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(714) 484-7000



# Cypress College

## 2007-2008 Catalog

Cypress College Catalog 2007-2008



Academic Excellence • A Great Environment • Personal Attention • Value and Quality • A Fun Experience



# **CYPRESS COLLEGE**

## **Catalog**

**2007 - 2008**

*9200 Valley View Street  
Cypress, California 90630  
(714) 484-7000  
[www.CypressCollege.edu](http://www.CypressCollege.edu)*

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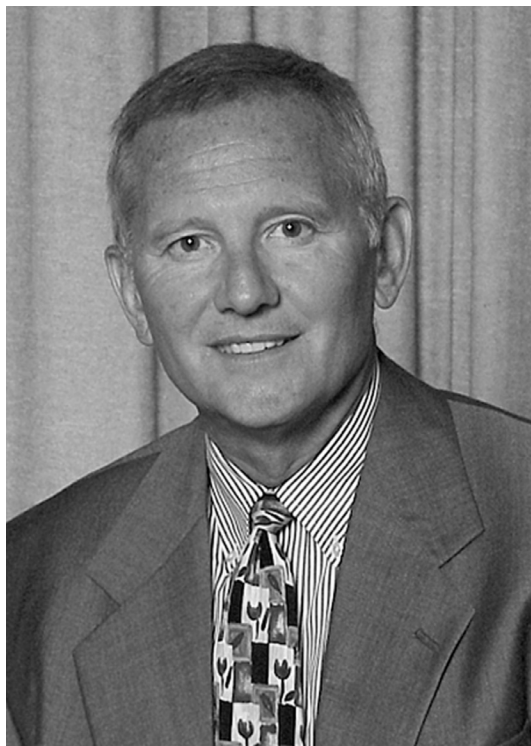
***Cypress College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary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

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

Cover design by ACG Student Sally Gordy and Marc Posner, Public Information.



# Welcome to Cypress College!



On behalf of the faculty and staff, I welcome you as a new or returning student to Cypress College!

As a student here you will have an opportunity to select from a variety of courses and programs to meet your educational goals. Whether your goals include working toward Associate of Arts or Associate of Science degrees, or an occupational certificate, we offer a variety of academic and vocational programs to help you achieve your goals.

You are encouraged to take advantage of the wide range of student support services that are available to help you succeed: counseling, tutoring, financial aid, health services, and study skill classes to name a few. Students may also participate in special interest clubs, athletics, fine arts productions, and student government activities.

Over the last four years, a local bond measure has allowed the campus to undergo a physical transformation, modernizing facilities and adding new ones. In spring 2008, a spectacular new Student Center will open that will house Admissions and Records, the Bursar's Office, and a spacious food court.

This catalog provides you with a wealth of information regarding the programs and services that are offered. However, if you need additional assistance please take advantage of our dedicated faculty and staff who are here to help you. With their guidance and the information in this catalog you have the tools to succeed.

I wish you success in meeting your educational goals.

*Michael J. Kasler*

Michael J. Kasler, Ed.D.  
President

## North Orange County Community College District

1830 W. Romneya  
Anaheim, CA 92801 (714) 808-4500

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 Continuing Education Centers located in Anaheim, Cypress, and Fullerton.

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

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

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

### Board of Trustees

*Jeffrey P. Brown  
Barbara Dunsheath  
Leonard L. Lahtinen  
Michael B. Matsuda  
Molly McClanahan  
Donna Miller  
Manuel Ontiveros*

*Student Trustees:  
Sabrina Tinsay, Cypress  
David Adame, Fullerton*

*Chancellor  
Jerome Hunter*

# \*Academic Calendar 2007-2008

## 2007 Fall Semester - August 20 - December 20, 2007

August 20 .....	First Day of Instruction
September 3 .....	Legal Holiday - Labor Day
November 12 .....	Legal Holiday - Veterans' Day
November 22, 23, 24, 25 .....	Legal Holiday - Thanksgiving Recess
December 12-20 .....	Final Examinations
December 20 .....	End of Fall Semester
December 21, 2007 - January 14, 2008 .....	Academic Recess between Semesters

## 2008 Spring Semester - January 14 - May 22, 2008

January 2, 2007 - January 12, 2008 (tentative) .....	Winter Intersession
January 14 .....	First Day of Instruction
January 21 .....	Martin Luther King Holiday
February 15 .....	Legal Holiday - Lincoln's Birthday (No classes Saturday 16th or Sunday 17th)
February 18 .....	Legal Holiday - Presidents' Day
March 17 - 21 .....	Spring Recess (No classes Saturday 22nd or Sunday 23rd)
May 14 - 22 .....	Final Examinations
May 21 (tentative) .....	Commencement
May 22 .....	End of Spring Semester
May 26 .....	Observed Legal Holiday - Memorial Day

## 2007 Summer Session - to be announced

\*Dates and deadlines are subject to change.

# July 2007 - June 2008

2007

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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.

# Cypress College

## VISION STATEMENT

A premier learning environment for student success and community enrichment.

## MISSION STATEMENT

Cypress College enriches students' lives by providing high-quality education for transfer to four-year institutions, associate degrees, vocational training, and certificate coursework, as well as basic skills and opportunities for lifelong learning. The college is committed to promoting student learning and success, embracing diversity, contributing to the economic and social development of the surrounding community and being open to all qualified students pursuing their educational goals.

## EXCELLENCE IN EDUCATION

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

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

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

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

Cypress College serves the educational needs of its entire community by providing a variety of occupational programs, transfer programs, and special interest classes. The College offers something for everyone, regardless of the student's individual background or educational goals. Since opening in 1966, Cypress' population has grown from an original enrollment of 1,200 to a student population of almost 13,000.

## CORE VALUES

Cypress College is committed to:

- Excellence** — quality and high standards in instruction and student services, supported by professional growth for faculty and staff
- Integrity** — an ethical standard that emphasizes honesty, fairness, accountability, and trust
- Collegiality** — an environment that emphasizes teamwork, collaboration, communication, courtesy and respect both on campus and with the surrounding community
- Inclusiveness** — a community that embraces diverse individuals; provides an accessible, supportive climate; and encourages a variety of perspectives and opinions

## STRATEGIC PLAN DIRECTIONS

Cypress College staff and students recognize the importance and interdependence of diversity, innovation, technology, and staff development. These threads are reflected in all of the following:

- Direction 1 — Instruction  
Designing, enhancing, and delivering comprehensive instruction to promote academic excellence and student learning.
- Direction 2 — Student Support Services  
Developing and providing comprehensive student support services to foster a positive and effective learning environment.
- Direction 3 — Campus Support Services  
Ensuring that campus support services are effective and efficient.
- Direction 4 — Campus Climate  
Promoting a campus climate that embraces diversity and supports excellence, integrity, collegiality, and inclusiveness.
- Direction 5 — Community Relations  
Establishing and strengthening collaborative relationships with other educational institutions and with the communities we serve.

## INSTITUTIONAL LEARNING OUTCOMES (ILOs)

Students leaving Cypress College with a vocational certificate and/or an Associate Degree in Liberal Arts, Occupational Studies, or General Studies, or students transferring with general education certification will demonstrate common learning outcomes. Institutional Learning Outcomes (ILOs) refer to the scope of requirements either for a vocational certificate or for any AA/AS degree or general education certification rather than individual courses or programs.

A distinction between ILOs and student learning outcomes (SLOs) is important. The college will assess service to students who complete an overall college degree or certificate by examining general student achievement through ILOs. The college will also assess service to students in specific courses by examining general student achievement in course-level SLOs.

**A student who receives a certificate from Cypress College...**

- Will have acquired a specified set of skills required for particular employment opportunities
- Will have achieved the necessary competencies to enter a particular employment field
- Will be aware of additional educational and career opportunities within that field

**A student who graduates from Cypress College with an AA or AS degree in any field or transfers with a general education certification...**

- Will possess a breadth of knowledge and experiences from the areas of the humanities and arts; the natural sciences and mathematics; the social sciences; and physical education
- Will possess skills for life-long learning in oral and written communication; human adaptability and health; critical thinking, including deductive/inductive reasoning, problem-solving, and quantitative/qualitative reasoning; and information competency
- Will possess an understanding of civic society and culture in the areas of citizen rights and responsibilities; the role of diversity in modern society; and the nature of ethical decision-making

## Admissions

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

*The following people are eligible to enroll in Cypress College:*

- Any high school graduate OR
- Any person possessing a G.E.D. certificate OR
- Any person possessing a California High School Proficiency Certificate OR
- Any person 18 years of age or older who may benefit from instruction OR
- Any person under 18 years of age who qualifies as a "Special Admit" student  
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 Special Admit Program)

## NEW AND RETURNING (FORMER) STUDENTS

**WHO** must apply?

Everyone who did not complete the enrollment process at Cypress or Fullerton College for the previous semester or session.

**HOW** to apply?

Applications are submitted to the Admissions and Records Office or by accessing the college website, [www.CypressCollege.edu](http://www.CypressCollege.edu), and electronically applying through the online system, CCCApply.

**WHEN** to apply?

Applications are accepted for the Summer and Fall semesters beginning March 1. Applications for the Spring semester are accepted beginning October 1.

**AFTER** you apply...

Assessment may be required for new students who plan to enroll in English and/or mathematics courses or those English/mathematics courses that have prerequisites. If you have taken prior college work at another institution and submit its official transcript, it will be accepted for evaluation by a counselor. Obtain a class schedule and review the information regarding your classes and other requirements of the College.

## RESIDENCY DETERMINATION FOR TUITION PURPOSES

This statement is a general summary of the principal 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 1 (commencing with Section 68000) of Division 5 of the California Education Code, and Regulations of the Board of Governors of the California Community Colleges in Chapter 5 (commencing with Section 54000) of Division 6 of Title 5 of the California Code of Regulations.

**Resident** - Any student who has had 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, 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." Students classified as residents, will not pay non-resident tuition. Students classified as non-residents will be required to pay tuition in an amount set by the Board of the Trustees.



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 that are not individually decisive, are a California driver's license, a receipt for registration to vote in California, a current lease, rental agreement, or rent receipt showing the student's name and address and place of residence in California; a library card, a state or federal income tax information document showing a California address, local documentation of property ownership in California, or statements from an active bank account in California. A combination of two or more such documents dated on or before the residency determination date usually is sufficient to indicate the student's intent. Demonstration of the necessary intent, coupled with documentation of factual presence in California for 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) whose parents or guardians are living are by law incapable of establishing their own residence. An admissions officer will use the following guidelines for the determination of a minor applicant's residence:

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

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

### **Exceptions**

A student who would otherwise be classified as a non-resident, but fits within one of the following exceptions, may be granted classification as a resident until the student can be classified as a resident under the regular procedure.

The exceptions are:

- Minors who remain in California after their parents, who had previously resided within California, have moved from the state within one year prior to the residence determination date, and who continue full-time attendance at a tax-supported college in California, will retain resident classification until they reach 18 years of age and have resided in the state the minimum time necessary to become residents.
- A student who is a minor and who has been self-supporting and present in California proves that he or she with the intent to become a resident for one year preceding the residence determination date, will be granted residence classification until he or she has resided in the state the minimum time necessary to become a resident.

- A student who has not been an adult for more than one year prior to the residence determination date may add the California residence derived from his or her parents, if any, to his or her own adult California residence to obtain the one-year 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 who are lawfully admitted for permanent residence and are residents of California for one year after being granted permanent residency will be given resident classification. Minor aliens may use their parent's one-year presence to satisfy their own 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.

### **Assembly Bill AB 540**

This act allows all persons, including undocumented immigrant students who meet the requirements set forth in section 68130.5 of the Education Code to be exempt from nonresident tuition in California's colleges and universities. The requirements are:

- High school attendance in California for three or more years.
- Graduation from a California high school or attainment of the equivalent thereof (i.e., GED or Certificate of High School Proficiency) prior to the start of the term.
- Registration as an entering student at, or current enrollment at, an accredited institution of higher education in California not earlier than the fall semester or quarter of the 2001-02 academic year.
- In the case of a person without lawful immigration status, the filing of an affidavit with the college stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

All students seeking this exemption must file an affidavit with the college. The affidavit is included in the California Nonresident Tuition Exemption form, which is available in the Admissions and Records Office. Students living outside the state and enrolled via distance education are not eligible for the AB 540 exemption. (California Code of Regulations, Title 5, Section 55200)

## **OPEN ENROLLMENT POLICY**

It is the policy of the District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for State aid, 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, registration consists of the following steps:

**1. Filing an application** - File a completed application in the Admissions and Records Office or by accessing the college website, and applying on CCCApply. Registration appointments are distributed on a first-come, first-serve 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 classes.

**2. Assessment** - Bring Basic Skills placement results from other college, or take the placement test listed in the Class Schedule.

**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, and prerequisite approval.

**4. Registration** - A Registration Email which indicates the earliest date and time a student may register is emailed to new, returning and continuing students before registration begins.

## Continuing Students

Continuing Students are those students who were registered in a class at Cypress or Fullerton College the previous semester long enough to receive a grade (A, B, C, D, F, I, IP, NC, CR or W) on their permanent record. Continuing Students are given priority registration based on the number of units completed at Cypress and Fullerton Colleges.

## New Students

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

## Returning Students

Returning Students are those students who previously attended Cypress or Fullerton College but did not register for a class during the previous semester. Registration priority is given in the order the Applications for Admission are received.

Registration for all students is completed through WebStar. Specific registration information is available in the Class Schedule.

## Open Registration

Open registration is for those students who did not enroll or obtain their classes prior to the first day of the semester. Students may add classes only when they have obtained a four-digit Add Authorization Code from the instructor. All registration, adds and drops are to be done online using WebStar. Open registration for semester-length classes must be completed by the end of the second week of the semester. For a short-term class students should refer to the deadline date provided under the class listing in the Class Schedule.

Deadlines are necessary in order to comply with state attendance laws and must be followed by all faculty and students. Failure to comply with these deadlines may mean that the student will not be registered and will not be allowed to attend or receive credit for the class.

It is a student's responsibility to meet class prerequisites, corequisites and advisories as listed in the Catalog and the Class Schedule. Prerequisite/corequisite completion will be checked at the first class meeting.

# Fees

## ASSOCIATED STUDENTS BENEFITS PROGRAM

– *More than just a sticker, an opportunity!* –

The Cypress College A.S., in addition to acting as a voice for the student body, has put forth an exciting and valuable benefits program. For a modest fee of \$7.00 per semester, a sticker may be bought that entitles the holder to privileges and services both on campus and throughout the community. Beneficiaries enjoy discounts at local food and retail businesses as well as exclusive access to the Student Activities computer lab and game center. Additionally, portions of the proceeds obtained from the purchase of these stickers are used to enrich the college's academic, athletic and artistic community by helping to fund extracurricular programs and events. The sticker may be purchased on-line via WebStar during registration or at the Admissions and Records office throughout the semester. For further information on the Associated Benefits Sticker, visit the Student Activities Center, or call (714) 484-7198.

## CAMPUS ID CARD

– *Enrich your college experience!* –

The Campus I.D. card is an invaluable tool which not only identifies Cypress College students, but also grants them access to a wide array of services and programs. A smart addition to any wallet, the card is required at the library, bookstore and gym as well as the various computer/learning labs located throughout the college. In addition, a student may be required to present their I.D. when using support services such as Financial Aid, Admissions and Records, Bursars, the Transfer Center. The card may be purchased on-line via WebStar during registration or at the Admissions and Records office throughout the semester. Please note: the \$2.50 fee must be paid every semester. This fee supplies a validation sticker and entitles the student to a new I.D. card. If the student wishes to keep their current card, the new sticker can simply be placed over the old. For further information on the Campus I.D. Card, visit the Student Activities Building, or call (714) 484-7198.

## ENROLLMENT FEES

All students, residents and non-residents must pay the enrollment fee of \$20.00 per unit (\$10.00 per ½ unit). The enrollment fee may vary should the state legislature take action to change it.

## HEALTH FEE

Pursuant to health code and district policy, Cypress College has a mandatory health fee. The health fee is \$14.00 per semester (\$11.00 for the Summer Intersession) for each student regardless of the number of units taken.

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 of such bona-fide religious sect, denomination or organization, shall be exempt from paying such a fee. Additionally, students attending Cypress College exclusively under an approved apprenticeship training program are exempt from paying the health fee. The health fee will be refunded to any student who withdraws from all courses prior to the 10% date of the length of the course. All Special Admit students are required to pay the health fee each term they attend.

## NON-RESIDENT TUITION

Non-residents of the state of California are charged tuition at \$162 per unit. Citizens and residents of a foreign country are charged an additional \$20.00 per unit capital outlay fee as provided in Education Code Section 76141. Non-resident tuition is in addition to the enrollment fee paid by all students. If you believe you should be reclassified as a resident student, it is your responsibility to request reclassification at the Admissions and Records Office prior to registering.



**PARKING**

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

**REFUNDS**

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

**REFUND PROCESSING FEE**

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

**STUDENT REPRESENTATION FEE**

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

**TRANSCRIPT FEES**

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

**VERIFICATION OF ENROLLMENT**

There is a charge of \$3.00 for any verification of enrollment. These verifications may request the number of units carried at Cypress College. (NOTE: The \$3.00 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.

**Plagiarism Prevention and Detection: In its commitment to academic honesty, Cypress College uses Turnitin.com software to prevent and detect plagiarism.**

**The instructor reserves the right to submit student assignments to Turnitin.com to check for textural similarities between those assignments, Internet sources and the Turnitin.com assignment database. Students will be required to electronically submit their written work for plagiarism checking. Assignments submitted to Turnitin.com will become part of their database and will be used only for plagiarism prevention and detection.**

**Students agree that by enrolling in a course, assignments may be subject to the above plagiarism prevention and detection processes.**

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

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

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

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

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

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

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

## ACADEMIC HONORS

### DEAN'S HONOR ROLL

Those students who officially **complete** (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 **complete** (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 or above are graduated with Academic Distinction which is noted on their diplomas.

### 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 with physical education grades excluded. The High School transcript must be on file in the Admissions and Records Office. This achievement will be indicated on the college transcript. Application for Honors at Entrance 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. The commitment of Cypress College 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.

1.0 The Academic Renewal Procedure (Section 55765, California Code of Regulations) permits the alleviation of students' previously recorded substandard academic performance that is not reflective of the student's present demonstrated ability and level of performance. Academic Renewal allows students to show their current level of ability and performance and not to be permanently penalized for poor performance in the past.

2.0 The college may disregard particular previously recorded substandard work in the computation of a student's cumulative grade point average according to the procedures below:

2.1 Only units taken at the colleges and the School of Continuing Education may be disregarded, not units taken from other college(s). No more than 24 units of substandard grades (D, F or NC) may be disregarded.

2.2 A student may be granted academic renewal only once. Academic Renewal is irreversible once posted to the transcript.

2.3 A student must have completed at least 12 units with a 2.50 GPA at any accredited college or university since receiving the last substandard grade to be disregarded.

2.4 A minimum of 12 months must have elapsed since the most recent coursework to be disregarded was recorded.

2.5 Courses that meet the present educational goals of the students and that are appropriate for repetition may be exempt for consideration for alleviation.

2.6 Students seeking academic renewal must file an Academic Renewal Petition form, available in the Admissions and Records Office. Official transcripts from other colleges must be on file in the Admissions and Records Office.

2.7 Academic Renewal does not guarantee that other institutions outside the District will approve such action. Each transfer institution makes its own determination of how to treat Academic Renewal.

2.8 If the petition is granted, the previous substandard grade(s) will remain legible on the transcript, which will be annotated to show Academic Renewal.

## ADVANCED PLACEMENT CREDIT

Transfer colleges or universities may require a minimum score of "4" or "5" on the Advanced Placement exam in order to receive subject credit; therefore it is strongly recommended that students discuss the applicability of Advanced Placement credit with a Cypress College counselor. Advanced Placement credit will be posted on the Cypress College transcript only when the student is applying for CSU General Education or UC/CSU IGETC certification. Prior to certification Advanced Placement may be recognized by Cypress College for placement in the next appropriate level of the subject area; however, Advanced Placement scores of "3" or higher may be passed along to the transfer college or university to meet their General Education area requirements.

## ATTENDANCE

Regular attendance is expected of every student. Attendance at the first class meeting is strongly recommended since a full period of instruction begins the first day of the class. Any student not attending the first class meeting may be dropped by the instructor.

In the case where a class is taught entirely online, instructors may drop students who have not been in contact with the instructor by the end of the first day of classes for that semester or short-term session.

## 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 petition in the Admissions and Records Office requesting that the student be dropped from the class. When this request is approved by the Admissions and Records Office, the instructor will be notified and the student will be dropped from the class.

- In the case of hybrid and online classes, an absence may be identified as "a missed assignment," "a missed assignment series" or "inactivity in the CourseSite as evidenced by Blackboard's tracking statistics." It is up to the instructor to decide which system to use. It is also the instructor's responsibility to specify in the written syllabus what constitutes "a missed assignment," "a missed assignment series" or "inactivity in the CourseSite." For example, in a three-unit online class (that would typically meet on campus three hours a week), the fourth "missed assignment" or the fourth "missed assignment series" or eight consecutive days of "inactivity in the CourseSite" could be ground for dismissal.
- 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 and Records Office upon the conclusion of the activity.
- No absence excuses a student from making up class 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 for 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 a grade of "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 class**. The student must log onto WebStar during its operating hours, access WebStar Registration and drop the class. Failure to officially withdraw from a class may result in a grade of "F" or "NC" being assigned. Refer to the Class Schedule for further instructions on "How to Add/Drop a Class".

## AUDITING

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

## CALIFORNIA ARTICULATION NUMBER (CAN) CODES

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

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

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

Following is a list of courses offered by Cypress College that have been CAN qualified at the time of publication. The CAN designators are also listed under the individual course titles in the catalog and the class schedule.

CAN ID	CYPRESS COLLEGE COURSE
CAN AJ 2	AJ 100 C
CAN AJ 4	AJ 110AC
CAN ANTH 2	ANTH 201 C
CAN ANTH 4	ANTH 102 C
CAN ANTH 6	ANTH 203 C
CAN ART 2	ART 111 C
CAN ART 4	ART 112 C or 112HC
CAN ART 6	ART 150 C
CAN ART 8	ART 182 C
CAN ART 10	ART 185 C
CAN ART 14	ART 120 C
CAN ART 16	ART 121 C
CAN ART 18	PHOT 101 C
CAN ART 20	ART 130 C
CAN ART 24	ART 189 C
CAN ART SEQ A	ART 111 C+112 C
CAN BIOL 2	BIOL 101 C
CAN BIOL 10	BIOL 230 C
CAN BIOL 12	BIOL 240 C
CAN BIOL 14	BIOL 262 C
CAN BIOL SEQ B	BIOL 230 C+240 C
CAN BUS 2	ACCT 101 C
CAN BUS 4	ACCT 102 C
CAN BUS 6	CIS 111 C
CAN BUS 8	MGT 241 C
CAN BUS 12	MGT 240 C
CAN BUS SEQ A	ACCT 101 C+102 C
CAN CHEM 2	CHEM 111AC
CAN CHEM 4	CHEM 111BC
CAN CHEM 6	CHEM 101 C
CAN CHEM 8	CHEM 201 C
CAN CHEM 12	CHEM 205 C
CAN CHEM SEQ A	CHEM 111AC+111BC
CAN CHEM SEQ B	CHEM 101 C+201 C
CAN CHIN 2	CHIN 101 C
CAN CHIN 4	CHIN 102 C
CAN CHIN SEQ A	CHIN 101 C+102 C
CAN CSCI 4	CSCI 205 C
CAN CSCI 8	CIS 214 C
CAN CSCI 10	CIS 241 C



CAN CSCI 12	CSCI 186 C
CAN CSCI 16	CIS 223 C
CAN DRAM 6	THEA 129 C
CAN DRAM 8	THEA 120 C
CAN DRAM 12	THEA 140 C
CAN DRAM 22	THEA 124 C
CAN ECON 2	ECON 100 C or 100HC
CAN ECON 4	ECON 105 C or 105HC
CAN ENGL 2	ENGL 100 C or 100HC
CAN ENGL 4	ENGL 102 C
CAN ENGL 6	ENGL 105 C
CAN ENGL 8	ENGL 211 C
CAN ENGL 10	ENGL 212 C
CAN ENGL 14	ENGL 221 C
CAN ENGL 16	ENGL 222 C
CAN ENGL SEQ A	ENGL 100 C+102 C or 100HC + 102HC
CAN ENGL SEQ B	ENGL 211 C+212 C
CAN ENGL SEQ C	ENGL 221 C+222 C
CAN ENGR 2	ENGR 102 C
CAN ENGR 6	ENGR 210 C
CAN ENGR 8	ENGR 201 C
CAN FCS 2	HRC 100 C
CAN FREN 2	FREN 101 C
CAN FREN 4	FREN 102 C
CAN FREN 8	FREN 203 C
CAN FREN 10	FREN 204 C
CAN FREN SEQ A	FREN 101 C+102 C
CAN FREN SEQ B	FREN 203 C+204 C
CAN GEOG 2	GEOG 102 C
CAN GEOG 4	GEOG 160 C
CAN GEOG 6	GEOG 102 C+102LC
CAN GEOL 2	GEOL 100 C+101 C OR GEOL 102 C
CAN GEOL 4	GEOL 103 C
CAN GEOL 6	GEOL 100 C
CAN GERM 2	GERM 101 C
CAN GERM 4	GERM 102 C
CAN GERM SEQ A	GERM 101 C+102 C
CAN GOVT 2	POSC 100 C or 100HC
CAN HIST 2	HIST 110 C
CAN HIST 4	HIST 111 C
CAN HIST 8	HIST 170 C
CAN HIST 10	HIST 171 C or 171HC
CAN HIST 14	HIST 112 C or 112HC
CAN HIST 16	HIST 113 C
CAN HIST SEQ A	HIST 110 C+111 C
CAN HIST SEQ B	HIST 170 C+171 C or 171HC
CAN HIST SEQ C	HIST 112 C or 112HC + 113 C
CAN JAPN 2	JAPN 101 C
CAN JAPN 4	JAPN 102 C
CAN JAPN 8	JAPN 203 C
CAN JAPN 10	JAPN 204 C
CAN JAPN SEQ A	JAPN 101 C+102 C
CAN JAPN SEQ B	JAPN 203 C+204 C
CAN JOUR 2	JOUR 101 C
CAN JOUR 4	JOUR 110 C
CAN MATH 2	MATH 100 C
CAN MATH 8	MATH 142 C
CAN MATH 10	MATH 141 C
CAN MATH 12	MATH 115 C
CAN MATH 16	MATH 141 C+142 C
CAN MATH 18	MATH 150AC
CAN MATH 20	MATH 150BC
CAN MATH 22	MATH 250AC
CAN MATH 24	MATH 250BC
CAN MATH 30	MATH 130 C
CAN MATH SEQ B	MATH 150AC+150BC
CAN MATH SEQ C	MATH 150AC+150BC+250AC
CAN MUS 2	MUS 103AC
CAN MUS 4	MUS 103BC
CAN MUS SEQ A	MUS 103AC+103BC
CAN PHIL 2	PHIL 100 C
CAN PHIL 4	PHIL 160 C
CAN PHIL 6	PHIL 170 C
CAN PHIL 8	PHIL 201 C
CAN PHYS 2	PHYS 201 C
CAN PHYS 4	PHYS 202 C
CAN PHYS 8	PHYS 221 C
CAN PHYS 12	PHYS 222 C
CAN PHYS 14	PHYS 223 C
CAN PHYS SEQ A	PHYS 201 C+202 C
CAN PHYS SEQ B	PHYS 221 C+222 C+223 C
CAN PSY 2	PSY 101 C
CAN PSY 6	PSY 161 C
CAN PSY 8	PSY 202 C
CAN REC 2	REC 100 C

CAN SOC 2	SOC 101 C
CAN SOC 4	SOC 102 C
CAN SPAN 2	SPAN 101 C or 101HC
CAN SPAN 4	SPAN 102 C or 102HC
CAN SPAN 8	SPAN 203 C
CAN SPAN 10	SPAN 204 C
CAN SPAN SEQ A	SPAN 101 C+102 C or 101HC + 102HC
CAN SPAN SEQ B	SPAN 203 C+204 C
CAN SPCH 4	SPCH 100 C or 100HC
CAN SPCH 6	SPCH 135 C
CAN SPCH 8	SPCH 105 C
CAN SPCH 10	SPCH 124 C
CAN STAT 2	MATH 120 C or 120HC

## 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 semester in which the program requirements were completed. This policy supersedes all previous catalogs and applies only to programs completed at Cypress College.

## CHALLENGING PREREQUISITES, COREQUISITES, OR OTHER LIMITATIONS ON ENROLLMENT

### Grounds for Challenge

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

1. The prerequisite, corequisite or other limitation on enrollment has not been established in accordance with the district's process for establishing prerequisites, corequisites, and other limitations on enrollment.
2. The prerequisite, corequisite or other limitation on enrollment is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
3. The basis upon which the district has established an enrollment limitation does not in fact exist.
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available by the college.

### Burden of Proof

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

1. In the case of a challenge under Grounds for Challenge number 4, the student shall provide evidence of knowledge and/or skills, by virtue of placement/assessment testing, academic coursework, independent learning, experience, or a combination of these which are at least equivalent to the knowledge and/or skills the student would have possessed had he or she successfully completed the prerequisite or corequisite.
2. In the case of a challenge under Grounds for Challenge number 5, the student shall provide evidence that the student has declared a broad educational intent or specific educational goal and has developed a Student Educational Plan in conformity with the provisions of Section 55530(d) of Subchapter 6 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

## Challenge Procedure

### Filing of Challenge:

1. A challenge with respect to any prerequisite, corequisite or limitation on enrollment initiated pursuant to this policy shall be made upon the appropriate challenge form, which may be obtained from a counselor or the Office of Instruction.
2. The completed challenge form must be filed with the Office of Instruction in accordance with the following deadlines:
  - a. for the Fall term, not earlier than Friday of the fifteenth week of the Spring semester and not later than the first day of instruction for the Fall semester;
  - b. for the Spring term, not earlier than Friday of the twelfth week of the Fall semester and not later than the first day of instruction for the Spring Semester.
  - c. for the Summer intersession, not earlier than the first Monday in May and not later than the first day of final examinations for the Spring semester.
3. In the case of a challenge under Grounds for Challenge number 4, the completed challenge form must be accompanied by appropriate evidence of skill or accomplishment such as placement/assessment results, transcripts from an accredited institution or appropriate foreign institution, work-related experience, or other evidence of relevant experience. To warrant consideration, any such evidence shall be of a clear and reliable nature.

## CHANGE OF NAME OR ADDRESS

A student wishing to change his or her name on their permanent college record must fill out a name change form at the Admissions and Records Office. The appropriate form should be submitted and picture identification is required. E-mail addresses can be updated by accessing [www.CypressCollege.edu](http://www.CypressCollege.edu).

## CLASS CANCELLATIONS

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

## CLASS TRANSFERS

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

## 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. The district "Acceptable Use/Computer and Electronic Communication Systems" policy can be found at [http://www.nocccd.cc.ca.us/Policies/PDFs/3720.BP.final\\_032904.pdf](http://www.nocccd.cc.ca.us/Policies/PDFs/3720.BP.final_032904.pdf) and [http://www.nocccd.cc.ca.us/Policies/PDFs/3720.AP.final\\_032904.pdf](http://www.nocccd.cc.ca.us/Policies/PDFs/3720.AP.final_032904.pdf).

**DEFINITION:** As used in this document, computing resources include (but are not limited to): Enterprise server terminals, personal computers, local area networks (LANs), wide area networks (WANs), printers, CD-ROM drives, cables, connections, software applications such as word processing, database and spreadsheet programs, library catalogs, full-text databases, telecommunications packages, all Internet resources and services, and all other computer equipment and software.

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

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

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

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

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

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

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

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

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

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

## CONTINUOUS ENROLLMENT

Continuous enrollment is defined as being enrolled at Cypress College for at least one semester in an academic year culminating in the assignment of one of the following grades on the transcript: A, B, C, D, F, CR, NC, W, or I.

## COURSE DOUBLE COUNTING

Students can double count courses but not units of credit to meet major and general education requirements for graduation.

## COURSE NUMBERING

Courses completed at Cypress College will transfer to other community colleges. Courses numbered 001 C-099 C are remedial, occupational and/or technical and designed in content and organization for students who do not intend to transfer for the Bachelor's degree. Courses numbered from 100 C-299 C have been certified by Cypress College as being of baccalaureate level for the 2006-2007 school year and as such are transferable to any campus of the California State University system. The transfer institution, however, will determine the extent to which a course satisfies the requirements of a particular degree program. Credit not otherwise applied shall be acceptable as general electives to the extent that the particular degree objective permits. Students who plan to transfer to any campus of the University of California or other university or college should check with a counselor for transferable courses since some universities do not accept all courses numbered 100 C-299 C.

## COURSE PROGRESSION

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

## COURSE REPEAT ADJUSTMENT

In the case of a legally repeated course in which a student previously received a "D" or "F" grade at Cypress College, the original grade and grade points will be excluded from the grade point average computation upon request by the student. The second grade will remain on the student's permanent record and cannot be excluded except by Academic Renewal. A course repeat adjustment card, which can be obtained in the Admissions and Records Office, must be filed by the student. Student records will be adjusted to reflect the subtraction of units attempted, units completed, and grade points, and the change in GPA.

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

## COURSE REPETITION

Repeatable courses:

A course may be repeated under the following circumstances:

- A substandard grade of D, F or NC has been earned or a withdrawal (•W•) was made.
- The course is identified in the College Catalog or Class Schedule as one that may be taken a specific number of times (e.g. PE 152 C may be taken for credit four times). Note, however, that if a student wishes to repeat one of these courses to make up a prior substandard grade, only one repeat is allowed, no matter how many times the course may be taken for credit.
- The course is for legally-mandated training. Such courses may be repeated any number of times regardless of whether the previously recorded work was passing or substandard. The grade received each time shall be included for purposes of calculating the student's GPA (California Code of Regulations, Title 5, Div. 6, Ch. 6, Subch. 9, Section 55763).
- The student has verified disabilities and course repetition is seen as being part of "an accommodation to a student's educational limitations pursuant to state and federal non-discrimination laws" (California Code of Regulations, Title 5, Section 56029).
- An Request for Exception petition has been approved by the Admissions and Records Office. Neither additional units nor grade points will be earned for multiple repeats in which a passing grade (A, B, C or CR) was originally received.

To make up a substandard grade received at Cypress College a student may repeat the equivalent course at any other accredited college or university in the U.S. See a Cypress College counselor or evaluator for more information.

Students are advised that most four-year colleges and universities have limitations on transfer credit for course repetitions. See a Cypress College counselor for more information.

## 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 in good standing may request Credit by Examination (also known as "challenging" a course) in a subject matter field in which they are especially qualified through previous training or experience if credit or advanced placement has not previously been given in that field. 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 to replace make-up examinations 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 of the semester to initiate the process with a Credit by Examination petition. Students may take the Examination if their petition is approved.

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*.

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



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

- Appeals upon denial of a student's 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. Exams are graded on a *Credit/No Credit* basis. The student may choose whether or not to have passing results recorded on his or her permanent record. If the student chooses to have the results recorded, the CR grade and the unit value will appear with a notation indicating the credit was obtained by Credit by Examination.

Some of these courses may be taken for a letter grade. The units will not count toward the number of units a student must complete at Cypress College in order to earn an Associate Degree. 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 Financial Accounting	Health Science Courses See Division Dean
ATC 191 C Airline Reservations: APOLLO	MGT 111 C Business Communications
AVIA 090 C Flight Training - Private Pilot	MATH 130 C Survey of Calculus
AVIA 091 C Flight Training - Instrument Rating	MATH 150AC Calculus and Analytic Geometry
AVIA 092 C Flight Training-Commercial Pilot	MATH 150BC Calculus and Analytic Geometry
AVIA 093 C Flight Training - Flight Instructor	MATH 250AC Intermediate Calculus
AVIA 232 C Instrument Rating (for first credit only)	MATH 250BC Intermediate Calculus
Court Reporting Courses See Business Division Dean	MMPH 101 C Introduction to Photography
Computer Info Systems See Business Division Dean	Mortuary Science Courses See Department Program Director
Dental Assistant Courses See Dept. Program Director	Nursing Courses See Department Program Director
Dental Hygiene Courses See Dept. Program Director	PHOT 101 C Introduction to Photography
ECON 100 C Principles of Economics-Macro	PE 234 C Contemporary Personal Health
ECON 105 C Principles of Economics-Micro	POSC 100 C United States Government
ENGT 140 C AC & DC Circuits I	Psychiatric Tech Courses See Department Program Director
Health Info Tech Courses See Dept. Program Director	Radiologic Tech Courses See Department Program Director
	SOC 101 C Introduction to Sociology

## CREDIT EARNED DURING MILITARY SERVICE

This institution will conduct an evaluation of all previous education and training for veterans and eligible persons certified for VA educational benefits. Appropriate credit will be granted and the VA and student will be notified accordingly. All other veterans may request military service credit upon completion of 40 units, including at least 12 units completed at Cypress College. Those with an average grade of "C" or higher may petition for military credit the semester graduation requirements are completed. Submit the DD214 (discharge documents) along with other records and transcripts representing completion of military training and/or completion of United States Armed Forces Institute (USAFI) courses in military in-service training for evaluation. All materials must be submitted to the Admissions and Records Office. Credit for experience in the military service and courses completed in the USAFI will be allowed only as recommended by the American Council of Education. The awarded credit will be 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. CR/NC is not the same as auditing and 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* courses, excluding COUN 140 C and work experience, will be allowed at Cypress College.
- All units earned as *Credit/No Credit* shall be disregarded in determining a student's GPA at Cypress College.
- The units earned on a *Credit/No Credit* basis shall be counted toward the AA or AS 60-unit requirement. If a course is transferable with a letter grade, it may also be transferable with a credit grade subject to the limitations imposed by the transfer institution. See the catalog of the transfer institution and/or a counselor for further information.
- After consulting with a counselor and the instructor, students must complete a Credit/No Credit Request to advise the instructor that they wish to take the course as *Credit/No Credit*. The deadline for submitting this request to the instructor is the end of the second week of a full-semester class and 30% of short-term, open-entry and summer classes. The student must then submit the form to the Admissions and Records Office. If the form is not filed with the Admissions and Records Office, the instructor will be required to submit a grade other than *Credit/No Credit*.
- Students may not change grading systems after the submission deadline.
- A *Credit* grade will reflect performance equivalent to a *C* or better under the letter grade system; performance equivalent to a *D* or *F* will receive a *No Credit* grade.

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

ART 155 C Art - Open Lab	ESL 099 C Independent Study for Non-Native Speakers of English
ACG 199 C Computer Graphics Studio	HS 168 C Patient Care Skills - Open Lab
AVIA 090 C Flight Training-Private Pilot	HS 268 C Patient Care Skills – Open Lab
AVIA 091 C Flight Training-Instrument Rating	MGT 085 C Business Planning
AVIA 092 C Flight Training-Commercial Pilot	MGT 086 C Business Finance-Recordkeeping
AVIA 093 C Flight Training-Flight Instructor	MGT 087 C Obtaining and Using Computers
CHEM 060 C Chemistry Review	MGT 088 C Managing Personnel
COUN 060 C Academic Success and College Survival	MGT 089 C Business Law-Small Business
COUN 072 C Learning Assessment	MGT 161 C Introduction to Business
COUN 105 C Stress and Anxiety Management	MKT 086 C Sales Prospecting
COUN 140 C Educational Planning	MKT 087 C Sales Presentations
COUN 140HC Honors Educational Planning	MKT 088 C Handling Sales Objections
COUN 141 C Career Exploration	MKT 089 C Making the Sale
COUN 144 C Women and Careers	MKT 090 C Marketing Essentials
COUN 145 C Changing Careers	MKT 091 Advertising & Public Relations
COUN 147 C Peer Advising	MKT 092 C Personal Selling
COUN 299 C Counseling-Independent Study	MKT 093 C Target Marketing
CTRP 030 C CR Directed Practice Lab	MKT 094 C Buyer Behavior
CTRP 031 C CR Advanced Directed Practice Lab	MKT 095 C Market Distribution Systems
CTRP 032 C CTRP Career Exploration	MKT 096 C Sales Promotion Techniques
CTRP 074 C CSR/RPR/CBC/CCP Exam Prep.	MKT 097 C Customer Relations
CTRP 077 C Dictation/Transcription	MATH 025 C Elementary Algebra Review
CTRP 099 C Court Rptg. Independent Study	MATH 045 C Intermediate Algebra Review
DH 275 C Clinical Dental Hygiene	MATH 055 C CBEST Mathematics Preparation
ENGL 099 C Learning Skills – Independent Study	MATH 186 C TI-85/86 Graphing Calculator
ENGL 108 C Writing the Personal Statement	MATH 192 C TI-89/92 Graphing Calculator

MUS 100 C Music Laboratory	PHYS 021 C Problem Solving-Mechanics
MUS 224LC Recording Studio Lab	PHYS 022 C Problem Solving-Electricity
PE 083 C Fitness for Athletes	PHYS 023 C PHYS 221 C Problem Solving
PE 093 C Weight Lifting for Athletes	PHYS 024 C PHYS 222 C Problem Solving

• Students have the choice of receiving **CREDIT/NO CREDIT (NC/CR)** or a **LETTER GRADE (A,B,C,D,F,I)** in the classes listed below. Students should be aware that many colleges and universities do not accept credit grades 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 121 C Indians of North America	BIOL 176 C Ecology
ANTH 231 C Field Course in Archaeology	BIOL 177 C Genetics
ART 100 C Fundamentals of Art	BIOL 180 C Field Biology
ART 110 C Introduction to Art	BIOL 196 C Regional Field Biology
ART 111 C Survey of Art History I	BIOL 210 C Anatomy and Physiology
ART 112 C Survey of Art History II	BIOL 220 C Medical Microbiology
ART 114 C Modern Art History	BIOL 230 C General Anatomy
ART 115 C Museum Survey	BIOL 231 C General Human Anatomy
ASTR 116 C Introduction to Astronomy	BIOL 240 C Human Physiology
AVIA 196 C Ground Trainer Lab-Instrument Flight	BIOL 241 C General Human Physiology
BIOL 101 C General Biology	BIOL 262 C General Microbiology
BIOL 102 C Human Biology	BIOL 299 C Independent Study for Biology
BIOL 103 C Human Ecology	CHEM 103 C Chemistry in a Changing World
BIOL 107 C Nutrition & World Food Issues	CHIN 101 C Elementary Chinese-Mandarin I
BIOL 122 C Marine Biology	CHIN 102 C Elementary Chinese-Mandarin II
BIOL 125 C Island Biology	CIS 050 C Intro – Comp & Software Concepts
BIOL 127 C Natural History	CIS 075 C Business Skills Development
BIOL 128 C Plants and Society	CIS 101 C Intro to Keyboarding/MS Word
BIOL 160 C Integrated Medical Science	CIS 102 C Document Formatting – MS Word
BIOL 161 C Integrated Medical Science Lab	CIS 103 C Microsoft Excel and Powerpoint

CIS 108 C Introduction to Internet	CIS 198 C Microsoft Network Exams Prep.	COUN 160HC Honors University Transition	DANC 105 C Ballet
CIS 112 C MS Word Expert MOS Cert	CIS 220 C Web Page Programming	COUN 295 C Vocational Internship	DANC 107 C Modern Dance
CIS 113 C Microsoft FrontPage	CIS 222 C Web Server Management	CTRP 040 C Beg. Machine Shorthand Theory	DANC 111 C Jazz Dance
CIS 115 C Desktop Publishing – Publisher	CIS 225 C Web Programming with ASP	CTRP 041 C Court Reporting Theory Review	DANC 113 C Tap Dance
CIS 117 C Customer Service for Business	CIS 227 C Javascript Programming	CTRP 042 C Machine Shorthand Speed Bldg 1	DANC 114 C Rhythm Dance
CIS 118 C Technology for Teachers	CIS 228 Dynamic HTML Programming	CTRP 043 C Machine Shorthand Speed Bldg 2	DANC 115 C Hip Hop Dance
CIS 120 C Advanced Internet Applications	CIS 229 C Intro to XML Programming	CTRP 044 C Machine Shorthand Speed Bldg 3	DANC 120 C Dance History
CIS 125 C Personal Typing/Keyboarding	CIS 240 C Cisco Wireless Networking	CTRP 045 C Machine Shorthand Speed Bldg 4	DANC 122 C Stretch and Relaxation
CIS 150 C Intro. to Business Computers	CIS 245 C PERL Programming	CTRP 046 C Machine Shorthand Speed Bldg 5	DANC 130 C Afro-Caribbean Dance
CIS 151 C Advanced Office Applications	CIS 246 C PHP Programming	CTRP 047 C Machine Shorthand Speed Bldg 6	DANC 131 C Ballet Folklorico
CIS 157 C Dreamweaver Apps/Coldfusion	CIS 247 C Python Programming	CTRP 048 C Machine Shorthand Speed Bldg 7	DANC 132 C Flamenco Dance
CIS 161 C PC Operating Systems	CIS 248 C Voice Over IP	CTRP 049 C Machine Shorthand Speed Bldg 8	DANC 133 C Dance of Andalusia
CIS 163 C Intro to Network Hardware	CIS 250 C Word Processing	CTRP 050 C CSR/RPR Directed Practice	DANC 134 C Latin Jazz
CIS 162 C PC Hardware Configurations	CIS 251 C Advanced Word Processing	CTRP 054 C Two/Four Voice Testimony	DANC 136 C Middle Eastern Dance
CIS 182 C Data Communications Management	CIS 255 C Machine Dictation & Trans.	CTRP 055 C Court/Conf. Rptg: Jury Charge 1	DANC 137 C Latin and Swing Dance
CIS 184 C Windows Client Administration	CIS 260 C Game Concepts Development	CTRP 056 C Court/Conf. Rptg: Jury Charge 2	DH 205 C Oral Histology and Embryology
CIS 185 C Windows Server Administration	CIS 261 C Game Programming	CTRP 057 C Mach. Shorthand Challenge-160	DH 212 C Head and Neck Anatomy
CIS 186 C MS WIN Information Server	COUN 071 C Career Preparation and Life Management	CTRP 058 C Mach. Shorthand Challenge-180	DH 299 C Dental Hygiene Indep. Study
CIS 187 C MS Windows Exchange Server	COUN 073 C Computer Access I	CTRP 059 C Mach. Shorthand Challenge-200	ECON 110 C Survey of Economics
CIS 188 C Microsoft Windows TCP/IP	COUN 074 C Computer Access II	CTRP 060 C Mach. Shorthand Challenge-220	ECON 130 C Consumer Economics
CIS 189 C MS Windows Active Directory	COUN 075 C Computer Access Projects	CTRP 061 C Intro. To Voice Technology	ELEC 051 C Basic Electricity
CIS 191 C Network Infrastructure Admin.	COUN 100 C College Orientation	CTRP 062 C Notary Public Exam Prep	ENGR 110 C Engineering Problem Analysis
CIS 192 C Directory Services Design	COUN 110 C Teaching as a Career	CTRP 066 C Machine Transcription-Medical	ENGT 110 C Engineering Problem Analysis
CIS 193 C Network Infrastructure Design	COUN 146 C Decision Making	CTRP 089 C Court & Conf. Rptg.: Lit. II	ENGT 140 C AC & DC Circuits I
CIS 194 C Internet Security (ISA) Server	COUN 148 C Human Potential	CTRP 096 C Court and Conf. Rptg.: Lit. II	ENGT 240 C Electronic Devices & Circuits
CIS 195 C Network Security	COUN 156 C Self-Concept	DA 099 C Dental Assisting Indep. Study	ENGT 241 C Digital Devices and Circuits
CIS 196 C Advanced Network Security	COUN 160 C College/University Transition	DANC 102 C Pilates Mat Work	ENGL 027 C Basic Study Skills



ENGL 057 C Reading and Writing I	FREN 299 C French Independent Study	HSCE 262 C Cross—Sectional Imaging	MGT 161 C Introduction to Business
ENGL 058 C Reading and Writing II	GEOG 234 C Current Topics in GIS	HUSR 210 C Introductory Fieldwork	MGT 240 C Legal Environment of Business
ENGL 060 C College Writing Preparation	GEOL 180 C Summer Field Geology	HUSR 211 C Advanced Fieldwork	MGT 241 C Legal Aspects-Business Trans.
ENGL 068 C English Skills Development	GEOL 196 C Regional Field Geology	HUSR 243 C Co-occurring Disorders	MGT 242 C American Judicial System
ENGL 095 C Effective Writing	GERM 053 C Basic Spoken German	HUSR 293 C Conflict Resolution/Mediation	MGT 261 C Small Business Management
ENGL 096 C College Reading Strategies	GERM 101 C Elementary German I	HUSR 294 C Careers in Criminal Justice	MGT 262 C Principles of Management
ENGL 137 C College Study Strategies	GERM 102 C Elementary German II	HUSR 295 C Cross-Cultural Criminology	MGT 265 C Social Responsibility of Bus.
ESL 044 C Beginning Oral Skills	GERM 299 C German Independent Study	INDS 215 C Tutoring Techniques	MGT 266 C Human Relations in Business
ESL 051 C Intermediate Pronunciation	HI 080 C Selected Topics	JAPN 100 C Spoken Japanese for Beginners	MKT 208 C Principles of Selling
ESL 052 C Intermediate ESL Grammar 1	HI 245 C Coding Skills Lab	JAPN 101 C Elementary Japanese I	MM 101 C Intro. To Online Learning
ESL 053 C Intermediate ESL Grammar 2	HI 299 C Independent Study	JAPN 102 C Elementary Japanese II	MUS 113 C Jazz History
ESL 054 C Intermediate Oral Skills	HS 050 C Preparation for Health Science	JAPN 125 C Japanese Culture through Film	MUS 115 C Music Cultures of the World
ESL 062 C Advanced ESL Grammar 1	HS 060 C Selected Topics for NURS 192 C	JAPN 200 C Conversational Japanese	MUS 116 C Music Appreciation
ESL 063 C Advanced ESL Grammar 2	HS 061 C Selected Topics for NURS 196 C	JAPN 203 C Intermediate Japanese III	MUS 117 C American Popular Music
ESL 064 C Advanced Oral Skills	HS 062 C Selected Topics for NURS 292 C	JAPN 204 C Intermediate Japanese IV	MUS 118 C Introduction to Opera
ESL 065 C Advanced Vocabulary	HS 063 C Selected Topics for NURS 197 C	JAPN 291 C Anime I: Study of Culture	MUS 119 C History of Rock Music
ESL 072 C High Beginning ESL	HS 064 C Selected Topics for NURS 293 C	JAPN 292 C Anime II: Language in Films	MUS 126 C Beginning Voice
ESL 080 C Low Intermediate ESL 1	HS 065 C Selected Topics for NURS 296 C	JAPN 299 C Japanese Independent Study	MUS 127 C Music in Film
ESL 081 C Low Intermediate ESL 2	HS 066 C Selected Topics for NURS 297 C	LIB 100 C Introduction to Research	MUS 130 C Beginning Guitar
ESL 082 C Intermediate ESL 1	HS 067 C Selected Topics-Leadership	MATH 099 C Mathematics Independent Study	MUS 131 C Electric Bass
ESL 083 C Intermediate ESL 2	HS 068 C Selected Topics-Gerontology	MGT 041 C Survey of Business Law	MUS 135 C Beginning Piano
FREN 053 C Basic Spoken French	HS 076 C CPR for Health Care Providers	MGT 061 C Survey of Business	MUS 218 C Opera History and Literature
FREN 101 C Elementary French I	HS 077 C CPR Recertification	MGT 101 C Personal Finance	MUS 231 C Intermediate Guitar
FREN 102 C Elementary French II	HS 080 C Selected Topics in Nursing and Allied Health	MGT 102 C Financial Literacy	MUS 235 C Commercial Guitar and Bass
FREN 200 C Conversational French	HS 099 C Health Science – Independent Study	MGT 111 C Business Communications	NURS 091 C Strategies for Success in Nursing
FREN 203 C Intermediate French III	HS 165 C Ethical Choices in Health Care	MGT 141 C Personal Law	NURS 099 C Nursing Independent Study
FREN 204 C Intermediate French IV	HSCE 260 C Fluoroscopy Permit Course	MGT 143 C Introduction to Legal Research	NURS 101 C Critical Thinking in Nursing

NURS 103 C Basic Health Assessment	RADT 262 C Cross-Sectional Imaging
NURS 104 C Intro to ECG Interpretation	SOC 120 C Human Sexuality
NURS 105 C Basic Cardiopulmonary Nursing	SOC 217 C Parenting the Defiant Child
NURS 107 C Pain Management for Nurses	SOC 218 C Parenting the Abused Child
NURS 108 C Orthopedic Patient Care	SOC 219 C Parenting the ADHD Child
NURS 109 C RN Practicum & Career Dev.	SOC 275 C Marriage and Family
NURS 209 C Adv RN Practicum & Career Dev	SPAN 050 C Public Service Spanish
OFF 048 C Records Administration	SPAN 053 C Basic Spoken Spanish
PHIL 165 C Business & Professional Ethics	SPAN 101 C Elementary Spanish I
PHIL 225 C Jesus and his Interpreters	SPAN 102 C Elementary Spanish II
PHIL 269 C Philosophy, Human Sexuality and Religion	SPAN 200 C Conversational Spanish
PORT 101 C Elementary Portuguese I	SPAN 201 C Spanish for Spanish Speakers
PORT 102 C Elementary Portuguese II	SPAN 203 C Intermediate Spanish III
PT 085 C Psychiatric Technology-Work Experience	SPAN 204 C Intermediate Spanish IV
PSY 120 C Human Sexuality	SPAN 299 C Spanish Independent Study
PSY 139 C Developmental Psychology	SPCH 050 C Effective Oral Communication
PSY 217 C Parenting the Defiant Child	THEA 100 C Introduction to the Theater
PSY 218 C Parenting the Abused Child	THEA 104 C Theater Appreciation
PSY 219 C Parenting the ADHD Child	THEA 120 C Acting I
RADT 196 C Radiography-Selected Topics	THEA 128 C Acting for the Camera
RADT 260 C Fluoroscopy Permit Course	THEA 129 C Voice and Diction
	THEA 228 C Advanced 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 California Education Code Section 76224 (a): *When grades are given for any course of instruction 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 related to a grade received from an instructor should follow procedures detailed under *Petitions* in this Catalog, however, students 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 is expunged from the student's permanent record.

## GRADE REPORTS

Students can access grades using WebStar. Grades are generally available three weeks after the end of the semester.

## GRADES AND GRADE POINT AVERAGE

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

- A** Superior or Excellent — (4 quality/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** Better than Average — Good (3 quality/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.
- C** Average — Satisfactory (2 quality/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.
- D** Passing — (1 quality/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.

**F** Failing — (no quality/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.

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

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

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

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

**CR** Credit — (no quality/grade points, no GPA units, but counts for units completed). *Credit* means that credit has been earned for the course although there are no grade points and the grade is not used in computing the grade point average, and will reflect performance equivalent to a *C* or better under the letter grade system.

**NC** No Credit — (no quality/grade points, no GPA units, no units completed). A *No Credit* means that neither units nor grade points have been earned.

**MW** Military Withdrawal — (no quality/grade points, no GPA units, no units completed). Military withdrawal means the student was forced to withdraw because of military orders. Students must submit a copy of their orders to the Admissions and Records Office. Military withdrawals are exempt from progress probation and dismissal.

## INTERNATIONAL TRANSCRIPT EVALUATIONS

Students who have attended colleges and universities outside of the United States and believe they have successfully completed courses applicable to the Associate Degree or Certificate requirements must have their transcripts evaluated by an approved international evaluation agency before credit can be determined. A list of approved agencies is available in the Counseling, Admissions and Records and International Student Offices. Students who desire credit for ENGL 100 C will need to have their transcripts evaluated, achieve a satisfactory score on the English Assessment test and meet with a counselor.

## NON-DEGREE CREDIT COURSES (Basic Skills)

These courses are intended to help students gain the skills they need to perform in "college level" courses. Therefore, Non-degree credit courses are not applicable toward the Associate Degree. However they **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:

CIS 050 C Intro-Comp & Software Concepts	ESL 080 C Low Intermediate ESL 1
COUN 071 C Career Preparation & Life Management	ESL 081 C Low Intermediate ESL 2
COUN 072 C Learning Disabilities Assessment	ESL 082 C Intermediate ESL 1
ENGL 027 C Basic Study Skills	ESL 083 C Intermediate ESL 2
ENGL 057 C Reading & Writing I	MATH 010 C Basic Mathematics
ENGL 068 C English Skills Development	MATH 015 C Pre-Algebra
ESL 044 C Beginning Oral Skills	MATH 025 C Elementary Algebra Review
ESL 051 C Intermediate Pronunciation	MATH 045 C Intermediate Algebra Review
ESL 052 C Intermediate ESL Grammar 1	NURS 091 C Strategies for Success in Nursing
ESL 053 C Intermediate Grammar 2	PHYS 021 C Problem Solving-Mechanics
ESL 054 C Intermediate Oral Skills	PHYS 022 C Problem Solving-Electricity
ESL 062 C Advanced ESL Grammar 1	PHYS 023 C Phys 221 C Problem Solving
ESL 063 C Advanced ESL Grammar 2	PHYS 024 C, Phys 222 C Problem Solving
ESL 064 C Advanced Oral Skills	RADT 060 C Medical Sonography Theory
ESL 072 C High Beginning ESL	

All other Cypress College courses are degree applicable.



## PETITIONS AND APPEALS

Petitions and appeals that relate to policies on admissions, readmission after academic dismissal, degree and certificate requirements, grades and credit, repetition of courses, academic renewal, 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.

### PLACEMENT ON SCHOLASTIC PROBATION

**Academic Probation** - A student who has **attempted** at least 12 semester units shall be placed on *academic probation* if the student has earned a cumulative grade point average below 2.0 in all units taken at Cypress College.

**Progress Probation** - A student who has **enrolled** in a total of at least 12 semester units at Cypress College shall be placed on *progress probation* when the student receives grades of "W," "I" or "NC" in 50% or more of all units for which the student has enrolled at the College. For purposes of *progress probation*, grades of "W," "I" or "NC" 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 shall be automatically considered conditional registrants, and their programs are subject to adjustment and/or restrictions.

### REMOVAL FROM SCHOLASTIC PROBATION

**Academic Probation** - A student shall be removed from academic probation when the student's cumulative grade point average is 2.0 or higher.

**Progress Probation** - A student shall be removed from progress probation when the proportion of "W", "I", and "NC" units drops below 50 percent of all units for which the student has enrolled at the College.

### STANDARDS FOR SCHOLASTIC DISMISSAL

**Academic Dismissal** - A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in two consecutive semesters.

**Progress Probation** - A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W", "I", and "NC" are recorded in at least two consecutive semesters reaches or exceeds 50 percent.

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. Scholastic dismissal will be noted on 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 readmitted after academic dismissal will remain on academic probation until they achieve a cumulative grade point average of 2.00 or higher.
- Students readmitted after progress dismissal will remain on progress probation until the ratio of cumulative units completed is greater than one half of the cumulative units in which the student has enrolled.

## PROFICIENCY EXAMINATION

### READING

Proficiency in reading may be satisfied by ENGL 096 C, ENGL 102 C or ENGL 106 C, by CSU general education certification or IGETC certification or by a satisfactory score on the Cypress College reading proficiency examination.

The *Reading Proficiency Examination* is administered at the Assessment Center. No units are given for passing the Reading Proficiency Examination, nor is the total number of units required to complete the Associate Degree lowered. Students who meet the area requirement by the proficiency exam are still required to satisfy the 60-unit requirement for graduation. **Proficiency exams may be taken only once after completion of English 100 C or equivalent.**

This exam will be administered from September to May as published in the Class Schedule under **STEP TWO, ENGLISH ASSESSMENT**. Students should contact the Assessment Center for further information.

### MATHEMATICS

A satisfactory score on the Mathematics Proficiency Examination waives the three-unit Mathematics General Education Requirement for the Associate Degree (Category B2). No units are given for passing the Mathematics Proficiency Examination, no units are posted to the student's permanent record, nor is the total number of units required to complete the Associate Degree reduced. Refer to the Mathematics section in the Class Schedule.

## 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 *Class Schedule* 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 toward 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 Admissions and Records Office 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 toward 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 Admissions and Records Office 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 non-credit courses per State regulations. The Admissions and Records Office 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 Admissions and Records Office.

**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.

**REVIEW AND RELEASE OF STUDENT RECORDS**

In accordance with Title V (California Code of Regulations) 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 or 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 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 or 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. Students must take a minimum of 12 units to be classified as full-time. The maximum load for any student is 19 units, exclusive of work experience and guidance classes. After the first semester of enrollment, a student may, with counselor's approval, carry more units if during the preceding semester he or she earned a grade point average of at least 3.0 in a program of 12 or more units. It may be pertinent for students to consider the following semester unit requirements for particular privileges and activities.

## 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

*Associated Student Office* — 6 or more units per semester.

*Athletic Eligibility* — 12 units per semester, including PE classes.

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

*Social Security Benefits* — 12 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.

*Work Study* — 12 units per semester required.

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 must make allowance for their employment and other outside obligations in planning their college programs.

In order to maintain a proper academic balance, students should consider the following:

- 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 and college time together 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.
- Students should take advantage of instructor office hours to consult with faculty as often as necessary.

## 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. The transcript reflects all academic work attempted at Cypress College. It lists chronologically the courses, units, grades, grade points, cumulative grade point average, total units and other relevant academic data.

The normal processing time for transcripts is within 7 – 14 working days. Forms for requesting transcripts may be downloaded from our website ([www.CypressCollege.edu](http://www.CypressCollege.edu)) or are available in the Admissions and Records Office. Transcript requests may be submitted in person or mailed. Mail requests must include the student's current and previous names, date of birth, social security number, approximate dates of attendance, number of copies needed, a complete address where the transcript is to be sent, and the student's signature. Requests with incomplete information may not be processed.

Students are entitled to two (2) copies of their transcripts without cost. Subsequent copies are \$3.00 per copy. (*Note: Fee is subject to change at any time.*) On Demand transcripts can be obtained for an additional \$10.00.

Transcript requests must include full payment to be processed and requests will not be processed if there are outstanding financial obligations to the college. Only checks or money orders are accepted and should be made payable to Cypress College. **Cash payments may be made at the Admissions and Records Office but are not recommended to be sent through the mail.**

Mail requests to Cypress College, Admissions and Records, ATTN: Transcripts, 9200 Valley View St., Cypress, CA 90630-5897

## VERIFICATION OF STUDENT STATUS

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

## WITHDRAWAL

It is recognized that, on occasion, students' circumstances might force them to withdraw from a class prior to its completion. **It is the student's responsibility** to initiate withdrawal procedures. Failure to withdraw officially from a class can result in a grade of "F" or "NC" being assigned. Refer to the Class Schedule for further instructions on withdrawal and drop deadline dates.

For the purpose of this policy, a "W" indicates 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 below:

### 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

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

#### Remainder of Course

The student may no longer withdraw from college after the 14th week. The academic record of the student shall reflect a symbol or grade other than "W". Under extenuating circumstances, a "W" may be granted after the 14th week if the student files a Request for Exception that is approved by the Office of Admissions and Records.

### Short Courses

#### Until the Day Prior to the First Census (the first census is one-fifth of the way through the course)

The student or instructor may initiate a withdrawal. No notation shall be made on the student's academic record. (See course instructor or Admissions and Records Office for the first census date for specific courses.)

#### From the First Census Through the Withdrawal Date

The student or instructor may initiate a withdrawal up to the time three-fourths of the course has elapsed. (See course instructor or Admissions and Records Office for withdrawal dates for specific courses.) A "W" shall be recorded 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." Under extenuating circumstances, a "W" may be granted after the withdrawal date if the student files a Request for Exception that is approved by the Office of Admissions and Records.

**Weekend Seminars Until the Day Prior to the First Day of the Seminar**

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

**After the Seminar Begins**

The instructor may drop, with a "W", those students who do not attend the seminar. Those who do attend must receive a symbol or grade other than a "W". Under extenuating circumstances, a "W" may be granted after the withdrawal date if the student files a Request for Exception that is approved by the Office of Admissions and Records.

**Summer Intersession Courses****First Week**

Students are to check with the Admissions and Records Office for appropriate withdrawal dates.

**Open-Entry Courses**

As often as possible, open-entry courses shall be treated according to the regulations for semester courses. See the Admissions and Records Office for further information.

# Instructional Support Services

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

**BUSINESS AND COMPUTER INFORMATION SYSTEMS LAB**

The Business and Computer Information Systems Lab is 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 Lab (B-208) is available for business students who are concurrently enrolled in courses that require the use of the lab for enhancing and developing business skills. Please refer to the *Class Schedule* for hours of operation.

**NORMAL HOURS OF OPERATION:**

MON - THU	8:00am - 10:00pm
FRI	8:00am - 2:00pm
SAT	9:00am - 12:00noon

**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.

**LIBRARY AND LEARNING RESOURCE CENTER**

Visit our website at  
<http://www.CypressCollege.edu/llrc>

**First Floor Instructional Support: Learning Center**

The Learning Resource Center Open Lab offers students an open computer lab where they may access the Internet, software applications (such as word processing, spreadsheet, and presentation) and course-specific software assigned by their instructors (CD-ROM and online). Also available are flatbed scanners with accompanying photo-editing software. Students may obtain a broad variety of academic support media placed in the LRC by instructors. Assistance using computers and applications is provided as well as electrical power, data and wireless connectivity for students with personal laptop computers.

**NORMAL HOURS OF OPERATION:**

MON - THU	8:00am - 9:00pm
FRI	8:00am - 5:00pm
SAT	11:30am - 3:30pm
SUN	CLOSED

**Personalized Tutoring** is available in the LRC at no cost to CC students. To schedule an appointment with a writing or language arts tutor, call (714) 484-7183.

**TUTORS ARE AVAILABLE:**

MON - THU	9:00am - 7:00pm
FRI	9:00am - 4:00pm
SAT	11:30am - 3:30pm
SUN	CLOSED

**Math/Science Learning Center Room 127**

The MSLC provides students assistance in solving problems and in understanding concepts in mathematics, chemistry and physics. Resources include an array of math solutions manuals and computer applications. Students receive assistance on a first-come, first-served basis or by appointment. To schedule an appointment with a math or science tutor, call (714) 484-7193.

**NORMAL HOURS OF OPERATION:**

MON - THU	8:00am - 9:00pm
FRI	8:00am - 5:00pm
SAT	11:30am - 3:30pm
SUN	CLOSED

## Second Floor Instructional Support: Library

**Library Website:** <http://www.CypressCollege.edu/~library>

**Note:** Remote access to the library catalog is available through the website. Remote access to the databases is available to currently enrolled Cypress College students with a user ID and password attainable at the Reference Desk.

The Library maintains a collection of approximately 68,000 books, periodical subscriptions as well as videos, CDs, DVDs, cassette tapes, maps, pamphlets, and several databases with selected full-text newspaper, magazine, and journal articles. Students may access the Internet, the library catalog, databases, the TILT academic research tutorial program, and the extensive full-text EBSCO Host periodical database.

**Library Cards:** A current student picture ID card is your library card. You must have your student ID card with you in order to check out materials or look at reserve/textbook materials. The textbook collection must be used in the library, but there are books, videos, DVDs, CDs, audio-cassettes, pamphlets and paperback books available for check-out.

**Group Study Rooms:** Eight group study rooms are available. See staff at the check-out counter (Circulation) to make a reservation no more than 7 days and no less than 24 hours in advance. Reservations are made on a first-come, first-serve basis. Dry-erase markers to use in the study rooms are also available.

### NORMAL HOURS OF OPERATION:

MON - THU	8:00am - 9:00pm
FRI	8:00am - 5:00pm
SAT	11:30am - 3:30pm
SUN	CLOSED

## PEER ASSISTED LEARNING

### What is Peer Assisted Learning?

Peer Assisted Learning (PAL) provides students with an opportunity to participate in weekly study groups and tutoring sessions for classes which have historically proven to be very challenging. In these study group sessions, PAL tutors assist students to review the class materials and homework assignments, participate in activities that reinforce coursework, and prepare for exams by working through practice test questions.

### What are the benefits of Peer Assisted Learning?

Students who participate in PAL study groups typically get a half to a full letter grade higher in a class than those who don't participate. With the support of PAL study sessions, students have a greater chance of passing the class and are less likely to withdraw. With PAL, even students who do well in the subject can enhance their grade, earning an "A" where they might once have gotten a "B".

- Weekly study groups that review course materials
- Advanced preparation for tests
- Assistance with homework
- Individual tutoring
- Supportive learning environment

### How do I get into a class that offers Peer Assisted Learning?

The current class schedule will offer a listing of those courses which have PAL study groups attached to them. You register for these classes as you normally would for any class. PAL study groups are typically held directly after the class. Leave 1 – 2 hours open in your schedule after your PAL class so that you will be able to participate in the study group sessions.

### How do I find out more information about Peer Assisted Learning?

For more information contact the Peer Assisted Learning Coordinator at (714) 484-7098.

### *Start Strong, Stay Strong!*

Peer Assisted Learning is funded by Title V Hispanic Serving Institution Grant

## SUPPLEMENTAL INSTRUCTION

The Supplemental Instruction (SI) Program provides opportunities for students to voluntarily participate in study group sessions for highly difficult classes. Typically, these sessions are held immediately after the class and therefore, students wishing to utilize this program should keep their schedules free at those times. These study groups are organized and facilitated by SI Leaders who are students who have successfully completed the classes in which SI is being offered.

Students who participate in SI study sessions report increased understanding of concepts and improved study and test-taking skills. Data shows that those students who participate will earn a half to a full grade higher than those who do not participate.

For more information about SI, contact the SI Coordinator at (714) 484-7322.

## Special Programs

### ALPHA GAMMA SIGMA HONOR SOCIETY



Alpha Gamma Sigma (AGS) is the California state wide community college Honor Society which, according to our constitution, has the purpose of fostering, promoting, maintaining, and recognizing scholarship. While being of service to AGS, the college and the community, members will be able to develop civil mindedness, and leadership characteristics which will be useful throughout their lives. Students will also be able to attend chapter events, on-campus activities, and regional and state conferences with students from other colleges.

The Greek Letters in our name were selected because they are the initials from Greek words that mean Excellence, Knowledge, and Wisdom. Sigma Psi is the Cypress College chapter. We not only acknowledge our members as outstanding scholars, but also as humanitarians who devote their time to help our campus and our community.

### Eligibility requirements

To be eligible for membership in AGS you must meet either one of the following requirements:

1. Temporary Membership: You are a first semester college student and you are a life member of the California Scholarship Federation (CSF), or you graduated from high school with a cumulative GPA of 3.5 or higher.
2. Initial/Continuing Membership: You are a continuing college student who has completed at least 12 semester units with a cumulative GPA of 3.0 or higher.

## BLACK STUDIES LEARNING COMMUNITY (BSLC)

The Black Studies Learning Community (BSLC) is an academic program designed to increase success, retention, and transfer rates for underrepresented student populations. The mission of the BSLC is to promote academic success and transfer through collaborative and interactive activities drawn from the Black Experience. Based upon a student's English placement, the BSLC incorporates counseling, tutoring, and linked curriculum drawn from African American culture in general education courses, such as English 060 C, English 100 C, English 102 C, Speech 100 C, Counseling 150 C, Ethnic Studies 129 C, Ethnic Studies 130 C, and Ethnic Studies 131 C. This three-semester program provides students with an opportunity to experience a culturally-based curriculum, while accomplishing twenty-one general education requirements for transfer. Contact Renee Ssensalo at [rsensalo@CypressCollege.edu](mailto:rsensalo@CypressCollege.edu) for information on how to become a part of this special program.

## EDUCATIONAL INTERPRETER TRAINING PROGRAM

The goal of the Educational Interpreter Training Program at Cypress College is to better prepare those serving this highly specialized segment of the broader sign language interpreting service spectrum.

With the large number of Deaf and Hard of Hearing (DHH) students educated in all levels of local schools and regional programs, educational interpreters and their services are in constant demand. All too often though, the supply of skilled professionals falls far below the number necessary to adequately meet the service needs.

In addition to our on-site and on-line classes, we have begun to offer video broadcast format classes in the Fall 2006 semester. We now serve both Cypress College and Offices of Education in and out of the state of California.

Cypress College is committed to meeting the needs of the educational interpreter through competent, professional, broad-based training and meaningful real-world support.

For further information, please contact Dennis M. Davino, LMFT, Special Projects Director for Teacher Preparation, Educational Interpreter Training, and Paraprofessional Certificate Programs at (714) 484-7186.

## HONORS PROGRAM



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

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

### The Transfer Alliances

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

## Honors Courses

ART 112HC	Honors Survey of Art History II	3
ASTR 116HC	Honors Intro to Astronomy	3
ASTR 117HC	Honors Astronomy Laboratory	1
BIOL 101HC	Honors General Biology	5
CHEM 103HC	Honors Chem in a Changing World	3
COUN 135HC	Honors Leadership	3
COUN 140HC	Honors Educational Planning	½
COUN 160HC	Honors University Transition	1
ECON 100HC	Honors Principles of Economics	3
ECON 105HC	Honors Principles of Economics	3
ENGL 100HC	Honors College Writing	3
ENGL 104HC	Honors Critical Analysis & Lit	4
ENGL 125HC	Honors Film	3
ENGL 230HC	Honors Thematic Topics	3
ENGL 231HC	Honors Fiction Topics	3
ENGL 232HC	Honors Poetry Topics	3
ENGL 233HC	Honors Drama Topics	3
ENGL 234HC	Honors Shakespeare	3
ETHS 100HC	Honors American Ethnic Studies	3
GEOG 100HC	Honors World Geography	3
GEOG 100HC	Honors Physical Geology	3
HIST 110HC	Honors West. Civilizations I	3
HIST 111HC	Honors West. Civilizations II	3
HIST 112HC	Honors World Civilizations I	3
HIST 113HC	Honors World Civilizations II	3
HIST 170HC	Honors History of the U.S.	3
HIST 171HC	Honors History of the U.S.	3
INDS 120HC	Honors Theme Seminar	1
MATH 120HC	Honors Intro to Prob & Stat	4
MUS 118HC	Honors Introduction to Opera	3
NURS 105HC	Honors Cardiopulmonary Nursing	½
POSC 100HC	Honors U.S. Government	3
PSY 101HC	Honors General Psychology	3
PHIL 100HC	Honors Introduction to Philosophy	3
SOC 101HC	Honors Intro to Sociology	3
SPAN 101HC	Honors Elementary Spanish I	5
SPAN 102HC	Honors Elementary Spanish II	5
SPCH 100HC	Honors Human Communication	3
SPCH 220HC	Honors Rhetoric of the City	3
THEA 102HC	Honors World Theater History	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 C.
- Completion of the Honors Transfer Program application.

### To Continue in the Program

- Achieve grades of "C" or higher in all Honors classes.
- Maintain a minimum 3.0 GPA in all Cypress College course work.
- Complete a minimum of one Honors Course each semester.

### To Complete the Program

- Complete six (6) Honors designated classes for a minimum eighteen (18) units.
- Complete COUN 160HC Honors College/University Transition and INDS 120HC Honors Theme.
- 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.
- Honors Club Membership
- Membership opportunities with Alpha Gamma Sigma Honors Society.



**Benefits of Completion of the Program**

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

**Applying to the Program**

- Submit an application to the Honors Program Office. Applications are available in the class schedule, in the Transfer Center, or online at [www.CypressCollege.edu/languagearts/honors/honors.html](http://www.CypressCollege.edu/languagearts/honors/honors.html).
- Submit a current transcript and proof of eligibility for English 100 C.

For more information please contact:  
 Penny Gabourie, Honors Program Counselor  
[pgabourie@CypressCollege.edu](mailto:pgabourie@CypressCollege.edu)  
 Kathryn Sonne, Honors Program Director  
[ksonne@CypressCollege.edu](mailto:ksonne@CypressCollege.edu)  
 Honors Program Office is located in the Transfer Center  
 Fine Arts Building, First Floor, Room 100  
 (714) 484-7452 [www.CypressCollege.edu](http://www.CypressCollege.edu)

**INTERNATIONAL STUDENTS**

Cypress College welcomes applications for its International Student Program. Our college is authorized by the United States Department of Homeland Security (DHS) as an institution of higher learning for non-immigrant F-1 visa students. One of the goals of the program is to provide positive educational opportunities for students in an effort to improve the global community. The staff offers assistance with academic advisement, registration into classes and orienting students to living in Southern California.

- 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 July 1 for the fall semester and December 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 \$40.00.
- The F-1 visa student is required to complete a full-time program (12 units or more) each semester of attendance and maintain a 2.0 GPA.
- 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 (written), 173 (computerized), or 61 (IBT, Internet-Based Test). Students already in the United States may take the Cypress College assessment test.

2. The applicant must offer evidence of a degree of academic achievement the equivalent of an American high school education, twelve years of elementary and secondary school, or be at least 18 years of age. The student must submit a transcript of an official school record accompanied by a notarized English translation.

3. Applicant must offer evidence of financial responsibility.

4. F-1 visa applicants who have attended other American schools or colleges may be considered for admission provided the applicant meets Cypress College admission requirements and can show proof of a valid immigration status with the U.S. Citizenship and Immigration Services (USCIS).

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 a SEVIS I-20 form and registration information.

- The F-1 visa student is 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 U.S. Citizenship and Immigration Services (USCIS).
- F-1 visa students will not be accepted for admission into any program when applications by qualified U.S. citizens exceed space available.

**F-2 Dependents**

In accordance with U.S. Federal Code, the spouse and minor children accompanying an F-1 student are eligible for admission in F-2 visa status. The F-2 spouse or F-2 child may not engage in full time study and the F-2 spouse and F-2 child may only engage in study that is avocational or recreational in nature.

**PARAPROFESSIONAL PROGRAM**

Paraprofessionals — sometimes known as Para educators, instructional assistants, educational assistants or teacher aides — are school employees who work under the direction of certified or licensed staff members to help provide instructional and other services to students and their families. *Para* means “along side of” and like their counterparts in the legal and medical fields (e.g. paralegals and paramedics), Paraprofessionals assist and support the work team in a variety of ways (Gerlach, 2002). In many districts Paraprofessionals live in the school neighborhood. They sometimes speak the language of the students and provide a special liaison to the community and culture. Educational Paraprofessionals assist in instruction and support under the guidance of the classroom teacher. They tutor children, supervise them in and outside of class, create projects and prepare other materials for instruction. Most Paraprofessionals work the typical school calendar of nine to ten months.

The need for Paraprofessionals in California has increased dramatically in California since AB 2042 became law. Now all Paraprofessionals working in Title I schools in California must possess a high school diploma (or GED), must pass a rigorous test created and validated by the district, and have two years of college-level units, or hold an Associate of Arts degree. This legislation applies to all Title I, bilingual, special education Paraprofessionals.

For further information, please contact Dennis M. Davino, LMFT, Special Projects Director for Teacher Preparation, Educational Interpreter Training, and Paraprofessional Certificate Programs at (714) 484-7186.

## PUENTE PROGRAM

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

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

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

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

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

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

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

## SERVICE LEARNING

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

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

**For more information please contact:**

Kathryn Sonne, Service Learning Director  
ksonne@CypressCollege.edu

Service Learning Office is located in the Transfer Center  
Fine Arts Building, First Floor Room 102  
(714) 484-7452 [www.CypressCollege.edu](http://www.CypressCollege.edu)

## SPECIAL ADMIT PROGRAM

The Special Admit Program is intended for K-12 students who wish to enroll part time in **advanced scholastic or vocational** classes.

To be eligible for the Special Admit Program during the summer, fall or spring semesters, students must obtain the required recommendation from the principal with 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.

Special Admit Students are required to have a 2.00 grade point average (verified by a high school transcript) and must meet all college 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. Students on an F-1 visa are not eligible.

Enrollment fees are waived for California resident Special Admit Students in grades 9-12. All Special Admit Students are responsible for all other fees including lab, health, parking, books, materials and other fees.

Courses taken by a Special Admit Student are recorded on the student's permanent record as college credit in the same manner as regularly enrolled college students. Credit may be given at the high school and may meet a graduation requirement; however, students should consult with the high school counselor. Special Admit Students must adhere to all college policies on admission, registration, course requirements, 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 Special Admit Program can download the forms from the college website or contact the Admissions and Records Office for an Application for Admission and a Special Admit Recommendation Form. The Special Admit Recommendation Form is valid only for the current semester. A new Special Admit Form must be submitted for enrollment in subsequent semesters.

## 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 Language Arts Division. For further information, call (714) 484-7080.

## TEACHER PREPARATION PROGRAM

**Program Code: 1T07860**



The Teacher Preparation Program at Cypress College is a comprehensive student services program that provides academic support, specialized counseling, and outreach to students who are interested in pursuing a career in teaching. The primary purpose of the program is to provide Cypress College students with a clearinghouse of information and resources to help them become teachers. The program also provides early fieldwork experience in an educational setting, as well as, a future teachers club called "Future Educators."

The program offers special classes called Teacher Preparation Classes. These classes are designated with an apple in the Class Schedule. These classes are designed to enhance the future teachers understanding by providing a variety of different experiences in the classroom related to the field of Education. A Learning Community is two classes that are paired together with integrated projects and a common theme of education woven throughout both classes. The faculty members from each class have specially designed these classes to enhance the experience in each class by cross referencing topics in each class, with an emphasis in education. The Learning Communities are designated with two apples in the Class Schedule.

## TEACHING CREDENTIAL PREPARATION

There are several types of credentials offered by the state of California that students can receive. Students interested in teaching at the elementary school level will be obtaining a Multiple Subject Teaching Credential. The students interested in teaching at the middle school or high school level will earn a Single Subject Teaching Credential. Most California Teaching Credentials take five years to complete on a full-time basis. The required lower division courses may be completed at Cypress College. For more information, log onto the California Commission on Teaching Credentialing website at: [www.ctc.ca.gov](http://www.ctc.ca.gov).

## CALIFORNIA BASIC EDUCATIONAL SKILLS TEST (CBEST)

The CBEST verifies proficiency in reading, mathematics, and writing. Passing the CBEST is a requirement for obtaining a teaching credential issued by the California Commission of Teacher Credentialing and is required prior to student teaching. It is strongly recommended that students seeking a teaching credential take the CBEST after completing category A and B4 in the CSU/GE Requirement or Area 1 and Area 2 in the IGETC/GE Requirements. CBEST review classes are offered periodically throughout the year. Check the Class Schedule for specific dates. Students should pass the CBEST before leaving Cypress College. For more information about the CBEST exam, log onto [www.cbest.nesinc.com](http://www.cbest.nesinc.com).

## CALIFORNIA SUBJECT EXAMINATIONS FOR TEACHERS (CSET)

All applicants for an elementary teaching credential must prove they are knowledgeable and competent in the subject area(s) they will be licensed to teach. For the middle or high school teacher, subject matter competence focuses on a particular subject such as, English or Math. The secondary teaching credential does not require the CSET as long as the student is in an "approved program" and majors in the same subject of their credential. For the elementary teacher, subject matter competence must be demonstrated for all subjects relevant to the elementary classroom through the CSET exam. The exam is divided into subtests (most exams have three subtests) and the examinee has five hours to complete it. Passing the CSET is required for those students who pursue the multiple subject credential. For further information, visit the CSET website at: [www.cset.nesinc.com](http://www.cset.nesinc.com).

## CSULB (ITEP) ELEMENTARY PROGRAM & CSUF (STEP) ELEMENTARY PROGRAM

The Teacher Preparation Program curriculum fulfills all the lower division requirements for the CSULB (ITEP) and CSUF (STEP) Integrated Teacher Education Programs. Upon completion of the integrated program, a student will meet requirements for both a B.A. in Liberal Studies and preliminary multiple subject teaching credential for teaching grades K through 8th, without having to enroll in a year-long credential program. Applications and further information are available in the Teacher Preparation Program Office in the Department of Social Sciences.

## SINGLE SUBJECT TEACHING CREDENTIAL

A Single Subject Teaching Credential authorizes the holder to teach a particular subject at the middle school or high school level. Specific Single Subjects are: Art, Business, English, Health Science, Home Economics, Industrial & Technology Education, Language (other than English), Math, Music, Physical Education, Biological Sciences, Chemistry, Geosciences, Physics, and Social Science. A student will need to earn a Bachelor's degree (preferably in the subject taught), pass the California Basic Education Skills Test (CBEST), complete a teaching credential program, pass a U.S. Constitution class, pass the Reading Instruction Competency Assessment (RICA), and obtain a Character and Identification Clearance.

## EDUCATION SPECIALIST CREDENTIAL (Special Education)

The person holding this credential may work with elementary, middle school, or high school students. An Education Specialist Credential offers the following specializations: Mild to Moderate Disabilities, Moderate to Severe Disabilities, Visual Impairments, Deaf and Hard-of-Hearing, Physical and Health Impairments, and Early Childhood Special Education. A student will need to earn a Bachelor's degree, pass the California Basic Education Skills Test (CBEST), complete a teaching credentialing program, pass a U.S. Constitution class, pass the California Subject Examination (CSET), pass the Reading Instruction Competency Assessment (RICA), and obtain a Character and Identification Clearance.

## MULTIPLE SUBJECT TEACHING CREDENTIAL

A Multiple Subject Teaching Credential authorizes the holder to teach in a "self-contained" classroom, meaning that one teacher teaches all subjects to the same students. A student will earn a Bachelor's degree, preferably in Liberal Studies or Child Development (but not exclusively), pass the California Basic Education Skills Test (CBEST), complete a multiple subject teacher credential program, pass a U.S. Constitution class, pass the California Subject Examination (CSET), pass the Reading Instruction Competency Assessment (RICA), and clear a Character and Identification Clearance. All of the California State Universities now have a statewide agreement that they will all use the same 45 units of common core for all Integrated Teacher Preparation Programs in the State of California.

## INFORMATION

For specific academic advisement at Cypress College, see your Teacher Preparation Counselor, Velia Lawson (714) 484-7178, or Dennis Davino (Special Projects Director of Teacher Preparation) at (714) 484-7186. The Teacher Preparation Office has a list of all the Cypress Classes you will need to take for transfer to a CSU or other University. The Cypress Teacher Preparation website is: [www.CypressCollege.edu/~tpp/](http://www.CypressCollege.edu/~tpp/). There is also a link on this page to the "Future Educators" Club at Cypress College.

\*\* Students with a criminal record are strongly recommended to see the Teacher Preparation Coordinator to find out their eligibility in the program.

NOTE: Students interested in Teaching should use the program code to indicate their area of interest for the Liberal Arts degree.

## THE UNIVERSITY TRANSFER ACHIEVEMENT PROGRAM (UTAP)

The Cypress College University Transfer Achievement Program empowers students to achieve their academic goals. It is designed to assist students to transition successfully from high school to community college and to transfer to four-year colleges and universities. UTAP has two components:

- **The Freshman Experience Learning Community** links classes around a common theme or concept. Student enroll and receive grades in the separate courses but have assignments and activities that are shared between the classes. This approach provides unique education opportunities that enhance student success. The learning community also offers students additional support by integrating campus resources, such as tutoring and student mentoring, into the program. Because the program involves shared classes and activities, UTAP students forge strong friendships and have fun while learning.

To learn more about the **Freshman Experience Learning Community Program**, contact Mary Forman, UTAP faculty, at (714) 484-7156 or visit the UTAP office in BUS-102. Email: [mforman@CypressCollege.edu](mailto:mforman@CypressCollege.edu).

- **The Student Mentoring Program** offers students two valuable learning opportunities. First-time freshmen will be matched with a student mentor who assists them with their transition into college. More seasoned students can volunteer to be student mentors to develop their leadership skills and to give back to the campus community.

To learn more about the **Student Mentoring Program**, contact Art Goldman, Student Mentoring Coordinator, at (714) 484-7093 or visit the UTAP office in BUS-102. Email: [agoldman@Cypress-College.edu](mailto:agoldman@Cypress-College.edu).

The UTAP Programs are funded by the Title V Hispanic-Serving Institutions Grant.

## TRANSFER TRACK PROGRAM

The UTAP Transfer Track Program is designed for first-time freshman and currently enrolled students with less than 30 units completed. It provides a variety of support services that assists students to achieve successful transfer to a four-year college or university.

### Benefits of the Transfer Track Program

- Personally developed Student Education Plan
- Counseling and monitoring by a transfer counselor
- Visits to university campuses
- Transfer related workshops and activities
- Insights in how to prepare a strong "academic resume" to qualify for scholarships, internships, and admissions to competitive four-year colleges and universities

### Requirements for Participation in the Transfer Track Program

- Full-time student
- Less than 30 college units completed
- In good standing with the last school attended

### Applying for the Transfer Track Program

- Submit a Transfer Track Application and a current transcript to the UTAP Office. Applications are available in the Transfer Center or at [www.CypressCollege.edu/~titlev](http://www.CypressCollege.edu/~titlev).

**For more information please contact:**  
 Penny Gabourie, UTAP Transfer Coordinator  
[pgabourie@CypressCollege.edu](mailto:pgabourie@CypressCollege.edu)  
 The UTAP Office is located in the Transfer Center  
 Fine Arts Building, First Floor, Room 100, (714) 484-7129

UTAP is funded by a Title V Developing Hispanic Serving Institutions Program grant.



# Student Support Services

The hours listed here are the normal hours of operation for the various offices for the Fall and Spring semesters. The Summer hours may be different (consult the Summer Class Schedule) and all hours are subject to change.

## ADMISSIONS AND RECORDS

Admissions and Records is the first contact students will generally have with Cypress College. The Office provides clear and concise information to all members of the community, and admits and registers students in a timely and proficient manner. The Office provides supportive contacts with students, faculty and the administration by maintaining and retrieving student records. The Admissions and Records Office serves as the final evaluator of all certificate and graduation applications, distributes student records (including grades and transcripts) and certifies and reports attendance data to appropriate agencies.

The Admissions and Records Office is located on the ground floor of the Business Building. For information, call (714) 484-7346.

### NORMAL HOURS OF OPERATION:

MON - THU	8:00am - 7:00pm
FRI	8:00am - 5:00pm

## ADULT RE-ENTRY PROGRAM

The Adult Re-entry Program recognizes that learning is a lifelong process and is dedicated to meeting the needs of "non-traditional" students. Our Program provides a combination of services to explore career, academic and success issues as you progress on your educational path. Let us help you discover the many opportunities, services and options available. The Program offers counseling, classes, support groups, workshops, resources and referrals. The Adult Re-entry Program is located in the Career Planning Center in the Humanities Building, Room H-312. For information call (714) 484-7120 or visit our website at: [www.CypressCollege.edu/~cpc](http://www.CypressCollege.edu/~cpc).

### NORMAL HOURS OF OPERATION:

MON - FRI	8:00am - 5:00pm
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## ARTICULATION STATEMENT

Articulation agreements define how courses will transfer from one institution to another. Cypress College maintains major and/or course-to-course articulation agreements with most public universities and many independent colleges and universities in the state of California. The agreements with the public institutions are listed on [www.assist.org](http://www.assist.org) which is the official repository for articulation in the state. Many independent institutions have articulation information available on their websites. In addition, agreements with public and independent institutions are located in the Transfer Center. For more information call (714) 484-7129.

## 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 *Class Schedule* and on the *Cypress College website*. The Assessment Center is located on the first floor of the Business Building. For information call (714) 484-7223.

### NORMAL HOURS OF OPERATION:

MON - FRI	8:00am - 5:00pm
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## BOOKSTORE

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

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

You may also purchase textbooks online at: [www.cypresscollegebookstore.com](http://www.cypresscollegebookstore.com).

### NORMAL HOURS OF OPERATION:

MON - THU	7:45am - 8:00pm
FRI	7:45am - 5:00pm

For your convenience the bookstore is open two consecutive Saturdays each semester beginning with the Saturday before the start of the Fall and Spring Semesters. Hours for the 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:

MON - THU	8:30am - 7:00pm
FRI	8:30am - 2:00pm

## BURSAR

The Bursar's Office processes registration payments and registration refunds, accepts deposits and processes requests for expenditures for a variety of areas on campus including Associated Students and all campus clubs, and monitors campus fundraising activities. This office is also responsible for paycheck disbursement and disbursement of scholarship funds. The Bursar's Office is located on the first floor of the Business Building. For information, call (714) 484-7317.

### NORMAL HOURS OF OPERATION:

MON - FRI	8:00am - 5:00pm
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## CAMPUS SAFETY

The Cypress College Department of Campus Safety is committed to providing a safe campus environment for its students, faculty, and visitors. Campus Safety provides security and safety services to the campus. The department is responsible for crime prevention and personal safety. While this is our primary responsibility, personal safety and crime prevention does rest with each individual. Therefore, each of us must take personal responsibility for our own safety, as well as for the safety of those around us.

Cypress College is among the safest colleges in the country. We strive towards this goal by providing proactive patrol procedures, interaction with the community, and high visibility. We have also established a partnership with the Cypress Police Department. This combination has been successful in solving many of the problems and issues that have been presented to Cypress College members.

Campus Safety provides coverage to the campus 24 hours a day. Campus Safety is located in CCC-3 of Holder Street. The Business Office is open 8am-5pm; an outside box is available for deposit of citation appeals. Any criminal action or emergency must be reported to Campus Safety at (714) 484-7387.

Cypress College complies with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) by conducting emergency exercises each semester.

Campus Safety provides escort service upon request at (714) 484-7387. Lost and found items are housed in the Campus Safety Office. Contact Campus Safety to receive information regarding items.

## PARKING

Anyone who chooses to use the campus parking lots are required to pay a parking fee. A parking hanger for the semester may be purchased through WebStar when student register, or in the Bursar's Office or Admissions and Records Office after the semester begins. A one-day permit may be purchased at the seven permit machines located throughout the campus. The parking hanger or one-day permit authorizes students to use any of the six lots open to student parking, as well as designated spots on Circle Drive, Fullerton College and the Anaheim Campus. The parking hanger does not guarantee a parking space, but will permit parking in designated spaces. Students or visitors are not eligible to park in staff spaces.

A valid permit should be displayed in or on all vehicles at all times while in the designated parking spaces. Only persons with a valid state placard may park in disabled parking, student parking and limited parking zones. A valid student permit or day permit must be displayed along with the state placard when parking on campus.

## PARKING ENFORCEMENT AND APPEALS

All campus parking regulations are enforced by the Cypress College Campus Safety Department. All traffic regulations are enforced by the Cypress Police Department.

Parking is strictly enforced and there is a two-week grace period at the beginning of the Fall and Spring semesters in order for students to obtain permits. Failure to display a parking permit will result in a parking citation issued by Campus Safety. Please contact Campus Safety regarding the appeal process by calling or visiting the Campus Safety website.

## CAREER PLANNING CENTER

The Career Planning Center offers services designed to assist students and the general public move forward with confidence, new skills and strategies for success. Visit the Career Planning Center to discover your career/major options, target your ideal career, clarify your preferred values, interests and activities, and perfect your job search. The Center offers one-on-one counseling to help with selecting a college major, occupational possibilities, career goal alternatives and all aspects of the career search process. Also available are career classes, career assessments, workshops, a research library, college catalogs, career-related software programs and much more. The Career Planning Center is located in the Humanities Building, Room H-312. For information call (714) 484-7120 or visit our website at: [www.CypressCollege.edu/~cpc](http://www.CypressCollege.edu/~cpc).

### NORMAL HOURS OF OPERATION:

MON - FRI

8:00am - 5:00pm

## CENTER FOR INTERCULTURAL UNDERSTANDING

The Mission of the Center for Intercultural Understanding (CIU) 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 Diversity Committee, which oversees the CIU, meets monthly during the academic year. For information, call (714) 484-7049 or 7050.

## COUNSELING & STUDENT DEVELOPMENT

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

Each student is assigned a counselor based on a major or area of interest. The counselor assists the student in planning a program of courses and is available to help in other matters affecting the student's progress in college. Regular conferences may be scheduled during each semester to ensure that the student may gain the greatest possible benefit from the counseling service. Counselors can also be reached by e-mail during the semester at [onlinecounselor@CypressCollege.edu](mailto:onlinecounselor@CypressCollege.edu) or through their individual e-mail address listed in the Programs and Course Descriptions section of this catalog under Counseling and Student Development.

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 must enroll in *COUN 140 C* or *COUN 140HC* during their first semester of attendance. This course is designed to further 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 and Life Planning*, *Academic and Life Success*, *Career Exploration*, *College/University Transition*, and *Academic Success and College Survival*.

**COUNSELING 140 C, 140HC**

First-time students who are taking more than two classes or who plan to earn the Associate Degree, obtain a certificate, or transfer to a four-year college must include *Educational Planning COUN 140 C, or COUN 140HC*, in their schedule. This nine-hour course is taught by a counselor and the class is usually 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 an Associate degree, a vocational certificate, or whether it is to transfer to a four-year college.

**DISABLED STUDENTS PROGRAM & SERVICES**

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. Accommodations are tailored to the student's individual needs with the goal of integrating the student into all facets of college life. DSPS is located in the Cypress College Complex on the first level, Room 100.

Typical services include:

Complete assessment/evaluation for learning disabilities  
Academic, vocational and personal counseling  
Information and referral  
Registration assistance  
Test taking assistance  
Interpreters  
Sign language  
Alternate media

Special classes:

Adapted Physical Education  
College Orientation  
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.

**NORMAL HOURS OF OPERATION:**

MON, TUE, THU & FRI 8:00am - 5:00pm  
WED 8:00am - 7:00pm

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

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

These services include:

Outreach, Recruitment and College Orientation  
Full Service Tutoring Center  
State-of-the-Art Computer Lab  
Counseling and Advisement  
Priority Registration  
Instructional Support Services  
Book Service  
Educational Supplies and Materials  
University Application Fee Waivers  
Health Fee Waivers  
Computerized Instructional Programs

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

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

To find out more about us visit our website at: [CypressCollege.edu/eops](http://CypressCollege.edu/eops), come to our office located in the Cypress College Complex, 2nd floor or contact us at (714) 484-7368.

**NORMAL HOURS OF OPERATION:**

MON, THU & FRI 8:00am - 5:00pm  
TUE & WED 8:00am - 6:00pm

**FINANCIAL AID**

The Financial Aid Office provides a number of important student services, which include:

- Providing information regarding the types of financial aid available;
- Helping collect and complete all necessary financial aid forms and documents; and providing guidance on student loans.

The Financial Aid Office currently administers state and federal grants, loans, and work-study. The most common types of financial aid that Cypress College students are eligible to receive include:

**Pell Grants** — Federally funded grants for eligible undergraduate students ([www.fafsa.ed.gov](http://www.fafsa.ed.gov));

**Federal Supplemental Educational Opportunity Grants (FSEOG)** — Federally funded grants for eligible undergraduate students;

**Cal Grants** — State-funded award for eligible students from disadvantaged backgrounds or low-income families who have exceptionally high financial need, to provide them assistance with enrollment fees, living expenses, books, supplies, and transportation ([www.csac.ca.gov](http://www.csac.ca.gov));

**Board of Governors (BOGW) Enrollment Fee Waivers** — State-funded waivers of enrollment fees for eligible students;

**Federal Work-Study (FWS) funds** — Federally funded program that provides wages to eligible students for both on-campus and off-campus employment;

**Loans (subsidized and unsubsidized)** — Federally administered, low-interest loans to eligible students.

#### WHO QUALIFIES FOR FINANCIAL AID?

To be eligible to receive most forms of financial aid, a student must show documented "financial need" as determined by the federal government. However, there are a number of other specific federal requirements that must also be met. To be eligible for federal financial aid, you must:

- Be a US citizen, a permanent resident, or an eligible non-citizen;
- Have a valid Social Security Number;
- Have a high school diploma or GED, or pass an approved, independently administered test (Ability-To-Benefit exam) that must be taken at Fullerton Community College
- Be enrolled in an eligible program at Cypress College;
- Make satisfactory academic progress in your course work.
- Have complied with US Selective Service requirements ([www.sss.gov](http://www.sss.gov));
- Have not been convicted of the possession and/or sale of illegal drugs; and
- Not be in default on a student loan or owe a refund on any state or federal grant you may have received in the past.

Students who have been ineligible or disqualified to receive financial aid, should re-apply each year and are encouraged to come in and ask about other resources that may be available to them including filing an appeal for financial aid.

#### For Information:

Financial Aid Office  
Cypress College Complex, 1st floor  
9200 Valley View Street  
Cypress, CA 90630  
(714) 484-7114  
[www.CypressCollege.edu](http://www.CypressCollege.edu)

#### NORMAL HOURS OF OPERATION:

MON - FRI 8:00am - 5:00pm

#### FOOD SERVICES

There are two areas of Food Services available on campus during day and/or evening hours; both are operated by "Harmony Foods." One location is on the first floor of the Culinary/Theater Arts building, the second is a convenience store located on the first floor of the Humanities building. The Culinary/Theater Arts location provides a variety of hot and cold food menu items. The convenience store offers specialty coffees, cold drinks, and snack items.

#### HARMONY FOODS

##### NORMAL HOURS OF OPERATION:

MON - THU 7:00am - 8:00pm  
FRI 7:00am - 2:00pm

#### CONVENIENCE STORE

##### NORMAL HOURS OF OPERATION:

MON - THU 7:00am - 9:00pm  
FRI 7:00am - 2:00pm

#### FOUNDATION

The purpose of the Cypress College Foundation is to advance the work of Cypress College. That work is the education of students, which the Foundation supports by securing funds which it distributes through scholarships, loans, grants, and the funding of select college programs and projects. A non-profit, tax-exempt organization, the Cypress College Foundation raises its funds through the *Americana Awards Banquet*, one of the premiere events in North Orange County; the *President's Circle*, comprised of some of the very best friends and supporters of Cypress College; the *Cypress College Foundation Golf Classic*; and various other programs and activities, including planned giving. For more information contact the Foundation Office at (714) 484-7126.

##### NORMAL HOURS OF OPERATION:

MON - FRI 8:00am - 5:00pm

#### 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, Counselor and/or Nurse. Nominal fees will be assessed for lab tests, immunizations, medications, and special exam procedures. A registered nurse and/or a family nurse practitioner are available at all times. Appointments are recommended to see the doctor, nurse practitioner and psychologist/counselor. 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.

##### NORMAL HOURS OF OPERATION:

MON - FRI 8:00am - 5:00pm



**LOST AND FOUND**

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

**NORMAL HOURS OF OPERATION:**

MON - FRI 7:30am - 4:00pm

**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 is 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 are required to attend a one and one-half hour group orientation/counseling session. During this session the counselor will review the *College Catalog*, *Class Schedule*, 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. On line orientation is available at <http://www.Cypress-College.edu/~counseling/orientation>. After registration, Educational Planning COUN 140 C or 140HC 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. Counselors are also available through their e-mail address, located in the Programs and Course Descriptions section of this catalog under Counseling and Student Development. 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 they are 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 Manager at (714) 484-7230.

**PATRONS OF THE ARTS**

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

**STUDENT HOUSING**

Housing is not available on the college campus. Students interested in off-campus housing should contact the Student Activities Office for suggested quarters. A listing of available housing is located on a bulletin board in the Student Activities Building. For questions, call (714) 484-7198.

**STUDENT SUPPORT SERVICES**

The Student Support Services is designed to assist with placement of students into fast-track training programs. The center is located on the 2nd floor of the Cypress College Complex, 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  
 TRAC----- Training Resources to Achieve Completion

**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) 484-7129.

**NORMAL HOURS OF OPERATION:**

MON - THU 8:00am - 7:00pm  
 FRI 8:00am - 5:00pm

## VETERANS AFFAIRS BENEFITS

Cypress College is approved as a degree-granting institution for the attendance of veterans under Titles 10 and 38, United States Code. This includes the programs covered in Chapters 30, 31, 32, 35, 1606, and 1607. 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 campus Office of Veterans' Affairs well in advance of registration so necessary arrangements may be made with the Veterans Administration or the California Department of Veterans Affairs. The campus Office of Veterans Affairs 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 that will contribute to a successful educational experience. Veterans and eligible dependents/spouses who are on academic probation (below a 2.0 grade point average) must show continued improvement in their grade point average each semester after initially falling below a 2.0 GPA. A student on academic probation will have VA educational benefits payments suspended if he or she fails to make satisfactory progress toward meeting the 2.0 GPA graduation requirement in two successive semesters. In such instances, a student must petition for recertification and must provide a counselor approved program indicating what course of action he or she will take to maintain satisfactory progress toward meeting all graduation requirements.

Veterans needing assistance should contact the VA Commissioner in the Admissions and Records Office. For further assistance, phone (714) 484-7409.

### NORMAL HOURS OF OPERATION:

MON & WED	4:00pm - 7:00pm
TUE	11:00am - 1:00pm
THU	11:00am - 2:00pm

# 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.

### 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)
- Anime Club
- Anthropology Club
- Black Student Union
- Buddhists for World Peace
- Campus Christians
- Charger Chronicle
- Court Reporting Club
- C.C. Flying Team (Alpha Eta Rho)
- Creative Arts Guild
- Cypress Nursing Student Association (CNSA)
- Dental Assisting Club
- Explorer's Club
- Flight Attendants
- Forensics

- Friends of Diversity
- Funkollective Club (Music)
- Future Business and Economics Club
- G.A.L.A.
- Global Association of Culture and Peace
- Hare Krishna Yoga
- Honors Club
- Hospitality and Travel Club
- House of Campus
- Human Services
- Korean Christian Fellowship
- Korean Student Association
- Later-Day Saints Student Association
- M.E.Ch.A.
- Mortuary Science Club
- Muslim Student Association
- Native American Club
- Outreach Ministries
- Philosophy Club
- Pre-Med Club
- Progressive Students for Change
- Psychiatric Technology
- Psychology Circle
- Radiologic Technology
- Recording and Entertainment Club
- Scholarship Club
- S.A.D.H.A. (Dental Hygiene)
- Society of Future Engineers
- Society of Physics Club
- Sociology on Demand
- Spirit Club (Pep)
- S.T.A.N.D.
- Vietnamese Club
- Women's Study Club

### ACADEMIC ACHIEVEMENT CLUBS

Alpha Gamma Sigma and the Honors club are the college's academic clubs. Their main goal is to increase and promote academic excellence among students. The clubs provide service to the school and hold fund-raising activities to earn money for scholarships. Sigma Psi is the campus chapter of Alpha Gamma Sigma and the Honors club is the support club for the Honors Program.

### 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.

### DRESS CODE

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

## INTERCOLLEGIATE ATHLETIC PROGRAM

The Cypress College Chargers are members of the Orange Empire Conference composed of Cypress, Fullerton, Golden West, Irvine Valley, Orange Coast, Riverside, Saddleback, Santa Ana, and Santiago Canyon Community Colleges. The Chargers compete in conference competition in the following men's sports: baseball, basketball, golf, soccer, swimming and tennis. Women's intercollegiate sports include: basketball, soccer, softball, swimming, tennis, volleyball and water polo. The Chargers also compete in wheelchair basketball. Cypress students may participate in football, cross-country, track and men's water polo 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 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, club rush, Senior Day, World Fest, and Welcome Back Week. The Associated Students Council participates on Campus and District Shared Governance committees to represent student interests.

### NORMAL HOURS OF OPERATION:

MON - FRI

8:00am - 5:00pm

## 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 from the Office of Instruction.
- 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 to the District Chancellor.
- i. Students dissatisfied with their appeal to the District Chancellor may make a final appeal to the District Board of Trustees.

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

### PROCEDURES

- a. Obtain the appropriate form from the Admissions and Records Office.
- 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. If available, attach supporting documents.
- c. Submit the petition to the Admissions and Records Office. Note that the petitioner has certain responsibilities in this process. If an appointment for a personal interview is necessary, the student will be notified.
- d. A decision on the petition will be rendered by the Admissions and Records Office.
- e. Students can contact the Admissions and Records Office to determine the petition results.
- f. A copy of the petition and the written decision will be mailed to the student. The student shall execute the appropriate action as directed.
- g. Appeals of Admissions and Records Office decisions may be made through the Executive Vice President of Educational Programs and Student Services.

### 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 Activities Center houses the A.S. Council. Meetings of the Council are held on Mondays at 11:00 a.m. and are open to anyone who would like to attend.

The A.S. Council plans, organizes, promotes and finances many activities for the campus. A.S. Council officers serve on campus committees and participate in the California State Student Senate 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.

# Administrative Procedures

## Administrative Procedures 3540 - Sexual Assaults on Campus

Reference: *Education Code Section 67385*

- 1.0 Alleged victims of sexual assault shall be referred to local community treatment centers if appropriate on-campus treatment facilities are not available.
- 2.0 The campus Director of College Health Services, the Director of Campus Public Safety, or Office of the Provost of the School of Continuing Education shall provide all alleged victims of sexual assault with the following, upon request:
  - 2.1 The District policy and procedure regarding sexual assaults on campus.
  - 2.2 Information regarding the personnel on campus who should be notified of the assault, if the alleged victim consents, and procedures for such notification.
  - 2.3 Legal reporting requirements and procedures.
  - 2.4 Information regarding services available to victims and the personnel responsible for providing or arranging these services, including the following:
    - 2.4.1 Transportation to a hospital, which must be provided by authorized community emergency personnel.
    - 2.4.2 Referral to a counseling center.
    - 2.4.3 Notice to the police, with the consent of the victim.
    - 2.4.4 A description of available campus resources or appropriate off-campus services.
  - 2.5 Information regarding the existence of the following procedures:
    - 2.5.1 Criminal prosecution.
    - 2.5.2 Civil prosecutions;
    - 2.5.3 Disciplinary procedures applicable to students and employees, and the procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the assault.
    - 2.5.4 The availability of mediation.
    - 2.5.5 Academic assistance alternatives, including modification of class schedules and tutoring, if necessary.
- 3.0 Except as may otherwise be required by law, the District shall maintain in confidence the identity of an alleged victim of sexual assault on District property, unless the alleged victim specifically waives that right to confidentiality.
- 4.0 Except as may otherwise be required by law, the District shall maintain in confidence the identity of a witness to sexual assault on District property, unless the witness specifically waives the right to confidentiality.
- 5.0 Inquiries from the press or other media representatives regarding alleged sexual assaults on District property shall be referred to the District's Public Affairs Office, which shall coordinate with the appropriate campus public information office to assure that all confidentiality rights are maintained.



6.0 The Annual Security Report will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:

6.1 A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses.

6.2 Procedures to follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported.

6.3 Information on a student's option to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests.

6.4 Information for students about existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses.

6.5 Notice to students that the campus will change a victim's academic situation after an alleged sex offense and of the options for those changes, if those changes are requested by the victim and are reasonably available.

6.6 Procedures for campus disciplinary action in cases of an alleged sex offense, including a clear statement that:

6.6.1 The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and

6.6.2 Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

6.7 A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or nonforcible sex offenses.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** April 12, 2005

## **Administrative Procedures 3570 - Smoking on Campus**

Reference: *Government Code Section 7697*

1.0 Smoking is prohibited within 20 feet of a main exit, entrance or operable window of all campus buildings.

**Date of Adoption:** December 13, 2004

## **Administrative Procedures 5500 - Standards of Student Conduct and Discipline**

Reference: *Education Code Section 66300, 76030, 76033, 76034, 76036*

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.

A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student. Misconduct which constitutes "good cause" for disciplinary action includes, but is not limited to, the following:

1.1 Disruptive behavior, willful disobedience, habitual profanity or vulgarity; the open and persistent defiance of the authority of, or persistent abuse of, District personnel, or violating the rights of other students.

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

1.3 Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.

1.4 Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.

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

1.6 Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the college community, whether on or off District property as defined above.

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

1.8 Unauthorized entry into, unauthorized use of, or misuse of property of the District.

1.9 Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.

1.10 Causing or attempting to cause damage to District property, or to private property on District premises.

1.11 Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind, 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 while on District property, or at a District function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.

1.12 Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.

1.13 Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including, but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, college president, School of Continuing Education Provost, or authorized designee.

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

1.15 Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.

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

1.17 Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.

1.18 Committing sexual harassment as defined by law or by District policies and procedures.

1.19 Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender) religion, age, national origin, disability, sexual orientation, or any other status protected by law.

1.20 Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.

1.21 Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.

1.22 Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.

1.23 Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.

1.24 Engaging in 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 District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.

2.0 No student shall be suspended from a college or School of Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, School of Continuing Education or District activity or attendance.

3.0 Any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

4.0 The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.

5.0 The Chancellor shall establish procedures by which all students are informed of the rules and regulations governing student behavior.

## **Administrative Procedures 5500 - Student Discipline Procedures**

Reference: *Education Code Section 66017; 76030 et seq. Penal Code Section 626.4*

1.0 The purpose of these administrative procedures is to provide a prompt and equitable means to address violations of the standards of student conduct in a manner consistent with requirements of due process of law. Nothing in these procedures is intended to infringe upon the rights of students to engage in the lawful exercise of free expression as protected by the state and federal constitutions and by the provisions of Education Code section 76120.

### 2.0 Definitions

2.1 Administrator: A management employee of the District having significant responsibilities for formulating District policies or administering District programs.

2.2 District: The North Orange County Community College District.

2.3 College: Cypress College, Fullerton College, and the School of Continuing Education and their respective programs.

2.4 Student: Any person currently enrolled as a student at a College or in any program offered by the District.

2.5 Instructor: Any instructional employee of the District in whose class a Student subject to discipline is enrolled.

2.6 Student Discipline Officer: The official at a College who is responsible for reviewing and processing student discipline matters.

2.7 President: The President of Cypress College, the President of Fullerton College, and the Provost of the School of Continuing Education.

2.8 Day: A day during which the District administrative offices are open for business. The time limits set forth in these procedures for action by the Student Discipline Officer, President, hearing officer or panel, and Board of Trustees are guidelines; failure to strictly adhere to these time limits shall not invalidate any action otherwise appropriately taken hereunder.

2.9 Expulsion: The involuntary removal of a student from the District and all District programs for one or more terms, or permanently, by action of the Board of Trustees.

2.10 Formal Hearing: A hearing conducted before a hearing officer or hearing panel in accordance with section 4.0 of these procedures during which the student and the District may call and examine witnesses and present documentary evidence.

2.11 Informal Hearing: A meeting between the student and the Student Discipline Officer or designee in accordance with section 3.2.3 of these procedures to discuss the charges and provide the student with the opportunity to respond to the charges orally, or in writing.

2.12 Suspension: The involuntary removal of a student for good cause from one or more classes or from the college by the President or designee for a limited period of time, as follows:

2.12.1 Short-Term Suspension: Removal from one or more classes for a period of up to 10 consecutive days of instruction;

2.12.2 Long-Term Suspension: Long-term suspension may consist of:

2.12.2.1 Removal from one or more classes for the remainder of the academic term;

2.12.2.2 Removal from one or more classes for one or more academic terms; or

2.12.2.3 Removal from all classes and activities of the College for one or more academic terms.

A student placed on suspension from one or more classes may not, for the period of the suspension, be enrolled in any class or program at any College in the District that is substantially similar to the class(es) or program(s) from which the student is suspended.

A student placed on suspension from all classes and activities of a College may not be enrolled in any College or program in the District for the period of suspension.

2.13 Removal from Class: The involuntary removal of a student from class by an Instructor for a maximum period of two consecutive class sessions.

2.14 Removal from Facility: The involuntary removal of a student by an administrator from a District or College facility, or facility under the control of the District or College for a maximum period of two consecutive days.

2.15 Disciplinary Probation: A status between good standing and suspension or expulsion. 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 the student is to be returned to good standing, suspended, recommended for expulsion, or subject to other disciplinary action.

2.16 Loss of Privileges: Disciplinary action involving the loss of certain student privileges, such as eligibility to participate in extracurricular activities, for a stated period of time.

2.17 Formal Reprimand: Written admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. A formal reprimand becomes part of a student's permanent record and is considered in the event of future violations of the standards of student conduct.

2.18 Informal Reprimand: An oral admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. A record of the fact that an informal reprimand has been given may be retained as part of a student's record for a period of up to one year and is considered in the event of future violations of the standards of student conduct during the period of retention. It is the student's responsibility to request that the record be removed upon expiration of the period of retention.

2.19 Withdrawal of Consent to Remain on Campus: Withdrawal of consent by the President or the President's designee for a student or other person to remain on a College campus in accordance with California Penal Code section 626.4 where the College President has reasonable cause to believe that the student has willfully disrupted the orderly operation of the campus.

### 3.0 Procedures for Implementing Disciplinary Action

#### 3.1 Removal of Student From Class or From a Facility

3.1.1 Removal From Class by an Instructor: An Instructor may order a student removed from class for good cause. Removal shall be for a maximum period of two class sessions, which shall be the day of the removal and the next class meeting.

Removal From a Facility by an Administrator: For good cause, an administrator may order a student removed from a facility for the day of the offense and the next day.

3.1.2 The student shall be advised of the removal and the reasons therefore. The Instructor or Administrator shall immediately report the removal, through established College administrative channels, to the Office of the President and to the Student Discipline Officer for appropriate action and shall submit, through those channels, a written report describing the conduct warranting the removal to the Student Discipline Officer within ten (10) days of the removal.

3.1.3 The appropriate program administrator or the Student Discipline Officer shall conduct a meeting with the student. If the student is a minor, the Student Discipline Officer shall ask the parent or guardian of the student to attend a parent conference with the Instructor, if the removal was from class, or if the removal was from a facility, with the administrator who ordered the removal, as soon as possible. If the Instructor, administrator, or the parent or guardian so requests, the Student Discipline Officer shall attend the conference.

3.1.4 During the period of removal, the student shall not be returned to the class without the concurrence of the Instructor or, if the removal is from a facility, without the concurrence of the administrator who ordered the removal.

3.1.5 Nothing herein shall prevent the President or Student Discipline Officer from recommending further disciplinary action in accordance with these administrative procedures based on the conduct which prompted the removal.

#### 3.2 Suspension or Expulsion

3.2.1 Except in the case of immediate interim suspension as provided in section 3.3 of these procedures, before implementing disciplinary action to suspend or expel a student, the student shall be provided with a written notice of the conduct warranting the discipline, which shall include:

3.2.1.1 The section(s) of the Standards of Student Conduct the student is charged with violating;

3.2.1.2 A brief statement of the facts supporting the charges;

3.2.1.3 The right of the student to an informal hearing with the Student Discipline Officer or designee to discuss the charges, or to respond in writing; and

3.2.1.4 The nature of the proposed disciplinary action.

3.2.2 The notice shall be provided to the student within thirty (30) days of the date on which the conduct occurred or the date on which an Instructor or other official of the District learned of the conduct; or, in the case of continuous, repeated, or ongoing conduct, the notice shall be provided within thirty (30) days of the date of the most recent occurrence. Within five (5) days of receiving the notice, the student may submit to the Student Discipline Officer a written request for an informal hearing, as provided in section 3.2.1.3. In addition to, or in lieu of requesting an informal hearing with the Student Discipline Officer, the student may submit a written response to the charges. Notice is deemed received as of the date it was personally delivered or three (3) days after it was placed in the United States mail.

3.2.3 If the student requests an informal hearing as provided in section 3.2.1.3, the Student Discipline Officer shall hold an informal hearing during which the student shall be given an opportunity to respond orally or in writing to the charges.

3.2.4 Within five (5) days after the informal hearing, or within ten (10) days after the student has received the written notice pursuant to section 3.2.1 and has declined or failed to request a meeting, the Student Discipline Officer shall provide the President with a written recommendation regarding the specific disciplinary action to be imposed, if any, which shall include the factual findings regarding the charges and conclusions as to the standards of student conduct that were violated, if those findings and conclusions differ in any material respect from the initial notice.

3.2.5 Within five (5) days after receipt of the recommendation of the Student Discipline Officer, the President shall render a decision regarding the disciplinary action to be implemented, if any, and shall provide written notice of the decision to the student. The President may accept, modify or reject the recommendation of the Student Discipline Officer.

#### 3.2.5.1 Short-Term Suspension or Lesser Disciplinary Action

Where the decision of the President is to impose short-term suspension or some lesser disciplinary action, the decision of the President shall be final. The written notice to the student of the President's decision shall specify the length of time of the suspension or the nature and duration of the lesser disciplinary action.

#### 3.2.5.2 Long-Term Suspension

3.2.5.2.1 Where the decision of the President is to impose long-term suspension, the student shall have the right to request a formal hearing before the suspension is imposed.

3.2.5.2.2 The written notice to the student of the President's decision shall specify the right of the student to request a formal hearing and shall include a copy of the formal hearing procedures.

3.2.5.2.3 Within five (5) days of receiving the written notice of the President's decision, the student may submit to the President a written request for a formal hearing. Notice is deemed received as of the day it was personally delivered or three (3) days after it was placed in the United States mail. The hearing, if requested, shall be conducted in accordance with the provisions of section 4.0 of these procedures. If the student does not request a hearing within five (5) days of receiving notice, the President's decision shall become final.

3.2.5.2.4 Within five (5) days after receipt of the recommended decision of the hearing officer or panel, the President shall render a final decision regarding the disciplinary action to be implemented, if any, and shall provide written notice of the decision to the student. The President may accept, modify or reject the findings, conclusions and recommendations of the hearing officer or panel. If the President modifies or rejects the decision of the hearing officer or panel, the President shall review the record of the hearing and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final.

#### 3.2.5.3 Expulsion

3.2.5.3.1 A student may be expelled for good cause where other means of correction have failed to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of students or others. Only the Board of Trustees may expel a student.

3.2.5.3.2 Where the decision of the President is to recommend expulsion to the Board of Trustees, the student shall have the right to request a formal hearing before expulsion is imposed.

3.2.5.3.3 The written notice to the student of the President's decision shall specify the right of the student to request a formal hearing and shall include a copy of the formal hearing procedures.

3.2.5.3.4 Within five (5) days of receiving the written notice of the President's decision, the student may submit to the President a written request for a formal hearing. Notice is deemed received as of the date it was personally delivered or three (3) days after it was placed in the United States mail. The hearing, if requested, shall be conducted in accordance with the provisions of section 4.0 of these procedures. If the student does not request a hearing within five (5) days of receiving the notice, the President's decision shall become final.

3.2.5.3.5 Within five (5) days after receipt of the recommended decision of the hearing officer or panel, the President shall render a decision regarding the disciplinary action to be implemented, if any. The President may accept, modify or reject the findings, conclusions and recommendations of the hearing officer or panel. If the President modifies or rejects the decision of the hearing officer or panel, the President shall review the record of the hearing and shall prepare a new written decision which contains specific factual findings and conclusions.

3.2.5.3.5.1 Where the decision of the President is to impose suspension or some lesser disciplinary action, the decision of the President shall be final. The student shall be provided with a written notice of the President's decision which shall specify the length of time of the suspension or the nature of the lesser disciplinary action.

3.2.5.3.5.2 Where the decision of the President is to recommend expulsion, the written recommendation of the President shall be submitted to the Board of Trustees for consideration in accordance with section 5.0 of these procedures. The Board of Trustees shall consider the recommendation for expulsion at the next regularly scheduled meeting of the Board following the meeting at which the recommendation was received.

3.2.6 The College President shall report all suspensions of students to the Chancellor.

3.2.7 Whenever a minor student is suspended, the parent or guardian shall be notified in writing by the President or designee.

3.2.8 In cases of assault, the Chancellor or President shall, upon the expulsion or suspension of any student, notify the appropriate law enforcement authorities of any acts of the student which may be in violation of section 245 of the Penal Code.



### 3.3 Immediate Interim Suspension

The President or designee may order the immediate suspension of a student where there is reasonable cause to believe that immediate suspension is required to protect lives or property and to ensure the maintenance of order. Where a student is placed on interim suspension, the procedural time limits specified in these procedures shall not apply. The student shall be given prompt notice of the charges and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, shall be afforded the student within ten (10) days of the imposition of interim suspension. The student shall not, without prior written permission from the President or designee, enter the campus of any College other than to attend the hearing. Violation of the interim suspension conditions shall be grounds for expulsion.

### 3.4 Withdrawal of Consent to Remain on Campus

3.4.1 The President or designee may withdraw consent for a student to remain on the College campus, in accordance with California Penal Code section 626.4, where there is reasonable cause to believe that the student has willfully disrupted the orderly operation of the campus. A student who is on campus at the time consent is withdrawn shall promptly leave or be escorted off campus. Whenever consent is withdrawn by an authorized designee of the President, a written report shall be promptly submitted to the President.

3.4.2 Consent shall not be withdrawn for longer than fourteen (14) days from the date upon which consent was initially withdrawn. The student from whom consent has been withdrawn may submit a written request for a hearing to the Student Discipline Officer. The request must be submitted within the period of the withdrawal. A hearing, if requested, shall be held within seven (7) days of the date of receipt of the request. The hearing shall be conducted in accordance with the provisions of this procedure relating to interim suspensions.

3.4.3 A student from whom consent to remain on campus has been withdrawn and who willfully and knowingly enters or remains upon the campus or facility during the period for which consent has been withdrawn, except for the purpose of attending a meeting or hearing on the withdrawal, is subject to arrest.

### 4.0 Formal Hearing Procedures

#### 4.1 Hearing Officer or Panel

4.1.1 At the discretion of the President, a formal disciplinary hearing may be conducted using the services of a hearing officer, or the President may select an impartial hearing panel comprised of two educational administrators at the level of dean or vice president, one of whom shall be selected from another college within the District.

4.1.2 The President shall appoint one member of the panel to serve as the chair of the hearing panel. The decision of the chair shall be final on all matters relating to the conduct of the hearing.

4.1.3 No administrator who has any direct involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

#### 4.2 Notification of Hearing

The student, and the student's 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.

### 4.3 Conduct of Hearing

4.3.1 Prior to the hearing, the members of the hearing panel shall be provided with a copy of the charges against the student and any written response provided by the student.

4.3.2 The hearing shall be closed and confidential.

4.3.3 The student shall have the right to represent himself/herself at the hearing or to be represented by a person of the student's choice, except that neither the student nor the District shall be represented by legal counsel unless authorized by the hearing officer or panel, in which case both parties shall be entitled to be represented by legal counsel.

4.3.4 A record of the hearing shall be made by the District, either by means of tape recording or stenographic recording, and shall be the only recording made. In the event the record is by means of tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify himself/herself by name, and thereafter shall ask each witness to identify himself/herself by name. Tape recordings shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may receive a copy of the tape recording upon request.

4.3.5 Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

4.3.6 The hearing officer or panel shall not have the authority to issue subpoenas on behalf of either the District or the student.

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

4.3.8 The student shall be given the opportunity to confront and cross-examine witnesses.

4.3.9 The student shall be given an opportunity to present a defense, including witnesses and documentary evidence.

4.3.10 The District shall have the opportunity to cross-examine the student and witnesses called by the student.

4.3.11 Unless the hearing officer or panel determines to proceed otherwise, the District and the student shall each be permitted to make an opening statement. Thereafter, the District representative shall make the first presentation, followed by the student. The District representative may present rebuttal evidence after completion of the student's presentation.

4.3.12 All testimony shall be taken under oath; the oath shall be administered by the hearing officer or hearing panel chair. Witnesses shall not be present at the hearing when not testifying. No witness who refuses to be recorded may be permitted to give testimony. Written statements of witnesses under penalty of perjury shall not be admissible unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.

4.3.13 The hearing officer or hearing panel chair may determine that requiring live testimony of a proposed witness would subject the witness to an unreasonable risk of psychological or physical harm. After such a determination, the witness may be permitted to provide a written statement under penalty of perjury in lieu of testifying at the hearing.

4.3.14 The burden shall be on the District to introduce substantial evidence to support the charges against the student.

4.3.15 Within fifteen (15) days following the close of the hearing, the hearing officer or panel shall prepare and submit a written decision to the President. The decision shall include specific factual findings regarding the charges, conclusions as to the standards of student conduct that were violated, and a recommendation regarding the specific disciplinary action to be imposed, if any. Failure of the hearing officer or panel to submit its written decision within fifteen (15) days shall not invalidate the decision.

#### 5.0 Procedures For Consideration of Expulsion by Board of Trustees

5.1 The Board shall hold closed sessions when it considers disciplinary action regarding expulsion of a student. 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 expulsion. The notification shall specify the date, time and place of the meeting at which the Board will consider the disciplinary action and shall be provided at least three (3) days prior to the meeting. Final action by the Governing Board may be taken in closed session, provided that the action of the Board shall be reported in public session. The student shall not be identified by name or other designation that would disclose the identity of the student.

5.2 In considering a recommendation for expulsion, the Board may accept, modify or reject the findings decisions and recommendations of the President and/or the hearing officer or panel. If the Board modifies or rejects the decision of the President and/or the hearing officer or panel, the Board shall review the record of the formal hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final. The student, and the student's parent or guardian, if the student is a minor, shall be notified in writing of the Board's decision.

### **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.

## **NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT NON-DISCRIMINATION STATEMENT**

It is the policy of the North Orange County Community College District to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status, or physical or mental disability as defined and prohibited by state and federal statutes. Any student who engages in unlawful discrimination or sexual harassment in violation of this policy will be subject to disciplinary action, which may include suspension or expulsion.

Students who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy, should contact the Office of the District Director of Human Resources at (714) 808-4818.

The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504 and Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

Name: Jeffrey O. Horsley  
Position: Vice Chancellor, Human Resources  
Address: 1830 W. Romney Drive  
Anaheim, CA 92801-1819  
Telephone: (714) 808-4822

### **VICTIMS OF SEXUAL ASSAULT**

Students who are victims of sexual assault occurring on District property or on an off-campus site or facility maintained by the District, or who seek information or assistance regarding a sexual assault, should contact the campus Director of Health Services at (714) 484-7045 or the Director of Campus Public Safety at (714) 484-7455. Except as may otherwise be required by law, all inquiries will be maintained in confidence.

### **AFIRMACIÓN SOBRE NO DISCRIMINACION**

Las normas generales del North Orange County Community College District proveen un entorno educacional, laboral y comercial en el que ninguna persona es expuesta a la discriminación ni al acoso u hostigamiento sexual, como tampoco a ninguna vejación castigada por la ley, ni a negarle, contrario a la ley, acceso total y equitativo a los beneficios y actividades de los programas del Distrito, debido al grupo étnico al cual pertenece, nacionalidad de origen, religión, edad, género, raza, color, ancestros, inclinaciones sexuales, estado civil, o discapacidad física o mental, tal como lo definen y prohíben los estatutos estatales y federales. Todo estudiante que discrimine, acose u hostigue ilegalmente a otra persona, en contravención de las normas generales, quedará sujeto a que se tomen medidas disciplinarias contra esa persona, lo cual puede incluir suspensión o expulsión de este centro educacional.

Todo estudiante que crea ha sido objeto de discriminación ilícita, incluyendo acoso u hostigamiento, o que desee obtener información con respecto a las Normas Generales del Distrito sobre Discriminación Ilícita (District's Unlawful Discrimination Policy), debe comunicarse con la oficina del Director Distrital de Recursos Humanos (714) 808-4818.

La persona que mencionamos más adelante, ha sido designada por el North Orange County Community College District, como el Funcionario Responsable/Coordinador de la Sección 504/Derecho IX, ante quien se debe presentar la información para coordinar la investigación de todas las quejas de discriminación ilegal interpuestas, conforme a lo estipulado en la sección 59328 del Derecho 5 de las Reglamentaciones del Código de California, y para coordinar el acatamiento de la Sección 504 del Decreto de Rehabilitación de 1973 y del Derecho II del Decretote 1990 que ampara a los Americanos con Discapacidades, Derecho IX de las enmiendas de la educación de 1992, y responder a las quejas por discriminación relacionada:

Nombre: Jeffrey O. Horsley  
Posición: Vice Chancellor, Human Resources  
Dirección: 1830 W. Romney Drive  
Anaheim, CA 92801-1819  
Teléfono: (714) 808-4822

### **VICTIMAS DEL ACOSO U HOSTIGAMIENTO SEXUAL**

Aquellos estudiantes que sean víctimas de asalto sexual dentro del predio del Distrito o en algún sitio fuera del terreno o establecimiento universitario, bajo la responsabilidad del Distrito, o que busque información o ayuda con respecto a un asalto sexual, debe comunicarse con el Director de Servicios de Salubridad, llamando al teléfono: 714-484-7045, o con el Director de la Seguridad Pública del Terreno Universitario, llamando al 714-484-7455. Excepto como de alguna otra manera lo exija la ley, toda pregunta e información se mantendrá en la más estricta confidencialidad.

### **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, 2001, 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, 36% attained a certificate, degree or became "transfer prepared" during a three-year period (fall, 2001, to spring, 2004). Students who are "transfer-prepared" have completed 56 transferable units with a GPA of 2.0 or better

Based upon the cohort defined above, 36% 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, 2002 to spring, 2004).

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 record 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, 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.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by *the 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:

## 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. Students who have maintained continuous enrollment have the option of completing the Associate Degree requirement in effect at the time they initially enrolled or any subsequent catalog up to and including the last semester of attendance. The Associate Degree is one of two types, the Associate in Arts or Associate in Science. The distinction between the degrees lies in the majors. To earn an Associate Degree students must complete:

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

## CERTIFICATE PROGRAMS

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

Students wishing to use courses from another institution to meet Cypress' requirements should meet with a 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. In most cases, baccalaureate institutions prefer community college students to complete the lower division general education requirements and at least 60 or more transferable semester units. Generally, no more than 70 semester units earned at California community colleges will be applied toward a baccalaureate degree. 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.

## TRANSFER CREDIT — BACCALAUREATE DEGREES

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

**Business and Computer Information Systems** - All classes numbered 100 C through 299 C.

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

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

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

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

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

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

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

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

# GRADUATION/ EDUCATIONAL OPTIONS

## HOW TO EARN AN ASSOCIATE DEGREE

### Graduation Requirements

For this catalog year.

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

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

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

Courses taken at other regionally accredited colleges and universities to fulfill General Education requirements may be used to satisfy Cypress College General Education requirements only if they are used in the same category and are degree applicable at Cypress College. (This policy supersedes all previous catalogs.)

## ASSOCIATE DEGREE OPTIONS

### Option I - Liberal Arts

The Option I - Liberal Arts or Specified Departmental Major 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-level coursework; however, students who select a departmental major and intend to earn a Bachelor's Degree should consult with a counselor to ensure optimal application of credit toward the Bachelor's Degree requirements (also see Course Numbering section for description of transfer coursework).

Requirements for the Option I - Liberal Arts Degree include:

- Completion of the California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).
- 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.

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

Requirements for the Option I – Specified Departmental Major include:

- Completion of the California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).
  - Completion of an additional 18 or more units in a specified departmental major as stated in the catalog plus one (1) unit of physical education for a total of 60 transferable units.
  - A 2.0 (C) overall GPA.
  - Fulfillment of all graduation requirements.
- \* Note: Completion of this option automatically meets the Reading Proficiency requirement.

### Departmental Majors Offered by Cypress College are:

Business Administration  
Ethnic Studies  
Philosophy  
Psychology  
Sociology

### 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 coursework (see Course Numbering section for description of transfer and non-transfer coursework) and includes completion of major requirements.

