, 2     |
| THEA 107  | Ethnic Influences in U. S. Theater                   | 3        |
| THEA 120  | Acting I   | 3        |
| THEA 129  | Voice and Diction                                    | 3        |
| THEA 132  | Musical Theater Workshop                             | 2-3, 2-3 |
| THEA 133  | Rehearsal and Performance                            | 2-3, 2-3 |
| THEA 149  | Stage Crew Activity                                  | 2-3, 2-3 |
| THEA 229  | Acting, Singing, and Dancing for the Musical Theater | 3        |

**C2. Humanities - A minimum of 3 Units****Foreign Language**

|                 |                                     |        |
|-----------------|-------------------------------------|--------|
| CHIN 101, 102   | Elementary Chinese - Mandarin I, II | 5, 5   |
| FREN 101, 102   | Elementary French I, II             | 5, 5   |
| FREN 203, 204   | Intermediate French III, IV         | 4, 4   |
| GERM 101, 102   | Elementary German I, II             | 5, 5   |
| JAPN 053        | Spoken Japanese for Beginners       | 3, 3   |
| JAPN 100        | Fundamentals of Japanese            | 2°, 2° |
| JAPN 101, 102   | Elementary Japanese I, II           | 5, 5   |
| JAPN 203, 204   | Intermediate Japanese III, IV       | 4, 4   |
| SPAN 101, 102   | Elementary Spanish I, II            | 5, 5   |
| SPAN 101H, 102H | Honors Elementary Spanish I, II     | 5, 5   |
| SPAN 201        | Spanish for Spanish Speakers        | 5      |
| SPAN 203, 204   | Intermediate Spanish III, IV        | 4, 4   |

**Interdisciplinary Studies**

|               |                         |      |
|---------------|-------------------------|------|
| INDS 100, 101 | Humanities and the Arts | 3, 3 |
| JOUR 110      | Mass Media Survey       | 3    |

**Literature**

|               |  |      |
|---------------|--|------|
| ENGL 097      | Voices of America: Studies in Multicultural Literature | 3    |
| ENGL 102      | Introduction to Literature                             | 3    |
| ENGL 110, 111 | Humanities and the Arts                                | 3, 3 |
| ENGL 115      | Hemingway, The Writer and His Works                    | 3    |
| ENGL 126      | Screenwriting  | 3    |
| ENGL 139      | Children's Literature                                  | 3    |
| ENGL 207      | The Short Story  | 3    |
| ENGL 211, 212 | English Literature                                     | 3, 3 |
| ENGL 221, 222 | American Literature                                    | 3, 3 |
| ENGL 234/234H | Shakespeare  | 3    |
| ENGL 247      | Voices of America: Studies in Multicultural Literature | 3    |

**Philosophy**

|          |                            |   |
|----------|----------------------------|---|
| PHIL 100 | Introduction to Philosophy | 3 |
| PHIL 160 | Introduction to Ethics     | 3 |

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

|                       |   |      |
|-----------------------|---|------|
| ANTH 102              | Cultural Anthropology                       | 3    |
| ANTH 203              | Introduction to Archaeology                 | 3    |
| ECON 110              | Survey of Economics                         | 3    |
| ETHS/HIST/<br>SOC 141 | Introduction to Chicana/o History & Culture | 3    |
| ETHS/SOC 142          | The Chicana/o in Contemporary Society       | 3    |
| ETHS 231/231H         | Minority Communities in the United States   | 3    |
| GEOG 100/100H         | The Human World: A Regional Study           | 3    |
| GEOG 160              | Cultural Geography                          | 3    |
| HIST 110              | Western Civilization                        | 3, 3 |
| HIST 112/112H, 113    | World Civilization I, II                    | 3, 3 |
| HIST 162              | History of the Americas                     | 3, 3 |

|                       |  |      |
|-----------------------|--|------|
| HIST 170              | History of the United States                       | 3, 3 |
| HIST/POSC/<br>SOC 231 | Minority Communities in the United States          | 3    |
| HS 277                | Cultural Awareness & Health Care                   | 3    |
| MGT 161               | Introduction to Business                           | 3    |
| MGT 266               | Human Relations in Business                        | 3    |
| POSC 100/100H         | Government of the United States                    | 3    |
| POSC 210              | Contemporary Political Issues<br>in America        | 3    |
| POSC 215              | Comparative Political Systems                      | 3    |
| POSC 230              | Introduction to International Relations            | 3    |
| PSY 101               | General Psychology                                 | 3    |
| SOC 101               | Introduction to Sociology                          | 3    |
| SOC 275               | Marriage and the Family                            | 3    |
| SOSC 051              | Survey of the Civilization of the<br>United States | 3    |

**CATEGORY E - PHYSICAL ACTIVITY AND HEALTH (1 Unit)**

|                           |                                     |       |
|---------------------------|-------------------------------------|-------|
| PE 100 - through - PE 221 | Physical Education Activity Classes | ° - 2 |
| PE 234                    | Contemporary Personal Health        | 3     |
| PE 244                    | Human Performance                   | 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, academic course content 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 flows 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               | Field Course in Archaeology                               | 3 |
| COUN 152               | Diversity in the World of Work                            | 3 |
| DANC 101               | Multicultural Dance in the U.S. Today                     | 3 |
| ENGL 097/247           | Voices of America: Studies<br>in Multicultural Literature | 3 |
| ETHS 231/231H          | Minority Communities in the United States                 | 3 |
| HIST/SOSC<br>ETHS 130  | African-American History in the<br>United States          | 3 |
| HIST/SOSC/<br>ETHS 141 | Introduction to Chicana/o History & Culture               | 3 |
| HIST 176               | The Asian Experience in the<br>United States              | 3 |
| HIST/POSC/<br>SOC 231  | Minority Communities in the United States                 | 3 |

|                            |  |   |
|----------------------------|--|---|
| HIST 275                   | History of California  | 3 |
| INDS 110                   | Multicultural Influences in the Arts<br>in Contemporary America      | 3 |
| MKT 205                    | Understanding Multicultural Markets<br>Within the United States      | 3 |
| PE 246                     | Sport and the United States Society                                  | 3 |
| PSY/SOC 237                | Cross-Cultural Conflicts in<br>Interpersonal Relationships           | 3 |
| POSC 209                   | Urban Politics   | 3 |
| SOSC/ETHS<br>HIST/POSC 142 | The Chicana/o in Contemporary Society<br>Minority Communities in the | 3 |
| SOC 231/231H               | United States  | 3 |
| SOC/SOSC 235               | The Civil Rights Movement  | 3 |
| SPCH 120                   | Intercultural Communication  | 3 |
| THEA 107                   | Ethnic Influences in U. S. Theater                                   | 3 |

**Cultural Pluralism Approved Programs:**  
Nursing

**READING PROFICIENCY**

Proficiency in reading may be satisfied by completing one of the following:

- ENGL 096 Preparation for College Reading
- ENGL 102 Introduction to Literature
- ENGL 142 Critical Reading, Writing, and Thinking
- A 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.
- IGETC certification.

**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 those in effect during 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 which 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 date of 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 2001-2002 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:

#### BUSINESS & COMPUTER INFORMATION SYSTEMS

|                                   |  |
|-----------------------------------|--|
| Accounting                        | Marketing                                    |
| Administrative Assistant          | Marketing - Internet                         |
| Administrative Support            | Merchandising                                |
| Captioning - Court Reporting      | Office Assistant                             |
| Certified Professional Secretary  | Professional Marketing                       |
| Commercial Music Management       | Secretarial - Legal                          |
| Computer Applications             | Small Business Management                    |
| Computer Editor (Scopist)         | Small Business Operations                    |
| Computer Information Systems      | Stenointerpreting                            |
| Computer Programming              | Text-Entry Specialist - Business Certificate |
| Computer Software and Application | Text-Entry Specialist - Medical Certificate  |
| Court Reporting                   | Web Page Design                              |
| Internet and Data Communications  | Word Processing                              |
| Leadership                        |  |
| Management                        |  |
| Management -Commercial Music      |  |

#### FINE ARTS

|                              |                                  |
|------------------------------|----------------------------------|
| Commercial Music-Management  | Theater Arts - Acting, Directing |
| Computer Graphics            | Theater Arts - Design            |
| Electronic Publishing Design | Technology                       |

#### HEALTH SCIENCE

|                                  |                                 |
|----------------------------------|---------------------------------|
| Dental Assistant                 | *Medical Staff Services Science |
| *Dental Hygiene                  | Mortuary Science                |
| Health Information Coding        | Psychiatric Technology          |
| *Health Information Technology   | Rad Asst/Darkroom Asst          |
| Health Unit Coordinator          | Radiologic Technology           |
| Medical Quality Review Assistant | Ultrasound/Medical Sonography   |
| Medical Record Clerk             |                                 |

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

#### PHYSICAL EDUCATION

|                    |                |
|--------------------|----------------|
| Aerobic Instructor | Athletic Coach |
| Aquatic Specialist |                |

#### SCIENCE/ENGINEERING/MATHEMATICS

Geology Technician

#### SOCIAL SCIENCE

|                               |                                   |
|-------------------------------|-----------------------------------|
| Alcohol and Drug Studies      | Foster Care Giver Childhood       |
| Criminal Justice              | Geographic Information Systems    |
| Developmental Disabilities:   | Gerontology                       |
| Service Provider              | Head Start Parental Support Asst. |
| Eating Disorders              | Human Services Generalist         |
| Family Studies Basic/Advanced | Victimology                       |
| Foster Care Giver Adolescent  |                                   |

#### VOCATIONAL/TECHNICAL

|                                    |                                    |
|------------------------------------|------------------------------------|
| Air Conditioning and Refrigeration | Innkeeping/Bed and Breakfast       |
| Automotive Collision Repair        | Entrepreneur                       |
| Automotive Paint/Refinishing       | Photography                        |
| Automotive Technology              | Principles of the Service Industry |
| Criminal Justice                   | Professional Pilot                 |
| Culinary Arts                      | Restaurant/Catering                |
| Flight Attendant                   | Entrepreneur                       |
| Food Service Management            | Travel/Tourism                     |
| Front Office Management            |                                    |
| Hotel Operations                   |                                    |
| Housekeeping and Maint.            |                                    |

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 those in effect during their 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 following 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:

|                     |                          |
|---------------------|--------------------------|
| Fall Semester       | October 16th             |
| Spring Semester     | March 15th               |
| Summer Intersession | 3rd day of first session |

It is the student's responsibility to provide the Cypress College Records Office with official copies of all transcripts from other colleges which 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

*For your catalog year of admission/exit.*

**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 100/100H AND ENGL 100/100H 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 SPCH 100 | Human Communication                               | 3   |
| SPCH 100H   | Honors Human Communication                        | 3   |
| A2 ENGL 100 | College Writing                                   | 3   |
| ENGL 100H   | Honors College Writing                            | 3   |
| A3 ENGL 103 | Critical Reasoning and Writing                    | 3   |
| ENGL 104    | Critical Analysis/Writing About Literature        | 3   |
| ENGL 104H   | Honors Critical Analysis/Writing About Literature | 3   |
| ENGL 142    | Critical Reading, Writing, and Thinking           | 3   |
| ENGL 201    | Intermediate College Writing                      | 3   |
| PHIL 170    | Logic and Critical Thinking                       | 3   |
| PHIL 172    | Critical Thinking/Writing                         | 3   |
| SPCH 135    | Essentials of Argumentation                       | 3   |
| SPCH 138    | Forensics   | 1-2 |
| SPCH 238    | 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 116/116H | Intro to Astronomy                     | 3    |
| ASTR 117/117H | Astronomy Laboratory                   | 3    |
| CHEM 101      | Introduction to Chemistry              | 5    |
| CHEM 107      | Foundations of College Chemistry       | 5    |
| CHEM 111AB    | General Chemistry                      | 5, 5 |
| CHEM 200/200L | Elementary Organic Chemistry - Lec/Lab | 3, 3 |

|  |  |      |   |   |            |
|--|--|------|---|---|------------|
| GEOG 102, 102L   | Physical Geography - Lec/Lab               | 3, 1 | ART 151   | Ceramics Throwing   | 3          |
| GEOL 100, 101  | Physical Geology - Lec/Lab                 | 3, 1 | ART 182   | Freehand Drawing  | 3          |
| GEOL 102   | Physical Geology - Lec/Lab                 | 4    | ART 189   | Fundamentals of Painting  | 3          |
| GEOL 103   | Historical Geology                         | 4    | ART 212   | Oriental Art  | 3          |
| GEOL 115   | Physical Geology Field Lab                 | 1    | ART 213   | Pre-Columbian Art   | 3          |
| GEOL 130, 131  | Introduction to Oceanography-Lec/Lab       | 3, 1 | DANC 100  | Introduction to Dance Appreciation                              | 3          |
| PHYS 130   | Principles of Physics                      | 4    | DANC 101  | Multicultural Dance in the U. S.                                | 3          |
| PHYS 201   | College Physics                            | 4    | DANC 105  | Ballet I  | 1-2        |
| PHYS 202   | College Physics                            | 4    | DANC 106  | Ballet II   | 1-2        |
| PHYS 210   | Physics                                    | 4    | DANC 107  | Modern Dance I  | 1-2        |
| PHYS 211   | Physics                                    | 4    | DANC 108  | Modern Dance II   | 1-2        |
| PHYS 221   | General Physics                            | 4    | DANC 109  | Dance Improvisation   | 1          |
| PHYS 222   | General Physics                            | 4    | DANC 111  | Jazz Dance I  | 1-2        |
| PHYS 223   | General Physics                            | 4    | DANC 112  | Jazz Dance II   | 1-2        |
|  |  |      | DANC 120  | Dance History   | 3          |
|  |  |      | DANC 134  | Latin Jazz  | 1-2        |
| <b>B2/B3 LIFE SCIENCES WITH LAB</b>  |  |      | ENGL 125/125H   | The Film  | 3          |
| ANTH 201   | Physical Anthropology                      | 4    | INDS 110  | Multicultural Influences in the Arts<br>in Contemporary America | 3          |
| BIOL 101/101H  | General Biology                            | 5    | MUS 101   | Music Fundamentals  | 3          |
| BIOL 111/112   | Principles of Biology 1                    | 3, 2 | MUS 103   | Theory and Musicianship I                                       | 4          |
| BIOL113/114  | Principles of Biology 2                    | 3, 2 | MUS 116   | Music Appreciation  | 3          |
| BIOL 122   | Marine Biology                             | 5    | MUS 117   | American Popular Music  | 3          |
| BIOL 127   | Field Biology and Natural History          | 5    | MUS 118   | Introduction to Opera   | 3          |
| BIOL 128   | Plants and Society                         | 5    | MUS 118H  | Honors Introduction to Opera                                    | 3          |
| BIOL 174   | Intro to the Diversity of Life             | 3    | MUS 119   | History of Rock Music   | 3          |
| BIOL 175   | Lower-Division Laboratory                  | 2    | MUS 122   | Concert Hour  | 1, 1, 1    |
| BIOL 210   | Anatomy and Physiology                     | 5    | MUS 126   | Beginning Voice   | 1          |
| BIOL 230   | General Anatomy                            | 4    | MUS 130   | Beginning Guitar  | 1          |
| BIOL 240   | Human Physiology                           | 5    | MUS 135   | Beginning Piano   | 1          |
| BIOL 262   | General Microbiology                       | 5    | MUS 143   | Beginning Strings   | 1          |
|  |  |      | MUS 146   | Woodwind Class  | 1          |
| <b>B1 PHYSICAL SCIENCES (NO LAB)</b>   |  |      | MUS 150   | Beginning Brass   | 1          |
| ASTR 116/116H  | Introduction to Astronomy                  | 3    | MUS 282   | Cypress <i>Masterworks</i> Chorale                              | 1, 1, 1, 1 |
| CHEM 100   | Chemistry for Daily Life                   | 3    | MUS 291   | Acting, Singing and Dancing for<br>the Musical Theater          | 3          |
| GEOG 102   | Physical Geography                         | 3    | PHOT 101  | Introduction to Photography                                     | 3          |
| GEOL 100   | Physical Geology                           | 3    | THEA 100  | Introduction to the Theater                                     | 3          |
| GEOL 120   | Geology of California                      | 3    | THEA 102  | History of World Theater  | 3          |
| GEOL 130   | Introduction to Oceanography               | 3    | THEA 102H   | Honors History of World Theater                                 | 3          |
| GEOL 180   | Summer Field Geology                       | 5    | THEA 104  | Introduction to Theater Appreciation                            | 3          |
| GEOL 190   | Environmental Geology                      | 3    | THEA 106  | Principles of Playwriting                                       | 2, 2       |
|  |  |      | THEA 107  | Ethnic Influence in U.S. Theater                                | 3          |
| <b>B2 LIFE SCIENCES (NO LAB)</b>   |  |      | THEA 120  | Acting I  | 3          |
| BIOL 102   | Human Biology                              | 3    | THEA 121  | Movement for Actors   | 2          |
| BIOL 103   | Human Ecology                              | 3    | THEA 129  | Voice and Diction   | 3          |
| BIOL 108   | Plants and People                          | 3    | THEA 132  | Musical Theater Workshop  | 2-3        |
| BIOL 111/113   | Principles of Biology 1, 2                 | 3, 3 | THEA 133  | Rehearsal and Performance                                       | 2-3        |
| BIOL 174   | Intro to the Diversity of Life             | 3    | THEA 145  | Fundamentals of Costume Design                                  | 2,2        |
|  |  |      | THEA 149  | Stage Crew Activity   | 2-3        |
| <b>B4 MATHEMATICS (GRADE OF "C" OR BETTER REQUIRED)</b>  |  |      | THEA 229  | Acting, Singing, Dancing for the<br>Musical Theater             | 3          |
| CSCI 185A  | Computer Science I                         | 4    | THEA 232  | Musical Theater Production                                      | 2-3        |
| CSCI 186   | Data Structures                            | 4    |   |   |            |
| CSCI 205   | FORTRAN Programming                        | 4    | <b>C2 HUMANITIES (Literature, Philosophy, Foreign<br/>Language)</b> |   |            |
| MATH 100   | Math for Liberal Arts Students             | 3    | CHIN 101  | Elementary Chinese-Mandarin I                                   | 5          |
| MATH 115   | Finite Mathematics                         | 3    | CHIN 102  | Elementary Chinese-Mandarin II                                  | 5          |
| MATH 120, 120H   | Introduction to Probability and Statistics | 4    | ENGL 102  | Introduction to Literature                                      | 3          |
| MATH 130   | Survey of Calculus                         | 4    | ENGL 110  | Humanities and the Arts   | 3          |
| MATH 141   | College Algebra                            | 4    | ENGL 111  | Humanities and the Arts   | 3          |
| MATH 142   | Trigonometry                               | 4    | ENGL 207  | The Short Story   | 3          |
| MATH 150A  | Calculus and Analytic Geometry             | 4    | ENGL 211  | English Literature - Part One                                   | 3          |
|  |  |      | ENGL 212  | English Literature - Part Two                                   | 3          |
| <b>C. THE ARTS, LITERATURE, PHILOSOPHY AND FOREIGN<br/>LANGUAGES (9 Unit minimum)</b>                  |  |      | ENGL 221  | American Literature - Part One                                  | 3          |
| <b>REQUIREMENT: MUST INCLUDE at least one course in the<br/>Arts AND one course in the Humanities.</b> |  |      | ENGL 222  | American Literature - Part Two                                  | 3          |
| <b>C1 ARTS (Art, Dance, Music, Theater)</b>  |  |      | ENGL 234/234H   | Shakespeare   | 3          |
| ART 100  | Fundamentals of Art                        | 3    | ENGL 247  | Voices of America: Studies<br>in Multicultural Literature       | 3          |
| ART 110  | Introduction to Art                        | 3    | FREN 101, 102   | Elementary French I, II   | 5, 5       |
| ART 111, 112   | Survey of Art History I, II                | 3, 3 | FREN 200  | Conversational French   | 2,2        |
| ART 112H   | Honors Survey of Art History II            | 3    |   |   |            |
| ART 114  | Modern Art History                         | 3    |   |   |            |
| ART 120  | Design Concepts                            | 3    |   |   |            |
| ART 150  | Ceramics Handbuilding                      | 3    |   |   |            |

|                 |                                       |                                 |
|-----------------|---------------------------------------|---------------------------------|
| FREN 203, 204   | Intermediate French III, IV           | 4, 4                            |
| GERM 101, 102   | Elementary German I                   | 5, 5                            |
| GERM 200        | Conversational German                 | 2,2                             |
| INDS 100        | Humanities and the Arts               | 3                               |
| INDS 101        | Humanities and the Arts               | 3                               |
| JAPN 100        | Fundamentals of Japanese              | 2 <sup>*</sup> , 2 <sup>*</sup> |
| JAPN 101, 102   | Elementary Japanese I, II             | 5, 5                            |
| JAPN 200        | Conversational Japanese               | 2, 2                            |
| JAPN 203, 204   | Intermediate Japanese III, IV         | 4, 4                            |
| PHIL 100        | Introduction to Philosophy            | 3                               |
| PHIL 110        | Religions of the East                 | 3                               |
| PHIL 120        | Religions of the Middle East and West | 3                               |
| PHIL 160        | Introduction to Ethics                | 3                               |
| PHIL 202        | History of Philosophy: Modern         | 3                               |
| PHIL 230        | Philosophy of Religion                | 3                               |
| SPAN 101, 102   | Elementary Spanish I, II              | 5, 5                            |
| SPAN 101H, 102H | Honors Elementary Spanish I, II       | 5, 5                            |
| SPAN 200        | Conversational Spanish                | 2, 2                            |
| SPAN 201        | Spanish for Spanish Speakers          | 5                               |
| SPAN 203        | Intermediate Spanish III              | 4                               |
| SPAN 204        | Intermediate Spanish IV               | 4                               |

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS:**

One course is to be taken from Group A, and one course from Group B.

Group A: POSC 100, POSC 100H  
Group B: HIST 162A, 162B, 170A, 170B

**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 | Cultural Anthropology       | 3 |
| ANTH 104 | Comparative Cultures        | 3 |
| ANTH 121 | Indians of North America    | 3 |
| ANTH 203 | Introduction to Archaeology | 3 |

**D2 ECONOMICS**

|               |                                       |   |
|---------------|---------------------------------------|---|
| ECON 100/100H | Principles of Economics (Macro)       | 3 |
| ECON 105/105H | Principles of Economics (Micro)       | 3 |
| ECON 110      | Survey of Economics                   | 3 |
| ECON 260      | Economic Geography (Same as GEOG 260) | 3 |

**D3 ETHNIC STUDIES**

|              |  |   |
|--------------|--|---|
| ETHS/HIST    |  |   |
| SOC 141      | Intro to Chicana/o History and Culture | 3 |
| ETHS/SOC 142 | The Chicana/o in Contemporary Society  | 3 |
| ETHS/HIST/   |  |   |
| POSC/SOC 231 | Minority Communities in the U.S.       | 3 |
| ETHS 231H    | Honors Minority Communities in U.S.    | 3 |
| HS 277       | Cultural Awareness & Health Care       | 3 |
| HIST 130     | African-American History in the US     | 3 |
| HIST 176     | Asian Experience in the US             | 3 |
| PSY 237      | Cross-Cultural Conflicts in Int Rel    | 3 |
| SOC 237      | Cross-Cultural Conflicts in Int Rel    | 3 |

**D4 Gender Studies**

**D5 GEOGRAPHY**

|           |                                     |   |
|-----------|-------------------------------------|---|
| GEOG 100  | The Human World: A Regional Study   | 3 |
| GEOG 100H | Honors: Human World: Regional Study | 3 |
| GEOG 130  | California Geography                | 3 |

|          |                                       |   |
|----------|---------------------------------------|---|
| GEOG 140 | Weather and Climate                   | 3 |
| GEOG 160 | Cultural Geography                    | 3 |
| GEOG 260 | Economic Geography (Same as ECON 260) | 3 |

**D6 HISTORY**

|               |                                 |      |
|---------------|---------------------------------|------|
| HIST 105      | History of Physical Science     | 3    |
| HIST 110AB    | Western Civilization I, II      | 3, 3 |
| HIST 112, 113 | World Civilization I, II        | 3, 3 |
| HIST 112H     | Honors World Civilization I     | 3    |
| HIST 151, 152 | Survey of British History       | 3, 3 |
| HIST 160AB    | Asian Civilization              | 3, 3 |
| HIST 162AB    | History of the Americas         | 3, 3 |
| HIST 163      | History of Mexico               | 3, 3 |
| HIST 170AB    | History of the US               | 3, 3 |
| HIST 180      | People and Culture in East Asia | 3    |
| HIST 275      | History of California           | 3    |

**D7 INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE**

|               |                              |   |
|---------------|------------------------------|---|
| ETHS/SOC 235  | The Civil Rights Movement    | 3 |
| HUSR 200      | The Human Services           | 3 |
| JOUR 110      | Mass Media Survey            | 3 |
| JOUR/SPCH 118 | Introduction to Broadcasting | 3 |
| MGT 161       | Introduction to Business     | 3 |
| SPCH 120      | Intercultural Communication  | 3 |

**D8 POLITICAL SCIENCE, GOVERNMENT and LEGAL INSTITUTIONS**

|           |                                       |   |
|-----------|---------------------------------------|---|
| POSC 100  | Government of the US                  | 3 |
| POSC 100H | Honors Government of the US           | 3 |
| POSC 130  | Political Communication               | 3 |
| POSC 209  | Urban Politics                        | 3 |
| POSC 210  | Contemporary Political Issues in Amer | 3 |
| POSC 215  | Comparative Political Systems         | 3 |
| POSC 230  | Intro to International Relations      | 3 |

**D9 PSYCHOLOGY**

|         |                             |   |
|---------|-----------------------------|---|
| PSY 101 | General Psychology-Intro    | 3 |
| PSY 110 | Intro to Applied Psychology | 3 |
| PSY 139 | Developmental Psychology    | 3 |
| PSY 222 | Abnormal Psychology         | 3 |

**D10 SOCIOLOGY AND CRIMINOLOGY**

|         |                           |   |
|---------|---------------------------|---|
| SOC 101 | Introduction to Sociology | 3 |
|---------|---------------------------|---|

**E. LIFE-LONG UNDERSTANDING AND DEVELOPMENT (3 Unit minimum)**

|             |   |       |
|-------------|---|-------|
| CIS 111     | Computer Lit-Intro to Info Sys                          | 3     |
| COUN 105    | Stress and Anxiety Management                           | 1     |
| COUN 141    | Career Exploration                                      | 1     |
| COUN 144    | Women and Careers                                       | 1     |
| COUN 145    | Changing Careers  | 1     |
| COUN 146    | Decision Making   | 1     |
| COUN 150    | Academic and Life Success                               | 3     |
| COUN 151    | Career/Life Planning                                    | 3     |
| PE 100      | Physical Ed Activity Classes through One (1) Unit limit |       |
| PE 221      | CSU Certification                                       | ° - 1 |
| PE 230      | Alternative Careers in PE/Related Fields                | 2     |
| PE 231      | Elem School Movement-PE                                 | 3     |
| PE 234      | Contemporary Personal Health                            | 3     |
| PE 235      | First Aid, CPR and Safety Ed                            | 3     |
| PE 237      | Lifesaving  | 1     |
| PE 242      | Wheelchair Athletics                                    | 2     |
| PE 244      | Human Performance                                       | 3     |
| PE 252      | Intro to Physical Education                             | 2     |
| PSY/SOC 120 | Human Sexuality   | 3     |
| PSY 233     | The Psychology of Adjustment                            | 3     |
| SPCH 105    | 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, unavailable 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. Without 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)

|             |                        |   |
|-------------|------------------------|---|
| ENGL 100    | College Writing        | 3 |
| + ENGL 100H | Honors College Writing | 3 |

#### GROUP B: CRITICAL THINKING - ENGLISH COMPOSITION (Code = 1B)

1 course, 3 semester units, (4-5 quarter units)

|           |   |   |
|-----------|---|---|
| ENGL 103  | Critical Reasoning and Writing              | 3 |
| ENGL 104  | Critical Analysis/Writing About Literature  | 3 |
| ENGL 104H | Honors Critical Analysis/Writing Literature | 3 |
| ENGL 201  | Intermediate College Writing                | 3 |
| PHIL 172  | Critical Thinking/Writing                   | 3 |

#### GROUP C: ORAL COMMUNICATION (Code = 1C) (CSU requirement only)

1 course, 3 semester units, (4-5 quarter units)

|             |                            |   |
|-------------|----------------------------|---|
| SPCH 100    | Human Communication        | 3 |
| + SPCH 100H | Honors Human Communication | 3 |

### AREA 2 MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

1 course, 3 semester units, (4-5 quarter units)

#### MATH (Code = 2A)

|                 |  |   |
|-----------------|--|---|
| + MATH 100      | Math for Liberal Arts Students<br>(Can not be used to clear High School Math deficiency) | 3 |
| MATH 115        | Finite Mathematics   | 3 |
| + MATH 120/120H | Intro Probability and Statistics   | 4 |
| + MATH 130      | Survey of Calculus   | 4 |
| MATH 141        | College Algebra  | 4 |
| + MATH 150A     | Calculus and Analytic Geometry   | 4 |
| + MATH 150B     | Calculus and Analytic Geometry   | 4 |
| MATH 250A       | Intermediate Calculus  | 4 |
| MATH 250B       | Intermediate Calculus  | 4 |

### 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)

#### A. ART (Code = 3A)

|               |  |   |
|---------------|--|---|
| ART 100       | Fundamentals of Art  | 3 |
| ART 110       | Introduction to Art  | 3 |
| ART 111       | Survey of Art History I                                      | 3 |
| ART 112       | Survey of Art History II                                     | 3 |
| ART 112H      | Honors Survey of Art History II                              | 3 |
| ART 114       | Modern Art History   | 4 |
| ART 212       | Oriental Art   | 3 |
| ART 213       | Pre-Columbian Art  | 3 |
| DANC 100      | Introduction to Dance Appreciation                           | 3 |
| DANC 101      | Multicultural Dance in the U.S. Today                        | 3 |
| DANC 120      | Dance History  | 3 |
| ENGL 125/125H | The Film   | 3 |
| INDS 110      | Multicultural Influences in the Arts in Contemporary America | 3 |
| MUS 103       | Theory and Musicianship I                                    | 4 |
| MUS 103       | Theory and Musicianship II                                   | 4 |
| MUS 116       | Music Appreciation   | 3 |
| MUS 117       | American Popular Music                                       | 3 |
| MUS 118       | Introduction to Opera  | 3 |
| + MUS 118H    | Honors Introduction to Opera                                 | 3 |
| MUS 119       | History of Rock Music  | 3 |
| MUS 120       | Survey of Music History                                      | 3 |
| THEA 100      | Introduction to Theater                                      | 3 |
| THEA 102      | History of World Theater                                     | 3 |
| + THEA 102H   | Honors History of World Theater                              | 3 |
| THEA 104      | Introduction to Theater Appreciation                         | 3 |
| THEA 107      | Ethnic Influences in U. S. Theater                           | 3 |

**B. HUMANITIES (Code = 3B)**

|             |   |   |
|-------------|---|---|
| ENGL 102    | Introduction to Literature                              | 3 |
| + ENGL 110  | Humanities and the Arts<br>( <i>same as INDS 100</i> )  | 3 |
| + ENGL 111  | Humanities and the Arts<br>( <i>same as INDS 101</i> )  | 3 |
| ENGL 207    | The Short Story   | 3 |
| ENGL 211    | English Literature - Part One:<br>From Beowulf to Swift | 3 |
| ENGL 212    | English Literature - Part Two:<br>From Blake to Beckett | 3 |
| ENGL 221    | American Literature - Part One:<br>From 1620 to 1865    | 3 |
| ENGL 222    | American Literature - Part Two:<br>From 1865 to Present | 3 |
| + ENGL 234  | Shakespeare   | 3 |
| + ENGL 234H | Honors Shakespeare                                      | 3 |
| ENGL 247    | Voices of America                                       | 3 |
| FREN 203    | Intermediate French III                                 | 4 |
| FREN 204    | Intermediate French IV                                  | 4 |
| * HIST 110A | Western Civilization I                                  | 3 |
| * HIST 110B | Western Civilization II                                 | 3 |
| * HIST 112  | World Civilization I                                    | 3 |
| * HIST 112H | Honors World Civilization I                             | 3 |
| * HIST 113  | World Civilization II                                   | 3 |
| * HIST 141  | Introduction to Chicana/o Culture                       | 3 |
| * HIST 160A | Asian Civilization                                      | 3 |
| * HIST 160B | Asian Civilization                                      | 3 |
| * HIST 163  | History of Mexico                                       | 3 |
| * HIST 180  | People and Culture in East Asia                         | 3 |
| + INDS 100  | Humanities and the Arts<br>( <i>same as ENGL 110</i> )  | 3 |
| + INDS 101  | Humanities and the Arts<br>( <i>same as ENGL 111</i> )  | 3 |
| JAPN 203    | Intermediate Japanese III                               | 4 |
| JAPN 204    | Intermediate Japanese IV                                | 4 |
| PHIL 100    | Introduction to Philosophy                              | 3 |
| PHIL 110    | Religions of the East                                   | 3 |
| PHIL 120    | Religions of the Mid East and West                      | 3 |
| PHIL 160    | Introduction to Ethics                                  | 3 |
| PHIL 202    | History of Philosophy: Modern                           | 3 |
| PHIL 230    | Philosophy of Religion                                  | 3 |
| SPAN 203    | Intermediate Spanish III                                | 4 |
| SPAN 204    | Intermediate Spanish IV                                 | 4 |

**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)

**A. ANTHROPOLOGY and ARCHAEOLOGY (Code = 4A)**

|          |                             |   |
|----------|-----------------------------|---|
| ANTH 102 | Cultural Anthropology       | 3 |
| ANTH 104 | Comparative Cultures        | 3 |
| ANTH 121 | Indians of North America    | 3 |
| ANTH 203 | Introduction to Archaeology | 3 |

**B. ECONOMICS (Code = 4B)**

|             |  |   |
|-------------|--|---|
| ECON 100    | Principles of Economics (Macro)        | 3 |
| + ECON 100H | Honors Principles of Economics (Macro) | 3 |
| ECON 105    | Principles of Economics (Micro)        | 3 |
| + ECON 105H | Honors Principles of Economics (Micro) | 3 |
| + ECON 110  | Survey of Economics                    | 3 |
| ECON 260    | Economic Geography                     | 3 |

**C. ETHNIC STUDIES (Code = 4C)**

|             |  |   |
|-------------|--|---|
| ETHS 141    | Intro to Chicana/o History and Culture           | 3 |
| * ETHS 231  | Minority Communities in the United States        | 3 |
| * ETHS 231H | Honors Minority Communities in the United States | 3 |
| HS 272      | Cultural Awareness & Health Care                 | 3 |
| SPCH 120    | Intercultural Communication                      | 3 |

**E. GEOGRAPHY (Code = 4E)**

|             |                                   |   |
|-------------|-----------------------------------|---|
| GEOG 100    | The Human World: A Regnl Study    | 3 |
| + GEOG 100H | Honors Human World: A Regnl Study | 3 |
| GEOG 130    | California Geography              | 3 |
| GEOG 140    | Weather and Climate               | 3 |
| GEOG 160    | Cultural Geography                | 3 |
| GEOG 260    | Economic Geography                | 3 |

**F. HISTORY (Code = 4F)**

|             |   |   |
|-------------|---|---|
| HIST 105    | History of Physical Science                   | 3 |
| * HIST 110A | Western Civilization I                        | 3 |
| * HIST 110B | Western Civilization II                       | 3 |
| * HIST 112  | World Civilization I                          | 3 |
| * HIST 112H | Honors World Civilization I                   | 3 |
| * HIST 113  | World Civilization II                         | 3 |
| * HIST 141  | Introduction to Chicana/o History and Culture | 3 |
| HIST 151    | Survey of British History                     | 3 |
| HIST 152    | Survey of British History Since 1715          | 3 |
| * HIST 160A | Asian Civilization                            | 3 |
| * HIST 160B | Asian Civilization                            | 3 |
| * HIST 162A | History of the Americas                       | 3 |
| * HIST 162B | History of the Americas                       | 3 |
| * HIST 163  | History of Mexico                             | 3 |
| * HIST 170A | History of the United States                  | 3 |
| * HIST 170B | History of the United States                  | 3 |
| * HIST 180  | People and Culture in East Asia               | 3 |

**H. POLITICAL SCIENCE, GOVERNMENT & LEGAL INSTITUTIONS (Code = 4H)**

|             |  |   |
|-------------|--|---|
| * POSC 100  | Government of the United States        | 3 |
| * POSC 100H | Honors Government of the United States | 3 |
| POSC 130    | Political Communication                | 3 |
| POSC 209    | Urban Politics                         | 3 |
| POSC 210    | Contemp Political Issues/America       | 3 |
| POSC 215    | Comparative Political Systems          | 3 |
| POSC 230    | Intro to International Relations       | 3 |
| POSC 231    | Minority Communities in the US         | 3 |

**I. PSYCHOLOGY (Code = 4I)**

|         |   |   |
|---------|---|---|
| PSY 101 | General Psychology  | 3 |
| PSY 120 | Human Sexuality   | 3 |
| PSY 139 | Developmental Psychology  | 3 |
| PSY 202 | Research Methods in Psychology  | 4 |
| PSY 221 | Physiological Psychology - General  | 3 |
| PSY 222 | Abnormal Psychology   | 3 |
| PSY 237 | Cross Cultural Conflicts in Interpersonal Relationships (Same as SOC 237) | 3 |

**J. SOCIOLOGY (Code = 4J)**

|         |   |   |
|---------|---|---|
| SOC 101 | Introduction to Sociology   | 3 |
| SOC 102 | Social Problems   | 3 |
| SOC 142 | The Chicana/o in Contemporary Society                                     | 3 |
| SOC 150 | Social Aspects of Energy  | 3 |
| SOC 225 | Sociology of Women  | 3 |
| SOC 231 | Minority Communities in the US<br>( <i>same as ETHS 231</i> )             | 3 |
| SOC 237 | Cross Cultural Conflicts in Interpersonal Relationships (Same as PSY 237) | 3 |

**AREA 5 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)**

|                      |   |          |
|----------------------|---|----------|
| ASTR 116/116H        | Intro to Astronomy                      | 3        |
| <b>ASTR 117/117H</b> | <b>Astronomy Laboratory</b>             | <b>1</b> |
| + CHEM 100           | Chemistry for Daily Life                | 3        |
| + <b>CHEM 107</b>    | <b>Foundations of College Chemistry</b> | <b>5</b> |

|                   |   |          |
|-------------------|---|----------|
| <b>CHEM 111A</b>  | <b>General Chemistry</b>                  | <b>5</b> |
| <b>CHEM 111B</b>  | <b>General Chemistry</b>                  | <b>5</b> |
| GEOG 102          | Physical Geography                        | 3        |
| <b>GEOG 102L</b>  | <b>Physical Geography - Lab</b>           | <b>1</b> |
| + GEOL 100        | Physical Geology                          | 3        |
| + <b>GEOL 101</b> | <b>Physical Geology - Lab</b>             | <b>1</b> |
| + <b>GEOL 102</b> | <b>Physical Geology - Lec/Lab</b>         | <b>4</b> |
| <b>GEOL 103</b>   | <b>Historical Geology-Lec/Lab</b>         | <b>4</b> |
| + <b>GEOL 115</b> | <b>Physical Geology Field-Lab</b>         | <b>1</b> |
| GEOL 120          | Geology of California                     | 3        |
| GEOL 130          | Introduction to Oceanography              | 3        |
| <b>GEOL 131</b>   | <b>Introduction to Oceanography - Lab</b> | <b>1</b> |
| + GEOL 190        | Environmental Geology                     | 3        |
| <b>GEOL 220</b>   | <b>Mineralogy</b>                         | <b>4</b> |
| + <b>PHYS 130</b> | <b>Principles of Physics</b>              | <b>4</b> |
| + <b>PHYS 201</b> | <b>College Physics</b>                    | <b>4</b> |
| + <b>PHYS 202</b> | <b>College Physics</b>                    | <b>4</b> |
| + <b>PHYS 221</b> | <b>General Physics</b>                    | <b>4</b> |
| + <b>PHYS 222</b> | <b>General Physics</b>                    | <b>4</b> |
| + <b>PHYS 223</b> | <b>General Physics</b>                    | <b>4</b> |

**BIOLOGICAL SCIENCES (Code 5B)**

|                   |  |          |
|-------------------|--|----------|
| <b>ANTH 201</b>   | <b>Physical Anthropology</b>             | <b>4</b> |
| <b>BIOL 101</b>   | <b>General Biology</b>                   | <b>5</b> |
| BIOL 101H         | Honors General Biology                   | 5        |
| BIOL 102          | Human Biology                            | 3        |
| BIOL 103          | Human Ecology                            | 3        |
| <b>BIOL 122</b>   | <b>Marine Biology</b>                    | <b>5</b> |
| <b>BIOL 127</b>   | <b>Field Biology and Natural History</b> | <b>5</b> |
| + <b>BIOL 128</b> | <b>Plants and Society</b>                | <b>5</b> |
| BIOL 174          | Intro to the Diversity of Life           | 3        |
| <b>BIOL 175</b>   | <b>Lower-Division Laboratory</b>         | <b>2</b> |
| <b>BIOL 230</b>   | <b>General Anatomy</b>                   | <b>4</b> |
| <b>BIOL 240</b>   | <b>Human Physiology</b>                  | <b>5</b> |
| <b>BIOL 262</b>   | <b>General Microbiology</b>              | <b>5</b> |
| <b>BIOL 266</b>   | <b>General Zoology</b>                   | <b>5</b> |
| <b>BIOL 268</b>   | <b>General Botany</b>                    | <b>5</b> |

**LANGUAGE OTHER THAN ENGLISH (Code = 6A)  
(UC Requirement only)**

Proficiency equivalent to two years of high school study in the same language.

|              |                               |   |
|--------------|-------------------------------|---|
| CHIN 102     | Elementary Chinese-Mandarin I | 5 |
| FREN 102     | Elementary French II          | 5 |
| GERM 102     | Elementary German II          | 5 |
| JAPN 102     | Elementary Japanese II        | 5 |
| SPAN 102     | Elementary Spanish II         | 5 |
| + SPAN 102 H | Honors Elementary Spanish II  | 5 |
| + SPAN 201   | Spanish for Spanish Speakers  | 5 |

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS** - Not part of IGETC; may be completed prior to transfer; 6 units, one course from Group 1 and one course from Group 2.

**POLITICAL SCIENCE (Code = 7A)**

|             |  |   |
|-------------|--|---|
| * POSC 100  | Government of the United States        | 3 |
| * POSC 100H | Honors Government of the United States | 3 |

**HISTORY (Code = 7B)**

|             |                              |   |
|-------------|------------------------------|---|
| * HIST 162A | History of the Americas      | 3 |
| * HIST 162B | History of the Americas      | 3 |
| * HIST 170A | History of the United States | 3 |
| * HIST 170B | History of the United States | 3 |

**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.*

**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.

**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:**

|                     |                                |
|---------------------|--------------------------------|
| Fall Semester       | October 15th                   |
| Spring Semester     | March 14th                     |
| Summer Intersession | Third day of the first session |



# ***Programs and 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  
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  
HTC .....Hospitality, Travel Careers,  
Culinary Arts

HS ..... Health Science  
HSCE ..... Health Science -  
Continuing Education  
HUSR ..... Human Services  
INDS .....Interdisciplinary Studies  
JAPN ..... Japanese  
JOUR.....Communications/Journalism  
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  
RE ..... 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 is recommended for POSC 100).

## Definition of *CAN*

The California Articulation Number (CAN) System identifies **some** of the transferable, lower division, introductory, preparatory courses commonly taught within each academic discipline on college campuses. The system assures students that CAN courses on one participating campus will be accepted *in lieu of* the comparable CAN courses on another participating campus. EXAMPLE: CAN ECON 2 on one campus will be acceptable for CAN ECON 2 on another participating campus. Each campus retains its own numbering system.

Although the system is presently in the initial stages of development, it is expected that most campuses throughout the state will qualify to participate and use CANs. Check with the Counseling Center for lists of participating campuses and courses. The California Articulation Numbers are designated under the course title in the *Schedule of Classes*.

## 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 is required for CHEM 107).

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 (a score of 475 on the SAT Verbal Examination), or a successful completion of a prior course (must have completed ENGL 60 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 CR, 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.

**CLASS CANCELLATIONS:** Cypress College reserves the right to cancel any class for which the enrollment is not sufficient to warrant continuation, and to change the class hours and/or days as necessity demands. Student fees and instructional fees are subject to change after the printing of this *College Catalog*.

# 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. **IGETC** provides an option to the California State University General Education Requirements and replaces the University of California Transfer Code Curriculum.

**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 - Steven Donley, Interim

### 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 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.

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

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| ACCT 101                    | Financial Accounting                                    | 4         |
| CIS 111                     | Computer Literacy - Introduction to Information Systems | 3         |
| MGT 151                     | Business Mathematics                                    | 3         |
| ACCT 102                    | Managerial Accounting                                   | 4         |
| ACCT 190                    | Accounting Systems Design/Application                   | 3         |
| MGT 111                     | Business Communications                                 | 3         |
| or                          |   |           |
| MGT 211                     | Writing for Business                                    | (3)       |
| ECON 105                    | Principles of Economics                                 | 3         |
| or                          |   |           |
| ECON 110                    | Survey of Economics                                     | (3)       |
| ACCT 201                    | Intermediate Accounting                                 | 3         |
| ACCT 011                    | Payroll Accounting                                      | 2         |
| ACCT 202                    | Cost Accounting   | 3         |
| ACCT 204                    | Accounting for Governmental and Not-for-Profit Entities | 3         |
| <b>Total Units Required</b> |   | <b>34</b> |

### 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:

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| ACCT 101                    | Financial Accounting                                    | 4         |
| CIS 111                     | Computer Literacy - Introduction to Information Systems | 3         |
| MGT 151                     | Business Mathematics                                    | 3         |
| ACCT 102                    | Managerial Accounting                                   | 4         |
| ACCT 190                    | Accounting Systems Design/Application                   | 3         |
| MGT 111                     | Business Communications                                 | 3         |
| or                          |   |           |
| MGT 211                     | Writing for Business                                    | 3         |
| ACCT 201                    | Intermediate Accounting                                 | 3         |
| ACCT 011                    | Payroll Accounting                                      | 2         |
| ACCT 202                    | Cost Accounting   | 3         |
| ACCT 204                    | Accounting for Governmental and Not-for-Profit-Entities | 3         |
| <b>Total Units Required</b> |   | <b>31</b> |

### ACCOUNTING TRANSFER PROGRAM

SEE - BUSINESS ADMINISTRATION

## Accounting (ACCT)

### ACCT 011 PAYROLL ACCOUNTING

#### 2 Units

Two hours lecture and

One hour laboratory TBA per week

*Prerequisite: ACCT 101.* 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 BOOKKEEPING PRINCIPLES AND PRACTICES

#### 3 Units

Three hours lecture and

One hour laboratory TBA per week

This is a basic course in financial recordkeeping 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 FINANCIAL ACCOUNTING****4 Units**

Five hours lecture per week

*Credit by Examination*

*UC/CSU, CAN BUS 2*

This is a course in beginning accounting meeting transfer requirements to four-year colleges and universities providing a foundation for vocational accounting or other areas of business administration. The 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. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**ACCT 102 MANAGERIAL ACCOUNTING****4 Units**

Five hours lecture per week and

One hour laboratory TBA per week

*UC/CSU, CAN BUS 4*

*Prerequisite: ACCT 101, 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 COMPUTERIZED ACCOUNTING****1 Unit**

One hour lecture per week and

One hour laboratory TBA per week

*UC/CSU*

*Prerequisite: ACCT 099 or 101.* 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 INCOME TAX PROCEDURES****3 Units**

Three hours lecture per week

*CSU*

*Prerequisite: ACCT 101.* 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 ACCOUNTING SYSTEMS DESIGN AND APPLICATION****3 Units**

Three hours lecture and

One hour laboratory TBA per week

*CSU*

*Prerequisite: ACCT 101.* 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 INTERMEDIATE ACCOUNTING****3 Units**

Three hours lecture per week

*CSU*

*Prerequisite: ACCT 101.* 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 COST ACCOUNTING****3 Units**

Three hours lecture per week

*CSU*

*Prerequisite: ACCT 102.* 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, materials, labor; budgeting; and cost records and reports.

**ACCT 203 AUDITING****3 Units**

Three hours lecture per week

*CSU*

*Prerequisite: ACCT 101.* 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 ACCOUNTING FOR GOVERNMENTAL AND NOT-FOR-PROFIT ENTITIES****3 Units**

Three hours lecture per week

*CSU*

*Prerequisite: ACCT 101.* 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, Interim

### 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 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.

### Required courses are listed in suggested sequence:

| Course #                    | Title                                | Units     |
|-----------------------------|--------------------------------------|-----------|
| AC/R 101                    | Refrig Principles & Practice-Lec     | 4         |
| AC/R 102                    | Refrig Principles & Practice-Lec/Lab | 4         |
| AC/R 103                    | Psychrometrics                       | 2         |
| AC/R 111                    | Elec Controls for AC/R - Lec         | 4         |
| AC/R 112                    | Elec Controls for AC/R - Lec/Lab     | 4         |
| AC/R 113                    | Low Velocity Duct Selection          | 2         |
| AC/R 201                    | Refrigeration Systems                | 4         |
| AC/R 202                    | Air Cond/Refrig Advanced - Lec/Lab   | 5         |
| AC/R 203                    | Refrigeration Layout and Design      | 2         |
| AC/R 211                    | Air Conditioning Heat Load           | 4         |
| AC/R 212                    | Mechanical Codes and Estimating      | 5         |
| AC/R 213                    | Air Cond Layout and Design           | 2         |
| PHYS 130                    | Physics Elective (or equivalent)     | 4         |
| <b>Total Units Required</b> |                                      | <b>46</b> |

### Electives

|          |   |   |
|----------|---|---|
| ELEC 051 | Basic Electricity                                       | 2 |
| ENGT 101 | Technical Drawing                                       | 3 |
| MATH 020 | Elementary Algebra                                      | 4 |
| ENGL 095 | Effective Written Communication                         | 3 |
| CIS 101  | Beginning Computer Keyboarding                          | 3 |
| CIS 111  | Computer Literacy - Introduction to Information Systems | 3 |

## 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:

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| AC/R 101                    | Refrig Principles & Practice                            | 4         |
| AC/R 102                    | Refrig Principles & Practice                            | 4         |
| AC/R 103                    | Psychrometrics  | 2         |
| AC/R 111                    | Elect Controls for AC/R - Lec                           | 4         |
| AC/R 112                    | Elect Controls for AC/R - Lec/Lab                       | 4         |
| AC/R 113                    | Low Velocity Duct Selection                             | 2         |
| AC/R 201                    | Refrigeration Systems                                   | 4         |
| AC/R 202                    | Air Cond/Refrig Advanced - Lec/Lab                      | 4         |
| AC/R 203                    | Refrigeration Layout and Design                         | 2         |
| AC/R 211                    | Air Conditioning Heat Load                              | 4         |
| AC/R 212                    | Mech Codes and Estimating                               | 4         |
| AC/R 213                    | Air Cond Layout and Design                              | 2         |
| MATH 020                    | Elementary Algebra (or equivalent)                      | 4         |
| ENGL 095 or 100             | Communication Skills                                    | 3         |
| or                          |   |           |
| SPCH 050 or 100             | Communication Skills                                    | (3)       |
| CIS 111                     | Computer Literacy - Introduction to Information Systems | 3         |
| PHYS                        | Physics Elective (or equiv)                             | 4         |
| <b>Total Units Required</b> |   | <b>56</b> |

\*Equivalent to MATH 020 can be one year of high school algebra.

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

### Elective

|          |                                 |   |
|----------|---------------------------------|---|
| MATH 030 | Plane Geometry                  | 4 |
| ELEC 051 | Basic Electricity               | 2 |
| ENGT 104 | Computer Aided Design           | 3 |
| ENGT 140 | AC/DC Circuits I - Measurements | 4 |

**INDUSTRIAL TECHNOLOGY  
TRANSFER PROGRAM  
AIR CONDITIONING SYSTEMS OPTION  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Required courses are listed in suggested sequence:

| Course # | Title                                  | Units |
|----------|--|-------|
| AC/R 101 | Refrig Principles & Practice-Lec       | 4     |
| AC/R 102 | Refrig Principles & Practice-Lec/Lab   | 4     |
| AC/R 103 | Psychrometrics                         | 2     |
| AC/R 111 | Electrical Controls for AC/R - Lec     | 4     |
| AC/R 112 | Electrical Controls for AC/R - Lec/Lab | 4     |
| AC/R 113 | Low Velocity Duct Selection            | 2     |
| AC/R 201 | Refrigeration Systems                  | 4     |
| AC/R 202 | Air Cond/Refrig Advanced - Lec/Lab     | 4     |
| AC/R 203 | Refrigeration Layout and Design        | 2     |
| AC/R 211 | Air Conditioning Heat Load             | 4     |
| AC/R 212 | Mechanical Codes and Estimating        | 4     |
| AC/R 213 | Air Cond Layout and Design             | 2     |
| MATH 141 | College Algebra                        | 4     |
| ENGL 100 | College Writing                        | 3     |

## Air Conditioning and Refrigeration (AC/R)

### AC/R 050 AIR CONDITIONING AND REFRIGERATION - SPECIAL PROJECTS

~ 2 Units (Variable Unit Class)

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 and AC/R 102, or AC/R 111 and AC/R 112. 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 REFRIGERATION PRINCIPLES AND PRACTICE

4 Units

Four hours lecture per week

CSU

*Corequisite:* Concurrent enrollment in AC/R 102. 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 REFRIGERATION PRINCIPLES AND PRACTICE

4 Units

Three hours lecture and

Three hours laboratory per week

CSU

*Corequisite:* Concurrent enrollment in AC/R 101. 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 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 ELECTRICAL CONTROLS FOR AIR CONDITIONING AND REFRIGERATION-LECTURE

4 Units

Four hours lecture per week

CSU

*Corequisite:* Concurrent enrollment in AC/R 112. 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 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. Laboratory projects and experiments in the principles and application of electric circuits, equipment and controls as used in air conditioning and refrigeration will be covered. Included are schematic reading and circuit wiring.

### AC/R 113 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 201 REFRIGERATION SYSTEMS

4 Units

Four hours lecture per week

CSU

*Prerequisite:* AC/R 101, AC/R 102, AC/R 111, AC/R 112. *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 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, AC/R 102, AC/R 111, AC/R 112, AC/R 113. 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 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, AC/R 102, AC/R 111, AC/R 112. *Corequisite:* Concurrent enrollment in AC/R 201. 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.

**AC/R 211 AIR CONDITIONING HEAT LOAD**

**4 Units**

Four hours lecture per week  
CSU

*Prerequisite:* AC/R 101, AC/R 102, AC/R 103, AC/R 111, AC/R 112. *Corequisite:* Concurrent enrollment in AC/R 213; and completion of, or concurrent enrollment in, AC/R 113. 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 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, AC/R 102, AC/R 111, AC/R 112 and completion of, or concurrent enrollment in, AC/R 113. 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 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, AC/R 102, AC/R 103, AC/R 111, AC/R 112. *Corequisite:* Concurrent enrollment in AC/R 213 and completion of, or concurrent enrollment in, AC/R 113. This course is an advanced course in which the student will use the knowledge gained in AC/R 211 to design an air conditioning system for a building.

**AC/R 230 PNEUMATIC CONTROL FOR AIR CONDITIONING**

**4 Units**

Three hours lecture and  
Three hours laboratory per week  
CSU

*Prerequisite:* AC/R 111, AC/R 112. This course is designed to further instruct the students in the application of air conditioning pneumatic controls as used in commercial building systems. Students will apply the theories and skills taught in the classroom on laboratory mockups simulating industry standards. *Advisory:* Completion of, or concurrent enrollment in, MATH 020.

**AC/R 231 DIRECT DIGITAL CONTROLS FOR AIR CONDITIONING**

**4 Units**

Three hours lecture and  
Three hours laboratory per week  
CSU

*Prerequisite:* AC/R 230. This course is designed to instruct the student in the application of air conditioning direct digital controls, DDC, 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 298 AIR CONDITIONING/ REFRIGERATION SEMINAR**

**° - 3 Units (Variable Unit Class) (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 ° to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.

# Anthropology

## Division of Social Science

Division Dean, Kay Andrews

### Faculty

Henry Koerper

### Counselors

Velia Lawson

Daniel Pelletier

Therese Mosqueda-Ponce

## ANTHROPOLOGY TRANSFER PROGRAM MOST CALIFORNIA STATE UNIVERSITIES

Required courses are listed in suggested sequence:

| Course # | Title                       | Units |
|----------|-----------------------------|-------|
| ANTH 201 | Physical Anthropology       | 4     |
| ANTH 102 | Cultural Anthropology       | 3     |
| ANTH 203 | Introduction to Archaeology | 3     |

Recommended Electives during lower division:

|           |                                     |   |
|-----------|-------------------------------------|---|
| SOC 101   | Introduction to Sociology           | 3 |
| GEOG 100  | The Human World: A Regional Study   | 3 |
| *ANTH 203 | Introduction to Archaeology (CSULB) | 3 |
| ANTH 231A | Field Course in Archaeology         | 3 |

\*Required at UCLA

**Note:** For students transferring to a private college/university or to a campus of the University of California see catalogs of the individual colleges/universities. Anthropology majors will be required to have competence in a major foreign language to continue in graduate studies.

## Anthropology (ANTH)

### ANTH 098 ANTHROPOLOGY NON-TRANSFER SEMINAR

**°-2 Units** (Variable Unit Class) (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 ° to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

### ANTH 102 CULTURAL ANTHROPOLOGY

#### 3 Units

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

UC/CSU, AA GE, 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 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, 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 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 Euroamerican culture and native peoples cultures on one another, and contemporary issues (e.g. discrimination, sovereignty, assimilation, Red Power, health, Pan-Indianism).

### ANTH 201 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, AA GE, 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 INTRODUCTION TO ARCHAEOLOGY

#### 3 Units

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

UC/CSU, AA GE, CSU GE, IGETC, CAN ANTH 6

This is a survey of the science of archaeology; its development, method 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 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 ANTHROPOLOGY SEMINAR****1-3 Units** (Variable Unit Class) (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 1 to 3 units. Consult the class schedule for the offerings in a particular semester.

**ANTH 299 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 - Larry Mercadante, Interim***Faculty**

Ellen Berger

Betty Disney

Charlene Felos

Robert Hardy

Ian Holmes

Michael Johnson

Roger Mendes

Paul Paiement

Joyce Patti

**Counselors**

Renay Laguana

Renee SSensalo-Collins

**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.

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.

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

| Course #  | Title                           | Units     |
|---|---------------------------------|-----------|
| ART 182   | Freehand Drawing                | 3         |
| ART 120   | Two-Dimensional Design          | 3         |
| ART 122   | Gallery/Portfolio Design        | 3         |
| ART 111   | Survey of Art History I         | 3         |
| ART 112   | Survey of Art History II        | 3         |
| or  |                                 |           |
| ART 112H  | Honors Survey of Art History II | (3)       |
| ART 121   | Design Concepts                 | 3         |
| <b>Select at least 6 units from the following:</b>  |                                 | <b>6</b>  |
| ART 185   | Life Drawing                    | (3)       |
| ART 182   | Freehand Drawing                | (3)       |
| ART 189   | Fundamentals of Painting        | (3)       |
| <b>Select a minimum of 11 Units from the Art course offerings not listed above except ART 179</b> |                                 | <b>11</b> |
| <b>Total Units Required</b>   |                                 | <b>35</b> |

**ASSOCIATE IN ARTS DEGREE****ADVERTISING DESIGN**

The primary emphasis is to prepare the student for employment.

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.

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

| Course # | Title                             | Units |
|----------|-----------------------------------|-------|
| ART 182  | Freehand Drawing                  | 3     |
| *ART 110 | Introduction to Art               | 3     |
| ART 120  | Two-Dimensional Design            | 3     |
| ACG 101  | Introduction to Computer Graphics | 3     |
| ART 185  | Life Drawing                      | 3     |
| ART 140  | Advertising/Graphic Design 1      | 3     |
| ACG 140  | Desktop Publishing I/Mac          | 3     |
| ART 141  | Advertising/Graphic Design 2      | 3     |
| ART 142  | Advertising/Graphic Design 3      | 3     |
| ACG 131  | 2D Computer Graphics              | 3     |
| ART 244  | Illustration                      | 3     |

**Select a minimum of 8 Units from the elective courses listed below**

|                  | Total Units Required         |      |
|------------------|------------------------------|------|
|                  | <b>41</b>                    |      |
| <b>Electives</b> |                              |      |
| ART 111, 112     | Survey of Art History I & II | 3, 3 |
| ART 182          | Freehand Drawing             | 3    |
| ART 185          | Life Drawing                 | 3    |
| ART 130          | Printmaking                  | 3    |
| PHOT 101         | Introduction to Photography  | 3    |
| MKT 103          | Principles of Advertising    | 3    |
| ACG 147          | Desktop Publishing 3/WIN     | 3    |

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

**ART TRANSFER PROGRAM**

Since lower division requirements vary from institution to institution, it is imperative that the student consult with a counselor. The student may select according to their determined transfer plan but must remain consistent according to the four year institution chosen. The courses listed below represent the department faculty's suggested general course of study. In addition, it is recommended that the student obtain their CSU General Education or IGETC Certification.

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

| Course # | Title                    | Units |
|----------|--------------------------|-------|
| ART 111  | Survey of Art History I  | 3     |
| ART 120  | Two-Dimensional Design   | 3     |
| ART 112  | Survey of Art History II | 3     |
| ART 121  | Design Concepts          | 3     |
| ART 185  | Life Drawing             | 3     |
| ART 182  | Freehand Drawing         | 3     |
| ART 189  | Fundamentals of Painting | 3     |

## Art (ART)

**ART 100 FUNDAMENTALS OF ART****3 Units**

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
 UC/CSU, AA GE, CSU GE, IGETC

This introductory course investigates the visual elements and principles of design through lectures, reading, films and hands-on experience. It also examines, in the same manner, historical styles and themes in art as well as materials and techniques. *Cost of museum visit will not exceed \$15.00.*

**ART 110 INTRODUCTION TO ART****3 Units**

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
 UC/CSU  
 AA GE, CSU GE, IGETC

This course is designed to expose the student to art from prehistoric times to the present: its purposes, materials, themes, history, and significance. It also acquaints the student with art and artists' roles in present and past societies, and helps the student understand the uses of materials and visual elements (i.e., line, color, etc.) to communicate ideas in architecture, sculpture, painting, ceramics, crafts, filmmaking, printmaking, etc. *Cost of museum visit will not exceed \$15.00.*

**ART 111 SURVEY OF ART HISTORY I****3 Units**

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
 UC/CSU, AA GE, 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. At least 50% of the grade involves college level writing. *Cost of museum visit will not exceed \$15.00.*

**ART 112 SURVEY OF ART HISTORY II****3 Units**

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
 UC/CSU, AA GE, 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 20th 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. At least 50% of the grade involves college level writing. *Cost of museum visit will not exceed \$15.00. Duplicate credit not granted for ART 112H.*

**ART 112H HONORS SURVEY OF ART HISTORY II****3 Units**

Three hours lecture per week  
 UC/CSU, AA GE, 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 how symbols, techniques, materials, and subjects are used and transferred from one culture to another. At least 50% of the grade involves college level writing. *Cost of museum visit will not exceed \$15.00. Duplicate credit not granted for ART 112.*

**ART 114 MODERN ART HISTORY****3 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AA GE, CSU GE, IGETC*

This course deals with the nature of twentieth and twenty-first century art and its origins in the late nineteenth century. Emphasis is placed on examining how art reflects history, how style communicates the ideas of the artist and his/her culture and how symbols, techniques, materials and subjects are used and expanded in twentieth century artistic expression. *Cost of museum visit will not exceed \$15.00.*

**ART 115 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) AA GE*

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 TWO-DIMENSIONAL DESIGN****3 Units**

Two hours lecture and

Four hours laboratory per week

*UC/CSU, AA GE, 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 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 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 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) AA GE*

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 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 medias 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 ADVERTISING/GRAPHIC DESIGN 1****3 Units**

Two hours lecture and

Four hours laboratory per week

*CSU*

*Corequisite: ART 120 or taken concurrently.* 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 ADVERTISING/GRAPHIC DESIGN 2****3 Units**

Two hours lecture and

Four hours laboratory per week

*CSU*

*Prerequisite: ART 140.* 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 ADVERTISING/GRAPHIC DESIGN 3****3 Units**

Two hours lecture and  
Four hours laboratory per week  
CSU

*Prerequisite:* ART 141. 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 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 CERAMICS HANDBUILDING****3 Units**

Two hours lecture and  
Four hours laboratory per week  
UC/CSU, AA GE, 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 CERAMICS THROWING****3 Units**

Two hours lecture and  
Four hours laboratory per week  
UC/CSU, AA GE, 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 is emphasized. Basic technology of clay, glazes, and firing procedures are included. \$15.00 fee for materials used in common - PAYABLE AT REGISTRATION.

**ART 152 TECHNICAL AND CONCEPTUAL CERAMICS****3 Units**

Two hours lecture and  
Four hours laboratory per week  
UC/CSU

*Prerequisite:* ART 150 or ART 151. 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 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 or ART 151 and completion of ART 152. 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 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 or ART 151 and ART 152 and ART 153. 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 ART - OPEN LAB****°-2 Units (Variable Unit Class) (May be taken for credit 4 times)**

One-and-one-half hours to  
Six hours laboratory per week  
Credit/No Credit  
CSU

*Corequisite:* 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 ° unit up to 108 hours for two (2) units. Each subsequent credit represents advancing levels of achievement.

**ART 174 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 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 FREEHAND DRAWING****3 Units (May be taken for credit 4 times)**

Two hours lecture and  
Four hours laboratory per week  
UC/CSU, (1 credit) AA GE, (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.

**ART 185 LIFE DRAWING****3 Units (May be taken for credit 4 times)**

Two hours lecture and  
Four hours laboratory per week  
(1 credit) AA GE, UC/CSU, CAN ART 24  
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.

**ART 187 RENDERING****2 Units**

One hour lecture and  
Three hours laboratory per week  
CSU

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. *Advisory: ART 180 is recommended.*

**ART 188 WATERCOLOR PAINTING****2 Units (May be taken for credit 4 times)**

One hour lecture and  
Three hours laboratory per week  
UC/CSU, (1 credit) AA GE

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.

**ART 189 FUNDAMENTALS OF PAINTING****3 Units (May be taken for credit 4 times)**

Two hour lecture and  
Four hours laboratory per week  
UC/CSU, (1 credit) AA GE, (1 credit) CSU GE,  
CAN ART 10

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.

**ART 191 LIFE PAINTING****2 Units (May be taken for credit 4 times)**

One hour lecture and  
Three hours laboratory per week  
UC/CSU

*Prerequisite: ART 186, or ART 189.* 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.

**ART 212 ASIAN ART HISTORY****3 Units**

Three hours lecture per week  
UC/CSU  
AA GE, CSU GE, IGETC

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. *Cost of museum visit will not exceed \$15.00.*

**ART 213 PRE-COLUMBIAN ART****3 Units**

Three hours lecture per week.

*UC/CSU, AA GE, CSU GE, IGETC*

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.

**ART 242 ADVERTISING PRODUCTION PREPARATION****2 Units**

One hour lecture and

Three hours laboratory per week

*CSU*

*Corequisite: ART 140 or taken concurrently.* 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 pasteup. 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 ILLUSTRATION****3 Units (May be taken for credit 3 times)**

Two hours lecture and

Four hours laboratory per week

*CSU*

*Prerequisite: ART 182 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 ART SEMINAR****°-3 Units (Variable Unit Class) (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 INDEPENDENT STUDY****°-2 Units (Variable Unit Class) (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 is a course that is designed for the student to pursue an increased knowledge of a particular art discipline. Unit credit may range from ° to 2 units in any given semester; units earned will be based on 18 hours for each ° unit.

**Art—****Art****Computer Graphics****Division of Fine Arts**

*Division Dean - Larry Mercadante, Interim*

**Faculty**

Ian Holmes

Michael Johnson

Roger Mendes

Paul Paiement

**Counselors**

Renay Laguana

Renee SSensalo-Collins

**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:**

| Course #   | Title                          | Units     |
|--|--------------------------------|-----------|
| ART 120  | Two-Dimensional Design         | 3         |
| ART 182  | Freehand Drawing               | 3         |
| ART 189  | Fundamentals of Painting       | 3         |
| ART 244  | 2D Illustration                | 3         |
| ACG 100  | Intro to Computer Graphics/Mac | 3         |
| or   |                                |           |
| ACG 101  | Intro to Computer Graphics/WIN | (3)       |
| or   |                                |           |
| ACG 102  | Intro to Mac WEB Graphics      | (3)       |
| or   |                                |           |
| ACG 103  | Intro to Win WEB Graphics      | (3)       |
| ACG 112  | Electronic Illustration/Mac    | 3         |
| or   |                                |           |
| ACG 113  | Electronic Illustration/Win    | (3)       |
| ACG 132  | Electronic Paint/Mac           | 3         |
| or   |                                |           |
| ACG 133  | Electronic Paint/Win           | (3)       |
| ACG 134  | Digital Imaging/Mac            | 3         |
| or   |                                |           |
| ACG 135  | Digital Imaging/Win            | (3)       |
| Select a minimum of 6 Units from the elective courses listed below |                                | 6         |
| <b>Total Units Required</b>  |                                | <b>30</b> |
| <b>Electives</b>   |                                |           |
| ART 182  | Freehand Drawing               | 3         |
| ART 140  | Advertising/Graphic Design I   | 3         |
| ART 185  | Life Drawing                   | 3         |
| ACG 114  | Electronic Illustration 2/Mac  | 3         |
| ACG 115  | Electronic Illustration 2/Win  | 3         |

**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**

| Course #  | Title   | Units     |
|---|---|-----------|
| ART 120   | Two-Dimensional Design                                  | 3         |
| ART 182   | Freehand Drawing  | 3         |
| ART 140   | Advertising/Graphic Design 1                            | 3         |
| ART 141   | Advertising/Graphic Design 2                            | 3         |
| ACG 100   | Intro to Computer Graphics/Mac                          | 3         |
| or  |   |           |
| ACG 101   | Intro to Computer Graphics/WIN                          | (3)       |
| or  |   |           |
| ACG 102   | Intro to Mac WEB Graphics                               | (3)       |
| or  |   |           |
| ACG 103   | Intro to Win WEB Graphics                               | (3)       |
| ACG 112   | Electronic Illustration/Mac                             | 3         |
| or  |   |           |
| ACG 113   | Electronic Illustration/Win                             | (3)       |
| ACG 134   | Digital Imaging/Mac                                     | 3         |
| or  |   |           |
| ACG 135   | Digital Imaging/Win                                     | (3)       |
| ACG 140   | Desktop Publishing I/Mac                                | 3         |
| or  |   |           |
| ACG 141   | Desktop Publishing 1/Win                                | (3)       |
| ACG 147   | Desktop Publishing 3/Win                                | 3         |
| or  |   |           |
| ACG 146   | Desktop Publishing 3/Mac<br>Fine Arts Magazine: Visions | (3)       |
| or  |   |           |
| ACG 142   | Desktop Publishing 2/Mac                                | (3)       |
| or  |   |           |
| ACG 143   | Desktop Publishing 2/Win                                | (3)       |
| Select a minimum of 3 Units from<br>the elective courses listed below |   | 3         |
| <b>Total Units Required</b>   |   | <b>30</b> |
| <b>Electives</b>  |   |           |
| ART 142   | Advertising/Graphic Design 3                            | 3         |
| ART 244   | Illustration  | 3         |
| ART 130   | Printmaking   | 3         |
| ART 185   | Life Drawing  | 3         |

**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**

| Course # | Title                    | Units |
|----------|--------------------------|-------|
| ART 120  | Two-Dimensional Design   | 3     |
| ART 182  | Freehand Drawing         | 3     |
| ART 189  | Fundamentals of Painting | 3     |
| ART 244  | 2D Illustration          | 3     |

|   |                                |           |
|---|--------------------------------|-----------|
| ACG 100   | Intro to Computer Graphics/Mac | 3         |
| or  |                                |           |
| ACG 101   | Intro to Computer Graphics/WIN | (3)       |
| or  |                                |           |
| ACG 102   | Intro to Mac WEB Graphics      | (3)       |
| or  |                                |           |
| ACG 103   | Intro to Win WEB Graphics      | (3)       |
| ACG 112   | Electronic Illustration/Mac    | 3         |
| or  |                                |           |
| ACG 113   | Electronic Illustration/Win    | (3)       |
| ACG 114   | Electronic Illustration 2/Mac  | 3         |
| or  |                                |           |
| ACG 115   | Electronic Illustration 2/Win  | (3)       |
| ACG 134   | Digital Imaging/Mac            | 3         |
| or  |                                |           |
| ACG 135   | Digital Imaging/Win            | (3)       |
| Select a minimum of 6 Units from<br>the elective courses listed below |                                | 6         |
| <b>Total Units Required</b>   |                                | <b>30</b> |
| <b>ELECTIVES</b>  |                                |           |
| ACG 132   | Electronic Paint/Mac           | 3         |
| ACG 133   | Electronic Paint/Win           | 3         |
| ART 182   | Freehand Drawing               | 3         |
| ART 140   | Advertising/Graphic Design 1   | 3         |
| ART 185   | Life Drawing                   | 3         |

**Art -  
Computer Graphics (ACG)**

**ACG 100 INTRO TO COMPUTER GRAPHICS/MAC  
3 Units**

Two hours lecture and  
Three hours laboratory per week  
*CSU*

*Corequisite: Concurrent enrollment in ACG 199.* 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 indepth study on the topic(s) that most attracted them during this introductory class. *\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**ACG 101 INTRO TO COMPUTER GRAPHICS/WIN  
3 Units**

Two hours lecture and  
Three hours laboratory per week  
*CSU*

*Corequisite: Concurrent enrollment in ACG 199.* 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. *\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**ACG 102 INTRO TO MAC WEB GRAPHICS****3 Units**

Two hours lecture and  
Three hours laboratory per week

**CSU**

*Corequisite: Concurrent enrollment in ACG 199.* 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, the 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 indepth study on the topic(s) that most attracted them during this introductory class. *\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**ACG 103 INTRO TO WIN/WEB GRAPHICS****3 Units**

Two hours lecture and  
Three hours laboratory per week

**CSU**

*Corequisite: Concurrent enrollment in ACG 199.* 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, the 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 indepth study on the topic(s) that most attracted them during this introductory class. *\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**ACG 112 ELECTRONIC ILLUSTRATION/MAC****3 Units**

Two hours lecture and  
Three hours laboratory per week

**CSU**

*Prerequisite: ACG 100, ACG 101 or ACG 102 or ACG 103 and ART 120, or by consent of instructor with portfolio review.*  
*Corequisite: Concurrent enrollment in ACG 199.* 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. *\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**ACG 113 ELECTRONIC ILLUSTRATION/WIN****3 Units**

Two hours lecture and  
Three hours laboratory per week

**CSU**

*Prerequisite: ACG 100, ACG 101 or ACG 102 or ACG 103 and ART 120, or by consent of instructor with portfolio review.*  
*Corequisite: Concurrent enrollment in ACG 199.* 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. *\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**ACG 114 ELECTRONIC ILLUSTRATION 2/MAC****3 Units**

Two hours lecture and  
Three hours laboratory per week

**CSU**

*Prerequisite: ACG 112 or ACG 113 or by consent of instructor pending portfolio review.* *Corequisite: Concurrent enrollment in ACG 199.* 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. *\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**ACG 115 2D ELECTRONIC ILLUSTRATION 2/WIN****3 Units**

Two hours lecture and  
Three hours laboratory per week

**CSU**

*Prerequisite: ACG 112 or ACG113 or by consent of instructor pending portfolio review.* *Corequisite: Concurrent enrollment in ACG 199.* 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. *\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**ACG 131 2D COMPUTER GRAPHICS****3 Units**

Two hours lecture and  
Three hours laboratory per week

**CSU**

*Prerequisite: ART 120 or qualify through portfolio review, or six months computer design experience - professional/industry.* *Corequisite: Concurrent enrollment in ACG 199.* 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. *\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.*



**ACG 132 ELECTRONIC PAINT/MAC****3 Units**

Two hours lecture and  
Three hours laboratory per week

**CSU**

*Prerequisite:* ACG 100 or ACG 101 or ACG 102 or ACG 103 and ART 120, or by consent of instructor pending portfolio review. *Corequisite:* Concurrent enrollment in ACG 199. 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, and illustration skills, on a Macintosh computer, needed for employment and/or advancement. **\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

**ACG 133 ELECTRONIC PAINT/WIN****3 Units**

Two hours lecture and  
Three hours laboratory per week

**CSU**

*Prerequisite:* ACG 100 or ACG 101 or ACG 102 or ACG 103 and ART 120, or by consent of instructor pending portfolio review. *Corequisite:* Concurrent enrollment in ACG 199. The course focus is on the usage of Microsoft Windows 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, and illustration skills, on a Windows computer, needed for employment and/or advancement. **\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

**ACG 134 DIGITAL IMAGING/MAC****3 Units**

Two hours lecture and  
Three hours laboratory per week

**CSU**

*Prerequisite:* ACG 100 or ACG 101 or ACG 102 or ACG 103 and ART 120 or by consent of instructor pending portfolio review. *Corequisite:* Concurrent enrollment in ACG 199. 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. **\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

**ACG 135 DIGITAL IMAGING/WIN****3 Units**

Two hours lecture and  
Three hours laboratory per week

**CSU**

*Prerequisite:* ACG 100 or ACG 101 or ACG 102 or ACG 103 and ART 120 or by consent of instructor pending portfolio review. *Corequisite:* Concurrent enrollment in ACG 199. 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 of image manipulation. Course topics include: image enhancement, editing, composite retouching, photomontages, prepress, color separations and web based images. **\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

**ACG 140 DESKTOP PUBLISHING 1/MAC****3 Units**

Two hours lecture and  
Three hours laboratory per week

**CSU**

*Prerequisite:* ACG 100 or ACG 101 or ACG 102 or ACG 103 and ART 140 or by consent of instructor pending portfolio review. *Corequisite:* Concurrent enrollment in ACG 199. 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. **\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

**ACG 141 DESKTOP PUBLISHING 1/WIN****3 Units**

Two hours lecture and  
Three hours laboratory per week

**CSU**

*Prerequisite:* ACG 100 or ACG 101 or ACG 102 or ACG 103 and ART 140 or by consent of instructor pending portfolio review. *Corequisite:* Concurrent enrollment in ACG 199. 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. **\$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

**ACG 142 DESKTOP PUBLISHING 2/MAC****3 Units**

Two hours lecture per week and  
Three hours laboratory per week

CSU

*Prerequisite:* ACG 140 or ACG 141. *Corequisite:* Concurrent enrollment in ACG 199. 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. \$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**ACG 143 DESKTOP PUBLISHING 2/WIN****3 Units**

Two hours lecture per week and  
Three hours laboratory per week

CSU

*Prerequisite:* ACG 140 or ACG 141. *Corequisite:* Concurrent enrollment in ACG 199. 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, pre press, color separation and providing digital "camera ready" files for commercial projects. \$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**ACG 146 DESKTOP PUBLISHING 3/MAC****3 Units**

Two hours lecture and  
Three hours laboratory per week

CSU

*Prerequisite:* ACG 140 or ACG 141. *Corequisite:* Concurrent enrollment in ACG 199. 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. \$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**ACG 147 DESKTOP PUBLISHING 3/WIN****3 Units**

Two hours lecture and  
Three hours laboratory per week

CSU

*Prerequisite:* ACG 140 or ACG 141. *Corequisite:* Concurrent enrollment in ACG 199. 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. \$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**ACG 162 MULTIMEDIA/MAC****3 Units**

Two hours lecture and  
Three hours laboratory per week

CSU

*Prerequisite:* ACG 102 or ACG 103 and ART 120 or consent of instructor pending portfolio review. *Corequisite:* Concurrent enrollment in ACG 199. This course focuses on the Macintosh 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 Macintosh multi media skills needed for employment and/or advancement. \$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**ACG 163 MULTIMEDIA/WIN****3 Units**

Two hours lecture and  
Three hours laboratory per week

CSU

*Prerequisite:* ACG 102 or ACG 103 and ART 120 or consent of instructor pending portfolio review. *Corequisite:* Concurrent enrollment in ACG 199. 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 Macintosh multi media skills needed for employment and/or advancement. \$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**ACG 164 MULTIMEDIA AUTHORIZING/MAC****3 Units**

Two hours lecture and  
Three hours laboratory per week

CSU

*Prerequisite:* ACG 162 or ACG 163. *Corequisite:* Concurrent enrollment in ACG 199. This course focuses on the advanced usage of Macintosh generated multi-media 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 multi media skills needed for employment and/or advancement. \$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### ACG 165 MULTIMEDIA AUTHORIZING/WIN 3 Units

Two hours lecture and  
Three hours laboratory per week

CSU

*Prerequisite:* ACG 162 or ACG 163. *Corequisite:* Concurrent enrollment in ACG 199. This course focuses on the advanced usage of Windows generated multi-media 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 multi media skills needed for employment and/or advancement. \$30.00 Laboratory Fee - PAYABLE AT REGISTRATION.

### ACG 199 COMPUTER GRAPHICS STUDIO 0 Units (May be taken for credit 4 times)

Three hours laboratory per week

CSU

*Corequisite:* 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.

## Asian Studies

### TRANSFER PROGRAM

Required courses are listed in suggested sequence:

| Course #   | Title                        | Units |
|------------|------------------------------|-------|
| HIST 160AB | Asian Civilization           | 3,3   |
| HIST 170AB | History of the United States | 3,3   |

#### Electives

|            |                                   |     |
|------------|-----------------------------------|-----|
| ANTH 102   | Cultural Anthropology             | 3   |
| GEOG 100   | The Human World: A Regional Study | 3   |
| HIST 180   | People and Culture in East Asia   | 3   |
| HIST 110AB | Western Civilization              | 3,3 |

**Note:** A relatively small, but growing number of schools offer an Asian Studies major (or minor) as such. Often the study is presented as a specialized area in History, Ethnic Studies, or Comparative Cultures. The student should check the catalog of the particular school of transfer for further information regarding the placement of the program.

Lower division work in Asian Studies at those schools offering the program includes an Asian language requirement. Generally this assumes a minimum of 2 years of language courses.

## Astronomy - see Physical Science

# Automotive Collision Repair

### Division of Vocational Education

Division Dean - Steve Donley, Interim

#### 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 all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation; (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.

Required Courses are listed in suggested sequence:

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| ACR 010A                    | Automotive Collision Repair                             | 6         |
| ACR 010B                    | Adv. Automotive Collision Repair                        | 6         |
| ACR 010C                    | Adv. Automotive Collision Repair                        | 6         |
| ACR 010D                    | Adv. Automotive Collision Repair                        | 6         |
| ACR 011A                    | Auto Painting and Refinishing                           | 4         |
| ACR 011B                    | Auto Painting and Refinishing                           | 4         |
| ACR 012                     | Automotive Damage Appraisal                             | 3         |
| ACR 030                     | Advanced Auto Collision and Electrical Component Repair | 4         |
| ACR 040                     | Automotive Body/Structural Alignment and Repair         | 4         |
| <b>Total Units Required</b> |   | <b>43</b> |

#### Electives

|          |  |     |
|----------|--|-----|
| ACR 013  | Computerized Automotive Damage Appraisal | 3   |
| ACR 020A | Automotive Detailing and Car Care        | 2   |
| ACR 050  | Auto Collision - Special Projects        | 1-3 |
| ACR 060  | Collision Repair Management              | 3   |
| ACR 070  | Automotive Color Matching                | 3   |

**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:**

| Course #  | Title   | Units     |
|---|---|-----------|
| ACR 010A  | Automotive Collision Repair                             | 6         |
| ACR 010B  | Adv. Automotive Collision Repair                        | 6         |
| ACR 010C  | Adv. Automotive Collision Repair                        | 6         |
| ACR 010D  | Adv. Automotive Collision Repair                        | 6         |
| ACR 011A  | Auto Painting and Refinishing                           | 4         |
| ACR 011B  | Auto Painting and Refinishing                           | 4         |
| ACR 012   | Automotive Damage Appraisal                             | 3         |
| ACR 030   | Advanced Auto Collision and Electrical Component Repair | 4         |
| ACR 040   | Automotive Body/Structural Alignment and Repair         | 4         |
| ENGL 095  | Effective Written Communication                         | 3         |
| <b>Select a minimum of 3 Units from the elective courses listed below</b> |   | <b>3</b>  |
| <b>Total Units Required</b>   |   | <b>49</b> |

**Electives**

|          |  |     |
|----------|--|-----|
| ACR 013  | Computerized Automotive Damage Appraisal | 3   |
| ACR 20A  | Automotive Detailing and Car Care        | 2   |
| ACR 050  | Auto Collision - Special Projects        | 1-3 |
| ACR 060  | Collision Repair Management              | 3   |
| ACR 070  | Automotive Color Matching                | 3   |
| AT 101   | Survey of the Automobile                 | 3   |
| AT 065   | Basic Automotive Electricity             | 3   |
| WELD 060 | Welding/Metal Fabrication                | 3   |
| SPCH 050 | Effective Oral Communication             | 3   |
| MATH 010 | Basic Mathematics                        | 3   |
| MGT 261  | Small Business Management                | 3   |
| MKT 208  | Principles of Selling                    | 3   |

**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.

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

| Course#                     | Title  | Units    |
|-----------------------------|--|----------|
| ACR 020A                    | Automotive Detailing and Car Care                                | 2        |
| ACR 020B                    | Advanced Automotive Detailing, Car Care and Business Development | 2        |
| ACR 011A                    | Auto Painting and Refinishing                                    | 4        |
| <b>Total Units Required</b> |  | <b>8</b> |

**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.

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

| Course#  | Title                             | Units     |
|--|-----------------------------------|-----------|
| ACR 010A   | Automotive Collision Repair       | 6         |
| ACR 011A   | Auto Painting and Refinishing     | 4         |
| ACR 011B   | Auto Painting and Refinishing     | 4         |
| ACR 011C   | Auto Painting and Refinishing     | 4         |
| ACR 012  | Automotive Damage Appraisal       | 3         |
| ACR 020A   | Automotive Detailing and Car Care | 2         |
| ACR 070  | Automotive Color Matching         | 3         |
| ENGL 095   | Effective Written Communication   | 3         |
| <b>Select a minimum of 6 Units from the elective course list</b> |                                   | <b>6</b>  |
| <b>Total Units Required</b>                                      |                                   | <b>33</b> |

**Electives**

|          |  |     |
|----------|--|-----|
| ACR 020B | Advanced Automotive Detailing, Car Care and Business Development | 2   |
| ACR 050  | Auto Collision - Special Projects                                | 1-3 |
| ACR 060  | Collision Repair Management                                      | 3   |
| AT 101   | Survey of the Automobile   | 3   |
| MKT 208  | Principles of Selling  | 3   |

**DEPARTMENT CERTIFICATES**

The Automotive Collision Repair Department offers certificates of accomplishment in the specialty area listed below. The certificate is awarded at the end of the class/es when the student receives a grade of "C" or better.

**AUTOMOTIVE PAINTING AND REFINISHING**

|          |                               |   |
|----------|-------------------------------|---|
| ACR 011A | Auto Painting and Refinishing | 4 |
| ACR 011B | Auto Painting and Refinishing | 4 |
| ACR 011C | Auto Painting and Refinishing | 4 |

## Automotive Collision Repair (ACR)

**ACR 010A 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 010B ADVANCED AUTOMOTIVE COLLISION REPAIR****6 Units**

Three hours lecture and

Nine hours laboratory per week

*Prerequisite:* ACR 010A 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 010C ADVANCED AUTOMOTIVE COLLISION REPAIR****6 Units**

Three hours lecture and

Nine hours laboratory per week

*Prerequisite:* ACR 010B 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 will be covered.

**ACR 010D ADVANCED AUTOMOTIVE COLLISION REPAIR****6 Units**

Three hours lecture and

Nine hours laboratory per week

*Prerequisite:* ACR 010C 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 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 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 COMPUTERIZED AUTOMOTIVE DAMAGE APPRAISAL****3 Units**

Three hours lecture per week

*Prerequisite:* ACR 012. 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 020A AUTOMOTIVE DETAILING AND CAR CARE - BEGINNING****2 Units**

One and one half hour lecture and

One and one half hour 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 020B AUTOMOTIVE DETAILING AND CAR CARE - ADVANCED****2 Units**

One and one half hour lecture and

One and one half hour laboratory per week

*Prerequisite:* ACR 020A. 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 ADVANCED AUTO COLLISION AND ELECTRICAL COMPONENT REPAIR****4 Units**

Three hours lecture and

Four hours laboratory per week

*Corequisite:* Completion of, or concurrent enrollment in, ACR 010B, ACR 010C, or ACR 010D; 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 AUTOMOTIVE BODY/STRUCTURAL ALIGNMENT AND REPAIR**

**4 Units**

Three hours lecture and  
Three hours laboratory per week

*Corequisite: Completion of, or concurrent enrollment in ACR 010B, ACR 010C, or ACR 010D; 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 AUTOMOTIVE COLLISION - SPECIAL PROJECTS**

**1-3 Units** (Variable Unit Class) (May be taken for credit 4 times)

One hour lecture and  
Six hours laboratory per week

*Corequisite: Completion of, or concurrent enrollment in, ACR 010B, ACR 010C, or ACR 010D, ACR 011B, ACR 012, ACR 030, ACR 040.* This course is designed to offer students a supervised independent program to continue and broaden their studies in automotive collision repairs.

**ACR 055 AUTOMOTIVE COLLISION - WORK EXPERIENCE - VOCATIONAL**

**1-4 Units** (Variable Unit Class) (May be taken for credit 4 times)

One hour lecture per week

*Corequisite: 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 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 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.

**ACR 298 AUTOMOTIVE COLLISION REPAIR SEMINAR**

**°-3 Units** (Variable Unit Class) (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 ° 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, Interim

*Faculty*

John Alexander  
Richard Bettendorf  
Donald Blanchard  
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 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.

**Required courses are listed in suggested sequence**

| Course #                    | Title                                  | Units     |
|-----------------------------|--|-----------|
| AT 025                      | Automotive Engine Repair & Machining   | 12        |
| AT 026                      | Automotive Chassis & Brake System      | 12        |
| AT 027                      | Automatic Transmission & Power Trains  | 12        |
| AT 028                      | Automotive Tune-Up & Emission Controls | 12        |
| <b>Total Units Required</b> |  | <b>48</b> |

**Electives**

|        |                                    |       |
|--------|------------------------------------|-------|
| AT 030 | Automatic Transmission - Advanced  | 4     |
| AT 041 | Automotive Air Conditioning        | 4     |
| AT 044 | Electrical, Fuel & Tune-Up Adv     | 4     |
| AT 050 | Special Projects - Automotive Tech | 1-3   |
| AT 055 | Automotive Tech-Work Experience    | 1-4   |
| AT 060 | Diesel Engines                     | 6     |
| AT 065 | Basic Automotive Electricity       | 4     |
| AT 101 | Survey of the Automobile           | 3     |
| AT 131 | Automotive Fundamentals            | 4     |
| AT 298 | Automotive Service Seminar         | ° - 3 |

**Suggested electives** - 24 units of general foundation course work with advisement from counselor.

|          |                               |   |
|----------|-------------------------------|---|
| PHYS 130 | Principles of Physics         | 4 |
| ECON 100 | Principles of Economics       | 3 |
| PSY 101  | General Psychology            | 3 |
| PHIL 160 | Introduction to Ethics        | 3 |
| ENGL 100 | College Writing               | 3 |
| SPCH 100 | Human Communication           | 3 |
| ENGL 142 | Critical Reading and Thinking | 3 |
| MGT 151  | Business Mathematics          | 3 |

**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:**

| Course #   | Title                                  | Units     |
|--|--|-----------|
| AT 025   | Automotive Engine Repair & Machining   | 12        |
| AT 026   | Automotive Chassis & Brake System      | 12        |
| AT 027   | Automatic Transmissions & Power Trains | 12        |
| AT 028   | Automotive Tune-Up & Emission Controls | 12        |
| AT 065   | Basic Automotive Electricity           | 4         |
| Select a minimum of 3 Units from the elective courses listed below |  | 3         |
|  |  | <b>55</b> |

**Electives**

|          |  |     |
|----------|--|-----|
| AT 030   | Automatic Transmission - Advanced      | 4   |
| AT 041   | Automotive Air Conditioning            | 4   |
| AT 044   | Electrical, Fuel and Tune-Up-Advanced  | 4   |
| AT 050   | Special Projects - Automotive Tech     | 1-3 |
| AT 055   | Auto Tech-Work Experience-Vocational   | 1-4 |
| AT 060   | Diesel Engines                         | 6   |
| AT 070   | Automatic Transmissions (T-TEN 262)    | 1 ° |
| AT 071   | Manual Transmissions (T-TEN 301)       | 1   |
| AT 072   | Suspension Systems (T-TEN 450)         | 1   |
| AT 073   | Brake Systems (T-TEN 550)              | 1   |
| AT 074   | Electric Circuit Diagnosis (T-TEN 622) | 2   |
| AT 075   | Body Electrical Systems (T-TEN 652)    | 1   |
| AT 076   | Air Conditioning (T-TEN 750)           | 1   |
| AT 077   | Engine Control Systems (T-TEN 850)     | 2   |
| AT 101   | Survey of the Automobile               | 3   |
| AT 131   | Automotive Fundamentals                | 4   |
| AT 298   | Automotive Service Seminar             | °-3 |
| ENGL 095 | Effective Written Communication        | 3   |
| MGT 266  | Human Relations in Business            | 3   |

**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:**

| Course #                    | Title                             | Units     |
|-----------------------------|-----------------------------------|-----------|
| AT 026                      | Automotive Chassis & Brake System | 12        |
| AT 065                      | Basic Automotive Electricity      | 4         |
| <b>Total Units Required</b> |                                   | <b>16</b> |

**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:**

| Course #                    | Title                                  | Units     |
|-----------------------------|--|-----------|
| AT 090                      | Clean Air Car                          | 4         |
| AT 065                      | Basic Automotive Electricity           | 4         |
| AT 044                      | Electrical, Fuel, and Tune-up-Advanced | 4         |
| AT 050                      | Special Projects-Automotive Technology | 3         |
| <b>Total Units Required</b> |  | <b>15</b> |

**AUTOMOTIVE TECHNOLOGY CERTIFICATE - ENGINE SPECIALIST**

This program is designed to prepare students for employment as automotive engine repair specialist. 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 engine repair technicians and machinists. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive engine 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:**

| Course #                    | Title                                  | Units     |
|-----------------------------|--|-----------|
| AT 025                      | Automotive Engine Repair and Machining | 12        |
| AT 065                      | Basic Automotive Electricity           | 4         |
| <b>Total Units Required</b> |  | <b>16</b> |

### **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:**

| Course #                    | Title                                    | Units     |
|-----------------------------|--|-----------|
| AT 028                      | Automotive Tune-up and Emission Controls | 12        |
| AT 065                      | Basic Automotive Electricity             | 4         |
| <b>Total Units Required</b> |  | <b>16</b> |

### **\*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:**

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| AT 026                      | Automotive Chassis and Brake System                           | 12        |
| AT 028                      | Automotive Tune-up and Emission Controls                      | 12        |
| AT 065                      | Basic Automotive Electricity                                  | 4         |
| AT 041                      | Automotive Air Conditioning                                   | 4         |
| AT 085                      | Toyota Engine Diagnosis and Repair                            | 4         |
| AT 087                      | Toyota Automatic Transmission Diagnosis and Repair            | 6         |
| AT 088                      | Toyota Manual Transmission and Driveline Diagnosis and Repair | 4         |
| <b>Total Units Required</b> |   | <b>46</b> |

### **AUTOMOTIVE TECHNOLOGY CERTIFICATE - TRANSMISSION SPECIALIST**

This program is designed to prepare students for employment as automotive transmission and power train 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 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:**

| Course #                    | Title                               | Units     |
|-----------------------------|-------------------------------------|-----------|
| AT 027                      | Auto Transmissions and Power Trains | 12        |
| AT 065                      | Basic Automotive Electricity        | 4         |
| <b>Total Units Required</b> |                                     | <b>16</b> |

## **Automotive Technology (AT)**

### **AT 025 AUTOMOTIVE ENGINE REPAIR AND MACHINING 12 Units**

Nine hours lecture and

Nine hours laboratory per week

*Corequisite: Completion of, or concurrent enrollment in, AT 101, or AT 131, 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 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, or AT 131, or successful completion of high school/ROP Automotive Program.* This course emphasizes 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 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, or AT 131, 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 of ASE certification will be covered.

## **AT 028 AUTOMOTIVE TUNE-UP AND EMISSION CONTROLS**

### **12 Units**

Nine hours lecture and  
Nine hours laboratory per week

*Corequisite:* Completion of, or concurrent enrollment in AT 101, or AT 131, or successful completion of high school/ROP Automotive Program. This course will include operating 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.

## **AT 030 AUTOMATIC TRANSMISSION - ADVANCED**

### **4 Units**

Three hours lecture and  
Three hours laboratory per week

*Prerequisite:* AT 027. 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.

## **AT 041 AUTOMOTIVE AIR CONDITIONING**

### **4 Units**

Three hours lecture and  
Three hours laboratory per week

This course emphasizes the acquisition of the practical skills needed both to understand principles of refrigeration and perform system diagnosis and repair. Demonstrated lecture, shop lab simulators and *"live"* vehicles will be used to learn service diagnosis, repair and installation of air conditioning systems including automatic temperature control. Safety and environmental concerns along with CFC recovery, recycling, retrofitting, and R-134a will be covered.

## **AT 044 ELECTRICAL, FUEL AND TUNE-UP - ADVANCED**

### **4 Units**

Four hours lecture and  
Two hours laboratory per week

*Corequisite:* Completion of, or concurrent enrollment in, AT 028. The course includes advanced principles, design and repair procedures of automotive electrical and fuel systems, including air pollution controls. Demonstrated lectures and shop-laboratory work using modern testing equipment, oscilloscopes, dynamometer and other diagnostic equipment are included. Practical application under simulated repair shop conditions on over-the-road *"live"* vehicles is an integral part of the course.

## **AT 050 SPECIAL PROJECTS - AUTOMOTIVE TECHNOLOGY**

**1-3 Units (Variable Unit Class) (May be taken for credit 3 times)**

One hour lecture and  
Six hours laboratory per week

*Prerequisite:* Completion of one of the following: AT 025, AT 026, AT 027, or AT 028. 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.

## **AT 055 AUTOMOTIVE TECHNOLOGY - WORK EXPERIENCE - VOCATIONAL**

**1-4 Units (Variable Unit Class) (May be taken for credit 4 times)**

One hour lecture and  
minimum of five hours of employment  
in automotive service industry per week

*Corequisite:* 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.

## **AT 060 DIESEL ENGINES**

### **6 Units**

Three hours lecture and  
Nine hours laboratory per week

*Prerequisite:* AT 025, AT 101, AT 131, 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.

## **AT 061 INTRODUCTION TO ELECTRIC AND HYBRID VEHICLES**

### **2 Units**

Two hours lecture and  
One hour laboratory per week

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.

## **AT 062 INTRODUCTION TO GASEOUS FUEL SYSTEMS AND VEHICLE CONVERSIONS**

### **4 Units**

Four hours lecture and  
Two hours laboratory per week

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 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 070 AUTOMATIC TRANSMISSIONS (T-TEN 262)**

### **1° Units**

One and one half hour lecture per week

*Prerequisite:* AT 027. 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 MANUAL TRANSMISSIONS (T-TEN 301)**

### **1 Unit**

One hour lecture per week

*Prerequisite:* AT 027. This course is designed to familiarize students with Toyota manual transmissions and transaxles. Topics to be involved are drive lines, manual transmissions and transaxles. Factory manuals, tools and components are utilized.

## **AT 072 SUSPENSION SYSTEMS (T-TEN 450)**

### **1 Unit**

One hour lecture per week

*Corequisite:* Completion of, or concurrent enrollment in, AT 026. 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 BRAKE SYSTEMS (T-TEN 550)**

### **1 Unit**

One hour lecture per week

*Corequisite:* Completion of, or concurrent enrollment in, AT 026. 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 ELECTRICAL CIRCUIT DIAGNOSIS (T-TEN 622)**

### **2 Units**

Two hours lecture per week

*Corequisite:* Completion of, or concurrent enrollment in, AT 065. 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 BODY ELECTRICAL SYSTEMS (T-TEN 652)**

### **1 Unit**

One hour lecture per week

*Prerequisite:* Completion of AT 074. 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 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 ENGINE CONTROL SYSTEMS (T-TEN 850)**

### **2 Units**

Two hours lecture per week

*Corequisite:* Completion of, or concurrent enrollment in, AT 028. This course is designed to provide training, theory, and operation of the Toyota computer controlled systems. Diagnosis and troubleshooting are covered.

**AT 085 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 TOYOTA AUTOMATIC 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 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 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 101 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 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 AUTOMOTIVE SERVICE SEMINAR**

**°-3 Units (Variable Unit Class) (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 ° to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.

# Aviation

**Division of Vocational Education**

Division Dean - Steve Donley, Interim

**Faculty**

Charles Gifford

**Counselor**

Jane Jepson

**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 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.

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

| Course #                    | Title                                  | Units     |
|-----------------------------|--|-----------|
| AVIA 132                    | Private Pilot                          | 4         |
| AVIA 136                    | Air Navigation                         | 3         |
| AVIA 140                    | Meteorology                            | 3         |
| *AVIA 144                   | Aircraft and Engines                   | 3         |
| AVIA 232                    | Instrument Rating                      | 3         |
| AVIA 240                    | Commercial Pilot Seminar               | 3         |
| AVIA 244                    | Aviation Instructor                    | 3         |
| PHYS 130                    | Principles of Physics                  | 4         |
| AVIA 196                    | Ground Trainer Lab - Instrument Flight | 3         |
| <b>Total Units Required</b> |  | <b>29</b> |

\*AVIA 224 or AVIA 228 may be substituted for AVIA 144.

**Electives**

|              |                                    |     |
|--------------|------------------------------------|-----|
| AVIA 152     | Glider Theory                      | 3   |
| AVIA 160     | Aircraft Survival                  | 3   |
| AVIA 164     | Aircraft Survival Lab              | 1   |
| AVIA 090-093 | Flight Training (Maximum 3 Units)  | 3   |
| MGT 266      | Human Relations in Business        | 3   |
| PSY 110      | Introduction to Applied Psychology | 3   |
| MGT 161      | Introduction to Business           | 3   |
| GEOG 102,103 | Physical Geography                 | 3,1 |
| MGT 061      | Survey of Business                 | 3   |

**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 freighthandling or travel services.

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.

**Required courses are listed in suggested sequence**

| <b>Course #</b>             | <b>Title</b>  | <b>Units</b> |
|-----------------------------|---|--------------|
| AVIA 100                    | Introduction to Aviation                                | 3            |
| or                          |   |              |
| AVIA 132                    | Private Pilot   | (4)          |
| HTC 270                     | Passenger Services I                                    | 3            |
| or                          |   |              |
| AVIA 104                    | Air Transportation                                      | (3)          |
| ACCT 101                    | Financial Accounting                                    | 4            |
| CIS 111                     | Computer Literacy - Introduction to Information Systems | 3            |
| MGT 061                     | Survey of Business                                      | 3            |
| or                          |   |              |
| MGT 161                     | Introduction to Business                                | (3)          |
| MGT 041                     | Survey of Business Law                                  | 3            |
| or                          |   |              |
| MGT 241                     | Legal Aspects of Business Transactions                  | (3)          |
| MGT 261                     | Small Business Management                               | 3            |
| or                          |   |              |
| MGT 262                     | Principles of Management                                | (3)          |
| ECON 110                    | Survey of Economics                                     | 3            |
| or                          |   |              |
| ECON 100                    | Principles of Economics                                 | (3)          |
| <b>Total Units Required</b> |   | <b>25-26</b> |

**Electives**

**AVIATION/TRAVEL CAREERS**

|          |  |   |
|----------|--|---|
| AVIA 112 | Airline/Aviation Management                      | 3 |
| AVIA 116 | Aviation Law                                     | 3 |
| AVIA 148 | Air Traffic Control                              | 3 |
| AVIA 132 | Private Pilot                                    | 4 |
| AVIA 136 | Air Navigation                                   | 3 |
| AVIA 140 | Meteorology                                      | 3 |
| AVIA 232 | Instrument Rating                                | 3 |
| HTC 278  | Public Relations for the Travel Careers Industry | 3 |
| HTC 191  | Computer Reservations & Ticketing I              | 3 |
| HTC 192  | Computer Reservations & Ticketing II             | 3 |

**BUSINESS**

|          |                             |   |
|----------|-----------------------------|---|
| ACCT 102 | Managerial Accounting       | 4 |
| ECON 105 | Principles of Economics     | 3 |
| MKT 103  | Principles of Advertising   | 3 |
| MGT 261  | Small Business Management   | 3 |
| MKT 222  | Principles of Marketing     | 3 |
| MGT 266  | Human Relations in Business | 3 |

The following course or equivalent is recommended to support this degree program:

|          |                       |   |
|----------|-----------------------|---|
| PHYS 130 | Principles of Physics | 4 |
|----------|-----------------------|---|

*Typing proficiency of 30 net words per minute is recommended.*

**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:**

| <b>Course #</b> | <b>Title</b>                           | <b>Units</b> |
|-----------------|--|--------------|
| AVIA 196        | Ground Trainer Lab - Instrument Flight | 1,1          |
| AVIA 132        | Private Pilot                          | 4            |
| AVIA 136        | Air Navigation                         | 3            |
| AVIA 140        | Meteorology                            | 3            |
| *AVIA 144       | Aircraft and Engines                   | 3            |
| AVIA 232        | Instrument Rating                      | 3            |
| AVIA 240        | Commercial Pilot Seminar               | 3            |
| AVIA 244        | Aviation Instructor                    | 3            |

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

**Total Units Required 26-27**

\*AVIA 224 Aircraft Structures, and AVIA 228 Aircraft Power Plants may be substituted for AVIA 144 Aircraft and Engines.

**Electives**

|          |                               |   |
|----------|-------------------------------|---|
| AVIA 112 | Airline/Aviation Management   | 3 |
| AVIA 116 | Aviation Law                  | 3 |
| AVIA 148 | Air Traffic Control           | 3 |
| AVIA 152 | Glider Theory                 | 3 |
| AVIA 160 | Aircraft Survival             | 3 |
| AVIA 164 | Aircraft Survival - Basic Lab | 1 |

**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  
See your counselor or the Transfer Center for more information

## 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 SPECIAL PROJECTS - AVIATION

**2 Units** (May be taken for credit 4 times)

One hour lecture and

Three hours laboratory per week

*Corequisite: 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 WORK EXPERIENCE - VOCATIONAL 1-4 Units

(Variable Unit Class) (May be taken for credit 4 times)

One hour lecture per week

*Corequisite: 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 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 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 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 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 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 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 FLIGHT TRAINING - FLIGHT INSTRUCTOR

**1-5 Units** (Variable Unit Class) (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 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 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 AIR TRANSPORTATION****3 Units**

Three hours lecture per week

CSU

*Prerequisite:* AVIA 100 or AVIA 132. 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 AIRLINE/AVIATION MANAGEMENT****3 Units**

Three hours lecture per week

CSU

*Prerequisite:* AVIA 104 or HTC 270. 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 AVIATION LAW****3 Units**

Three hours lecture per week

CSU

*Prerequisite:* AVIA 100 or AVIA 132. The 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 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 AIR NAVIGATION****3 Units**

Three hours lecture per week

CSU

*Prerequisite:* AVIA 132. 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 METEOROLOGY****3 Units**

Three hours lecture per week

CSU

*Prerequisite:* AVIA 132. 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 of 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.

**AVIA 144 AIRCRAFT AND ENGINES****3 Units**

Three hours lecture per week

CSU

*Prerequisite:* AVIA 132. 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.

**AVIA 148 AIR TRAFFIC CONTROL****3 Units**

Three hours lecture per week

CSU

*Prerequisite:* AVIA 132. 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.

**AVIA 152 GLIDER THEORY****3 Units**

Three hours lecture per week

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.

**AVIA 160 AIRCRAFT SURVIVAL****3 Units**

Three hours lecture per week

CSU

*Prerequisite:* Student pilot certificate. 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.

**AVIA 164 AIRCRAFT SURVIVAL -  
BASIC LABORATORY****1 Unit**

One hour laboratory per week plus  
Thirty-six hours TBA (field trips)

CSU

*Corequisite: Completion of, or concurrent enrollment in, AVIA 160.* 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.

**AVIA 196 GROUND TRAINER LAB - INSTRUMENT  
FLIGHT****1 Unit (May be taken for credit 4 times)**

One hour lecture and  
One hour laboratory per week

*Credit/No Credit/Letter Grade Option*

CSU

*Corequisite: Completion of, or concurrent enrollment in, AVIA 232 or AVIA 240.* 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.)

**AVIA 220 ADVANCED AIR NAVIGATION  
2 Units**

Two hours lecture per week

CSU

*Prerequisite: AVIA 136.* This is a course stressing advanced navigation methods and principles including radio and electronic navigation aids, pressure pattern techniques, celestial navigation, grid navigation and cruise control.

**AVIA 224 AIRCRAFT STRUCTURES  
3 Units**

Three hours lecture per week

CSU

*Prerequisite: AVIA 132.* This is a study of aircraft nomenclature, flight control systems, weight and balance analysis, aircraft loading practices, and non-metallic construction materials and techniques. Application of maintainability practices as defined by the Federal Aviation Regulations will be covered.

**AVIA 228 AIRCRAFT POWER PLANTS  
3 Units**

Three hours lecture per week

CSU

*Prerequisite: AVIA 132 and PHYS 130.* This is a study of turbine and reciprocating propulsion units. Theoretical cycles and basic engine design are covered. Types and materials of construction, nomenclature, repair and servicing, as well as fundamental systems, maintainability and reliability methods are studied.

**AVIA 232 INSTRUMENT RATING****3 Units (May be taken for credit 3 times)**

Three hours lecture per week

*Credit by Examination (for first credit only)*

CSU

*Prerequisite: AVIA 136, AVIA 140 or 120 hours of flight time.* The course is designed to prepare or requalify the student in instrument flight procedures and techniques, including air traffic control, publications and regulations. This course reviews aeronautical knowledge required to pass the FAA Instrument Pilot, Instrument Flight Instructor and Instrument Ground Instructor Written Examinations. (Ground instrument trainer flight time is available by concurrent enrollment in AVIA 196.) *Credit by Examination* procedures as published in this catalog.

**AVIA 236 AERODYNAMICS  
3 Units**

Three hours lecture per week

CSU

*Prerequisite: Sophomore standing in Aviation Program, eligibility for MATH 040 and PHYS 130.* This course is a study of the basic principles of aerodynamics. It includes 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.

**AVIA 240 COMMERCIAL PILOT SEMINAR  
3 Units (May be taken for credit 3 times)**

Three hours lecture per week

CSU

*Prerequisite: AVIA 136, AVIA 140, 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 and prepare for a biennial flight review. 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).

**AVIA 244 AVIATION INSTRUCTOR  
3 Units**

Two and one-half hours lecture and

One and one-half hour laboratory per week

CSU

*Prerequisite: AVIA 240 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 FLIGHT ENGINEER****9 Units**

Nine hours lecture per week

CSU

*Prerequisite: AVIA 232 and AVIA 240, 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 AVIATION SEMINAR**

**°-3 Units** (*Variable Unit Class*) (*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 ° 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****CALIFORNIA STATE UNIVERSITY, FULLERTON**

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

| Course #      | Title                           | Units |
|---------------|---------------------------------|-------|
| CHEM 111AB    | General Chemistry               | 5, 5  |
| BIOL          | (Pending -- See Counselor)      |       |
| PHYS 201, 202 | College Physics                 | 4, 4  |
| MATH 130      | Survey of Calculus (CSUF/CSULB) | 4     |
| or            |                                 |       |
| MATH 150      | Calculus and Analytic Geometry  | 4, 4  |

**CALIFORNIA STATE UNIVERSITY, LONG BEACH**

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

| Course #      | Title                             | Units |
|---------------|-----------------------------------|-------|
| CHEM 111AB    | General Chemistry                 | 5, 5  |
| BIOL 174      | Intro to Diversity of Life        | 3     |
| BIOL 175      | Lower Division Laboratory         | 2     |
| BIOL 177      | General and Evolutionary Genetics | 3     |
| CHEM 211      | Organic Chemistry                 | 5     |
| BIOL 278      | Molecular Biology                 | 4     |
| BIOL 279      | Molecular Biology Laboratory      | 1     |
| PHYS 201, 202 | College Physics                   | 4, 4  |
| MATH 150AB    | Calculus and Analytic Geometry    | 4, 4  |

**UNIVERSITY OF CALIFORNIA, IRVINE**

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

| Course #           | Title                             | Units |
|--------------------|-----------------------------------|-------|
| CHEM 111AB         | General Chemistry                 | 5, 5  |
| BIOL 174           | Intro to Diversity of Life        | 3     |
| BIOL 175           | Lower Division Laboratory         | 2     |
| BIOL 176           | Ecology                           | 3     |
| BIOL 177           | General and Evolutionary Genetics | 3     |
| CHEM 211AB         | Organic Chemistry                 | 5,5   |
| BIOL 278           | Molecular Biology                 | 4     |
| BIOL 279           | Molecular Biology Laboratory      | 1     |
| MATH 150AB         | Calculus and Analytic Geometry    | 4, 4  |
| PHYS 221, 222, 223 | General Physics                   | 4,4,4 |



## Biology (BIOL)

### BIOL 101 GENERAL BIOLOGY

#### 5 Units

Four hours lecture and  
Three hours laboratory per week  
*Credit/No Credit/Letter Grade Option*  
*No Credit if taken after BIOL 174, BIOL 176 or BIOL 177*  
*UC(Credit Limitation)/CSU*  
*AA GE, CSU GE, IGETC, CAN BIOL 2*

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. High school chemistry of CHEM 101 or CHEM 107 are recommended background. *Duplicate credit not granted for BIOL 101H.*

### BIOL 101H HONORS GENERAL BIOLOGY

#### 5 Units

Four hours lecture and  
Three hours laboratory per week  
*No Credit if taken after BIOL 174, BIOL 176 or BIOL 177*  
*UC(Credit Limitation)/CSU*  
*AA GE, CSU GE, IGETC, CAN BIOL 2*

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 101H will satisfy the Geological Sciences portion of the state college and university general education requirement. High school chemistry, CHEM 101, or CHEM 107 are recommended background. *Duplicate credit not granted for BIOL 101.*

### BIOL 102 HUMAN BIOLOGY

#### 3 Units

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
*UC/CSU, AA GE, 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.)

### BIOL 103 HUMAN ECOLOGY

#### 3 Units

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
*UC/CSU, AA GE, 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 HUMAN NUTRITION AND WORLD FOOD PROBLEMS

#### 3 Units

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
*UC/CSU, AA GE*

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 PRINCIPLES OF BIOLOGY 1

#### 3 Units

Three hours lecture per week  
*UC/CSU, CSU GE, IGETC*  
*Prerequisite: Completion of or concurrent enrollment in CHEM 111.* 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.

### BIOL 112 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.* This is a laboratory course that complements BIOL 111. The course explores modern experimental molecular, biochemical, and cellular biology techniques. This course may be taken concurrently with or subsequently to BIOL 111. Both BIOL 111 and BIOL 112 are required for the biology major.

### BIOL 113 PRINCIPLES OF BIOLOGY 2

#### 3 Units

Three hours lecture per week  
*UC/CSU, CSU GE, IGETC*  
*Prerequisite: Completion of BIOL 111 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 PRINCIPLES OF BIOLOGY 2 LAB****3 Units**

Three hours lecture per week

*UC/CSU, CSU GE, IGETC*

*Prerequisite: Completion of or concurrent enrollment in BIOL 113.* This is a laboratory course that complements BIOL 113 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. Both BIOL 113 and BIOL 114 are required for the biology major.

**BIOL 122 MARINE BIOLOGY****5 Units**

Four hours lecture and

Three hours laboratory per week

*Credit/No Credit/Letter Grade Option*

*UC/CSU, CSU GE, IGETC*

*Prerequisite: 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.

**BIOL 125 ISLAND BIOLOGY****2 Units (May be taken for credit 4 times)**

Twenty-four hours lecture and

Thirty-six hours laboratory, including field study

*Credit/No Credit/Letter Grade Option*

*CSU*

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 week-end field trip for snorkeling, free diving and field study is an integral part of the course.

**BIOL 127 FIELD BIOLOGY AND NATURAL HISTORY****5 Units**

Four hours lecture and

Three hours laboratory/field work per week

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AA GE, CSU GE, IGETC*

This course is 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. This general education course in the biological science area satisfies the laboratory natural science transfer requirement for universities and state colleges.

**BIOL 128 PLANTS AND SOCIETY****5 Units**

Four hours lecture and

Three hours laboratory per week

*Credit/No Credit /Letter Grade Option*

*UC/CSU, AA GE, CSU GE, IGETC*

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.

**BIOL 160 INTEGRATED MEDICAL SCIENCE****3 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

*CSU, AA GE*

This is 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.

**BIOL 161 INTEGRATED MEDICAL SCIENCE - LABORATORY****1 Unit**

Three hours laboratory per week

*Credit/No Credit/Letter Grade Option*

*CSU*

*Corequisite: Completion of, or concurrent enrollment in, BIOL 160.* The course is a one semester laboratory that offers the student exposure to the basic principles discussed in BIOL 160. The course is designed primarily for allied health vocational programs that require a laboratory course, but is open to other interested students.

**BIOL 174 INTRODUCTION TO THE DIVERSITY OF LIFE****3 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AA GE, CSU GE, IGETC*

*Corequisite: Concurrent enrollment or completion of CHEM 111A.* The course presents a survey of the types of living organisms with an introduction to systematics and classification. The survey includes viruses, bacteria, fungi, plants, and animals with selected examples of structural adaptation and life history. Evolutionary aspects are stressed.

**BIOL 175 LOWER-DIVISION LABORATORY****2 Units**

Six hours laboratory per week

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AA GE, CSU GE, IGETC*

*Corequisite: Concurrent enrollment or completion of BIOL 174.* The principles and diversity of modern experimental biology are practiced using model organisms. Students will organize, execute, write-up, and present experiments at the molecular, cellular, organismal, and population level using statistical and other techniques to evaluate data.

**BIOL 176 ECOLOGY****3 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

*UC/CSU*

*Prerequisite: BIOL 174.* This course 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.

**BIOL 177 GENERAL AND EVOLUTIONARY GENETICS****3 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

*UC/CSU*

*Prerequisite: BIOL 174.* 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 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 areas and two weeks of driving, camping, hiking, and other activities to study the natural history of a particular biotic region.

**BIOL 196 REGIONAL FIELD STUDIES IN BIOLOGY**

**1-4 Units** (*Variable Unit Class*) (*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. 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 ANATOMY AND PHYSIOLOGY****5 Units**

Three hours lecture and

Six hours laboratory per week

*Credit/No Credit/Letter Grade Option*

*CSU, AA GE, 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.) Strongly recommended background is BIOL 160, 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 MEDICAL MICROBIOLOGY****4 Units**

Three hours lecture and

Three hours laboratory per week

*Credit/No Credit/Letter Grade Option*

*CSU*

*Advisory: If the student has no science background, prior completion of BIOL 160 is strongly recommended.* 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.

**BIOL 230 GENERAL ANATOMY****4 Units**

Two hours lecture and

Six hours laboratory per week

*Credit/No Credit/Letter Grade Option*

UC/CSU

AA GE, 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 the 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. *Advisory: Students are encouraged to take BIOL 101 and BIOL 160 if they have no previous science background.*

**BIOL 234 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 and concurrent enrollment in DH 101 and DH 106.* 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 HEAD AND NECK ANATOMY****2 Units**

Two hours lecture per week

*Credit/No Credit/Letter Grade Option*

CSU

*Prerequisite: BIOL 234, DH 101, and DH 106.* 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 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 and CHEM 101, or BIOL 210.* 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 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 microorganisms. 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 objectives in microbiology (in addition to the sequence for majors). *Advisory: Prior completion of, or concurrent enrollment in CHEM 111A is recommended.*

**BIOL 278 MOLECULAR BIOLOGY****4 Units**

Four hours lecture per week

UC/CSU

*Prerequisite: BIOL 177 and CHEM 211A.* This course presents mechanisms of gene expression and its regulation at the transcriptional and translational levels in eukaryotic and prokaryotic systems. The structure and biosynthesis 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 pathways in cells, with an emphasis on the thermodynamic constraints on living systems, will also be studied.

**BIOL 279 MOLECULAR BIOLOGY LABORATORY****1 Unit**

Three hours laboratory per week

UC/CSU

*Corequisite: BIOL 278.* This course presents an introduction 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 BIOLOGY SEMINAR**

**~3 Units (Variable Unit Class) (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 knowledge in a variety of biological topics. They may include lectures, 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 INDEPENDENT STUDY FOR BIOLOGY**

**°-2 Units** (*Variable Unit Class*) (*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 Contract.* This is for biology majors who have demonstrated interest and capability for increased knowledge of biological and medical sciences through individual study, small group discussion/conference, special laboratory projects, or field research projects.

## **Business - See Accounting (ACCT), or Marketing (MKT), or Management (MGT), or Office Administration (OFF)**

## **Business Administration**

### **BUSINESS ADMINISTRATION TRANSFER PROGRAM**

Accounting, Finance, International Business, Marketing, Management, Management - Information Systems, Quantitative Systems

#### **CALIFORNIA STATE UNIVERSITY, LONG BEACH**

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

| <b>Course</b> | <b>Title</b>  | <b>Units</b> |
|---------------|---|--------------|
| ECON 100,105  | Principles of Economics                                 | 3, 3         |
| ACCT 101      | Financial Accounting                                    | 4            |
| ACCT 102      | Managerial Accounting (Recommended)                     | (4)          |
| CIS 111       | Computer Literacy - Introduction to Information Systems | 3            |
| CIS 211       | Introduction to Programming (Recommended)               | (3)          |
| *PHIL 170     | Logic and Critical Thinking (CIS)                       | 3            |
| or            |   |              |
| PHIL 160      | Introduction to Ethics (Accounting)                     | (3)          |
| MGT 241       | Legal Aspects of Business Transactions                  | 3            |
| MATH 130      | Survey of Calculus                                      | 4            |
| MATH 115      | Finite Mathematics                                      | 3            |

#### **Electives**

|         |                          |   |
|---------|--------------------------|---|
| MGT 161 | Introduction to Business | 3 |
| MGT 211 | Writing for Business     | 3 |
| MKT 222 | Principles of Marketing  | 3 |
| MGT 262 | Principles of Management | 3 |

**\*Note** - Management Information Systems majors must take PHIL 170. Accounting majors must take PHIL 160 and SOC 101 or PSY 101. International Business majors must take foreign language through 102 level.

### **BUSINESS ADMINISTRATION TRANSFER PROGRAM**

Accounting, Economics, Finance, International Business, Marketing, Management, Management - Information Systems, Management Science

#### **CALIFORNIA STATE UNIVERSITY, FULLERTON**

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

| <b>Course #</b> | <b>Title</b>  | <b>Units</b> |
|-----------------|---|--------------|
| ECON 100,105    | Principles of Economics                                 | 3, 3         |
| ACCT 101        | Financial Accounting                                    | 4            |
| ACCT 102        | Managerial Accounting                                   | 4            |
| CIS 111         | Computer Literacy - Introduction to Information Systems | 3            |
| CIS 211         | Introduction to Programming                             | 3            |
| PSY 101         | General Psychology                                      |              |
| or              |   |              |
| SOC 101         | Introduction to Sociology                               | (3)          |
| MGT 240         | Legal Environment of Business                           | 3            |
| MGT 211         | Writing for Business                                    | 3            |
| MATH 130        | Survey of Calculus                                      | 4            |
| MATH 120        | Introductory Probability and Statistics (Recommended)   | (4)          |

#### **Electives**

|         |                          |   |
|---------|--------------------------|---|
| MGT 161 | Introduction to Business | 3 |
| MGT 262 | Principles of Management | 3 |
| MKT 222 | Principles of Marketing  | 3 |

**Note** - For Management-Information Systems concentration, students should also take CIS 214. International Business majors must take foreign language through 204 level.

### **BUSINESS EDUCATION TRANSFER PROGRAM CALIFORNIA STATE UNIVERSITY, FULLERTON**

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

| <b>Course #</b> | <b>Title</b>  | <b>Units</b> |
|-----------------|---|--------------|
| ECON 100,105    | Principles of Economics                                 | 3, 3         |
| ACCT 101        | Financial Accounting                                    | 4            |
| ACCT 102        | Managerial Accounting                                   | 4            |
| *CIS 102        | Inter Computer Keybrding                                | 3            |
| MGT 240         | Legal Environment of Business                           | 3            |
| MATH 130A       | Survey of Calculus                                      | 4            |
| MGT 211         | Writing for Business                                    | 3            |
| CIS 111         | Computer Literacy - Introduction to Information Systems | 3            |
| CIS 211         | Programming in BASIC                                    | 3            |
| PSY 101         | General Psychology                                      | 3            |
| or              |   |              |
| SOC 101         | Introduction to Sociology                               | (3)          |

#### **Electives**

|         |                          |   |
|---------|--------------------------|---|
| MGT 161 | Introduction to Business | 3 |
| MGT 262 | Principles of Management | 3 |
| MKT 222 | Principles of Marketing  | 3 |

\*Recommended Skill Courses

## **Business Law - See Management (MGT)**

# Chemistry

*Division of Science/  
Engineering/Mathematics*

*Division Dean - Larry Mercadante, Interim*

## Faculty

William Centobene  
Helen Chen  
Richard Fee  
Kathleen Hess  
James Stewart

## Counselors

Carol Mattson  
Tom Nordee  
Alice Payne

## CHEMISTRY TRANSFER PROGRAM

### CALIFORNIA STATE UNIVERSITY, FULLERTON

Required Courses are listed in suggested sequence:

| Course #          | Title                          | Units   |
|-------------------|--------------------------------|---------|
| CHEM 111AB        | General Chemistry              | 5, 5    |
| PHYS 221, 222,223 | General Physics                | 4, 4, 4 |
| MATH 150AB        | Calculus and Analytic Geometry | 4, 4    |
| MATH 250AB        | Intermediate Calculus          | 4, 4    |
| *CHEM 211AB       | Organic Chemistry              | 5, 5    |

\*Meets the Organic Chemistry subject requirement but does not have upper division status.

### UNIVERSITY OF CALIFORNIA, IRVINE

Required Courses are listed in suggested sequence:

| Course #      | Title                          | Units |
|---------------|--------------------------------|-------|
| CHEM 111AB    | General Chemistry              | 5, 5  |
| MATH 150AB    | Calculus and Analytic Geometry | 4, 4  |
| PHYS 221, 222 | General Physics                | 4, 4  |
| CHEM 211AB    | Organic Chemistry              | 5, 5  |
| CHEM 205      | Analytic Chemistry             | 4     |

Four 4-unit or 5-unit transferable courses in biology, mathematics, physics, engineering and computer science (courses in basic physics, pre-physics and precalculus are not acceptable).

## Electives

|            |                       |      |
|------------|-----------------------|------|
| MATH 250AB | Intermediate Calculus | 4, 4 |
|------------|-----------------------|------|

### CALIFORNIA STATE UNIVERSITY, LONG BEACH

Required Courses are listed in suggested sequence:

| Course #          | Title                          | Units   |
|-------------------|--------------------------------|---------|
| CHEM 111AB        | General Chemistry              | 5, 5    |
| PHYS 221, 222,223 | General Physics                | 4, 4, 4 |
| MATH 150AB        | Calculus and Analytic Geometry | 4, 4    |
| MATH 250A         | Intermediate Calculus          | 4, 4    |
| CHEM 205          | Analytical Chemistry           | 4       |

# Chemistry (CHEM)

## CHEM 060 CHEMISTRY REVIEW

**1 Unit** (May be taken for credit 4 times)

One hour lecture per week

*Credit/No Credit*

This course provides a review in the form of lecture/discussion in topics covered in CHEM 101, 107, 111A, and/or 111B. Any student who desires help in specific areas in order to successfully complete a regular chemistry course will find this course beneficial as he/she will be given individual attention to his/her needs.

## CHEM 100 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 INTRODUCTION TO CHEMISTRY

**5 Units**

Four hours lecture

One hour discussion/quiz

Two hours laboratory and

One hour problem solving per week

*CSU, AA GE, CSU GE, CAN CHEM 6*

This course is the first semester of a two semester sequence (CHEM 101 and CHEM 201), 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. *Advisory: MATH 020 is recommended background. UC credit limitation: no credit if taken after CHEM 111A. \$10.00 refundable breakage fee - PAYABLE AT REGISTRATION.*

**CHEM 107 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.*

*Corequisite: Completion of, or concurrent enrollment in, MATH 040 is required.*

The 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. *Advisory: CHEM 107 is a recommended preparatory course for students planning to take CHEM 111A and CHEM 111B. No credit if taken after CHEM 111A. \$10.00 refundable breakage fee - PAYABLE AT REGISTRATION.*

**CHEM 111A GENERAL CHEMISTRY****5 Units**

Three hours lecture

Four hours laboratory and

Two hours discussion/quiz per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN CHEM 2*

*Prerequisite: CHEM 107, with a grade of "C" or better, or a passing score on the Chemistry Proficiency Test. High school algebra, two years, or MATH 040.*

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 111B 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 111A with a grade of "C" or better.* Topics covered include chemical kinetics, behavior of chemical systems in equilibrium, a continuation of thermodynamics, electrochemistry, oxidation/reduction reactions as they pertain to electrochemical cells. Molecular orbital theory is introduced and included in discussions of coordination compounds and the chemistry of representative elements and their compounds. Laboratory work includes an experimental study of chemical kinetics, equilibria, thermodynamics, and electrochemistry. Included in the course also are procedures for qualitative analysis of groups of metal ions. *\$10.00 refundable breakage fee - PAYABLE AT REGISTRATION.*

**CHEM 112 GENERAL CHEMISTRY FOR ENGINEERS****3 Units**

Three hours lecture per week

*UC Credit Limitation/CSU*

*Prerequisite: Completion of CHEM 111A with a grade of "C" or better.* This course is a continuation of CHEM 111A for engineering majors only. Coursework includes the lecture portion of CHEM 111B.

**CHEM 200 ELEMENTARY ORGANIC CHEMISTRY - LECTURE****3 Units**

Three hours lecture per week

*UC Credit Limitation/CSU, CSU GE*

*Prerequisite: CHEM 107 or CHEM 101 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 200L METHODS OF ORGANIC CHEMISTRY - LAB****3 Units**

One hour lecture and

Six hours laboratory per week

*UC Credit Limitation/CSU, CSU GE*

*Prerequisite: Completion of, or concurrent enrollment in, CHEM 200.* This course is a laboratory study of the principles and methods of working with organic compounds. *\$20.00 refundable breakage fee - PAYABLE AT REGISTRATION.*

**CHEM 201 BASIC CONCEPTS OF 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.* This course is the second semester of a two semester sequence (CHEM 101 and CHEM 201). This course is a study of organic chemistry; structures, reactions, and functions of biochemical compounds; and includes bioenergetics, biochemical genetics, and mechanisms of vitamin and enzyme action. This course is designed for the nursing program. *No credit if CHEM 211 has been taken. \$10.00 refundable breakage fee - PAYABLE AT REGISTRATION.*

**CHEM 205 ANALYTICAL CHEMISTRY****4 Units**

Two hours lecture

Five hours laboratory and

One hour discussion/quiz per week

UC/CSU, CAN CHEM 12

*Prerequisite:* CHEM 111B or CHEM 112. 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 211A ORGANIC CHEMISTRY****5 Units**

Three hours lecture and

Four hours laboratory and

Two hours discussion/quiz per week

UC/CSU

*Prerequisite:* CHEM 111B. This course is a comprehensive introductory course in the fundamental concepts, principles, and methods of organic chemistry. This course covers the study of simple functional, multifunctional, and heterocyclic compounds, aliphatic, and aromatic, with emphasis upon molecular structure, bonding, reaction mechanisms, modern instrumental tools and analysis. Laboratory work includes quantitative chemical measurements, 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.

**CHEM 211B ORGANIC CHEMISTRY****5 Units**

Three hours lecture and

Four hours laboratory and

Two hours discussion/quiz per week

UC/CSU

*Prerequisite:* CHEM 211A. This course is a continuation of CHEM 211A. This course includes the study of aldehydes and ketones, carboxylic acids, amines, 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. The course is designed primarily for majors in chemistry, biochemistry, life sciences, and professional medical/dental programs. \$20.00 refundable breakage fee - PAYABLE AT REGISTRATION.

**CHEM 298 CHEMISTRY SEMINAR**

**°-3 Units** (*Variable Unit Class*) (*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, discussions, 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 particular semester.



# Chinese

## Division of Language Arts

Division Dean - Barbara Marrs

### Faculty

Hong Chi

### Counselors

Velia Lawson

Daniel Pelletier

Therese Mosqueda-Ponce

## Chinese (CHIN)

### CHIN 098 CHINESE SEMINAR

**1/2 - 3 Units** (Variable Unit Class) (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.

### CHIN 101 ELEMENTARY CHINESE - MANDARIN I 5 Units

Five hours lecture per week and

One hour laboratory TBA per week

Credit/No Credit/Letter Grade Option

UC/CSU, AA GE, 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, culture, and geography of China through lectures, films, and reading assignments.

### CHIN 102 ELEMENTARY CHINESE - MANDARIN II 5 Units

Five hours lecture and

One hour laboratory TBA per week

Credit/No Credit/Letter Grade Option

UC/CSU, AA GE, CSU GE, IGETC, CAN CHIN 4

*Prerequisite:* CHIN 101 with grade of "C" or better or one year of Chinese at high school with grade of "C" or better. The course continues to emphasize the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing, and the grammar and vocabulary necessary to acquire these skills. Students will increase their knowledge of the customs, culture, and geography of China and other Chinese speaking countries/areas through lectures, films, and reading and writing assignments.

### CHIN 298 CHINESE SEMINAR

**1/2 - 3 Units** (Variable Unit Class) (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/ Journalism

### Division of Language Arts

Division Dean - Barbara Marrs

### Faculty

Robert Mercer

### Counselors

Velia Lawson

Daniel Pelletier

Therese Mosqueda-Ponce

### COMMUNICATIONS TRANSFER PROGRAM

CALIFORNIA STATE UNIVERSITY, FULLERTON

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Required Courses are listed in suggested sequence:

| Course # | Title                             | Units |
|----------|-----------------------------------|-------|
| JOUR 110 | Mass Media Survey (CSUF)          | 3     |
| JOUR 101 | Reporting and Writing             | 3     |
| JOUR 102 | Editing & Advanced Writing (CSUF) | 3     |
| PHOT 101 | Introduction to Photography       | 3     |
| CIS 250  | Word Processing—Mach Oper (CSULB) | 1-8   |

### Electives

|          |                                       |            |
|----------|---------------------------------------|------------|
| ENGL 102 | Introduction to Literature            | 3          |
| PHOT 219 | Press Photography                     | 2          |
| JOUR 135 | Magazine Editing & Production (CSULB) | 3, 3       |
| JOUR 118 | Introduction to Broadcasting          | 3          |
| JOUR 225 | Newspaper Production                  | 3, 3, 3, 3 |

**NOTE:** California State University, Fullerton's Department of Communications normally accepts a maximum of 12 units toward the Bachelor of Arts degree in Communications. The units transferred must be from equivalent courses. The CSUF Department of Communication retains the right to approve equivalent courses.

## Communications/ Journalism (JOUR)

### JOUR 098 COMMUNICATIONS/JOURNALISM SEMINAR

**1/2 - 3 Units** (Variable Unit Class) (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.* 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.* This course includes the study and practice of publications copy editing 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, AA GE, 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

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*

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. *Advisory: 20 words per minute keyboarding helpful.*

**JOUR 226 ON-LINE PRODUCTION****3 Units**

Three hours lecture per week

*CSU*

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. *Advisory: 20 words per minute keyboarding helpful.*

**JOUR 228 VISUAL JOURNALISM****3 Units**

Three hours lecture per week

*CSU*

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 video tape production. *Advisory: 20 words per minute keyboarding helpful.*

**JOUR 229 BROADCAST PRODUCTION****3 Units**

Three hours lecture per week

*CSU*

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 video tape production. *Advisory: 20 words per minute keyboarding helpful.*

**JOUR 298 COMMUNICATION/JOURNALISM SEMINAR**

**1/2 - 3 Units** (*Variable Unit Class*) (*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**

**~2 Units** (*Variable Unit Class*) (*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.

# Computer Information Systems

## Division of Business and Computer Information Systems

Division Dean - Steven Donley, Interim

### Faculty

Patricia Dellinger  
 Jerrilyn Hayes-Williams  
 Kenneth Hinkson  
 Susana Jianto  
 Richard McKnight  
 Alireza Moady  
 Patricia Pelachik  
 Jesse Saldana  
 Mozghan Tavakuli  
 Ronald VonSoosten  
 Donna Woo

### Counselors

Jean England  
 Don Tyrrell

## 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 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.

### Required Courses are listed in suggested sequence:

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| CIS 107                     | Introduction to Windows                                 | 1         |
| CIS 108                     | Introduction to Internet                                | 2         |
| CIS 111                     | Computer Literacy - Introduction to Information Systems | 3         |
| CIS 132                     | Spreadsheet - Excel for Windows                         | 3         |
| CIS 142                     | Database - Access for Windows                           | 3         |
| CIS 160                     | Information Systems Management                          | 3         |
| CIS 180                     | Data Communications and Network Administration          | 2         |
| CIS 181                     | Network Software Administration and Installation        | 1         |
| CIS 211                     | Introduction to Programming                             | 3         |
| CIS 115                     | Desktop Publishing for Business - PageMaker             | 2         |
| CIS 250                     | Word Processing - Machine Operations                    | 4         |
| <b>Total Units Required</b> |   | <b>27</b> |

## COMPUTER APPLICATIONS CERTIFICATE

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. The certificate totals 26-27 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:

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| CIS 107                     | Introduction to Windows                                 | 1         |
| CIS 108                     | Introduction to Internet                                | 2         |
| CIS 111                     | Computer Literacy - Introduction to Information Systems | 3         |
| CIS 132                     | Spreadsheet - Excel for Windows                         | 3         |
| CIS 142                     | Database - Access for Windows                           | 3         |
| CIS 160                     | Information Systems Management                          | 3         |
| CIS 180                     | Data Communications and Network Administration          | 2         |
| CIS 181                     | Network Software Administration and Installation        | 1         |
| CIS 211                     | Introduction to Programming                             | 3         |
| CIS 115                     | Desktop Publishing for Business - PageMaker             | 2         |
| CIS 250                     | Word Processing - Machine Operations                    | 4         |
| <b>Total Units Required</b> |   | <b>27</b> |

## 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 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.

### Required courses are listed in suggested sequence

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| ACCT 101                    | Financial Accounting                                    | 4         |
| CIS 111                     | Computer Literacy - Introduction to Information Systems | 3         |
| CIS 132                     | Spreadsheet - Excel for Windows                         | 3         |
| CIS 142                     | Database - Access for Windows                           | 3         |
| CIS 150                     | Introduction to Business Computers                      | 3         |
| CIS 160                     | Information Systems Management                          | 3         |
| CIS 211                     | Introduction to Programming                             | 3         |
| CIS 250                     | Word Processing - Machine Operations                    | 2         |
| MGT 111                     | Business Communications                                 | 3         |
| <b>Total Units Required</b> |   | <b>27</b> |

## 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

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| ACCT 101                    | Financial Accounting                                    | 4         |
| CIS 111                     | Computer Literacy - Introduction to Information Systems | 3         |
| CIS 132                     | Spreadsheet - Excel for Windows                         | 3         |
| CIS 142                     | Database - Access for Windows                           | 3         |
| CIS 150                     | Introduction to Business Computers                      | 3         |
| CIS 160                     | Information Systems Management                          | 3         |
| CIS 211                     | Introduction to Programming                             | 3         |
| CIS 250                     | Word Processing - Machine Operations                    | 2         |
| MGT 111                     | Business Communications                                 | 3         |
| <b>Total Units Required</b> |   | <b>27</b> |

## 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 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.

### Required courses are listed in numeric sequence

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| CIS 111                     | Computer Literacy - Introduction to Information Systems | 3         |
| CIS 211                     | Introduction to Programming                             | 3         |
| CIS 214                     | COBOL Programming                                       | 3         |
| CIS 217                     | Visual BASIC Programming                                | 3         |
| CIS 223                     | C/C++ Programming                                       | 3         |
| CIS 226                     | Java Programming  | 3         |
| <b>Total Units Required</b> |   | <b>18</b> |

## 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.

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

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| CIS 111                     | Computer Literacy - Introduction to Information Systems | 3         |
| CIS 211                     | Introduction to Programming                             | 3         |
| CIS 214                     | COBOL Programming                                       | 3         |
| CIS 217                     | Visual BASIC Programming                                | 3         |
| CIS 223                     | C/C++ Programming                                       | 3         |
| CIS 226                     | Java Programming  | 3         |
| <b>Total Units Required</b> |   | <b>18</b> |

## 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 administration 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

| Course #                    | Title                                   | Units        |
|-----------------------------|---|--------------|
| OFF 049                     | Computerized Office Procedures          | 4            |
| CIS 102                     | Intermediate Computer Keyboarding       | 3            |
| or                          |   |              |
| CIS 112                     | Document Formatting                     | (3)          |
| CIS 103                     | Advanced Computer Keyboarding           | 3            |
| or                          |   |              |
| CIS 113                     | Business Simulations                    | (3)          |
| CIS 115                     | Desktop Publishing for Business/PgMaker | 2            |
| CIS 132                     | Spreadsheet - Excel for Windows         | 3            |
| or                          |   |              |
| CIS 075                     | Business Skills Development (Excel)     | (2)          |
| CIS 251                     | Advanced Word Processing                | 2            |
| <b>Total Units Required</b> |   | <b>16-17</b> |

## COMPUTER SOFTWARE AND APPLICATION CERTIFICATE

This certificate focuses on business software applications used to manage and format information in word processing, in a spreadsheet or database, for desktop publishing, on the Internet, or as a Web page. Students apply their software application 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.

### Required courses are listed in numeric sequence

| Course #                    | Title  | Units        |
|-----------------------------|--|--------------|
| CIS 050                     | Introduction to Computer and Software Concepts | 2            |
| CIS 125                     | Personal Typing/Keyboarding                    | 2            |
| or                          |  |              |
| CIS 101                     | Beginning Computer Keyboarding                 | (3)          |
| CIS 150                     | Introduction to Business Computers             | 3            |
| CIS 108                     | Introduction to Internet                       | 2            |
| CIS 250                     | Word Processing Machine Operation              | 2            |
| CIS 115                     | Desktop Publishing for Business-PageMaker      | 2            |
| CIS 251                     | Advanced Word Processing                       | 1            |
| CIS 155                     | Web Publishing with Microsoft FrontPage        | 2            |
| <b>Total Units Required</b> |  | <b>16-17</b> |

## INTERNET AND DATA COMMUNICATIONS CERTIFICATE

This certificate program provides theoretical and practical knowledge to students in the areas of Personal Computer Networking, Internet, and Web Publishing. This certificate program focuses on recent developments and current discoveries in data communications and Web technologies.

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

| Course #                    | Title  | Units     |
|-----------------------------|--|-----------|
| CIS 107                     | Introduction to Windows                          | 1         |
| CIS 108                     | Introduction to Internet                         | 2         |
| CIS 109                     | Business Applications Using the Internet         | 2         |
| CIS 150                     | Introduction to Business Computers               | 3         |
| or                          |  |           |
| CIS 217                     | Visual Basic Programming                         | (3)       |
| CIS 155                     | Web Page Publishing Using FrontPage              | 2         |
| CIS 179                     | Introduction to Web Page Design                  | 2         |
| CIS 180                     | Data Communications and Network Administration   | 2         |
| CIS 181                     | Network Software Administration and Installation | 1         |
| CIS 227                     | JavaScript Programming                           | 2         |
| <b>Total Units Required</b> |  | <b>17</b> |

## 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

| Course #                    | Title                                    | Units     |
|-----------------------------|--|-----------|
| MKT 222                     | Principles of Marketing                  | 3         |
| MKT 210                     | Consumer Behavior                        | 3         |
| MKT 103                     | Principles of Advertising                | 3         |
| CIS 108                     | Introduction to Internet                 | 2         |
| CIS 109                     | Business Applications Using the Internet | 2         |
| CIS 179                     | Introduction to Web Page Design          | 2         |
| CIS 075                     | Desktop Publishing PageMaker             | 2         |
| <b>Total Units Required</b> |  | <b>17</b> |

## 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.

### Required courses are listed in suggested sequence

| Course #                    | Title                       | Units    |
|-----------------------------|-----------------------------|----------|
| CIS 211                     | Introduction to Programming | 3        |
| CIS 217                     | Visual Basic Programming    | 3        |
| CIS 219                     | Advanced Visual Basic       | 3        |
| <b>Total Units Required</b> |                             | <b>9</b> |

## 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.

### Required courses are listed in suggested sequence

| Course #                    | Title                       | Units    |
|-----------------------------|-----------------------------|----------|
| CIS 211                     | Introduction to Programming | 3        |
| CIS 223                     | C++ Programming             | 3        |
| CIS 224                     | Visual C++ Programming      | 3        |
| <b>Total Units Required</b> |                             | <b>9</b> |

## 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.

### Required courses are listed in suggested sequence

| Course #                    | Title                                    | Units     |
|-----------------------------|--|-----------|
| CIS 108                     | Introduction to Internet                 | 2         |
| CIS 179                     | Introduction to Web Page Design          | 2         |
| CIS 227                     | JavaScript Programming                   | 2         |
| CIS 155                     | Web Publishing with Microsoft FrontPage  | 2         |
| CIS 109                     | Business Applications Using the Internet | 2         |
| CIS 226                     | Java Programming                         | 3         |
| CIS 223                     | C/C++ Programming                        | 3         |
| <b>Total Units Required</b> |  | <b>16</b> |

## 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.

### Required courses are listed in suggested sequence

| Course #                    | Title                         | Units     |
|-----------------------------|-------------------------------|-----------|
| CIS 184                     | MS Win 2000 Professional      | 2         |
| CIS 185                     | Microsoft Windows 2000 Server | 2         |
| CIS 186                     | MS Win Information Server     | 2         |
| CIS 187                     | MS Win 2000 Exchange Server   | 3         |
| CIS 188                     | Microsoft Windows TCP/IP      | 2         |
| CIS 189                     | MS Win 2000 Active Directory  | 3         |
| <b>Total Units Required</b> |                               | <b>14</b> |

# Computer Information Systems (CIS)

## CIS 050 INTRODUCTION TO COMPUTER AND 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, CIS 150, or CIS 250. *\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

## CIS 075 BUSINESS SKILLS DEVELOPMENT

**°-10 Units** (*Variable Unit Class*) (*May be taken for a cumulative total of 10 units*)  
(*Open Entry-Open Exit*)

One hour lecture and  
Three 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, processing, and communication skills. *\$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

## CIS 090 MS OFFICE - WORD MOUS PREP

### ° 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 MS OFFICE - EXCEL MOUS PREP

### ° 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 MS OFFICE - ACCESS MOUS PREP

### ° 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 Core and Expert level exams 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 MS OFFICE - POWERPOINT MOUS PREP

### ° 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 Core and Expert level exams 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 BEGINNING COMPUTER KEYBOARDING

**1-3 Units** (*Variable Unit Class*)(*May be taken for credit 3 times*)

(*Open Entry-Open Exit*)

Three hours lecture  
Two 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 INTERMEDIATE COMPUTER KEYBOARDING

### 3 Units

Three hours lecture  
Two hours laboratory per week  
*CSU*

*Prerequisite: CIS 101, or CIS 125, 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 ADVANCED COMPUTER KEYBOARDING****3 Units**

Three hours lecture and  
Two hours laboratory per week

CSU

*Prerequisite: CIS 102, or CIS 112 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 INTRODUCTION TO THE DISK OPERATING SYSTEM (DOS)****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 INTRODUCTION TO WINDOWS 3.1****1 Unit**

CSU

One hour lecture and  
One hour laboratory TBA per week

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, cardfile, 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.

**CIS 107 INTRODUCTION TO WINDOWS****1 Unit**

One hour lecture and  
One hour laboratory TBA per week

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.

**CIS 108 INTRODUCTION TO INTERNET****2 Units**

Two hours lecture and  
One hour laboratory TBA per week

CSU

This course will prepare students to use the Internet, a worldwide computer network. Emphasis is on introducing the features of 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.

**CIS 109 BUSINESS APPLICATIONS USING THE INTERNET****2 Units**

Two hours lecture and  
One hour laboratory TBA per week

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.

**CIS 111 COMPUTER LITERACY - INTRODUCTION TO INFORMATION SYSTEMS****3 Units**

Three hours lecture and  
Two hours laboratory TBA per week  
CSU, AA GE, 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.

**CIS 112 DOCUMENT FORMATTING****3 Units**

Two hours lecture and  
Three hours laboratory per week

CSU

*Prerequisite: CIS 101, or CIS 125, 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.

**CIS 113 BUSINESS SIMULATIONS****3 Units**

Two hours lecture and  
Three hours laboratory per week  
CSU

*Prerequisite:* CIS 102, or CIS 112 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.

**CIS 115 DESKTOP PUBLISHING FOR BUSINESS - PAGEMAKER**

**1-2 Units** (Variable Unit Class) (May be taken for credit 2 times)

(Open Entry-Open Exit)

One hour lecture and  
Three hours laboratory TBA per week  
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.

**CIS 119 DATA PROCESSING - INDEPENDENT STUDY**

**1-2 Units** (Variable Unit Class)

One hour lecture per week for minimum credit  
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.

**CIS 122 WORD PROCESSING - WORDPERFECT**

**1-2 Units** (Variable Unit Class) (May be taken for credit 2 times)

One hour lecture and  
Three hours laboratory per week  
CSU

*Prerequisite:* CIS 101, or CIS 125 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.

**CIS 123 WORD PROCESSING - MICROSOFT WORD**

**1-2 Units** (Variable Unit Class) (May be taken for credit 2 times)

One hour lecture and  
Three hours laboratory per week  
CSU

*Prerequisite:* CIS 101 or CIS 125 or 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.

**CIS 125 PERSONAL TYPING/KEYBOARDING****2 Units**

One hour lecture and  
Two hours laboratory  
Credit/No Credit/Letter Grade Option  
CSU

This is a beginning course designed for students to learn typing for personal use. The emphasis is on reports, personal business letters, and tables. \$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 130 SPREADSHEET - LOTUS 1-2-3 FOR DOS****2 Units**

Two hours lecture and  
Two hours laboratory TBA per week  
CSU

This course is designed to introduce the student to use the spreadsheet programs in the solution of problems. Students will use LOTUS 1-2-3 software to create, graph, and list worksheets. The student will operate LOTUS 1-2-3 in the computer laboratory utilizing the IBM personal computer. CIS 111 is recommended. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 132 SPREADSHEET - EXCEL FOR WINDOWS****3 Units**

Three hours lecture and  
Two hours laboratory TBA per week  
CSU

This course is designed to introduce students to the use of spreadsheet programs in the solution of problems. Students will use spreadsheet software to create, edit, graph, save, and print out spreadsheets. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 133 SPREADSHEET - LOTUS 1-2-3 FOR WINDOWS****2 Units**

CSU  
Two hours lecture and  
Two hours laboratory TBA per week

This course is designed to introduce students to the use of spreadsheet programs in the solution of problems. Students will use spreadsheet software to create, edit, graph, save, and print out spreadsheets. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.



**CIS 140 DATABASE - dBASE FOR DOS****2 Units**

Two hours lecture and  
Two hours laboratory TBA per week  
CSU

This course is designed to introduce the student to the use of database programs in the solution of record keeping problems. Students will use dBASE III software to create, update and report data files. The student will operate dBASE III in the computer laboratory utilizing the IBM personal computer. CIS 111 is recommended. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 141 DATABASE - dBASE FOR WINDOWS****2 Units**

Two hours lecture and  
Two hours laboratory TBA per week  
CSU

This course is designed to introduce the student to the use of database programs in the solution of record keeping problems. Students will use database software to create, update, and report data files. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 142 DATABASE - ACCESS FOR WINDOWS****3 Units**

Three hours lecture and  
Two hours laboratory TBA per week  
CSU

This course is designed to introduce the student to the use of database programs in the solution of record keeping problems. Students will use database software to create, update, and report data files. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 150 INTRODUCTION TO BUSINESS COMPUTERS****3 Units (May be taken for credit 4 times)**

Three hours lecture and  
One hour laboratory TBA per week  
Credit/No Credit/Letter Grade Option  
CSU

This course studies the technologies that are used in today's office. A variety of software will be used to illustrate how office technologies can potentially be used. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 155 WEB PUBLISHING WITH MICROSOFT FRONTPAGE****2 Units**

Two hours lecture and  
One hour laboratory TBA per week  
CSU

*Corequisite:* CIS 108. This course offers the introductory features of Microsoft FrontPage and how it can be utilized in a business environment. Topics include introducing FrontPage, creating and revising Web pages, using links, images, and task lists, creating tables, frames, borders, and form applications. \$2.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 160 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 INTRODUCTION 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 DATA COMMUNICATIONS AND NETWORK ADMINISTRATION****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 NETWORK SOFTWARE ADMINISTRATION AND INSTALLATION****1 Unit**

Two hours lecture and  
Two hours laboratory per week for nine weeks  
CSU

*Prerequisite:* CIS 180. 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 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.* 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 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 and CIS 180.* 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 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 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 administering 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.*

**CIS 188 MICROSOFT WINDOWS TCP/IP****2 Units**

Two hours lecture and

One hour laboratory per week

*Credit/No Credit/Letter Grade Option*

CSU

This course increases student knowledge of the Transmission 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.*

**CIS 189 MS WIN 2000 ACTIVE DIRECTORY****3 Units**

Three hours lecture and

One hour laboratory per week

*Credit/No Credit/Letter Grade Option*

CSU

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.*

**CIS 211 INTRODUCTION TO PROGRAMMING****3 Units**

Three hours lecture and

Two hours laboratory TBA per week

*UC /CSU, CAN CSCI 6*

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.*

**CIS 214 COBOL PROGRAMMING****3 Units**

Three hours lecture and

Two hours laboratory TBA per week

*UC /CSU, CAN CSCI 8*

*Prerequisite: CIS 211.* 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.*

**CIS 217 VISUAL BASIC PROGRAMMING****3 Units**

Three hours lecture and  
Two hours laboratory TBA per week  
*UC /CSU*

*Prerequisite: CIS 211.* 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.

**CIS 219 ADVANCED VISUAL BASIC****3 Units**

Three hours lecture and  
Two hours laboratory TBA per week  
*CSU*

*Prerequisite: CIS 217.* 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.

**CIS 221 SYSTEM ANALYSIS AND DESIGN****3 Units**

Three hours lecture per week  
*CSU*

*Prerequisite: CIS 211.* 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.

**CIS 223 C/C++ PROGRAMMING****3 Units**

Three hours lecture and  
Two hours laboratory TBA per week  
*UC /CSU, CAN CSCI 16*

*Prerequisite: CIS 211.* 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.

**CIS 224 C++ AND WINDOWS PROGRAMMING****3 Units**

Three hours lecture and  
Two hours laboratory TBA per week  
*UC /CSU*

*Prerequisite: CIS 223 with a grade of "C" or better, or the equivalent programming experience.* Students will design, code, and test programs using object-oriented programming concepts and the C++ language system. Emphasis will be placed on solving business problems using C++. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**CIS 226 JAVA PROGRAMMING****3 Units**

Three hours lecture and  
Two hours laboratory TBA per week  
*CSU*

*Prerequisite: CIS 211.* 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.

**CIS 227 JAVASCRIPT PROGRAMMING****2 Units**

Two hours lecture and  
One hour laboratory TBA per week  
*CSU*

*Prerequisite: CIS 179.* This course teaches the students to use the JavaScript programming languages to enhance Web pages. Emphasis is placed on creating HTML pages that include JavaScript programs. The student 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.

**CIS 228 DYNAMIC HTML PROGRAMMING****2 Units**

Two hours lecture and  
One hour laboratory TBA per week  
*Credit/No Credit/Letter Grade Option*  
*CSU*

*Prerequisite: CIS 179.* This course introduces students to 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) which permits more control of desktop publishing, document layout, and text formatting. 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.

**CIS 235 INTRODUCTION TO MICROSOFT NT SERVER****3 Units**

Three hours lecture and  
One hour laboratory per week  
*CSU*

*Prerequisite: CIS 111.* 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.