Requirements for the Option II - Occupational Degree include:

- Completion of 25 units of general education including one (1) unit of physical education. These units must be chosen from the classes listed in the General Education Requirements for the Associate Degree.
- Completion of Major emphasis courses listed in the catalog with a minimum grade of "C". A minimum of 50% of these courses must be completed at Cypress College.
- Completion of additional degree-eligible classes for a total of 60 units (see Non-Degree Credit Courses for description of classes that are non-degree eligible).
- 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  
Airline Customer Services  
Art - General  
Art - Advertising Design  
Automotive Collision Repair  
Automotive Technology  
Aviation Management  
Commercial Pilot  
Computer Applications  
Computer Information Systems  
Computer Programming  
Court Reporting  
Culinary Arts  
Dance  
Dental Hygiene  
Drafting Engineering Technology  
Flight Attendant  
Food Service Management  
General Studies  
Health Information Technology  
Hotel Management  
Human Services  
Legal Secretary/Administrative Assistant  
Liberal Arts  
LVN to RN  
Management  
Marketing  
Medical Staff Services Science

Merchandising  
 Mortuary Science  
 Music  
 Photography  
 Physical Education  
 Pre-Engineering  
 Psychiatric Technology  
 PT to RN  
 Radiologic Technology  
 Registered Dental Assisting  
 Registered Nursing  
 Retail Management  
 Secretarial - Legal  
 Small Business Management  
 Theater Arts  
 Travel/Tourism  
 Word Processing

**Option III - General Studies**

**A.A. Degree Program Code: 1A12078**

**A.S. Degree Program Code: 1S12078**

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 coursework (see Course Numbering section for description of transfer and non-transfer coursework).

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 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 be awarded a degree in multiple majors at Cypress College providing they meet the above-stated requirements. Students who have already been awarded an Associate Degree or higher from Cypress College or another regionally accredited college or university in, or outside of, the U.S. are not eligible to receive an Associate Degree in the same major or in General Studies from Cypress College.

**General Education Requirements for the Associate Degree**

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

- Knowledge of the common principles, concepts, and modes of inquiry in the major disciplines;
- Appreciation and understanding of the environment, culture, society, and self;
- Ability to think and communicate clearly and effectively, critically and ethically both orally and in writing;

- Proficiency in mathematics, natural science, and analytical thinking;
- Understanding of the political and economic environment in order to be better informed and more responsible citizens;
- Desire to continue education throughout their lives.

Courses taken for general education must be on the Associate Degree General Education list at the time they are taken. Students may use only one English course numbered 001 C – 099 C towards meeting the general education requirements for an AA or AS degree. Continuing students should check with a 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 095 C	Effective Written Communication	3
ENGL 100 C	College Writing	3
ENGL 100HC	Honors College Writing	3

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

CIS 111 C	Computer Information Systems	3
CSCI 185 C	Computer Science I	4
ENGL 075 C	Basic Literature and Writing	3
ENGL 103 C	Critical Reasoning and Writing	3
ENGL 104 C	Critical Analysis & Literature	3
ENGL 104HC	Honors Critical Analysis & Literature	3
ENGL 106 C	Critical Thinking	3
ENGL 135 C	Advanced Grammar and Usage	3
ENGL 201 C	Intermediate College Writing	3
PHIL 170 C	Logic and Critical Thinking	3
PHIL 172 C	Critical Thinking/Writing	3
SPCH 050 C	Effective Oral Communication	3
SPCH 100 C	Human Communication	3
SPCH 100HC	Honors Human Communication	3
SPCH 135 C	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 101 C	Biological Anthropology	3
ANTH 101LC	Biological Anthropology Lab	1
BIOL 101 C	General Biology	5
BIOL 101HC	Honors General Biology	5
BIOL 102 C	Human Biology	3
BIOL 103 C	Human Ecology	3
BIOL 107C	Nutrition & Food	3
BIOL 111 C	Principles of Biology 1 Lec	3
BIOL 112 C	Principles of Biology 1 Lab	2
BIOL 113 C	Principles of Biology 2 Lec	3
BIOL 114 C	Principles of Biology 2 Lab	2
BIOL 122 C	Marine Biology	5
BIOL 127 C	Natural History	5
BIOL 128 C	Plants and Society	5
BIOL 160 C	Integrated Medical Science	3
BIOL 210 C	Anatomy and Physiology	5
BIOL 230 C	General Anatomy	4
BIOL 231 C	General Human Anatomy	4
BIOL 241 C	General Human Physiology	4

**Physical Sciences**

ASTR 116 C	Introduction to Astronomy - Lec	3
ASTR 116HC	Honors Intro to Astronomy - Lec	3
ASTR 117 C	Introduction to Astronomy - Lab	1
ASTR 117HC	Honors Intro to Astronomy - Lab	1
CHEM 100 C	Chemistry for Daily Life	4
CHEM 101 C	Introduction to Chemistry	5
CHEM 103 C	Chemistry in a Changing World	3
CHEM 103HC	Honors Chem in a Changing World	3
CHEM 104 C	Physical Science for Teachers (Same as PHSC 104 C)	4
CHEM 107 C	Foundations of Chemistry	5
CHEM 111AC	General Chemistry	5
CHEM 111BC	General Chemistry	5
GEOG 102 C	Physical Geography	3

GEOG 102LC	Physical Geography - Lab	1
GEOL 100 C	Physical Geology	3
GEOL 100HC	Honors Physical Geology	3
GEOL 101 C	Physical Geology - Lab	1
or		
GEOL 115 C	Physical Geology Field Lab	1
GEOL 102 C	Physical Geology - Lec/Lab	4
GEOL 103 C	Historical Geology	4
GEOL 105 C	Earth Science for Teachers	4
GEOL 120 C	Geology of California	3
GEOL 130 C	Intro to Oceanography - Lec	3
GEOL 131 C	Intro to Oceanography - Lab	1
GEOL 190 C	Environmental Geology	3
PHSC 104 C	Physical Science for Teachers (Same as CHEM 104 C)	4
PHYS 130 C	Principles of Physics	4
PHYS 201 C	College Physics	4
PHYS 210 C	Physics	4
PHYS 211 C	Physics	4
PHYS 221 C	General Physics	4

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

MATH 020 C	Elementary Algebra	4
MATH 040 C	Intermediate Algebra	4
MATH 100 C	Mathematics for Liberal Arts Students	3
MATH 105 C	Statistics for Teachers	4
MATH 110 C	Real Numbers for Teachers	4
MATH 115 C	Finite Mathematics	3
MATH 120 C	Intro Probability and Statistics	4
MATH 120HC	Honors Intro to Prob and Stat	4
MATH 130 C	Survey of Calculus	4
MATH 141 C	College Algebra	4
MATH 142 C	Trigonometry	4
MATH 150AC	Calculus and Analytic Geometry	4
MATH 150BC	Calculus and Analytic Geometry	4
MATH 250AC	Intermediate Calculus	4
MATH 250BC	Intermediate Calculus	4
MGT 151 C	Business Mathematics	3
PSY 161 C	Probability & Stats – Social Sci. (Same as SOC 161 C)	4
SOC 161 C	Probability & Stats – Social Sci. (Same as PSY 161 C)	4

\*The Mathematics requirement can also be met by passing a Mathematics Proficiency Examination. Refer to the Class Schedule 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 Class Schedule or the Catalog.**

**CATEGORY C - ART AND HUMANITIES**

**(6 Units)**

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

<b>Art</b>		
ART 100 C	Fundamentals of Art	3
ART 110 C	Introduction to Art	3
ART 111 C	Survey of Art History I	3
ART 112 C	Survey of Art History II	3
ART 112HC	Honors Survey of Art History	3
ART 114 C	Modern Art History	3
ART 115 C	Museum Survey	3
ART 120 C	Design Concepts	3
ART 150 C	Ceramics Handbuilding	3
ART 151 C	Ceramics Throwing	3
ART 182 C	Freehand Drawing	3
ART 185 C	Life Drawing	3
ART 188 C	Watercolor Painting	2
ART 189 C	Fundamentals of Painting	2

**Dance**

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

<b>Literature</b>		
ENGL 125 C	The Film	3
ENGL 125HC	Honors The Film	3

<b>Music</b>		
MUS 101 C	Music Fundamentals	3
MUS 103AC	Theory and Musicianship I	4
MUS 113 C	Jazz History	3
MUS 115 C	Music Cultures of the World	3
MUS 116 C	Music Appreciation	3
MUS 117 C	American Popular Music	3
MUS 118 C	Introduction to Opera	3
MUS 118HC	Honors Intro to Opera	3
MUS 119 C	History of Rock Music	3
MUS 120 C	Survey of Music History	3
MUS 122 C	Concert Hour	1, 1, 1
MUS 135 C	Beginning Piano	1
MUS 171 C	Cypress Chamber Orchestra	1
MUS 274 C	Cypress Symphonic Winds	1, 1, 1
MUS 280 C	Jazz/Musical Theater Choir	1, 1, 1
MUS 282 C	Cypress Masterworks Chorale	1, 1, 1
MUS 291 C	Musical Theater Techniques (Same as THEA 126 C)	3

<b>Photography</b>		
MMPH 101 C	Introduction to Photography	3
PHOT 101 C	Introduction to Photography	3

<b>Speech</b>		
SPCH 115 C	Readers Theater	3

<b>Theater Arts</b>		
THEA 100 C	Introduction to the Theater	3
THEA 102 C	World Theater History	3
THEA 102HC	Honors World Theater History	3
THEA 104 C	Theater Appreciation	3
THEA 107 C	American Ethnic Theater	3
THEA 107HC	Honors American Ethnic Theater	3
THEA 108 C	Stage and Screenwriting	3
THEA 120 C	Acting I	3
THEA 126 C	Musical Theater Techniques (Same as MUS 291 C)	3
THEA 129 C	Voice and Diction	3
THEA 132 C	Musical Theater Workshop	2-3, 2-3
THEA 133 C	Rehearsal and Performance	2-3, 2-3
THEA 149 C	Stage Crew Activity	2-3, 2-3

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

<b>Foreign Language</b>		
CHIN 101 C	Elementary Chinese - Mandarin I	5
CHIN 102 C	Elementary Chinese - Mandarin II	5
FREN 101 C	Elementary French I	5
FREN 102 C	Elementary French II	5
FREN 203 C	Intermediate French III	4
FREN 204 C	Intermediate French IV	4
GERM 101 C	Elementary German I	5
GERM 102 C	Elementary German II	5
JAPN 100 C	Fundamentals of Japanese	3, 3
JAPN 101 C	Elementary Japanese I	5
JAPN 102 C	Elementary Japanese II	5
JAPN 125 C	Japanese Culture through Film	3
JAPN 203 C	Intermediate Japanese III	4
JAPN 204 C	Intermediate Japanese IV	4
PORT 101 C	Elementary Portuguese I	5
PORT 102 C	Elementary Portuguese II	5
SPAN 101 C	Elementary Spanish I	5
SPAN 101HC	Honors Elementary Spanish I	5
SPAN 102 C	Elementary Spanish II	5
SPAN 102HC	Honors Elementary Spanish II	5
SPAN 201 C	Spanish for Spanish Speakers	5
SPAN 203 C	Intermediate Spanish III	4
SPAN 204 C	Intermediate Spanish IV	4



**Interdisciplinary Studies**

INDS 100 C	Humanities and the Arts (Same as ENGL 110 C)	3
INDS 101 C	Humanities and the Arts (Same as ENGL 111 C)	3
JOUR 110 C	Mass Media Survey	3
SPCH 220 C	The Rhetoric of the City	3
SPCH 220HC	Honors Rhetoric of the City	3

**Literature**

ENGL 097 C	Multicultural Literature	3
ENGL 102 C	Introduction to Literature	3
ENGL 110 C	Humanities and the Arts (Same as INDS 100 C)	3
ENGL 111 C	Humanities and the Arts (Same as INDS 101 C)	3
ENGL 115 C	Hemingway's Works	3
ENGL 126 C	Screenwriting	3
ENGL 207 C	The Short Story	3
ENGL 208 C	Asian American Literature	3
ENGL 211 C	Humanities and the Arts	3
ENGL 212 C	Humanities and the Arts	3
ENGL 221 C	American Literature	3
ENGL 222 C	American Literature	3
ENGL 234 C	Shakespeare	3
ENGL 234HC	Honors Shakespeare	3
ENGL 239 C	Survey of Children's Literature	3
ENGL 247 C	Multicultural Literature	3
ENGL 254 C	Language Structure and Use	4
ENGL 255 C	African-American Literature I	3
ENGL 256 C	African-American Literature II	3

**Philosophy**

PHIL 100 C	Introduction to Philosophy	3
PHIL 100HC	Honors Intro to Philosophy	3
PHIL 101 C	Intro to Religious Studies	3
PHIL 110 C	Religions of the East	3
PHIL 120 C	Religions of the West	3
PHIL 160 C	Introduction to Ethics	3
PHIL 201 C	Early Philosophers	3
PHIL 202 C	Modern Philosophers	3
PHIL 230 C	Philosophy of Religion	3

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

ANTH 102 C	Cultural Anthropology	3
ANTH 106 C	World Prehistory	3
ANTH 203 C	Introduction to Archaeology	3
ECON 100 C	Principles of Economics-Macro	3
ECON 100HC	Honors Principles of Economics	3
ECON 105 C	Principles of Economics-Micro	3
ECON 105HC	Honors Principles of Economics	3
ECON 110 C	Survey of Economics	3
ETHS 100 C	American Ethnic Studies	3
ETHS 100HC	Honors American Ethnic Studies	3
ETHS 129 C	Intro to African-Amer. Studies	3
ETHS 130 C	African-American History I	3
ETHS 131 C	African-American History II	3
ETHS 140 C	Intro to Chicana/o Studies	3
ETHS 141 C	Chicana/o History	3
ETHS 160 C	Native American History	3
ETHS 170 C	Intro to Asian-Amer. Studies	3
ETHS 171 C	Asian-American History	3
GEOG 100 C	World Geography	3
GEOG 100HC	Honors World Geography	3
GEOG 160 C	Cultural Geography	3
HIST 110 C	Western Civilizations I	3
HIST 110HC	Honors West. Civilizations I	3
HIST 111 C	Western Civilizations II	3
HIST 111HC	Honors West. Civilizations II	3
HIST 112 C	World Civilizations I	3
HIST 112HC	Honors World Civilizations I	3
HIST 113 C	World Civilizations II	3
HIST 113HC	Honors World Civilizations II	3
HIST 135 C	African History	3
HIST 142 C	History of Latin America I	3
HIST 143 C	History of Latin America II	3
HIST 162AC	History of the Americas	3
HIST 162BC	History of the Americas	3
HIST 163 C	History of Mexico	3
HIST 165 C	Middle Eastern History	3
HIST 170 C	History of the United States	3
HIST 170HC	Honors History of the U.S.	3

HIST 171 C	History of the United States	3
HIST 171HC	Honors History of the U. S.	3
HIST 270 C	Women in United States History	3
HS 277 C	Cultural Awareness & Health Care	3
HUSR 250 C	Sociology of Aging (Same as SOC 250 C)	3
HUSR 255 C	Psychology of Aging (Same as PSY 255 C)	3
MGT 161 C	Introduction to Business	3
MGT 266 C	Human Relations in Business	3
POSC 100 C	United States Government	3
POSC100HC	Honors U.S. Government	3
POSC 101 C	Gender and American Politics	3
POSC 120 C	Political Theory	3
POSC 200 C	Intro to Political Science	3
POSC 210 C	Contemporary Political Issues	3
POSC 215 C	Comparative Politics	3
POSC 230 C	International Relations	3
PSY 101 C	General Psychology	3
PSY 101HC	Honors General Psychology	3
PSY 145 C	Child Psychology	3
PSY 240 C	Child Development & Education	3
PSY 251 C	Social Psychology	3
PSY 255 C	Psychology of Aging (Same as HUSR 255 C)	3
SOC 101 C	Introduction to Sociology	3
SOC 101HC	Honors Intro to Sociology	3
SOC 102 C	Social Problems	3
SOC 250 C	Sociology of Aging (Same as HUSR 250 C)	3
SOC 271 C	Child, Family and Community	3
SOC 275 C	Marriage and the Family	3
SPCH 220 C	The Rhetoric of the City	3
SPCH 220HC	Honors Rhetoric of the City	3

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

HRC 100 C	Nutrition	3
PE 083 C - through - PE 222 C	Physical Education Activity Classes	2
PE 234 C	Contemporary Personal Health	3
PE 244 C	Human Performance	3

**CULTURAL DIVERSITY**

As an educational community, Cypress College embraces the shared characteristics as well as the diverse intellectual viewpoints and ideas of its culturally rich population. To prepare students for effective participation in our society, selected academic courses are designed to: 1) foster respect for diverse populations; 2) assist students in understanding and critically evaluating personal biases; and 3) encourage students to apply the knowledge gained in these courses in their daily lives.

To achieve this educational goal, Cypress College will require all students to take at least one course whose emphasis is on the United States and focuses specifically on issues such as race, gender, religion, national origin, sexual orientation, socio-economic background, physical and/or mental ability, and how they impact the struggles of people to achieve civil and human rights.

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

ANTH 121 C	Indians of North America	3
COUN 152 C	Diversity in the World of Work	3
DANC 101 C	Multicultural Dance in the U.S.	3
ENGL 097 C	Multicultural Literature	3
ENGL 239 C	Survey – Children's Literature	3
ENGL 247 C	Multicultural Literature	3
ENGL 255 C	African-American Literature I	3
ENGL 256 C	African-American Literature II	3
ETHS 100 C	American Ethnic Studies	3
ETHS 100HC	Honors American Ethnic Studies	3
ETHS 129 C	Intro to African-Amer. Studies	3
ETHS 130 C	African-American History I	3
ETHS 131 C	African-American History II	3
ETHS 140 C	Intro to Chicana/o Studies	3
ETHS 141 C	Chicana/o History	3
ETHS 142 C	The Chicana/o in Contemporary Society	3
ETHS 160 C	Native American History	3

ETHS 170 C	Intro to Asian-Amer. Studies	3
ETHS 171 C	Asian-American History	3
ETHS 235 C	The Civil Rights Movement	3
HIST 275 C	History of California	3
HS 277 C	Cultural Awareness & Health Care	3
HUSR 295 C	Cross-Cultural Criminology	3
MKT 205 C	Multicultural Markets in U.S.	3
MUS 113 C	Jazz History	3
PE 250 C	Sport and the United States Society	3
POSC 209 C	Urban Politics	3
PSY 237 C	Cross-Cultural Relationships (Same as SOC 237 C)	3
SOC 235 C	The Civil Rights Movement	3
SOC 237 C	Cross-Cultural Relationships (Same as PSY 237 C)	3
SPCH 120 C	Intercultural Communication	3
THEA 107 C	Ethnic Influences in U. S. Theater	3
THEA 107HC	Honors American Ethnic Theater	3

**Cultural Diversity Approved Programs:**  
Nursing

**READING PROFICIENCY**

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

- ENGL 096 C Preparation for College Reading
- ENGL 102 C Introduction to Literature
- ENGL 106 C Critical Thinking
- A satisfactory score on the Cypress College reading proficiency test. (Refer to the *Class Schedule* listed under **STEP TWO, ENGLISH ASSESSMENT.**) **A student may attempt to pass the proficiency exam only one time after completion of English or equivalent.**
- California State University (CSU) general education certification.
- IGETC certification.
- Bachelor's degree from a regionally accredited institution.

**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 at Cypress College to apply for graduation. Those students who have maintained continuous enrollment have the option of completing the graduation requirements in effect at the time they initially enrolled or any subsequent catalog up to and including the semester their graduation requirements are completed.

Applications for graduation are available on the Web and in the Admissions and Records Office. If the application is not filed prior to the deadline, the student must submit another application and will graduate at a later date.

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

Diplomas will be available approximately two 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 *Class Schedule* for the date of the ceremony.

**HOW TO EARN A VOCATIONAL CERTIFICATE**

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

Requirements for Vocational Certificate Programs for the 2006-2007 Catalog Year include:

- Submission of an Application for Certificate in the Records Office.
- 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.

**Vocational Certificates offered by Cypress College are:**

**AIR CONDITIONING AND REFRIGERATION**

Air Conditioning and Refrigeration

**AIRLINE AND TRAVEL CAREERS**

Basic Airline Customer Services  
Basic Flight Attendant  
Basic Travel/Tourism  
Advanced Airline Customer Services  
Advanced Flight Attendant  
Advanced Travel/Tourism

**ART**

Animation 2D Computer Graphics  
Animation 3D Computer Graphics  
Computer Graphics  
Electronic Publishing Design  
Multimedia Art  
Multimedia Advertising  
Vector Illustration

**AUTOMOTIVE**

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

**AVIATION**

Professional Pilot

**BUSINESS**

Accounting  
Internet Marketing  
Leadership  
Management  
Marketing  
Merchandising  
Multicultural Marketing  
Professional Marketing  
Professional Selling  
Retail Management  
Small Business Operations

**COURT REPORTING**

Captioning – Court Reporting  
 CART\* (Communication Access Realtime Translation)  
 Computer Editor (Scopist)  
 Court Reporting  
 Hearing Reporter  
 Proofreading  
 Realtime Writing  
 Text-Entry Specialist: Business  
 Text-Entry Specialist: Medical

**DANCE**

Dance Choreography  
 Dance Teaching  
 Dance Technique

**DENTAL**

Dental Assisting  
 \*Dental Hygiene

**GEOGRAPHIC INFORMATION SYSTEMS**

Geographic Information Systems  
 Geographic Information Systems/Marketing

**HEALTH INFORMATION**

Health Care Management and Supervision  
 Health Care Marketing and Sales  
 Health Information Coding  
 \*Health Information Technology  
 Medical Insurance Billing Specialist  
 Medical Quality Review Assistant  
 Medical Record Clerk  
 \*Medical Staff Services Science

**HOTEL, RESTAURANT, CULINARY ARTS**

Basic Baker  
 Basic Cook  
 Culinary Arts  
 Dining Room Operations  
 Food Service Management  
 Front Desk Operations  
 Hotel Operations  
 Housekeeping Operations  
 Restaurant/Lodging Entrepreneur

**HUMAN SERVICES**

Alcohol and Drug Studies  
 Criminal Justice  
 Family Studies Basic/Advanced  
 Gerontology  
 Human Services Generalist  
 Victimology

**INFORMATION SYSTEMS**

Advanced Computer Office Applications  
 Advanced Web Page Design  
 Cisco Networking  
 Computer Applications  
 Computer Hardware Support  
 Computer Information Systems  
 Computer Programming  
 Computer Software and Application  
 Internet and Data Communications  
 Java Programming  
 Microsoft Access  
 Microsoft Excel  
 Network Security  
 Oracle Database Administration  
 Visual Basic Programming  
 Visual C++ Programming  
 Web Page Design  
 Windows Networking – Systems Administrator  
 Windows Networking – Systems Engineer

**MORTUARY SCIENCE**

Mortuary Science

**MUSIC**

Commercial Music Management  
 Recording Arts

**OFFICE OCCUPATIONS**

Administrative Assistant  
 Administrative Support  
 Certified Professional Secretary  
 Legal Secretary/Administrative Assistant I & II  
 Office Assistant  
 Word Processing

**PHOTOGRAPHY**

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

**PHYSICAL EDUCATION**

Aerobic Instructor  
 Aquatic Specialist  
 Athletic Coach  
 Sports Management

**PSYCHIATRIC TECHNOLOGY**

Psychiatric Technology

**RADIOLOGY**

Darkroom Technician/Assistant  
 \*Radiology Technology  
 Diagnostic/Medical Sonography

**THEATER**

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

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

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

**DEPARTMENT CERTIFICATES**

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

## APPLICATION FOR CERTIFICATES

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

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

Applications for certificates are available in the Admissions and Records Office and will be accepted until the deadline. If the application is not filed prior to the deadline, the student must submit another application and will receive the certificate at a later date.

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

Certificates will be mailed approximately two 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 60 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 a counselor or the transfer institution of their choice for current information.

## CSU GENERAL EDUCATION BREADTH REQUIREMENTS

**Students wishing to transfer to California State Universities should follow this plan.**

Requirements for graduation from the California State University System include completion of specific 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.

Under the provisions of Title 5 and Executive Order 595, regionally accredited colleges and universities may certify one or more subject areas for students being admitted to the CSU system, a.k.a. partial certification. Students admitted to a CSU campus with subject area or partial certification should not be held to completing additional courses for the areas already certified.

In order to be partially certified, Cypress College students must complete all the CSU lower-division General Education Breadth Requirements in a specific area. Students who have completed courses at other regionally-accredited colleges and universities may "pass along" those courses for either partial or full certification at Cypress College. To meet general education requirements and obtain full certification, students must complete the pattern of courses in the five categories listed.

Students should apply for certification during or after the semester in which they are completing General Education Breadth Requirements. Student are advised to request certification prior to enrolling at the university due to varying CSU campus partial certification policies that may prohibit the certification from being granted.

CSU Certification policy specifies that a course or sequence of courses used to satisfy a requirement in one area, may not be used to satisfy a requirement in another area. Students should talk to a counselor for more information. 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 a counselor and review the catalog of the individual state university for further clarification.



Student must submit an application for CSU General Education Certification to the Admissions and Records Office by the appropriate deadline. A pass along form must be completed by a Cypress College counselor when courses are being used from other colleges and universities and submitted with the application for CSU General Education Certification. Deadline application dates can be found by accessing the Admissions and Records link on the website ([www.CypressCollege.edu/admissions.php](http://www.CypressCollege.edu/admissions.php)).

### A. COMMUNICATION IN THE ENGLISH LANGUAGE

(9 Unit minimum)

**REQUIREMENT: MUST INCLUDE SPCH 100 C/100HC AND ENGL 100 C/100HC AND a minimum of 3 units from Category A3.**

**All courses in this category must be completed with a grade of "C" or better.**

A1 SPCH 100 C	Human Communication	3
SPCH 100HC	Honors Human Communication	3
A2 ENGL 100 C	College Writing	3
ENGL 100HC	Honors College Writing	3
A3 ENGL 103 C	Critical Reasoning and Writing	3
ENGL 104 C	Critical Analysis & Literature	4
ENGL 104HC	Honors Critical Analysis & Lit	4
ENGL 106 C	Critical Thinking	3
ENGL 201 C	Intermediate College Writing	3
PHIL 170 C	Logic and Critical Thinking	3
PHIL 172 C	Critical Thinking/Writing	3
PHIL 175 C	Symbolic Logic	3
SPCH 135 C	Essentials of Argumentation	3
SPCH 138 C	Forensics	1-2
SPCH 238 C	Forensics	1-2

### B. THE PHYSICAL UNIVERSE AND ITS LIFE FORMS

(9 Unit minimum)

**REQUIREMENT: MUST INCLUDE one course from Physical Science AND one course from Life Science AND one course from Mathematics. One of the science courses MUST INCLUDE laboratory experience. Some universities may require two lab courses if a student is not fully certified.**

#### B1/B3 PHYSICAL SCIENCES WITH LAB

ASTR 116 C	Introduction to Astronomy	3
ASTR 116HC	Honors Intro to Astronomy	3
ASTR 117 C	Astronomy Laboratory	3
ASTR 117HC	Honors Astronomy Laboratory	3
CHEM 100 C	Chemistry for Daily Life	4
CHEM 101 C	Introduction to Chemistry	5
CHEM 104 C	Physical Science for Teachers (Same as PHSC 104 C)	4
CHEM 107 C	Foundations of Chemistry	5
CHEM 111AC	General Chemistry	5
CHEM 111BC	General Chemistry	5
CHEM 200 C	Intro Organic Chemistry - Lecture	3
CHEM 200LC	Intro Organic Chemistry - Lab	3
GEOG 102 C	Physical Geography - Lec	3
GEOG 102LC	Physical Geography - Lab	1
GEOL 100 C	Physical Geology - Lec	3
GEOL 100HC	Honors Physical Geology	3
GEOL 101 C	Physical Geology - Lab	1
GEOL 102 C	Physical Geology - Lec/Lab	4
GEOL 103 C	Historical Geology	4
GEOL 105 C	Earth Science for Teachers (Pending)	4
GEOL 115 C	Physical Geology Field Lab	1
GEOL 130 C	Introduction to Oceanography-Lec	3
GEOL 131 C	Introduction to Oceanography-Lab	1
PHSC 104 C	Physical Science for Teachers (Same as CHEM 104 C)	4
PHYS 130 C	Principles of Physics	4
PHYS 201 C	College Physics	4
PHYS 202 C	College Physics	4
PHYS 210 C	Physics	4
PHYS 211 C	Physics	4
PHYS 221 C	General Physics	4
PHYS 222 C	General Physics	4
PHYS 223 C	General Physics	4

#### B2/B3 LIFE SCIENCES WITH LAB

ANTH 101 C	Biological Anthropology	3
ANTH 101LC	Biological Anthropology Lab	1
BIOL 101 C	General Biology	5
BIOL 101HC	Honors General Biology	5
BIOL 111 C	Principles of Biology 1 - Lec	3
BIOL 112 C	Principles of Biology 1 - Lab	2
BIOL113 C	Principles of Biology 2 - Lec	3
BIOL 114 C	Principles of Biology 2 - Lab	2
BIOL 122 C	Marine Biology	5
BIOL 127 C	Natural History	5
BIOL 128 C	Plants and Society	5
BIOL 210 C	Anatomy and Physiology	5
BIOL 230 C	General Anatomy	4
BIOL 231 C	General Human Anatomy	4
BIOL 241 C	General Human Physiology	4
BIOL 240 C	Human Physiology	5
BIOL 262 C	General Microbiology	5

#### B1 PHYSICAL SCIENCES (NO LAB)

ASTR 116 C	Introduction to Astronomy	3
ASTR 116HC	Honors Intro to Astronomy	3
CHEM 103 C	Chemistry in a Changing World	3
CHEM 103HC	Honors Chem in a Changing World	3
GEOG 102 C	Physical Geography	3
GEOL 100 C	Physical Geology	3
GEOL 100HC	Honors Physical Geology	3
GEOL 120 C	Geology of California	3
GEOL 130 C	Introduction to Oceanography	3
GEOL 180 C	Summer Field Geology	5
GEOL 190 C	Environmental Geology	3

#### B2 LIFE SCIENCES (NO LAB)

ANTH 101 C	Biological Anthropology	3
BIOL 102 C	Human Biology	3
BIOL 103 C	Human Ecology	3
BIOL 111 C	Principles of Biology 1	3
BIOL 113 C	Principles of Biology 2	3

#### B4 MATHEMATICS (GRADE OF "C" OR BETTER REQUIRED)

CSCI 185 C	Computer Science I	4
CSCI 186 C	Data Structures	4
CSCI 205 C	FORTRAN Programming	3
MATH 100 C	Math for Liberal Arts Students	3
MATH 115 C	Finite Mathematics	3
MATH 120 C	Intro to Probability and Statistics	4
MATH 120HC	Honors Intro to Prob & Stat	4
MATH 130 C	Survey of Calculus	4
MATH 141 C	College Algebra	4
MATH 142 C	Trigonometry	4
MATH 150AC	Calculus and Analytic Geometry	4
PSY 161 C	Probability and Stats-Social Sci. (Same as SOC 161 C)	4
SOC161 C	Probability and Stats-Social Sci. (Same as PSY 161 C)	4

### C. THE ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGES (9 Unit minimum)

**REQUIREMENT: MUST INCLUDE at least one course in the Arts AND one course in the Humanities.**

#### C1 ARTS (Art, Dance, Music, Theater)

ART 100 C	Fundamentals of Art	3
ART 110 C	Introduction to Art	3
ART 111 C	Survey of Art History I	3
ART 112 C	Survey of Art History II	3
ART 112HC	Honors Survey of Art History II	3
ART 114 C	Modern Art History	3
ART 120 C	Two Dimensional Design	3
ART 150 C	Ceramics Handbuilding	3
ART 151 C	Ceramics Throwing	3
ART 182 C	Freehand Drawing	3
ART 189 C	Fundamentals of Painting	3
DANC 101 C	Multicultural Dance in the U. S.	3
DANC 105 C	Ballet	1-2
DANC 106 C	Classical Dance	1-2
DANC 107 C	Modern Dance	1-2
DANC 108 C	Free Form Dance	1-2
DANC 109 C	Dance Improvisation	1
DANC 111 C	Jazz Dance	1-2
DANC 112 C	Intermediate Jazz Dance	1-2
DANC 120 C	Dance History	3
ENGL 125 C	The Film	3
ENGL 125HC	Honors The Film	3

MUS 101 C	Music Fundamentals	3
MUS 103AC	Theory and Musicianship I	4
MUS 113 C	Jazz History	3
MUS 115 C	Music Cultures of the World	3
MUS 116 C	Music Appreciation	3
MUS 117 C	American Popular Music	3
MUS 118 C	Introduction to Opera	3
MUS 118HC	Honors Introduction to Opera	3
MUS 119 C	History of Rock Music	3
MUS 120 C	Survey of Music History	3
MUS 122 C	Concert Hour	1, 1, 1
MUS 126 C	Beginning Voice	1
MUS 130 C	Beginning Guitar	1
MUS 135 C	Beginning Piano	1
MUS 143 C	Beginning Strings	1
MUS 146 C	Woodwind Class	1
MUS 150 C	Beginning Brass	1
MUS 282 C	Cypress <i>Masterworks</i> Chorale	1, 1, 1, 1
MUS 291 C	Musical Theater Techniques ( <i>Same as THEA 126 C</i> )	3
MMPH 101 C	Introduction to Photography ( <i>Same as PHOT 101 C</i> )	3
PHOT 101 C	Introduction to Photography ( <i>Same as MMPH 101 C</i> )	3
THEA 100 C	Introduction to the Theater	3
THEA 102 C	World Theater History	3
THEA 102HC	Honors World Theater History	3
THEA 104 C	Introduction to Theater Appreciation	3
THEA 106 C	Stage & Screen Writing	3
THEA 107 C	American Ethnic Theater	3
THEA 107HC	Honors American Ethnic Theater	3
THEA 120 C	Acting I	3
THEA 121 C	Dynamic Movement for the Stage	2
THEA 126 C	Musical Theater Techniques ( <i>Same as MUS 291 C</i> )	3
THEA 129 C	Voice and Diction	3
THEA 132 C	Musical Theater Workshop	2-3
THEA 133 C	Rehearsal and Performance	2-3
THEA 145 C	Fundamentals of Costume Design	2,2
THEA 149 C	Stage Crew Activity	2-3
<b>C2 HUMANITIES (Literature, Philosophy, Foreign Language)</b>		
CHIN 101 C	Elementary Chinese-Mandarin I	5
CHIN 102 C	Elementary Chinese-Mandarin II	5
ENGL 102 C	Introduction to Literature	3
ENGL 110 C	Humanities and the Arts ( <i>Same as INDS 110 C</i> )	3
ENGL 111 C	Humanities and the Arts ( <i>Same as INDS 110 C</i> )	3
ENGL 207 C	The Short Story	3
ENGL 208 C	Asian-American Literature	3
ENGL 211 C	English Literature - Part One	3
ENGL 212 C	English Literature - Part Two	3
ENGL 221 C	American Literature - Part One	3
ENGL 222 C	American Literature - Part Two	3
ENGL 234 C	Shakespeare	3
ENGL 234HC	Honors Shakespeare	3
ENGL 239 C	Survey of Children's Literature	3
ENGL 247 C	Multicultural Literature	3
ENGL 255 C	African-American Literature I	3
ENGL 256 C	African-American Literature II	3
ETHS 130 C	African-American History I	3
ETHS 131 C	African-American History II	3
ETHS 141 C	Chicana/o History	3
ETHS 160 C	Native-American History	3
ETHS 171 C	Asian-American History	3
FREN 101 C	Elementary French I	5
FREN 102 C	Elementary French II	5
FREN 200 C	Conversational French	2, 2
FREN 203 C	Intermediate French III	4
FREN 204 C	Intermediate French IV	4
GERM 101 C	Elementary German I	5
GERM 102 C	Elementary German II	5
HIST 110 C	Western Civilizations I	3
HIST 110HC	Honors West. Civilizations I	3
HIST 111 C	Western Civilizations II	3
HIST 111HC	Honors West. Civilizations II	3
HIST 112 C	World Civilizations I	3
HIST 112HC	Honors World Civilizations I	3
HIST 113 C	World Civilizations II	3

HIST 113HC	Honors World Civilizations II	3
HIST 160AC	Asian Civilization	3
HIST 160BC	Asian Civilization	3
HIST 163 C	History of Mexico	3
HIST 165 C	Middle Eastern History	3
HIST 180 C	People and Culture in East Asia	3
HIST 275 C	History of California	3
INDS 100 C	Humanities and the Arts ( <i>Same as ENGL 110 C</i> )	3
INDS 101 C	Humanities and the Arts ( <i>Same as ENGL 111 C</i> )	3
JAPN 101 C	Elementary Japanese I	5
JAPN 102 C	Elementary Japanese II	5
JAPN 125 C	Japanese Culture through Film	3
JAPN 200 C	Conversational Japanese	2, 2
JAPN 203 C	Intermediate Japanese III	4
JAPN 204 C	Intermediate Japanese IV	4
PHIL 100 C	Introduction to Philosophy	3
PHIL 100HC	Honors Intro to Philosophy	3
PHIL 101 C	Intro to Religious Studies	3
PHIL 110 C	Religions of the East	3
PHIL 120 C	Religions of the West	3
PHIL 160 C	Introduction to Ethics	3
PHIL 165 C	Business & Professional Ethics	3
PHIL 201 C	Early Philosophers	3
PHIL 202 C	Modern Philosophers	3
PHIL 225 C	Jesus and his Interpreters	3
PHIL 230 C	Philosophy of Religion	3
PORT 101 C	Elementary Portuguese I	5
PORT 102 C	Elementary Portuguese II	5
SPAN 101 C	Elementary Spanish I	5
SPAN 101HC	Honors Elementary Spanish I	5
SPAN102 C	Elementary Spanish II	5
SPAN 102HC	Honors Elementary Spanish II	5
SPAN 200 C	Conversational Spanish	2, 2
SPAN 201 C	Spanish for Spanish Speakers	5
SPAN 203 C	Intermediate Spanish III	4
SPAN 204 C	Intermediate Spanish IV	4
SPCH 220 C	Rhetoric of the City	3
SPCH 220HC	Honors Rhetoric of the City	3

**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 C, POSC 100HC, POSC 101C  
 Group B: ETHS 100 C, ETHS 100HC, ETHS 130 C, 131 C, ETHS 160 C, HIST 162AC, 162BC, 170 C, 170HC, 171 C, 171HC

**D. SOCIAL, POLITICAL, & ECONOMIC INSTITUTIONS AND BEHAVIOR; HISTORICAL BACKGROUND**  
 (9 Unit minimum)

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

**D1 ANTHROPOLOGY AND ARCHAEOLOGY**

ANTH 102 C	Cultural Anthropology	3
ANTH 104 C	Comparative Cultures	3
ANTH 105 C	Language and Culture	3
ANTH 106 C	World Prehistory	3
ANTH 107 C	Magic, Witchcraft and Religion	3
ANTH 121 C	Indians of North America	3
ANTH 203 C	Introduction to Archaeology	3

**D2 ECONOMICS**

ECON 100 C	Principles of Economics-Macro	3
ECON 100HC	Honors Principles of Economics	3
ECON 105 C	Principles of Economics-Micro	3
ECON 105HC	Honors Principles of Economics	3
ECON 110 C	Survey of Economics	3
ECON 260 C	Economic Geography ( <i>Same as GEOG 260 C</i> )	3
GEOG 260 C	Economic Geography ( <i>Same as ECON 260 C</i> )	3

**D3 ETHNIC STUDIES**

ETHS 100 C	American Ethnic Studies	3
ETHS 100HC	Honors American Ethnic Studies	3
ETHS 129 C	Intro to African-Amer. Studies	3
ETHS 130 C	African-American History I	3
ETHS 131 C	African-American History II	3
ETHS 140 C	Intro to Chicana/o Studies	3
ETHS 141 C	Chicana/o History	3
ETHS 142 C	Chicana/o Contemporary Issues	3
ETHS 160 C	Native American History	3
ETHS 170 C	Intro to Asian-Amer. Studies	3
ETHS 171 C	Asian American History	3
HS 277 C	Cultural Awareness & Health Care	3
PSY 237 C	Cross-Cultural Relationships (Same as SOC 237 C)	3
SOC 237 C	Cross-Cultural Relationships (Same as PSY 237 C)	3

**D4 GENDER STUDIES**

HIST 270 C	Women in United States History	3
POSC 101 C	Gender and American Politics	3
SOC 225 C	Sociology of Women	3

**D5 GEOGRAPHY**

ECON 260 C	Economic Geography (Same as GEOG 260 C)	3
GEOG 100 C	World Geography	3
GEOG 100HC	Honors World Geography	3
GEOG 130 C	California Geography	3
GEOG 140 C	Weather and Climate	3
GEOG 160 C	Cultural Geography	3
GEOG 260 C	Economic Geography (Same as ECON 260 C)	3

**D6 HISTORY**

ETHS 100 C	American Ethnic Studies	3
ETHS 100HC	Honors American Ethnic Studies	3
ETHS 130 C	African-American History I	3
ETHS 131 C	African-American History II	3
ETHS 141 C	Chicana/o History	3
ETHS 160 C	Native American History	3
ETHS 171 C	Asian-American History	3
HIST 110 C	Western Civilizations I	3
HIST 110HC	Honors West. Civilizations I	3
HIST 111 C	Western Civilizations II	3
HIST 111HC	Honors West. Civilizations II	3
HIST 112 C	World Civilizations I	3
HIST 112HC	Honors World Civilizations I	3
HIST 113 C	World Civilizations II	3
HIST 113HC	Honors World Civilizations II	3
HIST 135 C	African History	3
HIST 142 C	History of Latin America I	3
HIST 143 C	History of Latin America II	3
HIST 151 C	Survey of British History	3
HIST 152 C	Survey of British History	3
HIST 160AC	Asian Civilization	3
HIST 160BC	Asian Civilization	3
HIST 162AC	History of the Americas	3
HIST 162BC	History of the Americas	3
HIST 163 C	History of Mexico	3
HIST 165 C	Middle Eastern History	3
HIST 170 C	History of the United States	3
HIST 170HC	Honors History of the U.S.	3
HIST 171 C	History of the United States	3
HIST 171HC	Honors History of the U. S.	3
HIST 180 C	People and Culture in East Asia	3
HIST 270 C	Women in United States History	3
HIST 275 C	History of California	3

**D7 INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE**

ETHS 235 C	The Civil Rights Movement	3
HUSR 200 C	The Human Services	3
JOUR 110 C	Mass Media Survey	3
JOUR 118 C	Introduction to Broadcasting (Same as SPCH 118 C)	3
MGT 161 C	Introduction to Business	3
SPCH 118 C	Introduction to Broadcasting (Same as JOUR 118 C)	3
SPCH 120 C	Intercultural Communication	3

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

POSC 100 C	United States Government	3
POSC 100HC	Honors U.S. Government	3
POSC 101 C	Gender and American Politics	3
POSC 120 C	Political Theory	3
POSC 130 C	Political Communication	3
POSC 200 C	Intro to Political Science	3
POSC 209 C	Urban Politics	3
POSC 210 C	Contemporary Political Issues	3
POSC 215 C	Comparative Politics	3
POSC 230 C	International Relations	3

**D9 PSYCHOLOGY**

HUSR 255 C	Psychology of Aging (Same as PSY 255 C)	3
PSY 101 C	General Psychology	3
PSY 101HC	Honors General Psychology	3
PSY 110 C	Applied Psychology	3
PSY 139 C	Developmental Psychology	3
PSY 145 C	Child Psychology	3
PSY 202 C	Research Methods in Psychology	4
PSY 221 C	The Brain and Behavior	3
PSY 222 C	Abnormal Psychology	3
PSY 240 C	Child Development & Education	3
PSY 251 C	Social Psychology	3
PSY 255 C	Psychology of Aging (Same as HUSR 255 C)	3

**D10 SOCIOLOGY AND CRIMINOLOGY**

HUSR 250 C	Sociology of Aging (Same as SOC 250 C)	3
HUSR 292 C	Introduction to Criminology (Same as SOC 292 C)	3
SOC 101 C	Introduction to Sociology	3
SOC 101HC	Honors Intro to Sociology	3
SOC 102 C	Social Problems	3
SOC 225 C	Sociology of Women	3
SOC 250 C	Sociology of Aging (Same as HUSR 250 C)	3
SOC 271 C	Child, Family and Community	3
SOC 275 C	Marriage and Family	3
SOC 277 C	Sociology of Religion	3
SOC 292 C	Introduction to Criminology (Same as HUSR 292 C)	3

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

CIS 111 C	Computer Information Systems	3
COUN 105 C	Stress and Anxiety Management	1
COUN 141 C	Career Exploration	1
COUN 144 C	Women and Careers	1
COUN 145 C	Changing Careers	1
COUN 146 C	Decision Making	1
COUN 150 C	Academic and Life Success	3
COUN 151 C	Career/Life Planning	3
HRC 100 C	Nutrition	3
HUSR 250 C	Sociology of Aging (Same as SOC 250 C)	3
HUSR 255 C	Psychology of Aging (Same as PSY 255 C)	3
PE 100 C	Physical Ed Activity Classes through One (1) Unit limit	1
PE 222 C	CSU Certification	1
PE 231 C	Elem School Movement-PE	3
PE 234 C	Contemporary Personal Health	3
PE 235 C	First Aid, CPR and Emergencies	3
PE 237 C	Lifesaving	1
PE 242 C	Wheelchair Athletics	2
PE 244 C	Human Performance	3
PSY 120 C	Human Sexuality (Same as SOC 120 C)	3
PSY 145 C	Child Psychology	3
PSY 240 C	Child Development & Education	3
PSY 255 C	Psychology of Aging (Same as HUSR 255 C)	3
SOC 120 C	Human Sexuality (Same as PSY 120 C)	3
SOC 250 C	Sociology of Aging (Same as HUSR 250 C)	3
SPCH 105 C	Interpersonal Communication	3



## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

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

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

IGETC must be completed in its entirety prior to transfer and must be certified in order to be accepted by CSU or UC. However, if you are approaching readiness for transfer and, for **good cause**, are unable to complete one or two IGETC courses which are not required for admission to the university, you may be **eligible to complete IGETC after transferring**. You must present cause by petition and submit it to the Admissions and Records Office. Typical situations which constitute good cause are illness, 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. With the UC, Oral Communications is **NOT** required, but the certification must include satisfactory completion of the Language Other Than English proficiency requirements. A course or sequence used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. All courses must be completed with a "C" or better. Students must apply for IGETC Certification through the Admissions and Records Office during the semester in which requirements will be completed or thereafter.

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

*\* The courses on this list are approved at the time of printing. Check with a counselor or [www.ASSIST.org](http://www.ASSIST.org) for the most recent list of approved courses.*

### 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 C	College Writing 3
+ ENGL 100HC	Honors College Writing 3

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

1 course, 3 semester units, (4-5 quarter units)	
ENGL 103 C	Critical Reasoning and Writing 3
+ ENGL 104 C	Critical Analysis/Writing About Literature 3
+ ENGL 104HC	Honors Critical Analysis/Writing Literature 3
ENGL 201 C	Intermediate College Writing 3
PHIL 172 C	Critical Thinking/Writing 3

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

1 course, 3 semester units, (4-5 quarter units)	
+ SPCH 100 C	Human Communication 3
+ SPCH 100HC	Honors Human Communication 3

#### AREA 2 MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

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

##### MATH (Code = 2A)

MATH 100 C	Math for Liberal Arts Students 3
MATH 115 C	Finite Mathematics 3
+ MATH 120 C	Intro Probability and Statistics 4
+ MATH 120HC	Honors Intro Prob & Stat 4
+ MATH 130 C	Survey of Calculus 4
MATH 141C	College Algebra 4
+ MATH 150AC	Calculus and Analytic Geometry 4
+ MATH 150BC	Calculus and Analytic Geometry 4
MATH 250AC	Intermediate Calculus 4
MATH 250BC	Intermediate Calculus 4
+ PSY 161 C	Probability & Stats-Social Sci (Same as SOC 161 C) 4
+ SOC 161 C	Probability & Stats-Social Sci (Same as PSY 161 C) 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 C	Fundamentals of Art 3
ART 110 C	Introduction to Art 3
ART 111 C	Survey of Art History I 3
+ ART 112 C	Survey of Art History II 3
+ ART 112HC	Honors Survey of Art History II 3
ART 114 C	Modern Art History 4
DANC 101 C	Multicultural Dance in the U.S. 3
DANC 120 C	Dance History 3
+ ENGL 125 C	The Film 3
+ ENGL 125HC	Honors The Film 3
MUS 103AC	Theory and Musicianship I 4
MUS 113 C	Jazz History 3
MUS 115 C	Music Cultures of the World 3
MUS 116 C	Music Appreciation 3
MUS 117 C	American Popular Music 3
+ MUS 118 C	Introduction to Opera 3
+ MUS 118HC	Honors Introduction to Opera 3
MUS 119 C	History of Rock Music 3
MUS 120 C	Survey of Music History 3
THEA 100 C	Introduction to Theater 3
+ THEA 102 C	World Theater History 3
+ THEA 102HC	Honors World Theater History 3
+ THEA 104 C	Introduction to Theater Appreciation 3
+ THEA 107 C	American Ethnic Theater 3
+ THEA 107HC	Honors American Ethnic Theater 3

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

ENGL 102 C	Introduction to Literature 3
+ ENGL 110 C	Humanities and the Arts (same as INDS 100 C) 3
+ ENGL 111 C	Humanities and the Arts (same as INDS 101 C) 3
ENGL 207 C	The Short Story 3
ENGL 208 C	Asian-American Literature 3
ENGL 211 C	English Literature - Part One 3
ENGL 212 C	English Literature - Part Two 3
ENGL 221 C	American Literature - Part One 3
ENGL 222 C	American Literature - Part Two 3
+ ENGL 234 C	Shakespeare 3
+ ENGL 234HC	Honors Shakespeare 3
ENGL 239 C	Survey of Children's Literature 3
ENGL 247 C	Multicultural Literature 3
ENGL 255 C	African-American Literature I 3
ENGL 256 C	African-American Literature II 3
* ETHS 130 C	African-American History I 3



ETHS 131 C	African-American History II	3
* ETHS 141 C	Chicana/o History	3
FREN 203 C	Intermediate French III	4
FREN 204 C	Intermediate French IV	4
*+ HIST 110 C	Western Civilizations I	3
*+ HIST 110HC	Honors West. Civilizations I	3
*+ HIST 111 C	Western Civilizations II	3
*+ HIST 111HC	Honors West. Civilizations II	3
*+ HIST 112 C	World Civilizations I	3
*+ HIST 112HC	Honors World Civilizations I	3
*+ HIST 113 C	World Civilizations II	3
*+ HIST 113HC	Honors World Civilizations II	3
* HIST 160AC	Asian Civilization	3
* HIST 160BC	Asian Civilization	3
* HIST 163 C	History of Mexico	3
* HIST 165 C	Middle Eastern History	3
* HIST 180 C	People and Culture in East Asia	3
HIST 275 C	History of California	3
+ INDS 100 C	Humanities and the Arts ( <i>same as ENGL 110 C</i> )	3
+ INDS 101 C	Humanities and the Arts ( <i>same as ENGL 111 C</i> )	3
JAPN 203 C	Intermediate Japanese III	4
JAPN 204 C	Intermediate Japanese IV	4
PHIL 100 C	Introduction to Philosophy	3
PHIL 100HC	Honors Intro to Philosophy	3
PHIL 101 C	Intro to Religious Studies	3
PHIL 110 C	Religions of the East	3
PHIL 120 C	Religions of the West	3
PHIL 160 C	Introduction to Ethics	3
PHIL 201 C	Early Philosophers	3
PHIL 202 C	Modern Philosophers	3
PHIL 225 C	Jesus and his Interpreters	3
PHIL 230 C	Philosophy of Religion	3
SPAN 203 C	Intermediate Spanish III	4
SPAN 204 C	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 C	Cultural Anthropology	3
ANTH 104 C	Comparative Cultures	3
ANTH 105 C	Language and Culture	3
ANTH 106 C	World Prehistory	3
ANTH 107 C	Magic, Witchcraft and Religion	3
ANTH 121 C	Indians of North America	3
ANTH 203 C	Introduction to Archaeology	3

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

+ ECON 100 C	Principles of Economics-Macro	3
+ ECON 100HC	Honors Principles of Economics	3
+ ECON 105 C	Principles of Economics-Micro	3
+ ECON 105HC	Honors Principles of Economics	3
+ ECON 110 C	Survey of Economics	3
+ ECON 260 C	Economic Geography ( <i>Same as GEOG 260 C</i> )	3
+ GEOG 260 C	Economic Geography ( <i>Same as ECON 260 C</i> )	3

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

ETHS 100 C	American Ethnic Studies	3
ETHS 100HC	Honors American Ethnic Studies	3
ETHS 129 C	Intro to African- American Studies	3
* ETHS 130 C	African-American History I	3
ETHS 131 C	African-American History II	3
ETHS 140 C	Intro to Chicana/o Studies	3
ETHS 142 C	Chicana/o Contemporary Issues	3
ETHS 160 C	Native American History	3
ETHS 170 C	Intro to Asian-Amer. Studies	3
ETHS 171 C	Asian-American History	3
+ PSY 237 C	Cross-Cultural Relationships ( <i>Same as SOC 237 C</i> )	3
+ SOC 237 C	Cross-Cultural Relationships ( <i>Same as PSY 237 C</i> )	3
SPCH 120 C	Intercultural Communication	3

**D. GENDER STUDIES (Code = 4D)**

HIST 270 C	Women in United States History	3
POSC 101 C	Gender and American Politics	3

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

+ ECON 260 C	Economic Geography ( <i>Same as GEOG 260 C</i> )	3
+ GEOG 100 C	World Geography	3
+ GEOG 100HC	Honors World Geography	3
GEOG 130 C	California Geography	3
GEOG 140 C	Weather and Climate	3
GEOG 160 C	Cultural Geography	3
+ GEOG 260 C	Economic Geography ( <i>Same as ECON 260 C</i> )	3

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

* ETHS 130 C	African-American History I	3
ETHS 131 C	African-American History II	3
* ETHS 141 C	Chicana/o History	3
ETHS 160 C	Native American History	3
*+ HIST 110 C	Western Civilizations I	3
*+ HIST 110HC	Honors West. Civilizations I	3
*+ HIST 111 C	Western Civilizations II	3
*+ HIST 111HC	Honors West. Civilizations II	3
*+ HIST 112 C	World Civilizations I	3
*+ HIST 112HC	Honors World Civilizations I	3
*+ HIST 113 C	World Civilizations II	3
*+ HIST 113HC	Honors World Civilizations II	3
HIST 135 C	African History	3
HIST 142 C	History of Latin America I	3
HIST 143 C	History of Latin America II	3
HIST 151 C	Survey of British History I	3
HIST 152 C	Survey of British History II	3
* HIST 160AC	Asian Civilization	3
* HIST 160BC	Asian Civilization	3
* HIST 162AC	History of the Americas	3
* HIST 162BC	History of the Americas	3
* HIST 163 C	History of Mexico	3
* HIST 165 C	Middle Eastern History	3
* HIST 170 C	History of the United States	3
+ HIST 170HC	Honors History of the U.S.	3
*+ HIST 171 C	History of the United States	3
*+ HIST 171HC	Honors History of the U. S.	3
* HIST 180 C	People and Culture in East Asia	3
HIST 270 C	Women in United States History	3
HIST 275 C	History of California	3

**G. INTERDISCIPLINARY, SOCIAL & BEHAVIORAL SCIENCES**

ETHS 171 C	Asian-American History	3
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**H. POLITICAL SCIENCE, GOVERNMENT & LEGAL INSTITUTIONS (Code = 4H)**

*+ POSC 100 C	United States Government	3
*+ POSC 100HC	Honors U.S. Government	3
POSC 101 C	Gender and American Politics	3
POSC 120 C	Political Theory	3
POSC 130 C	Political Communication	3
POSC 200 C	Intro to Political Science	3
POSC 209 C	Urban Politics	3
POSC 210 C	Contemporary Political Issues	3
POSC 215 C	Comparative Politics	3
POSC 230 C	International Relations	3

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

+ HUSR 255 C	Psychology of Aging ( <i>Same as PSY 255 C</i> )	3
+ PSY 101 C	General Psychology	3
+ PSY 101HC	Honors General Psychology	3
PSY 120 C	Human Sexuality ( <i>Same as SOC 120 C</i> )	3
PSY 139 C	Developmental Psychology	3
PSY 145 C	Child Psychology	3
PSY 202 C	Research Methods in Psychology	4
PSY 221 C	The Brain and Behavior	3
PSY 222 C	Abnormal Psychology	3
+ PSY 237 C	Cross-Cultural Relationships ( <i>Same as SOC 237 C</i> )	3
PSY 251 C	Social Psychology	3
+ PSY 255 C	Psychology of Aging ( <i>Same as HUSR 255 C</i> )	3
SOC 120 C	Human Sexuality ( <i>Same as PSY 120 C</i> )	3
+ SOC 237 C	Cross-Cultural Relationships ( <i>Same as PSY 237 C</i> )	3

<b>J. SOCIOLOGY (Code = 4J)</b>		
+ HUSR 250 C	Sociology of Aging (Same as SOC 250 C)	3
+ HUSR 292 C	Introduction to Criminology (Same as SOC 292 C)	3
PSY 237 C	Cross-Cultural Relationships (Same as SOC 237 C)	
SOC 101 C	Introduction to Sociology	3
SOC 101HC	Honors Intro to Sociology	3
SOC 102 C	Social Problems	3
SOC 225 C	Sociology of Women	3
+ SOC 237 C	Cross-Cultural Relationships (Same as PSY 237 C)	3
+ SOC 250 C	Sociology of Aging (Same as HUSR 250 C)	3
SOC 275 C	Marriage and Family	3
SOC 277 C	Sociology of Religion	3
+ SOC 292 C	Introduction to Criminology (Same as HUSR 292 C)	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).

<b>PHYSICAL SCIENCES (Code = 5A)</b>		
+ ASTR 116 C	Intro to Astronomy	3
+ ASTR 116HC	Honors Intro to Astronomy	3
+ <b>ASTR 117 C</b>	<b>Astronomy Laboratory</b>	1
+ <b>ASTR 117HC</b>	<b>Honors Astronomy Laboratory</b>	1
+ CHEM 100 C	Chemistry for Daily Life	4
+ <b>CHEM 101 C</b>	<b>Introduction to Chemistry</b>	5
+ CHEM 103 C	Chemistry in a Changing World	3
+ CHEM 103HC	Honors Chemistry in a Changing World	3
+ <b>CHEM 107 C</b>	<b>Foundations of Chemistry</b>	5
+ <b>CHEM 111AC</b>	<b>General Chemistry</b>	5
+ <b>CHEM 111BC</b>	<b>General Chemistry</b>	5
GEOG 102 C	Physical Geography - Lec	3
+ <b>GEOG 102LC</b>	<b>Physical Geography - Lab</b>	1
+ GEOL 100 C	Physical Geology	3
+ GEOL 100HC	Honors Physical Geology	3
+ <b>GEOL 101 C</b>	<b>Physical Geology - Lab</b>	1
+ <b>GEOL 102 C</b>	<b>Physical Geology - Lec/Lab</b>	4
+ <b>GEOL 103 C</b>	<b>Historical Geology-Lec/Lab</b>	4
+ <b>GEOL 115 C</b>	<b>Physical Geology Field-Lab</b>	1
GEOL 120 C	Geology of California	3
GEOL 130 C	Introduction to Oceanography	3
+ <b>GEOL 131 C</b>	<b>Introduction to Oceanography - Lab</b>	1
+ GEOL 190 C	Environmental Geology	3
+ <b>GEOL 220 C</b>	<b>Mineralogy</b>	4
+ <b>PHYS 130 C</b>	<b>Principles of Physics</b>	4
+ <b>PHYS 201 C</b>	<b>College Physics</b>	4
+ <b>PHYS 202 C</b>	<b>College Physics</b>	4
+ <b>PHYS 210 C</b>	<b>Physics</b>	4
+ <b>PHYS 211 C</b>	<b>Physics</b>	4
+ <b>PHYS 221 C</b>	<b>General Physics</b>	4
+ <b>PHYS 222 C</b>	<b>General Physics</b>	4
+ <b>PHYS 223 C</b>	<b>General Physics</b>	4

<b>BIOLOGICAL SCIENCES (Code 5B)</b>		
ANTH 101 C	Biological Anthropology	3
ANTH 101LC	Biological Anthropology Lab	1
+ BIOL 101 C	General Biology	5
+ <b>BIOL 101HC</b>	<b>Honors General Biology</b>	5
BIOL 102 C	Human Biology	3
BIOL 103 C	Human Ecology	3
+ BIOL 111 C	Principles of Biology 1	3
+ <b>BIOL 112 C</b>	<b>Principles of Biology 1 Lab</b>	2
+ BIOL 113 C	Principles of Biology 2	3
+ <b>BIOL 114 C</b>	<b>Principles of Biology 2 Lab</b>	2
BIOL 122 C	Marine Biology	5
BIOL 127 C	Field Biology and Natural History	5
+ <b>BIOL 128 C</b>	<b>Plants and Society</b>	5
BIOL 230 C	General Anatomy	4
BIOL 231 C	General Human Anatomy	4
BIOL 240 C	Human Physiology	5
BIOL 241 C	General Human Physiology	4
BIOL 262 C	General Microbiology	5

**LANGUAGE OTHER THAN ENGLISH (Code = 6A)**

**(UC Requirement only) Complete one of the following:**

1. Complete two years of high school foreign language in the same language with a grade of "C" or better.
2. Earn a score of 3 or higher on the Foreign Language Advanced Placement test.
3. Earn a minimum score of 550 on the SAT II Subject Test in languages other than English.
4. Complete course 102 in a Foreign Language at Cypress College or equivalent courses at another college or university.
5. Completion with "C" grade or better 2 years of formal schooling at the 6th grade level or higher at an institution where the language of instruction is not English.

**Cypress College courses that meet the proficiency Level:**

CHIN 102 C	Elementary Chinese-Mandarin I	5
FREN 102 C	Elementary French II	5
GERM 102 C	Elementary German II	5
JAPN 102 C	Elementary Japanese II	5
PORT 102 C	Elementary Portuguese II	5
+ SPAN 102 C	Elementary Spanish II	5
+ SPAN 102HC	Honors Elementary Spanish II	5
+ SPAN 201 C	Spanish for Spanish Speakers	5
+ SPAN 101 C and 102 C combined	are equivalent to SPAN 201 C	

**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 C	United States Government	3
* POSC 100HC	Honors U.S. Government	3
* POSC 101 C	Gender and American Politics (Pending Approval)	3

**HISTORY (Code = 7B)**

ETHS 100 C	American Ethnic Studies	3
ETHS 100HC	Honors American Ethnic Studies	3
ETHS 130 C	African-American History I	3
ETHS 131 C	African-American History II	3
* ETHS 160 C	Native American History (Pending Approval)	3
* HIST 162AC	History of the Americas	3
* HIST 162BC	History of the Americas	3
* HIST 170 C	History of the United States	3
* HIST 170HC	Honors History of the U.S.	3
* HIST 171 C	History of the United States	3
* HIST 171HC	Honors History of the U. S.	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. -Duplicate credit is not awarded for a non-honors section and an honors section of the same class.

**NOTE:**

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

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

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

## **GENERAL EDUCATION CERTIFICATION (GE)**

Students planning to graduate from the California State University or University of California systems 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 general education courses approved for Cypress College.
- 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 a counselor to obtain a supplemental “pass along” form which must be attached to the certification application. Courses completed at educational institutions outside the United States cannot be used for “pass along” and these courses must be evaluated by the university during the application process. Students do not have to be currently enrolled in Cypress College to apply for GE certification.



***Programs***

***Course Descriptions***



# Course Prefixes

ACCT	Accounting
ACG	Art - Computer Graphics
AC/R	Air Conditioning/Refrigeration
ACR	Automotive Collision Repair
AJ	Law Enforcement
ANTH	Anthropology
ART	Art
ASTR	Astronomy
AT	Automotive Technology
ATC	Airline and Travel Careers
AVIA	Aviation
BIOL	Biology
CHEM	Chemistry
CHIN	Chinese
CIS	Computer Information Systems (Business)
COUN	Counseling and Student Development
CSCI	Computer Science (Mathematics)
CTRP	Court Reporting
DA	Dental Assistant
DANC	Dance
DH	Dental Hygiene
ECON	Economics
EDU	Education
ELEC	Electricity
ENGL	English
ENGR	Engineering
ENGT	Engineering Technology
ESL	English as a Second Language
ETHS	Ethnic Studies
FREN	French
GEOG	Geography
GEOL	Geology
GERM	German
HI	Health Information Technology
HIST	History
HRC	Hotel, Restaurant, Culinary Arts
HS	Health Science
HSCE	Health Science – Continuing Education

HUSR	Human Services
INDS	Interdisciplinary Studies
JAPN	Japanese
JOUR	Communications/Journalism
LIB	Library
MATH	Mathematics
MGT	Management
MKT	Marketing
MORT	Mortuary Science
MRN	Marine Service Technician
MM	Multimedia
MMCG	Multimedia Art – Computer Graphics
MMJO	Multimedia Journalism
MMMU	Multimedia Music
MMPH	Multimedia Photography
MMTA	Multimedia Theater Arts
MT	Motorcycle Technology
MUS	Music
NURS	Nursing
OFF	Office Administration
PE	Physical Education
PHIL	Philosophy and Religious Studies
PHOT	Photography
PHSC	Physical Science
PHYS	Physics
PORT	Portuguese
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 C is recommended for POSC 100 C).

## Definition of *Articulation*

Articulation agreements define how courses will transfer from one institution to another. Cypress College maintains major and/or course-to-course articulation agreements with most public universities and many independent colleges and universities in the state of California. The agreements with the public institutions are listed on [www.assist.org](http://www.assist.org) which is the official repository for articulation in the state. Many independent institutions have articulation information available on their websites. In addition, agreements with public and independent institutions are located in the Transfer Center and Counseling Center.

## Definition of *ASSIST*

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

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

## Definition of *CAN*

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

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

## Definition of *Corequisite*

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

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

## Definition of *Prerequisite*

When a course has a *prerequisite*, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 35 wpm), an ability (speaks and writes Spanish fluently), a test score, or a successful completion of a prior course (must have completed ENGL 060 C with a grade of "C" or better). Completion of the prerequisite is required prior to enrolling in the course. Successful completion of a prerequisite course means that a grade of *CR*, or *C*, or better was earned; *D*, *F*, or *NCR* grades are not acceptable.

Prerequisites for all courses are explained in the *Class Schedule* 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. In general, a unit equals eighteen hours of lecture or fifty-four hours of laboratory work per semester. Some courses combine different types of approaches and the units are adjusted accordingly. Hours per week for short-term courses are prorated based on the semester course hours.

## Definition of *Electives*

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

# Description of Courses

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

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

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

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

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

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

**UC/CSU** designated courses are transferable to the campuses of the University of California and the California State University system. Those courses that are not marked **UC** are not transferable to the University of California campuses. Confer with a counselor for information regarding transferability of courses marked **UC Limitation**. Students can view a complete list of Cypress College courses that are transferable to the UC at [www.assist.org](http://www.assist.org).

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

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

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

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

**CUL DIV** - Courses with the **Cultural Diversity** designation are ones which meet the Cypress College Cultural Diversity graduation requirement.

**RDG** - Courses with the Reading Proficiency designation are ones which meet the Cypress College reading proficiency graduation requirement.

# Accounting

## Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

### Faculty

Michael Capsuto  
Jeanne Miller  
Alan Ransom

### Counselors

Jean England  
Deidre Porter

## ASSOCIATE IN SCIENCE DEGREE

### ACCOUNTING Program Code: 1S03761

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

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
ACCT 101 C	Financial Accounting	4
CIS 111 C	Computer Information Systems	3
MGT 151 C	Business Mathematics	3
ACCT 102 C	Managerial Accounting	4
ACCT 190 C	Accounting Sys. Design & Appl.	3
MGT 111 C	Business Communications	3
or		
MGT 211 C	Writing for Business	(3)
ECON 105 C	Principles of Economics-Micro	3
or		
ECON 105HC	Honors Principles of Economics	(3)
or		
ECON 110 C	Survey of Economics	(3)
ACCT 201 C	Intermediate Accounting	3
ACCT 011 C	Payroll Accounting	2
ACCT 202 C	Cost Accounting	3
ACCT 204 C	Acct-Govt & Nonprofit Entities	3
	<b>Total Units Required</b>	<b>34</b>

## ACCOUNTING

### CERTIFICATE

Program Code: 1C03761

The primary emphasis of this program 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 C	Financial Accounting	4
CIS 111 C	Computer Information Systems	3
MGT 151 C	Business Mathematics	3
ACCT 102 C	Managerial Accounting	4
ACCT 190 C	Accounting Sys. Design & Appl.	3
MGT 111 C	Business Communications	3
or		
MGT 211 C	Writing for Business	(3)
ACCT 201 C	Intermediate Accounting	3
ACCT 011 C	Payroll Accounting	2
ACCT 202 C	Cost Accounting	3
ACCT 204 C	Acct-Govt & Nonprofit Entities	3
	<b>Total Units Required</b>	<b>31</b>

## ASSOCIATE IN ARTS DEGREE BUSINESS

### ADMINISTRATION

Program Code: 1A16599

This curriculum is designed to provide an opportunity for the business major to achieve an Associate in Arts Degree Business Administration while completing the first and second year requirements for transfer to a four-year institution. While a baccalaureate degree is recommended preparation for those considering professional careers in business administration, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work.

Students should consult a counselor and the catalog of the individual college or university to plan a program of study. The internet site [www.assist.org](http://www.assist.org) will also provide information for California public universities. Courses selected to fulfill the requirements of the associate degree should reflect requirements of the college to which the student plans to transfer.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education Plan; (3) any elective courses to complete a minimum of 60 units; (4) complete all graduation requirements; and, (5) have an overall GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. **Students pursuing more than one specified departmental major may double count a maximum of 7 units to fulfill major requirements.**

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.



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

Course #	Title	Units
MGT 161 C	Introduction to Business	3
CIS 111 C	Computer Information Systems	3
ECON 100 C	Principles of Economics-Macro	3
or		
ECON 100HC	Honors Principles of Economics	(3)
ECON 105 C	Principles of Economics-Micro	3
or		
ECON 105HC	Honors Principles of Economics	(3)
MGT 240 C	Legal Environment of Business	3
or		
MGT 241 C	Legal Aspects-Business Trans.	(3)
ACCT 101 C	Financial Accounting	4
ACCT 102 C	Managerial Accounting	4
MATH 130 C	Survey of Calculus	4
MKT 222 C	Principles of Marketing	3
	<b>Total Units Required</b>	<b>30</b>

**Electives**

MGT 211 C	Writing for Business	3
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**ACCOUNTING TRANSFER PROGRAM**

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

## Accounting (ACCT)

**ACCT 011 C PAYROLL ACCOUNTING****2 Units**

*Two hours lecture and*

*One hour laboratory TBA per week.*

*Prerequisite: ACCT 101 C.* This course is a thorough study of payroll computation techniques and payroll taxes. The course is of a non-technical nature and is intended to give students a practical working knowledge of current payroll tax laws. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACCT 099 C BOOKKEEPING PRINCIPLES & PRAC.****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

This is a basic course in financial record keeping using the double-entry system for recording transactions in service and merchandising businesses. A systematic approach to journals, ledgers, and financial statements as utilized in sole proprietorships will be studied. *\$3.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACCT 101 C FINANCIAL ACCOUNTING****4 Units**

*Five hours lecture per week.*

*Credit by Examination*

*UC/CSU, CAN BUS 2*

A course in beginning accounting meets transfer requirements to four-year colleges and universities and provides a foundation for vocational accounting or other areas of business administration. This course describes and illustrates financial accounting principles including classification of accounts, recording of financial transactions, presentation of financial statements, and fundamentals of the accounting cycle as applied to service and merchandising enterprises.

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

*Five hours lecture and*

*One hour laboratory TBA per week.*

*UC/CSU, CAN BUS 4*

*Prerequisite: ACCT 101 C, with a grade of "C" or better. Advisory: Knowledge of spreadsheet software recommended.* This course provides a foundation for advanced courses in managerial accounting. Instructional topics include the application of managerial accounting to a manufacturing environment, job and process cost accounting systems, cost allocation, cost-volume-profit analysis, absorption and variable costing, differential analysis for decision making, capital investment analysis, budgeting, financial statement analysis, standard costing, and responsibility accounting in a decentralized operation. Computer applications that require knowledge of spreadsheet software are integrated into the homework. This course is required of all accounting and business administration majors. *\$3.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACCT 103 C COMPUTERIZED ACCOUNTING****1 Unit**

*One hour lecture and*

*One hour laboratory TBA per week.*

*CSU*

*Prerequisite: ACCT 099 C or ACCT 101 C.* This course introduces students to starting and using a small business computerized accounting system. Students will utilize computerized accounting software to create a chart of accounts, record journal entries, prepare financial statements, and create supporting reports useful in making business decisions. *\$3.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACCT 112 C INCOME TAX PROCEDURES****3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite: ACCT 101 C.* This course is an introduction to Federal Income Tax as applied to individuals, partnerships, and corporations. The application of laws and regulations to the preparation of income tax returns is involved.

**ACCT 190 C ACCOUNTING SYS. DESIGN & APPL.****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*CSU*

*Prerequisite: ACCT 101 C. Advisory: Knowledge of spreadsheet software recommended.* The course offers the student a hands-on approach to computerized accounting. Students will explore different manual and computerized accounting systems such as General Ledger, Accounts Receivable, Accounts Payable, Payroll and Inventory. *\$3.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACCT 201 C INTERMEDIATE ACCOUNTING****3 Units***Three hours lecture per week.**CSU*

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

**ACCT 202 C COST ACCOUNTING****3 Units***Three hours lecture per week.**CSU*

*Prerequisite:* ACCT 102 C with a grade of "C" or better. This course covers the nature, objectives, and procedures of cost accounting and managerial control of operations. It includes job, process, and standard costing; accounting for manufacturing overhead, direct materials and direct labor; budgeting; and cost records and reports.

**ACCT 204 C ACCT-GOVT & NONPROFIT ENTITIES****3 Units***Three hours lecture per week.**CSU*

*Prerequisite:* ACCT 101 C. This course introduces financial accounting concepts as they apply to governmental and not-for-profit entities, such as 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.

**ACCT 295 C ACCOUNTING INTERNSHIP****1-4 Units (Variable Unit Class) (May be taken for credit 4 times)***(Open Entry/Open Exit)**One hour lecture and**Three hours 20 minutes to Thirteen hours and 20 minutes laboratory per week.**Credit/No Credit/Letter grade Option**CSU*

This course is designed to give the student credit for work experience at a related occupational worksite, while being concurrently enrolled in a vocational major. For each unit of credit, a minimum of 75 paid or 60 unpaid worksite internship hours is required. The internship allows students to apply knowledge gained in college courses to an actual work setting, sample career choices and improve job-readiness skills. Supplemental reading and course assignments required.



# Administration of Justice

**Division of Vocational Education***Division Dean – Steve Donley***Counselors**

Robert Grantham

Jane Jepson

## Administration of Justice (AJ)

**AJ 100 C INTRODUCTION TO LAW ENFORCEMENT****3 Units***Three hours lecture per week.**CSU, CAN AJ 2*

This is a course to acquaint the student with the historical development of the criminal justice system, criminal behavior, the purpose of criminal law, and the advancement of the ethics and professionalization of the justice system. It provides an overview of the organization of local, state and federal law enforcement agencies and an analysis of professional career opportunities.

**AJ 110AC CRIMINAL LAW****3 Units***Three hours lecture per week.**CSU, CAN AJ 4*

*Prerequisite:* AJ 100 C. This course is a study of the elements of crimes against persons, property and the State as they are recognized in the Penal Code and General Laws of California. Parties in crime, culpability and incomplete offenses are presented from the point of view of the Peace Officer and the Courts.

## Administrative Support – See Office Administration (OFF)

## Aeronautics – See Aviation (AVIA)

# Air Conditioning and Refrigeration

## Division of Vocational Education

Division Dean – Steve Donley

### Faculty

David Freiman  
Richard Hock  
Douglas Sallade

### Counselors

Robert Grantham  
Jane Jepson

## ASSOCIATE IN SCIENCE DEGREE

### AIR CONDITIONING AND REFRIGERATION

**Program Code: 1S03774**

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

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

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

### Electives

ELEC 051 C	Basic Electricity	2
ENGT 101 C	Technical Drawing	3
MATH 020 C	Elementary Algebra	4
ENGL 095 C	Effective Writing	3
or		
ENGL 100 C	College Writing	(3)
CIS 101 C	Intro to Keyboarding/MS Word	3
CIS 111 C	Computer Information Systems	3

## AIR CONDITIONING AND REFRIGERATION

### CERTIFICATE

**Program Code: 1C03774**

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 C	Refrigeration Principles and Practice Lecture	4
AC/R 102 C	Refrigeration Principles and Practice Laboratory	4
AC/R 103 C	Psychrometrics	2
AC/R 111 C	Electrical Controls for Air Conditioning Lecture	4
AC/R 112 C	Electrical Controls for Air Conditioning Lecture/Laboratory	4
AC/R 113 C	Low Velocity Duct Selection	2
AC/R 201 C	Refrigeration Systems	4
AC/R 202 C	Air Conditioning and Refrigeration Advanced - Lecture/Laboratory	5
AC/R 203 C	Refrigeration Layout and Design	2
AC/R 211 C	Air Conditioning Heat Load	4
AC/R 212 C	Mechanical Codes and Mechanical Cost Estimating	5
AC/R 213 C	Air Conditioning Layout and Design	2
MATH 020 C	Elementary Algebra (or equivalent)	4
ENGL 095 C	Effective Writing	3
or		
ENGL 100 C	College Writing	(3)
or		
SPCH 050 C	Communication Skills	(3)
or		
SPCH 100 C	Human Communication	(3)
CIS 111 C	Computer Information Systems	3
PHYS	Physics Elective (or equivalent)	4
	<b>Total Units Required</b>	<b>56</b>

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

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

### Electives

MATH 030 C	Plane Geometry	4
ELEC 051 C	Basic Electricity	2
ENGT 104 C	Computer Aided Design	3
ENGT 140 C	AC & DC Circuits I	4

## INDUSTRIAL TECHNOLOGY

### TRANSFER PROGRAM

#### AIR CONDITIONING SYSTEMS OPTION

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

# Air Conditioning and Refrigeration (AC/R)

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

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

*One and one-half hours to six laboratory hours per week depending on the units desired.*

*Corequisite: Completion of, or concurrent enrollment in, AC/R 101 C and AC/R 102 C, or AC/R 111 C and AC/R 112 C. This course is designed for students who have demonstrated interest and capability for increased knowledge and experience in air conditioning and refrigeration topics not ordinarily covered in the curriculum. Students will participate in independent study or research on assigned projects.*

## AC/R 101 C REFRIGERATION PRINCIPLES AND PRACTICE - LECTURE

**4 Units**

*Four hours lecture per week.*

*CSU*

*Corequisite: Concurrent enrollment in AC/R 102 C. This course is a basic study of vapor compression refrigeration cycle and system components. The course consists of lectures supported by many visual aids.*

## AC/R 102 C REFRIGERATION PRINCIPLES AND PRACTICE - LABORATORY

**4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

*CSU*

*Corequisite: Concurrent enrollment in AC/R 101 C. This course includes laboratory projects and demonstrations involving design, assembly and operation of compression systems; basic liquid and vapor control, metering and modulating devices; design and construction of system piping, including techniques of shaping, forming, soldering and welding; dehydration of systems and charging methods.*

## AC/R 103 C PSYCHROMETRICS

**2 Units**

*One and one-half hours lecture and*

*One and one-half hours laboratory per week.*

*CSU*

*This course is a study of the behavior of air vapor mixtures with an emphasis on application of the psychrometric chart. Processes such as heating, cooling, dehumidifying, and evaporative cooling are studied.*

## AC/R 111 C ELECTRICAL CONTROLS FOR AIR CONDITIONING AND REFRIGERATION - LECTURE

**4 Units**

*Four hours lecture per week.*

*CSU*

*Corequisite: Concurrent enrollment in AC/R 112 C. This course includes the basic concepts of electrical principles as used in Air Conditioning and Refrigeration. Schematic reading, single-phase motor starting and electrical safety will be covered.*

## AC/R 112 C ELECTRICAL CONTROLS FOR AIR CONDITIONING AND REFRIGERATION - LECTURE/LABORATORY

**4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

*CSU*

*Corequisite: Concurrent enrollment in AC/R 111 C. This course emphasizes laboratory projects and experiments in the principles and application of electric circuits, equipment and controls as used in air conditioning and refrigeration. Included are schematic reading and circuit wiring.*

## AC/R 113 C LOW VELOCITY DUCT SELECTION

**2 Units**

*One and one-half hours lecture and*

*One and one-half hours laboratory per week.*

*CSU*

*This course is a study of fans, outlets and ducting for air conditioning systems. The procedure for designing a duct system using the ASHRAE duct friction chart and the circular duct-sizing calculator is emphasized.*

## AC/R 130 C PNEUMATIC CONTROL FOR A/C

**4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

*CSU*

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

## AC/R 131 C DIRECT DIGITAL CONTROLS FOR A/C

**4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

*CSU*

*Advisory: Completion of, or concurrent enrollment in, AC/R 130 C. A course designed to instruct the student in the application of direct digital controls as used in commercial building systems. Students will apply the theories and skills taught in the classroom on laboratory mockups simulating industry standards.*

## AC/R 140 C PLUMBING PRINCIPLES/PRACTICES

**4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

*CSU*

*A course designed to instruct the student in the application of plumbing technology as is used in commercial building systems. Students will apply the theories and skills taught in the classroom on laboratory mock-ups simulating industry standards.*

## AC/R 201 C AIR CONDITIONING AND REFRIGERATION SYSTEMS ADVANCED

**4 Units**

*Four hours lecture per week.*

*CSU*

*Prerequisite: AC/R 101 C, AC/R 102 C, AC/R 111 C, AC/R 112 C. Corequisite: Concurrent enrollment in AC/R 203 C. This is an advanced course with emphasis on the refrigeration cycle. Pipe sizing, compressor sizing, h.p. requirements, single and two stage refrigeration systems, absorption systems, centrifugal systems and other advanced refrigeration systems will be included.*



**AC/R 202 C AIR CONDITIONING AND REFRIGERATION ADVANCED - LECTURE/LABORATORY****5 Units**

Three and one-half hours lecture and  
Four and one-half hours laboratory per week.  
CSU

*Prerequisite:* AC/R 101 C, AC/R 102 C, AC/R 103 C, AC/R 111 C, AC/R 112 C and AC/R 113 C. This is an advanced course in which the student will measure air and water flow, KW, find EER and COP. The student will wire and troubleshoot complex electrical controls for refrigeration and air conditioning systems. Psychrometric applications to air problems and system capacity will be emphasized. The student will use recovery and recycling machines, and will recover refrigerant from operating laboratory systems.

**AC/R 203 C REFRIGERATION LAYOUT AND DESIGN****2 Units**

One and one-half hours lecture and  
One and one-half hours laboratory per week.  
CSU

*Prerequisite:* AC/R 101 C, AC/R 102 C, AC/R 111 C, AC/R 112 C.  
*Corequisite:* Concurrent enrollment in AC/R 201 C. This is an advanced course with emphasis on the refrigeration cycle. The student will select components and design systems, using the knowledge gained in AC/R 201 C.

**AC/R 211 C AIR CONDITIONING HEAT LOAD****4 Units**

Four hours lecture per week.  
CSU

*Prerequisite:* AC/R 101 C, AC/R 102 C, AC/R 103 C, AC/R 111 C, AC/R 112 C. This is an advanced air conditioning class in which the student will learn how to calculate the heat load of a building.

**AC/R 212 C MECHANICAL CODES AND MECHANICAL COST ESTIMATING****5 Units**

Three and one-half hours lecture and  
Four and one-half hours laboratory per week.  
CSU

*Prerequisite:* AC/R 101 C, AC/R 102 C, AC/R 111 C, AC/R 112 C and completion of, or concurrent enrollment in, AC/R 113 C. This course is an advanced lab class in which the student will develop a material and labor cost estimate and prepare construction bids for air conditioning systems. Building and mechanical codes and inspection procedures will be covered. Estimating processes by spreadsheet will be introduced.

**AC/R 213 C AIR CONDITIONING LAYOUT AND DESIGN****2 Units**

One and one-half hours lecture and  
One and one-half hours laboratory per week.  
CSU

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

**AC/R 298 C AIR CONDITIONING/REFRIGERATION SEMINAR**

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

Zero to twelve hours lecture and  
Zero to thirty-six hours laboratory per week.  
*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*  
CSU

*Prerequisite:* May be required. *Corequisite:* May be required. *Advisory:* May be required. 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 ½ to 12 units in any given semester. Consult the class schedule to verify credit for a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*

# Airline and Travel Careers

**Division of Vocational Education**

Division Dean – Steve Donley

**Faculty**

Kathleen Reiland

**Counselors**

Robert Grantham

Jane Jepson

**AIRLINE AND TRAVEL CAREERS PROGRAM**

The Airline and Travel Careers Program provides students with the customer service experiences, communication skills, professional image practice, and technical understanding necessary for pursuing a career as a flight attendant, airline customer services representative, or travel consultant.

**Associate of Science Degree:**

Airline Customer Services

Flight Attendant

Travel/Tourism

**Certificates:**

Advanced Airline Customer Services

Advanced Flight Attendant

Advanced Travel/Tourism

Basic Airline Customer Services

Basic Flight Attendant

Basic Travel/Tourism

**ASSOCIATE IN SCIENCE DEGREE****AIRLINE CUSTOMER****SERVICES**

**Program Code: 1S14040**

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

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course#	Title	Units
ATC 050 C	Special Projects—Airline	2
ATC 070 C	Professional Image	1½
ATC 101 C	Intro to Travel Careers	3
or		
AVIA 100 C	Introduction to Aviation	(3)
ATC 170 C	Job Skills Communication	1½
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Multicultural Hospitality	3
ATC 183 C	Customer Care: Airline/Travel	3
ATC 191 C	Airline Reservations: APOLLO	3
ATC 192 C	Airline Reservations: SABRE	3
ATC 270 C	Airline Operations	3
ATC 278 C	Public Relations	3
Select a minimum of four units from the electives below		4
	<b>Total Units Required</b>	<b>36</b>

**Electives**

ATC 050 C	Special Projects—Airline (may be taken twice)	2
ATC 123 C	Travel Sales & Tour Operations	3
HRC 166 C	Managing Guest Relations	3
ATC 274 C	Passenger Services & Safety	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 3
ATC 299 C	ATC Independent Study	½ - 2

**ADVANCED AIRLINE CUSTOMER SERVICES**

**CERTIFICATE Program Code: 1C14040**

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

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

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

Course#	Title	Units
ATC 050 C	Special Projects—Airline	2
ATC 070 C	Professional Image	1½
ATC 101 C	Intro to Travel Careers	3
ATC 170 C	Job Skills Communication	1½
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Multicultural Hospitality	3
ATC 183 C	Customer Care: Airline/Travel	3
ATC 191 C	Airline Reservations: APOLLO	3
ATC 192 C	Airline Reservations: SABRE	3
ATC 270 C	Airline Operations	3
ATC 278 C	Public Relations	3
Select a minimum of four units from the electives below		4
	<b>Total Units Required</b>	<b>36</b>

**Electives**

ATC 050 C	Special Projects—Airline (may be taken twice)	2
ATC 123 C	Travel Sales & Tour Operations	3
HRC 166 C	Managing Guest Relations	3
ATC 274 C	Passenger Services & Safety	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 3
ATC 299 C	ATC Independent Study	½ - 2

**BASIC AIRLINE CUSTOMER SERVICES**

**CERTIFICATE Program Code: 1K00064**

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

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

To earn a Basic Airline Customer Services 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
ATC 070 C	Professional Image	1½
ATC 101 C	Intro to Travel Careers	3
or		
AVIA 100 C	Introduction to Aviation	(3)
ATC 170 C	Job Skills Communications	1½
ATC 174 C	Destinations: Americas/Europe	3
or		
ATC 175 C	Destinations: Africa/Pacific	(3)
ATC 191 C	Airline Reservations: APOLLO	3
or		
ATC 192 C	Airline Reservations: SABRE	(3)
ATC 270 C	Airline Operations	3
	<b>Total Units Required</b>	<b>15</b>

**ASSOCIATE IN SCIENCE DEGREE**

**FLIGHT ATTENDANT Program Code: 1S03814**

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

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
ATC 050 C	Special Projects: Airline (To be taken twice)	2, 2
ATC 070 C	Professional Image	1½
ATC 101 C	Intro to Hospitality Careers	3
ATC 170 C	Job Skills Communication	1½
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Multicultural Hospitality	3
ATC 183 C	Customer Care: Airline/Travel	3
ATC 270 C	Airline Operations	3
ATC 274 C	Passenger Services & Safety	3
ATC 278 C	Public Relations	3
Select a minimum of five units from the electives below:		5
<b>Total Units Required</b>		<b>36</b>

**Electives**

AVIA 100 C	Introduction to Aviation	3
ATC 123 C	Travel Sales & Tour Operations	3
HRC 125 C	Restaurant/Banquet Operations	3
ATC 191 C	Airline Reservations: APOLLO	3
ATC 192 C	Airline Reservations: SABRE	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 3
ATC 299 C	ATC Independent Study	½ - 2

**ADVANCED FLIGHT ATTENDANT****CERTIFICATE Program Code: 1C03814**

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

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

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

Course #	Title	Units
ATC 050 C	Special Projects – Airline (To be taken twice)	2, 2
ATC 070 C	Professional Image	1½
ATC 101 C	Intro to Travel Careers	3
ATC 170 C	Job Skills Communication	1½
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Multicultural Hospitality	3
ATC 183 C	Customer Care: Airline/Travel	3
ATC 270 C	Airline Operations	3
ATC 274 C	Passenger Services & Safety	3
ATC 278 C	Public Relations	3
Select a minimum of five units from the electives below:		5
<b>Total Units Required</b>		<b>36</b>

**Electives**

AVIA 100 C	Introduction to Aviation	3
ATC 123 C	Travel Sales & Tour Operations	3
HRC 125 C	Restaurant/Banquet Operations	3
ATC 191 C	Airline Reservations: APOLLO	3
ATC 192 C	Airline Reservations: SABRE	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 3
ATC 299 C	ATC Independent Study	½ - 2

**BASIC FLIGHT ATTENDANT****CERTIFICATE Program Code: 1K00068**

The Flight Attendant Program provides students with the customer service experiences, communication skills, professional image practice, and technical understanding necessary for pursuing a career as a flight attendant. Because the airline recruiting and training programs for flight attendants are so rigorous, students learn valuable information that enhances their chance for a successful career in the exciting travel industry. Students may earn a Basic Flight Attendant Certificate (12 units), which will prepare them to pursue working in the travel industry as an intern.

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

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

Course#	Title	Units
ATC 070 C	Professional Image	1½
ATC 101 C	Intro to Travel Careers	3
ATC 183 C	Customer Care: Airline/Travel	3
ATC 170 C	Job Skills Communication	1½
ATC 174 C	Destinations: Americas/Europe	3
or		
ATC 175 C	Destinations: Africa/Pacific	(3)
ATC 270 C	Airline Operations	3
or		
ATC 274 C	Passenger Services & Safety	(3)
<b>Total Units Required</b>		<b>15</b>

**ASSOCIATE IN SCIENCE DEGREE****TRAVEL/TOURISM Program Code: 1S07859**

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

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
ATC 070 C	Professional Image	1½
ATC 101 C	Intro to Travel Careers	3
ATC 123 C	Travel Sales & Tour Operations	3
ATC 126 C	Travel Office Management	3
ATC 170 C	Job Skills Communication	1½
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Multicultural Hospitality	3
ATC 191 C	Airline Reservations: APOLLO	3
ATC 192 C	Airline Reservations: SABRE	3
ATC 278 C	Public Relations	3
Select a minimum of six units from the elective courses below:		6
<b>Total Units Required</b>		<b>36</b>

**Electives**

ATC 183 C	Customer Care: Airline/Travel	3
ATC 270 C	Airline Operations	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 3
ATC 299 C	ATC Independent Study	½ - 2
HRC 164 C	Hospitality Law	3



**ADVANCED TRAVEL/TOURISM****CERTIFICATE****Program Code: 1C07859**

The Travel Tourism Certificate provides students with the customer service experiences, communication skills, professional image practice, and technical training necessary to pursue a career as a travel agent, tour guide, or corporate travel consultant.

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
ATC 070 C	Professional Image	1½
ATC 101 C	Intro to Travel Careers	3
ATC 123 C	Travel Sales & Tour Operations	3
ATC 126 C	Travel Office Management	3
ATC 170 C	Job Skills Communication	1½
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
ATC 182 C	Multicultural Hospitality	3
ATC 191 C	Airline Reservations: APOLLO	3
ATC 192 C	Airline Reservations: SABRE	3
ATC 278 C	Public Relations	3
Select a minimum of six units from the elective courses below		6
	<b>Total Units Required</b>	<b>36</b>

**Electives**

HRC 164 C	Hospitality Law	3
ATC 183 C	Customer Care: Airline/Travel	3
ATC 270 C	Airline Operations	3
ATC 295 C	Airline/Travel Internship	3
ATC 298 C	Airline/Travel Seminar	½ - 3
ATC 299 C	ATC Independent Study	½ - 2

**BASIC TRAVEL/TOURISM****CERTIFICATE****Program Code: 1K00069**

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

To earn a Travel/Tourism 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
ATC 070 C	Professional Image	1½
ATC 101 C	Intro to Travel Careers	3
ATC 123 C	Travel Sales & Tour Operations	3
ATC 170 C	Job Skills Communications	1½
ATC 174 C	Destinations: Americas/Europe	3
or		
ATC 175 C	Destinations: Africa/Pacific	(3)
ATC 191 C	Airline Reservations: APOLLO	3
or		
ATC 192 C	Airline Reservations: SABRE	(3)
	<b>Total Units Required</b>	<b>15</b>

**BASIC TOURISM & CONFERENCE MANAGEMENT****CERTIFICATE**

The Basic Tourism & Conference Management Certificate prepares students to work as professional meeting and event coordinators. The basic certificate will prepare the students for entry-level employment in the industry as an apprentice meeting and event coordinator.

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
ATC 070 C	Professional Image	1½
ATC 101 C	Intro to Travel Careers	3
ATC 112 C	Homeland Security	3
ATC 170 C	Job Skills Communication	1½
ATC 180 C	Tourism/Conference Management	3
ATC 174 C	Destinations: Americas/Europe	3
or		
ATC 175 C	Destinations: Africa/Pacific	(3)
	<b>Total Units Required</b>	<b>15</b>

**HOMELAND TRANSPORTATION SECURITY****CERTIFICATE**

This program is designed to provide technical skills and in-depth knowledge relating to the homeland security, administration of justice and corporate and organizational protection and safety and focuses on the travel and transportation industries.

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
AJ 100 C	Intro to Law Enforcement	3
ATC 112 C	Homeland Security	3
ATC 114 C	Security/Safety Written Comm.	3
ATC 116 C	Aviation/Trans Security	3
PE 235 C	First Aid, CPR & Emergencies	3
PE 170 C	Self Defense	1
	<b>Total Units Required</b>	<b>16</b>

**AIRLINE AND TRAVEL CAREERS TRANSFER PROGRAMS**

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

**HOMELAND TRANSPORTATION SECURITY**

Please refer to Airline and Travel Careers.

# Airline and Travel Careers (ATC)

**ATC 050 C SPECIAL PROJECTS - AIRLINE****2 Units (May be taken for credit two times.)***One hour lecture and**Three hours laboratory TBA per week.*

*Corequisite: Completion of, or concurrent enrollment in ATC 070 C and/or ATC 170 C. Advisory: Concurrent enrollment in ATC 270 C or ATC 274 C.* This course provides students with service learning opportunities that put into practice the abstract theories of their course work. Students will develop their public contact and customer care skills as they host various campus, community, civic, and travel-related events. Service learning offers students an opportunity to improve their self-directed and critical thinking skills – abilities considered essential in the airline and travel industries. To prepare for industry employment, students will update their career portfolios and practice interviewing on video.



**ATC 070 C PROFESSIONAL IMAGE****1½ Units**

*One and one-half hours lecture per week.*

Presenting a professional image can make the difference in achieving personal career success. This course studies the power of visual perception, attire, grooming, body language, and oral communication. Students will learn about the basic principles of dressing for success, using appropriate business etiquette, and developing their personal style for professional success.

**ATC 101 C INTRO TO TRAVEL CAREERS****3 Units**

*Three hours lecture per week.*

*CSU*

This course introduces students to operations and career opportunities in the airline and travel industries. The history, definition, organization, and industry trends will be reviewed. Internet research will be utilized and students will prepare a personalized career project.

**ATC 112 C HOMELAND SECURITY****3 Units**

*Three hours lecture per week.*

*CSU*

This course is an introductory study of domestic and international threats of terrorism. It examines the concepts, definitions, and contemporary issues of modern terrorism. The course includes law enforcement issues for first-responders relating to terrorism, particularly with regard to Homeland Protection and counter terrorist measures.

**ATC 114 C SECURITY/SAFETY WRITTEN COMM.****3 Units**

*Three hours lecture per week.*

*CSU*

This course is an introductory study of the investigation and techniques used to complete accurate and detailed informational reports relating to actual or suspected terrorist activities. The focus of the course is to develop an understanding of how to take accurate notes, prepare reports, and formulate investigative techniques. Practical exercises will teach students to employ effective methods of obtaining information from victims, witnesses, and suspects and reporting that information.

**ATC 116 C AVIATION/TRANS SECURITY****3 Units**

*Three hours lecture per week.*

*CSU*

This course is an introductory study of domestic and international airport and transportation security issues. It includes the Patriot Act and changing laws relating to airport and transportation security. The course will present and analyze the current status of aviation law pertaining to terrorism, air rage, search and seizure protections and impending changes to the nation's transportation industry.

**ATC 123 C TRAVEL SALES & TOUR OPERATIONS****3 Units**

*Three hours lecture per week.*

*CSU*

Students will learn the essentials of travel sales and tour operations, including the latest trends, itinerary planning, and the technologies available to travel/tourism consultants in the leisure, recreational, and corporate travel markets.

**ATC 126 C TRAVEL OFFICE MANAGEMENT****3 Units**

*Three hours lecture per week.*

*CSU*

This course is a study of management practices in the travel/tourism business, including ARC requirements, location and staffing, sales reports and agency accounting. Travel markets, product lines, marketing techniques, advertising, and promotions are explored. Techniques for personal and telephone selling and guidelines for handling job stress, sales, and client crises are included.

**ATC 170 C JOB SKILLS COMMUNICATION****1½ Units**

*One and one-half hours lecture per week.*

*CSU*

*Advisory: Recommend taking in sequence with ATC 070 C Professional Image.* Students will update and/or prepare a career portfolio, including resume, work samples, and recommendations. Video will be used to help students achieve maximum effectiveness in mock-interviews.

**ATC 174 C DESTINATIONS: AMERICAS/EUROPE****3 Units**

*Three hours lecture per week.*

*CSU*

This course introduces students to world geography from a travel and tourism perspective. Students will learn about domestic and international travel considerations including itineraries, currencies, travel documents, customs, language, health requirements, and time considerations for locations throughout the Americas and Europe.

**ATC 175 C DESTINATIONS: AFRICA/PACIFIC****3 Units**

*Three hours lecture per week.*

*CSU*

This course continues the study of world geography from a travel and tourism perspective. Students will examine international travel considerations including itineraries, currencies, travel documents, customs, language, health requirements, and time considerations for the following locations: Africa, the Middle East, Asia, and the Pacific Islands.

**ATC 180 C TOURISM/CONFERENCE MANAGEMENT****3 Units**

*Three hours lecture per week.*

*CSU*

This course is an introductory study of meeting, convention, and event planning. It introduces students to industry terminology, types of events and venues, needs assessments, program and budget development, and project coordination.

**ATC 182 C MULTICULTURAL HOSPITALITY****3 Units**

*Three hours lecture per week.*

*CSU*

Whether traveling for business or pleasure, in the role of a host or a guest, students will examine the rules and taboos of multicultural hospitality throughout the world. Students will learn the appropriate greetings, gifts, food, and serving considerations for a range of cultures while considering the historical and social contexts that contributed to these customs. Students will study how, despite cultural differences, people can work toward goals of common courtesy and respect.

**ATC 183 C CUSTOMER CARE: AIRLINE/TRAVEL****3 Units***Three hours lecture per week.**CSU*

This course examines the priority of customer service and satisfaction in the competitive airline industry. Topics include the safety regulations and service standards of the Federal Aviation Administration, the Department of Transportation, and airlines themselves. Students will study these standards in relation to current performance, public opinion, and service ideology. Students will also investigate how airlines differentiate their service to be competitive in a particular market niche. Students will "shop" airlines and service related businesses to gain tools for developing a personal approach to customer care.

**ATC 191 C AIRLINE RESERVATIONS: APOLLO****3 Units***Two hours lecture and**Three hours laboratory per week.**CSU, Credit by Examination*

This course is an introduction to APOLLO, the computer reservations system used by United Airlines and one of the two major systems used by travel consultants. Students will learn how to build PNR's (passenger name records), quote fares, and calculate prices through hands-on applications on computers. \$4.00 Material Fee - PAYABLE AT REGISTRATION.

**ATC 192 C AIRLINE RESERVATIONS: SABRE****3 Units***Two hours lecture and**Three hours laboratory per week.**CSU*

This course is an introduction to SABRE, the computer reservations system used by American Airlines and one of the two major systems used by travel consultants. Students will learn how to build PNR's (passenger name records), quote fares, and calculate prices through hands-on applications on computers. \$4.00 Material Fee - PAYABLE AT REGISTRATION.

**ATC 210 C CABIN SAFETY SIMULATION****½ Unit (May be taken for credit 4 times)***One-half hour lecture per week.**CSU*

*Advisory: Completion of, or concurrent enrollment in, ATC 270 C or ATC 274 C.* Students will receive hands-on instruction in a motion-based aircraft cabin simulator at the Alteon Training facility at the Long Beach Airport. Students will participate in passenger safety training in a simulated aircraft environment. An Alteon Certificate will be issued upon successful completion. A required 3-hour preparatory class will be held on campus and the remaining 6 hours will be delivered at Alteon Training at Long Beach Airport. *Facility Use Fee of \$100 required PAYABLE AT REGISTRATION. Fee subject to change by facility.*

**ATC 270 C AIRLINE OPERATIONS****3 Units***Three hours lecture per week.**CSU*

This course is designed for students interested in working in the airline industry as flight attendants or customer service representatives (i.e. ground, reservations, ramp, or ticketing agents). Students will learn airline terminology, city codes, the 24-hour clock, airline operations, and industry hiring standards.

**ATC 274 C PASSENGER SERVICES & SAFETY****3 Units***Three hours lecture per week.**CSU*

*Advisory: Concurrent enrollment in ATC 050 C recommended.* 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.

**ATC 278 C PUBLIC RELATIONS****3 Units***Three hours lecture per week.**CSU*

This course introduces students to the public relations concepts and practices in the hospitality and travel industries. Students will examine promotional campaigns and develop their own public relations proposal with emphasis on practical applications.

**ATC 295 C AIRLINE/TRAVEL INTERNSHIP****3 Units***One hour lecture and**Fifteen hours laboratory per week.**CSU*

*Prerequisite: Completion of the Basic Airline Customer Services Certificate; or Basic Flight Attendant Certificate; or Basic Travel/Tourism Certificate.* This course offers practical work experience in an approved airline and travel related industry for the student(s) in the Airline and Travel Careers program. This course is designed to provide vocational learning opportunities through employment.

**ATC 298 C AIRLINE/TRAVEL SEMINAR****½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)***Zero to twelve hours lecture and**Zero to ninety hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade**CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This course is for students who wish to increase their knowledge of the airline and travel industry. Various topics will be offered. Unit credit may range from ½ to 12 units in any given semester. Consult the class schedule to verify credit for a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*

**ATC 299 C ATC INDEPENDENT STUDY****½ - 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 those students who wish to increase their knowledge of the airline and/or travel industry through professionally directed independent study or research. Unit credit may range from ½ to two units in any given semester.

# Anthropology

## Division of Social Science

Division Dean – Nina DeMarkey

### Faculty

Becky Floyd

### Counselors

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

## ANTHROPOLOGY TRANSFER PROGRAM

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

# Anthropology (ANTH)

## ANTH 101 C BIOLOGICAL ANTHROPOLOGY

### 3 Units

(Formerly ANTH 201 C)

Three hours lecture per week.

UC/CSU, AA GE, CSU GE, IGETC

*Advisory: Eligibility for ENGL 100 C.* This course introduces the biological and physical aspects of what it means to be human from a scientific and evolutionary perspective. This includes an introduction to human genetics, principles of natural selection and other forces of evolution, physical and behavioral characteristics of non-human primates, fossil evidence of primate and human evolutionary change, and information about modern human variation.

## ANTH 101LC BIOLOGICAL ANTHROPOLOGY LAB

### 1 Unit

(Formerly ANTH 201 C)

Three hours laboratory per week.

UC/CSU, AA GE, CSU GE, IGETC

*Corequisite: Completion of or concurrent enrollment in ANTH 101 C.* This course provides an introduction to experiential and experimental laboratory research methods used in biological anthropology. Topics will include the scientific method, Mendelian and population genetics, the forces of evolution anthropometry and other measures of human variation, human osteology, taxonomy, biology and behavior of living and extinct primates, and the evidence for human evolution including fossil hominids. One field trip to a regional zoo will be required for non-human primate observations. Zoo admissions range \$6.00 - \$35.00.

## ANTH 102 C CULTURAL ANTHROPOLOGY

### 3 Units

Three hours lecture per week.

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

*Advisory: Eligibility for ENGL 100 C.* This introductory course explores the nature of culture and how culture guides human behavior. Topics include language, subsistence, economics, social and political organization, marriage, kinship, religion, the arts, and culture change. This course is intended for students who are interested in gaining a deeper understanding of themselves and their fellow human beings.

## ANTH 104 C COMPARATIVE CULTURES

### 3 Units

Three hours lecture per week.

UC/CSU, CSU GE, IGETC

*Advisory: Eligibility for ENGL 100 C.* This course uses a focused cross-cultural and comparative approach to introduce anthropological concepts such as modes of production, family and kinship, economics, political organization, art and religion. Globalization and culture change will also be explored. A representative selection of culture areas will be featured through ethnography, providing perspective on the variety of human adaptation and how cultural systems are integrated.

## ANTH 105 C LANGUAGE AND CULTURE

### 3 Units

Three hours lecture per week.

UC/CSU, CSU GE, IGETC

*Advisory: Eligibility for ENGL 100 C.* This course explores the nature of language in relation to culture and how language processes develop and change. Students will examine how cultural knowledge is linguistically organized and how language shapes our perception of the world, and how it acts as a guide, both symbolic and practical, to understanding human actions. A basic introduction into the primary concepts of the discipline help students to understand what language reveals about human beings as bearers of culture.

## ANTH 106 C WORLD PREHISTORY

### 3 Units

Three hours lecture per week.

UC/CSU, AA GE, CSU GE, IGETC

*Advisory: Eligibility for ENGL 100 C.* This course is an introduction to the prehistoric development of civilizations both in the Old World and the New World beginning with early modern humans. Because the prehistoric is the time prior to cultures' writing about themselves, students will examine archaeological methods and theories used to describe the past. Topics will include the spread of modern humans, Mesolithic societies, the origins of food production and the evolution and collapse of various world civilizations.

## ANTH 107 C MAGIC, WITCHCRAFT AND RELIGION

### 3 Units

Three hours lecture per week.

UC/CSU, CSU GE, IGETC

*Advisory: Eligibility for ENGL 100 C.* This course is an anthropological survey of systems of magic, witchcraft, and religion from the past and the present, from societies around the world. Examines beliefs and practices in cultural settings with respect to the role of the supernatural. Special topics include myth, religious healing, witchcraft and sorcery, ritual and millenarian movements.

## ANTH 121 C INDIANS OF NORTH AMERICA

### 3 Units

Three hours lecture per week.

Credit/No Credit/Letter Grade Option

UC/CSU, CSU GE, IGETC, CUL DIV

This course is a survey of North American Indian culture areas. Subject matter includes peopling of the New World, traditional culture, the impacts of Euro American culture and native peoples cultures on one another, and contemporary issues (e.g. discrimination, sovereignty, assimilation, Red Power, health, Pan-Indianism).

**ANTH 203 C INTRODUCTION TO ARCHAEOLOGY****3 Units**

Three hours lecture per week.

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

*Advisory: Eligibility for ENGL 100 C.* This course is an introduction to the basic principles, theories, methods and practice of archaeology: how archaeological sites are discovered, surveyed, tested, excavated, dated, recorded, preserved, analyzed, interpreted, and published. It includes discussions on site and cultural development, how sites are preserved, taphonomy of the archaeological record, geoarchaeology, bioarchaeology, technology and cultural adaptation to the environment. Furthermore, the course elucidates the difference between academic and contract archaeology, how to join archaeological expeditions, and how they are funded.

**ANTH 210 C INTRO TO FORENSIC ANTHROPOLOGY****3 Units**

Three hours lecture per week.

UC/CSU

*Advisory: Completion of ANTH 101LC.* Forensic anthropology is the application of standard, scientific, anthropological techniques to identify human remains and to assist in the detection of a crime. This course provides a basic overview of the field of forensic anthropology, human osteology, the techniques used to make estimations of age, sex, ancestry and stature, recovery techniques and the analytic techniques and procedures used in the medico-legal framework.

**ANTH 231 C FIELD COURSE IN ARCHAEOLOGY****3 Units (May be taken for credit 2 times)**

One hour lecture and

Six hours laboratory per week.

Credit/No Credit/Letter Grade Option

CSU

Practical experience in site survey and field excavation on a local archaeological site, laboratory analysis, lectures on methodology, local prehistory, and museum preparation will be presented in a field-work setting.

**ANTH 298 C ANTHROPOLOGY SEMINAR****½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)**

Zero to twelve hours lecture and

Zero to thirty-six hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

UC Credit Limitation/CSU

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge on a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ to 12 units. Consult the class schedule for the offerings in a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*

**ANTH 299 C ANTHROPOLOGY INDEPENDENT STUDY****1 Unit (May be taken for credit 3 times)**

Varying hours of scheduled conferences per week.

UC Credit Limitation/CSU

*Prerequisite: Approved Independent Study Learning Contract.* Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

# Art

**Division of Fine Arts**

Division Dean – Ting-Pi (Joyce) Carrigan

**Faculty**

Edward Giardina

Ian Holmes

Michael Johnson

Paul Paiement

Joyce Patti

Molly Schulps

**Counselors**

Renay Laguana-Ferinac

Renee Ssensalo

**ASSOCIATE IN ARTS DEGREE****ADVERTISING****DESIGN****Program Code: 1A10448**

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
ART 182 C	Freehand Drawing	3
*ART 110 C	Introduction to Art	3
ART 120 C	Two-Dimensional Design	3
ACG 101 C	Intro to Computer Graphics/Win	3
ART 185 C	Life Drawing	3
ART 140 C	Advertising/Graphic Design 1	3
ACG 140 C	DeskTop Publishing 1/Mac	3
ART 141 C	Advertising/Graphic Design 2	3
ART 142 C	Advertising/Graphic Design 3	3
ACG 112 C	Electronic Illustration/Mac	3
or		
ACG 113 C	Electronic Illustration/Win	(3)
ART 244 C	Illustration	3
Select a minimum of 8	Units from the elective courses listed below	8
	<b>Total Units Required</b>	<b>41</b>

**Electives**

ART 111 C, 112 C	Survey of Art History I & II	3, 3
ART 182 C	Freehand Drawing	3
ART 185 C	Life Drawing	3
ART 130 C	Printmaking	3
PHOT 101 C	Introduction to Photography	3
MKT 103 C	Principles of Advertising	3
ACG 147 C	Desktop Publishing 3/Win	3

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

**ASSOCIATE IN ARTS DEGREE****ART****Program Code: 1A03776**

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
ART 182 C	Freehand Drawing	3
ART 120 C	Two-Dimensional Design	3
ART 122 C	Gallery/Portfolio Design	3
ART 111 C	Survey of Art History I	3
ART 112 C	Survey of Art History II	3
or		
ART 112HC	Honors Survey of Art History II	(3)
ART 121 C	Three-Dimensional Design	3

**Select at least 6 units from the following:**

ART 185 C	Life Drawing	(3)
ART 182 C	Freehand Drawing (additional semester)	(3)
ART 189 C	Fundamentals of Painting	(3)

**Select a minimum of 11 Units from the Art course offerings not listed above except ART 170 C.**

<b>Total Units Required</b>	<b>11</b>
	<b>35</b>

### ART TRANSFER PROGRAM

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

## Art (ART)

### ART 100 C 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 art 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 and materials will not exceed \$20.00.

### ART 110 C INTRODUCTION TO ART

#### 3 Units

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

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

*Advisory: Completion of ENGL 100 C.* 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. Major writing assignments are required. *Cost of museum visit will not exceed \$15.00.*

### ART 111 C 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*

*Advisory: Completion of ENGL 100 C.* 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. Major writing assignments are required. *Cost of museum visit will not exceed \$15.00.*

### ART 112 C SURVEY OF ART HISTORY II

#### 3 Units

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN ART 4*

*Advisory: Completion of ENGL 100 C.* This course studies the development of architecture, sculpture and painting in the Western world from the Renaissance through the twenty-first century. Emphasis is placed on examining how art records and shapes history, how style communicates the ideas of the artist and his culture, and how symbols, techniques, materials and subjects are used and transferred from one culture to another. Major writing assignments are required. *Cost of museum visit will not exceed \$15.00. Duplicate credit not granted for ART 112HC.*

### ART 112HC HONORS SURVEY OF ART HISTORY II

#### 3 Units

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN ART 4*

*Advisory: Completion of ENGL 100 C.* 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. Major written assignments are required. *Cost of museum visit will not exceed \$15.00. Duplicate credit not granted for ART 112 C.*

### ART 114 C MODERN ART HISTORY

#### 3 Units

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

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

*Advisory: Completion of ENGL 100 C.* 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 20th and 21st century artistic expression. Major written assignments are required. *Cost of museum visit will not exceed \$15.00.*

### ART 115 C MUSEUM SURVEY

#### 3 Units (May be taken for credit 4 times)

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU, 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 C TWO-DIMENSIONAL DESIGN****3 Units***Two hours lecture and**Four hours laboratory per week.**UC/CSU, AA GE, CSU GE, CAN ART 14*

This course provides the foundation for all visual arts, by examining the concepts, terminology, techniques and materials used in two-dimensional design. Materials fees are used for materials provided by the Art Department. **\$25.00 PAYABLE AT REGISTRATION.**

**ART 121 C THREE-DIMENSIONAL DESIGN****3 Units***Two hours lecture and**Four hours laboratory per week.**UC/CSU, CAN ART 16*

This course is an introductory course covering the materials, techniques, and tools used to create three-dimensional forms. This course emphasizes the vocabulary of three-dimensional design and its application to problem solving in three-dimensions. **\$10.00 fee for materials used in common - PAYABLE AT REGISTRATION.**

**ART 122 C GALLERY/PORTFOLIO DESIGN****3 Units (May be taken for credit 4 times)***Two hour lecture and**Four hours laboratory per week.**CSU*

This course provides practical experience in gallery operation, art exhibit installation, and artist portfolio preparation. Students will have an opportunity to collaborate in the planning, designing, and installing of art exhibitions in the college gallery and to visit and evaluate exhibitions in other local galleries and museums. Students will also create individual art installations and professional artist portfolios. Materials Fees not to exceed \$20.00.

**ART 130 C PRINTMAKING****3 Units (May be taken for credit 4 times)***Two hours lecture and**Four hours laboratory per week.**UC/CSU, CAN ART 20*

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 Material Fee - PAYABLE AT REGISTRATION.**

**ART 140 C ADVERTISING/GRAPHIC DESIGN 1****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Prerequisite: Completion of or concurrent enrollment in ART 120 C.* This is a basic course in advertising/graphic design, with emphasis on problem solving in lettering, typography, and trademark design. It includes development of concept development, layout, and presentation skills. Projects include lettering design, layout, trademark design, and typography. Students are introduced to non-electronic and electronic design techniques. **Materials fees are for materials provided by the department. \$25.00 MATERIALS FEE — PAYABLE AT REGISTRATION**

**ART 141 C ADVERTISING/GRAPHIC DESIGN 2****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Prerequisite: Completion of or concurrent enrollment in ART 140 C.* This is an intermediate course in advertising/graphic design with emphasis upon development of a highly comprehensive finished portfolio. Course includes refinement of concept development, layout, and presentation skills. Students refine their non-electronic and electronic design techniques. Material fees for materials are provided by the department. **\$25.00 MATERIALS FEE — PAYABLE AT REGISTRATION.**

**ART 142 C ADVERTISING/GRAPHIC DESIGN 3****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Prerequisite: Completion of or concurrent enrollment in ART 141 C.* This is an advanced course in advertising/graphic design with an 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. Materials fees for materials are provided by the department. **\$25.00 MATERIALS FEE — PAYABLE AT REGISTRATION.**

**ART 144 C CARTOONING****3 Units (May be taken for credit 4 times)***Two hours lecture and**Four hours laboratory per week.**CSU*

This course is an introduction to basic cartooning techniques which includes sketching, inking, and the development of characters. Projects include gag-line cartooning, political cartooning, and the development of a weekly cartoon strip. In addition, there will be an analysis of the elements of both the humorous and the dramatic in cartoon art. This analysis will include a review of historically significant Sunday funnies and comic book characters, an examination of major trends in comic art from 1895 to the present and fundamentals of storyboard development.

**ART 150 C 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. **\$20.00 Materials Fee - PAYABLE AT REGISTRATION.**

**ART 151 C 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. **\$20.00 Materials Fee - PAYABLE AT REGISTRATION.**

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

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

*Prerequisite:* ART 150 C or ART 151 C with minimum grades of "C". This course deals with advanced technical skills in ceramic construction and visual concepts. Identification and application of one's personal aesthetic will be emphasized. Clay, glazes, and firing techniques are integral to this course. \$20.00 Materials Fee - PAYABLE AT REGISTRATION.

**ART 153 C ADVANCED CERAMICS****3 Units (May be taken for credit 4 times)**

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

*Prerequisite:* Completion of ART 152 C with a minimum grade of "C". Advanced technical and conceptual skills will be covered. Synthesizing the individual development of a personal aesthetic will be stressed. Application of this aesthetic will be used to create ceramic objects. Further technology of clay, glazes, and firing possibilities is expected. \$20.00 Materials Fee - PAYABLE AT REGISTRATION.

**ART 154 C RAKU CERAMICS****3 Units (May be taken for credit 4 times)**

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

*Prerequisite:* ART 153 C with a minimum grade of "C". This class which explores raku process and philosophy is designed for the advanced ceramic student. Developing a personal aesthetic towards raku will be emphasized. Experimentation of raku glazes will be stressed. \$20.00 Materials Fee - PAYABLE AT REGISTRATION.

**ART 155 C ART - OPEN LAB****½ - 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 ½ unit up to 108 hours for two (2) units. Each subsequent credit represents advancing levels of achievement. Levels must be taken in sequence.

**ART 174 C JEWELRY DESIGN****2 Units (May be taken for credit 4 times)**

One hour lecture and  
Three hours laboratory per week.  
CSU

This is a course covering the design and construction of jewelry and small fabricated metal pieces. Emphasis will be placed on fabrication and direct casting techniques and their potential. \$10.00 fee for materials used in common - PAYABLE AT REGISTRATION.

**ART 175 C METALSMITHING****2 Units (May be taken for credit 4 times)**

One hour lecture and  
Three hours laboratory per week.  
CSU

*Prerequisite:* ART 174 C. The emphasis of this course will be placed on the development of advanced design skills, lost wax casting and stone setting techniques. \$10.00 fee for materials used in common - PAYABLE AT REGISTRATION.

**ART 182 C FREEHAND DRAWING****3 Units (May be taken for credit 4 times)**

Two hours lecture and  
Four hours laboratory per week.  
UC/CSU, AA GE, CSU GE, CAN ART 8

This course is an introductory class in the fundamentals of drawing. The student will be exploring traditional and experimental methods in drawing. There is strong emphasis on foundation skills such as form, value, composition and perspective. Perceptual skills and self expression will also be stressed. The student will work from nature, man made objects and his or her own imagination. Non objective and abstract considerations will be examined in representational and experimental drawing. A variety of media will be introduced, such as graphite, charcoal, conte, pen and ink. Advanced students will be exposed to more color and mixed media.

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

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

Life Drawing is an introduction to the representational and expressive drawing of the human figure. It is a foundation for figure painting. The course provides an opportunity for exploration of various methods, approaches, and media in figure drawing.

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

One hour lecture and  
Three hours laboratory per week.  
UC/CSU, AA GE

The beginning semester 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 a gouache, collage, transfers, and mixed media techniques appropriate to paper supports. The second, third, and fourth semesters are for the advanced watercolor painting student, in which further study and development of an individual style will take place. The production of a series of works with emphasis on the development of creative solutions will be the goal of the class.

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

Two hour lecture and  
Four hours laboratory per week.  
UC/CSU, AA GE, 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 C LIFE PAINTING****3 Units** (May be taken for credit 4 times)

Two hours lecture and

Four hours laboratory per week.

UC/CSU

*Prerequisite:* ART 185 C, or ART 189 C. Life Painting is an introduction to painting the human figure as a means to a more penetrating perception of visual phenomena and as a means of creative expression. Paintings will progress from a limited palette to full color with the emphasis on light, color, composition and form. The course provides an 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 244 C ILLUSTRATION****3 Units** (May be taken for credit 3 times)

Two hours lecture and

Four hours laboratory per week.

CSU

*Prerequisite:* ART 182 C or taken concurrently. This is an introductory to intermediate course in the art of illustration. Primary emphasis is on the design and execution of illustrations for various uses in a variety of media. Course content includes designing to communicate a message, composition, style, development of preliminary drawings, preparation of drawings for printed reproduction, and experiments in the use of various media.

**ART 298 C ART SEMINAR****½ - 12 Units** (Variable Unit Class) (May be taken for credit 1-4 times)

Zero to twelve hours lecture and

Zero to forty-eight hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

UC Credit Limitation/CSU

*Prerequisite:* May be required. *Corequisite:* May be required. *Advisory:* May be required. Various classes may be offered which are designed to meet the interests and needs of the student and faculty. *Fees may be required – PAYABLE AT REGISTRATION AND/OR BOOKSTORE.*

**ART 299 C ART INDEPENDENT STUDY****½ - 2 Units** (Variable Unit Class) (May be taken for credit 4 times)

One-half to two hours conference per week.

UC Credit Limitation/CSU

*Prerequisite:* Approved Independent Study Learning Contract. This is a course that is designed for the student to pursue an increased knowledge of a particular art discipline. Unit credit may range from ½ to 2 units in any given semester; units earned will be based on 18 hours for each ½ unit.

# Art— Art Computer Graphics

**Division of Fine Arts**

Division Dean – Ting-Pi (Joyce) Carrigan

**Faculty**

Edward Giardina

Ian Holmes

Michael Johnson

**Counselors**

Renay Laguana-Ferinac

Renee Ssensalo

**ANIMATION 2D COMPUTER GRAPHICS****CERTIFICATE****Program Code: 1K00070**

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

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

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

Course#	Title	Units
ART 120 C	Two-Dimensional Design	3
ART 182 C	Freehand Drawing	3
ACG 102 C	Intro to Mac WEB Graphics	3
or		
MMCG 102 C	Intro to Mac WEB Graphics	(3)
or		
ACG 103 C	Intro to Win WEB Graphics	(3)
or		
MMCG 103 C	Intro to Win WEB Graphics	(3)
ACG 134 C	Digital Imaging/Mac	3
or		
MMCG 134 C	Digital Imaging/Mac	(3)
ACG 135 C	Digital Imaging/Win	3
or		
MMCG 135 C	Digital Imaging/Win	(3)
ACG 164 C	Multimedia Authoring/Mac	3
or		
MMCG 164 C	Multimedia Authoring/Mac	(3)
or		
ACG 165 C	Multimedia Authoring/Win	(3)
or		
MMCG 165 C	Multimedia Authoring/Win	(3)
	<b>Total Units Required</b>	<b>15</b>



**ANIMATION 3D COMPUTER GRAPHICS**

**CERTIFICATE**

**Program Code: 1K00071**

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

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

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

Course #	Title	Units
ACG 104 C	Intro to Mac 3D Graphics	3
or		
MMCG 104 C	Intro to Mac 3D Graphics	(3)
or		
ACG 105 C	Intro to Win 3D Graphics	(3)
or		
MMCG 105 C	Intro to Win 3D Graphics	(3)
ACG 120 C	3D Modeling/Mac	3
or		
MMCG 120 C	3D Modeling/Mac	(3)
or		
ACG 121 C	3D Modeling/Win	(3)
or		
MMCG 121 C	3D Modeling/Win	(3)
ACG 150 C	Intermediate Animation/Mac	3
or		
MMCG 150 C	Intermediate Animation/Mac	(3)
or		
ACG 151 C	Intermediate Animation/Win	(3)
or		
MMCG 151 C	Intermediate Animation/Win	(3)
ACG 156 C	Advanced Animation/Mac	3
or		
MMCG 156 C	Advanced Animation/Mac	(3)
or		
ACG 157 C	Advanced Animation/Win	(3)
or		
MMCG 157 C	Advanced Animation/Win	(3)
ACG 180 C	Digital Video/Mac	3
or		
MMCG 180 C	Digital Video/Mac	(3)
or		
ACG 181 C	Digital Video/Win	3
or		
MMCG 181 C	Digital Video/Win	(3)
	<b>Total Units Required</b>	<b>15</b>

**COMPUTER GRAPHICS**

**CERTIFICATE**

**Program Code: 1C03815**

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 C	Two-Dimensional Design	3
ART 182 C	Freehand Drawing	3
ART 189 C	Fundamentals of Painting	3
ART 244 C	Illustration	3
ACG 100 C	Intro to Computer Graphics/Mac	3
or		
MMCG 100 C	Intro to Computer Graphics/Mac	(3)
or		
ACG 101 C	Intro to Computer Graphics/Win	(3)
or		
MMCG 101 C	Intro to Computer Graphics/Win	(3)
or		
ACG 102 C	Intro to Mac WEB Graphics	(3)
or		
MMCG 102 C	Intro to Mac WEB Graphics	(3)
or		
ACG 103 C	Intro to Win WEB Graphics	(3)
or		
MMCG 103 C	Intro to Win WEB Graphics	(3)
ACG 112 C	Electronic Illustration/Mac	3
or		
MMCG 112 C	Electronic Illustration/Mac	(3)
or		
ACG 113 C	Electronic Illustration/Win	(3)
or		
MMCG 113 C	Electronic Illustration/Win	(3)
ACG 132 C	Electronic Paint/Mac	3
or		
MMCG 132 C	Electronic Paint/Mac	(3)
or		
ACG 133 C	Electronic Paint/Win	(3)
or		
MMCG 133 C	Electronic Paint/Win	(3)
ACG 134 C	Digital Imaging/Mac	3
or		
MMCG 134 C	Digital Imaging/Mac	(3)
or		
ACG 135 C	Digital Imaging/Win	(3)
or		
MMCG 135 C	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 140 C	Advertising/Graphic Design 1	3
ART 182 C	Freehand Drawing	3
ART 185 C	Life Drawing	3
ACG 114 C	Electronic Illustration 2/Mac	3
or		
MMCG 114 C	Electronic Illustration 2/Mac	(3)
or		
ACG 115 C	Electronic Illustration 2/Win	(3)
or		
MMCG 115 C	Electronic Illustration 2/Win	(3)

**ELECTRONIC PUBLISHING DESIGN**

**CERTIFICATE**

**Program Code: 1C00017**

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 C	Two-Dimensional Design	3
ART 182 C	Freehand Drawing	3
ART 140 C	Advertising/Graphic Design 1	3
ART 141 C	Advertising/Graphic Design 2	3
ACG 100 C	Intro to Computer Graphics/Mac	3
or		
MMCG 100 C	Intro to Computer Graphics/Mac	(3)
or		
ACG 101 C	Intro to Computer Graphics/Win	(3)
or		
MMCG 101 C	Intro to Computer Graphics/Win	(3)
or		
ACG 102 C	Intro to Mac WEB Graphics	(3)
or		
MMCG 102 C	Intro to Mac WEB Graphics	(3)
or		
ACG 103 C	Intro to Win WEB Graphics	(3)
or		
MMCG 103 C	Intro to Win WEB Graphics	(3)
ACG 112 C	Electronic Illustration/Mac	3
or		
MMCG 112 C	Electronic Illustration/Mac	(3)
or		
ACG 113 C	Electronic Illustration/Win	(3)
or		
MMCG 113 C	Electronic Illustration/Win	(3)
ACG 134 C	Digital Imaging/Mac	3
or		
MMCG 134 C	Digital Imaging/Mac	(3)
ACG 135 C	Digital Imaging/Win	3
or		
MMCG 135 C	Digital Imaging/Win	(3)
ACG 140 C	Desktop Publishing 1/Mac	3
or		
MMCG 140 C	Desktop Publishing 1/Mac	(3)
or		
ACG 141 C	Desktop Publishing 1/Win	(3)
or		
MMCG 141 C	Desktop Publishing 1/Win	(3)
or		
ACG 142 C	Desktop Publishing 2/Mac	(3)
or		
MMCG 142 C	Desktop Publishing 2/Mac	(3)
or		
ACG 143 C	Desktop Publishing 2/Win	(3)
or		
MMCG 143 C	Desktop Publishing 2/Win	(3)
ACG 146 C	Desktop Publishing 3/Mac	3
or		
MMCG 146 C	Desktop Publishing 3/Mac	(3)
or		
ACG 147 C	Desktop Publishing 3/Win	3
or		
MMCG 147 C	Desktop Publishing 3/Win	(3)
Select a minimum of 3	Units from the elective courses listed below	3
	<b>Total Units Required</b>	<b>30</b>

**Electives**

ART 130 C	Printmaking	3
ART 142 C	Advertising/Graphic Design 3	3
ART 185 C	Life Drawing	3
ART 244 C	Illustration	3

**VECTOR ILLUSTRATION****CERTIFICATE****Program Code: 1C12358**

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 C	Two-Dimensional Design	3
ART 182 C	Freehand Drawing	3
ART 189 C	Fundamentals of Painting	3
ART 244 C	Illustration	3
ACG 100 C	Intro to Computer Graphics/Mac	3
or		
MMCG 100 C	Intro to Computer Graphics/Mac	(3)
or		
ACG 101 C	Intro to Computer Graphics/Win	(3)
or		
MMCG 101 C	Intro to Computer Graphics/Win	(3)
or		
ACG 102 C	Intro to Mac WEB Graphics	(3)
or		
MMCG 102 C	Intro to Mac WEB Graphics	(3)
or		
ACG 103 C	Intro to Win WEB Graphics	(3)
or		
MMCG 103 C	Intro to Win WEB Graphics	(3)
ACG 112 C	Electronic Illustration/Mac	3
or		
MMCG 112 C	Electronic Illustration/Mac	(3)
or		
ACG 113 C	Electronic Illustration/Win	(3)
or		
MMCG 113 C	Electronic Illustration/Win	(3)
ACG 114 C	Electronic Illustration 2/Mac	3
or		
MMCG 114 C	Electronic Illustration 2/Mac	(3)
or		
ACG 115 C	Electronic Illustration 2/Win	(3)
or		
MMCG 115 C	Electronic Illustration 2/Win	(3)
ACG 134 C	Digital Imaging/Mac	3
or		
MMCG 134 C	Digital Imaging/Mac	(3)
or		
ACG 135 C	Digital Imaging/Win	(3)
or		
MMCG 135 C	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>

**Electives**

ACG 132 C	Electronic Paint/Mac	3
or		
MMCG 132 C	Electronic Paint/Mac	(3)
or		
ACG 133 C	Electronic Paint/Win	(3)
or		
MMCG 133 C	Electronic Paint/Win	(3)
ART 140 C	Advertising/Graphic Design 1	3
ART 182 C	Freehand Drawing	3
ART 185 C	Life Drawing	3

# Art – Computer Graphics (ACG)

## ACG 100 C INTRO TO COMPUTER GRAPHICS/MAC 3 Units

*(Same as MMCG 100 C)*

*Two hours lecture and*

*Three hours laboratory TBA per week.*

*CSU*

This course focuses on the use of paint, drawing and page layout programs. The use of various input and output devices will be covered. Designed for artists to input, create, manipulate and output graphic imagery. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

## ACG 101 C INTRO TO COMPUTER GRAPHICS/WIN 3 Units

*(Same as MMCG 101 C)*

*Two hours lecture and*

*Three hours laboratory TBA per week.*

*CSU*

This course focuses on the use of paint, drawing and page layout programs. The use of various input and output devices will be covered. Designed for artists to input, create, manipulate and output graphic imagery. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

## ACG 102 C INTRO TO MAC WEB GRAPHICS 3 Units

*(Same as MMCG 102 C)*

*Two hours lecture and*

*Three hours laboratory TBA per week.*

*CSU*

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 in-depth study on the topic(s) that most attracted them during this introductory class. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

## ACG 103 C INTRO TO WIN WEB GRAPHICS 3 Units

*(Same as MMCG 103 C)*

*Two hours lecture and*

*Three hours laboratory TBA per week.*

*CSU*

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 in-depth study on the topic(s) that most attracted them during this introductory class. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

## ACG 104 C INTRO TO MAC 3D GRAPHICS 3 Units

*(Same as MMCG 104 C)*

*Two hours lecture and*

*Three hours laboratory TBA per week.*

*CSU*

This is an overview of 3D computer graphics, with an emphasis on 2D paint and 3D modeling & animation software used in animation on the Macintosh. In the course of the semester, students create original 3D still and animation imagery for their portfolio. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

## ACG 105 C INTRO TO WIN 3D GRAPHICS 3 Units

*(Same as MMCG 105 C)*

*Two hours lecture and*

*Three hours laboratory TBA per week.*

*CSU*

This is an overview of 3D computer graphics, with an emphasis on 2D paint and 3D modeling & animation software used in animation on a Windows computer. In the course of the semester, students create original 3D still and animation imagery for their portfolio. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

## ACG 112 C ELECTRONIC ILLUSTRATION/MAC 3 Units

*(Same as MMCG 112 C)*

*Two hours lecture and*

*Three hours laboratory TBA per week.*

*CSU*

*Advisory: MMCG/ACG 100 C or MMCG/ACG 101 C or MMCG/ACG 102 C or MMCG/ACG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The course focuses on the 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 basic Macintosh skills needed for employment and/or advancement. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

## ACG 113 C ELECTRONIC ILLUSTRATION/WIN 3 Units

*(Same as MMCG 113 C)*

*Two hours lecture and*

*Three hours laboratory TBA per week.*

*CSU*

*Advisory: ACG/MMCG 100 C or ACG/MMCG 101 C or ACG/MMCG 102 C or ACG/MMCG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The course focuses on the Windows generation of Postscript (vector) images for integration into desktop publishing/page layout software and as stand-alone images allowing high-resolution output. The course offers the professional artist basic Windows skills needed for employment and/or advancement. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACG 114 C ELECTRONIC ILLUSTRATION 2/MAC****3 Units***(Same as MMCG 114 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 112 C or ACG/MMCG 113 C or by consent of instructor pending portfolio review.* This course is intended for the graphic designer, illustrator and fine artist, focusing on the advanced usage of several 2D vector based drawing software packages. The course focuses on the advanced usage of Macintosh generation of Postscript (vector) images for integration into desktop publishing/page layout software and as stand-alone images allowing high-resolution output. The course offers the professional artist advanced Macintosh skills needed for employment and/or advancement. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACG 115 C ELECTRONIC ILLUSTRATION 2/WIN****3 Units***(Same as MMCG 115 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 112 C or ACG/MMCG 113 C or by consent of instructor pending portfolio review.* This course is intended for the graphic designer, illustrator and fine artist, focusing on the advanced usage of several 2D vector based drawing software packages. The course focuses on the advanced usage of Windows generation of Postscript (vector) images for integration into desktop publishing/page layout software and as stand-alone images allowing high-resolution output. The course offers the professional artist advanced Windows skills needed for employment and/or advancement. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACG 120 C 3D MODELING/MAC****3 Units***(Same as MMCG 120 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 104 C or ACG/MMCG 105 C and ART 120 C or by consent of instructor pending portfolio review.* This course focuses on computer generated 3D design techniques through the use of Macintosh based three-dimensional design programs. The course emphasis is on the introduction of three-dimensional concepts, the use of modeling tools, menu structures and modeling building applications of 3D design systems. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of organic or mechanical design and animate them. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACG 121 C 3D MODELING/WIN****3 Units***(Same as MMCG 121 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 104 C or ACG/MMCG 105 C and ART 120 C or by consent of instructor pending portfolio review.* This course focuses on computer generated 3D design techniques through the use of Windows based three-dimensional design programs. The course emphasis is on the introduction of three-dimensional concepts, the use of modeling tools, menu structures and modeling building applications of 3D design systems. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of organic or mechanical design and animate them. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACG 132 C ELECTRONIC PAINT/MAC****3 Units***(Same as MMCG 132 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 100 C or ACG/MMCG 101 C or ACG/MMCG 102 C or ACG/MMCG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The course focus is on the usage of Macintosh based software using a variety of natural-media software for the manipulation of bit-mapped (raster) images. Course topics include creation of original drawings; paintings and illustrations, using an assortment of digitally based chalks, pens, paints, inks, papers and textures. The course offers the professional artist raster based digital drawing/painting and illustration skills, on a Macintosh computer, needed for employment and/or advancement. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACG 133 C ELECTRONIC PAINT/WIN****3 Units***(Same as MMCG 133 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 100 C or ACG/MMCG 101 C or ACG/MMCG 102 C or ACG/MMCG 103 C and ART 120 C or by consent of instructor pending portfolio review.* 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, papers and textures. The course offers the professional artist raster based digital drawing/painting and illustration skills, on a Windows computer, needed for employment and/or advancement. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACG 134 C DIGITAL IMAGING/MAC****3 Units***(Same as MMCG 134 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 100 C or ACG/MMCG 101 C or ACG/MMCG 102 C or ACG/MMCG 103 C and ART 120 C or by consent of instructor pending portfolio review.* 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, photo montages, pre-press, color separations and web-based images. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACG 135 C DIGITAL IMAGING/WIN****3 Units***(Same as MMCG 135 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 100 C or ACG/MMCG 101 C or ACG/MMCG 102 C or ACG/MMCG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The course focus is on the usage of Microsoft Windows based software for the manipulation of bit-mapped (raster) images using illustrative, photographic, scanned and video images as the basis for image manipulation. Course topics include: image enhancement, editing, composite, retouching, photo-montages, pre-press, color separations and Web-based images. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*



**ACG 136 C DIGITAL IMAGING 2/MAC****3 Units***(Same as MMCG 136 C)**Two hours lecture and**Three hours laboratory TBA per week.***CSU**

*Advisory: ACG/MMCG 134 C or ACG/MMCG 135 C or by consent of instructor pending portfolio review.* The course focus is on the advanced usage of Macintosh based software for the manipulation of bit-mapped (raster) images using illustrative, photographic, scanned and video images as the basis for image manipulation. Course topics include image enhancement, editing, composite, retouching, photo montages, prepress, color separations and web based images. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACG 137 C DIGITAL IMAGING 2/WIN****3 Units***(Same as MMCG 137 C)**Two hours lecture and**Three hours laboratory TBA per week.***CSU**

*Advisory: ACG/MMCG 134 C or ACG/MMCG 135 C or by consent of instructor pending portfolio review.* The course focus is on the advanced usage of Windows based software for the manipulation of bit-mapped (raster) images using illustrative, photographic, scanned and video images as the basis for image manipulation. Course topics include image enhancement, editing, composite, retouching, photo montages, prepress, color separations and web based images. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACG 140 C DESKTOP PUBLISHING 1/MAC****3 Units***(Same as MMCG 140 C)**Two hours lecture and**Three hours laboratory TBA per week.***CSU**

*Advisory: ACG/MMCG 100 C or ACG/MMCG 101 C or ACG/MMCG 102 C or ACG/MMCG 103 C and ART 140 C or by consent of instructor pending portfolio review.* This course focuses on the use of Macintosh software as an Ad-design tool to generate "digital camera ready" page layouts, integrating graphics, illustrations, photographs and text. Emphasis is placed on design of the page, precision and accuracy allowed by the computer, and varied output options for color composites and separations. Course topics include page design, page layout, text editing, font manipulation, importing artwork, prepress tools, spot and color separations. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACG 141 C DESKTOP PUBLISHING 1/WIN****3 Units***(Same as MMCG 141 C)**Two hours lecture and**Three hours laboratory TBA per week.***CSU**

*Advisory: ACG/MMCG 100 C or ACG/MMCG 101 C or ACG/MMCG 102 C or ACG/MMCG 103 C and ART 140 C or by consent of instructor pending portfolio review.* This course focuses on the use of Microsoft Windows software as an Ad-design tool to generate "digital camera ready" page layouts, integrating graphics, illustrations, photographs and text. Emphasis is placed on design of the page, precision and accuracy allowed by the computer, and varied output options for color composites and separations. Course topics include page design, page layout, text editing, font manipulation, importing artwork, prepress tools, spot and color separations. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACG 142 C DESKTOP PUBLISHING 2/MAC****3 Units***(Same as MMCG 142 C)**Two hours lecture per week and**Three hours laboratory TBA per week.***CSU**

*Advisory: ACG/MMCG 140 C or ACG/MMCG 141 C or by consent of instructor pending portfolio review.* This course focuses on the intermediate use of Macintosh software as an Ad-design tool to generate page layouts, integrating graphics, illustrations, photographs and text. Emphasis is placed on the design of multi page layout for various types of publications, prepress, color separation and providing "digital camera ready" files for commercial projects. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACG 143 C DESKTOP PUBLISHING 2/WIN****3 Units***(Same as MMCG 143 C)**Two hours lecture and**Three hours laboratory TBA per week.***CSU**

*Advisory: ACG/MMCG 140 C or ACG/MMCG 141 C or by consent of instructor pending portfolio review.* This course focuses on the intermediate use of Windows software as an Ad-design tool to generate page layouts, integrating graphics, illustrations, photographs and text. Emphasis is placed on the design of multi page layout for various types of publications, prepress, color separation and providing "digital camera ready" files for commercial projects. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACG 146 C DESKTOP PUBLISHING 3/MAC****3 Units***(Same as MMCG 146 C)**Two hours lecture and**Three hours laboratory TBA per week.***CSU**

*Advisory: ACG/MMCG 140 C or ACG/MMCG 141 C or by consent of instructor pending portfolio review.* This course focuses on the advanced use of Macintosh based software as an Ad-design tool to generate digital "camera ready" page layouts, integrating graphics, illustrations, photographs and text. Emphasis on computer assisted layout, design and production techniques used in a "hands on" environment to create *Visions* magazine. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACG 147 C DESKTOP PUBLISHING 3/WIN****3 Units***(Same as MMCG 147 C)**Two hours lecture and**Three hours laboratory TBA per week.***CSU**

*Advisory: ACG/MMCG 140 C or ACG/MMCG 141 C or by consent of instructor pending portfolio review.* This course focuses on the advanced use of Windows based software as an Ad-design tool to generate digital "camera ready" page layouts, integrating graphics, illustrations, photographs and text. Emphasis on computer assisted layout, design and production techniques used in a "hands on" environment to create *Visions* magazine. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACG 150 C INTERMEDIATE ANIMATION/MAC****3 Units***(Same as MMCG 150 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 120 C or ACG/MMCG 121 C or by consent of instructor pending portfolio review.* The course focuses on intermediate skills in 3D computer modeling and animation with a Macintosh software program that is a standard in the industry. The course focus is on intermediate techniques in modeling, texturing, lighting, motion control, and rendering animations for various purposes. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of intermediate organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACG 151 C INTERMEDIATE ANIMATION/WIN****3 Units***(Same as MMCG 151 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 120 C or ACG/MMCG 121 C or by consent of instructor pending portfolio review.* The course focuses on intermediate skills in 3D computer modeling and animation with a Windows software program that is a standard in the industry. The course focus is on intermediate techniques in modeling, texturing, lighting, motion control, and rendering animations for various purposes. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of intermediate organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACG 156 C ADVANCED ANIMATION/MAC****3 Units***(Same as MMCG 156 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 150 C or ACG/MMCG 151 C or by consent of instructor pending portfolio review.* The course focuses on advanced skills in 3D computer modeling and animation with a Macintosh software program that is a standard in the industry. The course focus is on advanced techniques in modeling, texturing, lighting, motion control, and rendering animations for various purposes. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of advanced organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. The course will combine 3D modeling and animation with 2D graphics imagery through mapping, editing techniques and visual effects. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACG 157 C ADVANCED ANIMATION/WIN****3 Units***(Same as MMCG 157 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 150 C or ACG/MMCG 151 C or by consent of instructor pending portfolio review.* The course focuses on advanced skills in 3D computer modeling and animation with a Windows software program that is a standard in the industry. The course focus is on advanced techniques in modeling, texturing, lighting, motion control, and rendering animations for various purposes. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of advanced organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. The course will combine 3D modeling and animation with 2D graphics imagery through mapping, editing techniques and visual effects. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACG 162 C MULTIMEDIA/MAC****3 Units***(Same as MMCG 162 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 102 C or ACG/MMCG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The 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. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACG 163 C MULTIMEDIA/WIN****3 Units***(Same as MMCG 163 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 102 C or ACG/MMCG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The course focuses on the Windows generation of multi-media content for integration into interactive visual presentations. Students will create personal interactive presentations by using drawings, photographs, charts, graphs, sound, text and 2D animation. The final presentations will use various outputs including Web, CD, videotape, color and black and white laser printers etc. The course offers the professional artist Windows multi media skills needed for employment and/or advancement. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACG 164 C MULTIMEDIA AUTHORING/MAC****3 Units***(Same as MMCG 164 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 162 C or ACG/MMCG 163 C or by consent of instructor pending portfolio review.* The 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. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACG 165 C MULTIMEDIA AUTHORING/WIN****3 Units***(Same as MMCG 165 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 162 C or ACG/MMCG 163 C or by consent of instructor pending portfolio review.* The 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. *\$15.00 Material Fee - PAYABLE AT REGISTRATION.*

**ACG 180 C DIGITAL VIDEO/MAC****3 Units***(Same as MMCG 180 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 100 C or ACG/MMCG 101 C or ACG/MMCG 102 C or ACG/MMCG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The course includes the study and hands on use of Macintosh computers, assorted software, CD-ROMs, videodiscs, and other tools and techniques used for digitizing, editing and composition of video and audio sources. The course is to provide a thorough introduction to the world of desktop video used in the fields of multimedia, video editing (both on line and off line) and the creation of Quicktime movies. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACG 181 C DIGITAL VIDEO/WIN****3 Units***(Same as MMCG 181 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: ACG/MMCG 100 C or ACG/MMCG 101 C or ACG/MMCG 102 C or ACG/MMCG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The course includes the study and hands on use of Windows computers, assorted software, CD-ROMs, videodiscs, and other tools and techniques used for digitizing, editing and composition of video and audio sources. The course is to provide a thorough introduction to the world of desktop video used in the fields of multimedia, video editing (both on line and off line) and the creation of Quicktime movies. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**ACG 199 C COMPUTER GRAPHICS STUDIO***½ - 10 Units (Variable Unit Class) (May be taken for a cumulative total of 10 units)**(Open Entry-Open Exit)**One and one-half to thirty hours laboratory TBA per week.**Credit/No Credit**CSU*

This course is designed as an open laboratory for students currently enrolled in Fine Arts Division courses that require completion of digital assignments and/or personal digital portfolio development. This open lab with flexible hours is designed to provide students with space, computers, software, scanners, cameras, printers, and internet access.