**CIS 250 WORD PROCESSING - MACHINE OPERATIONS**

**1-8 Units** (*Variable Unit Class*) (*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

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. *Advisory: Knowledge of keyboarding recommended. \$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CIS 251 ADVANCED WORD PROCESSING**

**1-5 Units** (*Variable Unit Class*) (*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.* This course is designed as a continuation of CIS 250. Advanced applications include, but are not limited to, desktop publishing, macros, merging, and records processing. *\$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CIS 255 MACHINE DICTATION AND TRANSCRIPTION****1 Unit**

One hour lecture and  
Two hours laboratory TBA per week  
CSU

*Prerequisite: CIS 101, or CIS 125, 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 COMPUTER INFORMATION SYSTEMS SEMINAR**

**° - 3 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

Lecture/laboratory hours determined  
by course offering  
*Credit/No Credit*  
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 COMPUTER INFORMATION SYSTEMS - INDEPENDENT STUDY**

**° - 2 Units** (*Variable Unit Class*) (*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 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.

### Required Courses are listed in suggested sequence:

| Course #                    | Title                                       | Units     |
|-----------------------------|---|-----------|
| CSCI 123                    | Introduction to Programming Concepts in C++ | 4         |
| CSCI 133                    | Data Structures in C++                      | 4         |
| MATH 270A                   | Mathematical Structures I                   | 3         |
| MATH 270B                   | Mathematical Structures II                  | 3         |
| CSCI 241                    | Assembly Language Programming               | 4         |
| <b>Total Units Required</b> |   | <b>18</b> |

### Electives

|          |                     |   |
|----------|---------------------|---|
| CSCI 205 | FORTRAN Programming | 3 |
|----------|---------------------|---|

## COMPUTER SCIENCE TRANSFER PROGRAM

### CALIFORNIA STATE UNIVERSITY, FULLERTON

#### Required courses are listed in suggested sequence

| Course #                          | Title                                | Units    |
|-----------------------------------|--------------------------------------|----------|
| MATH 150AB                        | Calculus and Analytic Geometry       | 4, 4     |
| MATH 270AB                        | Mathematical Structures I, II        | 3, 3     |
| CSCI 123                          | Intro to Programming Concepts in C++ | 4        |
| CSCI 133                          | Data Structures in C++               | 4        |
| CSCI 241                          | Assembly Language Programming        | 4        |
| BIOL 101                          | General Biology                      | 5        |
| *PHYS 221, 222                    | General Physics                      | 4, 4     |
| or                                |                                      |          |
| *CHEM 111A, 111B(E)               | General Chemistry                    | (5, 3)   |
| or                                |                                      |          |
| *GEOL 100, GEOL 101 (or GEOL 102) | Physical Geology                     | (3,1)(4) |
| and                               |                                      |          |
| *GEOL 103                         | Historical Geology                   | (4)      |

\*Students have the option of taking a sequence of Physics, Chemistry or Geology.

### CALIFORNIA STATE UNIVERSITY, LONG BEACH— COMPUTER SCIENCE

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

| Course #      | Title                                | Units |
|---------------|--------------------------------------|-------|
| MATH 150AB    | Calculus and Analytic Geometry       | 4, 4  |
| MATH 250A     | Intermediate Calculus                | 4     |
| PHYS 221, 222 | General Physics                      | 4, 4  |
| CSCI 123      | Intro to Programming Concepts in C++ | 4     |
| CSCI 133      | Data Structures in C++               | 4     |

### CALIFORNIA STATE UNIVERSITY, LONG BEACH— COMPUTER ENGINEERING

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

| Course #      | Title                                | Units |
|---------------|--------------------------------------|-------|
| MATH 150AB    | Calculus and Analytic Geometry       | 4, 4  |
| MATH 250A     | Intermediate Calculus                | 4     |
| PHYS 221, 222 | General Physics                      | 4, 4  |
| CSCI 123      | Intro to Programming Concepts in C++ | 4     |
| CSCI 133      | Data Structures in C++               | 4     |
| ENGR 210      | Electric Circuits                    | 4     |

### CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

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

| Course #           | Title                                | Units   |
|--------------------|--------------------------------------|---------|
| MATH 150AB         | Calculus and Analytic Geometry       | 4, 4    |
| MATH 250AB         | Intermediate Calculus                | 4, 4    |
| CSCI 123           | Intro to Programming Concepts in C++ | 4       |
| CSCI 133           | Data Structures in C++               | 4       |
| CSCI 241           | Assembly Language Programming        | 4       |
| CHEM 111A          | General Chemistry                    | 4, 5    |
| PHYS 221, 222, 223 | General Physics                      | 4, 4, 4 |
| BIOL 101           | General Biology                      | 5       |

## Computer Science (CSCI)

### CSCI 80 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 CSCI 123, CSCI 133, CSCI 185A, CSCI 186, CSCI 205, or CSCI 241.* 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 INTRODUCTION TO PROGRAMMING CONCEPTS IN C++****4 Units**

Four hours lecture and  
One hour laboratory per week  
*UC/CSU*

*Prerequisite: MATH 141 and MATH 142, or three years in equivalent college preparatory mathematics in high school with at least a "C" average. Concurrent enrollment in CSCI 080.* 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 DATA STRUCTURES IN C++****4 Units**

Four hours lecture and  
One hour laboratory per week  
*UC/CSU*

*Prerequisite: CSCI 123. Concurrent enrollment in CSCI 080.* 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 185A COMPUTER SCIENCE I****4 Units**

Four hours lecture and  
One hour (minimum) laboratory per week  
*UC/CSU, AA GE, CSU GE, CAN CSCI 2*

*Corequisite: MATH 142, or three and one-half years of high school college preparatory mathematics, with grades of "C" or better. Concurrent enrollment in CSCI 080.* This is an introductory course in basic principles and operation of digital computers. It includes 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 DATA STRUCTURES****4 Units**

Four hours lecture and  
One hour (minimum) laboratory per week  
*UC Credit Limitation/CSU*  
*CSU GE*  
*CAN CSCI 12*

*Prerequisite: CSCI 185A, with a grade of "C" or better. Corequisite: Concurrent enrollment in CSCI 080.* This course includes problem solving methodology with the development and application of data structures, including records, multidimensional arrays, stacks, queues, linked lists, trees, sorting, searching, and recursion, using ADA. *\$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CSCI 205 FORTRAN PROGRAMMING****3 Units**

Three hours lecture and  
One hour (minimum) laboratory per week  
*UC/CSU*  
*CAN CSCI 4*

*Prerequisite: MATH 142, or MATH 130, or three and one-half years of high school college preparatory mathematics. Corequisite: Concurrent enrollment in CSCI 080.* 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 ASSEMBLY LANGUAGE PROGRAMMING****4 Units**

Four hours lecture and  
One hour laboratory TBA per week  
*UC/CSU*  
*CAN CSCI 10*

*Prerequisite: CSCI 185A or CSCI 133. Corequisite: Concurrent enrollment in CSCI 080.* It involves the developing of skills in writing computer programs in assembly language. This course includes a review of elementary programming concepts and techniques and of computer organization. Hardware architecture, assembly language addressing techniques, and methods of internal data type conversions are discussed in detail. *\$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**CSCI 298 COMPUTER SCIENCE SEMINAR**

**~3 Units (Variable Unit Class) (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 COMPUTER SCIENCE INDEPENDENT STUDY**

**°-2 Units** (*Variable Unit Class*) (*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 Contract.* This course is for students who have demonstrated interest and capability for increased knowledge of computer science topics not ordinarily covered in the curriculum. 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. 270). 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

### *Faculty - Counselors*

Dana Bedard  
 Kelly Carter  
 Sharon Easton  
 Jean England  
 Penny Gabourie  
 Robert Grantham  
 Jane Jepson  
 Gail Kolsky  
 Yvonne 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 ACADEMIC SUCCESS AND COLLEGE SURVIVAL**

#### **1 Unit**

One hour lecture per week

*Credit/No Credit*

AA/AS

This course identifies specific skills needed for college success in the areas of study skills, time management, educational decision making and coping. It is recommended for all students on academic and/or progress probation. The course objective is to enhance the student's self awareness and to familiarize him/her with effective coping.

### **COUN 071 CAREER PREPARATION AND LIFE MANAGEMENT**

#### **3 Units**

Two hours lecture and

Three hours laboratory per week

*Credit/No Credit/Letter Grade Option*

**NON-DEGREE CREDIT**

*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 LEARNING DISABILITIES ASSESSMENT**

#### **° Unit**

*(Open Entry/Open Exit)*

One-half hour lecture per week

*Credit/No Credit*

**NON-DEGREE CREDIT**

*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 COMPUTER ACCESS I**

#### **3 Units**

Two hours lecture and

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.* This course is designed for students with learning, visual, physical, or hearing disabilities. This course provides training in the use of computer access technologies which enhance a disabled student's ability to access and use microcomputers.

### **COUN 074 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: 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.* This course is designed for students with learning, visual, physical, or hearing disabilities. This course provides training in the use of computer access technology within the context of word processing used by the majority of industry-standard word processors.

### **COUN 075 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. 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 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 STRESS AND ANXIETY MANAGEMENT****1 Unit (May be taken for credit 4 times)**

*(Open Entry/Open Exit)*

One hour lecture

*Credit/No Credit*

CSU, CSU GE

This is a variable unit, 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 TEACHING AS A CAREER****3-4 Units (Variable Unit class)**

Two hours lecture and

Three to six hours laboratory (field work) per week

*Credit/No Credit/Letter Grade Option*

CSU

This course is designed as an orientation to teaching as a profession. It surveys the nature of the work, qualifications, supply and demand for teachers. Emphasis is on researching the educational requirements of Multiple Subject and Single Subject Preparation Programs, teaching in higher education and developing a Student Education Plan. A field work experience including observation and assistance in a school and/or community agency is required.

**COUN 135 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 135H.*

**COUN 135H 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.*

**COUN 140 EDUCATIONAL PLANNING****° 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 140H. \$3.00 Materials Fee - PAYABLE AT REGISTRATION.*

**COUN 140H HONORS EDUCATIONAL PLANNING****° 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. \$3.00 Materials Fee - PAYABLE AT REGISTRATION.*

**COUN 141 CAREER EXPLORATION****1 Unit**

18 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 WOMEN AND CAREERS****1 Unit**

18 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 CHANGING CAREERS****1 Unit**

18 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 DECISION MAKING****1 Unit**

18 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 PEER ADVISING****1 Unit**

18 hours lecture per semester  
*Credit/No Credit*

*CSU*

This course is designed to provide skills in specified peer counseling situations, observation, and communication. 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 HUMAN POTENTIAL****1 Unit**

18 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 149 TEST ANXIETY MANAGEMENT****1 Unit**

Eight hours lecture and  
counseling appointment per semester  
*Credit/No Credit*

*CSU*

This class is designed to increase awareness of the effects of anxiety on test performance. Students will have the opportunity to explore and organize methods of anxiety reduction to implement in their test situations.

**COUN 150 ACADEMIC AND LIFE SUCCESS****3 Units**

Three hours lecture per week

*CSU*

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 CAREER/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 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 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 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 215 TUTORING TECHNIQUES****1 Unit**

18 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-verbal communication. Discussions will focus on solving general and specific problems that tutors face on interacting with their clients.

**COUN 298 COUNSELING AND GUIDANCE SEMINAR**

**°-3 Units** (*Variable Unit Class*) (*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 COUNSELING AND GUIDANCE INDEPENDENT STUDY**

**°-2 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

Hours vary according to units assigned

*Credit/No Credit*

CSU

This course is designed for students who wish to explore in-depth various guidance-related topics. Students will 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 - Steven Donley, Interim*

**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 Education or a private Court Reporting School are not transferable.

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.

**STUDENTS MUST FURNISH  
THEIR OWN MACHINE AND PAPER**

Required courses are listed in suggested sequence

| Course #               | Title                                  | Units         |
|------------------------|--|---------------|
| <b>FIRST SEMESTER</b>  |  |               |
| CTRP 040               | Beginning Machine Shorthand Theory     | 3             |
| CTRP 041               | Court Reporting Theory Review          | 3             |
| CTRP 071               | Legal Terminology and Rhetoric         | 3             |
| *ENGL 142              | Critical Reading, Writing and Thinking | 3             |
| CTRP 073B              | Punctuation for Court Reporting        | 1             |
| OFF 054                | Basic Vocabulary Development           | 2             |
| COUN 140               | Educational Planning                   | °             |
| *SOSC                  | Social Science Elective                | 3             |
|                        |  | <b>18°</b>    |
| <b>SECOND SEMESTER</b> |  |               |
| CTRP 042, 043          | Machine Shorthand Speed Building       | ° - 4         |
| CTRP 051               | Court and Conference Reporting (Legal) | 3             |
| HS 145                 | Survey of Medical Terminology          | 3             |
| MGT 055                | Business English                       | 3             |
| MGT 041                | Survey of Business Law                 | 3             |
| or                     |  |               |
| MGT 141                | Personal Law                           | (3)           |
| CTRP 073A              | Spelling for Modern Business           | 1             |
|                        |  | <b>13°-17</b> |
| <b>SUMMER SESSION</b>  |  |               |
| CTRP 044, 045          | Machine Shorthand Speed Building 3/4   | ° - 4         |
|                        |  | <b>° - 4</b>  |

**THIRD SEMESTER**

|             |  |                |
|-------------|--|----------------|
| CTRP 057    | Machine Shorthand Challenge (160)      | ° - 2          |
| CTRP 046    | Machine Shorthand Speed Building 5     | ° - 2          |
| CTRP 052    | Court and Conference Reporting-Medical | 3              |
| MGT 242     | American Judicial Systems              | 4              |
| OFF 020     | Machine Transcription—Medical          | 2              |
| CTRP 054    | Two-Four Voice Testimony               | ° - 3          |
| *Humanities | Elective                               | 3              |
| *PE         | Elective                               | 1              |
|             |  | <b>14° -20</b> |

**FOURTH SEMESTER**

|               |   |                 |
|---------------|---|-----------------|
| CTRP 058      | Machine Shorthand Challenge (180)                   | ° - 2           |
| CTRP 059      | Machine Shorthand Challenge (200)                   | ° - 2           |
| CTRP 047      | Machine Shorthand Speed Building 6                  | ° - 2           |
| CTRP 053      | Court and Conference Reporting-Congressional Record | 3               |
| CTRP 055, 056 | Court and Conference Reporting-Jury Charge          | ° - 6           |
| CTRP 072      | Legal Procedures                                    | 4               |
| OFF 055       | Advanced Vocabulary                                 | 1 °             |
| MGT 143       | Introduction to Legal Research                      | 1               |
|               |   | <b>11° -21°</b> |

**SUMMER SESSION**

|               |                                    |            |
|---------------|------------------------------------|------------|
| CTRP 048, 049 | Machine Shorthand Speed Building 7 | ° - 4      |
| CTRP 060      | Machine Shorthand Challenge (220)  | ° - 2      |
|               |                                    | <b>1-6</b> |

**FIFTH SEMESTER**

|   |   |                  |
|---|---|------------------|
| CTRP 076  | Court Procedures                        | 1 °              |
| CTRP 081  | Internship: Court Reporting             | 2                |
| *POSC 100   | Government of the United States         | 3                |
| *BIOL 160   | Integrated Medical Science              | 3                |
| or  |   |                  |
| HS146   | Medical Terminology for Specialty Areas | (3)              |
| PLUS 9 Units from the following graduation requirements (Category D): |   |                  |
|   | Written Communication                   | 3                |
|   | **Computational Skills                  | 3-4              |
|   | Analytical Thinking                     | 3                |
|   |   | <b>18° - 19°</b> |

**Total Units Required 105°**

\*Suggested course to meet Associate Degree Graduation requirements.

\*\*May take Proficiency Examination - See Counselor for details.

**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**

Required courses are listed in suggested sequence

| Course #              | Title                                  | Units           |
|-----------------------|--|-----------------|
| <b>FIRST SEMESTER</b> |  |                 |
| CTRP 040              | Beginning Machine Shorthand Theory     | 3               |
| CTRP 041              | Court Reporting Theory Review          | 1-3             |
| CTRP 071              | Legal Terminology and Rhetoric         | 3               |
| ENGL 142              | Critical Reading, Writing and Thinking | 3               |
| CTRP 073B             | Punctuation for Court Reporting        | 1               |
| OFF 054               | Basic Vocabulary Development           | 2               |
| COUN 140              | Educational Planning                   | °               |
|                       |  | <b>13° -15°</b> |

**SECOND SEMESTER**

|               |                                      |                |
|---------------|--------------------------------------|----------------|
| CTRP 042, 043 | Machine Shorthand Speed Building     | ° - 4          |
| CTRP 051      | Court and Conference Reporting-Legal | 3              |
| HS 145        | Survey of Medical Terminology        | 3              |
| MGT 055       | Business English                     | 3              |
| MGT 041       | Survey of Business Law               | 3              |
| or            |                                      |                |
| MGT 141       | Personal Law                         | (3)            |
| CTRP 073A     | Spelling for Modern Business         | 1              |
|               |                                      | <b>13° -17</b> |

**SUMMER SESSION**

|               |                                       |              |
|---------------|---------------------------------------|--------------|
| CTRP 044, 045 | Machine Shorthand Speed Building 3/ 4 | ° - 4        |
|               |                                       | <b>° - 4</b> |

**THIRD SEMESTER**

|               |  |                |
|---------------|--|----------------|
| CTRP 057, 058 | Machine Shorthand Challenge              | ° - 4          |
| CTRP 046, 047 | Machine Shorthand Speed Building         | ° - 4          |
| CTRP 052      | Court and Conference Reporting (Medical) | 3              |
| CTRP 072      | Legal Procedures                         | 4              |
| OFF 020       | Machine Transcription - Medical          | 2              |
| CTRP 054      | Two-Four Voice Testimony                 | ° - 3          |
|               |  | <b>10° -20</b> |

**FOURTH SEMESTER**

|               |  |               |
|---------------|--|---------------|
| CTRP 059      | Machine Shorthand Challenge                    | ° - 2         |
| CTRP 048      | Machine Shorthand Speed Building 7             | ° - 2         |
| CTRP 053      | Court & Conference Report-Congressional Record | 3             |
| CTRP 055, 056 | Court and Conference Report-Jury Charge        | ° - 6         |
| MGT 242       | American Judicial System                       | 4             |
| OFF 055       | Advanced Vocabulary                            | 1 °           |
| MGT 143       | Introduction to Legal Research                 | 1             |
|               |  | <b>11-19°</b> |

**SUMMER SESSION**

|          |                                    |              |
|----------|------------------------------------|--------------|
| CTRP 049 | Machine Shorthand Speed Building 8 | ° - 2        |
|          |                                    | <b>° - 2</b> |

**FIFTH SEMESTER**

|                             |   |              |
|-----------------------------|---|--------------|
| CTRP 076                    | Court Procedures                        | 1 °          |
| CTRP 081                    | Internship: Court Reporting             | 2            |
| BIOL 160                    | Integrated Medical Science              | 3            |
| or                          |   |              |
| HS 146                      | Medical Terminology for Specialty Areas | (3)          |
|                             |   | <b>6 °</b>   |
| <b>Total Units Required</b> |   | <b>8 4 °</b> |

**Note:** Students are advised to contact a Business counselor for any questions regarding this program.

**CALIFORNIA COURT REPORTERS BOARD  
ACCREDITATION**

**ACCREDITED COURT REPORTING PROGRAM**

Approved by the Certified Shorthand Reporters Board (CSR) (Effective Fall, 1999) (Academic courses completed in Adult Education are not transferable, but private C.R. School academic courses may be evaluated for certification as a CSR). The California Certified Shorthand Reporters Board sets the standards for hours of training under the following categories. This program exceeds all state requirements and the student may go on to earn an Associate in Science Degree.

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.

**STUDENTS MUST FURNISH THEIR OWN MACHINE  
AND PAPER AND BE ABLE TO TYPE 40 WPM  
WITH 5 OR FEWER ERRORS**

Required courses are listed in suggested sequence

| Course#  | Title   | Hours       |
|--|---|-------------|
| <b>SHORTHAND, DICTATION and TRANSCRIPTION -</b><br>(200 wpm for 15 minutes with a minimum of 97.5% accuracy) |   |             |
| Assigned lab hours are at the discretion of the instructor.  |   |             |
| CTRP 040   | Beginning Machine Shorthand Theory                      | 80          |
| CTRP 041   | Court Reporting Theory Review                           | 80          |
| CTRP 042-045   | Machine Shorthand Speed Building 1-4                    | 320         |
| CTRP 046-049   | Machine Shorthand Speed Building 5-8                    | 320         |
| CTRP 057-059   | Machine Shorthand Challenge (160-200)                   | 240         |
| CTRP 051   | Court and Conference Reporting-Legal                    | 80          |
| CTRP 052   | Court and Conference Reporting-Medical                  | 80          |
| CTRP 053   | Court and Conference Reporting-<br>Congressional Record | 80          |
| CTRP 054   | Two-Four Voice Testimony                                | 80          |
| CTRP 055   | Court and Conference Reporting-<br>Jury Charge          | 120         |
| CTRP 056   | Court and Conference Reporting-<br>Jury Charge          | 120         |
|  |   | <b>1600</b> |

**ENGLISH - 215 Hours**

|           |  |            |
|-----------|--|------------|
| MGT 055   | Business English                       | 48         |
| ENGL 142  | Critical Reading, Writing and Thinking | 48         |
| CTRP 073A | Spelling for Modern Business           | 18         |
| CTRP 073B | Punctuation for Court Reporting        | 18         |
| OFF 054   | Vocabulary Development                 | 32         |
| OFF 055   | Advanced Vocabulary Development        | 27         |
| CTRP 072  | Legal Procedures                       | 24         |
|           |  | <b>215</b> |

**MEDICAL - 125 Hours**

|          |  |            |
|----------|--|------------|
| HS 145   | Survey of Medical Terminology            | 48         |
| HS 146   | Medical Terminology for Speciality Areas | 48         |
| or       |  | 48         |
| BIOL 160 | Integrated Medical Science               | 48         |
| OFF 020  | Machine Transcription - Medical          | 48         |
|          |  | <b>144</b> |

**LEGAL - 175 Hours**

|          |  |            |
|----------|--|------------|
| CTRP 071 | Legal Terminology and Rhetoric         | 48         |
| MGT 041  | Survey of Business Law                 | 48         |
| or       |  | 48         |
| MGT 141  | Personal Law                           | (48)       |
| or       |  | (48)       |
| MGT 240  | Legal Environment of Business          | (48)       |
| or       |  | (48)       |
| MBT 241  | Legal Aspects of Business Transactions | (48)       |
| MGT 242  | American Judicial Systems              | 64         |
| CTRP 072 | Legal Procedures                       | 10         |
| CTRP 076 | Court Procedures                       | 5          |
|          |  | <b>175</b> |

**TYPEWRITING:** 45 nwpm (CSR requirement);  
50 nwpm (Cypress requirement)

**Suggested Electives:**

|         |                                   |     |
|---------|-----------------------------------|-----|
| CIS 102 | Intermediate Computer Keyboarding | 3   |
| or      |                                   |     |
| CIS 103 | Advanced Computer Keyboarding     | (3) |

**TRANSCRIPT PREP: 60 Hours**

|          |                                |           |
|----------|--------------------------------|-----------|
| MGT 143  | Introduction to Legal Research | 18        |
| CTRP 076 | Court Procedures               | 19        |
| CTRP 072 | Legal Procedures               | 23        |
|          |                                | <b>60</b> |

**APPRENTICESHIP TRAINING & COURT OBSERVATION:  
60 Hours**

|          |                                |           |
|----------|--------------------------------|-----------|
| CTRP 081 | Internship: Court Reporting    | 56        |
|          | 20 Hours - Court               |           |
|          | 20 Hours - Deposition-Hearings |           |
|          | 16 Hours - in Class            |           |
| CTRP 074 | CSR/RPR Exam Preparation       | 18        |
|          |                                | <b>74</b> |

**Note:** 10 Court Observation Hours completed in various classes.

**Technology: 25 hours**

|          |   |           |
|----------|---|-----------|
| CTRP 092 | Realtime Writing Concepts                 | 18        |
| CTRP 085 | Dictionary Building & Document Production | 18        |
|          |   | <b>36</b> |

**Suggested Electives:**

|                 |                   |
|-----------------|-------------------|
| <b>CTRP 082</b> | <b>ProCAT</b>     |
| <b>CTRP 083</b> | <b>Stenograph</b> |
| <b>CTRP 084</b> | <b>Eclipse</b>    |
| <b>CTRP 070</b> | <b>Stenocat</b>   |

For your information:

Department of Consumer Affairs  
CERTIFIED REPORTERS BOARD  
2535 Capitol Oaks Drive, Suite 230  
Sacramento, CA 92583 (916) 263-3660

**Note:** This program was accredited by the Certified Shorthand Reporter's Board on March 7, 1978. *ALL CANDIDATES MUST HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT TO TAKE THE STATE EXAMINATION. (Revised 9-1-99)*

**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.

**Required courses are listed in suggested sequence**

| Course #                    | Title   | Units       |
|-----------------------------|---|-------------|
| CTRP 093                    | Rapid Text Entry-Dictionary Build/Theory                                  | 1           |
| or                          |   |             |
| CTRP 085                    | Computer Aided Transcription: Dictionary Building and Document Production | (1)         |
| CTRP 097                    | Rapid Text Entry-Formatting/Realtime Writing                              | 1           |
| or                          |   |             |
| CTRP 082                    | Computer Aided Transcription: ProCAT                                      | 1           |
| or                          |   |             |
| CTRP 083                    | Computer Aided Transcription: Stenograph                                  | (1)         |
| or                          |   |             |
| CTRP 084                    | Computer Aided Transcription: Eclipse                                     | (1)         |
| or                          |   |             |
| CTRP 070                    | Computer Aided Transcription: Stenocat                                    | (1)         |
| CTRP 090                    | Court and Conference Reporting: Literary                                  | 3           |
| CTRP 096                    | Court and Conference Reporting: Literary II                               | 3           |
| OFF 055                     | Advanced Vocabulary Development   | 1 °         |
| HS 145                      | Survey of Medical Terminology   | 3           |
| CTRP 071                    | Legal Terminology and Rhetoric  | 3           |
| CTRP 092                    | Realtime Writing Concepts   | 2           |
| <b>Total Units Required</b> |   | <b>17 °</b> |

**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.

**Required courses are listed in suggested sequence**

| Course #                    | Title  | Units     |
|-----------------------------|--|-----------|
| CIS 050                     | Introduction to Computer and Software Concepts                   | 2         |
| CIS 250                     | Word Processing - Machine Operations (WordPerfect) or Equivalent | 1         |
| CIS 107                     | Introduction to Windows  | 1         |
| CTRP 040                    | Beginning Machine Shorthand Theory                               | 3         |
| CTRP 041                    | Court Reporting Theory Review                                    | 3         |
| CTRP 071                    | Legal Terminology and Rhetoric                                   | 3         |
| CTRP 073A                   | Spelling for Modern Business                                     | 1         |
| CTRP 073B                   | Punctuation for Court Reporting                                  | 1         |
| CTRP 073C                   | Formatting, Style, and Usage                                     | 1         |
| CTRP 082                    | Computer Aided Transcription: ProCAT                             | 1         |
| CTRP 083                    | Computer Aided Transcription: Stenograph                         | 1         |
| CTRP 070                    | Computer Aided Transcription: Stenocat                           | 1         |
| HS 145                      | Survey of Medical Terminology                                    | 3         |
| MGT 055                     | Business English   | 3         |
| MGT 143                     | Introduction to Legal Research                                   | 1         |
| OFF 054                     | Basic Vocabulary Development                                     | 2         |
| <b>Total Units Required</b> |  | <b>28</b> |

**STENOINTERPRETING 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 coursework attempted.

**Required courses are listed in suggested sequence**

| Course #                    | Title  | Units            |
|-----------------------------|--|------------------|
| CIS 050                     | Introduction to Computer and Software Concepts | 2                |
| or                          |  |                  |
| CIS 150                     | Introduction to Business Computers             | (1)              |
| CIS 250                     | Word Processing - Machine Operations           | 1                |
| CIS 102                     | Intermediate Computer Keyboarding              | 3                |
| CTRP 040                    | Beginning Machine Shorthand Theory             | 3                |
| CTRP 041                    | Court Reporting Theory Review                  | 3                |
| CTRP 042                    | Machine Shorthand Speed Building 1             | 2                |
| CTRP 043                    | Machine Shorthand Speed Building 2             | 2                |
| CTRP 044                    | Machine Shorthand Speed Building 3             | 2                |
| CTRP 045                    | Machine Shorthand Speed Building 4             | 2                |
| CTRP 051                    | Court and Conference Reporting - Legal         | 3                |
| CTRP 052                    | Court and Conference Reporting - Medical       | 3                |
| OFF 054                     | Basic Vocabulary Development                   | 2                |
| CTRP 093                    | Rapid Text Entry - Dictionary Build/Theory     | 1                |
| CTRP 097                    | Rapid Text Entry-Formatting/RealtimeWriting    | 1                |
| OFF 055                     | Advanced Vocabulary Development                | 1 °              |
| CIS 075                     | Business Skills Development (Windows)          | 1                |
| or                          |  |                  |
| CIS 105                     | Introduction to DOS                            | (1)              |
| or                          |  |                  |
| CIS 106                     | Introduction to Windows                        | (1)              |
| CTRP 092                    | Realtime Writing Concepts                      | 2                |
| CTRP 079                    | Internship: Stenointerpreting                  | 2                |
| CTRP 090                    | Court and Conference Reporting Literary        | 3                |
| COUN 215                    | Tutoring Techniques                            | 1                |
| <b>Total Units Required</b> |  | <b>39° - 40°</b> |

**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.

**Required courses are listed in suggested sequence**

| Course # | Title  | Units |
|----------|--|-------|
| CIS 050  | Introduction to Computer and Software Concepts                   | 2     |
| CIS 102  | Intermediate Computer Keyboarding                                | 3     |
| CIS 075  | Business Skills Development (Windows)                            | 1     |
| or       |  |       |
| CIS 105  | Introduction to DOS  | (1)   |
| or       |  |       |
| CIS 106  | Introduction to Windows  | (1)   |
| CIS 250  | Word Processing - Machine Operations (WordPerfect) or Equivalent | 1     |
| CTRP 040 | Beginning Machine Shorthand Theory                               | 3     |
| CTRP 041 | Court Reporting Theory Review                                    | 3     |
| CTRP 042 | Machine Shorthand Speed Building 1                               | 2     |
| CTRP 043 | Machine Shorthand Speed Building 2                               | 2     |

continued on next page...

|                             |   |           |
|-----------------------------|---|-----------|
| CTRP 051                    | Court and Conference Reporting - Legal            | 3         |
| CTRP 071                    | Legal Terminology and Rhetoric                    | 3         |
| MGT 055                     | Business English                                  | 3         |
| MGT 161                     | Introduction to Business                          | 3         |
| OFF 020                     | Machine Transcription - Medical                   | 2         |
| OFF 054                     | Basic Vocabulary Development                      | 2         |
| CTRP 093                    | Rapid Text Entry - Dictionary Building and Theory | 1         |
| CTRP 097                    | Rapid Text Entry-Formatting/Realtime Writing      | 1         |
| <b>Total Units Required</b> |   | <b>35</b> |

## 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.

#### Required courses are listed in suggested sequence

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| CIS 050                     | Intro to Computer and Software Concepts                         | 2         |
| CIS 075                     | Business Skills Development (Windows)                           | 1         |
| or                          |   |           |
| CIS 105                     | Introduction to DOS   | (1)       |
| or                          |   |           |
| CIS 106                     | Introduction to Windows   | (1)       |
| CIS 250                     | Word Processing--Machine Operations (WordPerfect) or Equivalent | 1         |
| CTRP 040                    | Beginning Machine Shorthand Theory                              | 3         |
| CTRP 041                    | Court Reporting Theory Review                                   | 3         |
| CTRP 042                    | Machine Shorthand Speed Building 1                              | 2         |
| CTRP 043                    | Machine Shorthand Speed Building 2                              | 2         |
| CTRP 044                    | Machine Shorthand Speed Building 3                              | 2         |
| CTRP 045                    | Machine Shorthand Speed Building 4                              | 2         |
| CTRP 052                    | Court and Conference Reporting - Medical                        | 3         |
| CTRP 078                    | Internship: Medical Reporting                                   | 2         |
| HS 145                      | Survey of Medical Terminology                                   | 3         |
| HS 146                      | Medical Terminology for Medical Specialties                     | 3         |
| OFF 020                     | Machine Transcription - Medical                                 | 2         |
| OFF 054                     | Basic Vocabulary Development                                    | 2         |
| CTRP 093                    | Rapid Text Entry - Dictionary Building and Theory               | 1         |
| CTRP 097                    | Rapid Text Entry - Formatting and Realtime Writing              | 1         |
| <b>Total Units Required</b> |   | <b>35</b> |

## Court Reporting (CTRP)

### CTRP 040 BEGINNING 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. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association. Recommend concurrent enrollment in CTRP 041. Three hours of court observation required.

### CTRP 041 COURT REPORTING

#### THEORY REVIEW

**1-3 Units** (Variable Unit Class) (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*

*Corequisite: Concurrent enrollment in or completion of CTRP 040.* 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 MACHINE SHORTHAND

#### SPEED BUILDING 1

**2 Units** (Variable Unit Class) (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.* 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 MACHINE SHORTHAND SPEED BUILDING 2

**2 Units** (Variable Unit Class) (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.* This course is a 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.

**CTRP 044 MACHINE SHORTHAND SPEED BUILDING 3**

**°-2 Units** (*Variable Unit Class*) (*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.* This course promotes a 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 MACHINE SHORTHAND SPEED BUILDING 4**

**°-2 Units** (*Variable Unit Class*) (*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.* This course promotes a 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 MACHINE SHORTHAND SPEED BUILDING 5**

**°-2 Units** (*Variable Unit Class*) (*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.* 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 MACHINE SHORTHAND SPEED BUILDING 6**

**°-2 Units** (*Variable Unit Class*) (*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.* 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 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 MACHINE SHORTHAND SPEED BUILDING 7**

**°-2 Units** (*Variable Unit Class*) (*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.* 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 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 MACHINE SHORTHAND SPEED BUILDING 8**

**°-2 Units** (*Variable Unit Class*) (*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.* 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 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 MACHINE SHORTHAND  
SPEED BUILDING 9**

**°-2 Units** (Variable Unit Class) (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.* 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 240 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 051 COURT AND CONFERENCE  
REPORTING - LEGAL**

**1-3 Units** (Variable Unit Class) (May be taken for credit 4 times)

Two hours lecture

Three hours laboratory per week

*Prerequisite: CTRP 071 and CTRP 042.* 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 COURT AND CONFERENCE  
REPORTING - MEDICAL**

**1-3 Units** (Variable Unit Class) (May be taken for credit 4 times)

Two hours lecture and

Three hours laboratory per week

*Prerequisite: HS 145 and CTRP 044.* 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 COURT AND CONFERENCE  
REPORTING - CONGRESSIONAL RECORD**

**1-3 Units** (Variable Unit Class) (May be taken for credit 4 times)

Two hours lecture and

Three hours laboratory per week

*Prerequisite: CTRP 045.* 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 TWO/FOUR VOICE TESTIMONY**

**°-3 Units** (Variable Unit Class) (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 073C and CTRP 044.* 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 COURT AND CONFERENCE  
REPORTING - JURY CHARGE**

**°-3 Units** (Variable Unit Class) (May be taken for credit 4 times)

(Open Entry-Open Exit)

Two hours lecture

Three hours laboratory per week

*Credit/No Credit/Letter Grade Option*

*Prerequisite: CTRP 045.* 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 COURT AND CONFERENCE  
REPORTING - JURY CHARGE**

**°-3 Units** (Variable Unit Class) (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.* 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 MACHINE SHORTHAND  
CHALLENGE (160)**

**°-2 Units** (Variable Unit Class) (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 and CTRP 054.* 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 MACHINE SHORTHAND CHALLENGE (180)**

**°-2 Units** (*Variable Unit Class*) (*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.* 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 MACHINE SHORTHAND CHALLENGE (200)**

**°-2 Units** (*Variable Unit Class*) (*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.* 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 MACHINE SHORTHAND CHALLENGE (220)**

**°-2 Units** (*Variable Unit Class*) (*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.* 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 070 COMPUTER AIDED TRANSCRIPTION: STENO CAT**

**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 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 LEGAL PROCEDURES**

**4 Units**

Four hours lecture and

One hour laboratory per week

*Prerequisite: Typing speed of 40 wpm, and CTRP 071.* 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 073A 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 073B PUNCTUATION FOR 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 073C 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 CSR/RPR EXAMINATION PREPARATION**

**°-1 Unit** (*Variable Unit Class*) (*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 CR or RPR examination.* This course is designed to prepare the student to successfully pass the written knowledge portion of the CR and/or RPR examination. This class is a nine-week course offered to coincide with the fall and spring CR and RPR examinations.

**CTRP 075 SIMULATED COURTROOM**

**°-6 Units** (Variable Unit Class) (May be taken for credit 3 times)

(Open Entry-Open Exit)

One hour lecture and

Four hours laboratory per week

*Prerequisite:* CTRP 046. 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 COURT PROCEDURES**

**°-3 Units** (Variable Unit Class) (May be taken for credit 4 times)

Three hours lecture per week

*Prerequisite:* CTRP 072 for legal secretaries. Completion of CTRP 058, 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 DICTATION/TRANSCRIPTION**

**°-2 Units** (Variable Unit Class) (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 INTERNSHIP: MEDICAL REPORTING**

**2 Units**

Two hours lecture per week and

Forty hours of internship plus

Ten hours of observation

*Prerequisite:* CTRP 052, and HS 145.

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 INTERNSHIP: STENOINTERPRETING**

**2 Units**

Two hours lecture per week plus

Forty hours of internship plus

Ten hours of observation

*Prerequisite:* CTRP 045.

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 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. 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 INTERNSHIP: COURT REPORTING**

**2 Units**

Two hours lecture plus

40 hours in the courtroom or deposition proceedings plus

Ten hours of observation

*Prerequisite:* CTRP 047. 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 COMPUTER AIDED TRANSCRIPTION: ProCAT**

**1 Unit**

One hour lecture and

Three hours laboratory TBA per week

*Prerequisite:* CTRP 040, CTRP 041, CIS 050, and CIS 107.

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 COMPUTER AIDED TRANSCRIPTION: STENOGRAPH**

**1 Unit**

One hour lecture and

Three hours laboratory TBA per week

*Prerequisite:* CTRP 040, CTRP 041, CIS 050, and CIS 107.

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 COMPUTER AIDED TRANSCRIPTION: Eclipse**

**1 Unit**

One hour lecture and

Three hours laboratory TBA per week

*Prerequisite:* CTRP 040, CTRP 041, CIS 050, and CIS 107.

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 COMPUTER AIDED TRANSCRIPTION:  
DICTIONARY BUILDING AND DOCUMENT  
PRODUCTION**

**1 Unit**

One hour lecture and

Three hours laboratory TBA per week

*Prerequisite:* CTRP 046 and CTRP 082 or CTRP 083 or CTRP 084. This course will enable court reporting students to start building their personal electronic dictionary using several "CAT" software systems before entering into 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 COURT AND CONFERENCE  
REPORTING: LITERARY**

**1-3 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

(*Open Entry-Open Exit*)

Two hours lecture and

Three hours laboratory per week

*Prerequisite:* CTRP 043 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 COMPUTERIZED NOTE READING**

**1 Unit**

One hour lecture and

Three hours laboratory per week for nine weeks

*Prerequisite:* CTRP 041. 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 REALTIME WRITING CONCEPTS**

**2 Units**

One hour lecture and

Three hours laboratory per week

*Prerequisite:* CTRP 085 and CTRP 046. 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 RAPID TEXT ENTRY - DICTIONARY  
BUILDING AND THEORY**

**1 Unit**

One-half hour lecture and

One and one-half hour laboratory per week

*Prerequisite:* CTRP 043 and CIS 250 or CIS 101, or CIS 125. 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 do 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 EXPERT TESTIMONY FOR THE  
PROFESSIONAL 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 REALTIME WRITING CONCEPTS FOR  
THE PROFESSIONAL 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 COURT AND CONFERENCE  
REPORTING: LITERARY II**

**1-3 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

(*Open Entry/Open Exit*)

*Credit/No Credit/Letter Grade Option*

Two hours lecture and

Three hours laboratory per week

*Prerequisite:* CTRP 046 or 160wpm. 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 RAPID TEXT ENTRY - FORMATTING AND REALTIME WRITING****1 Unit**

One-half hour lecture and

One and one-half hour laboratory per week

*Prerequisite:* CTRP 093. This course consists of RapidTEXT 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 COURT REPORTING SEMINAR**

°-2 Units ( Variable Unit Class) (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 COURT REPORTING INDEPENDENT STUDY**

°-2 Units (Variable Unit Class) (May be taken for credit 4 times)

Lecture/laboratory hours determined by course offering  
Credit/No Credit

*Prerequisite:* Approved Independent Study Learning Contract. 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. This course is designed for students who wish to gain further 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 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 student use in completing assignments related to court reporting class requirements. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**Culinary Arts - See  
Hospitality and Travel  
Careers (HTC)**

# Dance

## Division of Fine Arts

Division Dean - Larry Mercadante, Interim

### 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 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.

### Required Courses

| Course # | Course Title                             | Units |
|----------|--|-------|
| DANC 120 | Dance History                            | 3     |
| DANC 202 | Elements of Composition and Choreography | 2     |
| DANC 204 | Dance Rehearsal and Performance          | 3     |
| DANC 214 | Dance Repertory                          | 3     |
| MUS 102  | Music Reading                            | 3     |

| Select 4° - 6 units from the following: |           | 4°-6     |
|---|-----------|----------|
| DANC 105                                | Ballet I  | (1°, 1°) |
| DANC 106                                | Ballet II | (1°, 1°) |

| Select 3 - 4° units from the following: |                 | 3-4°     |
|---|-----------------|----------|
| DANC 107                                | Modern Dance I  | (1°, 1°) |
| DANC 108                                | Modern Dance II | (1°, 1°) |

| Select 3 - 4° units from the following: |                | 3-4°     |
|---|----------------|----------|
| DANC 111                                | Jazz Dance I   | (1°, 1°) |
| DANC 112                                | Jazz Dance II  | (1°, 1°) |
| DANC 212                                | Jazz Dance III | (1°, 1°) |

| Select 2 units from the following: |                     | 2     |
|------------------------------------|---------------------|-------|
| DANC 113                           | Tap Dance I         | (1,1) |
| DANC 114                           | Tap Dance II        | (1,1) |
| DANC 109                           | Dance Improvisation | (1,1) |
| DANC 124                           | Partnering          | (1,1) |
| DANC 208                           | Pointe Class        | (1,1) |

| Select 3 units from the following: |  | 3   |
|------------------------------------|--|-----|
| THEA 142                           | Theater Sound and Recording Techniques | (3) |
| THEA 144                           | Fundamentals of Lighting Design        | (3) |
| THEA 145                           | Fundamentals of Costume Design         | (3) |

| Select 2 - 3 units from the following: |   | 2-3             |
|--|---|-----------------|
| THEA 120                               | Acting I  | (3)             |
| THEA 125                               | Acting Techniques                                   | (3)             |
| THEA 132                               | Musical Theater Workshop                            | (2)             |
| THEA 229                               | Acting, Singing and Dancing for the Musical Theater | (3)             |
| <b>Total Units Required</b>            |   | <b>31° - 36</b> |

## DANCE TRANSFER PROGRAM

Since lower division requirements vary from institution to institution, it is imperative that the student consult with a counselor. The courses listed below represent the Cypress College dance faculty's suggested general course of study to prepare for the placement audition at the transfer institute. It is recommended that the students obtain their CSU General Education or IGETC Certification.

### Recommended Courses

| Course # | Title  | Units |
|----------|--|-------|
| DANC 105 | Ballet I                                       | 1°    |
| DANC 106 | Ballet II                                      | 1°    |
| DANC 107 | Modern Dance I                                 | 1°    |
| DANC 108 | Modern Dance II                                | 1°    |
| DANC 109 | Dance Improvisation                            | 1     |
| DANC 202 | Elements of Dance Composition and Choreography | 2     |

## Dance (DANC)

### DANC 100 INTRODUCTION TO DANCE APPRECIATION

#### 3 Units

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
AA GE, CSU GE, UC/CSU, IGETC

A critical study of current dance trends in the United States. Topics include ballet, modern, tap, jazz, Ballet Folklorico, Flamenco, Afro-Haitian, Indian classical dance, Native American dance and more. The class work will include readings, discussions and analysis of dance performances on video and live theater. Attendance at a selected group of live performances is required. *Cost of dance concert admissions will not exceed \$100.00.*

### DANC 101 MULTICULTURAL DANCE IN THE U.S. TODAY

#### 3 Units

Three hours lecture per week  
*UC/CSU, IGETC, CUL PL*

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 CONDITIONING FOR DANCE

#### 1-2 Units (Variable Unit Class) (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 Pilates floor mat and a floor barre to increase flexibility, strength, body alignment and use of turn out. Relaxation and visualization techniques will be covered.

**DANC 105 BALLET I**

**1-2 Units** (*Variable Unit Class*) (*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

This class 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.

**DANC 106 BALLET II**

**1-2 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

Two to four hours laboratory per week  
 UC /CSU

(1 credit) AA GE, (1 credit) CSU GE

*Prerequisite: One semester of DANC 105 or demonstration of beginning level ballet technique.* This class continues the training in the rudiments of classical ballet for the beginning-intermediate ballet student. The student will further develop technical skills to perform intermediate level steps and combinations of movement. Ballet terminology will be covered.

**DANC 107 MODERN DANCE I**

**1-2 Units** (*Variable Unit Class*) (*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.

**DANC 108 MODERN DANCE II**

**1-2 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

Two to four hours laboratory per week  
 UC/CSU, (1 credit) AA GE, (1 credit) CSU GE

*Prerequisite: One semester of DANC 107 or demonstration of beginning level modern technique.* Students will continue to prepare their bodies as an instrument for dance, progressing to longer, faster-paced, more diversified and more difficult movement combinations. The course work will include some creative dance experiences.

**DANC 109 DANCE IMPROVISATION**

**1 Unit** (*May be taken for credit 4 times*)

Two hours laboratory per week  
 UC /CSU, (1 credit) CSU GE

This course is designed to encourage the body to respond and explore creative movement problems through improvisation. Choreographic concepts will be studied through improvisation.

**DANC 111 JAZZ DANCE I**

**1-2 Units** (*Variable Unit Class*) (*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

Students will learn basic skills of jazz dance with emphasis on body alignment, strength and coordination.

**DANC 112 JAZZ DANCE II**

**1-2 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

Two to four hours laboratory per week  
 UC/CSU. (1 credit) AA GE, (1 credit) CSU GE  
*Prerequisite: One semester of DANC 111 or demonstration of beginning level jazz technique.* Students will continue to work on the skills and styles inherent in jazz dance. Classwork will deal with technical skills, combinations of steps and exploration of composition in jazz dance form.

**DANC 113 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 RHYTHM DANCE**

**1 - 1° Units** (*Variable unit class*) (*May be taken for credit 4 times*)

Two - three hours laboratory per week  
 UC/CSU

*Prerequisite: One semester of DANC 113 or demonstration of beginning level tap technique.* Students will further develop skills in tap dancing by studying intermediate level movements and combinations with some provision for student composition of dance. Performance skills will be included.

**DANC 115 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 DANCE HISTORY**

**3 Units**

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
 UC/CSU, AA GE, CSU GE, IGETC

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.

**DANC 121 TURNS****1 Unit** (May be taken for credit 4 times)Two hours laboratory per week  
UC/CSU

*Prerequisite:* One semester of DANC 105, 107, or 111 or demonstration of beginning level dance technique. This course will cover beginning to advanced turns for modern, ballet and jazz dance.

**DANC 122 STRETCH AND RELAXATION****°-1° Units** (Variable Unit Class) (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 PARTNERING****1 Unit** (May be taken for credit 4 times)Two hours laboratory per week  
UC/CSU

*Prerequisite:* Demonstrate 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 AFRO-HAITIAN DANCE****1-2 Units** (Variable Unit Class) (May be taken for credit 4 times)Two to four hours laboratory per week  
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.

**DANC 131 BALLET FOLKLORICO****1-2 Units** (Variable Unit Class) (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.

**DANC 132 FLAMENCO DANCE****1-2 Units** (Variable Unit Class) (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 Flamenco Dance technique and learn movement combinations. This class provides students with the opportunity to develop coordination, rhythm, and performance skills. Some history of Flamenco will be included.

**DANC 133 DANCE OF ANDALUSIA****1-2 Units** (Variable Unit Class) (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. Students will study the dance of Andalusia, Spain, dance techniques and movement combinations with increasingly difficult rhythmic patterns.

**DANC 134 LATIN JAZZ****1-2 Units** (Variable Unit Class) (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, Flamenco Rumba. Classwork will deal with technical skills, combinations of steps and exploration of composition in Latin jazz style.

**DANC 202 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 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 DANCE PRODUCTION****2 Units** (May be taken for credit 4 times)Eight hours laboratory per week  
UC/CSU

This course emphasizes practical aspects such as lighting, costume design, scenery, sound, and make-up in the preparation for dance performances for the public that are necessary for the education of those persons interested in the art of dance.

**DANC 204 DANCE REHEARSAL AND PERFORMANCE****2-3 Units** (Variable Unit Class) (May be taken for credit 4 times)Eight hours laboratory per week for maximum credit  
UC/CSU

*Corequisite:* Audition/concurrent enrollment in DANC 203. This course provides the experience of learning and performing guest artist, faculty and students choreographic works. All phases of the dance concert process from audition to rehearsal to backstage preparation will be covered.



**DANC 205 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 throughout the community.

**DANC 208 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 JAZZ DANCE III****1-2 Units** (Variable Unit Class) (May be taken for credit 4 times)

Two to four hours laboratory per week

UC/CSU

*Prerequisite: One semester of DANC 111, DANC 112 or demonstration of intermediate level jazz technique.* This class is designed for the experienced jazz dancer. Classwork will deal with advanced level technical skills including multiple turns, combination and advanced performing techniques.

**DANC 214 DANCE REPERTORY****2-3 Units** (Variable Unit Class) (May be taken for credit 4 times)

Eight hours laboratory per week for maximum credit

UC/CSU

*Corequisite: Audition/concurrent enrollment in DANC 203.* This course provides the opportunity to rehearse and perform works choreographed by faculty and/or artist-in-residence. It is an opportunity to experience professional working conditions and requirements. All phases of the dance concert process from audition to rehearsal to backstage preparation will be covered.

**DANC 215 COMMERCIAL DANCE****1-2 Units** (Variable Unit Class) (May be taken for credit 4 times)

Two to four hours laboratory per week

CSU

*Prerequisite: Demonstration of advanced level dance technique or by audition.* This class is designed for the experienced and technically advanced dancer. Classwork will include instruction in performance techniques and combinations required for television as well as musical comedy dance performance.

**DANC 296 DANCE OPEN LABORATORY****1-8 Units** (Variable Unit Class) (May be taken for credit 4 times)

(Open Entry/Open Exit)

Two hours laboratory per unit per week

UC Credit Limitation/CSU

*Corequisite: Involvement in the production program.* 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 DANCE SEMINAR****°-3 Units** (Variable Unit Class) (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 DANCE INDEPENDENT STUDY****°-2 Units** (Variable Unit Class) (May be taken for credit 4 times)

Two hours conference per week for maximum credit

UC Credit Limitation/CSU

*Corequisite: Approved Independent Study Learning Contract.*

This course is designed for the able student who wishes to study special problems in dance or who wishes to work in the field as a teaching assistant.

## 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 judgement.
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/ESL 185 or a comparable course, with grade of "C" or better, or submission of test scores that indicate eligibility for ENGL 060/ESL 186.

## **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 ENGL 060 or ESL 186, or completing ENGL 058 or ESL 185 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**

1. Priority will be given to those students who have completed the minimum standards for application.
2. Selection will be based on the DATE the application and unofficial transcripts are received.

## 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 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; (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.

### Required Courses are listed in suggested sequence.

(The following courses must be completed with a minimum grade of "C" to continue in the program.)

| Course #               | Title                                 | Units       |
|------------------------|---------------------------------------|-------------|
| <b>FALL SEMESTER</b>   |                                       |             |
| DA 016                 | Dental Materials                      | 3           |
| DA 058                 | Clinical Externship I                 | 1 °         |
| DA 061                 | Oral Anatomy for the Dental Assistant | 3           |
| DA 062                 | Preventive Dental Health              | 2           |
| DA 063                 | Chairside Assisting I                 | 3           |
| DA 065                 | Radiology for Dental Assistants       | 3           |
|                        |                                       | <b>15.5</b> |
| <b>SPRING SEMESTER</b> |                                       |             |
| DA 059                 | Clinical Externship II                | 3           |
| DA 066                 | Clinical Dental Radiology             | 1           |
| DA 067                 | Dental Specialties                    | 3           |
| DA 068                 | Chairside Assisting II                | 3           |
| DA 069                 | Clinical Externship III               | 2           |
| DA 070                 | Dental Office Procedures              | 2           |
|                        |                                       | <b>14</b>   |
|                        | <b>Total Units Required</b>           | <b>29 °</b> |

• 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 28.5 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". At least 50% of all course work must be completed at Cypress College.

## Dental Assistant (DA)

### DA 016 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 CLINICAL EXTERNSHIP I

#### 1° Units

One hour lecture and

Six hours laboratory per week for nine weeks

*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 CLINICAL EXTERNSHIP II

#### 3 Units

One hour lecture and

Six hours laboratory per week

*Prerequisite: Acceptance in the Dental Assistant Program*

*and completion of first semester.* This is the second in a series of clinical externships. The emphasis is on advanced skills and training for the dental assistant.

### DA 061 ORAL ANATOMY FOR THE DENTAL ASSISTANT

#### 3 Units

Three hours lecture 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 062 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 (etiological 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 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, 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.*

**DA 065 RADIOLOGY FOR DENTAL ASSISTANTS****3 Units**

Two hours lecture and

Three hours laboratory per week

*Prerequisite: Enrollment in Dental Assistant program or practicing Dental Assistant enrolled in class to meet state certification.* This course covers the didactic, preclinical on mannequins and clinical instruction on patients required by the California State Practice Act in regard to radiation safety. Upon successful completion of the course, the student will be certified to take x-rays on patients in the dental office. The student will complete 72 (seventy-two) hours of instruction (one hour lecture, three hours laboratory per week) to meet state requirements. *\$60.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**DA 066 CLINICAL DENTAL RADIOLOGY****1 Unit**

Three hours clinical laboratory per week

*Prerequisite: Enrollment in the Dental Assistant Program.* This course provides advanced clinical instruction on the exposure of intraoral and extraoral radiographs. The bisecting angle technique, paralleling technique, panelipse machine and adjunct dental radiology aids will be utilized. Emphasis in this course is placed upon the student's performance and demonstrated ability to consistently produce diagnostic radiographs. *\$40.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**DA 067 DENTAL SPECIALTIES****3 Units**

Two hours lecture and

Three hours laboratory per week

*Prerequisite: Enrollment in the Dental Assistant Program and successful completion of all first semester courses.* This course provides instruction in the principles and procedures to function in the specialty area of dentistry: orthodontics, periodontics, endodontics, pedodontics, prosthodontics, and oral surgery. It also provides information and clinical practice in those functions legally delegated to the Dental Assistant and Registered Dental Assistant in the California Dental Practice Act. It includes rules and regulations implemented by the Board of Dental Examiners pertaining to licensure. *\$23.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**DA 068 CHAIRSIDE ASSISTING II****3 Units**

Two hours lecture and

Three hours laboratory per week

*Prerequisite: Enrollment in the Dental Assistant Program and successful completion of the first semester courses and/or an employed dental assistant.* This course provides instruction in the principles, instrumentation, and procedures to function as a Registered Dental Assistant according to the legal stipulation in the California Dental Practice Act and implemented by the Board of Dental Examiners.

**DA 069 CLINICAL EXTERNSHIP III****2 Units**

Eight hours in offices per week

*Prerequisite: Enrollment in the Dental Assistant Program and successful completion of first semester.* A minimum of eight hours per week will be spent in rotations in dental offices as well as the VA Hospital, Long Beach. Students will assist the dentist in general practice. At the VA, the student will assist in the Periodontal and Endodontic Departments gaining experience in dental specialties and expanded duties.

**DA 070 DENTAL OFFICE PROCEDURES****2 Units**

Two hours lecture per week

*Prerequisite: Acceptance in Dental Assistant Program.* This course is designed to provide instruction, both didactic and practical application, in the skills and responsibilities of a dental administrative assistant. In addition, the students will be trained to use the Dentrix Dental Software program to become knowledgeable in all areas of practice management utilizing the computer. These areas include patient files, charting and treatment planning, appointment scheduling, reports and insurance claim processing. *\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**DA 079 CAREERS IN DENTISTRY****1 Unit**

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 assisting and dental technology.

**DA 099 DENTAL ASSISTANT INDEPENDENT STUDY**

*°-2 Units (Variable Unit Class) (May be taken for credit 4 times)*

Varying hours of scheduled conferences or clinics per week according to instructor

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Approved Independent Study Learning Contract.* This course is designed for students with background/experience in dental assisting who wish to increase their knowledge and experience in applied areas. Students will participate in independent study on assigned areas under staff supervision.

# Dental Hygiene

## Division of Health Science

Division Dean - Andrea Hannon

### Faculty

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; (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.

### 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 employ a scientific approach to problem solving, and develop critical thinking skills needed for professional and ethical judgments during a life long learning process.

4. Provide the information necessary to establish a clinical or laboratory environment which maintains optimum 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 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 | Introduction to Chemistry        | 5     |
| or       |                                  |       |
| CHEM 107 | Foundations of College Chemistry | (5)   |
| BIOL 220 | Medical Microbiology             | 4     |
| BIOL 230 | General Anatomy                  | 4     |
| BIOL 240 | 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.

|          |                           |   |
|----------|---------------------------|---|
| PSY 101  | General Psychology        | 3 |
| SOC 101  | Introduction to Sociology | 3 |
|          | Arts and Humanities       | 3 |
| SPCH 100 | Human Communication       | 3 |
| ENGL 100 | 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 | 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 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**

| Course #                    | Title                                    | Units       |
|-----------------------------|--|-------------|
| <b>SEMESTER 1</b>           |  |             |
| DH 101                      | Dental Anatomy, Morphology and Occlusion | 2           |
| DH 104                      | Oral Health Assessment                   | 3           |
| BIOL 234                    | Oral Histology and Embryology            | 3           |
| DH 106                      | Radiographic Tech for Dental Auxiliary   | 3           |
| DH 109                      | Pre-Clinical Dental Hygiene              | 4 *         |
| <b>Total Units Required</b> |  | <b>15 *</b> |

**SEMESTER 2**

|                             |  |             |
|-----------------------------|--|-------------|
| DH 110                      | Clinical Dental Hygiene                              | 6           |
| BIOL 235                    | Head and Neck Anatomy                                | 2           |
| DH 113                      | General and Oral Pathology                           | 2           |
| DH 116                      | Science of Dental Materials for the Dental Hygienist | 2           |
| DH 125                      | Periodontal Pathology and Therapy                    | 2           |
| *BIOL 107 or                | Human Nutrition and World Food Problems              | 3           |
| HTC 100                     | Nutrition  | (3)         |
| <b>Total Units Required</b> |  | <b>16 *</b> |

**SEMESTER 3**

|                             |   |           |
|-----------------------------|---|-----------|
| DH 220                      | Clinical Dental Hygiene                     | 6         |
| DH 240                      | Community Oral Health I                     | 2         |
| DH 250                      | Pharmacology                                | 2         |
| DH 255                      | Anesthesiology, Anxiety and Pain Control    | 2         |
| DH 260                      | Clinical Care of Patient with Special Needs | 2         |
| <b>Total Units Required</b> |   | <b>14</b> |

**SEMESTER 4**

|                             |                            |           |
|-----------------------------|----------------------------|-----------|
| DH 221                      | Clinical Dental Hygiene    | 6         |
| DH 230                      | Dental Specialities        | 2         |
| DH 241                      | Community Oral Health II   | 2         |
| DH 245                      | Dental Jurisprudence       | 2         |
| DH 248                      | Medical/Dental Emergencies | 1         |
| <b>Total Units Required</b> |                            | <b>13</b> |
| <b>Program Total Units</b>  |                            | <b>59</b> |

**ELECTIVE:**

|        |                         |   |
|--------|-------------------------|---|
| DH 275 | Clinical Dental Hygiene | * |
|--------|-------------------------|---|

\*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  
UNIVERSITY OF SOUTHERN CALIFORNIA  
UNIVERSITY OF CALIFORNIA, SAN FRANCISCO  
LOMA LINDA UNIVERSITY**

**Required courses are listed in suggested sequence**

| Course # | Title                     | Units |
|----------|---------------------------|-------|
| ENGL 100 | College Writing           | 3     |
| PSY 101  | General Psychology        | 3     |
| SOC 101  | Introduction to Sociology | 3     |
| SPCH 100 | Human Communication       | 3     |

**Additional Prerequisites:**

|  |                              |      |
|--|------------------------------|------|
| <b>UNIVERSITY OF SOUTHERN CALIFORNIA</b> |                              |      |
| +BIOL 101                                | General Biology              | 5    |
| or                                       |                              |      |
| +BIOL 266                                | General Zoology              | (5)  |
| CHEM 111AB                               | General Chemistry            | 5, 5 |
| ENGL 201                                 | Intermediate College Writing | 3    |

\*Electives

+See counselor for other options

| <b>UNIVERSITY OF CALIFORNIA, SAN FRANCISCO</b> |                                      |      |
|--|--------------------------------------|------|
| BIOL 101                                       | General Biology                      | 5    |
| BIOL 266                                       | General Zoology                      | 5    |
| CHEM 111A                                      | General Chemistry                    | 5    |
| CHEM 200, 200L                                 | Elementary Organic Chemistry and Lab | 3, 3 |
|  | or                                   |      |
| CHEM 211A                                      | Organic Chemistry                    | 5    |
| ENGL 102                                       | Introduction to Literature           | 3    |
| *Electives                                     |                                      |      |

| <b>LOMA LINDA UNIVERSITY</b> |   |     |
|------------------------------|---|-----|
| BIOL 210                     | Anatomy and Physiology                    | 5   |
|                              | or  |     |
| BIOL 230                     | General Anatomy                           | (4) |
| BIOL 240                     | Human Physiology                          | 5   |
| BIOL 220                     | Microbiology                              | 4   |
| CHEM 101                     | Introduction to Chemistry                 | 5   |
| CHEM 201                     | Basic Concepts of Organic & Bio-Chemistry | 5   |
| ENGL 102                     | Introduction to Literature                | 3   |
| *Electives                   |   |     |

\*See Health Science Counselor for Elective course work and General Education.

## Dental Hygiene (DH)

### DH 101 DENTAL ANATOMY, MORPHOLOGY AND OCCLUSION

#### 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.

### DH 104 ORAL HEALTH ASSESSMENT

#### 3 Units

Three hours lecture per week

CSU

*Prerequisite: Current enrollment in the Dental Hygiene Program.* This course is a multifaceted course that presents foundation informational 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 via chairside instruction.

### DH 106 RADIOGRAPHIC TECHNIQUES FOR THE DENTAL AUXILIARY

#### 3 Units

Two hours lecture and

Three hours laboratory per week

CSU

*Prerequisite: Enrollment in the Dental Hygiene Program.*

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.*

### DH 109 PRE-CLINICAL DENTAL HYGIENE

#### 4° Units

Two and one half hours lecture and

Six hours laboratory per week

CSU

*Prerequisite: Enrollment in the Dental Hygiene program and all support courses.* This is the first in a series of four courses designed to prepare the student for clinical dental hygiene practice. An emphasis will be on maintenance of aseptic technique/infection/hazard control, care and operation of dental equipment, identification and purpose and function 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. *\$58.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

### DH 110 CLINICAL DENTAL HYGIENE

#### 6 Units

One hour lecture and

Three hours laboratory and

Twelve hours clinic per week

CSU

*Prerequisite: Current enrollment in Dental Hygiene program and successful completion of all first semester courses; DH 109.* This is the second in a series of four courses designed to prepare the student for clinical dental hygiene practice. Emphasis will be on perfecting oral inspection and medical/dental health history documentation, and developing a dental hygiene treatment plan. Additional course content includes: introduction to basic Gracey instrumentation and sharpening techniques, root planning technique, application of topical anesthetics, and introduction to hose and files. Clinical skills will be applied and evaluated on clinical patients in the Cypress College Dental Hygiene facility.

**DH 113 GENERAL AND ORAL PATHOLOGY****2 Units**

Two hours lecture per week

CSU

*Prerequisite: Current enrollment in the Dental Hygiene program and successful completion of first semester courses.*

This course introduces students to concepts of general pathology and specific pathologic processes including inflammatory and immunologic defenses, as well as neoplastic, 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.

**DH 115 ESSENTIALS OF NUTRITION FOR THE DENTAL HEALTH PROFESSIONAL****2 Units**

Two hours lecture per week

CSU

*Prerequisite: Current enrollment in the Dental Hygiene program and successful completion of first semester courses.*

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.

**DH 116 SCIENCE OF DENTAL MATERIALS FOR THE DENTAL HYGIENIST****2 Units**

One hour lecture and

Three hours laboratory per week

CSU

*Prerequisite: Current enrollment in the Dental Hygiene program and successful completion of first semester courses.*

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.*

**DH 125 PERIODONTAL PATHOLOGY AND THERAPY****2 Units**

Two hours lecture per week

CSU

*Prerequisite: Current enrollment in the Dental Hygiene program and successful completion of first semester courses.*

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 management of periodontics in clinical treatment will be emphasized.

**DH 220 CLINICAL DENTAL HYGIENE****6 Units**

One hour lecture and

16 hours clinic per week

CSU

*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. *\$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**DH 221 CLINICAL DENTAL HYGIENE****6 Units**

One hour lecture and

16 hours clinic per week

CSU

*Prerequisite: Sophomore standing in the Dental Hygiene program; DH 220.* This is the fourth 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 Hygiene 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, (4) expanded and supportive procedures, (5) treatment planning, (6) organization and implementation of a Student Research presentation/Table Clinic, and (7) the completion and presentation of a Case Presentation of extensive and comprehensive dental hygiene treatment of a patient.

**DH 230 DENTAL SPECIALTIES****2 Units**

Two hours lecture per week

CSU

*Prerequisite: Sophomore standing in the Dental Hygiene program.* DH 230 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.



**DH 240 COMMUNITY ORAL HEALTH I****2 Units**

Two hours lecture per week

CSU

*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 the understanding of 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.

**DH 241 COMMUNITY ORAL HEALTH II****2 Units**

Two hours lecture per week

CSU

*Prerequisite: Sophomore standing in the Dental Hygiene program; DH 240.* 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.

**DH 245 DENTAL JURISPRUDENCE****2 Units**

Two hours lecture per week

CSU

*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.

**DH 248 MEDICAL/DENTAL EMERGENCIES****1 Unit**

One hour lecture per week

CSU

*Prerequisite: Enrollment in Dental Hygiene Program or Registered Dental Hygienist.* This course will provide the student with a consolidation of information concerning medical/life threatening situations within the dental care setting. Early recognition of clinical signs and symptoms and emergency treatment of the condition will be included in this course.

**DH 250 PHARMACOLOGY****2 Units**

Two hours lecture per week

CSU

*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).

**DH 255 ANESTHESIOLOGY, ANXIETY AND PAIN CONTROL****2 Units**

One hour lecture and

Three hours laboratory per week

CSU

*Prerequisite: Sophomore standing in the Dental Hygiene Program.* This course includes the theory and techniques of administration of local anesthesia and sedation in dentistry as related to the State Dental Practice Act. The student will administer local anesthesia and nitrous oxide-oxygen sedation in the clinical setting as a component of comprehensive patient care.

**DH 260 CLINICAL CARE OF THE PATIENT WITH 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 CLINICAL DENTAL HYGIENE**

° Unit (May be taken for credit 2 times)

One and one half hours laboratory per week

Credit/No Credit

CSU

*Prerequisite: DH 110.* 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 DENTAL HYGIENE - INDEPENDENT STUDY**

°-2 Units (Variable Unit Class) (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.

# Dentistry

DENTISTRY TRANSFER PROGRAM --  
SEE PRE-PROFESSIONAL PROGRAMS

## Drafting - See Engineering Technology

# Economics

*Division of Social Science*

*Division Dean, Kay Andrews*

### *Faculty*

Fola Odeunmi  
James Phillips  
Charlene Schick

### *Counselors*

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## ECONOMICS TRANSFER PROGRAM MOST CALIFORNIA STATE UNIVERSITIES

Required courses are listed in suggested sequence

| Course #     | Title                          | Units |
|--------------|--------------------------------|-------|
| ECON 100,105 | Principles of Economics        | 3, 3  |
| ACCT 101     | Financial Accounting           | 4     |
| ACCT 102     | Managerial Accounting          | 4     |
| MATH 130AB   | Survey of Calculus             | 4, 3  |
| or           |                                |       |
| MATH 150AB   | Calculus and Analytic Geometry | 4, 4  |

## Economics (ECON)

### ECON 098 ECONOMICS NON-TRANSFER SEMINAR

*°-2 Units (Variable Unit Class) (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 ° to 2 non-transfer units in any given semester. Consult class schedule to verify credit for particular term.

### ECON 100 PRINCIPLES OF ECONOMICS

#### 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 100H.*

### ECON 100H HONORS PRINCIPLES OF ECONOMICS

#### 3 Units

Three hours lecture per week

*Credit by Examination*

*UC/CSU, CSU GE, IGETC, CAN ECON 2*

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.*

### ECON 105 PRINCIPLES OF ECONOMICS

#### 3 Units

Three hours lecture per week

*Credit by Examination*

*UC/CSU, CSU GE, IGETC, CAN ECON 4*

ECON 105 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 105H.*

### ECON 105H HONORS PRINCIPLES OF ECONOMICS

#### 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 granted for ECON 105.*

**ECON 110 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*

This course is a survey of the American economic system. The emphasis is on developing a level of economic education sufficient for a citizen's understanding of economic issues. Topics include price determination, the role of government in economic activity, and economic relations of the United States with foreign nations. ECON 110 does not meet the course requirements for majors in economics and business administration. *No UC credit if taken after ECON 100 or ECON 105.*

**ECON 130 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 ECONOMIC GEOGRAPHY****3 Units**

**(Same as GEOG 260)**

Three hours lecture per week

*UC/CSU, CSU GE, IGETC*

Econ 260 is an 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.

**ECON 298 ECONOMICS SEMINAR**

**°-3 Units** (*Variable Unit Class*) (*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 ° unit to 3 units. Consult class schedule for the offerings in a particular semester.

**ECON 299 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 BASIC ELECTRICITY****2 Units**

Two hours lecture and

Two hours laboratory per week

*Credit/No Credit/Letter Grade Option*

*CSULB-LA131*

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

Thomas Buckbee  
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 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.

#### Required courses are listed in suggested sequence

| Course #                    | Title                                    | Units     |
|-----------------------------|--|-----------|
| MATH 150AB                  | Calculus and Analytic Geometry           | 4, 4      |
| MATH 250AB                  | Intermediate Calculus                    | 4, 4      |
| PHYS 221, 222, 223          | General Physics                          | 4, 4, 4   |
| CHEM 111A                   | General Chemistry                        | 5         |
| CHEM 112                    | General Chemistry for Engineers          | 3         |
| ENGT 101                    | Technical Drawing                        | 3         |
| ENGT 104                    | Computer Aided Design                    | 3         |
| ENGR 102                    | Engineering Graphics                     | 3         |
| ENGR 110                    | Science and Engineering Problem Analysis | 2         |
| ENGR 201                    | Statics                                  | 3         |
| ENGR 210                    | Electric Circuits                        | 4         |
| CSCI 185A                   | Computer Science I                       | 4         |
| or                          |  |           |
| CSCI 205                    | FORTRAN Programming                      | (3)       |
| <b>Total Units Required</b> |  | <b>58</b> |

## ENGINEERING TRANSFER PROGRAM

### CALIFORNIA STATE UNIVERSITY, FULLERTON

#### Required courses are listed in suggested sequence

| Course #      | Title                                    | Units |
|---------------|--|-------|
| MATH 150AB    | Calculus and Analytic Geometry           | 4, 4  |
| MATH 250AB    | Intermediate Calculus                    | 4, 4  |
| PHYS 221, 222 | General Physics                          | 4, 4  |
| CHEM 111A     | General Chemistry                        | 5     |
| BIOL 101      | General Biology                          | 5     |
| ENGR 102      | Engineering Graphics                     | 3     |
| ENGR 110      | Science and Engineering Problem Analysis | 2     |
| CSCI 205      | FORTRAN Programming                      | 3     |
| ENGR 201      | Statics                                  | 3     |
| ENGR 210      | Electric Circuits                        | 4     |

#### Required courses for the following specializations:

Civil: CHEM 111B  
Electrical: PHYS 223  
Mechanical: ENGR 202, PHYS 223  
Engineering Science: PHYS 223

### CALIFORNIA STATE UNIVERSITY, LONG BEACH

#### Required Courses are listed in suggested sequence

| Course #      | Title                          | Units |
|---------------|--------------------------------|-------|
| MATH 150AB    | Calculus and Analytic Geometry | 4, 4  |
| MATH 250A     | Intermediate Calculus          | 4     |
| CSCI 205      | FORTRAN Programming            | 3     |
| PHYS 221, 222 | General Physics                | 4, 4  |
| CHEM 111A     | General Chemistry              | 5     |
| ENGR 210      | Electric Circuits              | 4     |

#### Required courses for the following specializations:

Civil: ENGT 101, ENGR 102, ENGR 201, BIOL 101  
or BIOL 220  
Electrical & Computer: PHYS 223  
Mechanical: ENGR 102, ENGR 110, ENGT 101, ENGT 104

### CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

#### Required courses are listed in suggested sequence

| Course #           | Title                          | Units |
|--------------------|--------------------------------|-------|
| MATH 150AB         | Calculus and Analytic Geometry | 4,4   |
| MATH 250AB         | Intermediate Calculus          | 4,4   |
| PHYS 221, 222, 223 | General Physics                | 4,4,4 |
| CHEM 111AB         | General Chemistry              | 5,5   |
| ENGR 201           | Statics                        | 3     |
| SPEECH 135         | Essentials of Argumentation    | 3     |

#### Required courses for the following specializations:

Electrical and Computer: CHEM 111A  
Mechanical: ENGR 110,

### UNIVERSITY OF CALIFORNIA, IRVINE

#### Required courses are listed in suggested sequence

| Course #      | Title                          | Units |
|---------------|--------------------------------|-------|
| MATH 150AB    | Calculus and Analytic Geometry | 4,4   |
| MATH 250AB    | Intermediate Calculus          | 4,4   |
| PHYS 221, 222 | General Physics                | 4,4   |
| CHEM 111A,*B  | General Chemistry              | 5,5   |
| ENGL 100 and  | College Writing                | 3     |
| ENGL 201      | Intermediate College Writing   | 3     |
| or            |                                |       |
| ENGL 103      | Critical Reasoning and Writing | (3)   |

\*Except electrical and computer

#### Required Courses:

Civil: ENGR 102, ENGR 201, ENGR 210 or ENGR 202, CSCI 205  
Electrical: ENGR 210, PHYS 223  
Mechanical: ENGR 102, ENGR 201, ENGR 202, CSCI 205, ENGR 210

The above programs prepare students for junior standing at the universities listed. The programs assume high school preparation including chemistry, physics and four years of college preparatory mathematics and English. The Engineering Liaison Committee of California strongly recommends that the student remain at the community college to complete the lower division requirements in chemistry, mathematics and physics before transferring to the four year college or university. For specific requirements for colleges or universities or specializations not listed, see a counselor. New UC Irvine engineering specializations include chemical, computer, aerospace, general and environmental. See counselor for additional coursework.

# Engineering (ENGR)

## ENGR 102 ENGINEERING GRAPHICS

### 3 Units

Two hours lecture and  
Four hours laboratory per week  
UC/CSU

CAN ENGR 2

*Prerequisite:* ENGT 101 or two years of high school mechanical drawing, and MATH 040. 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 are studied. The solution of three dimensional problems arising in various branches of engineering and the elementary introduction to Computer Aided Design (CAD) will be accomplished.

## ENGR 110 SCIENCE AND ENGINEERING PROBLEM ANALYSIS

(Same as ENGT 110)

### 2 Units

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
UC/CSU

*Prerequisite:* MATH 040. 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, quantification of 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 STATICS

### 3 Units

Three hours lecture per week  
UC/CSU, CAN ENGR 8

*Prerequisite:* ENGR 110, PHYS 221 and MATH 150A, or PHYS 201 and MATH 130. 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 ADVANCED TECHNICAL AND ENGINEERING DRAWING

3 Units (May be taken for credit 2 times)

Two hours lecture and  
Four hours laboratory per week  
CSU

*Prerequisite:* ENGT 104 and ENGR 102. 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 ELECTRIC CIRCUITS

### 4 Units

Three hours lecture and  
Three hours laboratory per week  
UC/CSU, CAN ENGR 6

*Prerequisite:* PHYS 222, MATH 250A, and ENGR 110. 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

Thomas Buckbee  
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 all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation; (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.

**Required courses are listed in suggested sequence**

| Course #     | Title                               | Units |
|--------------|-------------------------------------|-------|
| MATH 130     | Survey of Calculus                  | 4     |
| MATH 141     | College Algebra                     | 4     |
| MATH 142     | Trigonometry                        | 4     |
| PHYS 201,202 | College Physics                     | 4, 4  |
| ENGT 101     | Technical Drawing                   | 3     |
| ENGT 104     | Computer Aided Design               | 3     |
| ENGT 205     | Adv Technical & Engineering Drawing | 3, 3  |
| ENGR 102     | Engineering Graphics                | 3     |
| ENGR 110     | Science and Eng. Problem Analysis   | 2     |
| ENGR 201     | Statics                             | 3     |

**ENGINEERING TECHNOLOGY TRANSFER PROGRAM****CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA****Required courses are listed in suggested sequence**

| Course        | Title             | Units |
|---------------|-------------------|-------|
| MATH 142      | Trigonometry      | 4     |
| CHEM 111A     | General Chemistry | 5     |
| PHYS 201, 202 | College Physics   | 4, 4  |
| ENGR 201      | Statics           | 3     |

Required Courses for the following specializations:

Electronics and Computer; ENGT 140, ENGT 141, ENGT 240, ENGT 241, and ENGR 210

For specific requirements for colleges or universities or specializations not listed, see a counselor.

Engineering Technology is that part of the technological field which requires the application of scientific and engineering knowledge and methods combined with technical skills in support of engineering activities; it lies in the occupational spectrum between the craftsman and the engineer.

**ENGINEERING TECHNOLOGY TRANSFER PROGRAM****CALIFORNIA STATE UNIVERSITY, LONG BEACH****Required courses are listed in suggested sequence**

| Course #      | Title                                   | Units |
|---------------|---|-------|
| MATH 141      | College Algebra                         | 4     |
| MATH 142      | Trigonometry                            | (4)   |
| CHEM 111A     | General Chemistry                       | 5     |
| MATH 120      | Introductory Probability and Statistics | 4     |
| PHYS 201, 202 | College Physics                         | 4, 4  |
| ENGR 102      | Engineering Graphics                    | 3     |
| ENGR 201      | Statics                                 | 3     |

Required Courses for the following specializations:

Electronics - ENGT 140, ENGT 141, ENGT 240, ENGT 241

Other specializations include: Construction, Manufacturing, and Quality Assurance. For other specializations, see a counselor.

# Engineering Technology (ENGT)

**ENGT 101 TECHNICAL DRAWING****3 Units**

Two hours lecture and  
Four hours laboratory per week

CSU

*Prerequisite: MATH 010, 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 COMPUTER AIDED DESIGN****3 Units**

Two hours lecture and  
Four hours laboratory per week

CSU

*Prerequisite: ENGT 101, or employed in the field.* This is an introduction to Computer Aided Design (CAD) 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 SCIENCE AND ENGINEERING PROBLEM ANALYSIS**

(Same as ENGR 110)

**2 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

UC/CSU

*Prerequisite MATH 040.* 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, quantification of 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.

**ENGT 140 AC AND DC CIRCUITS I - MEASUREMENTS****4 Units**

Three hours lecture and  
Three hours laboratory per week

*Credit by Examination*

*Credit/No Credit/Letter Grade Option*

CSU

*Prerequisite: MATH 040, may be taken concurrently.* This is an introductory course in AC and DC circuits, with emphasis on the measurement of electrical quantities using equipment such as the voltmeter, ammeter, ohmmeter, capacitor-checker, oscilloscope, impedance bridge, potentiometer, and wattmeter. Also introduced are some basic electronic circuits using solid-state devices and the use of the transistor tester. This course is designed for those wishing to continue beyond ELEC 051 or as the first course in an electronic engineering technology program. It is also a required course for all engineering technology students.

**ENGT 141 AC AND DC CIRCUITS II - ANALYSIS****4 Units**

Three hours lecture and  
Three hours laboratory per week

CSU

*Prerequisite: MATH 142, may be taken concurrently. ENGT 140; recommended ENGR 110.* This course includes a comprehensive study of the analysis of AC and DC circuits. It is designed for those majoring in electronics. The following topics are covered: Thevenin's and Norton's theorems, network analysis, capacitors, magnetic circuits, inductors, alternating current, complex numbers, series and parallel AC circuits, power factor correction, resonance, and transformers. The laboratory will emphasize analysis of circuits and comparison with calculated values.

**ENGT 205 ADVANCED TECHNICAL AND ENGINEERING DRAWING****3-3 Units (May be taken for credit 2 times)**

Two hours lecture and  
Four hours laboratory per week

CSU

*Prerequisite: ENGT 104 and ENGR 102.* 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.

**ENGT 240 ELECTRONIC DEVICES AND CIRCUITS****4 Units**

Three hours lecture and  
Three hours laboratory per week

*Credit/No Credit/Letter Grade Option*

CSU

*Prerequisite: MATH 142 and ENGT 140.* Following a review of semiconductor physics and diodes, the following topics are covered with an emphasis on solid-state discrete devices: bipolar junction transistors, amplifier performance, equivalent circuits, bias stabilization, multistage amplifiers, field-effect transistors, thyristors, optoelectronic devices, integrated circuit construction, operational amplifiers, and applications.

**ENGT 241 DIGITAL DEVICES AND CIRCUITS****4 Units**

Three hours lecture and  
Three hours laboratory per week

*Credit/No Credit/Letter Grade Option*

CSU

*Prerequisite: ENGT 140.* This course emphasizes integrated circuits (ICs) as applied to digital devices, using primarily the functional block approach. The following topics are covered: logic, Boolean algebra, IC logic families, binary numbers, and arithmetic, arithmetic operations, flip-flops, counters, registers, multivibrators, binary codes, memory devices, A to D and D to A conversion and introduction to microprocessors. ENGT 240 is recommended background.

**ENGT 299 ENGINEERING TECHNOLOGY - INDEPENDENT STUDY****°-2 Units (Variable Unit Class) (May be taken for credit 4 times)**

Hours and topics by arrangement with instructor  
CSU

*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.

# English

## Division of Language Arts

Division Dean - Barbara Marrs

### Faculty

|                 |                     |
|-----------------|---------------------|
| Linda Borla     | Jian-er Lin         |
| William Clarke  | Barbara Marshall    |
| Joan Daniels    | Kathleen Mc Alister |
| Nancy Deutsch   | Melanie Nabahani    |
| Cherie Dickey   | John Payne          |
| Christie Diep   | Stuart Rosenberg    |
| Mary Forman     | Sandra Schaefer     |
| Patricia Geddes | Kathryn Sonne       |
| Sarah Jones     | Ambika Talwar       |
| Barbara Kashi   | Randa Wahbe         |
| Lawrence Keel   | Kim Wise            |
| Margaret Klein  | Eldon Young         |
| Charles Licari  |                     |

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## ENGLISH TRANSFER PROGRAM

### CALIFORNIA STATE UNIVERSITY, FULLERTON

Required courses are listed in suggested sequence

| Course # | Title           | Units |
|----------|-----------------|-------|
| ENGL 100 | College Writing | 3     |

### Electives

|              |                                |      |
|--------------|--------------------------------|------|
| ENGL 102     | Introduction to Literature     | 3    |
| ENGL 103     | Critical Reasoning and Writing | 3    |
| ENGL 105     | Creative Writing               | 3, 3 |
| ENGL 110,111 | Humanities and the Arts        | 3, 3 |
| ENGL 201     | Intermediate College Writing   | 3    |

California State University, Fullerton, will accept a maximum of 12 units in English (in addition to ENGL 100) toward the baccalaureate degree from Cypress College students majoring in English.

### CALIFORNIA STATE UNIVERSITY, LONG BEACH

Required courses are listed in suggested sequence

| Course # | Title                      | Units |
|----------|----------------------------|-------|
| ENGL 100 | College Writing            | 3     |
| ENGL 102 | Introduction to Literature | 3     |

### Electives

|              |   |      |
|--------------|---|------|
| ENGL 103     | Critical Reasoning and Writing                      | 3    |
| ENGL 105     | Creative Writing<br>(CSULB Creative Writing Option) | 3    |
| ENGL 110,111 | Humanities and the Arts                             | 3, 3 |
| ENGL 201     | Intermediate College Writing                        | 3    |
| ENGL 211     | English Literature I Part One                       | 3    |
| ENGL 212     | English Literature II Part Two                      | 3    |

California State University, Long Beach will accept 9 units beyond ENGL 100 and ENGL 102. CSULB recommends ENGL 211 and ENGL 212 for lower division with an additional 3 units selected from other electives above. Students choosing the CSULB option in Creative Writing may also select ENGL 105 and thereby transfer 12 units beyond ENGL 100 and ENGL 102.

**Note:** For transfer to other colleges and universities, check the catalogs of the individual colleges and universities. In general, English majors will be expected to have competence in a foreign language through level 203 or 204 and at least one of the survey courses.

# 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 CTEP scores will be placed in ENGL 100 (College Writing). Students needing additional fundamental work will be placed in either ENGL 057 (Reading and Writing I), ENGL 058 (Reading and Writing II), or ENGL 060 (Preparation for College Writing). AT THE FIRST CLASS MEETING ALL STUDENTS WILL BE REQUIRED TO WRITE A SHORT COMPOSITION IN ORDER TO CONFIRM APPROPRIATE PLACEMENT. ENGL 057 and ENGL 058 students' reading comprehension skills will also be evaluated.

ENGL 060 students must earn at least a "C" grade to be eligible for ENGL 100; ESL 186 students must earn a "B" for eligibility.

All students are encouraged to fulfill English course requirements as early as possible in their college programs.

## ENGL 027 BASIC STUDY SKILLS

### 3 Units

Three hours lecture and  
One hour laboratory per week  
*Credit/No Credit/Letter Grade Option*  
**NON-DEGREE CREDIT**

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.

## ENGL 057 READING AND WRITING I

### 4 Units

Four hours lecture and  
One hour laboratory per week  
*Credit/No Credit/Letter Grade Option*  
**NON-DEGREE CREDIT**

*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.



**ENGL 058 READING AND WRITING II**

**4 Units**

Four hours lecture and

One hour laboratory per week

*Credit/No Credit/Letter Grade Option*

**NON-DEGREE CREDIT**

*Prerequisite: Completion of ENGL 057 with a "C" or better, or acceptable score on the placement test.* This course is designed to prepare students for ENGL 060. It emphasizes a comprehensive approach to reading and writing, and includes such topics as: comprehension, vocabulary development, reading efficiency, study techniques, and basic composition. Individualized instruction is included.

**ENGL 060 PREPARATION FOR COLLEGE WRITING**

**3 Units**

Four hours lecture per week

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptable score on placement test, ENGL 058 with a grade of "C" or better, or ESL 186 with a grade of "C" or better.* The course is designed to prepare students for ENGL 100. The emphasis is on expository writing of the essay including paragraph structure. The fundamentals of English written expression are reviewed.

**ENGL 095 EFFECTIVE WRITTEN COMMUNICATION**

**3 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

**AA GE**

*Prerequisite: Eligibility for ENGL 060.* 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. It fulfills the written communication requirement for the AA or AS degree and also for any vocational certificate available through the college.

**ENGL 096 PREPARATION FOR COLLEGE READING****3 Units**

Three hours lecture and

One hour laboratory TBA per week

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Eligibility for ENGL 060 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.**

**ENGL 097 VOICES OF AMERICA: STUDIES IN MULTICULTURAL LITERATURE****3 Units**

Three hours lecture per week

*AA GE, 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.

**ENGL 099 LEARNING SKILLS - INDEPENDENT STUDY**

**2 Units** (*Variable Unit Class*) (*May be taken for credit 3 times*)

16 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.

**ENGL 100 COLLEGE WRITING****3 Units**

Four hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN ENGL 2*

*Prerequisite: Acceptable score on placement test or ENGL 060 with a grade of "C" or better or ENGL 095 with a grade of "C" or better or ESL 186 with a grade of "B" or better.* ENGL 100 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 100H.*

**ENGL 100H HONORS COLLEGE WRITING****3 Units**

Four hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN ENGL 2*

*Prerequisite: Acceptable score on placement test or ENGL 060, or ENGL 095 with a grade of "C" or better, or ESL 186 with a grade of "A" or better.* English 100H 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.*

**ENGL 102 INTRODUCTION TO LITERATURE****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN ENGL 4*

*Prerequisite: ENGL 100 with a grade of "C" or better.* This course is a continuation of ENGL 100. 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 CRITICAL REASONING AND WRITING****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, Prerequisite: ENGL 100*

*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. The course will focus on the development of logical reasoning and analytical and argumentative writing skills.

**ENGL 104 CRITICAL ANALYSIS AND WRITING ABOUT LITERATURE****3 Units**

Three hours of lecture per week  
 UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite:* ENGL 100 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 104H.*

**ENGL 104H HONORS CRITICAL ANALYSIS AND WRITING ABOUT LITERATURE****3 Units**

Three hours of lecture per week  
 UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite:* ENGL 100 with a grade of "C" or better. ENGL 104H 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.*

**ENGL 105 CREATIVE WRITING****3 Units (May be taken for credit 2 times)**

Three hours lecture per week  
 UC/CSU, CAN ENGL 6

*Prerequisite:* ENGL 100. This class 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 110 HUMANITIES AND THE ARTS****3 Units**

(Same as INDS 100)

Three hours lecture per week  
 UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite:* Eligibility for ENGL 100. This course is a survey of the development of Western culture with a focus upon its Greco-Roman roots, and 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 111 HUMANITIES AND THE ARTS****3 Units**

(Same as INDS 101)

Three hours lecture per week  
 UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite:* Eligibility for ENGL 100. 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 115 HEMINGWAY, THE WRITER AND HIS WORKS****3 Units**

Three hours lecture per week  
 UC/CSU

*Prerequisite:* Eligibility for ENGL 100. 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 TOPICS IN LANGUAGE AND LITERATURE**

**°-3 Units (Variable Unit Class) (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 125 THE FILM****3 Units**

Three hours lecture per week  
 UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite:* ENGL 100. 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. Some ten to twelve films will be shown in class for analysis and discussion. *Duplicate credit not granted for ENGL 125H.*

**ENGL 125H HONORS FILM****3 Units**

Three hours lecture per week  
 UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite:* ENGL 100. 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. Some ten to twelve short and feature films are shown in the course for discussion and analysis. The course is taught in a seminar format. *Duplicate credit not granted for ENGL 125.*

**ENGL 126 SCREENWRITING****3 Units** (*May be taken for credit 2 times*)

Three hours lecture per week

UC/CSU

*Prerequisite: ENGL 100.* 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 ADVANCED GRAMMAR AND USAGE****3 Units**

Three hours lecture per week

CSU

*Prerequisite: Eligibility for ENGL 100.* 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 STRATEGIES FOR COLLEGE SUCCESS AND LIFE-LONG LEARNING****3 Units**

Three hours lecture and

One hour laboratory per week

*Credit/No Credit/Letter Grade Option*

CSU

*Prerequisite: Eligibility for ENGL 060.* The purpose of this course is to assist students in mastering effective study and critical thinking strategies as they apply to the analysis of academic reading. Goal setting and motivation, learning styles, time management, listening for notetaking, concentration, memory strategies, test-taking, and campus and library orientation are primary topics covered in the course.

**ENGL 139 CHILDREN'S LITERATURE****3 Units**

Three hours lecture per week

CSU, AA GE

*Prerequisite: Eligibility for ENGL 100.* 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 CRITICAL READING, WRITING, AND THINKING****3 Units**

Three hours lecture

CSU, AA GE, CSU GE

*Prerequisite: Eligibility for ENGL 100.* 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 analyze 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 COMMUNICATION WITH THE DEAF - BEGINNING (S.E.E.)****3 Units**

Three hours lecture per week

CSU

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 COMMUNICATION WITH THE DEAF - INTERMEDIATE (S.E.E.)****3 Units**

Three hours lecture per week

CSU

*Prerequisite: ENGL 180.* This course is a continuation of beginning sign language with emphasis placed on broadening vocabulary and increasing 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 COMMUNICATION WITH THE DEAF - ADVANCED (S.E.E.)****3 Units**

Three hours lecture per week

CSU

*Prerequisite: ENGL 181.* 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 fingerspelling, creative signing, combining American Sign Language principles with Signing Exact English, voice to sign interpreting, sign to voice interpreting and simultaneous communication.

**ENGL 183 EDUCATIONAL INTERPRETING****3 Units**

Three hours lecture per week

CSU

*Prerequisite: ENGL 182.* 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 INTERMEDIATE COLLEGE WRITING**  
**3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: ENGL 100 with grade of "C" or better.* The course continues instruction in the critical thinking and writing skills taught in ENGL 100 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 THE SHORT STORY**

**3 Units**

Three hours lecture per week

*UC/CSU, AA GE, IGETC*

*Prerequisite: ENGL 100.* 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 ENGLISH LITERATURE - PART ONE:**  
**From Beowulf to Swift**

**3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN ENGL 8*

*Prerequisite: ENGL 100.* 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 ENGLISH LITERATURE - PART TWO:**  
**From Blake to Beckett**

**3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN ENGL 10*

*Prerequisite: ENGL 100.* 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 AMERICAN LITERATURE - PART ONE:**  
**From 1620 TO 1865**

**3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN ENGL 14*

*Prerequisite: ENGL 100.* 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 AMERICAN LITERATURE -**  
**PART TWO: From 1865 to the Present**

**3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN ENGL 16*

*Prerequisite: ENGL 100.* This course is designed to be a continuation of ENGL 221. 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 THEMATIC TOPICS IN LANGUAGE**  
**AND LITERATURE**

**3 Units**

Three hours lecture per week

*UC/CSU, AA GE*

*Prerequisite: ENGL 100.* 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 230H.*

**ENGL 230H HONORS THEMATIC TOPICS IN**  
**LANGUAGE AND LITERATURE**

**3 Units**

Three hours lecture per week

*UC/CSU, AA GE*

*Prerequisite: ENGL 100.* Honors Thematic Topics in Language and Literature 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.*

**ENGL 231 FICTION TOPICS IN LANGUAGE AND LITERATURE****3 Units**

Three hours lecture per week

UC/CSU, AA GE

*Prerequisite:* ENGL 100. 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 231H.*

**ENGL 231H HONORS FICTION TOPICS IN LANGUAGE AND LITERATURE****3 Units**

Three hours lecture per week

UC/CSU, AA GE

*Prerequisite:* ENGL 100. Honors Fiction Topics in Language and Literature 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 The English Novel and The American Novel 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 231.*

**ENGL 232 POETRY TOPICS IN LANGUAGE AND LITERATURE****3 Units**

Three hours lecture per week

UC/CSU, AA GE

*Prerequisite:* ENGL 100. 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 Pre-Raphaelite Poets and The Beat Poets are offered. *Duplicate credit not granted for ENGL 232H.*

**ENGL 232H HONORS POETRY TOPICS IN LANGUAGE AND LITERATURE****3 Units**

Three hours lecture per week

UC/CSU, AA GE

*Prerequisite:* ENGL 100. Honors Poetry Topics in Language and Literature 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 The Pre-Raphaelite Poets and The Beat Poets 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 232.*

**ENGL 233 DRAMA TOPICS IN LANGUAGE AND LITERATURE****3 Units**

Three hours lecture per week

UC/CSU, AA GE

*Prerequisite:* ENGL 100. 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 Drama of The Provincetown Players and The Passion Plays are offered. *Duplicate credit not granted for ENGL 233H.*

**ENGL 233H HONORS DRAMA TOPICS IN LANGUAGE AND LITERATURE****3 Units**

Three hours lecture per week

UC/CSU, AA GE

*Prerequisite:* ENGL 100. Honors Poetry Topics in Language and Literature 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 Drama of The Provincetown Players and The Passion Plays 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 233.*

**ENGL 234 SHAKESPEARE****3 Units**

Three hours lecture per week

UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite:* ENGL 100. The course is an introduction to the major works of William Shakespeare. The emphasis is upon the plays and includes a study of selected comedies, histories, and the major tragedies. Ten to twelve plays will be studied along with a selection of the sonnets. *Duplicate credit not granted for ENGL 234H.*

**ENGL 234H HONORS SHAKESPEARE****3 Units**

Three hours lecture per week

UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite:* ENGL 100. This 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 an analysis of William Shakespeare's sonnets and his major plays, both as texts and in performance. The class will be conducted as a seminar. *Duplicate credit not granted for ENGL 234.*

**ENGL 247 VOICES OF AMERICA: STUDIES IN MULTICULTURAL LITERATURE****3 Units**

Three hours lecture per week

UC/CSU, AA GE, CSU GE, IGETC, CUL PL

*Prerequisite:* ENGL 100. 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 097.

**ENGL 298 LANGUAGE ARTS SEMINAR**

**~3 Units** (*Variable Unit Class*) (*May be taken for credit 3 times*)

One-half to three hours conference per week

UC Credit Limitation/CSU

*Prerequisite:* For the English section, ENGL 100; for the foreign language section, four semesters of foreign languages or recommendation of instructor. This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion. Subject matter may concern the work of one author or the literary or cultural characteristics of a particular movement or period.

**ENGL 299 LANGUAGE ARTS - INDEPENDENT STUDY**

**~2 Units** (*Variable Unit Class*) (*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 literature and/or language through individual study or research.

# English as a Second Language

**Division of Language Arts**

Division Dean - Barbara Marrs

**Faculty**

Hong Chi

Kathy Llanos

Debra McPherson

Alison Robertson

Kathryn Wada

Jane Wood

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

## English as a Second Language (ESL)

**PLACEMENT IN ENGLISH AS A SECOND LANGUAGE (ESL) CLASSES**

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. Go to the Assessment Center to schedule an appointment. Test takes 2 hours.

**ESL 069 INTERMEDIATE ESL GRAMMAR**

**2 Units** (*May be taken for credit 2 times*)

Two hours lecture and

*Credit/No Credit/Letter Grade Option*

**NON-DEGREE CREDIT**

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 070 HIGH BEGINNING ESL**

**5 Units** (*May be taken for credit 2 times*)

Five hours lecture and

One hour laboratory per week

*Credit/No Credit/Letter Grade Option*

**NON-DEGREE CREDIT**

*Prerequisite:* Use of a language other than English as the primary language and an acceptable score on the English as a Second Language placement test. A multi-skill course designed for high-beginning students of English to improve listening, speaking, reading, and writing.





**ESL 074 ENGLISH PRONUNCIATION IMPROVEMENT FOR NON-NATIVE SPEAKERS OF ENGLISH**

**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*  
**NON-DEGREE CREDIT**

This course is designed to refine pronunciation, to reduce foreign accent, and to build confidence in oral expression.

**ESL 075 INTERMEDIATE SPOKEN ENGLISH FOR NON-NATIVE SPEAKERS OF ENGLISH**

**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*  
**NON-DEGREE CREDIT**

*Prerequisite: Use of a language other than English as the primary language, eligibility for ESL 080, ESL 081, ESL 082 or ESL 083 or an acceptable score on the English as a Second Language placement test.* 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 ADVANCED SPOKEN ENGLISH FOR NON-NATIVE SPEAKERS OF ENGLISH**

**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: Use of a language other than English as the primary language, eligibility for ESL 184, ESL 185, or ESL 186 or an acceptable score on the English as a Second Language placement test.* 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 speeches, class discussion and listening comprehension.

**ESL 078 VOCABULARY DEVELOPMENT FOR NON-NATIVE SPEAKERS OF ENGLISH**

**2 Units**

Two hours lecture and  
One hour laboratory TBA per week  
*Credit/No Credit/Letter Grade Option*

*Prerequisite: Eligibility for ESL 184 or ESL 185.* 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.

**ESL 079 ADVANCED ESL GRAMMAR**

**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: Use of a language other than English as the primary language. Eligibility for ESL 184, ESL 185, ESL 186 or an acceptable score on the English as a Second Language placement test.* 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.

**ESL 080 LOW INTERMEDIATE ENGLISH FOR NON-NATIVE SPEAKERS OF ENGLISH (Level I)**

**5 Units**

Five hours lecture and  
One hour laboratory TBA per week  
*Credit/No Credit/Letter Grade Option*  
**NON-DEGREE CREDIT**

*Prerequisite: Use of a language other than English as the primary language and an acceptable score on the English as a Second Language placement test.* This is a low intermediate (Level 1) 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.

**ESL 081 LOW INTERMEDIATE ENGLISH FOR NON-NATIVE SPEAKERS OF ENGLISH (Level I)**

**5 Units**

Five hours lecture and  
One hour laboratory TBA per week  
*Credit/No Credit/Letter Grade Option*  
**NON-DEGREE CREDIT**

*Prerequisite: Use of a language other than English as the primary language. ESL 080 with a grade of "C" or better or an acceptable score on the English as a Second Language placement test or equivalent.* This is a low intermediate (Level 1) 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.

**ESL 082 INTERMEDIATE ENGLISH FOR NON-NATIVE SPEAKERS OF ENGLISH (Level II)**

**5 Units**

Five hours lecture and  
One hour laboratory TBA per week  
*Credit/No Credit/Letter Grade Option*  
**NON-DEGREE CREDIT**

*No UC Credit if taken after Summer 1995*  
*Prerequisite: Use of a language other than English as the primary language. ESL 081 with a grade of "C" or better or an acceptable score on the English as a Second Language placement test.* This is an intermediate integrated skills course designed to improve the composition, grammar, listening comprehension, and speaking skills of non-native speakers with a moderate command of English.

**ESL 083 INTERMEDIATE ENGLISH FOR  
NON-NATIVE SPEAKERS OF ENGLISH (Level II)  
5 Units**

Five hours lecture and  
One hour laboratory TBA per week  
*Credit/No Credit/Letter Grade Option*  
**NON-DEGREE CREDIT**

*No UC Credit if taken after Summer 1995*  
*Prerequisite: Use of a language other than English as the primary language. ESL 082 with a grade of "C" or better or an acceptable score on the English as a Second Language placement test. 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.*

**ESL 098 SEMINAR FOR NON-NATIVE SPEAKERS  
OF ENGLISH**

**°-3 Units** (*Variable Unit Class*) (*May be taken for credit 2 times*)

Hours will vary according to units given  
*Credit/No Credit/Letter Grade Option*  
*Prerequisite: Completion of all regularly scheduled courses in the skill area(s) desired. This is a course for advanced ESL students who have completed all regular courses and wish to pursue in small group instruction additional course work in one or more of the language skills. Listening, speaking, reading, writing and/or culture.*

**ESL 099 INDEPENDENT STUDY FOR NON-  
NATIVE SPEAKERS OF ENGLISH**

**°-2 Units** (*Variable Unit Class*) (*May be taken for credit 3 times*)

Two hours conference per week and  
appropriate number of laboratory hours  
for maximum credit  
*Credit/No Credit*  
*Prerequisite: Approved Independent Study Learning Contract. This is a course designed for advanced ESL students who have completed all regular courses and wish to pursue additional course work in one or more of the language skills: listening, speaking, reading, writing and/or culture.*

**ESL 184 ADVANCED ENGLISH FOR  
NON-NATIVE SPEAKERS OF ENGLISH (Level III)  
5 Units**

Five hours lecture and  
One hour laboratory TBA per week  
*UC Credit Limitation/CSU*  
*Prerequisite: Use of a language other than English as the primary language. ESL 083 with a grade of "C" or better or acceptable score on the English as a Second Language placement test. 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.*

**ESL 185 ADVANCED ENGLISH FOR  
NON-NATIVE SPEAKERS OF ENGLISH (Level III)  
5 Units**

Five hours lecture and  
One hour laboratory TBA per week  
*UC Credit Limitation/CSU*  
*Prerequisite: Use of a language other than English as the primary language. ESL 184 with a grade of "C" or better or acceptable score on the English as a Second Language placement test. 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.*

**ESL 186 ADVANCED ESL WRITING  
5 Units**

Four hours lecture and  
One hour laboratory TBA per week  
*UC Credit Limitation/CSU*  
*Prerequisite: Use of a language other than English as the primary language. ESL 185 with a grade of "C" or better or acceptable score on the English as a Second Language placement test. 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.*

**ESL 298 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.

# ETHNIC STUDIES

*Division of Social Science*

*Division Dean - Kay Andrews*

*Faculty*

*Counselors*

## Ethnic Studies (ETHS)

### ETHS 130 AFRICAN-AMERICAN HISTORY IN THE UNITED STATES

(Same as HIST 130)

**3 Units**

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. 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.

### ETHS 141 INTRODUCTION TO CHICANA/O HISTORY AND CULTURE

(same as HIST 141)

**3 Units**

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 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.

### ETHS 142 THE CHICANA/O IN CONTEMPORARY SOCIETY

**3 Units**

(Same as SOC 142)

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.

### ETHS 231 MINORITY COMMUNITIES IN THE UNITED STATES

(Same as HIST 231, POSC 231, & SOC 231)

**3 Units**

Three hours lecture per week

*UC/CSU, AA GE, 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 231H HONORS MINORITY COMMUNITIES IN THE UNITED STATES

**3 Units**

Three hours lecture per week

*UC/CSU, AA GE, 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 THE CIVIL RIGHTS MOVEMENT

(Same as SOC 235)

**3 Units**

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 ETHNIC STUDIES SEMINAR

**°-3 Units (Variable Unit Class) (May be taken for credit 3 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 ETHNIC STUDIES - INDEPENDENT STUDY

**°-2 Units (Variable Unit Class) (May be taken for credit 3 times)**

One-half to two hours conference per week

*UC Credit Limitation/CSU*

*Prerequisite: Dean 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 he/she could learn more regarding their special topic.

# Flight Attendant - See Hospitality and Travel Careers (HTC)

## Foreign Language

### FOREIGN LANGUAGE TRANSFER PROGRAM CALIFORNIA STATE UNIVERSITY, FULLERTON

Required courses are listed in Suggested sequence

| Course # | Title                                       | Units |
|----------|---|-------|
| 101, 102 | *Foreign Language                           | 5, 5  |
| 203, 204 | *Foreign Language                           | 4, 4  |
|          | *Spanish, French, German, Japanese, Chinese |       |

#### Electives

|     |                  |         |
|-----|------------------|---------|
| 200 | Foreign Language | 2, 2, 2 |
|-----|------------------|---------|

Foreign Language majors should select 200 as soon as they qualify.

**Note:** California State University, Long Beach, requires at least one year of a second foreign language for the BA.

## Forestry

### FORESTRY TRANSFER PROGRAM

#### CALIFORNIA STATE UNIVERSITY, HUMBOLDT

Required Courses are listed in suggested sequence

| Course # | Title                            | Units |
|----------|----------------------------------|-------|
| MATH 130 | Survey of Calculus               | 4     |
| CSCI 205 | FORTRAN Programming              | 3     |
| CHEM 107 | Foundations of College Chemistry | 5     |
| BIOL 268 | General Botany                   | 5     |

#### UNIVERSITY OF CALIFORNIA, BERKELEY

Required Courses are listed in suggested sequence

| Course #     | Title                                   | Units |
|--------------|---|-------|
| BIOL 266     | General Zoology                         | 5     |
| BIOL 268     | General Botany                          | 5     |
| CHEM 111A,B  | General Chemistry                       | 5, 5  |
| CSCI 205     | FORTRAN Programming                     | 3     |
| ECON 100,105 | Principles of Economics                 | 3, 3  |
| ENGL 100     | College Writing                         | 3     |
| ENGL 201     | Intermediate College Writing            | 3     |
| ENGL 102     | Introduction to Literature              | 3     |
| GEOL 100,101 | Physical Geology                        | 3,1   |
| MATH 150     | Calculus and Analytic Geometry          | 4, 4  |
| MATH 120     | Introductory Probability and Statistics | 3     |

#### Electives

|               |                 |      |
|---------------|-----------------|------|
| PHYS 221, 222 | General Physics | 4, 4 |
| or            |                 |      |
| PHYS 201, 202 | College Physics | 4, 4 |

**Note:** Students should check prerequisites to determine if they are eligible for the above courses. If there is a question regarding preparation for the required courses and/or prerequisites, see a counselor.

# French

## Division of Language Arts

Division Dean - Barbara Marrs

### Faculty

#### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## French (FREN)

### FREN 053 BASIC SPOKEN FRENCH

**3 Units** (May be taken for credit 2 times)

Three hours lecture

*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 FRENCH SEMINAR

**1/2 - 3 Units** (Variable unit class) (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 ELEMENTARY FRENCH I

**5 Units**

Five hours lecture and

One hour laboratory TBA per week

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AA GE, CSU GE, IGETC, CAN FREN 2*

*Prerequisite: Eligibility for ENGL 100 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 ELEMENTARY FRENCH II****5 Units**

Five hours lecture and

One hour laboratory TBA per week

*Credit/No Credit/Letter Grade Option*

UC/CSU, AA GE, CSU GE, IGETC, CAN FREN 4

*Prerequisite: FREN 101 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 CONVERSATIONAL FRENCH****2 Units (May be taken for credit 4 times)**

Two hours lecture per week

*Credit/No Credit/Letter Grade Option*

CSU, AA GE, CSU GE,

*Prerequisite: FREN 102.* 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. This course is conducted in French.

**FREN 203 INTERMEDIATE FRENCH III****4 Units**

Four hours lecture and

One hour laboratory per week

*Credit/No Credit/Letter Grade Option*

UC/CSU, AA GE, CSU GE, IGETC, CAN FREN 8

*Prerequisite: FREN 102 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 INTERMEDIATE FRENCH IV****4 Units**

Four hours lecture and

One hour laboratory TBA per week

*Credit/No Credit/Letter Grade Option*

UC/CSU, AA GE, CSU GE, IGETC, CAN FREN 10

*Prerequisite: FREN 203 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 FRENCH SEMINAR****1/2 - 3 Units (Variable Unit Class) (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 FRENCH INDEPENDENT STUDY****1-2 Units (Variable Unit Class) (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**

GIS is a data base management system that facilitates the collection and the analysis of geographic data. This system has evolved from surveying, photogrammetry, computer cartography, spatial statistics and remote sensing. Hardware and software have been developed for collecting, storing, retrieving, manipulating, analyzing and displaying geographic data from the physical and cultural world. 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:**

| Course # | Title   | Units |
|----------|---|-------|
| GEOG 230 | Introduction to GIS                                   | 3     |
| GEOG 231 | GIS Applications - Vector Applications                | 3     |
| GEOG 232 | GIS Applications - Advanced Vector and Raster         | 3     |
| GEOG 233 | GIS Applications - Advanced Applications - Internship | 3     |

**Spatial Courses (3 units) from the following:**

|          |                                    |   |
|----------|------------------------------------|---|
| GEOG 100 | The Human World - A Regional Study | 3 |
| GEOG 160 | Cultural Geography                 | 3 |

**Spatially Related Courses (3 units) from the following:**

|          |                                   |   |
|----------|-----------------------------------|---|
| ANTH 102 | Cultural Anthropology             | 3 |
| ANTH 203 | Introduction to Archaeology       | 3 |
| BIOL 103 | Human Ecology                     | 3 |
| BIOL 122 | Marine Biology                    | 3 |
| BIOL 127 | Field Biology and Natural History | 5 |
| BIOL 128 | Plants and Society                | 5 |
| BIOL 176 | Ecology                           | 3 |
| ECON/    |                                   |   |
| GEOG 260 | Economic Geography                | 3 |
| ENGT 101 | Technical Drawing                 | 3 |
| ENGT 104 | Computer Aided Design             | 3 |
| GEOG 100 | The Human World                   | 3 |
| GEOG 102 | Physical Geography - Lecture      | 3 |
| GEOG 130 | Geography of California           | 3 |
| GEOG 140 | Weather and Climate               | 3 |
| GEOG 160 | Cultural Geography                | 3 |
| GEOG 260 | Economic Geography                | 3 |
| GEOG 202 | Field Geography - Physical        | 1 |
| GEOL 100 | Physical Geology                  | 3 |
| GEOL 120 | Geology of California             | 3 |
| GEOL 130 | Introduction to Oceanography      | 3 |
| GEOL 190 | Environmental Geology             | 3 |
| HS 147   | Survey of Disease                 | 3 |
| HTC 174  | Destinations I                    | 3 |
| HTC 175  | Destinations II                   | 3 |
| MKT 222  | Principles of Marketing           | 3 |
| MKT 224  | International Marketing           | 3 |
| PHSC 116 | Introduction to Astronomy         | 3 |

**Spatial Course with Lab (4 units) from the following:**

|           |                              |   |
|-----------|------------------------------|---|
| GEOG 102  | Physical Geography - Lecture | 3 |
| GEOG 102L | Physical Geography - Lab     | 1 |
| GEOG 202  | Field Geography - Physical   | 1 |
| GEOL 100  | Physical Geology             | 3 |
| GEOL 101  | Physical Geology Laboratory  | 1 |

**CIS C++ Programming Courses (3 units) from the following:**

|         |                             |   |
|---------|-----------------------------|---|
| CIS 223 | C/C++ Programming           | 3 |
| CIS 224 | C++ and Windows Programming | 3 |

**Computer Programming Skills**

|         |                          |   |
|---------|--------------------------|---|
| CIS 211 | Intro to Programming     | 3 |
| CIS 217 | 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**

| Course #                    | Title                                  | Units     |
|-----------------------------|--|-----------|
| MKT 222                     | Principles of Marketing                | 3         |
| MKT 210                     | Consumer Behavior                      | 3         |
| MKT 224                     | International Marketing                | 3         |
| GEOG 230                    | Introduction to GIS                    | 3         |
| GEOG 231                    | GIS Applications - Vector Applications | 3         |
| <b>Total Units Required</b> |  | <b>15</b> |

**GEOGRAPHY TRANSFER PROGRAM**

**MOST CALIFORNIA STATE UNIVERSITIES  
Required courses are listed in suggested sequence**

| Course #       | Title                             | Units |
|----------------|-----------------------------------|-------|
| GEOG 102, 102L | Physical Geography - Lec/Lab      | 3,1   |
| GEOG 100       | The Human World: A Regional Study | 3     |
| GEOG 160       | Cultural Geography (CSUF)         | 3     |
| GEOG 260       | Economic Geography                | 3     |

**Electives**

|          |                           |   |
|----------|---------------------------|---|
| GEOG 130 | California Geography      | 3 |
| GEOL 100 | Physical Geology          | 3 |
| ECON 110 | Survey of Economics       | 3 |
| SOC 101  | Introduction to Sociology | 3 |
| ECON 105 | Principles of Economics   | 3 |

**Geography (GEOG)**

**GEOG 098 GEOGRAPHY NON-TRANSFER SEMINAR**

**1-2 Units (Variable Unit Class) (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 1 to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

**GEOG 100 THE HUMAN WORLD:  
A REGIONAL STUDY  
3 Units**

Three hours lecture per week  
*UC/CSU, AA GE, CSU GE, IGETC*

This course investigates and interprets the physical and political regions of the world today, with emphasis on location, population, political status, language use patterns, problems and potentialities. *Duplicate credit not granted for GEOG 100H.*

**GEOG 100H HONORS THE HUMAN WORLD:  
A REGIONAL STUDY  
3 Units**

Three hours lecture per week  
*UC/CSU, AA GE, 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.*

**GEOG 102 PHYSICAL GEOGRAPHY - LECTURE  
3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN GEOG 2*

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 102L PHYSICAL GEOGRAPHY - LAB  
1 Unit**

(formerly GEOG 103)

Two hours laboratory and

One hour laboratory/quiz/problem solving per week

*UC/CSU, AA GE, CSU GE, IGETC*

*Corequisite: Completion of, or concurrent enrollment in, GEOG 102.* 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 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 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 instruments, classification and distribution of world climates; interrelationships between weather and climate and weather predictions are topics covered in this course.

**GEOG 160 CULTURAL GEOGRAPHY  
3 Units**

Three hours lecture per week

*UC/CSU, AA GE, 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 FIELD GEOGRAPHY - PHYSICAL  
1 Unit**

Eighteen hours lecture in the field (location TBA)

*CSU*

*Corequisite: Completion of, or concurrent enrollment in, GEOG 102.* This course is an introduction to field observation techniques in map interpretation, weather and climate, surface and underground water, flora and fauna, soils, rocks and minerals, weathering, mass wasting and erosion, landforms, and the interrelationships of these physical phenomena. Practical application of geographic observation techniques will take place in the field.

**GEOG 230 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 GEOGRAPHIC INFORMATION  
SYSTEMS: VECTOR APPLICATIONS**

**3 Units**

Two hours lecture and

Three hours laboratory per week

*CSU*

*Prerequisite: GEOG 230.* 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 GEOGRAPHIC INFORMATION  
SYSTEMS: ADVANCED VECTOR AND RASTER**

**3 Units**

Two hours lecture and

Three hours laboratory per week

*CSU*

*Prerequisite: GEOG 231.* 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 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. 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 and one hour lecture per week to discuss problem areas related to fieldwork. \$4.00 Laboratory Fee - PAYABLE AT THE BOOKSTORE.

**GEOG 260 ECONOMIC GEOGRAPHY****3 Units**

(same as ECON 260)

Three hours lecture per week

UC/CSU, CSU GE, IGETC

GEOG 260 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 GEOGRAPHY SEMINAR**

**3 Units** (Variable Unit Class) (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 unit to 3 units. Consult class schedule for the offerings a particular semester.

**GEOG 299 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****CALIFORNIA STATE UNIVERSITY, FULLERTON**

Required Courses are listed in suggested sequence

| Course #      | Title                                | Units |
|---------------|--------------------------------------|-------|
| CHEM 111A,B   | General Chemistry                    | 5, 5  |
| GEOL 100,101  | Physical Geology                     | 3,1   |
| or            |                                      |       |
| GEOL 102      | Physical Geology                     | (4)   |
| GEOL 103      | Historical Geology                   | 4     |
| BIOL 101      | General Biology                      | 5     |
| MATH 150AB    | Calculus and Analytic Geometry       | 4, 4  |
| PHYS 221, 222 | General Physics                      | 4, 4  |
| or            |                                      |       |
| PHYS 223      | General Physics                      | (4)   |
| CIS 111       | Computer Literacy- Intro to Info Sys | 3     |

**CALIFORNIA STATE UNIVERSITY, LONG BEACH**

Required courses are listed in suggested sequence

| Course #      | Title                          | Units |
|---------------|--------------------------------|-------|
| CHEM 111A,B   | General Chemistry              | 5, 5  |
| GEOL 100,101  | Physical Geology               | 3, 1  |
| or            |                                |       |
| GEOL 102      | Physical Geology               | (4)   |
| GEOL 103      | Historical Geology             | 4     |
| MATH 150AB    | Calculus and Analytic Geometry | 4, 4  |
| PHYS 221, 222 | General Physics                | 4, 4  |
| BIOL 101      | General Biology                | 5     |

**UNIVERSITY OF SOUTHERN CALIFORNIA**

Required courses are listed in suggested sequence

| Course #      | Title                          | Units  |
|---------------|--------------------------------|--------|
| CHEM 111A,B   | General Chemistry              | 5, 5   |
| GEOL 100, 101 | Physical Geology               | 3, 1   |
| or            |                                |        |
| GEOL 102      | Physical Geology               | (4)    |
| MATH 150AB    | Calculus and Analytic Geometry | 4, 4   |
| PHYS 201, 202 | College Physics                | 4, 4   |
| or            |                                |        |
| PHYS 221, 222 | General Physics                | (4, 4) |

## Geology (GEOL)

**GEOL 055 GEOLOGIC WORK EXPERIENCE**

**1-4 Units** (Variable Unit Class)

One hour lecture and

Five hours supervised employment per week  
in geologically related work for each unit of credit

*Corequisite:* Completion of, or concurrent enrollment in, GEOLOG 150, GEOLOG 151 or GEOLOG 250. This is 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 PHYSICAL GEOLOGY****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, 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.)*

**GEOL 101 PHYSICAL GEOLOGY LABORATORY****1 Unit**

Three hours laboratory per week

*UC/CSU, AA GE, CSU GE, IGETC*

*Corequisite: Completion of, or concurrent enrollment in, GEOL 100.* 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.)*

**GEOL 102 PHYSICAL GEOLOGY - LECTURE/LAB****4 Units**

Three hours lecture

Two hours laboratory and

One hour discussion/quiz per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN GEOL 2*

This course is an introductory study of the composition, structure, and geologic features of the earth, with emphasis upon the physical forces and events which govern the origin, distribution and change of the earth and its surface. The laboratory work includes identification of rocks and minerals, interpretation of topographic maps and geologic survey data, study of landforms and rock structures, and some field trips. High school physics or chemistry is recommended background. *(Not open to students with credit in GEOL 100 or GEOL 101.)*

**GEOL 103 HISTORICAL GEOLOGY****4 Units**

Three hours lecture and

Three hours laboratory per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN GEOL 4*

This course is an introduction to the scientific method of exploring planetary materials and structures by 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 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 PHYSICAL GEOLOGY FIELD LABORATORY****1 Unit**

Three hours laboratory per week

*UC/CSU, AA GE, 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 or GEOL 102.)*

**GEOL 120 GEOLOGY OF CALIFORNIA****3 Units**

Three hours lecture per week

Field trips are optional

*UC/CSU, AA GE, 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 INTRODUCTION TO OCEANOGRAPHY****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC*

This course is a survey 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 INTRODUCTION TO OCEANOGRAPHY - LABORATORY****1 Unit**

Three hours laboratory per week and selected field trips.

*UC/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: Completion of, or concurrent enrollment in, GEOL 130.* This course includes the identification of earth materials; understanding of bathymetric charts; basic navigation; and methods of oceanographic research.

**GEOL 150 GEOLOGY TECHNOLOGY****4 Units**

Three hours lecture

Two hours laboratory and

One hour discussion/quiz per week

*CSU*

*Prerequisite: Completion of, or concurrent enrollment in, GEOL 102, or GEOL 100 and GEOL 101.* 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 be taken prior to, or concurrently with, GEOL 150.

**GEOL 151 GEOLOGY TECHNOLOGY****4 Units**

Three hours lecture

Two hours laboratory and

One hour discussion/quiz per week

CSU

*Prerequisite:* GEOL 150. 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 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 will normally consist 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.

**GEOL 190 ENVIRONMENTAL GEOLOGY****3 Units**

Three hours lecture per week

UC /CSU, AA GE, CSU GE, IGETC

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. (*The course is not open to students who have completed GEOL 100 or GEOL 102.*)

**GEOL 196 REGIONAL FIELD STUDIES  
IN GEOLOGY****1-2 Units** (*Variable Unit Class*) (*Variable Unit Class*)  
(*May be taken for credit 4 times*)

One hour lecture and

Three hours field work per week or equivalent

UC Credit Limitation/CSU

*Prerequisite:* Completion of, or concurrent enrollment in, GEOL 100 or GEOL 102. 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.

**GEOL 220 MINERALOGY****4 Units**

Three hours lecture

Two hours laboratory and

One hour discussion/quiz per week

UC/CSU, IGETC

*Prerequisite:* GEOL 102 and CHEM 107. 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.

**GEOL 250 GEOLOGY TECHNOLOGY****4 Units**

Three hours lecture

Two hours laboratory and

One hour discussion/quiz per week

CSU

*Prerequisite:* GEOL 151. This course is a continuation of GEOL 150 and GEOL 151 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 and GEOL 151. Employment opportunities, job applications and the development of a resume will complete the program.

**GEOL 298 GEOLOGY SEMINAR****~3 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

Lecture/discussion or laboratory hours

vary according to credit given

UC Credit Limitation/CSU

*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.

# German

**Division of Language Arts**

Division Dean - Barbara Marrs

**Faculty****Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

## German (GERM)

### GERM 053 BASIC SPOKEN GERMAN

**3 Units** (May be taken for credit 2 times)

Three hours lecture and

One hour laboratory TBA 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 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, AA GE, CSU GE, IGETC, CAN GERM 2

*Prerequisite: Eligibility for ENGL 100 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 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, AA GE, CSU GE, IGETC, CAN GERM 4

*Prerequisite: GERM 101 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 GERMAN INDEPENDENT STUDY

**~2 Units** (Variable Unit Class) (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.

## 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 all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation; (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.

*It is recommended that the following three required courses be taken prior to enrolling in the Health Information courses:*

| Course #                  | Title   | Units |
|---------------------------|---|-------|
| <b>FOUNDATION COURSES</b> |   |       |
| CIS 101                   | Beginning Computer Keyboarding<br>Typing speed of 25 or Beginning Keyboarding | 3     |
| CIS 111                   | Computer Literacy - Introduction to Information Systems                       | 3     |
| HS 145                    | Survey of Medical Terminology or equivalent                                   | 3     |
| HI 100                    | Trends in Health Care Delivery Systems  | 2     |

**Courses are listed in suggested sequence**

| <b>SEMESTER 1</b> |  |   |
|-------------------|--|---|
| HI 101            | Health Information Science                                   | 3 |
| *HI 102           | Legal Aspects of Health Care                                 | 2 |
| BIOL 210          | Anatomy and Physiology                                       | 5 |
| ENGL 100          | College Writing  | 3 |
| <b>13</b>         |  |   |
| <b>SEMESTER 2</b> |  |   |
| HI 115            | Medical Staff Services Science                               | 3 |
| HS 147            | Survey of Disease  | 3 |
| HI 204            | ICD-9-CM Coding  | 3 |
| <b>9</b>          |  |   |
| <b>SEMESTER 3</b> |  |   |
| *HI 103           | Health Care Statistics                                       | 3 |
| HI 214            | CPT/Ambulatory Care Coding                                   | 2 |
| HS/HI 203         | Medical Quality Management                                   | 2 |
| *HI 105           | Directed Practice***<br>(3 hr lab, 4 hrs/week in facilities) | 2 |
| <b>9</b>          |  |   |

**SEMESTER 4**

|             |  |           |
|-------------|--|-----------|
| HI 220      | Advanced Coding for Prospective Payment                      | 2         |
| HI 225      | Information Technology in Health Care                        | 3         |
| HI 110      | Medical Insurance Billing                                    | 2         |
| HI 245      | Coding Skills Lab  | 1         |
| **/**HI 205 | Directed Practice II<br>(3 hr. lab, 4 hrs./week in hospital) | 2         |
|             |  | <b>10</b> |

**Electives**

BIOL 160 Integrated Medical Science - taken prior to BIOL 210

\*Course offered in Fall

\*\*Course offered in Spring

\*\*\*This course is a non-paid laboratory experience. Students are assigned to a health care agency.

**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**

| Course #                    | Title                                  | Units     |
|-----------------------------|--|-----------|
| HI 100                      | Trends in Health Care Delivery Systems | 2         |
| HI 102                      | Legal Aspects of Health Care           | 2         |
| HI 115                      | Medical Staff Services Science         | 3         |
| MGT 262                     | Principles of Management               | 3         |
| MGT 266                     | Human Relations in Business            | 3         |
| MGT 267                     | Principles of Supervision              | 3         |
| <b>Total Units Required</b> |  | <b>16</b> |

**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**

| Course #                    | Title                                  | Units     |
|-----------------------------|--|-----------|
| HI 100                      | Trends in Health Care Delivery Systems | 2         |
| HI 102                      | Legal Aspects of Health Care           | 2         |
| HI 115                      | Medical Staff Services Science         | 3         |
| MKT 222                     | Principles of Marketing                | 3         |
| MKT 103                     | Principles of Advertising              | 3         |
| MKT 208                     | Principles of Selling                  | 3         |
| <b>Total Units Required</b> |  | <b>16</b> |

**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.

**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

| Course #          | Title   | Units     |
|-------------------|---|-----------|
| <b>SEMESTER 1</b> |   |           |
| HI 101            | Health Information Science                              | 3         |
| HS 145            | Survey of Medical Terminology                           | 3         |
| BIOL 210          | Anatomy and Physiology                                  | 5         |
| HS/HI 100         | Trends in Health Care Delivery systems                  | 2         |
|                   |   | <b>13</b> |
| <b>SEMESTER 2</b> |   |           |
| CIS 111           | Computer Literacy - Introduction to Information Systems | 3         |
| HS 147            | Survey of Disease                                       | 3         |
| HI 204            | ICD-9-CM Coding   | 3         |
| HI 245            | Coding Skills Lab                                       | 1         |
|                   |   | <b>10</b> |
| <b>SEMESTER 3</b> |   |           |
| HI 110            | Medical Insurance Billing                               | 2         |
| HI 214            | CPT/Ambulatory Care Coding                              | 2         |
| HI 220            | Advanced Coding for Prospective Payment                 | 2         |
| HI 245            | Coding Skills Lab                                       | 2         |
| *HI 299           | Health Information Science-Independent Study            | 1         |
|                   |   | <b>9</b>  |

\*This course is a non-paid laboratory experience. Students are assigned to a hospital.

**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     |
|-------------------|--|-----------|
| <b>SEMESTER 1</b> |  |           |
| HS 145            | Survey of Medical Terminology  | 3         |
| CIS 101           | Beginning Computer Keyboarding<br>(or typing speed of 25wpm)                   | 3         |
| OFF 045           | Office Procedures  | 3         |
| HS 100            | Trends in Health Care Delivery Systems   | 2         |
| HS 165            | A Matter of Life and Death-Making<br>Ethical Choices in Health Care            | 1         |
|                   |  | <b>12</b> |
| <b>SEMESTER 2</b> |  |           |
| HI 101            | Health Information Science   | 3         |
| HI 104            | Health Care Unit Coordination  | 4         |
| HI 203            | Medical Quality Management   | 2         |
| PE 235            | First Aid, CPR and Responding to<br>Emergencies (or current CPR Certification) | 3         |
|                   |  | <b>12</b> |
|                   | <b>Total Units Required</b>  | <b>24</b> |

**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**

| Course #          | Title  | Units     |
|-------------------|--|-----------|
| <b>SEMESTER 1</b> |  |           |
| CIS 101           | Beginning Computer Keyboarding                             | 3         |
| HI 101            | Health Information Science                                 | 3         |
| HS 145            | Survey of Medical Terminology                              | 3         |
| BIOL 160          | Integrated Medical Science                                 | 3         |
|                   |  | <b>12</b> |
| <b>SEMESTER 2</b> |  |           |
| CIS 111           | Computer Literacy - Introduction to<br>Information Systems | 3         |
| HI 204            | ICD 9-CM Coding  | 3         |
| HI 214            | CPT/Ambulatory Care Coding                                 | 2         |
| HS/BI 110         | Medical Insurance Billing                                  | 2         |
|                   |  | <b>10</b> |

**Recommended Electives**

|           |  |   |
|-----------|--|---|
| MGT 055   | Business English                       | 3 |
| HI/HS 100 | Trends in Health Care Delivery Systems | 2 |
| HI 102    | Legal Aspects of Health Care           | 2 |
| MGT 151   | Business Mathematics                   | 3 |

**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 CURRICULUM**

**Required Courses are listed in suggested sequence**

| Course #          | Title  | Units     |
|-------------------|--|-----------|
| <b>SEMESTER 1</b> |  |           |
| HS 145            | Survey of Medical Terminology                      | 3         |
| HI 101            | Health Information Science                         | 3         |
| HI 115            | Medical Staff Services Science                     | 3         |
| HI 203            | Medical Quality Management                         | 2         |
|                   |  | <b>11</b> |
| <b>SEMESTER 2</b> |  |           |
| HS 147            | Survey of Disease                                  | 3         |
| CIS 111           | Computer Literacy—Intro to Info Systems            | 3         |
| HI 102            | Legal Aspects of Health Care                       | 2         |
| *HI 299           | Health Information Technology<br>Independent Study | 2         |
|                   |  | <b>10</b> |
| <b>Electives</b>  |  |           |
| HI 103            | Health Care Statistics                             | 3         |
| BIOL 160          | Integrated Medical Science                         | 3         |

\*This course is a non-paid laboratory experience. Students are assigned to a hospital.

**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.

**MEDICAL RECORD CLERK CURRICULUM**

Required Courses are listed in suggested sequence:

| Course # | Title   | Units     |
|----------|---|-----------|
| HS 145   | Survey of Medical Terminology                   | 3         |
| HI 101   | Health Information Science                      | 3         |
| CIS 111  | Computer Literacy—Intro to Info Systems         | 3         |
| CIS 101  | Beginning Comp Keyboard—Word Perfect            | 3         |
| *HI 299  | Health Information Technology-Independent Study | 2         |
|          |   | <b>14</b> |

**Elective**

|        |                              |   |
|--------|------------------------------|---|
| HI 102 | Legal Aspects of Health Care | 2 |
|--------|------------------------------|---|

\*This course is a non-paid laboratory experience. Students are assigned to a hospital.

**ASSOCIATE IN SCIENCE DEGREE  
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 60 semester units and three years experience as a medical staff coordinator, the student is eligible to write the examination offered by the National Association of Medical Staff Services to become a *Certified Medical Staff Coordinator*.

**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, CA 90630.

**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) any elective courses to complete a minimum of 60 units; and, (4) with an overall 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:

| Course # | Title   | Units    |
|----------|---|----------|
| CIS 102  | Intermediate Computer Keyboarding                       | 3        |
| CIS 111  | Computer Literacy - Introduction to Information Systems | 3        |
| HS 145   | Survey of Medical Terminology                           | 3        |
|          |   | <b>9</b> |

Required courses are listed in suggested sequence

**SEMESTER 1**

|          |                                       |           |
|----------|---------------------------------------|-----------|
| HI 101   | Health Information Technology Science | 3         |
| HI 102   | Legal Aspects of Health Care          | 2         |
| HS 100   | Trends in Health Care Delivery System | 2         |
| ENGL 100 | College Writing                       | 3         |
|          |                                       | <b>10</b> |

**SEMESTER 2**

|          |                                |           |
|----------|--------------------------------|-----------|
| HI 115   | Medical Staff Services Science | 3         |
| MGT 266  | Human Relations in Business    | 3         |
| BIOL 210 | Anatomy and Physiology         | 5         |
|          |                                | <b>11</b> |

**SEMESTER 3**

|         |                                    |           |
|---------|------------------------------------|-----------|
| CIS 250 | Word Processing Machine Operations | 2         |
| HS 203  | Medical Quality Management         | 2         |
| MGT 262 | Principles of Management           | 3         |
| or      |                                    |           |
| MGT 267 | Principles of Supervision          | (3)       |
| HS 147  | Survey of Disease                  | 3         |
|         |                                    | <b>10</b> |

**SEMESTER 4**

|                             |   |           |
|-----------------------------|---|-----------|
| HI 215                      | Medical Staff Services Science                    | 2         |
| HI 225                      | Information Technology in Health Care             | 3         |
| *HI 299                     | Health Information Technology - Independent Study | 2         |
|                             |   | <b>7</b>  |
| <b>Total Units Required</b> |   | <b>47</b> |

\*This course is a non-paid laboratory experience. Students are assigned to a hospital.

**MEDICAL STAFF SERVICES SCIENCE  
CERTIFICATE**

A student must have a minimum of an Associate in Science degree in order to obtain a certificate in Medical Staff Services Science. Upon completion of the 45 units of Medical Staff Services Science required course work, as listed for the Medical Staff Services Science Associate of Science Degree, the student will be eligible to receive a certificate. All courses must be completed with a minimum grade of "C". At least 50% of all 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:

| Course # | Title   | Units    |
|----------|---|----------|
| CIS 102  | Intermediate Computer Keyboarding                       | 3        |
| CIS 111  | Computer Literacy - Introduction to Information Systems | 3        |
| HS 145   | Survey of Medical Terminology                           | 3        |
|          |   | <b>9</b> |

Required courses are listed in suggested sequence

**SEMESTER 1**

|          |                                       |           |
|----------|---------------------------------------|-----------|
| HI 101   | Health Information Technology Science | 3         |
| HI 102   | Legal Aspects of Health Care          | 2         |
| HS 100   | Trends in Health Care Delivery System | 2         |
| ENGL 100 | College Writing                       | 3         |
|          |                                       | <b>10</b> |

|                   |   |           |
|-------------------|---|-----------|
| <b>SEMESTER 2</b> |   |           |
| HI 115            | Medical Staff Services Science          | 3         |
| MGT 266           | Human Relations in Business             | 3         |
| BIOL 210          | Anatomy and Physiology                  | 5         |
|                   |   | <b>11</b> |
| <b>SEMESTER 3</b> |   |           |
| CIS 250           | Word Processing                         | 2         |
| HI 203            | Medical Quality Management              | 2         |
| MGT 262           | Principles of Management                | 3         |
| or                |   |           |
| MGT 267           | Principles of supervision               | (3)       |
| HS 147            | Survey of Disease                       | 3         |
|                   |   | <b>10</b> |
| <b>SEMESTER 4</b> |   |           |
| HI 215            | Medical Staff Services Science          | 2         |
| *HI 299           | Health Information Science - Ind. Study | 2         |
| HI 225            | Information Technology in Health Care   | 3         |
|                   |   | <b>7</b>  |

**ELECTIVES:** BIOL 160 Integrated Medical Science taken prior to BIOL 210.

\*This course is a non-paid laboratory experience. Students are assigned to a hospital for eight hours per week.

**PROVIDER CREDENTIALING SPECIALIST CERTIFICATE PROGRAM**

A Provider Credentialing Specialist is an individual who credentials physicians and allied health practitioners for a health care entity. Credentialing involves verification of a practitioner's education, training, licensure, and current competence pursuant to the guidelines and requirements established by state licensing agencies, national accrediting agencies and federal regulations. A credentialing professional with two years experience, 30 college units and ten continuing education credits is qualified to sit for the examination offered by the National Association Medical Staff Services to become a Certified Provider Credentialing Specialist. Credentialing specialists work in a variety of health delivery settings: hospitals, preferred provider organizations, independent practice associations, health maintenance organizations, ambulatory medical groups, ambulatory surgery centers, 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**

| Course #          | Title   | Units     |
|-------------------|---|-----------|
| <b>SEMESTER 1</b> |   |           |
| CIS 102           | Intermediate Computer Keyboarding                       | 3         |
| HS 145            | Survey of Medical Terminology                           | 3         |
| HI 115            | Medical Staff Services Science                          | 3         |
| HS 100            | Trends in Health Care Delivery Systems                  | 2         |
|                   |   | <b>11</b> |
| <b>SEMESTER 2</b> |   |           |
| CIS 111           | Computer Literacy - Introduction to Information Systems | 3         |
| HI 102            | Legal Aspects of Health Care                            | 2         |
| HS/HI 203         | Medical Quality Management                              | 2         |
| HI 215            | Medical Staff Services Science                          | 2         |
|                   |   | <b>9</b>  |

|                              |                            |   |
|------------------------------|----------------------------|---|
| <b>Recommended Electives</b> |                            |   |
| ENGL 100                     | College Writing            | 3 |
| HI 101                       | Health Information Science | 3 |
| BIOL 160                     | Integrated Medical Science | 3 |

**Health Information Technology (HI)**

**HI 100 TRENDS IN HEALTH CARE DELIVERY SYSTEMS**

**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 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 LEGAL ASPECTS OF HEALTH CARE**

**2 Units**

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.



**HI 103 HEALTH CARE STATISTICS****3 Units**

Two hours lecture and

Three hours laboratory per week

CSU

*Prerequisite:* HI 101 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 HEALTH CARE UNIT COORDINATION****4 Units**

Three hours lecture and

Three hours laboratory per week

CSU

*Prerequisite:* HS 145 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 DIRECTED PRACTICE I****2 Units**

Three hours laboratory and

Four hours directed practice per week

CSU

*Prerequisite:* HI 101 and CIS 111 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 MEDICAL INSURANCE BILLING****2 Units**

Two hours lecture per week

CSU

*Prerequisite:* HS 145 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, workmen's 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 HCFA Form 1500, the universally accepted billing format for medical offices.

**HI 112 COMPUTERIZED MEDICAL INSURANCE BILLING****2 Units**

Two hours lecture per week

CSU

*Prerequisite:* Completion of or concurrent enrollment in HI 110 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 MEDICAL STAFF SERVICES SCIENCE****3 Units**

Three hours lecture per week

CSU

*Prerequisite:* ENGL 100. 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 MEDICAL QUALITY MANAGEMENT****2 Units**

Two hours lecture per week

CSU

*Prerequisite:* HS 145 or background in medical terminology.

This course is an introduction to the principles of the quality assessment 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 of service data.

**HI 204 ICD-9-CM CODING****3 Units**

Two hours lecture and

Three hours laboratory per week

CSU

*Prerequisite:* HI 101, HS 145, and either BIOL 160 or BIOL 210 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 operations is addressed with the intention of indexing and retrieving information for administrative and research purposes.

**HI 205 DIRECTED PRACTICE II****2 Units**

Three hours laboratory and

Four hours directed clinical practice per week

CSU

*Prerequisite:* HI 103 and HI 204 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, presentation and analysis of data; quality improvement functions; and coding and abstracting. 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 214 CPT/AMBULATORY CARE CODING****2 Units**

One hour lecture and

Three hours laboratory per week

CSU

*Prerequisite:* HI 204 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 Financing Administration's 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. In the laboratory, students will solve coding problems using operative reports and encoding software. **\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

**HI 215 MEDICAL STAFF SERVICES SCIENCE****2 Units**

Two hours lecture

CSU

*Prerequisite:* HI 115. 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 ADVANCED CODING FOR PROSPECTIVE PAYMENT****2 Units**

One hour lecture and

Three hours laboratory per week

CSU

*Prerequisite:* HI 204; and HS 147. 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 INFORMATION TECHNOLOGY IN HEALTH CARE****3 Units**

Three hours lecture per week

CSU

*Prerequisite:* CIS 111. 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 CODING SKILLS LAB**

**1-2 Units** (*Variable Unit Class*) (*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 surgery, and referred outpatient medical records using the International Classification of Diseases - Ninth Revision - Clinical Modification (ICD-9-CM) and the HCFA Common Procedure Coding System (HCPCS). The process of interpreting medical record information, choosing the required coding classification and assigning and sequencing codes correctly will be addressed. This course will provide an opportunity for students in the Health Information Technology and Health Information Coding Specialist Programs to demonstrate competencies required for completion 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 HEALTH INFORMATION TECHNOLOGY - INDEPENDENT STUDY**

**°-2 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

Lecture/laboratory hours vary

according to units given

CSU

*Prerequisite: Approved Independent Study Learning Contract.* For capable students enrolled in the Health Information Technology program or options of the Health Information Technology program who wish to increase their knowledge and experience in applied areas. Students will participate in independent study on 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 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 mathematical 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 Program are emphasized.

**HS 052 SELECTED TOPICS IN HEALTH SCIENCE**

**°-2 Units** (*Variable Unit Class*) (*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 learning. Films, filmstrips, slides, games, and a variety of resource materials are provided.

**HS 055 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 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.

### **HS 060 SELECTED TOPICS - NURSING FOUNDATIONS/NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT I**

**°-2 Units** (*Variable Unit Class*)

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 NURS 192 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. Films, video tapes, resource materials, instructor assessment of individual student's nursing knowledge and skills and individualized instruction are utilized.

### **HS 061 SELECTED TOPICS - INTRODUCTORY MEDICAL/SURGICAL NURSING**

**°-2 Units** (*Variable Unit Class*)

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, 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. Films, videotapes, resource materials, instructor assessment of individual student's nursing knowledge and skills in individualized instruction are utilized.

### **HS 062 SELECTED TOPICS - INTERMEDIATE MEDICAL/SURGICAL NURSING**

**°-2 Units** (*Variable Unit Class*)

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, 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. Films, videotapes, resource materials, instructor assessment of individual student's nursing knowledge and skills in individualized instruction are utilized.

### **HS 063 SELECTED TOPICS - MATERNAL/NEWBORN/FAMILY NURSING**

**°-2 Units** (*Variable Unit Class*)

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, providing an expansion of knowledge of maternal health care needs. 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 197. Films, videotapes, resource materials, instructor assessment of individual student's nursing knowledge and skills in individualized instruction are utilized.

### **HS 064 SELECTED TOPICS - PSYCHIATRIC NURSING/NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT VI**

**°-2 Units** (*Variable Unit Class*)

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 and/or PT 096, or NURS 293. 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 SELECTED TOPICS - CHILD/FAMILY NURSING**

**°-2 Units** (*Variable Unit Class*)

Lecture hours vary according to credit given  
*Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptance in the Nursing Program.* This is an adjunctive course to be taken concurrently with NURS 296. This course correlates with theory, providing enrichment activities enabling the student to better understand pediatric nursing. The course utilizes audio visual materials, selected references, computer simulated learning, and group discussions.

### **HS 066 SELECTED TOPICS - ADVANCED MEDICAL/SURGICAL NURSING**

**°-2 Units** (*Variable Unit Class*)

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. Assigned topics covered correlate with textbook and module assignments in NURS 297. 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 SELECTED TOPICS - LEADERSHIP**

**°-2 Units** (*Variable Unit Class*)

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. Depth of understanding of issues related to nursing practice and leadership are increased through the directed use of appropriate audio visual materials and selected references, as well as group discussions and dialogue.

**HS 068 SELECTED TOPICS - HEALTH CARE AND NURSING NEEDS OF THE OLDER ADULT**

**°-2 Units** (*Variable Unit Class*) (*May be taken for credit 2 times*)

One half hour lecture per week

*Credit/No Credit/Letter Grade Option*

*Prerequisite: Enrollment in NURS 193 or NURS 294.* 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.

**HS 075 MANAGEMENT OF ASSAULTIVE BEHAVIOR**

**1 Unit**

One hour lecture per week

*Credit/No Credit/Letter Grade Option*

This course is designed to teach the student the Micronic System for the management of assaultive behavior. Application to community settings is emphasized.

**HS 076 BASIC LIFE SUPPORT FOR HEALTH CARE PROVIDERS: "C" CERTIFICATION**

**1 Unit** (*May be taken for credit 2 times*)

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.

**HS 077 BASIC LIFE SUPPORT CERTIFICATION FOR HEALTH CARE PROVIDERS: "C" CERTIFICATION**

**° Unit** (*May be taken for credit 4 times*)

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).

**HS 079 CAREERS IN DENTISTRY**

**1 Unit**

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.

**HS 080 SELECTED TOPICS IN NURSING AND ALLIED HEALTH**

**°-8 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

One-half to eight hours lecture and/or

One-half to eight hours laboratory 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.

**HS 098 HEALTH SCIENCE SEMINAR**

**°-3 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

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.

**HS 099 HEALTH SCIENCE - INDEPENDENT STUDY**

**°-2 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

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.

**HS 100 TRENDS IN HEALTH CARE DELIVERY SYSTEMS**

**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.

**HS 102 LEGAL ASPECTS OF HEALTH CARE****2 Units**

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.

**HS 140 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 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, prenatal, maternal, endocrine, 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 MEDICAL TERMINOLOGY FOR MEDICAL SPECIALTIES****3 Units**

Three hours lecture per week

CSU

*Prerequisite:* HS 145. 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 SURVEY OF DISEASE****3 Units**

Three hours lecture per week

CSU

*Prerequisite HS 145.* 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 DYING AND DEATH, GRIEF AND MOURNING**

(Same as HSCE 161)

**3 Units**

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 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 HEALTH SCIENCE SKILLS - OPEN LAB**

**~3 Units** (*Variable Unit Class*) (*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 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 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 MEDICAL QUALITY MANAGEMENT****2 Units**

Two hours lecture per week

CSU

*Prerequisite:* HS 145 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 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, listservers and the World Wide Web tools to the health care professions and a distance learning/communication situation. \$4.00 Laboratory Fee - PAYABLE AT THE BOOKSTORE.

**HS 277 CULTURAL AWARENESS & HEALTH CARE****3 Units**

Three hours lecture per week

UC/CSU, AA GE, CSU GE, IGETC, 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 DYING AND DEATH, GRIEF AND MOURNING**

(Same as HS 161)

**3 Units**

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.

**HSCE 250 RADIATION CONTROL REGULATIONS****3 Units**

Three hours lecture per week

CSU

*Prerequisite:* RADT 142 or RADT 146 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 PRINCIPLES AND TECHNIQUES OF FLUOROSCOPY****3 Units**

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 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

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## HISTORY TRANSFER PROGRAM

### MOST CALIFORNIA STATE UNIVERSITIES

Required courses are listed in suggested sequence

| Course #      | Title                               | Units |
|---------------|-------------------------------------|-------|
| HIST 110AB    | Western Civilization (Not for CSUF) | 3, 3  |
| HIST 170AB    | History of the United States        | 3, 3  |
| HIST 112, 113 | World Civilization I, II (for CSUF) | 3, 3  |

### Electives

|            |  |      |
|------------|--|------|
| ECON 110   | Survey of Economics  | 3    |
| ENGL 102   | Introduction to Literature                                     | 3    |
| GEOG 100   | The Human World: A Regional Study                              | 3    |
| PHIL 100   | Introduction to Philosophy                                     | 3    |
| HIST 151   | Survey of British History                                      | 3    |
| HIST 152   | Survey of British History Since 1715<br>(History majors CSULB) | 3    |
| HIST 162AB | History of the Americas<br>(Latin American Majors CSULB)       | 3, 3 |
| HIST 160AB | Asian Civilization<br>(Asian History majors CSULB)             | 3, 3 |

**Note:** For students transferring to a private college or university or to a campus of the University of California, see the catalogs of the individual colleges/universities. History majors will be expected to have competence in a major foreign language to continue advanced graduate study.

## History (HIST)

### HIST 051 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 HISTORY NON-TRANSFER SEMINAR

°-2 Units (Variable Unit Class) (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 ° to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

### HIST 105 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 110A 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 recommended.

### HIST 110B 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 recommended.



**HIST 112 WORLD CIVILIZATION I****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC*

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. *Duplicate credit not granted for HIST 110A or HIST 112H.*

**HIST 112H HONORS WORLD CIVILIZATION I****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, 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. *Duplicate credit not granted for HIST 110A or HIST 112.*

**HIST 113 WORLD CIVILIZATION II****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC*

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. *Duplicate credit not granted for HIST 110B.*

**HIST 126 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.

**HIST 128 INTRODUCTION TO HISTORIC PRESERVATION****3 Units**

Three hours lecture per week

*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 AFRICAN-AMERICAN HISTORY IN THE UNITED STATES**

**(Same as ETHS 130)**

**3 Units**

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. 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.

**HIST 135 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 colonization, neo-colonial, and contemporary periods. Eligibility for ENGL 100 recommended.

**HIST 140 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 INTRODUCTION TO CHICANA/O HISTORY AND CULTURE****3 Units**

**(Same as ETHS 141)**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

*Credit by Examination*

*UC/CSU, CSU GE, IGETC, CUL PL*

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.

**HIST 151 SURVEY OF BRITISH HISTORY****3 Units**

Three hours lecture per week

*UC/CSU, CSU GE, IGETC*

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.

**HIST 152 SURVEY OF BRITISH HISTORY SINCE 1715****3 Units**

Three hours lecture per week

*UC/CSU, CSU GE, IGETC*

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.

**HIST 160A ASIAN CIVILIZATION****3 Units**

Three hours lecture per week

*UC/CSU, CSU GE, IGETC*

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.

**HIST 160B ASIAN CIVILIZATION****3 Units**

Three hours lecture per week

*UC/CSU, CSU GE, IGETC*

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. 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.

**HIST 162A HISTORY OF THE AMERICAS****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC*

This course is a survey of the history of the Western hemisphere from its discovery to the wars of independence. This course satisfies the state requirements in American history and institutions for transfer.

**HIST 162B HISTORY OF THE AMERICAS****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC*

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.

**HIST 163 HISTORY OF MEXICO****3 Units**

Three hours lecture per week

*UC/CSU, CSU GE, IGETC*

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.

**HIST 165 INTRODUCTION TO THE MIDDLE EAST****3 Units**

Three hours lecture per week

*UC/CSU*

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.

**HIST 170A HISTORY OF THE UNITED STATES****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN HIST 8*

This course is a survey of American history from the colonial foundations to 1877. This course satisfies state requirements in American history and institutions for transfer.

**HIST 170B HISTORY OF THE UNITED STATES****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN HIST 10*

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.

**HIST 176 ASIAN AMERICAN HISTORY****3 Units**

Three hours lecture per week

*UC/CSU, CSU GE, CUL PL*

This is a survey course of Asian American history from mid-nineteenth century to the present. Elements of Asian-American culture (i.e., art, literature, music, and photography) will be presented in an historical perspective.

**HIST 180 PEOPLE AND CULTURE IN EAST ASIA****3 Units**

Three hours lecture per week

*UC/CSU, CSU GE, IGETC*

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, and how the tradition functions. The fields of art, literature, and music will be an integral part of the study.

**HIST 231 MINORITY COMMUNITIES IN THE UNITED STATES**

(SAME AS ETHS 231, POSC 231, and SOC 231)

**3 Units**

Three hours lecture per week

*UC/CSU, AA GE, 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.

**HIST 265 UNITED STATES MILITARY HISTORY****3 Units**

Three hours lecture per week

*CSU*

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.

**HIST 270 WOMEN IN UNITED STATES HISTORY****3 Units**

Three hours lecture per week

*UC/CSU*

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.

**HIST 275 HISTORY OF CALIFORNIA****3 Units**

Three hours lecture per week

*UC/CSU, CSU GE, CUL PL*

HIST 275 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.

**HIST 295 RESEARCH METHODS IN ORAL HISTORY****2 Units**

One hour lecture and

Three hours laboratory per week

*CSU*

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.

**HIST 298 HISTORY SEMINAR**

**°-3 Units** (*Variable Unit Class*) (*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 ° unit to 3 units. Consult class schedule for the offerings a particular semester.

**HIST 299 HISTORY - 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.

# Hospitality, Travel, Culinary Arts

## Division of Vocational Education

Division Dean - Steve Donley, Interim

### Faculty

Michael Bird  
Lisa Clark  
Kathleen Reiland

### Counselor

Jane Jepson

## ASSOCIATE OF SCIENCE DEGREE CULINARY ARTS

The curriculum prepares the student in the area of Culinary Arts. The program is designed to develop a working knowledge of what is required to be successful for fast track culinary management potential.

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; (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.

### Required courses are listed in suggested sequence

| Course #                    | Title  | Units       |
|-----------------------------|--|-------------|
| HTC 100                     | Nutrition  | 3           |
| HTC 101                     | Intro to Hospitality and Travel Careers          | 3           |
| HTC 120                     | Sanitation and Safety                            | 3           |
| HTC 125                     | Dining Room Service                              | 3           |
| HTC 135                     | Basic Cooking Techniques                         | 3           |
| HTC 136                     | Basic Baking and Pastry                          | 3           |
| HTC 144                     | Quantity Cooking Techniques                      | 3           |
| HTC 152                     | Menu Planning and Design                         | 2           |
| HTC 154                     | Kitchen Layout and Design                        | 2           |
| HTC 231                     | Food and Beverage Costing and Kitchen Management | 3           |
| HTC 233                     | International Cooking Techniques                 | 3           |
| HTC 236                     | Advanced Baking and Pastry                       | 3           |
| HTC 243                     | Pantry Skills                                    | 3           |
| HTC 245                     | Advanced Cooking Techniques                      | 3           |
| HTC 260                     | Hospitality and Travel On-Line                   | 1 °         |
| HTC 295                     | Hospitality and Travel Careers Internship        | 3           |
| <b>Total Units Required</b> |  | <b>44 °</b> |

### Electives

|          |  |     |
|----------|--|-----|
| HTC 070  | Professional Image Preparation for the Hospitality and Travel Industry | 1 ° |
| HTC 164  | Hotel, Restaurant and Travel Law                                       | 3   |
| HTC 166  | Managing Guest Relations in the Hospitality and Travel Industry        | 3   |
| HTC 170  | Job Skills Communication for the Hospitality and Travel Industry       | 1 ° |
| HTC 232  | Banquet and Catering Event Management                                  | 3   |
| SPAN 053 | Basic Spoken Spanish   | 3   |
| JAPN 053 | Basic Spoken Japanese  | 3   |

## CULINARY ARTS CERTIFICATE

The certificate in Culinary Arts provides the student with the basic competencies in the methods of food handling, cooking and culinary management. It includes exposure to various styles, proper use of culinary applications and 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

| Course #                    | Title  | Units       |
|-----------------------------|--|-------------|
| HTC 100                     | Nutrition  | 3           |
| HTC 101                     | Intro to Hospitality and Travel Careers          | 3           |
| HTC 120                     | Sanitation and Safety                            | 3           |
| HTC 125                     | Dining Room Service                              | 3           |
| HTC 135                     | Basic Cooking Techniques                         | 3           |
| HTC 136                     | Basic Baking and Pastry                          | 3           |
| HTC 144                     | Quantity Cooking Techniques                      | 3           |
| HTC 152                     | Menu Planning and Design                         | 2           |
| HTC 154                     | Kitchen Layout and Design                        | 2           |
| HTC 231                     | Food and Beverage Costing and Kitchen Management | 3           |
| HTC 233                     | International Cooking Techniques                 | 3           |
| HTC 236                     | Advanced Baking and Pastry                       | 3           |
| HTC 243                     | Pantry Skills                                    | 3           |
| HTC 245                     | Advanced Cooking Techniques                      | 3           |
| HTC 260                     | Travel and Hospitality On-Line                   | 1 °         |
| HTC 295                     | Hospitality and Travel Careers Internship        | 3           |
| <b>Total Units Required</b> |  | <b>44 °</b> |

### Electives

|          |  |     |
|----------|--|-----|
| HTC 070  | Professional Image Preparation for the Hospitality and Travel Industry | 1 ° |
| HTC 164  | Hotel, Restaurant and Travel Law                                       | 3   |
| HTC 166  | Managing Guest Relations in the Hospitality and Travel Industry        | 3   |
| HTC 170  | Job Skills Communication for the Hospitality and Travel Industry       | 1 ° |
| HTC 232  | Banquet and Catering Event Management                                  | 3   |
| SPAN 053 | Basic Spoken Spanish   | 3   |
| JAPN 053 | Basic Spoken Japanese  | 3   |

## ASSOCIATE IN SCIENCE DEGREE FOOD SERVICE MANAGEMENT

The Food Service Management Program provides a student with day-to-day management skills that include staffing and training procedures, cost control, convenience foods, event planning, food production and personal development. The future of food service management holds promise for the individual who is willing to devote their talents to this lively career.