**ACG 298 C ACG SEMINAR***½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)**Zero to twelve hours lecture and**Zero to Thirty-six hours laboratory per week.**Credit/No Credit or Standard Grading or Credit/No Credit/Letter Grade Option**CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* Various classes may be offered from semester to semester which are designed to meet the interests and needs of the students. *Fee: May be required – PAYABLE AT REGISTRATION.*

## Asian Studies

**TRANSFER PROGRAM**

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

## Astronomy

**Division of Science/Engineering/Mathematics***Interim Division Dean – Richard Fee**Faculty*

Ron Armale

Michael Frey

*Counselor*

Tom Nordee

## Astronomy (ASTR)

**ASTRONOMY TRANSFER PROGRAM**

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

**ASTR 116 C INTRODUCTION TO ASTRONOMY****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 an introduction to the ideas, concepts, and theories of astronomy. Topics include the night sky, history of astronomy, the solar system, extra solar planets, stars, the interstellar medium, galaxies and cosmology, and extraterrestrial life in the universe. Visits to local observatories and planetaria may be arranged. High School Algebra or equivalent is recommended. *Duplicate credit not granted for ASTR 116HC.*

**ASTR 116HC HONORS INTRO TO ASTRONOMY****3 Units***Three hours lecture per week.**UC Credit Limitation/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, extra solar planets, stars and the interstellar medium, black holes, galaxies, cosmology, and life in the universe. Visits to local observatories and planetariums may be arranged. *Duplicate credit not granted for ASTR 116 C.*

**ASTR 117 C ASTRONOMY LABORATORY****1 Unit***Three hours laboratory per week.**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC**Corequisite: Completion of, or concurrent enrollment in, ASTR 116 C.*

This course comprises an introduction to techniques of Astronomical measurement and analysis of Astronomical data. Emphasis will be on understanding how scientific knowledge is constructed, i.e. answering the question: how do we know what we know about the universe? Students will perform hands-on measurements, observations and exercises in data analysis relating to the solar system, stars, galaxies, large-scale structure of the universe, and cosmology. Students will use the World Wide Web to access current Astronomical data and images. Field trips to local sites of astronomical interest may be arranged. *Duplicate credit not granted for ASTR 117HC.*

**ASTR 117HC HONORS ASTRONOMY LABORATORY****1 Unit***Three hours laboratory per week.**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC**Prerequisite: Completion of, or concurrent enrollment in, ASTR 116HC.*

This enhanced course comprises an introduction to Astronomical measurement and analysis of Astronomical data. Emphasis will be on how scientific knowledge is constructed, i.e. answering the question: how do we know what we know about the universe? Students will perform hands-on measurements, observations and exercises in data analysis relating to the solar system, stars, galaxies, large-scale structure of the universe, and cosmology. Students will learn how to use a telescope, which may be computer controlled and take digital images. Students will access the World Wide Web to access Astronomical data and images. Field trips to local sites of astronomical interest may be arranged. *Duplicate credit not granted for ASTR 117 C.*

# Automotive Collision Repair

**Division of Vocational Education***Division Dean – Steve Donley***Faculty**

Anthony Jones

Daniel Snook

**Counselors**

Robert Grantham

Jane Jepson

**ASSOCIATE IN SCIENCE DEGREE  
AUTOMOTIVE COLLISION**
**REPAIR****Program Code: 1S07832**

The following program is designed to prepare students for employment as automotive collision technicians and in numerous other related areas of the automotive and transportation industry. Training is given in both theory and practical skills. Directed practical work is given in all areas of automotive collision repair under simulated on-the-job conditions. The program suggested will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive collision technician.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
ACR 010AC	Automotive Collision Repair	6
ACR 010BC	Advanced Automotive Collision Repair	6
ACR 010CC	Advanced Automotive Collision Repair	6
ACR 010DC	Advanced Automotive Collision Repair	6
ACR 011 C	Auto Painting and Refinishing	4, 4
ACR 012 C	Automotive Damage Appraisal	3
ACR 030 C	Advanced Auto Collision and Electrical Component Repair	4
ACR 040 C	Automotive Body/Structural Alignment and Repair	4
<b>Total Units Required</b>		<b>43</b>

**Electives**

ACR 013 C	Computerized Automotive Damage Appraisal	3
ACR 020AC	Auto Detailing & Car Care	2½
ACR 050 C	ACR/Special Projects	2 - 3
ACR 060 C	Collision Repair Management	3
ACR 070 C	Automotive Color Matching	3



**AUTOMOTIVE COLLISION REPAIR****CERTIFICATE****Program Code: 1C07832**

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 010AC	Automotive Collision Repair	6
ACR 010BC	Advanced Automotive Collision Repair	6
ACR 010CC	Advanced Automotive Collision Repair	6
ACR 010DC	Advanced Automotive Collision Repair	6
ACR 011 C	Auto Painting and Refinishing	4, 4
ACR 012 C	Automotive Damage Appraisal	3
ACR 030 C	Advanced Auto Collision and Electrical Component Repair	4
ACR 040 C	Automotive Body/Structural Alignment and Repair	4
ENGL 095 C	Effective Writing	3
Select a minimum of 3	Units from the elective courses listed below	3
<b>Total Units Required</b>		<b>49</b>

**Electives**

ACR 013 C	Computerized Automotive Damage Appraisal	3
ACR 020AC	Auto Detailing & Car Care	2½
ACR 050 C	ACR/Special Projects	2 - 3
ACR 060 C	Collision Repair Management	3
ACR 070 C	Automotive Color Matching	3
AT 101 C	Survey of the Automobile	3
AT 160 C	Basic Auto Electricity	4
MATH 010 C	Basic Mathematics	4
MGT 261 C	Small Business Management	3
MKT 208 C	Principles of Selling	3
SPCH 050 C	Effective Oral Communication	3

**AUTOMOTIVE DAMAGE APPRAISAL****CERTIFICATE****Program Code: 1K00058**

The following program is designed to prepare students for employment as automotive damage appraisers. Training is given in both theory and practical application. Directed practical work is given in all areas of automotive damage appraisal.

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

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

Course#	Title	Units
ACR 010AC	Automotive Collision Repair	6
ACR 011 C	Auto Painting and Refinishing	4
ACR 012 C	Automotive Damage Appraisal	3
ACR 013 C	Computerized Automotive Damage Appraisal	3
<b>Total Units Required</b>		<b>16</b>

**AUTOMOTIVE DETAILING****CERTIFICATE****Program Code: 1K00036**

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 020AC	Auto Detailing & Car Care	2½
ACR 020BC	Advanced Auto Detailing	2½
ACR 011 C	Auto Painting and Refinishing	4
<b>Total Units Required</b>		<b>9</b>

**AUTOMOTIVE PAINT AND REFINISHING****CERTIFICATE****Program Code: 1C07833**

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 010AC	Automotive Collision Repair	6
ACR 011 C	Auto Painting and Refinishing	4, 4, 4
ACR 012 C	Automotive Damage Appraisal	3
ACR 020AC	Auto Detailing & Car Care	2½
ACR 070 C	Automotive Color Matching	3
ENGL 095 C	Effective Writing	3
Select a minimum of 6	Units from the elective course list	6
<b>Total Units Required</b>		<b>35½</b>

**Electives**

ACR 020BC	Advanced Auto Detailing	2½
ACR 050 C	ACR/Special Projects	2 - 3
ACR 060 C	Collision Repair Management	3
AT 101 C	Survey of the Automobile	3
MKT 208 C	Principles of Selling	3

**AUTOMOTIVE SALES AND SERVICE****CERTIFICATE****Program Code: 1K00062**

This program is designed to prepare students for customer service and sales positions in the automotive industry. It provides students with a basic knowledge of automobile operations, general maintenance requirements, and damage appraisal procedures along with marketing and management principles. The certificate will enable students to work in a variety of non technical areas in an automobile dealership, repair shop, or insurance company as a service representative, salesperson, or estimator.

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

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

Course#	Title	Units
AT 101 C	Survey of the Automobile	3
or		
AT 110 C	Automotive Fundamentals	(4)
ACR 012 C	Automotive Damage Appraisal	3
MKT 222 C	Principles of Marketing	3
MKT 208 C	Principles of Selling	3
MGT 266 C	Human Relations in Business	3
<b>Total Units Required</b>		<b>15 - 16</b>

**INSURANCE CO/AUTO COLLISION REPAIR INDUSTRY MANAGEMENT SKILLS****CERTIFICATE****Program Code: 1K00059**

This program is designed to prepare students for employment as insurance company appraisers and managers of automotive collision repair facilities. It is also designed to give the students knowledge in the auto collision repair process and to develop management skills necessary for success in their chosen profession.

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

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

Course#	Title	Units
ACR 011 C	Auto Painting and Refinishing	4
ACR 060 C	Collision Repair Management	3
AT 101 C	Survey of the Automobile	3
MGT 051 C	Basic Business Mathematics	3
or		
MGT 151 C	Business Mathematics	(3)
MGT 055 C	Business English	3
or		
MGT 111 C	Business Communications	(3)
	<b>Total Units Required</b>	<b>16</b>

## Automotive Collision Repair (ACR)

### ACR 010AC AUTOMOTIVE COLLISION REPAIR

#### 6 Units

*Three hours lecture and  
Nine hours laboratory per week.*

This course covers principles and fundamentals of automotive collision repair with emphasis on tools of the trade and their proper use and metal working characteristics, including auto body sheet metal welding.

### ACR 010BC ADVANCED AUTOMOTIVE COLLISION REPAIR

#### 6 Units

*Three hours lecture and  
Nine hours laboratory per week.*

*Prerequisite: ACR 010AC with a grade of "C" or better.* This course covers the advanced metal straightening, including measuring and straightening equipment; door replacement; door repair panel replacement and alignment; front sheet metal repairs and alignment including theory and fundamentals; bumper repair replacement and alignment and bumper energy absorbing systems.

### ACR 010CC ADVANCED AUTOMOTIVE COLLISION REPAIR

#### 6 Units

*Three hours lecture and  
Nine hours laboratory per week.*

*Prerequisite: ACR 010BC with a grade of "C" or better.* This course will cover major body repairs with welded panel replacement, panel alignment, upholstery removal and replacement. Glass removal and replacement with advanced metal work, including straightening of frames and the types of equipment.

### ACR 010DC ADVANCED AUTOMOTIVE COLLISION REPAIR

#### 6 Units

*Three hours lecture and  
Nine hours laboratory per week.*

*Prerequisite: ACR 010CC with a grade of "C" or better.* Students will learn advanced experiences in all areas of auto collision repairs, body electrical systems, MIG, welding, power windows, tail gates, management, employer-employee relations, shop-related business procedures and rust proofing.

### ACR 011 C AUTO PAINTING AND REFINISHING

#### 4 Units (May be taken for credit 3 times)

*Two hours lecture and  
Six hours laboratory per week.*

In the *first credit* students will learn the use of basic auto refinishing materials, equipment, procedures and techniques necessary to properly prepare and refinish the modern automobile. The *second credit* will teach students how to perform advanced prepping and painting of complete paint jobs and spot blending. In the final section the students will learn the use of basic auto *custom* painting materials, equipment, procedures, and techniques necessary to properly prepare and paint automotive vehicles.

### ACR 012 C AUTOMOTIVE DAMAGE APPRAISAL

#### 3 Units

*Three hours lecture per week.*

This course is designed to prepare students to enter the field of automotive collision appraisal. Students will learn how to make repair estimates on damaged vehicles. The class will cover frame straightening, glass, paint and use of various manuals.

### ACR 013 C COMPUTERIZED AUTOMOTIVE DAMAGE APPRAISAL

#### 3 Units

*Three hours lecture per week.*

*Prerequisite: ACR 012 C or equivalent, or minimum of one year estimating experience.* This course is designed for students who have had previous estimating training or some experience in automotive damage appraisal. Students will learn computer-based estimating software used in the collision repair industry. The course will give the student an opportunity to develop skills in computer-assisted estimate writing.

### ACR 020AC AUTO DETAILING & CAR CARE

#### 2½ Units

*Two hours lecture and  
Two hours laboratory per week.*

This course is an introductory automotive detailing and car care course. Detail chemicals, processes, tools and equipment are covered in the class. Topics include the theory, diagnosis of paint conditions, and communication with the customer. Laboratory activities will emphasize skill competency in paint condition identification, washing, waxing, polishing, and interior care.

### ACR 020BC ADVANCED AUTO DETAILING

#### 2½ Units

*Two hours lecture and  
Two hours laboratory per week.*

*Prerequisite: ACR 020AC.* This is an advanced course in automotive detailing and car care. Topics include: starting a detailing business, location determination, customer service, and advanced detailing techniques. Laboratory activities include receipt and delivery of customer vehicles, use of chemicals, and advanced detailing.

### ACR 030 C ADVANCED AUTO COLLISION AND ELECTRICAL COMPONENT REPAIR

#### 4 Units

*Three hours lecture and  
Four hours laboratory per week.*

*Prerequisite: Completion of, or concurrent enrollment in, ACR 010BC, ACR 010CC, or ACR 010DC; or employment in the industry.* This course will include advanced techniques in Auto Collision Repair. Topics included are: collision related electrical repairs, supplemental restraint systems (SRS), sheet mold compound (SMC), interior and exterior plastic repairs, plastic welding, bumper energy absorbing systems, air conditioning, sun roofs, metal inert gas welding (MIG), tool repair, aluminum repair and welding. Students are given practical applications for diagnosis, repair and servicing on both laboratory and live projects.

**ACR 040 C AUTOMOTIVE BODY/STRUCTURAL ALIGNMENT AND REPAIR****4 Units**

Three hours lecture and

Three hours laboratory per week.

*Prerequisite:* Completion of, or concurrent enrollment in ACR 010BC, ACR 010CC, or ACR 010DC; or employment in the industry. This course will emphasize the diagnosis and restructuring of the unitized automobile and light truck frame and body, use of manuals, structural restoration, gauge, universal, and dedicated measurement, sectioning techniques, corrosion control, welding techniques, relationship of suspension and structural repair and maintenance of hydraulic pumps and rams.

**ACR 050 C ACR/SPECIAL PROJECTS****2 - 3 Units (Variable Unit Class) (May be taken for credit 4 times)**

One hour lecture and

Three to six hours laboratory TBA per week.

*Advisory:* Completion of, or concurrent enrollment in, ACR 010BC, ACR 010CC, ACR 010DC, ACR 011 C. This course is designed to offer students a supervised independent program to continue and broaden their studies in automotive collision repairs.

**ACR 055 C AUTOMOTIVE COLLISION - WORK EXPERIENCE - VOCATIONAL****1 - 4 Units (Variable Unit Class) (May be taken for credit 4 times)**

One hour lecture per week.

*Prerequisite:* Must be enrolled in seven units, including work experience. Concurrent enrollment in Automotive Collision Program. The course requires a minimum of five hours employment in an automotive collision related occupation per week. Refer to class schedule for an explanation of unit credit.

**ACR 060 C COLLISION REPAIR MANAGEMENT****3 Units**

Three hours lecture per week.

This course is designed for those interested in management practices of the collision repair industry. There will be special emphasis on management concepts, productivity control, labor and parts, pricing, essential financial statements and budgeting. In addition, inventory control, customer relations, insurance company billing and negotiation guidelines as applicable to the collision repair industry will be covered.

**ACR 070 C AUTOMOTIVE COLOR MATCHING****3 Units**

Three hours lecture per week.

This course is an introduction to the concepts and techniques of matching color applied to automobiles. The course covers color theory, application theory, matching solid colors, metallic and two or three stage colors. The class will be using automotive paint mixing systems. The student will be required to provide certain safety and respiratory protection equipment.

**ACR 298 C AUTOMOTIVE COLLISION REPAIR SEMINAR****½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)**

Zero to twelve hours lecture and

Zero to sixty hours laboratory per week.

*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*  
CSU

*Prerequisite:* May be required. *Corequisite:* May be required. *Advisory:* May be required. 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 ½ to 12 units in any given semester. Consult the class schedule to verify credit for a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*

# Automotive Technology

## Division of Vocational Education

Division Dean – Steve Donley

### Faculty

John Alexander  
Robert Anderson  
Michael Beard  
Luciano Orozco  
Charles Sherard

### T-Ten Coordinator

Don Blanchard

### Counselors

Robert Grantham  
Jane Jepson

## ASSOCIATE IN SCIENCE DEGREE

### AUTOMOTIVE

### TECHNOLOGY

**Program Code: 1S03771**

The following program is designed to prepare students for employment as automotive technicians and in numerous other related areas of the automotive and transportation industry. Training is given in both theory and practical skills. Directed practical work is given in all areas of automotive maintenance and repair under simulated on-the-job conditions. The sequence in which courses are taken may be modified to meet individual needs.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.



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

Course #	Title	Units
AT 120 C	Auto Engine Repair/Machining	12
AT 130 C	Auto Chassis and Brake Systems	12
AT 140 C	Auto Transmissions/Drivetrains	12
AT 150 C	Auto Performance/Driveability	12
	<b>Total Units Required</b>	<b>48</b>

**Suggested electives** – 25 units of general education course work with advisement from counselor.

**AUTOMOTIVE TECHNOLOGY****CERTIFICATE****Program Code: 1C03771**

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 120 C	Auto Engine Repair/Machining	12
AT 130 C	Auto Chassis and Brake Systems	12
AT 140 C	Auto Transmissions/Drivetrains	12
AT 150 C	Auto Performance/Driveability	12
AT 160 C	Basic Auto Electricity	4
Select a minimum of 3	units from the elective courses listed below	3
	<b>Total Units Required</b>	<b>55</b>

**Electives**

AT 050 C	Auto Tech/Special Projects	½ - 3
AT 101 C	Survey of the Automobile	3
AT 110 C	Automotive Fundamentals	4
AT 115 C	Automotive Air Conditioning	4
AT 161 C	Diagnostics & Digital Meters	1
AT 162 C	Diagnostics & Digital Scopes	2
AT 163 C	Diagnostics & Scan-Tools	2
AT 164 C	Diagnostics & OBD II	2
AT 170 C	Basic Area Clean Air Car	5
AT 171 C	Advanced Clean Air Car Course	2
AT 180 C	Intro to Alternative Fuels	3
AT 181 C	Intro Electric/Hybrid Vehicles	2
AT 190 C	Toyota Engine Diagnosis/Repair	4
AT 191 C	Toyota Auto Trans Diag/Repair	6
AT 192 C	Toyota Manual Trans/Drivelines	4
AT 201 C	Toyota Basic Electrical 623	2
AT 202 C	Toyota Body Electrical 652	1
AT 203 C	Toyota Engine Controls 852	2
AT 204 C	Toyota Suspension Systems 452	1
AT 205 C	Toyota Brake Systems 552	1
AT 206 C	Toyota Air Conditioning 752	1
AT 207 C	Toyota Automatic Trans 262	1½
AT 208 C	Toyota Manual Trans 302	1
AT 220 C	Lower Engine Blueprinting	2
AT 221 C	Upper Engine Blueprinting	2
AT 250 C	Adv Performance/Driveability	4
AT 298 C	Automotive Service Seminar	½ - 3
MRN 060 C	Diesel Engines	6
ENGL 095 C	Effective Writing	3
MGT 266 C	Human Relations in Business	3

**AUTOMOTIVE TECHNOLOGY CERTIFICATE –****BRAKE AND ALIGNMENT****SPECIALIST****Program Code: 1K00024**

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 130 C	Auto Chassis and Brake Systems	12
AT 160 C	Basic Auto Electricity	4
	<b>Total Units Required</b>	<b>16</b>

**AUTOMOTIVE TECHNOLOGY CERTIFICATE –****ELECTRICAL SYSTEMS****SPECIALIST****Program Code: 1K00057**

This program is designed to prepare students for employment as an automotive electrical system specialist. Course work includes theory and operation of electrical systems, the use of test instruments, and skill competency in electrical system diagnosis and repair. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive electrical system specialist. The sequence in which the courses are taken may be modified to meet individual needs.

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

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

Course#	Title	Units
AT 160 C	Basic Auto Electricity	4
AT 161 C	Diagnostics & Digital Meters	1
AT 162 C	Diagnostics & Digital Scopes	2
AT 163 C	Diagnostics & Scan-Tools	2
AT 164 C	Diagnostics & OBD II	2
	<b>Total Units Required</b>	<b>11</b>

**AUTOMOTIVE TECHNOLOGY CERTIFICATE –****EMISSION CONTROL****SPECIALIST****Program Code: 1K00025**

This program is designed to prepare students for employment as an 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 050 C	Auto Tech/Special Projects	2
AT 160 C	Basic Auto Electricity	4
AT 170 C	Basic Area Clean Air Car	5
AT 171 C	Advanced Clean Air Car Course	2
AT 250 C	Adv Performance/Driveability	4
<b>Total Units Required</b>		<b>17</b>

### **AUTOMOTIVE TECHNOLOGY CERTIFICATE – ENGINE SPECIALIST** **Program Code: 1K00026**

This program is designed to prepare students for employment as an 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 120 C	Auto Engine Repair/Machining	12
AT 160 C	Basic Auto Electricity	4
<b>Total Units Required</b>		<b>16</b>

### **AUTOMOTIVE TECHNOLOGY CERTIFICATE – PERFORMANCE AND DRIVEABILITY SPECIALIST**

**Program Code: 1K00027**

This program is designed to prepare students for employment as an 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 150 C	Auto Performance/Driveability	12
AT 160 C	Basic Auto Electricity	4
<b>Total Units Required</b>		<b>16</b>

### **AUTOMOTIVE SALES AND SERVICE CERTIFICATE** **Program Code: 1K00062**

This program is designed to prepare students for customer service and sales positions in the automotive industry. It provides students with a basic knowledge of automobile operations, general maintenance requirements, and damage appraisal procedures along with marketing and management principles. The certificate will enable students to work in a variety of non technical areas in an automobile dealership, repair shop, or insurance company as a service representative, salesperson, or estimator.

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

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

Course#	Title	Units
AT 101 C	Survey of the Automobile	3
or		
AT 110 C	Automotive Fundamentals	(4)
ACR 012 C	Automotive Damage Appraisal	3
MKT 222 C	Principles of Marketing	3
MKT 208 C	Principles of Selling	3
MGT 266 C	Human Relations in Business	3
<b>Total Units Required</b>		<b>15 - 16</b>

### **AUTOMOTIVE TECHNOLOGY CERTIFICATE – TOYOTA SPECIALIST** **Program Code: 1C16598**

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 130 C	Auto Chassis and Brake Systems	12
AT 150 C	Auto Performance/Driveability	12
AT 160 C	Basic Auto Electricity	4
AT 115 C	Automotive Air Conditioning	4
AT 190 C	Toyota Engine Diagnosis/Repair	4
AT 191 C	Toyota Auto Trans Diag/Repair	6
AT 192 C	Toyota Manual Trans/Drivelines	4
<b>Total Units Required</b>		<b>46</b>

### **AUTOMOTIVE TECHNOLOGY CERTIFICATE – TRANSMISSION SPECIALIST**

**Program Code: 1K00029**

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 140 C	Auto Transmissions/Drivetrains	12
AT 160 C	Basic Auto Electricity	4
<b>Total Units Required</b>		<b>16</b>

## MOTORCYCLE DRIVETRAIN TECHNICIAN CERTIFICATE

This program is designed to provide technical skills and in-depth knowledge necessary for the student to enter the motorcycle maintenance and performance field with all the necessary skills to perform entry-level drivetrain work, as well as to have a thorough understanding of theory so as to be qualified to participate in advanced training at the dealership or manufacturer.

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
MT 100 C	Intro to Motorcycles	3
MT 110 C	Motorcycle Engine Theory	4
or		
MT 130 C	Motorcycle Engine Overhaul	(4)
MT 120 C	Motorcycle Exhaust/Frame/Susp.	4
MT 160 C	Power Transmission Systems	4
MT 110 C	Motorcycle Engine Theory	4
	<b>Total Units Required</b>	<b>15</b>

### Electives

MT 101 C	Fuel, Lubrication & Cooling	4
MT 102 C	Motorcycle Electrical Systems	4
MT 140 C	Motorcycle Tune-up & Service	4
MT 150 C	Motorcycle Dyno Operation	1½
MT 110 C	*Motorcycle Engine Theory	4
MT 130 C	*Motorcycle Engine Overhaul	4

## MOTORCYCLE PERFORMANCE TECHNICIAN CERTIFICATE

This program is designed to provide technical skills and in-depth knowledge necessary for the student to enter the motorcycle maintenance and performance field with all the necessary skills to perform entry-level work, as well as to have a thorough understanding of theory so as to be qualified to participate in advanced training at the dealership or manufacturer.

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
MT 100 C	Intro to Motorcycles	3
MT 101 C	Fuel, Lubrication & Cooling	4
MT 102 C	Motorcycle Electrical Systems	4
MT 140 C	Motorcycle Tune-up & Service	4
	<b>Total Units Required</b>	<b>15</b>

### Electives

MT 150 C	Motorcycle Dyno Operation	1½
MT 110 C	Motorcycle Engine Theory	4
MT 120 C	Motorcycle Exhaust/Frame/Susp.	4
MT 130 C	Motorcycle Engine Overhaul	4
MT 160 C	Power Transmission Systems	4

## Automotive Technology (AT)

### AT 050 C AUTO TECH/SPECIAL PROJECTS

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

One and one-half to nine hours laboratory TBA per week.

This course will include supervised independent lab work on lab units and "live" vehicles. It is designed to allow the student to gain more practical experience repairing components and servicing automotive systems. Only approved project work will be allowed.

### AT 101 C SURVEY OF THE AUTOMOBILE

#### 3 Units

Three hours lecture per week.

CSU

This course provides fundamental knowledge of the automobile, including engines, power trains, suspension and brakes, electrical and fuel systems. Other areas of instruction will be in the use of tools and equipment normally used in automotive service and repair.

### AT 102 C AUTOMOTIVE HISTORY

#### 3 Units

Three hours lecture per week.

CSU

This course details the growth of the automotive industry in the U.S. from the late 1890's through the global business climate of today. Topics include biographical sketches of industry pioneers, geographical why's and where's of the industry, the roots of automotive design, and an in depth review of major engineering achievements. The course includes visits to historical automotive collections at a cost not to exceed \$40.00.

### AT 110 C AUTOMOTIVE FUNDAMENTALS

#### 4 Units

(Formerly AT 131 C)

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 115 C AUTOMOTIVE AIR CONDITIONING

#### 4 Units

(Formerly AT 041 C)

Three hours lecture and

Three hours laboratory per week.

CSU

This course emphasizes the acquisition of the practical skills needed to both 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 120 C AUTO ENGINE REPAIR/MACHINING

#### 12 Units

(Formerly AT 025 C)

Nine hours lecture and

Nine hours laboratory per week.

CSU

*Advisory: AT 101 C or AT 110 C.* This course covers the acquisition of practical skills needed for accurate internal combustion 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, design, repair, practical and theoretical high performance modifications are part of the course. Preparation for ASE certification tests A1, MQ1, MG2, and MG3 will be covered.

**AT 130 C AUTO CHASSIS AND BRAKE SYSTEMS****12 Units***(Formerly AT 026 C)**Nine hours lecture and**Nine hours laboratory per week.*

*Advisory: AT 101 C or AT 110 C.* 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. Application will be applied under simulated repair shop procedures using "live" vehicles. Preparation for ASE (A4 and A5) certification will be covered.

**AT 140 C AUTO TRANSMISSIONS/DRIVETRAINS****12 Units***(Formerly AT 027 C)**Nine hours lecture and**Nine hours laboratory per week.**CSU*

*Advisory: AT 101 C or AT 110 C.* This course will include operation principles, design, repair, overhaul and service procedures of automatic transmissions, 4 and 5 speed synchromesh transmissions, clutch assemblies, drive lines, final drive axles and trans-axle 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 150 C AUTO PERFORMANCE/DRIVEABILITY****12 Units***(Formerly AT 028 C)**Nine hours lecture and**Nine hours laboratory per week.**CSU*

*Advisory: AT 101 C or AT 110 C.* This course will include operating principles, design, and repair procedures of automotive electrical and fuel systems. In addition, alternators, starters, batteries, ignition systems, computerized engine management systems, emission control systems, 5 gas analysis, ignition analyzer and scan tool use will be covered. Skill competency development will be under simulated shop conditions on "live" vehicles. Preparation for ASE certification tests A6 and A8 will be covered.

**AT 160 C BASIC AUTO ELECTRICITY****4 Units***(Formerly AT 065 C)**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 161 C DIAGNOSTICS & DIGITAL METERS****1 Unit***(Formerly AT 067 C)**One hour lecture per week.*

This course covers concepts of testing electrical and electronic circuits of an automobile using a multi-meter. Advanced diagnostic concepts and circuit testing of automobile systems is a large component of the course. Demonstrated lecture in conjunction with collaborative work groups is emphasized. Practical application in the use of multi-meters on live circuits and simulator boards is an integral part of the course.

**AT 162 C DIAGNOSTICS & DIGITAL SCOPES****2 Units***(Formerly AT 093 C)**One and a half hour lecture and**One and a half hour laboratory per week.**CSU*

This course includes advanced principles and procedures of power train control diagnosis. Demonstrated lectures in conjunction with shop laboratory work using digital storage oscilloscopes is included. Practical application under simulated shop conditions on "live" vehicles is an integral component of this course. Topics include lab scope functions, sensor evaluation and analysis, actuator diagnosis and circuit testing.

**AT 163 C DIAGNOSTICS & SCAN-TOOLS****2 Units***(Formerly AT 092 C)**One and a half hour lecture and**One and a half hour laboratory per week.**CSU*

This course emphasizes diagnostic strategies, repair and service of power-train control systems using scan tools. Demonstrated lecture in combination with shop laboratory activities using a variety of scan-tools is included. Practical application on "live" vehicles is an integral part of the course. Topics include testing engine control systems, diagnostic trouble codes, data stream, OBD I and OBD II systems.

**AT 164 C DIAGNOSTICS & OBD II****2 Units***(Formerly AT 094 C)**One and a half hour lecture and**One and a half hour laboratory per week.**CSU*

This course emphasizes operating principles, diagnostic strategies and repair procedures of the OBD II system. Demonstrated lecture in conjunction with shop laboratory work are emphasized. Practical application on laboratory vehicles is an integral component of the course. This course meets Bureau of Automotive Repair requirements for smog check technician licensing.

**AT 170 C BASIC AREA CLEAN AIR CAR****5 Units***(Formerly AT 090 C)**Five hours lecture per week.**CSU*

This course prepares students for the State of California Licensed Smog Check Mechanic Test. Modern diagnostic equipment including BAR 97 chassis dynamometer will be used in sessions.

**AT 171 C ADVANCED CLEAN AIR CAR COURSE****2 Units***(Formerly AT 095 C)**Two hours lecture per week.**CSU*

This course covers operating procedures, diagnostic strategies, and repair procedures for loaded mode emissions testing. Course emphasizes baseline techniques, five gas analysis and lab scope use. Course meets California BAR Smog Check licensing requirements.

**AT 180 C INTRO TO ALTERNATIVE FUELS****3 Units***(Formerly AT 062 C)**Three hours lecture and**One hour laboratory per week.**CSU*

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 181 C INTRO ELECTRIC/HYBRID VEHICLES****2 Units***(Formerly AT 061 C)**Two hours lecture and**One hour laboratory per week.**CSU*

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 190 C TOYOTA ENGINE DIAGNOSIS/REPAIR****4 Units***(Formerly AT 085 C)**Three hours lecture and**Three hours laboratory per week.**CSU*

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 191 C TOYOTA AUTO TRANS DIAG/REPAIR****6 Units***(Formerly AT 087 C)**Four hours lecture and**Six hours laboratory per week.**CSU*

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 192 C TOYOTA MANUAL TRANS/DRIVELINES****4 Units***(Formerly AT 088 C)**Three hours lecture and**Three hours laboratory per week.**CSU*

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 200 C ELECTRONIC/ELECTRICAL DIAG.****12 Units***Ten hours lecture and**Eight hours laboratory per week.**CSU*

*Advisory: AT 101 C or AT 110 C, or the equivalent of one year of automotive work experience.* This course emphasizes operating principles, design and repair procedures of automotive electrical/electronic systems. In addition, lighting systems, power windows, power door locks, under dash components, charging systems, starters, batteries, and computerized engine management systems will be covered. Modern test equipment such as engine analyzers will be used. Skill competency development will be simulated under shop conditions on OBD II and newer vehicles.

**AT 201 C TOYOTA BASIC ELECTRICAL 623****2 Units***(Formerly AT 074 C)**Two hours lecture per week.**CSU*

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 202 C TOYOTA BODY ELECTRICAL 652****1 Unit***(Formerly AT 075 C)**One hour lecture per week.**CSU*

This course is designed to familiarize the technician 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 203 C TOYOTA ENGINE CONTROLS 852****2 Units***(Formerly AT 077 C)**Two hours lecture per week.**CSU*

This course is designed to familiarize the technician with a basic understanding of theory, training, and operation of the Toyota engine control systems. Diagnosis and troubleshooting are covered.

**AT 204 C TOYOTA SUSPENSION SYSTEMS 452****1 Unit***(Formerly AT 072 C)**One hour lecture per week.**CSU*

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 205 C TOYOTA BRAKE SYSTEMS 552****1 Unit***(Formerly AT 073 C)**One hour lecture per week.**CSU*

This course is designed to familiarize the technician 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 and actuator checker operation.



**AT 206 C TOYOTA AIR CONDITIONING 752****1 Unit***(Formerly AT 076 C)**One hour lecture per week.***CSU**

This course is designed to familiarize the technician 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 207 C TOYOTA AUTOMATIC TRANS 262****1½ Units***(Formerly AT 070 C)**One and one-half hours lecture per week.***CSU**

This course is designed to familiarize the technician with the operation of Toyota automatic transmissions. Both rear wheel drive and front wheel drive transmissions are covered. This course also covers the operation, diagnosis and service of the torque converter, planetary gear train and holding devices and the valve body.

**AT 208 C TOYOTA MANUAL TRANS 302****1 Unit***(Formerly AT 071 C)**One hour lecture per week.***CSU**

This course is designed to familiarize the technician with Toyota manual transmissions and transaxles. Topics include: drive nuts, manual transmissions and transaxles. Factory manuals, tools and components are utilized.

**AT 210 C TOYOTA HYBRID VEHICLES****½ Unit***One-half hour lecture per week.***CSU**

This course is designed to familiarize experienced technicians with operating principles of the Toyota Hybrid System. This course will emphasize service, repair and diagnostic procedures for the Toyota Prius power-train system. Specialized emission control equipment, fuel tank, brake system, and electric power steering operation as they relate to the hybrid system will be covered.

**AT 215 C ASE TEST PREP – HEATING & A/C****½ Unit (May be taken for credit 4 times)***One-half hour lecture per week.***CSU**

This is a review course and is designed to help prepare students to take and pass the ASE (National Institute for Automotive Service Excellence) heating and air conditioning certification test. This course will review the various task lists which detail the knowledge that a technician must have to pass the ASE heating and air conditioning certification test. Demonstrated lecture will include instruction concerning theory, operation, diagnosis, and repair of automotive climate control systems.

**AT 220 C LOWER ENGINE BLUEPRINTING****2 Units***Two hours lecture per week.***CSU**

The course emphasizes the design, operation, and modification of modern engines. Students will learn how to use formulas, and software to design and modify the lower engine assembly. Students will also learn how to use precision tools to measurements in accordance with blueprint specifications.

**AT 221 C UPPER ENGINE BLUEPRINTING****2 Units***Two hours lecture per week.***CSU**

This course emphasizes the design, operation, and modification of modern engines. Students will learn how to use formulas, and software to design and modify the upper engine assembly. Students will also learn how to modify and prepare cylinder heads, intake systems and exhaust systems to optimize engine performance.

**AT 225 C ASE TEST PREP – ENGINE REPAIR****½ Unit (May be taken for credit 4 times)***One-half hour lecture per week.***CSU**

This is a review course and is designed to help prepare students to take and pass the ASE (National Institute for Automotive Service Excellence) engine repair certification test. This course will review the various task lists which detail the knowledge that a technician must have to pass the ASE engine repair certification test. Demonstrated lecture will include instruction concerning theory, operation, diagnosis, and repair of the automotive engine.

**AT 235 C ASE TEST PREP – BRAKES****½ Unit (May be taken for credit 4 times)***One-half hour lecture per week.***CSU**

This is a review course and is designed to help prepare students to take and pass the ASE (National Institute for Automotive Service Excellence) brake certification test. This course will review the various task lists which detail the knowledge that a technician must have to pass the ASE brake certification test. Demonstrated lecture will include instruction concerning theory, operation, diagnosis, and repair of the automotive brake systems.

**AT 236 C ASE TEST PREP – STEERING/SUSP****½ Unit (May be taken for credit 4 times)***One-half hour lecture per week.***CSU**

This is a review course and is designed to help prepare students to take and pass the ASE (National Institute for Automotive Service Excellence) steering and suspension certification tests. This course will review the various task lists which detail the knowledge that a technician must have to pass the ASE steering and suspension certification test. Demonstrated lecture will include instruction concerning theory, operation, diagnosis, and repair of the automotive steering and suspension systems.

**AT 245 C ASE TEST PREP – MANUAL TRANS****½ Unit (May be taken for credit 4 times)***One-half hour lecture per week.***CSU**

This is a review course and is designed to help prepare students to take and pass the ASE (National Institute for Automotive Service Excellence) manual transmission and drive-train certification tests. This course will review the various task lists which detail the knowledge that a technician must have to pass the ASE manual transmission certification test. Demonstrated lecture will include instruction concerning theory, operation, diagnosis, and repair of manual transmission and drive-train systems.

**AT 246 C ASE TEST PREP – AUTOMATIC TRANS****½ Unit** (May be taken for credit 4 times)

One-half hour lecture per week.

CSU

This is a review course and is designed to help prepare students to take and pass the ASE (National Institute for Automotive Service Excellence) automatic transmission certification test. This course will review the various task lists which detail the knowledge that a technician must have to pass the ASE automatic transmission certification test. Demonstrated lecture will include instruction concerning theory, operation, diagnosis, and repair of automatic transmission.

**AT 250 C ADV PERFORMANCE/DRIVEABILITY****4 Units**

(Formerly AT 044 C)

Four hours lecture and

Two hours laboratory per week.

CSU

The course includes advanced principles, design and repair procedures of automotive electrical, ignition and computerized engine management systems, including emission controls. Demonstrated lectures and laboratory work using modern testing equipment, oscilloscopes, dynamometer and other diagnostic equipment are included. Practical application under simulated repair shop conditions on "live" vehicles is an integral part of the course.

**AT 255 C ASE TEST PREP – ENGINE PERF****½ Unit** (May be taken for credit 4 times)

One-half hour lecture per week.

CSU

This is a review course and is designed to help prepare students to take and pass the ASE (National Institute for Automotive Service Excellence) engine performance certification test. This course will review the various task lists which detail the knowledge that a technician must have to pass the ASE engine performance certification test. Demonstrated lecture will include instruction concerning theory, operation, diagnosis, and repair of automotive engine.

**AT 256 C ASE TEST PREP – ADV ENG PERF****½ Unit** (May be taken for credit 4 times)

One-half hour lecture per week.

CSU

This is a review course and is designed to help prepare students to take and pass the ASE (National Institute for Automotive Service Excellence) advanced engine performance certification test. This course will review the various task lists which detail the knowledge that a technician must have to pass the ASE advanced engine performance certification test. Demonstrated lecture will include instruction concerning theory, operation, diagnosis, and repair of automotive engine control systems.

**AT 265 C ASE TEST PREP – ELECTRICAL****½ Unit** (May be taken for credit 4 times)

One-half hour lecture per week.

CSU

This is a review course and is designed to help prepare students to take and pass the ASE (National Institute for Automotive Service Excellence) electrical certification test. This course will review the various task lists which detail the knowledge that a technician must have to pass the ASE electrical certification test. Demonstrated lecture will include instruction concerning theory, operation, diagnosis, and repair of automotive electrical systems.

**AT 298 C AUTOMOTIVE SERVICE SEMINAR****½ - 12 Units** (Variable Unit Class) (May be taken for credit 1-4 times)

Zero to twelve hours lecture and

Zero to thirty-six hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

CSU

Prerequisite: May be required. Corequisite: May be required. Advisory: May be required. This is a course for students who wish to increase their knowledge of Automotive Repair. Various topics will be offered. Unit credit may range from ½ to 12 units in any given semester. Consult the class schedule to verify credit for a particular semester. Fees may be required – PAYABLE AT REGISTRATION.

## Motorcycle Technology (MT)

**MT 100 C INTRO TO MOTORCYCLES****3 Units**

Three hours lecture and

One hour laboratory per week.

CSU

This course is an introduction to motorcycles, motorcycle design and maintenance theory. The course offers a view of the history of motorcycles as well as a discussion of modern machines. It gives the student an overview of the theory of operation and design principles involved in motorcycle maintenance.

**MT 101 C FUEL, LUBRICATION & COOLING****4 Units**

Three hours lecture and

Two hours laboratory per week.

CSU

This course covers the principles, theory of operation, design, and function of motorcycle fuel, lubrication and cooling systems as well as inspection, disassembly, cleaning, measuring and rebuilding of the components of those systems. Upon completion of the course the student will be able to perform preventative maintenance, troubleshoot discrepancies, repair the system components and assist customers in selecting suitable aftermarket parts in both dealer and independent shop settings.

**MT 102 C MOTORCYCLE ELECTRICAL SYSTEMS****4 Units**

Three hours lecture and

Two hours laboratory per week.

CSU

This course covers the principles of basic electricity including terms, circuits, wiring diagrams and symbols, magnetism and methods of providing electrical energy for motorcycles. Various electrical components of generation, regulation, distribution, control, switching, and methods of testing of motorcycle electrical systems will be discussed as well. Further, ignition systems and how they relate to the engine components will be covered.

**MT 110 C MOTORCYCLE ENGINE THEORY****4 Units**

Three hours lecture and

Two hours laboratory per week.

CSU

This course offers a comprehensive view of how two-and four-stroke motorcycle engines work through detailed discussion of the theory of operation and technical principles involved in converting fuel to motion. This course is also appropriate for technical and non-technical students who are interested in understanding any modern internal combustion engine.

**MT 120 C MOTORCYCLE EXHAUST/FRAME/SUSP.****4 Units**

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

This course covers the theory, design and function of motorcycle exhaust systems, various frame and suspension designs, tires, cast and spoked wheels, and both disk and drum brakes. Upon successful completion of this course, the student will be able to perform preventive maintenance, troubleshoot discrepancies, repair the systems and assist customers in selecting suitable aftermarket parts in both a dealer and independent shop setting.

**MT 130 C MOTORCYCLE ENGINE OVERHAUL****4 Units**

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

This course offers a comprehensive view of the parameters determining the need for overhaul of modern motorcycle engines, the methods and techniques involved and the adjustments and operations check afterwards. Further, it covers the use of overhaul and parts manuals and the logic employed in them. Upon the successful completion of this class, a student will be able to perform a complete overhaul of the various types of modern motorcycle engines including water-cooled, multi-valve engines as well as air-cooled V-twins. The student will be able to advise the customer about sensible performance modifications.

**MT 140 C MOTORCYCLE TUNE-UP & SERVICE****4 Units**

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

This course covers motorcycle tune-up, general service, ignition and valve adjustment, lubrication and oil and filter changes as well as the special tools required. It covers service and parts manuals, microfiche and computerized manuals and the logic employed in them. Upon the successful completion of this class the student will be able to perform virtually all aspects of scheduled maintenance including tune-ups, valve adjustment, oil changes and lubrication service as well as troubleshoot and repair common maintenance discrepancies.

**MT 150 C MOTORCYCLE DYNO OPERATION****1½ Units**

*One hour lecture and  
One and one-half hours laboratory per week.  
CSU*

This course is an in-depth course covering motorcycle engine and component theory and function as related to dynamometer operation. It covers use of a dyno for data acquisition for successful maintenance discrepancy, diagnosis, and correction. Various motorcycles will be run on the dyno so students can use the data to troubleshoot maintenance problems.

**MT 160 C POWER TRANSMISSION SYSTEMS****4 Units**

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

This course covers motorcycle power transmission systems from the engine crankshaft through the clutch, transmission, and final drive system to the rear wheel. The theory of operation including lubrication requirements, gear ratios, design and function of the primary drive, the clutch, the transmission and final drive will be covered. Clutches, transmissions and drive systems will be removed, disassembled, cleaned, inspected, measured, rebuilt, reinstalled and checked for proper operation.

# Aviation

**Division of Vocational Education**

*Division Dean – Steve Donley*

**Counselors**

Robert Grantham  
Jane Jepson

**ASSOCIATE IN SCIENCE DEGREE****AVIATION****MANAGEMENT****Program Code: 1S03772**

This curriculum is designed to assist the management student preparing to enter the aviation industry. By selecting proper electives, the student may develop needed skills and understanding in the fields of flight services, airport management, cargo and freight handling or travel services.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

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

**Electives**

**AVIATION/TRAVEL CAREERS**

AVIA 112 C	Airline/Aviation Management	3
AVIA 116 C	Aviation Law	3
AVIA 132 C	Private Pilot	4
AVIA 136 C	Air Navigation	3
AVIA 148 C	Air Traffic Control	3
AVIA 140 C	Meteorology	3
AVIA 232 C	Instrument Rating	3
ATC 278 C	Public Relations	3
ATC 191 C	Airline Reservations: APOLLO	3
ATC 192 C	Airline Reservations: SABRE	3

**BUSINESS**

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

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

PHYS 130 C	Principles of Physics	4
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*Typing proficiency of 30 net words per minute is recommended.*

**ASSOCIATE IN SCIENCE DEGREE**

**COMMERCIAL PILOT Program Code: 1S03773**

This curriculum is designed to prepare the student to fly commercially, executive and/or light aircraft as a pilot or instructor.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

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

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

**Electives**

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

**PROFESSIONAL PILOT**

**CERTIFICATE Program Code: 1C03773**

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:**

Course #	Title	Units
AVIA 196 C	Ground Trainer Lab - Instrument Flight	1, 1
AVIA 132 C	Private Pilot	4
AVIA 136 C	Air Navigation	3
AVIA 140 C	Meteorology	3
*AVIA 144 C	Aircraft and Engines	3
AVIA 232 C	Instrument Rating	3
AVIA 240 C	Commercial Pilot Seminar	3
AVIA 244 C	Aviation Instructor	3
Select a minimum of 3 units from the elective courses listed below.		3
	<b>Total Units Required</b>	<b>26 - 27</b>

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

**Electives**

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

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

**Aviation (AVIA)**

Through arrangements with the University of Southern California (USC) and Loyola Marymount University (LMU), two-, three-, and four-year Air Force Reserve Officers Training Corps (AFROTC) programs are available to all qualified students at Cypress College. For additional information, contact USC or LMU.

Through arrangement with California State University Long Beach, both two-year and four-year Air Force Reserve Officer Training Corps (AFROTC) programs are available to all qualified, full-time students. Academic units earned in this program are counted as elective units toward fulfillment of graduation requirements. Successful completion of the AFROTC programs leads to a commission as an officer in the United States Air Force. Those students who qualify and desire to enter Air Force pilot training will be given flight instruction in either the two- or four-year program. Competitive scholarships are available to qualified students. All scholarship students receive tuition, laboratory and book fees, and \$100 a month. Students on scholarship must successfully complete courses in English composition, mathematical reasoning, and foreign language. For additional information, contact the Department of Aerospace Studies (AFROTC) at California State University Long Beach, CA 90840-5530, (562) 985-5743.



**CERTIFICATED PILOTS -  
CREDIT BY EXAMINATION**

The Professional Pilot program at Cypress College is intended to prepare a student for employment in the aviation industry. Although the college offers only ground instruction and ground trainer instruction, it is recognized that flight training and pilot certificates are also required for employment.

In order to complete qualifications for employment, the student arranges for, and secures, the flight training necessary for the needed pilot certificates and ratings. Cypress College and the North Orange County Community College District assume no responsibility or liability for the flight training so obtained.

Unit credit (no grade) may be awarded through the Credit by Examination process (see index). Pilot certificates and ratings issued to the student by the Federal Aviation Administration will be used as evidence and certification of competency. A maximum of 12 units will be granted via Credit by Examination.

**AVIA 050 C SPECIAL PROJECTS - AVIATION**

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

One hour lecture and

Three hours laboratory TBA per week.

This course includes individually directed research by independent study, dealing with present and future problems of the aviation/travel industry. The student will apply previously learned principles and procedures to practical problems to develop increased understanding and to demonstrate knowledge of the subject.

**AVIA 055 C WORK EXPERIENCE - VOCATIONAL**

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

One hour lecture per week.

*Prerequisite:* Must be enrolled in seven units, including work experience. Concurrent enrollment in Aviation Program. The course requires a minimum of five hours per week employment in an aviation-related occupation.

**AVIA 090 C FLIGHT TRAINING - PRIVATE PILOT**

**2 Units**

Hours as required by FAA.

Credit/No Credit, Credit by Examination

*Prerequisite:* FAA Private Pilot Certificate and completion of at least three units of AVIA 132 C or above with a grade of "C" or better. This is a credit/no credit course for the student who has earned the Private Pilot Certificate. Credit may be granted by meeting the above prerequisites and following the current *Credit by Examination* procedures as published in this catalog.

**AVIA 091 C FLIGHT TRAINING - INSTRUMENT RATING**

**2 Units**

Hours as required by FAA.

Credit/No Credit, Credit by Examination

*Prerequisite:* FAA Pilot Certificate with Instrument Rating and completion of at least three units of AVIA 132 C or above with a grade of "C" or better. This is a credit/no credit course for the student who has earned the instrument rating on their Pilot Certificate. Credit may be granted by meeting the above prerequisites and following the current *Credit by Examination* procedures as published in this catalog.

**AVIA 092 C FLIGHT TRAINING - COMMERCIAL PILOT 2 Units**

Hours as required by FAA.

Credit/No Credit, Credit by Examination

*Prerequisite:* FAA Commercial Pilot Certificate and completion of at least three units of AVIA 132 C or above with a grade of "C" or better. This is a credit/no credit course for the student who has earned the Commercial Pilot Certificate. Credit may be granted by meeting the above prerequisites and following the current *Credit by Examination* procedures as published in this catalog.

**AVIA 093 C FLIGHT TRAINING - FLIGHT INSTRUCTOR**

**1 - 5 Units** (Variable 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 C INTRODUCTION TO AVIATION**

**3 Units**

Three hours lecture per week.

CSU

This course is a general introductory course covering the development of aviation and its importance in the economy. Special emphasis is placed on the history of aviation, the airlines and general aviation.

**AVIA 104 C AIR TRANSPORTATION**

**3 Units**

Three hours lecture per week.

CSU

*Prerequisite:* Completion of or concurrent enrollment in AVIA 100 C or AVIA 132 C. This course emphasizes the historical development and present status of air transportation; facilities, State and Federal regulations, legal characteristics, problems and services of United States air carriers and the organization and function of the FAA, NTSB, IATA and ICAO.

**AVIA 112 C AIRLINE/AVIATION MANAGEMENT**

**3 Units**

Three hours lecture per week.

CSU

*Prerequisite:* AVIA 104 C or AVIA 132 C. This course covers the application of management principles to aviation enterprises. These enterprises include airlines, general aviation and travel agencies. Major areas of study include planning, organization, regulations, manpower management, facilities, marketing, administration and decision making process.

**AVIA 116 C AVIATION LAW****3 Units***Three hours lecture per week.*

CSU

*Prerequisite:* AVIA 100 C or AVIA 132 C. 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 C PRIVATE PILOT****4 Units***Three hours lecture and**Three hours laboratory per week.*

CSU

This course is an introduction to basic principles of aviation, meteorology, navigation, radio communication and Federal Aviation Regulations to qualify the student for the FAA written examination for the Private Pilot Certificate and meets the FAA requirement for ground instruction.

**AVIA 136 C AIR NAVIGATION****3 Units***Three hours lecture per week.*

CSU

*Prerequisite:* Completion of or concurrent enrollment in AVIA 132 C. This course is a study of pilotage, dead reckoning, and radio navigation techniques; solution and application of navigation problems. This course meets partial fulfillment of the requirements of the FAA for ground instruction.

**AVIA 140 C METEOROLOGY****3 Units***Three hours lecture per week.*

CSU

*Prerequisite:* Completion of or concurrent enrollment in AVIA 132 C. This is a course of study of weather recognition, icing, fog, fronts, clouds, weather maps and symbols, forecasting pressure patterns, wind systems, temperature-humidity-dew point relationships, precipitation, with emphasis on the practical application of this knowledge to safe flying practices. The services and assistance available from the US Weather Bureau will be highlighted. The course meets the meteorology requirements of the FAA for ground instruction.

**AVIA 144 C AIRCRAFT AND ENGINES****3 Units***Three hours lecture per week.*

CSU

*Prerequisite:* Completion of or concurrent enrollment in AVIA 132 C. This course is a study of the theory of flight, aircraft design, construction, operation limitations, repair and maintenance, maintenance records and aircraft accessories. Engine study includes principles of internal combustion engines, engine design and construction, fuel, lubrication and cooling systems, propellers, trouble shooting and preventive maintenance. This course meets partial fulfillment of the requirements of the FAA for ground instruction.

**AVIA 148 C AIR TRAFFIC CONTROL****3 Units***Three hours lecture per week.*

CSU

*Prerequisite:* AVIA 132 C. This course is a study of rules and procedures involving the movement and control of airborne and ground traffic during VFR and IFR conditions, including tower control, manual and radar approach, departure control, and enroute control. Presentation of this material is designed to also aid pilots in understanding and benefiting from the Air Traffic Control System.

**AVIA 152 C 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 C AIRCRAFT SURVIVAL****3 Units***Three hours lecture per week.*

CSU

*Prerequisite:* Student pilot certificate or equivalent. This course contains survival information required by pilots flying in the Southwestern United States. The course will detail facts pilots should know, procedures they should follow, and equipment they should obtain to improve their chances for survival if they should be forced to land at sea, in the desert, in the mountains or in an urban area.

**AVIA 164 C AIRCRAFT SURVIVAL –  
BASIC LABORATORY****1 Unit***One hour laboratory per week plus**Thirty-six hours TBA (field trips).*

CSU

*Prerequisite:* Completion of, or concurrent enrollment in, AVIA 160 C. This is a laboratory course including classroom discussion and field trips which give practical demonstrations of material covered during the AVIA 160 class. Two (2) field trips to local mountains and two (2) weekend trips to desert areas are a part of this curriculum.

**AVIA 196 C 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

*Prerequisite:* Completion of, or concurrent enrollment in, AVIA 232 C or AVIA 240 C. This course offers the student the opportunity to develop and maintain necessary instrument flight skills. Laboratory time will be divided between instrument ground trainer and audio visual aids. Flight time in the approved ground trainers may be applied toward requirements for both attaining and maintaining flight ratings. (Course may be repeated for credit.)

**AVIA 220 C ADVANCED AIR NAVIGATION****2 Units***Two hours lecture per week.*

CSU

*Prerequisite:* Completion of, or concurrent enrollment in, AVIA 136 C. This is a course stressing advanced navigation methods and principles including radio and electronic navigation aids, celestial navigation, computerized flight planning and cruise control.

**AVIA 224 C AIRCRAFT STRUCTURES****3 Units***Three hours lecture per week.*

CSU

*Prerequisite:* Completion of, or concurrent enrollment in, AVIA 132 C. 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 C AIRCRAFT POWERPLANTS****3 Units***Three hours lecture per week.*

CSU

*Prerequisite: Completion of, or concurrent enrollment in, AVIA 132 C.*

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 C 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 C, AVIA 140 C or 120 hours of flight time.* This course is an introduction to basic principles of aviation, meteorology, navigation, radio communication and Federal Aviation Regulations to qualify the student for the FAA written examination for the Private Pilot Certificate and meets the FAA requirements for ground instruction.

*Credit by Examination procedures as published in this catalog.***AVIA 236 C AERODYNAMICS****3 Units***Three hours lecture per week.*

CSU

*Prerequisite: Sophomore standing in Aviation Program, eligibility for MATH 040 C and PHYS 130 C.* This course is a study of the basic principles of aerodynamics. A consideration of airfoil shapes and characteristics, viscous effects, propellers, and aircraft performance viewed in terms of basic laws of physics, aircraft limitations and Federal Aviation Regulations. Emphasis will be on physical aspects of flight time.

**AVIA 240 C COMMERCIAL PILOT SEMINAR****3 Units (May be taken for credit 3 times)***Three hours lecture per week.*

CSU

*Prerequisite: AVIA 136 C, AVIA 140 C, or Pilot Certificate.* This course is a review of current Federal Aviation Regulations and Government Publications for the active pilot; aircraft loading and weight and balance; review of the aeronautical knowledge required to pass the FAA Commercial Pilot written examination. This course meets partial fulfillment of the FAA requirements for ground instruction. (Only the first credit may count toward the Aviation Major requirements. Ground Instrument Trainer flight time is available by concurrent enrollment in AVIA 196 C).

**AVIA 244 C AVIATION INSTRUCTOR****3 Units***Two and one-half hours lecture and**One and one-half hours laboratory per week.*

CSU

*Prerequisite: AVIA 240 C and 120 hours of flight time.* This course is a study of principles of learning and teaching, elements of practical educational psychology, and a review of current trends and techniques in aviation instruction. Class participation in lesson preparation is included. This course meets partial fulfillment of the requirements of the FAA for ground instruction.

**AVIA 248 C FLIGHT ENGINEER****9 Units***Nine hours lecture per week.*

CSU

*Prerequisite: AVIA 232 C and AVIA 240 C, or instrument rating and commercial pilot certificate.* This course prepares the student for the FAA Flight Engineer's Basic and Turbo Jet written examination. The student will become familiar with construction features and component functions, normal operations, trouble analysis, and isolation and correcting of faults in the airplane and power plant system. The student will also know the proper procedures for ground and in-flight emergencies, as well as the reasons for operating in an approved manner and the possible effects if improper methods are used.

**AVIA 250 C JET SIMULATOR OBSERVATION****½ Unit (May be taken for credit 4 times)***One-half hour lecture per week.*

CSU

This course is an introduction and familiarization to an airliner's flight deck. Students will become familiar with aerodynamics, the fundamentals of flight, the flight deck's switches and controls, instrument interpretation, basic systems overview and duties of a flight officer. Time will be spent observing in a full-motion flight simulator used to train commercial airline pilots. A required 6 hour preparatory class will be held on campus and the remaining 3 hours will be delivered at the Alteon Training facility at the Long Beach Airport. *Facility Use Fee of \$100 required, PAYABLE AT REGISTRATION. Fee subject to change by facility.*

**AVIA 255 C JET SIMULATOR ORIENTATION****½ Unit (May be taken for credit 4 times)***One-half hour lecture per week.*

CSU

*Advisory: Completion of, or concurrent enrollment in, AVIA 250 C Jet Simulator Observation.* Students will practice the fundamentals of flight, utilizing the flight deck's switches and controls, instruments, and basic systems in a full-motion flight simulator used to train airline pilots. Students must provide proof of US Citizenship or TSA Background Check. A required 6 hour preparatory class will be held on campus and the remaining 3 hours will be delivered at the Alteon Training facility at the Long Beach Airport. *Facility Use Fee of \$100 required, PAYABLE AT REGISTRATION. Fee subject to change by facility.*

**AVIA 298 C AVIATION SEMINAR****½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)***Zero to twelve hours lecture and**Zero to thirty-six hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

CSU

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This is a course for students who wish to increase their knowledge of Aviation. Various topics will be offered. Unit credit may range from ½ to 12 in any given semester. Consult the class schedule to verify credit for a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*



# Biology

*Division of Science/  
Engineering/Mathematics*

*Interim Division Dean – Richard Fee*

## Faculty

Sujata Chiplunkar  
David Gill  
Joel Gober  
Alex Mintzer  
Fumio Ogoshi  
Adel Rajab  
Tony Sanchez  
Dee Ann Sato  
Stephanie Spooner  
Robert Vandergrift

## Counselor

Tom Nordee

## BIOLOGICAL SCIENCES TRANSFER PROGRAM

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

## Biology (BIOL)

### BIOL 101 C GENERAL BIOLOGY

#### 5 Units

*Four hours lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*No Credit if taken after BIOL 174 C, BIOL 176 C or BIOL 177 C.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN BIOL 2*

*Advisory: High school chemistry or CHEM 101 C or CHEM 107 C are recommended.* The course is a survey of modern biological concepts from the areas of molecular, cellular, organismic, and population biology, stressing evolution as the central theme of modern biology. The study of the flow of energy through biological systems is emphasized. This is a general education course in the biological science area. This course will satisfy the Biological Sciences portion of the state college and university general education requirement. *Duplicate credit not granted for BIOL 101HC.*

### BIOL 101HC HONORS GENERAL BIOLOGY

#### 5 Units

*Four hours lecture and*

*Three hours laboratory per week.*

*No Credit if taken after BIOL 174 C, BIOL 176 C or BIOL 177 C.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN BIOL 2*

*Advisory: High school chemistry or CHEM 101 C or CHEM 107 C are recommended.* The course is an enhanced survey of modern biological concepts for Honors students. The emphasis of this course is on contemporary readings of relevant biology literature. Written essays pertaining to current issues in biology will be paramount. The class will be conducted as a seminar and will require a significant research project that uses correct documentation skills. The course will develop increased critical thinking, reading and writing skills. BIOL 101HC will satisfy the Geological Sciences portion of the state college and university general education requirement. *Duplicate credit not granted for BIOL 101 C.*

### BIOL 102 C HUMAN BIOLOGY

#### 3 Units

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, 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 C or BIOL 101 HC.)

### BIOL 103 C HUMAN ECOLOGY

#### 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 the ecological principles which form the basis for understanding human existence in relation to environmental quality. The topics include human, biological, and cultural evolution; ecological principles; human population problems; and problems relating to energy development and pollution. The development of an earthmanship ethic toward the world will be stressed.

### BIOL 107 C NUTRITION & WORLD FOOD ISSUES

#### 3 Units

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, 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 C PRINCIPLES OF BIOLOGY 1

#### 3 Units

*Three hours lecture per week.*

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

*Prerequisite: Completion of or concurrent enrollment in CHEM 111AC.* This is the first course in a two-semester lecture sequence for biology majors. This course presents the biochemistry and molecular biology of cells. In addition, cell principle, cell structure and function, cell growth and reproduction, the development of animals, and Mendelian and molecular genetics will be presented. Finally, population genetics and microevolution will be introduced. This course will meet the preparation needs of students transferring to upper division biology study. Eligibility for English 100 C is recommended.

### BIOL 112 C PRINCIPLES OF BIOLOGY 1 LAB

#### 2 Units

*Six hours laboratory per week.*

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

*Prerequisite: Completion of or concurrent enrollment in BIOL 111 C.*

This is a laboratory course that complements BIOL 111 C. The course explores modern experimental molecular, biochemical, and cellular biology techniques. This course may be taken concurrently with or subsequently to BIOL 111 C. Both BIOL 111 C and BIOL 112 C are required for the biology major. Eligibility for English 100 C is recommended.

### BIOL 113 C PRINCIPLES OF BIOLOGY 2

#### 3 Units

*Three hours lecture per week.*

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

*Prerequisite: Completion of BIOL 111 C or equivalent course with a "C" or better.* This is the second course in a two-semester lecture sequence for biology majors. This course is designed to familiarize students with the diversity, evolution, physiology, and ecology of living organisms. Population genetics will also be presented. This class is designed for science majors in transfer programs to upper-division study of biology.



**BIOL 114 C PRINCIPLES OF BIOLOGY 2 LAB****2 Units**

*Six hours laboratory per week.*

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

*Prerequisite: Completion of or concurrent enrollment in BIOL 113 C or equivalent course with a "C" or better. This is a laboratory course that complements BIOL 113 C in a two-semester sequence for biology majors. This course is designed to familiarize students with the diversity, evolution, physiology, and ecology of living organisms. Population genetics will also be presented. This course may be taken concurrently with or after BIOL 113 C. Both BIOL 113 C and BIOL 114 C are required for the biology major.*

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

*Four hours lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

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

*Prerequisite: High school biology with a grade of "B" or better. This is a survey of the natural history and biology of marine organisms, and includes an introduction to physical and chemical oceanography, marine 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 biological science with a laboratory transfer requirement of universities and state colleges. A single optional boat field trip may be scheduled with a charter cost not to exceed \$30.00.*

**BIOL 125 C 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 weekend field trip for snorkeling, free diving and field study is an integral part of the course.*

**BIOL 127 C NATURAL HISTORY****5 Units**

*Four hours lecture and*

*Three hours laboratory 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 C 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. *Not open to students with credit in BIOL 108 C or BIOL 108LC.**

**BIOL 160 C 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 C INTEGRATED MEDICAL SCIENCE LAB****1 Unit**

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: Completion of or concurrent enrollment in BIOL 160 C.*

*The course is a one-semester laboratory that offers the student exposure to the basic principles discussed in BIOL 160 C. The course is designed primarily for allied health vocational programs that require a laboratory course, but is open to other interested students.*

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

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU*

*Prerequisite: BIOL 113 C. 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 C GENETICS****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU*

*Prerequisite: BIOL 111 C. This course presents an introduction to genetics and the genetics of populations. Basic features of the replication and expression of DNA, cell division and gene transmission are considered. Recombination and mutation in diploid organisms are discussed. Concepts of genetic variability and natural selection in populations are presented.*

**BIOL 180 C FIELD BIOLOGY****5 Units***Four hours lecture and**Three hours laboratory per week.**Credit/No Credit/Letter Grade Option**CSU*

This course includes reading and discussions in the biology of selected natural areas and may include driving, camping, hiking, or other activity to study the natural history of a particular biotic region. Extensive multi-day field trips will be required.

**BIOL 196 C REGIONAL FIELD 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. The study areas include, but are not limited to, Death Valley, Newport Bay, the Sierra Nevada, Santa Catalina and other islands, and Baja California. Field trips are required (costs depend on destination; contact instructor).

**BIOL 210 C 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 C.) Strongly recommended background is BIOL 160 C, or one semester each of college biology/chemistry, or one year each of high school biology/chemistry completed within the last five years.

**BIOL 220 C MEDICAL MICROBIOLOGY****4 Units***Three hours lecture and**Three hours laboratory per week.**Credit/No Credit/Letter Grade Option**CSU*

This course is a study of the diagnosis, etiology, transmission, pathology, and control of infectious disease. Special attention is given to the topics of immunology and chemotherapy. Laboratory emphasis is placed on providing experience and insight into the processes of specimen handling, isolation, identification, and sensitivity testing of pathogenic microorganisms. Aseptic techniques are stressed throughout the course. This course is recommended for students of nursing (RN), dental technology, medical records, and baccalaureate degree medical or public health programs. Recommended background is one year each, high school chemistry/biology, or one semester each, college chemistry/biology. If the student has no science background, prior completion of BIOL 160 C is strongly recommended.

**BIOL 230 C GENERAL ANATOMY****4 Units***Two hours lecture and**Six hours laboratory per week.**Credit/No Credit/Letter Grade Option**UC/CSU, 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 study of fresh and preserved specimens and models. It is designed primarily for physical education and allied health majors. High school biology and chemistry, or equivalent is recommended background. *Students are encouraged to take BIOL 101 C and BIOL 160 C if they have no previous science background.*

**BIOL 231 C GENERAL HUMAN ANATOMY****4 Units***Three hours lecture and**Three hours laboratory per week.**Credit/No Credit/Letter Grade Option**UC/CSU, CSU GE, AA GE, IGETC*

*Advisory: High School Biology and Chemistry.* 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 three hour laboratory includes study of fresh and preserved specimens and models. This course is designed primarily for physical education and allied health majors. High school biology and chemistry, or equivalent is recommended background. *Students are encouraged to take BIOL 101 C and BIOL 160 C if they have no previous science background.*

**BIOL 240 C HUMAN PHYSIOLOGY****5 Units***Three hours lecture**Four hours laboratory and**Two hours lecture/discussion per week.**Credit/No Credit/Letter Grade Option**UC/CSU, CSU GE, IGETC, CAN BIOL 12*

*Prerequisite: BIOL 230 C and CHEM 101 C, or BIOL 210 C.* This course 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 241 C GENERAL HUMAN PHYSIOLOGY****4 Units***Three hours lecture**Three hours laboratory per week.**Credit/No Credit/Letter Grade Option**UC (pending)/CSU, CSU GE, AA GE, IGETC (pending)*

*Prerequisite: BIOL 230 C or BIOL 231 C or BIOL 210 C.* *Advisory: CHEM 101 C.* This course 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 primarily for physical education and allied health programs that require 3 hours of laboratory per week.

**BIOL 262 C GENERAL MICROBIOLOGY****5 Units**

Three hours lecture and  
Six hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
UC/CSU, CSU GE, IGETC, CAN BIOL 14

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).

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

Four hours lecture per week.  
UC/CSU

*Prerequisite:* BIOL 177 C and CHEM 211AC. This course presents mechanisms of gene expression and its regulation at the transcriptional and translational levels in 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 C MOLECULAR BIOLOGY LABORATORY****1 Unit**

Three hours laboratory per week.  
UC/CSU

*Corequisite:* BIOL 278 C. 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 C BIOLOGY SEMINAR**

$\frac{1}{2}$  - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)

Zero to twelve hours lecture and  
Zero to thirty-six hours laboratory per week.  
Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade  
UC Credit Limitation/CSU

*Prerequisite:* May be required. *Corequisite:* May be required. *Advisory:* May be required. This seminar is 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. *Fees may be required – PAYABLE AT REGISTRATION.*

**BIOL 299 C INDEPENDENT STUDY FOR BIOLOGY**

$\frac{1}{2}$  - 2 Units (Variable Unit Class) (May be taken for credit 4 times)

Zero to two hours lecture and  
Zero to six hours laboratory per week.  
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 in 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 Management (MGT), or Marketing (MKT), or Office Administration (OFF)

## Business Administration

**ASSOCIATE IN ARTS DEGREE BUSINESS****ADMINISTRATION****Program Code: 1A16599**

This curriculum is designed to provide an opportunity for the business major to achieve an Associate in Arts Degree Business Administration while completing the first and second year requirements for transfer to a four-year institution. While a baccalaureate degree is recommended preparation for those considering professional careers in business administration, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work.

Students should consult a counselor and the catalog of the individual college or university to plan a program of study. The internet site [www.assist.org](http://www.assist.org) will also provide information for California public universities. Courses selected to fulfill the requirements of the associate degree should reflect requirements of the college to which the student plans to transfer.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education Plan; (3) any elective courses to complete a minimum of 60 units; (4) complete all graduation requirements; and, (5) have an overall GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. **Students pursuing more than one specified departmental major may double count a maximum of 7 units to fulfill major requirements.**

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
MGT 161 C	Introduction to Business	3
CIS 111 C	Computer Information Systems	3
ECON 100 C	Principles of Economics-Macro	3
or		
ECON 100HC	Honors Principles of Economics	(3)
ECON 105 C	Principles of Economics-Micro	3
or		
ECON 105HC	Honors Principles of Economics	(3)
MGT 240 C	Legal Environment of Business	3
or		
MGT 241 C	Legal Aspects-Business Trans.	(3)
ACCT 101 C	Financial Accounting	4
ACCT 102 C	Managerial Accounting	4
MATH 130 C	Survey of Calculus	4
MKT 222 C	Principles of Marketing	3
	<b>Total Units Required</b>	<b>30</b>

**Elective**

MGT 211 C	Writing for Business	3
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## BUSINESS ADMINISTRATION TRANSFER PROGRAM

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

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

## Business Law – See Management (MGT)

# Chemistry

*Division of Science/  
Engineering/Mathematics*

*Interim Division Dean – Richard Fee*

### *Faculty*

Robin De Roo  
Allison Gotoh  
Lenore Landis  
Craig Tomooka

### *Counselor*

Tom Nordee

## CHEMISTRY TRANSFER PROGRAM

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

## Chemistry (CHEM)

### CHEM 060 C CHEMISTRY REVIEW

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

*One hour lecture per week.*

*Credit/No Credit*

This course is a review of the concepts and principles of general, inorganic, and organic chemistry, as taught in: Introduction to Chemistry (CHEM 101 C), Fundamentals of College Chemistry (CHEM 107 C), and/or General Chemistry (CHEM 111AC & 111BC). It is recommended for students who have completed or are currently enrolled in one of the previously named courses.

### CHEM 100 C CHEMISTRY FOR DAILY LIFE

**4 Units**

*Three hours lecture and*

*Three hours laboratory per week.*

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

The course is designed for the non-science major seeking a laboratory science. The course will adopt a non-mathematical approach to explain the fundamental concepts of chemistry. From this foundation, the course will focus on topics that are related to the impact that chemistry has on our society. The topics covered include the chemistry of air, water, food, drugs and the environment. Current topics of interest will also be presented in a cooperative learning environment. The laboratory section will provide hands-on experience with many of the lecture topics.

### CHEM 101 C INTRODUCTION TO CHEMISTRY

**5 Units**

*Four hours lecture*

*One hour problem solving*

*One hour discussion/quiz and*

*Two hours laboratory per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN CHEM 6*

*Advisory: MATH 020 C.* This course is the first semester of a two-semester sequence (CHEM 101 C and CHEM 201 C), and includes the study of basic concepts and principles of general, inorganic, and organic chemistry. Laboratory includes gravimetric and volumetric analysis, and experiments designed for identification of organic compounds. It is especially recommended for students in health and life sciences. No credit if taken after CHEM 111AC.

### CHEM 103 C CHEMISTRY IN A CHANGING WORLD

**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. *Duplicate credit not granted for CHEM 103HC.*

### CHEM 103HC HONORS CHEM IN A CHANGING WORLD

**3 Units**

*Three hours lecture per week.*

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

This course is an enhanced survey of modern chemical concepts for Honors students. The emphasis of this course is on contemporary readings of relevant chemistry literature. Written essays pertaining to current issues in chemistry will be paramount. The class will be conducted in seminar format and will require a significant research project that uses correct documentation skills. The course will develop increased critical thinking, reading and writing skills. CHEM 103HC will satisfy the Physical Sciences portion of the state college and university general education requirement. *Duplicate credit not granted for CHEM 103 C.*

### CHEM 104 C PHYSICAL SCIENCE FOR TEACHERS

**4 Units**

*(Same as PHSC 104 C)*

*Three hours lecture and*

*Three hours laboratory per week.*

*CSU, AA GE, CSU GE*

*Prerequisite: MATH 020 C.* This activity-based course provides an introduction to the basic concepts of physical science with major emphasis upon their practical importance and application toward understanding natural phenomena in real-world contexts. Laboratory work includes experiments in physics, chemistry, and Earth and space science. It is intended for students who want to become school teachers.



**CHEM 107 C FOUNDATIONS OF CHEMISTRY****5 Units***Four hours lecture**One hour problem solving**One hour discussion/quiz and**Two hours laboratory per week.**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: MATH 040 C or equivalent.* This course provides a general introduction to the basic concepts, principles and laws of modern chemistry. Topics include a study of atomic theory, molecular structure, chemical reactivity, and the properties of the various phases of matter. Laboratory experiments include both qualitative and quantitative analysis, with an emphasis on proper laboratory techniques. This course applies to the physical science requirement for general education and is not acceptable for credit for students majoring in physical science. CHEM 107 C is a recommended preparatory course for students planning to take CHEM 111AC and CHEM 111BC. No credit if taken after CHEM 111AC.

**CHEM 111AC GENERAL CHEMISTRY****5 Units***Three hours lecture**Two hours discussion/quiz and**Four hours laboratory per week.**UC/CSU, AA GE, CSU GE, IGETC, CAN CHEM 2*

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

**CHEM 111BC GENERAL CHEMISTRY****5 Units***Three hours lecture**Two hours discussion/quiz and**Four hours laboratory per week.**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN CHEM 4*

*Prerequisite: Completion of CHEM 111AC with a grade of "C" or better.* This course covers kinetics, thermodynamics, and equilibrium. Students explore the relationship between these subjects through the study of acid-base chemistry, solubility, electrochemistry, and the chemistry of transition metals. Study of these systems highlights the connection between structure and function. In laboratory, students investigate these topics while developing techniques that support the careful collection and analysis of data. Written reports emphasize communicating the laboratory results while applying the course concepts.

**CHEM 112 C CHEMISTRY FOR ENGINEERS****3 Units***Three hours lecture per week.**UC Credit Limitation/CSU*

*Prerequisite: Completion of CHEM 111AC with a grade of "C" or better.* Topics covered include chemical kinetics, behavior of chemical systems in equilibrium, acid-base, thermodynamics, electrochemistry, and transition elements. Molecular orbital theory is introduced and included in discussions of coordination compounds.

**CHEM 200 C INTRO ORGANIC CHEMISTRY LEC.****3 Units***Three hours lecture per week.**UC Credit Limitation/CSU, CSU GE*

*Prerequisite: CHEM 107 C or CHEM 101 C with a grade of "C" or better.* This course is an introductory study of the compounds of carbon, including the aliphatic and aromatic derivations. It is recommended for students of dental hygiene, home economics, pre-nursing, life science, and health science.

**CHEM 200LC INTRO ORGANIC CHEMISTRY LAB****3 Units***One hour lecture and**Six hours laboratory per week.**UC Credit Limitation/CSU, CSU GE**Prerequisite: Completion of or concurrent enrollment in CHEM 200 C.*

This course is a laboratory study of the principles and methods of working with organic compounds.

**CHEM 201 C BASIC ORGANIC AND BIOCHEMISTRY****5 Units***Four hours lecture**One hour problem solving**One hour discussion/quiz and**Two hours laboratory per week.**CSU, CAN CHEM 8*

*Prerequisite: CHEM 101 C.* This course is the second semester of a two-semester sequence (CHEM 101 C and CHEM 201 C). This course is a study of organic chemistry: structures, nomenclature, reactions, and functions of organic and biochemical compounds; and includes cell structure, metabolism, bioenergetics, biochemical genetics, and mechanisms of vitamin and enzyme action. This course is designed for the health professions. No credit if taken after CHEM 211 C.

**CHEM 205 C ANALYTICAL CHEMISTRY****4 Units***Two hours lecture**Six hours laboratory per week.**UC/CSU, CAN CHEM 12*

*Prerequisite: CHEM 111BC or CHEM 112 C.* This is an introduction to analytical methods of chemical analysis. It includes gravimetric and volumetric methods for qualitative and quantitative determination of chemical compounds. Laboratory work emphasizes the use of modern chemical instrumentation methods and the tools for spectroscopic analysis, chromatography, potentiometric titration, NMR, electrochemical analysis, and mass spectroscopy.

**CHEM 211AC ORGANIC CHEMISTRY****5 Units***Three hours lecture**Two hours discussion and**Four hours laboratory per week.**UC/CSU*

*Prerequisite: CHEM 111BC with a grade of "C" or better.* 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 instrumentation and analysis. Laboratory work includes quantitative chemical measurements, synthesis, and separation of organic compounds, and qualitative analysis primarily at the microscale level. This course is primarily designed for majors in chemistry, biochemistry, life sciences, and pre-medical/pre-dental programs.

**CHEM 211BC ORGANIC CHEMISTRY****5 Units***Three hours lecture**Two hours discussion and**Four hours laboratory per week.**UC/CSU*

*Prerequisite: CHEM 211AC with a grade of "C" or better.* This course is a continuation of CHEM 211AC. The course includes the study of aldehydes, ketones, carboxylic acids, amines, carboxylic acid derivatives, multifunctional and heterocyclic compounds, carbohydrates, amino acids/proteins, and 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 primarily at the microscale level. This course is designed primarily for majors in chemistry, biochemistry, life sciences, and premedical/pre-dental programs.

**CHEM 298 C CHEMISTRY SEMINAR**

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

*Zero to twelve hours lecture and**Zero to forty-eight hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade**UC Credit Limitation /CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: 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. *Fees may be required – PAYABLE AT REGISTRATION.*

# Chinese

**Division of Language Arts***Division Dean – Eldon Young***Faculty**

Hong Chi

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

## Chinese (CHIN)

**CHINESE TRANSFER PROGRAM**

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

**CHIN 098 C CHINESE SEMINAR**

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

*Zero to twelve hours lecture and**Zero to twenty-four hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion. *Fees may be required – PAYABLE AT REGISTRATION.*

**CHIN 101 C ELEMENTARY CHINESE - MANDARIN I****5 Units***Five hours lecture and**One hour laboratory TBA per week.**Credit/No Credit/Letter Grade Option**UC/CSU, AA GE, CSU GE, 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 C ELEMENTARY CHINESE - MANDARIN II****5 Units***Five hours lecture and**One hour laboratory TBA per week.**Credit/No Credit/Letter Grade Option**UC/CSU, AA GE, CSU GE, IGETC, CAN CHIN 4*

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

**CHIN 298 C CHINESE SEMINAR**

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

*Zero to twelve hours lecture and**Zero to twenty-four hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade**UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion. *Fees may be required – PAYABLE AT REGISTRATION.*

# Communications – See Journalism

# Computer Information Systems

## Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

### Faculty

Patricia Dellinger  
Behzad Izadi  
Susana Jianto  
Richard McKnight  
Alireza Moady  
Patricia Pelachik  
Jesse Saldana  
Ronald VonSoosten

### Donna Woo

Penn Wu

### Counselors

Jean England  
Deidre Porter

## ASSOCIATE IN ARTS DEGREE BUSINESS

### ADMINISTRATION Program Code: 1A16599

This curriculum is designed to provide an opportunity for the business major to achieve an Associate in Arts Degree Business Administration while completing the first and second year requirements for transfer to a four-year institution. While a baccalaureate degree is recommended preparation for those considering professional careers in business administration, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work.

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Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

### Required courses are listed in suggested sequence:

Course #	Title	Units
MGT 161 C	Introduction to Business	3
CIS 111 C	Computer Information Systems	3
ECON 100 C	Principles of Economics-Macro	3
or		
ECON 100HC	Honors Principles of Economics	(3)
ECON 105 C	Principles of Economics-Micro	3
or		
ECON 105HC	Honors Principles of Economics	(3)
MGT 240 C	Legal Environment of Business	3
or		
MGT 241 C	Legal Aspects-Business Trans.	(3)
ACCT 101 C	Financial Accounting	4
ACCT 102 C	Managerial Accounting	4
MATH 130 C	Survey of Calculus	4
MKT 222 C	Principles of Marketing	3
<b>Total Units Required</b>		<b>30</b>

### Elective

MGT 211 C	Writing for Business	3
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## CISCO NETWORKING

### CERTIFICATE Program Code: 1K00060

This curriculum prepares the students for a career in the area of computer networking. The program is designed to teach students the skills needed to design, build, and maintain small to medium-size networks. The certificate totals 12 units in required courses.

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

### Required courses are listed in suggested sequence:

Course#	Title	Units
CIS 230 C	Cisco Networking 1	3
CIS 231 C	Cisco Networking 2	3
CIS 232 C	Cisco Networking 3	3
CIS 233 C	Cisco Networking 4	3
<b>Total Units Required</b>		<b>12 Units</b>

## ASSOCIATE IN SCIENCE DEGREE

### COMPUTER

### APPLICATIONS Program Code: 1S07824

The Associate in Science Degree Computer Applications program provides theoretical and practical knowledge to students in the area of computer applications. This degree program focuses on recent developments and current discoveries in computer applications from academia and business related industries. This degree program is aimed at students who need to apply an understanding of computer applications to an on-the-job learning environment.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
CIS 107 C	Introduction to Windows	1
or		
CIS 110 C	Linux Operating System	(3)
CIS 108 C	Introduction to Internet	2
CIS 111 C	Computer Information Systems	3
CIS 132 C	Spreadsheet – Excel for Windows	3
CIS 142 C	Database – Access for Windows	3
CIS 160 C	Information Systems Management	3
CIS 182 C	Data Communications Management	3
CIS 211 C	Introduction to Programming	3
CIS 115 C	Desktop Publishing - Publisher	2
CIS 250 C	Word Processing	2
CIS 116 C	Microsoft Outlook/PDA	3
	<b>Total Units Required</b>	<b>28-30</b>

### COMPUTER APPLICATIONS CERTIFICATE

**Program Code: 1C07824**

This curriculum gives the student a working knowledge for a career in the area of computer applications. The certificate totals 28-30 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 C	Introduction to Windows	1
or		
CIS 110 C	Linux Operating Systems	(3)
CIS 108 C	Introduction to Internet	2
CIS 111 C	Computer Information Systems	3
CIS 132 C	Spreadsheet – Excel for Windows	3
CIS 142 C	Database – Access for Windows	3
CIS 160 C	Information Systems Management	3
CIS 182 C	Data Communications Management	3
CIS 211 C	Introduction to Programming	3
CIS 115 C	Desktop Publishing - Publisher	2
CIS 250 C	Word Processing	2
CIS 116 C	Microsoft Outlook/PDA	3
	<b>Total Units Required</b>	<b>28-30</b>

### ADVANCED COMPUTER OFFICE APPLICATIONS CERTIFICATE

**Program Code: 1K00037**

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 suggested sequence:**

Course #	Title	Units
CIS 114 C	MS Outlook/Office Procedures	3
CIS 102 C	Document Formatting – MS Word	3
or		
CIS 112 C	MS Word Expert MOS Cert.	(3)
CIS 103 C	Microsoft Excel and PowerPoint	3
or		
CIS 113 C	Microsoft FrontPage and Access	(3)
CIS 115 C	Desktop Publishing - Publisher	2
CIS 132 C	Spreadsheet – Excel for Windows	3
or		
CIS 075 C	Business Skills Development (Excel)	(2)
CIS 251 C	Advanced Word Processing	2
	<b>Total Units Required</b>	<b>15 – 16</b>

**COMPUTER HARDWARE SUPPORT****CERTIFICATE****Program Code: 1K00081**

This certificate is intended for those individuals who need to gain hands-on practice and competency in core hardware and operating system technologies. Upon completion of all required courses, students will be able to recognize major personal computer components including their functions, configure the most common technical problems associated with a personal computer, manage the operating system, and understand basic networking.

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 182 C	Data Communications Management	3
CIS 184 C	Windows Client Administration	2
CIS 161 C	PC Operating System	3
CIS 162 C	PC Hardware Configurations	3
	<b>Total Units Required</b>	<b>11</b>

**ASSOCIATE IN SCIENCE DEGREE****COMPUTER INFORMATION****SYSTEM****Program Code: 1S03767**

This curriculum prepares the student for a career in the area of computer information systems. The program is designed to develop a working knowledge of what is required to be successful in business computer information systems.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

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



**COMPUTER INFORMATION SYSTEMS****CERTIFICATE****Program Code: 1C03767**

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 C	Financial Accounting	4
CIS 111 C	Computer Information Systems	3
CIS 132 C	Spreadsheet - Excel for Windows	3
CIS 142 C	Database - Access for Windows	3
CIS 150 C	Intro. to Business Computers	3
CIS 160 C	Information Systems Management	3
CIS 211 C	Introduction to Programming	3
CIS 250 C	Word Processing	2
MGT 111 C	Business Communications	3
<b>Total Units Required</b>		<b>27</b>

**ASSOCIATE IN SCIENCE DEGREE****COMPUTER****PROGRAMMING****Program Code: 1S03768**

This program prepares the student for a career in the area of computer programming. The curriculum is designed to develop a working knowledge of what is required to be successful in business computer programming.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
CIS 111 C	Computer Information Systems	3
CIS 211 C	Introduction to Programming	3
CIS 217 C	Visual Basic Programming	3
CIS 223 C	Visual C++ Programming	3
CIS 226 C	Java Programming	3
CIS 218 C	Visual C# Programming	3
<b>Total Units Required</b>		<b>18</b>

**COMPUTER PROGRAMMING****CERTIFICATE****Program Code: 1C03768**

This program 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 suggested sequence:**

Course #	Title	Units
CIS 111 C	Computer Information Systems	3
CIS 211 C	Introduction to Programming	3
CIS 217 C	Visual Basic Programming	3
CIS 223 C	Visual C++ Programming	3
CIS 226 C	Java Programming	3
CIS 218 C	Visual C# Programming	3
<b>Total Units Required</b>		<b>18</b>

**COMPUTER SOFTWARE AND APPLICATION****CERTIFICATE****Program Code: 1K00007**

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 suggested sequence:**

Course #	Title	Units
CIS 050 C	Intro-Comp. & Software Concepts	2
CIS 125 C	Personal Typing/Keyboarding	2
or		
CIS 101 C	Intro. to Keyboarding/MS Word	(3)
CIS 150 C	Intro. to Business Computers	3
CIS 108 C	Introduction to Internet	2
CIS 250 C	Word Processing	2
CIS 115 C	Desktop Publishing - Publisher	2
CIS 251 C	Advanced Word Processing	1
CIS 155 C	Web Publishing w/MS FrontPage	2
<b>Total Units Required</b>		<b>16 - 17</b>

**GAME PROGRAMMING****CERTIFICATE**

The Game Programming certificate is designed for students who wish to learn the essential game programming skills to get started in the exciting world of computer game software. Upon the completion of all required courses students will have the basic skills required to create gaming environments and scenarios.

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 C	Introduction to Programming	3
ACG 164 C	Multimedia Authoring/Mac	3
or		
MMCG 164 C	Multimedia Authoring/Mac	(3)
or		
ACG 165 C	Multimedia Authoring/Win	(3)
or		
MMCG 165 C	Multimedia Authoring/Win	(3)
CIS 260 C	Game Concepts Development	3
CIS 261 C	Game Programming	3
MKT 222 C	Principles of Marketing	3
<b>Total Units Required</b>		<b>15</b>

**INTERNET AND DATA COMMUNICATIONS****CERTIFICATE****Program Code: 1K00008**

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.

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 C	Introduction to Internet	2
CIS 109 C	Bus. Applications-The Internet	2
CIS 150 C	Intro. to Business Computers	3
or		
CIS 217 C	Visual Basic Programming	(3)
CIS 155 C	Web Publishing w/MS FrontPage	2
CIS 179 C	Intro. to Web Page Design	2
CIS 182 C	Data Communications Management	3
CIS 220 C	Web Page Programming	3
<b>Total Units Required</b>		<b>17</b>

**INTERNET MARKETING****CERTIFICATE****Program Code: 1K00043**

This curriculum prepares students for a career in the field of Internet Marketing. Students, who complete the program, will learn how to utilize the Internet as a marketing tool to promote a business, interact with customers, suppliers and distributors, generate sales, conduct marketing research, and engage in other E-business activities.

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 C	Principles of Marketing	3
MKT 210 C	Consumer Behavior	3
MKT 103 C	Principles of Advertising	3
CIS 108 C	Introduction to Internet	2
CIS 109 C	Bus. Applications-The Internet	2
CIS 179 C	Intro. to Web Page Design	2
CIS 115 C	Desktop Publishing - Publisher	2
<b>Total Units Required</b>		<b>17</b>

**JAVA PROGRAMMING****CERTIFICATE****Program Code: 1K00077**

This program is designed to develop a working knowledge of what is required to be successful in business computer programming using Java. A curriculum consisting of: beginning and advanced Java 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 C	Introduction to Programming	3
CIS 226 C	Java Programming	3
CIS 234 C	Advanced Java Programming	3
<b>Total Units Required</b>		<b>9</b>

**MICROSOFT ACCESS****CERTIFICATE****Program Code: 1K00078**

This program is designed to develop a working knowledge of what is required to be successful in business using Microsoft Access.

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 111 C	Computer Information Systems	3
CIS 142 C	Database – Access for Windows	3
CIS 242 C	Database – Advanced MS Access	3
<b>Total Units Required</b>		<b>9</b>

**MICROSOFT EXCEL****CERTIFICATE****Program Code: 1K00079**

This program is designed to develop a working knowledge of what is required to be successful in business using Microsoft Excel.

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 111 C	Computer Information Systems	3
CIS 132 C	Spreadsheet – Excel for Windows	3
CIS 241 C	Spreadsheet – Advanced MS Excel	3
<b>Total Units Required</b>		<b>9</b>

**NETWORK HARDWARE SUPPORT****CERTIFICATE**

This certificate provides theoretical and practical knowledge to students in the area of networking technology. This certificate focuses on networking fundamentals, protocols and standards, network hardware and software installation and troubleshooting.

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 162 C	PC Hardware Configurations	3
CIS 185 C	Windows Server Administration	2
CIS 163 C	Intro to Network Hardware	3
CIS 120 C	Advanced Internet Applications	3
<b>Total Units Required</b>		<b>11</b>

**NETWORK SECURITY****CERTIFICATE****Program Code: 1K00082**

This curriculum prepares students to recognize network security threats and implement procedures for security networks. Students will be able to identify vulnerabilities of different operating systems and critical network resources. They will also be able to implement special tools for system analysis and prevention of future network attacks.

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 110 C	Linux Operating System	3
CIS 191 C	Network Infrastructure Admin.	3
CIS 194 C	Internet Security (ISA) Server	3
or		
CIS 298 C	Internet Security (ISA) Server	(2)
CIS 195 C	Network Security	3
CIS 240 C	Cisco Wireless Networking	3
or		
CIS 298 C	Wireless Technology	(3)
<b>Total Units Required</b>		<b>14-15</b>

### ORACLE DATABASE ADMINISTRATOR

#### CERTIFICATE **Program Code: 1K00061**

This curriculum prepares the students for a career in the area of enterprise database. The program is designed to teach students the skills needed to create, maintain, and fine-tune an enterprise database. The certificate totals 9 units in required courses.

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

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

Course#	Title	Units
CIS 236 C	Intro to Oracle: SQL & PL/SQL	3
CIS 237 C	Oracle: Architecture and Admin	3
CIS 238 C	Oracle: Backup and Recovery	3
<b>Total Units Required</b>		<b>9</b>

### VISUAL BASIC PROGRAMMING

#### CERTIFICATE **Program Code: 1K00038**

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 C	Introduction to Programming	3
CIS 217 C	Visual Basic Programming	3
CIS 219 C	Advanced Visual Basic	3
<b>Total Units Required</b>		<b>9</b>

### VISUAL C++ PROGRAMMING

#### CERTIFICATE **Program Code: 1K00039**

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 C	Introduction to Programming	3
CIS 223 C	Visual C++ Programming	3
CIS 224 C	C++ and Windows Programming	3
<b>Total Units Required</b>		<b>9</b>

### WEB DEVELOPER

#### CERTIFICATE **Program Code: 1K00550**

The Web Developer Certificate program introduces the core concepts and practical techniques required to pursue a career in advanced web programming and web site development. Students will learn how to implement a full-featured web site on the Internet or a corporate Intranet including deploying dynamic content using JavaScript and related tools. Students may choose a concentration in four of the following languages: PHP, Perl/CGI, Python, XML, or ASP.NET. The program also provides extensive coverage of HTML as an important element of modern distributed applications.

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 179 C	Intro. to Web Page Design	2
CIS 222 C	Web Server Management	3
CIS 229 C	Intro to XML Programming	2
CIS 245 C	Perl Programming	3
CIS 247 C	Python Programming	3
CIS 246 C	PHP Programming	3
or		
CIS 225 C	Web Programming with ASP	(3)
<b>Total Units Required</b>		<b>16</b>

### WEB PAGE DESIGN

#### CERTIFICATE **Program Code: 1K00014**

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 C	Introduction to Internet	2
CIS 179 C	Intro. to Web Page Design	2
CIS 220 C	Web Page Programming	3
CIS 155 C	Web Publishing w/MS FrontPage	2
CIS 109 C	Bus. Applications-The Internet	2
CIS 226 C	Java Programming	3
CIS 223 C	Visual C++ Programming	3
<b>Total Units Required</b>		<b>17</b>

### ADVANCED WEB PAGE DESIGN

#### CERTIFICATE **Program Code: 1K00072**

The Advanced Web Page Design Certificate offers comprehensive and latest programming technologies in the area of Web publishing and Web site management. This certificate is designed for students who need to apply for positions such as Web Programmer, Web Master, Marketing and Advertising Coordinator, Administrative Assistant, and Technical Support.

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

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

Course#	Title	Units
CIS 184 C	Windows Client Administration	2
CIS 211 C	Introduction to Programming	3
CIS 220 C	Web Page Programming	3
CIS 226 C	Java Programming	3
CIS 229 C	Intro to XML Programming	2
CIS 185 C	Windows Server Administration	2
<b>Total Units Required</b>		<b>15</b>

**WEB MASTER  
CERTIFICATE****Program Code: 1K00083**

This certificate enables students to learn techniques required to construct, support, design, and administer a Web site that has e-commerce capabilities. The certificate provides students with the skills needed to apply for an entry-level Web master position to build and manage the Web sites used in today's businesses.

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 185 C	Windows Server Administration	2
CIS 194 C	Internet Security (ISA) Server	3
CIS 222 C	Web Server Management	3
CIS 225 C	Web Programming with ASP	2
CIS 229 C	Intro to XML Programming	2
CIS 191 C	Network Infrastructure Admin.	3
<b>Total Units Required</b>		<b>15</b>

**WINDOWS NETWORKING CERTIFICATE – SYSTEMS  
ADMINISTRATOR****Program Code: 1K00075**

This curriculum prepares students for a certificate in administration of a Microsoft network. The certificate does not look into designing and planning aspects of Windows networking; instead it is intended for those individuals who need to gain skills in day-to-day general network administration, configuration, and support tasks.

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 182 C	Data Communications Management	3
CIS 184 C	Windows Client Administration	2
CIS 185 C	Windows Server Administration	2
CIS 191 C	Network Infrastructure Admin.	3
CIS 187 C	MS Windows Exchange Server	3
or		
CIS 194 C	Internet Security (ISA) Server	(3)
or		
CIS 298 C	Internet Security (ISA) Server	(2)
<b>Total Units Required</b>		<b>12-13</b>

**WINDOWS NETWORKING CERTIFICATE – SYSTEMS  
ENGINEER****Program Code: 1K00076**

This certificate program prepares the students for a career using Microsoft networks on a more advanced level in today's businesses. This program includes skills in planning, designing, implementing, and managing a Microsoft network.

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 C	Windows Client Administration	2
CIS 185 C	Windows Server Administration	2
CIS 188 C	Microsoft Windows TCP/IP	2
CIS 189 C	MS Windows Active Directory	3
CIS 192 C	Directory Services Design	2
or		
CIS 298 C	Directory Services Design	(2)
CIS 193 C	Network Infrastructure Design	2
or		
CIS 298 C	Network Infrastructure Design	(2)
CIS 187 C	MS Windows Exchange Server	3
or		
CIS 194 C	Internet Security (ISA) Server	(3)
or		
CIS 298 C	Internet Security (ISA) Server	(2)
<b>Total Units Required</b>		<b>15-16</b>

**ADVANCED NETWORKING  
CERTIFICATE****Program Code: 1K00076**

This curriculum focuses on advanced networking concepts such as network security, voice over IP, wireless LANS and Microsoft networking services. Special emphasis is on developing hands-on skills with advanced networking 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
Take 2 of the following courses: Units		
CIS 239 C	CCNA Bootcamp	3
CIS 240 C	Cisco Wireless Networking	3
CIS 248 C	Voice Over IP	3
<b>Take 2 of the following courses: Units</b>		
CIS 189 C	MS Windows Active Directory	3
CIS 191 C	Networking Infrastructure Admin.	3
CIS 195 C	Network Security	3
<b>Total Units Required</b>		<b>12</b>

**COMPUTER INFORMATION SYSTEMS TRANSFER  
PROGRAM**

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

## Computer Information Systems (CIS)

**CIS 050 C INTRO-COMP & SOFTWARE CONCEPTS  
2 Units**

*Two hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
NON-DEGREE CREDIT*

This course is designed to teach the basics of computer hardware and software. Students will receive hands-on experience using various types of software. Students may elect to take this class as a preparation for CIS 111 C, CIS 150 C, or CIS 250 C. **\$7.00 Materials Fee - PAYABLE AT REGISTRATION.**



**CIS 075 C BUSINESS SKILLS DEVELOPMENT**

**½- 10 Units** (*Variable Unit Class*) (*May be taken for a cumulative total of 10 units*)

(*Open Entry-Open Exit*)

*One-half to ten hours lecture and*

*One-half to thirty hours laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

This variable unit, open entry/open exit course with flexible hours is designed for the student who needs to gain marketable job skills in a short period of time. Occupational training will be provided in the areas of computer applications, information processing, office occupations, and communication skills. *\$5.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 101 C INTRO TO KEYBOARDING/MS WORD**

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

(*Open Entry-Open Exit*)

*One to three hours lecture*

*Three to nine hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

Students will learn to key/type by touch then learn to format letters, tables, memos, and reports using Microsoft Word. *\$5.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 102 C DOCUMENT FORMATTING – MS WORD**

**3 Units**

*Three hours lecture*

*Two hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Advisory: CIS 101 C, or CIS 125 C, or a basic knowledge of MS Word and the ability to type 20 wpm.* This course teaches the student how to create and format business documents using Microsoft Word. Focus will be on building keyboarding speed and accuracy and using Word features such as mail merge, table of contents and index generator, styles, graphics, etc. to generate letters, tables, reports and newsletters. *\$5.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 103 C MICROSOFT EXCEL AND POWERPOINT**

**3 Units**

*Three hours lecture and*

*Two hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Advisory: CIS 101 C, or CIS 125 C, or a basic knowledge of MS Word and the ability to type 20 wpm.* This course teaches the student how to use Excel and PowerPoint for business and professional use. This course provides the student with the knowledge and skills necessary to take the Core level Microsoft Office Specialist Excel and Comprehensive PowerPoint exams. *\$5.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 107 C 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 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 108 C INTRODUCTION TO INTERNET**

**2 Units**

*Two hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*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 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 109 C BUS. APPLICATIONS-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 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 110 C LINUX OPERATING SYSTEM**

**3 Units**

*Three hours lecture and*

*Two hours laboratory TBA per week.*

*CSU*

This course is an introduction to the Linux operating system. Topics include installing, configuring, maintaining, administering, and troubleshooting of the Linux Operating System. It provides preparation for the Sair Linux Certification. *\$3.00 Material Fee – PAYABLE AT REGISTRATION.*

**CIS 111 C COMPUTER INFORMATION SYSTEMS**

**3 Units**

*Three hours lecture and*

*Two hours laboratory TBA per week.*

*UC/CSU, AA GE, CSU GE, CAN BUS 6*

This course is an introduction to computer concepts, computer organization, operation, hardware, systems and application software; business-problem solving; and applications to business. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 112 C MS WORD EXPERT MOS CERT.**

**3 Units**

*Two hours lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Advisory: CIS 101 C, or CIS 125 C, or a basic knowledge of MS Word and the ability to type 20 wpm.* This course is designed to teach the knowledge and skills necessary to prepare the student to take the Expert Level Microsoft Office Specialist Word exam. *\$5.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 113 C MICROSOFT FRONTPAGE AND ACCESS****3 Units**

*Two hours lecture and  
Three hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
CSU*

*Advisory: CIS 101 C, or CIS 125 C or a basic knowledge of MS Word and the ability to type 20 wpm. This course teaches the student how to use FrontPage and Access for business and professional use. This course provides the student with the knowledge and skills necessary to take the Core level Microsoft Office Specialist Access and Front-Page exams. \$5.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 114 C MS OUTLOOK/OFFICE PROCEDURES****3 Units**

*(Formerly OFF 049 C)  
Three hours lecture and  
One hour laboratory TBA per week.  
CSU*

*Advisory: CIS 103 C or CIS 113 C and ability to type 20 wpm. This course prepares management or office personnel for work in a computerized office environment. MS Outlook is taught in this class and integrated with Word, PowerPoint, and Excel. \$5.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 115 C DESKTOP PUBLISHING - PUBLISHER****1 - 2 Units (Variable Unit Class) (May be taken for credit 2 times)**

*(Open Entry-Open Exit)  
One-half to one hour lecture and  
One and one-half to three hours laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
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. This course uses Microsoft Office Publisher. \$5.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 116 C MICROSOFT OUTLOOK AND PDA****3 Units**

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

*Prerequisite: CIS 101 C or ability to type 20 WPM. Students will learn to use Microsoft Outlook as a Personal Information Manager. They will learn to use and manage the Calendar, Contacts, Tasks, Notes, and Mail features in both Outlook and the PDA. Outlook features will be integrated with Microsoft Word and the PDA. Students will complete the competencies for Microsoft Office Outlook Specialist Certification. \$7.00 Materials Fee - PAYABLE AT REGISTRATION.*

**CIS 117 C CUSTOMER SERVICE FOR BUSINESS****2 Units**

*Two hours lecture per week.  
Credit/No Credit/Letter Grade Option  
CSU*

*This class is designed to teach students the crucial skills needed to work in business today - people skills, the socioeconomic and demographic changes that have influenced customer service, and the current and future trends of customer service as they are integrated into and use current computer technology. The skills and strategies outlined are valuable in any organization to identify customer needs, handle difficult customers, obtain information efficiently, and service any customer need.*

**CIS 118 C TECHNOLOGY FOR INSTRUCTION****2 Units**

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

*This course offers the introductory features of Microsoft Internet Explorer, Excel, and PowerPoint. This course will assist future K-12 teachers in the integration of software applications for classroom curriculum enhancement. \$7.00 Materials Fee - PAYABLE AT REGISTRATION.*

**CIS 119 C DATA PROC.-INDEPENDENT STUDY****1 - 2 Units (Variable Unit Class)**

*One hour lecture per week for minimum credit.  
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 120 C ADVANCED INTERNET APPLICATIONS****3 Units**

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

*This course provides students an opportunity to develop an understanding of various Internet applications. In doing this, students will study the Internet fundamentals, client/server applications, networking, Web site development, Internet security, and E-commerce. At the completion of this course, students will learn Internet, Intranet, and extranet services and technologies. This course may help qualified students to pass the CompTIA i-Net+ exam. \$7.00 Materials Fee - PAYABLE AT REGISTRATION.*

**CIS 121 C ADOBE PDF DOCUMENT MANAGEMENT****3 Units**

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

*This class is designed to teach students to use Adobe Acrobat Professional to convert technical documents to PDF (Portable Document Format) files. Students will prepare, edit, and format PDF documents, enhance and control PDF accessibility features, create interactive documents that can be shared via email and the Web, and prepare PDF documents for commercial printing. \$7.00 Materials Fee - PAYABLE AT REGISTRATION.*

**CIS 123 C 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 C or CIS 125 C 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 Material Fee - PAYABLE AT REGISTRATION.*

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

*One hour lecture and  
Two hours laboratory per week.  
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 developing keyboarding skills and creating personal business documents. *\$5.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 132 C 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. *\$7.00 Materials Fee - PAYABLE AT REGISTRATION.*

**CIS 142 C 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 to solve record keeping problems. Students will use database software to create, update, and report data files. *\$7.00 Materials Fee - PAYABLE AT REGISTRATION.*

**CIS 150 C INTRO. 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 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 151 C ADVANCED OFFICE APPLICATIONS****3 Units**

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

This course introduces students to the advanced topics and technologies that are used in today's office. Advanced features of word processing, database management, spreadsheets, presentation graphics, and electronic mail applications using Microsoft Office software will be presented. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 155 C WEB PUBLISHING W/MS FRONTPAGE****2 Units**

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

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 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 157 C DREAMWEAVER APPS/COLDFUSION****3 Units**

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

*Advisory: Students should be knowledgeable in Dreamweaver.* This course covers advanced topics in Macromedia Dreamweaver MX. Topics include using layers, styles, and automation to create Web pages. Topics also include how to develop and deliver database-driven and dynamic Web applications with Dreamweaver MX and ColdFusion MX. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 160 C INFORMATION SYSTEMS MANAGEMENT****3 Units**

*Three hours lecture and  
Two hours laboratory TBA 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. The student will use a computer spreadsheet and database in hands-on exercises in planning and managing an information systems office. *\$7.00 Materials Fee - PAYABLE AT REGISTRATION.*

**CIS 161 C PC OPERATING SYSTEM****3 Units**

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

This course introduces students to different Personal Computer (PC) operating systems such as MS-DOS and all versions of Windows. Topics include installing, configuring, upgrading, diagnosing, and troubleshooting desktop operating systems. Students will acquire basic knowledge of Command Line Prompt and previous and current versions of Windows to provide technical support and services for personal computers and the related operating systems. *\$7.00 Materials Fee - PAYABLE AT REGISTRATION.*

**CIS 162 C PC HARDWARE CONFIGURATIONS****3 Units**

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

This course prepares students with both theoretical and practical lessons relating to Microcomputer hardware. Emphasis is placed on how hardware components function together to make a Microcomputer work properly, how software interacts with hardware, and practical methods to protect hardware and software. Topics include installing, configuring, and upgrading personal computer components and peripherals in a networked environment. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 163 C INTRO TO NETWORK HARDWARE****3 Units**

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

This course builds on students' knowledge of basic networking concepts and theory through hands-on experience. The course will provide students with an in-depth understanding of network infrastructure, standards, and technologies. Students will gain hands-on experience with current network design issues, protocol, and components. Hands-on experience will also include working with wired and wireless standards and network components such as servers, routers, switches, hubs, and firewalls. *\$7.00 Materials Fee - PAYABLE AT REGISTRATION.*



**CIS 164 C COMPUTER DESKTOP SUPPORT****3 Units**

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

This class is designed to teach students the crucial skills needed to work as a computer end-user support in an Active Directory network environment or Windows workgroup environment as well as how to troubleshoot applications running in Microsoft Windows platform. Students will learn the kinds of knowledge, skills, abilities, and strategies they need to be employable in the support industry. Emphasis will be placed on end-user computing, communication and customer service skills of user support staff, problem solving strategies, common support problems, and technical skills required for user support positions. This course prepares students for the Microsoft Certified Desktop Support Technician curriculum (MCDST). *\$7.00 Materials Fee - PAYABLE AT REGISTRATION.*

**CIS 179 C INTRO. TO WEB PAGE DESIGN****2 Units**

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

This course introduces students to Web publishing with HTML (HyperText Markup Language) for business and personal applications. Students will learn fundamentals of the Internet and how to employ HTML techniques to convey their messages, and design a professional-looking Web site. Emphasis is placed on learning the HyperText Markup Language from the basic tags to the advanced topics such as tables, forms, graphics, and creation of the business-related Web pages. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 180 C DATA COMM. & NETWORK ADMIN.****2 Units**

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

This course is a comprehensive introductory overview of today's technology in networking and telecommunications. Moreover, this course will provide basic hands-on commands on how to operate a local area network software (LAN). Topics include communication concepts, communication components and hardware, communication media, topologies, protocols, local and wide area networks, disk management, network utilities, file usage, users, and printer management. It is designed for managers, analysts, operators/technicians, and others with an interest in data communications and system administration. Computer-related projects will be completed in the laboratory. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 181 C NETWORK SOFTWARE ADMIN/INSTALL****1 Unit**

*One hour lecture and  
One hour laboratory per week.  
CSU*

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 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 182 C DATA COMMUNICATIONS MANAGEMENT****3 Units**

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

This course provides hands-on experience covering the duties of a network administrator. Students will understand basic networked communications and identify essential networked components. Topics include communication concepts, communication components and hardware, communication media, topologies, protocols, local and wide area networks, network administration and support, and wireless communications. Students will use their computers to examine Windows related network administration commands during the lecture. It is designed for every one with an interest in data communications and system administration. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 184 C WINDOWS CLIENT ADMINISTRATION****2 Units**

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

This course introduces students to Microsoft Client for Windows on the personal computer. Students will learn the features and architecture of the Windows operating system. This course will cover an overview of the Windows program installation, working with files and folders, how to manipulate Windows printing system, configuring local group policy as well as client software, user management, and monitoring system performance. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 185 C WINDOWS SERVER ADMINISTRATION****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 Server Management and enterprise networks. Topics include installing the server operating system, administrating user accounts, managing system resources, installing active directory, and implementing DNS service. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 186 C MS WIN INFORMATION SERVER****2 Units**

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

This course introduces students to Microsoft Windows Information Server and enterprise networks. Students learn an overview of the Windows 2000 environment, installing and administrating Internet Information Server, domain management, and networking. Emphasis is placed on managing Internet Information Server, setting up user accounts and user access, and managing resources. Students should be familiar with the basic concepts of data communications and using Microsoft Windows 2000. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*



**CIS 187 C MS WINDOWS 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 operating system. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 188 C 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 operating system. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 189 C MS WINDOWS 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 Active Directory and enterprise networks. Students learn an overview of the Windows operating system in a networked environment, installing and administrating DNS servers, Active Directory management and networking. Emphasis is placed on managing a Windows 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 operating system. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 191 C NETWORK INFRASTRUCTURE ADMIN.****3 Units**

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

This course provides students with the knowledge and skills necessary to manage, monitor, troubleshoot, and support a Microsoft enterprise network. Emphasis is placed on analyzing the requirements of business organizations for implementing a reliable network infrastructure strategy. Emphasis is placed on the underlying services and protocols such as DNS (Domain Naming Service), DHCP (Dynamic Host Configuration Protocol), Remote Access, Network Protocols, IP (Internet Protocol) Routing, VPN (Virtual Private Network), and WINS (Windows Internet Naming Service). *\$7.00 Materials Fee - PAYABLE AT REGISTRATION.*

**CIS 192 C DIRECTORY SERVICES DESIGN****2 Units**

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

This course prepares students to work with Microsoft network operating systems in medium to very large business environments. Emphasis will be placed on how to analyze an organization's business needs for designing a directory services infrastructure. Students will learn, through hands-on practices, the four steps of Active Directory infrastructure design process including creating a forest plan, a domain plan, an organizational unit (OU) plan and a site topology plan. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 193 C NETWORK INFRASTRUCTURE DESIGN****2 Units**

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

This course prepares students to work with the Microsoft network operating systems in medium to very large business environments. Emphasis will be placed on how to analyze an organization's business needs for designing a network infrastructure. Network infrastructure elements include: analyzing business requirements, analyzing technical requirements, designing a Microsoft network infrastructure, designing for Internet connectivity, designing a wide area network infrastructure, and designing a management and implementation strategy for Microsoft networking. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 194 C INTERNET SECURITY (ISA) SERVER****3 Units**

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

This course prepares students to install and configure the Microsoft Internet Security and Acceleration Server (ISA) Enterprise Edition. Students will gain knowledge of how to use the Microsoft ISA server as both a firewall and web-caching server. Topics include installing the ISA server; configuring and troubleshooting the ISA server services; configuring, managing, and troubleshooting policies and rules; deploying, configuring, and troubleshooting the client computer; and monitoring, managing, and analyzing the ISA server use. *\$7.00 Materials Fee - PAYABLE AT REGISTRATION.*

**CIS 195 C NETWORK SECURITY****3 Units**

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

This course prepares students to identify network security threats and implement procedures for securing networks. Topics include authentication, attacks and malicious codes, intruder detection, remote access security, web security, e-mail security, directory service and file transfer security, and firewalls. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 196 C ADVANCED NETWORK SECURITY****3 Units**

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

This course prepares students to identify tools and methods used by computer/network hackers, to analyze past attacks and to learn how these attacks could have been prevented. Topics include footprinting, scanning, enumeration, hacking Microsoft windows 95/98, Me, XP, NT, 2000, Novell NetWare, and Unix operating systems, VPN hacking, firewalls, advanced techniques, and web hacking. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 198 C MICROSOFT NETWORK EXAMS PREP.****3 Units**

*Two hours lecture and  
Two hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
CSU*

This course prepares students for Microsoft Certification exams in Windows Client/Server Administration, Network Infrastructure, and Active Directory. Students will use exam certification simulators during the course to create a simulation of actual certification questions in novel and creative ways. Upon course completion, students will be prepared for Microsoft Certified Professional (MCP) exams. *\$7.00 Materials Fee - PAYABLE AT REGISTRATION.*

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

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

This beginning course in programming introduces students to the Visual C# .NET and Visual Basic .NET programming languages. Students will learn how to design, code, and debug programs common to the business environment. Some of the topics include: Program Design, Control Structures, Functions, Sub Procedures, Form Design, and Object-Oriented coding. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 216 C MICROSOFT PROJECT****3 Units**

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

This course uses Microsoft Project to create a task list, set up and assign resources, format and print plan, track progress, share project information, and manage project team. Students will learn how to solve typical project and business problems using the planning, control and reporting features of Microsoft Project. *\$7.00 Materials Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: CIS 211 C.* This course introduces students to the Visual Basic .NET programming language. Students will learn how to design, code, and debug programs common to the business environment. Some of the topics include: Form Design, Sub Procedures, Functions, Object-Oriented Programming, Arrays, and Accessing DataBase Files. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 218 C VISUAL C# PROGRAMMING****3 Units**

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

*Prerequisite: CIS 211 C.* This course introduces students to the Visual C# .NET programming language. Students will learn how to design, code, and debug programs common to the business environment. Some of the topics include: Classes and Objects, Methods, Arrays, and Form Development. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: CIS 217 C.* This is an advanced course in Visual Basic .NET 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 .NET will be covered. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 220 C WEB PAGE PROGRAMMING****3 Units**

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

Students will learn how to create Web pages that include Cascading Style Sheets (CSS), how to create JavaScript programs inside HTML (Hyper Text Markup Language) documents, how to use JavaScript programs to enhance Web pages, and how to use elements of Dynamic HTML. Emphasis is placed on multiple page layers, scripting, and managing large-scale Web sites. 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 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 222 C WEB SERVER MANAGEMENT****3 Units**

*Two hours lecture and  
Two hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
CSU*

This course presents advanced topics in Web site development and maintenance. Emphasis is placed on web programming, client/server scripting, and Web server configuration. Other topics include how to design effective user interfaces, how to process user data with forms, how to configure a Web server, and how to write a script in PERL (Practical Extraction and Report Language), as well as in CGI (Common Gateway Interface). Students should have a working knowledge of Hyper Text Mark-up Language (HTML) and JavaScript. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: CIS 211 C.* This course introduces students to the Visual C++ .NET programming language. Students will learn how to design, code, and debug programs common to the business environment. Some of the topics include: Control Structures, Functions, Classes and Objects, Arrays, and File Processing. *\$3.00 Material Fee - PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: CIS 223 C 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 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 225 C WEB PROGRAMMING WITH ASP****2 Units**

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

This course prepares students to use ASP (Active Server Pages) as a web programming language to create dynamic, interactive, and data-driven web applications. Students will learn how to develop web applications that interact with viewers as well as with other computer applications. Emphasis is placed on reading and writing data to a file on the web server, developing interactive web pages, creating web applications that integrate data bases, server-side programming, optimizing the performance of web applications, developing user controls, working with ASP web services, debugging web applications, and creating mobile web applications. \$3.00 Material Fee - PAYABLE AT REGISTRATION.

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

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

*Prerequisite: CIS 211 C. 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. \$7.00 Materials Fee – PAYABLE AT REGISTRATION.*

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

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

*Prerequisite: CIS 179 C. 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 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 228 C 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 C. 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 Material Fee – PAYABLE AT REGISTRATION.*

**CIS 229 C INTRO TO XML PROGRAMMING****2 Units**

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

This is a class in Web documents management. The course is ideal for students interested in next-generation web publishing who want to gain a working knowledge of XML and use it to build a wide range of dynamic effects and compelling Web applications from formatting and managing documents to E-commerce and searching and managing data. In this class, students will master the fundamentals of XML, including XSL (Extensible Stylesheet Language), DTDs (Document Type Definitions), CSS (Cascading Style Sheets) and XML schemas. This course is designed for those with experience in creating Web pages and who have some knowledge of style sheets. \$3.00 Material Fee – PAYABLE AT REGISTRATION.

**CIS 230 C CISCO NETWORKING 1****3 Units**

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

This course focuses on network terminology and protocols, Local Area Networks (LANs), Wide Area Networks (WANs), Open System Interconnection (OSI) model, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. This course is offered through Cisco Local Academy and upon successful course completion students will receive a certificate from Cisco. \$7.00 Materials Fee – PAYABLE AT REGISTRATION.

**CIS 231 C CISCO NETWORKING 2****3 Units**

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

*Prerequisite: CIS 230 C. This course introduces students to router fundamentals, router setup and configuration, network management, routing and routed protocols, and network troubleshooting. Topics include: managing Cisco IOS software, Distance Vector Routing Protocols, TCP/IP suite error and control messages, basic router troubleshooting, and access control lists. This course is offered through Cisco Local Academy and upon successful course completion students will receive a certificate from Cisco. \$7.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 232 C CISCO NETWORKING 3****3 Units**

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

*Prerequisite: CIS 231 C. This course focuses on advanced IP addressing techniques; Variable Length Subnet Masking (VLSM), intermediate routing protocols (RIP v2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP) and VLAN Trunking Protocol (VTP). This course is offered through Cisco Local Academy and upon successful course completion students will receive a certificate from Cisco. \$7.00 Materials Fee – PAYABLE AT REGISTRATION.*



**CIS 233 C CISCO NETWORKING 4****3 Units**

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

*Prerequisite: CIS 232 C.* This course focuses on advanced IP addressing techniques; Network Address Translation (NAT), Port Address Translation (PAT), and DHCP; WAN technology and terminology; PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. This course is offered through Cisco Local Academy and upon successful course completion students will receive a certificate from Cisco. *\$7.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 234 C ADVANCED JAVA PROGRAMMING****3 Units**

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

*Prerequisite: CIS 226 C.* This course covers advanced topics in Java programming. Topics include graphics, exception handling, multi-threading, files and streams, networking and data structures. *\$7.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 235 C INTRO. TO MICROSOFT NT SERVER****3 Units**

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

*Prerequisite: CIS 111 C.* 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 Material Fee - PAYABLE AT REGISTRATION.*

**CIS 236 C INTRO TO ORACLE: SQL & PL/SQL****3 Units**

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

This course offers students an extensive introduction to data server technology. The class covers the concepts of both relational and object relational databases and the powerful SQL (Structured Query Language) and PL/SQL (Programming Language/Structured Query Language) programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Demonstrations and hands-on practice reinforce the fundamental concepts. *\$7.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 237 C ORACLE: ARCHITECTURE AND ADMIN****3 Units**

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

*Prerequisite: CIS 236 C.* This course is designed to give the students a firm foundation in basic administrative tasks and provide the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle database. The student learns to use an administration tool to start up and shut down a database, create a database, manage file and database storage, and manage users and their privileges. In addition, the student learns to organize the database and to move data into and between databases, under different environments. *\$7.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 238 C ORACLE: BACKUP AND RECOVERY****3 Units**

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

*Prerequisite: CIS 237 C.* This course introduces the students to the critical task of planning and implementing database backup and recovery strategies. The class addresses backup and recovery techniques and examines various backup, failure, restore, and recovery scenarios. In the hands-on exercises, students examine backup methodologies based on business requirements in a mission critical enterprise. Students utilize multiple strategies and Oracle tools such as Recovery Manager to perform backup, restore, and recovery operations. *\$7.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 239 C CCNA BOOTCAMP****3 Units**

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

The Cisco networking courses will be reviewed to prepare for the CCNA exam. Topics include IP addressing and subnetting, router and switch configurations, LAN and WAN protocols, and sample exam questions. *\$7.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 240 C CISCO WIRELESS NETWORKING****3 Units**

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

This course focuses on the design, installation, configuration, operation, and troubleshooting of enterprise-level Wireless Local Area Networks (WLANs). A comprehensive overview of wireless technologies, devices, security, design, and best practices with a particular emphasis on real world applications and skills is covered. This course is offered through Cisco Local Academy and upon successful course completion students will receive a certificate from Cisco. *\$7.00 Materials Fee – PAYABLE AT REGISTRATION.*

**CIS 241 C SPREADSHEET-ADVANCED MS EXCEL****3 Units**

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

*Prerequisite: CIS 132 C.* This course is designed to introduce students to the use of advanced spreadsheet tools in the solution of problems. Students will use Visual Basic to develop Excel applications. *\$3.00 Material Fee – PAYABLE AT REGISTRATION.*

**CIS 242 C DATABASE-ADVANCED MS ACCESS****3 Units**

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

*Prerequisite: CIS 142 C.* This course teaches advanced topics in Microsoft Access. Students will learn how to design and implement complex databases; how to use Structured Query Language; and how to create complex queries, complex forms, and complex reports. Other topics include how to write Microsoft Access programs using Visual Basic and how to use Access with other applications. *\$3.00 Material Fee – PAYABLE AT REGISTRATION.*



**CIS 245 C PERL PROGRAMMING****3 Units**

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

This hands-on course introduces students to the Perl and CGI programming language. Topics include syntax, basic scripting skills, arrays and hashes, I/O, regular expressions, and subroutines. The course also introduces object-oriented programming in Perl, as well as CGI.pm module and Perl web programming. \$3.00 Material Fee – PAYABLE AT REGISTRATION.