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; (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.

**Required courses are listed in suggested sequence**

| Course #                    | Title  | Units       |
|-----------------------------|--|-------------|
| HTC 070                     | Professional Image Preparation for the Hospitality and Travel Industry | 1 °         |
| HTC 101                     | Intro to Hospitality and Travel Careers                                | 3           |
| HTC 120                     | Sanitation and Safety  | 3           |
| HTC 125                     | Dining Room Service Systems  | 3           |
| HTC 135                     | Basic Cooking Techniques   | 3           |
| HTC 144                     | Quantity Cooking Techniques  | 3           |
| HTC 164                     | Hotel, Restaurant, and Travel Law                                      | 3           |
| HTC 166                     | Managing Guest Relations in the Hospitality and Travel Industry        | 3           |
| HTC 170                     | Job Skills Communication for the Hospitality and Travel Industry       | 1 °         |
| HTC 231                     | Food & Beverage, Costing & Kitchen Mgt.                                | 3           |
| HTC 232                     | Banquet and Catering Event Management                                  | 3           |
| HTC 260                     | Hospitality and Travel On-Line   | 1 °         |
| HTC 295                     | Hospitality and Travel Careers Internship                              | 3           |
| MKT 208                     | Principles of Selling  | 3           |
| <b>Total Units Required</b> |  | <b>37 °</b> |

**FOOD SERVICE MANAGEMENT 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**

| Course #                    | Title  | Units       |
|-----------------------------|--|-------------|
| HTC 070                     | Professional Image Preparation for the Hospitality and Travel Industry | 1 °         |
| HTC 101                     | Intro to Hospitality and Travel Careers                                | 3           |
| HTC 120                     | Sanitation and Safety  | 3           |
| HTC 125                     | Dining Room Service Systems  | 3           |
| HTC 135                     | Basic Cooking Techniques   | 3           |
| HTC 144                     | Quantity Cooking Techniques  | 3           |
| HTC 164                     | Hotel, Restaurant, and Travel Law                                      | 3           |
| HTC 166                     | Managing Guest Relations in the Hospitality and Travel Industry        | 3           |
| HTC 170                     | Job Skills Communication for the Hospitality and Travel Industry       | 1 °         |
| HTC 231                     | Food & Beverage Costing & Kitchen Management                           | 3           |
| HTC 232                     | Banquet and Catering Event Management                                  | 3           |
| HTC 260                     | Hospitality and Travel On-Line   | 1 °         |
| HTC 295                     | Hospitality and Travel Careers Internship                              | 3           |
| MKT 208                     | Principles of Selling  | 3           |
| <b>Total Units Required</b> |  | <b>37 °</b> |

**ASSOCIATE IN SCIENCE DEGREE****HOTEL OPERATIONS**

The Hotel Operations program is designed for students interested in pursuing careers in the hospitality and travel industry. In addition to a sound technical knowledge, students will develop a sense of professional ethic, initiative, and character as well as the ability to adapt themselves to the constant evolution of the profession.

Career opportunities abound as multimillion dollar hotels and resorts continue to be built across the United States requiring trained individuals to fill the multitude of varied and exciting positions.

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; (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.

**Required courses are listed in suggested sequence**

| Course #                    | Title  | Units     |
|-----------------------------|--|-----------|
| HTC 070                     | Professional Image Preparation for the Hospitality and Travel Industry | 1 °       |
| HTC 101                     | Intro to Hospitality and Travel Careers                                | 3         |
| HTC 121                     | ServSafe Food Safety   | °         |
| HTC 131                     | Housekeeping Management Operations                                     | 3         |
| HTC 133                     | Hotel Operations   | 3         |
| HTC 160                     | Front Office Operations  | 3         |
| HTC 164                     | Hotel, Restaurant and Travel Law                                       | 3         |
| HTC 166                     | Managing Guest Relations in the Hospitality and Travel Industry        | 3         |
| HTC 170                     | Job Skills Communication for the Hospitality and Travel Industry       | 1 °       |
| HTC 232                     | Banquet and Catering Event Management                                  | 3         |
| HTC 260                     | Hospitality and Travel On-Line   | 1 °       |
| HTC 295                     | Hospitality and Travel Careers Internship                              | 3         |
| MKT 208                     | Principles of Selling  | 3         |
| MKT 222                     | Principles of Marketing  | 3         |
| <b>Total Units Required</b> |  | <b>35</b> |

**HOTEL OPERATIONS CERTIFICATE**

To earn a certificate, complete the required major courses as listed for the Hotel Operations Associate Degree 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     |
|-----------------------------|--|-----------|
| HTC 070                     | Professional Image Preparation for the Hospitality and Travel Industry | 1 °       |
| HTC 101                     | Intro to Hospitality and Travel Careers                                | 3         |
| HTC 120                     | Sanitation and Safety  | 3         |
| HTC 131                     | Housekeeping Management Operations                                     | 3         |
| HTC 133                     | Hotel Operations   |           |
| HTC 134                     | Property Operations Maintenance and Management                         | 3         |
| HTC 160                     | Front Office Operations  | 3         |
| HTC 164                     | Hotel, Restaurant, and Travel Law                                      | 3         |
| HTC 166                     | Managing Guest Relations in the Hospitality and Travel Industry        | 3         |
| HTC 170                     | Job Skills Communication for the Hospitality and Travel Industry       | 1 °       |
| HTC 232                     | Banquet and Catering Event Management                                  | 3         |
| HTC 260                     | Hospitality and Travel On-Line   | 1 °       |
| HTC 295                     | Hospitality and Travel Careers Internship                              | 3         |
| MKT 208                     | Principles of Selling  | 3         |
| MKT 222                     | Principles of Marketing  | 3         |
| <b>Total Units Required</b> |  | <b>35</b> |

**APPRENTICE BAKER CERTIFICATE**

This certificate provides students with the necessary skills and knowledge to gain entry level employment in baking and pastry.

To earn a certificate, complete the required major courses as listed for the Hotel Operations Associate Degree 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     |
|-----------------------------|---|-----------|
| HTC 101                     | Intro to Hospitality and Travel Careers | 3         |
| HTC 120                     | Sanitation and Safety                   | 3         |
| HTC 135                     | Basic Cooking Techniques                | 3         |
| HTC 243                     | The Art of Garde Manger                 | 3         |
| <b>Total Units Required</b> |   | <b>12</b> |

**APPRENTICE COOK CERTIFICATE**

This certificate provides students with the necessary skills and knowledge to gain entry level employment in line cooking.

To earn a certificate, complete the required major courses as listed for the Hotel Operations Associate Degree 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     |
|-----------------------------|---|-----------|
| HTC 101                     | Intro to Hospitality and Travel Careers | 3         |
| HTC 120                     | Sanitation and Safety                   | 3         |
| HTC 135                     | Basic Cooking Techniques                | 3         |
| HTC 243                     | The Art of Garde Manger                 | 3         |
| <b>Total Units Required</b> |   | <b>12</b> |

**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 major courses as listed for the Hotel Operations Associate Degree 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     |
|-----------------------------|---|-----------|
| HTC 101                     | Intro to Hospitality and Travel Careers                         | 3         |
| HTC 120                     | Sanitation and Safety   | 3         |
| HTC 125                     | Dining Room Service Systems                                     | 3         |
| HTC 166                     | Managing Guest Relations in the Hospitality and Travel Industry | 3         |
| <b>Total Units Required</b> |   | <b>12</b> |

**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 major courses as listed for the Hotel Operations Associate Degree 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     |
|-----------------------------|---|-----------|
| HTC 101                     | Intro to Hospitality and Travel Careers                         | 3         |
| HTC 133                     | Hotel Operations  | 3         |
| HTC 160                     | Front Office Operations   | 3         |
| HTC 166                     | Managing Guest Relations in the Hospitality and Travel Industry | 3         |
| <b>Total Units Required</b> |   | <b>12</b> |

**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 major courses as listed for the Hotel Operations Associate Degree 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     |
|-----------------------------|--|-----------|
| HTC 070                     | Professional Image Preparation for the Hospitality and Travel Industry | 1 °       |
| HTC 170                     | Job Skills and Communication for the Hospitality and Travel Industry   | 1 °       |
| HTC 101                     | Intro to Hospitality and Travel Careers                                | 3         |
| HTC 131                     | Housekeeping Management Operations                                     | 3         |
| HTC 133                     | Hotel Operations   | 3         |
| <b>Total Units Required</b> |  | <b>12</b> |

**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 major courses as listed for the Hotel Operations Associate Degree 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       |
|-----------------------------|---|-------------|
| HTC 121                     | ServSafe Food Safety  | °           |
| HTC 135                     | Basic Cooking Techniques  | 3           |
| HTC 160                     | Front Office Operations   | 3           |
| HTC 166                     | Managing Guest Relations in the Hospitality and Travel Industry | 3           |
| MKT 208                     | Principles of Selling   | 3           |
| MKT 222                     | Principles of Marketing   | 3           |
| <b>Total Units Required</b> |   | <b>15 °</b> |

## ASSOCIATE OF SCIENCE DEGREE FLIGHT ATTENDANT

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; (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.

### Required courses are listed in suggested sequence

| Course #                    | Title  | Units       |
|-----------------------------|--|-------------|
| HTC 050                     | Special Projects - Travel Careers                                      | 2,2         |
| HTC 070                     | Professional Image Preparation for the Hospitality and Travel Industry | 1 °         |
| HTC 101                     | Intro to Hospitality and Travel Careers                                | 3           |
| HTC 125                     | Dining Room Service Systems  | 3           |
| HTC 170                     | Job Skills Communication for the Hospitality and Travel Industry       | 1 °         |
| HTC 174                     | Destinations I   | 3           |
| HTC 175                     | Destinations II  | 3           |
| HTC 182                     | Executive Hospitality  | 3           |
| HTC 183                     | Customer Care in the Airline Industry                                  | 3           |
| HTC 260                     | Hospitality and Travel On-Line   | 1 °         |
| HTC 270                     | Passenger Services I   | 3           |
| HTC 274                     | Passenger Services II  | 3           |
| HTC 278                     | Public Relations for the Travel Careers Industry                       | 3           |
| <b>Total Units Required</b> |  | <b>35 °</b> |

## FLIGHT ATTENDANT 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

| Course #                    | Title  | Units       |
|-----------------------------|--|-------------|
| HTC 050                     | Special Projects - Travel Careers                                      | 2,2         |
| HTC 070                     | Professional Image Preparation for the Hospitality and Travel Industry | 1 °         |
| HTC 101                     | Intro to Hospitality and Travel Careers                                | 3           |
| HTC 125                     | Dining Room Service Systems  | 3           |
| HTC 170                     | Job Skills Communication for the Hospitality and Travel Industry       | 1 °         |
| HTC 174                     | Destinations I   | 3           |
| HTC 175                     | Destinations II  | 3           |
| HTC 182                     | Executive Hospitality  | 3           |
| HTC 183                     | Customer Care in the Airline Industry                                  | 3           |
| HTC 260                     | Hospitality and Travel On-Line   | 1 °         |
| HTC 270                     | Passenger Services I   | 3           |
| HTC 274                     | Passenger Services II  | 3           |
| HTC 278                     | Public Relations for the Travel Careers Industry                       | 3           |
| <b>Total Units Required</b> |  | <b>35 °</b> |

## ASSOCIATE OF SCIENCE DEGREE TRAVEL/TOURISM

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; (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.

### Required courses are listed in suggested sequence

| Course #                    | Title  | Units       |
|-----------------------------|--|-------------|
| HTC 070                     | Professional Image Preparation for the Hospitality and Travel Industry | 1 °         |
| HTC 101                     | Intro to Hospitality and Travel Careers                                | 3           |
| HTC 123                     | Fundamentals of Travel Agency Industry                                 | 3           |
| HTC 126                     | Travel Office Management   | 3           |
| HTC 164                     | Hotel, Restaurant and Travel Law                                       | 3           |
| HTC 166                     | Managing Guest Relations in the Hospitality and Travel Industry        | 3           |
| HTC 170                     | Job Skills Communication for the Hospitality and Travel Industry       | 1 °         |
| HTC 174                     | Destinations I   | 3           |
| HTC 175                     | Destinations II  | 3           |
| HTC 191                     | Computer Reservations and Ticketing I                                  | 3           |
| HTC 192                     | Computer Reservations and Ticketing II                                 | 3           |
| HTC 260                     | Hospitality and Travel On-Line   | 1 °         |
| HTC 278                     | Public Relations for the Travel Careers Industry                       | 3           |
| ENGL 095                    | Effective Written Communication  | 3           |
| or                          |  |             |
| ENGL 100                    | College Writing  | (3)         |
| CIS 111                     | Computer Lit-Intro to Information Systems                              | 3           |
| <b>Total Units Required</b> |  | <b>40 °</b> |

### Electives

|          |   |   |
|----------|---|---|
| AVIA 100 | Intro to Aviation                         | 3 |
| HTC 133  | Hotel Operations                          | 3 |
| HTC 182  | Executive Hospitality                     | 3 |
| HTC 186  | Wines and Foods of the World              | 3 |
| HTC 295  | Hospitality and Travel Careers Internship | 3 |
| MGT 269  | Office Management                         | 3 |
| MGT 151  | Business Mathematics                      | 3 |

## TRAVEL/TOURISM CERTIFICATE

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

| Course #                    | Title  | Units       |
|-----------------------------|--|-------------|
| HTC 070                     | Professional Image Preparation for the Hospitality and Travel Industry | 1 °         |
| HTC 101                     | Introduction to Hospitality and Travel Careers                         | 3           |
| HTC 123                     | Fundamentals of Travel Agency Industry                                 | 3           |
| HTC 126                     | Travel Office Management   | 3           |
| HTC 164                     | Hotel, Restaurant and Travel Law                                       | 3           |
| HTC 166                     | Managing Guest Relations in the Hospitality and Travel Industry        | 3           |
| HTC 170                     | Job Skills Communication for the Hospitality and Travel Industry       | 1 °         |
| HTC 174                     | Destinations I   | 3           |
| HTC 175                     | Destinations II  | 3           |
| HTC 191                     | Computer Reservations and Ticketing I                                  | 3           |
| HTC 192                     | Computer Reservations and Ticketing II                                 | 3           |
| HTC 260                     | Hospitality and Travel On-Line   | 1 °         |
| HTC 278                     | Public Relations for the Travel Careers Industry                       | 3           |
| CIS 075                     | Business Skills Development  | 1           |
| <b>Total Units Required</b> |  | <b>35 °</b> |

### Electives

|          |                                 |   |
|----------|---------------------------------|---|
| HTC 133  | Hotel Operations                | 3 |
| HTC 186  | Wines and Foods of the World    | 3 |
| AVIA 100 | Intro to Aviation               | 3 |
| MGT 151  | Business Mathematics            | 3 |
| ENGL 095 | Effective Written Communication | 3 |

**RESERVATIONS/TICKET AGENT CERTIFICATE**

This certificate provides students with the necessary skills and knowledge to gain entry level employment as a reservations/ticketing agent.

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**

| Course #                    | Title   | Units       |
|-----------------------------|---|-------------|
| HTC 101                     | Introduction to the Hospitality and Travel Careers Industry | 3           |
| HTC 174                     | Destinations I  | 3           |
| HTC 175                     | Destinations II   | 3           |
| HTC 191                     | Computer Reservations and Ticketing I                       | 3           |
| HTC 192                     | Computer Reservations and Ticketing II                      | 3           |
| HTC 260                     | Hospitality and Travel On-Line                              | 1 *         |
| <b>Total Units Required</b> |   | <b>16 *</b> |

**The Hospitality and Travel Careers Program articulation agreement is for transfer programs with the following universities:**

California State University, Long Beach  
 California State University, Los Angeles  
 California State Polytechnic University, Pomona  
 Florida International University  
 Golden Gate University  
 Johnson and Wales University  
 Northern Arizona University  
 New Mexico State University  
 San Francisco State University  
 San Jose State University  
 United States International University, San Diego  
 University of San Francisco  
 Washington State University

*See your counselor or the Transfer Center for more information.*

## Hospitality and Travel Careers (HTC)

### HTC 050 SPECIAL PROJECTS - TRAVEL CAREERS

**2 Units** (May be taken for credit 2 times)

One hour lecture/discussion and  
 Three hours public service per week

*Prerequisite: HTC 070 and HTC 170 with a grade of "C" or better, and concurrent enrollment in HTC 270 or HTC 274.*

This course is designed to present a practical application of the fundamental techniques of public contact assignments. Students put into practice the principles of professional image (HTC 070) and job skills communications (HTC 170), as they host various campus, community, civic, and travel-related events. Updating of resume, personal portfolio, and interviewing techniques will prepare the student for travel industry employment.

### HTC 070 PROFESSIONAL IMAGE PREPARATION FOR THE HOSPITALITY AND TRAVEL INDUSTRY

**1° Units**

One and one half hours lecture per week

This course is a study of the power of visual perception and non-verbal communication. The basic principles of business wardrobe selection, business etiquette and personal nutrition are studied to increase the student's awareness of his/her professional image based upon the requirements in the hospitality and travel industry. Recommended to take in sequence with HTC 170.

### HTC 100 NUTRITION

**3 Units**

Three hours lecture per week

*UC/CSU, CAN HEC 2*

*Prerequisite: Eligibility for ENGL 100.* 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.

### HTC 101 INTRODUCTION TO HOSPITALITY AND TRAVEL CAREERS

**3 Units**

Three hours lecture per week

*CSU*

This course covers the history, scope and functions of the hospitality and travel industry. Topics include transportation, tourism, food and beverage, and lodging. In addition the course will include the dynamics of change and innovation within the hospitality and travel industry. An overview of career opportunities, responsibilities, professionalism and career ethics will be emphasized.

### HTC 120 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.

### HTC 121 SERVSAFE FOOD SAFETY

**° Unit**

One-half hour lecture per week

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.



## **HTC 123 FUNDAMENTALS OF THE TRAVEL AGENCY INDUSTRY**

### **3 Units**

Three hours lecture per week

*CSU*

This course identifies the role of the Travel Agent in the 21st Century. Topics include industry automation, airport and airline codes and terminology, making reservations and planning itineraries for cruises and tours. Also included is a review of the newest technologies for resources and guides, understanding the selling process, career opportunities and an emphasis on ethical and professional behavior.

## **HTC 125 DINING ROOM SERVICE SYSTEMS**

### **3 Units**

Two hours lecture and

Four hours laboratory per week

*CSU*

*Corequisite: Completion of or concurrent enrollment in HTC 101 or HTC 120.* Management of a restaurant dining room using quality sanitation and safety/housekeeping techniques, quality food preparation, and efficient service. Types of dining service include: French, Russian, and American waited table service, limited service, counter, tray service, and catering. Emphasis will be placed on staffing, scheduling, controls and those skills required to effectively supervise a dining room operation.

## **HTC 126 TRAVEL OFFICE MANAGEMENT**

### **3 Units**

Three hours lecture per week

*CSU*

This course is a study of the agency 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.

## **HTC 131 HOUSEKEEPING MANAGEMENT OPERATIONS**

### **3 Units**

Three hours lecture per week

*CSU*

This course is designed to acquaint the student with housekeeping duties as they pertain to rooms and accommodations in a hotel or motel and the comfort of guests as a priority concern. Emphasis will be placed on required housekeeping reports.

## **HTC 133 HOTEL OPERATIONS**

### **3 Units**

Three hours lecture per week

*CSU*

*Prerequisite: HTC 101.* Students will be introduced to management theory and responsibilities in the hospitality industry including: rooms division, food and beverage division, recreation and entertainment facilities. The course covers the functions of various operational departments and how they interrelate. Franchises, referral and management organizations, market analyses, feasibility studies, ethics and statistics, as well as management contracts and product segmentation will be covered.

## **HTC 134 PROPERTY OPERATIONS MAINTENANCE AND MANAGEMENT**

### **3 Units**

Three hours lecture per week

*CSU*

*Prerequisite: HTC 101 or HTC 120.* This course will examine the technical, mechanical, and economic aspects of hotel, motel, or restaurant management in the construction, renovation, and maintenance of the physical plant; and engineering and housekeeping staff coordination needed to maintain the desired environment.

## **HTC 135 BASIC COOKING TECHNIQUES**

### **3 Units**

Two hours lecture and

Four hours laboratory per week

*CSU*

*Corequisite: Completion of or concurrent enrollment in HTC 120.* Through lecture, demonstration and hands-on practice this course introduces the student to basic cooking skills that can be applied in any level or type of food service operation. Skills developed in this course will provide the foundation for all subsequent restaurant courses. Students will be required to follow food service and hotel management departments' dress standards.

## **HTC 136 BASIC BAKING AND PASTRY**

### **3 Units**

Two hours lecture and

Four hours laboratory per week

*CSU*

This course is designed to develop entry level skills in baking. The subject area includes: portioning, accuracy in measuring, baking of cakes, pies, breads, rolls, and other yeast and non-yeast products, filling for pies, tarts, meringues, icings, and toppings. *Laboratory fees for materials provided by the Department not to exceed \$75.00. Fee is paid in the Bookstore as needed during the semester.*

## **HTC 144 QUANTITY COOKING TECHNIQUES**

### **3 Units**

Two hours lecture and

Four hours laboratory per week

*CSU*

*Prerequisite: HTC 120 and HTC 135.* This course is designed to develop techniques and skills for managing cooking for large groups. Emphasis is on preparation of entrees, including plate garnish, specialty foods, breads, pastries and desserts.

## **HTC 152 MENU PLANNING AND DESIGN**

### **2 Units**

Two hours lecture per week

*CSU*

This course is designed to provide the student with experience in designing a menu for restaurants and institutions. Areas covered include restaurant themes, item selection, cost/volume/profit/relationships, food cost determination, standard costs, forecasting, sales controls, and menu planning.

**HTC 154 KITCHEN LAYOUT AND DESIGN****2 Units**

Two hours lecture per week

*CSU*

A project-based course which analyzes and develops solutions to the layout and design of hotel and restaurant facilities. The course addresses employee needs, productivity, and guests' needs and comforts.

**HTC 160 FRONT OFFICE OPERATIONS****3 Units**

Three hours lecture per week

*CSU*

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.

**HTC 164 HOTEL, RESTAURANT AND TRAVEL LAW****3 Units**

Three hours lecture per week

*CSU*

This course is designed to acquaint the student with the laws of travel and lodging. It is appropriate for current and future managers in the hospitality field or anyone interested in his rights and responsibilities under the laws of travel and lodging. It is the purpose of this course to examine the laws of travel and lodging as they have evolved historically and as they exist today.

**HTC 166 MANAGING GUEST RELATIONS IN THE HOSPITALITY AND TRAVEL INDUSTRY****3 Units**

Three hours lecture per week

*CSU*

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.

**HTC 170 JOB SKILLS COMMUNICATION FOR THE HOSPITALITY AND TRAVEL INDUSTRY****1° Units**

One and one half hours lecture per week

*CSU*

This course is a study of the personal job search strategies including job application forms, resumes, effective listening, interviewing and procedures based upon the needs of the hospitality and travel industry. Closed circuit television equipment is utilized to achieve maximum effectiveness in interviewing techniques. Recommended to take in sequence with HTC 070.

**HTC 174 DESTINATIONS I****3 Units**

Three hours lecture per week

*CSU*

This course is an introduction to tourism, in the modern world. Travel geography versus conventional geography is studied. International Association of Travel Agencies traffic conference areas, international time, travel documents, health requirements abroad will be emphasized. The Pacific and Transasiatic countries will be covered.

**HTC 175 DESTINATIONS II****3 Units**

Three hours lecture per week

*CSU*

This course will cover the travel geography of the Atlantic, Caribbean, Europe, the Americas, and Africa. International railway systems, currencies, language and culture will be emphasized. World geography is presented from the perspective of the travel worker's responsibilities.

**HTC 182 EXECUTIVE HOSPITALITY****3 Units**

Three hours lecture per week

*CSU*

This course emphasizes presentation of foods and beverages from many areas of the world. Menu terms and special menu items are studied. The importance of cultural differences concerning food, beverage and courtesies in our global village are stressed. This is designed for, but not limited to, travel industry and business needs.

**HTC 183 CUSTOMER CARE IN THE AIRLINE INDUSTRY****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.

**HTC 191 COMPUTER RESERVATIONS AND TICKETING I****3 Units**

Two hours lecture and

Three hours laboratory per week

*Credit by Examination*

*CSU*

*Corequisite: Completion of or concurrent enrollment in HTC 101.* This course is a study of airline reservation systems, reference manuals, ticketing procedures and an introduction to the computerized systems used by the industry such as SABRE, APOLLO, and PARS. Hands on application through CRT terminals will be included. *\$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**HTC 192 COMPUTER RESERVATIONS AND TICKETING II****3 Units**

Two hours lecture and  
Three hours laboratory per week  
CSU

*Prerequisite:* HTC 191. This course is a study of computerized systems such as SABRE, APOLLO, and PARS. The development of PNR, hotel/motel reservations, car rentals, and ticketing procedures will be covered. "Hands-on" applications through CRT terminals will be included. \$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**HTC 231 FOOD AND BEVERAGE COSTING AND KITCHEN MANAGEMENT****3 Units**

Three hours lecture per week  
CSU

This is a basic course designed to present the principles and theories of control as they apply to food, beverages and labor costs. Emphasis will be on staffing, training procedures, labor uses, and communication skills. Students will learn how to effectively purchase and cost foods for special events and daily product management.

**HTC 232 BANQUET AND CATERING EVENT 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.

**HTC 233 INTERNATIONAL COOKING TECHNIQUES****3 Units**

Two hours lecture and  
Four hours laboratory per week  
CSU

*Corequisite:* Completion of or concurrent enrollment in HTC 120. 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.*

**HTC 236 ADVANCED BAKING AND PASTRY****3 Units**

Two hours lecture and  
Four hours laboratory per week  
CSU

*Prerequisite:* HTC 136. This course is designed to develop advanced level skills in baking. The subject area includes further training in advanced baking and creative decorating. Emphasis is on quality desserts, pastillage, spun sugar, tempering, creative decorating and baking. *Laboratory fees for materials provided by the Department not to exceed \$75.00. Fee is paid in the Bookstore as needed during the semester.*

**HTC 243 THE ART OF GARDE MANGER****3 Units**

Two hours lecture and  
Four hours laboratory per week  
CSU

*Corequisite:* Completion of or concurrent enrollment in HTC 120. 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, tallow, pates, galatines, aspics, and chaud-froid. *Laboratory fees for materials provided by the Department not to exceed \$100.00. Fee is paid in the Bookstore as needed during the semester.*

**HTC 245 ADVANCED COOKING TECHNIQUES****3 Units**

Two hours lecture and  
Four hours laboratory per week  
CSU

*Prerequisite:* HTC 135 and HTC 144. 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 fees for materials provided by the Department. Fee is paid in the Bookstore as needed during the semester.*

**HTC 260 HOSPITALITY AND TRAVEL ON-LINE****1° Units**

One hour lecture and  
Two hours laboratory per week  
CSU

This course is designed to develop the Hospitality and Travel student's working knowledge of computer and windows applications. Training in Internet management and resource skills and the development of competencies in Netscape, Windows, E-Mail, News Groups, Bulletin Boards and Search Engines will be emphasized. This course will assist students to expand their knowledge of travel and tourism careers as well as develop life long distance learning communications and networking. "Hands-on" applications through URL Addresses will be included. \$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**HTC 270 PASSENGER SERVICES I****3 Units**

Three hours lecture per week

CSU

*Prerequisite:* HTC 070 and HTC 170 with a grade of "C" or better and concurrent enrollment in HTC 050. This is a course designed to emphasize the travel industry professions. Special emphasis is placed on the unique industry terminology, codes, 24 hour clock and lapsed flying time. Travel industry standards and requirements are included along with aircraft and cruise ship design and configuration.

**HTC 274 PASSENGER SERVICES II****3 Units**

Three hours lecture per week

CSU

*Prerequisites:* HTC 270 with a grade of "C" or better. 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.

**HTC 278 PUBLIC RELATIONS FOR THE TRAVEL CAREERS INDUSTRY****3 Units**

Three hours lecture per week

CSU

This course is a comprehensive study of skills and practices of public relations concepts within the transportation industry. Outside assignments are developed around the needs of the travel industry. Promotional campaigns are examined and developed around the transportation industry's image. Emphasis is placed on practical applications and personal contacts.

**HTC 295 HOSPITALITY AND TRAVEL CAREERS INTERNSHIP****3 Units**

One hour lecture and

Fifteen hours laboratory per week

CSU

*Prerequisite:* Satisfactory completion of first year Hotel Operations or Food Service Management program. This course offers practical work experience in an approved hotel or restaurant for the student(s) in the Hotel Operations or Food Service Management programs. This course is designed to provide vocational learning opportunities through employment.

**HTC 298 HOSPITALITY AND TRAVEL CAREERS SEMINAR**

**°-3 Units (Variable Unit Class) (May be taken for credit 4 times)**

Lecture/discussion hours will vary according to credit earned

CSU

This course is for students who wish to increase their knowledge of the hospitality and travel industry. Various topics will be offered. Unit credit may range from ° to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.

**HTC 299 HOSPITALITY AND TRAVEL CAREERS INDEPENDENT STUDY**

**°-2 Units (Variable Unit Class) (May be taken for credit 4 times)**

One-half to two hours conference per week

CSU

*Prerequisite:* Approved Independent Study Learning Contract. This course is designed for those students who wish to increase their knowledge of the travel industry through professionally directed independent study or research. Unit credit may range from ° to 2 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

**ASSOCIATE IN ARTS DEGREE HUMAN SERVICES**

The Human Services Program for the Associate in Arts Degree prepares students for a variety of careers in public and private social service agencies. Course work includes completion of 24 units plus 12 elective units in one or more specialty areas of Alcohol and Drug Studies, Eating Disorders, Family Studies, Human Services Generalist, and Victimology.

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; (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.

**Required courses are listed in suggested sequence**

| Course #  | Title                                     | Units     |
|---|---|-----------|
| HUSR 200  | The Human Services                        | 3         |
| HUSR 222  | Group Leadership and Group Process        | 3         |
| HUSR 224  | Self-Esteem Strategies in Human Services  | 3         |
| HUSR 210  | Introductory Fieldwork in Human Services  | 3         |
| HUSR 225  | Counseling the Family of Addicted Persons | 3         |
| HUSR 241  | Intervention Treatment and Recovery       | 3         |
| PSY 139   | Developmental Psychology                  | 3         |
| HUSR 211  | Advanced Fieldwork - Human Services       | 3         |
| Select a minimum of 12 units from the elective courses listed below |   | 12        |
| <b>Total Units Required</b>   |   | <b>36</b> |

**Electives**

|              |  |   |
|--------------|--|---|
| COUN 140     | Educational Planning                         | 0 |
| ETHS/SOC 231 | Minority Communities in the United States    | 3 |
| HUSR 221     | Crisis Intervention and Referral Services    | 3 |
| HUSR 223     | Helping Skills in Human Services             | 3 |
| HUSR 226     | Behavior Modification Techniques             | 3 |
| HUSR 230     | Introduction to Eating Disorders             | 3 |
| HUSR 231     | Background & Treatment of Eating Disorders   | 3 |
| HUSR 232     | Physiological Effects of Eating Disorders    | 3 |
| HUSR 240     | Drugs and Alcohol in Our Society             | 3 |
| HUSR 242     | The Physiological Effects of Alcohol & Drugs | 3 |
| HUSR 270     | Introduction to Victimology                  | 3 |
| HUSR 271     | Society and Victimization                    | 3 |
| HUSR 275     | Ethical Issues in Human Services             | 3 |
| HUSR 280     | Employee Assist Programs: Public & Private   | 3 |

**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.

**ALCOHOL AND DRUG STUDIES CERTIFICATE****Required courses are listed in suggested sequence**

| Course #  | Title  | Units     |
|---|--|-----------|
| HUSR 200  | The Human Services                           | 3         |
| HUSR 225  | Counseling the Family of Addicted Persons    | 3         |
| HUSR 240  | Drugs and Alcohol in Our Society             | 3         |
| HUSR 241  | Intervention Treatment and Recovery          | 3         |
| HUSR 210  | Introductory Fieldwork in Human Services     | 3         |
| HUSR 242  | The Physiological Effects of Alcohol & Drugs | 3         |
| PSY 139   | Developmental Psychology                     | 3         |
| HUSR 211  | Advanced Fieldwork - Human Services          | 3         |
| Select a minimum of 12 units from the elective courses listed below |  | 12        |
| <b>Total Units Required</b>   |  | <b>36</b> |

**Electives**

|              |   |   |
|--------------|---|---|
| COUN 140     | Educational Planning  | 0 |
| ETHS/SOC 231 | Minority Communities in the United States                     | 3 |
| HUSR 221     | Crisis Intervention and Referral Services                     | 3 |
| HUSR 222     | Group Leadership and Group Process                            | 3 |
| HUSR 223     | Helping Skills in Human Services                              | 3 |
| HUSR 224     | Self-Esteem Strategies in Human Services                      | 3 |
| HUSR 226     | Behavior Modification Techniques                              | 3 |
| HUSR 227     | Co-Dependency Recovery Issues                                 | 3 |
| HUSR 245     | Alcohol, Other Drugs, & the Driving Law: Training the Trainer | 3 |
| HUSR 270     | Introduction to Victimology                                   | 3 |

|          |  |   |
|----------|--|---|
| HUSR 275 | Ethical Issues in Human Services           | 3 |
| HUSR 280 | Employee Assist Programs: Public & Private | 3 |
| PSY 120  | Human Sexuality                            | 3 |

**CRIMINAL JUSTICE CERTIFICATE**

This certificate program will prepare students to work with Human Service agencies that provide services to clients coming from the criminal justice system. Students will examine the skill requirements, the major tasks and responsibilities, the role and function of the service provider in jails, penal institutions, police departments, juvenile justice agencies and the Department of Corrections.

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 210  | Introduction Fieldwork in Human Services               | 3         |
| HUSR 211  | Advanced Fieldwork-Human Services                      | 3         |
| HUSR 223  | Helping Skills in Human Services                       | 3         |
| HUSR 224  | Self-Esteem Strategies in Human Services               | 3         |
| HUSR 275  | Ethical Issues in Human Services                       | 3         |
| ETHS 231  | Minority Communities in the United States              | 3         |
| or  |  |           |
| PSY/SOC 237   | Cross-Cultural Conflict in Interpersonal Relationships | (3)       |
| HUSR 290  | Human Services in Criminal Justice                     | 3         |
| HUSR 291  | Counseling in Criminal Justice                         | 3         |
| HUSR/SOC 292  | Introduction to Criminology                            | 3         |
| Select a minimum of 3 units from elective courses below |  | 3         |
| <b>Total Units Required</b>                             |  | <b>30</b> |

**Electives**

|          |  |   |
|----------|--|---|
| HUSR 221 | Crisis Intervention and Referral Services  | 3 |
| HUSR 226 | Behavior Modification Techniques           | 3 |
| HUSR 240 | Drugs and Alcohol in Our Society           | 3 |
| HUSR 241 | Intervention, Treatment and Recovery       | 3 |
| HUSR 242 | Physiological Effects of Alcohol and Drugs | 3 |
| HUSR 270 | Introduction to Victimology                | 3 |
| HUSR 271 | Society and Victimization                  | 3 |

**EATING DISORDERS CERTIFICATE****Required courses are listed in suggested sequence**

| Course #  | Title                                      | Units     |
|---|--|-----------|
| HUSR 200  | The Human Services                         | 3         |
| HUSR 225  | Counseling the Family of Addicted Persons  | 3         |
| HUSR 230  | Introduction to Eating Disorders           | 3         |
| HUSR 210  | Introductory Fieldwork in Human Services   | 3         |
| HUSR 231  | Background & Treatment of Eating Disorders | 3         |
| HUSR 232  | Physiological Effects of Eating Disorders  | 3         |
| PSY 139   | Developmental Psychology                   | 3         |
| HUSR 211  | Advanced Fieldwork - Human Services        | 3         |
| Select a minimum of 12 units from the elective courses listed below |  | 12        |
| <b>Total Units Required</b>   |  | <b>36</b> |

**Electives**

|          |   |   |
|----------|---|---|
| BIOL 107 | Human Nutrition and World Food Problems   | 3 |
| COUN 140 | Educational Planning                      | 0 |
| HUSR 221 | Crisis Intervention and Referral Services | 3 |
| HUSR 222 | Group Leadership and Group Process        | 3 |
| HUSR 223 | Helping Skills in Human Services          | 3 |
| HUSR 224 | Self-Esteem Strategies in Human Services  | 3 |
| HUSR 226 | Behavior Modification Techniques          | 3 |
| HUSR 227 | Co-Dependency Recovery Issues             | 3 |
| HUSR 275 | Ethical Issues in Human Services          | 3 |
| PE 244   | Human Performance                         | 3 |
| PSY 120  | Human Sexuality                           | 3 |

**FAMILY STUDIES (BASIC) CERTIFICATE****Required courses**

| Course #   | Title                    | Units     |
|--|--------------------------|-----------|
| PSY 139  | Developmental Psychology | 3         |
| PSY/SOC 215  | Parenting Skills         | 3         |
| SOC 275  | Marriage and the Family  | 3         |
| Select a minimum of 6 units from the elective courses listed below |                          | 6         |
| <b>Total Units Required</b>  |                          | <b>15</b> |

**Electives**

|          |  |   |
|----------|--|---|
| COUN 140 | Educational Planning                     | 0 |
| ENGL 139 | Children's Literature                    | 3 |
| HUSR 224 | Self-Esteem Strategies in Human Services | 3 |
| HUSR 230 | Introduction to Eating Disorders         | 3 |
| HUSR 240 | Drugs and Alcohol in Our Society         | 3 |
| HUSR 270 | Introduction to Victimology              | 3 |
| PSY 120  | Human Sexuality                          | 3 |

**FAMILY STUDIES (ADVANCED) CERTIFICATE****Required courses**

| Course #   | Title                                    | Units     |
|--|--|-----------|
| HUSR 200   | The Human Services                       | 3         |
| HUSR 224   | Self-Esteem Strategies in Human Services | 3         |
| HUSR 270   | Introduction to Victimology              | 3         |
| PSY 139  | Developmental Psychology                 | 3         |
| PSY/SOC 215  | Parenting Skills                         | 3         |
| SOC 275  | Marriage and the Family                  | 3         |
| HUSR 210   | Introductory Fieldwork in Human Services | 3         |
| Select a minimum of 9 units from the elective courses listed below |  | 9         |
| <b>Total Units Required</b>  |  | <b>30</b> |

**Electives**

|              |   |   |
|--------------|---|---|
| COUN 140     | Educational Planning                      | 0 |
| ENGL 139     | Children's Literature                     | 3 |
| ETHS/SOC 231 | Minority Communities in the United States | 3 |
| HUSR 221     | Crisis Intervention and Referral Services | 3 |
| HUSR 222     | Group Leadership and Group Process        | 3 |
| HUSR 223     | Helping Skills in Human Services          | 3 |
| HUSR 225     | Counseling the Family of Addicted Persons | 3 |
| HUSR 226     | Behavior Modification Techniques          | 3 |
| HUSR 227     | Co-Dependency Recovery Issues             | 3 |
| HUSR 230     | Introduction to Eating Disorders          | 3 |
| HUSR 240     | Drugs and Alcohol in Our Society          | 3 |
| HUSR 275     | Ethical Issues in Human Services          | 3 |
| PSY 120      | Human Sexuality                           | 3 |

**FOSTER CARE GIVER ADOLESCENT CERTIFICATE**

With a growing number of young people as wards of the courts and living in foster and group 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 "Childhood" certificate is designed as a possible introduction certificate and incorporates 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**

| Course #                    | Title  | Units          |
|-----------------------------|--|----------------|
| COUN 141                    | Career Exploration   | 1              |
| or                          |  |                |
| COUN 151                    | Career/Life Planning   | (3)            |
| ECON 130                    | Consumer Economics   | 3              |
| HUSR 084                    | Introduction to Behavior Modification  | 0 *            |
| HUSR 122                    | Developing Self-Esteem Strategies  | 1              |
| HUSR 125                    | Building Independence Skills   | 0              |
| HUSR 130                    | Introduction to Foster Care  | 1              |
| HUSR 200                    | The Human Services   | 3*             |
| HUSR 240                    | Drugs and Alcohol in Our society   | 3              |
| PE 235                      | First Aid, CPR/Responding to Emergencies                                     | 3*             |
| PSY 144                     | Early Adolescent Development   | 0              |
| PSY 145                     | Middle Adolescent Development  | 0              |
| PSY 146                     | Late Adolescent/Entrance into Adulthood                                      | 0              |
| PSY/SOC 215                 | Parenting Skills   | 3*             |
| PSY/SOC 217                 | Parenting the Oppositional &Defiant Child, Ages 2-13                         | 1              |
| PSY/SOC 218                 | Parenting the Abused and Trumatized Child/Adolescent                         | 0              |
| PSY/SOC 219                 | Parenting the Child/Adolescent with Attention Deficit Hyperactivity Disorder | 0              |
| <b>Total Units Required</b> |  | <b>22 - 24</b> |

\* 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**

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| HUSR 084                    | Introduction to Behavior Modification   | 0         |
| HUSR 130                    | Introduction to Foster Care   | 1         |
| HUSR 200                    | The Human Services  | 3         |
| PE 235                      | First Aid, CPR/Responding to Emergencies  | 3         |
| PSY/SOC 215                 | Parenting Skills  | 3         |
| PSY/SOC 217                 | Parenting the Oppositional/Defiant Childs   | 1         |
| PSY/SOC 218                 | Parenting the Abused and Traumatized Child/Adolescent                             | 0         |
| PSY/SOC 219                 | Parenting the Child/Adolescent with Attention Deficit and Hyperactivity Disorders | 0         |
| PSY 141                     | Prenatal and Early Childhood Development  | 0         |
| PSY 142                     | Middle Childhood Development  | 0         |
| PSY 143                     | Late Childhood Development  | 0         |
| PSY 148                     | Early Childhood Development:Observation   | 1         |
| <b>Total Units Required</b> |   | <b>15</b> |

**HEAD START PARENTAL SUPPORT ASSISTANT**

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                    | Introduction to Behavior Modification               | 0         |
| HUSR 200                    | The Human Services                                  | 3         |
| HUSR 210                    | Intro to fieldwork in Human Services                | 3         |
| HUSR 221                    | Crisis Intervention & Referral Services             | 3         |
| HUSR 223                    | Helping Skills in Human Services                    | 3         |
| HUSR 224                    | Self-Esteem Strategies in Human Services            | 3         |
| HUSR 225                    | Counseling the Family of Addicted Persons           | 3         |
| PSY 140                     | Childhood Development (or equivalent)               | 3         |
| PSY/SOC 215                 | Parenting Skills                                    | 3         |
| PSY/SOC 237                 | Cross-Cultural Conflicts in Interpersonal Relations | 3         |
| <b>Total Units Required</b> |   | <b>27</b> |

**HUMAN SERVICES GENERALIST CERTIFICATE****Required courses are listed in suggested sequence**

| Course #  | Title                                     | Units     |
|---|---|-----------|
| HUSR 200  | The Human Services                        | 3         |
| HUSR 222  | Group Leadership and Group Process        | 3         |
| HUSR 224  | Self Esteem Strategies in Human Services  | 3         |
| HUSR 210  | Introductory Fieldwork in Human Services  | 3         |
| HUSR 225  | Counseling the Family of Addicted Persons | 3         |
| HUSR 241  | Intervention Treatment and Recovery       | 3         |
| PSY 139   | Developmental Psychology                  | 3         |
| HUSR 211  | Advanced Fieldwork - Human Services       | 3         |
| Select a minimum of 12 units from the elective courses listed below |   | 12        |
| <b>Total Units Required</b>   |   | <b>36</b> |

**Electives**

|              |  |   |
|--------------|--|---|
| COUN 140     | Educational Planning                         | 0 |
| ETHS/SOC 231 | Minority Communities in the United States    | 3 |
| HUSR 221     | Crisis Intervention and Referral Services    | 3 |
| HUSR 223     | Helping Skills in Human Services             | 3 |
| HUSR 226     | Behavior Modification Techniques             | 3 |
| HUSR 227     | Co-Dependency Recovery Issues                | 3 |
| HUSR 230     | Introduction to Eating Disorders             | 3 |
| HUSR 231     | Background & Treatment of Eating Disorders   | 3 |
| HUSR 232     | Physiological Effects of Eating Disorders    | 3 |
| HUSR 240     | Drugs and Alcohol In Our Society             | 3 |
| HUSR 242     | The Physiological Effects of Alcohol & Drugs | 3 |
| HUSR 270     | Introduction to Victimology                  | 3 |
| HUSR 271     | Society and Victimization                    | 3 |
| HUSR 275     | Ethical Issues in Human Services             | 1 |
| HUSR 280     | Employee Assist Programs: Public & Private   | 3 |
| PSY 120      | Human Sexuality                              | 3 |

**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                | Introduction to Gerontology              | 3         |
| SOC/HUSR 250                | Sociology of Aging                       | 3         |
| HUSR 200                    | The Human Services                       | 3         |
| HUSR 210                    | Introductory Fieldwork in Human Services | 3         |
| HSCE/HS 161                 | Dying and Death, Grief and Mourning      | 3         |
| <b>Total Units Required</b> |  | <b>15</b> |

**Elective:**

|          |  |   |
|----------|--|---|
| HS 165   | A Matter of Life and Death - Making Ethical Choices in Health Care | 1 |
| HUSR 221 | Crisis Intervention and Referral Services                          | 3 |
| HUSR 275 | Ethical Issues in Human Services                                   | 3 |
| PE 275   | First AID, CPR and Responding to Emergencies                       | 3 |

**VICTIMOLOGY CERTIFICATE****Required courses are listed in suggested sequence**

| Course #   | Title                                     | Units     |
|--|---|-----------|
| HUSR 200   | The Human Services                        | 3         |
| HUSR 210   | Introductory Fieldwork in Human Services  | 3         |
| HUSR 211   | Advanced Fieldwork - Human Services       | 3         |
| HUSR 225   | Counseling the Family of Addicted Persons | 3         |
| HUSR 270   | Introduction to Victimology               | 3         |
| HUSR 271   | Society and Victimization                 | 3         |
| HUSR 290   | Human Services in Criminal Justice        | 3         |
| Select a minimum of 9 units from the elective courses listed below |   | 9         |
| <b>Total Units Required</b>  |   | <b>30</b> |

**Electives**

|              |   |   |
|--------------|---|---|
| COUN 140     | Educational Planning                      | 0 |
| ETHS/SOC 231 | Minority Communities in the United States | 3 |
| HUSR 221     | Crisis Intervention and Referral Services | 3 |
| HUSR 222     | Group Leadership and Group Process        | 3 |
| HUSR 223     | Helping Skills in Human Services          | 3 |
| HUSR 224     | Self-Esteem Strategies in Human Services  | 3 |
| HUSR 226     | Behavior Modification Techniques          | 3 |
| HUSR 227     | Co-Dependency Recovery Issues             | 3 |
| HUSR 240     | Drugs and Alcohol in Our Society          | 3 |
| HUSR 275     | Ethical Issues in Human Services          | 1 |
| PSY 139      | Developmental Psychology                  | 3 |

**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.

**DEVELOPMENTAL DISABILITIES:  
SERVICE PROVIDER CERTIFICATE  
OPTION OF THE HUMAN SERVICES AND PSYCHIATRIC  
TECHNOLOGY DEPARTMENTS**

This certificate program is offered for students who want to work with individuals with developmental disabilities. The courses provide entry level training to prepare for employment opportunities in community-based facilities. This program is being offered through the Social Science and Health Science Divisions. Students who wish to earn this Service Provider Certificate will be required to complete 9 units. *Courses will be scheduled on a short term basis to provide maximum flexibility in completing courses while employed.*

| Course #                    | Title  | Units    |
|-----------------------------|--|----------|
| HUSR 080                    | Orientation to Developmental Disabilities in the Community | 3        |
| HUSR 081                    | Legal and Ethical Aspects of Developmental Disabilities    | 3        |
| HUSR 082                    | Issues of Client Abuse                                     | 3        |
| HUSR 083                    | Current Trends in Community Services                       | 3        |
| HUSR 084                    | Introduction to Behavior Modification                      | 3        |
| HS/PT 075                   | Management of Assaultive Behavior                          | 1        |
| HUSR 210                    | Introductory Fieldwork in Human Services                   | 3        |
| <b>Total Units Required</b> |  | <b>6</b> |

**Note:** Current "C" Certification card required for eligibility for program certification.

**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.

**Required courses are listed in suggested sequence**

| Course # | Title  | Units |
|----------|--|-------|
| ANTH 102 | Cultural Anthropology                        | 3     |
| HUSR 200 | The Human Services                           | 3     |
| PSY 101  | General Psychology                           | 3     |
| PSY 139  | Developmental Psychology                     | 3     |
| PSY 222  | Abnormal Psychology                          | 3     |
| SOC 101  | Introduction to Sociology                    | 3     |
| SOC 161  | Elementary Statistics in Behavioral Sciences | 3     |

**HUMAN DEVELOPMENT**

**CALIFORNIA STATE UNIVERSITY, LONG BEACH**

**Required courses are listed in suggested sequence**

| Course # | Title                     | Units |
|----------|---------------------------|-------|
| ANTH 102 | Cultural Anthropology     | 3     |
| or       |                           |       |
| SOC 101  | Introduction to Sociology | (3)   |
| PSY 101  | General Psychology        | 3     |
| BIOL 210 | Anatomy and Physiology    | 5     |

**SOCIAL WORK**

**CALIFORNIA STATE UNIVERSITY, LONG BEACH**

**Required courses are listed in suggested sequence**

| Course # | Title  | Units |
|----------|--|-------|
| ANTH 102 | Cultural Anthropology                        | 3     |
| PSY 101  | General Psychology                           | 3     |
| PSY 161  | Elementary Statistics in Behavioral Sciences | 3     |
| PSY 222  | Abnormal Psychology                          | 3     |
| SOC 101  | Introduction to Sociology                    | 3     |
| BIOL 210 | Anatomy and Physiology                       | 5     |

**HUMAN SERVICES**

**CALIFORNIA STATE UNIVERSITY, FULLERTON**

**Required courses are listed in suggested sequence**

| Course # | Title  | Units |
|----------|--|-------|
| HUSR 200 | The Human Services                           | 3     |
| HUSR 210 | Introductory Fieldwork in Human Services     | 3     |
| HUSR 211 | Advanced Fieldwork—Human Services            | 3     |
| PSY 161  | Elementary Statistics in Behavioral Sciences | 3     |

**Human Services (HUSR)**

**HUSR 080 ORIENTATION TO DEVELOPMENTAL DISABILITIES IN THE COMMUNITY**

**° 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 LEGAL AND ETHICAL ASPECTS OF DEVELOPMENTAL DISABILITIES**

**° 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 ISSUES OF CLIENT ABUSE**

**° 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 CURRENT TRENDS IN COMMUNITY SERVICES**

**° 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.



**HUSR 084 INTRODUCTION TO BEHAVIOR MODIFICATION****° Unit**

One-half hour lecture per week

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.

**HUSR 122 DEVELOPING SELF-ESTEEM STRATEGIES****1 Unit**

One hour lecture per week

*Credit/No Credit/Letter Grade Option*

*CSU*

This course is especially designed for care givers 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.

**HUSR 125 BUILDING INDEPENDENCE SKILLS****° Unit**

One-half hour lecture per week

*Credit/No Credit/Letter Grade Option*

*CSU*

This course is designed to help parents and leaders develop greater independence in their adolescent charges. The workshop is designed for foster care givers.

**HUSR 130 INTRODUCTION TO FOSTER CARE****1 Unit**

One hour lecture per week

*Credit/No Credit/Letter Grade Option*

*CSU*

This course is designed to introduce foster parents and potential foster parents to the needs and requirements of foster parenting.

**HUSR 200 THE HUMAN SERVICES****3 Units**

Three hours lecture per week

*CSU*

*CSU GE*

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.

**HUSR 210 INTRODUCTORY FIELDWORK IN HUMAN SERVICES****3 Units**

One hour lecture per week and

125 hours fieldwork per semester

*Credit/No Credit/Letter Grade Option*

*CSU*

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.

**HUSR 211 ADVANCED FIELDWORK - HUMAN SERVICES****3 Units**

One hour lecture per week and

125 hours fieldwork per semester

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: HUSR 210.* 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.

**HUSR 221 CRISIS INTERVENTION AND REFERRAL SERVICES****3 Units**

Three hours lecture per week

*CSU*

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.

**HUSR 222 GROUP LEADERSHIP AND GROUP PROCESS****3 Units**

Three hours lecture per week

*CSU*

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.

**HUSR 223 HELPING SKILLS IN HUMAN SERVICES****3 Units**

Three hours lecture per week

*CSU*

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.

**HUSR 224 SELF-ESTEEM STRATEGIES IN HUMAN SERVICES****3 Units**

Three hours lecture per week

*CSU*

This course is designed for persons 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 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 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 227 CO-DEPENDENCY RECOVERY ISSUES****3 Units**

Three hours lecture per week

*CSU*

This course is designed to explore methods for the identification and treatment of co-dependency. It will focus on dysfunctional systems in the family and in the work place.

**HUSR 230 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 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 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 DRUGS AND ALCOHOL IN OUR SOCIETY****3 Units**

Three hours lecture/discussion per week

*CSU*

This is an introductory course for individuals involved 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; drug misuse and abuse and methods for their control.

**HUSR 241 INTERVENTION TREATMENT AND RECOVERY****3 Units**

Three hours lecture/discussion 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 THE PHYSIOLOGICAL EFFECTS OF ALCOHOL AND DRUGS****3 Units**

Three hours lecture/discussion 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.

**HUSR 245 ALCOHOL, OTHER DRUGS, AND THE DRIVING LAW: TRAINING THE TRAINER****3 Units**

Three hours lecture/discussion per week

*Credit/No Credit/Letter Grade Option*

*CSU*

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.

**HUSR 250 SOCIOLOGY OF AGING****3 Units**

**(same as SOC 250)**

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 support, living arrangements, elder abuse, work, retirement, quality of life and death and dying. *Duplicate credit not given for SOC 250.*

**HUSR 255 INTRODUCTION TO GERONTOLOGY**

**(same as PSY 255, SOSC 255)**

**3 Units**

Three hours lecture per week

*CSU*

Introduction to Gerontology is the multi-disciplinary study of aging from the perspectives of biological and psychosocial theory. 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 PSY 255 or SOSC 255.*

**HUSR 270 INTRODUCTION TO VICTIMOLOGY****3 Units**

Three hours lecture per week

*CSU*

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 participation in the creation and expansion of existing resources.

**HUSR 271 SOCIETY AND VICTIMIZATION****3 Units**

Three hours lecture per week

*CSU*

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 methods of dealing with problems from the point of view of self-help/support activities and from the clinical approach.

**HUSR 275 ETHICAL ISSUES IN HUMAN SERVICES****3 Units**

Three hours lecture per week

*CSU*

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.

**HUSR 280 EMPLOYEE ASSISTANCE PROGRAMS: PUBLIC AND PRIVATE****3 Units**

Three hours lecture per week

*CSU*

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.

**HUSR 290 HUMAN SERVICES IN CRIMINAL JUSTICE****3 Units**

Three hours lecture per week

CSU

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.

**HUSR 291 COUNSELING IN CRIMINAL JUSTICE****3 Units**

Three hours lecture per week

CSU

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.

**HUSR 292 INTRODUCTION TO CRIMINOLOGY****3 Units****(Same as SOC 292)**

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 298 HUMAN SERVICES SEMINAR****°-3 Units (Variable Unit Class) (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 ° unit to 3 units. Consult class schedule for the offerings a particular semester.

# Industrial Education Teaching

**INDUSTRIAL EDUCATION TEACHING TRANSFER PROGRAM**

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Required courses are listed in suggested sequence

| Course #   | Title                          | Units |
|--|--------------------------------|-------|
| AT 131   | Automotive Fundamentals        | 4     |
| ENGT 101   | Technical Drawing              | 3     |
| PHOT 101   | Introduction to Photography    | 3     |
| WELD 40A   | Material Fabrication Machining | 4     |
| ELEC 051   | Basic Electricity              | 2     |
| <b>Electives - may be completed at Fullerton College</b> |                                |       |
| PRNT 130   | Graphics                       | 2     |
| WOOD 110   | Fundamentals of Woodwork       | 3     |

## Information Systems - See Computer Information Systems (CIS)

**INFORMATION SYSTEMS TRANSFER PROGRAM**

Refer to Catalog under:

**BUSINESS ADMINISTRATION TRANSFER PROGRAM**

# Interdisciplinary Studies

## **All Divisions**

All Division Deans

## **Faculty**

Betty Disney  
Marilyn Glattly  
Diana Polsky  
Eldon Young

## **Counselors**

All Counselors

## Interdisciplinary Studies (INDS)

### **INDS 092 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 HUMANITIES AND THE ARTS**

**3 Units**

(same as ENGL 110)

Three hours lecture per week  
*UC/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: Eligibility for ENGL 100.* This course is a survey of the development of Western culture with a focus upon its Greco-Roman roots, and a study of other influences, including African, Middle Eastern and Asian. The course covers prehistory to the Renaissance, with emphasis on the arts.

### **INDS 101 HUMANITIES AND THE ARTS**

**3 Units**

(same as ENGL 111)

Three hours lecture per week  
*UC/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: Eligibility for ENGL 100.* 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 CONTEMPORARY MULTICULTURAL ARTS**

**3 Units**

Three hours lecture per week  
*UC/CSU, AA GE, CSU GE, IGETC, CUL PL*

This introductory course investigates contemporary multicultural dance, music, theater, and visual arts as they relate to mainstream American culture. Works by artists of diverse cultures including African-American, Asian, Hispanic, Native American, gay and lesbian, and differently-abled will be analyzed.

### **INDS 120H 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 discuss, research, analyze, and write about the Honors Program yearly theme.

### **INDS 298 INTERDISCIPLINARY STUDIES - SEMINAR**

**°-3 Units** (Variable Unit Class) (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 - Barbara Marrs

**Faculty**  
K. Mariye Takahashi

**Counselors**  
Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## Japanese (JAPN)

### **JAPN 053 SPOKEN JAPANESE FOR BEGINNERS** **3 Units** (May be taken for credit 2 times)

Three hours lecture per week  
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 direct teaching method.

### **JAPN 098 JAPANESE 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

This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion.

### **JAPN 101 ELEMENTARY JAPANESE I** **5 Units**

Five hours lecture and  
One hour laboratory TBA per week  
Credit/No Credit/Letter Grade Option  
UC/CSU, AA GE, CSU GE, IGETC, CAN JAPN 2  
Prerequisite: Eligibility for ENGL 100 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, videos, photographs, films, and reading assignments.

### **JAPN 102 ELEMENTARY JAPANESE II** **5 Units**

Five hours lecture and  
One hour laboratory TBA per week  
Credit/No Credit/Letter Grade Option  
UC/CSU, AA GE, CSU GE, IGETC, CAN JAPN 4  
Prerequisite: JAPN 101 with a grade of "C" or better or one year of high school Japanese with an average 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 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. 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 INTERMEDIATE JAPANESE III** **4 Units**

Four hours lecture and  
One hour laboratory TBA per week  
Credit/No Credit/Letter Grade Option

UC/CSU, AA GE, CSU GE, IGETC, CAN JAPN 8  
Prerequisite: JAPN 102 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 INTERMEDIATE JAPANESE IV** **4 Units**

Four hours lecture and  
One hour laboratory per week  
Credit/No Credit/Letter Grade Option  
UC/CSU, AA GE, CSU GE, IGETC

Prerequisite: JAPN 203 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 JAPANESE SEMINAR** **1/2 - 3 Units** (Variable unit class) (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 JAPANESE INDEPENDENT STUDY** **°-2 Units** (Variable Unit Class) (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 ° - 2 units in any given semester.

# Journalism / Communications

(formerly listed under Communications)

## Division of Language Arts

Division Dean - Barbara Marrs

### Faculty

Robert Mercer

### Counselors

Velia Lawson

Daniel Pelletier

Therese Mosqueda-Ponce

## COMMUNICATIONS TRANSFER PROGRAM

CALIFORNIA STATE UNIVERSITY, FULLERTON

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Required Courses are listed in suggested sequence:

| Course # | Title                             | Units |
|----------|-----------------------------------|-------|
| JOUR 110 | Mass Media Survey (CSUF)          | 3     |
| JOUR 101 | Reporting and Writing             | 3     |
| JOUR 102 | Editing & Advanced Writing (CSUF) | 3     |
| PHOT 101 | Introduction to Photography       | 3     |
| CIS 250  | Word Processing—Mach Oper (CSULB) | 1-8   |

### Electives

|          |                                       |         |
|----------|---------------------------------------|---------|
| ENGL 102 | Introduction to Literature            | 3       |
| PHOT 219 | Press Photography                     | 2       |
| JOUR 135 | Magazine Editing & Production (CSULB) | 3, 3    |
| JOUR 118 | Introduction to Broadcasting          | 3       |
| JOUR 225 | Newspaper Production                  | 3, 3, 3 |

**NOTE:** California State University, Fullerton's Department of Communications normally accepts a maximum of 12 units toward the Bachelor of Arts degree in Communications. The units transferred must be from equivalent courses. The CSUF Department of Communication retains the right to approve equivalent courses.

## Communications/ Journalism (JOUR)

### JOUR 098 COMMUNICATIONS/JOURNALISM SEMINAR

**1/2 - 3 Units** (Variable Unit Class) (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. 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. This course includes the study and practice of publications copy editing 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, AA GE, 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

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

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. *Advisory:* 20 words per minute keyboarding helpful.

**JOUR 226 ON-LINE PRODUCTION****3 Units**

Three hours lecture per week

CSU

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. *Advisory: 20 words per minute keyboarding helpful.*

**JOUR 228 VISUAL JOURNALISM****3 Units**

Three hours lecture per week

CSU

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 video tape production. *Advisory: 20 words per minute keyboarding helpful.*

**JOUR 229 BROADCAST PRODUCTION****3 Units**

Three hours lecture per week

CSU

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 video tape production. *Advisory: 20 words per minute keyboarding helpful.*

**JOUR 298 COMMUNICATIONS/JOURNALISM SEMINAR**

**1/2 - 3 Units** (Variable Unit Class) (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**

**~2 Units** (Variable Unit Class) (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****MOST COLLEGES AND UNIVERSITIES**

Required Courses are listed in suggested sequence

| Course #      | Title                        | Units |
|---------------|------------------------------|-------|
| HIST 162AB    | History of the Americas      | 3, 3  |
| SPAN 101,102  | Elementary Spanish I, II     | 5, 5  |
| SPAN 203, 204 | Intermediate Spanish III, IV | 4, 4  |
| ANTH 102      | Cultural Anthropology (CSUF) | 3     |

**Electives**

|              |                                  |     |
|--------------|----------------------------------|-----|
| ENGL 100     | College Writing                  | 3   |
| GEOG 102,103 | Physical Geography - Lecture/Lab | 3,1 |
| PE           | Physical Education Elective      | 1   |
| COUN 140     | Educational Planning             | °   |
| or           |                                  |     |
| COUN 140H    | Honors Educational Planning      | (°) |

# Law Enforcement

**Division of Vocational Education**

Division Dean - Steve Donley, Interim

Counselor

Jane Jepson

# Law Enforcement (AJ)

**AJ 100 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 110 CRIMINAL LAW****3 Units**

Three hours lecture per week

CSU

CAN AJ 4

*Prerequisite: AJ 100.* 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.

# Liberal Studies

## GENERAL LIBERAL STUDIES TRANSFER PROGRAM

### CALIFORNIA STATE UNIVERSITY, FULLERTON

Required courses are listed in suggested sequence

| Course #  | Title                     | Units |
|-----------|---------------------------|-------|
| HIST 112  | World Civilization I      | 3     |
| HIST 112H | Honors World Civilization | 3     |
| HIST 113  | World Civilization II     | 3     |
| MUS 101   | Music Fundamentals        | 3     |

## 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. Following are the courses that can be taken at Cypress College that will satisfy the lower division requirements of a Multiple Subject Matter Preparation Program at the listed universities.

### CALIFORNIA STATE UNIVERSITY AT LONG BEACH

#### Required courses

| Course #  | Title  | Units |
|---|--|-------|
| ENGL 100/100H                                   | College Writing  | 3     |
| ENGL 102  | Introduction to Literature                             | 3     |
| or  |  |       |
| ENGL 211  | English Literature - Part One                          | (3)   |
| or  |  |       |
| ENGL 212  | English Literature - Part Two                          | (3)   |
| or  |  |       |
| ENGL 221  | American Literature - Part One                         | (3)   |
| or  |  |       |
| ENGL 222  | American Literature - Part Two                         | (3)   |
| or  |  |       |
| ENGL 247  | Voices of America: Studies in Multicultural Literature | (3)   |
| ENGL 139  | Children's Literature                                  | 3     |
| SPCH 100/100H                                   | Human Communication                                    | 3     |
| One Foreign Language course numbered 203 or 204 |  | 4     |

#### Area II. Math

No equivalent course

#### Area III. Science

|          |                             |     |
|----------|-----------------------------|-----|
| BIOL 101 | General Biology             | 5   |
| GEOL 100 | Physical Geology            | 3   |
| and      |                             |     |
| GEOL 101 | Physical Geology Laboratory | 1   |
| or       |                             |     |
| GEOL 102 | Physical Geology - Lec/Lab  | (4) |

#### Area IV. Social Sciences and History

|           |   |     |
|-----------|---|-----|
| POSC 100  | Government of the United States                     | 3   |
| HIST 170A | History of the United States                        | 3   |
| HIST 275  | History of California                               | 3   |
| HIST 112  | World Civilization I                                | 3   |
| or        |   |     |
| HIST 113  | World Civilization II                               | (3) |
| GEOG 100  | The Human World: A Regional Study                   | 3   |
| ANTH 102  | Cultural Anthropology                               | 3   |
| PSY 101   | General Psychology                                  | 3   |
| SOC 231   | Minority Communities in the United States           | 3   |
| or        |   |     |
| SOC 237   | Cross-Cultural Conflicts in Interpersonal Relations | (3) |

Continued next page.

**Area V. Humanities**

|          |   |     |
|----------|---|-----|
| PHIL 100 | Introduction to Philosophy              | 3   |
| or       |   |     |
| PHIL 160 | Introduction to Ethics                  | (3) |
| or       |   |     |
| PHIL 201 | History of Philosophy: Ancient/Medieval | (3) |
| or       |   |     |
| PHIL 202 | History of Philosophy: Modern           | (3) |
| ENGL 103 | Critical Reasoning and Writing          | 3   |
| or       |   |     |
| ENGL 142 | Critical Reading, Writing, and Thinking | (3) |
| or       |   |     |
| PHIL 170 | Logic and Critical Thinking             | (3) |
| or       |   |     |
| PHIL 172 | Critical Thinking/Writing               | (3) |
| or       |   |     |
| SPCH 135 | Essentials of Argumentation             | (3) |

**Area VI. Visual and Performing Arts**

|           |                          |     |
|-----------|--------------------------|-----|
| MUSC 101  | Music Fundamentals       | 3   |
| THEA 100  | Introduction to Theater  | 3   |
| or        |                          |     |
| THEA 102  | History of World Theater | (3) |
| or        |                          |     |
| THEA 120A | Acting I                 | (3) |

**Area VII. Human Development**

No equivalent course

**California State University, Fullerton**

Students pursuing a Multiple Subjects Credential may choose to major in Human Services Child Development or Liberal Studies.

**Required courses**

| Course #                           | Title   | Units |
|------------------------------------|---|-------|
| ENGL 100                           | College Writing   | 3     |
| **ENGL 102                         | Introduction to Literature                                  | 3     |
| or                                 |   |       |
| **ENGL 211                         | English Literature - Part One:<br>From Beowulf to Swift     | 3     |
| or                                 |   |       |
| **ENGL 212                         | English Literature - Part Two:<br>From Blake to Beckett     | 3     |
| or                                 |   |       |
| **ENGL 221                         | American Literature - Part One:<br>From 1620 to 1865        | 3     |
| or                                 |   |       |
| **ENGL 222                         | American Literature - Part Two:<br>From 1865 to the Present | 3     |
| SPCH 100                           | Human Communication   | 3     |
| One course in any Foreign Language |   |       |

**Area II. Math**

Any Math course that meets CSU GE requirements

**Area III. Science**

Any life science course that meets CSU GE requirements\* 3  
 Any physical science course that meets CSU GE requirements\*3  
 \* Must have at least one lab and a total of 9 units for life and physical science.

**Area IV. Social Sciences and History**

|            |                                      |     |
|------------|--------------------------------------|-----|
| POSC 100   | Government of the United States      | 3   |
| HIST 170A  | History of the United States         | 3   |
| or         |                                      |     |
| HIST 170B  | History of the United States         | (3) |
| GEOG 100   | The Human World: A<br>Regional Study | 3   |
| or         |                                      |     |
| GEOG 160   | Cultural Geography                   | (3) |
| ECON 100** | Principles of Economics              | 3   |
| or         |                                      |     |
| **ECON 105 | Principles of Economics              | (3) |
| HIST 112   | World Civilization I                 | 3   |
| or         |                                      |     |
| HIST 113   | World Civilization II                | (3) |
| ANTH 102   | Cultural Anthropology                | 3   |
| or         |                                      |     |
| PSY 101    | General Psychology                   | (3) |
| or         |                                      |     |
| SOC 101    | Introduction to Sociology            | (3) |

**Area V. Humanities**

|            |   |     |
|------------|---|-----|
| **PHIL 100 | Introduction to Philosophy              | 3   |
| or         |   |     |
| **PHIL 110 | Religions of the East                   | 3   |
| or         |   |     |
| **PHIL 120 | Religions of the Middle East and West   | 3   |
| or         |   |     |
| **PHIL 201 | History of Philosophy: Ancient/Medieval | (3) |
| or         |   |     |
| **PHIL 202 | History of Philosophy: Modern           | (3) |
| PHIL 170   | Logic and Critical Thinking             | 3   |
| or         |   |     |
| SPCH 135   | Essential of Argumentation              | (3) |

**Area VI. Visual and Performing Arts**

Any art course that meets CSU GE requirements (Liberal Studies majors take Music 101)

**Area VII. Human Development**

|         |                                      |     |
|---------|--------------------------------------|-----|
| PSY 139 | Developmental Psychology             | 3   |
| or      |                                      |     |
| PSY 140 | Developmental Psychology - Pre-Adult | (3) |

\*\*Liberal Studies majors take at CSUF.

# Management

## Division of Business and Computer Information Systems

Division Dean - Steven Donley, Interim

### Faculty

Steven Donley  
Ric Gorno  
Patricia Kishel

### Counselors

Jean England  
Don Tyrrell

## 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.

### Required courses are listed in numeric sequence

| Course #                    | Title                           | Units     |
|-----------------------------|---------------------------------|-----------|
| MGT 266                     | Human Relations in Business     | 3         |
| MGT 262                     | Principles of Management        | 3         |
| MGT 267                     | Principles of Supervision       | 3         |
| or                          |                                 |           |
| COUN 135                    | Leadership                      | (3)       |
| or                          |                                 |           |
| COUN 135H                   | Honors Leadership               | (3)       |
| MKT 208                     | Principles of Selling           | 3         |
| MGT 161                     | Introduction to Business        | 3         |
| or                          |                                 |           |
| POSC 100                    | Government of the United States | (3)       |
| <b>Total Units Required</b> |                                 | <b>15</b> |

## 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 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.

### Required courses are listed in suggested sequence

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| MGT 161                     | Introduction to Business                                | 3         |
| CIS 111                     | Computer Literacy - Introduction to Information Systems | 3         |
| MGT 262                     | Principles of Management                                | 3         |
| MGT 266                     | Human Relations in Business                             | 3         |
| MGT 041                     | Survey of Business Law                                  | 3         |
| or                          |   |           |
| MGT 240                     | Legal Environment of Business                           | (3)       |
| or                          |   |           |
| MGT 241                     | Legal Aspects of Business Transactions                  | (3)       |
| ACCT 101                    | Financial Accounting                                    | 4         |
| MKT 222                     | Principles of Marketing                                 | 3         |
| ECON 110                    | Survey of Economics                                     | 3         |
| or                          |   |           |
| ECON 105                    | Principles of Economics                                 | (3)       |
| MGT 261                     | Small Business Management                               | 3         |
| <b>Total Units Required</b> |   | <b>28</b> |

### Electives

|          |  |   |
|----------|--|---|
| MKT 205  | Understanding Multicultural Markets Within the United States | 3 |
| MKT 208  | Principles of Selling  | 3 |
| MGT 151  | Business Mathematics   | 3 |
| ACCT 102 | Managerial Accounting  | 4 |
| MGT 111  | Business Communications                                      | 3 |
| MGT 269  | Office Management  | 3 |
| MGT 265  | The Social Responsibility of Business                        | 3 |

## 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.

### Required courses are listed in suggested sequence

| Course #                    | Title                                     | Units     |
|-----------------------------|---|-----------|
| MGT 161                     | Introduction to Business                  | 3         |
| CIS 111                     | Computer Literacy - Intro to Info Systems | 3         |
| MGT 261                     | Small Business Management                 | 3         |
| MGT 266                     | Human Relations in Business               | 3         |
| ACCT 101                    | Financial Accounting                      | 4         |
| ECON 110                    | Survey of Economics                       | 3         |
| or                          |   |           |
| ECON 105                    | Principles of Economics                   | (3)       |
| MGT 041                     | Survey of Business Law                    | 3         |
| or                          |   |           |
| MGT 240                     | Legal Environment of Business             | (3)       |
| or                          |   |           |
| MGT 241                     | Legal Aspects of Business Transactions    | (3)       |
| MGT 262                     | Principles of Management                  | 3         |
| MKT 222                     | Principles of Marketing                   | 3         |
| <b>Total Units Required</b> |   | <b>28</b> |

## 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.

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.

**Required courses are listed in numeric sequence**

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| MGT 111                     | Business Communications                                 | 3         |
| or                          |   |           |
| MGT 211                     | Writing for Business                                    | (3)       |
| MGT 151                     | Business Mathematics                                    | 3         |
| CIS 111                     | Computer Literacy - Introduction to Information Systems | 3         |
| SPCH 100                    | Human Communication                                     | 3         |
| MGT 262                     | Principles of Management                                | 3         |
| ACCT 101                    | Financial Accounting                                    | 4         |
| MKT 222                     | Principles of Marketing                                 | 3         |
| MKT 105                     | Principles of Retailing                                 | 3         |
| MGT 266                     | Human Relations in Business                             | 3         |
| MGT 268                     | Human Resources Management                              | 3         |
| <b>Total Units Required</b> |   | <b>31</b> |

**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**

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| MGT 111                     | Business Communications                                 | 3         |
| or                          |   |           |
| MGT 211                     | Writing for Business                                    | (3)       |
| MGT 151                     | Business Mathematics                                    | 3         |
| CIS 111                     | Computer Literacy - Introduction to Information Systems | 3         |
| SPCH 100                    | Human Communication                                     | 3         |
| MGT 262                     | Principles of Management                                | 3         |
| ACCT 101                    | Financial Accounting                                    | 4         |
| MKT 222                     | Principles of Marketing                                 | 3         |
| MKT 105                     | Principles of Retailing                                 | 3         |
| MGT 266                     | Human Relations in Business                             | 3         |
| MGT 268                     | Human Resources Management                              | 3         |
| <b>Total Units Required</b> |   | <b>31</b> |

**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 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.

**Required courses are listed in suggested sequence**

| Course #   | Title                       | Units     |
|--|-----------------------------|-----------|
| MGT 161  | Introduction to Business    | 3         |
| MGT 261  | Small Business Management   | 3         |
| MKT 201  | Small Business Promotion    | 3         |
| MKT 222  | Principles of Marketing     | 3         |
| MKT 208  | Principles of Selling       | 3         |
| MGT 266  | Human Relations in Business | 3         |
| ACCT 101   | Financial Accounting        | 4         |
| Select a minimum of 6 units from the elective courses listed below |                             | 6         |
| <b>Total Units Required</b>  |                             | <b>28</b> |

**Electives**

|         |   |   |
|---------|---|---|
| MKT 103 | Principles of Advertising                 | 3 |
| CIS 111 | Computer Literacy - Intro to Info Systems | 3 |
| MKT 224 | International Marketing                   | 3 |
| MGT 101 | Personal Finance                          | 3 |
| MKT 105 | Principles of Retailing                   | 3 |
| MGT 267 | Principles of Supervision                 | 3 |
| MGT 211 | 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**

| Course #   | Title                       | Units     |
|--|-----------------------------|-----------|
| MGT 161  | Introduction to Business    | 3         |
| MGT 261  | Small Business Management   | 3         |
| MKT 201  | Small Business Promotion    | 3         |
| MKT 222  | Principles of Marketing     | 3         |
| MKT 208  | Principles of Selling       | 3         |
| MGT 266  | Human Relations in Business | 3         |
| ACCT 101   | Financial Accounting        | 4         |
| Select a minimum of 6 units from the elective courses listed below |                             | 6         |
| <b>Total Units Required</b>  |                             | <b>28</b> |

**Electives**

|         |   |   |
|---------|---|---|
| MKT 103 | Principles of Advertising                               | 3 |
| CIS 111 | Computer Literacy - Introduction to Information Systems | 3 |
| MKT 224 | International Marketing                                 | 3 |
| MGT 101 | Personal Finance  | 3 |
| MKT 105 | Principles of Retailing                                 | 3 |
| MGT 267 | Principles of Supervision                               | 3 |
| MGT 211 | Writing for Business                                    | 3 |

## COMMERCIAL MUSIC MANAGEMENT CERTIFICATE

This certificate provides students with the necessary skills and knowledge to work in music management. Students who complete this program will learn about the different job opportunities and career paths within the music industry and will develop the music industry awareness and management and marketing skills needed to pursue their goals.