**CIS 246 C PHP PROGRAMMING****3 Units**

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

This hands-on course introduces students to the PHP programming language. Topics include basic PHP programming skills, and integration with HTML. It also explores advanced modules including accessing the MySQL database. Students will learn to develop dynamic web content and data-driven web sites using PHP. \$3.00 Material Fee – PAYABLE AT REGISTRATION.

**CIS 247 C PYTHON PROGRAMMING****3 Units**

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

In this class students will obtain a hands-on introduction to the Python language, Python tools, Python applications, and Python Web programming. Through lectures and laboratory work, students learn the skills of Python programming. \$3.00 Material Fee – PAYABLE AT REGISTRATION.

**CIS 248 C VOICE OVER IP****3 Units**

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

This course focuses on the design, configuration, troubleshooting and operation of IP (Internet Protocol) telephony technology to exchange voice, fax and other forms of information. A comprehensive overview of packet telephony technologies including signaling, call control and voice quality with a particular emphasis on real world applications and skills is covered. \$7.00 Materials Fee – PAYABLE AT REGISTRATION.

**CIS 249 C PERS. PROFICIENCY IN ED TECH****3 Units**

Two hours lecture and  
Two hours laboratory per week.  
CSU

Advisory: CIS 118 C or CIS 111 C. The purpose of this course is to provide students interested in secondary teaching (grades 7-12) personal proficiency in educational technologies that facilitate the teaching process and enhance student learning. Training includes educational technology terminology; development of a teaching portfolio that includes a specific unit plan in the student's designated discipline, multimedia presentation samples, Internet search and retrieval literacy, electronic communication applications, evaluations tools, support materials, and awareness of legal and ethical issues. \$7.00 Materials Fee – PAYABLE AT REGISTRATION.

**CIS 250 C WORD PROCESSING**

**1 - 8 Units** (Variable Unit Class) (May be taken for a cumulative total of 8 units)

(Open Entry-Open Exit)

One to eight hours lecture and  
Three to Twenty-Four hours laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
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. Knowledge of keyboarding recommended. \$5.00 Material Fee - PAYABLE AT REGISTRATION.

**CIS 251 C ADVANCED WORD PROCESSING**

**1 - 5 Units** (Variable Unit Class) (May be taken for a cumulative total of 5 units)

(Open Entry-Open Exit)

One to five hours lecture and  
Three to fifteen hours laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
CSU

Prerequisite: Two units of CIS 250 C. This course is designed as a continuation of CIS 250 C. Advanced applications include, but are not limited to, desktop publishing, macros, margins, and record processing. \$5.00 Material Fee - PAYABLE AT REGISTRATION.

**CIS 255 C MACHINE DICTATION & TRANS.****1 Unit**

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

Prerequisite: CIS 101 C, or CIS 125 C, or a minimum of 20 wpm. This course is designed to provide instruction in the use of modern dictation equipment. Emphasis is placed on employing effective dictation and transcription techniques using acceptable formats. \$5.00 Material Fee - PAYABLE AT REGISTRATION.

**CIS 260 C GAME CONCEPTS DEVELOPMENT****3 Units**

Three hours lecture and  
Two hours laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
CSU

In this course students will study the technology, structure, hardware, software, graphics and art, sound effects, simulation engines, and job market trends involved in the construction of computer games. Students will learn how to plan and develop outlines for their own games. The course will emphasize hands-on exercises in creation of games using game generator software. \$7.00 Materials Fee - PAYABLE AT REGISTRATION.

**CIS 261 C GAME PROGRAMMING****3 Units**

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

This course introduces students to basic game programming concepts and program design process. Topics include game terminology, genre analysis, platform comparisons, and content creation. Students will also explore major game programming languages. \$7.00 Materials Fee - PAYABLE AT REGISTRATION.

**CIS 262 C NEW TECHNOLOGY****2 Units**

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

This course introduces students to basic game programming concepts and program design process. Topics include game terminology, genre analysis, platform comparisons, and content creation. Students will also explore major game programming languages. \$7.00 Materials Fee - PAYABLE AT REGISTRATION.

**CIS 263 C MOBILE GAME PROGRAMMING****3 Units**

Three hours lecture and  
Two hours laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
CSU

This course offers an overview of the gaming products for platforms involving anything handheld, including cell phones, PDAs and Pocket PCs. Students will learn to develop mobile games for the portable platforms of their choices. \$7.00 Materials Fee - PAYABLE AT REGISTRATION.

**CIS 274 C PROJECT MGMT FUNDAMENTALS****3 Units**

Three hours lecture and  
Two hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
CSU

This course teaches the basics of project management and includes preparation for the Project Management Professional certification exam. Topics include integration, scope, time, cost, quality, human resource management, communications, risk, and procurement management. \$7.00 Materials Fee - PAYABLE AT REGISTRATION.

**CIS 295 C CIS INTERNSHIP****1-4 Units (Variable Unit Class) (May be taken for credit 4 times)**

(Open Entry/Open Exit)

One hour lecture and  
Three hours 20 minutes to Thirteen hours and 20 minutes laboratory per week.  
Credit/No Credit/Letter grade Option  
CSU

This course is designed to give the student credit for work experience at a related occupational worksite, while being concurrently enrolled in a vocational major. For each unit of credit, a minimum of 75 paid or 60 unpaid worksite internship hours is required. The internship allows students to apply knowledge gained in college courses to an actual work setting, sample career choices and improve job-readiness skills. Supplemental reading and course assignments required.

**CIS 298 C COMPUTER INFO SYSTEMS SEMINAR****½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)**

Zero to twelve hours lecture and  
Zero to thirty-six hours laboratory per week.  
Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade  
CSU

Prerequisite: May be required. Corequisite: May be required. Advisory: May be required. 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. Fee May be Required – PAYABLE AT REGISTRATION.

**CIS 299 C CIS INDEPENDENT STUDY****½ - 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**

Interim Division Dean – Richard Fee

Counselor  
Tom Nordee

**COMPUTER SCIENCE TRANSFER PROGRAM**

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

## Computer Science (CSCI)

**CSCI 123 C INTRO TO PROG CONCEPTS IN C++****4 Units**

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

Prerequisite: MATH 141 C and MATH 142 C, or three years in equivalent college preparatory mathematics in high school with at least a "C" average. 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++.

**CSCI 133 C DATA STRUCTURES IN C++****4 Units**

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

*Prerequisite:* CSCI 123 C with a grade of "C" or better. This 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.

**CSCI 185 C INTRO TO PROG CONCEPTS IN ADA****4 Units**

Four hours lecture and  
One hour laboratory TBA per week.  
UC/CSU, AA GE, CSU GE

*Prerequisite:* MATH 142 C, or three and one-half years of high school college preparatory mathematics, with grades of "C" or better. This is an introductory course in basic principles and operation of digital computers. It includes the study of binary and hexadecimal arithmetic, Boolean algebra, computer logic, problem-solving methodology, computer programming with Ada, and program documentation. Elementary numerical techniques are used for problem solving.

**CSCI 186 C DATA STRUCTURES IN ADA****4 Units**

Four hours lecture and  
One hour laboratory TBA per week.  
UC Credit Limitation/CSU, CSU GE, CAN CSCI 12

*Prerequisite:* CSCI 185 C, with a grade of "C" or better. 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.

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

Three hours lecture and  
One hour laboratory TBA per week.  
UC/CSU, CSU GE, CAN CSCI 4

*Prerequisite:* MATH 142 C, or MATH 130 C, or three and one-half years of high school college preparatory mathematics. 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.

**CSCI 241 C ASSEMBLY LANGUAGE PROGRAMMING****4 Units**

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

*Prerequisite:* CSCI 186 C or CSCI 133 C with a grade of "C" or better. This course is an introduction to assembly language programming. It includes reviews of computer organization, programming techniques and concepts, addressing techniques, input/output, hardware architecture, and data structures.

**CSCI 298 C COMPUTER SCIENCE SEMINAR**

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

Zero to twelve hours lecture and  
Zero to thirty-six hours laboratory per week.  
Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade  
UC Credit Limitation/CSU

*Prerequisite:* May be required. *Corequisite:* May be required. *Advisory:* May be required. 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. *Fees may be required – PAYABLE AT REGISTRATION.*

**CSCI 299 C COMPUTER SCI INDEPENDENT STUDY**

½ - 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 at 714-484-7270. 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

Division Dean – Paul de Dios

Director, DSP&S – Kimberly K. Bartlett

Manager, Matriculation – Kristine Nelson

Articulation Officer – Stacey Howard

### Faculty – Counselors

Dana Bedard

Kelly Carter

Sharon Easton

Jean England

Penny Gabourie

Robert Grantham

Jane Jepson

Renay Laguana-Ferina

Velia Lawson

Deborah Michelle

Therese Mosqueda-Ponce

Tom Nordee

Cindy Owens

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dpelletier@CypressCollege.edu

dporter@CypressCollege.edu

rssensalo@CypressCollege.edu

dvo@CypressCollege.edu

During the summer months, counselors can be reached by e-mail at [onlinecounselor@CypressCollege.edu](mailto:onlinecounselor@CypressCollege.edu).

## Counseling and Student Development (COUN)

### COUN 060 C ACADEMIC SUCCESS AND COLLEGE SURVIVAL

#### 1 Unit

One hour lecture per week.

Credit/No Credit

This course is designed to help students who are experiencing difficulties in succeeding in college. Students will learn skills such as time management, decision-making, and study skills which will enable them to identify and overcome educational difficulties.

### COUN 071 C CAREER PREP & LIFE MANAGEMENT

#### 3 Units

Three hours lecture 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 and life management. Emphasis will be placed on discovering individual areas of strength which will enable students to focus on possibilities for success.

### COUN 072 C LEARNING ASSESSMENT

#### ½ Unit

(Open Entry/Open Exit)

One-half hour lecture per week.

Credit/No Credit

NON-DEGREE CREDIT

*Prerequisite:* Learning Disability Specialist Approval. This course is an intensive learning assessment for students with learning difficulties which have impeded academic performance. Emphasis is on assessing specific academic and learning modality strengths and difficulties.

### COUN 073 C COMPUTER ACCESS I

#### 3 Units

Two hours lecture and

Three hours laboratory per week.

Credit/No Credit/Letter Grade Option

*Prerequisite:* Eligibility for services from the Disabled Students Programs and Services office. This course is designed for students with verified disabilities. This course provides training in the use of assistive technology which enhances a disabled student's ability to access and use personal computers. The course will also cover word processing and an introduction to the Internet.

### COUN 074 C COMPUTER ACCESS II

#### 3 Units (May be taken for credit 2 times)

Two hours lecture and

Three hours laboratory per week.

Credit/No Credit/Letter Grade Option

*Prerequisite:* COUN 073 C. This course is designed for students with verified disabilities. This course provides training in more advanced computer concepts using prescribed assistive technology. The course will also cover intermediate to advanced Internet skills. Students will enhance computer access skills through completion of assigned projects in a variety of formats (word processing, spreadsheets, presentations, and publications).

### COUN 075 C COMPUTER ACCESS PROJECTS

#### 1 Unit (May be taken for credit 2 times)

Three hours laboratory per week.

Credit/No Credit/Letter Grade Option

*Prerequisite:* Student must be eligible for services and instruction from Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from programs and services offered by the High Tech Center. Completion of COUN 074 C. This course is designed for students with learning, visual, physical, or hearing disabilities. This course provides additional training for students who require access to specialized technologies in order to complete assignments for other classes in which they are concurrently enrolled and to also continue to develop advanced strategies in adaptive equipment.

### COUN 100 C COLLEGE ORIENTATION

#### 3 Units

Three hours lecture per week.

Credit/No Credit/Letter Grade Option

CSU

*Prerequisite:* Entry in Special Assistance Program - Disabled Student Programs and Services. This course is designed for students with Learning Disabilities and will introduce college support services, provide experimental activity in the use of these support services, provide vocational and educational planning (SEC), give an orientation into college life and raise student awareness of the importance of self-motivation and perseverance in the pursuit of personal goals. Students will learn campus policies and procedures, strengthen study skills and develop responsible academic and personal attitudes for student success.



**COUN 105 C STRESS AND ANXIETY MANAGEMENT****1 Unit** *(May be taken for credit 4 times)**(Open Entry/Open Exit)**One hour lecture per week.**Credit/No Credit**CSU, CSU GE*

This is an open entry/open exit course designed to increase the student's awareness of the effects of stress and anxiety on academic performance and daily life. Emphasis will be placed on understanding effective and ineffective responses to stress/anxiety and on planning a personal stress/anxiety management program. Students will explore and practice a variety of practical management techniques. *\$3.00 Materials Fee - PAYABLE AT REGISTRATION.*

**COUN 110 C TEACHING AS A CAREER****3 - 4 Units** *(Variable Unit Class)**Two hours lecture per week**Plus two and one-half to five hours fieldwork TBA per week.**Credit/No Credit/Letter Grade Option**UC/CSU*

This course is designed as an introduction to the teaching profession where students will examine concepts and issues related to education in a democratic society within historical, social, philosophical, legal and political contexts. Students will develop personal knowledge and understanding of (1) the competing purpose and values of schools in society, (2) the nature of teaching and the teaching profession, (3) the impact of local, state, and federal government policies on schools, and (4) contemporary educational issues. Course content and assignments will be related to their field experience (a minimum of 45 hours of classroom fieldwork is required for 3 units; 90 hours for 4 units).

**COUN 111 C TEACHING IN DIVERSE CLASSROOMS****1 Unit***One hour lecture per week.**CSU*

This course will provide an introduction to teaching and learning skills for students interested in the teacher preparation program. The course will address the qualities of an effective teacher, components and purposes of an effective professional portfolio, and critical issues in diverse contemporary classrooms. Students will begin their professional portfolio, begin classroom observations, and learn about their own learning needs and styles. (10 hours of Fieldwork required per semester)

**COUN 120 C EXPLORATION IN EDUCATION****3 Units***Three hours lecture per week and**Twenty-five hours TBA of focused observation in K-12 classrooms per semester.**CSU*

This course will provide an introduction to teaching and learning skills for students interested in the teaching profession. The course will address the qualities of an effective teacher, technology in the classroom, and critical issues in diverse contemporary classrooms. Students will gain experience through 25 hours of required focused observations in K-12 classrooms. Students will divide the 25 hours as follows, 5 hours will occur in a K-6 school, 5 hours in a middle school, 5 hours in a high school setting, 5 hours in a Special Education classroom, and 5 hours in an English Language Learner classroom. *\$20.00 fee for a Teacher Preparation Program polo shirt – PAYABLE AT REGISTRATION.*

**COUN 135 C LEADERSHIP****3 Units***Three hours lecture per week.**CSU*

This course includes the study and practical application of group and individual leadership techniques. It is designed to improve awareness of group dynamics, listening skills, personal values, decision-making, problem solving and organizational development. *Duplicate credit not granted for COUN 135HC.*

**COUN 135HC HONORS LEADERSHIP****3 Units***Three hours lecture per week.**CSU*

This course is designed for Honors students and requires leadership participation in a campus or community organization. It includes the study and practical application of group and individual leadership techniques. It is designed to improve awareness of group dynamics, listening skills, personal values, decision-making, problem solving and organizational development. It emphasizes critical analysis of leaders in the news, history or literature. *Duplicate credit not granted for COUN 135 C.*

**COUN 140 C EDUCATIONAL PLANNING****½ Unit***One-half hour lecture per week.**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. *\$6.00 Materials Fee - PAYABLE AT REGISTRATION. Duplicate credit not granted for COUN 140HC.*

**COUN 140HC HONORS EDUCATIONAL PLANNING****½ Unit***One-half hour lecture per week.**Credit/No Credit**CSU*

This 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 a personal educational plan. Emphasis will be placed on use of student support services and researching transfer options. *\$6.00 Materials Fee - PAYABLE AT REGISTRATION. Duplicate credit not granted for COUN 140 C.*

**COUN 141 C CAREER EXPLORATION****1 Unit***One hour lecture per week.**Credit/No Credit**CSU, CSU GE*

This class is designed 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 explore cultural differences and gain an awareness which is applied to the work setting. Students research potential educational and career goals; and relate their self-assessment information to occupational possibilities and college majors. *\$6.00 Material Fee - PAYABLE AT REGISTRATION.*

**COUN 144 C WOMEN AND CAREERS****2 Units***Two hours lecture per week.**Credit/No Credit**CSU, CSU GE*

This course is designed to help women expand their self-image by providing personal exploration through career assessment, values clarification and skills analysis. The course provides creative job search techniques and resume writing, interviewing skills, decision-making, goal setting and a Community Service Learning component. **\$6.00 Material Fee - PAYABLE AT REGISTRATION.**

**COUN 145 C CHANGING CAREERS****2 Units***Two hours lecture per week.**Credit/No Credit**CSU, CSU GE*

This course provides personal career exploration to adults changing careers. Assessments of strengths, interests, values and skills are utilized in assisting in the transition to new occupations and college majors. Decision making and goal setting skills support targeted career research, creative job search techniques and writing resumes. **\$6.00 Material Fee - PAYABLE AT REGISTRATION.**

**COUN 146 C DECISION MAKING****1 Unit***One hour lecture per week.**Credit/No Credit/Letter Grade Option**CSU, CSU GE*

This course is designed to teach students decision-making concepts and skills for application in career planning, educational planning, and everyday life. Emphasis will be placed on practicing decision-making through class discussions, role-playing, and simulation.

**COUN 147 C PEER ADVISING****1 Unit***18 hours lecture per semester.**Credit/No Credit**CSU*

This course is designed to provide skills in specific peer advisement situations, observations, and communications. Training in active listening, group processes, and role-playing are emphasized. May be repeated with instructor's approval for a maximum of 2 units.

**COUN 148 C HUMAN POTENTIAL****1 Unit***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 150 C ACADEMIC AND LIFE SUCCESS****3 Units***Three hours lecture per week.**CSU, CSU GE*

This course will provide students with knowledge, information, and practical skills to better understand themselves as students, people and members of society. It will assist them in achieving academic, and life goals and to develop plans and strategies to successfully meet those goals.

**COUN 151 C CAREER AND LIFE PLANNING****3 Units***Three hours lecture per week and**Three hours (minimum) laboratory**as assigned per semester.**CSU, CSU GE*

A complete class in career/life planning, including introduction to the tools for dealing with change; an analysis of desired lifestyles; self-assessment; overcoming obstacles, and analysis of work, its organizations, and where you want to work; decision-making, people, environments, career-researching and job-finding, resumes, interviewing, and goal setting. **\$3.00 Material Fee - PAYABLE AT REGISTRATION.**

**COUN 152 C DIVERSITY IN THE WORLD OF WORK****3 Units***Three hours lecture per week.**CSU, CUL DIV*

This course will explore the past, present and future working conditions and challenges of men, women, and children, various ethnic and cultural groups, people of different socioeconomic status, and people with disabilities and exceptionalities as factors which relate to employment opportunities and conditions.

**COUN 156 C SELF-CONCEPT****1 Unit***One hour lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course introduces the student to the self-concept theory and assists students in acquiring the psychological characteristics necessary to meet daily challenges. Emphasis is on the enhancement of academic performance and success as a result of developing a stronger self-concept.

**COUN 160 C COLLEGE/UNIVERSITY TRANSITION****1 Unit***One hour lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course is designed for student 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. *Duplicate credit not granted for COUN 160HC.*

**COUN 160HC HONORS UNIVERSITY TRANSITION****1 Unit***One hour lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

COUN 160HC is required during the first semester of attendance as part of the matriculation process for Honors Program students. The course is an enhanced orientation to the transfer process. Topics include the value of pursuing higher education, selection of a transfer institution, admission, academic requirements, financial aid options, special programs, priority filing deadlines, developing an autobiographical essay and personal portfolio. Emphasis will be placed on researching and evaluating transfer options. *Duplicate credit not granted for COUN 160 C.*

**COUN 295 C VOCATIONAL INTERNSHIP**

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

(Open Entry/Open Exit)

One hour lecture and

Seventy-five minimum hours for paid internship, 60 hours minimum for unpaid internships for each unit of credit.

Credit/No Credit/Letter Grade Option

CSU

*Corequisite: Concurrent enrollment in vocational major with a total of 7 units being taken, including internship and learning contract. This course is designed to give the student credit for work experience at a related occupational worksite, while being concurrently enrolled in a vocational major. For each unit of credit, a minimum of 18 hours of online and/or on-campus coursework of career and internship readiness material will be required of the student (per mutual agreement with the internship coordinator and faculty of the vocational major) and a minimum of 75 total hours of worksite hours for paid internships (minimum of 60 hours for unpaid internships).*

**COUN 298 C COUNSELING AND GUIDANCE SEMINAR**

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

Zero to twelve hours lecture and

Zero to thirty-six hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

CSU

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required. Various classes may be offered which are designed to meet the interests and needs of the students and faculty. Fees may be required – PAYABLE AT REGISTRATION.*

**COUN 299 C COUNSELING - INDEPENDENT STUDY**

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

(Open Entry/Open Exit)

Hours vary according to units assigned.

Credit/No Credit

CSU

*Prerequisite: Approved Independent Study Learning Contract. This course is designed for students who wish to explore in-depth various guidance-related topics. Students develop an Independent Study Learning Contract with the instructor that details the objectives and course content and scope to be completed by the student. Consult class schedule to verify credit for a particular term.*

# Court Reporting

**Division of Business and  
Computer Information Systems**

Division Dean – Dave Wassenaar

Faculty

Carolee Freer

Counselors

Jean England

Deidre Porter

**ASSOCIATE IN SCIENCE DEGREE**

**COURT REPORTING** Program Code: 1S07819

**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: (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.

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Required Courses are listed in suggested sequence:

Course #	Title	Units
<b>SEMESTER 1</b>		
CTRP 040 C	Beg. Machine Shorthand Theory	3
CTRP 041 C	Court Reporting Theory Review	3
CTRP 071 C	Legal Terminology and Rhetoric	3
MGT 055 C	Business English	3
CTRP 067 C	Basic Vocabulary Development	2
COUN 140 C	Educational Planning	½
<b>Total Units Required</b>		<b>14½</b>
<b>SEMESTER 2</b>		
CTRP 042 C, 043 C	Machine Shorthand Speed Bldg 1&2	4
CTRP 051 C	Court/Conf. Reporting: Legal	3
CTRP 073AC	Spelling for Modern Business	1
CTRP 073BC	Punctuation-Court Reporting	1
HS 145 C	Survey of Medical Terminology	3
*ENGL 106 C	Critical Thinking	3
or		
ENGL 106 C	Critical Thinking	(3)
MGT 041 C	Survey of Business Law	3
or		
MGT 240 C	Legal Environment of Business	(3)
or		
MGT 241 C	Legal Aspects-Business Trans.	(3)
or		
MGT 141 C	Personal Law	(3)
*SOSC	Social Science Elective	3
<b>Total Units Required</b>		<b>21</b>

**SUMMER SESSION**  
 CTRP 044 C, 045 C Machine Shorthand Speed Bldg 3&4 4

**SEMESTER 3**  
 CTRP 057 C Mach. Shorthand Challenge - 160 2  
 CTRP 046 C Machine Shorthand Speed Bldg 5 2  
 CTRP 052 C Court/Conf. Rptg: Medical 3  
 MGT 242 C American Judicial System 4  
 CTRP 066 C Machine Transcription-Medical 2  
 \*Humanities Elective 3  
 \*Physical Education Elective 1  
 CTRP 054 C Two/Four Voice Testimony 3  
 CTRP 082 C Comp. Aided Trans: ProCAT 1  
 or  
 CTRP 083 C Comp. Aided Trans: Stenograph (1)  
 or  
 CTRP 084 C Comp. Aided Trans: Eclipse (1)  
**Total Units Required 21**

**SEMESTER 4**  
 CTRP 047 C Machine Shorthand Speed Bldg 6 2  
 CTRP 053 C Court/Conf. Rptg: Congressional 3  
 CTRP 055 C, 056C Court/Conf. Rptg: Jury Charge 1&2 6  
 CTRP 072 C Legal Procedures 4  
 CTRP 068 C Adv. Vocabulary Development 1½  
 MGT 143 C Introduction to Legal Research 1  
 CTRP 058, 059 C Mach. Shorthand Challenge 180&200 4  
 CTRP 085 C Comp. Aided Trans: Dict. Bldg. 1  
**Total Units Required 22½**

**SUMMER SESSION**  
 CTRP 048 C Machine Shorthand Speed Bldg 7 2  
 CTRP 060 C Mach. Shorthand Challenge-220 2  
**Total Units Required 4**

**SEMESTER 5**  
 \*POSC 100 C United States Government 3  
 CTRP 076 C Court & Deposition Procedures 1½  
 CTRP 081 C Internship: Court Reporting 2  
 \*BIOL 160 C Integrated Medical Science 3  
 or  
 HS 102 C Legal Aspects of Health Care (2)  
 or  
 HS 147 C Survey of Disease (3)  
 CTRP 074 C CSR/RPR/CBC/CCP Exam Prep. 1  
 CTRP 092 C Realtime Writing Concepts 2  
**Total Units Required 11½ – 12½**

**PLUS 12-13 Units From the following graduation requirements:**

Written Communication 3  
 Cultural Diversity 3  
 Mathematics 3-4  
 Art 3  
 \*Meets Partial Requirements for Associate Degree

**Program Total Units 110½ – 112½**

**COURT REPORTING CERTIFICATE**

**Program Code: 1C07819**

**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>SEMESTER 1</b>		
CTR 040 C	Beg. Machine Shorthand Theory	3
CTR 041 C	Court Reporting Theory Review	3
CTR 071 C	Legal Terminology and Rhetoric	3
MGT 055 C	Business English	3
CTR 067 C	Basic Vocabulary Development	2
COUN 140 C	Educational Planning	½
<b>Total Units Required</b>		<b>14½</b>

<b>SEMESTER 2</b>		
CTR 042 C, 043 C	Machine Shorthand Speed Bldg 1&2	4
CTR 051 C	Court/Conf. Reporting: Legal	3
HS 145 C	Survey of Medical Terminology	3
*ENGL 106 C	Critical Thinking	3
MGT 041 C	Survey of Business Law	3
or		
MGT 240 C	Legal Environment of Business	(3)
or		
MGT 241 C	Legal Aspects-Business Trans.	(3)
or		
MGT 141 C	Personal Law	(3)
CTR 073AC	Spelling for Modern Business	1
CTR 073BC	Punctuation-Court Reporting	1
<b>Total Units Required</b>		<b>18</b>

**SUMMER SESSION**  
 CTRP 044 C, 045 C Machine Shorthand Speed Bldg 3&4 4

<b>SEMESTER 3</b>		
CTR 057 C, 058 C	Mach. Shorthand Challenge-160&180	4
CTR 046 C	Machine Shorthand Speed Bldg 5	2
CTR 052 C	Court/Conf. Rptg: Medical	3
CTR 072 C	Legal Procedures	4
CTR 066 C	Machine Transcription-Medical	2
CTR 054 C	Two/Four Voice Testimony	3
CTR 085 C	Comp. Aided Trans: Dict. Bldg.	1
<b>Total Units Required</b>		<b>19</b>

<b>SEMESTER 4</b>		
CTR 059 C	Mach. Shorthand Challenge-200	2
CTR 047 C	Machine Shorthand Speed Bldg 6	2
CTR 053 C	Court/Conf. Rptg: Congressional	3
CTR 055 C, 056 C	Court/Conf. Rptg: Jury Charge 1&2	6
MGT 242 C	American Judicial System	4
CTR 068 C	Adv. Vocabulary Development	1½
CTR 082 C	Comp. Aided Trans: ProCAT	1
or		
CTR 083 C	Comp. Aided Trans: Stenograph	(1)
or		
CTR 084 C	Comp. Aided Trans: Eclipse	(1)
or		
CTR 070 C	Comp. Aided Trans: Stenocat	(1)
MGT 143 C	Introduction to Legal Research	1
<b>Total Units Required</b>		<b>20½</b>

**SUMMER SESSION**  
 CTRP 048 C Machine Shorthand Speed Bldg 7 2  
 CTRP 060 C Mach. Shorthand Challenge-220 2  
**Total Units Required 4**

<b>SEMESTER 5</b>		
CTR 076 C	Court & Deposition Procedures	1½
CTR 081 C	Internship: Court Reporting	2
HS 102 C	Legal Aspects of Health Care	2
or		
*BIOL 160 C	Integrated Medical Science	(3)
or		
HS 147 C	Survey of Disease	(3)
CTR 074 C	CSR/RPR/CBC/CCP Exam Prep.	1
CTR 092 C	Realtime Writing Concepts	2
<b>Total Units Required</b>		<b>8½ – 9½</b>

**Program Total Units 88½ – 89½**

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



**CALIFORNIA COURT REPORTERS BOARD  
ACCREDITATION**

**ACCREDITED COURT REPORTING PROGRAM**

In order for the person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school. For information concerning the minimum requirements that a court reporting program must meet in order to be recognized contact:

The Court Reporter's Board of California  
2535 Capitol Oaks Drive, Suite 230  
Sacramento, CA 95833

**CYPRESS COLLEGE BUSINESS/CIS DIVISION COURT REPORTING PROGRAM**

This program was approved by the Court Reporter's Board on March 7, 1978. Academic courses completed in Adult Education are not transferable. Courses taken in Distance Education will be evaluated on an individual basis for transferability and hour requirements. Private school academics may be evaluated for certification to take the CSR examination. The California Court Reporter's Board sets the standards for hours of training under the following listed categories. The Cypress College program exceeds all state requirements. The student may go on to earn an Associate in Arts Degree or other specialized certificate. Students must furnish their own equipment, paper, and other supplies. Student must enter the program with a basic typing speed of 25 words per minute.

**1. Machine Shorthand & Transcription – 2300 hours (Lab hours do not count for machine credit in this category, per the CR Board.)**

**CORE REQUIREMENTS:**

CTRP 040 C	80
CTRP 041 C	80
CTRP 042 C-045 C	320
CTRP 046 C-048 C	240
CTRP 057 C-060 C	320
CTRP 050 C	80
CTRP 051 C	80
CTRP 052 C	80
CTRP 053 C	80
CTRP 054 C	80
CTRP 055 C	80
CTRP 056 C	80
<b>Total Hours</b>	<b>1600</b>

Core Requirements must be completed in order to qualify. Students must pass one ten (10) minute qualifier in CTRP 050 C to be eligible to take the state CSR licensing examination. Transfer students must demonstrate course comparability in speed building categories.

**ELECTIVES – After completing the core requirements, students may gain additional machine hours by completing any of the following.**

CTRP 049 C	80
CTRP 075 C	320
CTRP 090 C	80
CTRP 094 C	80
CTRP 095 C	80
CTRP 096 C	80
CTRP 089 C	80
<b>Total Hours</b>	<b>800</b>

**2. ENGLISH - 215 Hours required**

MGT 055 C	Business English	48
ENGL 103 C	Reasoning and Writing	48
CTRP 073AC	Spelling	16
CTRP 073BC	Punctuation	16
CTRP 067 C	Vocabulary	32
CTRP 068 C	Adv. Vocabulary	27
ENGL 135 C	Advanced Grammar	48*
<b>Total Hours</b>		<b>235</b>

\* Effective Fall 2007

**3. MEDICAL - 125 Hours required**

HS 145 C	Sur. of Med Term	48
HS 102 C	Legal Aspects.H/C	36
or		
BIOL 160 C	Inte. Medical	48
or		
HS 147 C	Survey of Disease	48
CTRP 066 C	Machine Trans-Med	48
<b>Total Hours</b>		<b>(132) or 144</b>

**4. LEGAL - 175 Hours required**

CTRP 071 C	Legal Term	48
MGT 041 C	Survey of Bus Law	
or		
MGT 141 C	Personal Law	
or		
MGT 240 C	Legal Env Business	
or		
MGT 241 C	Legal Aspects of Bus Trans	48
MGT 242 C	Am Jud Systems	64
CTRP 076 C	Court & Deposition Procedures	24
<b>Total Hours</b>		<b>184</b>

**5. KEYBOARDING: 45 words per minute net (Cypress requirement 50 net words per minute)**

CTRP 072 C	Legal Procedures	40
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**6. TRANSCRIPT PREPARATION – 55 Hours required**

MGT 143 C	Legal Research	18
CTRP 072 C	Legal Procedures	40
<b>Total Hours</b>		<b>58</b>

**Suggested Electives:**

CTRP 073CC	Formatting
CTRP 073DC	Proofreading

**7. RESOURCE MATERIALS – 5 Hours required**

CTRP 081 C	Internship Court Reporting	5
<b>Total Hours</b>		<b>5</b>

**8. APPRENTICESHIP TRAINING/COURT OBSERVATION – 60 Hours required**

CTRP 081 C	Internship: Court Reporting	56
	20 Hours - Court	
	20 Hours - Deposition	
	11 Hours - In Class	
CTRP 074 C	CSR/RPR/CBC/CCP Exam Prep.	24
Observation Hours may be completed in various classes:		
	5 Hours – Observation (prior to 120 wpm)	5
	5 Hours – Observation (prior to 180 wpm)	
<b>Total Hours</b>		<b>75</b>

**9. TECHNOLOGY - 25 Hours required**

CTRP 092 C	Realtime Writing	16
CTRP 085 C	Dictionary Build (18,000 words)	16
<b>Total Hours</b>		<b>32</b>

**SUGGESTED ELECTIVES**

CTRP 082 C	ProCAT
CTRP 083 C	Stenograph
CTRP 084 C	Eclipse
CTRP 070 C	StenoCAT

In order for a person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school. For more information contact:

Department of Consumer Affairs  
Court Reporter's Board  
2535 Capitol Oaks Drive, Suite 230  
Sacramento, CA 92583  
916-263-3660

All candidates must have a high school diploma or equivalent to take the CSR examination.

\* Section 2411(a)(7) of the CR Board regulations state that a student will be allowed a reduction in the required machine hours if a student is able to pass the qualifier examination before completing the hours described in Section 1 under Machine Shorthand and Transcription. This does not exempt a student from completing the core required classes in order to qualify.

**CAPTIONING  
CERTIFICATE****Program Code: 1K00005**

The Captioning Certificate is designed to prepare students who are interested in pursuing careers in broadcast captioning, both on-line and off-line, using the latest in realtime technology with specific application software. Students will be encouraged to explore all areas of the captioning arena for future possible employment opportunities.

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 085 C	Comp. Aided Trans: Dict. Bldg.	1
CTRP 090 C	Court/Conf. Rptg: Literary	3
CTRP 089 C	Court & Conf. Rptg.: Lit II	3
CTRP 096 C	Court & Conf. Rptg.: Lit. III	3
CTRP 092 C	Realtime Writing Concepts	2
CTRP 088 C	Internship: Captioning	2
or		
CTRP 098 C	Internship: Captioning	(2)
CTRP 068 C	Adv. Vocabulary Development	1½
	<b>Total Units Required</b>	<b>15½</b>

**Electives**

CTRP 071 C	Legal Terminology and Rhetoric	3
HS 145 C	Survey of Medical Terminology	3

**CART\* CERTIFICATE****\*COMMUNICATION ACCESS REALTIME  
TRANSLATION****Program Code: 1C07821****STUDENTS MUST FURNISH  
THEIR OWN MACHINE AND PAPER**

The CART (Communication Access Realtime Translation) Certificate will provide the student with an opportunity for future employment as a classroom captionist shadowing a hearing-impaired individual, providing a realtime translation of all proceedings. The training program provides for an internship experience, where students will learn first-hand the job duties of a CART reporter.

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 C	Intro-Comp & Software Concepts	2
or		
CIS 150 C	Intro. to Business Computers	(3)
CTRP 040 C	Beg. Machine Shorthand Theory	3
CTRP 041 C	Court Reporting Theory Review	3
CTRP 042 C	Machine Shorthand Speed Bldg 1	2
CTRP 043 C	Machine Shorthand Speed Bldg 2	2
CTRP 044 C	Machine Shorthand Speed Bldg 3	2
CTRP 045 C	Machine Shorthand Speed Bldg 4	2
CTRP 051 C	Court/Conf. Reporting: Legal	3
CTRP 052 C	Court/Conf. Rptg: Medical	3
CTRP 067 C	Basic Vocabulary Development	2
CTRP 068 C	Adv. Vocabulary Development	1½
CIS 107 C	Introduction to Windows	1
CTRP 092 C	Realtime Writing Concepts	2
CTRP 079 C	Internship: CART	2
CTRP 090 C	Court/Conf. Rptg: Literary	3
CTRP 089 C	Court & Conf. Rptg.: Lit II	2
INDS 215 C	Tutoring Techniques	1
	<b>Total Units Required</b>	<b>36½ – 37½</b>

**COMPUTER EDITOR (SCOPIST)****CERTIFICATE****Program Code: 1C07820****STUDENTS MUST FURNISH  
THEIR OWN MACHINE AND PAPER**

The Computer Editor (Scopist) Certificate prepares the student for employment in the field of court reporting working one-on-one with a Certified Shorthand Reporter to prepare and edit official transcripts for court, depositions, hearings, and other venues.

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 C	Intro-Comp & Software Concepts	2
or		
CIS 111 C	Computer Information Systems	(3)
CIS 107 C	Introduction to Windows	1
CTRP 040 C	Beg. Machine Shorthand Theory	3
CTRP 041 C	Court Reporting Theory Review	3
CTRP 071 C	Legal Terminology and Rhetoric	3
CTRP 073AC	Spelling for Modern Business	1
CTRP 073BC	Punctuation-Court Reporting	1
CTRP 073CC	Formatting, Style, and Usage	1
	<b>Select a minimum of 2 units from the following Computer Aided Transcription Courses</b>	<b>2</b>
CTRP 082 C	Comp. Aided Trans: ProCAT	(1)
CTRP 083 C	Comp. Aided Trans: Stenograph	(1)
CTRP 084 C	Comp. Aided Trans: Eclipse	(1)
CTRP 070 C	Comp. Aided Trans: Stenocat	(1)
HS 145 C	Survey of Medical Terminology	3
MGT 055 C	Business English	3
MGT 143 C	Introduction to Legal Research	1
CTRP 067 C	Basic Vocabulary Development	2
CTRP 068 C	Adv. Vocabulary Development	1½
	<b>Total Units Required</b>	<b>27½ – 28½</b>

**HEARING REPORTER****CERTIFICATE****Program Code: 1K00084**

This certificate provides the student with the necessary knowledge, skills, and background to work in the field of convention reporting, hearing reporting, police department reporting, congressional reporting, and related fields.

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

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

Course #	Title	Units
CTRP 090 C	Court/Conf. Rptg: Literary	1
CTRP 052 C	Court/Conf. Rptg: Medical	3
CTRP 047 C	Machine Shorthand Speed Bldg 6	2
CTRP 056 C	Court/Conf. Rptg: Jury Charge 2	3
CTRP 053 C	Court/Conf. Rptg: Congressional	3
CTRP 096 C	Court and Conf. Rptg.: Lit III	3
CTRP 087 C	Internship: Hearing Reporter	2
	<b>Total Units Required</b>	<b>17</b>

**PROOFREADING****CERTIFICATE****Program Code: 1K00085**

This certificate provides the student with the necessary knowledge, skills, and background to work in the field of court reporting as a proofreader.

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

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

Course #	Title	Units
CTRP 073AC	Spelling for Modern Business	1
CTRP 073BC	Punctuation – Court Reporting	1
CTRP 073CC	Formatting, Style, and Usage	1
CTRP 067 C	Basic Vocabulary Development	2
CTRP 068 C	Adv. Vocabulary Development	1½
MGT 055 C	Business English	3
CTRP 073DC	Proofreading	1
CTRP 086 C	Internship: Proofreading	1
<b>Total Units Required</b>		<b>11½</b>

**REALTIME WRITING****CERTIFICATE****Program Code: 1K00086**

This is an advanced certificate providing the student with the necessary realtime writing application classes in order to prepare them to pass the CRR (Certified Realtime Reporter), CBC (Certified Broadcast Captioner), and the CCP (Certified CART Provider) examinations administrated by the National Court Reporter's Association.

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

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

Course #	Title	Units
CTRP 092 C	Realtime Writing Concepts	2
CTRP 094 C	Expert Testimony-Prof Reporter	2
CTRP 095 C	Realtime Writing-Prof Reporter	2
CTRP 074 C	CSR/RPR/CBC/CCP Exam Prep.	1
<b>Total Units Required</b>		<b>7</b>

**TEXT-ENTRY SPECIALIST: BUSINESS****CERTIFICATE****Program Code: 1C07822**

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

The Text-Entry Specialist: Business Certificate is designed to prepare the student for entry-level employment in law offices, insurance companies, police departments, and businesses using a steno machine for text-entry to enter data, rather than a computer keyboard. The Text-Entry Specialist records information and prepares reports, business documents, and legal documents in final format.

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 C	Intro-Comp & Software Concepts	2
or		
CIS 111 C	Computer Information Systems	(3)
CIS 075 C	Business Skills Development	1
or		
CIS 107 C	Introduction to Windows	(1)
CTRP 040 C	Beg. Machine Shorthand Theory	3
CTRP 041 C	Court Reporting Theory Review	3
CTRP 042 C	Machine Shorthand Speed Bldg 1	2
CTRP 043 C	Machine Shorthand Speed Bldg 2	2
CTRP 051 C	Court/Conf. Reporting: Legal	3
CTRP 071 C	Legal Terminology and Rhetoric	3
MGT 055 C	Business English	3
MGT 161 C	Introduction to Business	3
CTRP 066 C	Machine Transcription-Medical	2
CTRP 067 C	Basic Vocabulary Development	2
CTRP 092 C	Realtime Writing Concepts	2
<b>Total Units Required</b>		<b>31-32</b>

**TEXT-ENTRY SPECIALIST: MEDICAL****CERTIFICATE****Program Code: 1C07823**

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

The Text-Entry Specialist: Medical Certificate is designed for the student who is entering the field of medical transcription using a steno machine for text-entry, rather than a computer keyboard. This certificate will prepare the student for entry-level positions working for doctor and dentist offices, insurance companies, hospitals, and private medical transcription agencies.

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 C	Intro-Comp & Software Concepts	2
or		
CIS 111 C	Computer Information Systems	(3)
CIS 075 C	Business Skills Development	1
CTRP 040 C	Beg. Machine Shorthand Theory	3
CTRP 041 C	Court Reporting Theory Review	3
CTRP 042 C	Machine Shorthand Speed Bldg 1	2
CTRP 043 C	Machine Shorthand Speed Bldg 2	2
CTRP 044 C	Machine Shorthand Speed Bldg 3	2
CTRP 045 C	Machine Shorthand Speed Bldg 4	2
CTRP 052 C	Court/Conf. Rptg: Medical	3
CTRP 078 C	Internship: Medical Reporting	2
HS 145 C	Survey of Medical Terminology	3
BIOL 160 C	Integrated Medical Science	3
CTRP 066 C	Machine Transcription-Medical	2
CTRP 067 C	Basic Vocabulary Development	2
CTRP 092 C	Realtime Writing Concepts	2
<b>Total Units Required</b>		<b>34-35</b>

**Court Reporting (CTRP)****CTRP 030 C CR DIRECTED PRACTICE LAB**

**½ - 10 Units (Variable Unit Class) (May be taken for a cumulative total of 10 units)**

*(Open Entry-Open Exit)*

*Three to sixty hours laboratory per week.*

*Credit/No Credit*

This course is designed as an open entry lab to fulfill the lab requirements for court reporting students for the California Court Reporter's Board. Fifty-four hours is required for ½ unit of credit. \$3.00 Material Fee - PAYABLE AT REGISTRATION.

**CTRP 031 C CR ADV. DIRECTED PRACTICE LAB**

**½ - 10 Units** (*Variable Unit Class*) (*May be taken for a cumulative total of 10 units*)

(*Open Entry-Open Exit*)

*Three to sixty hours laboratory per week.*

*Credit/No Credit*

*Prerequisite: Students must be at the 160 WPM level. This course is designed as an open entry skill building lab for advanced court reporting students to fulfill the lab requirements for court reporting students for the California Court Reporter's Board. Fifty-four hours is required for ½ unit of credit. \$7.00 Materials Fee - PAYABLE AT REGISTRATION.*

**CTRP 032 C CTRP CAREER EXPLORATION**

**1 Unit**

*One hour lecture per week.*

*Credit/No Credit*

This course is designed as a career exploration class for students interested in entering the legal field, court reporting, captioning, CART, text-entry, scoping, proofing, editing, and realtime writing.

**CTRP 040 C BEG. MACHINE SHORTHAND THEORY**

**3 Units**

*Three hours lecture and*

*Two hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

This first semester course covers the basic theory of machine shorthand and mastery of the keyboard. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association. Recommend concurrent enrollment in CTRP 041 C. Three hours of court observation required.

**CTRP 041 C 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*

*Prerequisite: Concurrent enrollment in or completion of CTRP 040 C. This course covers the basic theory of court reporting which emphasizes reporting theory, reading fluency, and transcribing skills. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association.*

**CTRP 042 C MACHINE SHORTHAND SPEED BLDG 1**

**½ - 2 Units** (*Variable 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 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will review theory and develop sufficient skills to take new material dictation at 80 wpm for a minimum of three minutes with 95 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association.*

**CTRP 043 C MACHINE SHORTHAND SPEED BLDG 2**

**½ - 2 Units** (*Variable 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 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will review theory and develop sufficient skills to take new material dictation at 100 wpm for a minimum of five minutes with 95 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association.*

**CTRP 044 C MACHINE SHORTHAND SPEED BLDG 3**

**½ - 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 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will review techniques of writing and develop sufficient skills to take new material dictation at 120 wpm for five minutes with 95 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on jury charge material.*

**CTRP 045 C MACHINE SHORTHAND SPEED BLDG 4**

**½ - 2 Units** (*Variable 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 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will review techniques of writing and develop sufficient skills to take new material dictation at 140 wpm for five minutes with 95 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on jury charge material.*

**CTRP 046 C MACHINE SHORTHAND SPEED BLDG 5**

**½ - 2 Units** (*Variable 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 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material dictation at 160 wpm for five minutes with 98 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony.*



**CTRP 047 C MACHINE SHORTHAND SPEED BLDG 6**

**½ - 2 Units** (Variable 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 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material dictation at 180 wpm for ten minutes with 98 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony.

**CTRP 048 C MACHINE SHORTHAND SPEED BLDG 7**

**½ - 2 Units** (Variable 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 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material dictation at 200 wpm for 10 minutes with 98 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony.

**CTRP 049 C MACHINE SHORTHAND SPEED BLDG 8**

**½ - 2 Units** (Variable 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 C. This course promotes further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material at 200 and 220 wpm sustained dictation with 98 percent accuracy. Units of credit will be granted when the speed and accuracy objective is attained. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony.

**CTRP 050 C CSR/RPR DIRECTED PRACTICE**

**½ - 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 C. This course promotes a further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material dictation at speeds up to 240/260 wpm. Units of credit will be granted when the speed and accuracy objective is attained. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony.

**CTRP 051 C COURT/CONF. REPORTING: LEGAL**

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

(Open Entry-Open Exit)

Two hours lecture and

Three hours laboratory per week.

*Prerequisite:* CTRP 042 C and CTRP 071 C. This course consists of an application of court reporting theory to the keyboard to develop dictation rates of 60-100 wpm for a minimum of three minutes with 95 percent accuracy. Emphasis is on jury charge, literary, and question and answer material. Legal vocabulary, acceptable California formats, and court reporting punctuation rules are introduced. Three hours of court observation required.

**CTRP 052 C COURT/CONF. RPTG: MEDICAL**

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

(Open Entry-Open Exit)

Two hours lecture and

Three hours laboratory per week.

*Prerequisite:* CTRP 044 C and HS 145 C. This course applies court reporting theory to the keyboard to develop dictation rates of 120-140 words per minute for a minimum of three minutes with 95 percent accuracy with emphasis on medical terminology. Three hours of court observation required.

**CTRP 053 C COURT/CONF. RPTG: CONGRESSIONAL**

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

Two hours lecture and

Three hours laboratory per week.

*Prerequisite:* CTRP 045 C. This course offers further development of speed and accuracy in taking dictation to increase machine shorthand speed and strengthen transcription skills with emphasis on congressional record material, at speeds ranging from 160-180 wpm for a minimum of three minutes with 95 percent accuracy.

**CTRP 054 C TWO/FOUR VOICE TESTIMONY**

**½ - 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 044 C and CTRP 073CC. This course develops familiarity with a simulated courtroom scene consisting of the judge, the clerk, attorneys for the plaintiff and the defendant, and a witness participating in two/four-voice dictation. Students will identify each speaker with appropriate machine designations in multi-voice testimony at 120-140 wpm for a minimum of three minutes, transcribed in proper format with 98 percent accuracy.

**CTRP 055 C COURT/CONF. RPTG: JURY CHARGE 1**

**½ - 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 045 C. This course presents an intensive application of court reporting theory to develop further reading and transcribing skills in jury charge, opening and closing arguments, legal opinion and other courtroom material at speeds ranging from 160 to 180 wpm. This course prepares the student for the machine portion of the RPR examination.

**CTRP 056 C COURT/CONF. RPTG: JURY CHARGE 2**  
 ½ - 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 C. This course presents an intensive application of court reporting theory to develop further reading and transcribing skills in jury charge, opening and closing arguments, legal opinion and other courtroom material at speeds ranging from 180 to 200 wpm. This course prepares the student for the machine portion of the RPR examination.

**CTRP 057 C MACH. SHORTHAND CHALLENGE - 160**  
 ½ - 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 C and CTRP 054 C. This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 160 wpm. Live reading will be introduced.

**CTRP 058 C MACH. SHORTHAND CHALLENGE - 180**  
 ½ - 2 Units (Variable 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 C. This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 180 wpm. Live reading will be introduced.

**CTRP 059 C MACH. SHORTHAND CHALLENGE - 200**  
 ½ - 2 Units (Variable 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 C. This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 200 wpm. Videotaped testimony and live reading will be introduced.

**CTRP 060 C MACH. SHORTHAND CHALLENGE-220**  
 ½ - 2 Units (Variable 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 C. This course is designed for the advanced court reporting student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 220 wpm. Videotaped testimony and live reading will be introduced.

**CTRP 061 C INTRO. TO VOICE TECHNOLOGY**  
 2 Units (May be taken for credit 4 times)  
 One hour lecture and  
 Three hours laboratory per week.  
 Credit/No Credit/Letter Grade Option  
 This course is designed to introduce students to voice recognition and/or voice writing software. The course will provide extensive training in developing a personal voice dictionary. Students will learn to modify, refine, and enhance the software attributes for voice recognition purposes.

**CTRP 062 C NOTARY PUBLIC EXAM PREP**  
 ½ - 1 Units (Variable Unit Class) (May be taken for credit 2 times)  
 One-half to one hour lecture per week.  
 Credit/No Credit/Letter Grade Option  
 This course is designed to prepare students to take and pass the California State Notary Public examination.

**CTRP 065 C ADVANCED CAT SYSTEMS**  
 ½ - 2 Units (Variable Unit Class) (May be taken for credit 4 times)  
 One-half to two hours lecture and  
 One and one-half to six hours laboratory TBA per week.  
 This course is designed as an advanced CAT (Computer Aided Transcription) class to provide further instruction in CAT based court reporting software programs. A heavy emphasis will be placed on document production.

**CTRP 066 C MACHINE TRANSCRIPTION - MEDICAL**  
 2 Units  
 One hour lecture and  
 Three hours laboratory per week.  
 Credit/No Credit/Letter Grade Option  
 Prerequisite: CIS 101 C, or CIS 125 C, or a minimum of 20 wpm.  
 Advisory: HS 145 C or a knowledge of medical terminology is recommended. This course is designed to teach medical transcription skills. Physician's correspondence, case histories, and reports will be transcribed using transcribing machines and a personal computer. \$3.00 Material Fee - PAYABLE AT REGISTRATION.

**CTRP 067 C BASIC VOCABULARY DEVELOPMENT**  
 2 Units  
 Two hours lecture per week.  
 This course is a basic course designed to enrich vocabulary and improve spelling. The emphasis is on increasing general business and professional terminology.

**CTRP 068 C ADV. VOCABULARY DEVELOPMENT**  
 1½ Units  
 One and one-half hours lecture per week.  
 Prerequisite: CTRP 067 C. This course is an advanced course designed to enrich vocabulary and improve spelling. The emphasis is on increasing general business and professional terminology.

**CTRP 070 C COMP. AIDED TRANS: STENOCAT**  
 1 Unit  
 One hour lecture and  
 Three hours laboratory TBA per week.  
 This course uses computer-based instruction as well as hands-on applications to introduce the court reporting student to Stenocat Computer Aided Transcription software using personal computers.

**CTRP 071 C LEGAL TERMINOLOGY AND RHETORIC****3 Units**

*Three hours lecture per week.*

The course includes instruction in the terminology used in legal proceedings and legal documents. Topics cover both civil and criminal litigation.

**CTRP 072 C LEGAL PROCEDURES****4 Units**

*Four hours lecture and*

*One hour laboratory per week.*

*Prerequisite: Typing speed of 40 wpm, and CTRP 071 C.* This course is designed to train the legal secretarial, paralegal, or court reporting student in legal procedures and practical law office skills and knowledge in the areas of general office duties, non-court documents, the courts, court documents, litigation, appeals, and other court actions. This course may be taught using a computer. Three hours of court observation required.

**CTRP 073AC SPELLING FOR MODERN BUSINESS****1 Unit**

*One hour lecture per week.*

This course is designed as an 18-hour intensive review of frequently misspelled words, homonyms, synonyms, and antonyms. The emphasis will be on business, legal, medical, and technical terminology. This course meets partial requirements of the Court Reporter's Board for Section II and the Certification Program.

**CTRP 073BC PUNCTUATION-COURT REPORTING****1 Unit**

*One hour lecture per week.*

This course is designed as an 18-hour intensive review of punctuation styles and rules used in court documents, letters, legal office documents, contracts, memorandums, and reports. The emphasis will be on basic punctuation rules as they apply to written business, legal, medical, and technical documents. This course meets partial requirements of the Court Reporter's Board for Section II and the Certification Program.

**CTRP 073CC FORMATTING, STYLE, AND USAGE****1 Unit**

*One hour lecture per week.*

This course is designed to provide the court reporting student and the computer editor major with instruction in preparing and formatting California court transcripts and depositions. Instruction will include format styles, usage, and fundamentals of document production using the computer.

**CTRP 073DC PROOFREADING****1 Unit (May be taken for credit 3 times)**

*One hour lecture per week.*

This course is designed to provide the court reporting student with instruction in editing and proofreading in order to prepare a final California court transcript, deposition, hearing transcript or other related legal document.

**CTRP 074 C CSR/RPR/CBC/CCP EXAM PREP.****½ - 3 Units (Variable Unit Class) (May be taken for a cumulative total of 3 units)**

*One-half to three hours lecture per week.*

*Credit/No Credit*

This course is designed to prepare the student to successfully pass the written portion of any or all of the following examinations: CSR, RPR, CBC or CCP.

**CTRP 075 C SIMULATED COURTROOM****½ - 6 Units (Variable Unit Class) (May be taken for a cumulative total of 6 units)**

*(Open Entry-Open Exit)*

*One hour lecture and*

*Four hours laboratory per week.*

*Prerequisite: CTRP 046 C.* This course is designed to offer a simulated courtroom and deposition environment with special emphasis on live reading with 2, 3, 4, and 5-voice dictation practice at speeds ranging from 180 to 200 wpm.

**CTRP 076 C COURT & DEPOSITION PROCEDURES****½ - 3 Units (Variable Unit Class) (May be taken for a cumulative total of 3 units)**

*(Open Entry-Open Exit)*

*One-half to three hours lecture per week.*

*Prerequisite: CTRP 072 C.* This course provides extensive training in court and deposition procedures with heavy emphasis on court structure, pre-trial and trial procedures, law office procedures, ethics, and document production.

**CTRP 077 C DICTATION/TRANSCRIPTION****½ - 6 Units (Variable Unit Class) (May be taken for a cumulative total of 6 units)**

*(Open Entry-Open Exit)*

*One-half to six hours lecture and*

*Two to twenty four hours laboratory per week.*

*Credit/No Credit*

*Advisory: Recommend completion of or concurrent enrollment in speed building, jury charge, or multiple-voice testimony courses.* This course provides further development of speed and accuracy in taking dictation on the machine at a variety of speeds. Emphasis is on reinforcement, accuracy, skill development, and speed advancement.

**CTRP 078 C INTERNSHIP: MEDICAL REPORTING****2 Units**

*Two hours lecture per week and*

*Forty hours of internship plus*

*Ten hours of observation.*

*Prerequisite: CTRP 052 C and HS 145 C.* This course is designed to provide the court reporting medical transcriptionist student with practical work experience recording and reporting medical lectures, seminars, and hearings. There will be 40 hours of internship plus 10 hours of observation.

**CTRP 079 C INTERNSHIP: CART****2 Units**

*Two hours lecture per week and*

*Forty hours of internship plus*

*Ten hours of observation.*

*Prerequisite: CTRP 045 C.* This course is designed to provide the CART (Communication Access Realtime Translation) student with practical work experience recording and reporting seminars, hearings, and lectures. There will be 40 hours of internship plus 10 hours of observation.

**CTRP 080 C INTERNSHIP: LAW OFFICE****2 Units**

*Two hours lecture and*

*Forty hours in a law office or legal environment plus*

*Ten hours of observation.*

*Prerequisite: CTRP 072 C.* This course offers practical work experience in an approved law office in the County of Orange or Los Angeles. Internship will be scheduled during the semester, depending on available law office openings. This course fulfills partial requirements of the Legal Secretary Certificate and Degree Programs.



**CTRP 081 C INTERNSHIP: COURT REPORTING****1 - 2 Units** (*Variable Unit Class*)

*One to two hours lecture and  
Forty hours in the courtroom or in deposition proceedings plus  
Ten hours of observation.*

*Prerequisite: CTRP 047 C.* This course offers practical work experience in approved court and deposition proceedings. Internship will be scheduled during the semester, depending on available court and deposition openings. This course fulfills partial requirements of the Court Reporter's Board.

**CTRP 082 C COMP. AIDED TRANS: ProCAT****1 Unit**

*One hour lecture and  
Three hours laboratory TBA per week.*

*Prerequisite: Students must have completed a CAT (Computer-Aided Transcription) dictionary.* This course uses computer-based instructions as well as hands-on applications to introduce the court reporting student to ProCAT Computer Aided Transcription software.

**CTRP 083 C COMP. AIDED TRANS: STENOGRAPH****1 Unit**

*One hour lecture and  
Three hours laboratory TBA per week.*

*Prerequisite: Students must have completed a CAT (Computer-Aided Transcription) dictionary.* This course uses computer based instruction as well as hands-on applications to introduce the court reporting student to Stenograph Computer-Aided Transcription software.

**CTRP 084 C COMP. AIDED TRANS: ECLIPSE****1 Unit**

*One hour lecture and  
Three hours laboratory TBA per week.*

*Prerequisite: Students must have completed a CAT (Computer-Aided Transcription) dictionary.* This course uses computer-based instruction as well as hands-on applications to introduce the court reporting student to ECLIPSE Computer-Aided Transcription software.

**CTRP 085 C COMP. AIDED TRANS: DICT. BLDG.****1 Unit**

*One hour lecture and  
Three hours laboratory TBA per week.*

*Prerequisite: Completion of CTRP 043 C.* This course will enable court reporting students to start building their personal dictionary using one of several CAT (Computer Aided Transcription) software systems.

**CTRP 086 C INTERNSHIP: PROOFREADING****1 Unit** (*May be taken for credit 2 times*)

*One hour lecture per week.*

This course offers practical work experience in proofreading in order to prepare court, deposition, and other legal documents. Internship will be scheduled within the court reporting community. There will be 20 hours of internship required.

**CTRP 087 C INTERNSHIP: HEARING REPORTER****½ - 2 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

*One-half to two hours lecture per week and  
Forty hours of internship plus  
Ten hours of observation.*

*Prerequisite: Completion of 160 wpm speed building.* This course offers practical work experience in the field of hearing reporting. Students will work in the field taking hearings, meetings, conferences, seminars, and workman's compensation proceedings. There will be 40 hours of internship, plus 10 hours of observation.

**CTRP 088 C INTERNSHIP: CAPTIONING****2 Units** (*May be taken for credit 4 times*)

*Two hours lecture per week and  
Forty hours of internship plus  
Ten hours of observation.*

This course offers practical work experience in the field of captioning, both on-line and off-line. Internship will be scheduled during the semester at various sites, including on-campus opportunities for development and perfection of captioning skills. A 15,000 word CAT dictionary is necessary to complete captioning projects. There will be 40 hours of internship, plus 10 hours of observation.

**CTRP 089 C COURT & CONF. RPTG.: LIT. II****½ - 3 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

*(Open Entry-Open Exit)*

*One-half to two hours lecture and  
One and one-half hours to three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*Prerequisite: CTRP 044 C.* This course is designed to prepare the student to record a variety of literary dictation material at speeds ranging from 140 to 180 wpm. Students will be introduced to a broad spectrum of vocabulary with special emphasis on topics that will lead to a career in Communication Access Realtime Translation (CART) reporting.

**CTRP 090 C COURT/CONF. RPTG: 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 C or 100 words per minute.* This course is designed to prepare the student to record a variety of literary dictation material at speeds ranging from 110 to 150 wpm. Students will be introduced to a broad spectrum of vocabulary designed to prepare them for convention reporting, hearing reporting, stenointerpreting, and other alternative careers.

**CTRP 092 C REALTIME WRITING CONCEPTS****2 Units**

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

*Prerequisite: CTRP 085 C and CTRP 046 C.* A programmed approach is used with guided instructions to introduce court reporting students to realtime writing. Students will use their completed electronic dictionary and the appropriate software with which their electronic dictionary is compatible. Students will use hands-on application to write various exercises covering a variety of concepts in realtime.

**CTRP 093 C INFORMATION TECHNOLOGY - CTRP****2 Units**

*Two hours lecture per week.  
Credit/No Credit/Letter Grade Option*

This course is designed to introduce students to court reporting information technology, hardware technology, software applications, research links, auxiliary equipment, and CAT industry requirements.

**CTRP 094 C EXPERT TESTIMONY-PROF REPORTER****2 Units** (*May be taken for credit 4 times*)

*Two hours lecture per week.*

This class is designed for students and reporters to further develop dictionary refinement and writing skills in realtime. Students must furnish a steno machine, a lap top computer, and other related court reporting supplies.





**CTRP 095 C REALTIME WRITING-PROF REPORTER****2 Units** (May be taken for credit 4 times)

Two hours lecture per week.

This class is an advanced realtime writing class designed for students and reporters who studied a non-compatible computer theory. The class focuses on realtime writing concepts and their application to dictionary development, conflict resolution, and non-translates. Students are required to furnish their own steno machine, lap top computer, and other related court reporting supplies.

**CTRP 096 C COURT AND CONF. RPTG.: LIT. III****1 - 3 Units** (Variable 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 046 C 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 098 C COURT REPORTING SEMINAR****½ - 12 Units** (Variable Unit Class) (May be taken for credit 1-4 times)

Zero to twelve hours lecture and

Zero to seventy-two hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

Prerequisite: May be required. Corequisite: May be required. Advisory: May be required. 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. Fees may be required – PAYABLE AT REGISTRATION.

**CTRP 099 C COURT RPTG. INDEPENDENT STUDY****½ - 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.

## Culinary Arts – See Hospitality, Restaurant, Culinary Arts (HRC)

# Dance

**Division of Fine Arts**

Division Dean – Ting-Pi (Joyce) Carrigan

**Faculty**

Holly Lampe

Erin Landry

**Counselors**

Renay Laguana-Ferinac

Renee Ssensalo

**ASSOCIATE IN ARTS DEGREE****DANCE****Program Code: 1A03781**

Students will receive a well rounded dance education that will prepare them to transfer as dance majors or to teach, choreograph, and perform at various community and private venues.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

**Required Courses**

Course #	Course Title	Units
DANC 101 C	Multicultural Dance in the US	3
DANC 105 C	Ballet	1½
DANC 107 C	Modern Dance	1½
DANC 111 C	Jazz Dance	1½
DANC 202 C	Elements of Choreography	2
DANC 106 C	Classical Dance	1½
DANC 108 C	Free Form Dance	1½
DANC 112 C	Intermediate Jazz Dance	1½
DANC 204 C	Dance Rehearsal & Performance	3
DANC 215 C	Commercial Dance	2
DANC 214 C	Dance Repertory	3

**Select 2 courses from the following:**

DANC 109 C	Dance Improvisation	1½
DANC 113 C	Tap Dance	1½
DANC 114 C	Rhythm Dance	(1½, 1½)
DANC 124 C	Partnering	1
DANC 208 C	Pointe Class	1

**Select 3 courses from the following:**

DANC 115 C	Hip Hop Dance	1
DANC 130 C	Afro-Caribbean Dance	1
DANC 131 C	Ballet Folklorico	1
DANC 132 C	Flamenco Dance	1
DANC 133 C	Dance of Andalusia	1
DANC 136 C	Middle Eastern Dance	1
DANC 137 C	Latin and Swing Dance	1

**Select 2-3 units from the following:**

THEA 142 C	Theater Sound and Recording	2
THEA 144 C	Fundamentals of Lighting Design	3
THEA 145 C	Fundamentals of Costume Design	3
MUS 229 C	Recording Studio I	3
<b>Total Units Required</b>		<b>28 – 30</b>

**Electives**

THEA 120 C	Acting I	3
THEA 126 C	Musical Theater Techniques	3
THEA 132 C	Musical Theater Workshop	3

**DANCE CHOREOGRAPHY****CERTIFICATE****Program Code: 1K00065**

This program is designed to prepare the student for certain occupations related to dance choreography for entertainment parks, Community Theater, video and television.

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

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

Course #	Title	Units
DANC 101 C	Multicultural Dance in the US	3
DANC 106 C	Classical Dance	1½
DANC 108 C	Free Form Dance	1½
DANC 112 C	Intermediate Jazz Dance	1½
DANC 124 C	Partnering	1
DANC 202 C	Elements of Choreography	2
DANC 214 C	Dance Repertory	3
THEA 144 C	Lighting Design Fundamentals	3
or		
THEA 145 C	Fundamentals of Costume Design	(3)
<b>Total Units Required</b>		<b>16½</b>

**Electives**

DANC 114 C	Rhythm Dance	1
DANC 130 C	Afro-Caribbean Dance	1
DANC 131 C	Ballet Folklorico	1
DANC 132 C	Flamenco Dance	1
THEA 120 C	Acting I	3
THEA 126 C	Musical Theater Techniques	3

**DANCE TEACHING****CERTIFICATE****Program Code: 1K00066**

This program is designed to prepare the student to teach dance at private dance studios and community centers.

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

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

Course #	Title	Units
DANC 102 C	Pilates Mat Work	1
DANC 106 C	Classical Dance	1½
DANC 108 C	Free Form Dance	1½
DANC 109 C	Dance Improvisation	1
DANC 112 C	Intermediate Jazz Dance	1½
DANC 114 C	Rhythm Dance	1
DANC 130 C	Afro-Caribbean Dance	1
DANC 132 C	Flamenco Dance	1
DANC 202 C	Elements of Choreography	2
DANC 230 C	Dance Teaching Methodologies	3
PE 236 C	Prev & Care/Athletic Injuries	3
<b>Total Units Required</b>		<b>17½</b>

**Electives**

THEA 120 C	Acting I	3
THEA 126 C	Musical Theater Techniques	3

**DANCE TECHNIQUE****CERTIFICATE****Program Code: 1K00067**

Students will study a variety of dance techniques and styles to prepare them to audition for transfer as dance majors or perform at various community and private venues.

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
DANC 204 C	Dance Rehearsal & Performance	3

**Select 3 units from the following:**

DANC 105 C	Ballet	1½
DANC 106 C	Classical Dance	(1½, 1½)

**Select 3 units from the following:**

DANC 107 C	Modern Dance	1½
DANC 108 C	Free Form Dance	(1½, 1½)

**Select 3 units from the following:**

DANC 111 C	Jazz Dance	1½
DANC 112 C	Intermediate Jazz Dance	(1½, 1½)
DANC 215 C	Commercial Dance	(1½, 1½)

**Select 2 courses from the following:**

DANC 109 C	Dance Improvisation	1½
DANC 113 C	Tap Dance	1½
DANC 114 C	Rhythm Dance	(1½, 1½)
DANC 124 C	Partnering	1
DANC 208 C	Pointe Class	1

**Select 3 courses from the following:**

DANC 115 C	Hip Hop Dance	1
DANC 130 C	Afro-Caribbean Dance	1
DANC 131 C	Ballet Folklorico	1
DANC 132 C	Flamenco Dance	1
DANC 133 C	Dance of Andalusia	1
DANC 136 C	Middle Eastern Dance	1
DANC 137 C	Latin and Swing Dance	1
<b>Total Units Required</b>		<b>17</b>

**Electives**

THEA 120 C	Acting I	3
THEA 126 C	Musical Theater Techniques	3
or		
THEA 132 C	Musical Theater Workshop	(3)

**DANCE TRANSFER PROGRAM**

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

**Dance (DANC)****DANC 101 C MULTICULTURAL DANCE IN THE US****3 Units***Three hours lecture per week.**UC /CSU, AA GE, CSU GE, IGETC, CUL DIV*

*Advisory: Eligibility for ENGL 100 C.* Social and theatrical dances of the U.S. today will be viewed and examined in terms of cultural influences, historical and social origins, and the functions they fulfill for individual artists, their cultures, and society in general. African American, Asian, Hispanic, European and Native American dances, choreographers and dancers will be studied. The class work will include readings, discussions, group projects, and analysis of dance performances on video and live theater. Attendance at a selected group of performances is required. *Dance concert admission will not exceed \$40.00.*

**DANC 102 C PILATES MAT WORK****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 and other related physical disciplines. Students will learn Pilates floor mat exercises and a floor barre to increase flexibility, strength, body alignment with an emphasis on strengthening the core muscle groups.

**DANC 105 C BALLET**

**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, AA GE, CSU GE

This course introduces the fundamentals of classical ballet to the beginning dance student. The students will develop the strength and coordination to perform the technical skills of basic ballet through barre and center work and by learning simple movement combinations. Ballet terminology will be covered. *Dance concert admission will not exceed \$12.00.*

**DANC 106 C CLASSICAL DANCE**

**1 - 2 Units** (Variable Unit Class) (May be taken for credit 4 times)

Two to four hours laboratory per week.

UC /CSU, AA GE, CSU GE

*Prerequisite: Demonstrated mastery of beginning level dance technique.* This class covers the rudiments of classical dance for the intermediate ballet student. The student will develop the technical skills to perform intermediate level steps and combinations of movement. Classical dance terminology will be covered. *Dance concert admission will not exceed \$12.00.*

**DANC 107 C MODERN 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, AA GE, CSU GE

Using a variety of music styles students will learn and create dances that dynamically convey thoughts, feelings and ideas. Participation develops an expressive movement vocabulary while building strength and coordination. *Dance concert admission will not exceed \$12.00.*

**DANC 108 C FREE FORM DANCE**

**1 - 2 Units** (Variable Unit Class) (May be taken for credit 4 times)

Two to four hours laboratory per week.

UC/CSU, AA GE, CSU GE

*Prerequisite: Demonstrated mastery of beginning level dance technique.* Using a variety of music styles, students will learn and create intermediate level dances that convey thoughts, feelings and ideas. Students will broaden their movement range and become more coordinated and dynamic as movers. *Dance concert admission will not exceed \$12.00.*

**DANC 109 C DANCE IMPROVISATION**

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

Two hours laboratory per week.

UC /CSU, CSU GE

This course is designed to train the mind and body to respond and explore creative movement problems through improvisation. Choreographic concepts will be studied through improvisation.

**DANC 111 C JAZZ DANCE**

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

Two to four hours laboratory per week.

Credit/No Credit/Letter Grade Option

UC/CSU, AA GE, CSU GE

Students will learn basic skills of jazz dance with emphasis on body alignment, strength and coordination. *Dance concert admission will not exceed \$12.00.*

**DANC 112 C INTERMEDIATE JAZZ DANCE**

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

Two to four hours laboratory per week.

UC/CSU, AA GE, CSU GE

*Prerequisite: Demonstrated mastery of beginning level dance technique.* Students will further develop their technical skills for jazz dance and learn faster, more complicated movement combinations appropriate for the intermediate dancer. *Dance concert admission will not exceed \$12.00.*

**DANC 113 C TAP DANCE**

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

Two hours laboratory per week.

Credit/No Credit/Letter Grade Option

UC/CSU

Students will study basic tap dance technique and elementary tap dances. The class provides students with the opportunity to develop coordination, rhythm and performance skills for tap dance. Some history of tap will be included. *Cost of dance concert admission will not exceed \$12.00.*

**DANC 114 C RHYTHM DANCE**

**1 - 1½ Units** (Variable Unit Class) (May be taken for credit 4 times)

Two to three hours laboratory per week.

Credit/No Credit/Letter Grade Option

UC/CSU

*Prerequisite: Demonstrated mastery of beginning level dance technique.* Students will develop skills in rhythm dancing by studying intermediate level movements and combinations with some provision for student composition of dance. Performance skills will be included. *Cost of dance concert admission will not exceed \$12.00.*

**DANC 115 C HIP HOP DANCE**

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

Two hours laboratory per week.

Credit/No Credit/Letter Grade Option

CSU

Students will learn various forms of beginning hip-hop dance, including pop and lock, hip-hop funk, syncopations and rhythms. A basic history of hip-hop culture will be discussed. *Dance concert will not exceed \$12.00.*

**DANC 120 C 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. *Cost of dance concert not to exceed \$10.00.*

**DANC 121 C TURNS**

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

Two hours laboratory per week.

UC/CSU

*Prerequisite: Demonstrated mastery of beginning level dance technique.* This course will cover beginning to advanced turns for modern, ballet and jazz dance.



**DANC 122 C STRETCH AND RELAXATION**

**½ - 1½ 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 C PARTNERING**

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

Two hours laboratory per week.

UC/CSU

*Prerequisite:* Demonstrated mastery of intermediate dance level technique. This class introduces the basic elements of partnering to the intermediate dancer. The students will develop the strength and coordination to perform the basic skills for both floor partnering and lifts.

**DANC 130 C AFRO-CARIBBEAN DANCE**

**1 - 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 the dance styles and rhythms of African and Caribbean cultures including dances from West Africa, Brazil, Trinidad, Haiti, Bahia, Cuba, and the Dominican Republic. Dance as an inseparable part of the culture will be discussed. *Dance concert admission not to exceed \$12.00.*

**DANC 131 C 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 folk dances from various regions of Mexico such as Vera Cruz, Jalisco and Pueblo. The cultural background of each dance will be discussed. *Dance concert admission not to exceed \$12.00.*

**DANC 132 C 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. The class provides students with the opportunity to develop coordination, rhythm, and performance skills for Flamenco Dance. Some history of Flamenco will be included. *Cost of dance concert admission will not exceed \$12.00.*

**DANC 133 C 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 C. Students will study the dance of Andalusia, Spain, dance techniques and movement combinations with increasingly difficult rhythmic patterns. *Dance concert admission not to exceed \$12.00.*

**DANC 134 C 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, AA GE

Students will study and learn basic skills of Latin jazz dance and styles inherent in Jazz and Afro-Cuban dance and Latin popular rhythms such as Cha Cha Cha, Mambo, Salsa, Merengue, Bolero, Cumbia, Corridos and Flamenco Rumba. Students will learn Latin Jazz combinations. *Dance concert admission not to exceed \$12.00.*

**DANC 136 C MIDDLE EASTERN DANCE**

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

Two hours laboratory per week.

Credit/No Credit/Letter Grade Option

UC/CSU

Students will learn the social and stage dances from the Near and Middle East. Course work includes styling, veil work, cymbal playing, improvisation, vocabulary and cultural background of the dances. *Cost of dance concert not to exceed \$12.00.*

**DANC 137 C LATIN AND SWING DANCE**

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

Two hours laboratory per week.

Credit/No Credit/Letter Grade Option

UC/CSU

Students will learn various Latin and swing dance forms such as east and west coast swing, salsa, cha-cha, and meringue. The course will focus on learning the choreography in each style while developing coordination, partnering and performances skills. Individual choreography will enhance the students' knowledge of each dance form as well as encourage creativity. *Dance concert admission not to exceed \$12.00.*

**DANC 140 C SUMMER DANCE FESTIVAL**

**2 - 5 Units** (Variable Unit Class) (May be taken for credit 4 times)

Eight to Twenty hours of laboratory TBA per week.

CSU

*Prerequisite:* Audition. The Summer Dance Festival is designed to give both high school and college students the opportunity for intensive study of a variety of dance styles by taking technique classes while rehearsing choreography of faculty and students. All phases of the dance concert process from audition to rehearsal to backstage preparation will be covered.

**DANC 202 C ELEMENTS OF CHOREOGRAPHY**

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

Two hours lecture and

One hour laboratory per week.

UC/CSU

*Prerequisite:* Demonstrated mastery of beginning level dance technique. Students will study the theories and practices involved in basic dance composition. Experiences will include improvisation using the elements of choreography, creation of dance studies, and the development of a complete dance. *Cost of dance concert admission will not exceed \$50.00.*

**DANC 203 C DANCE PRODUCTION**

**2 - 3 Units** (Variable Unit Class) (May be taken for credit 4 times)

Eight to twelve hours laboratory TBA per week.

UC/CSU

This course offers practical experience in the technical aspects of dance production including costume design, set design, makeup, lighting, sound production, and publicity.



**DANC 204 C DANCE REHEARSAL & PERFORMANCE****2 - 3 Units** (Variable Unit Class) (May be taken for credit 4 times)

Eight to twelve hours laboratory TBA per week for maximum credit. UC/CSU

*Prerequisite:* Audition. *Advisory:* Concurrent Enrollment in one of the following: DANC 203 C, THEA 149 C, or one from THEA 140 C through THEA 147 C. This course provides the experience of learning and performing choreographic works of faculty, students, and guest artists. All phases of the dance concert process from audition to rehearsal to backstage preparation will be covered.**DANC 205 C DANCE ENSEMBLE****3 Units** (May be taken for credit 4 times)

Two hours lecture and

Four hours laboratory per week.

UC/CSU

*Prerequisite:* Audition. Theater and dance students with intermediate to advanced skill levels will develop their performing and choreographic skills, learn the basics of fund raising and promotion of dance while performing at K-12 schools, community events and dance festivals.**DANC 208 C POINTE CLASS****1 Unit** (May be taken for credit 4 times)

Two hours laboratory per week.

UC/CSU

*Prerequisite:* Demonstrated mastery of intermediate dance technique. Students will learn exercises to develop the strength and coordination to perform ballet steps in pointe shoes. Proper shoe fit, injury prevention and correct body alignment will be covered.**DANC 212 C DANCE FOR STAGE, FILM & VIDEO****1 - 2 Units** (Variable Unit Class) (May be taken for credit 4 times)

Two to four hours laboratory per week.

UC/CSU

*Prerequisite:* Demonstrated mastery of intermediate level dance technique. This class is designed for the technically strong dancer. Class work will include instruction in performance techniques and various styles of dance used in film, stage and music videos. Dance concert admission not to exceed \$12.00**DANC 214 C DANCE REPERTORY****2 - 3 Units** (Variable Unit Class) (May be taken for credit 4 times)

Eight to twelve hours laboratory TBA per week for maximum credit.

UC/CSU

*Prerequisite:* Audition. *Advisory:* Concurrent enrollment in one of the following: DANC 203 C, THEA 149 C, or one from THEA 140 C through THEA 147 C. This course provides the opportunity to rehearse and perform works choreographed by faculty and/or artist-in-residence under professional working conditions and requirements. All phases of the dance concert process from audition to rehearsal to backstage preparation will be covered.**DANC 215 C COMMERCIAL DANCE****1 - 2 Units** (Variable Unit Class) (May be taken for credit 4 times)

Two to four hours laboratory per week.

CSU

*Prerequisite:* Demonstrated mastery of intermediate level dance technique. Course work will develop the jazz dancer's technique and performance skills in order to successfully execute combinations required for television and musical theater dance performance. Cost of dance concert admission will not exceed \$12.00.**DANC 230 C DANCE TEACHING METHODOLOGIES****3 Units**

Two hours lecture and

Two hours laboratory per week.

CSU

*Prerequisite:* Demonstrated mastery of intermediate level dance technique. Dance teaching methodologies will be studied and applied as appropriate for teaching in private dance studios and community centers. Subject matter will include movement principles, creation of movement sequences, analysis of music and the creation of lesson plans for a variety of dance forms.**DANC 296 C DANCE OPEN LABORATORY****1 - 6 Units** (Variable Unit Class) (May be taken for credit 4 times)

(Open Entry/Open Exit)

Two to twelve hours laboratory per week.

UC Credit Limitation/CSU

This is an open entry/open exit class for students to obtain production experience in dance through dancing, choreographing, technical work, management, and publicity.

**DANC 298 C DANCE SEMINAR****½ - 12 Units** (Variable Unit Class) (May be taken for credit 1-4 times)

Zero to twelve hours lecture and

Zero to forty-eight hours laboratory per week.

*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

UC Credit Limitation/CSU

*Prerequisite:* May be required. *Corequisite:* May be required. *Advisory:* May be required. This seminar provides the opportunity to study new dance styles or a variety of other subject matters related to dance that are not included in present curriculum. Fees may be required – PAYABLE AT REGISTRATION.**DANC 299 C DANCE - INDEPENDENT STUDY****½ - 2 Units** (Variable Unit Class) (May be taken for credit 4 times)

One to four hours per week for maximum credit.

UC Credit Limitation/CSU

*Prerequisite:* Approved Independent Study Learning Contract. This course is for advanced students who wish to increase their knowledge of dance and/or performance through individual study or research. Unit credit may range from one-half to two units in any given semester.

# 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 with reporting requirements. The Commission is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education.

At the completion of the program the student will be certified by the State of California to take x-rays, and will be eligible to take the California Registered Dental Assistant's Examination and the National Certification Examination for Dental Assistants. Upon successful completion of the California RDA Examination the student will be licensed to perform all of the expanded functions in the California Dental Practice Act.

Registered Dental Assistants are highly valued by the dental professions and have a choice of work environments from private offices to hospitals and clinics. They are involved in a variety of duties including managing the front office, preparing the patient, taking radiographs, mixing dental materials, and now with expanded functions, not only assisting chairside, but performing certain procedures in the mouth.

## PROGRAM GOALS AND OBJECTIVES

The goals and objectives of the Cypress College Dental Assistant Program are the following:

1. To provide the student with the academic knowledge and skill, and competence necessary to qualify for both the National Certification Exam and the California State Registered Dental Assistant Exam.
2. To prepare the student for dental assisting entry-level employment as an integral member of the dental health team.

## THE CYPRESS COLLEGE DENTAL ASSISTANT PROGRAM

### OBJECTIVES ARE TO:

1. Provide a dental assisting program to meet challenges presented by demographic changes of the current decade.
2. Promote a dental assisting curriculum that helps build student's educational and career goals in a success-oriented learning environment.
3. To provide students with the academic resources and clinical experiences to perform the functions approved by the California Dental Practice Act for a Registered Dental Assistant with competence and judgment.
4. Prepare the student to qualify for certification in Radiology Safety and Coronal Polishing.

5. Prepare the student to attain laboratory competency in the ultrasonic removal of excess cement from coronal surfaces of teeth under orthodontic treatment.

6. Maintain a positive communication network between the advisory committee, dental community, and dental assistant program alumni.

7. To create a safe learning environment in compliance with federal and California state standards and regulations.

## MINIMUM STANDARD

1. High School graduation or completion of the General Education Development test (GED) or passing of high school proficiency examination.
2. Minimum age of 17 years. (RDA licensure requires candidate to be a minimum age of 18 years).
3. Completion of ENGL 058 C/ESL 185 C or a comparable course, with grade of "C" or better, or submission of test scores that indicate eligibility for ENGL 060 C/ESL 186 C.

## APPLICATION PROCEDURES

1. Meet with a counselor to determine fulfillment of the English requirements. Examples of ways to meet these requirements include taking the English assessment test at Cypress or another college and scoring into ENGL 060 C or ESL 186 C, or completing ENGL 058 C or ESL 185 C at Cypress or a comparable course at another college, with a grade of "C" or better.
2. Complete the Dental Assistant program application which may be obtained from the Health Science Counseling Office, Health Science Building, Cypress College, 9200 Valley View, Cypress, CA 90630. Applications are available February 1 until the program is full.
3. Attach an unofficial copy of your high school transcript, diploma or GED test or high school proficiency examination to the Dental Assistant application.
4. Submit a Cypress College application to the Admissions and Records Office. Fall applications may be submitted beginning March 1.
5. Enrollment is limited to the first 30 qualified applicants.

## SELECTION PROCEDURES

Priority will be given to those students who have completed the minimum standards for application.

## ASSOCIATE IN SCIENCE DEGREE

### REGISTERED DENTAL

#### ASSISTING

**Program Code: 1S03786**

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 Requirements; (3) the cultural diversity and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**Required Courses are listed in suggested sequence.** The following courses must be completed with a minimum grade of "C" to continue in the program.)

Course #	Title	Units
<b>FALL SEMESTER</b>		
DA 016 C	Dental Materials	3
DA 058 C	Clinical Externship I	1½
DA 061 C	Oral Anatomy/Dental Assistant	3
DA 062 C	Preventive Dental Health	2
DA 063 C	Chairside Assisting I	3
DA 065 C	Radiology, Dental Assistants	3
		<b>15½</b>
<b>SPRING SEMESTER</b>		
DA 059 C	Clinical Externship II	3
DA 066 C	Clinical Dental Radiology	1
DA 067 C	Dental Specialties	3
DA 068 C	Chairside Assisting II	3
DA 069 C	Clinical Externship III	2
DA 070 C	Dental Office Procedures	2
		<b>14</b>
	<b>Total Units Required</b>	<b>29½</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

**Program Code: 1C03786**

Upon completion of the 29½ units of Dental Assistant course work, as listed for the Dental Assistant Associate of Science Degree, the student becomes eligible to apply for the Registered Dental Assistants Examination. To earn a certificate, complete the required major courses as listed for the Dental Assistant Associate Degree with a minimum grade of "C".

# Dental Assistant (DA)

## DA 016 C DENTAL MATERIALS 3 Units

*Two hours lecture and*

*Three hours laboratory per week.*

*Prerequisite: Acceptance into the Dental Assisting 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. *\$60.00 Material Fee - PAYABLE AT REGISTRATION.*

## DA 058 C CLINICAL EXTERNSHIP I 1½ Units

*One-half hour lecture and*

*Three hours laboratory per week.*

*Prerequisite: Acceptance in the Dental Assistant Program.* This is the first in a series of clinical externships. The emphasis is on beginning level skills and training for the dental assistant. Dental Assistant students will complete clinical rotations in dental offices and/or schools of dentistry.

## DA 059 C 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 C ORAL ANATOMY/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 C PREVENTIVE DENTAL HEALTH 2 Units

*Two hours lecture per week.*

*Prerequisite: Acceptance in the Dental Assistant Program.* This course deals with the concepts of dental health and total patient care. This is accomplished by providing instruction and practice of oral hygiene, production of plaque (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 C CHAIRSIDE ASSISTING I 3 Units

*Two hours lecture and*

*Three hours laboratory per week.*

*Prerequisite: Acceptance in the Dental Assistant Program.* This course provides lecture and laboratory instruction in chairside assisting, including history of dentistry, the dental health team, pre-clinical knowledge and entry-level skills for the assistant, advancing to the application of theoretical knowledge, and principles of restorative dentistry. In addition, students will be provided with a thorough knowledge of infection control in the central environment. Principles and fundamentals of infection control, clinical procedures, sterilization and disinfection will be covered. Content and skills will progress in relation to the complexity of the procedures as the student gains practical experience. *\$62.00 Material Fee - PAYABLE AT REGISTRATION.*

## DA 065 C RADIOLOGY, 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, pre-clinical work on mannequins and clinical instruction on patients as 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 (two hour lecture, three hours laboratory per week) to meet state requirements. *\$60.00 Material Fee - PAYABLE AT REGISTRATION.*

## DA 066 C 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 Material Fee - PAYABLE AT REGISTRATION.*

**DA 067 C 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, pediatric dentistry, 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. *\$68.00 Material Fee - PAYABLE AT REGISTRATION.*

**DA 068 C 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 C CLINICAL EXTERNSHIP III****2 Units**

*Eight hours clinical office practice 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. Students will assist the dentist in general practice. Students will rotate through dental specialty offices gaining experience in dental specialties and expanded duties.

**DA 070 C 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 Material Fee - PAYABLE AT REGISTRATION.*

**DA 099 C DENTAL ASSISTING INDEP. STUDY**

**½ - 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**

Kathleen Alvarez

Carol Green

Ina Rydalch

Carol Zakala

**Counselors**

Kelly Carter

Denise Vo

**ASSOCIATE IN SCIENCE DEGREE****DENTAL HYGIENE****Program Code: 1S03787**

The Cypress College Dental Hygiene Program is accredited by the Commission on Dental Accreditation, and has been granted the Accreditation status of approval without reporting. The Commission is a specialized accrediting body recognized by the United States Department of Education and the Council on Higher Education Accreditation. This program offers a curriculum that provides the student with the appropriate academic instruction to achieve eligibility for the National Board of Dental Hygiene Examiners written examination, and the California State Board Examination for licensure as a Registered Dental Hygienist, qualifying the candidate as stipulated in the California Dental Practice Act.

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

**PROGRAM GOAL**

The goal of the Cypress College Dental Hygiene Program is to provide the student with the educational opportunity to attain the knowledge and skills necessary to qualify for licensure as a Registered Dental Hygienist, and a professional member of the allied health team.

**PROGRAM OBJECTIVES**

1. To educate dental hygiene students in the ethical, legal and competent practice of dental hygiene.
2. To educate dental hygiene students in the areas of disease prevention and oral health promotion.
3. To facilitate dental hygiene students involvement in community projects.
4. To promote professional growth, development, and an appreciation for scholarly activity.
5. To ensure the dental hygiene student provides optimal patient care.



**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 3.0. See list below.
6. Completion of specific general education courses prior to application.

**PREREQUISITES**

The following courses must be completed with a minimum grade of "C" and an overall GPA of 3.0.

1. Science: All courses must be completed within five years of filing the initial application. Four courses must be completed prior to application; the remainder must be completed no later than the end of the spring semester prior to enrollment in the fall program.

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

Course #	Title	Units
CHEM 101 C	Introduction to Chemistry	5
or equivalent		(5)
CHEM 201 C	Basic Organic & Biochemistry	5
BIOL 220 C	Medical Microbiology	4
BIOL 230 C	General Anatomy	4
BIOL 240 C	Human Physiology	5
HRC 100 C	Nutrition	3

2. In addition a minimum of three courses 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 C	General Psychology	3
SOC 101 C	Introduction to Sociology	3
SPCH 100 C	Human Communication	3
ENGL 100 C	College Writing	3
	Arts & Humanities	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:

MATH 020 C	Elementary Algebra (or equivalent)	4
	Arts and Humanities - see General	
	Education for course selection	3
PE	Elective Activity Course	1
	Reading Proficiency	3
	Cultural Diversity	3

**SELECTION PROCEDURE**

Applications normally exceed capacity. Selection of applicants is based on accumulation of points. Criteria are available in the Health Science Counseling Office. Criteria are subject to change. It is the applicant's responsibility to verify that evidence of criteria is on file at Cypress College.

**APPLICATION PROCEDURES**

1. Application packets must be completed in person at the Health Science Counseling Office, Health Science Building, Cypress College, 9200 Valley View, Cypress, CA 90630.
2. Application must be made during the month of February for the following Fall enrollment.
3. March 31 - Transcripts and RDA Certificate verification must be submitted to the Health Science Counseling Office. For questions, please contact the Health Science Counseling Office.

**DENTAL HYGIENE CURRICULUM**

Dental Hygiene courses must be taken in a specific sequence. Students must obtain a minimum grade of "C" or better in all courses listed in the Dental Hygiene Curriculum to continue in the program. Refer to the General Education Requirement of the college to obtain an Associate Degree.

Upon completion of the Dental Hygiene curriculum listed below and the general education requirements, the student 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 specific sequence:**

Course #	Title	Units
<b>SEMESTER 1</b>		
DH 101 C	Dental Anatomy & Morphology	2
DH 104 C	Oral Health Assessment	3
DH 106 C	Radiology Tech./Hygienists	3
DH 109 C	Pre-Clinical Dental Hygiene	4½
DH 205 C	Oral Histology and Embryology	3
<b>Total Units Required</b>		<b>15½</b>
<b>SEMESTER 2</b>		
DH 110 C	Clinical Dental Hygiene	6
DH 113 C	General and Oral Pathology	2
DH 116 C	Dental Materials/Hygienists	2
DH 125 C	Perio Pathology & Therapy	2
DH 212 C	Head and Neck Anatomy	2
<b>Total Units Required</b>		<b>14</b>
<b>SEMESTER 3</b>		
DH 220 C	Clinical Dental Hygiene	6
DH 240 C	Community Oral Health I	2
DH 250 C	Pharmacology	2
DH 255 C	Dental Anesthesiology	2
DH 260 C	Dental Care for Special Needs	2
<b>Total Units Required</b>		<b>14</b>
<b>SEMESTER 4</b>		
DH 221 C	Clinical Dental Hygiene	6
DH 230 C	Dental Specialties	2
DH 241 C	Community Oral Health II	2
DH 245 C	Dental Jurisprudence	2
DH 248 C	Medical/Dental Emergencies	1
<b>Total Units Required</b>		<b>13</b>
<b>Program Total Units</b>		<b>56½</b>
<b>Electives</b>		
DH 275 C	Clinical Dental Hygiene	½
DH 299 C	Dental Hygiene Indep. Study	½ - 2

**DENTAL HYGIENE  
CERTIFICATE****Program Code: 1C03787**

Students who have previously earned an Associate Degree and have completed all the Cypress College Dental Hygiene curriculum requirements will be eligible for a Certificate in Dental Hygiene. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At Least 50% of all course work must be completed at Cypress College.

**PRE-DENTAL HYGIENE TRANSFER PROGRAM**

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

**Dental Hygiene (DH)****DH 101 C DENTAL ANATOMY & MORPHOLOGY  
2 Units***Two hours lecture per week.***CSU**

*Prerequisite: Enrollment in the Dental Hygiene program and all Dental Hygiene program semester 1 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 C 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 information skills for the beginning student clinician to utilize daily in direct patient care. Primarily, it is an introduction to the recognition, gathering and interpretation of assessment data as an aid to formulating checklist dental hygiene treatment plans. In addition, it provides the basics to dental disease prevention through the dissemination and application of existing dental health knowledge through chair side instruction.

**DH 106 C RADIOLOGY TECH./HYGIENISTS  
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 essential 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 Material Fee - PAYABLE AT REGISTRATION.*

**DH 109 C PRE-CLINICAL DENTAL HYGIENE  
4½ 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. Content emphasis includes maintenance of aseptic technique/infection 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, entry level clinic forms and procedures, clinic duties, and clinical practice utilizing examination procedures and basic instrumentation techniques on student patient partners and periodontal typodonts/manikins. *.\$63.00 Material Fee - PAYABLE AT REGISTRATION.*

**DH 110 C 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.* This is the second in a series of four courses designed to prepare the student for clinical dental hygiene practice. Emphasis is placed on perfecting oral inspection and medical/dental health history documentation, and developing dental hygiene treatment plans. Additional course content includes: introduction to universal curet instrumentation and sharpening techniques, root debridement techniques, oral and subgingival irrigation, gingival curettage, introduction to hoe and file instrumentation, introduction to ultrasonic instrumentation and air polishing. Clinical skills will be demonstrated and evaluated on clinical patients appointed in the Cypress College Dental Hygiene Clinic.

**DH 112 C HEAD AND NECK ANATOMY  
2 Units***Two hours lecture per week.***CSU**

*Prerequisite: Current enrollment in Dental Hygiene program and DH 101 C, DH 104 C, DH 106 C, DH 109 C, and BIOL 234 C with a grade of "C" or better.* This course is a study of the gross and anatomical structures of the head and neck. The relationship and function of the organs of the head and neck in the human body are studied, with an emphasis on structures and innervations of the oral cavity.

**DH 113 C GENERAL AND ORAL PATHOLOGY  
2 Units***Two hours lecture per week.***CSU**

*Prerequisite: Current enrollment in Dental Hygiene program and successful completion of all first semester courses.* This course introduces students to concepts of oral 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 C NUTRITION FOR DENTAL HYGIENE  
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 C DENTAL MATERIALS/HYGIENISTS****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 Material Fee - PAYABLE AT REGISTRATION.

**DH 125 C PERIO PATHOLOGY & 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 to clinical treatment will be emphasized.

**DH 205 C ORAL EMBRYOLOGY & HISTOLOGY****3 Units**

(Formerly BIOL 234 C)  
Two hours lecture and  
Three hours laboratory per week.  
CSU

*Prerequisite:* Satisfactory completion of BIOL 210 C with a minimum grade of "C". *Corequisite:* DH 101 C and DH 106 C. This course is an introduction to the microscopic characteristics of the tissues, histology, and embryology of the head and neck with an emphasis on the structure of the oral cavity.

**DH 212 C HEAD AND NECK ANATOMY****2 Units**

(Formerly BIOL 235 C)  
Two hours lecture per week.  
CSU

*Prerequisite:* Current enrollment in the Dental Hygiene program and DH 101 C, DH 104 C, DH 106 C, DH 109 C and BIOL 234 C with minimum grades of "C". This course is a study of the gross and anatomical structures of the head and neck. The relationship and function of the organs of the head and neck in the human body are studied, with an emphasis on structures and innervations of the oral cavity.

**DH 220 C CLINICAL DENTAL HYGIENE****6 Units**

One hour lecture and  
Sixteen hours laboratory 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. \$23.00 Material Fee - PAYABLE AT REGISTRATION.

**DH 221 C CLINICAL DENTAL HYGIENE****6 Units**

One hour lecture and  
Sixteen hours laboratory per week.  
CSU

*Prerequisite:* Sophomore standing in the Dental Hygiene program; DH 220 C. This is the final course in clinical dental hygiene designed to prepare the student for clinical dental hygiene practice and to provide students advanced instruction in patient care. Lecture and clinical instruction will be applied by clinical experience on clinical patients in the Cypress College Dental facility and off campus clinical site, and/or an enriching facility. An emphasis will be placed on: (1) periodontal therapy, (2) supportive periodontal treatment, (3) expanded and supportive periodontal treatment, (3) expanded and supportive procedures, (4) treatment planning, (5) organization and implementation of a Student Research presentation/Table Clinic, and (6) the completion and presentation of a Case Presentation of extensive and comprehensive dental hygiene treatment of a patient.

**DH 230 C DENTAL SPECIALTIES****2 Units**

Two hours lecture per week.  
CSU

*Prerequisite:* Sophomore standing in the Dental Hygiene program. This is a study of the dental hygienist's role within the various dental practices. Each dental specialty practice is studied to establish a proper perspective of dental hygiene in relationship to dentistry and to have a greater comprehension of total patient care.

**DH 240 C 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 C COMMUNITY ORAL HEALTH II****2 Units**

Two hours lecture per week.  
CSU

*Prerequisite:* Sophomore standing in the Dental Hygiene program; DH 240 C. This course is the second of two courses in Community Oral Health to develop principles and practices of dental public health. Emphasis of instruction will be placed on community-wide problems such as water fluoridation and the delivery of care. Students will participate in target groups within the community.

**DH 245 C DENTAL JURISPRUDENCE****2 Units**

Two hours lecture per week.  
CSU

*Prerequisite:* Sophomore standing in the Dental Hygiene program. This 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 C 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 C 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 C DENTAL ANESTHESIOLOGY****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 C DENTAL CARE FOR SPECIAL NEEDS****2 Units***Two hours lecture per week.*

CSU

*Prerequisite: Sophomore standing in the Dental Hygiene Program.* This course is designed to give the student a study in the needs of the medically compromised, or the mentally and physically challenged patient. Emphasis will be placed on therapeutic techniques in treating these special needs patients in a dental clinical situation.

**DH 275 C CLINICAL DENTAL HYGIENE****½ Unit (May be taken for credit 3 times)***One and one-half hours laboratory per week.*

Credit/No Credit

CSU

*Prerequisite: DH 110 C.* This is a clinical course in dental hygiene designed to provide students advanced instruction in patient care. An emphasis will be placed on treatment planning, and clinical instrumentation. This course provides the student with 24 hours of clinical instruction.

**DH 299 C DENTAL HYGIENE INDEP. STUDY****½ - 2 Units (Variable Unit Class) (May be taken for credit 3 times)***One-half to two hours lecture and**Zero to six hours laboratory per week.*

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**

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

## Drafting – See Engineering Technology

# Economics

**Division of Social Science***Division Dean – Nina DeMarkey***Faculty**

Fola Odeunmi

James Phillips

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

**BUSINESS ECONOMICS CERTIFICATE**

Combining economics principles with business practices, this certificate program provides students with the necessary knowledge to make informed financial decisions. Students will gain an understanding of supply and demand and resource allocation issues, marketplace competitive factors, consumer purchasing patterns, and money-management and investment 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 suggested sequence:**

Course #	Title	Units
ECON 105 C	Principles of Economics-Micro	3
or		
ECON 105HC	Honors Principles of Economics	(3)
MGT 161 C	Introduction to Business	3
ECON 130 C	Consumer Economics	3
or		
MKT 210 C	Consumer Behavior	(3)
MGT 101 C	Personal Finance	3
or		
MGT 102 C	Financial Literacy	(3)
	<b>Total Units Required</b>	<b>12</b>



**ECONOMICS TRANSFER PROGRAM**

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

**Economics (ECON)****ECON 100 C PRINCIPLES OF ECONOMICS-MACRO****3 Units**

*Three hours lecture per week.*

*Credit by Examination*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN ECON 2*

The course concentrates on macroeconomic analysis. Topics emphasized are aggregate supply/demand concepts, economic aggregates and the overall functioning of the American economy, with special emphasis on the role of the government. The course includes national income accounting, employment theory, business cycles, fiscal and monetary policy and economic growth. *Duplicate credit not granted for ECON 100HC.*

**ECON 100HC HONORS PRINCIPLES OF ECONOMICS****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN ECON 2*

This course is an enhanced study of macroeconomics, focusing on the structure and operation of the American economy. Special topics include simulated practice of fiscal and monetary policy, and web-site updates of statistical economics. *Duplicate credit not granted for ECON 100 C.*

**ECON 105 C PRINCIPLES OF ECONOMICS-MICRO****3 Units**

*Three hours lecture per week.*

*Credit by Examination*

*UC Credit Limitation/CSU, AA GE, 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 105HC.*

**ECON 105HC HONORS PRINCIPLES OF ECONOMICS****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN ECON 4*

This course is an enhanced study of microeconomics analysis with special attention given to web-based interactive material on topics such as: price determination; the market models; comparative economic analysis; and international trade and finance. *Duplicate credit not granted for ECON 105 C.*

**ECON 110 C SURVEY OF ECONOMICS****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

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

Economics 110 C is a survey of the American economic system, with the purpose of developing a level of economic education sufficient for a citizen's understanding of economic issues. Includes price determination, the role of government in economic activity, and economic relations of the United States with foreign nations. Economics 110 C does not meet the course requirements for majors in economics and business administration. *No UC credit if taken after ECON 100 C or ECON 105 C.*

**ECON 130 C CONSUMER ECONOMICS****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

The student will examine practical consumer choices involving gathering information, spending money, saving/investing and other consumer choices. Emphasis will be given to daily consumer applications of beneficial consumer behavior.

**ECON 260 C ECONOMIC GEOGRAPHY****3 Units**

*(Same as GEOG 260 C)*

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

This course is an investigation and interpretation of the world's economic organization, its natural resources, raw materials, crops and crop production, manufacturing and service industries, new trends in producing, and the changing centers of production and consumption.

**ECON 298 C ECONOMICS SEMINAR**

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

*Zero to twelve hours lecture and*

*Zero to twenty-four hours laboratory per week.*

*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ unit to 12 units. Consult class schedule for the offerings in a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*

**ECON 299 C ECONOMICS INDEPENDENT STUDY**

*1 Unit (May be taken for credit 3 times)*

*Varying hours of scheduled conferences per week according to instructor.*

*UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

# Education

## Division of Social Science

Division Dean – Nina DeMarkey

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## THE PARAPROFESSIONAL IN EDUCATION

### CERTIFICATE Program Code: 1A16915

This certificate will provide qualified personnel with specialized expertise to assist in classrooms and in the community, that support populations' labeled with disabilities. It will help school districts meet federal requirements for Paraprofessionals already hired, and future teachers. Vocational and academic coursework are integrated into a lower division Certificate program that will satisfy paraprofessional requirements as well as those needed for an AA Degree and transfer to university credential programs.

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 139 C	Developmental Psychology	3
or		
PSY 240 C	Child Development & Education	(3)
HUSR 200 C	Introduction to Human Services	3
EDU 204 C	Intro to Special Education	3
EDU 208 C	Children w/disabilities	3
EDU 209 C	Role of the Paraprofessional	3
EDU 211 C	Diverse Learners Practicum	3
	<b>Total Units Required</b>	<b>18</b>

## Education (EDU)

### EDU 200 C ELEMENTARY SCHOOL TEACHING

#### 3 Units

*Three hours lecture per week and  
45 hours TBA of required field work in K-6 elementary classrooms  
per semester.*

CSU

*Advisory: Completion of COUN 110 C or COUN 120 C, or at least one year as a paraprofessional in a public school setting.* This course provides an overview of the teaching profession for students who are considering a career in elementary school teaching. The course will address the philosophies of education, the history of education in America, the sociology of education, contemporary issues in education, and the role of education in American society. In addition, students will gain experience through 45 hours of required fieldwork in K-6 elementary classrooms. Students will divide the 45 hours of required fieldwork as follows: 20 hours in an ELL (English Language Learners) classroom, 15 additional hours will be spent at the primary school and the last 10 hours will be spent in a second elementary school.

### EDU 204 C INTRO TO SPECIAL EDUCATION

#### 3 Units

*Three hours lecture per week.*

CSU

This course provides an overview of special education. It includes the theoretical and educational foundations of special education, a historical background of the field of special education, legal issues, and techniques for inclusion of individuals with special needs in all settings. Various implications of full inclusion are discussed, including the role and responsibilities of key members of the educational team, including educational sign language interpreters.

### EDU 208 C CHILDREN WITH DISABILITIES

#### 3 Units

*Three hours lecture per week.*

CSU

This course is designed for teachers, administrators, parents and others in supporting children with special needs and their families. The first part of the course will focus on supporting families of children with special needs in early childhood settings. Developing techniques and strategies to provide this support will be emphasized, as well as building a knowledge base of resources available to parents and early childhood programs. There will be a focus on creating inclusive environments for young children and their families.

### EDU 209 C ROLE OF THE PARAPROFESSIONAL

#### 3 Units

*Three hours lecture per week.*

CSU

This course is an overview of the roles and responsibilities of paraprofessional including legal, instruction, evaluation and behavioral components. It is designed to train persons to work as classroom teaching assistants in public schools. The course meets the current legislative requirements for paraprofessionals.

### EDU 211 C DIVERSE LEARNERS PRACTICUM

#### 3 Units

*Three hours lecture per week.*

CSU

This course is designed for those who are or will be assisting in the elementary through secondary educational setting. Students will be prepared to facilitate classroom and community practices for diverse learners (individuals who have disabilities, are second language learners, are gifted, etc.). Topics will include literacy, language, and behavior support. Introductory knowledge in the assessment, design, and implementation of life-span curriculum and methodology will be covered.

### EDU 225 C SECONDARY SCHOOL TEACHING

#### 3 Units

*Three hours lecture and*

*Two and one-half hours laboratory TBA per week.*

CSU

*Prerequisite: COUN 120 C or at least 1 year as a Paraprofessional in a Public School Setting.* History, philosophy, and sociology of secondary education. Introduction to the California Teaching Performance Expectations and Assessment; needs of special populations, English learners, and struggling readers; content standards; and major curriculum reform documents. In addition, students will gain experience through 45 hours of required fieldwork in secondary classrooms. Students will divide the 45 hours as follows: 30 hours at one site and 15 hours in various other sites/activities for diversity.

# Electricity

## Division of Science/Engineering/Mathematics

Interim Division Dean – Richard Fee

### Faculty

Brinda Subramaniam

### Counselor

Tom Nordee

## Electricity (ELEC)

### ELEC 051 C BASIC ELECTRICITY

#### 2 Units

Two hours lecture and

Two hours laboratory per week.

Credit/No Credit/Letter Grade Option

This course provides a non-mathematical treatment of AC and DC circuits including the following: current, voltage, resistance, power, magnetism, relays, motors, generators, automotive electrical system, rectifying circuits, and the use of the oscilloscope and related test equipment. This course is not open to those who have completed a previous college course in electricity or electronics and cannot be counted toward the electronic engineering technology major.

## Electronics – See Engineering Technology (ENGT)

# Engineering

## Division of Science/Engineering/Mathematics

Interim Division Dean – Richard Fee

### Faculty

Brinda Subramaniam

### Counselor

Tom Nordee

### ASSOCIATE IN SCIENCE DEGREE

#### PRE- ENGINEERING Program Code: 1S03770

This Pre-Engineering program is designed to prepare students for junior standing at most CSU and UC institutions.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
MATH 150AC	Calculus and Analytic Geometry	4
MATH 150BC	Calculus and Analytic Geometry	4
MATH 250AC	Intermediate Calculus	4
MATH 250BC	Intermediate Calculus	4
PHYS 221 C	General Physics	4
PHYS 222 C	General Physics	4
PHYS 223 C	General Physics	4
CHEM 111AC	General Chemistry	5
CHEM 112 C	Chemistry for Engineers	3
ENGT 101 C	Technical Drawing	3
ENGT 104 C	Computer Aided Design	3
ENGR 102 C	Engineering Graphics	3
ENGR 110 C	Introduction to Engineering	2
ENGR 201 C	Statics	3
ENGR 210 C	Electric Circuits	4
CSCI 185AC	Computer Science I	4
or		
CSCI 205 C	FORTRAN Programming	(3)
<b>Total Units Required</b>		<b>58</b>

### ENGINEERING TRANSFER PROGRAM

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

## Engineering (ENGR)

### ENGR 102 C ENGINEERING GRAPHICS

#### 3 Units

Two hours lecture and

Four hours laboratory per week.

UC/CSU, CAN ENGR 2

*Prerequisite:* ENGT 101 C and MATH 020 C, or equivalent high school mathematics, with a grade of "C" or better. Descriptive geometry methods for drawing of points, lines, planes, plane intersections and developments, vector graphics with the use of base line dimensioning, tolerances, weight calculations, notes, bill of materials composition and graphs. The solution of three-dimensional problems arising in various branches of engineering and the elementary introduction to AutoCAD.

### ENGR 110 C INTRODUCTION TO ENGINEERING

(Same as ENGT 110 C)

#### 2 Units

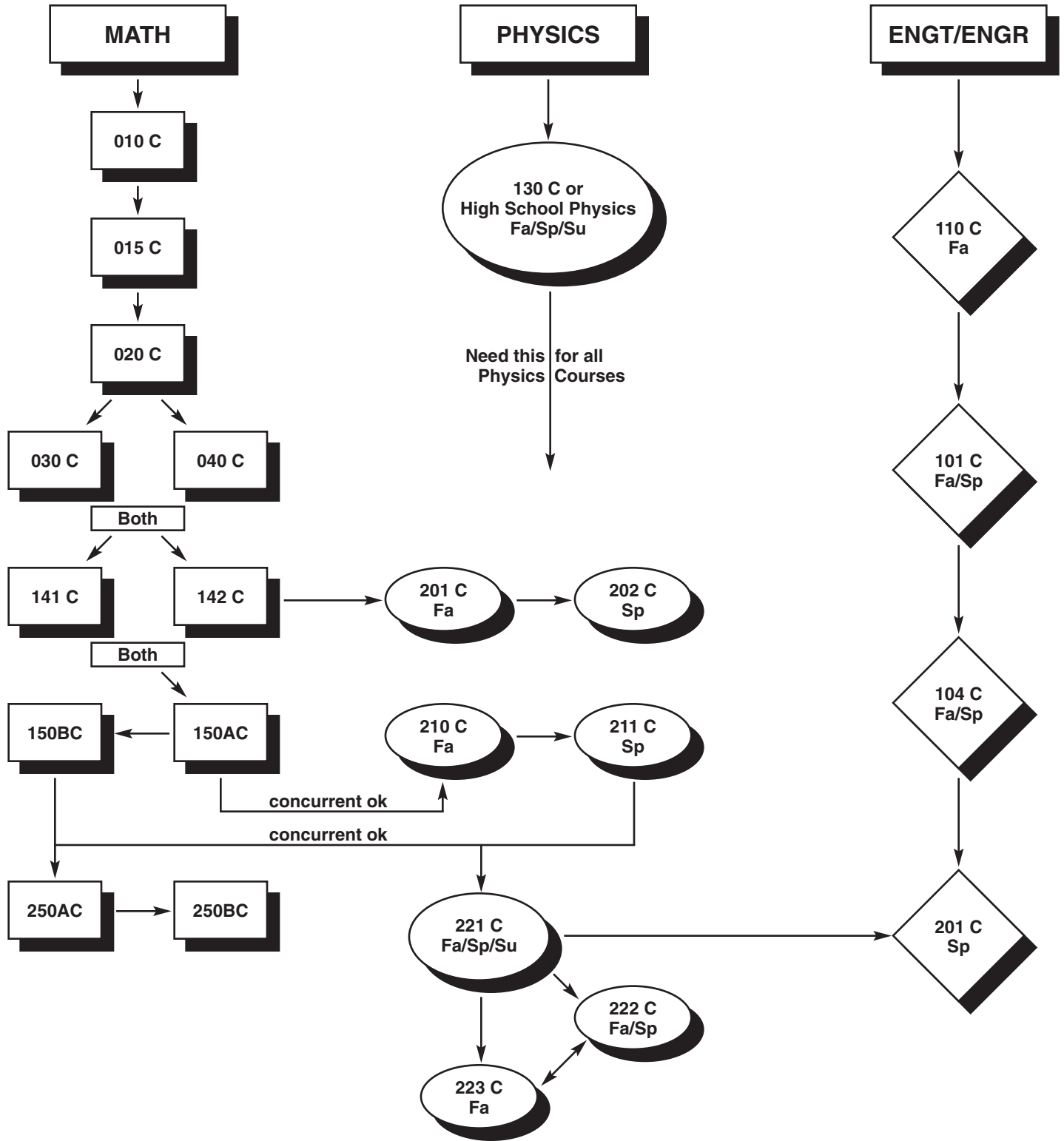
Three hours lecture per week.

Credit/No Credit/Letter Grade Option

UC/CSU

*Prerequisite:* MATH 040 C. This course is an introduction to engineering as profession and its associated career responsibilities and opportunities. The course includes a selection of computational and mathematical methods and tools to be found useful in problem solving. Dimensional analysis, graphical techniques, and design theory in engineering analysis is also studied. The course includes the application of engineering and scientific problem methods to introductory mechanics and electricity. This course also meets requirements for credit in Engineering major. *Duplicate credit not granted for ENGT 110 C.*

# FLOW CHART FOR PHYSICS/ENGINEERING COURSES



Fa = Fall    Sp = Spring    Su = Summer

Contact: Dr. Brinda Subramaniam: [bsubramaniam@cypresscollege.edu](mailto:bsubramaniam@cypresscollege.edu) or (714) 484-7000 x48645



**ENGR 201 C STATICS****3 Units***Three hours lecture per week.**UC/CSU, CAN ENGR 8*

*Prerequisite: ENGR 110 C, PHYS 201 C or PHYS 221 C.* This course includes the study of force systems, equilibrium conditions, and analytical vector mechanics as applied to practical engineering problems. It also includes force and moment equilibrium analysis of solid bodies, beams, machine members, and structures in two and three dimensions, elementary bending moment and shear analysis of simple beams, distributed beam loading, centroids, friction forces, fluid forces on submerged surfaces, virtual work, and moment of inertia.

**ENGR 205 C ADVANCED ENGINEERING AUTOCAD****3 Units (May be taken for credit 2 times)***Two hours lecture and**Four hours laboratory per week.**CSU*

*Prerequisite: ENGT 104 C and ENGR 102 C.* This is an advanced course in the use of Computer Aided Design (CAD) systems for projects that emphasize dimensioning and detailing for interchangeable assemblies and 3-D working drawings for mechanical, electrical, and aerospace applications. *\$4.00 Material Fee - PAYABLE AT REGISTRATION.*

**ENGR 210 C ELECTRIC CIRCUITS****4 Units***Three hours lecture and**Three hours laboratory per week.**UC/CSU, CAN ENGR 6*

*Prerequisite: PHYS 222 C, MATH 250AC, and ENGR 110 C.* The course consists of an analysis of circuits under steady state and transient conditions; network theorems, phasors and steady-state sinusoids.

# Engineering Technology

*Division of Science/Engineering/Mathematics*

*Interim Division Dean – Richard Fee*

*Faculty*

Brinda Subramaniam

*Counselor*

Tom Nordee

**ASSOCIATE IN SCIENCE DEGREE****DRAFTING ENGINEERING****TECHNOLOGY****Program Code: 1S07831**

The primary emphasis is to prepare the student for employment. Students must complete 40 units from the core section and 25 units from General Education.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
MATH 130 C	Survey of Calculus	4
MATH 141 C	College Algebra	4
MATH 142 C	Trigonometry	4
PHYS 201 C, 202 C	College Physics	4, 4
ENGT 101 C	Technical Drawing	3
ENGT 104 C	Computer Aided Design	3
ENGT 205 C	Advanced Engineering AutoCAD	3, 3
ENGR 102 C	Engineering Graphics	3
ENGR 110 C	Introduction to Engineering	2
ENGR 201 C	Statics	3

**ENGINEERING TECHNOLOGY TRANSFER PROGRAM**

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

Other specializations include: Construction, Manufacturing, and Quality Assurance.

## Engineering Technology (ENGT)

**ENGT 101 C TECHNICAL DRAWING****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Prerequisite: MATH 010 C, or equivalent high school mathematics, with a grade of "C" or better.* Principles of graphical drawing for students who have no background in this subject area are studied. This course covers the proper use of drawing instruments, lettering, sketching, multiview (orthographic projections), geometric constructions, isometrics and pictorials, sections, auxiliary views, baseline dimensioning with tolerances, weight calculations, notes and bill of materials composition.

**ENGT 104 C COMPUTER AIDED DESIGN****3 Units**

*Two hours lecture and  
Four hours laboratory per week.*

*CSU*

*Prerequisite: ENGT 101 C, or employed in the field.* This is an introduction to Computer Aided Design using AutoCAD systems and techniques with emphasis on using a menu driven software package for creating drawing data files of schematics, multiview (orthographic projections), sections, isometrics, baseline dimensioning with tolerances, notes, and bill of materials. The course is designed to prepare the student for industry, technology, or engineering uses of the AutoCAD system. **\$4.00 Material Fee - PAYABLE AT REGISTRATION.**

**ENGT 110 C INTRODUCTION TO ENGINEERING**

*(Same as ENGR 110 C)*

**2 Units**

*Three hours lecture per week.  
Credit/No Credit/Letter Grade Option*

*UC/CSU*

*Prerequisite MATH 040 C.* This course is an introduction to engineering as a profession and its associated career responsibilities and opportunities. The course includes a selection of computational and mathematical methods and tools to be found useful in problem solving. Dimensional analysis, graphical techniques, and design theory in engineering analysis is also studied. The course includes the application of engineering and scientific problem methods to introductory mechanics and electricity. This course also meets requirements for credit in Engineering major. *Duplicate credit not granted for ENGR 110 C.*

**ENGT 140 C AC & DC CIRCUITS I****4 Units**

*Three hours lecture and  
Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option, Credit by Examination*

*CSU*

*Prerequisite: MATH 040 C 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 C or as the first course in an electronic engineering technology program. It is also a required course for all engineering technology students.

**ENGT 141 C AC & DC CIRCUITS II****4 Units**

*Three hours lecture and  
Three hours laboratory per week.*

*CSU*

*Prerequisite: MATH 142 C, may be taken concurrently, ENGT 140 C or equivalent; recommended ENGR 110 C.* 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 C ADVANCED ENGINEERING AUTOCAD****3 Units (May be taken for credit 2 times)**

*Two hours lecture and  
Four hours laboratory per week.*

*CSU*

*Prerequisite. ENGT 104 C and ENGR 102 C.* This is an advanced course of Computer Aided Design CAD (AutoCAD 2000) systems that emphasize the use of surfaces, surfaces of revolution, solids (primitives) and extrusions techniques to create 3D working drawings. To convert 3D drawings by layout methods to 2D drawings that emphasize baseline dimensioning with tolerances, notes, weights and bill of materials. To write unique graphical programs by using LISP. **\$4.00 Material Fee - PAYABLE AT REGISTRATION.**

**ENGT 240 C ELECTRONIC DEVICES & CIRCUITS****4 Units**

*Three hours lecture and  
Three hours laboratory per week.  
Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: MATH 142 C and ENGT 140 C.* 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 C 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 C.* 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 C is recommended background.

**ENGT 299 C ENGR TECHNOLOGY IND STUDY****½ - 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 – Eldon Young

### Faculty

Kim Beatty  
Linda Borla  
Joan Daniels  
Nancy Deutsch  
Cherie Dickey  
Christie Diep  
Mary Forman  
Cathy Franklin  
Janet Fujimoto  
Sarah Jones  
Barbara Kashi  
Lawrence Keel  
Margaret Klein  
Charles Licari  
Jian-er Lin  
Barbara Marshall  
Kathleen McAlister  
Melanie Nabahani  
John Payne  
Stuart Rosenberg  
Kathryn Sonne  
Ambika Talwar  
Keith Vescial  
Randa Wahbe

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

### ENGLISH TRANSFER PROGRAM

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

# English (ENGL)

### PLACEMENT IN ENGLISH COMPOSITION CLASSES

Students are placed in English composition classes according to test scores on the College Test for English Placement (CTEP). Non-native English speakers should take the CELSA Test (see English as a Second Language course program). Students are strongly advised to take a placement test prior to their first registration at Cypress College.

Students with appropriate CTEP scores will be placed in ENGL 100 C (College Writing). Students needing additional fundamental work will be placed in either ENGL 057 C (Reading and Writing I), ENGL 058 C (Reading and Writing II), or ENGL 060 C (College Writing Preparation). AT THE FIRST CLASS MEETING ALL STUDENTS WILL BE REQUIRED TO WRITE A SHORT COMPOSITION IN ORDER TO CONFIRM APPROPRIATE PLACEMENT. ENGL 057 C and ENGL 058 C students' reading comprehension skills will also be evaluated.

ENGL 060 C students must earn at least a "C" grade to be eligible for ENGL 100 C; ESL 186 C students must earn a "A" for eligibility.

All students are encouraged to fulfill English course requirements as early as possible in their college programs.

### READING PROFICIENCY EXAMINATION

The CYPRESS COLLEGE READING PROFICIENCY EXAMINATION, which satisfies the Reading Proficiency Graduation Requirement for the Associate Degree, will be administered by the Assessment Center. Refer to the Class Schedule titled, STEP TWO, ENGLISH ASSESSMENT. Proficiency in reading may also be satisfied by receiving a "C" or better in ENGL 096 C, ENGL 102 C, or ENGL 106 C, or by CSU General Education Certification of IGETC certification. No units are given for passing the Reading Proficiency Examination, nor is the total number of units required to complete the Associate Degree lowered. Students who meet the area requirement by the proficiency exam are still required to satisfy the 60-unit requirement for graduation. A student may attempt to pass the proficiency exam only one time.

### ENGL 027 C BASIC STUDY SKILLS

#### 3 Units

*Three hours lecture and  
One hour laboratory TBA per week.  
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.

# FLOW CHART FOR PRE-ENGLISH 100 C COURSES

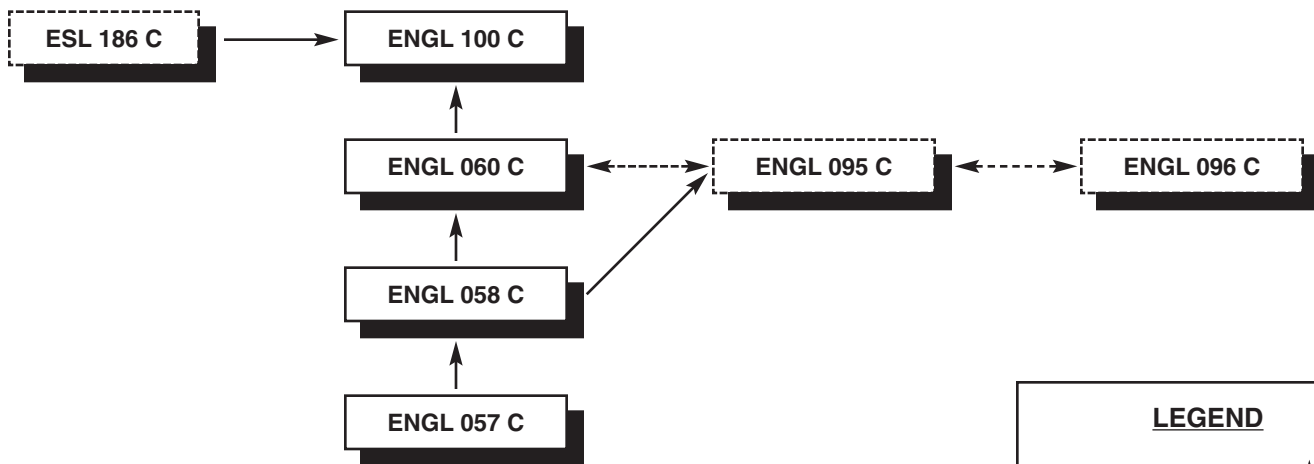
Students are advised to take English classes according to scores on the following test:

**COLLEGE TEST FOR ENGLISH PLACEMENT (CTEP)**

The CTEP is designed to measure the English skills of native speakers of English. It is required for proper placement in English courses. Exemptions are: completion of an AA degree or higher, enrollment in one class that has no prerequisite; transcripts/grade reports showing completion of college English with a grade of "C" or better. The CTEP may not be used for placement in ESL courses.

Students with appropriate scores on the CTEP will be advised to take ENGL 100 C (College Writing). Students needing additional fundamental work will be advised to take either ENGL 057 C (Reading and Writing I), ENGL 058 C (Reading and Writing II), or ENGL 060 C (Preparation for College Writing). Students enrolled in pre-English 100 C classes must earn at least a "C" grade in ENGL 060 C or a grade of "C" in ESL 186 C to be eligible for enrollment in ENGL 100 C. All students are encouraged to complete their English coursework as early as possible in their educational programs.

Students enrolled in core classes will be required to write an essay on the first day of instruction to verify skill level and assessment placement score.



**LEARNING CENTER**

The Learning Center, located in the Library Learning Resources Center, 1st Floor, provides students with the opportunity to improve their learning skills as a way of becoming more successful college students. The Center offers a wide variety of tutorial packages. Students may drop in on their own or be referred by instructors and counselors.

**LEGEND**

Sequence of core classes ↑

Optional Courses ⎓

Courses may be taken concurrently ↔

**ENGL 057 C READING AND WRITING I**

**4 Units**  
 Four hours lecture and  
 One hour laboratory TBA 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 C READING AND WRITING II**

**4 Units**  
 Four hours lecture and  
 One hour laboratory TBA per week.  
 Credit/No Credit/Letter Grade Option  
 NON-DEGREE CREDIT

*Prerequisite:* Completion of ENGL 057 C with a "C" or better, or acceptable score on the placement test. This course is designed to prepare students for ENGL 060 C and for the demands of college reading. It emphasizes a comprehensive approach to reading and writing, and includes such topics as: academic comprehension, vocabulary development, and basic academic composition. Individualized instruction is included.



**ENGL 060 C COLLEGE WRITING PREPARATION****3 Units***Four hours lecture per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptable score on placement test, ENGL 058 C with a grade of "C" or better, or ESL 186 C with a grade of "C" or better.* The course is designed to prepare students for ENGL 100 C. The emphasis is on expository writing of the essay including paragraph structure. The fundamentals of English written expression are reviewed.

**ENGL 068 C ENGLISH SKILLS DEVELOPMENT**

**½ - 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***NON-DEGREE CREDIT**

This variable unit, open entry/open exit course with flexible hours is designed for the student who needs to improve English or study skills in a short period of time. Skill development opportunities will be provided in the areas of reading, writing, vocabulary, spelling, study skills, and speed reading.

**ENGL 075 C BASIC LITERATURE AND WRITING****3 Units***Three hours lecture per week.*

*Prerequisite: Completion of ENGL 060 C.* This class offers instruction in effective writing related to literature, emphasizing short fiction, poetry and drama. Instruction and assignments correlate with reading, the study of composition techniques, and include a review of the grammar, mechanics and usage of standard American English.

**ENGL 095 C EFFECTIVE WRITING****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option***AA GE**

*Prerequisite: Eligibility for ENGL 060 C.* This is a college level course in written communication designed for students majoring in vocational and technical fields. It is designed to develop reading, critical thinking, and writing strategies necessary for the job market and academic success and it fulfills the written communication requirement for the AA or AS degree and also for any vocational certificate available through the college.

**ENGL 096 C COLLEGE READING STRATEGIES****3 Units***Three hours lecture and**One hour laboratory TBA per week.**Credit/No Credit/Letter Grade Option***RDG**

*Prerequisite: Eligibility for ENGL 060 C or acceptable score on the placement test.* This course is designed to prepare students for the demands of college academic reading, i.e., college textbooks, professional journals, and supplemental reading in content areas, and for the demands of technical reading in the workplace. Emphasis is placed on acquiring, applying, adapting, and evaluating effective reading and writing strategies which facilitate optimum learning in the content area classes, as well as developing general and specialized vocabulary and the writing skills required for essay exams, abstracts of professional journal articles, and critical analyses of content area supplemental reading. **Completion of this course satisfies the Cypress College Associate Degree Graduation Reading Proficiency Requirement.**

**ENGL 097 C MULTICULTURAL LITERATURE****3 Units***Three hours lecture per week.***AA GE, CUL DIV**

The course is a study of multicultural literature, by both immigrant and native American writers, which explores varied responses - ethnic, gender, and regional - in the cultural context of a diverse country. Students critically analyze a variety of literary sources, including such genres as fiction, drama, expository writing - essays, journals, autobiography, letters - and other less traditional literary forms - tales, chants, and rituals. The course is designed to enrich students' lives by exploring the multicultural literary sources of America that contribute to the cultural history and development of contemporary American society. Not open to students with credit in ENGL 247 C.

**ENGL 098 C LANGUAGE ARTS SEMINAR**

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

*Zero to twelve hours lecture and**Zero to twenty-four hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This seminar is for students who wish to extend their knowledge of English, reading, and study skills through small group discussion. **Fees may be required – PAYABLE AT REGISTRATION.**

**ENGL 099 C LEARNING SKILLS - INDEPENDENT STUDY**

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

*16 hours per semester per one-half unit.**Credit/No Credit*

*Prerequisite: Approved Independent Study Learning Contract.* 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 C COLLEGE WRITING****3 Units***Four hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN ENGL 2*  
*Prerequisite: Acceptable score on placement test or ENGL 060 C with a grade of "C" or better, ENGL 095 C with a grade of "C" or better or ESL 186 C with a grade of "C" or better.* This course is a college level course in written communication. It is designed to develop reading, critical thinking, and writing strategies necessary for academic success. The emphasis is on writing expository essays. The course requires the use of research and documentation skills. **Duplicate credit not granted for ENGL 100HC.**

**ENGL 100HC HONORS COLLEGE WRITING****3 Units***Four hours lecture per week,*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN ENGL 2*  
*Prerequisite: Acceptable score on placement test or ENGL 060 C with a grade of "C" or better or ENGL 095 C with a grade of "C" or better, or ESL 186 C with a grade of "A".* This course is a college level course enhanced for Honors students. The emphasis is on reading and writing expository essays. The course will develop increased critical thinking, reading and writing skills. The class will be conducted as a seminar and will require a significant research project that uses correct documentation skills. **Duplicate credit not granted for ENGL 100 C.**

**ENGL 102 C INTRODUCTION TO LITERATURE****3 Units**

*Three hours lecture per week.*

*UC/CSU, AA GE, CSU GE, IGETC, CAN ENGL 4, RDG*

*Prerequisite: ENGL 100 C with a grade of "C" or better.* This course is a continuation of ENGL 100 C. It builds from the inferential reading and expository writing of the first semester course to emphasize comprehension and composition of the analytical and critical essay. The content introduces students to techniques and major authors of narrative fiction, drama, and poetry, providing them with an opportunity to enrich their lives, enhance their understanding of the human condition, and develop an appreciation for good literature. **Completion of this course satisfies the Cypress College Associate Degree Graduation Reading Proficiency Requirement.**

**ENGL 103 C CRITICAL REASONING AND WRITING****3 Units**

*Three hours lecture per week.*

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

*Prerequisite: ENGL 100 C with a grade of "C" or better.* This course is designed to develop critical thinking, reading and writing skills beyond the level achieved in ENGL 100 C. The course will focus on the development of logical reasoning and analytical and argumentative writing skills.

**ENGL 104 C CRITICAL ANALYSIS & LITERATURE****4 Units**

*Four hours of lecture per week.*

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

*Prerequisite: ENGL 100 C with a grade of "C" or better.* This course will develop critical thinking, reading and writing skills as they apply to the analysis of literature and literary criticisms from diverse cultural sources and perspectives. There will be an emphasis on the techniques and principles of effective written argument as they apply to literature. Students will demonstrate this understanding by writing and critiquing essays and utilizing research strategies. *Duplicate credit not granted for ENGL 104HC.*

**ENGL 104HC HONORS CRITICAL ANALYSIS & LIT****4 Units**

*Four hours of lecture per week.*

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

*Prerequisite: ENGL 100 C with a grade of "C" or better.* This course is a college level course enhanced for honors students. The emphasis is on developing increased critical thinking, reading and writing skills as they apply to the analysis of literature and literary criticism. Writing expanded argumentative research essays, and utilizing enhanced research strategies and documentation skills will be required. The class will be conducted as a seminar. *Duplicate credit not granted for ENGL 104 C.*

**ENGL 105 C CREATIVE WRITING****3 Units (May be taken for credit 2 times)**

*Three hours lecture per week.*

*UC/CSU, CAN ENGL 6*

*Prerequisite: ENGL 100 C.* This class provides an opportunity for students to write short fiction, poetry, and, optionally, a short play. Students will gain an understanding of each literary type, create material in each area, and have their work critiqued in a workshop setting.

**ENGL 106 C CRITICAL THINKING****3 Units**

*Three hours lecture per week.*

*CSU, AA GE, CSU GE, RDG*

*Prerequisite: Eligibility for ENGL 100 C.* This course develops critical reading, writing and thinking skills. Emphasis is placed on learning the strategies necessary to analyze and evaluate rhetorical and logical elements of written communication. **Completion of this course satisfies the Cypress College Associate Degree Graduation Reading Proficiency Requirement.**

**ENGL 108 C WRITING THE PERSONAL STATEMENT****½ Unit**

*One-half hour lecture per week.*

*Credit/No Credit*

*CSU*

*Prerequisite: ENGL 100 C.* This course will teach students how to write an effective personal statement on their transfer applications to four-year institutions. Content strategies and essay format will be discussed and opportunities for multiple drafts will be engaged.

**ENGL 110 C HUMANITIES: ANCIENT & MEDIEVAL****3 Units**

*(Same as INDS 100 C)*

*Three hours lecture per week.*

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

*Prerequisite: Eligibility for ENGL 100 C.* This course is a survey of the development of Western culture with a focus upon its Greco-Roman roots, and a study of other important influences, including African and Middle Eastern. The course covers prehistory to the Renaissance, with emphasis on the arts. *Cost for museum visits not to exceed \$15.00. Duplicate credit not granted for INDS 100 C.*

**ENGL 111 C HUMANITIES: RENAISSANCE-PRESENT****3 Units**

*(Same as INDS 101 C)*

*Three hours lecture per week.*

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

*Prerequisite: Eligibility for ENGL 100 C.* This course is a survey of the development of Western culture from the Renaissance to the present, including a study of other important influences from Africa, the Middle East, North and South America, with an emphasis on the arts. *Cost for museum visits not to exceed \$15.00. Duplicate credit not granted for INDS 101 C.*

**ENGL 115 C HEMINGWAY'S WORKS****3 Units**

*Three hours lecture per week.*

*UC/CSU, AA GE*

*Prerequisite: Eligibility for ENGL 100 C.* This course is a study of Hemingway and representative examples of his fiction. The focus of the course is on the nature of Hemingway as a person and writer and to introduce students to his short stories and novels.

**ENGL 120 C TOPICS IN LITERATURE****½ - 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 C THE FILM****3 Units**

*Three hours lecture per week.*

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

*Prerequisite: ENGL 100 C.* This course is a critical study of film as literature that will develop critical thinking and writing skills. Students will study the elements of film making and the historical development of film. Film as a story telling art form will be emphasized. Ten to twelve films will be shown in class for analysis and discussion. *Duplicate credit not granted for ENGL 125HC.*

**ENGL 125HC HONORS FILM****3 Units**

*Three hours lecture per week.*

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

*Prerequisite: ENGL 100 C.* This course is a critical study of film as a story telling art form enhanced for Honors students. Students study the elements of cinematic storytelling, film's dependence on literature, and the historical development of film. Ten to twelve short and feature films are shown in the course for discussion and analysis. The course is taught in a seminar format. *Duplicate credit not granted for ENGL 125 C.*

**ENGL 126 C SCREENWRITING****3 Units (May be taken for credit 2 times)**

*Three hours lecture per week.*

*UC/CSU, AA GE*

*Prerequisite: ENGL 100 C.* This course provides students the opportunity to study the art of the screenplay and create their own. Students will critically analyze professional models, view excellent examples of film writing, and work on their own screenplay. Students will have the opportunity to have their work critiqued in a workshop setting.

**ENGL 135 C ADVANCED GRAMMAR AND USAGE****3 Units**

*Three hours lecture per week.*

*CSU, AA GE*

*Prerequisite: Eligibility for ENGL 100 C.* This is an advanced course in English grammar and usage. Students will learn about the origins and development of the English language. Parts of speech, parts of sentences, verb tenses, sentence types, syntax, and standard usage will be emphasized. Students will demonstrate their understanding of English grammar and usage by analyzing standard written English. This course is useful for English, journalism, foreign language, and court reporting students and especially for those planning to enter elementary or secondary teaching.

**ENGL 137 C COLLEGE STUDY STRATEGIES****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: Eligibility for ENGL 060 C.* The purpose of this course is to assist students in mastering effective learning and critical thinking strategies crucial for academic success and professional and personal growth. Goal setting and motivation, learning styles, time management, stress management, academic and professional reading, reading rate improvement, listening for note-taking, concentration, memory, test preparation, and test-taking strategies are primary topics.

**ENGL 180 C SIGN LANGUAGE – SEE LEVEL I****3 Units**

*Three hours lecture per week.*

*CSU*

This course gives an overview of the Signing Exact English (SEE) model of sign language. Students will explore the philosophy and rationale of the sign system while developing both expressive and receptive delivery skills. It is designed to introduce students to a 700 word working vocabulary and to prepare them to continue on to ENGL 181 C.

**ENGL 181 C SIGN LANGUAGE – SEE LEVEL II****3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite: ENGL 180 C.* Students will acquire approximately 1,000 additional signs and will improve expressive and receptive fluency with both signs and fingerspelling. Students will continue to address the rationale and philosophy of using the English sign model: Signing Exact English.

**ENGL 182 C SIGN LANGUAGE – SEE LEVEL III****3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite: ENGL 181 C.* Students will increase the size of their sign lexicon, increase delivery speed, and refine fingerspelling skills. Students will also create a personal video portfolio monitoring their progress. Students will also explore issues and complete activities designed to develop a greater understanding of deafness and its impact on building English skills through presentation of a consistent model.

**ENGL 183 C EDUCATIONAL INTERPRETING****3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite: ENGL 182 C.* This course prepares the student to offer interpreting services for the deaf with specific focus on service provision in educational settings. Over the course of the semester, the students will learn about the models for educational interpreting, explore the rationale, methods, and ethics of educational interpreting and address appropriate methods for delivery of services over a broad range of educational settings. The settings will include the elementary, middle, secondary, and postsecondary levels.

**ENGL 201 C INTERMEDIATE COLLEGE WRITING****3 Units**

*Three hours lecture per week.*

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

*Prerequisite: ENGL 100 C with grade of "C" or better.* The course continues instruction in the critical thinking and writing skills taught in ENGL 100 C for university-bound students. The sequence of assignments is academically sophisticated, using research methods and synthesizing multiple sources of evidence. The course stresses critical evaluation of sources, integration of a variety of rhetorical strategies, and research and documentation methods necessary for successful academic writing. The course emphasizes critical thinking and the relationship of the writer to the subject and audience. Further emphasis is placed on refining the student's prose style in expository communication. College level reading assignments are analyzed for their logical structure, credibility of evidence, and style providing models for student writing.

**ENGL 207 C THE SHORT STORY****3 Units**

*Three hours lecture per week.*

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

*Prerequisite: ENGL 100 C.* This course is an introduction to the short story and related forms of narrative fiction through reading and discussion of selected works. Analysis will emphasize the understanding and appreciation of the short story as a mode of thought and insight into the human condition.



**ENGL 208 C ASIAN-AMERICAN LITERATURE****3 Units**

*Three hours lecture per week.*

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

*Prerequisite: ENGL 100 C.* This course is a study of Asian-American literature. Students will explore and analyze a variety of social and political issues, such as gender relationships, family relationships, cultural traditions, cultural conflicts, culinary traditions, and stereotypes from an Asian-American perspective. This course is designed to enhance cultural awareness and understanding, while also facilitating personal enrichment through the exploration of a variety of literary sources, including fiction, drama, poetry, journals, biography and film.

**ENGL 211 C ENGLISH LITERATURE: PART ONE****3 Units**

*Three hours lecture per week.*

*UC/CSU, AA GE, CSU GE, IGETC, CAN ENGL 8*

*Prerequisite: ENGL 100 C.* The course is an introduction to the major periods and movements, major authors, and major forms from the beginning of English literature to 1760. It considers such authors as Beowulf, Chaucer, Spenser, Shakespeare, Donne, Milton, Dryden, Pope, and Swift.

**ENGL 212 C ENGLISH LITERATURE: PART TWO****3 Units**

*Three hours lecture per week.*

*UC/CSU, AA GE, CSU GE, IGETC, CAN ENGL 10*

*Prerequisite: ENGL 100 C.* The course is an introduction to the major periods and movements, major authors, and major forms from 1760 to the present. It considers such authors as Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Browning, Dickens, Joyce, Hopkins, Yeats, Eliot, Woolf, and Beckett.

**ENGL 221 C AMERICAN LITERATURE: PART ONE****3 Units**

*Three hours lecture per week.*

*UC/CSU, AA GE, CSU GE, IGETC, CAN ENGL 14*

*Prerequisite: ENGL 100 C.* This course is a study of the literature of the United States from the Colonial Period through the post Civil War Period. It is designed to increase understanding and appreciation of the development of American culture and literary achievements. The students will experience the many different *voices* that constitute the literary cultures of the United States. Therefore, the oral tradition of the American Indians, writings by women and the enslaved Blacks as well as the traditional early American writers will be included to reflect organically on the most urgent art and ideas of this early period of our history and literary experience.

**ENGL 222 C AMERICAN LITERATURE: PART TWO****3 Units**

*Three hours lecture per week.*

*UC/CSU, AA GE, CSU GE, IGETC, CAN ENGL 16*

*Prerequisite: ENGL 100 C.* This course is designed to be a continuation of ENGL 221 C. A surveying of the literature of the United States from the emergence of modern American literature to the present time. It is designed to increase understanding and appreciation of the development of American culture and literary achievements. Writings by women, American Indians, the American Blacks and other ethnic minorities will be included to reflect organically on the most urgent art and ideas of our history and literary experience.

**ENGL 230 C THEMATIC TOPICS IN LITERATURE****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU*

*Prerequisite: ENGL 100 C.* This course is designed to provide students with experiences in specialized areas of English and an opportunity to explore and investigate areas of special interest. Courses such as Gender Issues in Literature, Humor in Literature, and Latino Literature are offered. *Duplicate credit not granted for ENGL 230HC.*

**ENGL 230HC HONORS THEMATIC TOPICS****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU*

*Prerequisite: ENGL 100 C.* This is a college level course enhanced for Honors students. The course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as Gender Issues in Literature, Humor in Literature, and Latino Literature are offered. The class will be conducted as a seminar and will require a significant research project using advanced research skills and documentation. *Duplicate credit not granted for ENGL 230 C.*

**ENGL 231 C FICTION TOPICS IN LITERATURE****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU*

*Prerequisite: ENGL 100 C.* This course is designed to provide students with experiences in specialized areas of English and an opportunity to explore and investigate areas of special interest. Courses such as The British Novel and The American Novel are offered. *Duplicate credit not granted for ENGL 231HC.*

**ENGL 231HC HONORS FICTION TOPICS****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU*

*Prerequisite: ENGL 100 C.* This is a college level course enhanced for Honors students. The course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as 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 C.*

**ENGL 232 C POETRY TOPICS IN LITERATURE****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU*

*Prerequisite: ENGL 100 C.* This course is designed to provide students with experiences in specialized areas of English and an opportunity to explore and investigate areas of special interest. Courses such as The Pre-Raphaelite Poets and The Beat Poets are offered. *Duplicate credit not granted for ENGL 232HC.*

**ENGL 232HC HONORS POETRY TOPICS****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU*

*Prerequisite: ENGL 100 C.* This is a college level course enhanced for Honors students. The course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as 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 C.*

**ENGL 233 C DRAMA TOPICS IN LITERATURE****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU*

*Prerequisite: ENGL 100 C.* This course is designed to provide students with experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as Drama of The Provincetown Players and The Passion Plays are offered. *Duplicate credit not granted for ENGL 233HC.*



**ENGL 233HC HONORS DRAMA TOPICS****3 Units***Three hours lecture per week.**UC Credit Limitation/CSU*

*Prerequisite: ENGL 100 C.* This is a college level course enhanced for Honors students. The course is designed to provide students with enhanced experiences in specialized areas of English and opportunity to explore and investigate areas of special interest. Courses such as 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 C.*

**ENGL 234 C SHAKESPEARE****3 Units***Three hours lecture per week.**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: ENGL 100 C.* 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 234HC.*

**ENGL 234HC HONORS SHAKESPEARE****3 Units***Three hours lecture per week.**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: ENGL 100 C.* 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 C.*

**ENGL 239 C SURVEY-CHILDREN'S LITERATURE****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, CUL DIV*

*Prerequisite: Completion of ENGL 100 C with a grade of "C" or better.* This course surveys the historical and cultural development of children's literature throughout the world, while emphasizing the important role that literature must assume in the social, emotional, and intellectual development of children. Tracing the multicultural origins of the oral tradition to the current standards of written excellence and pictorial artistry, this course concentrates on nursery rhymes, poetry, folk tales, myth, sacred literature, picture books, juvenile literature, and non-fiction. Comparative and critical approaches are used to analyze children's literature from a multicultural perspective.

**ENGL 247 C MULTICULTURAL LITERATURE****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC, CUL DIV*

*Prerequisite: ENGL 100 C.* 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 will 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 C.

**ENGL 254 C LANGUAGE STRUCTURE AND USE****4 Units***Four hours lecture and**One hour laboratory TBA per week.**CSU, AA GE*

*Prerequisite: Completion of ENGL 100 C or ENGL 100HC with a grade of "C" or better.* This course is an introduction to the nature and structure of human language, language development, and language use with an English emphasis. It will explore how sounds are articulated and patterned in meaningful units (phonology), the relationship between sound and written symbol (phonics), the structure of words and rules for word formation (morphology), and how words are combined together to form meaning (syntax). The course will also examine language acquisition and use. Fifteen to 18 hours TBA of focused observation in classroom settings.

**ENGL 255 C AFRICAN-AMERICAN LITERATURE I****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC, CUL DIV*

*Prerequisite: ENGL 100 C with a grade of "C" or better.* This course is an in-depth historical analysis of the African and African American literary diaspora, which explores autobiography, letters, poems, narratives, prose and other folk traditions from the beginning of the slave era to the reconstruction era in the United States. This course is designed to expose students to the literature and social issues of Africans in America.

**ENGL 256 C AFRICAN-AMERICAN LITERATURE II****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC, CUL DIV*

*Prerequisite: ENGL 100 C with a grade of "C" or better.* This course is an in-depth historical analysis of the African and African American literary diaspora, which explores autobiography, letters, poems, plays, prose and other folk traditions from the Civil War to present in the United States. This course is designed to expose students to the literature and social issues of Africans in America.

**ENGL 298 C LANGUAGE ARTS SEMINAR**

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

*Zero to twelve hours lecture and**Zero to twenty-four hours laboratory per week.*

*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* 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. *Fees may be required – PAYABLE AT REGISTRATION.*

**ENGL 299 C LANGUAGE ARTS INDEPENDENT STUDY**

**½ - 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. Unit credit may range from ½ to 2 units in any given semester.

# English as a Second Language

## Division of Language Arts

Division Dean – Eldon Young

### 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 or view the Class Schedule.

### ESL 044 C BEGINNING ORAL SKILLS

**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 for beginning level non-native English speakers to improve basic oral communication skills related to social, vocational, and academic areas. The emphasis is on conversation, small group discussion, class discussion, and listening comprehension.

### ESL 051 C INTERMEDIATE PRONUNCIATION

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

(Formerly ESL 074 C)  
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. Recommended to all ESL students.

### ESL 052 C INTERMEDIATE ESL GRAMMAR 1

**2 Units**

Two hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
NON-DEGREE CREDIT

*Prerequisite:* Completion of ESL 081 C or appropriate skills demonstrated through the assessment process. 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 053 C INTERMEDIATE ESL GRAMMAR 2

**2 Units**

Two hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
NON-DEGREE CREDIT

*Prerequisite:* Completion of ESL 081 C or appropriate skills demonstrated through the assessment process. This course is designed for intermediate ESL students to continue 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 054 C INTERMEDIATE ORAL SKILLS

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

(Formerly ESL 075 C)  
Two hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
NON-DEGREE CREDIT

*Prerequisite:* Completion of ESL 072 C or appropriate skills demonstrated through the assessment process. 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 062 C ADVANCED ESL GRAMMAR 1

**2 Units**

Two hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
NON-DEGREE CREDIT

*Prerequisite:* Completion of ESL 083 C or appropriate skills demonstrated through the assessment process. 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.

# FLOW CHART FOR ESL COURSES

Is English your second language? Take the CELSA, the ESL placement test. The CELSA is the right test for you even if:

- you've been in the U.S. for a long time
- you don't have an accent
- you took "regular" English in high school

ESL courses are designed for your specific training needs.

Students are advised to take ESL classes according to scores on the COMBINED ENGLISH LANGUAGE SKILLS ASSESSMENT (CELSA) TEST FOR NON-NATIVE SPEAKERS OF ENGLISH.

The CELSA test is designed to measure the English skills of non-native speakers of English. The CELSA test is required for proper placement in

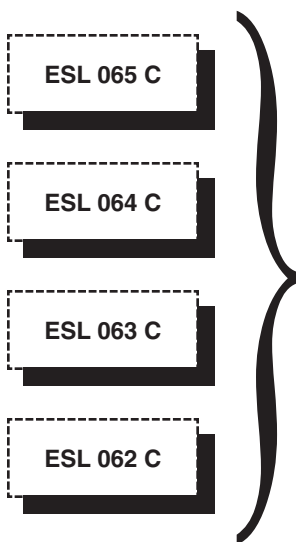
English as a Second Language (ESL) courses. The CTEP test, which is for native speakers of English, may not be substituted for placement in ESL courses.

However, students scoring high on the CELSA test may be referred to English courses for native speakers after writing a successful composition.

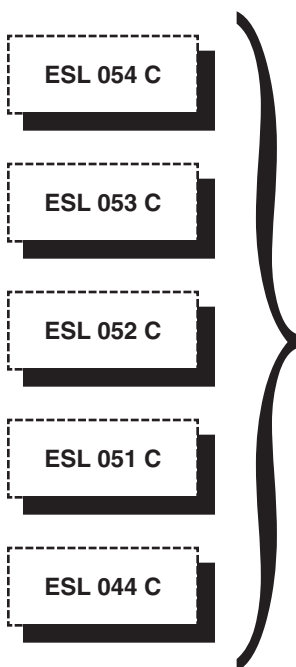
Students with appropriate scores on the CELSA test will be advised to take ESL core classes and elective classes at different levels.

Students enrolled in core classes will be required to write a composition on the first day of instruction to verify skill level and assessment placement score.

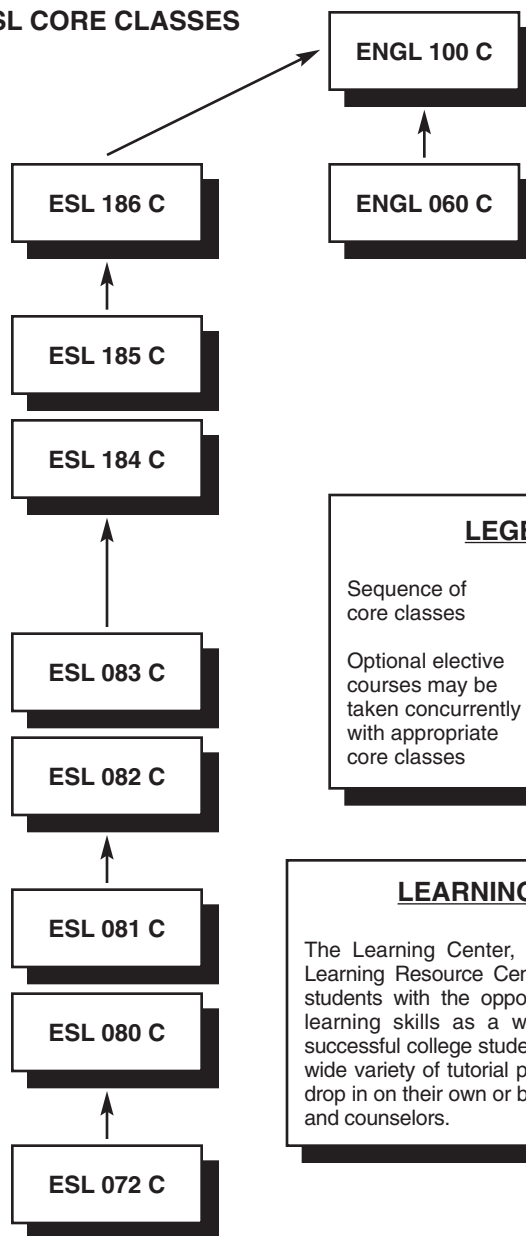
## ADVANCED ELECTIVES



## INTERMEDIATE/BEGINNING ELECTIVES



## ESL CORE CLASSES



**LEGEND**

Sequence of core classes ↑

Optional elective courses may be taken concurrently with appropriate core classes ⎓

**LEARNING CENTER**

The Learning Center, located in the Library/Learning Resource Center, 1st Floor, provides students with the opportunity to improve their learning skills as a way of becoming more successful college students. The Center offers a wide variety of tutorial packages. Students may drop in on their own or be referred by instructors and counselors.

**ESL 063 C ADVANCED ESL GRAMMAR 2****2 Units**

Two hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
NON-DEGREE CREDIT

Prerequisite: Completion of ESL 083 C or appropriate skills demonstrated through the assessment process. This course is designed to continue 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 064 C ADVANCED ORAL SKILLS****2 Units (May be taken for credit 2 times)**

(Formerly ESL 076 C)  
Two hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
NON-DEGREE CREDIT

Prerequisite: Completion of ESL 083 C or appropriate skills demonstrated through the assessment process. This course is designed for advanced level non-native English speakers to improve oral communication skills related to social, vocational, and academic areas. The emphasis is on conversation, small group discussion, informal and formal speeches, class discussion and listening comprehension.

**ESL 065 C ADVANCED VOCABULARY****2 Units**

(Formerly ESL 078 C)  
Two hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option

Prerequisite: Completion of ESL 083 C or appropriate skills demonstrated through the assessment process. 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 072 C HIGH BEGINNING ESL****5 Units (May be taken for credit 2 times)**

Five hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
NON-DEGREE CREDIT

Prerequisite: Appropriate skills demonstrated through the assessment process. A multi-skill course designed for high-beginning students of English to improve listening, speaking, reading, and writing.

**ESL 080 C LOW INTERMEDIATE ESL 1****5 Units**

Five hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
NON-DEGREE CREDIT

Prerequisite: ESL 072 C with a grade of "C" or better or appropriate skills demonstrated through the assessment process. This is a low intermediate integrated skills course designed to improve the reading, grammar, writing, listening comprehension, and speaking skills of non-native speakers with a basic command of English.

**ESL 081 C LOW INTERMEDIATE ESL 2****5 Units**

Five hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
NON-DEGREE CREDIT

Prerequisite: ESL 080 C with a grade of "C" or better or appropriate skills demonstrated through the assessment process. 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 C INTERMEDIATE ESL 1****5 Units**

Five hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
NON-DEGREE CREDIT

Prerequisite: ESL 081 C with a grade of "C" or better or appropriate skills demonstrated through the assessment process. 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 083 C INTERMEDIATE ESL 2****5 Units**

Five hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
NON-DEGREE CREDIT

Prerequisite: ESL 082 C with a grade of "C" or better or appropriate skills demonstrated through the assessment process. 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 C SEMINAR FOR NON-NATIVE SPEAKERS OF ENGLISH**

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

Zero to twelve hours lecture and  
Zero to twenty-four hours laboratory per week.  
Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

Prerequisite: May be required. Corequisite: May be required. Advisory: May be required. 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. Fees may be required – PAYABLE AT REGISTRATION.



**ESL 099 C INDEPENDENT STUDY FOR NON-NATIVE SPEAKERS OF ENGLISH**

**½ - 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 coursework in one or more of the language skills: listening, speaking, reading, writing and/or culture.

**ESL 184 C ADVANCED ESL 1**  
**5 Units**

*Five hours lecture and One hour laboratory TBA per week.*

*UC Credit Limitation/CSU*

*Prerequisite: ESL 083 C with a grade of "C" or better or appropriate skills demonstrated through the assessment process.* 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 C ADVANCED ESL 2**  
**5 Units**

*Five hours lecture and One hour laboratory TBA per week.*

*UC Credit Limitation/CSU*

*Prerequisite: ESL 184 C with a grade of "C" or better or appropriate skills demonstrated through the assessment process.* 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 C ADVANCED ESL WRITING**  
**5 Units**

*Five hours lecture and One hour laboratory TBA per week.*

*UC Credit Limitation/CSU*

*Prerequisite: ESL 185 C with a grade of "C" or better or appropriate skills demonstrated through the assessment process.* This course is designed for the non-native speaker of English as an introduction to college level writing skills. Emphasis is on paragraph and essay development of expository writing. There is practice in reading essays and a novel. The fundamentals of English written expression are reviewed with emphasis on standard American usage problematic to the ESL student. The course is designed to prepare students for ENGL 100 C.

**ESL 298 C ENGLISH AS A SECOND LANGUAGE SEMINAR**

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

*Zero to twelve hours lecture and Zero to twenty-four hours laboratory per week.*

*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion. *Fees may be required – PAYABLE AT REGISTRATION.*

# Ethnic Studies

**Division of Social Science**

*Division Dean – Nina DeMarkey*

*Faculty*

Daniel Lind

*Counselors*

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

## Ethnic Studies (ETHS)

**ASSOCIATE IN ARTS DEGREE**

**ETHNIC STUDIES**

**Program Code: 1A03807**

The Associate in Arts Degree in Ethnic Studies is designed to provide students with a comparative and multi-disciplinary understanding of the experiences of African Americans, Asian Americans, Chicanos/Latinos, and Native Americans. Students study the histories, cultures, literatures, and politics of communities of color in the United States so that they can develop an appreciation for the cultural diversity of American society.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) California State University General Education Breadth requirements (CSU GE Breadth) or IGETC general education plan; (3) any elective courses to complete a minimum of 60 units; (4) complete all graduation requirements; and (5) have an overall GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Students pursuing more than one specified departmental major may double count a maximum of 7 units to fulfill major requirements.

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
ETHS 100 C	American Ethnic Studies	3
or		
ETHS 100HC	Honors American Ethnic Studies	(3)
ETHS 129 C	Intro to African-Amer. Studies	3
ETHS 140 C	Intro to Chicana/o Studies	3
ETHS 160 C	Native American History	3
ETHS 170 C	Intro to Asian-Amer. Studies	3
<b>Select a minimum of 3 units from elective courses below</b>		<b>3</b>
<b>Total Units Required</b>		<b>18</b>

**Electives**

ANTH 121 C	Indians of North America	3
ENGL 208 C	Asian-American Literature	3
ENGL 247 C	Multicultural Literature	3
ENGL 255 C	African-American Literature I	3
ENGL 256 C	African-American Literature II	3
ETHS 130 C	African-American History I	3
ETHS 131 C	African-American History II	3
ETHS 141 C	Chicana/o History	3
ETHS 142 C	Chicana/o Contemporary Issues	3
ETHS 171 C	Asian-American History	3
ETHS 235 C	The Civil Rights Movement	3
HIST 270 C	Women in United States History	3
HIST 275 C	History of California	3
POSC 209 C	Urban Politics	3
PSY/SOC 237 C	Cross-Cultural Relationships	3
THEA 107 C	American Ethnic Theater	3

## MULTICULTURAL MARKETING CERTIFICATE

**Program Code: 1K00044**

This certificate program prepares students to work in the marketing field helping U.S. 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
ETHS 100 C	American Ethnic Studies	3
or		
ETHS 100HC	Honors American Ethnic Studies	(3)
MKT 222 C	Principles of Marketing	3
MKT 205 C	Multicultural Markets in U.S.	3
<b>and one of the following</b>		
ANTH 121 C	Indians of North America	3
or		
ETHS 129 C	Intro to African-Amer. Studies	(3)
or		
ETHS 140 C	Intro to Chicana/o Studies	(3)
or		
ETHS 170 C	Intro to Asian-Amer. Studies	(3)
or		
SOC 101C	Introduction to Sociology	(3)
Select a minimum of 5	units from the elective courses listed below	5
<b>Total Units Required</b>		<b>17</b>

### Electives

CHIN 101 C	Elementary Chinese – Mandarin I	5
FREN 101 C	Elementary French I	5
JAPN 101 C	Elementary Japanese I	5
SPAN 101 C	Elementary Spanish I	5
SPAN 201 C	Spanish for Spanish Speakers	5

## ETHNIC STUDIES TRANSFER PROGRAM

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

## ETHS 100 C AMERICAN ETHNIC STUDIES 3 Units

(Formerly ETHS/HIST/POSC/SOC 231 C)

Three hours lecture per week.

UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CUL DIV

Advisory: Eligibility for ENGL 100 C. This course serves to broaden the ethnic and racial perspective of students interested in American culture and society. It encompasses an historical overview of the social, cultural, political, and economic aspects of four ethnic groups – Native Americans, African Americans, Chicanos, and Asian Americans – in the United States. Emphasis is placed on the historical and contemporary relationships of these groups with each other and the rest of American society. Duplicate credit not granted for ETHS 100HC.

## ETHS 100HC HONORS AMERICAN ETHNIC STUDIES 3 Units

(Formerly ETHS/HIST/POSC/SOC 231HC)

Three hours lecture per week.

UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CUL DIV

Advisory: Eligibility for ENGL 100 C. This course is an enhanced historical study of the social, cultural, political, and economic aspects of four ethnic groups – Native Americans, African Americans, Chicanos, and Asian Americans – in the United States. Emphasis is placed on the historical and contemporary relationships of these groups with each other and the rest of American society. Duplicate credit not granted for ETHS 100 C.

## ETHS 129 C INTRO TO AFRICAN-AMER. STUDIES 3 Units

Three hours lecture per week.

UC/CSU, AA GE, CSU GE, IGETC, CUL DIV

Advisory: Eligibility for ENGL 100 C. This course is an introduction to the field of African-American Studies. An interdisciplinary approach will be employed to study the various experiences of African Americans and their contributions to American society and culture. The course will cover historical and contemporary issues, including African origins, the development of African-American culture, the struggles of the black family, black political life, and the socio-economic empowerment of black people in the United States.

## ETHS 130 C AFRICAN-AMERICAN HISTORY I 3 Units

Three hours lecture per week.

UC/CSU, AA GE, CSU GE, IGETC, CUL DIV

Advisory: Eligibility for ENGL 100 C. This course is a survey of the African-American experience in the United States from its African roots to 1865, emphasizing the roles of African Americans in the political, social, and economic development of American society. Topics covered include: the trans-Atlantic slave trade; the process of enslavement in the Americas; slave life on the plantation; slave resistance; the socio-economic conditions of free blacks in the United States; the politico-economic dispute regarding slavery and its consequences in the outbreak of the American Civil War; and the emancipation of the enslaved black population.

## ETHS 131 C AFRICAN-AMERICAN HISTORY II 3 Units

Three hours lecture per week.

UC/CSU, AA GE, CSU GE, IGETC, CUL DIV

Advisory: Eligibility for ENGL 100 C. This course is a survey of the African-American experience in the United States from the Era of Reconstruction to the present, emphasizing the roles of African Americans in the political, social and economic development of American society. Topics covered include: the various phases of the Reconstruction period; black life in the "New South"; the debates over educational and socio-economic progress; the migrations to the North and West; the struggles of the black working class; the impact of the two world wars on black life; the Civil Rights Movement; militancy during the 1960s; and the black experience in contemporary America.

## ETHS 140 C INTRO TO CHICANA/O STUDIES 3 Units

Three hours lecture per week.

UC/CSU, AA GE, CSU GE, IGETC, CUL DIV

Advisory: Eligibility for ENGL 100 C. This course is an introduction to the field of Chicana/o Studies. It is designed to acquaint students with the most significant social, political, economic, and historical aspects of the Chicana/o experience in the United States. The course is interdisciplinary in nature and will critically analyze the societal context in which Chicanas/os have sought to maintain their culture.

**ETHS 141 C CHICANA/O HISTORY****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is a survey of Chicana/o history from the pre-European conquest era of North America to the contemporary period in the United States. The course examines not only the historical experience of Chicanas/os in this country but also investigates the interconnections of racial and ethnic interaction; issues of class, gender and political economy; and social forces of hegemony. Materials to be considered include works in history, the behavioral sciences, literature, and the arts.

**ETHS 142 C CHICANA/O CONTEMPORARY ISSUES****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC, CUL DIV*

*Advisory: Eligibility for ENGL 100 C.* This course focuses on the contemporary characteristics and significant contributions of the Chicana/o community. Emphasis is placed on contemporary sociological systems including, but not limited to, education, politics, religion, and criminal justice. Some field study and research work may be required to provide relevant experiences.

**ETHS 160 C NATIVE AMERICAN HISTORY****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is an historical examination of the native peoples of the Americas from their early beginnings to the present. Emphasis is placed on the relations between Native Americans and other peoples in the United States. A socio-cultural approach is utilized to develop a thorough understanding of the Native American experience.

**ETHS 170 C INTRO TO ASIAN-AMER. STUDIES****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is an introduction to the field of Asian-American Studies. An interdisciplinary approach will be employed to study the experiences of various Asian and Pacific Islander groups in the United States, utilizing the perspectives of race, nationality, class, gender, and sexuality. The course will cover historical and contemporary issues within Asian and Pacific Islander American communities, including immigration, anti-Asian violence, labor, unionization, and stereotypes.

**ETHS 171 C ASIAN-AMERICAN HISTORY****3 Units**

*(Formerly ETHS 176 C)*

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This is a survey course of the Asian and Pacific Islander American experience in the United States from the mid-nineteenth century to the present day. Elements of Asian and Pacific Islander American culture (i.e., art, literature, music, and photography) will be presented in an historical perspective.

**ETHS 235 C THE CIVIL RIGHTS MOVEMENT****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, CUL DIV*

This course will explore the principal factors that gave rise to the Civil Rights Movement of the 1950s and 1960s. Sociological models of collective behavior and social movements are utilized to analyze social structures, existing conditions, leadership, goals and tactics, organization, successes and failures and long term results of the Movement.

**ETHS 298 C ETHNIC STUDIES SEMINAR**

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

*Zero to twelve hours lecture and*

*Zero to twenty-four hours laboratory per week.*

*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This is a lecture/discussion type course developed 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. Credit may range from ½ to 12 units. Consult the class schedule for the offerings in a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*

**ETHS 299 C ETHNIC STUDIES IND. STUDY**

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

*One hours lecture per week.*

*UC Credit Limitation/CSU*

*Prerequisite: Dean Approved Independent Study Learning Contract.* Independent study is for students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so he/she could learn more regarding their special topic.

## Flight Attendant – See Airline and Travel Careers (ATC)

## Foreign Language

**For specific foreign language courses see Chinese, Japanese, French and Spanish.**

**FOREIGN LANGUAGE TRANSFER PROGRAM**

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



# Forestry

## FORESTRY TRANSFER PROGRAM

### CALIFORNIA STATE UNIVERSITY, HUMBOLDT

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

# French

## Division of Language Arts

Division Dean – Eldon Young

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

# French (FREN)

## FRENCH TRANSFER PROGRAM

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

### FREN 053 C BASIC SPOKEN FRENCH

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

Three hours lecture per week.

Credit/No Credit/Letter Grade Option

This is an introductory course emphasizing oral practice, pronunciation, and vocabulary development. It is designed to develop a speaking knowledge of French for use in everyday conversational situations. It is an ideal preparation for college-level language classes for students with limited language skills. It is not open to native speakers of the language.

### FREN 098 C FRENCH SEMINAR

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

Zero to twelve hours lecture and

Zero to twenty-four hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

Prerequisite: May be required. Corequisite: May be required. Advisory: May be required. This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion. Fees may be required – PAYABLE AT REGISTRATION.

### FREN 101 C ELEMENTARY FRENCH I

**5 Units**

Five hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

UC/CSU, AA GE, CSU GE, CAN FREN 2

Prerequisite: Eligibility for ENGL 100 C or successful prior experience in French. The course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will be introduced to the culture, history, and geography of France and other French-speaking countries through lectures, slides, films, and reading assignments.

### FREN 102 C ELEMENTARY FRENCH II

**5 Units**

Five hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

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

Prerequisite: FREN 101 C with a grade of "C" or better or one year of high school French with average grade of "C" or better is recommended. The course continues to emphasize the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will increase their knowledge of the culture, history, and geography of France through lectures, slides, films, and reading and writing assignments.

### FREN 200 C CONVERSATIONAL FRENCH

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

Two hours lecture per week.

Credit/No Credit/Letter Grade Option

CSU, CSU GE

Prerequisite: FREN 102 C. This is a course in practical conversation with emphasis on the idiomatic use of the language. Topics concern French life, culture, and current events. Students prepare for this class through the study of the textbook, magazines, newspapers, and other current material and encounters. This course is conducted wholly in French.

### FREN 203 C INTERMEDIATE FRENCH 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 FREN 8

Prerequisite: FREN 102 C with a grade of "C" or better or two years of high school French with an average grade of "C" or better is recommended. The course emphasizes the acquisition of an expanded vocabulary and grammatical information to develop speaking, reading and writing skills. New cultural, historic and literary material is introduced through lectures, reading and writing assignments. This course is conducted in French.

### FREN 204 C INTERMEDIATE FRENCH IV

**4 Units**

Four hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

UC/CSU, AA GE, CSU GE, IGETC, CAN FREN 10

Prerequisite: FREN 203 C with grade of "C" or better or three years of high school French with an average grade of "C" or better is recommended. The course emphasizes the mastery and application of all grammatical rules. It requires more advanced reading of modern and classical French, as well as a continued emphasis on oral and written expression. It is designed to help the student acquire a working knowledge of the language and to form the basis for advanced work in literature and science. Continued readings and discussions of French life and culture are an essential factor.



**FREN 298 C FRENCH SEMINAR**

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

Zero to twelve hours lecture and

Zero to twenty-four hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

UC Credit Limitation/CSU

Prerequisite: May be required. Corequisite: May be required. Advisory: May be required. This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion. Fees may be required – PAYABLE AT REGISTRATION.

**FREN 299 C FRENCH INDEPENDENT STUDY**

½ - 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, Nina DeMarkey

**Faculty**

Leslie Doak  
Armando Mendoza  
Nicholas Polizzi

**Counselors**

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

**GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE**

**Program Code: 1C07825**

Provide endorsed entry-level skills for the rapidly growing GIS field. Our certificate is the only general purpose GIS certificate approved by the California State Chancellor's office.

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

Geographic Information System (12 units) required:

Course #	Title	Units
GEOG 230 C	Introduction to GIS	3
GEOG 231 C	GIS: Vector Applications	3
GEOG 232 C	GIS: Advanced Vector & Raster	3
GEOG 233 C	GIS: Advanced Applications	3

**Spatial Courses (3 units) from the following:**

GEOG 100 C	World Geography	3
GEOG 160 C	Cultural Geography	3

**Spatially Related Courses (3 units) from the following:**

ANTH 102 C	Cultural Anthropology	3
ANTH 203 C	Introduction to Archaeology	3
BIOL 103 C	Human Ecology	3
BIOL 122 C	Marine Biology	5
BIOL 127 C	Natural History	5
BIOL 128 C	Plants and Society	5
BIOL 176 C	Ecology	3
ECON 260 C	Economic Geography	3
ENGT 101 C	Technical Drawing	3
ENGT 104 C	Computer Aided Design	3
GEOG 100 C	World Geography	3
GEOG 102 C	Physical Geography	3
GEOG 130 C	California Geography	3
GEOG 140 C	Weather and Climate	3
GEOG 160 C	Cultural Geography	3
GEOG 202 C	Field Geography – Physical	1
GEOG 234 C	Current Topics in GIS	3
GEOG 260 C	Economic Geography	3
GEOL 100 C	Physical Geology	3
GEOL 120 C	Geology of California	3
GEOL 130 C	Introduction to Oceanography	3
GEOL 190 C	Environmental Geology	3
HS 147 C	Survey of Disease	3
ATC 174 C	Destinations: Americas/Europe	3
ATC 175 C	Destinations: Africa/Pacific	3
MKT 222 C	Principles of Marketing	3
MKT 224 C	International Marketing	3
ASTR 116 C	Introduction to Astronomy	3

**Spatial Course with Lab (4 units) from the following:**

GEOG 102 C	Physical Geography	3
GEOG 102LC	Physical Geography – Lab	1
GEOL 100 C	Physical Geology	3
GEOL 101 C	Physical Geology Laboratory	1
GEOG 202 C	Field Geography – Physical	1

**CIS C++ Programming Courses (3 units) from the following:**

CIS 223 C	Visual C++ Programming	3
CIS 224 C	C++ and Windows Programming	3

**Computer Programming Skills:**

CIS 211 C	Introduction to Programming	3
CIS 217 C	Visual Basic Programming	3
<b>Total Units Required for Certificate</b>		<b>25</b>

**GEOGRAPHIC INFORMATION SYSTEMS/MARKETING CERTIFICATE**

**Program Code: 1K00021**

This certificate program provides students with the skills to use Geographic Information Systems (GIS) computerized mapping techniques in the field of marketing. Combining the latest computer graphics and marketing research methods, students will learn to create maps to locate customers, evaluate business sites, plan distribution networks and sales territories, and find new business opportunities.

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 C	Principles of Marketing	3
MKT 210 C	Consumer Behavior	3
MKT 224 C	International Marketing	3
GEOG 230 C	Introduction to GIS	3
GEOG 231 C	GIS: Vector Applications	3
<b>Total Units Required</b>		<b>15</b>

**GEOGRAPHY TRANSFER PROGRAM**

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

**Geography (GEOG)****GEOG 098 C GEOGRAPHY NON-TRANSFER SEMINAR**

$\frac{1}{2}$  - 12 Units (*Variable Unit Class*) (*May be taken for credit 1-4 times*)

*Zero to twelve hours lecture and*

*Zero to twenty-four hours laboratory per week.*

*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* 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  $\frac{1}{2}$  to 12 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term. *Fees may be required – PAYABLE AT REGISTRATION.*

**GEOG 100 C WORLD GEOGRAPHY  
3 Units**

*Three hours lecture per week.*

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

An introduction to today's physical and political regions emphasizing location, population, political status, land use problems and potentialities and providing opportunities for worldwide research with the use of advanced technology. *Duplicate credit not granted for GEOG 100HC.*

**GEOG 100HC HONORS WORLD GEOGRAPHY  
3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/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 potentialities and providing opportunities for worldwide research with the use of advanced technology. *Duplicate credit not granted for GEOG 100 C.*

**GEOG 102 C PHYSICAL GEOGRAPHY  
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 102LC 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, CAN GEOG 6 (GEOG 102C + GEOG 102LC)*

*Prerequisite: Completion of, or concurrent enrollment in, GEOG 102 C.*

This course investigates and interprets in a laboratory environment the sun-earth relationships, science of maps, weather and climate, climatic types and locations, natural vegetation, soils and minerals, ocean environment, and the origin and types of land forms that provide insight into the nature of man's physical environment.

**GEOG 130 C CALIFORNIA GEOGRAPHY  
3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

This course investigates and interprets the physical, cultural and economic bases and regions of the state of California. Particular emphasis is placed upon the natural foundations of the landscape with the exploration of the unique nature and special characteristics of the people utilizing that landscape.

**GEOG 140 C WEATHER AND CLIMATE  
3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

This course is an investigation and interpretation of the local and global surface weather phenomena, use of instruments, classification and distribution of world climates. Particular emphasis is placed upon the interrelationships between weather and climate and upon weather forecast techniques.

**GEOG 160 C 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 C FIELD GEOGRAPHY - PHYSICAL  
1 Unit (May be taken for credit 4 times)**

*Eighteen hours lecture in the field (location TBA).*

*UC/CSU*

*Prerequisite: Completion of, or concurrent enrollment in, GEOG 102 C.* Each separate offering of this course will occur in a unique location, studying unique circumstances and conditions in the field. Each course will employ its own combination of technical equipment, scientific instruments, and geotechniques. All courses will study the basic conceptual materials, with modifications associated with the location and the specific conditions encountered at each season.

**GEOG 230 C INTRODUCTION TO GIS  
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 Material Fee - PAYABLE AT REGISTRATION.*

**GEOG 231 C GIS: VECTOR APPLICATIONS****3 Units**

Two hours lecture and  
Three hours laboratory per week.  
CSU

*Prerequisite:* GEOG 230 C. Geographic Information Systems (such as ArcInfo) is introduced as a tool to analyze and solve problems, and to discover opportunities for business and academic applications. Students will apply this software in student selected projects. A semester project will be required of each student. \$4.00 Material Fee - PAYABLE AT REGISTRATION.

**GEOG 232 C GIS: ADVANCED VECTOR & RASTER****3 Units**

Two hours lecture and  
Three hours laboratory per week.  
CSU

*Prerequisite:* GEOG 231 C. This course introduces students to advanced topics, techniques, and analysis in Geographic Information Systems (GIS). Students will retrieve and apply data in their chosen business or academic area of interest. \$4.00 Material Fee - PAYABLE AT REGISTRATION.

**GEOG 233 C GIS: ADVANCED APPLICATIONS****3 Units**

One hour lecture per week and  
125 hours fieldwork per semester.  
CSU

*Prerequisite:* GEOG 232 C. Internships and fieldwork comprise a significant portion of the students' work in this Geographic Information Systems (GIS) course. Students are required to participate in 125 hours of supervised field study per semester (6.9 hours per week) and one hour lecture per week to discuss problem areas related to fieldwork. \$4.00 Material Fee - PAYABLE AT THE REGISTRATION.

**GEOG 234 C CURRENT TOPICS IN GIS****3 Units (May be taken for credit 4 times.)**

Two hours lecture and  
Three hours laboratory per week.  
Credit/No Credit/Letter Grade Option  
CSU

This is an advanced lecture/discussion project type course designed to cover current issues and advances in Geographic Information Systems. It is designed for students who have experience in GIS applications and wish to update their knowledge and working skills. A final semester project, utilizing GIS for a project chosen by the student will be required. \$4.00 Material Fee - PAYABLE AT THE BOOKSTORE.

**GEOG 260 C ECONOMIC GEOGRAPHY****3 Units**

(Same as ECON 260 C)  
Three hours lecture per week.  
UC/CSU, CSU GE, IGETC

This course is an investigation and interpretation of the world's economic organization, its natural resources, raw materials, crops and crop production, manufacturing and service industries, new trends in producing and the changing centers of production and consumption.

**GEOG 298 C GEOGRAPHY SEMINAR**

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

Zero to twelve hours lecture and  
Zero to forty-two hours laboratory per week.  
Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade  
UC Credit Limitation/CSU

*Prerequisite:* May be required. *Corequisite:* May be required. *Advisory:* May be required. This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ to 12 units. Consult class schedule for the offerings a particular semester. Fees may be required - PAYABLE AT REGISTRATION.

**GEOG 299 C GEOGRAPHY INDEPENDENT STUDY**

1 Unit (May be taken for credit 3 times)

Varying hours of scheduled conferences per week according to instructor.

UC Credit Limitation/CSU

*Prerequisite:* Approved Independent Study Learning Contract. Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought the topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their specific topic.

# Geology

**Division of Science/Engineering/Mathematics**

Interim Division Dean – Richard Fee

**Faculty**

Victoria Castle  
Russell Flynn

**Counselor**

Tom Nordee

**GEOLOGY TRANSFER PROGRAMS**

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

# Geology (GEOL)

## GEOL 055 C GEOLOGIC WORK EXPERIENCE

### 1 - 4 Units (Variable Unit Class)

One hour lecture and

Five hours supervised employment per week

in geologically related work for each unit of credit.

*Prerequisite:* Completion of, or concurrent enrollment in, GEOL 150 C, GEOL 151 C or GEOL 250 C. This course provides on-the-job training for selected students with approved firms. It includes job analysis, job applications, interview, and employee-employer relations. The course offers practical experience in geology related fields.

## GEOL 100 C PHYSICAL GEOLOGY

### 3 Units

Three hours lecture per week.

UC Credit Limitation/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. Duplicate credit not granted for GEOL 100HC or GEOL 102 C.

## GEOL 100HC HONORS PHYSICAL GEOLOGY

### 3 Units

Three hours lecture per week.

UC Credit Limitation/CSU, AA GE, CSU GE, IGETC

This course is an enhanced introduction to the concepts and theories of geology. 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. Visits to local natural museums and geological field trips may be arranged. Duplicate credit not granted for GEOL 100 C or GEOL 102 C.

## GEOL 101 C PHYSICAL GEOLOGY LABORATORY

### 1 Unit

Three hours laboratory per week.

UC/CSU, AA GE, CSU GE, IGETC

*Prerequisite:* Completion of, or concurrent enrollment in, GEOL 100 C. This course includes the identification of minerals and rocks; understanding of topographic maps, aerial photographs and other imagery from remote sensing; interpretation of rocks, structures, and geologic processes as revealed on maps, air photos, and satellite imagery and their relationship to plate tectonics. (Not open to students with credit in GEOL 102 C.)

## GEOL 102 C PHYSICAL GEOLOGY - LECTURE/LAB

### 4 Units

Three hours lecture

Three hours laboratory 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 C or GEOL 101 C.)

## GEOL 103 C 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 in understanding the origin and development of the earth and its organisms through time. Laboratory involves examining and classifying rock and fossil specimens, analyses of rock and fossil records found on and in the earth, and application of rock and fossil interpretations to historical geology.

## GEOL 105 C EARTH SCIENCE FOR TEACHERS

### 4 Units

Three hours lecture and

Three hours laboratory per week.

CSU, AA GE

This class is designed for the prospective school teacher. This multidisciplinary course will explore the fields of geology, oceanography, meteorology, and astronomy. Topics include solar system, mineral/rock formation, star/galaxy, atmosphere, volcanoes, and earthquakes.

## GEOL 110 C GEOLOGIC PHENOMENA

### 3 Units

Three hours lecture per week.

CSU

This course is designed to acquaint the student with geologic problems and solutions which may affect the student in such areas as catastrophic events, exploration and depletion of natural resources, and geologic methods.

## GEOL 115 C PHYSICAL GEOLOGY FIELD LAB

### 1 Unit

Three hours laboratory per week.

UC Credit Limitation/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 C or GEOL 102 C.)

## GEOL 120 C GEOLOGY OF CALIFORNIA

### 3 Units

Three hours lecture per week.

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 C 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 C INTRO TO OCEANOGRAPHY LAB

### 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 C. This course includes the identification of earth materials; understanding of bathymetric charts; basic navigation; and methods of oceanographic research.



**GEOL 150 C GEOLOGY TECHNOLOGY****4 Units***Three hours lecture**Two hours laboratory per week.*

CSU

*Prerequisite:* Completion of, or concurrent enrollment in, GEOL 102 C, or GEOL 100 C and GEOL 101 C. This course includes the techniques for development of geologic maps, cross sections, display charts and geologic photography, including remote sensing. It also includes practice in lettering, scaling, and three-dimensional illustration through orthographic and auxiliary projections as applied to preparation and interpretation of geologic maps. Other topics considered include geologic drilling procedures, paleontological and core sampling techniques, and methods used for analysis of geologic samples. Materials, equipment and supplies used by geologists, including their acquisition, operation, maintenance and inventory will be presented. It is recommended that ENGT 101 C be taken prior to, or concurrently with, GEOL 150 C.

**GEOL 151 C GEOLOGY TECHNOLOGY****4 Units***Three hours lecture**Two hours laboratory per week.*

CSU

*Prerequisite:* GEOL 150 C. This is the study of construction of a stratigraphic section through use of thickness measurements, use of the Brunton and alidade instruments, field sampling and note taking, and preparation of geologic samples. The use of the computer for analysis of geologic data is considered. An introduction to engineering geology, soils engineering, and geo-physical surveying for geology technicians is presented.

**GEOL 180 C SUMMER FIELD GEOLOGY****5 Units (May be taken for credit 4 times)***Eighteen hours lecture and**Fourteen hours laboratory per week for 4 weeks.**Credit/No Credit/Letter Grade Option*

CSU, CSU GE

This four week course consists of two weeks of classroom preparation in the geology of selected areas of the United States and other countries and two weeks of driving, camping, hiking, mapping and collecting through such parks as Zion, Bryce, Capital Reef, Dinosaur, Grand Canyon, Hawaii Volcanoes and Mt. McKinley.

**GEOL 190 C ENVIRONMENTAL GEOLOGY****3 Units***Three hours lecture per week.**UC Credit Limitation /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 C or GEOL 102 C.)*

**GEOL 196 C REGIONAL FIELD GEOLOGY****1 - 2 Units (Variable Unit Class) (May be taken for credit 4 times)***One hour lecture and**Three hours field work per week or equivalent.**Credit/No Credit/Letter Grade Option*

CSU

*Prerequisite:* Completion of, or concurrent enrollment in, GEOL 100 C or GEOL 102 C. This course involves lecture and field study of selected geologic processes of California and other areas. During a given semester, multiple sections may be offered to different study areas or for different selected topics. Study areas include, but are not limited to, Mojave Desert, the Sierra Nevada and coastal ranges. Field trips are required.

**GEOL 220 C MINERALOGY****4 Units***Three hours lecture**Three hours laboratory per week.*

UC/CSU, IGETC

*Prerequisite:* GEOL 102 C and CHEM 107 C. The course is the study of the origin, classification, identification, and description of rocks and minerals, with emphasis upon their crystal structure and chemical and physical properties. A consideration of mineral ores and sources, mining and refining methods, and associated economic factors is included. Laboratory work includes simple chemical identification tests of geological specimens through blowpipe analysis, solution methods, and electrochemical instrumentation techniques.

**GEOL 250 C GEOLOGY TECHNOLOGY****4 Units***Three hours lecture**Two hours laboratory per week.*

CSU

*Prerequisite:* GEOL 151 C. This course is a continuation of GEOL 150 C and GEOL 151 C with emphasis on field work, including contact mapping, fault mapping, and development of a complete geologic map. Sample analysis of stratigraphic sections and cross sections will be considered. Project work includes research of geologic resource materials and preparation of a complete geologic report utilizing information and techniques presented in GEOL 150 C and GEOL 151 C. Employment opportunities, job applications and the development of a resume will complete the program.

**GEOL 298 C GEOLOGY SEMINAR****½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)***Zero to twelve hours lecture and**Zero to thirty-six hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade**UC Credit Limitation/CSU*

*Prerequisite:* May be required. *Corequisite:* May be required. *Advisory:* May be required. 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. *Fees may be required – PAYABLE AT REGISTRATION.*

# German

## Division of Language Arts

Division Dean – Eldon Young

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## German (GERM)

### GERMAN TRANSFER PROGRAM

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

### GERM 053 C BASIC SPOKEN GERMAN

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

Three hours lecture per week.

Credit/No Credit/Letter Grade Option

This is an introductory course emphasizing oral practice, pronunciation, and vocabulary development. It is designed to develop a speaking knowledge of German for use in everyday conversational situations. It is an ideal preparation for college-level language classes for students with limited language skills. It is not open to native speakers of the language.

### GERM 101 C ELEMENTARY GERMAN I

**5 Units**

Five hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

Credit by Examination

UC/CSU, AA GE, CSU GE, CAN GERM 2

Prerequisite: Eligibility for ENGL 100 C or successful prior experience in German. The course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading and writing. Students will be introduced to the culture, history, and geography of Germany through lectures, slides, films, dialogues and reading assignments.

### GERM 102 C ELEMENTARY GERMAN II

**5 Units**

Five hours lecture and

One hour laboratory TBA per week.

Credit/No Credit/Letter Grade Option

Credit by Examination

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

Prerequisite: GERM 101 C with grade of "C" or better, or one year of high school German with average grade of "C" or better is recommended. The course continues to emphasize the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will be introduced to further elements of the culture, history, and geography of Germany and German speaking countries through lectures, slides, films, dialogues and reading assignments.

### GERM 299 C GERMAN INDEPENDENT STUDY

**½ - 2 Units** (Variable 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. Unit credit may range from ½ to 2 units in any given semester. Consult the class schedule to verify credit for particular term.

## Graphic Arts – See Art – Computer Graphics (ACG)

## Health Information Technology

### Division of Health Science

Division Dean – Andrea Hannon

### Faculty

Dana Brown  
Rosalie Majid

### Counselors

Kelly Carter  
Denise Vo

### HEALTH INFORMATION TECHNOLOGY ASSOCIATE IN SCIENCE DEGREE PROGRAM

**Program Code: 1S03788**

Courses in Health Information Technology prepare individuals to become health information specialists. The health information technician is a member of the health care team assuring that documentation is consistent with professional standards and licensure requirements. To accomplish this, health information technicians monitor and track information recorded in a patient's medical record which includes the medical history, physical examination, progress notes reflecting treatment, and laboratory and radiology reports. Interacting with physicians, administrators, nurses and other allied health professionals, the health information technician quantifies, manages, and interprets the health record data that becomes the basis for crucial medical and financial decisions. The health information technician functions as the patient advocate in protecting the confidentiality of sensitive health care information recorded in the medical record.

To fulfill these responsibilities, health information technicians develop a broad range of skills. Their clinical knowledge base is essential for them to read and interpret the medical record. Processing health information involves usage of computers and computer applications. In safeguarding medical information, the health information technician becomes familiar with the legal aspects inherent in the delivery of patient care. Health information technicians develop managerial skills working as supervisors and directors of health information departments.

Most (60%) health information technicians currently work in health care facilities where they organize, analyze and generate health data for treatment, reimbursement, planning, quality assessment and research. Other employers of health information professionals include medical group practices, government agencies, insurance companies, utilization review organizations, health maintenance organizations, cancer centers, and consulting firms. Health information specialists can also work in sales and marketing positions for companies that design and supply information systems and materials for health information/medical record departments.

The program is accredited by the Commission for Accreditation of Allied Health Education Programs in collaboration with the American Health Information Management Association. Graduates of the program are, therefore, eligible to take the national qualifying examination leading to certification as a Registered Health Information Technician.

**MINIMUM STANDARDS FOR ENROLLMENT**

High school graduation, or completion of the General Education Development (GED) test with a minimum score of 45, or high school proficiency examination.

**ENROLLMENT PROCEDURES**

1. Students may enroll in either the fall or spring semester.
2. Submit application to College. Students are responsible for furnishing all documents, records, forms and transcripts indicating minimum standards to the Counseling Office.
3. Complete an HI Program Personal Data Sheet. These data sheets may be obtained from the Health Science Counseling Office, Cypress College, 9200 Valley View, Cypress, CA 90630.

**REQUIRED CURRICULUM**

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

*It is recommended that the following required courses be taken prior to enrolling in the Program.*

Course #	Title	Units
<b>FOUNDATION COURSES</b>		
CIS 101 C	Intro to Keyboarding/MS Word (Typing Speed of 25 wpm)	3
CIS 111 C	Computer Information Systems	3
HS 145 C	Survey of Medical Terminology	3
HI 100 C	Trends in Health Care Delivery	2
		<b>11</b>

**Courses are listed in suggested sequence:**  
**SEMESTER 1**

HI 101 C	Health Information Science	3
HI 102 C	Legal Aspects of Health Care	2
BIOL 210 C	Anatomy and Physiology	5
ENGL 100 C	College Writing	3
		<b>13</b>

<b>SEMESTER 2</b>		
HS 147 C	Survey of Disease	3
HI 115 C	Medical Staff Services Science	3
HI 204 C	ICD-9-CM Coding	3
		<b>9</b>

<b>SEMESTER 3</b>		
HI 103 C	Health Care Statistics*	3
HI 214 C	CPT/Ambulatory Care Coding	3
HI 203 C	Medical Quality Management**	2
HI 105 C	Directed Practice I***	4
		<b>12</b>

<b>SEMESTER 4</b>		
HI 220 C	Advanced ICD-9-CM Coding	3
HI 225 C	Information Technology*	3
HI 110 C	Medical Insurance Billing	3
HI 245 C	Coding Skills Lab	1
HI 205 C	Directed Practice II***	4
		<b>14</b>

**Total Program Units** **59**

\*Course offered in Fall

\*\*Course offered in Spring

\*\*\*This course is a non-paid laboratory experience. Students are assigned to a health care agency.

**HEALTH INFORMATION TECHNOLOGY**

**CERTIFICATE Program Code: 1C03788**

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 Program Code: 1K00041**

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 C	Trends in Health Care Delivery	2
HI 102 C	Legal Aspects of Health Care	2
HI 115 C	Medical Staff Services Science	3
MGT 262 C	Principles of Management	3
MGT 266 C	Human Relations in Business	3
MGT 267 C	Principles of Supervision	3
	<b>Total Units Required</b>	<b>16</b>

**HEALTH CARE MARKETING AND SALES**

**CERTIFICATE Program Code: 1K00042**

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 C	Trends in Health Care Delivery	2
HI 102 C	Legal Aspects of Health Care	2
HI 115 C	Medical Staff Services Science	3
MKT 222 C	Principles of Marketing	3
MKT 103 C	Principles of Advertising	3
MKT 208 C	Principles of Selling	3
<b>Total Units Required</b>		<b>16</b>

**HEALTH INFORMATION CODING**

**CERTIFICATE Program Code: 1C07837**

**Option of the Health Information Technology Program**

Because coding is at the heart of both health care reimbursement and clinical analysis, this extremely important aspect of health information management requires a highly trained and accurate professional. This certificate program prepares the individual to assign numerical codes to diagnoses, symptoms, and procedures using the *International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM)* and procedures according to *Current Procedural Terminology (CPT)*. Most third party payers, including the federal government and private insurance companies, require submission of codes as part of the hospital and/or physician billing process. Diagnoses and procedures codes are needed for comparing and tracking diseases, clinical research, statistical reporting, market data and planning.

In addition to a high school diploma or equivalent, on-the-job coding experience and a solid coding education are needed to take the certification examination offered by the American Health Information Management Association to become a *Certified Coding Specialist*.

Individuals skilled in ICD-9-CM coding are employed as coders for hospitals, physicians' offices, peer review organizations, health maintenance organizations, ambulatory care facilities, skilled nursing facilities, consulting firms, medical billing firms, or insurance companies.

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

**MINIMUM STANDARDS FOR ENROLLMENT**

1. High school diploma or completion of the General Education Development (GED) test with a minimum score of 45, or high school proficiency tests.
2. Eligibility for ENGL 100 C.

**ENROLLMENT PROCEDURES**

1. Students may enroll in either the fall or spring semester.
2. Submit application to College. Students are responsible for furnishing all documents, records, forms and transcripts indicating minimum standards to the Counseling Office.
3. Complete an HI Program Personal Data Sheet. These data sheets may be obtained from the Health Science Counseling Office, Cypress College, 9200 Valley View, Cypress, CA 90630.

**PROGRAM REQUIREMENTS**

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

Course #	Title	Units
<b>SEMESTER 1</b>		
HI 101 C	Health Information Science	3
HS 145 C	Survey of Medical Terminology	3
BIOL 210 C	Anatomy and Physiology	5
HI 100 C	Trends in Health Care Delivery	2
		<b>13</b>
<b>SEMESTER 2</b>		
CIS 111 C	Computer Information Systems	3
HS 147 C	Survey of Disease	3
HI 204 C	ICD-9-CM Coding	3
HI 245 C	Coding Skills Lab	1
		<b>10</b>
<b>SEMESTER 3</b>		
HI 214 C	CPT/Ambulatory Care Coding	3
HI 220 C	Advanced ICD-9-CM Coding	3
HI 245 C	Coding Skills Lab	2
*HI 299 C	Independent Study	1
HI 110 C	Medical Insurance Billing	3
		<b>12</b>
<b>Total Program Units</b>		<b>35</b>

• This course is a non-paid laboratory experience.

**MEDICAL INSURANCE BILLING SPECIALIST**

**CERTIFICATE**

**PROGRAM Program Code: 1C12170**

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 C	Intro to Keyboarding/MS Word	3
HS 145 C	Survey of Medical Terminology	3
HI 101 C	Health Information Science	3
BIOL 160 C	Integrated Medical Science	3
CIS 111 C	Computer Information Systems	3
<b>SEMESTER 2</b>		
HI 204 C	ICD-9-CM Coding	3
HI 214 C	CPT/Ambulatory Care Coding	3
HI 110 C	Medical Insurance Billing	3
<b>Total Program Units</b>		<b>24</b>



**MEDICAL QUALITY REVIEW ASSISTANT  
CERTIFICATE****Program Code: 1C07838****Option of the Health Information Technology Program**

Quality management is a process undertaken by hospitals and other providers of health care to determine the quality of patient care services delivered. A Quality Review Assistant will work under the supervision of the Director of Quality Management and perform quality assessment activities. These activities may include such data retrieval activities as occurrence or generic screening, comparing medical records against pre-established criteria, maintaining manual or computerized practitioner profiles, collecting follow-up information, or screening for medical staff monitoring and evaluation activities. Individuals interested in this certificate program are encouraged to schedule an appointment with the Health Information Technology Counselor.

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

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

Course #	Title	Units
<b>SEMESTER 1</b>		
HS 145 C	Survey of Medical Terminology	3
HI 101 C	Health Information Science	3
HI 115 C	Medical Staff Services Science	3
HI 203 C	Medical Quality Management	2
		11
<b>SEMESTER 2</b>		
HS 147 C	Survey of Disease	3
CIS 111 C	Computer Information Systems	3
HI 102 C	Legal Aspects of Health Care	2
*HI 299 C	Independent Study	2
		10
<b>Electives</b>		
HI 103 C	Health Care Statistics	3
BIOL 160 C	Integrated Medical Science	3

\*This course is a non-paid laboratory experience. Students are assigned to a hospital.

**MEDICAL RECORD CLERK  
CERTIFICATE****Program Code: 1K07839****Option of the Health Information Technology Program**

The Medical Record Clerk option prepares the individual to perform entry-level clerical functions in a Medical Record Department of health care facilities. Students will demonstrate competency in processing admissions and discharges, assembling health records, analyzing health records for deficiencies, and filing methods. Individuals interested in this certificate program are encouraged to schedule an appointment with the Health Information Technology Program Counselor.

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

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

Course #	Title	Units
HS 145 C	Survey of Medical Terminology	3
HI 101 C	Health Information Science	3
CIS 111 C	Computer Information Systems	3
CIS 101 C	Intro to Keyboarding/MS Word	3
*HI 299 C	Independent Study	2
		14
<b>Elective</b>		
HI 102 C	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****Program Code: 1S07836****AND CERTIFICATE IN MEDICAL STAFF SERVICES****SCIENCE****Program Code: 1C07836**

A Medical Staff Services Professional is a professional administrative assistant who coordinates the activities of the organized medical staff and serves as liaison between the Medical Staff, Nursing Staff, and Administration within parameters established by the Chief Executive Officer of the Hospital. This exciting position offers top management interfacing with Board of Directors, Medical Staff Officers and other leaders in the medical field. The Medical Staff Services Professional assists the medical staff in fulfilling its major responsibility to monitor the quality of patient care delivered by all physicians who are members of the medical staff.

Upon completion of this Associate Degree in Medical Staff Services Science and three years experience, the student is eligible to write the examination offered by the National Association of Medical Staff Services to become a *Certified Professional Medical Staff Manager*. Please refer to [www.namss.org](http://www.namss.org) for additional information on CPMSM exam eligibility.

**MINIMUM STANDARDS FOR APPLICANTS**

High school graduation or completion of the General Education Development (GED) test with a minimum score of 45 or high school proficiency tests.

**APPLICATION PROCEDURES**

1. Students may enroll in either the fall or spring semester, or semesters.
2. Submit application to College. Students are responsible for furnishing all documents, records, forms and transcripts indicating minimum standards to the Counseling Office.
3. Complete an HI Technology Program Personal Data Sheet. These data sheets may be obtained from the Health Science Counseling Office, Cypress College, 9200 Valley View, Cypress, 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) the cultural diversity and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

**REQUIRED CURRICULUM**

It is recommended that the following three required courses be taken prior to enrolling in the Health Information Technology courses:

Course #	Title	Units
CIS 102 C	Document Formatting – MS Word	3
CIS 111 C	Computer Information Systems	3
HS 145 C	Survey of Medical Terminology	3
		9

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

<b>SEMESTER 1</b>		
HI 101 C	Health Information Science	3
HI 102 C	Legal Aspects of Health Care	2
HS 100 C	Trends in Health Care Delivery	2
ENGL 100 C	College Writing	3
		10
<b>SEMESTER 2</b>		
HI 115 C	Medical Staff Services Science	3
MGT 266 C	Human Relations in Business	3
BIOL 210 C	Anatomy and Physiology	5
		11

	<b>SEMESTER 3</b>	
CIS 250 C	Word Processing	2
HS 203 C	Medical Quality Management	2
MGT 262 C	Principles of Management	3
or		
MGT 267 C	Principles of Supervision	(3)
HS 147 C	Survey of Disease	3
		<b>10</b>
	<b>SEMESTER 4</b>	
HI 215 C	Medical Staff Services Science	2
HI 225 C	Information Technology	3
*HI 299 C	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.

## Health Information Technology (HI)

### HI 080 C SELECTED TOPICS

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

*Variable hours lecture and  
Variable hours laboratory per week.  
Credit/No Credit/Letter Grade Option*

This course is designed to meet the health information technology student's need for current topics and issues, updated information in health care review of specialized subject matter and/or preparation for health information related certification exams. Content will emphasize clinical application of theoretical principles in the discipline. Computer software, videotapes, resource materials, instructor assessment of individual student knowledge and skills will be utilized.

### HI 100 C TRENDS IN HEALTH CARE DELIVERY

#### 2 Units

*(Same as HS 100 C)*

*Two hours lecture per week.*

*CSU*

This course investigates how and where health care is delivered in the United States and examines the different types of health care practitioners; professional healthcare associations; the role of federal, state and local governments in health care; and the impact of managed care organizations. How consumers pay for health care as well as how health care providers receive reimbursement for services are discussed. The principles of customer focused health care are discussed. Current issues affecting the delivery of health care are emphasized. The course is recommended for students interested in health care or preparing for careers in health care.

### HI 101 C HEALTH INFORMATION SCIENCE

#### 3 Units

*Two hours lecture and*

*Three hours laboratory per week.*

*CSU*

This course is an in-depth investigation of the generic components of the content, use and structure of health care data and data sets and how these components relate to primary and secondary health record systems. Emphasis will be placed on the content of the health record and documentation requirements pursuant to federal/state regulations and voluntary accrediting body standards. Discussions will focus on health care data sets. Laboratory activities will include data entry; assembly and analysis of medical records; filing and retrieval of information; and reading and interpreting medical records. **\$3.00 Material Fee - PAYABLE AT REGISTRATION.**

### HI 102 C LEGAL ASPECTS OF HEALTH CARE

#### 2 Units

*(Same as HS 102 C)*

*Two hours lecture per week.*

*CSU*

The focus of this course is on the legal and ethical issues affecting health care industry, health care providers, and health information managers. State laws, federal regulations, and case precedents form the basis for class discussion. Topics include tort law; confidentiality and release of medical information; informed consent; corporate and personal liability; patient rights; negligence and medical malpractice; contract and labor law; and ethics. Special emphasis is placed on the procedures for safeguarding the security of health care data to prevent inappropriate disclosure of confidential health information.

### HI 103 C HEALTH CARE STATISTICS

#### 3 Units

*Two hours lecture and*

*Three hours laboratory per week.*

*CSU*

*Prerequisite: HI 101 C with a grade of "C" or better.* This course focuses on the effective collection, presentation, and verification of health care 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 105 C DIRECTED PRACTICE I

#### 4 Units

*Three hours lecture and*

*Four hours directed practice per week.*

*CSU*

*Prerequisite: HI 101 C, CIS 111 C and enrollment in the Health Information Technology Program.* This course is an investigation of the components of the content, use, and structure of health care data and data sets in the following alternative health care settings: long term care, home health, hospice, ambulatory care, behavioral health and rehab services. Emphasis is on analyzing the content of the health record and documentation requirements pursuant to federal/state regulations and voluntary accrediting body standards. Discussions will focus on the opportunities for health information management professional in these different settings. Directed practice activities will focus on the abstracting of data, analysis of findings, and preparation of reports in the alternative health care settings. Students are assigned to an affiliated health related agency for supervised directed practice. Students shall have the status of learner and shall not be considered agency employees, nor shall they replace agency staff. Directed practice is conducted as a non-paid, laboratory experience.

### HI 110 C MEDICAL INSURANCE BILLING

#### 3 Units

*Three hours lecture per week.*

*CSU*

*Prerequisite: HS 145 C or equivalent.* This course focuses on the principles and mechanics of ambulatory care and medical office billing and will cover the entire billing process from the initial verification of insurance benefits, to the submission of the claim form, and to final collections process. It provides exposure to the many types of private and governmental insurance: Medicare, Medicaid, Blue Cross, health maintenance organizations, workers' compensation, etc. CPT and ICD-9-CM coding principles related to claims submissions will focus on the use of complete diagnostic coding, CPT modifiers and HCPCS Level II codes. The advantages of electronic claims submission will be discussed. Students will learn to complete insurance claim Form 1500, the universally accepted billing format for medical offices.

**HI 112 C COMPUTERIZED MEDICAL INSURANCE BILLING****2 Units***Two hours lecture per week.***CSU**

*Corequisite:* Completion of or concurrent enrollment in HI 110 C or employed as a medical insurance biller. This course focuses on the use of advanced medical practice software for automating medical insurance billing and medical office management. Course activities will include hands on computer practice in data entry, line item posting, electronic submission of claims, and posting payments and adjustments. Computer reports will be used to tracer delinquent accounts and age accounts. Computerized daily reports, bank statements, accounts receivable and related reports will be demonstrated.

**HI 115 C MEDICAL STAFF SERVICES SCIENCE****3 Units***Three hours lecture per week.***CSU**

This comprehensive introductory course in fundamental concepts, principles and organization of the hospital and the medical staff services department includes the purpose and role of an organized medical staff; initial staff appointment; reappointment; privilege delineation; preparing agendas and writing minutes; and monitoring and documenting proctoring, peer review, and quality review. A primary focus of the course is the guidelines for credentialing of physicians and allied health professionals in not only the hospital but also managed care settings. The organization of health care facilities and interdepartmental relationships is discussed. Emphasis will be placed on standards of voluntary accrediting agencies and regulations of federal and state licensing agencies. This course will provide useful information to the individual responsible for credentialing in a managed care organization and is good preparation for the CMSC and CPCS credentialing exams.

**HI 203 C MEDICAL QUALITY MANAGEMENT****2 Units***(Same as HS 203 C)**Two hours lecture per week.***CSU**

*Prerequisite:* HS 145 C or background in medical terminology. This course is an introduction to the principles of the quality management and improvement process in health care and provides a framework for gaining skills in collecting and analyzing data. Course content includes total quality management, utilization and resource management, risk management, clinical paths, and medical staff peer review. Emphasis is placed on the JCAHO performance improvement standards. Activities focus on the use of quality improvement tools to collect and present quality management data.

**HI 204 C ICD-9-CM CODING****3 Units***Two hours lecture and**Three hours laboratory per week.***CSU**

*Prerequisite:* HS 101 C, HS 145 C, and either BIOL 160 C or BIOL 210 C with a grade of "C" or better; or employed as a coder. Principles of nomenclature and classification systems are stressed with emphasis and training in ICD-9-CM. The preparation of abstracts and reports utilizing coding of diseases, conditions, and procedures is addressed with the intention of indexing and retrieving information for administrative, reimbursement and research purposes.

**HI 205 C DIRECTED PRACTICE II****4 Units***Three hours lecture and**Four hours directed clinical practice per week.***CSU**

*Prerequisite:* HI 103 C and HI 204 C and counselor approval indicating eligibility to graduate from Health Information Technology Program at the end of the semester. This course will focus on the principles of organization of a health information management department; supervision of human resources in order to develop effective skills in leadership, motivation and team-building techniques; and marketing health information management services. Discussions focus on directed practice activities which will emphasize the collection, analysis and presentation of health care data; quality improvement functions; and coding and abstracting. During the final semester, students are assigned to an affiliated health-related agency for supervised directed practice. Students shall have the status of learner and shall not be considered agency employees, nor shall they replace agency staff. Directed practice is conducted as a nonpaid, laboratory experience.

**HI 214 C CPT/AMBULATORY CARE CODING****3 Units***Two hour lecture and**Three hours laboratory per week.***CSU**

*Prerequisite:* HI 204 C or employed as a coder. This course focuses on the principles and mechanics of coding procedures according to *Current Procedural Terminology* and its relationship to the Health Care Common Procedure Coding System (HCPCS). The course will address the requirements for diagnostic and procedure coding in ambulatory care and outpatient surgery centers as well as the relationship of CPT to ambulatory and medical office billing and APCs. In the laboratory, students will solve coding problems using operative reports and encoding software. **\$3.00 Material Fee - PAYABLE AT REGISTRATION.**

**HI 215 C MEDICAL STAFF SERVICES SCIENCE****2 Units***Two hours lecture per week.***CSU**

*Prerequisite:* HI 115 C. Lecture and discussion focuses on selected aspects of medical staff services departmental management and supervision; due process and peer review hearings; and documentation of Medical Executive Committee activities. Throughout the course, there will be advanced review of office management systems and the student will prepare a medical staff office budget.

**HI 220 C ADVANCED ICD-9-CM CODING****3 Units***Two hour lecture and**Three hours lecture per week.***CSU**

*Prerequisite:* HI 204 C and HS 147 C. Advanced concepts in ICD-9-CM and its application in the prospective payment system are discussed. Lecture will focus on the structure of diagnostic related groups; interpretation of laboratory and radiologic findings; basic pharmacology; and *Coding Clinic* guidelines. Laboratory activities will include coding actual medical records related to the most common diagnostic related groups using automated encoders. **\$3.00 Material Fee - PAYABLE AT REGISTRATION.**



**HI 225 C INFORMATION TECHNOLOGY****3 Units***Three hours lecture per week.**CSU*

*Prerequisite:* CIS 111 C. This course is an introduction to the concepts of information technology related to health care and the automated tools and techniques for collecting, storing, and retrieving health care data. Emphasis will be on healthcare information systems, health care networking, telemedicine, telecommunications, image-based document systems, automatic identification and data collection, security and confidentiality, medical informatics, and the computer-based patient record. Activities will center on using file management and spreadsheet applications to automate the collection and analysis of health care information.

**HI 245 C CODING SKILLS LAB****1 - 2 Units** (*Variable 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 Healthcare 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 C INDEPENDENT STUDY****½ - 2 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)*One-half to two hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

*Prerequisite:* *Approved Independent Study Learning Contract.* This course is designed for students enrolled in the Health Information Technology program or its options who wish to increase their knowledge and experience in applied areas. Students will participate in independent study in assigned areas under staff supervision.

# Health Science

**Division of Health Science***Division Dean – Andrea Hannon***Faculty**

Dana Brown

**Counselors**

Kelly Carter

Denise Vo

## Health Science (HS)

**HS 050 C PREPARATION FOR HEALTH SCIENCE****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option*

This course is designed for students interested in a health science career. The communication, reading and 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 060 C SELECTED TOPICS FOR NURS 192 C****½ - 2 Units** (*Variable Unit Class*)*One-half to two hours lecture per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite:* *Acceptance in the Nursing Program.* This course is designed to correlate with NURS 192 C Fundamentals of Nursing, which provides introductory knowledge of the fundamentals of nursing. The assigned topics covered correlate with textbook and module assignments and enhance learning in specific theoretical concepts and nursing techniques. Computer software, video tapes, resource materials, instructor assessment of individual student's nursing knowledge and skills and individualized instruction are utilized.

**HS 061 C SELECTED TOPICS FOR NURS 196 C****½ - 2 Units** (*Variable Unit Class*)*One-half to two hours lecture per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite:* *Acceptance in the Nursing Program.* This course is designed to correlate with NURS 196 C Med-Surg Nursing I, providing increased knowledge of fundamentals of nursing and more complex nursing skills. The assigned topics covered correlate with the textbook and module assignments and enhance learning in specific theoretical concepts and more complex nursing techniques introduced in NURS 196 C. Films, videotapes, resource materials, instructor assessment of individual student's nursing knowledge and skills in individualized instruction are utilized.

**HS 062 C SELECTED TOPICS FOR NURS 292 C****½ - 2 Units** (*Variable Unit Class*)*One-half to two hours lecture per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite:* *Acceptance in the Nursing Program.* This course is designed to correlate with NURS 292 C Med-Surg Nursing II, providing an expansion of knowledge of medical/surgical nursing. The assigned topics covered correlate with the textbook and module assignments and aid in providing enhanced learning in specific theoretical concepts and nursing techniques introduced in NURS 292 C. Films, videotapes, resource materials, instructor assessment of individual student's nursing knowledge and skills in individualized instruction are utilized.



**HS 063 C SELECTED TOPICS FOR NURS 197 C****½ - 2 Units (Variable Unit Class)***One-half to two hours lecture per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptance in the Nursing Program.* This course is designed to correlate with NURS 197 C Maternal/Newborn Nursing, providing an expansion of knowledge of maternal health care needs. The assigned topics covered correlate with the textbook and module assignments and enhance learning in specific theoretical concepts and nursing techniques introduced in NURS 197 C. Films, videotapes, resource materials, instructor assessment of individual student's nursing knowledge and skills in individualized instruction are utilized.

**HS 064 C SELECTED TOPICS FOR NURS 293 C****½ - 2 Units (Variable Unit Class)***One-half to two hours lecture per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptance in the Nursing Program.* This is designed to correlate with NURS 293 C Mental Health Nursing, providing increased knowledge of mental health nursing. 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 293 C. Films, videotapes, resource materials, instructor assessment of individual student's nursing knowledge and skills in individualized instruction are utilized, as well as group discussion and dialogue.

**HS 065 C SELECTED TOPICS FOR NURS 296 C****½ - 2 Units (Variable Unit Class)***One-half to two hours lecture per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptance in the Nursing Program.* This is designed to correlate with NURS 296 C Child/Family Nursing. The assigned topics correlate with theory, providing enrichment activities enabling the student to better understand pediatric nursing. The course utilizes audiovisual materials, selected references, computer simulated learning, and group discussions.

**HS 066 C SELECTED TOPICS FOR NURS 297 C****½ - 2 Units (Variable Unit Class)***One-half to two hours lecture per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite: Acceptance in the Nursing Program.* This course is designed to correlate with NURS 297 C Med-Surg Nursing III. Assigned topics covered correlate with textbook and module assignments in NURS 297 C. Clinical simulations are provided to permit the student practice in the performance of nursing procedures, as well as an opportunity for clinical competency testing. Videos, films, slides, games, resource materials, computer simulations, instructor assessment of student's nursing knowledge and skills, and individualized instruction are utilized.

**HS 067 C SELECTED TOPICS - LEADERSHIP****½ - 2 Units (Variable 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 C. 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 C SELECTED TOPICS - GERONTOLOGY****½ - 2 Units (Variable Unit Class) (May be taken for credit 2 times)***One-half to two hours lecture per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite: Enrollment in NURS 193 C or NURS 294 C.* This course will focus on the special nursing and health care needs of the older adult and development of nursing skills necessary to meet those needs. Activities will focus on assisting the student in the further development of assessment skills, interpersonal and communication skills and patient teaching, which are essential in the care of the older adult. This course is an elective for students who desire enrichment in theories related to the care of the older adult.

**HS 076 C CPR FOR HEALTH CARE PROVIDERS****1 Unit (May be taken for credit 2 times)***One hour lecture per week.**Credit/No Credit/Letter Grade Option*

Basic life support "C" certification is required for health care providers. This class prepares the student will 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 charges a fee for the "C" certification card).

**HS 077 C CPR RECERTIFICATION****½ 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. (The American Heart Association charges a fee for the recertification card).

**HS 080 C SELECTED TOPICS IN NURSING AND ALLIED HEALTH****½ - 8 Units (Variable Unit Class) (May be taken for credit 10 times)***One-half to eight hours lecture per week.**Credit/No Credit/Letter Grade Option*

This course is designed to meet the nursing and allied health science student need for current topics and issues, updated information in health care review of specialized subject matter, and/or preparation for health related licensure and certification exams. Content will emphasize clinical application of theoretical principles in the discipline. Computer software, videotapes, resource materials, instructor assessment of individual student knowledge and skills will be utilized.

**HS 098 C HEALTH SCIENCE SEMINAR****½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)***Zero to twelve hours lecture and**Zero to thirty-six hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* 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. *Fees may be required – PAYABLE AT REGISTRATION.*

**HS 099 C HEALTH SCIENCE - INDEPENDENT STUDY**  
**½ - 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 C TRENDS IN HEALTH CARE DELIVERY**  
**2 Units**

*(Same as HI 100 C)*

*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 of preparing for careers in health care.

**HS 102 C LEGAL ASPECTS OF HEALTH CARE**  
**2 Units**

*(Same as HI 102 C)*

*Two hours lecture per week.*

*CSU*

The focus of this course is on the legal and ethical issues affecting health care industry, health care providers, and health information managers. State laws, federal regulations, and case precedents form the basis for class discussion. Topics include tort law; confidentiality and release of medical information; informed consent; corporate and personal liability; patient rights; negligence and medical malpractice; contract and labor law; and ethics. Special emphasis is placed on the procedures for safeguarding the security of health care data to prevent inappropriate disclosure of confidential health information.

**HS 145 C SURVEY OF MEDICAL TERMINOLOGY**  
**3 Units**

*Three hours lecture per week.*

*CSU*

This course includes fundamentals of word analysis, roots, prefixes and suffixes in an orientation to the body as a whole. A survey of medical terminology of the following body systems includes: skin and breast, musculoskeletal, neurological/psychiatric, cardiovascular, respiratory, digestive, genitourinary, 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 147 C SURVEY OF DISEASE**  
**3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite HS 145 C.* This course is a survey of general principles of disease, organs, and systems as related to specific diseases. It includes chronic and degenerative diseases; respiratory, bone, and gastrointestinal tract diseases, diseases of the genitourinary systems and reproductive organs, including genetic influences; infectious diseases and neoplasms; disturbances of body fluids and disturbed function. It is required by the State Department of Public Health, Division of Radiologic Health and recommended by the American Society of Radiologic Technology and is also the basic pathology of disease course requirement for Health Information Technology students.

**HS 161 C DYING/DEATH AND GRIEF/MOURNING**  
**3 Units**

*(Same as HSCE 161 C)*

*Three hours lecture per week.*

*CSU*

This course is designed to assist individuals in such areas as personal death anxiety and working/living with the terminally ill person. Discussion includes special concerns such as how to handle grief, suicide, hospice, and other related topics.

**HS 165 C 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 development in health care and the rights and responsibilities of patients and health care professionals will be examined.

**HS 168 C PATIENT CARE SKILLS - OPEN LAB**

**½ - 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 first year Health Science program student or approved re-entry students needing remedial assistance or current professional license related to a health science program.* This open-entry, open-exit course with flexible hours and variable units allows self-paced individualized instruction and/or practice in basic client care skills with Health Science faculty supervision. The course provides students with space and equipment needed to learn client care skills. Health Science program students will complete a self-assessed learning plan prior to beginning their practice sessions. *\$5.00 Material Fee - PAYABLE AT REGISTRATION.*

**HS 203 C MEDICAL QUALITY MANAGEMENT**  
**2 Units**

*(Same as HI 203 C)*

*Two hours lecture per week.*

*CSU*

*Prerequisite: HS 145 C or background in medical terminology.* This course is an introduction to the principles of the quality management and improvement process in health care and provides a framework for gaining skills in collecting and analyzing data. Course content includes total quality management, utilization and resource management, risk management, clinical paths, and medical staff peer review. Emphasis is placed on the JCAHO performance improvement standards. Activities focus on the use of quality improvement tools to collect and present quality management data.

**HS 268 C PATIENT CARE SKILLS - OPEN LAB**

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

(*Open Entry-Open Exit*)

*One and a half to nine hours of laboratory per week.*

*Credit/No Credit*

*CSU*

*Prerequisite: Current second year Health Science program student or approved re-entry students needing remedial assistance or current professional license related to a health science program.* This open-entry, open exit course with flexible hours and variable units allows self-paced individualized instruction and/or practice in advanced client care skills with Health Science faculty supervision. The course provides students with space and equipment needed to learn advanced client care skills. Health Science program students will complete a self-assessed learning plan prior to beginning their practice sessions. **\$5.00 Material Fee – PAYABLE AT REGISTRATION.**

**HS 277 C CULTURAL AWARENESS & HEALTH CARE  
3 Units**

*Three hours lecture per week.*

*CSU, AA GE, CSU GE, CUL DIV*

This course is designed to examine how cultural differences impact health care and health care delivery. The influence of multiethnic cultures on health care concepts, intervention, and the delivery of health care will be discussed. The course will emphasize communication, beliefs and customs, cultural rituals, ethical and legal implications and staff relations in our multiethnic health care system. The content focuses on expanding sensitivity to cultural diversity in health care and includes medical, social, and legal issues.

# Health Science - Continuing Education

***Division of Health Science***

*Division Dean – Andrea Hannon*

## *Faculty*

Health Science Instructors

## *Counselors*

Kelly Carter

Denise Vo

Provider approved by the California Board of Registered Nursing - Provider Number 00110, for the number of contact hours the class meets. Request list of approved classes from the Health Science Division.

# Health Science - Continuing Education (HSCE)

**HSCE 161 C DYING/DEATH AND GRIEF/MOURNING  
3 Units**

*(Same as HS 161 C)*

*CSU*

*Three hours lecture/discussion per week.*

This course is designed to assist individuals in such areas as personal death anxiety and working/living with the terminally ill person. Discussion includes special concerns such as how to handle grief, suicide, hospice, and other related topics.

**HSCE 250 C RADIATION LAWS AND ETHICS  
3 Units**

*(Same as RADT 250 C)*

*Three hours lecture per week.*

*CSU*

*Prerequisite: RADT 142 C, RADT 146 C or Limited Permit in X-ray technology.* Content is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological responses are presented, including acute and chronic effects of radiation. The course is designed to present the principles of radiation protection including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated. An introduction to legal terminology, concepts, and principles will be presented. Topics include misconduct, malpractice, legal and professional standards and the scope of practice. The importance of proper documentation and informed consent is emphasized. The student will examine a variety of ethical issues and dilemmas found in clinical practice.

**HSCE 260 C FLUOROSCOPY PERMIT COURSE  
3 Units**

*(Same as RADT 260 C)*

*Two and one-half hours lecture and*

*One and one-half hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: Current California Radiologic Technology Certification 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 Permit certification test. Students must be able to verify C.R.T. status at the first class meeting.

**HSCE 262 C CROSS-SECTIONAL IMAGING  
1 Unit**

*(Same as RADT 262 C)*

*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 anatomy is recommended.



**HSCE 264 C VASCULAR SONOGRAPHY TECHNOLOGY****3 Units***(Same as RADT 264 C)**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 is the physical principles of vascular ultrasound technology. The course will focus 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.

**HSCE 266 C PRINC. OF BREAST ULTRASOUND****3 Units***(Same as RADT 266 C)**Three hours lecture per week.*

CSU

*Prerequisite: American Registry of Diagnostic Medical Sonography license and/or knowledge of basic ultrasound equipment and scanning techniques.* This course will provide instruction for learning the normal and pathological appearance of breasts using ultrasound to include images that relate to mammography and MRI. Included in this course is the physiology of benign and malignant breast tumors and diagnostic procedures. The content will follow the ARDMS guidelines toward the goal of preparing the student to pass the ultrasound registry breast exam.

# History

**Division of Social Science***Division Dean – Nina DeMarkey***Faculty**

Carol Elsensohn Lewis

Michael Flores

David Halahmy

Bryan Seiling

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

## History (HIST)

**HISTORY TRANSFER PROGRAM**

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

**HIST 110 C WESTERN CIVILIZATIONS I****3 Units***(Formerly HIST 110AC)**Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN HIST 2 Advisory: Eligibility for ENGL 100 C.* This course is a comprehensive study of the contributions of previous civilizations from prehistoric times to the beginning of the modern era. 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. *Duplicate credit not granted for HIST 110HC.*

**HIST 110HC HONORS WEST. CIVILIZATIONS I****3 Units***Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN HIST 2 Advisory: Eligibility for ENGL 100 C.* This course is an enhanced comprehensive study of the contributions of previous civilizations from prehistoric times to the beginning of the modern era. 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. *Duplicate credit not granted for HIST 110 C.*

**HIST 111 C WESTERN CIVILIZATIONS II****3 Units***(Formerly HIST 110BC)**Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN HIST 4 Advisory: Eligibility for ENGL 100 C.* This course covers the development of Western civilization from the beginning of the modern era 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. *Duplicate credit not granted for HIST 111HC.*

**HIST 111HC HONORS WEST. CIVILIZATIONS II****3 Units***Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN HIST 4 Advisory: Eligibility for ENGL 100 C.* This course is an enhanced comprehensive study of the development of Western civilization from the beginning of the modern era 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. *Duplicate credit not granted for HIST 111 C.*

**HIST 112 C WORLD CIVILIZATIONS I****3 Units***Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN HIST 14 Advisory: Eligibility for ENGL 100 C.* This course is a survey of the roots and development of civilizations in Africa, the Americas, Asia, and Europe from the earliest times to 1550 CE. *Duplicate credit not granted for HIST 112HC.*

**HIST 112HC HONORS WORLD CIVILIZATIONS I****3 Units***Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN HIST 14 Advisory: Eligibility for ENGL 100 C.* 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 CE. *Duplicate credit not granted for HIST 112 C.*



**HIST 113 C WORLD CIVILIZATIONS II****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN HIST 16 Advisory: Eligibility for ENGL 100 C.* This course is a survey of the roots and development of civilizations in Africa, the Americas, Asia, and Europe from 1550 CE to the present. *Duplicate credit not granted for HIST 113HC.*

**HIST 113HC HONORS WORLD CIVILIZATIONS II****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN HIST 16 Advisory: Eligibility for ENGL 100 C.* This course is an enhanced survey of the roots and development of civilizations in Africa, the Americas, Asia, and Europe from 1550 CE to the present. *Duplicate credit not granted for HIST 113 C.*

**HIST 135 C AFRICAN HISTORY****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is a survey of African history from the earliest beginnings to contemporary times. A special emphasis is placed on the various cultures of Africa, demography and general chronology of the rise and fall of nation states, and the impact of Western culture through the colonial, neo-colonial, and contemporary periods.

**HIST 142 C HISTORY OF LATIN AMERICA I****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is a survey of the history of Latin America from the late pre-Columbian era to the independence period. Emphasis is placed upon European conquest, the interaction of Europeans with Native American and African cultures, and the planting of colonial societies in the regions of Mexico, Central America, the Caribbean, and South America. Spanish, French, Portuguese, British, and Dutch America are compared as to their socio-cultural, economic, and political development during the colonial and independence periods.

**HIST 143 C HISTORY OF LATIN AMERICA II****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is a survey of the history of Latin America from the independence period to the present. Emphasis is placed upon: the nation-building process, integration into the world capitalist system, the inequality between the elite classes and the masses, the development of new groups, such as the urban middle and working classes, the conflict between liberalism and the Catholic Church, race relations, challenges of political regimes, relationships during the Cold War, and new global economic models.

**HIST 151 C SURVEY OF BRITISH HISTORY I****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

*Advisory: Eligibility for ENGL 100 C.* 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 C SURVEY OF BRITISH HISTORY II****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

*Advisory: Eligibility for ENGL 100 C.* 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 160AC 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. Eligibility for ENGL 100 C recommended.

**HIST 160BC 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. The comparative perspective will stress the process, patterns, and periods of West, South, East, Southeast, and Central Asia and view their respective evolutionary development, institutions, social breakdown, elite values in crisis, and regional interaction. Eligibility for ENGL 100 C recommended.

**HIST 162AC HISTORY OF THE AMERICAS****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is a survey of the history of the Western hemisphere from its discovery to the wars of independence. Emphasis is placed upon European conquest, the interaction of Europeans with Native American and African cultures, and the planting of colonial societies in the New World. Spanish America, Brazil, Canada, and the United States are compared as to their socio-cultural, economic, and political development during the colonial and independence periods.

**HIST 162BC HISTORY OF THE AMERICAS****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is a comparative study of the political, social, and economic development of the independent nations of the Western hemisphere from the wars of independence to the present. Emphasis is placed upon the present international relations of these nations.

**HIST 163 C HISTORY OF MEXICO****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is a survey of the economic, socio-cultural and political history of Mexico from the pre-Columbian period to the present.

**HIST 165 C MIDDLE EASTERN HISTORY****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course covers 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 170 C HISTORY OF THE UNITED STATES****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN HIST 8*

*Advisory: Eligibility for ENGL 100 C.* This course is a survey of American history from the colonial foundations to 1877. The course satisfies state requirements in American history and institutions for transfer. *Duplicate credit not granted for HIST 170HC.*

**HIST 170HC HONORS HISTORY OF THE U.S.****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN HIST 8*

*Advisory: Eligibility for ENGL 100 C.* This course is an enhanced survey of American history from the colonial foundations to 1877. This course satisfies state requirements in American history and institutions for transfer. *Duplicate credit not granted for HIST 170 C.*

**HIST 171 C HISTORY OF THE UNITED STATES****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN HIST 10*

*Advisory: Eligibility for ENGL 100 C.* 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. *Duplicate credit not granted for HIST 171HC.*

**HIST 171HC HONORS HISTORY OF THE U.S.****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN HIST 10*

*Advisory: Eligibility for ENGL 100 C.* This course is an enhanced version of survey of American History from 1877 to the present time. This course satisfies state requirements in American History and institutions for transfer. *Duplicate credit will not be granted for HIST 171 C.*

**HIST 180 C 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, the operation as an entity in the tradition, and how the tradition functions. The fields of art, literature, and music will be an integral part of the study.

**HIST 270 C WOMEN IN UNITED STATES HISTORY****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is a survey of the economic, social, intellectual and political history of women in America from colonial times to the present. Special emphasis is placed upon the feminist movements and suffrage struggle of the 19th and 20th centuries.

**HIST 275 C HISTORY OF CALIFORNIA****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC, CUL DIV*

*Advisory: Eligibility for ENGL 100 C.* This course surveys the economic, social, ethnic, intellectual, and political history of California from the earliest times to the present. Special emphasis is placed upon issues of diversity caused by demographic changes.

**HIST 295 C RESEARCH METHODS IN ORAL HISTORY****2 Units**

*(Same as SOSC 295 C)*

*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 C HISTORY SEMINAR**

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

*Zero to twelve hours lecture and*

*Zero to thirty-six hours laboratory per week.*

*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This is a lecture/discussion type course developed on a particular limited problem or topic of interest to students. It is designed for able students who wish to increase their knowledge of a particular topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ to 12 units. Consult class schedule for the offerings a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*

**HIST 299 C 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.

# Hotel, Restaurant, Culinary Arts

## Division of Vocational Education

Division Dean – Steve Donley

### Faculty

Michael Bird  
Lisa Clark

### Counselors

Robert Grantham  
Jane Jepson

## ASSOCIATE IN SCIENCE DEGREE

### CULINARY ARTS

Program Code: 1S03813

The Culinary Arts program provides students with basic competencies in the methods of food handling, cooking, and culinary management. It includes exposure to various styles, and proper use of culinary applications and equipment. The program is designed to help students develop a working knowledge of what is required to be successful for fast track culinary management potential.

To earn 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 diversity and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
HRC 100 C	Nutrition	3
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 125 C	Restaurant/Banquet Operations	3
HRC 135 C	Basic Cooking Techniques	3
HRC 136 C	Baking and Pastry	3
HRC 144 C	Quantity Cooking Techniques	3
HRC 152 C	Menu/Kitchen Layout & Design	3
HRC 231 C	Cost Control in Hospitality	3
HRC 232 C	Catering & Event Management	3
HRC 233 C	International Gourmet Foods	3
HRC 243 C	The Art of Garde Manger	3
HRC 245 C	Advanced Cooking Techniques	3
HRC 295 C	Hospitality Internship	3
	<b>Total Units Required</b>	<b>42</b>

### CULINARY ARTS

#### CERTIFICATE

Program Code: 1C03813

The Culinary Arts program provides students with basic competencies in the methods of food handling, cooking, and culinary management. It includes exposure to various styles, and proper use of culinary applications and equipment. The program is designed to help students develop a working knowledge of what is required to be successful for fast track culinary management potential.

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

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

Course #	Title	Units
HRC 100 C	Nutrition	3
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 125 C	Restaurant/Banquet Operations	3
HRC 135 C	Basic Cooking Techniques	3
HRC 136 C	Baking and Pastry	3
HRC 144 C	Quantity Cooking Techniques	3
HRC 152 C	Menu/Kitchen Layout & Design	3
HRC 231 C	Cost Control in Hospitality	3
HRC 232 C	Catering & Event Management	3
HRC 233 C	International Gourmet Foods	3
HRC 243 C	The Art of Garde Manger	3
HRC 245 C	Advanced Cooking Techniques	3
HRC 295 C	Hospitality Internship	3
	<b>Total Units Required</b>	<b>42</b>

### BASIC BAKER

#### CERTIFICATE

Program Code: 1K00034

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 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
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 135 C	Basic Cooking Techniques	3
HRC 136 C	Baking and Pastry	3
	<b>Total Units Required</b>	<b>12</b>

### BASIC COOK

#### CERTIFICATE

Program Code: 1K00033

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 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
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 135 C	Basic Cooking Techniques	3
HRC 243 C	The Art of Garde Manger	3
	<b>Total Units Required</b>	<b>12</b>

## ASSOCIATE IN SCIENCE DEGREE

### FOOD SERVICE

#### MANAGEMENT

Program Code: 1S07848

The Associate of Science Degree in Food Service Management provides students with the needed management skills including cost control, restaurant operations, guest services, leadership, legal aspects, catering, technology and personal development to pursue a career in the food service industry or transfer to a four year university. The fast growing food service industry includes careers in restaurants, hotels, resorts, cruise ships, schools and hospitals.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 125 C	Restaurant/Banquet Operations	3
HRC 135 C	Basic Cooking Techniques	3
HRC 144 C	Quantity Cooking Techniques	3
HRC 152 C	Menu/Kitchen Layout & Design	3
HRC 164 C	Hospitality Law	3
HRC 166 C	Managing Guest Relations	3
HRC 231 C	Cost Control in Hospitality	3
HRC 232 C	Catering & Event Management	3
HRC 295 C	Hospitality Internship	3
<b>Total Units Required</b>		<b>33</b>

**Electives – Three Additional Units Required from the following:**

HRC 230 C	Hotel Management	3
ATC 070 C	Professional Image	1½
ATC 170 C	Job Skills Communication	1½
MKT 208 C	Principles of Selling	3
MKT 222 C	Principles of Marketing	3
<b>Total Elective Units Required</b>		<b>3</b>

**FOOD SERVICE MANAGEMENT**

**CERTIFICATE Program Code: 1C07848**

The Food Service Management Certificate provides students with the needed management skills including cost control, restaurant operations, guest services, leadership, legal aspects, catering, technology and personal development to pursue a career in the food service industry. The fast growing food service industry includes careers in restaurants, hotels, resorts, cruise ships, schools and hospitals.

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

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

Course #	Title	Units
HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 125 C	Restaurant/Banquet Operations	3
HRC 135 C	Basic Cooking Techniques	3
HRC 144 C	Quantity Cooking Techniques	3
HRC 152 C	Menu/Kitchen Layout & Design	3
HRC 164 C	Hospitality Law	3
HRC 166 C	Managing Guest Relations	3
HRC 231 C	Cost Control in Hospitality	3
HRC 232 C	Catering & Event Management	3
HRC 295 C	Hospitality Internship	3
<b>Total Units Required</b>		<b>33</b>

**Required Electives – Three additional units from the following:**

HRC 230 C	Hotel Management	3
ATC 070 C	Professional Image	1½
ATC 170 C	Job Skills Communication	1½
MKT 208 C	Principles of Selling	3
MKT 222 C	Principles of Marketing	3
<b>Total Elective Units Required</b>		<b>3</b>

**DINING ROOM OPERATIONS**

**CERTIFICATE Program Code: 1K00035**

This certificate provides students with the necessary skills and knowledge to gain entry level employment as a dining room server.

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

HRC 101 C	Intro to Hospitality Careers	3
HRC 120 C	Sanitation and Safety	3
HRC 125 C	Restaurant/Banquet Operations	3
HRC 166 C	Managing Guest Relations	3
<b>Total Units Required</b>		<b>12</b>

**ASSOCIATE IN SCIENCE DEGREE**

**HOTEL**

**MANAGEMENT**

**Program Code: 1S03763**

The Associate of Science Degree in Hotel Management provides students with the skills in operations, guest services, leadership, law and technology to pursue an entry-level career in hotel management or transfer to a four-year university. The hospitality industry is the world's largest employer requiring trained individuals to fill the multitude of positions in the rooms division, food and beverages, catering, sales, housekeeping, human resources and administration.

To earn an Associate Degree, students must complete all graduation requirements to include (1) all major course requirements with a "C" or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural diversity 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.

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
HRC 101 C	Intro to Hospitality Careers	3
HRC 121 C	ServSafe Food Safety	½
HRC 131 C	Housekeeping & Property Ops	3
HRC 230 C	Hotel Management	3
HRC 160 C	Front Office Operations	3
HRC 164 C	Hospitality Law	3
HRC 166 C	Managing Guest Relations	3
HRC 231 C	Cost Control in Hospitality	3
HRC 232 C	Catering & Event Management	3
HRC 295 C	Hospitality Internship	3
MKT 222 C	Principles of Marketing	3
Select a minimum of 6 units from the electives below		6
<b>Total Units Required</b>		<b>36½</b>

**Electives – Six Additional Units Required from the Following:**

HRC 125 C	Restaurant/Banquet Operations	3
HRC 135 C	Basic Cooking Techniques	3
ATC 070 C	Professional Image	1½
ATC 170 C	Job Skills Communication	1½
ATC 278 C	Public Relations	3
MKT 208 C	Principles of Selling	3
<b>Total Elective Units Required</b>		<b>6</b>

**HOTEL OPERATIONS**

**CERTIFICATE**

**Program Code: 1C03763**

The Hotel Operations Certificate provides students with the necessary skills in hotel operations, guest services, leadership, law and technology to pursue a career in hotel operations. The hospitality industry is the world's largest employer requiring trained individuals to fill the multitude of positions in the rooms division, food and beverages, catering, sales, housekeeping, human resources and administration.



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

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

Course #	Title	Units
HRC 101 C	Intro to Hospitality Careers	3
HRC 121 C	ServSafe Food Safety	½
HRC 131 C	Housekeeping & Property Ops	3
HRC 230 C	Hotel Management	3
HRC 160 C	Front Office Operations	3
HRC 164 C	Hospitality Law	3
HRC 166 C	Managing Guest Relations	3
HRC 231 C	Cost Control in Hospitality	3
HRC 232 C	Catering & Event Management	3
HRC 295 C	Hospitality Internship	3
MKT 222 C	Principles of Marketing	3
Select a minimum of 6 units from the electives listed below		6
<b>Total Units Required</b>		<b>36½</b>

**Electives – Six Additional Units Required:**

HRC 125 C	Restaurant/Banquet Operations	3
HRC 135 C	Basic Cooking Techniques	3
ATC 070 C	Professional Image	1½
ATC 170 C	Job Skills Communication	1½
ATC 278 C	Public Relations	3
MKT 208 C	Principles of Selling	3
<b>Total Elective Units Required</b>		<b>6</b>

**FRONT DESK OPERATIONS**

**CERTIFICATE Program Code: 1K00053**

This certificate provides students with the necessary skills and knowledge to gain entry-level employment as a front desk agent.

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

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

Course #	Title	Units
HRC 101 C	Intro to Hospitality Careers	3
HRC 230 C	Hotel Management	3
HRC 160 C	Front Office Operations	3
HRC 166 C	Managing Guest Relations	3
<b>Total Units Required</b>		<b>12</b>

**HOUSEKEEPING OPERATIONS**

**CERTIFICATE Program Code: 1K00052**

This certificate provides students with the necessary skills and knowledge to gain entry-level employment in housekeeping operations.

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

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

Course #	Title	Units
ATC 070 C	Professional Image	1½
ATC 170 C	Job Skills Communication	1½
HRC 101 C	Intro to Hospitality Careers	3
HRC 131 C	Housekeeping & Property Ops	3
HRC 230 C	Hotel Management	3
<b>Total Units Required</b>		<b>12</b>

**RESTAURANT/LODGING ENTREPRENEUR**

**CERTIFICATE Program Code: 1K00030**

This certificate provides students with the necessary skills and knowledge to start, manage and promote their own restaurant, inn, or bed & breakfast establishment. Students who complete the program will learn about guest relations, customer service, basic management techniques, food handling and preparation, marketing and sales of their own small business.

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

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

Course #	Title	Units
HRC 121 C	Servsafe Food Safety	½
HRC 135 C	Basic Cooking Techniques	3
HRC 160 C	Front Office Operations	3
HRC 166 C	Managing Guest Relations	3
MKT 208 C	Principles of Selling	3
or		
MKT 222 C	Principles of Marketing	(3)
MGT 261 C	Small Business Management	3
<b>Total Units Required</b>		<b>15½</b>

**SPECIAL EVENT MANAGEMENT**

**CERTIFICATE Program Code: 1K00552**

The Special Event Management field is a large part of the local economy. Students will learn skills and knowledge necessary for success in the special event management field. This skill certificate provides students with entry-level skills and knowledge to transition into this rapidly growing field.

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

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

Course #	Title	Units
HRC 101 C	Intro to Hospitality Careers	3
HRC 125 C	Restaurant/Banquet Operations	3
HRC 232 C	Catering & Event Management	3
MKT 222 C	Principles of Marketing	3
MGT 261 C	Small Business Management	3
<b>Total Units Required</b>		<b>15</b>

**HOSPITALITY, RESTAURANT, CULINARY ARTS**

**TRANSFER PROGRAM**

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

**Hotel, Restaurant, Culinary Arts (HRC)**

**HRC 100 C NUTRITION**

**3 Units**

*Three hours lecture per week.*

*UC/CSU, AA GE, CSU GE, CAN FCS 2*

This course is a study of the interactions between food and a living organism. Course includes the role of carbohydrates, fats, protein, vitamins, water, minerals, alcohol and drugs in nutritional status. Emphasis is on the practical application of nutritional information to the individual diet and the recognition of nutrition misinformation.

**HRC 101 C INTRO TO HOSPITALITY CAREERS**

**3 Units**

*Three hours lecture per week.*

*CSU*

This course provides an overview of operations and career opportunities including travel industry, hotels, culinary arts, food service management, meeting and event planning and airline customer services. The history, definition, organization, and industry trends will be reviewed for each area of the hospitality industry. Internet research will be utilized and students will prepare a personalized career project and portfolio.

**HRC 120 C SANITATION AND SAFETY****3 Units***Three hours lecture per week.**CSU*

This course is designed to acquaint students with principles of sanitation and safety in any hospitality management facility. The course content includes basic microbiology, the cause, control and investigation of food borne illnesses, sanitary practices in purchasing, storing and preparing food, sanitary maintenance of kitchen, dining room and all equipment, personal hygiene and the safety of all equipment, food handling, vector control and safety practices.

**HRC 121 C SERVSAFE FOOD SAFETY****½ Unit***One half hour lecture per week.**CSU*

A short course designed to acquaint industry employees with food safety and sanitation principles and prepare them to take the Food Safety Certification exam. A certified food handler is required in all California restaurant establishments.

**HRC 125 C RESTAURANT/BANQUET OPERATIONS****3 Units***Two hours lecture and**Three hours laboratory per week.**CSU*

*Advisory: Completion of or concurrent enrollment in HRC 101 C or HRC 120 C.* Students operate a restaurant dining room; emphasis is placed on providing excellent guest service, using a point of sale computer system, staffing, mise en place and those leadership skills required to effectively manage restaurant and banquet operations. This course also explores guest service techniques for wines and foods of the world. *\$25.00 Material Fee – PAYABLE AT REGISTRATION.*

**HRC 131 C HOUSEKEEPING & PROPERTY OPS****3 Units***Three hours lecture per week.**CSU*

This course explores hotel housekeeping and property operations, including management strategies, reports, budgets and technical details.

**HRC 135 C BASIC COOKING TECHNIQUES****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Advisory: Completion of or concurrent enrollment in HRC 120 C.* 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. *\$50.00 Material Fee – PAYABLE AT REGISTRATION.*

**HRC 136 C BAKING AND PASTRY****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

This course is designed to develop skills in baking and pastry. 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. *\$50.00 Material Fee – PAYABLE AT REGISTRATION.*

**HRC 144 C QUANTITY COOKING TECHNIQUES****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Advisory: Completion of or concurrent enrollment in HRC 120 C and HRC 135 C.* This course is designed to develop techniques and skills for managing cooking for large groups. Emphasis is on preparation of entrées, including plate garnish, specialty foods, breads, pastries and desserts. *\$50.00 Material Fee – PAYABLE AT REGISTRATION.*

**HRC 152 C MENU/KITCHEN LAYOUT & DESIGN****3 Units***Three hours lecture per week.**CSU*

This course provides students with experience in designing restaurants menus including: themes, item selection, cost/volume/profit/relationships, food cost determination, standard costs, forecasting, sales controls, and menu planning. Students will also analyze and develop solutions to the layout and design of hotel and restaurant kitchen facilities.

**HRC 160 C 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.

**HRC 164 C HOSPITALITY LAW****3 Units***Three hours lecture per week.**CSU*

This course is a comprehensive study of the legal aspects of the hospitality industry with an emphasis on compliance and prevention of liabilities. Topics include safety and security, food and alcohol legal responsibilities, selecting and managing employees, managing insurance, regulatory concerns, property management, hospitality operating structures, and hospitality contracts.

**HRC 166 C MANAGING GUEST RELATIONS****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.

**HRC 230 C HOTEL MANAGEMENT****3 Units***Three hours lecture per week.**CSU*

*Advisory: Completion of or concurrent enrollment in HRC 101 C.* Students will be introduced to management theory and responsibilities in the hospitality industry including rooms division, food and beverage, engineering, security, marketing, sales, accounting, information management and human resources. Franchises, referral and management organizations, market analyses, feasibility studies, management contracts and product segmentation will also be covered.

**HRC 231 C COST CONTROL IN HOSPITALITY****3 Units***Three hours lecture per week.**CSU*

This course presents the principles of cost control and revenue management. Topics include: managing revenue and expenses, determining sales forecasts, managing the cost of food, beverages and labor, the production process, pricing, analyzing results, planning for profits, maintaining a revenue control system and using technology to enhance controls. Students learn to identify and solve problems to help keep costs low and profit margins high in hospitality operations.

**HRC 232 C 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.

**HRC 233 C INTERNATIONAL GOURMET FOODS****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Advisory: Completion of or concurrent enrollment in HRC 120 C and HRC 135 C.* This course is designed to acquaint students with techniques in preparation of cuisines from other cultures. Emphasis is on Western European cuisine but content also includes Middle Eastern and Oriental cuisines. Students will have an opportunity to prepare and sample international cuisines. *\$50.00 Material Fee – PAYABLE AT REGISTRATION.*

**HRC 243 C THE ART OF GARDE MANGER****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Advisory: Completion of or concurrent enrollment in HRC 120 C.* This course is designed to develop the specialized skills of garde manger personnel in fine dining restaurants and hotels. The course includes lecture, demonstration and hands-on practice of classical and typical hot and cold food preparation. Emphasis will be placed on the preparation of garnishes, buffet decorations, hot and cold hors d'oeuvres, pates, galantines, aspics, and chaud-froid. *\$50.00 Material Fee – PAYABLE AT REGISTRATION.*

**HRC 245 C ADVANCED COOKING TECHNIQUES****3 Units***Two hours lecture and**Four hours laboratory per week.**CSU*

*Advisory: Completion of or concurrent enrollment in HRC 135 C or HRC 144 C.* This is a course designed to allow the student to acquire skills necessary for more advanced methods of food preparation. Topics include poultry, fish, lamb, Galantine, Ballotine, quenelle, aspic and meat carving. Samples of hors d'oeuvres, vegetable and fruit carving and the art of garde manger, choux paste, puff paste and creative decorating will be included. *\$50.00 Material Fee – PAYABLE AT REGISTRATION.*

**HRC 295 C HOSPITALITY INTERNSHIP****3 Units***One hour lecture and**Fifteen hours laboratory per week.**CSU*

*Prerequisite: Completion of first year hotel, food service or culinary arts program recommended.* The Hospitality Internship class is the link between academic learning and industry experience. This course requires a minimum of 255 hours work experience with an instructor approved employer in the hotel, restaurant or culinary arts field. Students will compile a comprehensive career portfolio.

**HRC 298 C HOSPITALITY SEMINAR***½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)**Zero to twelve hours lecture and**Zero to ninety hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade**CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This course is for students who wish to increase their knowledge of the hotel, restaurant, and/or culinary arts industries. Various topics will be offered. Unit credit may range from ½ to 12 units in any given semester. Consult the class schedule to verify credit for a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*

# Human Services

**Division of Social Science***Division Dean, Nina DeMarkey***Faculty**

Virgil Adams, III  
Lucinda Alibrandi  
Gary Zager

**Counselors**

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

**ASSOCIATE IN ARTS DEGREE HUMAN SERVICES****Program Code: 1A03803**

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, Conflict Resolution, Criminal Justice, Family Studies, Gerontology, Human Services Generalist, and Victimology.

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.



Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
HUSR 200 C	Introduction to Human Services	3
HUSR 222 C	Group Leadership and Group Process	3
HUSR 224 C	Self-Esteem Strategies	3
HUSR 210 C	Introductory Fieldwork	3
HUSR 225 C	Families and Substance Abuse	3
HUSR 241 C	Intervention Treatment and Recovery	3
PSY 139 C	Developmental Psychology	3
HUSR 211 C	Advanced Fieldwork	3
<b>Select a minimum of 12 units from the elective courses listed below</b>		<b>12</b>
<b>Total Units Required</b>		<b>36</b>

**Electives (Select 12 units from below)**

COUN 140 C	Educational Planning	½
ETHS 100 C	American Ethnic Studies	3
or		
ETHS 100HC	Honors American Ethnic Studies	(3)
HUSR 215 C	Introduction to Family Studies	3
HUSR 221 C	Crisis Intervention & Referral	3
HUSR 223 C	Helping Skills in Human Services	3
HUSR 226 C	Behavior Modification Techniques	3
HUSR/SOC 250 C	Sociology of Aging	3
HUSR/PSY 255 C	Psychology of Aging	3
HUSR 291 C	Counseling in Criminal Justice	3
HUSR/SOC 292 C	Introduction to Criminology	3
HUSR 294 C	Careers in Criminal Justice	3
HUSR 240 C	Drugs & Alcohol in Our Society	3
HUSR 242 C	Drugs and Physiology	3
HUSR 243 C	Co-Occurring Disorders	3
HUSR 270 C	Introduction to Victimology	3
HUSR 271 C	Society and Victimization	3
HUSR 275 C	Ethical Issues in Human Services	3
HUSR 280 C	Employee Assistance Programs: Public and Private	3
HUSR 293 C	Conflict Resolution/Mediation	3

**HUMAN SERVICES CERTIFICATE PROGRAMS**

The Human Services Department includes certificate programs in Alcohol and Drug Studies, Conflict Resolution, Criminal Justice, Family Studies (Basic and Advanced), Gerontology, 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 California Association of Alcohol/Drug Educators approves the Alcohol and Drug Certificate program. The Conflict Resolution Certificate prepares students to assist in the resolution of conflict in various settings including home and work with an emphasis on human relations in business, management positions in treatment facilities, and issues in victimology and cross-cultural conflict. The Criminal Justice Certificate will prepare students to work with Human Service agencies that provide services to clients coming from the criminal justice system. Family Studies Certificates offer the student the opportunity to examine today's changing family needs, values and patterns as well as to form the foundation for a career in family studies professions. The Gerontology Certificate explores appropriate human service agencies, intervention strategies, and the adaptive and maladaptive behaviors of the normal aging process for the individual and their family. The Victimology Certificate examines the network of agencies available for victims and perpetrators as well as the variety of methods for dealing with this issue. The Human Services Generalist Certificate has training applicable in all Human Service areas.

**ALCOHOL AND DRUG STUDIES**

**CERTIFICATE**

**Program Code: 1C07845**

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 200 C	Introduction to Human Services	3
PSY 139 C	Developmental Psychology	3
HUSR 210 C	Introductory Fieldwork	3
HUSR 211 C	Advanced Fieldwork	3
HUSR 225 C	Families and Substance Abuse	3
HUSR 240 C	Drugs & Alcohol in Our Society	3
HUSR 241 C	Intervention Treatment and Recovery	3
HUSR 242 C	Drugs and Physiology	3
<b>Select a minimum of 12 units from the elective courses listed below</b>		<b>12</b>
<b>Total Units Required</b>		<b>36</b>

**Electives**

COUN 140 C	Educational Planning	½
ETHS 100 C	American Ethnic Studies	3
or		
ETHS 100HC	Honors American Ethnic Studies	(3)
HUSR 221 C	Crisis Intervention & Referral	3
HUSR 222 C	Group Leadership and Group Process	3
HUSR 223 C	Helping Skills in Human Services	3
HUSR 224 C	Self-Esteem Strategies	3
HUSR 226 C	Behavior Modification Techniques	3
HUSR 243 C	Co-Occurring Disorders	3
HUSR 270 C	Introduction to Victimology	3
HUSR 275 C	Ethical Issues in Human Services	3
HUSR 280 C	Employee Assistance Programs: Private and Public	3
HUSR 281 C	Prevention Strategies	3
HUSR 290 C	Human Services in Criminal Justice	3
HUSR 291 C	Counseling in Criminal Justice	3

**CONFLICT RESOLUTION**

**CERTIFICATE**

**Program Code: 1K00553**

This program offers those entering or working in human services the opportunity to examine and practice a variety of communication skills useful in the resolution of conflict.

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 293 C	Conflict Resolution/Mediation	3
HUSR 275 C	Ethical Issues in Human Services	3
MGT 266 C	Human Relations in Business	3
HUSR 210 C	Introductory Fieldwork	3
<b>Select a minimum of 3 units from elective courses below</b>		<b>3</b>
<b>Total Units Required</b>		<b>15</b>

**Electives**

HUSR 222 C	Group Leadership/Group Process	3
HUSR 270 C	Introduction to Victimology	3
ETHS 100 C	American Ethnic Studies	3
or		
ETHS 100HC	Honors American Ethnic Studies	(3)
SOC/PSY 237 C	Cross-Cultural Relationships	3
SPCH 105 C	Interpersonal Communication	3

**CRIMINAL JUSTICE**

**CERTIFICATE**

**Program Code: 1C12113**

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 223 C	Helping Skills in Human Services	3
HUSR 224 C	Self-Esteem Strategies	3
HUSR 275 C	Ethical Issues in Human Services	3
HUSR 210 C	Introductory Fieldwork	3
HUSR 290 C	Human Services in Criminal Justice	3
HUSR 291 C	Counseling in Criminal Justice	3
HUSR/SOC 292 C	Introduction to Criminology	3
HUSR 294 C	Careers in Criminal Justice	3
HUSR 295 C	Cross-Cultural Criminology	3
HUSR 211 C	Advanced Fieldwork	3

Select a minimum of 9 units from elective courses below 9  
**Total Units Required 36**

**Electives (Select 9 units from the list below)**

HUSR 221 C	Crisis Intervention & Referral	3
HUSR 240 C	Drugs & Alcohol in Our Society	3
HUSR 241 C	Intervention Treatment and Recovery	3
HUSR 242 C	Drugs and Physiology	3
HUSR 270 C	Introduction to Victimology	3
HUSR 271 C	Society and Victimization	3
HUSR 293 C	Conflict Resolution/Mediation	3

**FAMILY STUDIES (BASIC)**

**CERTIFICATE Program Code: 1K03792**

The Family Studies (BASIC) Certificate Program in Human Services is designed to prepare the student for the personal challenges of relationships and child rearing as well as to form a foundation for a career in the Family Studies professions.

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

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

Course #	Title	Units
HUSR 215 C	Introduction to Family Studies	3
PSY 139 C	Developmental Psychology	3
PSY/SOC 215 C	Parenting Skills	3
SOC 275 C	Marriage and Family	3
Select a minimum of 3 units from the elective courses listed below		3
<b>Total Units Required</b>		<b>15</b>

**Electives (Select 3 units from the list below.)**

COUN 140 C	Educational Planning	1/2
ENGL 239 C	Survey-Children's Literature	3
HUSR 224 C	Self-Esteem Strategies	3
HUSR 240 C	Drugs & Alcohol in Our Society	3
HUSR/PSY 255 C	Psychology of Aging	3
HUSR/SOC 250 C	Sociology of Aging	3
HUSR 270 C	Introduction to Victimology	3
PSY/SOC 120 C	Human Sexuality	3

**FAMILY STUDIES (ADVANCED)**

**CERTIFICATE Program Code: 1C10452**

The Family Studies (ADVANCED) Certificate Program in Human Service is designed as a more complete examination of the many individual and family needs resulting from changing family patterns. Needed skills include parenting in a variety of family situations, communicating in healthy relationships, caregiving in intergenerational families and coping with stress. This program prepares the student in three ways: (1) Providing courses as personal enrichment for the families and individuals in the community (2) Training Human Service workers for employment in schools, health and mental health agencies, rehabilitation centers, halfway houses, senior centers and as support persons to law enforcement and other community agencies (3) Providing the first two years of courses for Family Studies professions such as therapist and administrator which require further college education.

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

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

Course #	Title	Units
HUSR 200 C	Introduction to Human Services	3
HUSR 215 C	Introduction to Family Studies	3
HUSR 224 C	Self-Esteem Strategies	3
SOC 275 C	Marriage and Family	3
PSY/SOC 215 C	Parenting Skills	3
HUSR 210 C	Introductory Fieldwork	3
PSY 139 C	Developmental Psychology	3
HUSR 270 C	Introduction to Victimology	3
Select a minimum of 6 units from the elective courses listed below		6
<b>Total Units Required</b>		<b>30</b>

**Electives (Select 6 units from the list below.)**

COUN 140 C	Educational Planning	1/2
ENGL 239 C	Survey-Children's Literature	3
ETHS 100 C	American Ethnic Studies	3
or		
ETHS 100HC	Honors American Ethnic Studies	(3)
HUSR 221 C	Crisis Intervention & Referral	3
HUSR 222 C	Group Leadership and Group Process	3
HUSR 223 C	Helping Skills in Human Services	3
HUSR 225 C	Families and Substance Abuse	3
HUSR 226 C	Behavior Modification Techniques	3
HUSR 240 C	Drugs & Alcohol in Our Society	3
HUSR/PSY 255 C	Psychology of Aging	3
HUSR/SOC 250 C	Sociology of Aging	3
HUSR 275 C	Ethical Issues in Human Services	3
PSY 120 C	Human Sexuality	3

**GERONTOLOGY**

**CERTIFICATE Program Code: 1K07842**

The Gerontology Certificate Program in Human Services is a collection of interdisciplinary courses that prepare students to bring expertise, intervention skills and understanding about the aging adult to work and to family settings. Older adult development, and adaptive and maladaptive behaviors of the normal aging process are explored. Emphasis will be placed on critical life issues such as health, mental health, care giving, social support, living arrangements, work and retirement, and human service resources. 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
HUSR 200 C	Introduction to Human Services	3
HUSR/PSY 255 C	Psychology of Aging	3
HUSR/SOC 250 C	Sociology of Aging	3
HUSR 210 C	Introductory Fieldwork	3
Select a minimum of 3 units from the elective courses listed below		3
<b>Total Units Required</b>		<b>15</b>

**Electives**

HS 161 C	Death & Dying, and Grief/Mourning	3
HUSR 275 C	Ethical Issues in Human Services	3
HUSR 215 C	Introduction to Family Studies	3
HUSR 221 C	Crisis Intervention & Referral	3
PE 235 C	First AID, CPR and Emergencies	3

**HUMAN SERVICES GENERALIST**

**CERTIFICATE Program Code: 1C03803**

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 200 C	Introduction to Human Services	3
HUSR 222 C	Group Leadership and Group Process	3
HUSR 224 C	Self Esteem Strategies	3
HUSR 210 C	Introductory Fieldwork	3
HUSR 225 C	Families and Substance Abuse	3
HUSR 241 C	Intervention Treatment and Recovery	3
PSY 139 C	Developmental Psychology	3
HUSR 211 C	Advanced Fieldwork	3

Select a minimum of 12 units from the elective courses listed below 12  
**Total Units Required** **36**

**Electives**

COUN 140 C	Educational Planning	½
ETHS 100 C	American Ethnic Studies	3
or		
ETHS 100HC	Honors American Ethnic Studies	(3)
HUSR 215 C	Introduction to Family Studies	3
HUSR 221 C	Crisis Intervention & Referral	3
HUSR 223 C	Helping Skills in Human Services	3
HUSR 226 C	Behavior Modification Techniques	3
HUSR 240 C	Drugs & Alcohol In Our Society	3
HUSR 242 C	Drugs and Physiology	3
HUSR/SOC 250 C	Sociology of Aging	3
HUSR/PSY 255 C	Psychology of Aging	3
HUSR 270 C	Introduction to Victimology	3
HUSR 271 C	Society and Victimization	3
HUSR 275 C	Ethical Issues in Human Services	3
HUSR 280 C	Employee Assistance Programs: Public and Private	3
HUSR 291 C	Counseling in Criminal Justice	3
HUSR/SOC 292 C	Introduction to Criminology	3
HUSR 294 C	Careers in Criminal Justice	3
PSY/SOC 120 C	Human Sexuality	3

**VICTIMOLOGY****CERTIFICATE****Program Code: 1C07847**

The study of Victimology explores the costs of victimization in our society today and the variety of methods, current and proposed, for dealing with the issues. Courses provide an in-depth examination of both the victim and the perpetrator. Resources for victims of violent and non-violent crimes are discussed and professionals present various points of view.

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 200 C	Introduction to Human Services	3
HUSR 210 C	Introductory Fieldwork	3
HUSR 211 C	Advanced Fieldwork	3
HUSR 225 C	Families and Substance Abuse	3
HUSR 270 C	Introduction to Victimology	3
HUSR 271 C	Society and Victimization	3
HUSR 290 C	Human Services in Criminal Justice	3

Select a minimum of 9 units from the elective courses listed below 9  
**Total Units Required** **30**

**Electives (Select 9 units from below.)**

COUN 140 C	Educational Planning	½
ETHS 100 C	American Ethnic Studies	3
or		
ETHS 100HC	Honors American Ethnic Studies	(3)
HUSR 221 C	Crisis Intervention & Referral	3
HUSR 222 C	Group Leadership and Group Process	3
HUSR 223 C	Helping Skills in Human Services	3
HUSR 224 C	Self-Esteem Strategies	3
HUSR 226 C	Behavior Modification Techniques	3
HUSR 240 C	Drugs & Alcohol in Our Society	3
HUSR 275 C	Ethical Issues in Human Services	3
PSY 139 C	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.

**TRANSFER PROGRAM - HUMAN SERVICES**

The student in human services has the option of completing an Associate in Arts degree with a major in Human Services by completing the general education requirements in addition to the Certificate Program. The program is also designed for students who plan to continue with professional preparation at the university level in social work, human services, criminal justice, gerontology, counseling, and related social service fields.

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

**Human Services (HUSR)****HUSR 084 C INTRODUCTION TO BEHAVIOR MODIFICATION****½ 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 200 C INTRODUCTION TO HUMAN SERVICES**  
**3 Units***Three hours lecture per week.***CSU**

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 C INTRODUCTORY FIELDWORK**  
**3 Units***One hour lecture per week and**Six hours and forty-five minutes fieldwork per week.**Credit/No Credit/Letter Grade Option***CSU**

This course offers observation and participation in the operations of human services agencies. The student will document 125 hours of supervised field study per semester and will attend one hour lecture per week.

**HUSR 211 C ADVANCED FIELDWORK**  
**3 Units***One hour lecture per week and**Six hours and forty-five minutes fieldwork per week.**Credit/No Credit/Letter Grade Option***CSU**

*Prerequisite: HUSR 210 C.* This course is the second of 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 field experience. There is one hour of classroom experience per week.

**HUSR 215 C INTRODUCTION TO FAMILY STUDIES****3 Units***Three hours lecture per week.**CSU*

This course involves intergenerational family studies and related career exploration to introduce Human Services students to family issues and to skills, theories, and competencies needed to empower families for reaching their goals. Various family issues, family/worker relationships, strength-based assessments, resource referral/utilization, community service coordination, and family and worker stress management are covered.

**HUSR 221 C CRISIS INTERVENTION & REFERRAL****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 C GROUP LEADERSHIP/GROUP PROCESS****3 Units***Three hours lecture per week.**CSU*

This course examines membership and leadership in a variety 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 C HELPING SKILLS - HUMAN SERVICES****3 Units***Three hours lecture per week.**CSU*

This course involves identification and application of specific helping skills in intrapersonal and interpersonal relations. It is designed for persons in helping roles, professional and paraprofessional, or volunteers in Human Services.

**HUSR 224 C SELF-ESTEEM STRATEGIES****3 Units***Three hours lecture per week.**CSU*

This course is designed for those considering a career in management and staff development in Human Services Agencies, with special application to client after-care programs. Theory and technique are combined in this skills class to assist case managers and program directors with assessment and evaluation, individual recovery program development, educational process and materials, and utilization of resources and referral procedures. This course focuses on issues of self-esteem, concept formation, problem solving, time management, emotional intelligence, and decision making for client and/or staff development.

**HUSR 225 C FAMILIES AND SUBSTANCE ABUSE****3 Units***Three hours lecture per week.**CSU*

This course presents the dynamics of the family system as they are affected by addiction. Theories of healthy and unhealthy family interaction are explored and the experiential format provides the opportunity for skill development and practical experience.

**HUSR 226 C BEHAVIOR MODIFICATION TECHNIQUES****3 Units***Three hours lecture per week.**CSU*

This course includes both theory and practice in behavior modification principles. It teaches skills such as observing and recording behavior, uses of reinforcement, extinction, punishment, etc. Self management techniques to assist in control of one's own behavior will also be discussed. Topics have wide application in any course of study and will require dealing effectively with others, or with more effective management of oneself.

**HUSR 228 C GROUP PROCESS AND PRACTICE****3 Units***Three hours lecture per week.**CSU*

*Advisory: Completion of HUSR 222 C.* This course will investigate group dynamics and process as they relate to group theory. Students will participate in group change and counseling demonstrations in class. Related legal and ethical issues will be discussed.

**HUSR 240 C DRUGS & ALCOHOL IN OUR SOCIETY****3 Units***Three hours lecture per week.**CSU*

This is an introductory course for individuals in any area of human services who desire to increase their knowledge regarding problems resulting from drug and/or alcohol abuse and addiction. This course will cover the basic casual theories of alcoholism, identification of signs and symptoms, dispel "myths" and provide information on past and current treatment modalities. Students will be introduced to the history of drug use in general; their misuse and abuse, including societal methods implemented for their regulation and control.