### Required courses are listed in suggested sequence

| Course #                    | Title                               | Units     |
|-----------------------------|-------------------------------------|-----------|
| MUS 112                     | Music Business                      | 2         |
| MUS 117                     | American Popular Music              | 3         |
| MKT 222                     | Principles of Marketing             | 3         |
| MGT 261                     | Small Business Management           | 3         |
| MGT 266                     | Human Relations in Business         | 3         |
| or                          |                                     |           |
| CIS 111                     | Computer Literacy-Intro to Info Sys | (3)       |
| <b>Total Units Required</b> |                                     | <b>14</b> |

## 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

| Course #                    | Title                                  | Units     |
|-----------------------------|--|-----------|
| HI 100                      | Trends in Health Care Delivery Systems | 2         |
| HI 102                      | Legal Aspects of Health Care           | 2         |
| HI 115                      | Medical Staff Services Science         | 3         |
| MGT 262                     | Principles of Management               | 3         |
| MGT 266                     | Human Relations in Business            | 3         |
| MGT 267                     | Principles of Supervision              | 3         |
| <b>Total Units Required</b> |  | <b>16</b> |

## MANAGEMENT TRANSFER PROGRAM

Refer to Catalog under:

### BUSINESS ADMINISTRATION TRANSFER PROGRAM

# Management (MGT)

## CONSUMER RELATIONS

### MGT 101 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 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 BUSINESS COMMUNICATIONS

#### 3 Units

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

*Credit by Examination*

CSU

*Prerequisite: MGT 055.* 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 WRITING FOR BUSINESS

#### 3 Units

Three hours lecture per week

CSU

*Prerequisite: ENGL 100 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 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 BUSINESS MATHEMATICS****3 Units**

Three hours lecture per week

*CSU, AA GE*

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/PERSONNEL/  
MANAGEMENT-RELATED COURSES****MGT 061 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 BASIC KEYBOARDING TECHNIQUES  
AND TERMINOLOGY****° 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.

**MGT0 085 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 BUSINESS FINANCE AND  
RECORDKEEPING****° 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 OBTAINING AND USING COMPUTERS****° 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 MANAGING PERSONNEL****° 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 BASIC BUSINESS LAW FOR A SMALL  
BUSINESS****° 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 INTRODUCTION TO BUSINESS****3 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

*CSU, AA GE, 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 MANAGEMENT-  
INDEPENDENT STUDY**

**°-2 Units** (*Variable Unit Class*) (*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 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 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 recommended.

**MGT 265 THE SOCIAL RESPONSIBILITY OF  
BUSINESS**

**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 HUMAN RELATIONS IN BUSINESS  
3 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

*CSU, AA GE*

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 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 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 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 MANAGEMENT SEMINAR**

**°-3 Units** (*Variable Unit Class*) (*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 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 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 recommended.

**MGT 143 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 LEGAL ENVIRONMENT OF BUSINESS****3 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

*UC Credit Limitation/CSU*

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 LEGAL ASPECTS OF BUSINESS TRANSACTIONS****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 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, Interim*

### *Faculty*

Russell Sandore

### *Counselor*

Jane Jepson

## Marine Service (MRN)

**MRN 060 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 fuel systems. Practical application will be on laboratory engines and/or "live" diesel engines.



**MRN 061 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 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 OUTBOARD ENGINE AND STERN DRIVE REPAIR****4 Units**

Two hours lecture and

Six hours laboratory per week

*Prerequisite:* MRN 061, and MRN 062. 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 and stern drives such as OMC, Mercruiser, Volvo Penta, as well as inboards and jet drives.

**MRN 298 MARINE SERVICE SEMINAR**

**°-3 Units** (*Variable Unit Class*) (*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 ° 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 - Steven Donley, Interim

**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 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.

**Required courses are listed in suggested sequence**

| Course #   | Title                     | Units     |
|--|---------------------------|-----------|
| MGT 161  | Introduction to Business  | 3         |
| MKT 103  | Principles of Advertising | 3         |
| MKT 222  | Principles of Marketing   | 3         |
| MKT 105  | Principles of Retailing   | 3         |
| MKT 208  | Principles of Selling     | 3         |
| MKT 210  | Consumer Behavior         | 3         |
| Select a minimum of 3 units from the elective courses listed below |                           | 3         |
| <b>Total Units Required</b>  |                           | <b>21</b> |

**Electives**

|          |  |   |
|----------|--|---|
| MKT 205  | Understanding Multicultural Markets Within the United States | 3 |
| MKT 206  | Store Operations   | 3 |
| MKT 224  | International Marketing                                      | 3 |
| MKT 201  | Small Business Promotion                                     | 3 |
| ACCT 101 | Financial Accounting   | 4 |
| MGT 151  | Business Mathematics   | 3 |

**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 suggested sequence**

| Course #   | Title                     | Units     |
|--|---------------------------|-----------|
| MGT 161  | Introduction to Business  | 3         |
| MKT 103  | Principles of Advertising | 3         |
| MKT 222  | Principles of Marketing   | 3         |
| MKT 105  | Principles of Retailing   | 3         |
| MKT 208  | Principles of Selling     | 3         |
| MKT 210  | Consumer Behavior         | 3         |
| Select a minimum of 3 units from the elective courses listed below |                           | 3         |
| <b>Total Units Required</b>  |                           | <b>21</b> |

**Electives**

|          |   |   |
|----------|---|---|
| MKT 205  | Understanding Multicultural Markets<br>Within the United States | 3 |
| MKT 206  | Store Operations  | 3 |
| MKT 224  | International Marketing   | 3 |
| MKT 201  | Small Business Promotion  | 3 |
| ACCT 101 | Financial Accounting  | 4 |
| MGT 151  | Business Mathematics  | 3 |

**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**

| Course #                    | Title                     | Units     |
|-----------------------------|---------------------------|-----------|
| MKT 222                     | Principles of Marketing   | 3         |
| MKT 210                     | Consumer Behavior         | 3         |
| MKT 224                     | International Marketing   | 3         |
| GEOG 230                    | Introduction to GIS       | 3         |
| GEOG 231                    | GIS - Vector Applications | 3         |
| <b>Total Units Required</b> |                           | <b>15</b> |

**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**

| Course #                    | Title                                  | Units     |
|-----------------------------|--|-----------|
| HI 100                      | Trends in Health Care Delivery Systems | 2         |
| HI 102                      | Legal Aspects of Health Care           | 2         |
| HI 115                      | Medical Staff Services Science         | 3         |
| MKT 222                     | Principles of Marketing                | 3         |
| MKT 103                     | Principles of Advertising              | 3         |
| MKT 208                     | Principles of Selling                  | 3         |
| <b>Total Units Required</b> |  | <b>16</b> |

**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**

| Course #                    | Title                                      | Units     |
|-----------------------------|--|-----------|
| MKT 222                     | Principles of Marketing                    | 3         |
| MKT 210                     | Consumer Behavior                          | 3         |
| MKT 103                     | Principles of Advertising                  | 3         |
| CIS 108                     | Introduction to Internet                   | 2         |
| CIS 109                     | Business Applications Using the Internet   | 2         |
| CIS 179                     | Introduction to Web Page Design            | 2         |
| CIS 115                     | Desktop Publishing for Business PageMaker2 | 2         |
| <b>Total Units Required</b> |  | <b>17</b> |

**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**

| Course # | Title   | Units |
|----------|---|-------|
| SOC 101  | Introduction to Sociology                                       | 3     |
| ANTH 102 | Cultural Anthropology   | 3     |
| or       |   |       |
| ETHS 231 | Minority Communities in the United States                       | (3)   |
| MKT 222  | Principles of Marketing   | 3     |
| MKT 205  | Understanding Multicultural Markets<br>Within the United States | 3     |

Select a minimum of 5 units from the elective courses listed below

| <b>Total Units Required</b> |                                 | <b>17</b> |
|-----------------------------|---------------------------------|-----------|
| <b>Electives</b>            |                                 |           |
| CHIN 101                    | Elementary Chinese - Mandarin I | 5         |
| FREN 101                    | Elementary French I             | 5         |
| JAPN 101                    | Elementary Japanese I           | 5         |
| SPAN 101                    | Elementary Spanish I            | 5         |
| SPAN 201                    | Spanish for Spanish Speakers    | 5         |

**MULTIMEDIA ADVERTISING CERTIFICATE**

This certificate program will enable students to apply multimedia production skills and knowledge in such areas as Internet, computer imaging, photography, art, and music to careers in the field of advertising, developing promotional materials to communicate with customers.

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**

| Course #                    | Title  | Units     |
|-----------------------------|--|-----------|
| MKT 103                     | Principles of Advertising                            | 3         |
| MKT 222                     | Principles of Marketing                              | 3         |
| MKT 201                     | Small Business Promotion                             | 3         |
| CIS 109                     | Business Applications Using the Internet             | 2         |
| CIS 155                     | Web Publishing with Microsoft FrontPage              | 2         |
| MM 100                      | Introduction to Multimedia                           | 3         |
| MM 110                      | Visual Communication - Basic Design and Color Theory | 3         |
| PHOT 101                    | Introduction to Photography                          | 3         |
| <b>Total Units Required</b> |  | <b>22</b> |

**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**

| Course #                    | Title                                      | Units    |
|-----------------------------|--|----------|
| MKT 090                     | Marketing Essentials                       | 1        |
| MKT 091                     | Advertising and Public Relations           | 1        |
| MKT 092                     | Personal Selling                           | 1        |
| MKT 093                     | Target Marketing                           | °        |
| MKT 094                     | Buyer Behavior                             | °        |
| MKT 095                     | Market Distribution Systems                | °        |
| MKT 096                     | Sales Promotion Techniques                 | °        |
| MKT 097                     | Customer Relations                         | °        |
| MKT 098                     | International Marketing for Small Business | °        |
| <b>Total Units Required</b> |  | <b>6</b> |

**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**

| Course #                    | Title                              | Units    |
|-----------------------------|------------------------------------|----------|
| MGT 085                     | Business Planning                  | 1        |
| MGT 086                     | Business Finance and Recordkeeping | °        |
| MGT 087                     | Obtaining and Using Computers      | °        |
| MGT 088                     | Managing Personnel                 | °        |
| MGT 089                     | Small Business Law                 | °        |
| MKT 090                     | Marketing Essentials               | 1        |
| MKT 091                     | Advertising and Public Relations   | 1        |
| MKT 092                     | Personal Selling                   | 1        |
| <b>Total Units Required</b> |                                    | <b>6</b> |

**MARKETING TRANSFER PROGRAM**

Refer to Catalog under:

**BUSINESS ADMINISTRATION—TRANSFER PROGRAM**

# Marketing (MKT)

**MKT 090 MARKETING ESSENTIALS****1 Unit**

One hour lecture per week

*Credit/No Credit*

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.

**MKT 091 ADVERTISING AND PUBLIC RELATIONS****1 Unit**

One hour lecture per week

*Credit/No Credit*

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.

**MKT 092 PERSONAL SELLING****1 Unit**

One hour lecture per week

*Credit/No Credit*

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.

**MKT 093 TARGET MARKETING****° Unit**

One half hour lecture per week

*Credit/No Credit*

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.

**MKT 094 BUYER BEHAVIOR****° Unit**

One half hour lecture per week

*Credit/No Credit*

This course explores the psychology of how and why customers buy, utilizing demographic and lifestyle factors to gain a better understanding of purchase decisions.

**MKT 095 MARKET DISTRIBUTION SYSTEMS****° Unit**

One half hour lecture per week

*Credit/No Credit*

This course provides a thorough view of the distribution process, including the channels, types of retail outlets, methods of transportation, warehousing and inventory control.

**MKT 096 SALES PROMOTION TECHNIQUES****° Unit**

One half hour lecture per week

*Credit/No Credit*

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.

**MKT 097 CUSTOMER RELATIONS****° Unit**

One half hour lecture per week

*Credit/No Credit*

This course explores the ways to maintain and improve customer relations, develop customer loyalty and increase the level of repeat sales.

**MKT 098 INTERNATIONAL MARKETING FOR SMALL BUSINESS****° Unit**

One half hour lecture per week

*Credit/No Credit*

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.

**MKT 103 PRINCIPLES OF ADVERTISING****3 Units**

Three hours lecture per week

*CSU*

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.

**MKT 105 PRINCIPLES OF RETAILING****3 Units**

Three hours lecture per week

*CSU*

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.

**MKT 201 SMALL BUSINESS PROMOTION****3 Units**

Three hours lecture per week

*CSU*

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.

**MKT 205 UNDERSTANDING MULTICULTURAL MARKETS WITHIN THE UNITED STATES****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 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 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 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 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 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 products, goods or services to potential customers. The areas of study include market research and consumer behavior, product development, advertising and sales, branding and pricing, Internet marketing, wholesaling and retailing, and international marketing.

## MKT 224 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 MERCHANDISING/MARKETING - INDEPENDENT STUDY

1-3 Units (Variable Unit Class)

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  
Cheryl Gibby  
Kathryn Godshalk  
Stephen Gold  
Elizabeth Hamman  
Chaolin Mao  
Allen Mottershead  
David Nusbaum  
David Petrie  
Christina Plett  
Cynthia Shrout  
Chris Siragusa  
Karen Watson

### Counselors

Carol Mattson  
Tom Nordee  
Alice Payne

## MATHEMATICS TRANSFER PROGRAM

CALIFORNIA STATE UNIVERSITY, FULLERTON

Required courses are listed in suggested sequence

| Course #   | Title                          | Units |
|------------|--------------------------------|-------|
| MATH 150AB | Calculus and Analytic Geometry | 4, 4  |
| MATH 250AB | Intermediate Calculus          | 4, 4  |
| CSCI 185A  | Computer Science I             | 4     |
| or         |                                |       |
| CSCI 205   | FORTRAN Programming            | (3)   |

**Note:** Additional course work required in Chemistry, Civil Engineering, Computer Science, Economics, Management Science, Mathematics or Physics. Please see counselor.

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Required courses are listed in suggested sequence

| Course #      | Title                          | Units |
|---------------|--------------------------------|-------|
| MATH 150AB    | Calculus and Analytic Geometry | 4, 4  |
| MATH 250A     | Intermediate Calculus          | 4     |
| PHYS 221, 222 | General Physics                | 4, 4  |

**Note:** See counselor for Applied Math, Statistics, and Math Education options.

UNIVERSITY OF CALIFORNIA, IRVINE

Required courses are listed in suggested sequence

| Course #   | Title                          | Units |
|------------|--------------------------------|-------|
| MATH 150AB | Calculus and Analytic Geometry | 4, 4  |
| MATH 250AB | Intermediate Calculus          | 4, 4  |
| PHYS 221   | General Physics                | 4     |
| and        |                                |       |
| PHYS 222   | General Physics                | 4     |
| or         |                                |       |
| PHYS 223   | General Physics                | (4)   |
| or         |                                |       |
| CHEM 111AB | General Chemistry              | 5, 5  |
| CSCI 205   | FORTRAN Programming            | (3)   |
| or         |                                |       |
| CIS 223    | C/C++ Programming              | 3     |

## 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 BASIC MATHEMATICS

4 Units

Four hours lecture per week  
NON-DEGREE CREDIT

This is a course for students wishing to review basic arithmetic skills. The course includes an introduction to the structure of arithmetic and the real number system, whole number and integer arithmetic, fractions, decimals, percent, measurement and informal geometry, the metric system, the use of mathematics in consumer applications, and the fundamentals of operating a scientific calculator.



**MATH 015 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. This course does not count toward the Associate Degree.

**MATH 020 ELEMENTARY ALGEBRA****4 Units**

Four hours lecture per week

*AA GE*

*Prerequisite: MATH 015 with a grade of "C" or better.* This course is an introduction to the methods of algebra. It includes the basic operations of real numbers, polynomials, factoring, fractions, solution of linear equations and inequalities, graphing of linear equations, systems of equations, integral exponents, radicals, and solution of quadratic equations. It is equivalent to one year of high school algebra.

**MATH 025 ELEMENTARY ALGEBRA REVIEW****2 Units**

Two hours lecture per week

*Credit/No Credit*

*NON-DEGREE CREDIT*

*Prerequisite: MATH 020 or one year of high school algebra with a grade of "C" or better.* This course is a review of the introductory methods of algebra. It includes the basic operations of real numbers, basic operations of polynomials, factoring, fractions, solution of linear equations and inequalities, graphing of linear equations, systems of equations, integral exponents, radicals, and solution of quadratic equations. This course does not count toward the Associate Degree.

**MATH 027 INTEGRATED MATH I****4 Units**

Four hours lecture per week

*NON-DEGREE CREDIT*

*Prerequisite: MATH 010 or MATH 015 with a grade of "C" or better.* This course is an integrated math course including basic principles of arithmetic, algebra, geometry and statistics. It is designed for those students who learn best in applied, hands-on classroom environments. The course emphasizes the application and practice of math concepts in health occupations, business technology and marketing, home economics, agriculture and agribusiness, and industrial technology. Topics include problem-solving techniques; English and metric units; line and angles; graphs, charts, and tables; 2 and 3-dimensional geometric figures; scaled drawings; signed numbers and vectors; ratios and proportions; precision, accuracy, and tolerance; powers and roots; and using formulas to solve problems.

**MATH 028 INTEGRATED MATH II****4 Units**

Four hours lecture per week

*AA GE*

*Prerequisite: MATH 027 with a grade of "C" or better.* This course, a prerequisite continuation of MATH 027, is an integrated math course including basic principles of algebra, geometry, trigonometry, and statistics. It is designed for those students who learn best in applied, hands-on classroom environments. The course emphasizes the application and practice of math concepts in health occupations, business technology and marketing, home economics, agriculture and agribusiness, and industrial technology. Topics include linear and non-linear equations; statistics and probability; right triangle relationships and trigonometric functions; acquiring algebraic skills involving factoring.

**MATH 030 PLANE GEOMETRY****4 Units**

Four hours lecture per week

*Prerequisite: MATH 020 or high school algebra (one year) with a grade of "C" or better.* This course is an introduction to Euclidean geometry. It includes theorems and proofs, sets, congruent and similar polygons, circles, geometric constructions, areas, 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 INTERMEDIATE ALGEBRA****4 Units**

Four hours lecture per week

*AA GE*

*Prerequisite: High school algebra (one year) with a grade of "B" or better or MATH 020 with a grade of "C" or better.* This course includes the topics of sets, axioms for the real number system, polynomials, solutions of linear and quadratic equations and inequalities, exponents and radicals, linear and quadratic functions and their graphs, exponential and logarithmic functions, and systems of equations.

**MATH 045 INTERMEDIATE ALGEBRA REVIEW****2 Units**

Two hours lecture per week

*Credit/No Credit*

*NON-DEGREE CREDIT*

*Prerequisite: MATH 040 or two years of high school algebra with grades of "C" or better.* This course is designed for students who have already completed MATH 040 and are planning to enroll in MATH 130AB, MATH 115, 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 and quadratic functions and radicals, linear and quadratic functions and their graphs, exponential and logarithmic functions and systems of equations. This course does not count toward the Associate Degree.

**MATH 055 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.

**MATH 098 MATHEMATICS SEMINAR**

**°-3 Units** (*Variable Unit Class*) (*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 MATHEMATICS - INDEPENDENT STUDY**

**°-2 Units** (*Variable Unit Class*) (*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 MATHEMATICS FOR LIBERAL ARTS STUDENTS****3 Units**

Three hours lecture per week

*\*UC/CSU, AA GE, CSU GE, IGETC, CAN MATH 2*

*Prerequisite: MATH 030 and MATH 040, or MATH 030 and two years of high school algebra, with grades of "C" or better.* This is a general education course in mathematics which includes the topics of history of mathematics, numeration systems, elementary logic and set theory, the real number system and its subsystems, geometry, and other selected topics. 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 115 FINITE MATHEMATICS****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN MATH 12*

*Prerequisite: MATH 040 or two years of high school algebra with grades of "C" or better.* This course includes an introduction to mathematical logic and set theory, combinatorial analysis, finite probability, matrices and linear systems, linear programming, and descriptive statistics. Applications to the fields of business, economics, biological sciences, and behavioral sciences are emphasized.

**MATH 120 INTRODUCTORY PROBABILITY AND STATISTICS****4 Units**

Four hours lecture per week

*UC Credit Limitation/CSU*

*AA GE, CSU GE, IGETC, CAN STAT 2*

*Prerequisite: MATH 040 or two years of high school algebra with grades of "C or better.* This course is an introduction to the elements of statistical analysis which 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 hypothesis, 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.

**MATH 120H HONORS INTRO TO PROB & SAT****4 Units**

Four hours lecture per week

*UC /CSU*

*AA GE, CSU GE, IGETC, CAN STAT 2*

*Prerequisite: MATH 040 or two years of high school algebra with grades of "C or better.* 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 hypothesis, 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.

**MATH 130 SURVEY OF CALCULUS****4 Units**

Four hours lecture per week

*Credit by Examination*

*UC Credit Limitation/CSU*

*AA GE, CSU GE, IGETC, CAN MATH 30*

*Prerequisite: MATH 040 or three years of high school college preparatory mathematics with grades of "C" or better.* This course is an introduction to analytic geometry and calculus with emphasis upon 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 multivariable calculus, and curve sketching with applications from the life sciences, engineering technology, economics, and the social sciences.



**MATH 141 COLLEGE ALGEBRA****4 Units**

Four hours lecture per week

UC/CSU, AA GE, CSU GE, IGETC

CAN MATH 10; MATH 141

CAN MATH 16; MATH 141 plus MATH 142

*Prerequisite: MATH 030 and MATH 040, or three years of high school college preparatory mathematics, with grades of "C" or better. This course may be taken prior to, or concurrently with, MATH 142. Both MATH 141 and MATH 142 are required for enrollment in MATH 150A.* 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.

**MATH 142 TRIGONOMETRY****4 Units**

Four hours lecture per week

CSU

AA GE, CSU GE

CAN MATH 8; MATH 141

CAN MATH 16; MATH 141 plus MATH 142

*Prerequisite: MATH 030 and MATH 040, or three years of high school college preparatory mathematics, with grades of "C" or better. This course may be taken prior to, or concurrently with, MATH 141. Both MATH 141 and MATH 142 are required for enrollment in MATH 150A.* This is one of the two precalculus courses. Topics include relations; exponential, logarithmic and trigonometric functions and their graphs; inverses 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 and rotation of axes.

**MATH 150A CALCULUS AND ANALYTIC GEOMETRY****4 Units**

Four hours lecture per week

*Credit by Examination*

UC Credit Limitation/CSU

AA GE, CSU GE, IGETC, CAN MATH 18

*Prerequisite: MATH 141 and MATH 142, or four years high school college preparatory mathematics, with grades of "C" or better.* 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, indefinite integrals and application of the definite integrals.

**MATH 150B CALCULUS AND ANALYTIC GEOMETRY****4 Units**

Four hours lecture per week

*Credit by Examination*

UC Credit Limitation/CSU

AA GE, IGETC, CAN MATH 20

*Prerequisite: MATH 150A, with a grade of "C" or better.* This course is a continuation of MATH 150A which includes the analysis of the exponential, logarithmic, trigonometric, and hyperbolic functions and applications of their derivatives and integrals. It also includes the study of techniques of integration, conic sections, indeterminate forms and L'Hospital's Rule, improper integrals, Taylor's Formula and infinite sequences and series.

**MATH 186 TI-85/86 GRAPHICS CALCULATOR****° Unit**

One half hour lecture per week

*Credit/No Credit*

CSU

*Prerequisite: MATH 040 or three years of high school college preparatory mathematics, with grades of "C" or better.* This is a course 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 TI-92 GRAPHICS CALCULATOR****° Unit**

One half hour lecture per week

*Credit/No Credit*

CSU

*Prerequisite: MATH 150B with a grade of "C" or better.* This is a course for students wishing to learn to use a TI-92 graphics calculator. The content will include various methods of graphing, solving equations and systems of equations, manipulating vectors, integration and differentiation. Some simple programming topics will also be included.

**MATH 250A INTERMEDIATE CALCULUS****4 Units**

Four hours lecture per week

*Credit by Examination*

UC/CSU, AA GE, IGETC, CAN MATH 22

*Prerequisite: MATH 150B, with a grade of "C" or better.* This is an intermediate course in mathematical analysis. It includes the study of elements of infinite series, three dimensional analytic geometry, calculus functions of several variables, vector calculus, multiple integration, vector fields and theorems, with associated problem applications.

**MATH 250B INTERMEDIATE CALCULUS****4 Units**

Four hours lecture per week

*Credit by Examination*

UC/CSU, AA GE, IGETC, CAN MATH 24

*Prerequisite: MATH 250A, with a grade of "C" or better.* 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 270A MATHEMATICAL STRUCTURES I****3 Units**

Three hours lecture per week

UC/CSU

*Prerequisite: MATH 141 and MATH 142, with a grade of "C" or better.* 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, proof techniques, and combinatorics.

**MATH 270B MATHEMATICAL STRUCTURES II****3 Units**

Three hours lecture per week

UC/CSU

*Prerequisite: MATH 270A, with a grade of "C" or better.* This is the second of two semesters of fundamental discrete mathematical concepts and techniques needed in computer related disciplines. It includes graph theory, Boolean algebra, algebraic structures, and linear algebra.

**MATH 298 MATHEMATICS SEMINAR**

**~3 Units** (*Variable Unit Class*) (*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 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 MATHEMATICS - INDEPENDENT STUDY**

**~2 Units** (*Variable Unit Class*) (*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**

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 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.

**Required courses are listed in suggested sequence**

| Course #                    | Title                     | Units     |
|-----------------------------|---------------------------|-----------|
| MGT 161                     | Introduction to Business  | 3         |
| MKT 210                     | Consumer Behavior         | 3         |
| MKT 103                     | Principles of Advertising | 3         |
| MKT 208                     | Principles of Selling     | 3         |
| MKT 222                     | Principles of Marketing   | 3         |
| MKT 105                     | Principles of Retailing   | 3         |
| ACCT 101                    | Financial Accounting      | 4         |
| <b>Total Units Required</b> |                           | <b>22</b> |

**Electives**

|          |                                       |      |
|----------|---------------------------------------|------|
| MGT 151  | Business Mathematics                  | 3    |
| WKEX 191 | Work Experience-Vocational            | 4-16 |
| MGT 261  | Small Business Management             | 3    |
| MGT 265  | The Social Responsibility of Business | 3    |
| MGT 041  | Survey of Business Law                | 3    |

**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**

| Course #                    | Title                       | Units     |
|-----------------------------|-----------------------------|-----------|
| MGT 161                     | Introduction to Business    | 3         |
| MKT 208                     | Principles of Selling       | 3         |
| MKT 105                     | Principles of Retailing     | 3         |
| MKT 210                     | Consumer Behavior           | 3         |
| MKT 222                     | Principles of Marketing     | 3         |
| MKT 103                     | Principle of Advertising    | 3         |
| MGT 266                     | Human Relations in Business | 3         |
| <b>Total Units Required</b> |                             | <b>21</b> |

**MERCHANDISING TRANSFER PROGRAM**

Refer to Catalog under

**BUSINESS ADMINISTRATION TRANSFER PROGRAM**

# Mortuary Science

## *Division of Health Science*

*Division Dean - Andrea Hannon*

### *Faculty*

Glenn Bower  
Jolena Grande  
Douglas Metz  
Kathleen Sealey

### *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 060, ESL 186 or completion of ENGL 058 or ESL 185 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 all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation; (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.

### **REQUIRED COURSES**

|  | <b>Units</b> |
|--|--------------|
| All courses of the Certificate Program | 50           |

### **GENERAL EDUCATION GRADUATION REQUIREMENTS**

|   |           |
|---|-----------|
| Categories A through E (see listing earlier in catalog) | 25        |
| Cultural Pluralism/Reading Proficiency                  |           |
| <b>Total Units Required</b>                             | <b>75</b> |

**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              | Integrated Medical Science                                      | 3   |
| or                    |   |     |
| BIOL 101              | General Biology   | (5) |
| or                    |   |     |
| CHEM                  | Various courses - Please see counselor                          |     |
| ENGL 058              | Reading and Writing II  | 4   |
| or                    |   |     |
| ESL 185               | Advanced English for Non-Native Speakers of English (Level III) | (5) |
| See minimum standards |   |     |

**Required courses are listed in suggested sequence**

| Course #                    | Title                              | Units                 |
|-----------------------------|------------------------------------|-----------------------|
| <b>SEMESTER 1</b>           |                                    |                       |
| COUN 140                    | Educational Planning (Recommended) | ( <sup>o</sup> )      |
| MORT 160                    | Orientation to Funeral Service     | 4                     |
| MORT 161                    | Restorative Art I                  | 2                     |
| MORT 162                    | Embalming I                        | 2                     |
| MORT 163                    | Embalming Anatomy & Pathology I    | 5 <sup>o</sup>        |
| MORT 164                    | Funeral Service Thanatology I      | 2                     |
| MORT 165                    | Funeral Service Management I       | 2                     |
|                             |                                    | <b>17<sup>o</sup></b> |
| <b>SEMESTER 2</b>           |                                    |                       |
| MORT 271                    | Restorative Art II                 | 2                     |
| MORT 272                    | Embalming II                       | 4                     |
| MORT 273                    | Embalming Anatomy/Pathology II     | 3 <sup>o</sup>        |
| MORT 274                    | Funeral Service Thanatology II     | 3                     |
| MORT 292                    | Funeral Service Science            | 2                     |
| MORT 293                    | Mortuary Computer Applications     | 2                     |
| MORT 295                    | Funeral Service Management II      | 4                     |
|                             |                                    | <b>20<sup>o</sup></b> |
| <b>SUMMER INTERSESSION</b>  |                                    |                       |
| MORT 270                    | Funeral Service Ceremonies         | 2                     |
| MORT 275                    | Law of Mortuary Operation          | 3                     |
| MORT 291                    | Mortuary Law                       | 3                     |
| MORT 294                    | Funeral Service Counseling         | 4                     |
|                             |                                    | <b>12</b>             |
| <b>Total Units Required</b> |                                    | <b>50</b>             |

\*All General Education units may be taken prior to enrollment in the program or at the completion of the Certificate Program.

## Mortuary Science (MORT)

### MORT 085 MORTUARY SCIENCE - WORK EXPERIENCE

**1-4 Units** (Variable Unit Class) (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 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.

### MORT 161 RESTORATIVE ART I

#### 2 Units

One hour lecture and  
Three hours laboratory per week

CSU

*Prerequisite: Completion of, or concurrent enrollment in MORT 163.* 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 EMBALMING I

#### 2 Units

One hour lecture and  
Three hours laboratory per week

CSU

*Prerequisite: Completion of or concurrent enrollment in MORT 163.* 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 EMBALMING ANATOMY AND PATHOLOGY I****5° Units**

Five and one-half hours lecture per week

CSU

*Prerequisite: Admission to Mortuary Science Program.* This course is designed for the mortuary science student. The course 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 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 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.* 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 FUNERAL SERVICE CEREMONIES****2 Units**

Two hours lecture per week

CSU

*Prerequisite: Admission to the Mortuary Science program and completion of MORT 160.* 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 RESTORATIVE ART II****2 Units**

One hour lecture and

Three hours laboratory per week

CSU

*Prerequisite: MORT 161 and completion of or concurrent enrollment in MORT 273.* This is a continuation of MORT 161 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 EMBALMING II****4 Units**

Three hours lecture and

Three hours laboratory per week

CSU

*Prerequisite: MORT 162 and completion of or concurrent enrollment in MORT 273.* This is a continuation of MORT 162, 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 EMBALMING ANATOMY AND PATHOLOGY II****3° Units**

Three and one-half hours lecture per week

CSU

*Prerequisite: MORT 163.* Designed for the Mortuary Science student and a continuation of MORT 163, 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 FUNERAL SERVICE THANATOLOGY II****3 Units**

Three hours lecture per week

CSU

*Prerequisite: MORT 164.* This course emphasizes 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 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. This course designed for the mortuary science student. The course 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 MORTUARY LAW****3 Units**

Three hours lecture per week

CSU

*Prerequisite:* Admission to the Mortuary Science Program and completion of MORT 160; or eligibility to the program or employed in funeral service or preparing to take the funeral director, or embalmer examination. 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 FUNERAL SERVICE SCIENCE****2 Units**

Two hours lecture per week

CSU

*Prerequisite:* Completion of MORT 162. 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 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. 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 FUNERAL SERVICE COUNSELING****4 Units**

Four hours lecture per week

CSU

*Prerequisite:* MORT 164. 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 FUNERAL SERVICE MANAGEMENT II****4 Units**

Four hours lecture per week

CSU

*Prerequisite:* MORT 160 and MORT 165. The course is a continuation of MORT 165 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

**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 all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation; (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.

**Required courses are listed in suggested sequence**

| Course #   | Title   | Units     |
|--|---|-----------|
| ETHS/SOC 231   | Minority Communities in the United States<br>(To be taken first by students declaring this major) | 3         |
| PSY/SOC 237  | Cross-Cultural Conflicts in Int Relationships   | 3         |
| ETHS/SOC 235   | The Civil Rights Movement   | 3         |
| SOSC/SOC 225   | Sociology of Women  | 3         |
| Select a minimum of 12 units from elective courses below |   | 12        |
| <b>Total Units Required</b>                              |   | <b>24</b> |

**Electives**

|          |   |   |
|----------|---|---|
| ANTH 121 | Indians of North America                      | 3 |
| ENGL 247 | Voices of America/Multi-Cultural Literature   | 3 |
| ETHS 142 | The Chicana/o in Contemporary Society         | 3 |
| HIST 130 | African-American History in the US            | 3 |
| HIST 141 | Introduction to Chicana/o History and Culture | 3 |
| HIST 176 | The Asian Experience in the US                | 3 |
| HIST 270 | Women in United States History                | 3 |
| HIST 275 | History of California                         | 3 |
| POSC 209 | Urban Politics                                | 3 |

# Multimedia

**Division of Fine Arts***Division Dean - Larry Mercadante, Interim***Faculty**

Gerald Burchfield  
Betty Disney  
Joe Gallo  
Ian Holmes  
Michael Johnson  
Robert Johnson  
Robert Mercer

**Counselors**

Renay Laguana  
Renee Ssensalo-Collins

**MULTIMEDIA ADVERTISING CERTIFICATE**  
**Please see Marketing Division****MODULE FOR PHOTOGRAPHY MULTIMEDIA 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**

| Course #                    | Title                        | Units     |
|-----------------------------|------------------------------|-----------|
| MM 101                      | Introduction to Multimedia   | 3         |
| MM 102                      | Visual Communications        | 3         |
| PHOT 101                    | Introduction to Photography  | 3         |
| PHOT 103                    | Intermediate Photography     | 3         |
| PHOT 207                    | Color Photography            | 3         |
| PHOT 208                    | Advanced Color               | 3         |
| PHOT 215                    | Digital Photography          | 3         |
| PHOT 216                    | Advanced Digital Photography | 3         |
| PHOT 217                    | 3D Photo Imaging             | 3         |
| <b>Total Units Required</b> |                              | <b>27</b> |

Any one of the following may be substituted for the required courses except PHOT 103, PHOY 215, PHOT 207 because these are prerequisite courses:

|          |                              |   |
|----------|------------------------------|---|
| PHOT 050 | Photography Special Projects | 3 |
| PHOT 104 | Wedding Photography          | 3 |
| PHOT 109 | Portrait Photography         | 3 |
| PHOT 200 | Conceptual Photography       | 3 |
| PHOT 219 | Press Photography            | 3 |

**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**

| Course #                    | Title                          | Units     |
|-----------------------------|--------------------------------|-----------|
| MM 100                      | Introduction to Multimedia     | 3         |
| MM 110                      | Visual Communications          | 3         |
| PHOT 101                    | Introduction to Photography    | 3         |
| ART 120                     | Design Concepts                | 3         |
| ACG 100                     | Intro to Computer Graphics/Mac | 3         |
| or                          |                                |           |
| ACG 101                     | Intro to Computer Graphics/Win | (3)       |
| or                          |                                |           |
| ACG 102                     | Intro to Mac WEB Graphics      | (3)       |
| or                          |                                |           |
| ACG 103                     | Intro to Win WEB Graphics      | (3)       |
| ACG 134                     | Digital Imaging/Mac            | 3         |
| or                          |                                |           |
| ACG 135                     | Digital Imaging/Win            | (3)       |
| ACG 162                     | Multimedia/Mac                 | 3         |
| or                          |                                |           |
| ACG 163                     | Multimedia/Win                 | (3)       |
| ACG 164                     | Multimedia Authoring/Mac       | 3         |
| or                          |                                |           |
| ACG 165                     | Multimedia Authoring/Win       | (3)       |
| MUS 124                     | Recording Studio I             | 3         |
| or                          |                                |           |
| MUS 178                     | Digital Music Technology       | (3)       |
| <b>Total Units Required</b> |                                | <b>27</b> |

## Multimedia (MM)

**MM 100 INTRODUCTION TO MULTIMEDIA**  
**3 Units**

Three hours lecture per week

*CSU*

This team-taught lecture class is designed to introduce the student to the various disciplines involved in the creation of multimedia products. These disciplines include information systems, computer graphics and visual design, digital photography, electronic music, digital journalism and video.

**MM 110 VISUAL COMMUNICATION**  
**3 Units**

Three hours lecture per week

*UC/CSU*

An introduction to the concepts and techniques of visual perception, color and design. Design elements will be used to create 2-and 3-dimensional images with emphasis on the computer as medium. Emphasis is on thinking processes and problem solving basic to creative visual work.

# Music

## Division of Fine Arts

Division Dean - Larry Mercadante, Interim

### Faculty

Mark Anderman  
Sheridan Ball  
George Beyer  
Helena DeCoro  
Joe Gallo

### Counselors

Renay Laguana  
Renee Ssensalo-Collins

## 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 all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation; (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.

### Required courses are listed in suggested sequence

| Course # | Title                       | Units      |
|----------|-----------------------------|------------|
| MUS 103A | Theory and Musicianship I   | 4          |
| MUS 103B | Theory and Musicianship II  | 4          |
| MUS 203A | Theory and Musicianship III | 4          |
| MUS 203B | Theory and Musicianship IV  | 4          |
| MUS 120  | Survey of Music History     | 3          |
| MUS 122  | Concert Hour                | 1,1        |
| MUS 135  | Beginning Piano             | 1,1        |
| MUS 136  | Intermediate Piano          | 1,1        |
| MUS 225  | Applied Music               | 1, 1, 1, 1 |

Select a minimum of 1 unit each semester from the following performing ensembles for a total of 4 units:

|         |                            |         |
|---------|----------------------------|---------|
| MUS 175 | Swing Band                 | 1,1,1,1 |
| MUS 270 | String Orchestra           | 1,1,1,1 |
| MUS 273 | Concert Band               | 1,1,1,1 |
| MUS 276 | Commercial Music Ensemble  | 1,1,1,1 |
| MUS 277 | Jazz Lab Band              | 1,1,1,1 |
| MUS 280 | Jazz/Musical Theater Choir | 1,1,1,1 |
| MUS 281 | Concert Choir              | 1,1,1,1 |
| MUS 282 | Cypress Masterworks Corale | 1,1,1,1 |
| MUS 283 | Cypress Singers            | 1,1,1,1 |
| MUS 284 | Cypress MeisterSingers     | 1,1,1,1 |
| MUS 285 | Chamber Singers            | 1,1,1,1 |
| MUS 287 | Cypress Jazz Singers       | 1,1,1,1 |
| MUS 289 | Gospel Choir               | 1,1,1,1 |

**Total Units Required 33**

## COMMERCIAL MUSIC - MANAGEMENT CERTIFICATE

This certificate provides students with the necessary skills and knowledge to work in music management. Students who complete this program will learn about the different job opportunities and career paths within the music industry and will develop the music industry awareness and management and marketing skills needed to pursue their goals.

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

| Course #                    | Title                          | Units     |
|-----------------------------|--------------------------------|-----------|
| MUS 112                     | Music Business                 | 3         |
| MUS 212                     | Music Promotion & Distribution | 3         |
| MKT 222                     | Principles of Marketing        | 3         |
| MGT 261                     | Small Business Management      | 3         |
| MGT 266                     | Human Relations in Business    | 3         |
| or                          |                                |           |
| MUS 117                     | American Popular Music         | 3         |
| <b>Total Units Required</b> |                                | <b>14</b> |

### Recommended Electives:

|         |  |     |
|---------|--|-----|
| CIS 111 | Computer Literacy-Intro to Information Sys | (3) |
| MKT 224 | International Marketing                    | (3) |
| MUS 055 | Music Work Experience                      | (1) |

## MUSIC TRANSFER PROGRAM

Since lower division requirements vary from institution to institution, it is imperative that the student consult with a counselor. The student may select according to their determined transfer plan but must remain consistent according to the four year institution chosen. The courses listed below represent the department faculty's suggested general course of study. In addition, it is recommended that the students obtain their CSU General Education or IGETC Certification.

### Recommended Courses

| Course #                           | Title                        | Units      |
|------------------------------------|------------------------------|------------|
| MUS 103A                           | Theory and Musicianship I    | 4          |
| MUS 103B                           | Theory and Musicianship II   | 4          |
| MUS 135                            | Beginning Piano              | 1, 1       |
| MUS 203A                           | Theory and Musicianship III* | 4          |
| MUS 203B                           | Theory and Musicianship IV*  | 4          |
| MUS 225                            | Applied Music                | 1, 1, 1, 1 |
| Select 3 units from the following: |                              | <b>3</b>   |
| MUS 116                            | Music Appreciation           | (3)        |
| MUS 117                            | American Popular Music       | (3)        |
| MUS 118                            | Introduction to Opera        | (3)        |
| or                                 |                              |            |
| MUS 118H                           | Honors Introduction to Opera | (3)        |
| MUS 120                            | Survey of Music History      | (3)        |

### Plus:

Enrollment in a performance ensemble each semester 4 - 6

### NOTE:

Certain transfer institutions have required courses in lower division not offered at Cypress College. Be prepared to complete additional courses that might be required in lower division of the transfer institution of your choice.

\*See your counselor for transfer planning before enrolling in MUS 203A.



**RECORDING ARTS CERTIFICATE**

This certificate will provide the necessary hands-on experience in "state-of-the-art" facilities. 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.

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**

| Course #                    | Title                    | Units     |
|-----------------------------|--------------------------|-----------|
| MUS 055                     | Music Work Experience    | 1, 1      |
| MUS 112                     | Music Business           | 3         |
| MUS 124                     | Recording Studio I       | 3         |
| MUS 176                     | Popular Songwriting      | 3         |
| MUS 178                     | Digital Music Technology | 3         |
| MUS 224                     | Recording Studio II      | 3         |
| <b>Total Units Required</b> |                          | <b>17</b> |

**Music (MUS)****MUS 055 MUSIC WORK EXPERIENCE - VOCATIONAL**

**1-4 Units** (Variable unit class) (May be taken for credit 4 times)

One hours 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 MUSIC LABORATORY**

**1-2 Units** (Variable unit class) (May be taken for credit 4 times)

Three to six hours laboratory per week

*Credit/No Credit*

CSU

*Prerequisite: 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 MUSIC FUNDAMENTALS**

**3 Units**

Three hours lecture and

One hour laboratory TBA per week

UC/CSU, AA GE, CSU GE

This course includes the study of music fundamentals. Students will study note reading, major and minor scales, key signatures, triads and seventh chords, and rhythm in both simple and compound meters. Rhythm machines and computers will assist the student. (No UC credit if taken after MUS 103A.)

**MUS 102 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 written 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 103A THEORY AND MUSICIANSHIP I**

**4 Units**

Five hours lecture and

One hour laboratory TBA per week

UC/CSU, CSU GE, IGETC, CAN MUS 2

*Prerequisite: MUS 102 or ability to read music in treble or bass clef.* 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.

**MUS 103B THEORY AND MUSICIANSHIP II**

**4 Units**

Five hours lecture and

One hour laboratory TBA per week

UC/CSU, CSU GE, CAN MUS 4

*Prerequisite: MUS 103A.* This is a continuation of MUS 103A. 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.

**MUS 112 MUSIC BUSINESS**

**3 Units**

Three hours lecture per week

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.

**MUS 116 MUSIC APPRECIATION**

**3 Units**

Three hours lecture and

One hour laboratory TBA per week

UC/CSU, AA GE, CSU GE, IGETC

*Credit/No Credit/Letter Grade Option*

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.

**MUS 117 AMERICAN POPULAR MUSIC****3 Units**

Three hours lecture and  
One hour laboratory TBA per week  
*UC/CSU, AA GE, CSU GE, IGETC*

This course is an historical and musical study of the types of American popular music from the 17th Century 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.

**MUS 118 INTRODUCTION TO OPERA****3 Units**

Three hours lecture and  
One hour laboratory TBA per week  
*Credit/No Credit/Letter Grade Option*  
*UC/CSU*  
*AA GE, CSU GE, IGETC*

This course is an introduction to the standard operatic repertoire in terms of development of musical style, dramatic structure, and performance tradition. Emphasis is on elements of the art of operatic singing, voice classification, vocal range and technique, and dramatic values. Opportunities for attendance at operatic performances will be provided. *COST OF MUSIC CONCERT WILL NOT EXCEED \$30.00. Duplicate credit not granted for MUS 118H.*

**MUS 118H HONORS INTRODUCTION TO OPERA****3 Units**

Three hours lecture and  
One hour laboratory TBA per week  
*UC/CSU*  
*AA GE, CSU GE, IGETC*

MUS 118H 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. *COST OF MUSIC CONCERT WILL NOT EXCEED \$30.00. Duplicate credit not granted for MUS 118.*

**MUS 119 HISTORY OF ROCK MUSIC****3 Units**

Three hours lecture and  
One hour laboratory TBA per week  
*Credit/No Credit/Letter Grade Option*  
*UC/CSU, IGETC, AA GE, CSU GE*

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.

**MUS 120 SURVEY OF MUSIC HISTORY****3 Units**

Three hours lecture and  
One hour laboratory TBA per week  
*UC/CSU, AA 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 CONCERT HOUR****1 Unit (May be taken for credit 4 times)**

One hour lecture per week  
*CSU, AA GE, 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 and faculty the characteristics of various musical styles and performance techniques.

**MUS 124 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 BEGINNING VOICE****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, CSU GE*

Students will study basic vocal techniques used by singers. The course deals primarily with problems relative to tone production, breath control, pronunciation and choices of popular and traditional song literature.

**MUS 127 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 BEGINNING GUITAR****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, CSU GE*

This course uses group instruction to teach general guitar techniques. Forming chords, accompaniment styles, playing individual notes and reading music are all covered in detail.

**MUS 131 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 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 BEGINNING STRINGS****1 Unit** (*May be taken for credit 4 times*)

One hour lecture and

One hour laboratory per week

*UC/CSU, CSU GE*

This course teaches the fundamentals of string playing. It is designed for students interested in learning to play the violin, viola, violoncello or string bass.

**MUS 146 WOODWIND CLASS****1 Unit** (*May be taken for credit 4 times*)

One hour lecture and

One hour laboratory per week

*UC/CSU, CSU GE*

This is a course for beginning students who wish to play flute, oboe, clarinet, bassoon, or saxophone.

**MUS 150 BEGINNING BRASS****1 Unit** (*May be taken for credit 4 times*)

One hour lecture and

One hour laboratory per week

*UC/CSU, CSU GE*

This is an applied music class for beginning brass instrumentalists. Each student will choose from trumpet, French horn, trombone, baritone or tuba as an instrument for developing performance techniques.

**MUS 152 PERCUSSION CLASS****1 Unit** (*May be taken for credit 2 times*)

One hour lecture and

One hour laboratory per week

*UC/CSU*

This is an applied music class for the study of basic techniques for snare drum, bass drum, timpani and other percussion instruments in common orchestral use. Students will be exposed to mallet instruments and how they relate to the keyboard. The class will emphasize basic music reading and rhythmical accuracy.

**MUS 156 JAZZ IMPROVISATION INSTRUMENTAL****1 Unit** (*May be taken for credit 4 times*)

One hour lecture and

Two hours laboratory per week

*UC/CSU*

*Prerequisite: Audition.* This class is designed to give instrumental students skills in musical improvisation. It will also include techniques of rhythmic, melodic and harmonic analysis of form and style.

**MUS 157 JAZZ IMPROVISATION - VOCAL****1 Unit** (*May be taken for credit 4 times*)

One hour lecture and

Two 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 163 BRASS ENSEMBLE****1 Unit** (*May be taken for credit 4 times*)

One hour lecture and

One hour laboratory per week

*UC/CSU*

*Prerequisite: Audition.* This class is open to performers on trumpet, French horn, trombone, baritone, and tuba. The ensemble will rehearse and perform standard and current brass ensemble literature.

**MUS 175 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 POPULAR SONGWRITING****3 Units**

Three hours lecture and

One hour laboratory TBA per week

*CSU*

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 178 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, .midm etc.), and mastering to compact disc.

**MUS 203A THEORY AND MUSICIANSHIP III****4 Units**

Five hours lecture and  
One hour laboratory TBA per week  
UC/CSU

*Prerequisite:* MUS 103B. This course is a continuation of MUS 103B. Topics include nondominant seventh chords, modulation, secondary dominant and leading-tone chords, binary and ternary form, analysis, sight-singing and ear-training

**MUS 203B THEORY AND MUSICIANSHIP IV****4 Units**

Five hours lecture and  
One hour laboratory TBA per week  
UC/CSU

*Prerequisite:* MUS 203A. This course is a continuation of MUS 203A. 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 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 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.

**MUS 224 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. This course provides an introduction to digital audio concepts, recorders, synchronization, and the digital audio workstation. Students will be assigned projects in the music department's recording facilities.

**MUS 225 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 INTERMEDIATE VOICE****1 Unit (May be taken for credit 4 times)**

One hour lecture and  
One hour laboratory per week  
UC/CSU

The purpose of this course is the continued study of intermediate level vocal performance techniques. The intermediate course deals primarily with problems relative to tone production, breath control, pronunciation and choices of popular and traditional song literature.

**MUS 228 ADVANCED VOICE****1 Unit (May be taken for credit 4 times)**

One hour lecture and  
One hour laboratory per week  
UC/CSU

The purpose of this course is the continued study of vocal performance techniques at an advanced level. The advanced course deals with problems relative to tone production, breath control, pronunciation, selection and interpretation of solo literature. The advanced student will be guided toward material of greater complexity appropriate to public performance and competition level singing.

**MUS 231 INTERMEDIATE GUITAR****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

*Prerequisites:* MUS 130, 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 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 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

*Prerequisites: 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 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, or by audition.* This is a continuation of skills learned in MUS 135. The students will learn to perform more difficult literature in classical and folk styles. There will also be a study of more advanced chords.

**MUS 237 ADVANCED PIANO****1 Unit** (May be taken for credit 4 times)

One hour lecture and  
 One hour laboratory per week  
 UC/CSU

*Prerequisite: Audition.* The student will receive individual instruction in piano techniques and in the interpretation of standard piano literature. This course is especially designed for music majors whose main performance medium is the piano. There will be preparation for recitals.

**MUS 238 POPULAR PIANO****1 Unit** (May be taken for credit 4 times)

One hour lecture and  
 One hour laboratory per week  
 UC/CSU

*Prerequisite: MUS 135 or by audition.* This course deals with the study of basic chords to allow keyboard freedom in improvising and song arranging with the use of melody and accompaniment to develop a creative style of playing, essential in popular music. It is designed for non-music majors as well as music majors.

**MUS 241 ORGAN****1 Unit** (May be taken for credit 4 times)

One hour lecture and  
 One hour laboratory per week  
 UC/CSU

*Prerequisite: MUS 135 or by audition.* This course provides a foundation for classic and popular organ styles. It explores basic techniques for manuals and spinet/AGO pedals. The student plays familiar songs and classic literature. Practice organs are available.

**MUS 247 ADVANCED WOODWINDS****1 Unit** (May be taken for credit 4 times)

One hour lecture and  
 One hour laboratory per week  
 UC/CSU

*Prerequisite: MUS 146.* This is a course for advanced students who wish to play flute, oboe, clarinet, bassoon or saxophone.

**MUS 270 STRING ORCHESTRA****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.* This course deals with the rehearsal and performance of standard string orchestra literature.

**MUS 273 CONCERT 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.* The student will be involved in the rehearsal and performance of standard wind band literature. Performances required in the course of the semester may include concerts and tours.

**MUS 276 JAZZ 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.* This course studies the rehearsal and performance of jazz band literature. Sight reading is emphasized as a musical concept. The band performs in concert each semester, and student compositions and arrangements are encouraged.

**MUS 277 JAZZ LAB 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.* This course deals with the rehearsal and performance of contemporary "big band" jazz literature. Sight reading is emphasized as a musical concept. Student compositions and festival attendance is encouraged as part of this course.

**MUS 280 JAZZ/MUSICAL THEATER CHOIR****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, AA GE**Prerequisite: Audition.* 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.**MUS 281 CONCERT CHOIR****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.* 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.**MUS 282 CYPRESS MASTERWORKS CHORALE****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, CSU GE**Prerequisite: Audition.* 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.**MUS 283 CYPRESS SINGERS****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.* 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.**MUS 284 CYPRESS MEISTERSINGERS****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.* 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.**MUS 285 CHAMBER SINGERS****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.* The Chamber Singers is a select group of 24 mixed voices which performs 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.**MUS 286 STAR CAROLERS****° Unit** (May be taken for credit 4 times)

One and one-half hours rehearsals and

Three-quarters of an hour recording, program production and/or concerts per week

*Prerequisite: Audition.* 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.**MUS 287 CYPRESS JAZZ SINGERS****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.* This course focuses on the rehearsal and performance of standard and current vocal jazz music accompanied by a small instrumental ensemble. Some emphasis will be placed upon vocal improvisation in the jazz style. Student compositions and arrangements are encouraged.

**MUS 289 GOSPEL CHOIR****1 Unit** (*May be taken for credit 4 times*)

Three hours rehearsal and  
One and one-quarter hours TBA in sectional rehearsals,  
recording, 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 semesters will provide additional skill and competency development within the subject matter.

**MUS 290 MUSICAL THEATER PRODUCTION****1-3 Units** (*Variable Unit Class*) (*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 accompaniment. 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 ACTING, SINGING AND DANCING FOR THE MUSICAL THEATER****3 Units** (*May be taken for credit 4 times*)  
(Same as THEA 229)

Two hours lecture and  
Four hours laboratory per week  
UC/CSU, AA GE, CSU GE

Performance methods and practices of musical theater as they relate to the onstage performer will be investigated. Performance in a workshop setting of musical theater literature is required.

**MUS 298 MUSIC SEMINAR****0-3 Units** (*Variable Unit Class*) (*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 MUSIC - INDEPENDENT STUDY****1-2 Units** (*Variable Unit Class*) (*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 performance 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  
Tamera Rice  
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 Science 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 responsible 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 teaching 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 maximization 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 opportunities for facilitating learning based on individual styles of learning. Self-motivation and active participation in the classroom and clinical laboratory are necessary components 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. A systematic 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's/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 assigned textbooks, modules, scantron forms, notebook, paper and other writing supplies. Nursing textbooks are expensive in comparison to other non-technical books because they must be frequently revised, contain tables, graphs, diagrams and photographs. Nursing texts are a major expense for students and a majority of the texts used for the program courses must be purchased at the beginning of the first semester of enrollment. Textbooks for specialty areas may be purchased at the beginning of those courses. In addition, supplemental texts may be recommended to assist the student in meeting learning objectives.

Clinical practice is at sites throughout Orange and Los Angeles counties. Clinical rotations may be scheduled for both day and evening shifts in order to provide the best learning opportunities. The student will need reliable personal transportation in order to travel to assigned hospitals at least two days a week in each nursing course.

The nature of the learning experiences in the registered nursing program requires that students engage in direct patient care in assigned clinical facilities. All enrolled students are required to meet the same health and safety standards required of nurses in the contracted clinical facilities. For this reason each student enrolled in the nursing program must complete the following requirements at his/her own expense prior to the first day of attendance:

1. Physical examination with health clearance indicating good physical and mental health status with no limitations to providing direct patient care.
2. Proof of current immunizations.
3. Testing for communicable diseases including, but not limited to, the following: Tuberculosis, rubella, rubeola, varicella, hepatitis.
4. Malpractice insurance.
5. Current CPR certification at the Professional Health Provider level.



In addition, the student will need to purchase required uniforms, name badge, stethoscope, protective goggles and other equipment required for clinical practice.

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, as determined by counselor from placement test scores and other data or completion of ENGL 60 with a "C" or better.
6. NURS 190, (2 Units), with a grade of "C" or better.
7. BIOL 210, (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) is taken separately, it must be completed prior to application and Physiology (BIOL 240) 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, from the Health Science Division Counseling Office, Cypress College, 9200 Valley View, Cypress, CA 90630.

### 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, records and forms 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

| Course #                  | Title                           | Units    |
|---------------------------|---------------------------------|----------|
| <b>FOUNDATION COURSES</b> |                                 |          |
| ***BIOL 210               | Anatomy and Physiology          | 5        |
| NURS 190                  | Health Care Concepts in Nursing | 2        |
|                           |                                 | <b>7</b> |

| <b>SEMESTER I</b>     |  |             |
|-----------------------|--|-------------|
| NURS 191              | Pharmacology in Nursing I                              | 1           |
| *PSY 101              | General Psychology                                     | 3           |
| ***/*BIO 220          | Medical Microbiology                                   | 4           |
| NURS 192              | Nursing Process & Professional Nursing Management I    | 4 °         |
| NURS 193              | Nursing Process & Professional Nursing Management II   | 3 °         |
|                       |  | <b>16</b>   |
| <b>SEMESTER II</b>    |  |             |
| NURS 195              | Pharmacology in Nursing II                             | 1           |
| *SOC 101              | Introduction to Sociology                              | 3           |
| *ENGL 100             | College Writing  | 3           |
|                       | Physical Education Requirement                         | 1           |
| NURS 196              | Nursing Process & Professional Nursing Management III  | 5           |
| NURS 197              | Nursing Process & Professional Nursing Management IV   | 3 °         |
|                       |  | <b>16 °</b> |
| <b>SUMMER SESSION</b> |  |             |
|                       | *Art/Humanities (Category C1) Requirement              | 3           |
| <b>SEMESTER III</b>   |  |             |
| SPCH 100              | Human Communication                                    | 3           |
| NURS 291              | Pharmacology in Nursing III                            | 1           |
| NURS 292              | Nursing Process & Professional Nursing Management V    | 5           |
| NURS 293              | Nursing Process & Professional Nursing Management VI   | 3 °         |
| NURS 294              | Nursing Process & Professional Nursing Management VII  | 3           |
|                       |  | <b>15 °</b> |
| <b>SEMESTER IV</b>    |  |             |
| NURS 295              | Pharmacology in Nursing IV                             | °           |
| **MATH 020            | Elementary Algebra                                     | 4           |
| NURS 296              | Nursing Process & Professional Nursing Management VIII | 3 °         |
| NURS 297              | Nursing Process & Professional Nursing Management IX   | 5           |
|                       | *Art/*Humanities (Category C2)                         | 3           |
|                       |  | <b>16</b>   |

\*May be taken prior to program for selection purposes, but **must be** completed at least by semester indicated.

\*\*Proficiency Examination available—see Health Science Counselor.

\*\*\*Must be taken within five years of application.

All nursing courses are challengeable. See Nursing Program Director.

**Graduation requirements:** Cultural Pluralism (beginning Fall 2000 catalog, the nursing program meets the requirement) and Reading Proficiency. See Counselor/Catalog.

### 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.

BIOL 210           Anatomy and Physiology  
BIOL 220           Medical Microbiology

### 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, as determined by counselor from placement test scores, completion of ENGL 60 with a grade of "C" or better, and other data.

**PREREQUISITES**

Completion of the following courses with a grade of "C" or better:

| Course #     | Title  | Units |
|--------------|--|-------|
| *NURS 190    | Health Care Concepts in Nursing  | 2     |
| **BIOL 210   | Anatomy and Physiology with Lab<br>(Chemistry prerequisite strongly recommended) | 5     |
| **/+BIOL 220 | Medical Microbiology   | 4     |
| +PSY 101     | General Psychology   | 3     |
| NURS 090     | Transitions to Nursing Process &<br>Professional Nursing Management              | 3 °   |

\*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. Applicants to the career mobility program will be assigned a placement number on the qualified-mobility placement list upon successful completion of this course with a grade of "C" or better.

\*\*Must be taken 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, with a grade of "C" or better.
5. File application for placement on the *Mobility Placement List* following satisfactory completion of NURS 090, This form is available from the Health Science Counseling Office.

**CAREER MOBILITY: LVN/PT TO REGISTERED NURSING CURRICULUM**

General Education requirements - the following courses must be completed prior to expected date of graduation with a grade of "C" or better.

| Course # | Title                          | Units |
|----------|--------------------------------|-------|
| ENGL 100 | College Writing                | 3     |
| SOC 101  | Introduction to Sociology      | 3     |
| SPCH 100 | Human Communication            | 3     |
| MATH 020 | Elementary Algebra             | 4     |
|          | Art Humanities Requirement     |       |
|          | Category C1 Course             | 3     |
|          | Category C2 Course             | 3     |
|          | Physical Education Requirement | 1     |

**NOTE: All Cypress College graduates must meet the following two requirements: Cultural Pluralism and Reading Proficiency. See counselor/catalog for specific courses and/or proficiency examination.**

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

| Course #                    | Title  | Units       |
|-----------------------------|--|-------------|
| <b>SEMESTER I</b>           |  |             |
| NURS 292                    | Nursing Process & Professional Nursing Management V    | 5           |
| NURS 293                    | Nursing Process & Professional Nursing Management VI   | 3 °         |
| NURS 294                    | Nursing Process & Professional Nursing Management VII  | 3           |
| <b>SEMESTER II</b>          |  |             |
| NURS 295                    | Pharmacology in Nursing IV                             | °           |
| NURS 296                    | Nursing Process & Professional Nursing Management VIII | 3 °         |
| NURS 297                    | Nursing Process & Professional Nursing Management IX   | 5           |
| <b>Total Units Required</b> |  | <b>20 °</b> |

**PSYCHIATRIC TECHNICIAN TO REGISTERED NURSE**

|                             |  |             |
|-----------------------------|--|-------------|
| <b>SEMESTER I</b>           |  |             |
| NURS 196                    | Nursing Process & Professional Nursing Management III  | 5           |
| NURS 197                    | Nursing Process & Professional Nursing Management IV   | 3 °         |
| <b>SEMESTER II</b>          |  |             |
| NURS 292                    | Nursing Process & Professional Nursing Management V    | 5           |
| NURS 294                    | Nursing Process & Professional Nursing Management VII  | 3           |
| <b>SEMESTER III</b>         |  |             |
| NURS 295                    | Pharmacology in Nursing IV                             | °           |
| NURS 296                    | Nursing Process & Professional Nursing Management VIII | 3 °         |
| NURS 297                    | Nursing Process & Professional Nursing Management IX   | 5           |
| <b>Total Units Required</b> |  | <b>25 °</b> |

**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, with Lab, 5 Units (or equivalent) with a grade of "C" or better.
4. Satisfactory completion of (or concurrent enrollment in) BIOL 220, (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

| Course # | Title                  | Units |
|----------|------------------------|-------|
| BIOL 210 | Anatomy and Physiology | 5     |
| BIOL 220 | Medical Microbiology   | 4     |

#### Nursing Requirement - 20 Units

|                             |  |           |
|-----------------------------|--|-----------|
| NURS 090                    | Transitions to Nursing Process & Professional Nursing Management | 3 °       |
| NURS 292                    | Nursing Process & Professional Nursing Management V              | 5         |
| NURS 293                    | Nursing Process & Professional Nursing Management VI             | 3 °       |
| NURS 294                    | Nursing Process & Professional Nursing Management VII            | 3         |
| NURS 297                    | Nursing Process & Professional Nursing Management IX             | 5         |
| <b>Total Units Required</b> |  | <b>29</b> |

### 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

CALIFORNIA STATE UNIVERSITY, LONG BEACH  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Required Courses are listed in suggested sequence

| Course #  | Title                                     | Units |
|-----------|---|-------|
| PSY 101   | General Psychology                        | 3     |
| SOC 101   | Introduction to Sociology                 | 3     |
| CHEM 101  | Introduction to Chemistry                 | 5     |
| *CHEM 107 | Foundations of College Chemistry (CSULA)  | 5     |
| CHEM 201  | Basic Concepts of Organic & Bio-Chemistry | 5     |
| BIOL 220  | Medical Microbiology                      | 4     |
| BIOL 230  | General Anatomy                           | 4     |
| BIOL 240  | Human Physiology                          | 5     |
| +HTC 100  | Nutrition (CSULA)                         | 3     |
| or        |   |       |
| BIOL 107  | Human Nutrition & World Food Problems     | (3)   |

\*Student needs to contact CSULB Chemistry Department to receive subject credit.

+Graduation requirement for BSN degree, not a prerequisite for the program.

Check with a counselor for additional requirements for individual schools.

## Nursing (NURS)

### NURS 090 TRANSITIONS TO NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT

#### 3° 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 STRATEGIES FOR SUCCESS IN NURSING

#### ° 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 REGISTERED NURSING WORK EXPERIENCE**

**1-4 Units** (*Variable Unit Class*) (*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: Concurrent enrollment in the Registered Nursing Program.* Focus is 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 NURSING INDEPENDENT STUDY**

**~2 Units** (*Variable Unit Class*) (*Variable Unit Class*) (*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 performance on applied areas. Students will participate in independent study on assigned areas under staff supervision.

**NURS 101 CRITICAL THINKING AND NURSING PROCESS**

**~2 Units** (*Variable Unit Class*)

Hours will vary according to units given  
*CSU*

*Credit/No Credit/ Letter Grade Option*

*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.*

**NURS 103 BASIC HEALTH ASSESSMENT**

**~ Unit**

One hour lecture per week for nine weeks  
*CSU*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: NURS 192, Licensed Psychiatric Technician, Licensed Vocational Nurse, Registered Nurse.*

This elective course provides specialized nursing knowledge in assessing basic health status in the non-pregnant adult. Nursing process is the framework that includes techniques for both patient history and physical assessment. Nursing implications of selected common health problems are emphasized.

**NURS 104 INTRODUCTION TO ECG INTERPRETATION**

**~ Unit**

One hour lecture per week for nine weeks  
*Credit/No Credit/Letter Grade Option*  
*CSU*

*Prerequisite: NURS 192, Licensed Vocational Nurse, Registered Nurse.* This elective course provides specialized nursing knowledge in assessing and caring for patients experiencing selected common cardiac dysrhythmias. These include sinus, atrial, AV heart blocks, junctional, and ventricular dysrhythmias. Initial patient monitoring, lead placement, techniques and equipment utilized to measure and identify cardiac arrhythmias are addressed in introductory terms. Basic therapies and nursing implications for these dysrhythmias are discussed.

**NURS 105 BASIC CARDIO-PULMONARY NURSING**

**~ Unit**

One hour lecture per week for nine weeks  
*CSU*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: NURS 292, Registered Nurse.* This elective course provides specialized nursing knowledge in common cardiopulmonary health problems and their nursing implications. Nursing process serves as the framework for this exploration. *Duplicate credit not granted for NURS 105H.*

**NURS 105H HONORS BASIC CARDIOPULMONARY NURSING**

**~ Unit**

One hour lecture per week for nine weeks  
*CSU*

*Prerequisite: NURS 292, Registered Nurse.* This elective course is enhanced for honors students. Students shall develop increased knowledge of cardio-pulmonary health problems as they analyze expanded concepts of the nursing process and health care delivery. *Duplicate credit not granted for NURS 105.*

**NURS 107 PAIN MANAGEMENT FOR NURSES**

**1 Unit**

One hour lecture per week  
*CSU*

*Prerequisite: NURS 192 or licensed health care professional. Corequisite: Concurrent enrollment in, or successful completion of NURS 191 or licensed health care professional.*

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 NURSING CARE OF THE ORTHOPAEDIC PATIENT****° Unit**

One-half hour of lecture per week

CSU

*Credit/No Credit/ Letter Grade Option*

*Prerequisite: Successful completion of NURS 192 or licensure as an RN, LVN, RPT, LPT.* This course is an overview of the general concepts of orthopaedic nursing including assessment, orthopaedic injuries, patient complications, and orthopaedic patient care. Designed to give the participant an introduction to the specialty of orthopaedic nursing, this course includes study of the care of patients experiencing orthopaedic trauma, traction or cast treatment, total joint arthroplasty, spinal surgery, amputation, as well as orthopaedic complications. The content of the course is based on orthopaedic nursing practice standards and patient teaching implications as developed by the National Association of Orthopaedic Nurses.

**NURS 190 HEALTH CARE CONCEPTS IN NURSING****2 Units**

Two hours lecture per week

CSU

This course introduces the health science student to the theoretical basis of nursing and health care, including psychosocial concepts inherent to development of skills needed for patient care and the nurse-patient relationship. Professional nursing roles and interaction skills are applied to the health care setting. The effects of developmental patterns on individual health care needs are introduced. Major social and cultural issues in relation to health care are discussed. Teaching/learning strategies unique to health care, nursing, and clinical instruction are explored. *\$19.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**NURS 191 PHARMACOLOGY IN NURSING I****1 Unit**

One hour lecture per week

CSU

*Prerequisite: Acceptance in the Nursing Program, LVN or PT. Corequisite: NURS 192 and NURS 193.* This course correlates with the content in NURS 192 and NURS 193. An introduction to the principles of medication administration, laws governing drugs, and the role of the nurse in administering medications in the health care setting will be presented. Drug action, preparations, and basic pharmacologic terminology will be included. Criteria for monitoring drug interactions will be given with emphasis on the older adult. The general effects of pharmacological agents of the autonomic and central nervous systems will be introduced. The therapeutic effects, interactions, adverse effects, and the identification of nursing responsibilities in administering anti-inflammatory drugs will be emphasized. Mathematical concepts related to metric, apothecary, and household systems of measurement, and temperature and systems conversions will be offered. Ratio and proportion will be introduced and evaluation of intake and output measurements will be provided.

**NURS 192 NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT I****4° Units**

Two and one-half lecture hours and

Six laboratory hours per week

CSU

*Prerequisite: Acceptance in the Nursing Program; NURS 190, BIOL 210. Corequisite: NURS 191.* 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 NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT II****3° Units**

One and one-half lecture hours and

Six laboratory hours per week

CSU

*Prerequisite: NURS 190 and NURS 192. Corequisite: NURS 191.* 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 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 and NURS 193.* This pharmacology course correlates with the content in NURS 196 and NURS 197. 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/vascular medications, vitamins, estrogens, exytocia, renal medications, and insulin and hypoglycemic).

**NURS 196 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, and NURS 193. *Corequisite:* NURS 195. 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 NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT IV****3° Units**

One and three-quarter hours lecture and  
Five and one-quarter hours laboratory per week  
*CSU*

*Prerequisite:* NURS 191, NURS 192, NURS 193, and NURS 196. *Corequisite:* NURS 195. 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 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, NURS 196, and NURS 197. *Corequisite:* NURS 292. This course correlates with the content in NURS 292, NURS 293, and NURS 294. 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, antipsychotic, 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 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, and NURS 197, and acceptance in the Nursing Program. *Corequisite:* NURS 291. 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 NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT VI****3° Units**

One and three-quarter hours lecture and  
Five and one-quarter hours laboratory per week  
*CSU*

*Prerequisite:* NURS 291 and NURS 292. 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 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 and NURS 292. *Corequisite:* NURS 293. 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 PHARMACOLOGY IN NURSING IV**

#### **1 Unit**

One-half hour lecture per week  
CSU

*Prerequisite:* Acceptance in the Nursing Program, LVN, PT or completion of NURS 291, NURS 292, NURS 293 and NURS 294. *Corequisite:* NURS 296. This course correlates with the content in NURS 294, and NURS 297. 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 NURSING PROCESS AND PROFESSIONAL NURSING MANAGEMENT VIII**

#### **3 Units**

One and three-quarter hours lecture and  
Five and one-quarter hours laboratory per week  
CSU

*Prerequisite:* NURS 291, NURS 292, NURS 293 and NURS 294. *Corequisite:* NURS 295. 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 NURSING PROCESS & PROFESSIONAL NURSING MANAGEMENT IX**

#### **5 Units**

Two and one-quarter hours of lecture and  
Eight and one-quarter hours of laboratory per week  
CSU

*Prerequisite:* NURS 291, and NURS 296. *Corequisite:* NURS 295. 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 - Steven Donley, Interim

## Faculty

Patricia Dellinger  
Jerrilyn Hayes-Williams  
Alireza Moady  
Patricia Pelachik  
Jan Stoltz  
Mozhegan Tavakoli  
Donna Woo

## Counselors

Jean England  
Don Tyrrell

## 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 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.

### Required courses are listed in suggested sequence

| Course #                    | Title                                    | Units            |
|-----------------------------|--|------------------|
| CIS 102                     | Intermediate Keyboarding                 | 3                |
| or                          |  |                  |
| CIS 112                     | Document Formatting                      | (3)              |
| CIS 103                     | Advanced Computer Keyboarding            | 3                |
| or                          |  |                  |
| CIS 113                     | Business Simulations                     | (3)              |
| CIS 150                     | Introduction to Business Computers       | 3                |
| CIS 250                     | Word Processing - Machine Operations     | 2                |
| MGT 111                     | Business Communications                  | 3                |
| or                          |  |                  |
| MGT 211                     | Writing for Business                     | (3)              |
| ACCT 099                    | Bookkeeping Principles and Practices     | 3                |
| or                          |  |                  |
| ACCT 101                    | Financial Accounting                     | (4)              |
| OFF 049                     | Computerized Office Procedures           | 4                |
| CIS 108                     | Introduction to Internet                 | 2                |
| CIS 160                     | Information Systems Management           | 3                |
| CIS 155                     | Web Publishing Using Microsoft FrontPage | 2                |
| CIS 075                     | Business Skills Development (MS Excel)   | 1                |
| or                          |  |                  |
| CIS 132                     | Spreadsheet - Excel for Windows          | (3)              |
| CIS 075                     | Business Skills Development (MS Access)  | 1                |
| or                          |  |                  |
| CIS 142                     | Database - Access for Windows            | (3)              |
| MGT 088                     | Managing Personnel                       |                  |
| <b>Total Units Required</b> |  | <b>30° - 35°</b> |

## 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.

### Required courses are listed in suggested sequence

| Course #                    | Title                                    | Units            |
|-----------------------------|--|------------------|
| CIS 102                     | Intermediate Keyboarding                 | 3                |
| or                          |  |                  |
| CIS 112                     | Document Formatting                      | (3)              |
| CIS 103                     | Advanced Computer Keyboarding            | 3                |
| or                          |  |                  |
| CIS 113                     | Business Simulations                     | (3)              |
| CIS 150                     | Introduction to Business Computers       | 3                |
| CIS 250                     | Word Processing - Machine Operations     | 2                |
| MGT 111                     | Business Communications                  | 3                |
| or                          |  |                  |
| MGT 211                     | Writing for Business                     | (3)              |
| ACCT 099                    | Bookkeeping Principles and Practices     | 3                |
| or                          |  |                  |
| ACCT 101                    | Financial Accounting                     | (4)              |
| OFF 049                     | Computerized Office Procedures           | 4                |
| CIS 108                     | Introduction to Internet                 | 2                |
| CIS 160                     | Information Systems Management           | 3                |
| CIS 155                     | Web Publishing Using Microsoft FrontPage | 2                |
| CIS 075                     | Business Skills Development (MS Excel)   | 1                |
| or                          |  |                  |
| CIS 132                     | Spreadsheet - Excel for Windows          | (3)              |
| CIS 075                     | Business Skills Development (MS Access)  | 1                |
| or                          |  |                  |
| CIS 142                     | Database - Access for Windows            | (3)              |
| MGT 088                     | Managing Personnel                       |                  |
| <b>Total Units Required</b> |  | <b>30° - 35°</b> |

## 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

| Course #                    | Title                                | Units     |
|-----------------------------|--------------------------------------|-----------|
| <b>FIRST SEMESTER</b>       |                                      |           |
| CIS 102                     | Intermediate Computer Keyboarding    | 3         |
| MGT 055                     | Business English                     | 3         |
| CIS 150                     | Introduction to Business Computers   | 3         |
| CIS 250                     | Word Processing - Machine Operations | 2         |
|                             |                                      | <b>11</b> |
| <b>SECOND SEMESTER</b>      |                                      |           |
| CIS 103                     | Advanced Computer Keyboarding        | 3         |
| CIS 251                     | Advanced Word Processing             | 2         |
| MGT 111                     | Business Communications              | 3         |
| OFF 048                     | Records Administration               | 1         |
|                             |                                      | <b>10</b> |
| <b>THIRD SEMESTER</b>       |                                      |           |
| CIS 160                     | Information Systems Management       | 3         |
| ACCT 101                    | Financial Accounting                 | 4         |
| OFF 049                     | Computerized Office Procedures       | 4         |
|                             |                                      | <b>11</b> |
| <b>FOURTH SEMESTER</b>      |                                      |           |
| MGT 041                     | Survey of Business Law               | 3         |
| ACCT 102                    | Managerial Accounting                | 4         |
| MGT 262                     | Principles of Management             | 3         |
|                             |                                      | <b>10</b> |
| <b>Total Units Required</b> |                                      | <b>42</b> |

**ASSOCIATE IN SCIENCE DEGREE****ADMINISTRATIVE ASSISTANT**

This curriculum is designed to prepare students for employment 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 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.

**Required courses are listed in suggested sequence**

| Course #                    | Title                                 | Units     |
|-----------------------------|---------------------------------------|-----------|
| CIS 102                     | Intermediate Keyboarding              | 3         |
| or                          |                                       |           |
| CIS 112                     | Document Formatting                   | (3)       |
| CIS 103                     | Advanced Computer Keyboarding         | 3         |
| or                          |                                       |           |
| CIS 113                     | Business Simulations                  | (3)       |
| CIS 150                     | Introduction to Business Computers    | 3         |
| CIS 250                     | Word Processing - Machine Operations  | 4         |
| CIS 115                     | Desktop Publishing/Business-PageMaker | 2         |
| CIS 251                     | Advanced Word Processing              | 1         |
| MGT 055                     | Business English                      | 3         |
| OFF 048                     | Records Administration                | 1         |
| OFF 049                     | Computerized Office Procedures        | 4         |
| CIS 108                     | Introduction to Internet              | 2         |
| CIS 160                     | Information Systems Management        | 3         |
| <b>Total Units Required</b> |                                       | <b>30</b> |

**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.

**Required courses are listed in suggested sequence**

| Course #                    | Title                                 | Units     |
|-----------------------------|---------------------------------------|-----------|
| CIS 102                     | Intermediate Keyboarding              | 3         |
| or                          |                                       |           |
| CIS 112                     | Document Formatting                   | (3)       |
| CIS 103                     | Advanced Computer Keyboarding         | 3         |
| or                          |                                       |           |
| CIS 113                     | Business Simulations                  | (3)       |
| CIS 150                     | Introduction to Business Computers    | 3         |
| CIS 250                     | Word Processing - Machine Operations  | 4         |
| CIS 115                     | Desktop Publishing/Business-PageMaker | 2         |
| CIS 251                     | Advanced Word Processing              | 2         |
| MGT 055                     | Business English                      | 3         |
| OFF 048                     | Records Administration                | 1         |
| OFF 049                     | Computerized Office Procedures        | 4         |
| CIS 108                     | Introduction to Internet              | 2         |
| CIS 160                     | Information Systems Management        | 3         |
| <b>Total Units Required</b> |                                       | <b>30</b> |

**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**

| Course #                    | Title                               | Units     |
|-----------------------------|-------------------------------------|-----------|
| <b>First Semester</b>       |                                     |           |
| CIS 101                     | Beginning Computer Keyboarding      | 3         |
| or                          |                                     |           |
| CIS 102                     | Intermediate Computer Keyboarding   | (3)       |
| or                          |                                     |           |
| CIS 112                     | Document Formatting                 | (3)       |
| CIS 108                     | Introduction to Internet            | 2         |
| CIS 150                     | Introduction to Business Computers  | 3         |
| CIS 255                     | Machine Dictation and Transcription | 1         |
| OFF 045                     | Office Procedures                   | 3         |
| OFF 048                     | Records Administration              | 1         |
| MGT 055                     | Business English                    | 3         |
| <b>Total Units Required</b> |                                     | <b>17</b> |

**ASSOCIATE IN SCIENCE DEGREE LEGAL SECRETARY/ADMINISTRATIVE ASSISTANT**

This program is designed to prepare a student for employment as a clerk or secretary/administrative assistant in a court system, in a law office, or in a legal office in business or industry.

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.

**Required courses are listed in suggested sequence**

| Course #                    | Title  | Units     |
|-----------------------------|--|-----------|
| MGT 055                     | Business English                                 | 3         |
| OFF 054                     | Basic Vocabulary Development                     | 2         |
| CTRP 071                    | Legal Terminology and Rhetoric                   | 3         |
| MGT 041                     | Survey of Business Law                           | 3         |
| CIS 250                     | Word Processing Machine Operations (WordPerfect) | 2         |
| CIS 150                     | Introduction to Business Computers               | 3         |
| CTRP 072                    | Legal Procedures                                 | 4         |
| OFF 048                     | Records Administration                           | 1         |
| MGT 143                     | Introduction to Legal Research                   | 1         |
| CIS 103                     | Advanced Computer Keyboarding                    | 3         |
| or                          |  |           |
| CIS 113                     | Business Simulations                             | (3)       |
| OFF 049                     | Computerized Office Procedures                   | 4         |
| CIS 160                     | Information Systems Management                   | 3         |
| CTRP 073A                   | Spelling for Modern Business                     | 1         |
| CTRP 073B                   | Punctuation for Court Reporting                  | 1         |
| CTRP 076                    | Court Procedures                                 | 1         |
| CTRP 080                    | Internship: Law Office                           | 2         |
| <b>Total Units Required</b> |  | <b>37</b> |

### LEGAL SECRETARY/ADMINISTRATIVE ASSISTANT I 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.

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     |
|------------------------------------|------------------------------------|-----------|
| Select 2 units from the following: |                                    |           |
| CTRP 073A                          | Spelling for Modern Business       | (1)       |
| CTRP 073B                          | Punctuation for Court Reporting    | (1)       |
| OFF 048                            | Records Administration             | (1)       |
| and                                |                                    |           |
| CTRP 071                           | Legal Terminology and Rhetoric     | 3         |
| CIS 150                            | Introduction to Business Computers | 3         |
| CIS 102                            | Intermediate Computer Keyboarding  | 3         |
| or                                 |                                    |           |
| CIS 112                            | Document Formatting                | (3)       |
| CIS 250                            | Word Processing Machine Operations | 2         |
| CTRP 072                           | Legal Procedures                   | 4         |
| <b>Total Units Required</b>        |                                    | <b>17</b> |

### LEGAL SECRETARY/ADMINISTRATIVE ASSISTANT II CERTIFICATE

This certificate program prepares a student for a 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.

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              |
|-----------------------------|--------------------------------|--------------------|
| OFF 048                     | Records Administration         | 1                  |
| MGT 041                     | Survey of Business Law         | 3                  |
| CIS 103                     | Advanced Computer Keyboarding  | 3                  |
| or                          |                                |                    |
| CIS 113                     | Business Simulations           | (3)                |
| or                          |                                |                    |
| OFF 049                     | Computerized Office Procedures | (4)                |
| MGT 055                     | Business English               | 3                  |
| CTRP 076                    | Court Procedures               | 1 °                |
| CTRP 080                    | Internship: Law Office         | 2                  |
| <b>Total Units Required</b> |                                | <b>13 ° - 14 °</b> |

## Office Administration (OFF)

### SEE - COMPUTER INFORMATION SYSTEMS FOR TYPING/KEYBOARDING CLASSES

#### OFF 020 MACHINE TRANSCRIPTION - MEDICAL 2 Units

One hour lecture and

Two hours laboratory per week

*Credit/No Credit/Letter Grade Option*

*Prerequisite: CIS 101, or CIS 125, or a minimum of 20 wpm.*

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. *Advisory: HS 145 or a knowledge of medical terminology is recommended. \$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

#### OFF 045 OFFICE PROCEDURES 3 Units

Three hours lecture and

One hour laboratory TBA per week

*Prerequisite: CIS 101ABC or concurrent enrollment in CIS 101ABC.* This is an introductory course to study the functions of the business office. Students will learn the skills, tasks, and the personal and business behavior needed to work in an office environment. *\$3.00 Laboratory Fee-PAYABLE AT REGISTRATION.*

#### OFF 048 RECORDS ADMINISTRATION 1 Unit

One hour lecture and

Two hours laboratory TBA per week

*Credit/No Credit/Letter Grade Option*

This course is an introduction to the principles and procedures of the alphabetic filing system in Records Administration. The instructions will include the ARMA (Association of Records Managers and Administrators, Inc.) system filing rules as well as the storage, destruction, transfer, and tracking of records. *\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

#### OFF 049 COMPUTERIZED OFFICE PROCEDURES 4 Units

Four hours lecture and

One hour laboratory TBA per week

*Prerequisite: CIS 102, or CIS 112 or a working knowledge of word processing with a typing speed of 30 wpm.* This course prepares management or office personnel for work in a computerized office environment. This course teaches the use of computers integrated into modern office functions. Students learn to perform electronic calendaring, filing, scheduling, office budgeting, and word processing techniques. *\$5.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**OFF 054 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.

**OFF 055 ADVANCED VOCABULARY DEVELOPMENT****1° Units**

One and one-half hour lecture per week

*Prerequisite:* OFF 054. This course is an advanced course designed to enrich vocabulary and improve spelling. The emphasis is on increasing general business and professional terminology.

# Optometry

**OPTOMETRY TRANSFER PROGRAM --  
SEE PRE-PROFESSIONAL PROGRAMS**

# Pharmacy

**PHARMACY TRANSFER PROGRAM --  
SEE PRE-PROFESSIONAL PROGRAMS**

# Philosophy and Religious Studies

**Division of Social Science**

*Division Dean, Kay Andrews*

**Faculty**

Robert Cavin  
Neill Cooney  
Eric Gruver

**Counselors**

Velia Lawson  
Therese Mosqueda-Ponce

**PHILOSOPHY AND RELIGIOUS STUDIES  
TRANSFER PROGRAM**

**Required courses are listed in suggested sequence**

| Course #         | Title   | Units |
|------------------|---|-------|
| PHIL 100         | Introduction to Philosophy  | 3     |
| PHIL 170         | Logic and Critical Thinking                                       | 3     |
| PHIL 110         | Religions of the East<br>(Upper Division - CSULB)                 | 3     |
| or               |   |       |
| PHIL 120         | Religions of the Middle East and West<br>(Upper Division - CSULB) | (3)   |
| <b>Electives</b> |   |       |
| PHIL 160         | Introduction to Ethics  | 3     |
| ENGL 102         | Introduction to Literature  | 3     |
| HIST 110AB       | Western Civilization  | 3, 3  |
| PSY 101          | General Psychology  | 3     |

**Note:** Philosophy majors will be required to have competence in a major foreign language to continue in graduate studies.

For students transferring to a private college/university or to a campus of the University of California, see catalogs of the individual colleges/universities.

## Philosophy and Religious Studies (PHIL)

**PHIL 098 PHILOSOPHY NON-TRANSFER SEMINAR**  
**°-2 Units (Variable Unit Class) (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 ° to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

**PHIL 100 INTRODUCTION TO PHILOSOPHY****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN PHIL 2*

This course is a survey of the mysteries and meaning of human life and philosophy's efforts to diagnose and 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, freedom will be covered. These and other topics of interest to the student and the instructor will be investigated.

**PHIL 110 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.

**PHIL 120 RELIGIONS OF THE MIDDLE EAST AND WEST****3 Units**

Three hours lecture per week

*UC/CSU, CSU GE, IGETC*

PHIL 120 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.

**PHIL 160 INTRODUCTION TO ETHICS****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, 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.

**PHIL 170 LOGIC AND CRITICAL THINKING****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, 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 students 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.

**PHIL 172 CRITICAL THINKING/WRITING****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: Successful completion of ENGL 100 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 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.

**PHIL 201 HISTORY OF PHILOSOPHY: ANCIENT/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 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.

**PHIL 225 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 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. It 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.

**PHIL 269 PHILOSOPHY, HUMAN SEXUALITY AND RELIGION****3 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

*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 the purpose of sex, gender equality, pornography, premarital sex, fidelity, abortion, homosexuality, romantic love, and marriage and family.

**PHIL 298 PHILOSOPHY SEMINAR**

**3 Units** (Variable Unit Class) (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 unit to 3 units. Consult class schedule for the offerings a particular semester.

**PHIL 299 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 Vocational Education**

*Division Dean - Steve Donley, Interim*

**Faculty**

Jerry Burchfield

David Drake

Robert Johnson

**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 all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation; (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.

**Required courses are listed in suggested sequence**

| Course #                    | Title                                       | Units     |
|-----------------------------|---|-----------|
| PHOT 101                    | Introduction to Photography                 | 3         |
| PHOT 103                    | Intermediate Photography                    | 3         |
| PHOT 105                    | Photo-Graphics                              | 2         |
| PHOT 109                    | Portrait Photography                        | 3         |
| PHOT 200                    | Conceptual Photography                      | 3         |
| PHOT 201                    | Advanced Photography                        | 3         |
| PHOT 202                    | Contemporary Photography                    | 3         |
| PHOT 203                    | Technical Photography                       | 3         |
| PHOT 204                    | History and Aesthetics of Still Photography | 3         |
| PHOT 207                    | Color Photography                           | 3         |
| PHOT 209                    | Careers in Photography                      | 3         |
| PHOT 211                    | Zone System Photography                     | 3         |
| PHOT 215                    | Digital Photography                         | 3         |
| PHOT 216                    | Advanced Digital Photography                | 3         |
| PHOT 219                    | Press Photography                           | 3         |
| <b>Total Units Required</b> |   | <b>44</b> |

**Electives**

|          |                                 |   |
|----------|---------------------------------|---|
| *ART 120 | Design Concepts                 | 3 |
| ART 179  | Drawing for Non-Art Majors      | 2 |
| ENGL 095 | Effective Written Communication | 3 |
| MGT 161  | Introduction to Business        | 3 |
| MGT 261  | Small Business Management       | 3 |
| MGT 266  | Human Relations in Business     | 3 |
| MKT 103  | Principles of Advertising       | 3 |
| *MKT 208 | Principles of Selling           | 3 |

\*Recommended elective

**COLOR PHOTOGRAPHY CERTIFICATE**

The Color Photography Certificate 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 major courses as listed for the Photography Associate Degree, plus 6 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**

| Course #                    | Title                        | Units     |
|-----------------------------|------------------------------|-----------|
| PHOT 101                    | Introduction to Photography  | 3         |
| PHOT 103                    | Intermediate Photography     | 3         |
| PHOT 207                    | Color Photography            | 3         |
| PHOT 208                    | Advanced Color               | 3         |
| PHOT 215                    | Digital Photography          | 3         |
| PHOT 216                    | Advanced digital Photography | 3         |
| <b>Total Units Required</b> |                              | <b>18</b> |

**MODULE FOR PHOTOGRAPHY MULTIMEDIA 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**

| Course #                    | Title                        | Units     |
|-----------------------------|------------------------------|-----------|
| MM 101                      | Introduction to Multimedia   | 3         |
| MM 102                      | Visual Communications        | 3         |
| PHOT 101                    | Introduction to Photography  | 3         |
| PHOT 103                    | Intermediate Photography     | 3         |
| PHOT 207                    | Color Photography            | 3         |
| PHOT 208                    | Advanced Color               | 3         |
| PHOT 215                    | Digital Photography          | 3         |
| PHOT 216                    | Advanced Digital Photography | 3         |
| PHOT 217                    | 3D Photo Imaging             | 3         |
| <b>Total Units Required</b> |                              | <b>27</b> |

Any one of the following may be substituted for the required courses except PHOT 103, PHOT 215, PHOT 207 because these are prerequisite courses:

|          |                              |   |
|----------|------------------------------|---|
| PHOT 050 | Photography Special Projects | 3 |
| PHOT 104 | Wedding Photography          | 3 |
| PHOT 109 | Portrait Photography         | 3 |
| PHOT 200 | Conceptual Photography       | 3 |
| PHOT 219 | Press Photography            | 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 major courses as listed for the Photography Associate Degree, plus 6 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**

| Course #   | Title                       | Units     |
|--|-----------------------------|-----------|
| PHOT 101   | Introduction to Photography | 3         |
| PHOT 103   | Intermediate Photography    | 3         |
| PHOT 109   | Portrait Photography        | 3         |
| PHOT 201   | Advanced Photography        | 3         |
| PHOT 207   | Color Photography           | 3         |
| PHOT 209   | Careers in Photography      | 3         |
| PHOT 215   | Digital Photography         | 3         |
| Select a minimum of 3 units from the electives below |                             | 3         |
| <b>Total Units Required</b>                          |                             | <b>24</b> |

**Electives**

|          |                                 |   |
|----------|---------------------------------|---|
| PHOT 208 | Advanced Color                  | 3 |
| PHOT 216 | Advanced Digital Photography    | 3 |
| PHOT 217 | 3D Photo Imaging                | 3 |
| ART 120  | Design Concepts                 | 3 |
| ART 179  | Drawing for Non-Art Majors      | 2 |
| ENGL 095 | Effective Written Communication | 3 |
| MGT 161  | Introduction to Business        | 3 |
| MGT 261  | Small Business Management       | 3 |
| MGT 266  | Human Relations in Business     | 3 |
| MKT 103  | Principles of Advertising       | 3 |
| MKT 208  | Principles of Selling           | 3 |

**PHOTOGRAPHY TRANSFER PROGRAM - See a Counselor for information****Photography (PHOT)****PHOT 050 PHOTOGRAPHY - SPECIAL PROJECTS**

**3 Units** (May be taken for credit 3 times)

One hour lecture and

Six hours laboratory per week

*Prerequisite: PHOT 103, PHOT 201, PHOT 203, PHOT 207, or PHOT 213.* 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. **\$10.00 Laboratory Fee - PAYABLE AT REGISTRATION.**

**PHOT 055 PHOTOGRAPHY - WORK EXPERIENCE - VOCATIONAL**

**1-4 Units** (*Variable Unit Class*) (*May be taken for credit 3 times*)

One hour lecture plus five hours of supervised employment per week

in photographic occupations for each unit of credit

*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.

**PHOT 101 INTRODUCTION TO PHOTOGRAPHY****3 Units**

Two hours lecture and  
Four hours laboratory per week

*Credit by Examination*

*UC/CSU, AA GE, CSU GE, CAN ART 18*

*Corequisite: Concurrent enrollment in PHOT 102 required.*

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.*

**PHOT 102 PHOTOGRAPHY - OPEN LAB****0 Units**

Laboratory hours vary according to use on individual basis

*CSU*

*Corequisite: 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.

**PHOT 103 INTERMEDIATE PHOTOGRAPHY****3 Units**

Two hours lecture and  
Four hours laboratory per week

*CSU*

*Prerequisite: PHOT 101. Corequisite: Concurrent enrollment in PHOT 102 required.* 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 2<sup>1/2</sup> and 4x5 format. *\$20.00 Laboratory Fee - PAYABLE AT REGISTRATION..*

**PHOT 104 WEDDING PHOTOGRAPHY: A CONTEMPORARY APPROACH**

**3 Units** (*May be taken for credit 3 times*)

Two hours lecture and

Three hours laboratory per week

*CSU*

*Prerequisite: PHOT 101.* 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 student for basic applications in the field of wedding photography. *\$10.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PHOT 105 PHOTO-GRAPHICS**

**2 Units** (*May be taken for credit 3 times*)

One hour lecture and

Three hours laboratory per week

*CSU*

*Prerequisite: PHOT 101. Corequisite: Concurrent enrollment in PHOT 102 required.* 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. *\$10.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PHOT 107 BASIC PHOTOGRAPHY****1<sup>st</sup> Units**

Three hours lecture per week for nine weeks

*CSU*

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.

**PHOT 108 INTERMEDIATE COLOR SLIDE PHOTOGRAPHY****1<sup>st</sup> Units**

One and one-half hour lecture per week or

Three hours lecture per week for nine weeks

*CSU*

*Prerequisite: PHOT 107.* This course is a continuation of PHOT 107. 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.



**PHOT 109 PORTRAIT PHOTOGRAPHY****3 Units** (May be taken for credit 3 times)

Two hours lecture and

Three hours laboratory per week

CSU

*Prerequisite: PHOT 101 with a grade of "C" or better.**Corequisite: Concurrent enrollment in PHOT 102 required.*

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. \$10.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 200 CONCEPTUAL PHOTOGRAPHY****3 Units** (May be taken for credit 2 times)

Two hours lecture and

Four hours laboratory per week

CSU

*Prerequisite: PHOT 101 with a grade of "C" or better.**Corequisite: Concurrent enrollment in PHOT 102 required.*

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 ADVANCED PHOTOGRAPHY****3 Units** (May be taken for credit 3 times)

Two hours lecture and

Four hours laboratory per week

CSU

*Prerequisite: PHOT 103. Corequisite: Concurrent enrollment in PHOT 102 required.* 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. \$10.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 202 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. Corequisite: Concurrent enrollment in PHOT 102 required.* This is a course 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 familiar 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 REGISTRATION.

**PHOT 203 TECHNICAL PHOTOGRAPHY****3 Units** (May be taken for credit 3 times)

Two hours lecture and

Four hours laboratory per week

CSU

*Prerequisite: PHOT 103. Corequisite: Concurrent enrollment in PHOT 102 required.* This is a course designed to familiarize the student with the differing technical alternatives in photography. Specific emphasis placed on complete command of lighting, processing, and printing, as needed in professional photography. \$10.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 204 HISTORY AESTHETICS OF PHOTO****3 Units**

Two hours lecture and

Three hours laboratory per week

UC/CSU

*Prerequisite: PHOT 101. Corequisite: Concurrent enrollment in PHOT 102 required.* This is a lecture/lab course on the history of photography that is designed to give students a practical knowledge of the development of the medium through a combination of lecture and hands-on technical and aesthetic experiences utilizing early photographic techniques and processes. The course will emphasize the invention and development of photography from its inception in the early 1800's through the early 1950's. \$20.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 207 COLOR PHOTOGRAPHY****3 Units** (May be taken for credit 3 times)

Two hours lecture and

Four hours laboratory per week

CSU

*Prerequisite: PHOT 103. Corequisite: Concurrent enrollment in PHOT 102 required.* The course is designed for the advanced student and provides a solid background in the theory and practice of color photography. Students will explore the possibilities and limitations of traditional and digital color processes, including color negative and color positive printing methods. Emphasis will be placed on both technical and aesthetic expression of color, from initial image capture to finished print, along with color symbolism and its use as a compositional tool. \$35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 208 ADVANCED COLOR****3 Units**

Two hours lecture and

Four hours laboratory per week

CSU

*Prerequisite: PHOT 207. Corequisite: Concurrent enrollment in PHOT 102 required.* This is an advanced color photography course designed to increase the student's understanding and ability to use advanced applications of traditional and digital color photography. Professional approaches, specialty techniques and refinement of the use of color will be emphasized in both shooting and in the darkroom. Transparency shooting, printing, lighting, contrast control and related digital applications will be the primary focus of the course. \$35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOTO 209 CAREERS IN PHOTOGRAPHY****3 Units**

Two hours lecture and  
Four hours laboratory per week  
CSU

*Prerequisite: PHOT 103. Corequisite: Concurrent enrollment in PHOT 102 required.* 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. *\$10.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PHOT 211 ZONE SYSTEM PHOTOGRAPHY****3 Units (May be taken for credit 3 times)**

Two hours lecture and  
Four hours laboratory per week  
CSU

*Prerequisite: PHOT 103. Corequisite: Concurrent enrollment in PHOT 102 required.* 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. *\$10.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PHOT 215 DIGITAL PHOTOGRAPHY****3 Units (May be taken for credit 3 times)**

Two hours lecture and  
Four hours laboratory per week  
CSU

*Prerequisite: PHOT 103. Corequisite: Concurrent enrollment in PHOT 102 required.* 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 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. Corequisite: Concurrent enrollment in PHOT 102 required.* 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 studio techniques with digital camera equipment. 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 PHOTO IMAGING****3 Units (May be taken for credit 3 times)**

Two hours lecture and  
Four hours laboratory per week  
CSU

*Prerequisite: PHOT 103. Corequisite: Concurrent enrollment in PHOT 102 required.* 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 PRESS PHOTOGRAPHY****3 Units (May be taken for credit 3 times)**

Two hours lecture and  
Four hours laboratory per week  
CSU

*Prerequisite: PHOT 101. Corequisite: Concurrent enrollment in PHOT 102 required.* This course is designed to acquaint the student with a current view of the field of photojournalism. 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 ALTERNATIVE PHOTO PROCESSES I**  
**3 Units**

Two hours lecture and  
Four hours laboratory per week

CSU

*Prerequisite: PHOT 103. Corequisite: Concurrent enrollment in PHOT 102 required.* This class will investigate the artistic aspects and technical procedures used in 19th Century photographic printing of handcoated 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 ALTERNATIVE PHOTO PROCESSES II**  
**3 Units**

Two hours lecture and  
Four hours laboratory per week

CSU

*Prerequisite: PHOT 220 with a grade of "C" or better.* This class will continue to investigate the artistic aspects and technical procedures used in 19th Century photographic printing of handcoated 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 ALTERNATIVE PHOTO PROCESSES III**  
**3 Units**

Two hours lecture and  
Four hours laboratory per week

CSU

*Prerequisite: PHOT 221 with a grade of "C" or better. Corequisite: Concurrent enrollment in PHOT 102 required.* This class will continue to investigate the artistic aspects and technical procedures used in 19th Century photographic printing of handcoated papers. During the semester, students will work with albumen, collodion and palladium/platinum processes. \$35.00 Laboratory Fee - PAYABLE AT REGISTRATION.

**PHOT 223 ALTERNATIVE PHOTO PROCESSES IV**  
**3 Units**

Two hours lecture and  
Four hours laboratory per week

CSU

*Prerequisite: PHOT 222 with a grade of "C" or better. Corequisite: Concurrent enrollment in PHOT 102 required.* This class will investigate the artistic aspects and technical procedures used in 19th Century photographic printing of handcoated 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 PHOTOGRAPHY SEMINAR**

**3 Units** (Variable Unit Class) (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 1 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 Biedler  
Paul Bottiaux  
D. Ray Haas  
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 all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation; (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.

**Required courses are listed in suggested sequence**

| Course #                    | Title  | Units        |
|-----------------------------|--|--------------|
| HTC 100                     | Nutrition  | 3            |
| PE 252                      | Intro to Physical Education  | 2            |
| PE 234                      | Contemporary Personal Health   | 3            |
| or                          |  |              |
| PE 244                      | Human Performance  | (3)          |
| PE 235                      | First Aid, CPR, and Responding to Emergencies  | 3            |
| PE 250                      | 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          |
| <b>Total Units Required</b> |  | <b>18-22</b> |

**Electives**

|          |   |     |
|----------|---|-----|
| BIO 160  | Integrated Medical Science (lecture)          | 3   |
| or       |   |     |
| *BIO 210 | Anatomy and Physiology                        | (5) |
| or       |   |     |
| *BIO 230 | General Anatomy                               | (4) |
| or       |   |     |
| *BIO 240 | Human Physiology                              | (5) |
| PE 231   | Elementary School Movement-Physical Education | 3   |

|         |  |   |
|---------|--|---|
| PE 236  | Prevention and Care of Athletic Injuries | 3 |
| PE 238  | Water Safety Instruction                 | 2 |
| PE 247  | Sports Management                        | 3 |
| PE 248  | Psychology of Sport                      | 3 |
| PSY 101 | General Psychology                       | 3 |
| SOC 101 | Introduction to Sociology                | 3 |

\* Strongly recommended for transfer bound Physical Education majors.

### 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 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

| Course #  | Title   | Units     |
|---|---|-----------|
| PE 148  | Low-Impact Aerobics                           | 1         |
| PE 150  | Rhythmic Aerobic Exercise                     | 1         |
| PE 129  | Step Aerobics                                 | 1         |
| PE 235  | First Aid, CPR, and Responding to Emergencies | 3         |
| PE 236  | Prevention and Care of Athletic Injuries      | 3         |
| PE 244  | Human Performance                             | 3         |
| or  |   |           |
| PE 234  | Contemporary Personal Health                  | (3)       |
| PE 299  | Physical Education - Independent Study        | 1         |
| HTC 100   | Nutrition                                     | 3         |
| Select a minimum of 2 units from the electives listed below |   | 2         |
| <b>Total Units Required</b>                                 |   | <b>18</b> |

#### Electives

|   |   |   |
|---|---|---|
| PE 152                                      | Fitness Training Lab (Nautilus Circuit) | 2 |
| PE 252                                      | Intro to Physical Education             | 2 |
| DANC 111                                    | Jazz Dance I                            | 1 |
| DANC 122                                    | Stretch and Relaxation                  | 1 |
| BIOL 210                                    | Anatomy and Physiology                  | 5 |
| (see counselor if physical education major) |   |   |

### AQUATIC 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, PE 237, and PE 238 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

| Course #   | Title   | Units     |
|--|---|-----------|
| PE 135   | Swimming - Intermediate/Advanced              | 1         |
| PE 235   | First Aid, CPR, and Responding to Emergencies | 3         |
| PE 237   | Lifesaving                                    | 1         |
| PE 238   | Water Safety Instruction                      | 2         |
| PE 239   | Skin and SCUBA Diving                         | 3         |
| PE 236   | Prevention and Care of Athletic Injuries      | 3         |
| PE 244   | Human Performance                             | 3         |
| or   |   |           |
| PE 234   | Contemporary Personal Health                  | (3)       |
| PE 299   | Physical Education - Independent Study        | 1         |
| Select a minimum of 1 unit from the electives listed below |   | 1         |
| <b>Total Units Required</b>                                |   | <b>18</b> |

#### Electives

|   |   |   |
|---|---|---|
| PE 136                                      | Springboard Diving                        | 1 |
| PE 146                                      | Water Polo                                | 1 |
| PE 149                                      | Swim for Fitness                          | 1 |
| PE 151                                      | Swimnastics/Water Exercises               | 1 |
| PE 152                                      | Fitness Training Lab - (Nautilus Circuit) | 2 |
| PE 247                                      | Sports Management                         | 3 |
| PE 248                                      | Psychology of Sport                       | 3 |
| PSY 139                                     | Developmental Psychology                  | 3 |
| PSY 140                                     | Developmental Psychology - Pre-Adult      | 3 |
| BIOL 210                                    | Anatomy and Physiology                    | 5 |
| (see counselor if physical education major) |   |   |

### 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 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

| Course #                    | Title   | Units     |
|-----------------------------|---|-----------|
| PE 235                      | First Aid, CPR, and Responding to Emergencies | 3         |
| PE 248                      | Psychology of Sport                           | 3         |
| PSY 139                     | Developmental Psychology                      | 3         |
| or                          |   |           |
| PSY 140                     | Developmental Psychology - Pre-Adult          | (3)       |
| PE 236                      | Prevention and Care of Athletic Injuries      | 3         |
| PE 244                      | Human Performance                             | 3         |
| or                          |   |           |
| PE 234                      | Contemporary Personal Health                  | (3)       |
| PE 247                      | Sports Management                             | 3         |
| <b>Total Units Required</b> |   | <b>18</b> |

#### Electives

|   |                                   |   |
|---|-----------------------------------|---|
| PE 105-PE 146                               | Physical Education Activity       | 1 |
| PE 252                                      | Intro to Physical Education       | 2 |
| PE 240                                      | Sports Officiating - Men's Sports | 3 |
| PE 264                                      | Theory of Coaching Football       | 3 |
| PE 265                                      | Intramural Management             | 2 |
| PE 266                                      | Theory of Coaching Basketball     | 3 |
| PE 267                                      | Theory of Coaching Baseball       | 3 |
| PE 280-PE 286                               | Professional Activities           | 2 |
| HTC 100                                     | Nutrition                         | 3 |
| BIOL 210                                    | Anatomy and Physiology            | 5 |
| (see counselor if physical education major) |                                   |   |

**PHYSICAL EDUCATION TRANSFER PROGRAM**

(Adapted, Athletic Training, Elementary School, Fitness, Secondary School)

**CALIFORNIA STATE UNIVERSITY, LONG BEACH****Required courses are listed in suggested sequence**

| Course #         | Title   | Units |
|------------------|---|-------|
| PSY 101          | Introduction to Psychology  | 3     |
| PE 252           | Intro to Physical Education   | 2     |
| PE 235           | First Aid, CPR and Responding to Emergencies  | 3     |
| PE 238           | Water Safety Instruction  | 2     |
| BIOL 230         | General Anatomy   | 4     |
| PE 236           | Care and Prevention of Athletic Injuries  | 3     |
| BIOL 240         | Human Physiology  | 5     |
| PE 261-286       | Professional Physical Education classes in at least four areas (aquatics, individual/dual or team sports) | 8     |
| <b>Electives</b> |   |       |
| PE 244           | Human Performance   | 3     |

**PHYSICAL EDUCATION TRANSFER PROGRAM****CALIFORNIA STATE UNIVERSITY, FULLERTON****Required courses are listed in suggested sequence**

| Course # | Title   | Units |
|----------|---|-------|
| PE       | Physical education activity classes (one from each of the following areas: fitness, aquatics, individual sports, court/racquet sports, and team sports) | 6-12  |
| BIOL 210 | Anatomy and Physiology  | 5     |
| or       |   |       |
| BIOL 230 | General Anatomy   | (4)   |

**PHYSICAL EDUCATION TRANSFER PROGRAM****CALIFORNIA STATE POLY UNIVERSITY, POMONA****Required courses are listed in suggested sequence**

| Course #        | Title   | Units        |
|-----------------|---|--------------|
| HTC 100         | Nutrition                                     | 3            |
| PE 235          | First Aid, CPR, and Responding to Emergencies | 3            |
| CHEM 107        | Foundations of College Chemistry              | 5            |
| or              |   |              |
| CHEM 111A       | General Chemistry                             | (5)          |
| or              |   |              |
| PHYS 130        | Principles of Physics                         | (4)          |
| BIOL 230        | General Anatomy                               | 4            |
| BIOL 240        | Human Physiology                              | 5            |
| PE              | Volleyball, Basketball, Soccer, Softball      | 2 units each |
| <b>Elective</b> |   |              |
| PE 252          | Intro to Physical Education                   | 2            |
| PE 234          | Contemporary Personal Health                  | 3            |

**Physical Education (PE)**

**\*\*All classes with double asterisks are off-campus. Students should allow for travel time.**

**PE 083 FITNESS FOR ATHLETES****1° Units (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 FITNESS FOR ATHLETES****1° Units (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 ADAPTIVE P.E. - WEIGHT TRAINING****1 Unit (May be taken for credit 4 times)**

Two hours activity per week

*UC Credit Limitation/CSU**AA GE, CSU GE*

*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 ADAPTIVE P.E. - ACTIVITY****1 Unit (May be taken for credit 4 times)**

Two hours activity per week

*UC Credit Limitation/CSU**AA GE, CSU GE*

*Prerequisite: Entry into this class will be based on student's previous medical history.* This course is designed for the disabled student. The class will emphasize modified individual and team sport activities.

**PE 104 ATHLETIC WEIGHT TRAINING****1° 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 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 resistance 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 105 BADMINTON****1 Unit** (May be taken for credit 4 times)Two hours activity per week  
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 106 BADMINTON - INTERMEDIATE/ADVANCED****1 Unit** (May be taken for credit 4 times)Two hours activity per week  
UC Credit Limitation/CSU  
AA AS GE, CSU

In this course the student will learn intermediate and advanced fundamentals of all strokes including strategies for both singles and doubles play. Tournaments will be conducted during class sessions. Equipment is furnished.

**\*\*PE 108 BOWLING****1 Unit** (May be taken for credit 4 times)Two hours activity per week  
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 109 BOWLING - ADVANCED****1 Unit** (May be taken for credit 4 times)Two hours activity per week  
UC Credit Limitation/CSU  
AA GE, CSU GE

*Prerequisite: PE 108, or previous league, or competitive experience.* This course will emphasize advanced bowling techniques and spare conversion system in a league format with the opportunity for advanced competition. Participation is optional for men and women who select to participate in the intercollegiate travel league and intercollegiate tournament competition. Classes will be conducted at an off-campus bowling establishment. *Facility use fee required. To be paid throughout the semester at the facility.*

**PE 114 CARDIOVASCULAR CONDITIONING****1 Unit** (May be taken for credit 4 times)Two hours laboratory per week  
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 GOLF - BEGINNING****°-1 Unit** (Variable Unit Class) (May be taken for credit 4 times)One to two hours activity per week  
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 116 GOLF - ADVANCED****1 Unit** (May be taken for credit 4 times)Two hours activity per week  
UC Credit Limitation/CSU  
AA GE, CSU GE

*Prerequisite: PE 115 with a grade of "B" or better.* This course emphasizes golf techniques and playing strategies. Golfers will have an opportunity to practice their technique on local driving ranges. Playing will be on various courses in the area including regulation, executive, and 3-par courses. *Facility use fee required. To be paid throughout the semester at the facility.*

**PE 117 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 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 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 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 SURFING****1° Units** (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 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 class will be held at an off-campus facility. *Facility use fee of \$49.00 is required. Subject to change by facility.*

**PE 128 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 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 provides aerobic development through coordinated stepping movements performed to music. The class will emphasize cardiovascular improvement, muscle development, and decreased body fat.

**PE 134 SWIMMING****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 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 135 SWIMMING - INTERMEDIATE/ADVANCED****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 or PE 237.* This course is designed to develop knowledge and skill in competitive swimming strokes. The swimming strokes to be taught are the American crawl, back stroke, breast stroke, and dolphin butterfly. The class will emphasize the development of cardiovascular aerobic conditioning.

**PE 136 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 progression for the front, back, reverse, inward and twisting dives.

**PE 139 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 140 TENNIS - INTERMEDIATE/ADVANCED****1 Unit** (May be taken for credit 4 times)Two hours activity per week  
UC Credit Limitation/CSU  
AA GE, CSU GE

*Prerequisite: PE 139 or previous tennis experience.* In this course the student will review basic fundamentals of the 5-stroke game, including advanced strategies for both singles and doubles play. The use of the ball machine will be introduced to help students master basic stroke techniques. Tournaments will be conducted during class sessions. Students must provide their own equipment.

**PE 141 SPECIALIZED TENNIS SKILLS**

**°-2 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

One hour activity per week for each

° unit of credit earned

*UC Credit Limitation/CSU*

*AA GE, CSU GE*

*Prerequisite: PE 139 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 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 VOLLEYBALL**

**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 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 VOLLEYBALL - INTERMEDIATE/ADVANCED**

**1 Unit** (*May be taken for credit 4 times*)

Two hours activity per week

*UC Credit Limitation/CSU*

*AA GE, CSU GE*

*Prerequisite: PE 144 or previous volleyball experience.* This course is designed to provide advanced skill development and strategies of volleyball. This class provides outstanding volleyball players an opportunity to practice competitive techniques in game situations.

**PE 146 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 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 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 movement 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 aerobicizers, 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 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 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 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 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 calisthenic 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 FITNESS TRAINING LAB - (NAUTILUS CIRCUIT)**

**°-2 Units** (Variable Unit Class) (May be taken for credit 4 times)

18 hours of activity required for each

° unit up to 72 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 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 FITNESS TESTING WITH EXERCISE PRESCRIPTION**

**2 Units** (May be taken for credit 4 times)

One hour lecture and

Two hours activity per week

CSU, AA GE, 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 POWER TRAINING**

**°-2 Units** (Variable Unit Class) (May be taken for credit 4 times)

18 hours of activity required for each

° unit up to 72 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. This 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 improving power moves using squats, dead lifts, and the bench press. Workout times are adjusted to the individual's schedule with flexible hours and variable units.

**\*\*PE 157 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.* 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 STRENGTH TRAINING - (OLYMPIC WEIGHTS)**

**°-2 Units** (Variable Unit Class) (May be taken for credit 4 times)

18 hours of activity required for each

° unit up to 72 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 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 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.

**\*\*All classes with double asterisks are off-campus. Students should allow for travel time.**

**PE 162 CONDITIONING FOR ATHLETES****1° 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 170 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 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 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 SONG LEADER TRAINING****2 Units** (*May be taken for credit 4 times*)

Ten hours activity per week

*CSU, AA GE, 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 177 SONG AND YELL LEADER WORKSHOP - MINI COURSE****1 Unit** (*May be taken for credit 4 times*)

Two hours activity per week

*CSU, AA GE, 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 178 WEIGHT TRAINING****°-1 Unit** (*Variable Unit Class*) (*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 179 YELL LEADER TRAINING****2 Units** (*May be taken for credit 4 times*)

Ten hours activity per week

*CSU, AA GE, CSU GE*

*Prerequisite: Spirit Squad tryouts.* This course is designed for yell leaders emphasizing exercise, gymnastics, partner stunts and pyramids with leadership training for the purpose of developing and promoting school spirit, including intercollegiate competition.

**ACTIVITIES DESIGNED FOR,  
BUT NOT LIMITED TO, MEN****PE 180 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 181 BASKETBALL****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 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 182 BODY BUILDING/BODY DEVELOPMENT AND WEIGHT LIFTING****°-1 Unit** (*Variable Unit Class*) (*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 187 PHYSICAL FITNESS****°-1 Unit** (*Variable Unit Class*) (*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 189 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 190 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.

**PE 193 WEIGHT TRAINING/WEIGHT LIFTING****1 Unit** (Variable Unit Class) (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.

**PE 194 WRESTLING****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 include instruction in the fundamental skills and knowledge necessary for successful participation in amateur wrestling. The class will develop endurance, flexibility and strength.

**PE 197 RECREATIONAL FOOTBALL****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 the basic fundamentals of flag and touch football. The class will emphasize rules, safety procedures, and team play.

**PE 200 BASKETBALL - ADVANCED****1 Unit** (May be taken for credit 4 times)Two hours activity per week  
UC Credit Limitation/CSU  
AA GE, CSU GE*Prerequisite: PE 181 or previous basketball experience.* In this course the student will review the fundamentals of basketball, including advanced strategies of offensive and defensive team play. Games will be conducted during class sessions. Students must provide their own equipment.**PE 201 BASEBALL - ADVANCED****1 Unit** (May be taken for credit 4 times)Two hours activity per week  
UC Credit Limitation/CSU  
AA GE, CSU GE*Prerequisite: PE 180 or previous baseball experience.* This class includes instruction in the advanced skills of baseball with emphasis on techniques, game strategy and correct methods to play the game. The course will include drills and class competition.**INTERCOLLEGIATE ATHLETICS****INTERCOLLEGIATE ATHLETICS****2 Units**PE 202 Baseball - Men  
\*\*\*PE 203 Basketball - Men  
\*\*\*PE 204 Basketball - Women  
PE 207 Soccer - Women  
PE 208 Golf  
PE 209 Soccer - Men  
PE 210 Softball - Women  
PE 211 Swimming - Men  
PE 212 Swimming - Women  
PE 213 Tennis - Men  
PE 214 Tennis - Women  
PE 218 Volleyball - Women  
PE 219 Water Polo  
\*\*PE 220 \*Wheelchair Basketball  
PE 221 Wrestling  
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 - PAYABLE AT REGISTRATION is required. In order to participate in intercollegiate athletics, all students must enroll in one of the above classes. The most qualified student athletes will be selected to represent the college during the season. These classes satisfy the physical education graduation requirement. These sports will stress fundamentals, team/individual play, and mental and physical conditioning. Daily practice or a minimum of ten hours per week is required.**\*Prerequisite: Entry into this class will be based upon the student's previous medical history. (COA rules and hours do not apply).**\*\*Accident -Injury insurance fee not required at registration for PE 220.*

**THEORY - PHYSICAL EDUCATION****PE 231 ELEMENTARY SCHOOL MOVEMENT - PHYSICAL EDUCATION****3 Units**

Two hours lecture and  
Two hours activity per week  
*CSU, 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 recommended for elementary education majors and recommended for recreation and physical education majors.

**PE 234 CONTEMPORARY PERSONAL HEALTH****3 Units**

Three hours lecture per week  
*Credit by Examination*  
*UC/CSU, AA GE, 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.

**PE 235 FIRST AID, CPR AND RESPONDING TO EMERGENCIES****3 Units**

Three hours lecture per week  
*UC/CSU, CSU GE*

This 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 may include materials for construction of a first aid kit. *\$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PE 236 PREVENTION AND CARE OF ATHLETIC INJURIES****3 Units**

Two hours lecture and  
Three hours laboratory per week  
*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.

**PE 237 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, breast stroke, side stroke, and the elementary back stroke.* 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 WATER SAFETY INSTRUCTION****2 Units**

One hour lecture and  
Two hours activity per week  
*UC/CSU*

*Prerequisite: Must be at least seventeen years of age, must possess a current Emergency Water Safety, Basic Lifeguarding, or Lifeguarding Training Certificate.* This course provides an opportunity for the student to qualify for the American Red Cross Water Safety Instructor Certificate. The class is designed to teach the student how to teach swimming on all levels as well as basic and advanced life saving. This class does not meet the requirements for P.E. activity classes. *\$4.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PE 239 SKIN AND SCUBA DIVING****3 Units**

Two hours lecture and  
Three hours activity per week  
*UC Credit Limitation/CSU*

*Prerequisite: Qualification as an intermediate swimmer, passed PE 134, PE 237 or PE 238.* 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 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 WHEELCHAIR ATHLETICS****2 Units** (*May be taken for credit 4 times*)

One hour lecture and  
 Three hours laboratory per week  
*UC Credit Limitation/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 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 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.

**PE 248 PSYCHOLOGY OF SPORT****3 Units**

Three hours lecture per week  
*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.

**PE 250 SPORT AND UNITED STATES SOCIETY****3 Units**

Three hours lecture per week  
*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 with communication and media influences will also be examined.

**PE 252 INTRO TO PHYSICAL EDUCATION****2 Units**

Two hours lecture per week  
*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.

**PE 261 PROFESSIONAL ACTIVITIES - TENNIS****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 students who are interested in pursuing tennis instruction and coaching as a career. The class will emphasize skills needed to teach the sport of tennis. Students will be responsible for performing and teaching various skills. Students must provide their own equipment.

**PE 262 PROFESSIONAL ACTIVITIES - VOLLEYBALL (Coed)****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 men and women physical education and recreation majors. This class will emphasize development and improvement of fundamental volleyball skills. Course content will include strategy and team organization through participation, analysis of rules, instructional procedures and coaching techniques.

**PE 263 PROFESSIONAL ACTIVITIES - WRESTLING****2 Units** (*May be taken for credit 2 times*)

One hour lecture and  
Two hours activity per week  
*UC Credit Limitation/CSU*

This course will include 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.

**PE 264 THEORY OF COACHING FOOTBALL****3 Units**

Two hours lecture and  
Three hours laboratory per week  
*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.

**PE 265 INTRAMURAL MANAGEMENT****2 Units** (*May be taken for credit 4 times*)

One hour lecture and  
Three hours laboratory per week  
*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.

**PE 266 THEORY OF COACHING BASKETBALL****3 Units**

Two hours lecture and  
Three hours laboratory per week  
*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.

**PE 267 THEORY OF COACHING BASEBALL****3 Units**

Two hours lecture and  
Three hours activity per week  
*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.

**PE 280 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 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 comprehensive analysis of the principles of movement, motor skills, and the strategy concepts used in basketball.

**PE 282 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 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 PROFESSIONAL ACTIVITIES - WEIGHT TRAINING****2 Units** (*May be taken for credit 4 times*)

One hour lecture and  
Two hours activity per week  
*UC Credit Limitation/CSU*

*Prerequisite: PE 152, PE 156, or PE 159.* 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 PHYSICAL EDUCATION SEMINAR**

**°-3 Units** (*Variable Unit Class*) (*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 PHYSICAL EDUCATION - INDEPENDENT STUDY**

**°-2 Units** (*Variable Unit Class*) (*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.

# Physical Science/ Astronomy

***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) Astronomy (ASTR)

**ASTR 101 SURVEY OF ASTRONOMY**

**2 Units**

Two hours lecture per week  
*CSU*

This course presents an elementary descriptive survey of the basic concepts, methods, and tools of modern astronomy. It includes the study of stars, planets, moons and galaxies, plus extraterrestrial life and cosmology.

**ASTR 116 INTRODUCTION TO ASTRONOMY**

**3 Units**

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
*UC/CSU, AA GE, 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, extrasolar planets, stars and the interstellar medium, galaxies and cosmology, and extraterrestrial life in the universe. Visits to local observatories and planetaria may be arranged. *Duplicate credit not granted for ASTR 116H.*

**ASTR 116H HONORS INTRODUCTION TO ASTRONOMY**

**3 Units**

Three hours lecture per week  
*UC/CSU, AA GE, 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, extrasolar 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.*

**ASTR 117 ASTRONOMY LABORATORY**

**1 Unit**

Three hours laboratory per week  
*UC/CSU, AA GE, CSU GE, IGETC*

*Corequisite: Completion of, or concurrent enrollment in, ASTR 116.* 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 117H.*

**ASTR 117H HONORS ASTRONOMY LABORATORY**

**1 Unit**

Three hours laboratory per week  
*UC/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: Completion of, or concurrent enrollment in, ASTR 116H.* 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.*

**PHSC 117 COSMOLOGY****1 Unit**

One hour lecture per week

CSU

*Prerequisite:* ASTR 116 or ASTR 101. 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 REGIONAL FIELD STUDIES IN PHYSICAL SCIENCE****2 Units** (May be taken for credit 4 times)

One hour lecture and

Three hours laboratory per week or equivalent

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 PHYSICAL SCIENCE SEMINAR****~3 Units** (Variable Unit Class) (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.

**PHSC 299 PHYSICAL SCIENCE - INDEPENDENT STUDY****~2 Units** (Variable Unit Class) (May be taken for credit 4 times)

Three hours laboratory or

project 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 physical science through individual study, small group discussion conferences, or special laboratory project work. Independent laboratory or field study projects with staff supervision may be approved with written reports required.

# 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**

**CALIFORNIA STATE UNIVERSITY, LONG BEACH**

**CALIFORNIA STATE UNIVERSITY, FULLERTON**

**Required courses are listed in suggested sequence**

| Course #           | Title                          | Units   |
|--------------------|--------------------------------|---------|
| MATH 150AB         | Calculus and Analytic Geometry | 4, 4    |
| MATH 250A          | Intermediate Calculus          | 4       |
| PHYS 221, 222, 223 | General Physics                | 4, 4, 4 |
| CHEM 111AB         | General Chemistry              | 5, 5    |
| BIOL 101           | General Biology (CSULB)        | 5       |

**UNIVERSITY OF CALIFORNIA, IRVINE**

**Required courses are listed in suggested sequence**

| Course #           | Title                          | Units   |
|--------------------|--------------------------------|---------|
| MATH 150AB         | Calculus and Analytic Geometry | 4, 4    |
| MATH 250AB         | Intermediate Calculus          | 4, 4    |
| PHYS 221, 222, 223 | General Physics                | 4, 4, 4 |
| CSCI 205           | Fortran Programming            | 3       |

**Required courses for accepted physics options:**

|          |                                   |   |
|----------|-----------------------------------|---|
| BIOL 177 | General and Evolutionary Genetics | 3 |
| ENGR 210 | Electric Circuits                 | 4 |

**Electives:**

|            |                   |     |
|------------|-------------------|-----|
| CHEM 111AB | General Chemistry | 5,5 |
|------------|-------------------|-----|

## Physics (PHYS)

**PHYS 021 PROBLEM SOLVING FOR PHYSICS 201****1 Unit**

One hour lecture per week

Credit/No Credit

NON-DEGREE CREDIT

*Corequisite:* PHYS 201. 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).



**PHYS 022 PROBLEM SOLVING FOR PHYSICS 202****1 Unit**

One hour lecture per week

*Credit/No Credit*

**NON-DEGREE CREDIT**

*Corequisite:* PHYS 202. This course is a problem solving session and examination of concepts in electricity, magnetism, and optics as taught in the second semester of College Physics (PHYS 202).

**PHYS 023 PROBLEM SOLVING FOR PHYSICS 221****1 Unit**

One hour lecture per week

*Credit/No Credit*

**NON-DEGREE CREDIT**

*Corequisite:* PHYS 221. This course is designed as a problem solving session and examination of the concepts in electricity and electromagnetism optics as taught in the first semester of General Physics (PHYS 221).

**PHYS 024 PROBLEM SOLVING FOR PHYSICS 222****1 Unit**

One hour lecture per week

*Credit/No Credit*

**NON-DEGREE CREDIT**

*Corequisite:* PHYS 222. This course is a review of the concepts in electricity and magnetism with emphasis on techniques of problem solving, as taught in the second semester of General Physics (PHYS 222).

**PHYS 130 PRINCIPLES OF PHYSICS****4 Units**

Three hours lecture and

Two hours laboratory and

One hour discussion/quiz per week

*UC/CSU, AA GE, CSU GE, IGETC*

*Prerequisite:* MATH 020. 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 or PHYS 202.

**PHYS 201 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 and PHYS 130, with grades of "C" or better. This is the first course in a two-semester physics program designed primarily for students majoring in the 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 COLLEGE PHYSICS****4 Units**

Three hours lecture and

Three hours laboratory per week

*UC Credit Limitation/CSU*

*CSU GE, IGETC, CAN PHYS 4*

*Prerequisite:* PHYS 201, 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 light and optics, electricity and magnetism, electromagnetic waves, structure of the atom, and nuclear physics.

**PHYS 210 PHYSICS****4 Units**

Three hours lecture and

Three hours laboratory per week

*UC/CSU, CSU GE, IGETC*

*Prerequisite:* PHYS 130 or High School Physics and MATH 150A, with a grade of "C" or better, or concurrent enrollment in MATH 150A. 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 PHYSICS****4 Units**

Three hours lecture and

Three hours laboratory per week

*UC/CSU, CSU GE, IGETC*

*Prerequisite:* PHYS 210 and completion of or concurrent enrollment in MATH 150B, with a grade of "C" or better, or concurrent enrollment in MATH 150A. 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 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 and MATH 150A, with grades of "C" or better. Corequisite: Concurrent enrollment in MATH 150B.* 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. *Advisory: Recommended background PHYS 201 and either ENGR 110 or ENGT 110.*

**PHYS 222 GENERAL PHYSICS****4 Units**

Three hours lecture and

Three hours laboratory per week

*UC Credit Limitation/CSU*

*CSU GE, IGETC, CAN PHYS 12*

*Prerequisite: MATH 150B and PHYS 221, 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 are basic laws of electricity and magnetism, including electrostatics, current, magnetic fields, electromagnetic induction, DC circuits, AC circuits, and electromagnetic waves. Concurrent enrollment in MATH 250A is recommended.

**PHYS 223 GENERAL PHYSICS****4 Units**

Three hours lecture and

Three hours laboratory per week

*UC Credit Limitation/CSU*

*CSU GE, IGETC, CAN PHYS 14*

*Prerequisite: PHYS 221, and MATH 150B, 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 and concurrent enrollment in MATH 250A or 250B.

# Political Science

**Division of Social Science**

*Division Dean, Kay Andrews*

**Faculty**

Eapen Peter Mathews

Lee Miller

Amy Vega-Pritchett

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

**POLITICAL SCIENCE TRANSFER PROGRAM  
MOST CALIFORNIA STATE UNIVERSITIES**

**Required courses are listed in suggested sequence**

| Course #         | Title  | Units |
|------------------|--|-------|
| POSC 100         | Government of the United States                  | 3     |
| POSC 215         | Comparative Political Systems (CSULB)            | 3     |
| <b>Electives</b> |  |       |
| POSC 210         | Contemporary Political Issues in America (CSULB) | 3     |
| POSC 230         | Intro to International Relations (CSUF)          | 3     |
| POSC 209         | Urban Politics (CSUF)                            | 3     |

**Note:** POSC 230 is accepted at California State University, Fullerton toward completion of major requirements. Political Science majors will be required to have competence in a major foreign language to continue in graduate studies. Students transferring to a private college or university or to a campus of the University of California, see the catalog of the individual college or university.

## Political Science (POSC)

**POSC 098 POLITICAL SCIENCE NON-TRANSFER SEMINAR**

**~2 Units** (*Variable Unit Class*)

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 ~ to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

**POSC 100 GOVERNMENT OF THE UNITED STATES**

**3 Units**

Three hours lecture per week

*Credit by Examination*

*UC/CSU, AA GE, 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 CSU graduation requirement. *Duplicate credit not granted for POSC 100H.*

**POSC 100H HONORS GOVERNMENT OF THE UNITED STATES****3 Units**

Three hours lecture per week

*Credit by Examination*

*UC/CSU, AA GE, CSU GE, IGETC, CAN GOVT 2*

United States Government 100H 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. *Duplicate credit not granted for POSC 100.*

**POSC 130 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 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, Republican and other 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.

**POSC 155 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 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 human 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 CONTEMPORARY POLITICAL ISSUES IN AMERICA****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, 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 COMPARATIVE POLITICAL SYSTEMS****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, 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.

**POSC 220 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 INTRODUCTION TO INTERNATIONAL RELATIONS****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, 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.

**POSC 231 MINORITY COMMUNITIES IN THE UNITED STATES**

**(Same as ETHS 231, HIST 231, and SOC 231)**

**3 Units**

Three hours lecture per week

*UC/CSU, AA GE, 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 POLITICAL SCIENCE SEMINAR**

°-3 Units (Variable Unit Class) (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 ° unit to 3 units. Consult class schedule for the offerings a particular semester.

**POSC 299 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****DENTISTRY TRANSFER PROGRAM**

LOMA LINDA UNIVERSITY  
UNIVERSITY OF CALIFORNIA, LOS ANGELES  
UNIVERSITY OF CALIFORNIA, SAN FRANCISCO  
UNIVERSITY OF THE PACIFIC  
UNIVERSITY OF SOUTHERN CALIFORNIA

Required courses are listed in suggested sequence

| Course #      | Title                                | Units  |
|---------------|--------------------------------------|--------|
| CHEM 111AB    | General Chemistry                    | 5, 5   |
| CHEM 211AB    | Organic Chemistry                    | 5, 5   |
| BIOLOGY       | (Pending -- See Counselor)           |        |
| PHYS 201, 202 | College Physics                      | 4, 4   |
| or            |                                      |        |
| PHYS 221, 222 | General Physics                      | (4, 4) |
| MATH 130A     | Survey of Calculus (Loma Linda ONLY) | 4      |
| or            |                                      |        |
| MATH 150      | Calculus and Analytic Geometry       | (4)    |

**Note:** Students should carefully check prerequisites to determine if they are eligible for the above courses. If there is a question regarding preparation for the required courses and/or prerequisites, check with a counselor.

**Medicine****MEDICINE TRANSFER PROGRAM**

UNIVERSITY OF SOUTHERN CALIFORNIA  
UNIVERSITY OF CALIFORNIA, IRVINE  
UNIVERSITY OF CALIFORNIA, LOS ANGELES  
UNIVERSITY OF CALIFORNIA, SAN FRANCISCO  
STANFORD UNIVERSITY

Required courses are listed in suggested sequence

| Course #      | Title                      | Units  |
|---------------|----------------------------|--------|
| CHEM 111AB    | General Chemistry          | 5, 5   |
| BIOLOGY       | (Pending -- See Counselor) |        |
| PHYS 201, 202 | College Physics            | 4, 4   |
| or            |                            |        |
| PHYS 221, 222 | General Physics            | (4, 4) |
| CHEM 211AB    | Organic Chemistry          | 5, 5   |

**Note:** Students should carefully check prerequisites to determine if they are eligible for the above courses. If there is a question regarding preparation for the required courses and/or prerequisites, check with a counselor.

**Optometry****OPTOMETRY TRANSFER PROGRAM**

SOUTHERN CALIFORNIA COLLEGE OF OPTOMETRY

Required courses are listed in suggested sequence

| Course #      | Title                      | Units |
|---------------|----------------------------|-------|
| BIOLOGY       | (Pending -- See Counselor) |       |
| PHYS 201, 202 | General Physics            | 4, 4  |
| CHEM 111AB    | General Chemistry          | 5, 5  |
| CHEM 211A     | Organic Chemistry          | 5     |
| MATH 130      | Survey of Calculus         | 4     |
| PSY 101       | General Psychology         | 3     |
| ENGL 100      | College Writing            | 3     |
|               | Psychology Elective        | 3     |
|               | English Elective           | 3     |
| or            |                            |       |
|               | Communications Elective    | (3)   |

**Note:** Students should carefully check prerequisites to determine if they are eligible for the above courses. If there is a question regarding preparation for the required courses and/or prerequisites, check with a counselor.

**Pharmacy****PHARMACY TRANSFER PROGRAM**

UNIVERSITY OF SOUTHERN CALIFORNIA

Required courses are listed in suggested sequence

| Course #   | Title                                 | Units |
|------------|---------------------------------------|-------|
| ENGL 100   | College Writing                       | 3     |
| ENGL 102   | Introduction to Literature            | 3     |
| or         |                                       |       |
| ENGL 201   | Intermediate College Writing          | (3)   |
| SPCH 100   | Human Communication                   | 3     |
| PSY 101    | General Psychology                    | 3     |
| ECON 100   | Principles of Economics               | 3     |
| or         |                                       |       |
| ECON 105   | Principles of Economics               | (3)   |
| MATH 150A  | Calculus and Analytic Geometry        | 4     |
| CHEM 111AB | General Chemistry                     | 5, 5  |
| CHEM 211AB | Organic Chemistry                     | 5, 5  |
| BIOL 101   | General Biology                       | 5     |
| BIOLOGY    | (Additional Biology -- See Counselor) |       |
|            | *Humanities Electives                 | 6     |
|            | *Social and Behavioral Sciences       | 12    |

\*Check with a counselor to select proper courses.

## Physician Assistant

### PHYSICIAN ASSISTANT TRANSFER PROGRAM

This transfer program is designed for students who are interested in preparing for a career as a Physician Assistant. This program does not complete the necessary education for employment as a Physician Assistant. The program does provide a foundation of fundamental course work that is usually required for a student pursuing acceptance in a Physician Assistant program. In addition to the listed foundation courses, conversational Spanish is required in some programs and recommended in others. Students may find this transfer program preparation is an advantage in making an application to a Physician Assistant Program. Students should check with the Health Science counselor for additional requirements of other colleges offering the Physician Assistant program. Each school will have specific requirements, policies, and procedures for application and acceptance to a Physician Assistant program.

#### Western University of Health Sciences College of Allied Health Professions, Pomona, CA - Physician's Assistant Certificate Program:

The following courses are designed to prepare the student for application to the College of Allied Health Professions. It is important to note that admission and acceptance to the Primary Care Physician Assistant program is on a competitive basis and a limited number of students are accepted to the Primary Care Physician Assistant program. Potential student should request information from the Western University of Health Sciences on the current admission policies and procedures.

### PHYSICIAN ASSISTANT TRANSFER PROGRAM

#### Required courses are listed in suggested sequence

| Course #                    | Title                          | Units     |
|-----------------------------|--------------------------------|-----------|
| MATH 40                     | Intermediate Algebra           | 4         |
| or                          |                                |           |
| MATH 141                    | College Algebra                | (4)       |
| ENGL 100                    | College Writing                | 3         |
| CHEM 111A                   | General Chemistry              | 5         |
| PSY 101                     | General Psychology             | 3         |
| Select One:                 |                                |           |
| ENGL 103                    | Critical Reasoning and Writing | 3         |
| ENGL 102                    | Introduction to Literature     | (3)       |
| ENGL 201                    | Intermediate College Writing   | (3)       |
| SOC 101                     | Introduction to Sociology      | 3         |
| BIOL 210                    | Anatomy and Physiology         | 5         |
| or                          |                                |           |
| BIOL 230                    | General Anatomy                | (4)       |
| BIOL 240                    | Human Physiology               | (5)       |
| BIOL 220                    | Medical Microbiology           | 4         |
| or                          |                                |           |
| BIOL 262                    | General Microbiology           | (5)       |
| HUMANITIES Electives        |                                | 9         |
| <b>Total Units Required</b> |                                | <b>39</b> |

#### Recommended Electives

|                            |   |   |
|----------------------------|---|---|
| PE 235                     | First Aid , CPR and Responding to Emergencies | 3 |
| HS 145                     | Survey of Medical Terminology                 | 3 |
| HS 147                     | Survey of Disease                             | 3 |
| RADT 153                   | Patient Care/ Medical Techniques in Rad       | 2 |
| HI 102                     | Legal Aspects of Health Care                  | 2 |
| HS 161                     | Dying and Death, Grief and Mourning           | 3 |
| HS 165                     | Life/Death - Ethical Choices in Health Care   | 1 |
| HUMAN SERVICES - Electives |   | 4 |
| SPANISH                    |   | 5 |

## Physical Therapy

### PHYSICAL THERAPY TRANSFER PROGRAM

UNIVERSITY OF SOUTHERN CALIFORNIA - has a Graduate School Master's Degree Program. A BS degree in a Natural Science would help meet the prerequisites for this program.

#### CALIFORNIA STATE UNIVERSITY, LONG BEACH—

Physical Therapy is expected to become a Graduate School Degree Program in the near future.

#### Required courses are listed in suggested sequence

| Course #      | Title  | Units |
|---------------|--|-------|
| BIOL 230      | General Anatomy                                | 4     |
| BIOL 240      | Human Physiology                               | 5     |
| MATH 142      | Trigonometry                                   | 4     |
| CHEM 111AB    | General Chemistry                              | 5, 5  |
| PHYS 201, 202 | College Physics                                | 4, 4  |
| PSY 101       | General Psychology                             | 3     |
| PSY 222       | Abnormal Psychology                            | 3     |
| MATH 120      | Introductory Probability and Statistics        | 4     |
| or            |  |       |
| PSY 161       | Elementary Statistics in Behavioral Science(3) |       |

**Note:** Students should carefully check prerequisites to determine if they are eligible for the above courses. If there is a question regarding preparation for the required courses and/or prerequisites, check with a counselor.

#### CALIFORNIA STATE UNIVERSITY, NORTHRIDGE—

(CSUN is *considering* changing this to a Graduate Program).

#### Required Courses are listed in suggested sequence

| Course #      | Title                     | Units |
|---------------|---------------------------|-------|
| BIOL 101      | General Biology           | 5     |
| BIOL 230      | General Anatomy           | 4     |
| BIOL 240      | Human Physiology          | 5     |
| CHEM 111AB    | General Chemistry         | 5, 5  |
| PHYS 201, 202 | College Physics           | 4, 4  |
| PSY 101       | General Psychology        | 3     |
| MATH 141      | College Algebra           | 4     |
| MATH 142      | Trigonometry              | 4     |
| SOC 101       | Introduction to Sociology | 3     |

**Note:** Students should carefully check prerequisites to determine if they are eligible for the above courses. If there is a question regarding preparation for the required courses and/or prerequisites, check with a counselor.

## Veterinary Medicine

### VETERINARY MEDICINE TRANSFER PROGRAM

#### UNIVERSITY OF CALIFORNIA, DAVIS

#### Required courses are listed in suggested sequence

| Course #      | Title                      | Units |
|---------------|----------------------------|-------|
| CHEM 111AB    | General Chemistry          | 5, 5  |
| BIOLOGY       | (Pending -- See Counselor) |       |
| PHYS 201, 202 | College Physics            | 4, 4  |
| or            |                            |       |
| PHYS 221, 222 | General Physics            | (4,4) |
| MATH 142      | Trigonometry               | 4     |
| CHEM 211AB    | Organic Chemistry          | 5, 5  |

# Psychiatric Technology

## Division of Health Science

Division Dean - Andrea Hannon

### Faculty

|                |                  |
|----------------|------------------|
| Jeannie Blilie | Peggy Miller     |
| Jane Boyce     | Geoffry Schroder |
| Joseph Franks  | Max Selga        |
| Jeanne Higgins |                  |

### 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 ENGL 58/ESL 185 or a comparable course with a grade of "C" or better, or submission of test scores that indicate eligibility for ENGL 60/ESL 186.

## 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.

## PSYCHIATRIC TECHNOLOGY CERTIFICATE

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.

## 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 all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation; (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.

### Required courses are listed in suggested sequence

**Note:** A current "C" cardiopulmonary resuscitation (CPR) certification must be maintained by all students admitted to the program.

### RECOMMENDED PRECOURSES OR CONCURRENT COURSES

| Course #  | Title                      | Units |
|-----------|----------------------------|-------|
| *BIOL 160 | Integrated Medical Science | 3     |
| *PSY 101  | General Psychology         | 3     |

| <b>SEMESTER 1</b> |  |           |
|-------------------|--|-----------|
| *PSY 139          | Developmental Psychology                               | 3         |
| PT 091            | Fundamentals of Nursing<br>for Psychiatric Technicians | 8         |
| PT 092            | Intro to Developmental Disabilities                    | 7         |
|                   |  | <b>18</b> |

| <b>SEMESTER 2</b> |  |           |
|-------------------|--|-----------|
| PT 093            | Care and Treatment of the Individuals with<br>Developmental Disabilities | 6 °       |
| PT 094            | Mental Disabilities Level I  | 6 °       |
|                   |  | <b>13</b> |

| <b>SEMESTER 3</b> |   |             |
|-------------------|---|-------------|
| PT 095            | Nursing Science for Psychiatric Technicians | 8           |
| PT 096            | Mental Disabilities Level II                | 6 °         |
|                   |   | <b>14 °</b> |

**Total Units Required** 51 °

#### Elective

|           |  |   |
|-----------|--|---|
| *COUN 140 | Educational Planning<br>(Recommended elective) | 0 |
| HS 052    | Selected Topics in Health Science              | 1 |

\*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.

### **DEVELOPMENTAL DISABILITIES: SERVICE PROVIDER CERTIFICATE OPTION OF THE PSYCHIATRIC TECHNOLOGY AND HUMAN SERVICES DEPARTMENTS**

This certificate program is offered for students who want to work with individuals with developmental disabilities. The courses provide entry level training to prepare for employment opportunities in community-based facilities. This program is being offered through the Health Science and Social Science Divisions. The certificate program consists of 16 units.

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. Courses will be scheduled on a short term basis to provide maximum flexibility in completing courses while employed.

#### Required courses are listed in suggested sequence

| Course #  | Title  | Units |
|-----------|--|-------|
| PT 071    | Developmental Disabilities:<br>Causes and Prevention                 | 0     |
| PT 072    | Health Promotion for Individuals<br>with Developmental Disabilities  | 1     |
| PT 073    | Medical Conditions of Individuals<br>with Developmental Disabilities | 0     |
| PT 074    | Sex Education for Developmental<br>Disabilities Service Providers    | 0     |
| HS/PT 075 | Management of Assaultive Behavior                                    | 1     |
| *HS 076   | Basic Life Support for Health Care<br>Providers: "C" Certification   | 1     |
| HUSR 080  | Orientation to Developmental<br>Disabilities in the Community        | 0     |
| HUSR 081  | Legal and Ethical Aspects of<br>Developmental Disabilities           | 0     |
| HUSR 082  | Issues of Client Abuse   | 0     |
| HUSR 083  | Current Trends in Community Services                                 | 0     |
| HUSR 084  | Introduction to Behavior Modification                                | 0     |

|  |           |
|--|-----------|
| Select a minimum of 6 units from the area of<br>specialization and 3 units of elective<br>courses listed below | 6         |
| <b>Total Units Required</b>  | <b>16</b> |

#### Electives

|          |  |     |
|----------|--|-----|
| PT 085   | Developmental Disabilities               |     |
|          | Service Providers: Work Experience       | 1-4 |
| HUSR 210 | Introductory Fieldwork in Human Services | 3   |

\*Current "C" CPR Certification Card required for eligibility for program certification.

## **Psychiatric Technology (PT)**

### **PT 071 DEVELOPMENTAL DISABILITIES: CAUSES AND PREVENTION**

#### ° Unit

One-half hour lecture per week

*Credit/No Credit/Letter Grade Option*

This course provides basic knowledge concerning developmental disabilities. Topics include the nature of the disability, causes and prevention, and options for care.

### **PT 072 HEALTH PROMOTION FOR INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES**

#### 1 Unit

One hour lecture per week

*Credit/No Credit/Letter Grade Option*

This is an introductory course for those who wish to increase their knowledge regarding health promotion of individuals with developmental disabilities. Topics of discussion include special needs of hygiene, nutrition, safety, and prevention of infection among clients.

### **PT 073 MEDICAL CONDITIONS OF INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES**

#### ° Unit

One-half hour lecture per week

*Credit/No Credit/Letter Grade Option*

This is an introductory course for those who wish to increase their knowledge of medical conditions affecting individuals with developmental disabilities. Topics for discussion include assessment, seizure disorders, communicable diseases, dual diagnosis, and knowledge of medication administration.

### **PT 074 SEX EDUCATION FOR DEVELOPMENTAL DISABILITIES SERVICE PROVIDERS**

#### ° Unit

One-half hour lecture per week

*Credit/No Credit/Letter Grade Option*

This course provides service providers with knowledge regarding the AIDS virus. Application of learned principles to community settings will ensure quality service to clients and an understanding of preventive strategies. Discussion of sexuality in the prevention of disease transmission, client abuse and client exploitation is an included strategy.

**PT 075 MANAGEMENT OF ASSAULTIVE BEHAVIOR****1 Unit**

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.

**PT 085 PSYCHIATRIC TECHNICIAN - WORK EXPERIENCE**

**1-4 Units** (*Variable Unit Class*) (*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: Enrollment in Psychiatric Technician Program.*

On-the-job training is provided for students in mental health area. It provides practical work experience for Psychiatric Technician majors.

**PT 091 FUNDAMENTALS OF NURSING FOR PSYCHIATRIC TECHNICIANS****8 Units**

Four and one half hours lecture and

Nine 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. *\$3.00 Laboratory Fee - PAYABLE AT REGISTRATION.*

**PT 092 INTRODUCTION TO DEVELOPMENTAL DISABILITIES****7 Units**

Four hours lecture and

Nine hours laboratory per week

*Prerequisite: PT 091.* 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 CARE AND TREATMENT OF THE INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES****6° Units**

Three and one-half hours lecture and

Nine hours laboratory per week

*Prerequisites: PT 091, PT 092.* 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 MENTAL DISABILITIES LEVEL I****6° Units**

Three and one-half hours lecture and

Nine hours laboratory per week

*Prerequisite: PT 091.* 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 NURSING SCIENCE FOR PSYCHIATRIC TECHNICIANS****8 Units**

Five hours lecture and

Nine hours laboratory per week

*Prerequisite: BIOL 160, PT 091.* 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 MENTAL DISABILITIES LEVEL II****6° Units**

Three and one-half hours lecture and

Nine hours laboratory per week

*Prerequisite: PT 091, PT 094.* 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.*



# Psychology

## Division of Social Science

Division Dean, Kay Andrews

### Faculty

Lawrence Canova  
Susan Johnson  
Robert Kelley  
Brian Killen  
Charlton Lee  
Randall Martinez

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pellitier

## PSYCHOLOGY TRANSFER PROGRAM

### CALIFORNIA STATE UNIVERSITY, FULLERTON

Required courses are listed in suggested sequence

| Course # | Title  | Units |
|----------|--|-------|
| PSY 101  | General Psychology                           | 3     |
| PSY 161  | Elementary Statistics in Behavioral Sciences | 3     |
| PSY 202  | Research Methods in Psychology               | 4     |

### CALIFORNIA STATE UNIVERSITY, LONG BEACH

Required courses are listed in suggested sequence

| Course # | Title                                       | Units |
|----------|---|-------|
| PSY 101  | General Psychology                          | 3     |
| PSY 161  | Elementary Statistics in Behavioral Science | 3     |
| or       |   |       |
| MATH 120 | Introductory Probability and Statistics     | (4)   |
| PSY 202  | Research Methods in Psychology              | 4     |
| PSY 221  | Physiological Psychology - General          | 3     |
| or       |   |       |
| BIOL 210 | Anatomy and Physiology                      | (5)   |
| or       |   |       |
| BIOL 240 | Human Physiology                            | (5)   |

## Psychology (PSY)

### PSY 098 PSYCHOLOGY NON-TRANSFER SEMINAR

**2 Units** (Variable Unit Class)

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 1 to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

### PSY 101 GENERAL PSYCHOLOGY

**3 Units**

Three hours lecture per week  
*UC/CSU, AA GE, CSU GE, IGETC, CAN PSY 2*  
*Prerequisite: Eligibility for ENGL 100.* This course is a scientific consideration of the psychological foundations of behavior. It will investigate psychological development, motivation, sensation, perception, learning, thinking, language, psychological measurement, and principles of mental illness and mental health.

### PSY 110 INTRODUCTION TO APPLIED PSYCHOLOGY

**3 Units**

Three hours lecture per week  
*CSU, CSU GE*  
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 or PSY 202 in completing a year of psychology for the transfer major.

### PSY 120 HUMAN SEXUALITY

(Same as SOC 120)

**3 Units**

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
*UC/CSU, CSU GE, IGETC*  
*Prerequisite: Eligibility for ENGL 60.* 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 PSYCHOLOGY OF ASSERTION

**3 Units**

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
*CSU*  
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 DEVELOPMENTAL PSYCHOLOGY

**3 Units**

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
*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 format includes applicable theories of development.

**PSY 140 DEVELOPMENTAL PSYCHOLOGY - PRE-ADULT****3 Units**

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 PRENATAL AND EARLY CHILDHOOD DEVELOPMENT****° Unit**

One-half hour of lecture per week

*Credit/No Credit/Letter Grade Option*

CSU

This course is the first part of Psychology 140, 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.*

**PSY 142 MIDDLE CHILDHOOD DEVELOPMENT****° Unit**

One-half hour of lecture per week

*Credit/No Credit/Letter Grade Option*

CSU

This course is the second part of Psychology 140, 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.*

**PSY 143 LATE CHILDHOOD DEVELOPMENT****° Unit**

One-half hour of lecture per week

*Credit/No Credit/Letter Grade Option*

CSU

This course is the third part of Psychology 140, 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.*

**PSY 144 EARLY ADOLESCENT DEVELOPMENT****° Unit**

One-half hour of lecture per week

*Credit/No Credit/Letter Grade Option*

CSU

This course is the fourth part of Psychology 140, 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.*

**PSY 145 MIDDLE ADOLESCENT DEVELOPMENT****° Unit**

One-half hour of lecture per week

*Credit/No Credit/Letter Grade Option*

CSU

This course is the fifth part of Psychology 140, 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.*

**PSY 146 LATE ADOLESCENT DEVELOPMENT AND ENTRANCE INTO ADULTHOOD****° Unit**

One-half hour of lecture per week

*Credit/No Credit/Letter Grade Option*

CSU

This course is the last part of Psychology 140, 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.*

**PSY 148 EARLY CHILDHOOD DEVELOPMENT: OBSERVATION****1 Unit**

One-half hour of lecture and

One hour laboratory per week

*Credit/No Credit/Letter Grade Option*

CSU

*Prerequisite: PSY 141.* 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 actually work with the children during the lab time.

**PSY 161 ELEMENTARY STATISTICS IN BEHAVIORAL SCIENCES****3 Units**

**(Same as SOSC 161 and SOC 161)**

Three hours lecture per week

*UC /CSU, CAN PSY 6*

*Prerequisite: Two years high school algebra, or MATH 40.*

This course applies the essentials of psychology to introduce psychology and other behavioral sciences to basic statistical concepts needed to understand data and modern methods of quantitative research in these areas. *Meets high school math requirement for the University of California.*

**PSY 162 COMPUTER APPLICATIONS OF BEHAVIORAL STATISTICS****1 Unit**

**(Same as SOC 162 and SOSC 162)**

One hour lecture per week

CSU

*Corequisite: Concurrent enrollment in, or satisfactory completion of, MATH 120 or PSY 161, with a grade of "C" or better.* This course acquaints the student with computer package programs which are used for statistical analysis of data gathered in business, the social sciences, the biological sciences, and the physical sciences. Interactive computer work with the Minitab program and the Statistical Package for the Social Sciences (SPSS) are emphasized. Course content supplements the statistical concepts presented in MATH 120 and PSY 161.

**PSY 202 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 and PSY 161.* This course encompasses the technical aspects of designing and implementing research in the cognitive and behavioral sciences. Concepts of experimental methods are presented so that there is the appropriate application of the scientific method to psychological research. The use of current technology 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 communication and presentation of completed research.

**PSY 212 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 PARENTING SKILLS****3 Units**

**(Same as SOC 215)**

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 guidance techniques and on exploring resources available in the community for parenting. The course includes developmental states from birth through adulthood.