**HUSR 241 C INTERVENTION STRATEGIES****3 Units***Three hours lecture per week.**CSU*

This course will serve as an assessment and treatment approach to individuals having problems with alcohol and other drugs. Alcoholism will be studied in its social and clinical context. Attention will be given to basic theoretical approaches to the disease. Major emphasis will be on the philosophical and clinical approaches to treating the alcoholic and to promoting recovery.

**HUSR 242 C DRUGS AND PHYSIOLOGY****3 Units***Three hours lecture per week.**CSU*

This course explores the effects of alcohol and other drugs on the body. It examines the physiology of alcohol in two areas: (1) physical effects of alcohol on the body, and (2) the physiological effects of the disease processes associated with heavy drinking.

**HUSR 243 C CO-OCCURRING DISORDERS****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course will introduce the student to the treatment needs of those who have a psychiatric disorder in combination with a chemical dependency disorder. Students learn to identify and assess those with a dual diagnosis/co-occurring disorder.

**HUSR 250 C SOCIOLOGY OF AGING****3 Units***(Same as SOC 250 C)**Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

The course explores the concept of aging and sociological/cultural theories of aging. The gender, cross-cultural, economic, political and social policy aspects of aging in society and the world are examined. Critical life issues for elders and for those who live and work with them are explored. These issues include empowerment, care giving, social support, living arrangements, elder abuse, work, retirement, quality of life and death and dying. *Duplicate credit not granted for SOC 250 C.*

**HUSR 255 C PSYCHOLOGY OF AGING****3 Units***(Same as PSY 255 C)**Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

This course examines the biological, physiological, cognitive, personality, developmental, intimacy and sexual aspects of the ongoing aging process. Critical life issues for elders and for those who live and work with them will be explored. These issues include physical health, mental health, health care policy, care giving, dependency, and positive aging strategies. *Duplicate credit not granted for PSY 255 C.*

**HUSR 270 C 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 direct participation in the creation and expansion of existing resources of treatment and recovery of victims and perpetrators.

**HUSR 271 C SOCIETY AND VICTIMIZATION****3 Units***Three hours lecture per week.**CSU*

This course will provide an understanding of the social problems of victimization with in-depth focus on both perpetrator and victim. Specific issues will be explored including their genesis and specific methods of identifying issues regarding self-help and support activities from a clinical approach.

**HUSR 275 C 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 in great depth.

**HUSR 280 C 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 281 C PREVENTION STRATEGIES****3 Units***Three hours lecture per week.**CSU*

This course will present the history, theories and current strategies for prevention of alcohol and drug problems and for reduction of harm caused by those with problems (harm reduction). Conceptual frameworks, major research, epidemiology, environmental risk factors and the effectiveness of various prevention strategies will be examined.

**HUSR 290 C 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 C 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 C INTRODUCTION TO CRIMINOLOGY****3 Units***(Same as SOC 292 C)**Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

This course presents a scientific analysis of the nature, extent, and causes of violations of societal rules of behavior that are formally defined as crime and delinquency. The course includes an analysis of the theoretical perspectives that led to the development of criminal law and the administration of criminal justice, the patterns of criminality and delinquency, the impact of crime on social change, and the labeling, identification, characteristics, and the treatment of criminals and delinquents.

**HUSR 293 C CONFLICT RESOLUTION/MEDIATION****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course examines the background, development and methodology of non-violent, non-litigious conflict resolution with emphasis on theory and the practice of mediation. This is a state certified course designed to train individuals to be effective in resolving conflict in the family, the community, the classroom and the workplace.



**HUSR 294 C CAREERS IN CRIMINAL JUSTICE****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course will provide the student with the opportunity to explore, in-depth, the breadth and scope of career opportunities in the field of criminal justice. Specific careers will be explored through guest speakers, field trips, on-site observations and mentoring opportunities. Students will gather knowledge and gain an appreciation for the criminal justice field as a result of this course.

**HUSR 295 C CROSS-CULTURAL CRIMINOLOGY****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU, CUL DIV*

This course will explore cross-cultural customs and traditions from a criminal justice perspective. Specific cultures that are represented in significant numbers within the United States will be explored. Students will gather knowledge and gain an appreciation for the cross-cultural aspects within the field of criminal justice.

**HUSR 298 C HUMAN SERVICES SEMINAR****½ - 12 Units** (*Variable Unit Class*) (*May be taken for credit 1-4 times*)*Zero to twelve hours lecture and**Zero to forty-two hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade**UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This is a lecture/discussion type developed 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 that is offered in no other regular class. A paper or group activity may be assigned. Credit may range from ½ to 12 units. Consult the class schedule for the offerings a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*

## Industrial Education Teaching

**INDUSTRIAL EDUCATION TEACHING TRANSFER PROGRAM**

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

## Information Systems (IS) – See Computer Information Systems (CIS)

**INFORMATION SYSTEMS TRANSFER PROGRAM****Refer to Catalog under:****BUSINESS ADMINISTRATION TRANSFER PROGRAM**

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

## Information Technology (IT) – See Computer Information Systems (CIS)

## Interdisciplinary Studies

**All Divisions***All Division Deans**Faculty**Linda Borla**Counselors**All Counselors*

## Interdisciplinary Studies (INDS)

**INDS 092 C WORK EXPERIENCE - GENERAL****3 Units** (*May be taken for credit 3 times*)*One hour lecture plus minimum of**Five hours of employment per week**for each unit of credit.*

*Prerequisite: Must be enrolled in seven units, including work experience.* This course provides students with actual work experience through mutual agreement with selected employers. Work may include the acquisition of desirable work habits and attitudes toward jobs. The job held by the student need not be related to the occupational goal of the student. The student may earn no more than three credit units per semester with a maximum total of six during the student's enrollment in any community college. Student's employment need not be limited to the five-hour increment for which the student gains credit.

**INDS 100 C HUMANITIES: ANCIENT & MEDIEVAL****3 Units***(Same as ENGL 110 C)**Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: Eligibility for ENGL 100 C.* This course is a survey of the development of Western culture with a focus upon its Greco-Roman roots, and a study of other important influences, including African and Middle Eastern. The course covers prehistory to the Renaissance, with emphasis on the arts. *Cost for museum visits not to exceed \$15.00. Duplicate credit not granted for ENGL 110 C.*

**INDS 101 C HUMANITIES: RENAISSANCE-PRESENT****3 Units***(Same as ENGL 111 C)**Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: Eligibility for ENGL 100 C.* This course is a survey of the development of Western Culture from the Renaissance to the present, including a study of other important influences from Africa, the Middle East, North and South America, with emphasis on the arts. *Cost for museum visits not to exceed \$15.00. Duplicate credit not granted for ENGL 111 C.*

**INDS 120HC HONORS THEME SEMINAR****1 Unit***One hour lecture per week.**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 215 C TUTORING TECHNIQUES****1 Unit***One hour lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course provides preparation and training for successful tutoring and study group leadership in multiple subject areas. Instruction will focus on tutoring principles, specific tutoring techniques, collaborative learning strategies, study skills, and communication skills. This course is strongly recommended for both students who wish to tutor on campus and students interested in careers in education.

**INDS 298 C INTERDISCIPLINARY STUDIES - SEMINAR****½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)***Zero to twelve hours lecture and**Zero to sixty hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade**UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This course is a lecture and/or laboratory workshop approach to topics that do not fit into a single division. *Fees may be required – PAYABLE AT REGISTRATION.*

# Japanese

**Division of Language Arts***Division Dean – Eldon Young***Faculty**

K. Mariye Takahashi

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

## Japanese (JAPN)

**JAPANESE TRANSFER PROGRAM**

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

**JAPN 098 C JAPANESE SEMINAR****½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)***Zero to twelve hours lecture and**Zero to twenty-four hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion. *Fees may be required – PAYABLE AT REGISTRATION.*

**JAPN 100 C SPOKEN JAPANESE FOR BEGINNERS****3 Units (May be taken for credit 2 times)***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU, AA GE*

This course is for students who would like to take conversational Japanese without having to learn the complicated writing system. This will be an introduction to spoken Japanese, with emphasis on vocabulary development, use of the common phrases and culturally appropriate language at beginning levels. Conducted mainly in Japanese through the use of the direct teaching method.

**JAPN 101 C ELEMENTARY JAPANESE I****5 Units***Five hours lecture and**One hour laboratory TBA per week.**Credit/No Credit/Letter Grade Option**UC/CSU, AA GE, CSU GE, CAN JAPN 2*

*Prerequisite: Eligibility for ENGL 100 C or successful prior experience in Japanese.* The course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading and writing. Students will be introduced to the culture, history and geography of Japan through lectures, slides, videos, photographs, films, and reading assignments.

**JAPN 102 C ELEMENTARY JAPANESE II****5 Units**

*Five hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AA GE, CSU GE, IGETC, CAN JAPN 4*

*Prerequisite: JAPN 101 C with a grade of "C" or better or one year of high school Japanese with an average 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 125 C JAPANESE CULTURE THROUGH FILM****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

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

This course is a critical study of Japanese culture through viewing films of great directors. The student will study artistic works of internationally recognized principal directors and examine uniquely Japanese traits and critically analyze the identification of characters. The course will provide students with insights into Japanese culture and techniques for the critical analysis of film.

**JAPN 200 C CONVERSATIONAL JAPANESE****2 Units (May be taken for credit 4 times)**

*Two hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU, CSU GE*

*Prerequisite: JAPN 102 C.* The course(s) will focus on practical conversation with emphasis on the idiomatic usage of the language. Topics concern Japanese life, culture, and current events. Students will prepare for this class through the study of the required textbook, magazines, newspapers and other current materials. The course is conducted in Japanese.

**JAPN 203 C INTERMEDIATE JAPANESE III****4 Units**

*Four hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AA GE, CSU GE, IGETC, CAN JAPN 8*

*Prerequisite: JAPN 102 C with a grade of "C" or better or two years of high school Japanese with an average grade of "C" or better is recommended.* The course emphasizes the acquisition of advanced skills in listening, speaking, reading, and writing. Students will be introduced to further elements of the culture, history, and geography of Japan through lectures, slides, films, dialogues and reading assignments conducted in Japanese.

**JAPN 204 C INTERMEDIATE JAPANESE IV****4 Units**

*Four hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AA GE, CSU GE, IGETC, CAN JAPN 10*

*Prerequisite: JAPN 203 C with a grade of "C" or better or three years of high school Japanese with an average grade of "C" or better is recommended.* The course emphasizes the acquisition of advanced skills in listening, speaking, reading, and writing. Students will be introduced to further elements of the culture, history, and geography of Japan through lectures, slides, films, dialogues and reading assignments conducted in Japanese.

**JAPN 291 C ANIME I: STUDY OF CULTURE****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU*

This course is a critical study of Japanese anime as culture. Students will discover how these films are created, from the point of view of technique and imagination. Students will practice critical ways of viewing the films. Students will also learn to see the films in their cultural context and as representations of Japanese culture.

**JAPN 292 C ANIME II: LANGUAGE IN FILMS****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU*

*Prerequisite: JAPN 102 C or eligibility for JAPN 203 C.* This course is a critical study of Japanese Anime as culture and language. Students will study the measurable timing of artistic translation techniques (including use of storyboards, cell and 3DCG) in the context of Japanese culture. This class will be conducted in Japanese.

**JAPN 298 C JAPANESE SEMINAR**

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

*Zero to twelve hours lecture and*

*Zero to twenty-four hours laboratory per week.*

*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion. *Fees may be required – PAYABLE AT REGISTRATION.*

**JAPN 299 C JAPANESE INDEPENDENT STUDY**

**½ - 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 ½ - 2 units in any given semester.

# Journalism/ Communications

## Division of Fine Arts

Division Dean – Ting-Pi (Joyce) Carrigan

### Faculty

Robert Mercer

### Counselors

Renay Laguana-Ferinac

Renee Ssensalo

## COMMUNICATIONS TRANSFER PROGRAM

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

## Journalism/Communications (JOUR)

### JOUR 098 C COMMUNICATIONS/JOURNALISM SEMINAR

$\frac{1}{2}$  - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)

Zero to twelve hours lecture and

Zero to thirty-six hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

Prerequisite: May be required. Corequisite: May be required. Advisory: May be required. This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion. Fees may be required – PAYABLE AT REGISTRATION.

### JOUR 101 C REPORTING AND WRITING

#### 3 Units

Three hours lecture per week.

UC/CSU, CAN JOUR 2

Prerequisite: Eligibility for ENGL 100 C. Advisory: Ability to keyboard 20 words per minute. The course is an introduction to the fundamentals of reporting and writing for mass communication, including newspaper, radio, television and World Wide Web. News gathering strategies; grammar, punctuation and word usage according to Associated Press style; story organization; radio and television script styles and formats are covered.

### JOUR 102 C EDITING & ADVANCED WRITING

#### 3 Units

Three hours lecture per week.

CSU

Prerequisite: JOUR 101 C or equivalent. 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 C MASS MEDIA SURVEY

#### 3 Units

Three hours lecture per week.

UC/CSU, AA GE, CSU GE, CAN JOUR 4

This course examines the histories, structures, functions, political, social, and economic impacts of the mass media and support systems, including legal and ethical issues. Includes newspapers, magazines, films, radio, television and internet.

### JOUR 118 C INTRODUCTION TO BROADCASTING

#### 3 Units

(Same as SPCH 118 C)

Three hours lecture per week

CSU, CSU GE

The history, theory, contemporary issues, and current law in broadcasting, cable and World Wide Web are covered in this course designed both for students majoring in journalism and communication and those seeking a liberal education. Students learn through lecture, reading, and creating video and audio presentations for the class and possible broadcast in student media.

### JOUR 140 C PUBLIC RELATIONS AND PUBLICITY

#### 3 Units

CSU

Three hours lecture per week.

Advisory: Ability to type 20 WPM and understand basic computer operation. 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 C NEWSPAPER PRODUCTION

#### 3 Units

(Same as MMJO 225 C)

Three hours lecture per week

CSU

Advisory: 20 words per minute keyboarding helpful. Emphasis is on publishing of the campus newspaper, *The Cypress Chronicle*. The course is taught in a newsroom using the media convergence model in which students work alongside of, and share their production with, other campus media. Skills developed include reporting, writing, and editing; desktop publishing; desktop editing of photographs and the creation of graphics; and digital photography; plus managing media and advertising.

### JOUR 226 C ON-LINE PRODUCTION

#### 3 Units

(Same as MMJO 226 C)

Three hours lecture per week

CSU

Advisory: 20 words per minute keyboarding helpful. Emphasis is on creating and maintaining *The Cypress Chronicle* Web Site, CyChron.com. The course is taught in a newsroom using the media convergence model in which students work alongside of, and share their production with, other campus media. Skills developed include writing for the internet, using digital photography, editing digital video and audio, using on-line publishing software, plus managing media and advertising.

### JOUR 228 C VISUAL JOURNALISM

#### 3 Units

(Same as MMJO 228 C)

Three hours lecture per week

CSU

Advisory: 20 words per minute keyboarding helpful. Emphasis is on creating visual stories using digital photography and/or videography. The student will plan, photograph or videograph, report, write, layout or edit visual story packages for the campus media. Skills include digital photography and videography, reporting, writing, desktop photographic editing, desktop publishing, and video editing.



**JOUR 229 C BROADCAST PRODUCTION****3 Units***(Same as MMJO 229 C)**Three hours lecture per week.**CSU*

*Advisory: 20 words per minute keyboarding helpful.* Emphasis is on creating broadcast television and radio-style programming for posting as files and for streaming on the internet as well as for distributing conventionally. The course is taught in a newsroom using the media convergence model in which students work alongside of, and share their production with, other campus media. Skills developed include broadcast writing, videography, audio and video production, and internet distribution, plus managing media and advertising.

**JOUR 298 C COMMUNICATION/JOURNALISM SEMINAR***½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)**Zero to twelve hours lecture and**Zero to thirty-six hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade**UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion. *Fees may be required – PAYABLE AT REGISTRATION.*

**JOUR 299 C INDEPENDENT STUDY***½ - 2 Units (Variable Unit Class) (May be taken for credit 4 times)**Zero to two hours lecture and**Zero to six hours laboratory per week.**UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* Students enroll who wish to increase their knowledge of journalism through individual study, research or internships. Permission of the instructor is required along with a contract outlining a student's independent work and the supervision of the instructor.

# Latin American Studies

**LATIN AMERICAN STUDIES TRANSFER PROGRAM**

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

## Law Enforcement – See Administration of Justice

# Liberal Arts

**ASSOCIATE IN ARTS****DEGREE****Program Code: 1A07860**

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 Diversity.*

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

# Liberal Studies

## GENERAL LIBERAL STUDIES TRANSFER PROGRAM

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

### Multiple Subject Matter Program

A Multiple Subject Credential is required to teach elementary school in California. Before entering a Multiple Subject Credential Program a student must either earn a Bachelor Degree and pass the Multiple Subjects Assessment for Teachers or complete a Bachelor Degree that includes an approved Multiple Subject Matter Program that meets the seven areas prescribed by the Commission on Teacher Credentialing. Students should see a counselor for assistance in choosing appropriate classes to meet specific university requirements.

**NOTE:** Students interested in Liberal Arts (Teacher Preparation, please see listing under Teaching.

# Library

## Division of Library and Learning Resource Center

Division Dean – Carol Welsh

### Faculty

Peggy Austin  
Monica Doman  
Alfredo Eutimio  
Judy Koike

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

# Library (LIB)

## LIB 100 C INTRODUCTION TO RESEARCH

### 1 Unit

*One hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU*

This class is designed to introduce students to traditional and electronic library research tools and resources including the Internet. Students learn how to develop research strategies that will enable them to locate, retrieve, analyze, evaluate, and cite appropriate resources on a given topic. Each student will compile and prepare a written bibliography of relevant sources on a topic.

# Management

## Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

### Faculty

Ric Gorno  
Patricia Kishel

### Counselors

Jean England  
Deidre Porter

## ASSOCIATE IN ARTS DEGREE BUSINESS

### ADMINISTRATION

**Program Code: 1A16599**

This curriculum is designed to provide an opportunity for the business major to achieve an Associate in Arts Degree Business Administration while completing the first and second year requirements for transfer to a four-year institution. While a baccalaureate degree is recommended preparation for those considering professional careers in business administration, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work.

Students should consult a counselor and the catalog of the individual college or university to plan a program of study. The internet site [www.assist.org](http://www.assist.org) will also provide information for California public universities. Courses selected to fulfill the requirements of the associate degree should reflect requirements of the college to which the student plans to transfer.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education Plan; (3) any elective courses to complete a minimum of 60 units; (4) complete all graduation requirements; and, (5) have an overall GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. **Students pursuing more than one specified departmental major may double count a maximum of 7 units to fulfill major requirements.**

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

### Required courses are listed in suggested sequence:

Course #	Title	Units
MGT 161 C	Introduction to Business	3
CIS 111 C	Computer Information Systems	3
ECON 100 C	Principles of Economics-Macro	3
or		
ECON 100HC	Honors Principles of Economics	(3)
ECON 105 C	Principles of Economics-Micro	3
or		
ECON 105HC	Honors Principles of Economics	(3)
MGT 240 C	Legal Environment of Business	3
or		
MGT 241 C	Legal Aspects-Business Trans.	(3)
ACCT 101 C	Financial Accounting	4
ACCT 102 C	Managerial Accounting	4
MATH 130 C	Survey of Calculus	4
MKT 222 C	Principles of Marketing	3
	<b>Total Units Required</b>	<b>30</b>

### Elective:

MGT 211 C Writing for Business 3

**ASSOCIATE IN SCIENCE DEGREE****MANAGEMENT****Program Code: 1S03762**

This curriculum is designed to prepare students for careers in the administration of modern organizations. Focusing on the ways that businesses operate and what it takes to succeed as a manager, the program covers such areas as management, marketing, law, accounting, economics, and the global environment.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
MGT 161 C	Introduction to Business	3
CIS 111 C	Computer Information Systems	3
MGT 262 C	Principles of Management	3
MGT 266 C	Human Relations in Business	3
MGT 240 C	Legal Environment of Business	3
or		
MGT 241 C	Legal Aspects-Business Trans.	(3)
ACCT 101 C	Financial Accounting	4
MKT 222 C	Principles of Marketing	3
ECON 110 C	Survey of Economics	3
or		
ECON 105 C	Principles of Economics-Micro	(3)
or		
ECON 105HC	Honors Principles of Economics	(3)
MGT 261 C	Small Business Management	3
	<b>Total Units Required</b>	<b>28</b>

**Electives**

MKT 205 C	Multicultural Markets in U.S.	3
MKT 208 C	Principles of Selling	3
MGT 151 C	Business Mathematics	3
ACCT 102 C	Managerial Accounting	4
MGT 111 C	Business Communications	3
MGT 269 C	Office Management	3
MGT 265 C	Social Responsibility of Bus.	3

**MANAGEMENT****CERTIFICATE****Program Code: 1C03762**

Primary emphasis is to provide students with the necessary skills to perform the various administrative duties of a manager. The program focuses on management, marketing, law, accounting, economics, and the global 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
MGT 161 C	Introduction to Business	3
CIS 111 C	Computer Information Systems	3
MGT 261 C	Small Business Management	3
MGT 266 C	Human Relations in Business	3
ACCT 101 C	Financial Accounting	4
ECON 110 C	Survey of Economics	3
or		
ECON 105 C	Principles of Economics-Micro	(3)
or		
ECON 105HC	Honors Principles of Economics	(3)
MGT 240 C	Legal Environment of Business	3
or		
MGT 241 C	Legal Aspects-Business Trans.	(3)
MGT 262 C	Principles of Management	3
MKT 222 C	Principles of Marketing	3
	<b>Total Units Required</b>	<b>28</b>

**ASSOCIATE IN SCIENCE DEGREE****RETAIL****MANAGEMENT****Program Code: 1S12307**

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
MGT 111 C	Business Communications	3
or		
MGT 211 C	Writing for Business	(3)
MGT 151 C	Business Mathematics	3
CIS 111 C	Computer Information Systems	3
SPCH 100 C	Human Communication	3
or		
SPCH 100HC	Honors Human Communication	(3)
MGT 262 C	Principles of Management	3
ACCT 101 C	Financial Accounting	4
MKT 222 C	Principles of Marketing	3
MKT 105 C	Principles of Retailing	3
MGT 266 C	Human Relations in Business	3
MGT 268 C	Human Resources Management	3
	<b>Total Units Required</b>	<b>31</b>

**RETAIL MANAGEMENT****CERTIFICATE****Program Code: 1C03762**

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 suggested sequence:**

Course #	Title	Units
MGT 111 C	Business Communications	3
or		
MGT 211 C	Writing for Business	(3)
MGT 151 C	Business Mathematics	3
CIS 111 C	Computer Information Systems	3
SPCH 100 C	Human Communication	3
or		
SPCH 100HC	Honors Human Communication	(3)
MGT 262 C	Principles of Management	3
ACCT 101 C	Financial Accounting	4
MKT 222 C	Principles of Marketing	3
MKT 105 C	Principles of Retailing	3
MGT 266 C	Human Relations in Business	3
MGT 268 C	Human Resources Management	3
	<b>Total Units Required</b>	<b>31</b>

**ASSOCIATE IN SCIENCE DEGREE  
SMALL BUSINESS**

**MANAGEMENT Program Code: 1S12296**

This curriculum is designed to provide students with the necessary information and skills to start, manage, and promote a small business enterprise in today's global environment. Focusing on the steps involved in building a business, the program covers all aspects of business ownership and the ways to develop one's entrepreneurial abilities.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
MGT 161 C	Introduction to Business	3
MGT 261 C	Small Business Management	3
MKT 201 C	Small Business Promotion	3
MKT 222 C	Principles of Marketing	3
MKT 208 C	Principles of Selling	3
MGT 266 C	Human Relations in Business	3
ACCT 101 C	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 C	Principles of Advertising	3
CIS 111 C	Computer Information Systems	3
MKT 224 C	International Marketing	3
MGT 101 C	Personal Finance	3
MKT 105 C	Principles of Retailing	3
MGT 267 C	Principles of Supervision	3
MGT 211 C	Writing for Business	3

**SMALL BUSINESS MANAGEMENT**

**CERTIFICATE Program Code: 1C00013**

Primary emphasis is to provide an organized course of study that will enable students to develop their entrepreneurial skills, recognize opportunities, and learn the basics of starting and managing a small business in today's global 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
MGT 161 C	Introduction to Business	3
MGT 261 C	Small Business Management	3
MKT 201 C	Small Business Promotion	3
MKT 222 C	Principles of Marketing	3
MKT 208 C	Principles of Selling	3
MGT 266 C	Human Relations in Business	3
ACCT 101 C	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 C	Principles of Advertising	3
CIS 111 C	Computer Information Systems	3
MKT 224 C	International Marketing	3
MGT 101 C	Personal Finance	3
MKT 105 C	Principles of Retailing	3
MGT 267 C	Principles of Supervision	3
MGT 211 C	Writing for Business	3

**BUSINESS ECONOMICS**

**CERTIFICATE**

Combining economics principles with business practices, this certificate program provides students with the necessary knowledge to make informed financial decisions. Students will gain an understanding of supply and demand and resource allocation issues, marketplace competitive factors, consumer purchasing patterns, and money-management and investment 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 suggested sequence:**

Course #	Title	Units
ECON 105 C	Principles of Economics-Micro	3
or		
ECON 105HC	Honors Principles of Economics	(3)
MGT 161 C	Introduction to Business	3
ECON 130 C	Consumer Economics	3
or		
MKT 210 C	Consumer Behavior	(3)
MGT 101 C	Personal Finance	3
or		
MGT 102 C	Financial Literacy	(3)
	<b>Total Units Required</b>	<b>12</b>

**CALL CENTER OPERATIONS**

**CERTIFICATE Program Code: 1K00551**

This certificate is designed for individuals who are currently employed by or wish to work in organizations that utilize call centers. Created in partnership with the Automobile Club of Southern California, Mitsubishi Motors North America, Inc., PacifiCare, Toyota, and others, the program trains students to work in such settings as credit collection, customer service, insurance claims processing, inside sales, and other call center environments. The primary emphasis of this certificate is to prepare the student for occupational competency. It focuses on developing human relations, communication, computer, and other required skills. Enabling students to function successfully in the call center environment, the certificate also lays the foundation for moving into management or supervisory positions. Many of the classes can be applied to the Associate in Science Degree Management.



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 111 C	Business Communications	3
or		
MGT 211 C	Writing for Business	(3)
MGT 266 C	Human Relations in Business	3
MGT 151 C	Business Mathematics	3
CIS 111 C	Computer Information Systems	3
or		
CIS 114 C	MS Outlook/Office Procedures	(3)
<b>Select one course from the following:</b>		
MGT 240 C	Legal Environment of Business	3
or		
MGT 241 C	Legal Aspects – Business Trans.	(3)
or		
HS 145 C	Survey of Medical Terminology	(3)
<b>Total Units Required</b>		<b>15</b>

**COMMERCIAL MUSIC - MANAGEMENT**

**CERTIFICATE Program Code: 1K00006**

A synthesis of Music and Business courses, this certificate enables students to develop the management, marketing, and entrepreneurial skills necessary for success in the Music Industry.

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

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

Course #	Title	Units
MUS 111 C	The Music Business	3
MUS 212 C	Music Promotion & Distribution	3
MKT 222 C	Principles of Marketing	3
MGT 261 C	Small Business Management	3
MGT 266 C	Human Relations in Business	3
or		
MUS 117 C	American Popular Music	(3)
<b>Total Units Required</b>		<b>15</b>

**Recommended Electives**

CIS 111 C	Computer Information Systems	(3)
MKT 224 C	International Marketing	(3)
MUS 055 C	Music Work Experience	(1)

**HEALTH CARE MANAGEMENT AND SUPERVISION**

**CERTIFICATE Program Code: 1K00041**

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 suggested sequence:**

Course #	Title	Units
HI 100 C	Trends in Health Care Delivery	2
HI 102 C	Legal Aspects of Health Care	2
HI 115 C	Medical Staff Services Science	3
MGT 262 C	Principles of Management	3
MGT 266 C	Human Relations in Business	3
MGT 267 C	Principles of Supervision	3
<b>Total Units Required</b>		<b>16</b>

**LEADERSHIP**

**CERTIFICATE**

**Program Code: 1K00009**

This certificate provides students with the necessary skills and knowledge to be effective leaders in the business or political sector. 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 suggested sequence:**

Course #	Title	Units
MGT 266 C	Human Relations in Business	3
MGT 262 C	Principles of Management	3
MGT 267 C	Principles of Supervision	3
or		
COUN 135 C	Leadership	(3)
or		
COUN 135HC	Honors Leadership	(3)
MKT 208 C	Principles of Selling	3
MGT 161 C	Introduction to Business	3
or		
POSC 100 C	United States Government	(3)
or		
POSC 100HC	Honors U.S. Government	(3)
<b>Total Units Required</b>		<b>15</b>

**SPORTS MANAGEMENT**

**CERTIFICATE**

**Program Code: 1K00063**

This program is designed to prepare students for management careers in the sports and recreation industries, working with professional, college or high school teams; fitness, athletic, golf and tennis clubs; recreational facilities and parks; or marketing and selling athletic clothing and sports equipment. Combining knowledge of physical education with general business principles, this certificate will help students gain responsible positions in their chosen athletic field.

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

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

Course#	Title	Units
PE 247 C	Sports Management	3
PE 248 C	Psychology of Sport	3
MGT 161 C	Introduction to Business	3
MGT 266 C	Human Relations in Business	3
MKT 222 C	Principles of Marketing	3
<b>Total Units Required</b>		<b>15</b>

**MANAGEMENT TRANSFER PROGRAM**

**Refer to Catalog under:**

**BUSINESS ADMINISTRATION TRANSFER PROGRAM**

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

# Management (MGT)

## CONSUMER RELATIONS

### MGT 101 C PERSONAL FINANCE

**3 Units**

*Three hours lecture per week.*  
*Credit/No Credit/Letter Grade Option*  
 CSU

This course encourages the management of personal income and expenses through effective financial planning, budgeting, and investing. By utilizing these tools in a contemporary manner, students will discover opportunities for a much improved standard of living. The topics explored include wealth building, smart consumer purchasing, goal setting, risk taking, tax deferred investing, and credit cards.

## ENGLISH-RELATED COURSES

### MGT 055 C BUSINESS ENGLISH

**3 Units**

*Three hours lecture per week.*  
 This course includes instruction in techniques of basic grammar, punctuation, vocabulary, spelling, and capitalization. The emphasis is on grammar as used in business communications.

### MGT 111 C BUSINESS COMMUNICATIONS

**3 Units**

*Three hours lecture per week.*  
*Credit by Examination*  
 CSU

*Prerequisite: MGT 055 C.* The course includes instruction in the techniques of specific types of business communication media and in the general principles of effective communication. The elements and principles of written and spoken communications are covered with emphasis on the kind of writing and speaking that is conducted throughout a business career. The importance of communication is stressed. Applying skill and ingenuity in the use of the language is encouraged.

### MGT 211 C WRITING FOR BUSINESS

**3 Units**

*Three hours lecture per week.*  
 CSU

*Prerequisite: ENGL 100 C with a grade of "C" or better.* This course is an introduction to communication skills and knowledge needed in organizations. This course will include communication fundamentals; ethical, legal, multicultural issues; correspondence applications; employment communication; oral and nonverbal communication; report writing; management presentations; research methods; and running effective meetings and conferences. Computer applications will be presented throughout the course.

## MATH-RELATED COURSES

### MGT 051 C BASIC BUSINESS MATHEMATICS

**3 Units**

*Three hours lecture per week.*  
 This course is a review of the fundamentals of arithmetic with special emphasis given to the solution of problems involving decimals, interest, and business operations. Drills are provided to improve speed and accuracy. This course is recommended for all students majoring in business who lack proficiency in basic mathematics as determined by examination.

### MGT 151 C BUSINESS MATHEMATICS

**3 Units**

*Three hours lecture per week.*  
 CSU, 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 C SURVEY OF BUSINESS

**3 Units**

*Three hours lecture per week.*  
*Credit/No Credit/Letter Grade Option*

This course provides a practical overview of business and how it applies to personal growth and success. The areas of study include inflation, social awareness, the stock market, communications, marketing, self-management, human relations, business problems, and future careers. Informal groups, gaming, personal workshop activities, and positive imagery will be utilized.

### MGT 075 C BASIC KEYBOARDING TECH & TERM

**½ Unit**

*One hour lecture and*  
*One hour laboratory per week for nine weeks.*

This course is designed for potential managers or people of all professions who need to become familiar with keyboarding (typing on information system workstations or typewriters) for easier and more proficient use of workstations. This course provides basic keyboarding skills and a working knowledge of terminology for the use of information system workstations to access, manipulate, and communicate for better management of information. It is designed for non-secretarial or non-clerical majors.

### MGT 085 C BUSINESS PLANNING

**1 Unit**

*One hour lecture per week.*  
*Credit/No Credit*

This course is designed for both prospective and current entrepreneurs. It focuses on the steps involved in starting a business, including choosing the type of business and location, financial and legal considerations, marketing and management strategies. Participants will receive guidance on preparing a complete business plan.

### MGT 086 C BUSINESS FINANCE-RECORDKEEPING

**½ Unit**

*One-half hour lecture per week.*  
*Credit/No Credit*

This course addresses financial start-up considerations, sources and uses of capital, bookkeeping and financial statements, as well as tax reporting requirements.

### MGT 087 C OBTAINING AND USING COMPUTERS

**½ Unit**

*One-half hour lecture per week.*  
*Credit/No Credit*

This course points out the factors to consider in buying computer equipment and software for a small business and examines the various business functions that computers can perform.

**MGT 088 C MANAGING PERSONNEL****½ Unit**

*One-half hour lecture per week.*

*Credit/No Credit*

This course focuses on techniques for the recruitment, training, compensation, management and motivation of workers in the business enterprise.

**MGT 089 C BUSINESS LAW-SMALL BUSINESS****½ Unit**

*One-half hour lecture per week.*

*Credit/No Credit*

This course covers topics including choosing the proper legal form, licenses and permits, contracts, liability issues, and government regulations pertaining to business.

**MGT 102 C FINANCIAL LITERACY****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course is designed to provide students with the general financial knowledge and skills needed to take responsibility for their economic security. Enabling students to make informed decisions to manage their money, build wealth, and protect assets, it covers such topics as: income sources, saving and investing, spending and credit, consumer behavior and customer education, taxation, and the legal, social and political environment of finance.

**MGT 161 C INTRODUCTION TO BUSINESS****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/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 C MANAGEMENT - INDEPENDENT STUDY**

**½ - 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 C SMALL BUSINESS MANAGEMENT****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course applies principles of management to small business enterprises. The major areas of study include planning, financial problems, organization, personnel relations, marketing decisions, location decisions, and franchising.

**MGT 262 C PRINCIPLES OF MANAGEMENT****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course focuses on the interrelationships of management decisions and the steps involved in the management process. The major areas of study include the basic management functions of planning, organizing, staffing, directing, and controlling work activities.

**MGT 265 C SOCIAL RESPONSIBILITY OF BUS.****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course addresses the social rather than the economic aspects of business responsibility. It considers the structure of business as it affects social responsiveness and accountability in its contribution to the quality of life. It stresses the need of business to develop closer relations with the community, educational, and business leaders as participants and speakers.

**MGT 266 C HUMAN RELATIONS IN BUSINESS****3 Units**

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU, 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 C PRINCIPLES OF SUPERVISION****3 Units**

*Three hours lecture per week.*

*CSU*

This course presents the fundamental techniques a supervisor needs to know about motivating people, managing a job, and the development of situational leadership styles.

**MGT 268 C HUMAN RESOURCES MANAGEMENT****3 Units**

*Three hours lecture per week.*

*CSU*

This course provides theories and practices relating to personnel administration, labor-management relations, employee selection, training, performance appraisal, discharge, hours of work and methods of payment, handling of personnel problems, benefit programs, affirmative action, and equal employment.

**MGT 269 C OFFICE MANAGEMENT****3 Units**

*Three hours lecture per week.*

*CSU*

This course is a study of the problems involved in the organization and management of a business office. The major problems identified and characterized in this course are the impact of automation upon the office manager's job, organizing and planning office work, controlling the people, the forms and the machines that do the work, creating proper human relations by effective supervision, modern personnel practices, employer-employee communications, and analyzing word processing as a method of paperwork cost reduction.

**MGT 295 C MANAGEMENT INTERNSHIP****1-4 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)*(Open Entry/Open Exit)**One hour lecture and**Three hours 20 minutes to Thirteen hours and 20 minutes laboratory per week.**Credit/No Credit/Letter grade Option**CSU*

This course is designed to give the student credit for work experience at a related occupational worksite, while being concurrently enrolled in a vocational major. For each unit of credit, a minimum of 75 paid or 60 unpaid worksite internship hours is required. The internship allows students to apply knowledge gained in college courses to an actual work setting, sample career choices and improve job-readiness skills. Supplemental reading and course assignments required.

**MGT 298 C MANAGEMENT SEMINAR****½ - 12 Units** (*Variable Unit Class*) (*May be taken for credit 1-4 times*)*Zero to twelve hours lecture and**Zero to twenty-four hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade**CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: 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. *Fees may be required – PAYABLE AT REGISTRATION.*

**LAW-RELATED COURSES****MGT 041 C SURVEY OF BUSINESS LAW****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option*

This course provides a survey of the basic principles of law that apply to business and personal transactions with emphasis given to the substantive law of torts, crimes, contracts, sales, bailments, commercial paper, agency, employment and labor relations, partnerships, corporations, insurance, secured transactions, real property, estates and trusts, and bankruptcy. Other areas of study include the nature and sources of law, the judicial system, domestic relations law, and government regulation of business.

**MGT 141 C PERSONAL LAW****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course provides a survey of the basic principles of law that affect the citizens in American society with consideration given to the nature and sources of law, the state and federal judicial system, lawyers, crimes, and torts. The areas of law studied relate to the citizen's role as family member, student, consumer, insured, tenant, landlord, homeowner, saver, investor, owner of motor vehicle, employee, employer, and estate planner.

**MGT 143 C INTRODUCTION TO LEGAL RESEARCH****1 Unit***One hour lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course provides an introduction to the nature and use of legal reference material with consideration given to a uniform system of citation. An exposure to legal reference material will include constitutions, statutes and codes, executive orders, administrative agency regulations and rulings, treaties, judicial reports, indexes, digests, citators, treatises, looseleaf services, periodicals, encyclopedias, procedure manuals, and form books.

**MGT 240 C LEGAL ENVIRONMENT OF BUSINESS****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC Credit Limitation/CSU, CAN BUS 12*

This course is an introduction to the legal environment in which a business firm operates. Topics include an introduction to the American legal system, contracts, torts, product liability, forms of business organization, trade regulation, labor law, environmental law, and international business law. Required for Business Administration majors at CSU Fullerton and San Diego State University.

**MGT 241 C LEGAL ASPECTS-BUSINESS TRANS.****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC Credit Limitation/CSU, CAN BUS 8*

This course is an introduction to business law principles and cases, including a review of the classes and sources of law, agencies for enforcement, court procedure, and civil and criminal liability. The major subject area studied is 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 Cal Poly Pomona.

**MGT 242 C AMERICAN JUDICIAL SYSTEM****4 Units***Four hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course provides an introduction to the basic principles of procedural law and the nature of the American judicial system with consideration given to an analysis of the decision making that takes place within the civil, criminal, and administrative agency processes. The areas of procedural law studied include the organization and jurisdiction of the courts, civil and criminal pretrial proceedings, discovery and production of evidence, trial practice, and appellate procedures.



# Marine Service Technician

## Division of Vocational Education

Division Dean – Steve Donley

### Faculty

Russell Sandore

### Counselors

Robert Grantham

Jane Jepson

## Marine Service (MRN)

### MRN 060 C DIESEL ENGINES

#### 6 Units

Three hours lecture and

Nine hours laboratory per week.

This is a comprehensive study of light diesel engines as used in passenger cars, light marine propulsion applications (power and sailboats), stationary and auxiliary power plants (generators). The course includes servicing, overhaul, troubleshooting and diagnosis of the diesel engine and auxiliary systems. Practical application will be both laboratory engines and/or live diesel engines.

### MRN 061 C OUTBOARD ENGINE REPAIR - SERVICE AND MAINTENANCE

#### 6 Units

Three hours lecture and

Nine hours laboratory per week.

This course will cover the complete operating principles, theory and design features of outboard engines. The course will cover the repair, service, maintenance, overhaul and diagnosis of outboard engines such as Mercury, Johnson, and Evinrude. Students will be instructed using lecture/demonstrations and will perform various procedures in a simulated industrial laboratory. Practical experiences will be done on both laboratory units and live projects.

### MRN 062 C MARINE DRIVE SYSTEMS FOR RECREATIONAL BOATS

#### 4 Units

Two hours lecture and

Six hours laboratory per week.

This course will cover the operating principles, theory and design features of marine drive systems for recreational boats (stern drives, jet drives, V drives and hydraulic and manual transmission). This course will cover the repair, service, maintenance, overhaul and diagnosis of stern drives, jet drives and inboard transmission systems such as OMC, Mercruiser, Volvo Penta, Panther jet, Berkeley jet, Jacuzzi jet and Borg Warner. Students will perform various procedures in a simulated industry laboratory environment, using both laboratory units and live projects.

### MRN 064 C OUTBOARD & STERN DRIVE REPAIR

#### 4 Units

Two hours lecture and

Six hours laboratory per week.

This course is designed to provide the student with advanced experiences in all areas of marine service technology. Students will be working on actual repair projects on outboard engines such as Johnson, Evinrude, Mercury, Yamaha. Stern drives such as Mercruiser, Volvo Penta, OMC, as well as inboards and jet drives will be covered.

### MRN 298 C MARINE SERVICE SEMINAR

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

Zero to twelve hours lecture and

Zero to thirty-six hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

CSU

Prerequisite: May be required. Corequisite: May be required. Advisory: May be required. 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 ½ to 12 units in any given semester. Consult the class schedule to verify credit for a particular semester. Fees may be required – PAYABLE AT REGISTRATION.

## Marketing

### Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

### Faculty

Ric Gorno

Patricia Kishel

### Counselors

Jean England

Deidre Porter

### ASSOCIATE IN ARTS DEGREE BUSINESS

#### ADMINISTRATION

Program Code: 1A16599

This curriculum is designed to provide an opportunity for the business major to achieve an Associate in Arts Degree Business Administration while completing the first and second year requirements for transfer to a four-year institution. While a baccalaureate degree is recommended preparation for those considering professional careers in business administration, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work.

Students should consult a counselor and the catalog of the individual college or university to plan a program of study. The internet site [www.assist.org](http://www.assist.org) will also provide information for California public universities. Courses selected to fulfill the requirements of the associate degree should reflect requirements of the college to which the student plans to transfer.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education Plan; (3) any elective courses to complete a minimum of 60 units; (4) complete all graduation requirements; and, (5) have an overall GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. **Students pursuing more than one specified departmental major may double count a maximum of 7 units to fulfill major requirements.**

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

<b>Course #</b>	<b>Title</b>	<b>Units</b>
MGT 161 C	Introduction to Business	3
CIS 111 C	Computer Information Systems	3
ECON 100 C	Principles of Economics-Macro	3
or		
ECON 100HC	Honors Principles of Economics	(3)
ECON 105 C	Principles of Economics-Micro	3
or		
ECON 105HC	Honors Principles of Economics	(3)
MGT 240 C	Legal Environment of Business	3
or		
MGT 241 C	Legal Aspects-Business Trans.	(3)
ACCT 101 C	Financial Accounting	4
ACCT 102 C	Managerial Accounting	4
MATH 130 C	Survey of Calculus	4
MKT 222 C	Principles of Marketing	3
	<b>Total Units Required</b>	<b>30</b>

<b>Elective:</b>		
MGT 211 C	Writing for Business	3

**ASSOCIATE IN SCIENCE DEGREE**

**MARKETING Program Code: 1S03764**

This curriculum is designed to prepare students for careers in marketing – performing the activities that enable businesses to satisfy customers' needs and wants. Students will learn product development, pricing, promotion, and distribution methods while gaining skills in selling, retailing, advertising, market researching, and other marketing areas.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

<b>Course #</b>	<b>Title</b>	<b>Units</b>
MGT 161 C	Introduction to Business	3
MKT 103 C	Principles of Advertising	3
MKT 222 C	Principles of Marketing	3
MKT 105 C	Principles of Retailing	3
MKT 208 C	Principles of Selling	3
MKT 210 C	Consumer Behavior	3

**Select a minimum of 3 units from the elective courses listed below** 3  
**Total Units Required** 21

**Electives**

MKT 205 C	Multicultural Markets In U.S.	3
MKT 224 C	International Marketing	3
MKT 201 C	Small Business Promotion	3
ACCT 101 C	Financial Accounting	4
MGT 151 C	Business Mathematics	3

**MARKETING**

**CERTIFICATE Program Code: 1C03764**

Primary emphasis is to provide students with the necessary skills to carry out the key marketing functions in a business, developing, pricing, promoting, and distributing products and services.

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>
MGT 161 C	Introduction to Business	3
MKT 103 C	Principles of Advertising	3
MKT 222 C	Principles of Marketing	3
MKT 105 C	Principles of Retailing	3
MKT 208 C	Principles of Selling	3
MKT 210 C	Consumer Behavior	3

**Select a minimum of 3 units from the elective courses listed below** 3  
**Total Units Required** 21

**Electives**

MKT 205 C	Multicultural Markets In U.S.	3
MKT 224 C	International Marketing	3
MKT 201 C	Small Business Promotion	3
ACCT 101 C	Financial Accounting	4
MGT 151 C	Business Mathematics	3

**AUTOMOTIVE SALES AND SERVICE****CERTIFICATE Program Code: 1K00062**

This program is designed to prepare students for customer service and sales positions in the automotive industry. It provides students with a basic knowledge of automobile operations, general maintenance requirements, and damage appraisal procedures along with marketing and management principles. The certificate will enable students to work in a variety of non technical areas in an automobile dealership, repair shop, or insurance company as a service representative, salesperson, or estimator.

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

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

Course#	Title	Units
AT 101 C	Survey of the Automobile	3
or		
AT 110 C	Automotive Fundamentals	(4)
ACR 012 C	Automotive Damage Appraisal	3
MGT 266 C	Human Relations in Business	3
MKT 222 C	Principles of Marketing	3
MKT 208 C	Principles of Selling	3
<b>Total Units Required</b>		<b>15 – 16</b>

**GEOGRAPHIC INFORMATION SYSTEMS/MARKETING****CERTIFICATE Program Code: 1K00021**

This certificate program provides students with the skills to use Geographic Information Systems (GIS) computerized mapping techniques in the field of marketing. Combining the latest computer graphics and marketing research methods, students will learn to create maps to locate customers, evaluate business sites, plan distribution networks and sales territories, and find new business opportunities.

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 C	Principles of Marketing	3
MKT 210 C	Consumer Behavior	3
MKT 224 C	International Marketing	3
GEOG 230 C	Introduction to GIS	3
GEOG 231 C	GIS: Vector Applications	3
<b>Total Units Required</b>		<b>15</b>

**HEALTH CARE MARKETING AND SALES****CERTIFICATE Program Code: 1K00042**

This certificate program provides students with the necessary knowledge and skills to work in the health care field in a marketing or sales capacity. Preparing students to work in a variety of health care delivery settings, including physicians' offices, hospitals, health maintenance organizations, and insurance companies, the certificate focuses on such areas as: sales and customer service, marketing research, advertising, public relations, and community outreach. It is designed to help students gain entry into the health care marketing and sales field and/or to advance in their current positions.

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

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

Course #	Title	Units
HI 100 C	Trends in Health Care Delivery	2
HI 102 C	Legal Aspects of Health Care	2
HI 115 C	Medical Staff Services Science	3
MKT 222 C	Principles of Marketing	3
MKT 103 C	Principles of Advertising	3
MKT 208 C	Principles of Selling	3
<b>Total Units Required</b>		<b>16</b>

**INTERNET MARKETING****CERTIFICATE Program Code: 1K00043**

This certificate program prepares students for a career in the field of Internet Marketing. Students, who complete the program, will learn how to utilize the Internet as a marketing tool to promote a business, interact with customers, suppliers and distributors, generate sales, conduct marketing research, and engage in other E-business activities.

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 C	Principles of Marketing	3
MKT 210 C	Consumer Behavior	3
MKT 103 C	Principles of Advertising	3
CIS 108 C	Introduction to Internet	2
CIS 109 C	Bus. Applications-The Internet	2
CIS 179 C	Intro. to Web Page Design	2
CIS 115 C	Desktop Publishing - Publisher	2
<b>Total Units Required</b>		<b>17</b>

**MULTICULTURAL MARKETING****CERTIFICATE Program Code: 1K00044**

This certificate program prepares students to work in the marketing field helping U.S. 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 suggested sequence:**

Course #	Title	Units
ETHS 100 C	American Ethnic Studies	3
or		
ETHS 100HC	Honors American Ethnic Studies	(3)
MKT 222 C	Principles of Marketing	3
MKT 205 C	Multicultural Markets in U.S.	3
<b>and one of the following</b>		
ANTH 121 C	Indians of North America	3
or		
ETHS 129 C	Intro to African-Amer. Studies	(3)
or		
ETHS 140 C	Intro to Chicana/o Studies	(3)
or		
ETHS 170 C	Intro to Asian-Amer. Studies	(3)
or		
SOC 101C	Introduction to Sociology	(3)
Select a minimum of 5 units from the elective courses listed below		5
<b>Total Units Required</b>		<b>17</b>

<b>Electives</b>		
CHIN 101 C	Elementary Chinese – Mandarin I	5
FREN 101 C	Elementary French I	5
JAPN 101 C	Elementary Japanese I	5
SPAN 101 C	Elementary Spanish I	5
SPAN 201 C	Spanish for Spanish Speakers	5

**MULTIMEDIA ADVERTISING**

**CERTIFICATE Program Code: 1K00088**

The 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 suggested sequence:**

Course#	Title	Units
MM 100 C	Introduction to Multimedia	3
MM 110 C	Visual Communication	3
PHOT 101 C	Introduction to Photography	3
or		
MMPH 101 C	Introduction to Photography	(3)
MKT 103 C	Principles of Advertising	3
MKT 222 C	Principles of Marketing	3
CIS 115 C	Desktop Publishing - Publisher	1
or		
CIS 179 C	Intro. to Web Page Design	(2)
<b>Total Units Required</b>		<b>16-17</b>

**PROFESSIONAL MARKETING**

**CERTIFICATE Program Code: 1K00012**

This certificate program provides students with a working knowledge of today's global marketing system and the activities required to satisfy customers' needs and wants for goods and services. Program is designed for both 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 C	Marketing Essentials	1
MKT 091 C	Advertising & Public Relations	1
MKT 092 C	Personal Selling	1
MKT 093 C	Target Marketing	½
MKT 094 C	Buyer Behavior	½
MKT 095 C	Market Distribution Systems	½
MKT 096 C	Sales Promotion Techniques	½
MKT 097 C	Customer Relations	½
MKT 098 C	Int'l Marketing - Small Bus.	½
<b>Total Units Required</b>		<b>6</b>

**PROFESSIONAL SELLING**

**CERTIFICATE Program Code: 1K00080**

This certificate program provides students with the necessary skills and knowledge to carry out the steps in the selling process, from identifying potential customers and conducting sales presentations to making the sale and building positive customer relationships. This program is designed for people wishing to improve their selling skills or to enter the sales profession.

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

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

Course #	Title	Units
MKT 090 C	Marketing Essentials	1
MKT 092 C	Personal Selling	1
MKT 093 C	Target Marketing	½
MKT 094 C	Buyer Behavior	½
MKT 086 C	Sales Prospecting	½
MKT 087 C	Sales Presentations	½
MKT 088 C	Handling Sales Objections	½
MKT 089 C	Making the Sale	½
MKT 096 C	Sales Promotion Techniques	½
MKT 097 C	Customer Relations	½
<b>Total Units Required</b>		<b>6</b>

**SMALL BUSINESS OPERATIONS**

**CERTIFICATE Program Code: 1K10447**

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 C	Business Planning	1
MGT 086 C	Business Finance-Recordkeeping	½
MKT 095 C	Market Distribution Systems	½
MGT 088 C	Managing Personnel	½
MGT 089 C	Business Law - Small Business	½
MKT 090 C	Marketing Essentials	1
MKT 091 C	Advertising & Public Relations	1
MKT 092 C	Personal Selling	1
<b>Total Units Required</b>		<b>6</b>

**MARKETING TRANSFER PROGRAM**

**Refer to Catalog under:**

**BUSINESS ADMINISTRATION—TRANSFER PROGRAM**

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



# Marketing (MKT)

## **MKT 086 C SALES PROSPECTING**

### **½ Unit**

One half hour lecture per week.

*Credit/No Credit*

This course focuses on ways to identify prospective customers and generate sales leads using such methods as mailing lists, databases, networking, referrals, and other information sources.

## **MKT 087 C SALES PRESENTATIONS**

### **½ Unit**

One half hour lecture per week.

*Credit/No Credit*

This course emphasizes the key elements of effective sales presentations and shows how to make each presentation come alive through the use of verbal, visual, and demonstration techniques.

## **MKT 088 C HANDLING SALES OBJECTIONS**

### **½ Unit**

One half hour lecture per week.

*Credit/No Credit*

This course shows how to get past “No,” using various sales strategies to overcome customers’ objections and to emphasize the benefits of a purchase.

## **MKT 089 C MAKING THE SALE**

### **½ Unit**

*One half hour lecture per week.*

*Credit/No Credit*

This course explains how and when to close a sale, focusing on the techniques that can be used to complete the transaction and generate repeat sales and customer referrals.

## **MKT 090 C 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 C ADVERTISING & 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 C 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 C TARGET MARKETING**

### **½ 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 C BUYER BEHAVIOR**

### **½ 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 C MARKET DISTRIBUTION SYSTEMS**

### **½ 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 C SALES PROMOTION TECHNIQUES**

### **½ 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 C CUSTOMER RELATIONS**

### **½ 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 C INT’L MARKETING-SMALL BUS.**

### **½ 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 C 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 C 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 C 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 C MULTICULTURAL MARKETS IN U.S.****3 Units***Three hours lecture per week.**CSU, CUL DIV*

This course provides comprehensive coverage of the multicultural marketing environment in the United States, taking into consideration the changing needs and growing influence of ethnic and racial minorities, women, and other groups. Exploring the differences and commonalities that exist among the groups, the course examines the role of business and the United States' marketing system in providing goods and services to meet each group's needs.

**MKT 206 C STORE OPERATIONS****3 Units***Three hours lecture per week.**CSU*

The course includes principles, procedures and functions of a retail store operation, with emphasis on techniques of buying merchandise. Current trends and practices are analyzed including layout, display, security controls, inventory records, control and management, pricing, coding and marking, receiving and stocking, merchandise planning, marketing, and distinctions between larger and smaller stores.

**MKT 208 C PRINCIPLES OF SELLING****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course includes instruction in the principles and practices of personal persuasion and selling and development of the techniques that lead to a successful sales personality. The areas of study include buying motives; product knowledge; all phases of the selling process; and the many and varied career opportunities in the sales field.

**MKT 209 C DISPLAY AND SALES PROMOTION****3 Units***Three hours lecture per week.**CSU*

This course is a lecture/lab experience in contemporary merchandising promotion. The subject areas include planning and working with display units and sales promotion materials, customer motivation, design and layout, creative brainstorming, and future trends.

**MKT 210 C CONSUMER BEHAVIOR****3 Units***Three hours lecture per week.**CSU*

This course provides a study of consumers and how they buy. Consumerism, impulse buying, pleasure appeals, packaging, status symbols, the *new woman*, leisure time, California culture, personality, subliminal effects, and the psychology of advertising are covered.

**MKT 222 C PRINCIPLES OF MARKETING****3 Units***Three hours lecture per week.**CSU*

This course is a study of business activities required to plan, price, promote, and distribute goods or services to potential customers. The areas of study include market research and consumer behavior, product development, advertising and sales, branding, pricing, Internet marketing, wholesaling and retailing, and international marketing.

**MKT 224 C INTERNATIONAL MARKETING****3 Units***Three hours lecture per week.**CSU*

This course provides comprehensive coverage of the international marketing environment. The areas of study include the global marketplaces; import/exports; foreign economic, political and legal systems; cultural differences; international finance; marketing research; and business plans.

**MKT 299 C MERCHANDISING/MKT-INDEP. STUDY****1 - 3 Units (Variable 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

Interim Division Dean – Richard Fee

### Faculty

Minnie Allison  
Lee Clancy  
Jennifer Coopman  
Cheryl Gibby  
Kathryn Godshalk  
Stephen Gold  
Elizabeth Hamman  
Chaolin Mao  
Laurie Morvan  
Allen Mottershead  
David Nusbaum  
Eunju Owens  
Sylvia Paek  
David Petrie  
Christina Plett  
Cynthia Shrout  
Karen Watson

### Counselor

Tom Nordee

## MATHEMATICS TRANSFER PROGRAM CALIFORNIA STATE UNIVERSITY, FULLERTON

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

## Mathematics (MATH)

### PLACEMENT IN MATHEMATICS COURSES

Students are placed in most mathematics courses based on prior satisfactory completion of one or more prerequisite courses. Due to the highly sequential nature of the mathematics curriculum, students are required to meet the prerequisite of each mathematics course. Also, students who have completed the most advanced prerequisite course more than two years previously are strongly advised to enroll in or audit the appropriate prerequisite courses again because most students experience a loss of proficiency in the necessary skills after that length of time.

## MATH 010 C BASIC MATHEMATICS 4 Units

*Four hours lecture per week.*  
**NON-DEGREE CREDIT**

This is a course for students wishing to review basic arithmetic skills. It includes the concepts of adding, subtracting, multiplying, and dividing whole numbers, fractions, mixed numbers, and decimals. Also covered will be percents, ratios, rates, solving proportions, perimeter and area of geometric figures, English and Metric measurements and an introduction to negative numbers. There will be an emphasis on applying the mathematics to real-world situations.

## MATH 015 C PRE-ALGEBRA 4 Units

*Four hours lecture per week.*  
**NON-DEGREE CREDIT**

This course is designed for students who are planning to study algebra and need a review of the basic skills of arithmetic and an introduction to the basic principles of algebra. Topics covered include integers, fractions, decimals, percent, proportions, exponents, properties of real numbers, evaluation of algebraic expressions, elementary equation solving, formulas, informal geometry, and applications.

## MATH 020 C ELEMENTARY ALGEBRA 4 Units

*Four hours lecture per week.*  
**AA GE**

*Prerequisite: MATH 015 C or Pre-algebra with a grade of "C" or better and the assessment process. Proof of prerequisites is required.* This course is an introduction to the methods of algebra. It includes the basic operations of real numbers, polynomials, rational expressions, and radical expressions; factoring polynomials; solutions of linear equations, linear inequalities, systems of linear equations, and quadratic equations; and graphing of linear equations, systems, and inequalities.

## MATH 025 C ELEMENTARY ALGEBRA REVIEW 2 Units

*Two hours lecture per week.*  
**Credit/No Credit**  
**NON-DEGREE CREDIT**

*Prerequisite: MATH 020 C or Algebra I with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This course is a review of the introductory methods of algebra and is designed for students who have completed Elementary Algebra and plan to enroll in Intermediate Algebra. It includes the basic operations of real numbers, polynomials, rational expressions, and radical expressions; factoring polynomials; solutions of linear equations, linear inequalities, systems of linear equations, and quadratic equations; and graphing of linear equations, systems, and inequalities.

## MATH 030 C PLANE GEOMETRY 4 Units

*Four hours lecture per week.*

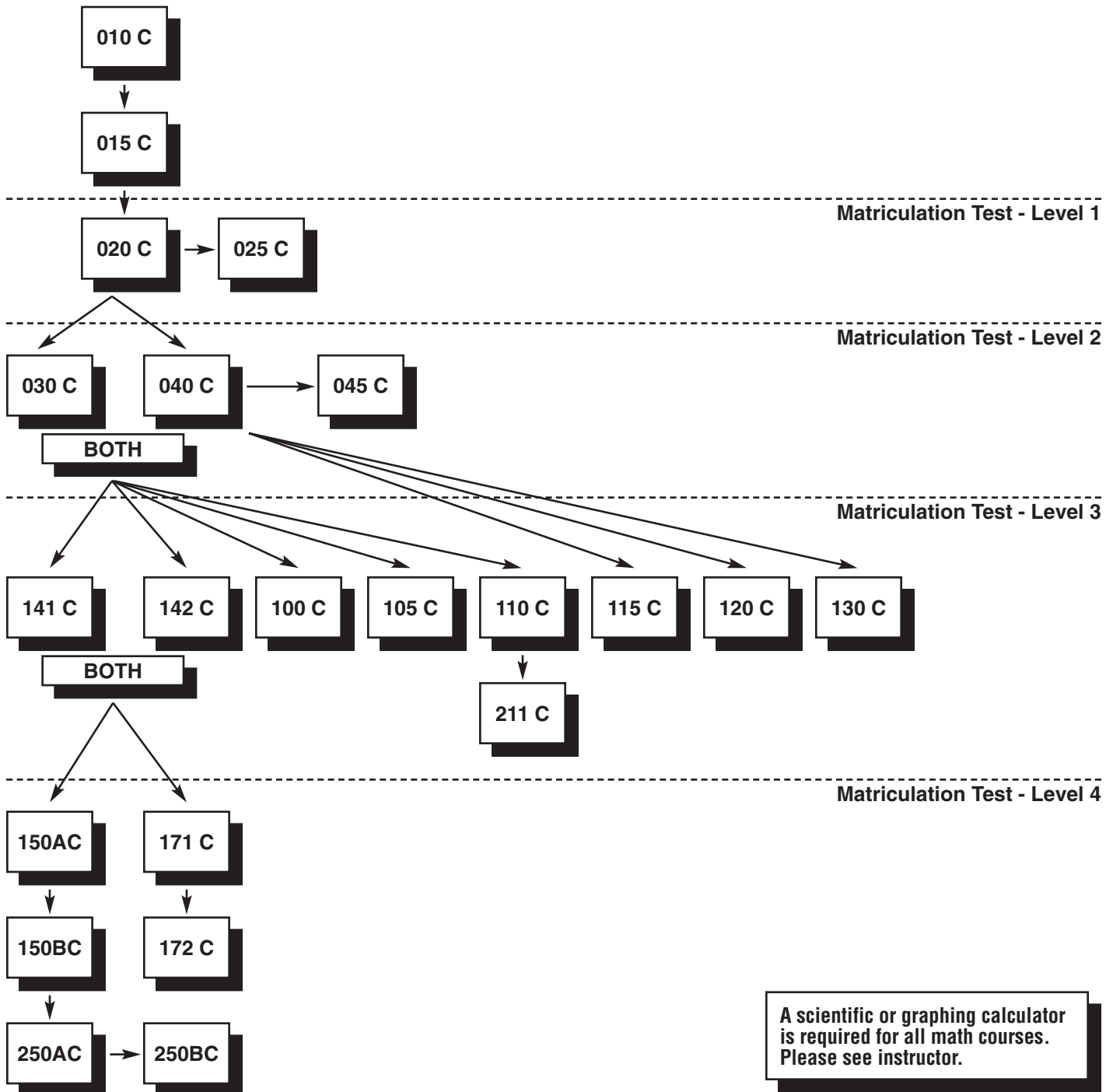
*Prerequisite: MATH 020 C or Algebra I with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This course is an introduction to Euclidean geometry. It includes elementary logic, deductive reasoning, theorems and proofs, geometric constructions, congruent and similar polygons, circles, geometric loci, areas, perimeters and volumes. Precise definitions and accuracy of statements are stressed as background for analytical reasoning. The course is equivalent to one year of high school geometry.

## MATH 040 C INTERMEDIATE ALGEBRA 4 Units

*Four hours lecture per week.*  
**AA GE**

*Prerequisite: MATH 020 C or Algebra I with a grade of "C" or better or high school Algebra I with a grade of "B" or better AND the assessment process. Proof of prerequisites is required.* This is a second course in algebra that includes the topics of sets, axioms for the real number system, polynomials, solutions of linear and quadratic equations and inequalities, exponents and radicals, linear, quadratic, exponential and logarithmic functions and their graphs, and systems of equations.

# FLOW CHART FOR MATHEMATICS COURSES



**MATHEMATICS LEARNING CENTER**

Students will find instructors and qualified tutors available for assistance in solving mathematical problems or in understanding mathematical concepts in the Mathematics Learning Center, located in Room 127 of the Library/Learning Resource Center.	MONDAY . . . . . 8AM – 3:30PM and 5PM – 8PM TUESDAY . . . . . 8AM – 3PM and 5PM – 8PM WEDNESDAY . . . . . 8AM – 3:30PM and 5PM – 8PM THURSDAY . . . . . 8AM – 3PM and 5PM – 8PM FRIDAY . . . . . 8AM – 12NOON
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**MATH 045 C INTERMEDIATE ALGEBRA REVIEW****2 Units***Two hours lecture per week.**Credit/No Credit***NON-DEGREE CREDIT**

*Prerequisite: MATH 040 C or Algebra II with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This course is designed for students who have already completed Intermediate Algebra and are planning to enroll in Survey of Calculus, Elementary Functions with Trigonometry, Finite Mathematics, Statistics, or General Chemistry. The topics include sets, axioms for the real number system, polynomials, solutions of linear and quadratic equations and inequalities, exponents and radicals, linear 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 C CBEST MATHEMATICS PREPARATION****1 Unit***One hour lecture per week.**Credit/No Credit*

This course provides a review of the basic skills and concepts that are tested in the mathematics portion of the California Basic Educational Skills Test (CBEST). It includes estimation, measurement, and statistical principles; computation and problem solving; and numerical and graphic relationships. Eligibility for MATH 100 C is recommended.

**MATH 098 C MATHEMATICS SEMINAR***½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)**Zero to twelve hours lecture and**Zero to twenty-four hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* 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. *Fees may be required – PAYABLE AT REGISTRATION.*

**MATH 099 C MATHEMATICS INDEPENDENT STUDY***½ - 2 Units (Variable Unit Class) (May be taken for credit 4 times)**One-half to two hours assigned independent study or research per week.**Credit/No Credit/Letter Grade Option*

*Prerequisite: Approved Independent Study Learning Contract.* This course is for students who have demonstrated interest in and capability for increased knowledge of mathematical topics not ordinarily covered in curriculum courses. Students will participate in independent study or research on assigned projects under staff supervision.

**MATH 100 C MATH FOR LIBERAL ARTS STUDENTS****3 Units***Three hours lecture per week.**CSU, AA GE, CSU GE, IGETC, CAN MATH 2*

*Prerequisite: MATH 030 C and MATH 040 C or Plane Geometry and Algebra II with grades of "C" or better AND the assessment process. Proof of prerequisites is required.* This is a survey course with selected topics from the history and development of mathematics, elementary logic and set theory, probability, statistics, geometry, and exponential and logarithmic applications. The course is designed for prospective teachers and liberal arts students.

**MATH 105 C STATISTICS FOR TEACHERS****4 Units***Four hours lecture per week.**CSU, AA GE*

*Prerequisite: MATH 030 C and 040 C or Plane Geometry and Algebra II with grades of "C" or better AND the assessment process. Proof of prerequisites is required.* This course is an introduction to probability and statistics through activity-based exploration of randomization, data representation, measures of central tendency and dispersion, analysis of experiments requiring hypothesizing, experimental design and data gathering, and an introduction to the basic laws of probability and set theory, combinations, permutations, and simulations. Algebraic thinking will be used throughout the course. Problem solving processes and strategies are emphasized. This course is designed for prospective elementary and middle school teachers.

**MATH 110 C REAL NUMBERS FOR TEACHERS****4 Units***Four hours lecture per week.**CSU, AA GE*

*Prerequisite: MATH 030 C and 040 C or Plane Geometry and Algebra II with grades of "C" or better AND the assessment process. Proof of prerequisites is required.* This course is an introduction to problem solving processes and strategies. Students explore the development and analysis of the structure and operations of the real number system. Students focus on concept and process development using appropriate models, manipulatives, and activities. This course is designed for prospective elementary and middle school teachers.

**MATH 115 C FINITE MATHEMATICS****4 Units***Four hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC, CAN MATH 12*

*Prerequisite: MATH 040 C or Algebra II with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This course includes graphs and transformations of functions, mathematics of finance, matrices and linear systems, linear programming, set theory, combinatorial analysis, finite probability, and descriptive statistics. Applications to the fields of business, economics, biological sciences, and behavioral sciences are emphasized.

**MATH 120 C INTRO PROBABILITY & STATISTICS****4 Units***Four hours lecture per week.**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN STAT 2*

*Prerequisite: MATH 040 C or Algebra II with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This course 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 hypotheses, point and interval estimation, linear regression, and correlation. Applications to business, biological sciences, and the social sciences are emphasized. Students will use computer software and/or graphing calculators for statistical analysis of various topics.

**MATH 120HC HONORS INTRO TO PROB & STAT****4 Units**

*Four hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN STAT 2*  
*Prerequisite: MATH 040 C or Algebra II with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This course is an enhanced introduction to the elements of statistical analysis for honors students. It includes an intuitive approach to the study of probability and probability distributions, measures of central tendency and dispersion, sampling techniques, parametric and non-parametric tests of hypotheses, point and interval estimation, linear regression, and correlation. Applications to business, biological sciences, and the social sciences are emphasized. Students will use computer software and/or graphing calculators for statistical analysis of various topics.

**MATH 130 C 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 C or Algebra II with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This course is an introduction to calculus with emphasis on solution techniques and applications rather than abstract theory. It includes elements of analytic geometry, limits, the derivative, integration as a summation process, exponential and logarithmic functions, integration of basic forms, techniques of integration, an introduction to multi-variable calculus, and curve sketching, with applications from the life sciences, engineering technology, economics, and the social sciences.

**MATH 141 C COLLEGE ALGEBRA****4 Units**

*Four hours lecture per week.*

*UC/CSU, AA GE, CSU GE, IGETC, CAN MATH 10*

*Prerequisite: MATH 030 C and MATH 040 C with grades of "C" or better or plane geometry and Algebra II with grades of "C" or better AND the assessment process. Proof of prerequisites is required.* This is one of two precalculus courses. The topics covered include a review of the fundamentals of algebra; rational, exponential and logarithmic functions; theory of equations and zeros of polynomial functions; systems of equations including linear and quadratic systems; matrices and determinants; sequences and series; mathematical induction; permutations; combinations; binomial theorem; analytic geometry; conic sections; and miscellaneous topics.

**MATH 142 C TRIGONOMETRY****4 Units**

*Four hours lecture per week.*

*CSU, AA GE, CSU GE, CAN MATH 8*

*Prerequisite: MATH 030 C and 040 C or plane geometry and Algebra II with grades of "C" or better AND the assessment process. Proof of prerequisites is required. Advisory: MATH 141 C College Algebra or the equivalent of Math Analysis or Precalculus with a grade of "C" or better.* This is a one-semester course in trigonometry designed to prepare students for the study of calculus. The topics to be covered include the following: measurements of angles, trigonometric and inverse trigonometric functions and their graphs, solving trigonometric equations, verifying trigonometric identities, solutions of triangles, complex numbers, polar coordinates, vectors, DeMoivre's Theorem, and parametric equations.

**MATH 150AC 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 C and MATH 142 C or trigonometry and math analysis/precalculus with grades of "C" or better AND the assessment process. Proof of prerequisites is required.* This course is an introduction to mathematical analysis. It includes the study of analytic geometry, functions and limits, continuity, differentiation and integration. Problem work includes applications involving derivatives, definite integrals and indefinite integrals.

**MATH 150BC CALCULUS AND ANALYTIC GEOMETRY****4 Units**

*Four hours lecture per week.*

*Credit by Examination*

*UC/CSU, AA GE, IGETC, CAN MATH 20*

*Prerequisite: MATH 150AC or Calculus I and Analytic Geometry with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This course is a continuation of Mathematics 150AC which includes the study of applications of integration, techniques of integration, indeterminate forms, L'Hopital's rule, improper integrals, infinite sequences and series, Taylor and Maclaurin series, conic sections, plane curves, parametric equations, and polar coordinates.

**MATH 171 C DISCRETE MATHEMATICS****4 Units**

*Four hours lecture per week.*

*UC/CSU*

*Prerequisite: MATH 141 C and MATH 142 C or Trigonometry and Math Analysis/Precalculus with grades of "C" or better AND the assessment process. Proof of prerequisites is required.* This 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, functions, relations, proof techniques, combinatorics, probability, and Boolean Algebra. Students will write algorithms using pseudocode and will learn to write formal proofs of mathematical statements.

**MATH 172 C GRAPH THEORY & LINEAR ALGEBRA****4 Units**

*Four hours lecture per week.*

*UC/CSU*

*Prerequisite: MATH 171 C or Discrete Mathematics with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This is the second of two semesters of fundamental discrete mathematical concepts and techniques needed in computer related disciplines. Topics include theory of graphs, trees, finite state machines, and linear algebra including vector spaces, inner product spaces, linear transformations, and eigenvalues.

**MATH 186 C TI-85/86 GRAPHING CALCULATOR****½ Unit**

*One half hour lecture per week.*

*Credit/No Credit*

*CSU*

*Prerequisite: MATH 040 C or Algebra II with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This 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 C TI-89/92 GRAPHING CALCULATOR****½ Unit**

One half hour lecture per week.

Credit/No Credit

CSU

*Prerequisite: MATH 150BC or Calculus II and Analytic Geometry with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This is a course for students wishing to learn to use a TI-89, TI-92, or TI-92+ Graphing Calculator. Basic topics include home screen calculations, various graphing modes, tables, solving equations and systems of equations, manipulating matrices and vectors, integration and differentiation, programming, and using the TI graph link.

**MATH 211 C GEOMETRY FOR TEACHERS****4 Units**

Four hours lecture per week.

CSU

*Prerequisite: MATH 110 C with a grade of "C" or better. Proof of prerequisites is required.* This course is an introduction to problem solving with informal geometry in one, two and three dimensions. Topics include congruence, similarity, constructions, transformations, tessellations, and measurement involving both English and metric units. Emphasis will be on hands-on modeling of real-world geometric situations. This course is designed for prospective elementary school teachers.

**MATH 250AC INTERMEDIATE CALCULUS****4 Units**

Four hours lecture per week.

Credit by Examination

UC/CSU, AA GE, IGETC, CAN MATH 22

*Prerequisite: MATH 150BC or Calculus II and Analytic Geometry with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This is an intermediate course in mathematical analysis. It includes the study of three-dimensional analytic geometry, calculus of functions of several variables, vector calculus, multiple integration, vector fields and theorems, with associated problem applications.

**MATH 250BC INTERMEDIATE CALCULUS****4 Units**

Four hours lecture per week.

Credit by Examination

UC/CSU, AA GE, IGETC, CAN MATH 24

*Prerequisite: MATH 250AC or Calculus III and Analytic Geometry with a grade of "C" or better AND the assessment process. Proof of prerequisites is required.* This course is an introduction to linear algebra and ordinary differential equations. Linear algebra includes matrices, determinants, vector spaces, linear transformations, and characteristic values. Differential equations includes separable, exact, Cauchy-Euler, and nonhomogeneous equations; undetermined coefficients, variation of parameters, series solutions, and systems of differential equations.

**MATH 298 C MATHEMATICS SEMINAR**

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

Zero to twelve hours lecture and

Zero to twenty-four hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

UC Credit Limitation/CSU

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* 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. *Fees may be required – PAYABLE AT REGISTRATION.*

**MATH 299 C MATHEMATICS INDEPENDENT STUDY**

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

One-half to two hours lecture per week.

UC Credit Limitation/CSU

*Prerequisite: Approved Independent Study Learning Contract.* This course is for students who have demonstrated interest in 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.

# Medicine

**MEDICINE TRANSFER PROGRAM**

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

# Merchandising

## Division of Business and Computer Information Systems

Division Dean – Dave Wassenaar

### Counselors

Jean England

Deidre Porter

## ASSOCIATE IN ARTS DEGREE BUSINESS

### ADMINISTRATION Program Code: 1A16599

This curriculum is designed to provide an opportunity for the business major to achieve an Associate in Arts Degree Business Administration while completing the first and second year requirements for transfer to a four-year institution. While a baccalaureate degree is recommended preparation for those considering professional careers in business administration, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work.

Students should consult a counselor and the catalog of the individual college or university to plan a program of study. The internet site [www.assist.org](http://www.assist.org) will also provide information for California public universities. Courses selected to fulfill the requirements of the associate degree should reflect requirements of the college to which the student plans to transfer.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education Plan; (3) any elective courses to complete a minimum of 60 units; (4) complete all graduation requirements; and, (5) have an overall GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. **Students pursuing more than one specified departmental major may double count a maximum of 7 units to fulfill major requirements.**

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

### Required courses are listed in suggested sequence:

Course #	Title	Units
MGT 161 C	Introduction to Business	3
CIS 111 C	Computer Information Systems	3
ECON 100 C	Principles of Economics-Macro	3
or		
ECON 100HC	Honors Principles of Economics	(3)
ECON 105 C	Principles of Economics-Micro	3
or		
ECON 105HC	Honors Principles of Economics	(3)
MGT 240 C	Legal Environment of Business	3
or		
MGT 241 C	Legal Aspects-Business Trans.	(3)
ACCT 101 C	Financial Accounting	4
ACCT 102 C	Managerial Accounting	4
MATH 130 C	Survey of Calculus	4
MKT 222 C	Principles of Marketing	3
	<b>Total Units Required</b>	<b>30</b>

### Elective:

MGT 211 C	Writing for Business	3
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## ASSOCIATE IN SCIENCE DEGREE

### MERCHANDISING Program Code: 1S07814

This curriculum is designed to prepare students for careers in merchandising and retailing, learning the necessary techniques to display and sell merchandise, satisfy customers and enhance business profitability.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

### Required courses are listed in suggested sequence:

Course #	Title	Units
MGT 161 C	Introduction to Business	3
MKT 210 C	Consumer Behavior	3
MKT 103 C	Principles of Advertising	3
MKT 208 C	Principles of Selling	3
MKT 222 C	Principles of Marketing	3
MKT 105 C	Principles of Retailing	3
MGT 266 C	Human Relations in Business	3
	<b>Total Units Required</b>	<b>21</b>

### Electives

MGT 151 C	Business Mathematics	3
WKEX 191 C	Work Experience-Vocational	4-16
MGT 261 C	Small Business Management	3
MGT 265 C	Social Responsibility of Bus.	3
MGT 041 C	Survey of Business Law	3

## MERCHANDISING

### CERTIFICATE Program Code: 1C07814

Primary emphasis is to prepare the student to work in the merchandising and retailing field with a focus on building positive customer relationships. 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 C	Introduction to Business	3
MKT 208 C	Principles of Selling	3
MKT 105 C	Principles of Retailing	3
MKT 210 C	Consumer Behavior	3
MKT 222 C	Principles of Marketing	3
MKT 103 C	Principle of Advertising	3
MGT 266 C	Human Relations in Business	3
	<b>Total Units Required</b>	<b>21</b>

## MERCHANDISING TRANSFER PROGRAM

### Refer to Catalog under

### BUSINESS ADMINISTRATION TRANSFER PROGRAM

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



# Mortuary Science

## Division of Health Science

Division Dean – Andrea Hannon

### Faculty

Kathleen Boettger  
Glenn Bower  
Jolena Grande  
Dave McCament

### Counselors

Kelly Carter  
Denise Vo

## GOALS AND OBJECTIVES OF PROGRAM

The Mortuary Science Program at Cypress College has as its central aim recognition of the importance of funeral service education personnel as (1) members of a human services profession, (2) members of the community in which they serve, (3) participants in the relationship between bereaved families and those engaged in the funeral service profession, (4) professionals knowledgeable of and compliant with federal, state, and local regulatory guidelines, as well as (5) professionals sensitive to the responsibility for public health, safety and welfare in caring for human remains.

## PROGRAM OBJECTIVES

1. To enlarge the background and knowledge of students about the funeral service profession.
2. To educate students in every phase of funeral service, and to help enable them to develop the proficiency and skills necessary in the profession, as defined above.
3. To educate students concerning the responsibilities of the funeral service profession to the community at large.
4. To emphasize high standards of ethical conduct.
5. To provide a curriculum at the post secondary level of instruction.
6. To encourage research in the field of funeral service.

## 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 100 C or completion of ENGL 060 C with the grade of "C" or better or ESL 186 C with a grade of "C".
5. One semester of college General or Human Biology, Anatomy, or Introductory Chemistry completed with a cumulative grade of "C" or better.

## APPLICATION PROCEDURES

1. In addition to the Cypress College application form, a separate application is required for admission into the Mortuary Science Program. These applications may be obtained from the Health Science Division Counseling Office, downloaded from the Internet, or by sending a self addressed stamped envelope to:

Health Science Counseling  
Cypress College  
9200 Valley View Street  
Cypress, CA 90630-5897

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 Program Code: 1S03791

This program is a course of study designed for students who wish to prepare for a career and employment as an embalmer/funeral director in a mortuary and 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 statutory pre-mortuary science educational requirements. All students completing the Mortuary Science Program curriculum after January 1, 2006, must complete the Associate of Science Degree in Mortuary Science. The Mortuary Science Program at Cypress College is accredited by the American Board of Funeral Service Education (ABFSE), 3432 Ashland Avenue, Suite U, St. Joseph, MO 64506, (816) 233-3747, [www.abfse.org](http://www.abfse.org), and 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. 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) take the National Board Examination (This policy supercedes all previous catalogs – students need to submit National Board Examination results to Admissions and Records no later than the date listed for "Final Transcript for In-Progress Work" for the semester the student is applying); (4) the cultural diversity and reading requirements; (5) any elective courses to complete a minimum of 60 units; and, (6) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

To be eligible to write the National Board Examination, the student must be within 45 days of completing the Associate of Science Degree in Mortuary Science. We recommend the general education graduation requirements be taken prior to enrolling in Mortuary Science courses so that the student can write the examination immediately upon completion of the mortuary science curriculum.

The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site ([www.abfse.org](http://www.abfse.org)).

**GENERAL EDUCATION GRADUATION REQUIREMENTS**

Categories A through E (see listing earlier in catalog)	25
Cultural Diversity/Reading Proficiency	
<b>Total Units Required</b>	<b>75</b>

**NOTE:** All General Education Graduation Requirement units may be taken prior to enrollment in Mortuary Science courses or after completing the Mortuary Science courses.

**Prerequisites**

BIOL 160 C	Integrated Medical Science	3
or		
BIOL 101 C	General Biology	(5)
or		
CHEM	Various courses - Please see counselor	
ENGL 060 C	College Writing Preparation	3
or		
ESL 186 C	Advanced ESL Writing	(5)
See minimum standards		

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

Course #	Title	Units
<b>SEMESTER 1</b>		
MORT 160 C	Orientation to Funeral Service	3
MORT 163 C	Embalming Anatomy/Pathology I	5
MORT 164 C	Funeral Service Thanatology I	2
MORT 165 C	Funeral Service Management I	2
MORT 170 C	Funeral Service Ceremonies	3
		<b>15</b>
<b>SEMESTER 2</b>		
MORT 261 C	Restorative Art I	2
MORT 262 C	Embalming I	3
MORT 263 C	Embalming Anatomy/Pathology II	3
MORT 265 C	Funeral Service Management II	4
MORT 274 C	Funeral Service Thanatology II	3
MORT 275 C	Law of Mortuary Operations	3
		<b>18</b>
<b>SEMESTER 3</b>		
MORT 271 C	Restorative Art II	2
MORT 272 C	Embalming II	4
MORT 285 C	Mortuary Law	3
MORT 292 C	Funeral Service Science	2
MORT 294 C	Funeral Service Counseling	4
MORT 293 C	Mortuary Computer Applications	2
		<b>17</b>
<b>Total Units Required</b>		<b>75</b>

## Mortuary Science (MORT)

**MORT 085 C WORK EXPERIENCE**

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

*One hour lecture per week and*

*Five to twenty hours related employment per week in an approved funeral establishment.*

*Prerequisite: Admission to Mortuary Science Program. Must be enrolled in seven units or more in the Mortuary Science Program, including work experience. This course focuses on exploring work related issues in a funeral establishment 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.*

**MORT 160 C ORIENTATION TO FUNERAL SERVICE****3 Units**

*Three hours lecture per week.*

*CSU*

*Prerequisite: Admission to the Mortuary Science Program. 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, the progression of associations and education within funeral service will be discussed.*

**MORT 163 C EMBALMING ANATOMY/ PATHOLOGY I****5 Units**

*Five hours lecture per week.*

*CSU*

*Prerequisite: Admission to the Mortuary Science Program. This introductory course is designed for the mortuary science student, surveys general anatomical, physiological and pathological concepts processes and terminology important to the funeral service practitioner in understanding the embalming process, articulating with allied health/forensic professionals, interpreting death certificates and protecting oneself and the public against communicable disease. Also considered are those medical and forensic pathologies presenting particular embalming and restorative problems.*

**MORT 164 C FUNERAL SERVICE THANATOLOGY I****2 Units**

*Two hours lecture per week.*

*CSU*

*Prerequisite: Completion of or concurrent enrollment in MORT 160 C. This course is an introduction to thanatology, basic psychological terminology and theories. Emphasis is on the study of grief, bereavement, and mourning. The content provides the knowledge required of the funeral director to work effectively with families as a facilitating agent. The needs of the families served are studied in relation to the design and implementation of the funeral rite.*

**MORT 165 C FUNERAL SERVICE MANAGEMENT I****2 Units**

*Two hours lecture per week.*

*CSU*

*Prerequisite: Completion of or concurrent enrollment in MORT 160 C. Designed for the mortuary science student, the course is a vocationally oriented survey of funeral service management as it applies to funeral home operations, mortuary management, and financial decision-making. Information presented covers financial statements and their analysis, worksheets, journalizing, receivables, payables, deferrals, and accruals. Inventory costing models, depreciation models, and funeral service payroll accounts are also included.*

**MORT 170 C FUNERAL SERVICE CEREMONIES****3 Units***(Formerly MORT 270 C)**Three hours lecture per week.*

CSU

*Prerequisite: Completion of or concurrent enrollment in MORT 160 C.*

This course is designed to introduce the student to American funeral service practices and procedures in military, fraternal and religious funerals for a complete understanding of all principles and variations involved.

**MORT 261 C RESTORATIVE ART I****2 Units***(Formerly MORT 161 C)**One hour lecture and**Three hours laboratory per week.*

CSU

*Prerequisite: Completion of or concurrent enrollment in MORT 263 C.*

A detailed study is made of each of the facial features and its relationship to a complete restoration. In the laboratory the student has an opportunity to follow through with the modeling in clay of the features studied, both as a single feature and using plaster of Paris heads for reproduction.

**MORT 262 C EMBALMING I****3 Units***(Formerly MORT 162 C)**Two hour lecture and**Three hours laboratory per week.*

CSU

*Prerequisite: Completion of or concurrent enrollment in MORT 263 C.*

This course is designed to include basic orientation, history of embalming to present times, moral and sanitary considerations of embalming, methods of handling human remains, including those of a contagious or infectious nature, demonstration of the various methods of preparation and disinfection treatment of bodies contaminated by radiation.

**MORT 263 C EMBALMING ANATOMY/  
PATHOLOGY II****3 Units***(Formerly MORT 273 C)**Three hours lecture per week.*

CSU

*Prerequisite: MORT 163 C.* Designed for the Mortuary Science student, and a continuation of MORT 163 C, the course surveys general anatomical, physiological and pathological concepts as they relate to the various systems of the human body. The body 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 265 C FUNERAL SERVICE  
MANAGEMENT II****4 Units***(Formerly MORT 295 C)**Four hours lecture per week.*

CSU

*Prerequisite: MORT 160 C and MORT 165 C.* This course is a continuation of MORT 165 C designed to introduce the mortuary science student to the basic principles of management, merchandising, and effective managerial skills 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.

**MORT 271 C RESTORATIVE ART II****2 Units***One hour lecture and**Three hours laboratory per week.*

CSU

*Prerequisite: MORT 261 C and MORT 263 C.* This is a continuation of MORT 261 C, with emphasis upon major restorations and explains how all previous restorative art work can be used to complete each type of case. Color theory and cosmetology are discussed. In the lab the student will perform feature modeling in wax on both plaster of Paris and latex heads. In addition there is practical work in cosmetics, hair dressing, color pigments and preparation of death masks.

**MORT 272 C EMBALMING II****4 Units***Three hours lecture and**Three hours laboratory per week.*

CSU

*Prerequisite: MORT 262 C and MORT 263 C.* This is a continuation of MORT 262 C, with emphasis upon the development of embalming techniques, dead human 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 274 C FUNERAL SERVICE THANATOLOGY II****3 Units***Three hours lecture per week.*

CSU

*Prerequisite: MORT 160 C, MORT 164 C, and MORT 170 C.* This course is a continuation of MORT 164 C, with emphasis on the grief process, normal and abnormal, and the resolution of grief. Follow-up programs initiated by the funeral director are examined in detail as well as community support groups with whom the funeral director participates. Major emphasis is placed on the student identifying problem areas in the field, making a plan for intervention, and making appropriate referrals to community professionals.

**MORT 275 C MORTUARY LAW I****3 Units***Three hours lecture per week.*

CSU

*Prerequisite:* MORT 160 C and completion of or concurrent enrollment in MORT 265 C. This course designed for the Mortuary Science student, surveys the American legal system, its development, 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 285 C MORTUARY LAW II****3 Units***(Formerly MORT 291 C)**Three hours lecture per week.*

CSU

*Prerequisite:* MORT 265 C and MORT 275 C. This course is a continuation of MORT 275 C 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.

**MORT 292 C FUNERAL SERVICE SCIENCE****2 Units***Two hours lecture per week.*

CSU

*Prerequisite:* Completion of or concurrent enrollment in MORT 272 C. This course is designed to familiarize the Mortuary Science student with the nature of chemicals utilized in the mortuary setting, and to provide a qualitative understanding of the chemical aspects of tissue decomposition and preservation. Embalming of protein and the effects relative to the blood, body pigments and tissue staining are a primary emphasis of the course.

**MORT 293 C MORTUARY COMPUTER APPLICATIONS****2 Units***Two hours lecture and**Four hours laboratory TBA per week.*

CSU

*Prerequisite:* Completion of or concurrent enrollment in all required courses for the Associate in Science Degree Mortuary Science. 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. \$63.00 Material Fee - PAYABLE AT REGISTRATION.

**MORT 294 C FUNERAL SERVICE COUNSELING****4 Units***Four hours lecture per week.*

CSU

*Prerequisite:* MORT 274 C. This is a course aimed at the study of concepts, techniques and procedures used by the funeral director in his/her role as a counselor.

## Motorcycle Technology – See Automotive Technology

## Multimedia

**Division of Fine Arts***Division Dean – Ting-Pi (Joyce) Carrigan***Faculty**

Gerald Burchfield  
Barbara Braden Meyer  
Joe Gallo  
Edward Giardina  
Ian Holmes  
Michael Johnson  
Robert Johnson  
Clifford Lester  
Robert Mercer

**Counselors**

Renay Laguana-Ferinac  
Renee Ssensalo

**MULTIMEDIA ART****CERTIFICATE****Program Code: 1C12359**

The Multimedia Art Certificate Program provides the skills necessary to create interactive projects for distribution 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 C	Introduction to Multimedia	3
MM 110 C	Visual Communications	3
PHOT 101 C	Introduction to Photography	3
or		
MMPH 101 C	Introduction to Photography	(3)
ART 120 C	Two-Dimensional Design	3
MUS 124 C	Recording Studio I	3
or		
MMMU 124 C	Recording Studio I	(3)
MUS 178 C	Digital Music Technology	3
or		
MMMU 178 C	Digital Music Technology	(3)
ACG 100 C	Intro to Computer Graphics/Mac	3
or		
MMCG 100 C	Intro to Computer Graphics/Mac	(3)
or		
ACG 101 C	Intro to Computer Graphics/Win	(3)
or		
MMCG 101 C	Intro to Computer Graphics/Win	(3)
or		
ACG 102 C	Intro to Mac WEB Graphics	(3)
or		
MMCG 102 C	Intro to Mac WEB Graphics	(3)
or		
ACG 103 C	Intro to Win WEB Graphics	(3)
or		
MMCG 103 C	Intro to Win WEB Graphics	(3)
ACG 134 C	Digital Imaging/Mac	3
or		
MMCG 134 C	Digital Imaging/Mac	(3)
or		
ACG 135 C	Digital Imaging/Win	(3)
or		
MMCG 135 C	Digital Imaging/Win	(3)
ACG 162 C	Multimedia/Mac	3
or		
MMCG 162 C	Multimedia/Mac	(3)
or		
ACG 163 C	Multimedia/Win	(3)
or		
MMCG 163 C	Multimedia/Win	(3)
ACG 164 C	Multimedia Authoring/Mac	3
or		
MMCG 164 C	Multimedia Authoring/Mac	(3)
or		
ACG 165 C	Multimedia Authoring/Win	(3)
or		
MMCG 165 C	Multimedia Authoring/Win	(3)
	<b>Total Units Required</b>	<b>27</b>

**MULTIMEDIA PHOTOGRAPHY****CERTIFICATE Program Code: 1C13043**

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 100 C	Introduction to Multimedia	3
MM 110 C	Visual Communications	3
PHOT 101 C	Introduction to Photography	3
PHOT 103 C	Photographic Possibilities	3
PHOT 207 C	Color Photography	3
PHOT 208 C	Advanced Color Photography	3
PHOT 209 C	Careers in Photography	3
PHOT 215 C	Digital Photography	3
PHOT 216 C	Advanced Digital Photography	3
PHOT 217 C	3D Photo Imaging	3
	<b>Total Units Required</b>	<b>30</b>

Any one of the following may be substituted for the above except PHOT 103 C, PHOT 215 C, PHOT 207 C because these are prerequisite courses

PHOT 050 C	Photography Special Projects (This is a portfolio class)	3
PHOT 104 C	Wedding Photography	3
PHOT 109 C	Portrait Photography	3
PHOT 200 C	Conceptual Photography	3
PHOT 219 C	Photography for Publication	3

**ADVERTISING AND ILLUSTRATIVE PHOTOGRAPHY****CERTIFICATE Program Code: 1K00073**

The Advertising and Illustrative Photography Certificate is designed to prepare students for starting their own business or for employment within the advertising industry.

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

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

Course#	Title	Units
PHOT 201 C	Intro to Professional Photo	3
PHOT 203 C	Lighting and Studio Practices	3
or		
MMPH 203 C	Lighting and Studio Practices	(3)
PHOT 206 C	Studio Practices	3
or		
MMPH 206 C	Studio Practices	(3)
Select a minimum of 6 units from the electives listed below		6
	<b>Total Units Required</b>	<b>15</b>

**Electives:**

PHOT 207 C	Color Photography	3
or		
MMPH 207 C	Color Photography	(3)
PHOT 209 C	Careers in Photography	3
PHOT 215 C	Digital Photography	3
or		
MMPH 215 C	Digital Photography	(3)

**ANIMATION 2D COMPUTER GRAPHICS****CERTIFICATE Program Code: 1K00070**

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

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

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

Course#	Title	Units
ART 120 C	Two-Dimensional Design	3
ART 182 C	Freehand Drawing	3
ACG 102 C	Intro to Mac WEB Graphics	3
or		
MMCG 102 C	Intro to Mac WEB Graphics	(3)
or		
ACG 103 C	Intro to Win WEB Graphics	(3)
or		
MMCG 103 C	Intro to Win WEB Graphics	(3)
ACG 134 C	Digital Imaging/Mac	3
or		
MMCG 134 C	Digital Imaging/Mac	(3)
ACG 135 C	Digital Imaging/Win	3
or		
MMCG 135 C	Digital Imaging/Win	(3)
ACG 164 C	Multimedia Authoring/Mac	3
or		
MMCG 164 C	Multimedia Authoring/Mac	(3)
or		
ACG 165 C	Multimedia Authoring/Win	(3)
or		
MMCG 165 C	Multimedia Authoring/Win	(3)
	<b>Total Units Required</b>	<b>15</b>

**ANIMATION 3D COMPUTER GRAPHICS****CERTIFICATE** **Program Code: 1K00071**

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

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

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

Course#	Title	Units
ACG 104 C	Intro to Mac 3D Graphics	3
or		
MMCG 104 C	Intro to Mac 3D Graphics	(3)
or		
ACG 105 C	Intro to Win 3D Graphics	(3)
or		
MMCG 105 C	Intro to Win 3D Graphics	(3)
ACG 120 C	3D Modeling/Mac	3
or		
MMCG 120 C	3D Modeling/Mac	(3)
or		
ACG 121 C	3D Modeling/Win	(3)
or		
MMCG 121 C	3D Modeling/Win	(3)
ACG 150 C	Intermediate Animation/Mac	3
or		
MMCG 150 C	Intermediate Animation/Mac	(3)
or		
ACG 151 C	Intermediate Animation/Win	(3)
or		
MMCG 151 C	Intermediate Animation/Win	(3)
ACG 156 C	Advanced Animation/Mac	3
or		
MMCG 156 C	Advanced Animation/Mac	(3)
or		
ACG 157 C	Advanced Animation/Win	(3)
or		
MMCG 157 C	Advanced Animation/Win	(3)
ACG 180 C	Digital Video/Mac	3
or		
MMCG 180 C	Digital Video/Mac	(3)
or		
ACG 181 C	Digital Video/Win	3
or		
MMCG 181 C	Digital Video/Win	(3)
	<b>Total Units Required</b>	<b>15</b>

**COLOR PHOTOGRAPHY****CERTIFICATE** **Program Code: 1C13042**

The Color Photography Certificate is designed to prepare the student for entry-level employment within the Photo Lab/Service Bureau industry. Students are trained in the use of state-of-the-art printing and processing equipment.

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

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

Course #	Title	Units
PHOT 101 C	Introduction to Photography	3
or		
MMPH 101 C	Introduction to Photography	(3)
PHOT 103 C	Photographic Possibilities	3
or		
MMPH 103 C	Photographic Possibilities	(3)
PHOT 207 C	Color Photography	3
or		
MMPH 207 C	Color Photography	(3)
PHOT 208 C	Advanced Color Photography	3
or		
MMPH 208 C	Advanced Color Photography	(3)
PHOT 215 C	Digital Photography	3
or		
MMPH 215 C	Digital Photography	(3)
PHOT 216 C	Advanced Digital Photography	3
or		
MMPH 216 C	Advanced Digital Photography	3
	<b>Total Units Required</b>	<b>18</b>

**COMMERCIAL MUSIC - MANAGEMENT****CERTIFICATE** **Program Code: 1K00006**

A synthesis of Music and Business courses, this certificate enables students to develop the management, marketing, and entrepreneurial skills necessary for success in the Music Industry.

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

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

Course #	Title	Units
MUS 111 C	The Music Business	3
MUS 212 C	Music Promotion & Distribution	3
MKT 222 C	Principles of Marketing	3
MGT 261 C	Small Business Management	3
MGT 266 C	Human Relations in Business	3
or		
MUS 117 C	American Popular Music	(3)
	<b>Total Units Required</b>	<b>15</b>

**Recommended Electives**

CIS 111 C	Computer Information Systems	(3)
MKT 224 C	International Marketing	(3)
MUS 055 C	Music Work Experience	(1)

**COMPUTER GRAPHICS****CERTIFICATE** **Program Code: 1C03815**

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:**

<b>Course #</b>	<b>Title</b>	<b>Units</b>
ART 120 C	Two-Dimensional Design	3
ART 182 C	Freehand Drawing	3
ART 189 C	Fundamentals of Painting	3
ART 244 C	Illustration	3
ACG 100 C	Intro to Computer Graphics/Mac	3
or		
MMCG 100 C	Intro to Computer Graphics/Mac	(3)
or		
ACG 101 C	Intro to Computer Graphics/Win	(3)
or		
MMCG 101 C	Intro to Computer Graphics/Win	(3)
or		
ACG 102 C	Intro to Mac WEB Graphics	(3)
or		
MMCG 102 C	Intro to Mac WEB Graphics	(3)
or		
ACG 103 C	Intro to Win WEB Graphics	(3)
or		
MMCG 103 C	Intro to Win WEB Graphics	(3)
ACG 112 C	Electronic Illustration/Mac	3
or		
MMCG 112 C	Electronic Illustration/Mac	(3)
or		
ACG 113 C	Electronic Illustration/Win	(3)
or		
MMCG 113 C	Electronic Illustration/Win	(3)
ACG 132 C	Electronic Paint/Mac	3
or		
MMCG 132 C	Electronic Paint/Mac	(3)
or		
ACG 133 C	Electronic Paint/Win	(3)
or		
MMCG 133 C	Electronic Paint/Win	(3)
ACG 134 C	Digital Imaging/Mac	3
or		
MMCG 134 C	Digital Imaging/Mac	(3)
or		
ACG 135 C	Digital Imaging/Win	(3)
or		
MMCG 135 C	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>

**Electives**

ART 140 C	Advertising/Graphic Design 1	3
ART 182 C	Freehand Drawing	3
ART 185 C	Life Drawing	3
ACG 114 C	Electronic Illustration 2/Mac	3
or		
MMCG 114 C	Electronic Illustration 2/Mac	(3)
or		
ACG 115 C	Electronic Illustration 2/Win	(3)
or		
MMCG 115 C	Electronic Illustration 2/Win	(3)

**CREATIVE PHOTO ARTS**

**CERTIFICATE Program Code: 1K00074**

The Creative Photo Arts Certificate is designed to prepare students for a career as an individual artist or as an employee in the visual arts.

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

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

<b>Course#</b>	<b>Title</b>	<b>Units</b>
PHOT 200 C	Conceptual Photography	3
or		
MMPH 200 C	Conceptual Photography	(3)
PHOT 202 C	Contemporary Photography	3
PHOT 204 C	History Aesthetics of Photo	3
Select a minimum of 6 units from the electives listed below		6
<b>Total Units Required</b>		<b>15</b>

**Electives:**

PHOT 207 C	Color Photography	3
or		
MMPH 207 C	Color Photography	(3)
PHOT 215 C	Digital Photography	3
or		
MMPH 215 C	Digital Photography	(3)
PHOT 220 C	Alternative Photographic Processes	3

**DIGITAL PHOTOGRAPHY**

**CERTIFICATE Program Code: 1K00054**

The Digital Photography Certificate is designed to prepare the student for entry-level employment within the Photo Lab/Service Bureau Industry. Students are trained in the use of state-of-the-art printing and processing equipment.

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

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

<b>Course#</b>	<b>Title</b>	<b>Units</b>
PHOT 207 C	Color Photography	3
or		
MMPH 207 C	Color Photography	(3)
PHOT 215 C	Digital Photography	3
or		
MMPH 215 C	Digital Photography	(3)
PHOT 216 C	Advanced Digital Photography	3
or		
MMPH 216 C	Advanced Digital Photography	(3)
PHOT 217 C	3D Photo Imaging	3
or		
MMPH 217 C	3D Photo Imaging	3
<b>Total Units Required</b>		<b>12</b>

**ELECTRONIC PUBLISHING DESIGN**

**CERTIFICATE Program Code: 1C00017**

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 C	Two-Dimensional Design	3
ART 182 C	Freehand Drawing	3
ART 140 C	Advertising/Graphic Design 1	3
ART 141 C	Advertising/Graphic Design 2	3
ACG 100 C	Intro to Computer Graphics/Mac	3
or		
MMCG 100 C	Intro to Computer Graphics/Mac	(3)
or		
ACG 101 C	Intro to Computer Graphics/Win	(3)
or		
MMCG 101 C	Intro to Computer Graphics/Win	(3)
or		
ACG 102 C	Intro to Mac WEB Graphics	(3)
or		
MMCG 102 C	Intro to Mac WEB Graphics	(3)
or		
ACG 103 C	Intro to Win WEB Graphics	(3)
or		
MMCG 103 C	Intro to Win WEB Graphics	(3)
ACG 112 C	Electronic Illustration/Mac	3
or		
MMCG 112 C	Electronic Illustration/Mac	(3)
or		
ACG 113 C	Electronic Illustration/Win	(3)
or		
MMCG 113 C	Electronic Illustration/Win	(3)
ACG 134 C	Digital Imaging/Mac	3
or		
MMCG 134 C	Digital Imaging/Mac	(3)
ACG 135 C	Digital Imaging/Win	3
or		
MMCG 135 C	Digital Imaging/Win	(3)
ACG 140 C	Desktop Publishing 1/Mac	3
or		
MMCG 140 C	Desktop Publishing 1/Mac	(3)
or		
ACG 141 C	Desktop Publishing 1/Win	(3)
or		
MMCG 141 C	Desktop Publishing 1/Win	(3)
or		
ACG 142 C	Desktop Publishing 2/Mac	(3)
or		
MMCG 142 C	Desktop Publishing 2/Mac	(3)
or		
ACG 143 C	Desktop Publishing 2/Win	(3)
or		
MMCG 143 C	Desktop Publishing 2/Win	(3)
ACG 146 C	Desktop Publishing 3/Mac	3
or		
MMCG 146 C	Desktop Publishing 3/Mac	(3)
or		
ACG 147 C	Desktop Publishing 3/Win	3
or		
MMCG 147 C	Desktop Publishing 3/Win	(3)
Select a minimum of 3 Units from the elective courses listed below		3
<b>Total Units Required</b>		<b>30</b>

**Electives**

ART 130 C	Printmaking	3
ART 142 C	Advertising/Graphic Design 3	3
ART 185 C	Life Drawing	3
ART 244 C	Illustration	3

**LIGHTING/AUDIO DESIGN****CERTIFICATE Program Code: 1K00049**

This certificate in lighting/audio design is designed to prepare the student in occupational competency in lighting and sound design for theater.

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

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

Course #	Title	Units
MUS 124 C	Recording Studio I	3
or		
MMM 124 C	Recording Studio I	(3)
or		
THEA 142 C	Theater Sound and Recording	(2)
THEA 144 C	Lighting Design Fundamentals	3
or		
MMTA 144 C	Lighting Design Fundamentals	(3)
THEA 149 C	Stage Crew Activity	3
THEA 245 C	Design for Theater	3
ART 182 C	Freehand Drawing	3
<b>Total Units Required</b>		<b>14 – 15</b>

**MULTIMEDIA ADVERTISING****CERTIFICATE Program Code: 1K00088**

The 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 suggested sequence:**

Course#	Title	Units
MM 100 C	Introduction to Multimedia	3
MM 110 C	Visual Communication	3
PHOT 101 C	Introduction to Photography	3
or		
MMPH 101 C	Introduction to Photography	(3)
MKT 103 C	Principles of Advertising	3
MKT 222 C	Principles of Marketing	3
CIS 115 C	DeskTop Publishing - Publisher	1
or		
CIS 179 C	Intro. To Web Page Design	(2)
<b>Total Units Required</b>		<b>16-17</b>

**MULTIMEDIA DIGITAL****CERTIFICATE Program Code: 1K00091**

The Digital Photography Certificate is designed to prepare students to work with a variety of photographically based digital applications within the fields of photography and multimedia.

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

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

Course#	Title	Units
PHOT 207 C	Color Photography	3
or		
MMPH 207 C	Color Photography	(3)
PHOT 215 C	Digital Photography	3
or		
MMPH 215 C	Digital Photography	(3)
PHOT 216 C	Advanced Digital Photography	3
or		
MMPH 216 C	Advanced Digital Photography	(3)
PHOT 217 C	3D Photo Imaging	3
or		
MMPH 217 C	3D Photo Imaging	(3)
<b>Total Units Required</b>		<b>12</b>



**PHOTOGRAPHY BASIC SKILLS****CERTIFICATE****Program Code: 1K00056**

The Photography Basic Skills Certificate is designed to provide the student with a set of fundamental skills that will allow them to further proceed within the photography program and also find potential entry-level employment at camera stores, photo labs and service bureaus. Students are trained in a broad range of skills encompassing basic camera operations and structure, basic printing techniques, and basic studio procedures and practices.

To earn a certificate, complete the required courses with a grade of "C" or better. All course work must be completed at Cypress College.

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

Course#	Title	Units
PHOT 101 C	Introduction to Photography	3
or		
MMPH 101 C	Introduction to Photography	(3)
PHOT 103 C	Photographic Possibilities	3
or		
MMPH 103 C	Photographic Possibilities	3
	<b>Total Units Required</b>	<b>6</b>

**PORTRAIT & WEDDING PHOTOGRAPHY****CERTIFICATE****Program Code: 1K00055**

The Portrait & Wedding Photography Certificate is designed to prepare students for starting their own business or for employment within the wedding/portrait industry.

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

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

Course#	Title	Units
PHOT 104 C	Wedding Photography	3
PHOT 109 C	Portrait Photography	3
or		
MMPH 109 C	Portrait Photography	(3)
PHOT 207 C	Color Photography	3
or		
MMPH 207 C	Color Photography	(3)
PHOT 209 C	Careers in Photography	3
PHOT 215 C	Digital Photography	3
or		
MMPH 215 C	Digital Photography	3
	<b>Total Units Required</b>	<b>15</b>

**VECTOR ILLUSTRATION****CERTIFICATE****Program Code: 1C12358**

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 C	Two-Dimensional Design	3
ART 182 C	Freehand Drawing	3
ART 189 C	Fundamentals of Painting	3
ART 244 C	Illustration	3
ACG 100 C	Intro to Computer Graphics/Mac	3
or		
MMCG 100 C	Intro to Computer Graphics/Mac	(3)
or		
ACG 101 C	Intro to Computer Graphics/Win	(3)
or		
MMCG 101 C	Intro to Computer Graphics/Win	(3)
or		
ACG 102 C	Intro to Mac WEB Graphics	(3)
or		
MMCG 102 C	Intro to Mac WEB Graphics	(3)
or		
ACG 103 C	Intro to Win WEB Graphics	(3)
or		
MMCG 103 C	Intro to Win WEB Graphics	(3)
ACG 112 C	Electronic Illustration/Mac	3
or		
MMCG 112 C	Electronic Illustration/Mac	(3)
or		
ACG 113 C	Electronic Illustration/Win	(3)
or		
MMCG 113 C	Electronic Illustration/Win	(3)
ACG 114 C	Electronic Illustration 2/Mac	3
or		
MMCG 114 C	Electronic Illustration 2/Mac	(3)
or		
ACG 115 C	Electronic Illustration 2/Win	(3)
or		
MMCG 115 C	Electronic Illustration 2/Win	(3)
ACG 134 C	Digital Imaging/Mac	3
or		
MMCG 134 C	Digital Imaging/Mac	(3)
or		
ACG 135 C	Digital Imaging/Win	(3)
or		
MMCG 135 C	Digital Imaging/Win	(3)
Select a minimum of 6 Units from the elective courses listed below		<b>6</b>
<b>Total Units Required</b>		<b>30</b>
<b>Electives</b>		
ACG 132 C	Electronic Paint/Mac	3
or		
MMCG 132 C	Electronic Paint/Mac	(3)
or		
ACG 133 C	Electronic Paint/Win	(3)
or		
MMCG 133 C	Electronic Paint/Win	(3)
ART 140 C	Advertising/Graphic Design 1	3
ART 182 C	Freehand Drawing	3
ART 185 C	Life Drawing	3

**Multimedia (MM)****MM 100 C INTRODUCTION TO MULTIMEDIA****3 Units***Three hours lecture per week.**CSU*

This 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 101 C INTRO. TO ONLINE LEARNING****1 Unit**

*One hour lecture per week.  
Credit/No Credit/Letter Grade Option  
CSU*

This course prepares the student for the online education experience through direct application of online courseware tools such as chat, discussion, file exchange, homepage, course calendar, online gradebook, and external links. It also explores word processing basics, time management, troubleshooting, electronic mail, e-mail attachments, Internet navigation and research, file transfer protocol and other Internet services.

**MM 110 C VISUAL COMMUNICATION****3 Units**

*Three hours lecture per week.  
UC/CSU*

An introduction to the concepts and techniques of visual perception, color and design using graphic, photographic and video images, with the computer as a tool, for multimedia production. Emphasis is on thinking processes and problem solving basic to creative visual work.

**Multimedia Art Computer Graphics****MMCG 100 C INTRO TO COMPUTER GRAPHICS/MAC****3 Units**

*(Same as ACG 100 C)  
Two hours lecture and  
Three hours laboratory TBA per week.  
CSU*

This course focuses on the use of paint, drawing and page layout programs. The use of various input and output devices will be covered. Designed for artists to input, create, manipulate and output graphic imagery. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. \$15.00 Material Fee - PAYABLE AT REGISTRATION.

**MMCG 101 C INTRO TO COMPUTER GRAPHICS/WIN****3 Units**

*(Same as ACG 101 C)  
Two hours lecture and  
Three hours laboratory TBA per week.  
CSU*

This course focuses on the use of paint, drawing and page layout programs. The use of various input and output devices will be covered. Designed for artists to input, create, manipulate and output graphic imagery. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. \$15.00 Material Fee - PAYABLE AT REGISTRATION.

**MMCG 102 C INTRO TO MAC WEB GRAPHICS****3 Units**

*(Same as ACG 102 C)  
Two hours lecture and  
Three hours laboratory TBA per week.  
CSU*

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 in-depth study on the topic(s) that most attracted them during this introductory class. \$15.00 Material Fee – PAYABLE AT REGISTRATION.

**MMCG 103 C INTRO TO WIN WEB GRAPHICS****3 Units**

*(Same as ACG 103 C)  
Two hours lecture and  
Three hours laboratory TBA per week.  
CSU*

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 in-depth study on the topic(s) that most attracted them during this introductory class. \$15.00 Material Fee - PAYABLE AT REGISTRATION.

**MMCG 104 C INTRO TO MAC 3D GRAPHICS****3 Units**

*(Same as ACG 104 C)  
Two hours lecture and  
Three hours laboratory TBA per week.  
CSU*

This is an overview of 3D computer graphics, with an emphasis on 2D paint and 3D modeling & animation software used in animation on the Macintosh. In the course of the semester, students create original 3D still and animation imagery for their portfolio. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. \$15.00 Material Fee – PAYABLE AT REGISTRATION.

**MMCG 105 C INTRO TO WIN 3D GRAPHICS****3 Units**

*(Same as ACG 105 C)  
Two hours lecture and  
Three hours laboratory TBA per week.  
CSU*

This is an overview of 3D computer graphics, with an emphasis on 2D paint and 3D modeling & animation software used in animation on a Windows computer. In the course of the semester, students create original 3D still and animation imagery for their portfolio. This class is intended as a gateway into the varied offerings of the Art Computer Graphics program, where the student can pursue more in-depth study on the topic(s) that most attracted them during this introductory class. \$15.00 Material Fee – PAYABLE AT REGISTRATION.

**MMCG 112 C ELECTRONIC ILLUSTRATION/MAC****3 Units**

*(Same as ACG 112 C)  
Two hours lecture and  
Three hours laboratory TBA per week.  
CSU*

*Advisory: MMCG/ACG 100 C or MMCG/ACG 101 C or MMCG/ACG 102 C or MMCG/ACG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The course focuses on the 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 basic Macintosh skills needed for employment and/or advancement. \$15.00 Material Fee – PAYABLE AT REGISTRATION.

**MMCG 113 C ELECTRONIC ILLUSTRATION/WIN****3 Units***(Same as ACG 113 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 100 C or MMCG/ACG 101 C or MMCG/ACG 102 C or MMCG/ACG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The course focuses on the Windows generation of Postscript (vector) images for integration into desktop publishing/page layout software and as stand-alone images allowing high resolution output. The course offers the professional artist basic Windows skills needed for employment and/or advancement. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 114 C ELECTRONIC ILLUSTRATION 2/MAC****3 Units***(Same as ACG 114 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 112 C or MMCG/ACG 113 C or by consent of instructor pending portfolio review.* This course is intended for the graphic designer, illustrator and fine artist, focusing on the advanced usage of several 2D vector based drawing software packages. The course focuses on the advanced usage of Macintosh generation of Postscript (vector) images for integration into desktop publishing/page layout software and as stand-alone images allowing high-resolution output. The course offers the professional artist advanced Macintosh skills needed for employment and/or advancement. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 115 C ELECTRONIC ILLUSTRATION 2/WIN****3 Units***(Same as ACG 115 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 112 C or MMCG/ACG 113 C or by consent of instructor pending portfolio review.* This course is intended for the graphic designer, illustrator and fine artist, focusing on the advanced usage of several 2D vector based drawing software packages. The course focuses on the advanced usage of Windows generation of Postscript (vector) images for integration into desktop publishing/page layout software and as stand-alone images allowing high-resolution output. The course offers the professional artist advanced Windows skills needed for employment and/or advancement. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 120 C 3D MODELING/MAC****3 Units***(Same as ACG 120 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 104 C or MMCG/ACG 105 C and ART 120 C or by consent of instructor pending portfolio review.* This course focuses on computer generated 3D design techniques through the use of Macintosh based three-dimensional design programs. The course emphasis is on the introduction of three-dimensional concepts, the use of modeling tools, menu structures and modeling building applications of 3D design systems. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of organic or mechanical design and animate them. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 121 C 3D MODELING/WIN****3 Units***(Same as ACG 121 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 104 C or MMCG/ACG 105 C and ART 120 C or by consent of instructor pending portfolio review.* This course focuses on computer generated 3D design techniques through the use of Windows based three-dimensional design programs. The course emphasis is on the introduction of three-dimensional concepts, the use of modeling tools, menu structures and modeling building applications of 3D design systems. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of organic or mechanical design and animate them. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 132 C ELECTRONIC PAINT/MAC****3 Units***(Same as ACG 132 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 100 C or MMCG/ACG 101 C or MMCG/ACG 102 C or MMCG/ACG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The course focus is on the usage of Macintosh based software using a variety of natural-media software for the manipulation of bit-mapped (raster) images. Course topics include creation of original drawings; paintings and illustrations, using an assortment of digitally based chalks, pens, paints, inks, papers and textures. The course offers the professional artist raster based digital drawing/painting and illustration skills, on a Macintosh computer, needed for employment and/or advancement. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 133 C ELECTRONIC PAINT/WIN****3 Units***(Same as ACG 133 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 100 C or MMCG/ACG 101 C or MMCG/ACG 102 C or MMCG/ACG 103 C and ART 120 C or by consent of instructor pending portfolio review.* 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, papers and textures. The course offers the professional artist raster based digital drawing/painting and illustration skills, on a Windows computer, needed for employment and/or advancement. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 134 C DIGITAL IMAGING/MAC****3 Units***(Same as ACG 134 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 100 C or MMCG/ACG 101 C or MMCG/ACG 102 C or MMCG/ACG 103 C and ART 120 C or by consent of instructor pending portfolio review.* 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, photo montages, pre-press, color separations and web-based images. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 135 C DIGITAL IMAGING/WIN****3 Units***(Same as ACG 135 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 100 C or MMCG/ACG 101 C or MMCG/ACG 102 C or MMCG/ACG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The course focus is on the usage of Microsoft Windows based software for the manipulation of bit-mapped (raster) images using illustrative, photographic, scanned and video images as the basis for image manipulation. Course topics include: image enhancement, editing, composite, retouching, photomontages, prepress, color separations and Web-based images. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 136 C DIGITAL IMAGING 2/MAC****3 Units***(Same as ACG 136 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 134 C or MMCG/ACG 135 C or by consent of instructor pending portfolio review.* The course focus is on the advanced usage of Macintosh based software for the manipulation of bit-mapped (raster) images using illustrative, photographic, scanned and video images as the basis for image manipulation. Course topics include image enhancement, editing, composite, retouching, photo montages, prepress, color separations and web based images. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 137 C DIGITAL IMAGING 2/WIN****3 Units***(Same as ACG 137 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 134 C or MMCG/ACG 135 C or by consent of instructor pending portfolio review.* The course focus is on the advanced usage of Windows based software for the manipulation of bit-mapped (raster) images using illustrative, photographic, scanned and video images as the basis for image manipulation. Course topics include image enhancement, editing, composite, retouching, photo montages, prepress, color separations and web based images. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 140 C DESKTOP PUBLISHING I/MAC****3 Units***(Same as ACG 140 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 100 C or MMCG/ACG 101 C or MMCG/ACG 102 C or MMCG/ACG 103 C and ART 140 C or by consent of instructor pending portfolio review.* This course focuses on the use of Macintosh software as an Ad-design tool to generate "digital camera ready" page layouts, integrating graphics, illustrations, photographs and text. Emphasis is placed on design of the page, precision and accuracy allowed by the computer and varied output options for color composites and separations. Course topics include page design, page layout, text editing, font manipulation, importing artwork, prepress tools, spot and color separations. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 141 C DESKTOP PUBLISHING I/WIN****3 Units***(Same as ACG 141 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 100 C or MMCG/ACG 101 C or MMCG/ACG 102 C or MMCG/ACG 103 C and ART 140 C or by consent of instructor pending portfolio review.* This course focuses on the use of Microsoft Windows software as an Ad-design tool to generate "digital camera ready" page layouts, integrating graphics, illustrations, photographs and text. Emphasis is placed on design of the page, precision and accuracy allowed by the computer and varied output options for color composites and separations. Course topics include page design, page layout, text editing, font manipulation, importing artwork, prepress tools, spot and color separations. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 142 C DESKTOP PUBLISHING 2/MAC****3 Units***(Same as ACG 142 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 140 C or MMCG/ACG 141 C or by consent of instructor pending portfolio review.* 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 design of multi page layout for various types of publications, pre press, color separation and providing "digital camera ready" files for commercial projects. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 143 C DESKTOP PUBLISHING 2/WIN****3 Units***(Same as ACG 143 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 140 C or MMCG/ACG 141 C or by consent of instructor pending portfolio review.* 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 design of multi page layout for various types of publications, pre press, color separation and providing "digital camera ready" files for commercial projects. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 146 C DESKTOP PUBLISHING 3/MAC****3 Units***(Same as ACG 146 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 140 C or MMCG/ACG 141 C or by consent of instructor pending portfolio review.* This course focuses on the advanced use of Macintosh software as an Ad-design tool to generate digital "camera ready" page layouts, integrating graphics, illustrations, photographs and text. Emphasis on computer assisted layout, design and production techniques used in a "hands on" environment to create *Visions* magazine. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*



**MMCG 147 C DESKTOP PUBLISHING 3/WIN****3 Units***(Same as ACG 147 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 140 C or MMCG/ACG 141 C or by consent of instructor pending portfolio review.* This course focuses on the advanced use of Windows based software as an Ad-design tool to generate digital "camera ready" page layouts, integrating graphics, illustrations, photographs and text. Emphasis on computer assisted layout, design and production techniques used in a "hands on" environment to create *Visions* magazine. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 150 C INTERMEDIATE ANIMATION/MAC****3 Units***(Same as ACG 150 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 120 C or MMCG/ACG 121 C or by consent of instructor pending portfolio review.* The course focuses on intermediate skills in 3D computer modeling and animation with a Macintosh software program that is a standard in the industry. The course focus is on intermediate techniques in modeling, texturing, lighting, motion control, and rendering animations for various purposes. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of intermediate organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 151 C INTERMEDIATE ANIMATION/WIN****3 Units***(Same as ACG 151 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 120 C or MMCG/ACG 121 C or by consent of instructor pending portfolio review.* The course focuses on intermediate skills in 3D computer modeling and animation with a Windows software program that is a standard in the industry. The course focus is on intermediate techniques in modeling, texturing, lighting, motion control, and rendering animations for various purposes. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of intermediate organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 156 C ADVANCED ANIMATION/MAC****3 Units***(Same as ACG 156 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 150 C or MMCG/ACG 151 C or by consent of instructor pending portfolio review.* The course focuses on advanced skills in 3D computer modeling and animation with a Macintosh software program that is a standard in the industry. The course focus is on advanced techniques in modeling, texturing, lighting, motion control, and rendering animations for various purposes. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of advanced organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. The course will combine 3D modeling and animation with 2D graphics imagery through mapping, editing techniques and visual effects. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 157 C ADVANCED ANIMATION/WIN****3 Units***(Same as ACG 157 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 150 C or MMCG/ACG 151 C or by consent of instructor pending portfolio review.* The course focuses on advanced skills in 3D computer modeling and animation with a Windows software program that is a standard in the industry. The course focus is on advanced techniques in modeling, texturing, lighting, motion control, and rendering animations for various purposes. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of advanced organic or mechanical design with a high degree of realism and resolution. Animation techniques explored will provide cinematic realism and presentation. The course will combine 3D modeling and animation with 2D graphics imagery through mapping, editing techniques and visual effects. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 162 C MULTIMEDIA/MAC****3 Units***(Same as ACG 162 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 102 C or MMCG/ACG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The 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. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 163 C MULTIMEDIA/WIN****3 Units***(Same as ACG 163 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 102 C or MMCG/ACG 103 C or and ART 120 C or by consent of instructor pending portfolio review.* The course focuses on the Windows generation of multi-media content for integration into interactive visual presentations. Students will create personal interactive presentations by using drawings, photographs, charts, graphs, sound, text and 2D animation. The final presentations will use various outputs including Web, CD, videotape, color and black and white laser printers etc. The course offers the professional artist Windows multi media skills needed for employment and/or advancement. *\$15.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMCG 164 C MULTIMEDIA AUTHORIZING/MAC****3 Units***(Same as ACG 164 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 162 C or MMCG/ACG 163 C or by consent of instructor pending portfolio review.* The 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. \$15.00 Material Fee – PAYABLE AT REGISTRATION.

**MMCG 165 C MULTIMEDIA AUTHORIZING/WIN****3 Units***(Same as ACG 165 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 162 C or MMCG/ACG 163 C or by consent of instructor pending portfolio review.* The 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 multimedia skills needed for employment and/or advancement. \$15.00 Material Fee - PAYABLE AT REGISTRATION.

**MMCG 180 C DIGITAL VIDEO/MAC****3 Units***(Same as ACG 180 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 100 C or MMCG/ACG 101 C or MMCG/ACG 102 C or MMCG/ACG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The course includes the study and hands on use of Macintosh computers, assorted software, CD-ROMs, videodiscs, and other tools and techniques used for digitizing, editing and composition of video and audio sources. The course is to provide a thorough introduction to the world of desktop video used in the fields of multimedia, video editing (both on line and off line) and the creation of Quicktime movies. \$15.00 Material Fee – PAYABLE AT REGISTRATION.

**MMCG 181 C DIGITAL VIDEO/WIN****3 Units***(Same as ACG 181 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: MMCG/ACG 100 C or MMCG/ACG 101 C or MMCG/ACG 102 C or MMCG/ACG 103 C and ART 120 C or by consent of instructor pending portfolio review.* The course includes the study and hands on use of Windows computers, assorted software, CD-ROMs, videodiscs, and other tools and techniques used for digitizing, editing and composition of video and audio sources. The course is to provide a thorough introduction to the world of desktop video used in the fields of multimedia, video editing (both on line and off line) and the creation of Quicktime movies. \$15.00 Material Fee – PAYABLE AT REGISTRATION.

**Multimedia Journalism****MMJO 225 C NEWSPAPER PRODUCTION****3 Units***(Same as JOUR 225 C)**Three hours lecture per week.**CSU*

*Advisory: 20 words per minute keyboarding helpful.* Emphasis is on publishing of the campus newspaper, *The Cypress Chronicle*. The course is taught in a newsroom using the media convergence model in which students work alongside of, and share their production with, other campus media. Skills developed include reporting, writing, and editing; desktop publishing; desktop editing of photographs and the creation of graphics; and digital photography; plus managing media and advertising.

**MMJO 226 C ON-LINE PRODUCTION****3 Units***(Same as JOUR 226 C)**Three hours lecture per week.**CSU*

*Advisory: 20 words per minute keyboarding helpful.* Emphasis is on creating and maintaining *The Cypress Chronicle* Web Site, CyChron.com. The course is taught in a newsroom using the media convergence model in which students work alongside of, and share their production with, other campus media. Skills developed include writing for the internet, using digital photography, editing digital video and audio, using on-line publishing software, plus managing media and advertising.

**MMJO 228 C VISUALJOURNALISM****3 Units***(Same as JOUR 228 C)**Three hours lecture per week.**CSU*

*Advisory: 20 words per minute keyboarding helpful.* Emphasis is on creating visual stories using digital photography and/or videography. The student will plan, photograph or videograph, report, write, layout or edit visual story packages for the campus media. Skills include digital photography and videography, reporting, writing, desktop photographic editing, desktop publishing, and video editing.

**MMJO 229 C BROADCAST PRODUCTION****3 Units***(Same as JOUR 229 C)**Three hours lecture per week.**CSU*

*Advisory: 20 words per minute keyboarding helpful.* Emphasis is on creating broadcast television and radio-style programming for posting as files and for streaming on the Internet as well as for distributing conventionally. The course is taught in a newsroom using the media convergence model in which students work alongside of, and share their production with, other campus media. Skills developed include broadcast writing, videography, audio and video production, and internet distribution, plus managing media and advertising.

**Multimedia Music****MMMU 124 C RECORDING STUDIO I****3 Units***(Same as MUS 124 C)**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.

**MMMU 178 C DIGITAL MUSIC TECHNOLOGY****3 Units***(Same as MUS 178 C)**Three hours lecture and**One and one-half hour laboratory TBA per week.**CSU*

A comprehensive study of how digital technology is used in the music industry today. Designed for students with interest in songwriting, recording, audio production, and/or multimedia. Students will get hands-on experience with MIDI, keyboard synthesizers, sound modules, sequencers, sound editors, notation software, audio file formats (.wav, .mp3, .mid, etc.), and mastering to compact disc.

**MMMU 224 C RECORDING STUDIO II****3 Units (May be taken for credit 2 times)***(Same as MUS 224 C)**Two hours lecture and**Four hours laboratory per week.**CSU**Prerequisite: MUS 124 C or MMMU 124 C. Corequisite: MUS 224LC.*

This course provides an introduction to digital audio concepts, recorders, synchronization, and the digital audio workstation. Students will be assigned projects in the music department's recording facilities.

**Multimedia Photography****MMPH 101 C INTRODUCTION TO PHOTOGRAPHY****3 Units***(Same as PHOT 101 C)**Two hours lecture and**Four hours laboratory TBA per week.**Credit by Examination**UC/CSU, AA GE, CSU GE, CAN ART 18*

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 Materials Fee - PAYABLE AT REGISTRATION.*

**MMPH 103 C PHOTOGRAPHIC POSSIBILITIES****3 Units***(Same as PHOT 103 C)**Two hours lecture and**Four hours laboratory TBA per week.**CSU*

*Advisory: PHOT 101 C or MMPH 101 C.* This course is designed to reinforce and enhance the 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 2¼ and 4x5 format. *\$20.00 Materials Fee - PAYABLE AT REGISTRATION.*

**MMPH 105 C PHOTO-GRAPHICS****2 Units (May be taken for credit 3 times)***(Same as PHOT 105 C)**One hour lecture and**Three hours laboratory per week.**CSU*

*Corequisite: PHOT 102 C. Advisory: PHOT 101 C or MMPH 101 C.* A basic class in darkroom techniques utilizing graphic arts film and developers. Darkroom manipulations during the photo process are used to give the student a working knowledge of the possibilities offered by unique photo control methods. *\$20.00 Material Fee – PAYABLE AT REGISTRATION.*

**MMPH 109 C PORTRAIT PHOTOGRAPHY****3 Units (May be taken for credit 3 times)***(Same as PHOT 109 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: PHOT 103 C or MMPH 103 C.* This course is designed to give the student a working knowledge of portrait styles and techniques. The student will practice techniques for working with people in a studio situation. The student will work with both natural and artificial lighting and learn the possibilities and limitations of both. Camera formats will range from 35mm to 4x5. Students will have an opportunity to investigate and imitate the styles of well-known portrait photographers. *\$20.00 Materials Fee – PAYABLE AT REGISTRATION.*

**MMPH 200 C CONCEPTUAL PHOTOGRAPHY****3 Units (May be taken for credit 3 times)***(Same as PHOT 200 C)**Two hours lecture and**Four hours laboratory TBA per week.**CSU*

*Prerequisite: PHOT 103 C or MMPH 103 C with a grade of "C" or better.* 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 non-traditional 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 Materials Fee – PAYABLE AT REGISTRATION.*

**MMPH 203 C LIGHTING AND STUDIO TECHNIQUES****3 Units (May be taken for credit 3 times)***(Same as PHOT 203 C)**Two hours lecture and**Four hours laboratory TBA per week.**CSU*

*Advisory: PHOT 103 C or MMPH 103 C.* This course acquaints the student with lighting and studio techniques as commonly used in professional photographic applications. The emphasis will be on light and the use of lighting equipment in both studio and location situations. *\$20.00 Materials Fee - PAYABLE AT REGISTRATION.*

**MMPH 206 C STUDIO PRACTICES****3 Units (May be taken for credit 3 times)***(Formerly MMPH 205 C)**(Same as PHOT 206 C)**Two hours lecture and**Four hours laboratory TBA per week.**CSU*

*Advisory: PHOT 103 C or MMPH 103 C.* This is a course designed to familiarize the student with image conceptualization and the differing technical alternatives used in commercial studio photography. Students will learn specialized professional camera, darkroom and digital techniques utilized by professional studio photographers. *\$20.00 Materials Fee – PAYABLE AT REGISTRATION.*



**MMPH 207 C COLOR PHOTOGRAPHY****3 Units** (May be taken for credit 3 times)

(Same as PHOT 207 C)

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Advisory:* PHOT 103 C or MMPH 103 C. 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 digital 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 Materials Fee – PAYABLE AT REGISTRATION.

**MMPH 208 C ADVANCED COLOR PHOTOGRAPHY****3 Units**

(Same as PHOT 208 C)

Two hours lecture and

Four hours laboratory per week.

CSU

*Prerequisite:* PHOT 207 C or MMPH 207 C with a grade of "C" or better. *Corequisite:* PHOT 102 C. This is an advanced color photography course designed to increase the students 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 the darkroom. Transparency shooting, printing, lighting, contrast control and related digital applications will be the primary focus of the course. \$35.00 Material Fee - PAYABLE AT REGISTRATION.

**MMPH 215 C DIGITAL PHOTOGRAPHY****3 Units** (May be taken for credit 3 times)

(Same as PHOT 215 C)

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Advisory:* PHOT 103 C or MMPH 103 C. This course is designed to integrate electronic imaging into the advanced 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 Materials Fee – PAYABLE AT REGISTRATION.

**MMPH 216 C ADVANCED DIGITAL PHOTOGRAPHY****3 Units** (May be taken for credit 3 times)

(Same as PHOT 216 C)

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Prerequisite:* PHOT 215 C or MMPH 215 C with a grade of "C" or better. This course is designed to provide the student with advanced knowledge of techniques and skills in the application of electronic and digital/computer technologies to all areas of the photographic medium. (Commercial, Illustration, Portraiture, Journalism, Forensic, Industrial, Scientific, etc.) The integration of technical skills and aesthetic expression will be emphasized along with advanced scanning, printing, and image recording techniques. Projects will require exploration and experimentation integrating digital image making into the creative process. The objective is to merge traditionally different modes of photographic expression while studying the aesthetic traditions that have influenced photographers in their use of digital technologies. Students develop the skills necessary to create their own unique body of work using digital photographic technologies. \$35.00 Materials Fee - PAYABLE AT REGISTRATION.

**MMPH 217 C 3D PHOTO IMAGING****3 Units** (May be taken for credit 3 times)

(Same as PHOT 217 C)

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Prerequisite:* PHOT 103 C or MMPH 103 C with a grade of "C" or better. 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 Materials Fee – PAYABLE AT REGISTRATION.