**PSY 217 PARENTING THE OPPOSITIONAL AND DEFIANT CHILD, AGE 2-13**

**(Same as SOC 217)**

**1 Unit**

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 PARENTING THE ABUSED AND TRAUMATIZED CHILD/ADOLESCENT**

**(Same as SOC 218)**

**° Unit**

One-half hour lecture per week

*Credit/No Credit/Letter Grade Option*

*CSU*

This is a parenting course for foster parents and other adult care givers of abused children. The causes, symptoms, treatment modalities and parenting techniques needed to parent these children will be examined.

**PSY 219 PARENTING THE CHILD/ADOLESCENT WITH ATTENTION DEFICIT HYPERACTIVITY DISORDER**

**(Same as SOC 219)**

**° Unit**

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 PHYSIOLOGICAL PSYCHOLOGY - GENERAL****3 Units**

Three hours lecture per week

*UC/CSU/IGETC*

*Prerequisite: PSY 101 with a grade of "C" or better.* This course investigates the relationship between neurophysiological processes and behavior. Emphasis is given to the basic function and structure of the brain, neurons, and course of action of the endocrine system, as well as attention accorded to the role of the psychoneuro-immunological process, all in the context of and relating to the psychological aspects of learning, perception, cognition, emotion, and motivation.

**PSY 222 ABNORMAL PSYCHOLOGY****3 Units**

Three hours lecture per week

*UC/CSU*

*CSU GE, IGETC*

*Prerequisite: PSY 101 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, 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 THE 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 CROSS-CULTURAL CONFLICTS IN INTERPERSONAL RELATIONSHIPS**

(Same as SOC 237)

**3 Units**

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 recommended.

**PSY 247 PSYCHOBIOLOGY SEMINAR**

**2 Units** (*Variable Unit Class*)

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 INTRODUCTION TO GERONTOLOGY****3 Units**

(Same as HUSR 255, SOSC 255)

Three hours lecture per week

*UC/CSU*

Introduction to Gerontology is the multi-disciplinary study of aging from the perspectives of biological and psychosocial theory. 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 or SOSC 255.*

**PSY 298 PSYCHOLOGY SEMINAR**

**3 Units** (*Variable Unit Class*) (*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 1 unit to 3 units. Consult class schedule for the offerings a particular semester.

**PSY 299 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

Daniel Pelletier

## 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:

- 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.
- 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.
- 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.
- 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.
- 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 all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation; (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. 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**

- Eligibility for admission to Cypress College.
- High school graduation, or completion of the General Education Development (GED) test, or high school proficiency test.
- Minimum age of 17 years.
- Present evidence of good physical and mental health, as determined by medical examination upon admission to program and prior to enrollment.
- Overall GPA of 2.0 in all college classes taken.
- Must have own transportation to all affiliated hospitals.
- Eligibility for ENGL 100.
- Completion of 9 units of General Education. (See General Education requirements in catalog.)
- Enrollment in, or completion of, program prerequisites.

### **APPLICATION PROCEDURES**

- A separate application, in addition to the college application form, is required for admission into the Radiologic Technology program.
- Application must be completed in person at the Health Science Counseling Office - in the month of February.
- All documents (records, forms, transcripts) must be returned to the Health Science Counseling Office by the last school day in March.
- 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 cumulation 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.

| Course # | Title                                 | Units |
|----------|---------------------------------------|-------|
| HS 145   | Survey of Medical Terminology         | 3     |
| BIOL 210 | Anatomy and Physiology                | 5     |
| or       |                                       |       |
| BIOL 230 | General Anatomy                       | (4)   |
| RADT 142 | Radiologic Electronics                | 4     |
| RADT 146 | Introduction to Radiologic Technology | 4     |
| MATH 020 | Elementary Algebra (or equivalent)    | 4     |

### **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 |   |              |
|---|---|--------------|
| Course #  | Title   | Units        |
| <b>SEMESTER 1</b>                                 |   |              |
| RADT 148  | Radiologic Technology                               | 4            |
| RADT 150  | Radiologic - Positioning                            | 5            |
| *RADT 153   | Patient Care and Medical<br>Techniques in Radiology | 2            |
| *HS 147   | Survey of Disease                                   | 3            |
|   |   | <b>14</b>    |
| <b>SEMESTER 2</b>                                 |   |              |
| RADT 247  | Radiology - Advanced Positioning                    | 5            |
| *RADT 250   | Radiation Control Regulations                       | 3            |
| RADT 251  | Radiology Hospital Field Experience<br>Externship   | 4            |
| RADT 162  | Radiology Special Procedures                        | 3            |
|   |   | <b>15</b>    |
| <b>SUMMER INTERSESSION</b>                        |   |              |
| RADT 254  | Radiologic Internship                               | 6            |
| RADT 196  | Selected Topics for Radiologic Technology           | 1-2          |
|   |   | <b>7-8</b>   |
| <b>SEMESTER 3</b>                                 |   |              |
| RADT 255  | Radiologic Internship                               | 8            |
| RADT 196  | Selected Topics for<br>Radiologic Technology        | 1-2          |
|   |   | <b>9-10</b>  |
| <b>SEMESTER 4</b>                                 |   |              |
| RADT 255  | Radiologic Internship                               | 8            |
| RADT 196  | Selected Topics for<br>Radiologic Technology        | 1-2          |
|   |   | <b>9-10</b>  |
| <b>Total Units Required</b>                       |   | <b>54-57</b> |

\*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.

| <b>CONTINUING EDUCATION COURSES</b> |  |       |
|-------------------------------------|--|-------|
| Course #                            | Title  | Units |
| HSCE 260                            | Principles and Techniques of Fluoroscopy                 | 3     |
| HSCE 262                            | Cross-Sectional Imaging                                  | 1     |
| RADT 264                            | Physical Principles of Vascular<br>Ultrasound Technology | 3     |

### 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. 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 |  |           |
|---|--|-----------|
| Course #  | Title  | Units     |
| ENGL 095  | Effective Written Communication                            | 3         |
| HS 145  | Survey of Medical Terminology                              | 3         |
| RADT 055  | Radiology Assistant/Darkroom Technician                    | 2         |
| CIS 111   | Computer Literacy - Introduction to<br>Information Systems | 3         |
| RADT 153  | Patient Care and Medical Techniques<br>in Radiology        | 2         |
| RADT 146  | Introduction to Radiologic Technology                      | 4         |
| <b>Total Units Required</b>                       |  | <b>17</b> |

### 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.
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.

| <b>FOUNDATION COURSES</b>    |   |              |
|------------------------------|---|--------------|
| <b>Course #</b>              | <b>Title</b>  | <b>Units</b> |
| RADT 142                     | Radiologic Electronics                                  | 4            |
| RADT 146                     | Introduction to Radiologic Technology                   | 4            |
| RADT 153                     | Patient Care and Medical Techniques in Radiology        | 2            |
| HS 145                       | Survey of Medical Terminology                           | 3            |
| HS 147                       | Survey of Disease                                       | 3            |
| BIOL 210                     | Anatomy and Physiology                                  | 5            |
| ENGL 095                     | Effective Written Communication                         | 3            |
| or                           |   |              |
| ENGL 100                     | College Writing   | (3)          |
| or                           |   |              |
| SPCH 050                     | Effective Oral Communication                            | (3)          |
| or                           |   |              |
| SPCH 100                     | Human Communication                                     | (3)          |
| MATH 020                     | Elementary Algebra                                      | 4            |
| CIS 111                      | Computer Literacy - Introduction to Information Systems | 3            |
| <b>FALL SEMESTER</b>         |   |              |
| RADT 170                     | Ultrasound Physics                                      | 1 °          |
| RADT 173                     | Ultrasound Instrumentation                              | 1 °          |
| RADT 175                     | Ultrasound Abdominal                                    | 3            |
| RADT 207                     | Ultrasound Clinical Education I                         | 4            |
| RADT 262                     | Cross-Sectional Imaging                                 | 1            |
| <b>SPRING SEMESTER</b>       |   |              |
| RADT 176                     | Abdominal Pathology                                     | 1 °          |
| RADT 186                     | Obstetric/Gynecology Scanning                           | 3            |
| RADT 208                     | Ultrasound Clinical Education II                        | 6            |
| <b>INTERSESSION SEMESTER</b> |   |              |
| RADT 209                     | Ultrasound Clinical Education III                       | 3            |
| RADT 210                     | Ultrasound Seminar Case Study                           | 1            |
| <b>Total Units Required</b>  |   | <b>56 °</b>  |

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

| <b>Course #</b>             | <b>Title</b>                      | <b>Units</b> |
|-----------------------------|-----------------------------------|--------------|
| <b>FALL SEMESTER</b>        |                                   |              |
| RADT 170                    | Ultrasound Physics                | 1 °          |
| RADT 173                    | Ultrasound Instrumentation        | 1 °          |
| RADT 175                    | Ultrasound Abdominal Scanning     | 3            |
| RADT 207                    | Ultrasound Clinical Education I   | 4            |
| *RADT 262                   | Cross-Sectional Imaging           | 1            |
|                             |                                   | <b>11</b>    |
| <b>SPRING SEMESTER</b>      |                                   |              |
| RADT 176                    | Abdominal Pathology               | 1 °          |
| RADT 186                    | Obstetric/Gynecology Scanning     | 3            |
| RADT 208                    | Ultrasound Clinical Education II  | 6            |
|                             |                                   | <b>10 °</b>  |
| <b>INTERSESSION</b>         |                                   |              |
| RADT 209                    | Ultrasound Clinical Education III | 3            |
| RADT 210                    | Ultrasound Seminar-Case Study     | 1            |
|                             |                                   | <b>4</b>     |
| <b>Total Units Required</b> |                                   | <b>25 °</b>  |

\*May be taken prior to enrollment in the program.

## Radiologic Technology (RADT)

### RADT 055 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 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 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 is an introductory course for the student interested in the sonography program. This course is designed to introduce the student to 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 RADIOLOGIC ELECTRONICS****4 Units**

Four hours lecture per week

*CSU*

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-ray 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 INTRODUCTION TO RADIOLOGIC TECHNOLOGY****4 Units**

Four hours lecture per week

*CSU*

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 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 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 PATIENT CARE AND MEDICAL TECHNIQUES IN RADIOLOGY****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 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 ULTRASOUND PHYSICS****1° 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 ULTRASOUND INSTRUMENTATION****1° 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, transducer, 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 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 ABDOMINAL PATHOLOGY****1° Units**

One and one-half hours lecture per week

CSU

*Prerequisite:* RADT 175. 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, RADT 173, RADT 175, RADT 207, and RADT 262 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 SELECTED TOPICS FOR RADIOLOGIC TECHNOLOGY****1-2 Units (Variable Unit Class) (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. 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 ULTRASOUND 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 ULTRASOUND CLINICAL EDUCATION II****6 Units**

Thirty-four hours/week of directed practice

CSU

*Prerequisite:* Satisfactory completion of RADT 170, RADT 173, RADT 175, RADT 207, and RADT 262 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 ULTRASOUND CLINICAL EDUCATION III****3 Units**

Thirty-eight hours of clinical directed practice for ten weeks

CSU

*Prerequisite: RADT 176, RADT 186, and RADT 208 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 ULTRASOUND SEMINAR - CASE STUDY****1 Unit**

One hour lecture per week

CSU

*Prerequisite: RADT 176, RADT 186, and RADT 208 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 RADIOLOGY - ADVANCED 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 RADIATION CONTROL REGULATIONS****3 Units**

Three hours lecture per week

CSU

*Prerequisite: RADT 142, or RADT 146, 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.

**RADT 251 RADIOLOGY HOSPITAL FIELD EXPERIENCE - EXTERNSHIP****4 Units**

Two hours lecture

Sixteen hours supervised training per week and Observation in an approved hospital

CSU

*Prerequisite: Satisfactory completion of first semester Radiologic Technology program.* The class period provides an introduction to special imaging procedures and other imaging modalities.

**RADT 254 RADIOLOGIC INTERNSHIP****6 Units**

Forty hours laboratory per week

CSU

*Prerequisite: Satisfactory completion of the second semester of the 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 a Department of Radiology. Internship of 40 hours per week extend through intersessions and are subject to rearrangement by hospital/facility.

**RADT 255 RADIOLOGIC INTERNSHIP****8-8 Units (May be taken for credit 2 times)**

Forty hours laboratory per week

CSU

*Prerequisite: Satisfactory completion of RADT 254.* 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.

**RADT 260 PRINCIPLES AND TECHNIQUES OF FLUOROSCOPY****3 Units**

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 to qualify for the California State Technologist Fluoroscopy examination. Students must be able to verify CRT status at the first class meeting.

**RADT 262 CROSS - SECTIONAL IMAGING****1 Unit**

Two hours lecture per week for nine weeks

*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 anatomy is recommended.

**RADT 264 PHYSICAL PRINCIPLES OF VASCULAR ULTRASOUND TECHNOLOGY****3 Units**

Three hours lecture per week

CSU

*Prerequisite: A.R.D.M.S. (American Registry of Diagnostic Medical Sonographers) Registered Medical Sonographer and/or knowledge of basic ultrasound equipment and scanning techniques.* This course focuses toward learning the hemodynamic principles of normal and pathological vascular ultrasound procedures. Concepts of color and pulsed wave doppler sonography as they apply to vascular imaging will be discussed. Emphasis on vascular anatomy, physiology and pathology to include vascular scanning protocol. Basic ultrasound physics and instrumentation will be reviewed. A working knowledge of basic ultrasound equipment, scanning techniques, and familiarity with color doppler sonography is recommended. This course will prepare the student for the Registered Vascular Technology (RVT) examination.

**RADT 299 RADIOLOGIC TECHNOLOGY INDEPENDENT STUDY**

**~2 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

Lecture/lab hours will vary according to credit given

CSU

*Prerequisite: Approved Independent Study Learning Contract.* This course is designed for capable students enrolled in the Radiologic Technology program or options of the program who wish to increase their knowledge and experience in performance on applied areas. Students will participate in independent study on assigned areas under staff supervision.

# Real Estate

**Division of Business and  
Computer Information Systems**

*Division Dean - Steven Donley, Interim*

**Counselors**

Jean England

Don Tyrrell

## Real Estate (RE)

**RE 091 REAL ESTATE EXAMINATION 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 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 LEGAL ASPECTS OF REAL ESTATE****3 Units**

Three hours lecture per week

CSU

*Prerequisite: RE 101 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 ESCROW PRINCIPLES****3 Units**

Three hours lecture per week

CSU

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 REAL ESTATE PRACTICE****3 Units**

Three hours lecture per week

CSU

*Prerequisite: RE 101 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 REAL ESTATE FINANCE****3 Units**

Three hours lecture per week

CSU

*Prerequisite: RE 101.* 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 REAL ESTATE APPRAISAL - RESIDENTIAL****3 Units**

Three hours lecture per week

CSU

*Prerequisite: RE 101 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 REAL ESTATE APPRAISAL - INCOME****3 Units**

Three hours lecture per week

CSU

*Prerequisite: RE 203 or appraisal experience.* This course is a continuation of the appraisal techniques studied in RE 203 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 REAL ESTATE ECONOMICS****3 Units**

Three hours lecture per week

CSU

*Prerequisite: RE 101 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**

Scott Pickler

**Counselor**

Dana Bedard

**TRANSFER PROGRAM - RECREATIONAL LEADERSHIP MOST CALIFORNIA STATE UNIVERSITIES**

Required courses are listed in suggested sequence

| Course # | Title  | Units |
|----------|--|-------|
| REC 100  | Introduction to Leisure Services/Recreation            | 3     |
| REC 101  | Principles of Community Recreation                     | 3     |
| REC 102  | Recreation Leadership                                  | 2     |
| REC 103  | Organization of Fall Sports Activities in Recreation   | 2     |
| REC 104  | Organization of Spring Sports Activities in Recreation | 2     |
| PE 240   | Sports Officiating-Men's Sports                        | 3,3   |
| PE 235   | First Aid, CPR and Safety Education                    | 3     |
| PE       | Physical Education Electives                           | 4     |

## Recreation (REC)

**REC 100 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 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 RECREATION LEADERSHIP****2 Units**

Two hours lecture and  
Two hours laboratory TBA 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 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 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 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 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 RECREATION SEMINAR****°-3 Units (Variable Unit Class) (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 CALIFORNIA HERITAGE****°-3 Units (Variable Unit Class) (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 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 SOCIAL SCIENCE NON-TRANSFER SEMINAR****°-2 Units (Variable Unit Class) (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 ° to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term

**SOSC 110 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 ELEMENTARY STATISTICS IN BEHAVIORAL SCIENCES**

(Same as PSY 161 and SOC 161)

**3 Units**

Three hours lecture per week

UC/CSU

*Prerequisite:* Two years high school algebra, or MATH 40. This course applies the essentials of psychology to introduce psychology and other behavioral sciences to basic statistical concepts needed to understand data and modern methods of quantitative research in these areas. *Meets high school math requirement for the University of California.*

**SOSC 162 COMPUTER APPLICATIONS OF BEHAVIORAL STATISTICS****1 Unit**

(Same as PSY 162 and SOC 162)

One hour lecture per week

CSU

*Corequisite:* Concurrent enrollment in, or satisfactory completion of, MATH 120 or PSY 161, with a grade of "C" or better. This course acquaints the student with computer package programs which are used for statistical analysis of data gathered in business, the social sciences, the biological sciences, and the physical sciences. Interactive computer work with the Minitab program and the Statistical Package for the Social Sciences (SPSS) are emphasized. Course content supplements the statistical concepts presented in MATH 120 and PSY 161.

**SOSC 235 THE CIVIL RIGHTS MOVEMENT**

(Same as SOC 235)

**3 Units**

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.

**SOSC 255 INTRODUCTION TO GERONTOLOGY (Same as HUSR 255, PSY 255)****3 Units**

Three hours lecture per week

UC/CSU

Introduction to Gerontology is the multi-disciplinary study of aging from the perspectives of biological and psychosocial theory. 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 or PSY 255.*

**SOSC 295 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 are to include interviewing techniques, taped interviews, historical editing and transcripts of interviews.

**SOSC 298 SOCIAL SCIENCE SEMINAR**

**°-3 Units (Variable Unit Class) (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 ° unit to 3 units. Consult class schedule for the offerings a particular semester.

**SOSC 299 SOCIAL SCIENCE - INDEPENDENT STUDY**

**°-2 Units (Variable Unit Class) (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

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## SOCIOLOGY TRANSFER PROGRAM

### MOST CALIFORNIA STATE UNIVERSITIES

Required courses are listed in suggested sequence

| Course # | Title  | Units |
|----------|--|-------|
| SOC 101  | Introduction to Sociology                    | 3     |
| SOC 102  | Social Problems                              | 3     |
| SOC 161  | Elementary Statistics in Behavioral Sciences | 3     |

### Electives

|          |                         |   |
|----------|-------------------------|---|
| ANTH 201 | Physical Anthropology   | 4 |
| ANTH 102 | Cultural Anthropology   | 3 |
| SOC 275  | Marriage and the Family | 3 |
| *SOC 211 | Medical Sociology       | 3 |
| *SOC 225 | Sociology of Women      | 3 |

\*One of these courses may be counted toward lower division "core" at CSUF.

## Sociology (SOC)

### SOC 098 SOCIOLOGY NON-TRANSFER

#### SEMINAR

°-2 Units (Variable Unit Class) (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 ° to 2 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term.

### SOC 101 INTRODUCTION TO SOCIOLOGY

#### 3 Units

Three hours lecture per week

*Credit by Examination*

UC/CSU, AA GE, CSU GE, IGETC, CAN SOC 2

*Prerequisite:* Eligibility for ENGL 100. 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 SOCIAL PROBLEMS

#### 3 Units

Three hours lecture per week

UC/CSU, IGETC, CAN SOC 4

*Prerequisite:* SOC 101. 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 HUMAN SEXUALITY

(Same as PSY 120)

#### 3 Units

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

UC/CSU, CSU GE, IGETC

*Prerequisite:* Eligibility for ENGL 060. 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 THE CHICANA/O IN CONTEMPORARY SOCIETY

(Same as ETHS 142)

#### 3 Units

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 ELEMENTARY STATISTICS IN BEHAVIORAL SCIENCES

(Same as PSY 161 and SOSC 161)

#### 3 Units

Three hours lecture per week

UC Credit Limitation/CSU

*Prerequisite:* Two years high school algebra, or MATH 40.

This course applies the essentials of psychology to introduce psychology and other behavioral sciences to basic statistical concepts needed to understand data and modern methods of quantitative research in these areas. *Meets high school math requirement for the University of California.*

**SOC 162 COMPUTER APPLICATIONS OF BEHAVIORAL STATISTICS****1 Unit****(Same as PSY 162 and SOSC 162)**

One hour lecture per week

CSU

*Corequisite: Concurrent enrollment in, or satisfactory completion of, MATH 120 or PSY 161, with a grade of "C" or better.* This course acquaints the student with computer package programs which are used for statistical analysis of data gathered in business, the social sciences, the biological sciences, and the physical sciences. Interactive computer work with the Minitab program and the Statistical Package for the Social Sciences (SPSS) are emphasized. Course content supplements the statistical concepts presented in MATH 120 and PSY 161.

**SOC 211 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 PARENTING SKILLS****(same as PSY 215)****3 Units**

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 guidance techniques and on exploring resources available in the community for parenting. The course includes developmental states from birth through adulthood.

**SOC 217 PARENTING THE OPPOSITIONAL AND DEFIANT CHILD, AGE 2-13****(Same as PSY 217)****1 Unit**

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.

**SOC 218 PARENTING THE ABUSED AND TRAUMATIZED CHILD/ADOLESCENT****(Same as PSY 218)****1 Unit**

One-half hour lecture per week

*Credit/No Credit/Letter Grade Option*

CSU

This is a parenting course for foster parents and other adult care givers of abused children. The causes, symptoms, treatment modalities and parenting techniques needed to parent these children will be examined.

**SOC 219 PARENTING THE CHILD/ADOLESCENT WITH ATTENTION DEFICIT HYPERACTIVITY DISORDER****(Same as PSY 219)****1 Unit**

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.

**SOC 225 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 relationship to the role definition of women today.

**SOC 231 MINORITY COMMUNITIES IN THE UNITED STATES****(Same as ETHS 231, HIST 231, and POSC 231)****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, 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 THE CIVIL RIGHTS MOVEMENT****(Same as ETHS 235)****3 Units**

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 CROSS-CULTURAL CONFLICTS IN INTERPERSONAL RELATIONSHIPS****(Same as PSY 237)****3 Units**

Three hours lecture per week

*UC/CSU, CSU GE, IGETC, CU PL*

This course is an introduction to the psychological factors involved in crosscultural 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.

**SOC 250 SOCIOLOGY OF AGING****(Same as HUSR 250)****3 Units**

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 support, living arrangements, elder abuse, work, retirement, quality of life and death and dying. *Duplicate credit not given for HUSR 250.*

**SOC 275 MARRIAGE AND THE FAMILY****3 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option**CSU, AA GE*

This course is a study of the sociological factors involved in family relationships, courtship, marital adjustments and parenthood. The course examines various patterns of marriage and families within the United States.

**SOC 292 INTRODUCTION TO CRIMINOLOGY****3 Units****(Same as HUSR 292)**

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 SOCIOLOGY SEMINAR****°-3 Units (Variable Unit Class) (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 ° unit to 3 units. Consult class schedule for the offerings a particular semester.

**SOC 299 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 - Barbara Marrs

### **Faculty**

E. Alex Herrera  
Olga Moran  
A. Fernando Oliveira  
Jessica Puma

### **Counselors**

Velia Lawson  
Daniel Pelletier  
Therese Mosqueda-Ponce

## Spanish (SPAN)

### **SPAN 050 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 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 SPANISH SEMINAR**

#### **1/2 - 3 Units** (*Variable unit class*) (*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 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 101H.*

### **SPAN 101H 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, CAN SPAN 2*

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.*

### **SPAN 102 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 with a grade of "C" or better, or one year of high school Spanish with a grade of "C" or better 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 102H.*

### **SPAN 102H HONORS ELEMENTARY SPANISH II**

#### **5 Units**

Five hours lecture and

One hour laboratory TBA per week

*UC Credit Limitation/CSU*

*AA GE, CSU GE, IGETC, CAN SPAN 4*

*Prerequisite: SPAN 101 with a grade of "C" or better, or one year of high school Spanish with a grade of "C" or better 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.*

### **SPAN 200 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.* 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 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 101/102 and SPAN 201.

**SPAN 203 INTERMEDIATE SPANISH III**  
**4 Units**

Four hours lecture and  
One hour laboratory TBA per week  
*Credit/No Credit/Letter Grade Option*  
*UC/CSU, AA GE, CSU GE, IGETC, CAN SPAN 8*  
*Prerequisite: SPAN 102 with a grade of "C" or better, or two years of high school Spanish with a grade of "C" or better 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 INTERMEDIATE SPANISH IV**  
**4 Units**

Four hours lecture and  
One hour laboratory TBA per week  
*Credit/No Credit/Letter Grade Option*  
*UC/CSU, AA GE, CSU GE, IGETC, CAN SPAN 10*  
*Prerequisite: SPAN 203 with a grade of "C" or better, or three years of high school Spanish with a grade of "C" or better 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 SPANISH SEMINAR**

**1/2 - 3 Units** (*Variable Unit Class*) (*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.

**SPAN 299 SPANISH - INDEPENDENT STUDY**

**°-2 Units** (*Variable Unit Class*) (*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 language through individual study or research.

## Speech

**Division of Language Arts**

*Division Dean - Barbara Marrs*

**Faculty**

Michael Brydges  
Donna Friess  
Patricia Ganer  
Liana Koeppel  
William Svendsen

**Counselors**

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

**SPEECH TRANSFER PROGRAM****MOST CALIFORNIA STATE UNIVERSITIES**

**Required courses are listed in suggested sequence**

| Course #         | Title                       | Units |
|------------------|-----------------------------|-------|
| SPCH 100         | Human Communication         | 3     |
| <b>Electives</b> |                             |       |
| SPCH 138, 238    | Forensics                   | 2-2   |
| SPCH 135         | Essentials of Argumentation | 3     |

## Speech (SPCH)

**SPCH 050 EFFECTIVE ORAL COMMUNICATION**

**3 Units** (*May be taken for credit 2 times*)

Three hours lecture per week  
*Credit/No Credit/Letter Grade Option*  
*(1 credit) AA GE*

The course is designed to teach the non-transfer student effective communication techniques in everyday situations. Emphasis is placed on developing speaking skills in both preparation and delivery of original material and in developing self-confidence. This course is especially helpful for students who speak English as a second language.

**SPCH 098 SPEECH SEMINAR**

**1/2 - 3 Units** (*Variable Unit Class*) (*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.

**SPCH 100 HUMAN COMMUNICATION****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN SPCH 4*

This course is an 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 oral presentations, specifically including persuasive and informative speaking. *Duplicate credit not granted for SPCH 100H.*

**SPCH 100H HONORS HUMAN COMMUNICATION****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, IGETC, CAN SPCH 4*

Speech 100H 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.*

**SPCH 105 INTERPERSONAL COMMUNICATION****3 Units**

Three hours lecture per week

*CSU, CSU GE, CAN SPCH 8*

*Prerequisite: Eligibility for ENGL 100.* 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 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.

**SPCH 120 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 recommended.

**SPCH 124 SMALL GROUP COMMUNICATION****3 Units**

Three hours lecture per week

*UC/CSU*

*Prerequisite: Eligibility for ENGL 100.* 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 ESSENTIALS OF ARGUMENTATION****3 Units**

Three hours lecture per week

*UC/CSU, AA GE, CSU GE, CAN SPCH 6*

*Prerequisite: Eligibility for ENGL 100.* This course is a study of argumentation—logic, reasoning, analysis of issues, audience analysis, evidence, refutation, case construction—and its relationship to advocacy.

**SPCH 138 FORENSICS**

**1-2 Units** (*Variable Unit Class*) (*May be taken for credit 2 times*)

(*Open Entry/Open Exit*)

One hour lecture and

One hour laboratory per week

*CSU, CSU GE*

*Prerequisite: Eligibility for ENGL 100.* 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 FORENSICS**

**1-2 Units** (*Variable Unit Class*) (*May be taken for credit 2 times*)

(*Open Entry/Open Exit*)

One hour lecture and

One hour laboratory per week

*CSU/CSU GE*

*Prerequisite Eligibility for ENGL 100.* 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 SPEECH SEMINAR**

**1/2 - 3 Units** (*Variable Unit Class*) (*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 SPEECH - INDEPENDENT STUDY**

**°-2 Units** (*Variable Unit Class*) (*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 are encouraged to meet with a counselor to examine a catalog of the university to which they plan to transfer in order to review the latest information on California credentialing laws and teacher training programs.

# Theater Arts

**Division of Fine Arts**

*Division Dean - Larry Mercadante, Interim*

**Faculty**

James Hormel

Mark Majarian

Jennifer Mosier

Diana Polsky

**Counselors**

Renay Laguana

Renee Ssensale-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 all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation; (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.

**Required courses are listed in suggested sequence**

| Course # | Title                           | Units |
|----------|---------------------------------|-------|
| THEA 100 | Introduction to the Theater     | 3     |
| THEA 120 | Acting I                        | 3     |
| THEA 143 | Stagecraft                      | 3     |
| THEA 124 | Acting II                       | 3     |
| THEA 144 | Fundamentals of Lighting Design | 3     |
| THEA 129 | Voice and Diction               | 3     |
| THEA 145 | Fundamentals of Costume Design  | 3     |
| THEA 102 | History of World Theater        | 3     |
| THEA 220 | Scene Study                     | 3     |

**Select 2-3 units from the following performance classes according to emphasis:**

|          |  |       |
|----------|--|-------|
| THEA 130 | Acting Workshop                            | (3)   |
| THEA 132 | Musical Theater Workshop                   | (2-3) |
| THEA 133 | Rehearsal and Performance                  | (2-3) |
| THEA 234 | Ensemble Acting and Production Development | (2-3) |

**Select 3 units from the following:**

|          |                |          |
|----------|----------------|----------|
| DANC 105 | Ballet I       | (1°, 1°) |
| DANC 107 | Modern Dance I | (1°, 1°) |
| DANC 111 | Jazz Dance I   | (1°, 1°) |

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**

| Course #                    | Title   | Units        |
|-----------------------------|---|--------------|
| THEA 100                    | Introduction to the Theater                             | 3            |
| THEA 120                    | Acting I  | 3            |
| THEA 147                    | Stage Makeup  | 3            |
| THEA 102                    | History of World Theater                                | 3            |
| THEA 124                    | Acting II   | 3            |
| THEA 145                    | Fundamentals of Costume Design                          | 3            |
| THEA 129                    | Voice and Diction                                       | 3            |
| THEA 143                    | Stagecraft  | 3            |
| THEA 220                    | Scene Study   | 3            |
| THEA 225                    | Directing for the Theater                               | 2            |
| THEA 121                    | Movement for Actors                                     | 2            |
| THEA 222                    | Acting for the Camera                                   | 2            |
| THEA 144                    | Fundamentals of Lighting Design                         | 3            |
| THEA 149                    | Stage Crew Activity                                     | 2-3          |
| THEA 229                    | Acting, Singing, and Dancing<br>for the Musical Theater | 3            |
| <b>Total Units Required</b> |   | <b>41-44</b> |

\*Students with an acting emphasis are required to audition for performance classes in at least two semesters of their tenure.  
THEA 130, THEA 132, THEA 234

**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 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**

| Course #                    | Title             | Units     |
|-----------------------------|-------------------|-----------|
| THEA 145                    | Costume Design    | 3         |
| ART 185                     | Life Drawing      | 3         |
| THEA 147                    | Stage Makeup      | 3         |
| THEA 247                    | Prosthetic Makeup | 3         |
| THEA 149                    | Stage Crew        | 3         |
| <b>Total Units Required</b> |                   | <b>15</b> |

**DESIGN TECHNOLOGY CERTIFICATE**

The primary emphasis of the Certificate Program is to prepare the student for occupational competency.

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**

| Course #                    | Title                                  | Units     |
|-----------------------------|--|-----------|
| THEA 143                    | Fundamentals of Scene Design           | 2         |
| ART 120                     | Design Concepts                        | 3         |
| ART 182                     | Freehand Drawing                       | 3         |
| ART 189                     | Fundamentals of Painting               | 3         |
| THEA 120                    | Acting I                               | 3         |
| THEA 145                    | Fundamentals of Costume Design         | 3         |
| ART 185                     | Life Drawing                           | 3         |
| THEA 102                    | History of World Theater               | 3         |
| THEA 144                    | Fundamentals of Lighting Design        | 3         |
| THEA 147                    | Stage Make-Up                          | 3         |
| THEA 225                    | Directing for the Theater              | 2         |
| THEA 146                    | Scene Painting                         | 3         |
| THEA 245                    | Design for Theater                     | 3         |
| THEA 142                    | Theater Sound and Recording Techniques | 2         |
| or                          |  |           |
| MUS 124                     | Recording Studio I                     | 3         |
| <b>Total Units Required</b> |  | <b>44</b> |

**Select 3 units from the following: 3**

|         |                          |     |
|---------|--------------------------|-----|
| ART 111 | Survey of Art History I  | (3) |
| ART 112 | Survey of Art History II | (3) |

**According to design emphasis select 2 units from the following: 2**

|          |                                 |     |
|----------|---------------------------------|-----|
| THEA 143 | Fundamentals of Scene Design    | (2) |
| THEA 144 | Fundamentals of Lighting Design | (2) |
| THEA 145 | Fundamentals of Costume Design  | (2) |
| THEA 247 | Prosthetic Makeup               | (3) |

**Total Units Required 43**

**LIGHTING/AUDIO DESIGN CERTIFICATE**

The primary emphasis of the certificate program is to prepare the student for occupational competency.

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**

| Course #                    | Title                                  | Units        |
|-----------------------------|--|--------------|
| MUS 124                     | Recording Studio I                     | 3            |
| or                          |  |              |
| THEA 142                    | Theater Sound and Recording Techniques | (2)          |
| THEA 144                    | Lighting Design                        | 3            |
| THEA 149                    | Stage Crew Activities                  | 3            |
| THEA 245                    | Design for Theater                     | 3            |
| ART 182                     | Freehand Drawing                       | 3            |
| <b>Total Units Required</b> |  | <b>14-15</b> |

**SCENERY DESIGN CERTIFICATE**

The primary emphasis of the certificate program is to prepare the student for occupational competency.

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**

| Course #                    | Title                 | Units     |
|-----------------------------|-----------------------|-----------|
| THEA 144                    | Lighting Design       | 3         |
| THEA 149                    | Stage Crew Activities | 3         |
| THEA 143                    | Stagecraft            | 3         |
| THEA 146                    | Scene Painting        | 3         |
| ART 182                     | Freehand Drawing      | 3         |
| <b>Total Units Required</b> |                       | <b>15</b> |

**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 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**

| Course #                    | Title              | Units     |
|-----------------------------|--------------------|-----------|
| THEA 140                    | Theater Crafts     | 3         |
| THEA 245                    | Design for Theater | 3         |
| ART 182                     | Freehand Drawing   | 3         |
| THEA 120                    | Acting I           | 3         |
| THEA 149                    | Stage Crew         | 3         |
| <b>Total Units Required</b> |                    | <b>15</b> |

**THEATER ARTS TRANSFER PROGRAM**

Since lower division requirements vary from institution to institution, it is imperative that the student consult with a counselor. The students may select according to their determined transfer plan but must remain consistent according to the four year institution chosen. The courses listed below represent the department faculty's suggested general course of study. In addition, it is recommended that the students obtain their CSU General Education or IGETC Certification.

**Required courses are listed in suggested sequence**

| Course # | Title                          | Units |
|----------|--------------------------------|-------|
| THEA 100 | Introduction to the Theater    | 3     |
| THEA 120 | Acting I                       | 3     |
| THEA 145 | Fundamentals of Costume Design | 3     |
| THEA 129 | Voice and Diction              | 3     |
| THEA 124 | Acting II                      | 3     |
| THEA 102 | History of World Theater       | 3     |
| THEA 143 | Fundamentals of Scene Design   | 3     |
| THEA 121 | Movement for Actors            | 2     |
| THEA 144 | Lighting Design Fundamentals   | 3     |

**In addition, Cypress College requires:**

|                      |                   |     |
|----------------------|-------------------|-----|
| THEA 130/132/133/234 | Performance Class | 2-3 |
|----------------------|-------------------|-----|

\*Certain transfer institutions have required courses in lower division not offered at Cypress College. Be prepared to make up deficiencies at certain schools. Check catalogs for details.

## Theater Arts (THEA)

**THEA 100 INTRODUCTION TO THE THEATER****3 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AA GE, CSU GE, IGETC*

This course is designed for those who wish to explore the performing arts with special attention given to a survey of all the contributing elements of the art. 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 offerings in the theater curriculum.

**THEA 102 HISTORY OF WORLD THEATER****3 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AA GE, 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 studies of plays and the theatrical environment. Theater from primitive times to the present will be studied. *Duplicate credit not granted for THEA 102H.*

**THEA 102H HONORS HISTORY OF WORLD THEATER****3 Units**

Three hours lecture per week

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AA GE, CSU GE, IGETC*

This course is an enhanced study of the history of differing cultures, traditions and technologies on the development of the theater as a social institution. Students will read, survey and evaluate dramatic literature while assimilating the evolving cultural and historical context of theater. *Duplicate credit not granted for THEA 102.*

**THEA 104 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) AA GE, (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 106 PRINCIPLES OF PLAYWRITING****2 Units (May be taken for credit 2 times)**

Two hours lecture and

One hour laboratory per week

*CSU, AA GE, CSU GE*

Beginning playwriting studies creative approaches to writing dramatic material for stage, screen and television.

**THEA 107 ETHNIC INFLUENCES IN U. S. THEATER****3 Units**

Three hours lecture per week

*UC/CSU, IGETC*

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 120 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 (120A)*

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 121 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 124 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 120 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 125 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 129 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. 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 students conscious control of speech functions.

**THEA 130 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.

**THEA 132 MUSICAL THEATER WORKSHOP****2-3 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

Twelve hours laboratory per week  
 for maximum credit

*UC/CSU, (2 credits) AA GE, (2 credits) CSU GE*

*Prerequisite: Audition/concurrent enrollment in THEA 149.*

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.

**THEA 133 REHEARSAL AND PERFORMANCE****2-3 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

Twelve hours laboratory per week  
 for maximum credit

*UC/CSU, (2 credits) AA GE, (2 credits) CSU GE*

*Prerequisite: Audition/concurrent enrollment in THEA 149.*

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.

**THEA 134 PERFORMANCE TRIALS****1 Unit** (*May be taken for credit 4 times*)

Two hours laboratory per week

*CSU*

*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.

**THEA 140 THEATER CRAFTS****3 Units**

Two hours lecture and  
 Four hours laboratory per week  
*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.

**THEA 142 THEATER SOUND AND RECORDING TECHNIQUES****2 Units** (*May be taken for credit 2 times*)

One hour lecture and  
 Three hours laboratory per week  
*CSU*

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.



**THEA 143 STAGECRAFT****3 Units** (*May be taken for credit 2 times*)Two hours lecture and  
Three hours laboratory per week  
*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.

**THEA 144 LIGHTING DESIGN FUNDAMENTALS****3 Units** (*May be taken for credit 2 times*)Two hours lecture and  
Three hours laboratory per week  
*UC/CSU*

This course involves the study and execution of stage lighting with emphasis on equipment, color, control, and their relationship to design.

**THEA 145 FUNDAMENTALS OF COSTUME DESIGN****3 Units** (*May be taken for credit 2 times*)Two hours lecture and  
Three hours laboratory per week  
*UC/CSU, CSU GE*

Students will study costume history, design, and basic construction techniques as an introduction to basic theatrical costuming. Fabrics and their various uses will be investigated.

**THEA 146 SCENE PAINTING****3 Unit**Two hours lecture and  
Three hours laboratory per week  
*UC/CSU*

Various methods of painting theatrical scenery will be studied. Tools to be used will include brush, roller, sponges, spray guns, and feathers. Students will duplicate various textures such as stucco, wood grains, wallpaper, stone, and masonry on rigid scenery and scenic drops.

**THEA 147 STAGE MAKEUP****3 Units**Two hours lecture and  
Three hours laboratory per week  
*UC/CSU, CAN DRAM 14*

Students will receive instruction and practice in a laboratory setting in all phases of makeup specifically designed for theatrical use.

**THEA 148 PRODUCTION TECHNIQUE LABORATORY****°-12 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)*(Open Entry/Open Exit)*Two hours laboratory per week  
for each ° unit earned  
*CSU**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.**THEA 149 STAGE CREW ACTIVITY****2-3 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)Twelve hours laboratory per week  
for maximum credit*UC/CSU, (2 credits) AA GE, (2 credits) CSU GE*

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 costuming the actor/performer as well as the technician learns to identify those elements which enhance performance technique.

**THEA 220 SCENE STUDY****3 Units** (*May be taken for credit 2 times*)Two hours lecture and  
Four hours laboratory per week  
*UC/CSU**Prerequisite: THEA 120 or audition.* The actor will explore and define the fundamental skills required to perform in historical and stylized dramatic works. The reading and performance of dramatic literature that varies from classical texts to avant-garde works and non-traditional sources is required.**THEA 222 ACTING FOR THE CAMERA****2 Units** (*May be taken for credit 2 times*)One hour lecture and  
Three hours laboratory per week  
*Credit/No Credit/Letter Grade Option*  
*UC/CSU**Prerequisite: THEA 120 or audition.* A practical approach to the methods and techniques used in television and feature film acting will be examined. Emphasis will be placed on the study of various acting techniques and skills necessary for working in a film/video medium. Guidelines for comprehending and solving common acting problems inherent with working on camera will be stressed.**THEA 223 TELEVISION PRODUCTION I****3 Units** (*May be taken for credit 2 times*)Two hours lecture and  
Four hours laboratory per week  
*CSU*

This introductory course will focus on multi-camera studio production, covering numerous aspects of pre-production and production, including, but not limited to: Directing, Writing, Producing, Acting, Camera work, Technical Direction, Floor Management, Lighting and Sound.

**THEA 225 DIRECTING FOR THE THEATER****2 Units** (*May be taken for credit 2 times*)One hour lecture and  
Three hours laboratory per week  
*UC/CSU*

The director's purpose in the theater will be explored through historical context and current craft approaches. Practical experience in directing through class projects will be stressed.

**THEA 229 ACTING, SINGING AND DANCING FOR THE MUSICAL THEATER****(same as MUS 291)****3 Units** (*May be taken for credit 4 times*)

Two hours lecture and

Four hours laboratory per week

UC/CSU, 229A AA GE, 229A CSU GE

Performance methods and practices of musical theater as they relate to the onstage performer will be investigated. All styles of musical theater may be covered and performance in a workshop setting of musical theater literature is required.

**THEA 232 MUSICAL THEATER PRODUCTION****2-3 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

Eight - twelve hours laboratory per week

CSU

*Prerequisite:* Audition. *Corequisite:* THEA 149. The students will prepare a work of musical theater for public performance through play analysis, character analysis, style analysis and rehearsal, using vocal skills, choreographic movement and acting techniques.

**THEA 234 ENSEMBLE ACTING AND PRODUCTION DEVELOPMENT****2-3 Units** (*Variable Unit Class*) (*May be taken for credit 2 times*)

Twelve hours laboratory per week for maximum credit

UC/CSU

*Prerequisite:* Audition/concurrent enrollment in THEA 149. This will be a performance-oriented course that concentrates on training students in the methodology and advanced skills of ensemble acting during a rehearsal period. Production support in the areas of stage management, backstage operations, sound, make-up, costumes, and house management are also introduced by practical involvement in the unique demands of producing an ensemble performance. The rehearsal period and public performances are under theater and dance faculty supervision.

**THEA 235 EXPERIMENTAL THEATER****2 Units** (*May be taken for credit 4 times*)

Six hours laboratory per week

UC/CSU

This course consists of short-term projects in theater production (selection to be made by the department). Recent projects have included: student-directed one-act plays, touring shows designed for elementary school children, and puppet plays.

**THEA 245 DESIGN FOR THEATER****3 Units**

Two hours lecture and

Three hours laboratory per week

UC/CSU

Basic principles of design as applied to the visual aspects of theater will be studied. Students will examine styles, techniques, and methods of design for the theater and translate those into visual forms of set, costume, and lighting.

**THEA 247 PROSTHETIC MAKEUP****3 Units**

Two hours lecture and

Three hours laboratory per week

CSU

*Prerequisite:* THEA 147. Students will explore the techniques of special effects makeup. The basic construction of foam latex appliances, dental casting, ventilated hair pieces and simple mechanical mask construction will be utilized. Responsibility for coordination of makeup for public performance is required of each student.

**THEA 298 THEATER ARTS SEMINAR****°-3 Units** (*Variable Unit Class*) (*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 THEATER ARTS - INDEPENDENT STUDY****°-2 Units** (*Variable Unit Class*) (*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 ° to 2 units in any given semester.

## Travel Careers - See Hospitality and Travel Careers (HTC)

# Undeclared or Undecided

## TRANSFER PROGRAM

**MOST COLLEGES OR UNIVERSITIES  
ALSO, GENERAL EDUCATION, LIBERAL ARTS**

**Required courses are listed in suggested sequence**

| Course #     | Title                          | Units |
|--------------|--------------------------------|-------|
| GEOG 102,103 | Physical Geography—Lecture/Lab | (3,1) |
| or           |                                | 4-5   |
| BIOL 210     | Anatomy and Physiology         | (5)   |
| PSY 101      | General Psychology             | 3     |
| or           |                                |       |
| SOC 101      | Introduction to Sociology      | (3)   |
| ECON 100     | Principles of Economics        | 3     |
| or           |                                |       |
| ECON 110     | Survey of Economics            | (3)   |
| SPCH 100     | Human Communication            | 3     |
| COUN 140     | Educational Planning           | °     |
| PE           | Physical Education Elective    | 1     |

**14° - 15°**

### Electives

|              |                               |           |
|--------------|-------------------------------|-----------|
| BIOL 210     | Anatomy and Physiology        | (5)       |
| or           |                               |           |
| GEOL 102     | Physical Geology--Lecture/Lab | 4         |
| or           |                               |           |
| GEOL 100,101 | Physical Geology--Lecture/Lab | (3,1)     |
| SOC 101      | Introduction to Sociology     | 3         |
| or           |                               |           |
| PSY 101      | General Psychology            | (3)       |
| ECON 105     | Principles of Economics       | 3         |
| or           |                               |           |
| ECON 110     | Survey of Economics           | (3)       |
| ANTH 102     | Cultural Anthropology         | 3         |
| or           |                               |           |
| PHIL 170     | Logic and Critical Thinking   | (3)       |
| PE           | Physical Education Elective   | 1         |
|              |                               | <b>14</b> |

**Note:** Some private colleges and universities offer degrees in Liberal Arts; however, California State Colleges and Universities generally do not offer degrees in Liberal Arts but offer majors in Inter-disciplinary Studies.

# Veterinary Medicine

**VETERINARY MEDICINE TRANSFER PROGRAM  
SEE PRE-PROFESSIONAL PROGRAMS**

# Welding

**Division of Vocational Education**  
*Division Dean - Steve Donley, Interim*

*Coordinator*  
Anthony Jones

*Counselor*  
Jane Jepson

## Welding (WELD)

### WELD 040 MATERIAL FABRICATION MACHINING

**4 Units** (*May be taken for credit 2 times*)

Two hours lecture and  
Six hours laboratory per week

This is a course designed to prepare the student with skills in machine tool equipment used by industry. Students will be instructed in the use of the lathe, drill press, grinder, shaper, milling machine and measuring instruments. Machine and sheet metal fabrication will prepare the student in the use of metals in the joining, forming, shaping and cutting of materials. *Laboratory fees for materials provided by the Department. Fee is paid in the Bookstore as needed during the semester.*

### WELD 060 WELDING/METAL FABRICATION

**3 Units** (*May be taken for credit 4 times*)

Two hours lecture and  
Four hours laboratory per week

*Prerequisite: Previous welding experience.* This course includes the fundamentals and theory of oxyacetylene and metallic arc welding, with practical application to joint preparation and fabrication. Selection and use of additive electrodes to ferrous and non-ferrous metals are included. *Laboratory fees for materials provided by the Department. Fee is paid in the Bookstore as needed during the semester.*

### WELD 298 WELDING SEMINAR

**°-3 Units** (*Variable Unit Class*) (*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 welding. Various topics will be offered. Unit credit may range from ° to 3 units in any given semester. Consult the class schedule to verify credit for a particular semester.

# Word Processing

**Division of Business and  
Computer Information Systems**  
Division Dean - Steven Donley, Interim

## Faculty

Patricia Dellinger  
Jerrilyn Hayes-Williams  
Alireza Moady  
Patricia Pelachik  
Jan Stoltz  
Mozhgan Tavakoli  
Donna Woo

## Counselors

Jean England  
Don Tyrrell

## 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 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.

### Required courses are listed in suggested sequence

| Course #                    | Title                               | Units     |
|-----------------------------|-------------------------------------|-----------|
| MGT 055                     | Business English                    | 3         |
| MGT 111                     | Business Communications             | 3         |
| or                          |                                     |           |
| MGT 211                     | Writing for Business                | (3)       |
| CIS 102                     | Intermediate Computer Keyboarding   | 3         |
| or                          |                                     |           |
| CIS 112                     | Document Formatting                 | (3)       |
| CIS 108                     | Introduction to Internet            | 2         |
| CIS 150                     | Introduction to Business Computers  | 3         |
| CIS 160                     | Information Systems Management      | 3         |
| OFF 048                     | Records Administration              | 1         |
| OFF 049                     | Computerized Office Procedures      | 4         |
| CIS 250                     | Word Processing-Machine Operations  | 4         |
| CIS 251                     | Advanced Word Processing            | 2         |
| CIS 255                     | Machine Dictation and Transcription | 1         |
| <b>Total Units Required</b> |                                     | <b>29</b> |

## 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

| Course # | Title                   | Units |
|----------|-------------------------|-------|
| MGT 055  | Business English        | 3     |
| MGT 111  | Business Communications | 3     |
| or       |                         |       |
| MGT 211  | Writing for Business    | (3)   |

|                             |                                     |           |
|-----------------------------|-------------------------------------|-----------|
| CIS 102                     | Intermediate Computer Keyboarding   | 3         |
| or                          |                                     |           |
| CIS 112                     | Document Formatting                 | (3)       |
| CIS 108                     | Introduction to Internet            | 1         |
| CIS 150                     | Introduction to Business Computers  | 3         |
| CIS 160                     | Information Systems Management      | 3         |
| OFF 048                     | Records Administration              | 1         |
| OFF 049                     | Computerized Office Procedures      | 4         |
| CIS 250                     | Word Processing - Machine Operation | 4         |
| CIS 251                     | Advanced Word Processing            | 2         |
| CIS 255                     | Machine Dictation and Transcription | 1         |
| <b>Total Units Required</b> |                                     | <b>28</b> |

## Also See Computer Information Systems (CIS)

## Work Experience

**Division of Business and  
Computer Information Systems**

Division Dean - Steve Donley, Interim

## Counselors

Jean England  
Don Tyrrell

## Work Experience (WKEX)

### WKEX 092 WORK EXPERIENCE - GENERAL

**1-3 Units (Variable Unit Class) (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 WORK EXPERIENCE - VOCATIONAL

**1-4 Units (Variable Unit Class) (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.

# North Orange County Community College District

1000 North Lemon Street  
Fullerton, California 92832-1318  
(714) 578-8400

## **Board of Trustees**

President, Donna Miller  
Vice President, Manny Ontiveros  
Secretary, Leonard Lahtinen  
Member, Otto J. Lacayo  
Member, Molly McClanahan  
Member, Nancy Rice  
Member, Barry Wishart  
Student Trustee, Michael Robbe

## **District Administration**

|   |               |
|---|---------------|
| Chancellor                              | Jerome Hunter |
| Vice Chancellor, Human Resources        | Jeff Horsley  |
| Vice Chancellor, Finance and Facilities |               |
| Provost, Adult and Continuing Education | Gary McGuire  |

# Cypress College Administration and Organizational Staff

## **PRESIDENT**

|                                |                              |
|--------------------------------|------------------------------|
| Executive Vice President       | Marjorie Lewis               |
| Vice President                 | Michael Kasler               |
| Executive Director, Foundation | Nancy Byrnes<br>Raul Alvarez |

## **ADMINISTRATIVE SERVICES**

|                                    |                  |
|------------------------------------|------------------|
| Bursar, Manager                    | Renie Harter     |
| Director, Budget and Finance       | Karen Cant       |
| Director, Maintenance & Operations | Albert Miranda   |
| Institutional Researcher           | Caroline Sheldon |
| Manager, Bookstore                 | David Okawa      |
| Manager, Child Care Center         | Diane Montano    |
| Manager, Physical Plant            | Bruce Bromberger |
| Public Information Officer         | Marc Posner      |

## **INSTRUCTION**

|                                 |           |
|---------------------------------|-----------|
| Dean, Instructional Development | Kay Bruce |
|---------------------------------|-----------|

|                                     |                 |
|-------------------------------------|-----------------|
| <b>Dean, Admissions and Records</b> | David Wassenaar |
| Registrar                           | Arleen Elseroad |

## **Deans, Directors, Coordinators, Officers**

|   |                   |
|---|-------------------|
| Coordinator, EOPS                                   |                   |
| Coordinator, Matriculation                          | Kris Nelson       |
| Dean, Library                                       | Kay Bruce         |
| Director, Student Activities                        | Fred Calhoun      |
| Dean, Student Support Services                      | Jorge Ramirez     |
| Director, Academic Computing Technology             | Frank Smith       |
| Director, Disabled Student<br>Programs and Services | Kimberly Bartlett |
| Director, Financial Aid                             | Marlene Miranda   |
| Director, Student Activities                        | Fred Calhoun      |
| Director, Workforce Prep                            | Kelly Grimes      |
| Manager, Child Care Center                          | Diane Montano     |

## **Division Dean, Counseling and**

|  |  |
|--|--|
| <b>Student Development</b>                                     | Robert E. Nadell                           |
| Department Coordinator   | Don Tyrrell                                |
| Counselor, Admissions/Outreach                                 | Robert Grantham                            |
| Counselor,<br>Articulation Officer                             | Penny Gabourie                             |
| Counselor, Business  | Jean England<br>Don Tyrrell                |
| Counselor Career Planning Center                               | Sharon Easton                              |
|  | Gail Kolsky                                |
| Counselor, Adult Re-Entry Program                              | Sharon Easton                              |
|  | Gail Kolsky                                |
| Counselor, DSPS  | Deborah Michelle                           |
| Counselor EOPS/Black Studies                                   | Deidre Porter                              |
| Counselor, Fine and<br>Performing Arts/Transfer Center         | Renay Laguana<br>Renee Ssensalo-Collins    |
| Counselor, Health Science                                      | Kelly Carter<br>Denise Vo                  |
| Counselor, Workforce Prep                                      | Gail Berggren                              |
| Counselor, Science/Engineering/<br>Mathematics                 | Carol Mattson<br>Tom Nordee<br>Alice Payne |
| Counselor, Language Arts/Social Science/<br>ESL/Human Services | Velia Lawson<br>Daniel Pelletier           |

|   |   |
|---|---|
| Counselor, Language Arts/Social Science/<br>ESL/Human Services/Puente Program<br>Therese Mosqueda-Ponce | <b>Division Dean, Language Arts</b><br>Barbara Marrs                                    |
| Counselor, Physical Education<br>Dana Bedard  | Department Coordinator,<br>Communications/Journalism<br>Robert R. Mercer                |
| Counselor, Technical Education<br>Jane Jepson   | Department Coordinator, English<br>Eldon Young  |
| Learning Disability Specialist<br>Disabled Student Programs<br>Cynthia Owens                            | Department Coordinator,<br>English as a Second Language<br>Hong Chi                     |
| <b>Division Dean, Business &amp; Computer<br/>Information Systems</b><br>Steven Donley, Interim         | Department Coordinator,<br>Foreign Language<br>Olga Moran                               |
| Department Coordinator,<br>Accounting and Real Estate<br>Alan Ransom                                    | Department Coordinator, Reading<br>Charles Licari                                       |
| Department Coordinator,<br>Court Reporting<br>Carolee Freer   | Department Coordinator, Speech<br>Pat Ganer   |
| Department Coordinator,<br>Computer Information Systems<br>Richard McKnight                             | <b>Division Dean, Physical Education</b><br>Diane Henry                                 |
| Department Coordinator,<br>Management/Marketing/<br>Sales/Retailing                                     | Athletic Director<br>Diane Henry  |
| Department Coordinator, Computer Information<br>Systems, Office Administration<br>Patricia Pelachik     | <b>Division Dean, Science/Engineering/<br/>Mathematics</b><br>Larry Mercadante, Interim |
| <b>Division Dean, Fine Arts</b><br>Larry Mercadante, Interim  | Department Coordinator, Biology<br>Robert Vandergriff                                   |
| Department Coordinator, Art<br>Charlene Felos   | Department Coordinator, Chemistry<br>William Centobene                                  |
| Department Coordinator, Music<br>Mark Anderman  | Department Coordinator, Mathematics<br>Cheryl Gibby                                     |
| Department Coordinator,<br>Theater/Dance<br>Mark Majarian   | Department Coordinator,<br>Physical Science<br>Ron Armale                               |
| <b>Division Dean, Health Science</b><br>Andrea Hannon   | <b>Division Dean, Social Science</b><br>Kay Andrews                                     |
| Department Coordinators,<br>Dental Assisting<br>Mary Kay Davis  | Director of Human Services<br>Lucinda Alibrandi   |
| Dental Hygiene<br>Ina Rydalch   | Department Coordinator,<br>Philosophy/Economics/Geography<br>Nicholas Polizzi           |
| Director of Nursing<br>Andrea Hannon  | Department Coordinator,<br>History/Political Science<br>Carol Lewis                     |
| Department Coordinator,<br>Health Information Technology<br>Rosalie Majid                               | Department Coordinator,<br>Behavioral Sciences<br>Susan Johnson                         |
| Department Coordinator,<br>Mortuary Science<br>Douglas Metz   | <b>Division Dean, Vocational<br/>Technical Education</b><br>Steven Donley, Interim      |
| Department Coordinator,<br>Psychiatric Technology<br>Jeanne Higgins                                     | Department Coordinator, Aviation<br>Charles Gifford                                     |
| Department Coordinator,<br>Radiologic Technology<br>Robert Parelli                                      | Department Coordinator,<br>Air Conditioning/Refrigeration<br>Wayne Freiman              |
| Department Coordinator, Nursing<br>Katie Kruse  | Department Coordinator,<br>Automotive Collision<br>Anthony Jones                        |
|   | Department Coordinator,<br>Automotive Technology<br>Dick Bettendorf                     |
|   | Department Coordinator,<br>Hospitality and Travel Careers<br>Michael Bird               |
|   | Department Coordinator,<br>Marine Service<br>Russell Sandore                            |
|   | Department Coordinator, Photography<br>Robert Johnson                                   |
|   | Department Coordinator, Welding<br>Anthony Jones  |

## 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, 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

Steven Donley, Interim

#### FACULTY

Capsuto, Michael  
Dellinger, Patricia  
Donley, Steve  
Freer, Carolee  
Gorno, Ric  
Hayes-Williams, Jerrilyn  
Hinkson, Kenneth  
Jianto, Susana  
Kishel, Patricia  
Miller, Jeanne  
Moody, Alireza  
McKnight, Richard  
Pelachik, Patricia  
Ransom, Alan  
Reichart, Sue  
Saldana, Jesse  
Stoltz, Jan  
Von Soosten, Ronald  
Woo, Donna

## 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, Dance, Multimedia, Music, Theater Arts

#### COUNSELORS

Renay Laguana  
Renee Ssensalo-Collins

#### DIVISION DEAN

Larry Mercadante, Interim

#### FACULTY

Anderman, Mark  
Ball, Sheridan  
Berger, Ellen  
Beyer, George  
DeCoro, Helena  
Disney, Betty  
Felos Charlene  
Finn, Stacie  
Gallo, Joseph  
Glattly, Marilyn  
Hardy, Robert  
Johnson, Michael  
Majarian, Mark  
Mendes, Roger  
Miller, Connaitre  
Mosier, Jennifer  
Paiement, Paul  
Patti, Joyce  
Polsky, Diana

## 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

Medical Insurance Billing Specialist Certificate

Provider Credentialing Specialist

Health Information Coding Specialist

Health Unit Coordinator 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

Andrea Hannon

### DIRECTOR OF NURSING

Andrea Hannon

### FACULTY

Ashburn, Shirley

Blilie, 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

Davis, Mary Kay

Hannon, Andrea

Harvey, Carol

Herzog, Anna

Higgins, Jeanne

Kruse, Kathleen

Majid, Rosalie

Metz, Douglas

Miller, Peggy

Mitts, Lynn

O'Brien, Noreen

Parelli, Robert

Piburn, Elizabeth

Putman, Elizabeth

Rice, Tamera

Rydalch, Ina

Schroder, Geoffry

Selga, Max

Valencia, Wendy

Williams, Susan

Wilson, Margaret

Winckler, Janet

Zakala, Carol

## Language Arts

### TWAIN HOUSE

This complex was named after Mark Twain, an American humorist and writer.

### PROGRAMS

Communications/Journalism, English, ESL (English for Non-Native Speakers), Foreign Language, Speech

### COUNSELORS

Lawson, Velia

Mosqueda-Ponce, Terese

Pelletier, Daniel

### DIVISION DEAN

Marrs, Barbara

### FACULTY

Arnold, Sarah

Borla, Linda

Brydges, Michael

Chi, Hong

Clarke, William D.

Daniels, Joan C.

Deutsch, Nancy

Dickey, Cherie

Diep, Christie

Forman, Mary K.

Friess, Donna

Ganer, Patricia

Geddes, Patricia

Herrera, E. Alexis

Kashi, Barbara

Klein, S. Margaret

Koeppel, Liana

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

Svensden, William

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

Dana Bedard

### 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

Carol Mattson  
Nordee, Tom  
Payne, Alice

### DIVISION DEAN

Larry Mercadante, Interim

### FACULTY

Allison, Minnie  
Armale, Ron  
Azen, Robert  
Baldwin, William  
Buckbee, Thomas  
Centobene, William  
Chen, Helen  
Fee, Richard  
Flynn, Russell  
Gibby, Cheryl  
Gill, David  
Godshalk, Kathryn  
Gold, Stephen  
Hamman, Elizabeth  
Harkrider, Robert  
Hess, Kathleen  
Mao, Chaolin  
Merickel, Karen  
Mintzer, Alex  
Mottershead, Allen  
Nusbaum, David  
Petrie, David  
Plett, Christina  
Rajab, Adel  
Shrout, Cynthia  
Siragusa, Chris  
Smith, Larry  
Stewart, James  
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, 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  
Pellitier, 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  
Gruver, Eric  
Halahmy, David  
Johnson, Susan  
Kelley, Robert  
Killen, Brian  
Koerper, Henry  
Lee, Charlton  
Lewis, Carol  
Martinez, Randall  
Mathews, Eapen-Peter  
Mendoza, Armando  
Miller, Lee  
Odebunmi, Fola  
Phillips, James  
Polizzi, Nicholas  
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

Aviation - Commerical Pilot; Aviation Management, Air Conditioning and Refrigeration, Automotive Technology, Automotive Collision Repair, Hospitality and Travel Careers, Industrial Arts - Teaching, Photography, Marine Service Technician

### COUNSELOR

Jepson, Jane

### DIVISION DEAN

Steven Donley, Interim

### FACULTY

Alexander, John  
Bettendorf, Richard  
Bird, Michael  
Blanchard, Donald  
Burchfield, Jerry  
Clark, Lisa  
Drake, David  
Freiman, Wayne  
Gifford, Charles  
Johnson, Robert  
Jones, Anthony  
Orozco, Luciano  
Reiland, Kathleen  
Sallade, Douglas  
Sandore, Russell  
Sherard, Charles  
Snook, Dan  
Trulock, Ronald

# 2001 - 2002 Administration and Faculty Accomplishments

## **Adams, Virgil III - Human Services**

B.A., California State University, San Bernardino  
M.A., Azusa Pacific University

## **Alexander, John - Automotive Technology**

B.A., California State University, Long Beach

## **Alibrandi, Lucinda - Human Services**

B.A., Wichita State University  
Ph.D., University of California, Irvine

## **Allison, Minnie Tashima - Mathematics**

B.S., Indiana State University  
B.S.E.E., University of Dayton  
M.M., Utah State University

## **Anderman, Mark - Music**

A.A., Long Beach City College  
B.A., California State University, Long Beach  
M.A., San Francisco State University

## **Andrews, Shannon Kay - Division Dean, Social Science**

B.S., University of Tennessee at Chattanooga  
M.A., Duquesne University  
Ph.D., University of Pittsburgh

"Notations in the printed catalog are incorrect"

## **Armale, Ron - Physics/Astronomy**

B.S., California State Polytechnic University, Pomona  
Ph.D., University of California, Irvine

"Notations in the printed catalog are incorrect"

## **Arnold, Sarah - Reading, Language Arts**

## **Ashburn, Shirley - Nursing**

B.S.N., M.S., Ohio State University

## **Austin, Peggy Jean - Librarian**

B.A., University of California, Davis  
M.L.S., University of California, Los Angeles

## **Azen, Robert L. - Biology**

B.A., M.A., California State University, Fullerton

## **Baca, J. Anthony - Physical Education**

B.A., University of California, Santa Barbara  
M.A., California State University, Long Beach

## **Baker, Robert - CIS/Business**

## **Baldwin, William - Computer Science**

B.A., California State University, Fullerton  
M.S., National University

## **Ball, Sheridan - Music**

B.A., M.A., University of Northern Colorado  
D.M.A., University of Southern California

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## **Barajas, Frank - History**

A.A., Moorpark College  
B.A., M.A., California State University, Fresno  
Ph.D., Claremont Graduate University

## **Bartlett, Kimberly**

A.A., Glendale Community College, Glendale Arizona  
B.A., Arizona State University  
Ph.D., University of California, Santa Barbara

## **Bedard, Dana - Counselor/Student Development**

B.A., University of California, San Diego  
M.S., California State University, Long Beach

## **Beidler, Larry E. - Physical Education**

A.A., Santa Ana College  
B.A., California State University, Long Beach  
M.Ed., Azusa Pacific University

## **Beloz, George - Campus Diversity**

B.A., M.A., Illinois State University  
Ph.D., Southern Illinois University

## **Berggren, Gail - Counselor/Workforce Prep**

A.A., Coastline College  
B.A., California State University, Fullerton  
M.S., California State University, Fullerton

## **Berger, Ellen - Art**

A.A., Pasadena City College  
B.A., California State University, Fullerton  
M.A., California State University, Long Beach

## **Bettendorf, Richard - Automotive Technology**

## **Beyer, George - Music**

B.M., M.M., California State University, Fullerton

## **Bird, Michael - Culinary Arts**

## **Blanchard, Donald E. - Automotive Technology**

B.A., M.A., California State University, Long Beach

## **Blilie, Jeannie - Psychiatric Technician**

## **Boettger, Kathleen - Mortuary Science**

B.A., California State University, Los Angeles  
M.S., California State University, Fullerton

## **Borla, Linda - English**

B.A., M.A., California State University, Sacramento

## **Bottiaux, Paul - Physical Education**

B.S., Michigan State University  
M.S., California State University, Fullerton

## **Bower, Glenn - Mortuary Science**

B.A., California Lutheran University, Thousand Oaks

## **Boyce, Jane C. - Psychiatric Technician**

B.S.N., California State University, Fullerton  
M.S., California State University, Long Beach  
Adult Nurse Practitioner

**Brown, Dana - Health Science**

M.A., California State University, Long Beach  
 J.D., Western State University, College of Law  
 R.H.I.T., Cypress College

**Bruce, Kay D. - Dean of Instructional Development**

B.S.N., Texas Christian University  
 M.S., Loma Linda University  
 M.A., Ph.D., Claremont College

**Brydges, Michael - Speech**

A.A., Mt. San Antonio College  
 B.A., M.A., California State University, Los Angeles

**Buchanan, John - History**

A.B., M.A., University of California, Los Angeles

**Buckbee, Thomas - Engineering/Computer Science/  
Physics**

B.A., Occidental College  
 B.S., California State University, Los Angeles  
 M.S., California State University, Long Beach

**Burchfield, Jerry - Photography/Fine Arts**

B.A., M.A., M.F.A., California State University, Fullerton

**Byrnes, Nancy - Vice President**

A.S., University of Bridgeport  
 B.A., Notre Dame College  
 M.P.A., University of San Francisco  
 Ed. D., University of California, Los Angeles

**Calhoun, Fred - Advisor, Student Activities**

A.A., Cypress College  
 B.A., University of California, Irvine  
 M.S., California State University, Long Beach  
 Ed.D., Nova Southeastern University

**Canova, Lawrence - Psychology**

B.A., Pacific Christian College  
 M.A., Pepperdine University

**Capsuto, Michael - Accounting**

B.S., Roosevelt University  
 M.S., West Coast University

**Carter, Kelly - Counseling/Student Development**

A.A., Ricks College  
 B.S., Brigham Young University  
 M.A., California State University, Fresno

**Cavin, Robert Greg - Philosophy and Religious  
Studies**

B.A., University of Southern California  
 M.A., Fuller Theological Seminary  
 Ph.D., University of California, Irvine

**Centobene, William J. - Chemistry**

B.S., M.S., California State University, Long Beach  
 Ph.D., United States International University, San Diego

**Chen, Helen - Chemistry**

B.S., University of California, Berkeley  
 M.S., University of California, Los Angeles

**Chi, Hong - English as a Second Language/  
Linguistics /Anthropology**

M.A., M.S., State University of New York at Albany  
 Ph.D., Louisiana State University

**Chin, Penny - Nursing**

BSN, University of California, San Francisco  
 MSN, Texas Woman's University, Houston

**Clark, Lisa - Hospitality Management**

B.A., California State University, Sacramento

**Clarke, William D. - English**

B.A., M.A., California State University, Los Angeles

**Cooney, Neill - Philosophy**

B.A., Loyola University  
 M.A., Gonzaga University, Spokane  
 M.A., University of Santa Clara  
 J.D., Western State University

**Curiel, Larry - Sociology**

B.A., M.A., California State University, Fullerton

**Daniels, Joan C. - English**

A.A., Cypress College  
 B.A., M.A., California State University, Long Beach  
 J.D., Western State University, College of Law

**Davis, Mary Kay - Dental Assisting  
Department Coordinator**

A.A., Cerritos College  
 B.S. California State University, Long Beach

**De Coro, Helena - Music**

B.A., M.A., California State University, Long Beach

**Dedic, James - Social Sciences**

B.A., M.A., California State University, Fullerton  
 M.S.W., University of Southern California

**Dellinger, Patricia - Computer Information  
Systems**

B.A., California State University, Long Beach

**Deutsch, Nancy - English/Reading**

A.A., Bee County College, Texas  
 B.A., Baylor University  
 M.A., California State University, Long Beach

**Dickey, Cherie - English**

B.A., California State University, Long Beach  
 M.A., California State University, Long Beach

**Diep, Christie - English**

A.A., Golden West  
 B.A., California State University, Fullerton  
 M.A., California State University, Fullerton

**Disney, Betty - Art**

B.A., University of Southern California  
M.A., University of Cincinnati

**Doak, Leslie - Geography**

B.A., Aurora University  
M.A., California State University, Fullerton

**Dodson, Laurie - Health Information Technology**

B.S., Hanover College  
M.P.H., University of California, Los Angeles

**Doman, Monica Maldonado - Library**

B.A., University of California, Los Angeles  
M.L.S., University of California, Los Angeles

**Donley, Steven R. - Business****Drake, David F. - Photography**

A.A., San Bernardino Valley College  
B.A., University of Redlands  
B.P.A., Art Center School of Design, Los Angeles

**Easton, Sharon - Counseling/Student Development**

A.A., Irvine Valley College  
B.A., California State University, Long Beach  
M.A., Chapman University

**Edwards, Cyril - Sociology**

B.S., M.A., Arizona State University

**England, Jean - Counseling/Student Development**

A.A., Saddleback College  
B.S., University of San Francisco  
M.S., National University

**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, Carolee - 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****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

**Geddes, Patricia L. - English**

B.A., University of California, Riverside  
M.A., University of California, Riverside

**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**

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**

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.

**Greico, Laura - Radiologic Technology**

A.A., Fullerton College  
 A.R.R.T., C.R.T., B.V.E., 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  
 M.A., California State University, Long Beach

**Halahmy, David G. - History**

B.A., University of California, Los Angeles  
 M.A., California State University, Northridge

**Hamman, Elizabeth - Mathematics**

A.A., Cerritos College  
 B.A., California State University, Fullerton  
 M.S., California State University, Long Beach

**Hannon, Andrea - Nursing Education**

A.A., Fullerton College  
 B.S.N., California State University, Long Beach  
 M.S.N., California State University, Los Angeles

**Hardy, Robert - Art**

A.A., Orange Coast College  
 B.A., M.A., California State University, Long Beach

**Harkrider, J. Robert - Biology**

B.A., University of California, Riverside  
 M.A., Incarnate Word College, San Antonio, TX  
 Ph.D., University of California, Riverside

**Harvey, Carol - Nursing**

B.S.N., University of San Francisco  
 M.S.N., University of Nevada, Reno

**Hayes-Williams, Jerrilyn - Office Administration**

B.S., Prairie View A&M University  
 M.A., Michigan State University

**Henry, Diane - Division Dean,  
Physical Education/Athletics**

A.A., Rio Hondo College  
 B.A., M.A., California State University, Long Beach  
 M.Ed., Azusa Pacific University

**Herrera, E. Alexis - Spanish**

B.A., M.A., University of Utah

**Herzog, Anna - Nursing**

A.A.S., Northampton County Area Community College  
 B.S.N., Kutztown University  
 M.S.N., California State University, Dominguez Hills

**Hess, Kathleen**

B.S., DePaul University  
 Ph.D., The University of Chicago

**Higgins, Jeanne - Psychiatric Technology**

B.S., Mt. St. Mary's, Los Angeles  
 M.N., University of California, Los Angeles  
 Ed.D., University of California, Los Angeles

**Hinkson, Kenneth - Computer Information  
Systems**

A.A., Los Angeles City College  
 B.A., Graduate Work, University of Utah  
 M.A., California State University, Long Beach

**Jepson, Jane C. - Counseling/Student  
Development**

B.A., Towson State University  
 M.S., California State University, Long Beach

**Jianto, Susana - Computer Information Systems**

B.S., University of Kansas  
 M.Ed., University of Texas at Austin

**Johnson, Michael L. - Art**

B.A., M.A., California State University, Fullerton

**Johnson, Robert - Photography**

B.A., California Lutheran University  
 M.A., M.F.A., California State University, Fullerton

**Johnson, Susan - Social Science**

B.A., University of North Carolina - Greensboro  
 M.A., Pepperdine University

**Jones, Anthony L. (Tony) - Automotive  
Collision Repair**

A.A., Cerritos College  
 B.V.E., California State University, Long Beach

**Kashi, Barbara** - *Reading***Kasler, Michael J.** - *Executive Vice President*

B.A., M.S., California State University, Long Beach  
M.S., Ed.D., Pepperdine University

**Kelley, Robert G.** - *Psychology*

B.S., University of California, Irvine  
B.A., University of California, Irvine  
M.A., Ph.D., University of California, San Diego

**Killen, Brian** - *Psychology*

B.A., M.A., California State University, San Jose  
M.A., California Family Studies Center

**Kishel, Patricia** - *Marketing/Management*

B.A., M.F.A., University of California, Los Angeles  
M.B.A., California State University, Long Beach

**Klein, Susan** - *English/Reading*

B.A., Westmont College, Santa Barbara  
M.A., California State University, Los Angeles  
M.A., California State University, Long Beach

**Koepfel, Liana** - *Speech*

B.A., San Diego State University  
M.A., California State University, Northridge  
Ph.D., University of Southern California

**Koerper, Henry** - *Anthropology*

B.A., M.A., University of California, Davis  
Ph.D., University of California, Riverside

**Koike, Judy** - *Librarian*

B.A., Washington State University  
M.L.S., Rutgers State University

**Kolsky, Gail C.** - *Counseling/Student Development*

B.A., Pennsylvania State University  
M.S., California State University, Fullerton

**Kruse, Kathleen** - *Nursing*

B.A., Occidental College  
B.S.N., Washington State University  
M.S.N., California State University, Los Angeles

**Laguana, Renay** - *Counseling/Student Development*

B.A., CSU Dominguez Hills  
M.A., Pepperdine University

**Lawson, Velia S.** - *Counseling/Student Development*

B.A., University of California, Los Angeles  
M.S., California State University, Los Angeles

**Lee, Charlton** - *Psychology*

B.A., California State University, Long Beach  
M.A., University of California, Los Angeles

**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

**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

**Marrs, Barbara L.** - *Language Arts Division Dean*

B.A., California State University, Hayward  
M.A., California State University, Long Beach

**Marshall, Barbara** - *English*

B.A., S.U.N.Y. at Buffalo  
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| Barrier, Catherine.....     | Library                        | Kelly, Henry.....         | Nursing Education                 |
| Beamer, Edwin.....          | Counseling                     | LaCour, Marshall.....     | Photography                       |
| Bilyeu, Dean.....           | Counseling                     | Leyda, Jack.....          | Music                             |
| Bloom, Barbara .....        | Health Science                 | Livsey, Gerry.....        | Physical Education                |
| Boettger, Robert.....       | Mortuary Science               | Lubin, Thomas .....       | Chemistry                         |
| Boyle, Joseph .....         | Political Science/History      | Lucostic, James J. ....   | History                           |
| Broadwell, Ronald B. ....   | Music                          | Maeda, Mits .....         | Sociology                         |
| Brockert, Carolyn .....     | Psychiatric Technology         | McDaniel, Marian.....     | Radiologic Technology             |
| Bruce, Malcolm .....        | Computer Science               | McDermott, Rosemary ..... | Counseling                        |
| Bush, Robert .....          | Aeronautics                    | McIntosh, Richard.....    | Dean, Language Arts, A&R          |
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| Clay, Joan .....            | Nursing                        | Morrison, Joan .....      | Nursing Education                 |
| Cooper, Thomas .....        | Counseling/Articulation        | Moser, Bobetta.....       | Health Science                    |
| Cooper, Will .....          | Sociology                      | Myres, Brian.....         | Biology                           |
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| Cross, Robert.....          | Dental Technology              | Olson, Diana .....        | Nursing                           |
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Wood, Arthur..... Counseling  
Woodall, Edgar H..... Business  
Yamada, Mitsuye M. ....English





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# **school map**



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