**Multimedia Theater Arts****MMTA 143 C STAGECRAFT****3 Units** (May be taken for credit 2 times)

(Same as THEA 143 C)

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. Admission to theater performances will not exceed \$30.00.

**MMTA 144 C LIGHTING DESIGN FUNDAMENTALS****3 Units** (May be taken for credit 2 times)

(Same as THEA 144 C)

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, control, color, and their relationship to design. Admission to theater performances not to exceed \$30.00. Duplicate credit not granted for THEA 144 C.

**MMTA 241 C COMPUTER DRAWING FOR THEATER****3 Units** (May be taken for credit 2 times)

(Same as THEA 241 C)

Two hours lecture and

Three hours laboratory per week.

CSU

Students will receive instruction and practice in computer drawing specifically for theatrical use. Course content will include techniques necessary to generate floor plans, elevations, renderings, light plots and supporting documentation such as materials lists and lighting instrument schedules.

**MMTA 244 C INTELLIGENT LIGHTING****3 Units** (May be taken for credit 2 times)

(Same as THEA 244 C)

Two hours lecture and

Three hours laboratory per week.

CSU

This course involves the study and execution of stage lighting making use of individually programmable or "intelligent" lighting with emphasis on equipment, control, color and their relationship to design. Cost for theater tickets not to exceed \$100.



# Music

## Division of Fine Arts

Division Dean – Ting-Pi (Joyce) Carrigan

### Faculty

Sheridan Ball  
George Beyer  
Helena DeCoro  
Joe Gallo  
Kathryn Reid

### Counselors

Renay Laguana-Ferinac  
Renee Ssensalo

## COMMERCIAL MUSIC - MANAGEMENT

### CERTIFICATE Program Code: 1K00006

A synthesis of Music and Business courses, this certificate enables students to develop the management, marketing, and entrepreneurial skills necessary for success in the Music Industry.

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

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

Course #	Title	Units
MUS 111 C	The Music Business	3
MUS 212 C	Music Promotion & Distribution	3
MKT 222 C	Principles of Marketing	3
MGT 261 C	Small Business Management	3
MGT 266 C	Human Relations in Business	3
or		
MUS 117 C	American Popular Music	(3)
<b>Total Units Required</b>		<b>15</b>

#### Recommended Electives

CIS 111 C	Computer Information Systems	(3)
MKT 224 C	International Marketing	(3)
MUS 055 C	Music Work Experience	(1)

## ASSOCIATE IN ARTS DEGREE

### MUSIC Program Code: 1A03777

The Associate in Arts Degree in Music is designed to prepare the student for a career as a professional musician. This curriculum includes music history and theory, as well as applied instruction and performance experience on his or her particular instrument.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
MUS 103AC	Theory and Musicianship I	4
MUS 103BC	Theory and Musicianship II	4
MUS 203AC	Theory and Musicianship III	4
MUS 203BC	Theory and Musicianship IV	4
MUS 120 C	Survey of Music History	3
MUS 122 C	Concert Hour	1,1
MUS 135 C	Beginning Piano	1,1
MUS 236 C	Intermediate Piano	1,1
MUS 225 C	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 C	Swing Band	1,1,1,1
MUS 260 C	Classical Guitar Ensemble	1,1,1,1
MUS 271 C	Symphony Orchestra	1,1,1,1
MUS 273 C	Concert Band	1,1,1,1
MUS 274 C	Cypress Symphonic Winds	1,1,1,1
MUS 276 C	Jazz Band	1,1,1,1
MUS 277 C	Jazz Lab Band	1,1,1,1
MUS 280 C	Jazz/Musical Theater Choir	1,1,1,1
MUS 281 C	Concert Choir	1,1,1,1
MUS 282 C	Cypress Masterworks Chorale	1,1,1,1
MUS 283 C	Cypress Singers	1,1,1,1
MUS 284 C	Cypress Meistersingers	1,1,1,1
MUS 285 C	Chamber Singers	1,1,1,1
MUS 287 C	Cypress Jazz Singers	1,1,1,1
MUS 289 C	Gospel Choir	1,1,1,1
<b>Total Units Required</b>		<b>33</b>

## RECORDING ARTS

### CERTIFICATE Program Code: 1K00045

This program was developed for prospective record producers, recording engineers, and songwriters, giving them an insider's look at the way music is recorded today. Students will gain hands-on experience in "state of the art" facilities.

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

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

Course #	Title	Units
MUS 055 C	Music Work Experience	1
MUS 111 C	The Music Business	3
MUS 124 C	Recording Studio I	3
or		
MMMU 124 C	Recording Studio I	(3)
MUS 178 C	Digital Music Technology	3
or		
MMMU 178 C	Digital Music Technology	(3)
MUS 224 C	Recording Studio II	3
or		
MMMU 224 C	Recording Studio II	(3)
MUS 224LC	Recording Studio Lab	1
or		
MMMU 224LC	Recording Studio Lab	(1)
MUS 176 C	Popular Songwriting	3
or		
MUS 177 C	Songwriting Workshop	(3)
<b>Total Units Required</b>		<b>17</b>

## MUSIC TRANSFER PROGRAM

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

# Music (MUS)

## MUS 055 C MUSIC WORK EXPERIENCE

**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 provides 1 unit of credit for a minimum employment of 5 hours per week for 18 weeks. Students may take a maximum of 4 units each semester. (20 hours per week for 18 weeks).

## MUS 100 C MUSIC LABORATORY

**1 - 2 Units** (Variable Unit Class) (May be taken for credit 4 times)

Three to six hours laboratory TBA per week.

Credit/No Credit

CSU

*Corequisite:* Concurrent enrollment in a music course with a lab. This course is designed to supplement music courses with a lab component. For each 48 hours **beyond the requirements of the corequisite class** that the student spends in directed laboratory activities one unit of credit will be granted, up to a maximum of two units per semester. All hours must be verified by sign-in sheets and/or computerized attendance.

## MUS 101 C MUSIC FUNDAMENTALS

**3 Units**

Three hours lecture and

One hour laboratory TBA per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This cross cultural course covers the elements of sound, their application and effect in musical structures. The historical evolution of music, notation, and its understanding and application are presented in an international societal context. It is open to all students but designed for the non-music major.

## MUS 102 C MUSIC READING

**3 Units**

Three hours lecture and

One hour laboratory TBA per week.

UC/CSU

This course is designed to teach students how to read music from the printed page. Participants will learn basic skills, such as identifying note names and rhythm values, and will progress to the primary levels of sightsinging and developing the *inner ear*, a skill vital to every musician.

## MUS 103AC THEORY AND MUSICIANSHIP I

**4 Units**

Five hours lecture and

One hour laboratory TBA per week.

UC/CSU, AA GE, CSU GE, IGETC, CAN MUS 2

*Prerequisite:* Ability to read music. *Advisory:* Concurrent enrollment in a piano class. This is the FIRST COURSE in music theory for music majors. Topics include basic terminology, rhythmic and pitch notation, diatonic scales and triads, intervals, chord progressions and basic cadential formulas, dominant seventh chords, figured bass, non-harmonic tones, sight-singing, and melodic, harmonic, and rhythmic dictation.

## MUS 103BC THEORY AND MUSICIANSHIP II

**4 Units**

Five hours lecture and

One hour laboratory TBA per week.

UC/CSU, CAN MUS 4

*Prerequisite:* MUS 103AC. This course is a continuation of MUS 103AC. It includes major, minor, and dominant seventh chords, diminished seventh chords, musical texture, voice leading and part writing in 2 and 4 voices, harmonic progression, sight-singing, melodic and harmonic dictation, and the development of rhythmic reading skills.

## MUS 111 C THE MUSIC BUSINESS

**3 Units**

Three hours lecture per week.

CSU

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 113 C JAZZ HISTORY

**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, CUL DIV

This is a survey course which traces the history and development of jazz music from its inception to the present day. The music, both live and from recordings, is studied from a cultural, musical, historical, and sociological standpoint. Concert attendance is required. Open to all students.

## MUS 115 C MUSIC CULTURES OF THE WORLD

**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 will examine music from Africa, Asia, Eastern Europe, India, Indonesia, Latin America, and indigenous Indian music from North America. The emphasis is on the role of music in society and its relationship to the other arts. Consideration is also given to musical function, style and structure, instruments, and performance traditions.

## MUS 116 C MUSIC APPRECIATION

**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

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 C AMERICAN POPULAR MUSIC

**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 historical and musical study of American popular music from its origin to the present. The primary focus will be on musical styles with secondary emphasis on sociological, political and economic conditions which influenced the popular music of America. Concert attendance is required.

**MUS 118 C INTRODUCTION TO OPERA****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC Credit Limitation/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 118HC.*

**MUS 118HC HONORS INTRODUCTION TO OPERA****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

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

This course offers an Introduction to Opera course enhanced for honors students in a seminar type setting. Students will survey the standard operatic repertoire in terms of development of musical style, dramatic structure and performance tradition with emphasis on the appreciation of the art of operatic singing, voice classification, vocal technique and dramatic values. Opportunities for field trips and seminars with performers and directors are included. *Cost of music concert will not exceed \$30.00. Duplicate credit not granted for MUS 118 C.*

**MUS 119 C HISTORY OF ROCK MUSIC****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*

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 C SURVEY OF MUSIC HISTORY****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

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

This course is designed for music majors or non-majors with some musical background. Students will study Western stylistical trends, major forms and theory from antiquity to the present. Recordings, video tapes, and live musical performances are used to emphasize material covered in class discussions.

**MUS 122 C CONCERT HOUR****1 Unit (May be taken for credit 4 times)**

*One hour lecture per week.*

*CSU, 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 sixteenth century to the present. Students will have an opportunity to observe, listen and discuss with the performers the characteristics of various musical styles and performance techniques. Open to all students.

**MUS 124 C RECORDING STUDIO I****3 Units**

*(Same as MMMU 124 C)*

*Two hours lecture and*

*Four hours laboratory per week.*

*CSU*

This class covers the fundamental concepts in audio recording technology. Topics include studio business practices, microphones, mixers, signal processors, the sound field, monitors, recording and editing devices, and synchronization.

**MUS 126 C BEGINNING VOICE****1 Unit (May be taken for credit 2 times)**

*One hour lecture and*

*One hour laboratory and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, CSU GE*

Students will study basic vocal techniques including tone production, breath control, and diction. Songs will be drawn from popular and traditional song literature.

**MUS 127 C MUSIC IN FILM****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU*

This course is an introduction to the use of music in motion pictures in terms of dramatic purpose and musical style. Emphasis is on how music reinforces the emotional impact, plot delineation, dramatic pacing, and mood evocation in the film.

**MUS 130 C BEGINNING GUITAR****1 Unit (May be taken for credit 2 times)**

*One hour lecture and*

*One hour laboratory and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, CSU GE*

This course introduces the basics of guitar playing to those with little or no previous experience. Basic technique, playing chords and melodies, and music reading are all covered in detail. Open to all students.

**MUS 131 C ELECTRIC BASS****1 Unit (May be taken for credit 4 times)**

*One hour lecture and*

*One hour laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU*

This course uses group instruction to teach general techniques for the electric bass guitar. Blues, R&B, rock, pop and jazz styles are emphasized.

**MUS 135 C BEGINNING PIANO****1 Unit (May be taken for credit 2 times)**

*One hour lecture and*

*One hour laboratory and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, CSU GE*

This course is a study of basic piano techniques in a class situation. Includes functional use of basic chordal and scale material, reading music notation and rhythms, and presentation of elementary piano study as a basis for lifelong growth in music as art. Required of music majors whose piano skills are non-existent or very limited. Open to all students.

**MUS 143 C BEGINNING STRINGS****1 Unit** (May be taken for credit 4 times)

One hour lecture and

One hour laboratory and

One hour laboratory TBA per week.

UC/CSU, CSU GE

This course teaches the fundamentals of string playing for anyone interested in learning to play the violin, viola, violoncello, or string bass. Students must supply their own instruments. Open to all students, no previous experience necessary.

**MUS 146 C WOODWIND CLASS****1 Unit** (May be taken for credit 4 times)

One hour lecture and

One hour laboratory and

One hour laboratory TBA per week.

UC/CSU, CSU GE

This is a course for students who wish to play flute, oboe, clarinet, bassoon, or saxophone. Students must supply their own instruments. Open to all students, no previous experience necessary.

**MUS 150 C BEGINNING BRASS****1 Unit** (May be taken for credit 4 times)

One hour lecture and

One hour laboratory and

One hour laboratory TBA per week.

UC/CSU, CSU GE

This course teaches the fundamentals of brass playing for anyone who is interested in learning to play the trumpet, French horn, trombone, baritone, or tuba. Students must supply their own instruments. Open to all students, no previous experience necessary.

**MUS 152 C PERCUSSION CLASS****1 Unit** (May be taken for credit 4 times)

One hour lecture and

One hour laboratory and

One hour laboratory TBA per week.

UC/CSU

This is a course for students who wish to play drums, timpani, mallet instruments, and other percussion instruments. The class will emphasize basic music reading and rhythmical accuracy. Open to all students, no previous experience necessary.

**MUS 156 C JAZZ IMPROV - INSTRUMENTAL****1 Unit** (May be taken for credit 4 times)

One hour lecture and

Two hours laboratory and

One and a quarter hours laboratory TBA per week.

UC/CSU

This class provides intermediate level instrumental students with the tools and techniques for jazz improvisation. Analysis of harmonic and melodic materials, extensive listening, and performance exercises will assist the student in his/her development as an improviser.

**MUS 157 C JAZZ IMPROVISATION - VOCAL****1 Unit** (May be taken for credit 4 times)

One hour lecture and

One hour laboratory and

One and one quarter hours laboratory TBA per week.

UC/CSU

This course offers vocal students training in jazz song-styling techniques focusing on swing, ballad, Latin, blues, and contemporary styles. Topics include rhythmic and melodic improvisation, microphone technique, and scat singing.

**MUS 171 C CYPRESS CHAMBER ORCHESTRA****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal and

One and one quarter hours laboratory TBA per week.

CSU

*Prerequisite: Audition.* The Cypress Chamber Orchestra is dedicated to the rehearsal and performance of standard and contemporary literature for strings, woodwinds, brass, and percussion. The ensemble performs in concert each semester.

**MUS 175 C SWING BAND****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal and

One and one-quarter hours in sectional rehearsals, recording, program production and/or concerts per week.

UC/CSU

*Prerequisite: Audition.* Students in this class will be involved in the rehearsal and concert performance of swing music in the style of the "Big Band Era" from the 1930's to 1950's.

**MUS 176 C POPULAR SONGWRITING****3 Units**

Three hours lecture and

One hour laboratory TBA per week.

CSU

*Prerequisite: MUS 101 C or MUS 103AC. Advisory: Concurrent enrollment in MUS 238 C.* This is an introductory to intermediate course in popular songwriting. Students will learn keyboard skills and notation. They will analyze melody, harmony, song form, rhythm, and lyrics as they apply to popular music. Emphasis will be placed on original compositions and composition by well-known songwriters and recording artists.

**MUS 177 C SONGWRITING WORKSHOP****3 Units** (May be taken for credit 4 times)

Three hours lecture and

One hour laboratory TBA per week.

CSU

*Prerequisite: MUS 176 C. Advisory: Concurrent enrollment in MUS 238 C.* This is an intermediate to advanced workshop in popular songwriting. Students will analyze melody, harmony, song form, rhythm, and lyrics as they apply to popular songs. Emphasis will be placed on original compositions, while studying compositions by well-known songwriters and recording artists.

**MUS 178 C DIGITAL MUSIC TECHNOLOGY****3 Units**

(Same as MMMU 178 C)

Three hours lecture and

One and one-half hour laboratory TBA per week.

CSU

A comprehensive study of how digital technology is used in the music industry today. Designed for students with interest in songwriting, recording, audio production, and/or multimedia. Students will get hands-on experience with MIDI, keyboard synthesizers, sound modules, sequencers, sound editors, notation software, audio file formats (.wav, .mp3, .mid, etc.), and mastering to compact disc.

**MUS 203AC THEORY AND MUSICIANSHIP III****4 Units**

Five hours lecture and

One hour laboratory TBA per week.

UC/CSU

*Prerequisite: MUS 103BC.* This course is a continuation of MUS 103BC. Topics include nondominant seventh chords, modulation, secondary dominant and leading-tone chords, binary and ternary form, analysis, sight-singing and ear-training.



**MUS 203BC THEORY AND MUSICIANSHIP IV****4 Units**

*Five hour lecture and  
One hour laboratory TBA per week.  
UC/CSU*

*Prerequisite: MUS 203AC.* This course is a continuation of MUS 203AC. Topics include borrowed chords, the Neapolitan sixth chord, the augmented sixth chords, ninth, eleventh, and thirteenth chords, sonata-allegro form, chromatic mediant relationships, musical composition, sight-singing and dictation.

**MUS 212 C MUSIC PROMOTION & DISTRIBUTION****3 Units**

*Three hours lecture per week.  
CSU*

Music entrepreneurs will learn business procedures to form their own company, emphasizing strategies for the sale and promotion of music. The course covers topics such as the music marketing environment, hands-on marketing techniques, online sales and promotion, and the effects of technology in music publishing.

**MUS 218 C OPERA HISTORY AND LITERATURE****3 Units**

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

This course deals with the evolution of opera as a multimedia art form. Emphasis is placed on social and cultural influences affecting the development of its history and performance practices from the 17th century to the present. Music of individual composers from various music periods will be studied. Recordings, films, and field trips are used to supplement class discussions. Open to all students. Cost of music concert will not exceed \$30.00.

**MUS 224 C RECORDING STUDIO II****3 Units (May be taken for credit 2 times)**

*(Same as MMMU 224 C)  
Two hours lecture and  
Four hours laboratory per week.  
CSU*

*Prerequisite: MUS 124 C or MMMU 124 C. Corequisite: MUS 224LC.* This course provides an introduction to digital audio concepts, recorders, synchronization, and the digital audio workstation. Students will be assigned projects in the music department's recording facilities.

**MUS 224LC RECORDING STUDIO LAB****1 Unit (May be taken for credit 2 times)**

*Forty-eight hours laboratory per semester in the Recording Studio facilities.  
Credit/No Credit  
CSU*

*Corequisite: MUS 224 C.* This course affords supplemental lab time for students enrolled in MUS 224 C. Students will complete individual and/or group projects in recording demonstrating their proficiency with studio techniques, recording, signal processing, mixdown, and audio production.

**MUS 225 C APPLIED MUSIC****1 Unit (May be taken for credit 4 times)**

*One hour lecture, and  
One half-hour lesson with a private instructor, and  
Five hours of practice in the practice rooms per week.  
UC/CSU*

*Prerequisite: Audition and concurrent enrollment in a performing ensemble.* For the student seeking individual instruction on piano, voice, guitar, or any standard band or orchestra instrument. A performance at Faculty Juries is required each semester. Vocal and instrumental students should concurrently enroll in a choir or band class, pianists and guitarists should consult with faculty for an appropriate concurrent course.

**MUS 227 C INTERMEDIATE VOICE****1 Unit (May be taken for credit 2 times)**

*One hour lecture and  
One hour laboratory and  
One hour laboratory TBA per week.  
UC/CSU*

*Prerequisite: MUS 126 C or by audition.* This course continues the study of vocal performance techniques at an intermediate level. As with the beginning level voice class, the intermediate course deals primarily with tone production, breath control, diction, and choices of popular and traditional song literature.

**MUS 229 C VOCAL REPERTOIRE****1 Unit (May be taken for credit 4 times)**

*One hour lecture and  
One hour laboratory per week.  
CSU*

*Prerequisite: MUS 227 C or by audition.* This class provides a workshop environment for the study of vocal repertoire at the intermediate-to-advanced level. Repertoire will be drawn from traditional styles such as art songs, lieder, arias, and oratorios, as well as jazz, musical theater, and contemporary music. Students will focus on the development of their lyric diction and performance skills while being exposed to a wide variety of vocal literature.

**MUS 231 C INTERMEDIATE GUITAR****1 Unit (May be taken for credit 2 times)**

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

*Prerequisite: MUS 130 C, or by audition.* This course continues the study of guitar performance at an intermediate level. Study focuses on the areas of technique, note reading, scales, and chords. A variety of musical styles, from classical to rock, are included in the repertoire.

**MUS 232 C CLASSICAL GUITAR****1 Unit (May be taken for credit 4 times)**

*One hour lecture and  
One hour laboratory per week.  
UC/CSU*

*Prerequisite: Audition.* This course involves group instruction in classical guitar technique and interpretation of solo and ensemble literature for the instrument.

**MUS 235 C COMMERCIAL GUITAR AND BASS****1 Unit** (May be taken for credit 4 times)

One hour lecture and

One hour laboratory per week.

Credit/No Credit/Letter Grade Option

UC/CSU

*Prerequisite: Audition.* This course emphasizes blues, jazz, and rock techniques for intermediate-to-advanced guitarists and bassists. Topics include scales in all positions, chords, arpeggios, accompaniment styles, reading chord charts and sheet music, and practical theory. Students will obtain vocational "real world" experience to prepare them for careers as a professional guitarist and/or bassist.

**MUS 236 C INTERMEDIATE PIANO****1 Unit** (May be taken for credit 2 times)

One hour lecture and

One hour laboratory and

One hour laboratory TBA per week.

UC/CSU

*Prerequisite: MUS 135 C or by audition.* This is a study of keyboard literature and techniques in a class situation. Emphasis is on individual progress in execution and interpretation. Designed for both music majors and non-majors whose piano skills are beyond Beginning Piano but not yet ready for Applied Music.

**MUS 238 C 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 C 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 247 C ADVANCED WOODWINDS****1 Unit** (May be taken for credit 4 times)

One hour lecture and

One hour laboratory and

One hour laboratory TBA per week.

UC/CSU

*Prerequisite: MUS 146 C or by audition.* This is a course for advanced students who wish to play flute, oboe, clarinet, bassoon or saxophone. Students must supply their own instruments.

**MUS 260 C CLASSICAL GUITAR ENSEMBLE****1 Unit** (May be taken for credit 4 times)

One hour lecture and

One hour laboratory per week.

UC/CSU

*Prerequisite: Audition.* The Cypress Classical Guitar Ensemble is dedicated to the rehearsal and performance of standard and contemporary duets, trios, quartets, and large ensemble pieces for the classical guitar. The ensemble participates in a department recital each semester.

**MUS 261 C STRING ENSEMBLE****1 Unit** (May be taken for credit 4 times)

One hour lecture and

One hour laboratory per week.

UC/CSU

*Prerequisite: Audition.* The Cypress String Ensemble is dedicated to the rehearsal and performance of standard and contemporary duets, trios, quartets, and large ensemble pieces for the violin, viola, cello and contrabass. The ensemble participates in a department recital each semester.

**MUS 263 C BRASS ENSEMBLE****1 Unit** (May be taken for credit 4 times)

One hour lecture and

One hour laboratory and

One hour laboratory TBA per week.

UC/CSU

*Prerequisite: Audition.* The ensemble will rehearse and perform traditional and contemporary brass ensemble literature. This class is open to performers on trumpet, French horn, trombone, baritone, and tuba. Performances will be scheduled each semester.

**MUS 271 C SYMPHONY 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 symphony orchestra literature.

**MUS 273 C 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 and band literature. Performances required in the course of the semester may include concerts and tours.

**MUS 274 C CYPRESS SYMPHONIC WINDS****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.* The Cypress Symphonic Wind Ensemble is dedicated to the rehearsal and performance of standard and contemporary literature for woodwinds, brass, and percussion. Performances required in the course of the semester may include concerts and tours.

**MUS 276 C 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 C 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 studio and commercial jazz literature. Sight reading is emphasized as a musical concept. The band performs in concert each semester. Student compositions and arrangements are encouraged.

**MUS 279 C MADRIGAL SINGERS****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal and

One and one-quarter hours sectional rehearsals, recording, program production and/or concerts per week.

UC/CSU

*Prerequisite: Audition.* The Madrigal Singers is a small ensemble of mixed voices that focuses on the rehearsal and performance of Renaissance madrigal literature. The ensemble performs two major concerts per semester, participates in regional music festivals and performs at a variety of locations throughout the Los Angeles basin. Open to students with previous choral performance experience by audition.

**MUS 280 C 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. Open to both music majors and non-majors.

**MUS 281 C 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 C 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, AA GE, 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 C 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 C 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 C 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 performing a variety of classical repertoire ranging from Renaissance madrigals to contemporary literature. The ensemble performs four major concerts per year, participates in regional music festivals, and performs at numerous locations throughout the Los Angeles basin. Open to both students and members of the community with extensive singing experience.

**MUS 286 C STAR CAROLERS****½ Unit** (May be taken for credit 4 times)

One and one-half hours rehearsals and

Three-quarters of an hour in performance, sectional rehearsals and program production per week.

UC/CSU

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 C CYPRESS JAZZ SINGERS****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal and

One and one-quarter hours laboratory per week.

UC/CSU

*Prerequisite: Audition.* This course focuses on the rehearsal and performance of traditional and contemporary vocal jazz repertoire accompanied by a small instrumental ensemble. Some emphasis will be placed upon vocal improvisation in the jazz style. The ensemble will perform in concerts and may also participate in jazz and choral music festivals. Student compositions and arrangements are encouraged.

**MUS 289 C GOSPEL CHOIR****1 Unit** (May be taken for credit 4 times)

Three hours rehearsal and

One and one-quarter hours in sectional rehearsals, 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 C MUSICAL THEATER PRODUCTION****1 - 3 Units** (Variable Unit Class) (May be taken for credit 4 times)

(Same as THEA 132 C)

Four to twelve hours laboratory per week.

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 C MUSICAL THEATER TECHNIQUES****3 Units** (May be taken for credit 4 times)

(Same as THEA 126 C)

Two hours lecture and

Four hours laboratory per week.

UC/CSU, AA GE, CSU GE

Students will investigate performance methods of musical theater as they relate to the onstage performer. All styles of musical theater may be covered and performance in a workshop setting of musical theater literature is required.

**MUS 295 C MUSIC INTERNSHIP****1-4 Units** (Variable Unit Class) (May be taken for credit 4 times)

(Open Entry/Open Exit)

One hour lecture and

Three hours 20 minutes to Thirteen hours and 20 minutes laboratory per week.

Credit/No Credit/Letter grade Option

CSU

This course is designed to give the student credit for work experience at a related occupational worksite, while being concurrently enrolled in a vocational major. For each unit of credit, a minimum of 75 paid or 60 unpaid worksite internship hours is required. The internship allows students to apply knowledge gained in college courses to an actual work setting, sample career choices and improve job-readiness skills. Supplemental reading and course assignments required.

**MUS 298 C MUSIC SEMINAR****½ - 12 Units** (Variable Unit Class) (May be taken for credit 1-4 times)

Zero to twelve hours lecture and

Zero to fifty-two hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

UC Credit Limitation/CSU

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* Various classes may be offered which are designed to meet the interests and needs of students. *Fees may be required – PAYABLE AT REGISTRATION.*

**MUS 299 C MUSIC INDEPENDENT STUDY****1 - 2 Units** (Variable Unit Class) (May be taken for credit 4 times)

One to two hours lecture per week.

UC Credit Limitation/CSU

*Prerequisite: Approved Independent Study Learning Contract.* This course is designed for 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 – Darlene Fishman**Faculty*

Shirley Ashburn

Penny Chin

Darlene Fishman

Carol Harvey

Anna Herzog

Kathleen Kruse

Sally McNay

Noreen O'Brien

Elizabeth Piburn

Elizabeth Putman

Judy Swytak

Wendy Valencia

Susan Williams

Margaret Wilson

Janet Winckler

*Counselors*

Kelly Carter

Denise Vo

Accredited by: (NLNAC)

National League for Nursing Accrediting Commission

61 Broadway, 33rd Floor

New York, NY 10006

(800) 669-1656 x 153

**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

**Program Code: 1S03785**

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 any offense other than a minor traffic violation, it may prevent your attending clinical rotations where criminal background checks are required. You will be required to declare offenses on your state application to write the licensing exam, which may affect your eligibility to become licensed.)**

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. Completion of ENGL 100 C with "C" or better as determined by a counselor from transcript.
6. Completion of Biology 231 C (General Anatomy), Biology 241 C (Human Physiology), (CHEM 101 C strongly recommended), and Biology 220 C (Medical Microbiology) with "C" or better.

### APPLICATION PROCEDURES

A separate application, in addition to the college application form, is required for admission into the Nursing Program. These applications must be obtained and completed, in person, at the Health Science Division Counseling Office, Cypress College, 9200 Valley View, Cypress, CA 90630. Please note: F-1 Visa students will not be accepted for admission into any program when applications for qualified U.S. citizens exceed space available.

## APPLICATION DEADLINES

### FALL CLASS ADMISSION (August start)

February—*First ten (10) working days*—may be extended until class limit is met—Application must be completed in person at the Health Science Counseling Office, Health Science Building (TE III).

March 15—All supporting documents must be returned to the Health Science Counseling Office. *It is the applicant's responsibility to insure that all documents have been received.*

May 31—Selection of class completed.

### SPRING CLASS ADMISSION (January start)

September—*First ten (10) working days*—may be extended until class limit is met—Applications must be completed in person at the Health Science Counseling Office, Health Science Building (TE III).

October 15—All supporting documents, 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

**Program Code: 1S03785**

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>PREREQUISITES</b>		
***BIOL 231 C	General Human Anatomy	4
***BIOL 241 C	General Human Physiology	4
***BIOL 220 C	Medical Microbiology	4
ENGL 100 C	College Writing	3
		<b>15</b>
<b>SEMESTER I</b>		
NURS 191 C	Pharmacology in Nursing I	1
*PSY 101 C	General Psychology	3
NURS 192 C	Fundamentals of Nursing	4½
NURS 193 C	Intro to Med-Surg/Gero Nursing	3½
		<b>12</b>
<b>SEMESTER II</b>		
NURS 195 C	Pharmacology in Nursing II	1
*SOC 101C	Introduction to Sociology	3
	Physical Education Requirement	1
NURS 196 C	Med-Surg Nursing I	5
NURS 197 C	Maternal/Newborn Nursing	3½
		<b>13½</b>
<b>SUMMER SESSION</b>		
	*Art/Humanities (Category C1) Requirement	3

<b>SEMESTER III</b>		
*SPCH 100 C	Human Communication	3
NURS 291 C	Pharmacology in Nursing III	1
NURS 292 C	Med-Surg Nursing II	5
NURS 293 C	Mental Health Nursing	3½
NURS 294 C	Geriatric Nursing	3
		<b>15½</b>

<b>SEMESTER IV</b>		
NURS 295 C	Pharmacology in Nursing IV	½
**MATH 020 C	Elementary Algebra	4
NURS 296 C	Child/Family Nursing	3½
NURS 297 C	Med-Surg Nursing III	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 Diversity (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 231 C	General Human Anatomy
BIOL 241 C	General Human Physiology
BIOL 220 C	Medical Microbiology

**CAREER MOBILITY: LICENSED VOCATIONAL NURSE TO REGISTERED NURSE**

**Program Code: 1S00003**

**LICENSED PSYCHIATRIC TECHNICIAN TO REGISTERED NURSE**

**Program Code: 1S00004**

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.

**PREREQUISITES**

Completion of the following courses with a grade of "C" or better:

Course #	Title	Units
**BIOL 231 C	General Human Anatomy	4
**BIOL 241 C	General Human Physiology	4
**BIOL 220 C	Medical Microbiology	4
ENGL 100 C	College Writing	3
+PSY 101 C	General Psychology	3
* NURS 090 C	Nursing Transitions	3½
		<b>21½</b>

\*This course, available in the summer only, includes a clinical rotation. It is required for career mobility students seeking advancement into the Registered Nursing Program. Applicants 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 C, with a grade of "C" or better.
5. File application for placement on the *Mobility Placement List* following satisfactory completion of NURS 090 C, This form is available from the Health Science Counseling Office.



## CAREER MOBILITY: LVN/PT TO REGISTERED 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
SOC 101 C	Introduction to Sociology	3
SPCH 100 C	Human Communication	3
MATH 020 C	Elementary Algebra	4
	Art/Humanities Requirement	
	Category C1 Course	3
	Category C2 Course	3
	Physical Education Requirement	1
		<b>17</b>

**NOTE: All Cypress College graduates must meet the following two requirements: Cultural Diversity (beginning with the Fall 2000 catalog, the nursing program meets the requirement) and Reading Proficiency. See counselor/catalog.**

Seventeen and one half units may be awarded for holders of a valid California Vocational Nursing license. Credits are posted to transcripts upon completion of all other graduation requirements. Students must show a copy of their current California license to the Director of Nursing to be eligible for this credit.

Twelve and one half units may be awarded for holders of a valid California Psychiatric Technician license. Credits are posted to transcripts upon completion of all other graduation requirements. Students must show a copy of their current California license to the Director of Nursing to be eligible for this credit.

## LICENSED VOCATIONAL NURSE TO REGISTERED NURSE Program Code: 1S00003

Required courses are listed in sequence:

Course #	Title	Units
<b>SEMESTER I</b>		
NURS 292 C	Med-Surg Nursing II	5
NURS 293 C	Mental Health Nursing	3½
NURS 294 C	Geriatric Nursing	3
<b>SEMESTER II</b>		
NURS 295 C	Pharmacology in Nursing IV	½
NURS 296 C	Child/Family Nursing	3½
NURS 297 C	Med-Surg Nursing III	5
	<b>Total Units Required</b>	<b>20½</b>

## PSYCHIATRIC TECHNICIAN TO REGISTERED NURSE Program Code: 1S00004

Course #	Title	Units
<b>SEMESTER I</b>		
NURS 196 C	Med-Surg Nursing I	5
NURS 197 C	Maternal/Newborn Nursing	3½
<b>SEMESTER II</b>		
NURS 292 C	Med-Surg Nursing II	5
NURS 294 C	Geriatric Nursing	3
<b>SEMESTER III</b>		
NURS 295 C	Pharmacology in Nursing IV	½
NURS 296 C	Child/Family Nursing	3½
NURS 297 C	Med-Surg Nursing III	5
	<b>Total Units Required</b>	<b>25½</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 C, with Lab, 5 Units (or equivalent) with a grade of “C” or better.
4. Satisfactory completion of (or concurrent enrollment in) BIOL 220 C, (or equivalent) with a grade of “C” or better.

## APPLICATION DEADLINES

### FALL OR SPRING CLASSES

October through April—Applications must be completed in person at the Health Science Counseling Office. A counseling appointment is **mandatory** to review program and application procedure.

## SELECTION PROCEDURE

Applications normally exceed capacity. Applicants should obtain specific information and counseling information sheets from the Health Science Counseling Office. It is the applicant's responsibility to verify that documents, transcripts and records are on file.

## 30-UNIT NON-DEGREE OPTION CAREER MOBILITY: LICENSED VOCATIONAL NURSE TO NON-DEGREE REGISTERED NURSE

A Licensed Vocational Nurse may apply for admission to the Nursing Program to meet the requirements for licensure of the State Board of Registered Nursing in California. Thirty-Unit Option applicants shall have equal access to open space in the required nursing courses.

## CURRICULUM

Courses **MUST** be taken in this specified sequence:

Natural Science Requirement – 9 Units

Course #	Title	Units
BIOL 210 C	Anatomy and Physiology	5
BIOL 220 C	Medical Microbiology	4

### Nursing Requirement – 20 Units

NURS 090 C	Nursing Transitions	3½
NURS 292 C	Med-Surg Nursing II	5
NURS 293 C	Mental Health Nursing	3½
NURS 294 C	Geriatric Nursing	3
NURS 297 C	Med-Surg Nursing III	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

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



# Nursing (NURS)

## NURS 090 C NURSING TRANSITIONS

**3½ Units**

*Two hours lecture and*

*Four and one-half hours laboratory per week.*

*Prerequisite: Licensed Vocational Nurse (LVN), or Licensed Psychiatric Technician (LPT) and successful completion of career mobility proficiency exams and skills validation test.* This course is designated for the LVN/LPT who is preparing to enter the Registered Nursing career ladder program. The course will enhance theoretical and technical nursing skills in areas such as communication, asepsis, fluid and electrolytes, and pharmacology. Students will develop in-depth skill in utilization of the nursing process. Major emphasis is placed on assessment of patient's biopsychosocial needs. The course emphasizes specific knowledge and skills not included in LVN/PT curricula. **\$19.00 Material Fee – PAYABLE AT REGISTRATION.**

## NURS 091 C STRATEGIES FOR SUCCESS IN NURSING

**½ Unit**

*One-half hour lecture per week.*

*Credit/No Credit/ Letter Grade Option*

**NON-DEGREE CREDIT**

This course is designed as a preparatory seminar for nursing students. The course will begin to develop the skills needed to succeed in a health care curriculum where students must be able to assimilate knowledge and apply it in a clinical practice setting. The course will provide students with behavioral and problem solving tools to develop personal and professional strategies for success in the health care field.

## NURS 095 C REGISTERED NURSING WORK EXPERIENCE

**1 - 4 Units (Variable 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: Successful completion of NURS 193 C and concurrent enrollment in the Registered Nursing Program.* This course focuses upon exploring work related issues in an acute medical-surgical hospital setting. The course will provide work experience enabling students to apply previously learned theory and clinical skills in which the student has demonstrated competence. As required by Board of Registered Nursing regulations, no new skills will be taught.

## NURS 099 C NURSING INDEPENDENT STUDY

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

*Hours will vary according to units given.*

*Credit/No Credit/ Letter Grade Option*

*Prerequisite: Approved Independent Study Learning Contract.* This course is designed for capable students enrolled in the Registered Nursing program or options of the program who wish to increase their knowledge and experience in applied areas. Students will participate in independent study on assigned areas under staff supervision.

## NURS 101 C CRITICAL THINKING IN NURSING

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

*One-half to two hours lecture per week.*

*Credit/No Credit/ Letter Grade Option*

**CSU**

*Prerequisite: Acceptance in the Nursing Program or Registered Nurse.* The focus of this course is one of assisting students in the development of critical thinking skills and the application of those skills to the nursing process. The role of analysis, synthesis and theory in the nursing process will be addressed. Case studies and nursing situations will be presented and the student will be guided through analysis of data in order to develop appropriate nursing diagnoses, patient goals/outcomes and nursing interventions. This course is an elective for students who desire additional assistance in developing nursing process skills. Computer simulations and computer testing will be used within this course. **\$3.00 Material Fee – PAYABLE AT REGISTRATION.**

## NURS 103 C BASIC HEALTH ASSESSMENT

**½ Unit**

*One-half hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

**CSU**

*Prerequisite: NURS 192 C; 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 history and physical assessment. Nursing implications of selected common health problems are emphasized.

## NURS 104 C INTRO TO ECG INTERPRETATION

**½ Unit**

*One-half hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

**CSU**

*Prerequisite: NURS 191 C, NURS 193 C; Licensed Vocational Nurse; Registered Nurse or permission of instructor.* 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 based on current ACLS standards and nursing implications for these dysrhythmias are discussed.

## NURS 105 C BASIC CARDIOPULMONARY NURSING

**½ Unit**

*One-half hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

**CSU**

*Prerequisite: NURS 292 C; Registered Nurse; or permission of instructor.* 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 105HC.*

## NURS 105HC HONORS CARDIOPULMONARY NURSING

**½ Unit**

*One-half hour lecture per week.*

**CSU**

*Prerequisite: NURS 292 C, Registered Nurse; or permission of instructor.* 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 C.*

**NURS 107 C PAIN MANAGEMENT FOR NURSES****1 Unit**

*One hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: NURS 192 C or licensed health care professional. Corequisite: Concurrent enrollment in, or successful completion of NURS 191 C 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 C ORTHOPAEDIC PATIENT CARE****½ Unit**

*One-half hour of lecture per week.*

*Credit/No Credit/ Letter Grade Option*

*CSU*

*Prerequisite: Successful completion of NURS 192 C 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 109 C RN PRACTICUM & CAREER DEV.****1 - 4 Units (Variable Unit Class) (May be taken for credit 4 times)**

*One half hour lecture and*

*One and one half hours laboratory to*

*Ten and one-half hours laboratory per week.*

*Credit/No Credit/ Letter Grade Option*

*CSU*

*Prerequisite: Successful completion of NURS 193 C. Corequisite: Concurrent enrollment in Registered Nursing Program.* This course focuses upon exploring work related issues in an acute hospital setting. The course will provide opportunities enabling students to apply previously learned theory and clinical skills in which the student has demonstrated competence. The course may provide exposure to additional areas of care with the agreement of the facility and instructor and previous enrollment in nursing practicum. Requires a minimum eight hours employment per week in an approved acute care agency. As required by the Board of Registered Nursing regulations, no new skills will be taught.

**NURS 190 C INTRO NURSING CONCEPTS****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. *\$20.00 Material Fee – PAYABLE AT REGISTRATION.*

**NURS 191 C PHARMACOLOGY IN NURSING I****1 Unit**

*One hour lecture per week.*

*CSU*

*Prerequisite: Acceptance in the Nursing Program, LVN or PT. Corequisite: NURS 192 C and NURS 193 C.* This course introduces the principles of medication administration, laws governing drugs, and the role of the nurse in administering medications in the health care setting. Drug action, preparations, and basic pharmacologic terminology are included. Criteria for monitoring drug interactions, with emphasis on the older adult, is presented. The general effects of pharmacologic agents on the autonomic and central nervous systems are introduced. The therapeutic effects, interactions, adverse effects, and the identification of nursing responsibilities in administering anti-inflammatory drugs are emphasized. Mathematical concepts related to metric, apothecary, and household systems of measurement, and temperature and systems conversions are taught. Ratio and proportion and evaluation of intake and output measurements are introduced.

**NURS 192 C FUNDAMENTALS OF NURSING****4½ Units**

*Two and one-half lecture hours and*

*Six laboratory hours per week.*

*CSU*

*Prerequisite: Acceptance in the Nursing Program; NURS 190 C, BIOL 210 C. Corequisite: NURS 191 C.* This course is an introduction to the nursing process, applying Maslow's hierarchy to nursing technology and the scientific mind. The course is designed to provide the student with fundamental provider of care roles and critical thinking skills in order to develop and deliver a basic plan of care. The nursing management portion of the course is designed to socialize the beginning nursing student to the professional role of nursing. Models of health care delivery systems and organizations will be explored. Nursing issues regarding patient rights, ethical and legal standards, and the use of professional communication will be applied to nursing theory and practice. *\$20.00 Material Fee – PAYABLE AT REGISTRATION.*

**NURS 193 C INTRO TO MED-SURG/GERO NURSING****3½ Units**

*One and one-half lecture hours and*

*Six laboratory hours per week.*

*CSU*

*Prerequisite: NURS 190 C, NURS 192 C. Corequisite: NURS 191 C.* This course provides specialized knowledge to plan and deliver nursing care, based on the nursing process, to the older adult. Included in the healthy aging concept is a compilation of age-associated issues and preventive health considerations for the senior. This course is designed to socialize the beginning nursing student to the professional role of nursing as it relates to the care of the older adult. Models of health care delivery systems and organizations for the senior will be explored. Nursing issues regarding patient rights, ethical and legal standards, and the use of professional therapeutic communication will be applied to nursing theory and practice.

**NURS 195 C PHARMACOLOGY IN NURSING II****1 Unit**

*One hour lecture per week.*

**CSU**

*Prerequisite: Acceptance in the Nursing Program, LVN, PT or completion of NURS 191 C and NURS 193 C.* This pharmacology course correlates with the content in NURS 196 C and NURS 197 C. Theoretical concepts for the assessment of patient responses to medication and the safe administration of medications in health care settings will be emphasized. By the end of this course, students will demonstrate competency on a written exam in advanced calculations using ratio and proportion methods to calculate dosages for parenteral medications and IV flow rates for mainlines and piggyback medications. The therapeutic effects, interactions, adverse effects, and the identification of nursing implications of drug administration will be presented for selected drug categories (cardiac, allergy medications, antibiotics, gastrointestinal/antacids, coagulation/vascular medications, vitamins, estrogens, perinatal and renal medications, anticonvulsants, anesthetics and insulin and hypoglycemics).

**NURS 196 C MED-SURG NURSING I****5 Units**

*Two and one-quarter hours lecture and*

*Eight and one-quarter hours laboratory per week.*

**CSU**

*Prerequisite: NURS 191 C, and NURS 193 C. Corequisite: NURS 195 C.* This course prepares the student to apply the nursing process to develop nursing care strategies in the care of medical-surgical patients. There will be an emphasis on nursing interventions that require psychosocial assessment and therapeutic communication. The course introduces the student to the basic concepts of patient teaching and the role of research application. The professional nursing management portion of the course is designed to build on previous knowledge and skills. Emphasis will be on enhancing styles of effective communication, psychosocial assessment and intervention, and patient teaching skills. The student will learn to apply Maslow's theory in prioritizing patient needs in multiple patient situations. The student will have the opportunity to learn and practice accountability and responsibility for professional actions as a member of the health care team.

**NURS 197 C MATERNAL/NEWBORN NURSING****3½ Units**

*One and three-quarter hours lecture and*

*Five and one-quarter hours laboratory per week.*

**CSU**

*Prerequisite: NURS 196 C. Corequisite: NURS 195 C.* This course assists the student in applying previously learned concepts of the nursing process to the specialized population of the pregnant woman, newborn, and family. The professional management and leadership of this course will focus on the understanding of legal responsibilities, styles of leadership, and beginning research utilization. Emphasis will be placed on collegial communications which will enhance the student's understanding of the need for accountability and responsibility as a professional member of the health care team. Based on previous learning, the student will be expected to identify and prioritize patient needs for a group of assigned patients.

**NURS 209 C ADV RN PRACTICUM & CAREER DEV**

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

*One-half hour lecture and*

*One-half to ten and one-half hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

**CSU**

*Prerequisite: Successful completion of NURS 292 C. Corequisite: Concurrent enrollment in the Registered Nursing Program or permission of the Director of Nursing.* This course focuses upon exploring work related issues in an acute hospital setting. The course will provide opportunities enabling students to apply previously learned theory and clinical skills in which the student has demonstrated competence. The course may provide exposure to acute areas of complex care with the agreement of the facility and instructor and previous enrollment in nursing practicum. Requires a minimum eight hours employment per week in an approved acute care agency. As required by the Board of Registered Nursing regulations, no new skills will be taught.

**NURS 291 C PHARMACOLOGY IN NURSING III****1 Unit**

*One hour lecture per week.*

**CSU**

*Prerequisite: Acceptance in the Nursing Program, LVN, PT or completion of NURS 195 C, NURS 197 C. Corequisite: NURS 292 C.* This course correlates with the content in NURS 292 C, NURS 293 C, and NURS 294 C. Theoretical concepts for the safe assessment and administration of medications in the health care setting are emphasized. The role of the nurse in evaluating patient response to drugs will be emphasized. The therapeutic effects, interactions, adverse effects, and the identification of nursing implications of drug administration will be presented for selected drug categories (endocrine/hormonal, antineoplastic/antimetabolites, anticonvulsants, 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, and IV calculations will be emphasized.

**NURS 292 C MED-SURG NURSING II****5 Units**

*Two and one-quarter hours lecture and*

*Eight and one-quarter hours laboratory per week.*

**CSU**

*Prerequisite: NURS 195 C and NURS 197 C, and acceptance in the Nursing Program. Corequisite: NURS 291 C.* This course prepares the student to apply the nursing process to individuals with more complex nursing care, developmental, and sociological needs. Prioritizing nursing care for multiple patients will be emphasized. Health education needs of patients and barriers to learning will be explored. Students will learn to recognize the need for current application of research utilization to improve nursing care. The professional role of the nurse in assisting clients to locate and utilize appropriate community resources will be emphasized. Managerial skills will be fostered in the area of team management, quality assessment, and change agent strategies. Personal professional development issues will cover continuing education, value systems, self-analysis, and health care team collaborations.



**NURS 293 C MENTAL HEALTH NURSING****3½ Units**

*One and three-quarter hours lecture and  
Five and one-quarter hours laboratory per week.  
CSU*

*Prerequisite: NURS 291 C and NURS 292 C.* This course presents historical, cultural, and contemporary research concepts as related to the mental health-illness continuum. Through use of the nursing process and communication, individual emotional needs are assessed and nursing interventions are theoretically designed to promote more effective resolution of these needs. Emphasis is placed on interpersonal process through self-awareness, use of self as a therapeutic agent, and use of community resources. The professional role of the nurse is expanded in the areas of ethical, legal, and patient advocacy issues of the mentally ill.

**NURS 294 C GERIATRIC NURSING****3 Units**

*One and one-half hour lecture and  
Four and one-half hours laboratory per week.  
CSU*

*Prerequisite: NURS 292 C. Corequisite: NURS 291 C and NURS 293 C.* This course builds on previous medical-surgical knowledge and skills in applying the nursing process in the older adult with complex multiple system problems. Emphasis will be on lifestyle and physical changes, the process of initiating health referrals, and the outcome criteria for evaluating the client's response to teaching and learning. The student will also explore interventions to increase the client's capacity in relation to activities of daily living. This course emphasizes the professional role of the nurse in assisting clients to locate and utilize appropriate community resources. Managerial skills will be fostered in the area of team management, quality assessment, and change agent strategies. Personal professional developmental issues will cover continuing education, value systems, self-analysis, and health care team collaboration.

**NURS 295 C PHARMACOLOGY IN NURSING IV****½ Unit**

*One-half hour lecture per week.  
CSU*

*Prerequisite: Acceptance in the Nursing Program, LVN, PT or completion of NURS 291 C, NURS 292 C, NURS 293 C and NURS 294 C. Corequisite: NURS 296 C.* This course correlates with the content in NURS 294 C and NURS 297 C. Theoretical concepts for the safe assessment and administration of medications in the health care setting are emphasized. The role of the nurse in evaluating patient response to drugs will be emphasized. The therapeutic effects, interactions, adverse effects, and the identification of nursing implications of drug administration in pediatric and acute medical-surgical conditions will be presented. Dosage calculations for pediatric clients, physiological differences in the adult versus pediatric clients, and fluid resuscitations for burn clients will be presented.

**NURS 296 C CHILD/FAMILY NURSING****3½ Units**

*One and three-quarter hours lecture and  
Five and one-quarter hours laboratory per week.  
CSU*

*Prerequisite: NURS 291 C, NURS 292 C, NURS 293 C and NURS 294 C. Corequisite: NURS 295 C.* This course assists the student in applying previously learned nursing concepts and skills to the pediatric patient. The student will apply growth and development concepts to the care of multiple patients, utilizing appropriate teaching strategies for children and families in preparation for home care. Accountability, outcome evaluation, professional development, health care team dynamics, ethical issues, and professional trends will be examined. Participation in facility in-service projects and use of current literature is expected.

**NURS 297 C MED-SURG NURSING III****5 Units**

*Two and one-quarter hours of lecture and  
Eight and one-quarter hours of laboratory per week.  
CSU*

*Prerequisite: NURS 291 C, and NURS 296 C. Corequisite: NURS 295 C.* This course provides advanced theory necessary to administer comprehensive nursing care to adults with acute unstable medical-surgical disorders. The professional nursing management component will examine accountability, outcome evaluation, professional development, health care team dynamics, ethical issues, and professional trends. The skills and knowledge transfer component will provide the student with multiple learning tools for applying theory to promote synthesis and competence necessary for entry into practice. \$22.00 – \$25.00 Material Fee – PAYABLE AT REGISTRATION.

# Office Administration

## **Division of Business and Computer Information Systems**

*Division Dean – Dave Wassenaar*

### *Faculty*

Behzad Izadi  
Alireza Moady  
Patricia Pelachik  
Donna Woo  
Penn Wu

### *Counselors*

Jean England  
Deidre Porter

## **ASSOCIATE IN SCIENCE DEGREE**

### **ADMINISTRATIVE**

#### **ASSISTANT**

**Program Code: 1S07816**

This curriculum is designed to prepare students for employment in a business office as an administrative assistant or administrative secretary. Upon completion, the student will have completed a variety of training in the creation of business documents, using the Internet, the daily procedures of an office, and the current computer software being used in today's office.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.



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

Course #	Title	Units
CIS 102 C	Document Formatting – MS Word	3
or		
CIS 112 C	MS Word Expert MOS Cert.	(3)
CIS 103 C	Microsoft Excel and PowerPoint	3
or		
CIS 113 C	Microsoft FrontPage and Access	(3)
CIS 150 C	Intro. to Business Computers	3
CIS 250 C	Word Processing	2
CIS 115 C	Desktop Publishing - Publisher	2
CIS 251 C	Advanced Word Processing	2
MGT 055 C	Business English	3
OFF 048 C	Records Administration	1
CIS 114 C	MS Outlook/Office Procedures	3
CIS 108 C	Introduction to Internet	2
CIS 160 C	Information Systems Management	3
CIS 116 C	Microsoft Outlook/PDA	3
<b>Total Units Required</b>		<b>30</b>

**ADMINISTRATIVE ASSISTANT**

**CERTIFICATE Program Code: 1C07816**

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 C	Document Formatting – MS Word	3
or		
CIS 112 C	MS Word Expert MOS Cert.	(3)
CIS 103 C	Microsoft Excel and PowerPoint	3
or		
CIS 113 C	Microsoft FrontPage and Access	(3)
CIS 150 C	Intro. to Business Computers	3
CIS 250 C	Word Processing	2
CIS 115 C	Desktop Publishing - Publisher	2
CIS 251 C	Advanced Word Processing	2
MGT 055 C	Business English	3
OFF 048 C	Records Administration	1
CIS 114 C	MS Outlook/Office Procedures	3
CIS 108 C	Introduction to Internet	2
CIS 160 C	Information Systems Management	3
CIS 116 C	Microsoft Outlook/PDA	3
<b>Total Units Required</b>		<b>30</b>

**ASSOCIATE IN SCIENCE DEGREE**

**ADMINISTRATIVE**

**SUPPORT Program Code: 1S03765**

This curriculum is designed to prepare students with skills in computer software and office administration for employment as an administration support employee to a manager or supervisor in a general office setting.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
CIS 102 C	Document Formatting – MS Word	3
or		
CIS 112 C	MS Word Expert MOS Cert.	(3)
CIS 103 C	Microsoft Excel and PowerPoint	3
or		
CIS 113 C	Microsoft FrontPage and Access	(3)
CIS 150 C	Intro. to Business Computers	3
CIS 250 C	Word Processing	2
MGT 111 C	Business Communications	3
or		
MGT 211 C	Writing for Business	(3)
ACCT 099 C	Bookkeeping Principles & Prac.	3
or		
ACCT 101 C	Financial Accounting	(4)
CIS 114 C	MS Outlook/Office Procedures	3
CIS 108 C	Introduction to Internet	2
CIS 160 C	Information Systems Management	3
CIS 155 C	Web Publishing w/MS FrontPage	2
CIS 075 C	Business Skills Development (MS Excel)	1
or		
CIS 132 C	Spreadsheet – Excel for Windows	(3)
CIS 075 C	Business Skills Development (MS Access)	1
or		
CIS 142 C	Database – Access for Windows	(3)
MGT 088 C	Managing Personnel	½
<b>Total Units Required</b>		<b>29½ - 34½</b>

**ADMINISTRATIVE SUPPORT**

**CERTIFICATE Program Code: 1C03765**

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 C	Document Formatting – MS Word	3
or		
CIS 112 C	MS Word Expert MOS Cert.	(3)
CIS 103 C	Microsoft Excel and PowerPoint	3
or		
CIS 113 C	Microsoft FrontPage and Access	(3)
CIS 150 C	Intro. to Business Computers	3
CIS 250 C	Word Processing	2
MGT 111 C	Business Communications	3
or		
MGT 211 C	Writing for Business	(3)
ACCT 099 C	Bookkeeping Principles & Prac.	3
or		
ACCT 101 C	Financial Accounting	(4)
CIS 114 C	MS Outlook/Office Procedures	3
CIS 108 C	Introduction to Internet	2
CIS 160 C	Information Systems Management	3
CIS 155 C	Web Publishing w/MS FrontPage	2
CIS 075 C	Business Skills Development (MS Excel)	1
or		
CIS 132 C	Spreadsheet – Excel for Windows	(3)
CIS 075 C	Business Skills Development (MS Access)	1
or		
CIS 142 C	Database – Access for Windows	(3)
MGT 088 C	Managing Personnel	½
<b>Total Units Required</b>		<b>29½ - 34½</b>

**CERTIFIED PROFESSIONAL SECRETARY  
CERTIFICATE**
**Program Code: 1C07815**

This curriculum is for office professionals who are preparing for the Certified Professional Secretary Examination which is administered by the Institute for Certification, a department of Professional Secretaries International –The Association for Office Professionals. This program totals 41 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.

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

Course #	Title	Units
<b>FIRST SEMESTER</b>		
CIS 102 C	Document Formatting – MS Word	3
MGT 055 C	Business English	3
CIS 150 C	Intro. to Business Computers	3
CIS 250 C	Word Processing	2
		<b>11</b>
<b>SECOND SEMESTER</b>		
CIS 103 C	Microsoft Excel and PowerPoint	3
ECON 110 C	Survey of Economics	3
MGT 111 C	Business Communications	3
OFF 048 C	Records Administration	1
		<b>10</b>
<b>THIRD SEMESTER</b>		
CIS 160 C	Information Systems Management	3
ACCT 101 C	Financial Accounting	4
CIS 114 C	MS Outlook/Office Procedures	3
		<b>10</b>
<b>FOURTH SEMESTER</b>		
MGT 041 C	Survey of Business Law	3
ACCT 102 C	Managerial Accounting	4
MGT 262 C	Principles of Management	3
		<b>10</b>
	<b>Total Units Required</b>	<b>41</b>

**ASSOCIATE IN SCIENCE DEGREE  
LEGAL SECRETARY/ADMINISTRATIVE  
ASSISTANT**
**Program Code: 1S07817**

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
MGT 055 C	Business English	3
CTRP 067 C	Basic Vocabulary Development	2
CTRP 071 C	Legal Terminology and Rhetoric	3
MGT 041 C	Survey of Business Law	3
or		
MGT 240 C	Legal Environment of Business	(3)
CIS 250 C	Word Processing	2
CIS 150 C	Intro. to Business Computers	3
CTRP 072 C	Legal Procedures	4
OFF 048 C	Records Administration	1
MGT 143 C	Introduction to Legal Research	1
CIS 103 C	Microsoft Excel and PowerPoint	3
or		
CIS 113 C	Microsoft FrontPage and Access	(3)
CIS 114 C	MS Outlook/Office Procedures	3
CIS 160 C	Information Systems Management	3
CTRP 073AC	Spelling for Modern Business	1
CTRP 073BC	Punctuation-Court Reporting	1
CTRP 076 C	Court & Deposition Procedures	1½
CTRP 080 C	Internship: Law Office	2
	<b>Total Units Required</b>	<b>36½</b>

**LEGAL SECRETARY/ADMINISTRATIVE ASSISTANT I  
CERTIFICATE**
**Program Code: 1K00046**

This certificate program prepares a student for a position 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 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 073AC	Spelling for Modern Business	(1)
CTRP 073BC	Punctuation - Court Reporting	(1)
OFF 048 C	Records Administration	(1)
and		
CTRP 071 C	Legal Terminology and Rhetoric	3
CIS 150 C	Intro. to Business Computers	3
CIS 102 C	Document Formatting – MS Word	3
or		
CIS 112 C	MS Word Expert MOS Cert.	(3)
CIS 250 C	Word Processing	2
CTRP 072 C	Legal Procedures	4
	<b>Total Units Required</b>	<b>17</b>

**LEGAL SECRETARY/ADMINISTRATIVE ASSISTANT II  
CERTIFICATE**
**Program Code: 1K00047**

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 C	Records Administration	1
MGT 041 C	Survey of Business Law	3
CIS 103 C	Microsoft Excel and PowerPoint	3
or		
CIS 113 C	Microsoft FrontPage and Access	(3)
or		
CIS 114 C	MS Outlook/Office Procedures	(3)
MGT 055 C	Business English	3
CTRP 076 C	Court & Deposition Procedures	1½
CTRP 080 C	Internship: Law Office	2
	<b>Total Units Required</b>	<b>13½</b>

**OFFICE ASSISTANT  
CERTIFICATE****Program Code: 1K00011**

To prepare students for a variety of occupational office positions with a basic understanding of computer software.

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 101 C	Intro. to Keyboarding/MS Word	3
or		
CIS 102 C	Document Formatting – MS Word	(3)
or		
CIS 112 C	MS Word Expert MOS Cert.	(3)
CIS 108 C	Introduction to Internet	2
CIS 150 C	Intro. to Business Computers	3
CIS 255 C	Machine Dictation & Trans.	1
CIS 117 C	Customer Service for Business	2
OFF 048 C	Records Administration	1
MGT 055 C	Business English	3
	<b>Total Units Required</b>	<b>15</b>

**Office Administration (OFF)****SEE - COMPUTER INFORMATION SYSTEMS FOR  
TYPING/KEYBOARDING CLASSES****OFF 045 C OFFICE PROCEDURES****3 Units**

*Three hours lecture and*

*One hour laboratory TBA per week.*

*Prerequisite: CIS 101 C or concurrent enrollment in CIS 101 C.* 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 Material Fee - PAYABLE AT REGISTRATION.*

**OFF 048 C 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 Material Fee - PAYABLE AT REGISTRATION.*

**Optometry****OPTOMETRY TRANSFER PROGRAM**

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

**Pharmacy****PHARMACY TRANSFER PROGRAM**

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

**Philosophy and  
Religious Studies****Division of Social Science**

*Division Dean – Nina DeMarkey*

**Faculty**

Robert Cavin  
Willis Heusser

**Counselors**

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

**ASSOCIATE IN ARTS DEGREE****PHILOSOPHY****Program Code: 1A6881**

The Associate in Arts Degree in Philosophy is designed to develop the reasoning skills needed to understand and evaluate theories about society, persons, reality, knowledge, truth, values, etc. The purpose of which is to uncover the assumptions underlying our understanding of the world and to subject those assumptions to careful scrutiny using the tools of logic. Upon successful completion, students will understand the major concepts and issues that have shaped philosophical traditions and be able to make decisions based on rigorous, logical standards. Skills in thinking and problem solving, research, writing, criticism, and analysis are emphasized. This will include the ability to critically analyze the logical structure of arguments in contemporary social and moral issues and to assess the influential positions on theories of truth and the nature of reality. The precision of thought and expression that philosophy requires makes excellent preparation for a variety of careers. Those who do well in philosophy can expect to think more clearly and logically and to approach problems and issues more systematically. Graduate study is important in Philosophy. Those holding a Master's or Doctoral Degree may find skills are required. A limited number of students who earn graduate degrees in philosophy go on to become college philosophy professors. Those without a graduate degree will find limited career opportunities in direct areas of Philosophy. Courses that fulfill major requirements for an associate degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a baccalaureate degree.

The Associate in Arts Degree in Philosophy will provide students with an introduction to the field including its analytic foundations and applied areas. The degree curriculum and major provide a sound foundation for transfer students intending further upper-division study as preparation for the baccalaureate degree.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) California State University General Education Breadth requirements (CSU GE Breadth) or IGETC general education plan; (3) any elective courses to complete a minimum of 60 units; (4) complete all graduation requirements; and, (5) have an overall GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Students pursuing more than one specified departmental major may double count a maximum of 7 units to fulfill major requirements.

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
Six (6) to Nine (9) units from the following Philosophy Required Content Courses:		
PHIL 100 C	Introduction to Philosophy	3
or		
PHIL 100HC	Honors Intro to Philosophy	(3)
PHIL 160 C	Introduction to Ethics	3
PHIL 201 C	Early Philosophers	3
PHIL 202 C	Modern Philosophers	3

**Three (3) to Six (6) units from the following Philosophy Required Method Courses:**

PHIL 170 C	Logic and Critical Thinking	3
PHIL 172 C	Critical Thinking and Writing	3
PHIL 175 C	Symbolic Logic	3

**Three (3) units from the following Philosophy Elective Courses:**

PHIL 101 C	Intro to Religious Studies	3
PHIL 110 C	Religions of the East	3
PHIL 120 C	Religions of the West	3
PHIL 130 C	Philosophy of Immortality	3
PHIL 165 C	Business & Professional Ethics	3
PHIL 176 C	Philosophy of Science and Critical Thinking	3
PHIL 225 C	Jesus and His Interpreters	3
PHIL 230 C	Philosophy of Religion	3
PHIL 269 C	Philosophy, Human Sexuality, and Religion	3

**Three (3) units from the following Elective Courses:**

ANTH 102 C	Cultural Anthropology	3
ART 100 C	Introduction to Art	3
ENGL/INDS 110/100 C	Humanities: Ancient & Medieval	3
ENGL/INDS 111/101 C	Humanities: Renaissance-Present	3
MATH 030 C	Plane Geometry	3
MUS 116 C	Music Appreciation	3
PHYS 130 C	Principles of Physics	3
POSC 120 C	Political Theory	3
POSC 215 C	Comparative Politics	3
PSY 101 C	General Psychology	3
or		
PSY 101HC	Honors General Psychology	(3)
PSY/SOC 120 C	Human Sexuality	3
PSY/SOC 161 C	Probability and Stats-Social Sci	4
PSY 221 C	The Brain and Behavior	3
SOC 101 C	Introduction to Sociology	3
or		
SOC 101HC	Honors Intro to Sociology	(3)
THEA 100 C	Introduction to the Theater	3
<b>Total Units Required</b>		<b>18</b>

## PHILOSOPHY AND RELIGIOUS STUDIES TRANSFER PROGRAM

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

## Philosophy and Religious Studies (PHIL)

### PHIL 098 C PHILOSOPHY NON-TRANSFER SEMINAR ½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)

Zero to twelve hours lecture and

Zero to twenty-four hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

Prerequisite: May be required. Corequisite: May be required. Advisory: May be required. This course offers a lecture/discussion approach to particular problems for students who wish to increase their knowledge of subjects which are not of a nature generally taught in college. Various topics will be offered according to the interests of the instructor and students as stated in the class schedule. Various types of measuring devices will be used and unit credit may range from ½ to 12 non-transfer units in any given semester. Consult the class schedule to verify credit for a particular term. Fees may be required – PAYABLE AT REGISTRATION.

### PHIL 100 C INTRODUCTION TO PHILOSOPHY 3 Units

Three hours lecture per week.

UC/CSU, AA GE, CSU GE, IGETC, CAN PHIL 2

This course introduces the student to a variety of philosophical issues in metaphysics, theory of knowledge, and ethics, as well as the methodology used by philosophers to address those issues. The origins of Western philosophy as well as its impact on Western civilization will be emphasized. The course systematically explores and evaluates the concepts of reality, value, knowledge, reason, truth, language, definition, beauty, justice, human nature, personal identity, religion, meaning, and freedom. Analysis and synthesis will be stressed for these and other topics of interest to students and/or instructors. Duplicate credit not granted for PHIL 100HC.

### PHIL 100HC HONORS INTRO TO PHILOSOPHY 3 Units

Three hours lecture per week.

UC/CSU, AA GE, CSU GE, IGETC, CAN PHIL 2

This course is enhanced for honors students. It introduces the student to a variety of philosophical issues in metaphysics, theory of knowledge, and ethics, as well as the methodology used by philosophers to address those issues. The origins of Western philosophy as well as its impact on Western civilization will be emphasized. The course systematically explores and evaluates the concepts of reality, value, knowledge, reason, truth, language, definition, beauty, justice, human nature, personal identity, religion, meaning, and freedom. Analysis and synthesis will be stressed for these and other topics of interest to students and/or instructors. Duplicate credit not granted for PHIL 100 C.



**PHIL 101 C INTRO TO RELIGIOUS STUDIES****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

This course is an introductory study of religion with emphasis on the origins and functions of religion, religious experience, and religious and theological modes of expression. Course content will be drawn from Eastern and Western traditions, ancient, medieval and modern times.

**PHIL 110 C RELIGIONS OF THE EAST****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

This course systematically introduces and analyzes the intellectual and religious histories of India, China, and Japan. Primary focus will be on the ways in which Eastern traditions such as Hinduism, Buddhism, Confucianism, Taoism, and Zen conceive of the cosmos, meaningful human existence and life's ultimate goals. Jainism, Sikhism, and Shinto may also be covered. While the main emphasis will be on basic teachings, this course will also investigate religious practices, cultural settings, social impact, and the historical contexts in which these religions arose. Rituals and religious literature may be used to compare and contrast Asian and Occidental belief systems. A field trip may be required by the instructor.

**PHIL 120 C RELIGIONS OF THE WEST****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

This course is an introduction to Zoroastrianism, Judaism, Christianity, and Islam, as well as the religions of ancient Mesopotamia, Canaan, and Egypt. The history, beliefs, rituals, literature, and art of each religion will be examined with a goal to discovering its conception of God, man, the cosmos, meaningful human existence, and life's ultimate goals. Skills in objective, scholarly analysis of the scripture of each religion will be developed. Religious trends in the Nineteenth and Twentieth Centuries and contemporary secular and religious humanism will also be discussed. A field trip may be required by the instructor.

**PHIL 130 C PHILOSOPHY OF IMMORTALITY****3 Units***Three hours lecture per week.**CSU*

This course critically examines the issue of life after death. It explores this issue from both conceptual and empirical perspectives. It discusses three views regarding life after death and the arguments advanced for them: disembodied survival, reincarnation, and bodily resurrection. It also examines the annihilationalist arguments raised by skeptics against these views about survival.

**PHIL 160 C INTRODUCTION TO ETHICS****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC, CAN PHIL 4*

This course is an introduction to metaethics, normative ethics, and applied ethics. Fundamental ethical concepts, theories, and arguments in classical, medieval, modern, and contemporary ethical thought are presented, analyzed, and critically evaluated. Topics include ethical relativism, ethical skepticism, ethical noncognitivism, the divine command theory, utilitarianism, social contract theory, natural rights theory, the categorical imperative, abortion, capital punishment, euthanasia, sexual morality, and animal rights.

**PHIL 165 C BUSINESS & PROFESSIONAL ETHICS****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC/CSU, CSU GE*

This course examines the major ethical issues that arise in contemporary business practices, e.g., preferential treatment for underrepresented groups, responsibility to the environment, codes of conduct for professional persons, sexual harassment, and the morality of strikes by public service personnel. The course considers leading normative ethical theories and the ways they have been applied by ethicists to provide solutions to the ethical problems that arise in business. It also emphasizes the development of logical skills necessary for critically evaluating arguments that have been given for and against the solutions proposed to ethical problems that arise in business.

**PHIL 170 C LOGIC AND CRITICAL THINKING****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, CAN PHIL 6*

This course is an introduction to the elementary techniques of argument analysis and evaluation. The course includes such topics as standard form and argument patterns; deduction, validity, and soundness; truth-functional arguments, truth-tables, and natural deduction; quantificational arguments; categorical syllogisms and Venn Diagrams; truth; induction, strength, and cogency; sampling arguments, causal arguments, statistical syllogisms, analogical arguments, and explanatory arguments; the probability calculus; formal and informal fallacies; and definition, language, and meaning.

**PHIL 172 C CRITICAL THINKING/WRITING****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: ENGL 100 C with a grade of "C" or better.* This course is an introduction to the techniques of argument analysis, evaluation, and construction as applied to essay writing. The course includes such topics as standard form and argument patterns; deduction, validity, and soundness; truth-functional arguments, truth-tables, and natural deduction; quantificational arguments; categorical syllogisms and Venn Diagrams; truth; induction, strength, and cogency; sampling arguments, causal arguments, statistical syllogisms, analogical arguments, and explanatory arguments; the probability calculus; formal and informal fallacies; and definition, language, and meaning; thesis statements, the writing of coherent, well-developed essays, and grammar, punctuation, and orthography.

**PHIL 175 C SYMBOLIC LOGIC****3 Units***Three hours lecture per week.**UC/CSU, CSU GE*

This is a course in elementary, truth-functional, propositional logic and first-order quantificational predicate logic, up through identity and definite descriptions. The course covers the techniques for the translation of English statements and arguments into formal logical languages and the methods for determining whether these arguments are valid.

**PHIL 176 C PHILOSOPHY OF SCIENCE AND CRITICAL THINKING****3 Units***Three hours lecture per week.**UC/CSU*

This course is designed for students who want to understand the structure of science, its methodology, and how it differs from pseudo-science. Emphasis is on the use of critical thinking methods as used in science which includes the ability to distinguish fact from judgment, belief from knowledge, skills used in elementary inductive and deductive processes along with an understanding of the formal and informal fallacies of language and thought. Eligibility for ENGL 100 C recommended; a course in science recommended, but not required.

**PHIL 201 C EARLY PHILOSOPHERS****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC, CAN PHIL 8*

This historical introduction to philosophy traces the development of Western philosophy from the early Greeks through the Medieval Period. The ideas which have influenced the development of Western culture are emphasized. This course will explore the birth of rational thought with the Pre-Socratics, such as Anaximander, Heraclitus, the Pythagoreans, Parmenides, Empedocles, and the Greek atomists, then move to Athens with Socrates, Plato, and Aristotle, and continue with philosophers from the late Classical and Medieval periods with special emphasis on the Stoics, the Skeptics, Augustine, Aquinas, and Ockham. This course surveys the development and transformation of Greek and Hellenistic metaphysics, epistemology, and ethics within the context of later philosophical theology. Emphasis will be placed on viewing these periods from the historical and cultural setting of the texts, which is relevant to many of the significant religious and philosophical issues facing us now, including the perennial search for values.

**PHIL 202 C MODERN PHILOSOPHERS****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

This is a survey of Western philosophical thought from the Renaissance to the present. The course emphasizes metaphysics, theory of knowledge, and ethics, but may also include the development of views on political philosophy, God's existence, skepticism, empiricism, limits of human knowledge, causality, logic, semantics, and philosophical foundations of modern science. The course also examines the influence of past philosophical movements on modern life, including the growth of science and social and cultural changes.

**PHIL 225 C JESUS AND HIS INTERPRETERS****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC/CSU, CSU GE, IGETC*

This course is a systematic introduction to the historical study of Jesus of Nazareth. It focuses upon: the various ways in which Jesus is depicted in the traditions of the Bible, in particular, the Synoptic Gospels, the Gospel of John, and the epistles of Paul; Jesus as critically reconstructed by New Testament scholarship-with a view to answering the question of what (if anything) can be known historically regarding his teaching and life, e.g., whether Jesus considered himself to be the Messiah; and Jesus as variously portrayed in the arts, especially, painting, film, and music.

**PHIL 230 C PHILOSOPHY OF RELIGION****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

This course is an introduction to philosophical thinking about religion, with an emphasis upon traditional Western monotheism. It critically discusses the central arguments for and against such topics as: the existence of God, the veridicality of religious and mystical experience, the cognitive status of religious language, the historicity of miracles, the possibility of life after death, and the equal validity of all religions.

**PHIL 269 C 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 sex, gender equality, pornography, premarital sex, fidelity, abortion, homosexuality, romantic love, and marriage and family.

**PHIL 298 C PHILOSOPHY SEMINAR***½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)**Zero to twelve hours lecture and**Zero to twenty-four hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade**UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This is a lecture/discussion type course developed 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 interest topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ to 12 units. Consult the class schedule for the offerings a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*

**PHIL 299 C PHILOSOPHY INDEPENDENT STUDY****1 Unit (May be taken for credit 3 times)***Varying hours of scheduled conferences per week according to instructor.**UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

# Photography

## Division of Fine Arts

Division Dean – Ting-Pi (Joyce) Carrigan

### Faculty

Jerry Burchfield  
Robert Johnson  
Clifford Lester

### Counselors

Renay Laguana-Ferinac  
Renee Ssensalo

## ASSOCIATE IN ARTS DEGREE

### PHOTOGRAPHY

Program Code: 1A03782

This program is designed to prepare students for entry into occupational photographic fields. A student may also elect to work toward a transfer into a four-year institution, in the field of Fine Arts.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
PHOT 101 C	Introduction to Photography	3
or		
MMPH 101 C	Introduction to Photography	(3)
PHOT 103 C	Photographic Possibilities	3
or		
MMPH 103 C	Photographic Possibilities	(3)
PHOT 105 C	Photo-Graphics	3
or		
MMPH 105 C	Photo-Graphics	(3)
PHOT 109 C	Portrait Photography	3
or		
MMPH 109 C	Portrait Photography	(3)
PHOT 200 C	Conceptual Photography	3
or		
MMPH 200 C	Conceptual Photography	(3)
PHOT 201 C	Intro to Professional Photo	3
PHOT 202 C	Contemporary Photography	3
PHOT 203 C	Lighting and Studio Techniques	3
or		
MMPH 203 C	Lighting and Studio Techniques	(3)
PHOT 204 C	History and Aesthetics of Photo	3
PHOT 207 C	Color Photography	3
or		
MMPH 207 C	Color Photography	(3)
PHOT 209 C	Careers in Photography	3
PHOT 211 C	Zone System Photography	3
PHOT 215 C	Digital Photography	3
or		
MMPH 215 C	Digital Photography	(3)
PHOT 216 C	Advanced Digital Photography	3
or		
MMPH 216 C	Advanced Digital Photography	(3)
PHOT 219 C	Photography for Publication	3
	<b>Total Units Required</b>	<b>44</b>

### Electives:

*ART 120 C	Two-Dimensional Design	3
ART 182 C	Freehand Drawing	3
ENGL 095 C	Effective Writing	3
MGT 161 C	Introduction to Business	3
MGT 261 C	Small Business Management	3
MGT 266 C	Human Relations in Business	3
MKT 103 C	Principles of Advertising	3
*MKT 208 C	Principles of Selling	3

\*Recommended elective

## ADVERTISING AND ILLUSTRATIVE PHOTOGRAPHY

### CERTIFICATE

Program Code: 1K00073

The Advertising and Illustrative Photography Certificate is designed to prepare students for starting their own business or for employment within the advertising industry.

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

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

Course#	Title	Units
PHOT 201 C	Intro to Professional Photo	3
PHOT 203 C	Lighting and Studio Practices	3
or		
MMPH 203 C	Lighting and Studio Practices	(3)
PHOT 206 C	Studio Practices	3
or		
MMPH 206 C	Studio Practices	(3)
Select a minimum of 6 units from the electives listed below		6
	<b>Total Units Required</b>	<b>15</b>

### Electives:

PHOT 207 C	Color Photography	3
or		
MMPH 207 C	Color Photography	(3)
PHOT 209 C	Careers in Photography	3
PHOT 215 C	Digital Photography	3
or		
MMPH 215 C	Digital Photography	(3)

## COLOR PHOTOGRAPHY

### CERTIFICATE

Program Code: 1C13042

The Color Photography Certificate is designed to prepare the student for entry-level employment within the Photo Lab/Service Bureau industry. Students are trained in the use of state-of-the-art printing and processing equipment.

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

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

Course #	Title	Units
PHOT 101 C	Introduction to Photography	3
or		
MMPH 101 C	Introduction to Photography	(3)
PHOT 103 C	Photographic Possibilities	3
or		
MMPH 103 C	Photographic Possibilities	(3)
PHOT 207 C	Color Photography	3
or		
MMPH 207 C	Color Photography	(3)
PHOT 208 C	Advanced Color Photography	3
or		
MMPH 208 C	Advanced Color Photography	(3)
PHOT 215 C	Digital Photography	3
or		
MMPH 215 C	Digital Photography	(3)
PHOT 216 C	Advanced Digital Photography	3
or		
MMPH 216 C	Advanced Digital Photography	3
	<b>Total Units Required</b>	<b>18</b>

**CREATIVE PHOTO ARTS****CERTIFICATE****Program Code: 1K00074**

The Creative Photo Arts Certificate is designed to prepare students for a career as an individual artist or as an employee in the visual arts.

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

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

Course#	Title	Units
PHOT 200 C	Conceptual Photography	3
or		
MMPH 200 C	Conceptual Photography	(3)
PHOT 202 C	Contemporary Photography	3
PHOT 204 C	History Aesthetics of Photo	3
Select a minimum of 6 units from the electives listed below		6
	<b>Total Units Required</b>	<b>15</b>

**Electives:**

PHOT 207 C	Color Photography	3
or		
MMPH 207 C	Color Photography	(3)
PHOT 215 C	Digital Photography	3
or		
MMPH 215 C	Digital Photography	(3)
PHOT 220 C	Alternative Photographic Processes	3

**DIGITAL PHOTOGRAPHY****CERTIFICATE****Program Code: 1K00054**

The Digital Photography Certificate is designed to prepare the student for entry-level employment within the Photo Lab/Service Bureau Industry. Students are trained in the use of state-of-the-art printing and processing equipment.

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

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

Course#	Title	Units
PHOT 207 C	Color Photography	3
or		
MMPH 207 C	Color Photography	(3)
PHOT 215 C	Digital Photography	3
or		
MMPH 215 C	Digital Photography	(3)
PHOT 216 C	Advanced Digital Photography	3
or		
MMPH 216 C	Advanced Digital Photography	(3)
PHOT 217 C	3D Photo Imaging	3
or		
MMPH 217 C	3D Photo Imaging	(3)
	<b>Total Units Required</b>	<b>12</b>

**MULTIMEDIA DIGITAL****CERTIFICATE****Program Code: 1K00091**

The Digital Photography Certificate is designed to prepare students to work with a variety of photographically based digital applications within the fields of photography and multimedia.

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

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

Course#	Title	Units
PHOT 207 C	Color Photography	3
or		
MMPH 207 C	Color Photography	(3)
PHOT 215 C	Digital Photography	3
or		
MMPH 215 C	Digital Photography	(3)
PHOT 216 C	Advanced Digital Photography	3
or		
MMPH 216 C	Advanced Digital Photography	(3)
PHOT 217 C	3D Photo Imaging	3
or		
MMPH 217 C	3D Photo Imaging	(3)
	<b>Total Units Required</b>	<b>12</b>

**MULTIMEDIA PHOTOGRAPHY****CERTIFICATE****Program Code: 1C13043**

This certificate is designed to prepare the student to work with a variety of photographically based digital applications within the field of Multimedia. This flexible module allows the student to develop their own emphasis within the possible course offerings.

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

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

Course #	Title	Units
MM 100 C	Introduction to Multimedia	3
MM 110 C	Visual Communication	3
PHOT 101 C	Introduction to Photography	3
PHOT 103 C	Photographic Possibilities	3
PHOT 207 C	Color Photography	3
PHOT 208 C	Advanced Color Photography	3
PHOT 209 C	Careers in Photography	3
PHOT 215 C	Digital Photography	3
PHOT 216 C	Advanced Digital Photography	3
PHOT 217 C	3D Photo Imaging	3
	<b>Total Units Required</b>	<b>30</b>

**Any one of the following may be substituted for the above except****PHOT 103 C, PHOT 215 C, PHOT 207 C because these are prerequisite courses:**

PHOT 050 C	Photography-Special Projects	3
PHOT 104 C	Wedding Photography	3
PHOT 109 C	Portrait Photography	3
PHOT 200 C	Conceptual Photography	3
PHOT 219 C	Photography for Publication	3



**PHOTOGRAPHY****CERTIFICATE****Program Code: 1C03782**

The certificate program in photography allows the student to prepare for entry into an occupational photographic field.

To earn a certificate, complete the required courses listed below, plus 3 additional units from the list of suggested electives listed below with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

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

Course #	Title	Units
PHOT 101 C	Introduction to Photography	3
or		
MMPH 101 C	Introduction to Photography	(3)
PHOT 103 C	Photographic Possibilities	3
or		
MMPH 103 C	Photographic Possibilities	(3)
PHOT 109 C	Portrait Photography	3
or		
MMPH 109 C	Portrait Photography	(3)
PHOT 201 C	Intro to Professional Photo	3
PHOT 207 C	Color Photography	3
or		
MMPH 207 C	Color Photography	(3)
PHOT 209 C	Careers in Photography	3
PHOT 215 C	Digital Photography	3
MMPH 215 C	Digital Photography	(3)
<b>Select a minimum of 3 units from the electives below</b>		<b>3</b>
<b>Total Units Required</b>		<b>24</b>

**Electives:**

PHOT 208 C	Advanced Color Photography	3
or		
MMPH 208 C	Advanced Color Photography	(3)
PHOT 216 C	Advanced Digital Photography	3
or		
MMPH 216 C	Advanced Digital Photography	(3)
PHOT 217 C	3D Photo Imaging	3
or		
MMPH 217 C	3D Photo Imaging	(3)
ART 120 C	Two-Dimensional Design	3
ART 182 C	Freehand Drawing	3
ENGL 095 C	Effective Writing	3
MGT 161 C	Introduction to Business	3
MGT 261 C	Small Business Management	3
MGT 266 C	Human Relations in Business	3
MKT 103 C	Principles of Advertising	3
MKT 208 C	Principles of Selling	3

**PHOTOGRAPHY BASIC SKILLS****CERTIFICATE****Program Code: 1K00056**

The Photography Basic Skills Certificate is designed to provide the student with a set of fundamental skills that will allow them to further proceed within the photography program and also find potential entry-level employment at camera stores, photo labs and service bureaus. Students are trained in a broad range of skills encompassing basic camera operations and structure, basic printing techniques, and basic studio procedures and practices.

To earn a certificate, complete the required courses with a grade of "C" or better. All course work must be completed at Cypress College.

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

Course#	Title	Units
PHOT 101 C	Introduction to Photography	3
or		
MMPH 101 C	Introduction to Photography	(3)
PHOT 103 C	Photographic Possibilities	3
or		
MMPH 103 C	Photographic Possibilities	3
<b>Total Units Required</b>		<b>6</b>

**PORTRAIT & WEDDING PHOTOGRAPHY****CERTIFICATE****Program Code: 1K00055**

The Portrait & Wedding Photography Certificate is designed to prepare students for starting their own business or for employment within the wedding/portrait industry.

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

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

Course#	Title	Units
PHOT 104 C	Wedding Photography	3
PHOT 109 C	Portrait Photography	3
or		
MMPH 109 C	Portrait Photography	(3)
PHOT 207 C	Color Photography	3
or		
MMPH 207 C	Color Photography	(3)
PHOT 209 C	Careers in Photography	3
PHOT 215 C	Digital Photography	3
or		
MMPH 215 C	Digital Photography	3
<b>Total Units Required</b>		<b>15</b>

**PHOTOGRAPHY TRANSFER PROGRAM**

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

**Photography (PHOT)****PHOT 050 C PHOTOGRAPHY - SPECIAL PROJECTS**  
**3 Units (May be taken for credit 3 times)***Two hours lecture and**Four hours laboratory TBA per week.*

*Advisory: PHOT 103 C.* Designed to allow the student to specialize in one particular phase of photography under the close supervision of the instructor. Students will be required to meet periodic deadlines and do some classroom assignments that are loosely structured to allow creativity. This should be the final class that the student takes before leaving the photography program. *\$20.00 Material Fee – PAYABLE AT REGISTRATION.*

**PHOT 055 C PHOTOGRAPHY - WORK EXPERIENCE - VOCATIONAL****1 - 4 Units (Variable Unit Class) (May be taken for credit 4 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 C INTRODUCTION TO PHOTOGRAPHY****3 Units***(Same as MMPH 101 C)**Two hours lecture and**Four hours laboratory TBA per week.**Credit by Examination**UC/CSU, AA GE, CSU GE, CAN ART 18*

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 Materials Fee - PAYABLE AT REGISTRATION.

**PHOT 102 C PHOTOGRAPHY - OPEN LAB****0 Units***Laboratory hours vary according**to use on individual basis.**CSU*

*Prerequisite: Concurrent enrollment in a lecture/lab photography class.* This is an open laboratory course for students who are currently enrolled in a photography lecture/laboratory class. The laboratory consists of darkroom facilities for black and white and color film processing, black and white and color printing, and a print finishing room.

**PHOT 103 C PHOTOGRAPHIC POSSIBILITIES****3 Units***(Same as MMPH 103 C)**Two hours lecture and**Four hours laboratory TBA per week.**CSU*

*Advisory: PHOT 101 C or MMPH 101 C.* This course is designed to reinforce and enhance the 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 2¼ and 4x5 format. \$20.00 Materials Fee - PAYABLE AT REGISTRATION.

**PHOT 104 C WEDDING PHOTOGRAPHY****3 Units (May be taken for credit 3 times)***Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: PHOT 101 C.* This course is designed to acquaint the student with the fundamental concept, equipment demands, and photographic techniques used by contemporary wedding photographers. The course is composed of lectures and outside assignments which will prepare the students for basic application in the field of wedding photography. \$20.00 Materials Fee - PAYABLE AT REGISTRATION.

**PHOT 105 C PHOTO-GRAPHICS****2 Units (May be taken for credit 3 times)***(Same as MMPH 105 C)**One hour lecture and**Three hours laboratory per week.**CSU*

*Corequisite: PHOT 102 C. Advisory: PHOT 101 C or MMPH 101 C.* A basic class in darkroom techniques utilizing graphic arts film and developers. Darkroom manipulations during the photo process are used to give the student a working knowledge of the possibilities offered by unique photo control methods. \$20.00 Material Fee - PAYABLE AT REGISTRATION.

**PHOT 107 C BASIC PHOTOGRAPHY****1½ Units***One and one-half hour lecture per week.**CSU*

This is a basic non-darkroom course designed to teach the student how to make better pictures, develop visual literacy and effectively operate a camera. The course will consist of lecture, visual presentations, studio and field demonstrations, plus field trip(s).

**PHOT 109 C PORTRAIT PHOTOGRAPHY****3 Units (May be taken for credit 3 times)***(Same as MMPH 109 C)**Two hours lecture and**Three hours laboratory TBA per week.**CSU*

*Advisory: PHOT 103 C or MMPH 103 C.* This course is designed to give the student a working knowledge of portrait styles and techniques. The student will practice techniques for working with people in a studio situation. The student will work with both natural and artificial lighting and learn the possibilities and limitations of both. Camera formats will range from 35mm to 4x5. Students will have an opportunity to investigate and imitate the styles of well-known portrait photographers. \$20.00 Materials Fee - PAYABLE AT REGISTRATION.

**PHOT 200 C CONCEPTUAL PHOTOGRAPHY****3 Units (May be taken for credit 3 times)***(Same as MMPH 200 C)**Two hours lecture and**Four hours laboratory TBA per week.**CSU*

*Prerequisite: PHOT 103 C or MMPH 103 C with a grade of "C" or better.* 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 non-traditional 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 Materials Fee - PAYABLE AT REGISTRATION.

**PHOT 201 C INTRO TO PROFESSIONAL PHOTO****3 Units (May be taken for credit 3 times)***Two hours lecture and**Four hours laboratory TBA per week.**CSU*

*Advisory: PHOT 103 C.* This is a course dealing with the production of photographs for advertising and editorial use. Emphasis will be placed on advanced studio techniques, as well as the conceptual validity of photographs for industry applications. \$20.00 Materials Fee - PAYABLE AT REGISTRATION.

**PHOT 202 C CONTEMPORARY PHOTOGRAPHY****3 Units (May be taken for credit 3 times)***Two hours lecture and**Four hours laboratory TBA per week.**UC Credit Limitation/CSU*

*Prerequisite: PHOT 103 C with a grade of "C" or better.* 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 Materials Fee - PAYABLE AT REGISTRATION.

**PHOT 203 C LIGHTING AND STUDIO TECHNIQUES****3 Units** (May be taken for credit 3 times)

(Same as MMPH 203 C)

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Advisory:* PHOT 103 C or MMPH 103 C. This course acquaints the student with lighting and studio techniques as commonly used in professional photographic applications. The emphasis will be on light and the use of lighting equipment in both studio and location situations. \$20.00 Materials Fee – PAYABLE AT REGISTRATION.

**PHOT 204 C HISTORY/AESTHETICS OF PHOTO****3 Units**

Two hours lecture and

Four hours laboratory TBA per week.

UC/CSU

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 Materials Fee – PAYABLE AT REGISTRATION.

**PHOT 206 C STUDIO PRACTICES****3 Units** (May be taken for credit 3 times)

(Formerly PHOT 205 C)

(Same as MMPH 206 C)

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Advisory:* PHOT 103 C or MMPH 103 C. This is a course designed to familiarize the student with image conceptualization and the differing technical alternatives used in commercial studio photography. Students will learn specialized professional camera, darkroom and digital techniques utilized by professional studio photographers. \$20.00 Materials Fee – PAYABLE AT REGISTRATION.

**PHOT 207 C COLOR PHOTOGRAPHY****3 Units** (May be taken for credit 3 times)

(Same as MMPH 207 C)

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Advisory:* PHOT 103 C or MMPH 103 C. 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 digital 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 Materials Fee – PAYABLE AT REGISTRATION.

**PHOT 208 C ADVANCED COLOR PHOTOGRAPHY****3 Units**

(Same as MMPH 208 C)

Two hours lecture and

Four hours laboratory per week.

CSU

*Prerequisite:* PHOT 207 C or MMPH 207 C with a grade of "C" or better. *Corequisite:* PHOT 102 C. This is an advanced color photography course designed to increase the students 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 the darkroom. Transparency shooting, printing, lighting, contrast control and related digital applications will be the primary focus of the course. \$35.00 Material Fee - PAYABLE AT REGISTRATION.

**PHOT 209 C CAREERS IN PHOTOGRAPHY****3 Units**

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Advisory:* PHOT 103 C. This course is designed to help students identify and achieve professional goals and objectives. The course will provide an understanding of the various career options within the field and the level of professional preparation that is necessary in order to get established in a particular career area. Topics will include the technical skills, equipment, portfolio development, promotional needs and specialized business considerations necessary for getting a job or establishing a photographic business. \$20.00 Materials Fee - PAYABLE AT REGISTRATION.

**PHOT 211 C ZONE SYSTEM PHOTOGRAPHY****3 Units** (May be taken for credit 3 times)

Two hours lecture and

Four hours laboratory per week.

CSU

*Corequisite:* PHOT 102 C. *Advisory:* PHOT 103 C. This is a course emphasizing the zone system of exposure control. This method of exposure is used to control final print quality under normal and adverse applications. Natural landscape photography will be the emphasis but not at the exclusion of all other forms of photography. Both black and white and color will be emphasized. \$20.00 Material Fee - PAYABLE AT REGISTRATION.

**PHOT 215 C DIGITAL PHOTOGRAPHY****3 Units** (May be taken for credit 3 times)

(Same as MMPH 215 C)

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Advisory:* PHOT 103 C or MMPH 103 C. This course is designed to integrate electronic imaging into the advanced photography student's visual repertoire. Combining creative studio/camera practices with computer technology, the course concentrates on the production and processing of images with current electronic photographic tools and the application of electronic media to all areas of photography (commercial, illustration, portraiture, journalism, forensic, industrial, scientific, etc.). Included are techniques for lighting, background control, selection and manipulation, digitization, image capture and processing. \$35.00 Materials Fee – PAYABLE AT REGISTRATION.

**PHOT 216 C ADVANCED DIGITAL PHOTOGRAPHY****3 Units** (May be taken for credit 3 times)

(Same as MMPH 216 C)

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Prerequisite:* PHOT 215 C or MMPH 215 C with a grade of "C" or better. This course is designed to provide the student with advanced knowledge of techniques and skills in the application of electronic and digital/computer technologies to all areas of the photographic medium. (Commercial, Illustration, Portraiture, Journalism, Forensic, Industrial, Scientific, etc.) The integration of technical skills and aesthetic expression will be emphasized along with advanced scanning, printing, and image recording techniques. Projects will require exploration and experimentation integrating digital image making into the creative process. The objective is to merge traditionally different modes of photographic expression while studying the aesthetic traditions that have influenced photographers in their use of digital technologies. Students develop the skills necessary to create their own unique body of work using digital photographic technologies. \$35.00 Materials Fee - PAYABLE AT REGISTRATION.



**PHOT 217 C 3D PHOTO IMAGING****3 Units** (May be taken for credit 3 times)

(Same as MMPH 217 C)

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Prerequisite:* PHOT 103 C or MMPH 103 C with a grade of "C" or better. 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 Materials Fee – PAYABLE AT REGISTRATION.

**PHOT 219 C PHOTOGRAPHY FOR PUBLICATION****3 Units** (May be taken for credit 3 times)

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Advisory:* PHOT 101 C. This course is designed to acquaint the student with a current view of the field of photojournalism and photographic publishing for magazines, the Internet, and all editorial uses. The majority of work will be done in 35mm. Heavy emphasis is placed on communication through photography. \$20.00 Materials Fee - PAYABLE AT REGISTRATION.

**PHOT 220 C ALTERNATIVE PHOTOGRAPHIC PROCESSES****3 Units** (May be taken for credit 3 times)

Two hours lecture and

Four hours laboratory TBA per week.

CSU

*Advisory:* PHOT 103 C. This class will investigate the artistic aspects and technical procedures used in 19th century photographic printing of hand coated papers. Class projects will include aspects of graphic arts photography, films and developers. During the semester, students will work with a variety of processes such as cyanotypes, kallitypes and kwik print. \$35.00 Materials Fee - PAYABLE AT REGISTRATION.

**PHOT 298 C PHOTOGRAPHY SEMINAR****½ - 12 Units** (Variable Unit Class) (May be taken for credit 1-4 times)

Zero to twelve hours lecture and

Zero to sixty hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

CSU

*Prerequisite:* May be required. *Corequisite:* May be required. *Advisory:* May be required. This is a course for students who wish to increase their knowledge of photography. Various topics will be offered. Unit credit may range from ½ to 12 units in any given semester. Consult the class schedule to verify credit for a particular semester. Fees may be required – PAYABLE AT REGISTRATION.

# Physical Education

**Division of Physical Education and Athletics**

Division Dean – Diane Henry

**Faculty**

J. Anthony Baca

Larry Beidler

Paul Bottiaux

Margaret Mohr

Brad Pickler

Scott Pickler

William Pinkham

Kenneth Rubino

Nancy Welliver

**Counselor**

Dana Bedard

**ASSOCIATE IN ARTS DEGREE PHYSICAL EDUCATION****Program Code: 1A03769**

This program is designed to prepare students with a knowledgeable base of physical fitness, health practices, and professional activities for entry into the discipline of physical education/athletics. Further specialization is possible by combining the Associate of Arts Degree with electives chosen from a certificate program in aerobics, aquatics, or coaching. A student may also elect to work toward a transfer program preparing for entry to a four-year institution.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
BIOL 160 C	Integrated Medical Science	3
or		
BIOL 230 C	General Anatomy	(4)
or		
BIOL 231 C	General Human Anatomy	(4)
or		
BIOL 240 C	Human Physiology	(5)
HRC 100 C	Nutrition	3
or		
PE 236 C	Prev & Care/Athletic Injuries	(3)
PE 234 C	Contemporary Personal Health	3
or		
PE 244 C	Human Performance	(3)
PE 235 C	First Aid, CPR & Emergencies	3
PE 252 C	Intro to Physical Education	2
PE	Physical Education activity classes (one each from four of the six following areas fitness, aquatics, individual sports court/racquet sports, team sports, and combatants)	4 - 8
	<b>Total Units Required</b>	<b>18 - 22</b>



<b>Electives</b>		
BIOL 241 C	General Human Physiology	4
PE 231 C	Elementary School Movement-PE	3
PE 238 C	Water Safety Instruction	2
PE 247 C	Sports Management	3
PE 248 C	Psychology of Sport	3
PE 250 C	Sport & United States Society	3
PSY 101 C	General Psychology	3
SOC 101 C	Introduction to Sociology	3

**AEROBIC INSTRUCTOR**

**CERTIFICATE Program Code: 1C07828**

Primary emphasis is to prepare the student for occupational competency in aerobic exercise instruction for corporate fitness or health clubs. All students must complete 18 units. Course work in PE 235 C may be waived with current Red Cross cards in First Aid and CPR at the discretion of the division.

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

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

Course #	Title	Units
PE 161 C	Body Conditioning and Fitness	1
or		
PE 150 C	Rhythmic Aerobic Exercise	(1)
PE 129 C	Step Aerobics	1
PE 235 C	First Aid, CPR & Emergencies	3
PE 236 C	Prev & Care/Athletic Injuries	3
PE 244 C	Human Performance	3
or		
PE 234 C	Contemporary Personal Health	(3)
PE 299 C	Physical Education – Independent Study	2
HRC 100 C	Nutrition	3

**Select a minimum of 2 units from the electives listed below: 2**  
**Total Units Required 18**

See counselor if physical education major)

<b>Electives</b>		
PE 148 C	Low-Impact Aerobics	1
PE 152 C	Fitness Training Lab	½ - 2
PE 252 C	Intro to Physical Education	2
DANC 111 C	Jazz Dance	1 - 2
DANC 122 C	Stretch and Relaxation	½ – 1½
BIOL 210 C	Anatomy and Physiology	5

**AQUATICS SPECIALIST**

**CERTIFICATE Program Code: 1C07829**

Primary emphasis is to prepare the student for occupational competency in swimming instruction as recommended by the state of California and the American Red Cross. All students must complete 18 units. Course work in PE 235 C, PE 237 C, and PE 238 C may be waived with current Red Cross cards in First Aid and CPR, Life Saving and Water Safety Instruction at the discretion of the division.

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

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

Course #	Title	Units
PE 135 C	Swimming – Intermed/Advanced	1
PE 235 C	First Aid, CPR, & Emergencies	3
PE 237 C	Lifesaving	1
PE 238 C	Water Safety Instruction	2
PE 236 C	Prev & Care/Athletic Injuries	3
PE 244 C	Human Performance	3
or		
PE 234 C	Contemporary Personal Health	(3)
PE 299 C	Physical Education - Independent Study	1

**Select a minimum of 4 units from the electives listed below 4**  
**Total Units Required 18**

(see counselor if physical education major)

<b>Electives</b>		
PE 136 C	Springboard Diving	1
PE 146 C	Water Polo	1
PE 149 C	Swim for Fitness	1
PE 151 C	Water Aerobics/Pool Exercises	1
PE 152 C	Fitness Training Lab	½ - 2
PE 247 C	Sports Management	3
PE 248 C	Psychology of Sport	3
PSY 145 C	Child Psychology	3
BIOL 210 C	Anatomy and Physiology	5
PE 239 C	Skin and Scuba Diving	3

**ATHLETIC COACH**

**CERTIFICATE Program Code: 1C07830**

Primary emphasis is to prepare the student for occupational coaching at various levels. All students must complete 18 units. Course work in PE 235 C may be waived with current Red Cross cards in First Aid and CPR at the discretion of the division.

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

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

Course #	Title	Units
PE 235 C	First Aid, CPR, & Emergencies	3
PE 248 C	Psychology of Sport	3
PSY 139 C	Developmental Psychology	3
or		
PSY 145 C	Child Psychology	(3)
PE 236 C	Prev & Care/Athletic Injuries	3
PE 244 C	Human Performance	3
or		
PE 234 C	Contemporary Personal Health	(3)
PE 247 C	Sports Management	3

**Total Units Required 18**

(see counselor if physical education major)

<b>Electives</b>		
PE 105 C-146 C	Physical Education Activity	1
PE 252 C	Intro to Physical Education	2
PE 240 C	Sports Officiating	3
PE 250 C	Sport & United States Society	3
PE 265 C	Intramural Management	2
PE 266 C	Theory of Coaching Basketball	3
PE 267 C	Theory of Coaching Baseball	3
PE 280 C-286 C	Professional Activities (Pro Act)	2
HRC 100 C	Nutrition	3
BIOL 210 C	Anatomy and Physiology	5

**SPORTS MANAGEMENT**

**CERTIFICATE Program Code: 1K00063**

This program is designed to prepare students for management careers in the sports and recreation industries, working with professional, college or high school teams; fitness, athletic, golf and tennis clubs; recreational facilities and parks; or marketing and selling athletic clothing and sports equipment. Combining knowledge of physical education with general business principles, this certificate will help students gain responsible positions in their chosen athletic field.

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

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

Course#	Title	Units
PE 247 C	Sports Management	3
PE 248 C	Psychology of Sport	3
MGT 161 C	Introduction to Business	3
MGT 266 C	Human Relations in Business	3
MKT 222 C	Principles of Marketing	3
<b>Total Units Required</b>		<b>15</b>

**PHYSICAL EDUCATION TRANSFER PROGRAM**

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

**Physical Education (PE)**

**\*\*All classes with double asterisks are off-campus. Students should allow for travel time.**

**PE 083 C FITNESS FOR ATHLETES**

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

Three hours activity per week.

Credit/No Credit

AA/GE

This course is designed for students to practice in anaerobic and aerobic fitness and flexibility for competition in various intercollegiate sports.

**PE 093 C WEIGHT LIFTING FOR ATHLETES**

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

Three hours activity per week.

Credit/No Credit

AA/GE

This course is an overview of weight lifting techniques that produce muscle mass and strength.

**PE 100 C ADAPTIVE P.E. - WEIGHT TRAINING**

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

Two hours activity plus one hour assigned per week.

UC Credit Limitation/CSU, AA GE, CSU GE

*Prerequisite:* Entry into this class will be based on student's medical condition. This course is designed to give students with a disability the opportunity to participate in resistive exercises with weights.

**PE 101 C ADAPTIVE P.E. - ACTIVITY**

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

Two hours activity per week.

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 C ATHLETIC WEIGHT TRAINING**

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

Three hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course is designed 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 C BADMINTON**

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

Two hours activity plus one hour assigned 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 107 C TABLE TENNIS**

**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 consist of essential strokes with emphasis on the game strategies for singles and doubles play of table tennis. Rules, etiquette and tournament format will be introduced to the class.

**\*\*PE 108 C BOWLING**

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

Two hours activity plus one hour assigned 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 C FUTSAL (INDOOR 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 futsal (indoor soccer). This course will develop skills, provide knowledge of the rules and teach students to analyze techniques, solve tactical problems and improve physical fitness.

**PE 114 C 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 C GOLF - BEGINNING**

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

One to two hours activity plus one-half to one hour assigned 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 half of the class. The second half of the class will be held at an off-campus golf facility. *Facility use fee required. To be paid throughout the semester at the facility.*

**PE 117 C GYMNASTICS**

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

Two hours activity plus one hour assigned per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course is designed to teach basic skills and knowledge necessary to the performance of gymnastic stunts. The class develops agility, balance, timing, flexibility, and strength.

**PE 118 C GYMNASTICS APPARATUS****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course is designed to give the student concentrated instruction and practice on the uneven bars, horizontal bar, parallel bars, balance beam, side horse, vaulting, and rings.

**PE 119 C GYMNASTICS - TUMBLING****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course is designed to give the student concentrated instruction and practice in the skills of tumbling, floor exercises, and vaulting skills.

**PE 121 C WALKING FOR FITNESS****1 Unit** (May be taken for credit 4 times)

Two hours activity plus one hour assigned per week.

UC Credit Limitation /CSU, AA GE, CSU GE

This course will emphasize walking for health and fitness for men and women who are interested in instruction and practice in cardiovascular walking. This class is designed to decrease the risk of coronary heart disorders by increasing heart efficiency, vital lung capacity and the knowledge of each through aerobic and anaerobic conditioning.

**PE 122 C SURFING****1 Unit** (May be taken for credit 4 times)

Three hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

*Prerequisite:* Demonstrate ability to swim. 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 will not be furnished.

**\*\*PE 127 C RACQUETBALL - INDOOR****1 Unit** (May be taken for credit 4 times)

Two hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course includes instruction in the fundamentals of indoor racquetball. The emphasis of the class will be on safety, rules, etiquette, and strategy in singles, doubles and cut-throat play. The class will be held at an off-campus facility. *Facility use fee required, to be paid throughout the semester at the facility.*

**PE 129 C STEP AEROBICS****1 Unit** (May be taken for credit 4 times)

Two hours activity plus one hour assigned per week.

UC Credit Limitation, 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 C SWIMMING****1 Unit** (May be taken for credit 2 times)

Two hours activity plus one hour assigned 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 C SWIMMING - INTERMED/ADVANCED****1 Unit** (May be taken for credit 2 times)

Two hours activity plus one hour assigned per week.

UC Credit Limitation/CSU, AA GE, CSU GE, CSU GE

*Prerequisite:* Demonstrate ability to swim. This course is designed to develop knowledge and skill in competitive swimming strokes. The swimming strokes to be taught are the American crawl, backstroke, breaststroke, and dolphin butterfly. The class will emphasize the development of cardiovascular aerobic conditioning.

**PE 136 C SPRINGBOARD DIVING****1 Unit** (May be taken for credit 4 times)

Two hours activity plus one hour assigned per week.

UC Credit Limitation/CSU, AA GE, CSU GE

*Prerequisite:* Demonstrate ability to swim. This course is designed to teach the fundamentals of springboard diving. The beginning diver will learn diving progression for the front, back, reverse, inward and twist-dives.

**PE 139 C TENNIS****1 Unit** (May be taken for credit 4 times)

Two hours activity plus one hour assigned per week.

UC Credit Limitation/CSU, AA GE, CSU GE

The course will place emphasis on tennis fundamentals including forehand, backhand and the serve. The course also includes rules, court strategy, and etiquette of singles and doubles play. Tournaments will be conducted during class sessions. Students must provide their own equipment.

**PE 141 C SPECIALIZED TENNIS SKILLS****½ - 2 Units** (Variable Unit Class) (May be taken for credit 4 times)

One to four hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This class is designed for students desiring instruction from intermediate to advanced tennis. The class provides the opportunity to put techniques into practice through placement in the various levels of tennis ability.

**\*\*PE 142 C MOUNTAINEERING/  
ROCK CLIMBING****1 Unit** (May be taken for credit 4 times)

One hour lecture and

One hour activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course is designed for those students wishing to develop beginning through advanced skills in mountaineering/rock climbing. Teaching emphasis is on preparation, knowledge of equipment, physical techniques, and the mental approach to climbing. Facility use fee required, to be paid throughout the semester at the facility.

**PE 144 C VOLLEYBALL****1 Unit** (May be taken for credit 2 times)

Two hours activity plus one hour assigned per week.

UC Credit Limitation/CSU, AA GE, CSU GE

The course will include teaching of the basic skills of volleyball with emphasis on strategy and rules. The students will be offered the opportunity for class and interclass competition.

**PE 145 C VOLLEYBALL - INTERMED/ADVANCED****1 - 1½ Unit** (Variable Unit Class) (May be taken for credit 2 times)

Two to three hours activity per week.

UC Credit Limitation/CSU, AA GE, CSU GE

This course is designed to provide advanced skill development and strategies of volleyball. This class will provide intermediate and advanced players an opportunity to practice competitive techniques in games situations.



**PE 146 C WATER POLO****1 Unit (May be taken for credit 4 times)**

*Two hours activity plus one hour assigned per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: Demonstrate ability to swim.* Basic instruction will be given in the fundamental skills of water polo. Instruction will emphasize passing, shooting, dribbling, conditioning, game strategy, and terminology. The course will include aquatic drills, scrimmages and appropriate learning activities for the intermediate and advanced water polo player.

**PE 148 C LOW-IMPACT AEROBICS****1 Unit (May be taken for credit 4 times)**

*Two hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This course provides an aerobic workout without jogging, running, jumping or other high impact type movements which might result in overstress 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. This 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 C SWIM FOR FITNESS****1 Unit (May be taken for credit 4 times)**

*Two hours activity plus one hour assigned per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: Demonstrate ability to swim.* This course will emphasize swimming for health and physical fitness. The class is designed to decrease the risk of coronary heart disorders by increasing heart efficiency, vital lung capacity, and the knowledge of each through the use of aerobic and anaerobic conditioning. Participating adults and others seeking a fitness program may expect to improve their overall fitness level through aquatic training.

**PE 150 C RHYTHMIC AEROBIC EXERCISE****1 Unit (May be taken for credit 4 times)**

*Two hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This course provides an aerobic development through rhythmic, high impact movements. The class activities will emphasize stretching, walking, jogging, running, and rope jumping in a dance setting to music.

**PE 151 C WATER AEROBICS/POOL EXERCISES****1 Unit (May be taken for credit 4 times)**

*Two hours activity plus one hour assigned per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This class is designed to provide callisthenic type exercises and routines using the resistance of the water as a means for developing cardiovascular endurance, strength, flexibility, and coordination. Students will be able to improve posture and appearance through performance and understanding of using the water as a resistance. Non-swimmers welcome.

**PE 152 C FITNESS TRAINING LAB****1/2 - 2 Units (Variable Unit Class) (May be taken for credit 4 times)**

*One and one-half to six hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This course is designed so that workouts can be scheduled any time the lab is open on an individual basis. Circuit training has proven especially beneficial for people not interested in competitive weight training but desiring good muscle tone and cardiovascular fitness. This type of training gives maximum return in a controlled workout with flexible hours and variable units.

**PE 153 C SPINNING****1 Unit (May be taken for credit 4 times)**

*Two hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

Spinning is a unique, indoor, group stationary cycling program. This efficient, high-energy group exercise integrates music and cycling in a complete exercise routine. Spinning accommodates everyone's individual needs and abilities.

**PE 154 C FITNESS TESTING W/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. Based on the results of a battery of tests, an exercise prescription will be developed to meet individual goals. Student progress will be evaluated with post-testing.

**PE 156 C POWER TRAINING****1/2 - 2 Units (Variable Unit Class) (May be taken for credit 4 times)**

*One and one-half to six hours activity per week.*

*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. 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 C SPECIALIZED GOLF SKILLS****1 Unit (May be taken for credit 4 times)**

*Two hours activity plus one hour assigned per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This course will emphasize advanced golf techniques and playing strategies. The class will provide advanced and low handicap golfers the opportunity to enhance their skills and techniques in execution of golf scoring strategies. Facility use fee required. To be paid throughout the semester at the facility.

**PE 159 C STRENGTH TRAINING -****1/2 - 2 Units (Variable Unit Class) (May be taken for credit 4 times)**

*18 hours of activity required for each*

*1/2 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 training programs using Life Fitness, Universal and Olympic weights. It is for men and women of all ages who are interested in muscle toning, muscle rehabilitation, and/or weight redistribution. Workout times are adjusted to the individual's schedule with flexible hours and variable units.



**ACTIVITIES DESIGNED FOR,  
BUT NOT LIMITED TO, WOMEN**

**PE 160 C BASKETBALL**

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

*Two hours activity plus one hour assigned per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This activity class stresses development of the fundamental skills of basketball. Game strategies including various offenses and defenses will be analyzed and applied through team competition.

**PE 161 C BODY CONDITIONING/FITNESS**

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

*Two hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This course is designed for students to participate in a comprehensive fitness program which includes stretching, cardiovascular, and strengthening exercises. The exercises help develop agility, improve coordination, and increase endurance while normalizing body weight and improving muscle tone.

**PE 162 C CONDITIONING FOR ATHLETES**

**1/2 Units (May be taken for credit 4 times)**

*Three hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This course is designed for individualized instruction and practice in the areas of weight training, weight lifting, anaerobic and aerobic fitness, and flexibility for competition in various intercollegiate sports.

**PE 163 C KICK-BOXING**

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

*Two hours laboratory per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

Instruction in forms of kick-boxing that stress cardiovascular endurance, strength development, and improved flexibility. The aerobic workout will include influences from several martial arts. The sparring and self defense aspects of kick-boxing will be included.

**PE 170 C SELF DEFENSE**

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

*Two hours activity plus one hour assigned 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 different forms of martial arts training, students will practice both defensive and offensive moves against various forms of attacks, including weapons. Proficiency in the practical, effective, and tactical use of movement, leverage, strikes, and use of everyday objects as weapons is stressed.

**PE 171 C SOCCER**

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

*Two hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This class will provide instruction and practice in the techniques of soccer for women. This course will develop skills, knowledge of rules, analysis of techniques and game strategies.

**PE 172 C SOFTBALL**

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

*Two hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

The course will emphasize basic skills of women's softball including techniques, strategies of offense and defense, rules and terminology.

**PE 174 C INLINE SKATING**

**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 inline skating fundamentals including turning, stopping, skating posture and balance. The course of study will also include terminology, etiquette and aerobic and anaerobic fitness training. Rental fee is required if the student does not supply his/her own skates and safety equipment such as helmet, wrist, elbow and knee pads.

**PE 177 C SONG AND YELL LEADER WORKSHOP**

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

*Three hours laboratory per week.*

*CSU, AA GE, CSU GE*

*Prerequisite: Audition.* This course is designed to enhance skill and difficulty level of exercises, routines, gymnastics and stunting abilities. Emphasis on leadership techniques will also be discussed.

**PE 178 C CORE STRENGTH & STABILITY**

**1/2 - 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 is designed for students to participate in a comprehensive fitness program which includes stretching and core strengthening exercises using stability balls, hand weights and tubing. The exercises help develop agility, improve coordination, and increase core body strength.

**PE 179 C PEP SQUAD TRAINING**

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

*Ten hours activity per week.*

*CSU, AA GE, CSU GE*

*Prerequisite: Audition.* This course is designed for pep squad to develop skills in tumbling, stunts, dance technique, choreography, leadership skills, crowd motivation, and competition. Performance is mandatory at school athletic events and campus functions.

**ACTIVITIES DESIGNED FOR,  
BUT NOT LIMITED TO, MEN**

**PE 180 C BASEBALL**

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

*Two hours activity plus one hour assigned 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 C BASKETBALL**

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

*Two hours activity plus one hour assigned 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 C BODY BUILDING AND DEVELOPMENT**

**1/2 - 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 C PHYSICAL FITNESS**

**½ - 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 resistance exercises and body building routines.

**PE 189 C SOCCER**

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

*Two hours activity plus one hour assigned per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This 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 C SOFTBALL**

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

*Two hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

The course will emphasize basic skills of softball including techniques and strategies of offense and defense, rules and terminology.

**PE 193 C WEIGHT TRAINING/WEIGHT LIFTING**

**½ - 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 C 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 C RECREATIONAL FOOTBALL**

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

*Two hours activity plus one hour assigned per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

This course will include the basic fundamentals of flag and touch football. The class will emphasize rules, safety procedures, and team play.

**INTERCOLLEGIATE ATHLETICS**

In order to participate in intercollegiate athletics, all students must enroll in one of the listed 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.

**PE 202 C BASEBALL - MEN**

**2 Units** (*May be taken for credit 3 times*)

*Ten hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.*

**PE 203 C BASKETBALL - MEN**

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

*Ten hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.*

**PE 204 C BASKETBALL - WOMEN**

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

*Ten hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.*

**PE 207 C SOCCER - WOMEN**

**2 Units** (*May be taken for credit 3 times*)

*Ten hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.*

**PE 208 C GOLF**

**2 Units** (*May be taken for credit 3 times*)

*Ten hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.*

**PE 209 C SOCCER - MEN**

**2 Units** (*May be taken for credit 3 times*)

*Ten hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.*

**PE 210 C SOFTBALL - WOMEN**

**2 Units** (*May be taken for credit 3 times*)

*Ten hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.*

**PE 211 C SWIMMING - MEN**

**2 Units** (*May be taken for credit 3 times*)

*Ten hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.*

**PE 212 C SWIMMING - WOMEN**

**2 Units** (*May be taken for credit 3 times*)

*Ten hours activity per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE*

*Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.*

**PE 213 C TENNIS - MEN****2 Units** (May be taken for credit 3 times)*Ten hours activity per week.**UC Credit Limitation/CSU, AA GE, CSU GE**Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.***PE 214 C TENNIS - WOMEN****2 Units** (May be taken for credit 3 times)*Ten hours activity per week.**UC Credit Limitation/CSU, AA GE, CSU GE**Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.***PE 218 C VOLLEYBALL - WOMEN****2 Units** (May be taken for credit 3 times)*Ten hours activity per week.**UC Credit Limitation/CSU, AA GE, CSU GE**Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.***PE 219 C WATER POLO****2 Units** (May be taken for credit 3 times)*Ten hours activity per week.**UC Credit Limitation/CSU, AA GE, CSU GE**Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.***PE 220 C WHEELCHAIR BASKETBALL****2 Units** (May be taken for credit 4 times)*One hour lecture and**Three hours laboratory per week.**UC Credit Limitation/CSU, AA GE, CSU GE**Prerequisite: Entry into this class will be based upon the student's previous medical history. (COA rules and hours do not apply).***PE 221 C WRESTLING****2 Units** (May be taken for credit 3 times)*Ten hours activity per week.**UC Credit Limitation/CSU, AA GE, CSU GE**Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.***PE 222 C BADMINTON - WOMEN****2 Units** (May be taken for credit 3 times)*Ten hours activity per week.**UC Credit Limitation/CSU, AA GE, CSU GE**Prerequisite: Must meet the California Community College Commission on Athletics eligibility requirements and pass a physical examination prior to intercollegiate competition.***THEORY - PHYSICAL EDUCATION****PE 231 C ELEMENTARY SCHOOL****MOVEMENT - PE****3 Units***Two hours lecture and**Two hours activity plus one hour assigned per week.**CSU, CSU GE*

This course is designed to acquaint the prospective elementary school teachers with physical education programs in grades K-6. The course includes observation, visitation, and actual teaching field work at an elementary school. 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 C 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 C FIRST AID, CPR & EMERGENCIES****3 Units***Three hours lecture per week.**UC/CSU, CSU GE*

This course includes the theory and implementation of the skills necessary in response to an emergency. Successful completion of the course will qualify the student for the American Red Cross "Responding to Emergencies" First Aid Certificate, Adult, Child and Infant CPR Certificates and Automated External Defibrillation Certificate. Costs may include materials for the construction of a First Aid Kit. There is a required \$4.00 Red Cross Service Fee - PAYABLE AT REGISTRATION.

**PE 236 C PREV & CARE/ATHLETIC INJURIES****3 Units***Two hours lecture and**Three hours laboratory per week.**UC/CSU*

This course is designed for future athletic 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 C LIFESAVING****1 Unit** (May be taken for credit 4 times)*One hour lecture and**One hour laboratory per week.**UC/CSU, CSU GE*

*Prerequisite: A minimum of 15 years of age, the ability to swim continuously 500 yards and complete a 7 to 10 feet surface dive.* This course is designed to develop and perfect the basic swimming strokes needed to successfully execute the various lifesaving skills. Upon completion of the class, a student who successfully passes the written and practical exams will be qualified to be certified for an American Red Cross Lifeguard Training, First Aid, and CPR for the Professional Rescuer. \$4.00 Material Fee - PAYABLE AT REGISTRATION.



**PE 238 C WATER SAFETY INSTRUCTION****2 Units**

*One hour lecture and  
Two hours activity per week.  
UC/CSU*

*Prerequisite: 17 years of age minimum, American Red Cross pre-course written and skills test. Advisory: Competency in swimming, diving, and water safety skills.* This American Red Cross course will prepare instructor candidates to teach a variety of American Red Cross swimming and water safety courses to people of all ages. Upon satisfactory completion, the student will receive an American Red Cross Water Safety Instructor certificate. This class does not meet the requirements for P.E. activity classes. *\$4.00 Material Fee - PAYABLE AT REGISTRATION.*

**PE 239 C SKIN AND SCUBA DIVING****3 Units**

*Two hours lecture and  
Three hours activity per week.  
UC Credit Limitation/CSU*

*Prerequisite: Qualification as an intermediate/advanced swimmer.* This course is designed to develop the knowledge of skin and SCUBA diving. The class will place 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 is responsible for equipment rentals and boat fees, as well as purchasing some basic personal gear. This class does not meet the requirement for P.E. activity classes.

**PE 240 C SPORTS OFFICIATING****3 Units (May be taken for credit 2 times)**

*Two hours lecture and  
Two hours laboratory plus one hour assigned per week.  
UC/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 basketball, baseball, softball, volleyball and other sports will be covered. This course can be used for recreation majors, physical education majors, and people involved in community athletic organizations. The course will also explore avenues of employment related to sports officiating.

**PE 242 C WHEELCHAIR ATHLETICS****2 Units (May be taken for credit 4 times)**

*One hour lecture and  
Three hours laboratory per week.  
UC Credit Limitation/CSU*

*Prerequisite: Entry into this class will be based on the student's previous medical history.* The course includes instruction and participation in the fundamentals of the spectrum of wheelchair athletics. The course is expressly designed for, but not limited to, those students with permanent disability of the lower extremities who are therefore unable to participate in regular able-bodied athletics. The emphasis is on rules, safety, general awareness of wheelchair athletic alternatives with specific skill development in wheelchair basketball and wheelchair tennis leading to competition in California and U.S. wheelchair basketball and tennis programs.

**PE 244 C HUMAN PERFORMANCE****3 Units**

*Three hours lecture per week.  
UC/CSU, AA GE, CSU GE*

This course provides guidelines for lifetime fitness using a combined approach of exercise physiology, nutrition, and biomechanics. Students will develop a working knowledge of physiological adaptations to aerobic and anaerobic exercise, of nutritional programs to achieve and maintain ideal body weight, and of desirable lifestyle management behaviors to improve wellness and human performance.

**PE 247 C SPORTS MANAGEMENT****3 Units**

*Two hours lecture and  
Three hours activity per week.  
CSU*

This course consists of how to organize, manage, plan, staff, direct and control a sports program. The course also includes such areas as budget, facilities, scheduling, officials, transportation, public relations, parent and booster clubs, purchase and care of athletic equipment, fund raising, and marketing.

**PE 248 C PSYCHOLOGY OF SPORT****3 Units**

*Three hours lecture per week.  
UC/CSU*

This course consists of the psychological study of athletes on all levels of competition. The course includes such areas as competition, understanding coaches, goal setting, motivation, youth sports, anxiety and stress, relaxation and sport imagery, relationships, and drug abuse in sports.

**PE 250 C SPORT & UNITED STATES SOCIETY****3 Units**

*Three hours lecture per week.  
CSU, CUL DIV*

This course examines sport in the United States society and how various ethnic and under-represented 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. Media influences on the perception of sport in society will be examined.

**PE 252 C INTRO TO PHYSICAL EDUCATION****2 Units**

*Two hours lecture per week.  
UC/CSU*

Introduction and orientation to physical education as a profession and as an academic discipline. Explores subdisciplines, opportunities in the field, philosophy, scientific foundation.

**PE 261 C PRO ACT - TENNIS****2 Units (May be taken for credit 2 times)**

*One hour lecture and  
Two hours activity plus one hour assigned per week.  
UC Credit Limitation/CSU*

This course is designed for physical education and recreation majors. The course will include a comprehensive analysis of the principles of movement, motor skills and the strategy concepts used in tennis. Students will be responsible for performing and teaching various skills. Students must provide their own equipment.

**PE 262 C PRO ACT - VOLLEYBALL (Coed)****2 Units (May be taken for credit 2 times)**

*One hour lecture and  
Two hours activity plus one hour assigned 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 C PRO ACT - WRESTLING****2 Units** (May be taken for credit 2 times)

One hour lecture and

Two hours activity plus one hour assigned 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.

**PE 264 C 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 C 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 C THEORY OF COACHING BASKETBALL****3 Units**

Two hours lecture and

Three hours laboratory per week.

UC Credit Limitation/CSU

This course is designed to study the various aspects of coaching basketball. The emphasis of the class will be on the theory of how to organize a basketball program activity from start to finish of a season. The development of individual/team skills both offensive and defensive will be examined. The lab consists of scouting and/or coaching basketball.

**PE 267 C 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 C PRO ACT - BASEBALL****2 Units** (May be taken for credit 2 times)

One hour lecture and

Two hours activity plus one hour assigned per week.

UC Credit Limitation/CSU

This course is designed to emphasize the learning of skills and fundamentals of the game of baseball. The class will include activities that will develop the psychological as well as the physical preparation of a baseball player. The theory and practical experiences related to offensive and defensive phases of the game will also be covered.

**PE 281 C PRO ACT - BASKETBALL****2 Units** (May be taken for credit 2 times)

One hour lecture and

Two hours activity plus one hour assigned per week.

UC Credit Limitation/CSU

This course is designed for physical education and recreation majors. The course will include a comprehensive analysis of the principles of movement, motor skills, and the strategy concepts used in basketball.

**PE 282 C PRO ACT - SOFTBALL****2 Units** (May be taken for credit 2 times)

One hour lecture and

Two hours activity plus one hour assigned per week.

UC Credit Limitation/CSU

This course is designed for physical education and recreation majors. The course will emphasize development and improvement of fundamental skills, including strategy, team organization, rules and instructional procedures.

**PE 284 C PRO ACT - SOCCER****2 Units** (May be taken for credit 2 times)

One hour lecture and

Two hours activity plus one hour assigned per week.

UC Credit Limitation/CSU

This course is designed for physical education majors. The course will include a comprehensive analysis of fundamental skills, game strategy, team offense and team defense through participation, analysis of rules and instructional procedures.

**PE 286 C PRO ACT - WEIGHT TRAINING****2 Units** (May be taken for credit 2 times)

One hour lecture and

Two hours activity plus one hour assigned per week.

UC Credit Limitation/CSU

This course is a study of weight training theory with emphasis on kinesiology and biomechanical principles. The class will provide the student with an understanding of various anaerobic training techniques and their applications.

**PE 298 C PHYSICAL EDUCATION SEMINAR****½ - 12 Units** (Variable Unit Class) (May be taken for credit 1-4 times)

Zero to twelve hours lecture and

Zero to sixty hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

UC Credit Limitation/CSU

*Prerequisite:* May be required. *Corequisite:* May be required. *Advisory:* May be required. 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. *Fees may be required – PAYABLE AT REGISTRATION.*

**PE 299 C PHYSICAL EDUCATION INDEPENDENT STUDY****½ - 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

*Division of Science/Engineering/Mathematics*

*Interim Division Dean – Richard Fee*

## *Faculty*

Ron Armale  
Michael Frey  
Brinda Subramaniam

## *Counselor*

Tom Nordee

## Physical Science (PHSC)

### **PHSC 104 C PHYSICAL SCIENCE FOR TEACHERS 4 Units**

*(Same as CHEM 104 C)*

*Three hours lecture and*

*Three hours laboratory per week.*

*CSU, AA GE, CSU GE*

*Prerequisite: MATH 020 C.* This activity-based course provides an introduction to the basic concepts of physical science with major emphasis upon their practical importance and application toward understanding natural phenomena in real-world contexts. Laboratory work includes experiments in physics, chemistry, and Earth and space science. It is intended for students who want to become school teachers.

### **PHSC 117 C COSMOLOGY**

#### **1 Unit**

*One hour lecture per week.*

*CSU*

*Prerequisite: ASTR 116 C or PHSC 101 C.* The course includes a study of black holes, galactic evolution, methods and assumptions of cosmology, the big bang, geometry and models, the inflationary universe, anthropic principle, destiny of the universe, particle theory, and grand unification.

### **PHSC 196 C FIELD STUDIES IN PHYS SCI**

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

*One hour lecture and*

*Three hours laboratory per week.*

*CSU*

This course involves lecture and field study in the physical sciences. During a given semester, multiple sections may be offered to different study areas or for different selected topics. Study areas include, but are not limited to, star gazing in the Santa Ana mountains or Anza area; viewing museums, planetaria, observatories; or listening to lectures. Field trips are required.

### **PHSC 298 C PHYSICAL SCIENCE SEMINAR**

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

*Zero to twelve hours lecture and*

*Zero to thirty-six hours laboratory per week.*

*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* 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. *Fees may be required – PAYABLE AT REGISTRATION.*

### **PHSC 299 C PHYS SCI INDEP STUDY**

#### **½ - 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.

## Physical Therapy

### **PHYSICAL THERAPY TRANSFER PROGRAM**

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

## Physician Assistant

### **PHYSICIAN ASSISTANT TRANSFER PROGRAM**

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

# Physics

## Division of Science/Engineering/Mathematics

Interim Division Dean – Richard Fee

### Faculty

Ron Armale  
Michael Frey  
Brinda Subramaniam

### Counselor

Tom Nordee

## PHYSICS TRANSFER PROGRAM

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

## Physics (PHYS)

### PHYS 021 C PROBLEM SOLVING-MECHANICS

#### 1 Unit

*One hour lecture per week.*

*Credit/No Credit*

**NON-DEGREE CREDIT**

*Advisory: Students are recommended to be enrolled in PHYS 201 C or PHYS 210 C.* This course is designed as a problem solving session and examination of the concepts in classical mechanics as taught in the first semester of College Physics (PHYS 201 C) or Physics (PHYS 210 C).

### PHYS 022 C PROBLEM SOLVING-ELECTRICITY

#### 1 Unit

*One hour lecture per week.*

*Credit/No Credit*

**NON-DEGREE CREDIT**

*Advisory: Students are recommended to be enrolled in PHYS 202 C or PHYS 211 C.* This course is designed as a problem solving session and examination of the concepts in electricity, magnetism, and optics as taught in the second semester of College Physics (PHYS 202 C) or Physics (PHYS 211 C).

### PHYS 023 C PHYS 221 C PROBLEM SOLVING

#### 1 Unit

*One hour lecture per week.*

*Credit/No Credit*

**NON-DEGREE CREDIT**

*Corequisite: PHYS 221 C.* This course is designed as a problem solving session and examination of the concepts in classical mechanics as taught in the first semester of General Physics (PHYS 221 C).

### PHYS 024 C PHYS 222 C PROBLEM SOLVING

#### 1 Unit

*One hour lecture per week.*

*Credit/No Credit*

**NON-DEGREE CREDIT**

*Corequisite: PHYS 222 C.* This course is designed as a problem solving session and examination of the concepts in electricity and electromagnetism optics as taught in the second semester of General Physics (PHYS 222 C).

### PHYS 130 C PRINCIPLES OF PHYSICS

#### 4 Units

*Three hours lecture and*

*Three hours laboratory per week.*

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

*Prerequisite: MATH 020 C with a grade of "C" or better.* 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 natural phenomena. Laboratory work includes experiments in mechanics, heat, sound, electricity, and optics. This is a general education course in the physical science area. The course is not open for credit to students with previous college physics credit. No UC credit if taken after PHYS 201 C or PHYS 221 C.

### PHYS 201 C COLLEGE PHYSICS

#### 4 Units

*Three hours lecture and*

*Three hours laboratory per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN PHYS 2*

*Prerequisite: MATH 142 C and PHYS 130 C, with grades of "C" or better.* This is the first course in a two-semester physics program designed primarily for students planning to major in biological sciences, medical/dental fields, architecture, agriculture, psychology, law, and similar professional fields. The course includes topics from classical mechanics and Newton's Laws of motion, conservation laws, rotational dynamics, properties of matter, fluids, heat, thermodynamics, vibrations and waves.

### PHYS 202 C 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 C, with a grade of "C" or better.* This is the second course in a two-semester physics program designed primarily for students planning to major in biological sciences, medical/dental sciences, architecture, agriculture, psychology, law, and similar professional fields. The course includes topics from electricity and magnetism, light and optics, atomic physics, nuclear physics and special theory of relativity.

### PHYS 210 C PHYSICS

#### 4 Units

*Three hours lecture and*

*Three hours laboratory per week.*

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

*Prerequisite: PHYS 130 C or High School Physics and MATH 150AC, with a grade of "C" or better, or concurrent enrollment in MATH 150AC.* This is a calculus-based course designed for students majoring in the life sciences. The course covers Newtonian mechanics, waves and basic thermodynamics.

**PHYS 211 C PHYSICS****4 Units***Three hours lecture and**Three hours laboratory per week.**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: PHYS 210 C with a grade of "C" or better and completion of or concurrent enrollment in MATH 150BC. This is the second semester of a calculus-based course designed for students majoring in the life sciences. The course covers topics in electricity and magnetism, optics, atomic physics and quantum physics.*

**PHYS 221 C GENERAL PHYSICS****4 Units***Three hours lecture and**Three hours laboratory per week.**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN PHYS 8*

*Prerequisite: PHYS 130 C with a minimum grade of "C" (or high school physics with a minimum grade of "B") and MATH 150AC, with a minimum grade of "C"; and completion of or concurrent enrollment in MATH 150BC. Advisory: Recommended background PHYS 201 C and either ENGR 110 C or ENGT 110 C. This is the first course of a three-semester introductory physics program for students majoring in physics, chemistry, geology, engineering (all areas), mathematics and other related fields. Topics studied include mechanics, oscillations, properties of matter, and fluids. Problems and derivations require knowledge of differential and integral calculus.*

**PHYS 222 C 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 150BC and PHYS 221 C, with grades of "C" or better. Advisory: MATH 250AC. This course is part of a three-semester program of introductory calculus based physics for students majoring in physics, chemistry, geology, engineering (all specializations), computer science, mathematics and other related fields. Topics covered are basic laws of electricity and magnetism including electrostatics, current, magnetic fields, electromagnetic induction, DC circuits, AC circuits, and electromagnetic waves.*

**PHYS 223 C GENERAL PHYSICS****4 Units***Three hours lecture and**Three hours laboratory per week.**UC Credit Limitation/CSU, CSU GE, IGETC, CAN PHYS 14*

*Prerequisite: PHYS 221 C, and MATH 150BC, with grades of "C" or better. Advisory: Concurrent enrollment in MATH 250AC or MATH 250BC. This course is part of a three-semester program of introductory calculus based on physics for students majoring in physics, chemistry, geology, engineering (all specializations), mathematics, and other related fields. It may be taken before or after PHYS 222 C. Topics covered include fluid mechanics, oscillations and waves, thermodynamics and kinetic theory, geometrical and physical optics, special theory of relativity, introduction to quantum mechanics, atomic physics, and nuclear physics.*

# Political Science

**Division of Social Science***Division Dean – Nina DeMarkey***Faculty**

Gloria Badal

Eapen Peter Mathews

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

**POLITICAL SCIENCE TRANSFER PROGRAM**

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

## Political Science (POSC)

**POSC 100 C UNITED STATES GOVERNMENT****3 Units***Three hours lecture per week.**Credit by Examination**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN GOVT 2*

*Advisory: Eligibility for ENGL 100 C. This course covers the political theories and practices of United States Government at national, state and local levels. Duplicate credit not granted for POSC 100HC.*

**POSC 100HC HONORS U.S. GOVERNMENT****3 Units***Three hours lecture per week.**UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN GOVT 2*

*Advisory: Eligibility for ENGL 100 C. This course is an enhanced college level course enhanced for honor students. It covers the political theories and practices of the United States Government at national, state and local levels. Duplicate credit not granted for POSC 100 C.*

**POSC 101 C GENDER AND AMERICAN POLITICS****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

*Advisory: Eligibility for ENGL 100 C. This course is an introduction to the study of American politics at the national, state, and local levels with an emphasis on the role of gender. It examines women's participation in American politics from the perspective of race, class, and ethnicity. Contemporary political analysis will focus on women's political agenda from the 1960's to the 21st century, centering around issues such as equal pay, sex discrimination in education and the work place, affirmative action, reproductive rights, sexual choice, domestic violence, and increasing the representation of women in local and national political arenas. Duplicate credit not granted for POSC 100 C or POSC 100HC.*



**POSC 120 C POLITICAL THEORY****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is a survey of Western political theory from ancient Greece to the Modern Age. It shows how political theory shapes current institutions and ideologies in the United States, Europe, and other countries around the world.

**POSC 130 C POLITICAL COMMUNICATION****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC*

This course covers the theory and application of rhetorical criticism to contemporary and political communication events. Stress will be placed on the rhetorical/political strategies used to advance concepts and policy options.

**POSC 135 C CAMPAIGNS, PARTIES & ELECTIONS****3 Units**

*Three hours lecture per week.*

*CSU*

*Advisory: Eligibility for ENGL 100 C.* This course is an analysis of the challenges faced by the Democratic and Republican parties as they are being replaced by campaign management firms (CMF's), Political Action Committees (PAC's) and electronic media advertising. Special emphasis is given to critical analysis of the presidential election campaign process, and of the resulting implications of the democratic process in the United States.

**POSC 155 C LEGAL METHOD AND THE LEGAL ASSISTANT****3 Units**

*Three hours lecture per week.*

*CSU*

This is the basic orientation course to provide the student with an examination of court systems, legal research and case analysis. It provides the student with an understanding of the ethics and standards of the legal profession, especially the relationship of legal assistant to client and attorney.

**POSC 200 C INTRO TO POLITICAL SCIENCE****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is an introduction to the study of political science. It explores the many aspects of politics, examining its relationship to morality, culture, economics, justice and international affairs both theoretically and practically. As an introductory course, it includes elements from the major sub-disciplines of political science, including American politics, comparative politics, and international relations.

**POSC 209 C URBAN POLITICS****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC, CUL DIV*

This course is a concentrated study of urban America with particular emphasis on the challenging problems facing the country's metropolitan areas. The approach will be interdisciplinary in order to facilitate conceptual learning and a balanced understanding of the urban dilemma. Major areas of study will include the history and development of urban United States intergovernmental relations, poverty, racial and ethnic relations, pollution, crime, public services, education, planning and renewal.

**POSC 210 C CONTEMPORARY POLITICAL ISSUES****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is an intensive study of issues associated with the concepts of democracy, federalism, separation of powers, judicial review, preservation of individual rights and related topics.

**POSC 215 C COMPARATIVE POLITICS****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* 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 C INTRODUCTION TO PUBLIC ADMINISTRATION****3 Units**

*Three hours lecture per week.*

*CSU*

This course will concentrate on giving the student a background in fiscal policy (budgeting), personnel, policy-making, and general organization.

**POSC 230 C INTERNATIONAL RELATIONS****3 Units**

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is a study of relations of nations including the function of power, diplomacy, international law and organizations, 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 298 C POLITICAL SCIENCE SEMINAR**

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

*Zero to twelve hours lecture and*

*Zero to twenty-four hours laboratory per week.*

*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This is a lecture/discussion type course developed 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 interest topic which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ to 12 units. Consult the class schedule for the offerings a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*

**POSC 299 C POLITICAL SCIENCE INDEPENDENT STUDY****1 Unit** (May be taken for credit 4 times)*Varying hours of scheduled conferences per week according to instructor.**UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

## Portuguese

**Division of Language Arts***Division Dean – Eldon Young***Faculty**

A. Fernando Oliveira

**Counselors**

Velia Lawson

Daniel Pelletier

Therese Mosqueda-Ponce

## Portuguese (PORT)

**PORT 101 C ELEMENTARY PORTUGUESE 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*

The course focuses on the four major skills of language learning-listening comprehension, speaking, reading, and writing-and the grammar and vocabulary necessary to acquire these skills. Included is an introduction to customs, culture, and civilization of Brazil, Portugal and other Portuguese-speaking countries.

**PORT 102 C ELEMENTARY PORTUGUESE 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*

*Prerequisite: PORT 101 C with grade of "C" or better or one year of high school Portuguese with a grade of "C" or better.* 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 Portuguese speaking countries through lectures, slides, films and reading and writing assignments.

## Pre-Professional Programs

**Dentistry****Medicine**

Optometry

**Pharmacy****Physician Assistant****Physical Therapy****Veterinary Medicine**

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

## Psychiatric Technology

**Division of Health Science***Division Dean – Andrea Hannon***Faculty****Jeannie Blilie**

Jane Boyce

Joseph Franks

Jeanne Higgins

Peggy Miller

Max Selga

**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 058 C/ESL 185 C or a comparable course with a grade of "C" or better, or submission of test scores that indicate eligibility for ENGL 060 C/ESL 186 C.

**APPLICATION PROCEDURES**

1. Meet with a counselor to determine fulfillment of the English requirement.
2. Complete the Psychiatric Technician program application, which may be obtained from the Health Science Counseling office, the Health Science Division office, or the director of the Psychiatric Technician Program
3. Attach supporting documentation. This includes copy of high school diploma, GED, or college degree; proof of meeting the English requirement; transcripts of academic work completed at other schools, and proof of work in progress (progress note from instructor).

**SELECTION CRITERIA**

1. Twenty-four (24) students are selected for admission each semester. The program begins in the fall and spring of each year. The number of applicants usually exceeds available seats.
2. Applicants who meet the minimum standards will be assigned points based on required non-clinical courses completed or in progress. Points will only be assigned when supported by appropriate documentation.
3. Selection criteria is subject to change. See a Health Science Counselor for current selection criteria.
4. Upon selection for the program but prior to the start of classes, the candidate will be required to obtain a physical examination and required immunizations.
5. Students selected for admission to the program must obtain a professional provider level cardiopulmonary resuscitation (CPR) card prior to attending clinical training and must maintain current certification throughout the program.

**ASSOCIATE IN SCIENCE DEGREE****PSYCHIATRIC TECHNOLOGY****Program Code: 1S03790**

While the state of California does not require an Associate Degree for licensure as a Psychiatric Technician, the student may elect to earn one. To receive an Associate in Science Degree, the student must complete all Psychiatric Technician course requirements with a minimum grade of "C". At least 50% of the Psychiatric Technician course requirements must be completed at Cypress College. A minimum of 19 additional General Education/Graduation Requirements must be earned with an overall GPA of 2.0.

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

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

**Note:** A current "C" cardiopulmonary resuscitation (CPR) certification must be maintained by all students admitted to the program

**Prerequisite Courses:**

Course #	Title	Units
*BIOL 160 C	Integrated Medical Science	3
*PSY 101 C	General Psychology	3
		<b>6</b>

**SEMESTER 1**

PT 110 C	Nursing Science I	7
PT 115 C	Nursing Science II	7
*PSY 139 C	Developmental Psychology	3
		<b>17</b>

**SEMESTER 2**

PT 120 C	Developmental Disabilities I	7½
PT 125 C	Developmental Disabilities II	6½
		<b>14</b>

**SEMESTER 3**

PT 130 C	Mental Disabilities I	6½
PT 135 C	Mental Disabilities II	7½
		<b>14</b>

Total Units Required

51

**Electives:**

*COUN 140 C	Educational Planning	½
HS 080 C	Selected Topics in Nursing and Allied Health	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.

**PSYCHIATRIC TECHNOLOGY****CERTIFICATE****Program Code: 1C03790**

This program aims to prepare a student to meet the requirements for licensure as a Psychiatric Technician in the state of California. A Psychiatric Technician is a licensed member of the professional services team working with people who are emotionally or developmentally disabled. Historically employed by private and state hospitals, developmental centers, and many community facilities, Psychiatric Technicians will increasingly find a variety of jobs available in the fields of corrections and human services. These include day care centers, substance abuse programs, forensic facilities, special education and many other areas promoting mental health. The program is accredited by and conforms to the regulations of the California Board of Vocational Nurses and Psychiatric Technicians. Upon successful completion of the program, graduates are eligible to take the State Board Licensure Examination.

To earn a certificate, complete the required courses with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College. Upon completion of the 51 units of required course work, the student becomes eligible to apply to the BVNPT for licensure examination.

**Prerequisite Courses:**

BIOL 160 C	Integrated Medical Sciences	3
PSY 101 C	General Psychology	3
<b>SEMESTER 1</b>		
PT 110 C	Nursing Science I	7
PT 115 C	Nursing Science II	7
PSY 139 C	Developmental Psychology	3
<b>SEMESTER 2</b>		
PT 120 C	Developmental Disabilities I	7½
PT 125 C	Developmental Disabilities II	6½
<b>SEMESTER 3</b>		
PT 130 C	Mental Disabilities I	6½
PT 135 C	Mental Disabilities II	7½
<b>Total Units Required</b>		<b>51</b>
<b>Electives:</b>		
COUN 140 C	Educational Planning	½
HS 080 C	Selected Topics in Nursing and Allied Health	1

**Psychiatric Technology (PT)****PT 085 C 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:* Concurrent enrollment in Psychiatric Technician Program. This course provides practical work experience for students caring for individuals with developmental disabilities in community settings.

**PT 110 C NURSING SCIENCE I****7 Units**

Four and one-half hours lecture and

Seven and one-half hours laboratory per week.

CSU

*Prerequisite:* Acceptance into the Psychiatric Technology Program.

This course presents fundamental concepts and scientific principles of nursing care. It begins to prepare students for the safe administration of medications by introducing them to the modern systems of measurement. Principles discussed in lecture will be applied in the clinical setting.

**PT 115 C NURSING SCIENCE II****7 Units**

Four and one-half hours lecture and

Seven and one-half hours laboratory per week.

CSU

*Prerequisite:* PT 110 C. This course explores the disease process of medical/surgical conditions relative to etiology, pathology, and treatment modalities. The therapeutic use of medication, the principles of nutrition, and the application of the nursing process are presented in classroom instruction and implemented in clinical practice.

**PT 120 C DEVELOPMENTAL DISABILITIES I****7½ Units**

Four and one-half hours lecture and

Nine hours laboratory per week.

CSU

*Prerequisite:* PT 115 C and PSY 139 C. This course explores the philosophy and principles directing the delivery of care and service to persons with developmental disabilities residing in California. Students learn how to teach self-help and independent living skills to persons with developmental disabilities.

**PT 125 C DEVELOPMENTAL DISABILITIES II****6½ Units**

Three hours lecture and

Ten and one-half hours laboratory per week.

CSU

*Prerequisite:* PT 120 C. This course focuses on the cause and treatment of developmental disabilities. The theory and application of behavioral techniques advocating only the presentation and removal of positive reinforcement is presented. Pharmacological interventions and special dietary needs are also covered.

**PT 130 C MENTAL DISABILITIES I****6½ Units**

Three hours lecture and

Ten and one-half hours laboratory per week.

CSU

*Prerequisite:* PT 125 C. This course is designed to assist the student in caring for the mentally disabled client at the tertiary level of intervention. Emphasis is placed on assessment and intervention of the chronically hospitalized individual.

**PT 135 C MENTAL DISABILITIES II****7½ Units**

Four and one-half hours lecture and

Nine hours laboratory per week.

CSU

*Prerequisite:* PT 130 C. This course prepares the student to intervene at the primary and secondary levels 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.



# Psychology

## Division of Social Science

Division Dean – Nina DeMarkey

### Faculty

Susan Johnson  
Randall Martinez  
Carlos Sandoval  
Brandy Young

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## ASSOCIATE IN ARTS DEGREE IN

### PSYCHOLOGY

**Program Code: 1A16600**

The Associate in Arts Degree in Psychology will provide students with an introduction to the field including its scientific foundations and applied areas. Students completing this degree will be prepared and motivated for further academic study in the field. The degree begins curriculum that can lead to a baccalaureate degree in Psychology at a four-year college or university. The degree is also a terminal two year option of study for students interested in psychology who do not wish to pursue a baccalaureate degree in the field. Students successfully completing an Associate in Arts Degree in Psychology will acquire a fundamental knowledge base of psychology, learn basic knowledge and skills in data analysis and research methods, and possess a basic understanding of areas that have an interdisciplinary association to psychology. Courses that fulfill major requirements for an associate degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a baccalaureate degree. Graduate study is important in Psychology. Those holding a Master's or Doctoral degree may find employment in teaching, research, private practice, or welfare and health related fields. Those without a graduate degree will find limited career opportunity in direct areas of Psychology. For information on specific university requirements, please consult with your counselor or visit the Transfer Center.

The Associate in Arts Degree in Psychology will provide students with an introduction to the field including its scientific foundations and applied areas. The intent is to prepare students for further academic study in the field. The degree begins curriculum that can lead to a baccalaureate degree in Psychology at a four-year college or university. At the baccalaureate level students will continue an education in various areas of psychology including research methods, cognition, psychobiology, development, environmental psychology, organizational psychology, clinical psychology, and educational psychology. The degree will also be a terminal two year option of study for students interested in psychology who do not wish to pursue a baccalaureate degree in the field.

To earn an Associate Degree, students must complete: (1) all major course requirements with a minimum grade of "C"; (2) California State University General Education Breadth requirement (CSU GE Breadth) or IGETC General Education plan; (3) any elective courses to complete a minimum of 60 units; (4) complete all graduation requirements; and, (5) have an overall GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Students pursuing more than one specified departmental major may double count a maximum of 7 units to fulfill major requirements.

Courses that fulfill major requirements for an associate degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a baccalaureate degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

### Required courses are listed in suggested sequence:

Eleven (11) to fourteen (14) units from the following Psychology required courses.

Course #	Title	Units
PSY 101 C	General Psychology	3
PSY/SOC 161 C	Probability & Stats-Social Sci	4
PSY 202 C	Research Methods in Psychology	4
PSY 221 C	The Brain & Behavior (if transferring to CSU Long Beach)	3

Three (3) to six (6) units from the following Psychology elective courses to total 20 units for the major.

PSY 110 C	Applied Psychology	3
PSY/SOC 120 C	Human Sexuality	3
PSY 139 C	Developmental Psychology	3
PSY 145 C	Child Psychology	3
PSY 212 C	Understanding Childhood Trauma And the Effects of Abuse	3
PSY/SOC 215 C	Parenting Skills	3
PSY 221 C	The Brain and Behavior	3
PSY 222 C	Abnormal Psychology	3
PSY/SOC 237 C	Cross-Cultural Relationships	3
PSY 251 C	Social Psychology	3
PSY/HUSR 255 C	Psychology of Aging	3

Three (3) to six (6) units from the following elective courses to total 20 units for the major.

ANTH 102 C	Cultural Anthropology	3
ANTH 104 C	Comparative Cultures	3
BIOL 102 C	Human Biology	3
BIOL 103 C	Human Ecology	3
CHEM 103 C	Chemistry in a Changing World	3
or		
CHEM 103HC	Honors Chem in a Changing World	(3)
CIS 132 C	Spreadsheet – Excel for Windows	3
ETHS 100 C	American Ethnic Studies	3
or		
ETHS 100HC	Honors American Ethnic Studies	(3)
GEOG 100 C	World Geography	3
or		
GEOG 100HC	Honors World Geography	(3)
GEOG 160 C	Cultural Geography	3
PHIL 100 C	Introduction to Philosophy	3
PHIL 170 C	Logic and Critical Thinking	3
PHIL 172 C	Critical Thinking/Writing	3
PHIL 176 C	Philosophy of Science and Critical Thinking	3
PHIL 269 C	Philosophy, Human Sexuality and Religion	3
PE 248 C	Psychology of Sport	3
SOC 101 C	Introduction to Sociology	3
or		
SOC 101HC	Honors Intro to Sociology	(3)
SOC 225 C	Sociology of Women	3
SOC 250 C	Sociology of Aging	3
SOC 275 C	Marriage and Family	3
SOC 292 C	Introduction to Criminology	3

## PSYCHOLOGY TRANSFER PROGRAM

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

# Psychology (PSY)

## PSY 101 C GENERAL PSYCHOLOGY

### 3 Units

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN PSY 2*

*Advisory: Eligibility for ENGL 100 C.* This course is a scientific consideration of the psychological foundations of behavior. It will investigate psychological development, motivation, sensation, perception, learning, thinking, language, psychological measurement, and principles of mental illness and mental health. *Duplicate credit not granted for PSY 101HC.*

## PSY 101HC HONORS GENERAL PSYCHOLOGY

### 3 Units

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN PSY 2*

*Advisory: Eligibility for ENGL 100 C.* This course, enriched for honors students, is a scientific introduction to the major areas of psychology. These areas include research methodology, consciousness, cognition, memory, perception, sensation, motivation, emotion, learning, development, personality, abnormal psychology, and physiological psychology. Students will examine, demonstrate and critique principles, theories, and research on human cognition, emotion, behavior, and conscious experience. The course uses lecture, multimedia presentation, class discussion, online communication, simulations, online resources, and research projects to enhance the learning experience of students. *Duplicate credit not granted for PSY 101 C.*

## PSY 110 C APPLIED PSYCHOLOGY

### 3 Units

*Three hours lecture per week.*

*CSU, CSU GE*

This course examines the principles of psychology and its research as it applies to everyday living. These principles are explored in the context of college life, interpersonal relationships, work and career. Focus areas include adjustment, health, stress, sexuality and psychological disorders. Applied Psychology is not the same as PSY 101 C General Psychology and cannot be taken in place of PSY 101 C.

## PSY 120 C HUMAN SEXUALITY

### 3 Units

*(Same as SOC 120 C)*

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, CSU GE, IGETC*

*Prerequisite: Eligibility for ENGL 060 C.* This course is an overview of the psychological, sociological and psychobiological aspects of human sexuality. The course takes an interdisciplinary approach dealing with the entire area of human sexual behavior viewed in the context of the total integrated personality.

## PSY 139 C 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 study also includes applicable theories of development.

## PSY 145 C CHILD PSYCHOLOGY

### 3 Units

*(Formerly PSY 140 C)*

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course explores the physical, cognitive, communicative/linguistic, and socio-emotional development of the child from conception through adolescence across diverse cultures.

## PSY 161 C PROBABILITY & STATS-SOCIAL SCI

### 4 Units

*(Same as SOC 161 C)*

*Four hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN PSY 6*

*Prerequisite: Math 040 C or 2 years of high school Algebra with grades of "C" or better.* This course provides an introduction to fundamental statistical concepts relevant to the social sciences but applicable to all disciplines. A conceptual approach is used to introduce students to topics of descriptive and inferential statistics including sampling, probability, central tendency, variability, correlation, regression, point estimation, interval estimation, and hypothesis testing. Also introduced are non-parametric statistics, such as chi-square, and parametric statistics, such as t-tests and ANOVA. Computers and calculators will be utilized. The use of current statistical software is emphasized. Data sets and problems will be from psychology, sociology, anthropology, economics, geography, and political science. This course is open to all students who meet the prerequisite, and it is required for psychology majors. This course is strongly recommended for all social science majors. Students who receive credit for this course may not receive credit for MATH 120 C.

## PSY 202 C RESEARCH METHODS IN PSYCHOLOGY

### 4 Units

*Three hours lecture*

*Two hours laboratory and*

*One hour problem solving/quiz per week.*

*UC/CSU, CSU GE, IGETC, CAN PSY 8*

*Prerequisite: PSY 101 C and PSY/SOC 161 C.* This course encompasses the technical aspects of designing and implementing research in the cognitive, behavioral and social sciences. Concepts of research are presented so that there is appropriate application of the scientific method to psychological and social 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 C UNDERSTANDING CHILDHOOD TRAUMA AND THE EFFECTS OF ABUSE

### 3 Units

*Three hours lecture per week.*

*CSU*

This course examines the causes of child abuse and traumatization, the effects of trauma, and commonly accepted ways to assist children of trauma. Trauma includes the effects of abuse, neglect, witnessing, and experiencing extraordinary events. Legal and foster care issues will also be investigated.

**PSY 215 C PARENTING SKILLS****3 Units***(Same as SOC 215 C)**Three hours lecture per week.*

CSU

This course is designed to build realistic expectations in parenting. Students will acquire parenting skills and deal constructively with varied aspects of child rearing. 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 C PARENTING THE DEFIANT CHILD****1 Unit***(Same as SOC 217 C)**One hour lecture per week.**Credit/No Credit/Letter Grade Option*

CSU

This course is designed for natural or foster parents who have children 2 to 13 years of age who exhibit oppositional, willful, disobedient and defiant behavior. Practical empirically proven techniques to manage this behavior will be taught using the University of Massachusetts Program.

**PSY 218 C PARENTING THE ABUSED CHILD****½ Unit***(Same as SOC 218 C)**One-half hour lecture per week.**Credit/No Credit/Letter Grade Option*

CSU

This is a parenting course for foster parents and other adult care givers of abused children. The causes, symptoms, treatment modalities and parenting techniques needed to parent these children will be examined.

**PSY 219 C PARENTING THE ADHD CHILD****½ Unit***(Same as SOC 219 C)**One-half hour lecture per week.**Credit/No Credit/Letter Grade Option*

CSU

This course is a practical introduction in the causes and professional interventions for Attention Deficit Hyperactivity Disorder "ADHD". A major emphasis will be on treatment techniques parents can use to assist a child or adolescent with attention deficit hyperactivity disorder. Home, medical, school and social-psychological interventions will be presented.

**PSY 221 C THE BRAIN AND BEHAVIOR****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

*Prerequisite: PSY 101 C with a grade of "C" or better.* This course examines the neurophysiological processes associated with behavior and mental processes. Emphasis is placed on the structure and function of the brain and other central nervous system structures. Related processes such as the autonomic nervous system, the endocrine system and the immune system are also studied. Specific topics studied in the context of the brain include learning, sensation, perception, emotion, motivation, cognition, memory, stress, psychological disorders, and brain dysfunction.

**PSY 222 C ABNORMAL PSYCHOLOGY****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

*Prerequisite: PSY 101 C with a grade of "C" or better.* This course is a systematic study of psychopathology. It is concerned with consciousness expressed through behavior that is considered to be counter-productive, maladaptive, and disruptive to the individual and/or society. The course will consider disturbances of volition, thinking, and feeling. Students in this case-driven course will be required to understand the current version of the DSM and apply the multiaxial assessment to videotaped cases of actual patients. The taped cases will illustrate a specific Axis I or Axis II disorder and provide information sufficient for the student to make a clear diagnosis.

**PSY 237 C CROSS-CULTURAL RELATIONSHIPS****3 Units***(Same as SOC 237 C)**Three hours lecture per week.**UC/CSU, CSU GE, IGETC, CUL DIV*

*Advisory: Eligibility for ENGL 100 C.* This course is an introduction to the psychological factors involved in cross-cultural relationships including ethnic and racial differences. It explores personal processes and individual conflicts of people from differing United States ethnic backgrounds. Varying customs, social patterns and family dynamics of major local cultural groups will be discussed within this context.

**PSY 240 C CHILD DEVELOPMENT & EDUCATION****3 Units***Three hours lecture per week.**CSU, AA GE, CSU GE*

This course explores the physical, cognitive, communicative/linguistic, and socio-emotional development of the child from conception through adolescence across diverse cultures with an emphasis on the learning process. Education and teaching issues related to children are highlighted.

**PSY 247 C PSYCHOBIOLOGY SEMINAR****½ - 2 Units (Variable Unit Class)***One-half hour to**Two hours lecture per week.**UC Credit Limitation/CSU*

This is a seminar approach to various topics concerning the biological basis of cognition and 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 251 C SOCIAL PSYCHOLOGY****3 Units***Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

*Prerequisite: PSY 101 C with a grade of "C" or better.* This course examines the basic theories, concepts, and empirical findings in such areas as social perception, social cognition, prejudice, discrimination, interpersonal attraction, conformity and obedience, by-stander effects, social aggression, group dynamics, attribution theory, and development of self in the social setting. New material is integrated with respect to materials already learned in PSY 101 C General Psychology.

**PSY 255 C PSYCHOLOGY OF AGING****3 Units***(Same as HUSR 255 C)**Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

This course examines the biological, physiological, cognitive, personality, developmental, intimacy and sexual aspects of the ongoing aging process. Critical life issues for elders and for those who live and work with them are explored. These issues include physical health, mental health, health care policy, care giving, dependency, and positive aging strategies. *Duplicate credit not granted for HUSR 255 C.*

**PSY 298 C PSYCHOLOGY TRANSFER SEMINAR****½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)***Zero to twelve hours lecture and**Zero to thirty-six hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade**UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This is a lecture/discussion type course developed 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 interest topic which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ to 12 units. Consult the class schedule for the offerings a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*

**PSY 299 C PSYCHOLOGY INDEPENDENT STUDY****1 Unit (May be taken for credit 3 times)***Varying hours of scheduled conferences**per week according to instructor.**UC Credit Limitation/CSU*

*Prerequisite. Approved Independent Study Learning Contract.* Independent study is for able students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so that they could learn more regarding their special topic.

# Radiologic Technology

**Division of Health Science***Division Dean – Andrea Hannon***Faculty**

Laura Greico

Lynn Mitts

Robert Parelli

**Counselors**

Kelly Carter

Denise Vo

**ASSOCIATE IN SCIENCE DEGREE****RADIOLOGIC TECHNOLOGY****PROGRAM MISSION****STATEMENT****Program Code: 1S03789**

The philosophy of the Department of Radiologic Technology recognizes the individual as a whole person who moves toward goals of self realization and fulfillment. The student is self directed, active, positive, and is responsible for his/her own actions as well as the consequences of the actions. The Department of Radiologic Technology will provide the following:

1. Occupational training in radiologic technology science: The purpose of this instruction is to qualify the student for examination by the: American Registry of Radiologic Technologists and the California Department of Health Services. The program will prepare the student for gainful employment in radiologic technology.
2. Students will be evaluated on knowledge, affective, and psychomotor domains to include critical thinking and problem solving. Measurable objective tests and clinical observation for competency will be utilized to determine student progress. Role playing and simulation will enhance the student's learning of radiographic positioning and image formation to include radiation protection for both the student and the patient. Students will follow the master plan of education which is listed in the college catalog. Radiology students must complete the general education requirements, for the Associate Degree, prior to the completion of the program OR have appropriate transcripts which indicate an Associate Degree, or Undergraduate Degree, and/or Graduate Degree.
3. Clinical experience for the radiologic technology student is in a contracted affiliated medical center under direct and/or immediate supervision. Refer to the Clinical supervision Policy in the Department Student Policy Manual.
4. During clinical experience the student will be evaluated on: a) critical thinking skills which identify the ability to make valid decisions in a clinical setting; and b) problem solving skills which include case studies listing procedure goals, observations, options and consequences.
5. The program faculty will survey completers of the radiologic technology program to determine quantitative and qualitative outcomes which will facilitate program improvement.

**JRC ERT**

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Chicago, IL 60606-3182

(312) 704-5300

(312) 704-5304 (FAX)

email: mail@jrcert.org

www.jrcert.org

**PROGRAM GOALS AND OBJECTIVES**

1. To provide students with a balance of instruction in radiologic technology courses as well as support courses.
2. To provide students with knowledge and skill to perform radiologic technology procedures.
3. To facilitate development of applied skills in effective communication, critical thinking, and problem solving in the practice of radiography.
4. To provide clinical experience compliment didactic instruction and develop clinical skills required for professional practice.
5. To provide an environment that encourages personal and professional growth.
6. To promote values of compassion, respect, understanding, and dignity in providing care to patients during imaging procedures.
7. To provide the health care community with graduate entry level radiographers skilled in diagnostic imaging procedures.



To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) the cultural diversity and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. The student will be able to complete the radiologic technology program including the foundation courses and general education courses in six semesters and one summer session as a full time student.

After receiving the degree and after completing the clinical internship, the student will be eligible to apply for admission to the state examination and the certification examination administered by the American Registry of Radiologic Technologists (ARRT). The program in Radiography is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

## RADIOLOGIC TECHNOLOGY

### CERTIFICATE

**Program Code: 1C03789**

To earn a certificate, students must have previously earned an Associate Degree and have completed all of the Cypress College Radiologic Technology Program requirements with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

### MINIMUM STANDARDS FOR APPLICANTS

1. Eligibility for admission to Cypress College.
2. High school graduation, or completion of the General Education Development (GED) test, or high school proficiency test.
3. Minimum age of 17 years.
4. Present evidence of good physical and mental health, as determined by medical examination upon admission to program and prior to enrollment.
5. Overall GPA of 2.0 in all college classes taken.
6. Must have own transportation to all affiliated hospitals.
7. Eligibility for ENGL 100 C.
8. Completion of 9 units of General Education. (See General Education requirements in catalog.)
9. Enrollment in, or completion of, program prerequisites.

### APPLICATION PROCEDURES

1. A separate application, in addition to the college application form, is required for admission into the Radiologic Technology program.
2. Application must be completed in person at the Health Science Counseling Office - in the month of February.
3. All documents (records, forms, transcripts) must be returned to the Health Science Counseling Office by the last school day in March.
4. It is the applicant's responsibility to verify that evidence of criteria is on file.

### SELECTION PROCEDURES

Applications normally exceed capacity. Selection of applicants is based on accumulation of points. (Criteria is subject to change. For information see a Health Science Counselor.)

## PROGRAM PREREQUISITES

Foundation courses are required prior to admission to the program. The following required courses plus a minimum of 9 general education units must be completed by the end of the spring semester with a minimum grade of "C" in each course to be considered for the fall (August) class.

Course #	Title	Units
HS 145 C	Survey of Medical Terminology	3
BIOL 210 C	Anatomy and Physiology	5
or		
BIOL 231 C	General Human Anatomy	(4)
RADT 142 C	Radiologic Electronics	4
RADT 146 C	Introduction to Radiography	4
MATH 020 C	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 C	Radiologic Technology	4
RADT 150 C	Radiologic Positioning	5
*RADT 153 C	Radiography Patient Care	3
*HS 147 C	Survey of Disease	3
		<b>15</b>
<b>SEMESTER 2</b>		
RADT 247 C	Radiographic Positioning	5
*RADT 250 C	Radiation Law and Ethics	3
RADT 251 C	Radiology Externship	4
RADT 162 C	Radiology Special Procedures	3
		<b>15</b>
<b>SUMMER INTERSESSION</b>		
RADT 254 C	Radiologic Internship	6
RADT 196 C	Radiography-Selected Topics	1-2
		<b>7-8</b>
<b>SEMESTER 3</b>		
RADT 255 C	Radiologic Internship	8
RADT 196 C	Radiology-Selected Topics	1-2
		<b>9-10</b>
<b>SEMESTER 4</b>		
RADT 255 C	Radiologic Internship	8
RADT 196 C	Radiography-Selected Topics	1-2
		<b>9-10</b>
<b>Total Units Required</b>		<b>55-58</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.

**CONTINUING EDUCATION COURSES**

HSCE 260 C	Fluoroscopy Permit Courses	3
HSCE 262 C	Cross-Sectional Imaging	1
RADT 264 C	Vascular Sonography Technology	3
RADT 266 C	Princ. of Breast Ultrasound	3

**DARKROOM TECHNICIAN/ASSISTANT****CERTIFICATE Program Code: 1K10449**

The Radiology Darkroom Technician/Assistant Program prepares a student for an entry-level position as radiology assistant and/or darkroom technician in a health care facility such as a hospital, private physician's office, or clinic. This program can be completed in one year.

To earn a certificate the student must complete the 16 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 C	Effective Writing	3
HS 145 C	Survey of Medical Terminology	3
CIS 111 C	Computer Information Systems	3
RADT 153 C	Radiography Patient Care	3
RADT 146 C	Introduction to Radiology	4
	<b>Total Units Required</b>	<b>16</b>

**DIAGNOSTIC/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. Combination of didactic and clinical experience will not exceed 40 (forty) hours per week and are subject to rearrangement.
5. 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.
6. The program faculty will survey completers of the Diagnostic Medical Sonography program to determine quantitative and qualitative outcomes which will facilitate program improvement.

**JRC-DMS**

2025 Woodlane Drive  
St. Paul, MN 55125-2998  
(651) 731-1582      www.jrcdms.org

**PROGRAM GOALS AND OBJECTIVES**

1. To provide students with a balance of instruction in medical sonography courses as well as support courses.
2. To provide students with knowledge and skill to perform medical sonography procedure.
3. To facilitate development of applied skills in effective communication, critical thinking, and problem solving in the practice of medical sonography.
4. To provide clinical experience compliment didactic instruction and develop clinical skills required for professional practice.
5. To provide an environment that encourages personal and professional growth.
6. To promote values of compassion, respect, understanding, and dignity in providing care to patients during imaging procedures.
7. To provide the health care community with graduate entry level medical sonographers skilled in diagnostic imaging procedures.

After completing the clinical internship and receiving the completion certificate, the student will be eligible to apply for the certification examination administered by the American Registry of Diagnostic Medical Sonographers (ARDMS). The Medical Sonography program is accredited by the Joint Review Committee in Education for Diagnostic Medical Sonographers (JRC-DMS) and the Commission on Accreditation of Allied Health Education Programs.

**MINIMUM STANDARDS TO APPLY**

1. Eligibility for admission to Cypress College.
2. High school diploma or GED test, or the high school proficiency examination.
3. Minimum age of 17 years.
4. Present evidence of good physical and mental health, as determined by medical examination upon admission to program and prior to enrollment.
5. Overall GPA of 2.0 in all college classes taken.
6. Must have own transportation to all affiliated hospitals.
7. Eligibility for ENGL 100 C.
8. See "Prerequisites and Requirements" for specific course prerequisites needed to apply.

**PREREQUISITES AND REQUIREMENTS**

1. The following *Foundation* courses must be completed by the end of the spring semester with a minimum "C" grade in each course. Any course with a grade lower than a "C" may only be repeated once.

Course #	PREREQUISITES Title	Units
RADT 142 C	Radiologic Electronics	4
RADT 146 C	Intro to Radiography	4
RADT 153 C	Radiography Patient Care	3
HS 145 C	Survey of Medical Terminology	3
HS 147 C	Survey of Disease	3
BIOL 210 C	Anatomy and Physiology	5
ENGL 095 C	Effective Writing	3
or		
ENGL 100 C	College Writing	(3)
or		
SPCH 050 C	Effective Oral Communication	(3)
or		
SPCH 100 C	Human Communication	(3)
MATH 020 C	Elementary Algebra	4
CIS 111 C	Computer Information Systems	3
*RADT 060 C	Medical Sonography Theory	2

2. Complete Foundation courses listed above OR completion of a Joint Review Committee on Education in Radiologic Technology approved program in Radiologic Technology and currently registered by the American Registry of Radiologic Technologists.

3. \*RADT 060 C must be completed in the Summer session prior to enrollment into the Fall Semester of the Sonography Program.

**ASSOCIATE IN SCIENCE DEGREE****ULTRASOUND/MEDICAL****SONOGRAPHY****Program Code: 1C07840**

The Department of Radiologic Technology will provide occupational training in ultrasound/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 ultrasound/medical sonography.

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

**Required courses: Units**

All courses of the Certificate Program	49½
General Education Graduation Requirements	25
<b>Total Units Required</b>	<b>74½</b>

Note: All General Education Graduation Requirements units may be taken prior to enrollment in the program or at the completion of the Certificate Program.

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

Course #	Title	Units
<b>FALL SEMESTER</b>		
RADT 170 C	Ultrasound Physics	1½
RADT 173 C	Ultrasound Instrumentation	1½
RADT 175 C	Ultrasound Abdominal Scanning	3
RADT 207 C	Clinical Education-I	4
*RADT 262 C	Cross-Sectional Imaging	1
		<b>11</b>
<b>SPRING SEMESTER</b>		
RADT 176 C	Abdominal Pathology	1½
RADT 186 C	Obstetric/Gynecology Scanning	3
RADT 208 C	Clinical Education-II	6
		<b>10½</b>
<b>INTERSESSION</b>		
RADT 209 C	Clinical Education-III	3
RADT 210 C	Ultrasound Seminar	1
		<b>4</b>
	<b>Total Units Required</b>	<b>25½</b>

\*May be taken prior to enrollment in the program

**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 JRC-ERT accredited 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****Program Code: 1C07840****Required Courses are listed in suggested sequence:**

Course #	Title	Units
<b>FALL SEMESTER</b>		
RADT 170 C	Ultrasound Physics	1½
RADT 173 C	Ultrasound Instrumentation	1½
RADT 175 C	Ultrasound Abdominal Scanning	3
RADT 207 C	Clinical Education-I	4
*RADT 262 C	Cross-Sectional Imaging	1
		<b>11</b>
<b>SPRING SEMESTER</b>		
RADT 176 C	Abdominal Pathology	1½
RADT 186 C	Obstetric/Gynecology Scanning	3
RADT 208 C	Clinical Education-II	6
		<b>10½</b>
<b>INTERSESSION</b>		
RADT 209 C	Clinical Education-III	3
RADT 210 C	Ultrasound Seminar	1
		<b>4</b>
	<b>Total Units Required</b>	<b>25½</b>

\*May be taken prior to enrollment in the program

**Radiologic Technology (RADT)****RADT 060 C MEDICAL SONOGRAPHY THEORY****2 Units (May be taken for credit 4 times)**

*One and one-half hours lecture and  
One and one-half hours laboratory per week.*

**NON-DEGREE CREDIT**

*Prerequisite: Satisfactory completion of RADT 142 C, RADT 146 C, RADT 153 C, HS 145 C, HS 147 C, BIOL 210 C, ENGL 095 C, MATH 020 C, CIS 111 C with "C" or better.* This course is designed for the student interested in pursuing the sonography program and introduces fundamental sonography theory with emphasis on definition of common ultrasound terminology and ultrasound equipment. The student will relate this basic theory to preparatory sonographic scanning techniques which will include manipulation of the sonographic transducer to determine anatomic presentation. The student will learn rudimentary operation of the sonographic machine in an affiliated hospital setting.

**RADT 142 C RADIOLOGIC ELECTRONICS****4 Units**

*Four hours lecture per week.*

**CSU**

This course is designed as an introductory course for students preparing for courses in radiologic technology. Content is designed to establish a basic knowledge of the physics of mechanics, the physics of sound, and quantum physics to include the x-ray emission spectrum and x-ray interaction with matter. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interaction with matter. Basic knowledge in radiographic equipment and requirements will be discussed.



**RADT 146 C INTRODUCTION TO RADIOGRAPHY****4 Units***Four hours lecture per week.**CSU*

This course is an introduction to radiologic technology. Content is designed to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Principles, practices, and policies of the health care organization(s) will be discussed and examined, in addition to the professional responsibilities of the radiographer. The course includes fundamentals of dark-room procedures, x-ray film characteristics, radiographic equipment and accessories, principles of radiation protection, and introduction to radiologic procedures and terminology.

**RADT 148 C RADIOLOGIC TECHNOLOGY****4 Units***Three hours lecture and**Three hours laboratory per week.**CSU*

*Prerequisite: Admission to Radiologic Technology Program.* This course offers a study of the principles of radiographic exposure, geometry of radiographic image, factors influencing radiographic quality, beam restricting and attenuation devices. Included are the importance of minimum imaging standards, discussion of a problem solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. Content will also provide a basic knowledge of quality control. *\$50.00 Material Fee - PAYABLE AT REGISTRATION.*

**RADT 150 C RADIOLOGIC POSITIONING****5 Units***Four hours lecture and**Three hours laboratory per week.**CSU*

*Prerequisite: Admission to Radiologic Technology Program.* This course offers positioning nomenclature, positioning methods for the upper and lower extremities, pelvis, respiratory system, abdomen and bony thorax along with practical applications of radiograph evaluation and radiation protection. *\$50.00 Material Fee - PAYABLE AT REGISTRATION.*

**RADT 153 C RADIOGRAPHY PATIENT CARE****3 Units***Three hours lecture per week.**CSU*

This course on patient care and management, is a lecture/demonstration class to teach aseptic techniques and special procedures used by radiology personnel. It will include student participation in nursing techniques, techniques in areas such as: operating rooms; isolation room; diagnostic and fluoroscopic radiology rooms; the nursery; emergency room; and intensive care rooms. Students will be required to obtain CPR certification for this class.

**RADT 162 C RADIOLOGY SPECIAL PROCEDURES****3 Units***Two and one-half hours lecture and**One and one-half hours laboratory per week.**CSU*

*Prerequisite: Satisfactory completion of first semester in the Radiologic Technology Program.* This course provides the student with the theory and practice of basic techniques of venipuncture and the administration of contrast media. Emphasis will be placed on the types of contrast agents used for the various radiographic procedures. The student will perform both simulated and live insertion and extraction for contrast media injection. 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 Material Fee - PAYABLE AT REGISTRATION.*

**RADT 170 C ULTRASOUND PHYSICS****1½ Units***One and one-half hour lecture per week.**CSU*

*Prerequisite: Admission into the Ultrasound/Medical Sonography Program.* This course is directed toward the learning of basic concepts of mathematics and general physics, and acoustical physics as applied to diagnostic medical sonography. Emphasis is placed on concepts of reflection and scattering that are applied toward the usefulness of ultrasound as an imaging tool. Doppler physics is introduced toward the application of doppler sonographic instruments.

**RADT 173 C ULTRASOUND INSTRUMENTATION****1½ Units***One and one-half hour lecture per week.**CSU*

*Prerequisite: Admission into the Ultrasound/Medical Sonography Program.* This course will provide lecture and demonstrations covering the areas of ultrasonic propagation principles, 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 C ULTRASOUND ABDOMINAL SCANNING****3 Units***Two and one-half hours lecture and**One and one-half hour laboratory per week.**CSU*

*Prerequisite: Admission into the Ultrasound/Medical Sonography Program.* Ultrasound abdominal scanning is a study of the clinical applications of abdominal sonography. It will include abdominal vasculature; lymphatic and retroperitoneal systems; liver and intrahepatic biliary systems; gallbladder and extrahepatic biliary systems; pancreas; spleen; kidneys; and adrenal glands. Interpretation of clinical laboratory tests, related clinical signs and symptoms, and normal and abnormal sonographic patterns will be discussed. This course includes a demonstration section on basic scanning techniques and protocol.

**RADT 176 C ABDOMINAL PATHOLOGY****1½ Units***One and one-half hours lecture per week.**CSU*

*Prerequisite: RADT 175 C.* This course will discuss the manifestations of pathology and disease conditions and their relevance to sonographic procedures. The student will describe abdominal scanning techniques and procedures appropriate for the disease process. The course will support the student in the clinical phase of sonographic training. Sonographic technique and actual pathologic cases will be discussed.

**RADT 186 C OBSTETRIC/GYNECOLOGY SCANNING****3 Units***Three hours lecture per week**CSU*

*Prerequisite: Satisfactory completion of RADT 170 C, RADT 173 C, RADT 175 C, RADT 207 C, and RADT 262 C with a grade of "C" or better.* Obstetric/Gynecology scanning is a study of the clinical applications within the sonographic specialties of obstetric and gynecology which includes: 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. This course will assist the student in developing a quality assurance program. The student will learn quality control procedures and develop a manual to be used to satisfy federal and accreditation requirements.



**RADT 196 C RADIOGRAPHY-SELECTED TOPICS****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 C. Current trends and new advances in diagnostic imaging will be selected for intensive class discussion. This course will support the student in the clinical internship phase. Radiographic technique and actual case studies will be discussed.

**RADT 207 C CLINICAL EDUCATION-I****4 Units***Twenty-nine hours/week of directed practice.*

CSU

*Prerequisite:* Admission into the Ultrasound/Medical Sonography Program. This course is offered as ultrasound clinical in-service training within a department of medical sonography at a selected affiliated hospital/medical center. This course will provide the basic instruction and scanning experience in abdominal sonography. The student will be able to demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures according to protocol guidelines established by the program and the clinical education center utilizing real time equipment.

**RADT 208 C CLINICAL EDUCATION-II****6 Units***Thirty-four hours/week of directed practice.*

CSU

*Prerequisite:* Satisfactory completion of RADT 170 C, RADT 173 C, RADT 175 C, RADT 207 C, and RADT 262 C with a grade of "C" or better. This course is offered as clinical in-service training within a department of radiology at a selected affiliated hospital/medical center. This course will provide the basic instruction and scanning experiences in obstetrics and gynecology sonography. The student will be able to demonstrate the ability to perform sonographic examinations of the gravid and non gravid pelvis according to the protocols established by the program and clinical education center utilizing real time equipment with both transabdominal and endocavity transducers.

**RADT 209 C CLINICAL EDUCATION-III****3 Units***Thirty-eight hours of clinical directed practice for ten weeks.*

CSU

*Prerequisite:* Satisfactory completion of RADT 176 C, RADT 186 C, RADT 208 C with a grade of "C" or better. This course is offered as clinical in-service training within a department of radiology at a selected affiliated hospital/medical center. This course will provide the basic instruction and scanning experiences in breast, thyroid, scrotum and doppler sonography. The student will be able to demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures, non-cardiac chest and pelvis according to protocols established by the program and clinical education center using real time equipment.

**RADT 210 C ULTRASOUND SEMINAR****1 Unit***One hour lecture per week.*

CSU

*Prerequisite:* Satisfactory completion of RADT 176 C, RADT 186 C, and RADT 208 C with a grade of "C" or better. This course is an ultrasound seminar and presentation of case studies. The course will be taught by department staff and will be utilize outside speakers and will include discussion of interesting and/or rare cases pertaining to clinical symptoms, sonographic patterns and technical pitfalls.

**RADT 247 C RADIOGRAPHIC POSITIONING****5 Units***Four hours lecture and**Three hours laboratory per week.*

CSU

*Prerequisite:* Satisfactory completion of first semester Radiologic Technology Program. This course offers advanced positioning nomenclature, positioning methods for the skull, urinary systems, vertebral column, digestive system, arthrography, and myelography exams. Trauma positioning and techniques are also discussed along with radiograph evaluations and radiation protection for all procedures. \$33.00 Material Fee - PAYABLE AT REGISTRATION.

**RADT 250 C RADIATION LAWS AND ETHICS****3 Units***(Same as HSCE 250 C)**Three hours lecture per week.*

CSU

*Prerequisite:* RADT 142 C, RADT 146 C, or a Limited Permit in X-ray technology. Content is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological responses are presented, including acute and chronic effects of radiation. The course is designed to present the principles of radiation protection including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated. An introduction to legal terminology, concepts, and principles will be presented. Topics include misconduct, malpractice, legal and professional standards and the scope of practice. The importance of proper documentation and informed consent is emphasized. The student will examine a variety of ethical issues and dilemmas found in clinical practice.

**RADT 251 C RADIOLOGY EXTERNSHIP****4 Units***Two hours lecture and**Sixteen hours supervised training per week and observation in an approved clinical affiliate.*

CSU

*Prerequisite:* Satisfactory completion of first semester Radiologic Technology Program. Class period provides an introduction to fluoroscopy, tomography, computers in radiology, hysterosalpingograms, mammography and pediatric radiography.

**RADT 254 C 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 the Department of Radiology. Internship of 40 hours per week extends through intersessions and are subject to rearrangement by hospital/facility. Clinical practice experiences shall be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management.

**RADT 255 C RADIOLOGIC INTERNSHIP****8 Units** (May be taken for credit 2 times)

Forty hours laboratory per week.

CSU

*Prerequisite:* Satisfactory completion of RADT 254 C. This course provides for continuation of the internship phase of the Radiologic Technology Program. Students are assigned to selected clinical education centers which provide supervised clinical training with the Department of Radiology. Internship of 40 hours per week extends through intersessions and are subject to rearrangement by hospital/facility. Students must meet the program competency requirements and designated hours of clinical internship for completion of the program.

**RADT 260 C FLUOROSCOPY PERMIT COURSE****3 Units**

(Same as HSCE 260 C)

Two and one-half hours lecture and

One and one-half hours laboratory per week.

Credit/No Credit/Letter Grade Option

CSU

*Prerequisite:* Current California Radiologic Technology Certification 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 Technologists Fluoroscopy Permit certification test. Students must be able to verify C.R.T. status at the first class meeting.

**RADT 262 C CROSS - SECTIONAL IMAGING****1 Unit**

(Same as HSCE 262 C)

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 anatomy is recommended.

**RADT 264 C VASCULAR SONOGRAPHY TECHNOLOGY****3 Units**

(Same as HSCE 264 C)

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 is the physical principles of vascular ultrasound technology. The course will focus 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 266 C PRINC. OF BREAST ULTRASOUND****3 Units**

(Same as HSCE 266 C)

Three hours lecture per week.

CSU

*Prerequisite:* American Registry of Diagnostic Medical Sonography license and/or knowledge of basic ultrasound equipment and scanning techniques. This course will provide instruction for learning the normal and pathological appearance of breasts using ultrasound to include images that relate to mammography and MRI. Included in this course is the physiology of benign and malignant breast tumors and diagnostic procedures. The content will follow the ARDMS guidelines toward the goal of preparing the student to pass the ultrasound registry breast exam.

**RADT 299 C IMAGING INDEPENDENT STUDY****½ - 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 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 – Dave Wassenaar

**Counselors**

Jean England

Deidre Porter

## Real Estate (RE)

**RE 101 C REAL ESTATE PRINCIPLES****3 Units**

Three hours lecture per week.

CSU

This is a beginning course in real estate fundamentals and principles. The development of real estate in California and an introductory study of ownership, appraisal, law, practices, financing, land and location values, transfers, trends, regulations, and economic effects are stressed. Course fulfills educational prerequisites for California state licensure.

**RE 201 C REAL ESTATE PRACTICE****3 Units**

Three hours lecture per week.

CSU

This course covers professional aspects of the real estate business. Topics include an overview of the real estate industry, ethics and licensing requirements; hands-on completion of contracts, forms, and disclosure documents; prospecting strategies for obtaining clients; listing properties and servicing those listings; marketing techniques; strategies for showing property; obtaining and handling offers; closing sales transactions; financing, escrow, title and taxation issues; and 1031 exchange requirements for investment property.

# Recreation

## *Division of Physical Education and Athletics*

*Division Dean – Diane Henry*

### *Faculty*

Larry Beidler  
Scott Pickler

### *Counselor*

Dana Bedard

### **TRANSFER PROGRAM - RECREATIONAL LEADERSHIP**

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

## Recreation (REC)

### **REC 100 C INTRODUCTION TO LEISURE SERVICES/RECREATION**

#### **3 Units**

*Three hours lecture per week.*

*CSU, CAN REC 2*

This course is the foundation for an introduction to the broad field of recreation and leisure services. The class will include the relationship of recreation to the individual and society.

### **REC 101 C PRINCIPLES OF COMMUNITY RECREATION**

#### **3 Units**

*Three hours lecture per week.*

*CSU*

This course is an introduction to a variety of recreational activities suitable for a community recreation program. The class will study the various agencies and institutions that provide opportunities for community recreation. The class will emphasize interrelationships of these agencies.

### **REC 102 C RECREATION LEADERSHIP**

#### **2 Units**

*Two hours lecture and*

*Two hours laboratory per week.*

*CSU*

This course will provide the theory and activity in teaching leadership in playground and recreational activities. The class will identify methods, techniques, planning procedures, organizing techniques, along with the evaluation of these procedures and techniques.

### **REC 103 C ORGANIZATION OF FALL SPORTS ACTIVITIES IN RECREATION**

#### **2 Units**

*One hour lecture and*

*Two hours laboratory per week.*

*CSU*

This course is a survey of basic terminology and skills of fall sports. The basic techniques of teaching, organizing, and promoting interest in individual and team fall sports are included. Students will be involved in organizing and promoting the college intramural sports program.

### **REC 104 C ORGANIZATION OF SPRING SPORTS ACTIVITIES IN RECREATION**

#### **2 Units**

*One hour lecture and*

*Two hours laboratory per week.*

*CSU*

This course is a survey of basic terminology and skills of spring sports. The basic techniques of teaching, organizing, and promoting interest in individual and team spring sports are included. Students will be involved in organizing and promoting the college intramural sports program.

### **REC 106 C OUTDOOR RECREATION - CAMP COUNSELING**

#### **3 Units**

*Three hours lecture per week.*

*CSU*

This course will emphasize the history, development and trends of organized camping and other outdoor recreation skills. The class will include leadership training in camp counseling with special emphasis on practical skills in camping, fire building, outdoor cooking, tenting, and camp crafts. This class is recommended for recreation majors and students interested in outdoor recreation.

### **REC 107 C RECREATION FOR SPECIAL GROUPS**

#### **3 Units**

*Three hours lecture per week.*

*CSU*

This class is an introduction to the relationship of recreation and special groups (i.e., teenagers, senior citizens, and the disabled). The course will emphasize social development and how to integrate special groups into recreation programs with adoption of all forms of recreation for use by these groups.

### **REC 298 C RECREATION SEMINAR**

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

*Zero to twelve hours lecture and*

*Zero to twenty-four hours laboratory per week.*

*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* 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. *Fees may be required – PAYABLE AT REGISTRATION.*

## Secretarial – See Office Administration (OFF)

# Social Science

## Division of Social Science

Division Dean – Nina DeMarkey

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## Social Science (SOSC)

### SOSC 295 C RESEARCH METHODS IN ORAL HISTORY

#### 2 Units

(Same as Hist 295 C)

One hour lecture and

Three hours laboratory per week.

CSU

This course introduces students to the special techniques of tape-recorded interviews to document 20th century history. Areas of study will include interviewing techniques, historical editing and transcripts of interviews. This course does not satisfy General Education requirements in Social Science.

### SOSC 298 C SOCIAL SCIENCE SEMINAR

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

Zero to twelve hours lecture and

Zero to thirty-six hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

UC Credit Limitation/CSU

Prerequisite: May be required. Corequisite: May be required. Advisory: May be required. 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 which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ to 12 units. Consult the class schedule for the offerings a particular semester. Fees may be required – PAYABLE AT REGISTRATION.

### SOSC 299 C SOCIAL SCIENCE-IND. STUDY

1 Unit (May be taken for credit 4 times)

One hour lecture per week.

UC Credit Limitation/CSU

Prerequisite: Approved Independent Study Learning Contract. Independent study is for students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. The student would then contact the supervising instructor to develop a contract for his/her particular interest so he/she could learn more regarding their special topic.

# Sociology

## Division of Social Science

Division Dean – Nina DeMarkey

### Faculty

Larry Curiel  
James Dedic  
Regina Rhymes

### Counselors

Velia Lawson  
Therese Mosqueda-Ponce  
Daniel Pelletier

## ASSOCIATE IN ARTS DEGREE

### SOCIOLOGY

Program Code: 1A16918

The Associate in Arts Degree in Sociology is designed to provide students with an introduction and overview of the field. Sociology is the study of social life, social systems, social change and the social causes and consequences of human behavior. It is based on the idea that the understanding of the dynamic structure of social life will allow use to analyze present situations against the backdrop of larger social realities and lead to effective responses to those situations. The Sociology Degree program includes the study of sociological theories and knowledge, the scientific foundations of sociology, and the application of the sociological perspective to various, specific areas of social life. It offers an opportunity to examine the field in detail and to identify possible personal directions for further study. Sociology gives students a solid basis for many career paths and can be enhanced with multidisciplinary study in related fields. The Associate in Arts Degree in Sociology prepares the student for entry level careers in related fields and offers a firm foundation for further academic study at a four-year college or university which is very important for advancement in sociology.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) California State University General Education Breadth requirements (CSU GE Breadth) or IGETC general education plan;(3) any elective courses to complete a minimum of 60 units; (4) complete all graduation requirements; and, (5) have an overall GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Students pursuing more than one specified departmental major may double count a maximum of 7 units to fulfill major requirements.

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

### Required courses are listed in suggested sequence:

Course #	Title	Units
Ten (10) units from the following Sociology Required Courses:		
SOC 101 C	Introduction to Sociology	3
or		
SOC 101HC	Honors Intro to Sociology	(3)
SOC 102 C	Social Problems	3
SOC/PSY 161 C	Probability & Stats-Social Sci	4

Three (3) units from the following Behavioral Sciences Required Courses:

ANTH 102 C	Cultural Anthropology	3
PSY 101 C	General Psychology	3
or		
PSY 101HC	Honors General Psychology	(3)



Three (3) units from the following Sociology Elective Courses:		
SOC/PSY 120 C	Human Sexuality	3
SOC 225 C	Sociology of Women	3
SOC/PSY 237 C	Cross-Cultural Relationships	3
SOC/HUSR 250 C	Sociology of Aging	3
SOC 275 C	Marriage and Family	3
SOC 277 C	Sociology of Religion	3
SOC/HUSR 292 C	Introduction to Criminology	3

Three (3) units from the following Elective Courses:		
ANTH 102 C	Cultural Anthropology	3
ETHS 100 C	American Ethnic Studies	3
or		
ETHS 100HC	Honors American Ethnic Studies	(3)
GEOG 160 C	Cultural Geography	3
PSY 101 C	General Psychology	3
or		
PSY 101HC	Honors General Psychology	(3)
PSY 251 C	Social Psychology	3
SOC/PSY 120 C	Human Sexuality	3
SOC 225 C	Sociology of Women	3
SOC/PSY 237 C	Cross-Cultural Relationships	3
SOC/HUSR 250 C	Sociology of Aging	3
SOC 275 C	Marriage and Family	3
SOC 277 C	Sociology of Religion	3
SOC 292 C	Introduction to Criminology	3
	<b>Total Units Required</b>	<b>19</b>

### SOCIOLOGY TRANSFER PROGRAM

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

## Sociology (SOC)

### SOC 101 C INTRODUCTION TO SOCIOLOGY

#### 3 Units

*Three hours lecture per week.*

*Credit by Examination*

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

*Advisory: Eligibility for ENGL 100 C.* This course is an analysis of human relationships through a study of cultural origins, personality development, social interaction, community organization, collective behavior, institutional growth, social change, and social movements. *Duplicate credit not granted for SOC 101HC.*

### SOC 101HC HONORS INTRO TO SOCIOLOGY

#### 3 Units

*Three hours lecture per week.*

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

*Advisory: Eligibility for ENGL 100 C.* This course is an enhanced version of Introduction to Sociology for honors students. 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. *Duplicate credit not granted for SOC 101 C.*

### SOC 102 C SOCIAL PROBLEMS

#### 3 Units

*Three hours lecture per week.*

*UC/CSU, AA GE, CSU GE, IGETC, CAN SOC 4*

*Advisory: Completion of SOC 101 C.* This course is an identification and analysis of selected contemporary social problems in American society and around the world. It includes problems of overpopulation, environmental destruction, war, race, poverty, sex inequality, aging, drug abuse, health, crime and violence. Alternative approaches to the resolution of these problems and identification of institutions and organizations involved in their resolution are emphasized.

### SOC 120 C HUMAN SEXUALITY

#### 3 Units

*(Same as PSY 120 C)*

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, CSU GE, IGETC*

*Prerequisite: Eligibility for ENGL 060 C.* This course is an overview of the psychological, sociological and psychobiological aspects of human sexuality. The course takes an interdisciplinary approach dealing with the entire area of human sexual behavior viewed in the context of the total integrated personality.

### SOC 161 C PROBABILITY & STATS-SOCIAL SCI

#### 4 Units

*(Same as PSY 161 C)*

*Four hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN PSY 6*

*Prerequisite: MATH 040 C or 2 years of high school Algebra with grades of "C" or better.* This course provides an introduction to fundamental statistical concepts relevant to the social sciences but applicable to all disciplines. A conceptual approach is used to introduce students to topics of descriptive and inferential statistics including sampling, probability, central tendency, variability, correlation, regression, point estimation, interval estimation, and hypothesis testing. Also introduced are non-parametric statistics, such as chi-square, and parametric statistics, such as t-tests and ANOVA. Computers and calculators will be utilized. The use of current statistical software is emphasized. Data sets and problems will be from psychology, sociology, anthropology, economics, geography, and political science. This course is open to all students who meet the prerequisite, and it is required for psychology majors. This course is strongly recommended for all social science majors. Students who receive credit for this course may not receive credit for MATH 120 C.

### SOC 215 C PARENTING SKILLS

#### 3 Units

*(Same as PSY 215 C)*

*Three hours lecture per week.*

*CSU*

This course is designed to build realistic expectations in parenting. Students will acquire parenting skills and deal constructively with varied aspects of child rearing. 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 stages from birth through adulthood.

### SOC 217 C PARENTING THE DEFIANT CHILD

#### 1 Unit

*(Same as PSY 217 C)*

*One hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This course is designed for natural or foster parents who have children 2 to 13 years of age who exhibit oppositional, willful, disobedient and defiant behavior. Practical empirically proven techniques to manage this behavior will be taught using the University of Massachusetts Program.

### SOC 218 C PARENTING THE ABUSED CHILD

#### ½ Unit

*(Same as PSY 218 C)*

*One-half hour lecture per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

This is a parenting course for foster parents and other adult caregivers of abused children. The causes, symptoms, treatment modalities and parenting techniques needed to parent these children will be examined.

**SOC 219 C PARENTING THE ADHD CHILD****½ Unit***(Same as PSY 219 C)**One-half hour lecture per week.**Credit/No Credit/Letter Grade Option**CSU*

This course is a practical introduction in the causes and professional interventions for Attention Deficit Hyperactivity Disorder "ADHD". A major emphasis will be on treatment techniques parents can use to assist a child or adolescent with attention deficit hyperactivity disorder. Home, medical, school and social-psychological interventions will be presented.

**SOC 225 C SOCIOLOGY OF WOMEN****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, 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. The role of women in relation to contemporary issues will be examined.

**SOC 237 C CROSS-CULTURAL RELATIONSHIPS****3 Units***(Same as PSY 237 C)**Three hours lecture per week.**UC/CSU, CSU GE, IGETC, CUL DIV*

*Advisory: Eligibility for ENGL 100 C.* This course is an introduction to the psychological factors involved in cross-cultural relationships including ethnic and racial differences. It explores the personal processes and individual conflicts of people from differing United States ethnic backgrounds. Varying customs, social patterns and family dynamics of major local cultural groups will be discussed within this context.

**SOC 250 C SOCIOLOGY OF AGING****3 Units***(Same as HUSR 250 C)**Three hours lecture per week.**UC/CSU, AA GE, CSU GE, IGETC*

The course explores the concept of aging and sociological/cultural theories of aging. The gender, cross-cultural, economic, political and social policy aspects of aging in society and the world are examined. Critical life issues for elders and for those who live and work with them are explored. These issues include empowerment, care giving, social support, living arrangements, elder abuse, work, retirement, quality of life and death and dying. *Duplicate credit not granted for HUSR 250 C.*

**SOC 271 C CHILD, FAMILY AND COMMUNITY****3 Units***Three hours lecture per week.**CSU, AA GE, CSU GE*

The processes of childhood socialization from newborn through adolescence. Influences of family, childcare, school, media, peers, community and cultural differences will be addressed. Community support resources and advocacy for children are explored.

**SOC 275 C MARRIAGE AND FAMILY****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 sociological factors involved in family relationships, courtship, marital adjustments and parenthood. This course examines various patterns of marriage and families within the United States.

**SOC 277 C SOCIOLOGY OF RELIGION****3 Units***Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

*Advisory: Eligibility for ENGL 100 C.* This course is an analysis of religion as a social institution. Emphasis will be placed on the influence that religion has on American society by examining the role religion plays in people's lives, and legitimates some existing social and economic arrangements.

**SOC 292 C INTRODUCTION TO CRIMINOLOGY****3 Units***(Same as HUSR 292 C)**Three hours lecture per week.**UC/CSU, CSU GE, IGETC*

This course presents a scientific analysis of the nature, extent, and causes of violations of societal rules of behavior that are formally defined as crime and delinquency. The course includes an analysis of the theoretical perspectives that led to the development of criminal law and the administration of criminal justice, the patterns of criminality and delinquency, the impact of crime on social change, and the labeling, identification, characteristics, and the treatment of criminals and delinquents.

**SOC 298 C SOCIOLOGY SEMINAR****½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)***Zero to twelve hours lecture and**Zero to twenty-four hours laboratory per week.**Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade**UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This is a lecture/discussion type course developed 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 interest topic concerning which no other regular class is offered. A paper or group activity may be requested. Credit may range from ½ to 12 units. Consult the class schedule for the offerings a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*

**SOC 299 C SOCIOLOGY INDEPENDENT STUDY****1 Unit (May be taken for credit 4 times)***One hour lecture per week.**UC Credit Limitation/CSU*

*Prerequisite: Approved Independent Study Learning Contract.* Independent study is for students who wish to extend their knowledge of a particular area through individual research and study. It is thought that topics might develop out of a curiosity stimulated in a regular class. Students would then contact the supervising instructor to develop a learning contract for their particular interest so that they could learn more regarding their chosen specific topic.

# Spanish

## Division of Language Arts

Division Dean – Eldon Young

### Faculty

E. Alex Herrera  
Olga Moran  
A. Fernando Oliveira  
Jessica Puma

### Counselors

Velia Lawson  
Daniel Pelletier  
Therese Mosqueda-Ponce

## Spanish (SPAN)

### SPANISH TRANSFER PROGRAM

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

### SPAN 050 C PUBLIC SERVICE SPANISH

#### 3 Units

*Three hours lecture per week.  
Credit/No Credit/Letter Grade Option*

This course is a basic communication course, for students who want to acquire a speaking knowledge for vocational needs in the fields of health-care, social welfare, law enforcement, hotel and restaurant industries, and business in general. Consideration also will be given to cultural topics. It is assumed that the student has no prior knowledge of the language.

### SPAN 053 C BASIC SPOKEN SPANISH

#### 3 Units (May be taken for credit 2 times)

*Three hours lecture per week.  
Credit/No Credit/Letter Grade Option*

This is a basic introductory course which emphasizes oral practice, pronunciation and vocabulary development. It is designed to develop a speaking and understanding knowledge of Spanish for use in everyday conversational situations. It is not open to native speakers of the language.

### SPAN 098 C SPANISH SEMINAR

#### ½ - 12 Units (Variable Unit Class) (May be taken for credit 1-4 times)

*Zero to twelve hours lecture and  
Zero to twenty-four hours laboratory per week.  
Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion. *Fees may be required – PAYABLE AT REGISTRATION.*

### SPAN 101 C ELEMENTARY SPANISH I

#### 5 Units

*Five hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
UC Credit Limitation/CSU, AA GE, CSU GE, 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. *Duplicate credit not granted for SPAN 101HC.*

### SPAN 101HC HONORS ELEMENTARY SPANISH I

#### 5 Units

*Five hours lecture and  
One hour laboratory TBA per week.  
UC Credit Limitation/CSU, AA GE, CSU GE, 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 C.*

### SPAN 102 C ELEMENTARY SPANISH II

#### 5 Units

*Five hours lecture and  
One hour laboratory TBA per week.  
Credit/No Credit/Letter Grade Option  
UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN SPAN 4*

*Prerequisite: SPAN 101 C with grade of "C" or better, or one year of high school Spanish with a grade of "C" or better is recommended.* The course continues to emphasize the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will increase their knowledge of the culture, history, and geography of Spain and Latin America through lectures, slides, films, and reading and writing assignments. *Duplicate credit not granted for SPAN 102HC.*

### SPAN 102HC HONORS ELEMENTARY SPANISH II

#### 5 Units

*Five hours lecture and  
One hour laboratory TBA per week.  
UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN SPAN 4*

*Prerequisite: SPAN 101 C with a grade of "C" or better, or one year of high school Spanish with a grade of "C" or better is recommended.* This course is a continuation of elementary Spanish enhanced for honors students in a seminar setting. Students will create original dialogues and participate in current events discussions in order to increase their knowledge of the culture, history, and geography of Spain and Latin America. Lectures, slides, films, and reading and writing assignments will also be used. *Duplicate credit not granted for SPAN 102 C.*

### SPAN 200 C CONVERSATIONAL SPANISH

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

*Two hours lecture per week.  
Credit/No Credit/Letter Grade Option  
CSU, CSU GE*

*Prerequisite: SPAN 102 C.* The course emphasizes extensive practice in oral expression and listening comprehension at intermediate and advanced levels of competency. The materials used provide a systematic practice of grammatical concepts, literary analysis and cultural appreciation.



**SPAN 201 C SPANISH FOR SPANISH SPEAKERS****5 Units**

*Five hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN SPAN 2*

*Prerequisite: A native or near-native speaking knowledge of Spanish for those who have had little or no formal education in the language.*

*Recommend: Two years of high school Spanish.* This course is designed to address the needs of students with Spanish speaking backgrounds who have little or no formal training in Spanish. Emphasis will be placed on composition, advanced reading comprehension, standard vs. vernacular usages, and cross-language interference. The course's aim is to reinforce oral expression and comprehension, develop writing skills, build a wider based vocabulary, read Hispanic literature and provide an awareness of the language. *Duplicate credit not given for SPAN 101 C or SPAN 102 C.*

**SPAN 203 C INTERMEDIATE SPANISH III****4 Units**

*Four hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AA GE, CSU GE, IGETC, CAN SPAN 8*

*Prerequisite: SPAN 102 C with a grade of "C" or better, or two years of high school Spanish with a grade of "C" or better is recommended.*

The course introduces the student to the more formal aspects of literary analysis and cultural appreciation through a selection of readings by modern Spanish and Spanish American authors. It also provides extensive practice in oral and written expression and a thorough review of grammatical concepts.

**SPAN 204 C INTERMEDIATE SPANISH IV****4 Units**

*Four hours lecture and*

*One hour laboratory TBA per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AA GE, CSU GE, IGETC, CAN SPAN 10*

*Prerequisite: SPAN 203 C with a grade of "C" or better, or three years of high school Spanish with a grade of "C" or better is recommended.*

The course continues to emphasize acquisition of the more formal aspects of literary analysis and cultural appreciation through a selection of advanced readings by modern Spanish and Spanish American authors. It also provides extensive practice in oral and written expression and a thorough review of grammatical concepts.

**SPAN 298 C SPANISH SEMINAR**

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

*Zero to twelve hours lecture and*

*Zero to twenty-four hours laboratory per week.*

*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*UC Credit Limitation/CSU*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This seminar is for able students who wish to extend their knowledge of literature, language and culture through small group discussion. *Fees may be required – PAYABLE AT REGISTRATION.*

**SPAN 299 C SPANISH INDEPENDENT STUDY**

**½ - 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 – Eldon Young*

**Faculty**

Michael Brydges

Donna Friess

Patricia Ganer

Liana Koeppel

John Lambros

**Counselors**

Velia Lawson

Therese Mosqueda-Ponce

Daniel Pelletier

**SPEECH TRANSFER PROGRAM**

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

## Speech (SPCH)

**SPCH 050 C EFFECTIVE ORAL COMMUNICATION**

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

*Three hours lecture per week.*

*Credit/No Credit/Letter Grade Option*

*AA GE*

The course is designed to teach students 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 those students who speak English as a second language.

**SPCH 098 C SPEECH SEMINAR**

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

*Zero to twelve hours lecture and*

*Zero to twenty-four hours laboratory per week.*

*Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade*

*Prerequisite: May be required. Corequisite: May be required. Advisory: May be required.* This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion. *Fees may be required – PAYABLE AT REGISTRATION.*

**SPCH 100 C HUMAN COMMUNICATION**

**3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN SPCH 4*

Introduction to the fundamentals and principles which underlie effective speech communication. Practical experience, emphasizing content, organization and delivery, will be required in at least three speaking situations, specifically including persuasive and informative speaking. *Duplicate credit not granted for SPCH 100HC.*



**SPCH 100HC HONORS HUMAN COMMUNICATION****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CAN SPCH 4*

This course is a college level course enhanced for Honors students. This course will introduce students to fundamental and advanced principles which underlie effective speech communication and will offer an overview of the disciplinary field of speech communication. Enhanced practical applications, emphasizing content, organization, and delivery will be required in at least four speaking situations, specifically including persuasive and informative speaking. Principles of rhetorical criticism will also be studied. *Duplicate credit not granted for SPCH 100 C.*

**SPCH 105 C INTERPERSONAL COMMUNICATION****3 Units**

*Three hours lecture per week.*

*CSU, CSU GE, CAN SPCH 8*

The purpose of this course is to improve the student's understanding and ability to deal effectively with people. Major theories in the field of interpersonal communication will be studied so the student can develop a basic understanding of them and also acquire skills for self improvement. Methods of instruction include lecture, discussion, simulation experiments, and small group activities. No formal speeches are required.

**SPCH 115 C READERS THEATER****3 Units**

*Three hours lecture per week.*

*CSU, CSU GE, AA GE*

This course studies the principles of oral interpretation of literature from each of the major genres (prose, poetry, drama) as well as the techniques of performance as they relate to Readers Theater. Students will evaluate, analyze, and perform selections from each of the major genres of literature for the purpose of creating, staging and performing Readers Theater.

**SPCH 118 C INTRODUCTION TO BROADCASTING****3 Units**

*(Same as JOUR 118 C)*

*Three hours lecture per week.*

*CSU, CSU GE*

The history, theory, contemporary issues, and current law in broadcasting, cable and World Wide Web are covered in this course designed both for students majoring in journalism and communication and those seeking a liberal education. Students learn through lecture, reading, and creating video and audio presentations for the class and possible broadcast in student media.

**SPCH 120 C INTERCULTURAL COMMUNICATION****3 Units**

*Three hours lecture per week.*

*UC/CSU, CSU GE, IGETC, CUL DIV*

*Advisory: Eligibility for ENGL 100 C.* 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.

**SPCH 124 C SMALL GROUP COMMUNICATION****3 Units**

*Three hours lecture per week.*

*UC/CSU, CAN SPCH 10*

This course is an introduction to theoretical and applied concepts in small group communication through participation and observation, analysis, and evaluation of group processes. Elements of small group behavior to be studied include leadership, roles, norms, networks, conflict and cohesion needs, and decision making.

**SPCH 135 C ESSENTIALS OF ARGUMENTATION****3 Units**

*Three hours lecture per week.*

*UC/CSU, AA GE, CSU GE, CAN SPCH 6*

This course is a study of argumentation—logic, reasoning, analysis of issues, audience analysis, evidence, refutation, case construction—and its relationship to advocacy. Emphasis is placed on the development of critical thinking skills.

**SPCH 138 C FORENSICS**

**1 - 2 Units (Variable 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*

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 220 C THE RHETORIC OF THE CITY****3 Units**

*Three hours lecture per week.*

*CSU, AA GE, CSU GE*

This course will examine the communicative meanings found in the culture, environment, history and social structure of a specific city. Students will be exposed to an interdisciplinary focus on a specific city and will examine the communicative interrelationships between the city and its populace. *Duplicate credit not granted for SPCH 220HC.*

**SPCH 220HC HONORS RHETORIC OF THE CITY****3 Units**

*Three hours lecture per week.*

*CSU, AA GE, CSU GE*

This course is a college level course enhanced for Honors students. This course will be conducted as a seminar. This course will examine the communicative meanings found in the culture, environment, history and social structure of a specific city. Students will be exposed to an interdisciplinary focus on a specific city and will examine the communicative interrelationships between the city and its populace. *Duplicate credit will not be granted for SPCH 220 C.*

**SPCH 238 C 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*

This course is designed to prepare students to participate in intercollegiate speech competition. Practical experience, emphasizing content, organization and delivery will be offered in debate, persuasive speaking, informative speaking, extemporaneous speaking, impromptu speaking and oral interpretation.

**SPCH 298 C SPEECH SEMINAR**

$\frac{1}{2}$  - **12 Units** (Variable Unit Class) (May be taken for credit 1-4 times)

Zero to twelve hours lecture and

Zero to twenty-four hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

UC Credit Limitation/CSU

Prerequisite: May be required. Corequisite: May be required. Advisory: May be required. This seminar is for students who wish to extend their knowledge of literature, language and culture through small group discussion. Fees may be required – PAYABLE AT REGISTRATION.

**SPCH 299 C SPEECH INDEPENDENT STUDY**

$\frac{1}{2}$  - **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.

# Theater Arts

**Division of Fine Arts**

Division Dean – Ting-Pi (Joyce) Carrigan

**Faculty**

James Hormel

Mark Majarian

Barbara Braden Meyer

**Counselors**

Renay Laguana-Ferinac

Renee Ssensalo

**ASSOCIATE IN ARTS DEGREE****THEATER ARTS Program Code: 1A03779**

This program is designed to prepare the student for certain occupations related to civic recreation departments and community theater.

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

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
THEA 100 C	Introduction to the Theater	3
THEA 120 C	Acting I	3
THEA 143 C	Stagecraft	3
THEA 124 C	Acting II	3
THEA 144 C	Lighting Design Fundamentals	3
THEA 129 C	Voice and Diction	3
THEA 145 C	Fundamentals of Costume Design	3
THEA 102 C	World Theater History	3
or		
THEA 102HC	Honors World Theater History	(3)
THEA 220 C	Scene Study	3

**Select 2 - 3 units from the following performance classes according to emphasis:**

Course #	Title	Units
THEA 130 C	Acting Workshop	2 - 3
THEA 132 C	Musical Theater Workshop	2 - 3
THEA 133 C	Rehearsal and Performance	2 - 3
THEA 234 C	Ensemble Acting	2 - 3

**And****Select 3 units from the following:**

Course #	Title	Units
DANC 105 C	Ballet	(1½, 1½)
DANC 107 C	Modern Dance	(1½, 1½)
DANC 111 C	Jazz Dance	(1½, 1½)

**And****Select 3 units from the Theater Arts course offerings not listed above****3****And****Select 6 units from Art and/or Music course listings****6****Total Units Required****41 - 42****ACTING****CERTIFICATE****Program Code: 1K00089**

The primary emphasis of the Acting Certificate is to prepare the student for occupational competency.

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

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

Course #	Title	Units
THEA 124 C	Acting II	3
THEA 121 C	Dynamic Movement for the Stage	2
THEA 129 C	Voice and Diction	3
THEA 147 C	Stage Makeup	3
THEA 220 C	Scene Study	3

**Choose from one of the following:**

THEA 128 C	Acting for the Camera	2
THEA 133 C	Rehearsal and Performance	2-3
THEA 126 C	Musical Theater Techniques	3

**Total Units Required****16-17**

**COSTUME/MAKEUP DESIGN****CERTIFICATE****Program Code: 1K00048**

The certificate in costume/makeup design is designed to prepare the student for occupational competency in the field of costume/makeup design for theater.

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

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

Course #	Title	Units
THEA 145 C	Fundamentals of Costume Design	3
ART 185 C	Life Drawing	3
THEA 147 C	Stage Makeup	3
THEA 247 C	Prosthetic Makeup	3
THEA 149 C	Stage Crew Activity	3
<b>Total Units Required</b>		<b>15</b>

**DIRECTING****CERTIFICATE****Program Code: 1K00090**

The primary emphasis of the Directing Certificate Program is to prepare the student for occupational competency in Directing.

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

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

Course #	Title	Units
THEA 100 C	Introduction to the Theater	3
or		
THEA 102 C	World Theater History	(3)
or		
THEA 102HC	Honors World Theater History	(3)
THEA 124 C	Acting II	3
THEA 143 C	Stagecraft	3
THEA 144 C	Lighting Design Fundamentals	3
THEA 225 C	Directing for the Theater	3
<b>Total Units Required</b>		<b>15</b>

**LIGHTING/AUDIO DESIGN****CERTIFICATE****Program Code: 1K00049**

This certificate in lighting/audio design is designed to prepare the student in occupational competency in lighting and sound design for theater.

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

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

Course #	Title	Units
MUS 124 C	Recording Studio I	3
or		
MMMU 124 C	Recording Studio I	(3)
or		
THEA 142 C	Theater Sound and Recording	(2)
THEA 144 C	Lighting Design Fundamentals	3
or		
MMTA 144 C	Lighting Design Fundamentals	(3)
THEA 149 C	Stage Crew Activity	3
THEA 245 C	Design for Theater	3
ART 182 C	Freehand Drawing	3
<b>Total Units Required</b>		<b>14 – 15</b>

**SCENERY DESIGN****CERTIFICATE****Program Code: 1K00050**

The scenery design certificate is designed to prepare the student for occupational competency in the field of scenic design.

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

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

Course #	Title	Units
THEA 144 C	Lighting Design Fundamentals	3
or		
MMTA 144 C	Lighting Design Fundamentals	(3)
THEA 149 C	Stage Crew Activity	3
THEA 143 C	Stagecraft	3
or		
MMTA 143 C	Stagecraft	(3)
THEA 146 C	Scene Painting	3
ART 182 C	Freehand Drawing	3
<b>Total Units Required</b>		<b>15</b>

**TECHNICAL THEATER****CERTIFICATE****Program Code: 1K00051**

The Technical Theater Certificate is designed to prepare the student for occupational competency in the field of technical theater.

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

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

Course #	Title	Units
THEA 140 C	Theater Crafts	3
THEA 245 C	Design for Theater	3
ART 182 C	Freehand Drawing	3
THEA 120 C	Acting I	3
THEA 149 C	Stage Crew Activity	3
<b>Total Units Required</b>		<b>15</b>

**THEATER ARTS TRANSFER PROGRAM**

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

**Theater Arts (THEA)****THEA 100 C INTRODUCTION TO THE THEATER****3 Units***Three hours lecture per week.**Credit/No Credit/Letter Grade Option**UC/CSU, 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. The course prepares the student for other course offerings in the theater curriculum. Admission to theater performance not to exceed \$30.00.

**THEA 102 C WORLD THEATER HISTORY****3 Units***Three hours lecture per week.**UC Credit Limitation/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 study of plays, historical events, and the theatrical environment. Theater practice from prehistory to the present will be studied. Attendance at theater productions may be required. *Duplicate credit not granted for THEA 102HC.*

**THEA 102HC HONORS WORLD THEATER HISTORY****3 Units**

*Three hours lecture per week.*

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

This course is a study of world theater history enhanced by the reading of representative dramatic works and criticism. The honors student will investigate the history of the influence of differing cultures, traditions, and technologies on the development of theater as a social institution through the comparative study of plays, historical events, and the theatrical environment. Theater practice from prehistory to the present will be studied. Attendance at theater productions will be required. *Duplicate credit not granted for THEA 102 C.*

**THEA 104 C 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, AA GE, 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 \$200.00.

**THEA 107 C AMERICAN ETHNIC THEATER****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CUL DIV*

This course will investigate how various racial, national, religious, linguistic, or cultural heritages have influenced the American theater, literature and production techniques. *Duplicate credit not given for THEA 107HC.*

**THEA 107HC HONORS AMERICAN ETHNIC THEATER****3 Units**

*Three hours lecture per week.*

*UC Credit Limitation/CSU, AA GE, CSU GE, IGETC, CUL DIV*

This class is an enhanced version of THEA 107 C for honors students. This course will investigate how various racial, national, religious, linguistic, or cultural heritages have influenced the American theater literature and production techniques. Such methodology as lecture, small group discussion, guest speakers and performers representative of the new trends in dramatic literature may be used. *Duplicate credit not given for THEA 107 C.*

**THEA 108 C STAGE AND SCREENWRITING****3 Units (May be taken for credit 2 times)**

*Three hours lecture per week.*

*CSU, AA GE, CSU GE*

Beginning playwrights and screenwriters discover the basic craft of creating scripts for stage, screen and television. The class will concentrate on student's current work and illustrations will be drawn from scripts that have shaped our modern consciousness.

**THEA 120 C ACTING I****3 Units**

*Two hours lecture and*

*Four hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU, AA GE, CSU GE, CAN DRAM 8*

Acting methods of the modern actor will be studied. Students will use craft preparations which will enable them to bring emotional and behavioral truth to the roles they create. Exercises in relaxation, sensory awareness, emotional freedom and the creation of truthful behavior will be practiced.

**THEA 121 C DYNAMIC MOVEMENT FOR THE STAGE****2 Units (May be taken for credit 2 times)**

*One hour lecture and*

*Three hours laboratory per week.*

*UC/CSU, CSU GE*

Students learn the art of physical communication. Students will discover and explore structured physical play, unarmed stage combat and stimulus response exercises. Basic anatomy as it relates to motion and communication will be examined. This class is designed for actors and all students.

**THEA 124 C ACTING II****3 Units (May be taken for credit 3 times)**

*Two hours lecture and*

*Four hours laboratory per week.*

*UC/CSU, CAN DRAM 22*

*Prerequisite: THEA 120 C or audition. Advisory: Concurrent enrollment or completion of THEA 121 C or THEA 129 C.* The study of acting methods of the modern actor will be examined. Student will identify and practice craft preparations which will enable them to bring emotional and behavioral truth to the roles they create. Exercises in relaxation, sensory awareness, emotional freedom and the creation of truthful behavior will be explored.

**THEA 126 C MUSICAL THEATER TECHNIQUES****3 Units (May be taken for credit 4 times)**

*(Same as MUS 291 C)*

*Two hours lecture and*

*Four hours laboratory per week.*

*UC/CSU, AA GE, CSU GE*

Students will investigate performance methods of musical theater as they relate to the onstage performer. All styles of musical theater may be covered and performance in a workshop setting of musical theater literature is required.

**THEA 128 C ACTING FOR THE CAMERA****2 Units**

*(Formerly THEA 222 C)*

*One hour lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*UC/CSU*

A practical approach to the acting methods and techniques used in television and feature film 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 129 C 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, AA GE, CSU GE, CAN DRAM 6*

This is a course in the study of and exercise in voice production and articulation with the goal of producing Standard American speech. Special attention is given to diction for actors, classroom teachers and students with minor speech defects. Stress is placed on individual exercises designed to give conscious control of speech functions. Attendance at theater productions may be required.



**THEA 130 C ACTING WORKSHOP****3 Units** (May be taken for credit 4 times)

Three hours lecture and  
Six hours laboratory TBA per week.  
UC/CSU

This performance laboratory will emphasize the application of the principles and the craft of creative acting. Faculty and theater students will initiate and prepare performance projects for an invited audience. These projects will emphasize the performers with a limited use of production elements.

**THEA 132 C MUSICAL THEATER WORKSHOP****2 - 3 Units** (Variable Unit Class) (May be taken for credit 4 times)

Eight to twelve hours laboratory TBA per week for maximum credit.  
UC/CSU, AA GE, CSU GE

*Prerequisite:* Audition. *Advisory:* THEA 149 C, DANC 203 C or one from THEA 140 C - THEA 147 C. The student will participate in the preparation of a musical production through acting, singing, dancing and/or instrumental accompaniment. Performers will make use of production elements and performance techniques.

**THEA 133 C REHEARSAL AND PERFORMANCE****2 - 3 Units** (Variable Unit Class) (May be taken for credit 4 times)

Eight to twelve hours laboratory TBA per week for maximum credit.  
UC/CSU, AA GE, CSU GE

*Prerequisite:* Audition. *Advisory:* THEA 149 C, DANC 203 C or one from THEA 140 C - THEA 147 C. This course teaches the practical application of acting and production techniques, i.e., acting, stage managing, backstage operation. Students will participate in the rehearsal and performance of a public production occurring in the Theater Arts Department.

**THEA 134 C AUDITIONS FOR THEATER/FILM****1 Unit** (May be taken for credit 3 times)

One hour lecture per week.  
CSU

*Prerequisite:* Audition. Theater students will initiate and then perform audition presentations that demonstrate their proficiency with the fundamentals of acting and auditioning. Final projects will be presented to a jury composed of theater faculty and fellow students.

**THEA 140 C 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, costumes, properties, theatrical equipment, and scenic construction techniques through lecture, demonstration, and laboratory experience. Information is applicable to all formal theatrical applications.

**THEA 142 C THEATER SOUND AND RECORDING****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 recording studio procedure and equipment selection and use. The course covers the technical as well as the artistic use of sound recording for theater. Emphasis will be placed on the practical use of audio equipment.

**THEA 143 C STAGECRAFT****3 Units** (May be taken for credit 2 times)

(Same as MMTA 143 C)  
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. *Admission to theater performances will not exceed \$30.00. Duplicate credit not granted for MMTA 143 C.*

**THEA 144 C LIGHTING DESIGN FUNDAMENTALS****3 Units** (May be taken for credit 2 times)

(Same as MMTA 144 C)  
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, control, color, and their relationship to design. *Admission to theater performances notes to exceed \$30.00.*

**THEA 145 C 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. *Admission to Theater performances will not exceed \$30.00.*

**THEA 146 C SCENE PAINTING****3 Units** (May be taken for credit 2 times)

Two hours lecture and  
Three hours laboratory per week.  
UC/CSU

Various methods of painting theatrical scenery will be explored. Tools to be used will include brush, roller, spray guns, and sponges. Students will duplicate stucco, woodgrain, wallpaper, masonry and architectural detail on rigid scenery and scenic drops. *Admission to theater performances will not exceed \$30.00. \$25.00 Materials Fee – PAYABLE AT REGISTRATION.*

**THEA 147 C STAGE MAKEUP****3 Units** (May be taken for credit 2 times)

Two hours lecture and  
Three hours laboratory per week.  
UC/CSU

Students will receive instruction and practice in a laboratory setting in all phases of makeup specifically designed for the theatrical use. *Admission to theater performances not to exceed \$30.00.*

**THEA 148 C PRODUCTION TECHNIQUES****½ - 12 Units** (Variable Unit Class) (May be taken for credit 4 times)

(Open Entry-Open Exit)  
Two to forty-eight hours laboratory per week.  
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 C STAGE CREW ACTIVITY**

**2 - 3 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

*Eight to twelve hours laboratory TBA per week.*

*UC/CSU, AA GE, CSU GE*

Stage crew offers practical experience in scenery, paint, props, lighting, makeup and costumes through preparation of a play for public performance.

**THEA 220 C 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 C or Audition. Advisory: Concurrent enrollment or completion of THEA 121 C or THEA 129 C.* The actor will examine and practice 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 are required.

**THEA 223 C 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 C DIRECTING FOR THE THEATER**

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

*Three hours lecture per week.*

*UC/CSU*

The director's purpose in the theater will be examined through current craft approaches and through a historical context. Practical experience in directing through class projects will be stressed.

**THEA 226 C MUSICAL THEATER STYLES**

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

*Two hours lecture and*

*Four hours laboratory per week.*

*CSU*

*Prerequisite: Audition.* Students will explore scene work and audition techniques for musical theater. This course is designed for the performance oriented student.

**THEA 228 C ADVANCED ACTING FOR THE CAMERA**

**2 Units** (*May be taken for credit 3 times*)

*One hour lecture and*

*Three hours laboratory per week.*

*Credit/No Credit/Letter Grade Option*

*CSU*

*Prerequisite: THEA 128 C or audition.* Students will continue their exploration and skill building of techniques used in performance before the camera including but not limited to advanced character development and special problems in performance preparation for film and television.

**THEA 232 C MUSICAL THEATER PRODUCTION**

**2 - 3 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

*Eight to twelve hours laboratory TBA per week.*

*CSU*

*Prerequisite: Audition. Advisory: THEA 149 C, DANC 203 C or one from THEA 140 C - THEA 147 C.* 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 C ENSEMBLE ACTING**

**2 - 3 Units** (*Variable Unit Class*) (*May be taken for credit 4 times*)

*Twelve hours laboratory per week for maximum credit.*

*UC/CSU*

*Prerequisite: Audition. Advisory: Concurrent enrollment in one of the following: DANC 203 C, THEA 149 C or one from THEA 140 C through THEA 147 C.* This is 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, makeup, costumes, and house management are also introduced by practical involvement in the unique demands of producing an ensemble performance.

**THEA 235 C 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). Projects may include student-directed, one act plays, touring shows designed for elementary school children and puppet plays.

**THEA 241 C COMPUTER DRAWING FOR THEATER**

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

*(Same as MMTA 241 C)*

*Two hours lecture and*

*Three hours laboratory per week.*

*CSU*

Students will receive instruction and practice in computer drawing specifically designed for theatrical use. Course content will include techniques necessary to generate floor plans, elevations, renderings, light plots and supporting documentation such as materials lists and lighting instrument schedules.

**THEA 244 C INTELLIGENT LIGHTING**

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

*(Same as MMTA 244 C)*

*Two hours lecture and*

*Three hours laboratory per week.*

*CSU*

This course involves the study and execution of stage lighting making use of individually programmable or "intelligent" lighting with emphasis on equipment, control and color and their relationship to design. Attendance at performances using intelligent lighting will be required. Cost for theater tickets not to exceed \$100.00.

**THEA 245 C DESIGN FOR THEATER**

**3 Units**

*Two hours lecture and*

*Three hours laboratory per week.*

*UC/CSU*

*Prerequisite: THEA 143 C, THEA 144 C, THEA 145 C or equivalent.* 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, costumes, and lighting.

**THEA 247 C PROSTHETIC MAKEUP****3 Units** (May be taken for credit 3 times)

Two hours lecture and

Three hours laboratory per week.

CSU

*Prerequisite:* THEA 147 C. 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. \$75.00 *Materials Fee – PAYABLE AT REGISTRATION.*

**THEA 298 C THEATER ARTS SEMINAR****½ - 12 Units** (Variable Unit Class) (May be taken for credit 1-4 times)

Zero to twelve hours lecture and

Zero to forty-eight hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

UC Credit Limitation/CSU

*Prerequisite:* May be required. *Corequisite:* May be required. *Advisory:* May be required. Various classes may be offered from semester to semester which are designed to meet the interests and needs of the students. *Fees may be required – PAYABLE AT REGISTRATION.*

**THEA 299 C THEATER ARTS INDEPENDENT STUDY****½ - 2 Units** (Variable Unit Class) (May be taken for credit 4 times)

One-half to two hours lecture per week.

UC Credit Limitation/CSU

*Prerequisite:* Approved Independent Study Learning Contract. This course is designed for students who wish to increase their knowledge of theater and/or theatrical practices through individual study or research.

## Travel Careers – See Airline and Travel Careers (ATC)

## Undeclared or Undecided

**TRANSFER PROGRAM**

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

# Veterinary Medicine

**VETERINARY MEDICINE TRANSFER PROGRAM**

Professional programs such as dentistry, medicine, pharmacy, optometry, physician assistant, physical therapy and veterinary medicine are most often graduate programs that require a bachelor degree or significant preparation prior to entering the program. The appropriate preparation varies according to the school and specific program. Students are advised to meet with a counselor to discuss options for their bachelor degree and the lower division requirements for the program and school of their choice.

## Welding

**Division of Vocational Education**

Division Dean – Steve Donley

*Counselors*

Robert Grantham

Jane Jepson

**WELD 040 C 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. *Material Fees for materials provided by the Department. Fee is paid in the Bookstore as needed during the semester.*

**WELD 060 C 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. *Material Fees for materials provided by the Department. Fee is paid in the Bookstore as needed during the semester.*

**WELD 298 C WELDING SEMINAR****½ - 12 Units** (Variable Unit Class) (May be taken for credit 1-4 times)

Zero to twelve hours lecture and

Zero to forty-eight hours laboratory per week.

Credit/No Credit or Credit/No Credit/Letter Grade Option or Standard Letter Grade

CSU

*Prerequisite:* May be required. *Corequisite:* May be required. *Advisory:* May be required. This is a course for students who wish to increase their knowledge of welding. Various topics will be offered. Unit credit may range from ½ to 12 units in any given semester. Consult the class schedule to verify credit for a particular semester. *Fees may be required – PAYABLE AT REGISTRATION.*

# Word Processing

## *Division of Business and Computer Information Systems*

*Division Dean – Dave Wassenaar*

### *Faculty*

Patricia Dellinger  
Behzad Izadi  
Alireza Moady  
Patricia Pelachik  
Donna Woo  
Penn Wu

### *Counselors*

Jean England  
Deidre Porter

## **ASSOCIATE IN SCIENCE DEGREE**

### **WORD PROCESSING Program Code: 1S07818**

This curriculum is designed to prepare students for employment in the field of word processing or any related area in which word processing skills are needed. A job simulation will give the students practical experience in all phases of word processing.

To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) 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.

Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

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

Course #	Title	Units
MGT 055 C	Business English	3
MGT 111 C	Business Communications	3
or		
MGT 211 C	Writing for Business	(3)
CIS 102 C	Document Formatting – MS Word	3
or		
CIS 112 C	MS Word Expert MOS Cert.	(3)
CIS 108 C	Introduction to Internet	2
CIS 150 C	Intro. to Business Computers	3
CIS 160 C	Information Systems Management	3
OFF 048 C	Records Administration	1
CIS 114 C	MS Outlook/Office Procedures	3
CIS 250 C	Word Processing	4
CIS 251 C	Advanced Word Processing	2
CIS 255 C	Machine Dictation & Trans.	1
	<b>Total Units Required</b>	<b>28</b>

## **WORD PROCESSING**

### **CERTIFICATE**

**Program Code: 1C00015**

To prepare students for employment in today's office with an understanding of the business environment and a focus on word processing. 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 C	Business English	3
MGT 111 C	Business Communications	3
or		
MGT 211 C	Writing for Business	(3)
CIS 102 C	Document Formatting – MS Word	3
or		
CIS 112 C	MS Word Expert MOS Cert.	(3)
CIS 108 C	Introduction to Internet	2
CIS 150 C	Intro. to Business Computers	3
CIS 160 C	Information Systems Management	3
OFF 048 C	Records Administration	1
CIS 114 C	MS Outlook/Office Procedures	3
CIS 250 C	Word Processing	4
CIS 251 C	Advanced Word Processing	2
CIS 255 C	Machine Dictation & Trans.	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 – Dave Wassenaar*

### *Counselors*

Jean England  
Deidre Porter

## **Work Experience (WKEX)**

### **WKEX 092 C 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 C 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.



# ***Faculty***

# North Orange County Community College District

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

## **Board of Trustees**

Jeffrey P. Brown

Barbara Dunsheath

Leonard L. Lahtinen

Michael B. Matsuda

Molly McClanahan

Donna Miller

Manuel Ontiveros

Cypress College Student Trustee, Sabrina Tinsay

Fullerton College Student Trustee, David Adame

## **District Administration**

Chancellor

Jerome Hunter

Vice Chancellor, Human Resources

Jeff Horsley

Vice Chancellor, Finance and Facilities

Fred Williams

Provost, School of Continuing Education

Gary McGuire

# Cypress College Administration and Organizational Structure

## **PRESIDENT**

**Dr. Michael Kasler**

Executive Vice President

Vice President, Interim

Karen Cant

Director, Budget and Finance, Interim

Dao Do

Executive Director, Foundation and  
Community Relations

Raul Alvarez

## **Educational Programs and Support Services — Executive Vice President**

### **Business/CIS and Admissions & Records — Dave Wassenaar, Dean**

Admissions and Records

Registrar — Regina Ford

## **Counseling and Student Development — Paul de Dios, Dean**

Career Center

Disabled Students Programs and Services —  
Kim Bartlett, Director

Articulation

Matriculation — Kristine Nelson, Manager

Puente Program (Counseling Component)

Student Discipline

Transfer Center

## **Fine Arts — Ting-Pi (Joyce) Carrigan, Dean**

Distance Education/On-Line

## **Health Sciences — Andrea Hannon, Dean**

Nursing — Darlene Fishman, Director

Health Services — Mary Lou Giska, Director

## **Language Arts — Eldon Young, Dean**

Puente Program (Academic & Instructional Component)

Black Studies Learning Community

## **Library & Learning Resources — Carol Welsh, Dean**

## **Science, Engineering & Math — Richard Fee, Interim Dean**

Weekend College Coordinator

## **Physical Education and Athletics Director — Diane Henry, Dean**

Petitions

Student Activities

## **Social Science — Nina DeMarkey, Dean**

Honors

Service Learning

Teacher Preparation, Educational Interpreter,  
and Paraprofessional Program

## **Student Support Services — Rick Rams, Dean**

Student Ambassadors

Extended Opportunity Programs & Services —  
Mara Scott, Manager

Financial Aid — Keith Cobb, Director

International Students Program — Yongmi Han, Manager

Outreach

CalWorks

CARE

TRAC

## **Vocational Education and Economic Development — Steve Donley, Dean**

Economic Development

Grants

Tech Prep

Title V

VTEA

## **Enrollment Management**

**Educational Support and Planning —****Karen Cant, Interim Vice President****Academic Computing — Frank Smith, Director**

Media Services

Teaching/Learning Center (TLC)

**Campus Safety — Shirley Smith, Director**

Switchboard

**Insitutional Research — Heather Brown, Director****Physical Plant & Facilities — Albert Miranda, Director**

Maintenance &amp; Operations — José Recinos, Manager

**Mailroom****Production Center****Budget & Finance — Dao Do, Interim Director****Bookstore — David Okawa, Manager****Campus Accounting — Renie Harter, Manager****Facilities Use & Rentals****Financial & Business Support Services****Food Services****Foundation & Community Relations —****Raul Alvarez, Executive Director****Public Information Officer — Marc Posner**

## Division Structure

**Division Dean, Business & Computer Information Systems**

Dave Wassenaar

Department Coordinator,  
Accounting and Real Estate

Alan Ransom

Department Coordinator,  
Court Reporting

Carolee Freer

Department Coordinator,  
Computer Information Systems

Susana Jianto

Department Coordinator, Management/Marketing/  
Sales/Retailing

Patricia Kishel

Department Coordinator, Computer Information  
Systems/Office Administration

Alireza Moady

**Division Dean, Counseling and Student Development**

Paul de Dios

Director, Disabled Students  
Program & Services

Kimberly Bartlett

Director, Transfer Center/  
Honors Counselor

Penny Gabourie

Manager, Matriculation

Kristine Nelson

Department Coordinator

Robert Grantham

Articulation Officer

Stacey Howard

Counselor, Admissions/Outreach

Robert Grantham

Counselor, Adult Re-Entry Program

Sharon Easton

Counselor, Business

Jean England  
Deidre Porter

Counselor, Career Planning Center

Sharon Easton

Counselor, DSP&amp;S

Deborah Michelle

Counselor, EOPS

Doreen Villasenor

Counselor, Fine Arts/Transfer Center

Renay Laguana-Ferinac  
Renee Ssensalo

Counselor, Health Science

Kelly Carter  
Denise VoCounselor, Language Arts/Social Science/  
ESL/Human ServicesVelia Lawson  
Daniel PelletierCounselor, Language Arts/Social Science/  
ESL/Human Services/Puente Program

Therese Mosqueda-Ponce

Counselor, Physical Education

Dana Bedard

Counselor, Science/Engineering/  
Mathematics

Tom Nordee

Counselor, Student Support Services

Counselor, Vocational Education

Jane Jepson  
Robert GranthamLearning Disability Specialist  
Disabled Student Programs

Cynthia Owens

**Division Dean, Fine Arts**

Ting-Pi (Joyce) Carrigan

Department Coordinator, Art

Joyce Patti

Department Coordinator,  
Art Computer Graphics/Multimedia

Michael Johnson

Department Coordinator,  
Communications/Journalism

Robert R. Mercer

Department Coordinator, Music

Kate Reid

Department Coordinator, Photography

Robert Johnson

Department Coordinator,  
Theater/DanceErin Landry  
Jim Hormel

<b>Division Dean, Health Science</b>	Andrea Hannon	<b>Division Dean, Social Science</b>	Nina DeMarkey
Director of Nursing	Darlene Fishman	Director of Human Services	Lucinda Alibrandi
Department Coordinator, Dental Assisting	Mary Kay Davis	Department Coordinator, Anthropology	Becky Floyd
Department Coordinator, Dental Hygiene	Carol Green	Department Coordinator, Economics	Fola Odebunmi
Department Coordinator, Health Information Technology	Rosalie Majid	Department Coordinator, Ethnic Studies	Daniel Lind
Department Coordinator, Mortuary Science	Glenn Bower	Department Coordinator, Geography	Nicholas Polizzi
Department Coordinator, Psychiatric Technology	Jeanne Higgins	Department Coordinator, History	David Halahmy
Department Coordinator, Radiologic Technology	Robert Parelli	Department Coordinator, Philosophy	Will Heusser
Department Coordinator, Nursing	Katie Kruse	Department Coordinator, Political Science	Eapen Peter Mathews
<b>Division Dean, Language Arts</b>	Eldon Young	Department Coordinator, Psychology	Susan Johnson
Department Coordinator, English	Stuart Rosenberg	Department Coordinator, Sociology	Jim Dedic
Department Coordinator, English as a Second Language	Debra McPherson	<b>Division Dean, Vocational Technical Education</b>	Steve Donley
Department Coordinator, Foreign Language	Alex Herrera	Department Coordinator, Airline and Travel Careers	Kathleen Reiland
Department Coordinator, Reading	Margaret "Susan" Klein	Department Coordinator, Aviation	Kathleen Reiland
Department Coordinator, Speech	Donna Friess	Department Coordinator, Air Conditioning/Refrigeration	Doug Sallade
<b>Division Dean, Library and Learning Resource Center</b>	Carol Welsh	Department Coordinator, Automotive Collision	Dan Snook
Department Coordinator	Monica Doman	Department Coordinator, Automotive Technology	Chuck Sherard
Library Services Coordinator	Cindy Ristow	Department Coordinator, Hospitality, Restaurant, Culinary Arts	Lisa Clark
Learning Center Coordinator	Virginia Derakhshanian	Department Coordinator, Marine Service	Russell Sandore
<b>Division Dean, Physical Education</b>	Diane Henry		
Athletic Director	Diane Henry		
Assistant Athletic Director	Bill Pinkham		
<b>Interim Division Dean, Science/Engineering/ Mathematics</b>	Richard Fee		
Department Coordinator, Biology	Robert Vandergrift		
Department Coordinator, Chemistry			
Department Coordinator, Mathematics	David Nusbaum		
Department Coordinator, Physical Science	Ron Armale		



## Instructional Divisions

*Each academic division is located in a "House", usually in a separate campus building. Divisional faculty members and counselors have offices conveniently located adjacent to classrooms. In addition, each building provides lounge and study areas to encourage student participation in divisional activities, and two buildings also provide food services.*

### Business and Computer Information Systems

#### CARNEGIE HOUSE

This building was named after Andrew Carnegie, a manufacturer, publicist, and distributor of wealth for the improvement of mankind.

#### PROGRAMS

Business Administration Transfer, Accounting, Court Reporting, Captioning, Text Entry, Computer Editor, Computer Information Systems, Networking, Web Page Applications, Management, Marketing, Merchandising, Real Estate, Secretarial - Certified Professional, Secretarial - Administrative Assistant, Secretarial - Administrative Support, Secretarial - Legal, Secretarial - Office Assistant, and Word Processing.

#### COUNSELORS

England, Jean  
Porter, Deidre

#### DIVISION DEAN

Wassenaar, Dave

#### FACULTY

Capsuto, Michael  
Dellinger, Patricia  
Freer, Carolee  
Gorno, Ric  
Izadi, Behzad  
Jianto, Susana  
Kishel, Patricia  
Miller, Jeanne  
Moady, Alireza  
McKnight, Richard  
Pelachik, Patricia  
Ransom, Alan  
Saldana, Jesse  
Von Soosten, Ronald  
Woo, Donna  
Wu, Penn

## Fine Arts

#### BERNSTEIN HOUSE

The Fine and Performing Arts complex was named after Leonard Bernstein, a master showman, conductor, composer, lecturer, pianist, writer, and teacher.

#### PROGRAMS

Art, Art Computer Graphics, Communications/Journalism, Dance, Multimedia, Music, Photography, Theater Arts

#### COUNSELORS

Laguana-Ferinac, Renay  
Ssensalo, Renee

#### DIVISION DEAN

Carrigan, Ting-Pi (Joyce)

#### FACULTY

Ball, Sheridan  
Beyer, George  
Burchfield, Jerry  
DeCoro, Helena  
Gallo, Joseph  
Giardina, Edward  
Holmes, Ian  
Hormel, James  
Johnson, Michael  
Johnson, Robert  
Lampe, Holly  
Landry, Erin  
Lester, Clifford  
Majarian, Mark  
Mercer, Robert  
Meyer, Barbara Braden  
Paiement, Paul  
Patti, Joyce  
Reid, Kathryn  
Schulps, Molly

## Health Science

### SCHWEITZER HOUSE

This building was named after Albert Schweitzer, a German scholar, humanitarian and founder of the Schweitzer Hospital in Lambarene, Gabon, Africa.

### PROGRAMS

Registered Dental Assistant  
Dental Hygiene  
Health Information Technology  
Health Care Management and Supervision Certificate  
Health Care Marketing and Sales Certificate  
Health Information Coding Specialist  
Health Unit Coordinator Certificate  
Medical Insurance Billing Specialist Certificate  
Medical Quality Review Assistant Certificate  
Medical Record Clerk Certificate  
Medical Staff Services Science  
Mortuary Science  
Registered Nursing  
Career Mobility Nursing  
Psychiatric Technician  
Radiologic Technology  
Ultrasound/Medical Sonography Certificate  
Radiology Assistant/Darkroom Technician Program

### COUNSELORS

Carter, Kelly  
Vo, Denise

### DIVISION DEAN

Hannon, Andrea

### DIRECTOR OF NURSING

Darlene Fishman

### FACULTY

Alvarez, Kathleen  
Ashburn, Shirley  
Blilie, Jeannie  
Boettger, Kathleen  
Bower, Glenn  
Boyce, Jane  
Chin, Penny  
Davis, Mary Kay  
Durfey, Karin  
Faraci, Michael  
Franks, Joseph  
Gomez, Rebecca  
Grande, Jolena  
Green, Carol  
Greico, Laura  
Harvey, Carol  
Herzog, Anna  
Higgins, Jeanne

Kruse, Kathleen  
Majid, Rosalie  
Markus, Denise  
Marquardt, Marcus  
McCament, David  
McNay, Sally  
Miller, Peggy  
Mitts, Lynn  
O'Brien, Noreen  
Parelli, Robert  
Piburn, Elizabeth  
Putman, Elizabeth  
Ramos, Jaime  
Rydalch, Ina  
Swytak, Judy  
Valencia, Wendy  
Winckler, Janet  
Zakala, Carol

## Language Arts

### TWAIN HOUSE

This complex was named after Mark Twain, an American humorist and writer.

### PROGRAMS

English, ESL (English for Non-Native Speakers), Foreign Language, Speech (Communication Studies)

### COUNSELORS

Lawson, Velia  
Mosqueda-Ponce, Therese  
Pelletier, Daniel

### DIVISION DEAN

Young, Eldon

### FACULTY

Borla, Linda  
Brydges, Michael  
Chi, Hong  
Daniels, Joan C  
Deutsch, Nancy  
Dickey, Cherie  
Diep, Christie  
Forman, Mary K.  
Franklin, Cathy  
Friess, Donna  
Fujimoto, Janet  
Ganer, Patricia  
Gutierrez, Ruth  
Herrera, E. Alexis  
Jones, Sarah  
Kashi, Barbara  
Keel, Lawrence J.  
Klein, S. Margaret  
Koeppel, Liana  
Lambros, John  
Lin, Jian-er  
Llanos, Kathy  
Marshall, Barbara  
McAlister, Kathleen  
McPherson, Debra  
Melodia, Joseph  
Moran, Olga  
Nabahani, Melanie  
Oliveira, Fernando  
Payne, John  
Puma, Jessica  
Robertson, Alison  
Rosenberg, Stuart  
Sonne, Kathryn  
Takahashi, K. Mariye  
Talwar, Ambika  
Vescial, Keith  
Wada, Kathryn  
Wahbe, Randa  
Wood, Jane

## Physical Education

### THORPE HOUSE

This complex was named after Jim Thorpe, an American football, track, and baseball star, who is considered one of the greatest athletes of all time.

### PROGRAMS

Physical Education - Teaching, Recreation

### COUNSELOR

Bedard, Dana

### DIVISION DEAN

Henry, Diane

### FACULTY

Baca, J. Anthony  
 Beidler, Larry  
 Bottiaux, Paul  
 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

Astronomy, 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, Science Teacher Preparation

### COUNSELOR

Nordee, Tom

### INTERIM DIVISION DEAN

Fee, Richard

### FACULTY

Allison, Minnie  
 Armale, Ron  
 Castle, Victoria  
 Chiplunkar, Sujata  
 Coopman, Jennifer  
 De Roo, Robin  
 Flynn, Russell  
 Frey, Michael  
 Gibby, Cheryl  
 Gill, David  
 Gober, Joel  
 Godshalk, Kathryn  
 Gold, Stephen  
 Gotoh, Allison  
 Hamman, Elizabeth  
 Harkrider, Robert  
 Landis, Lenore  
 Mao, Chaolin  
 Mintzer, Alex  
 Morvan, Laurie  
 Mottershead, Allen  
 Nusbaum, David  
 Ogoshi, Fumio  
 Owens, Eunju  
 Paek, Sylvia  
 Petrie, David  
 Plett, Christina  
 Rajab, Adel  
 Sanchez, Tony  
 Sato, Dee Ann  
 Shrout, Cynthia  
 Spooner, Stephanie  
 Subramaniam, Brinda  
 Tomooka, Craig  
 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

Alcohol and Drug Studies, Anthropology, Conflict Resolution, Criminal Justice, Economics, Ethnic Studies, Family Studies-Basic & Advanced, Geographic Information Systems, Geography, Gerontology, History, Human Services Generalist, Philosophy and Religious Studies, Political Science, Psychology, Sociology, Victimology

### COUNSELORS

Lawson, Velia  
Mosqueda-Ponce, Therese  
Pelletier, Daniel

### DIVISION DEAN

DeMarkey, Nina

### FACULTY

Adams, Virgil III  
Alibrandi, Lucinda  
Badal, Gloria  
Cavin, Robert "Greg"  
Curiel, Larry  
Dedic, James  
Doak, Les  
Flores, Michael  
Floyd, Becky  
Halahmy, David  
Heusser, Willis  
Johnson, Susan  
Lewis, Carol  
Lind, Daniel  
Martinez, Randall  
Mathews, Eapen-Peter  
Mendoza, Armando  
Odebunmi, Fola  
Phillips, James  
Polizzi, Nicholas  
Rhymes, Regina  
Sandoval, Carlos  
Seiling, Bryan  
Young, Brandy  
Zager, Gary

## Vocational/Technical

### EDISON HOUSE

The Vocational/Technical complex was named after Thomas A. Edison, who established the world's first "invention factory" dedicated solely to testing, proving, and inventing useful products.

### PROGRAMS

Air Conditioning and Refrigeration, Airline and Travel Careers, Automotive Collision Repair, Automotive Technology, Aviation - Commercial Pilot; Aviation - Management, Hotel, Restaurant, Culinary Arts, Industrial Arts - Teaching, Marine Service Technician

### COUNSELORS

Jepson, Jane  
Grantham, Robert

### DIVISION DEAN

Donley, Steve

### FACULTY

Alexander, John  
Anderson, Robert  
Beard, Michael  
Bird, Michael  
Clark, Lisa  
Freiman, David  
Hock, Richard  
Jones, Anthony  
Orozco, Luciano  
Reiland, Kathleen  
Sallade, Douglas  
Sandore, Russell  
Sherard, Charles  
Snook, Dan



# 2006 - 2007 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

## **Alvarez, Kathleen - Dental Hygiene**

R.D.H., Los Angeles City College  
B.S., M.S., California State University, Dominguez Hills

## **Armale, Ron - Physics/Astronomy**

B.S., California State Polytechnic University, Pomona  
M.S., Ph.D., University of California, Irvine

## **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

## **Baca, J. Anthony - Physical Education**

B.A., University of California, Santa Barbara  
M.A., California State University, Long Beach

## **Badal, Gloria - Political Science**

A.A., Cypress College  
B.A., California State University, Fullerton  
M.A., California State University, Fullerton

## **Ball, Sheridan - Music**

B.A., M.A., University of Northern Colorado  
D.M.A., University of Southern California

## **Bartlett, Kimberly**

A.A., Glendale Community College, Glendale Arizona  
B.A., Arizona State University  
Ph.D., University of California, Santa Barbara

## **Beard, Michael - Automotive Technology**

## **Beatty, Kimberly - English**

B.A., M.A., Morgan State University

## **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

## **Berger, Ellen - Art**

A.A., Pasadena City College  
B.A., California State University, Fullerton  
M.A., California State University, Long Beach

## **Beyer, George - Music**

B.M., M.M., California State University, Fullerton

## **Bird, Michael - Culinary Arts**

## **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, Student Activities**

B.S., Michigan State University  
M.S., California State University, Fullerton

## **Bower, Glenn - Mortuary Science**

B.A., California Lutheran University, Thousand Oaks  
M.S., National University, San Diego

## **Boyce, Jane C. - Psychiatric Technology**

B.S.N., California State University, Fullerton  
M.S., California State University, Long Beach  
Adult Nurse Practitioner

## **Brydges, Michael - Speech**

A.A., Mt. San Antonio College  
B.A., M.A., California State University, Los Angeles

## **Burchfield, Jerry - Photography/Fine Arts**

B.A., M.A., M.F.A., California State University, Fullerton

## **Capsuto, Michael - Accounting**

B.S., Roosevelt University  
M.S., West Coast University

## **Carrigan, Ting-Pi (Joyce) - Division Dean, Fine Arts**

B.A., University of California, San Diego  
M.A., University of California, Los Angeles

## **Carter, Kelly - Counseling/Student Development**

A.A., Ricks College  
B.S., Brigham Young University  
M.A., California State University, Fresno

## **Castle, Victoria - Geology**

A.A., Saddleback Community College, Mission Viejo  
B.S., California State University, Los Angeles  
M.B.A., Pepperdine University, Malibu

## **Cavin, Robert Greg - Philosophy and Religious Studies**

B.A., University of Southern California  
M.A., Fuller Theological Seminary  
B.A., M.A., Ph.D., University of California, Irvine

## **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  
 Ed.D., University of Southern California, Los Angeles

**Chiplunkar, Sujata - Biology**

B.S., South Gujarat University, India  
 M.S., Ph.D., The Maharaja Sayajirau University of Baroda, India

**Clark, Lisa - Hospitality Management**

B.A., California State University, Sacramento

**Coopman, Jennifer - Mathematics**

B.S., University of California, Los Angeles  
 M.S., California State University, Long Beach

**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

**De Dios, Paul - Division Dean,  
Counseling and Student Development**

A.A., Cerritos College  
 B.A., University of California, Irvine  
 M.S., 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

**DeMarkey, Nina - Division Dean, Social Sciences**

B.A., Northeastern Illinois University  
 M.A., Chapman University

**De Roo, Robin - Chemistry**

B.A., M.A., California State University, Fullerton

**Deutsch, Nancy - English/Reading**

A.A., Bee County College, Texas  
 B.A., Baylor University  
 M.A., California State University, Long Beach

**Dickey, Cherie - English/Reading**

B.A., M.A., California State University, Long Beach

**Diep, Christie Rossier - English**

A.A., Golden West  
 B.A., M.A., California State University, Fullerton

**Doak, Leslie - Geography**

B.A., Aurora University  
 M.A., California State University, Fullerton

**Doman, Monica Maldonado - Library**

B.A., University of California, Los Angeles  
 M.L.S., University of California, Los Angeles

**Donley, Steven R. - Division Dean, Vocational Education****Easton, Sharon - Counseling/Student Development**

A.A., Irvine Valley College  
 B.A., California State University, Long Beach  
 M.A., Chapman University

**England, Jean - Counseling/Student Development**

A.A., Saddleback College  
 B.S., University of San Francisco  
 M.S., National University

**Fee, Richard - Interim Division Dean, Science,  
Engineering and Mathematics**

B.A., Colorado College  
 Ph.D., Pennsylvania State University

**Fishman, Darlene C. - Director, Nursing**

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

**Floyd, Becky D. - Anthropology**

B.A., California State University, Fullerton  
 M.A., University of Montana

**Flynn, Russell - Oceanography**

B.S., M.A., San Diego State University

**Forman, Mary K. - English**

B.A., University of Rhode Island  
 M.F.A., University of Massachusetts

**Franklin, Catherine - Reading**

B.A., California State University, Long Beach  
 M.S., California State University, Fullerton

**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  
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 Masters, Gerald . . . . . Psychology  
 Melom, Jane . . . . . Counseling  
 Mercadante, Larry . . . . . Physical Education  
 Merickel, Karen . . . . . Biology  
 Metz, Douglas . . . . . Mortuary Science  
 Morrison, Joan . . . . . Nursing Education  
 Myres, Brian . . . . . Biology  
 O'Brien, Patrick . . . . . Language Arts  
 Oda, Sam . . . . . Automotive Service and Repair  
 Olson, Diana . . . . . Nursing  
 Oravetz, Orpha . . . . . Nursing Education  
 Ortiz, Louis . . . . . Counseling  
 Page, JoAnne M. . . . . Counseling  
 Page, Ruthanna . . . . . Hospitality/Travel Careers  
 Paris, Vincent . . . . . Culinary Arts  
 Park, Willis . . . . . Geography  
 Payne, Alice . . . . . Counseling  
 Parmenter, Susan . . . . . Staff Development/English  
 Parmenter, William . . . . . Dean, Counseling  
 Pearl, Carl . . . . . Economics  
 Pearson, Ola Faye . . . . . Medical Record Technology  
 Pecchia, Leonard T. . . . . Physical Education  
 Polsky, Diana . . . . . Theater Arts  
 Quinliven, Russ . . . . . Welding  
 Rayl, Nancy . . . . . English  
 Redman, Ronald P. . . . . History/Spanish  
 Reeve, Thomas . . . . . Dean, Social Science  
 Ricci, Paul . . . . . Philosophy  
 Ricker, Marshall . . . . . Physics  
 Root, Alfred L. . . . . Mathematics

Rossier, Roger . . . . . Counseling  
 Russell, Barbara . . . . . Nursing  
 Sandore, Russell C. . . . . Marine Technology  
 Schaefer, Sandra . . . . . Reading  
 Schick, Charlene . . . . . Economics  
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 Selga, Max . . . . . Psychiatric Technology  
 Showley, Devon . . . . . Physics/Astronomy  
 Simpson, Altus . . . . . Geology  
 Siragusa, Chris . . . . . Mathematics  
 Smith, Glen . . . . . Automotive Service and Repair  
 Smith, Larry . . . . . Mathematics  
 Steckler, Albert . . . . . Counseling  
 Stewart, James L. . . . . Chemistry  
 Stout, Byron . . . . . Mortuary Science  
 Svendsen, William . . . . . Speech  
 Taylor, Joann . . . . . Dental Hygiene  
 Tobler, Hank . . . . . Division Dean, Business & Vo Tech  
 Trulock, Ron . . . . . Air Conditioning/Refrigeration  
 Tyrrell, Don . . . . . Counseling  
 Ueberroth, Jene . . . . . English  
 Van Voorhis, Richard . . . . . Physical Education  
 Vosbein, Brenda . . . . . Psychiatric Technology  
 Walston, Wilbur . . . . . Biology  
 Weber, John . . . . . English  
 Whiteside, Dorothy . . . . . Nursing Education  
 Williams, Susan . . . . . Nursing  
 Wilson, Margaret S. . . . . Nursing  
 Wood, Arthur . . . . . Counseling  
 Woodall, Edgar H. . . . . Business  
 Yamada, Mitsuye M. . . . . English

# QUICK GUIDE TO HELP YOU

SERVICE/OFFICE	LOCATION	TELEPHONE
Admissions and Records	Business Bldg, 1st Floor	484-7346
Add and Drop		484-7346
Application		484-7344
Graduation		484-7433
Residency		484-7429
Transcripts		484-7349
Veterans Affairs		484-7409
Adult Re-entry	Humanities Bldg, 3rd Floor, Room 312	484-7120
Assessment	Business Bldg, 1st Floor, Room 112	484-7223
Associated Students	Student Activities – Bldg 8, 1st Floor	484-7198
Clubs and Organizations		
Student Government		
Athletics	Gym II Bldg, 2nd Floor	484-7352
Sports Information		484-7356
Black Studies	Humanities Bldg, 2nd Floor	484-7000 x48539
Bookstore	Gym II Bldg, 1st Floor, East side, Room 124	484-7336
Bursar's Office	Business Bldg, 1st Floor	484-7317
CalWORKS	Cypress College Complex, 2nd Floor, Room 201	484-7237
Campus Safety	CCE3	484-7387
Emergencies		
Lost and Found		
Parking		
CARE	Cypress College Complex, 2nd Floor, Room 201	484-7237
Career Planning	Humanities Bldg, 2nd Floor, Room 312	484-7120
Charger Chronicle	Humanities Bldg, 2nd Floor	484-7267
Counseling Service Areas	Cypress College Complex, 3rd Floor, Room 312	484-7015
Adult Re-entry/Career Planning	Humanities Bldg	484-7120
Business and CIS	Business Bldg, 2nd Floor	484-7213
Counseling Center	Cypress College Complex, 2nd Floor	484-7015
Fine Arts	Fine Arts Bldg, 2nd Floor	484-7129
Health Science	Tech Ed III (Health Science) Bldg, 2nd Floor	484-7270
Language Arts	Humanities Bldg, 2nd Floor	484-7178
Physical Education	Gym II Bldg, 2nd Floor	484-7276
Science, Engineering and Mathematics	Science/Math Bldg, 2nd Floor	484-7146
Social Science	Humanities Bldg, 2nd Floor	484-7178
Vocational Education	Tech Ed I Bldg, 2nd Floor	484-7228
Disabled Students Program & Services (DSPS)	Cypress College Complex, 1st Floor	484-7104
Distance Education/Online	Fine Arts Bldg, 1st Floor	484-7134
Division Offices		
Business	Business Bldg, 2nd Floor	484-7211
Counseling and Student Development	Cypress College Complex, 2nd Floor	484-7334
Fine Arts	Fine Arts Bldg, 2nd Floor	484-7139
Health Science	Tech Ed III (Health Science) Bldg, 2nd Floor	484-7283
Language Arts	Humanities Bldg, 2nd Floor	484-7169
Physical Education	Gym II Bldg, 2nd Floor	484-7352
Science, Engineering and Mathematics	Science/Math Bldg, 2nd Floor	484-7153
Social Science	Humanities Bldg, 2nd Floor	484-7185
Vocational/Technical	Tech Ed I Bldg, 2nd Floor	484-7231

SERVICE/OFFICE	LOCATION	TELEPHONE
English as a Second Language	Humanities Bldg, 2nd Floor	484-7169
EOPS	Cypress College Complex, 2nd Floor	484-7368
Extended Day Office	Business Bldg, 1st Floor (M-Th 4:00pm – 9:00pm) (Saturdays 7:30am – 3:30pm)	484-7332 484-7333
Facilities Reservations and Rentals	Cypress College Complex, 3rd Floor	484-7388
Financial Aid	Cypress College Complex, 1st Floor	484-7114
Food Services		
Convenience Store	Humanities Bldg, 1st Floor	484-7224
Foundation	Cypress College Complex, 3rd Floor	484-7126
Scholarships		
Guardian Scholars	Cypress College Complex, 2nd Floor	484-7374
Health Services	Gym II Bldg, 1st Floor	484-7361
Honors Program	Fine Arts Bldg, 1st Floor	484-7129
Instruction Office	Gym II Bldg, 2nd Floor	484-7329
International Students	Student Activities, Bldg 8, 1st Floor	484-7050
Center for Intercultural Understanding		
I-20 Forms		
Language Arts Learning Center	Library/Learning Resource Center, 1st Floor	484-7193
Library	Library/Learning Resource Center, 2nd Floor	484-7124
Math Learning Center	Library/Learning Resource Center, 1st Floor, Room 127	484-7151
Matriculation	Business Bldg, 1st Floor	484-7230
Online		484-7052
Peer Assisted Learning (PAL)	Business Bldg, 1st Floor	484-7098
School of Continuing Education	Continuing Ed., Bldg 14, Room 5 (Off of Lot 4)	484-7038
Service Learning	Fine Arts Bldg, 1st Floor	484-7452
Student Services Outreach	Cypress College Complex, 2nd Floor	484-7371
Student Activities	Student Activities Center, Bldg 8	484-7199
Photo I.D.		
Study Abroad	Humanities, Bldg, 2nd Floor, Language Arts Division Office	484-7080
Supplemental Instruction	Business Bldg, 1st Floor	484-7322
Teacher Preparation Paraprofessional Program	Humanities Bldg, 2nd Floor	484-7168
TRAC	Cypress College Complex, 2nd Floor	484-7237
Transfer Center	Fine Arts Bldg, 1st Floor	484-7129
UTAP	Business Bldg, 1st Floor	484-7129
Writing Center	Library/Learning Resource Center, 1st Floor	484-7183





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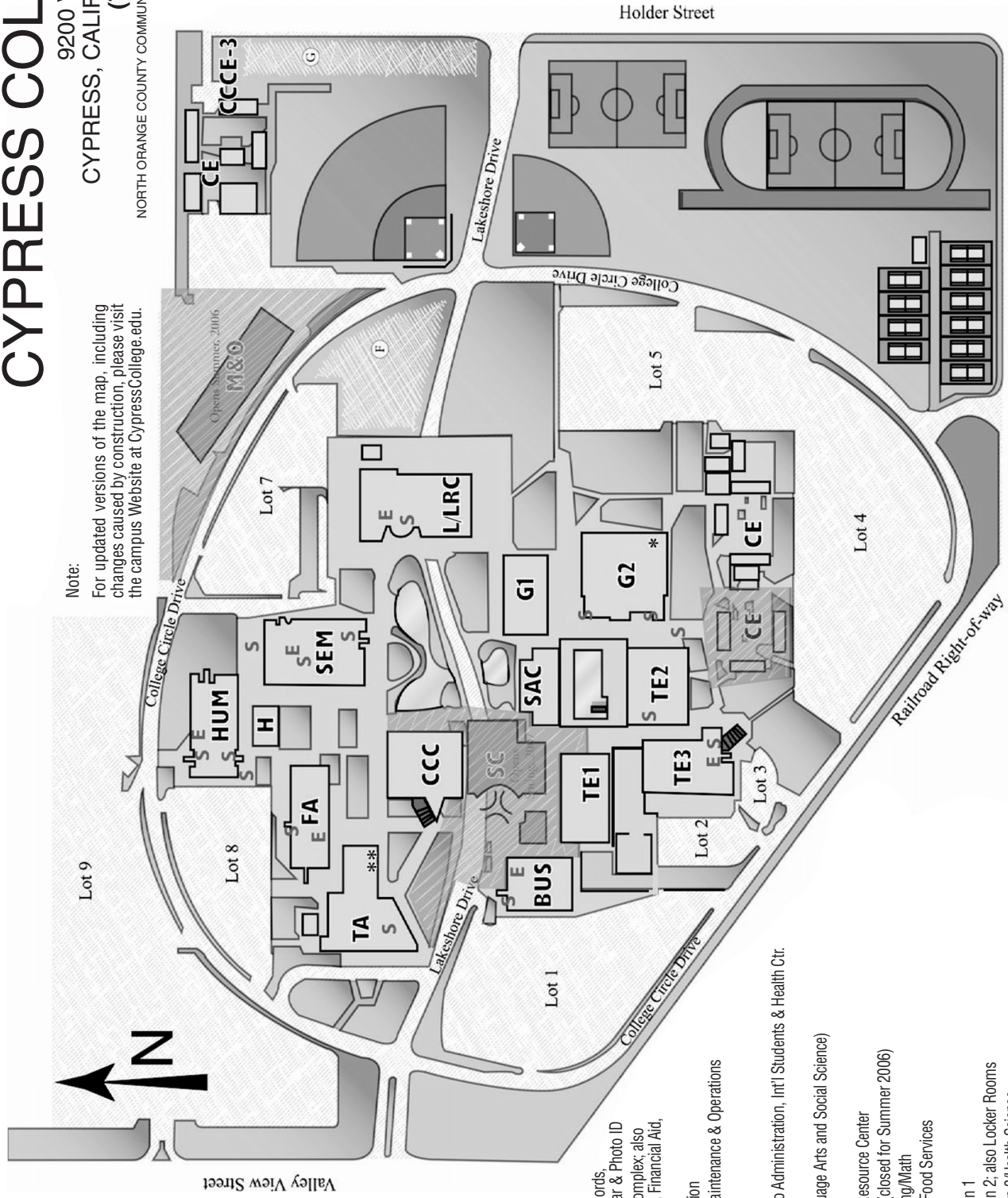
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**X****Y****Z**

# CYPRESS COLLEGE

9200 VALLEY VIEW  
 CYPRESS, CALIFORNIA 90630  
 (714) 484-7000  
 NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Note:  
 For updated versions of the map, including changes caused by construction, please visit the campus Website at [CypressCollege.edu](http://CypressCollege.edu).



Ground Level

- BUS Business; also Admissions & Records, Assessment, Bursar & Photo ID
- CCC Cypress College Complex; also Counseling Center, Financial Aid, EOPS and DSPS
- CE Continuing Education
- CCCE-3 Holder Building/Maintenance & Operations
- FA Fine Arts
- G1 Gymnasium 1
- G2 Gymnasium 2; also Administration, Int'l Students & Health Ctr.
- \* Bookstore
- HUM Humanities (Language Arts and Social Science)
- H H-131 & H-136
- L/LRC Library/Learning Resource Center
- SAC Student Activities (closed for Summer 2006)
- SEM Science/Engineering/Math
- TA Theater Arts; also Food Services
- \*\* Campus Safety
- TE1 Technical Education 1
- TE2 Technical Education 2; also Locker Rooms
- TE3 Technical Education 3/Health Science
- M&O Maintenance & Operations (Opens Summer, 2006)





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